



## AGENDA

### CITY OF NORCO

CITY COUNCIL

REGULAR MEETING

CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE

FEBRUARY 6, 2013

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CALL TO ORDER: 6:00 p.m.

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

THE CITY COUNCIL WILL RECESS TO CLOSED SESSION (SECTION 54954) TO CONSIDER MATTERS:

#### Conference with Legal Counsel

#### Anticipated Litigation Pursuant to Section 54956.9 (c)

4 Potential Cases

RECONVENE PUBLIC SESSION: 7:00 p.m.

REPORT OF ACTION(S) TAKEN IN CLOSED SESSION (§54957.1)  
*City Attorney*

PLEDGE OF ALLEGIANCE: Council Member Higgins

INVOCATION: Corona Church of the Open Doors  
*Pastor Fred Griffin*

REGULAR CITY COUNCIL AGENDA AS FOLLOWS:

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 January 16, 2013  
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. Professional Consultant Services Agreement with Albert Grover & Associates to Complete a Citywide Engineering and Traffic Survey. **Recommended Action: Adopt Resolution No. 2013-06, appropriating \$25,840 for a Citywide Engineering and Traffic Study and authorizing the City Manager to execute a Professional Services Agreement with Albert Grover & Associates. (Director of Public Works)**
  - D. Professional Services Agreement with RKA Consulting Group to Design the Bluff Street Reservoir Improvement Project. **Recommended Action: Authorize the City Manager to execute a Professional Services Agreement with RKA Consulting Group to design the Bluff Street Reservoir Improvement Project on a time and materials basis in an amount not-to-exceed \$271,000. (Director of Public Works)**
  - E. Public Entity Risk Management Authority (PERMA) Joint Powers Agreement Amendment. **Recommended Action: Adopt Resolution 2013-04, amending the PERMA Joint Powers Authority (JPA) to incorporate Government Code section 6505.6 to allow the agency to appoint one of its officers or employees to either or both the Treasurer and Auditor positions. (Deputy City Manager/Director of Finance)**
  - F. Revised Resolution Amending and Updating the Code of Ethics for the City Council, City Commission Members and City Employees. **Recommended Action: Adopt Resolution No. 2013-01, approving the amended Code of Ethics. (Deputy City Manager/Director of Finance)**
  - G. Appointment of One Member to the Economic Development Advisory Council. **Recommended Action: Appoint Melissa Villapando to the Economic Development Advisory Council to fill the term through June of 2013. (Economic Development Specialist)**
2. ITEM(S) PULLED FROM CITY COUNCIL CONSENT CALENDAR:
3. CITY COUNCIL DISCUSSION ITEM:
- A. Discussion Regarding Planning for the 2014 City of Norco 50<sup>th</sup> Birthday Celebration and Activities. (City Manager)
4. CITY COUNCIL PUBLIC HEARINGS:
- A. Ordinance Amending Chapter 18.28 "P-E – Pedestrian-Equestrian Trails" of the Norco Municipal Code Revising Regulations and the Approval Process for Allowed Encroachments into the Public Right-of-Way for Certain Driveway Materials.

*The Norco City Council requested discussion and review of the standards per City Standard Drawing 700, Equestrian Trails, as they relate to residential driveway pavers. At its meeting held on June 15, 2011, the City*

*Council suspended the issuance of permits for interlocking residential driveway pavers. On January 9, 2013, the Planning Commission recommended revisions to make the process of obtaining encroachment permits easier, while at the same time making more restrictive the types of alternative trail materials that can be approved and in what instances.*

**Recommended Action: Adopt Ordinance No. 956 for first reading.**  
(Deputy Public Works Director/Senior Engineer and Planning Director)

- B. Ordinance Amending Section 18.51 "Special Events" of Chapter 18.51 of the Norco Municipal Code to Revise and Update Certain Provisions and Requirements of Special Events in the City of Norco.

*Zone Code Amendment 2012-08 is a City-initiated proposal to amend the Norco Municipal Code, Chapter 18.51 "Special Events", to revise and update certain provisions and requirements of special events in the City of Norco.*

**Recommended Action: Adopt Ordinance No. 957 for first reading.**  
(Planning Director)

- C. Ordinance Amending Section 18.29.20 "Permitted Uses" of Chapter 18.29 of the Norco Municipal Code to Permit "Cash for Gold" Businesses as Conditionally-Permitted Ancillary Uses.

*Zone Code amendment 2012-09 is a City-initiated proposal to make provision for "cash for gold" businesses in the City of Norco.*

**Recommended Action: Adopt Ordinance No. 958 for first reading.**  
(Planning Director)

- D. Proposal to Vacate the Cota Street Public Right-of-Way Located Between Hamner Avenue and Parkridge Avenue.

*The City of Norco is being requested by an adjoining property owner to vacate the Cota Street ROW between Parkridge Avenue and Hamner Avenue. The Planning Commission reviewed the proposed vacation on December 12, 2012 and adopted Resolution 2012-49 recommending approval.*

**Recommended Action: Adopt Resolution No. 2013-05, approving the potential vacation of Cota Street subject to certain required conditions precedent.** (Planning Director)

- E. Specific Plan 85-1 (Auto Mall) Amendment 5a: Amending the Auto Mall Specific Plan Area D “Permitted Uses”. (Specific Plan 85-1, Amendment 5a)

*The ordinance is a proposed amendment to Area D “Permitted Uses” of the Auto Mall Specific Plan reflecting the Planning Commission’s recommendation.*

**Recommended Action: Adopt Ordinance No. 959 for first reading.**  
(Planning Director)

- 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 / REPORTS ON REGIONAL BOARDS AND COMMISSIONS:
- 7. CITY MANAGER/STAFF 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.*



**MINUTES**  
**CITY OF NORCO**  
CITY COUNCIL  
REGULAR MEETING  
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE  
JANUARY 16, 2013

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CALL TO ORDER: Mayor Azevedo called the meeting to order at 6:00 p.m.

ROLL CALL: Mayor Kathy Azevedo, **Present**  
Mayor Pro Tem Berwin Hanna, **Present**  
Council Member Kevin Bash, **Present**  
Council Member Herb Higgins, **Present (7:00 P.M.)**  
Council Member Harvey C. Sullivan, **Present**

Council Member Higgins and Council Member Sullivan recused themselves from participating in the closed session discussion because of potential conflicts.

THE CITY COUNCIL RECESSED TO CLOSED SESSION (SECTION 54954) TO CONSIDER MATTERS:

**Section 54956.9 – Conference with Legal Counsel – Existing Litigation**

Case Name: Robbin Koziel vs City of Norco  
Case Number: RIC 522773

Case Name: Norco Firefighters Association vs. City of Norco  
Case Number: RIC 1114581

RECONVENE PUBLIC SESSION: 7:00 p.m.

REPORT OF ACTION(S) TAKEN IN CLOSED SESSION (§54957.1): **Mayor Azevedo stated that there were no reportable actions resulting from the items discussed in Closed Session.**

PLEDGE OF ALLEGIANCE: Mayor Azevedo

INVOCATION: Norco Foursquare Church  
*Pastor Jared Vieyra*

COMMENDATION: Norco Cowgirls Rodeo Drill Team

**Mayor Azevedo presented the Norco Cowgirls Rodeo Drill Team members with certificates of commendation for their participation in the 2013 Rose Bowl Parade.**

PRESENTATION: William Nettleton, Eagle Scout Project

**Mr. Nettleton presented his Eagle Scout Project which included assembling and constructing a sign at Neal Snipes Park and placing landscaping around the sign.**

**INTRODUCTION: Mayor Azevedo introduced Tyler Madary, representative for Senator Roth, who currently represents Corona, Norco and Eastvale.**

**REGULAR CITY COUNCIL AGENDA AS FOLLOWS:**

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

Deputy City Manager/Director of Finance Okoro clarified that the recommendation for item 1.H. should be amended and included in the minutes to read **“appropriating additional funds in the amount of \$248,411.96 to the Street Fund 149”**.

**Mayor Azevedo, Council Member Bash and Council Member Sullivan pulled Item 1.F. for discussion.**

**M/S Bash/Hanna to adopt 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 December 5, 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 the Planning Commission Meetings of December 12, 2012 and January 9, 2013. **Recommended Action: Receive and File** (Planning Director)
- D. City Council Appointments to Standing Committees and Other Governmental Agencies for Calendar Year 2013. **Recommended Action: Approve the recommended City Council appointments to the various standing committees and other governmental agencies for the 2013 calendar year.** (City Clerk)
- E. Quarterly Investment Report for Quarter Ended December 31, 2012. **Recommended Action: Receive and File** (Deputy City Manager/Director of Finance)
- F. Resolution Amending and Updating the Code of Ethics for the City Council, City Commission Members and City Employees. **Recommended Action: Adopt Resolution No. 2013-01, approving the amended Code of Ethics.** (Deputy City Manager/Director of Finance) **PULLED FOR DISCUSSION**

- G. Approval to Declare Various City Assets as Surplus Property. **Recommended Action: Declare Various City Assets as Surplus and authorize the Deputy City Manager/Director of Finance to dispose of surplus assets through appropriate means.** (Deputy City Manager/Director of Finance)
  
- H. Resolution Amending the Fiscal Year 2013-2017 Capital Improvement Program (CIP) Budget to Appropriate Additional Funds for the Bicycle Route Street Striping and Signage for the Santa Ana River Trail and Approval of the Reimbursement Agreement between City of Norco and Riverside County Regional Park and Open-Space District. **Recommended Action: 1.) Adopt Resolution No. 2013-02, amending the FY 2013-2017 CIP Budget appropriating additional funds in the amount of \$248,411.96 to the Street Fund 149; and 2.) Approve the Reimbursement Agreement between the City of Norco and Riverside County Regional Park and Open-Space District.** (Director of Parks, Recreation & Community Services)

2. ITEM PULLED FROM CITY COUNCIL CONSENT CALENDAR:

**Item 1.F.** Resolution Amending and Updating the Code of Ethics for the City Council, City Commission Members and City Employees.

**Deputy City Manager/Director of Finance Okoro** commented on the City Council item, noting that the proposed Code of Ethics was amended to include City employees in order to be in compliance with the requirements set forth by the City's auditors, especially in the case of expending federal funds.

**Council Member Sullivan** thanked Deputy City Manager/Director of Finance Okoro for bringing this item to the City Council for discussion. He added that he is happy to see this and hopes that all will read and abide by it.

**Mayor Azevedo** stated that she concurs with Council Member Sullivan, adding that some other cities take this one step further to include repercussions if the Code of Ethics is violated to include a censure procedure. She stated that the Council may consider amending the Code of Ethics to include this procedure.

**M/S Bash/Hanna to bring back a revised Code of Ethics to include a censure process. 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 PRESENTATION/ACTION ITEM:

- A. Report on Fiscal Year 2012 Audited Financial Reports. **Recommended Action: Receive and File** (Deputy City Manager/Director of Finance)

**Deputy City Manager/Director of Finance Okoro** presented information regarding the Fiscal Year 2012 Audited Financial Reports. Terry Shea and Charles De Simoni, from Rogers, Anderson, Malody & Scott, LLP, were present to provide detailed information regarding the Audit.

**M/S Bash/Hanna to receive and file the Fiscal Year 2012 Audited Financial Report. The motion was carried by the following roll call vote:**

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

4. LEGISLATIVE MATTERS: (No new evidence will be heard from the public as the public hearing has been closed regarding all items listed.)

- A. Ordinance Adopting Specific Plan 85-1 (Auto Mall) Amendment 5 (City of Norco). **Recommended Action: Adopt Ordinance No. 954 for second reading.** (City Clerk)

**M/S Bash/Sullivan to adopt Ordinance No. 954 for second reading. The motion was carried by the following roll call vote:**

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

- B. Ordinance Adopting Zone Code Amendment 2012-05; Specific Plan 90-01 (Gateway), Amendment No. 11; Specific Plan 85-1 (Norco Auto Mall) Amendment No. 7; and Specific Plan 91-02 (Norco Hills) Amendment No.4 (City of Norco). **Recommended Action: Adopt Ordinance No. 955 for second reading.** (City Clerk)

**M/S Bash/Sullivan to adopt Ordinance No. 955 for second reading. The motion was carried by the following roll call vote:**

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

5. CITY COUNCIL PUBLIC HEARING:

- A. General Plan Amendment 2012-05, Update and Amendment to the Safety Element of the City of Norco General Plan.

*The Safety Element is one of seven elements required by state law to be included in a jurisdiction's General Plan. State Law also requires periodic updates to the General Plan (at least five of the required elements every ten years). The Safety Element has not been updated since the original General Plan was adopted in 1976. The Planning Commission reviewed the draft update to the Safety Element on December 12, 2012 and adopted Resolution 2012-52 recommending that the City Council approve the update to the Safety Element.*

**Recommended Action: Adopt Resolution No. 2013-03, approving General Plan Amendment 2012-05.** (Planning Director)

**Planning Director King** presented the public hearing item. He noted that a small portion of the City lies in the influence area of the Corona Municipal Airport and is required to be added to the Safety Element of the General Plan Amendment.

**Mayor Azevedo OPENED the public hearing, indicating that proper notification had been made and asked for the appearance of those wishing to speak. With no one wishing to speak, Mayor Azevedo CLOSED the public hearing.**

**M/S Higgins/Bash to Adopt Resolution No. 2013-03, approving General Plan Amendment 2012-05.**

**Mayor Azevedo, under discussion,** asked Fire Chief Pemberton if an update can be presented to the community, and included in the City's utility bill, regarding emergency City-wide preparedness. Chief Pemberton responded that there is information that can be provided. Council Member Bash added that he would like to see a review presented to the Council regarding the disaster plan 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**

6. PUBLIC COMMENTS OR QUESTIONS:

**Bonnie Slager.** Ms. Slager commented on the Norco Horseman's Association (NHA) "Get Lit" campaign for lights to use at night while riding horses. "She added that the NHA will be holding a safety seminar on Sunday, April 7<sup>th</sup> at 11:00 a.m. at the Stacy Turner residence.

**Vern Showalter.** Mr. Showalter, as Chairman, brought to Council interest and concerns from the Streets, Trails and Utilities Commission regarding CIP projects including the reservoir project, flood control project at Third Street and Reservoir, and street repair on Third Street between Corona and Valley View. He asked for a status to be provided on those projects. Deputy Public Works Director/Senior Engineer Asker responded that the reservoir project will be brought to the City Council on February 6<sup>th</sup>.

**Don Bowker.** Mr. Bowker reported that the lights on the Norco sign at *Jack in the Box* are not all lit. He also reported that some of the street lights on Sixth Street are not lighting up.

7. CITY COUNCIL COMMUNICATIONS:

**Council Member Bash:**

- Stated that Norco is one of the first cities in the nation to become part of the Vietnam 50th Anniversary Commemorative Partner Program and only the second to receive the commemorative flag.

**Mayor Pro Tem Hanna:**

- Reported on the RCTC meeting he attended, noting that projections are that sales tax in Riverside County has been rising from the past few years. He also reported that there is a 9.3% increase in Measure A funds, and also increase in local transportation and TUMF funds.
- Stated that a fund raiser for NART will be held on February 9<sup>th</sup> at Nellie Weaver Hall.

**Council Member Higgins:**

- Asked who is handling diesel truck parking permits and requested an informal report from staff. In response, Planning Director King stated that the permits are evaluated each year in February.

**Council Member Sullivan:**

- Commented on his concerns that the DG operation at Ingalls will soon end and what the City's source of DG will be in the future. He added that this is a great time to get the trails in shape as there is still a source for the DG that does not need to be purchased.
- Asked if a budget update or meeting will be held to talk about revenues. Deputy City Manager/Director of Finance Okoro responded that a mid-year budget update will be presented to the City Council on February 20, 2013.
- Reported that he received a complaint regarding people going through recycle bins on trash pick-up day. He noted that some cities have passed an ordinance to stop this. He further noted that the City needs to review the recycling mandates required by the state. Public Works Director Thompson responded that staff can look into what other cities are doing, adding that the City still gets credit for the diversion.
- Commented on an incident regarding a Planning Commission member getting out of line. He made a motion to discuss this matter at the next City Council meeting. Council Member Higgins stated that he would like to allow some time for the City Manager to complete her investigation. With that, Council Member Sullivan withdrew his motion.

**Mayor Azevedo:**

- Reported that she was present at the Senior Townhall meeting and provided an update to those present. She noted that a suggestion was given to ask Waste Management to put reflectors on the big trash bins, adding that this could be included in the contract negotiations. The Council Members all concurred.
- Commented on Norco's 50<sup>th</sup> Birthday in 2014, noting that she wants to throw a party all year long. With that, she wants to bring a community-based committee together to plan the events.

**M/S Bash/Hanna to add a discussion item to the February 6<sup>th</sup> City Council agenda regarding the organizational details of Norco's 50<sup>th</sup> Birthday celebration. The motion was carried by the following roll call vote:**

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

- Stated that she is gearing up for her State of the City presentation in the spring.
- Reported that she will be speaking at RURAL on January 24<sup>th</sup>.

**8. CITY MANAGER / CITY STAFF REPORTS AND COMMUNICATIONS:**

- A. City Process/Procedures for Required Time to prepare for Parades. (Deputy Director of Public Works/Senior Engineer)

**Deputy Public Works Director/Senior Engineer Askew** commented on the report as submitted to the City Council.

**Council Member Sullivan** stated that he has received several complaints regarding persons not being able to get to businesses because of early street shutdown, adding that the area between Corona and Valley View bothers him that they shut down early, as the businesses are impacted during that time. He requested that the streets be closed down one hour prior to the parades instead of two hours.

**Deputy Public Works Director/Senior Engineer Askew** responded that that the businesses all know about the parade closures in advance. She added that staff supports the parades and does a good job keeping people safe. Staff further provided details regarding the process followed to ensure safety for the attendees and parade participants.

9. **ADJOURNMENT:** There being no further business to come before the City Council, Mayor Azevedo adjourned the meeting at 8:33 p.m.

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BRENDA K. JACOBS, CMC  
CITY CLERK

## CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

PREPARED BY: William R. Thompson, Director of Public Works 

DATE: February 6, 2013

SUBJECT: Professional Consultant Services Agreement with Albert Grover & Associates to Complete a Citywide Engineering and Traffic Survey

RECOMMENDATION: Adopt **Resolution No. 2013-06**, appropriating \$25,840 for a Citywide Engineering and Traffic Study and authorizing the City Manager to execute a Professional Services Agreement with Albert Grover & Associates.

**SUMMARY:** The California Vehicle Code Section 627 outlines requirements that governmental agencies, such as the City of Norco, need to periodically review and update in order to document posted speed limits. To legally use radar for speed enforcement, Section 22357 and 22358 of the California Vehicle Code, outlines that any changes or modifications must be justified by an engineering and traffic survey conducted within five years prior to the date of an alleged violation. Staff recommends City Council approve the award of a professional services contract with Albert Grover & Associates (AGA).

**BACKGROUND/ANALYSIS:** The proposed engineering and traffic survey will provide the City of Norco with a legal document for City Council approval. The survey will determine specific speed limits along city roadways. The final report will be utilized by the Riverside County Sheriff's Department and the courts in the day-to-day legal defense activities of the established speed limits. To legally use radar for speed enforcement, Section 22357 and 22358 of the California Vehicle Code, states that any changes or modifications must be justified by an engineering and traffic survey conducted within five years prior to the date of an alleged violation.

In the City's arterial, collector, and local street network, speed and traffic volume surveys will be taken at approximately 90 locations to determine the existing vehicular traffic patterns. In addition, field observations will be conducted to determine the roadway characteristics, condition and placement of signs and markings, and adjacent land uses. Accident data will also be tabulated for the last two years for each roadway segment surveyed. AGA staff will schedule meetings with the Riverside County Sheriff's Department to discuss the project.

Citywide Engineering and Traffic Study

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February 6, 2013

All survey data will be summarized in a report along with recommendations for the modification and/or retention of speed limits for each segment of the City's street network. Staff has received a proposal from Albert Grover & Associates in an amount not to exceed \$25,840 to perform the proposed city-wide traffic engineering survey.

FISCAL IMPACT: Funding in the amount of \$25,840 is available within the Gas Tax Operational Fund 133.

Attachment: Resolution No. 2013-\_\_\_\_  
Service Agreement \_\_\_\_\_  
Proposal & Scope of Work

## RESOLUTION NO. 2013-06

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, APPROPRIATING FUNDS IN THE AMOUNT NOT TO EXCEED \$25,840 FROM THE GAS TAX OPERATIONAL FUND (133) FOR PROFESSIONAL CONSULTING SERVICES TO COMPLETE A CITYWIDE ENGINEERING AND TRAFFIC STUDY

WHEREAS, the California Vehicle Code, Section 627 requires governmental agencies, such as the City of Norco, periodically review and update their posted speed limits every five years if they utilize radar for speed enforcement; and

WHEREAS, the last engineering and traffic survey was completed in 2006; and

WHEREAS, in order to modify, adjust or sustain existing posted speed limits, and provide a legal document to the Riverside County Sheriff Department and the courts, it is recommended an approved independent study id performed ; and

WHEREAS, Albert Grover & Associates submitted a proposal to prepare the recommended engineering and traffic study; and

WHEREAS, Albert Grover & Associates has knowledge and experience of the City's street network and equestrian lifestyle, they have been selected to prepare the engineering and traffic report; and

WHEREAS, the City has not appropriated funds to finance the engineering and traffic study, however, Gas Tax Operational funds are available; and

NOW, THEREFORE, BE IT RESOLVED, that the amount of \$25,840 shall be appropriated from Gas Tax funds (133) for the Citywide Engineering and Traffic Survey.

PASSED AND ADOPTED by the City Council at a regular meeting held on February 6, 2013.

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Mayor of the City of Norco, California

ATTEST:

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

Resolution No. 2013-06

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February 6, 2013

I, Brenda K. Jacobs, City Clerk of the City of Norco, do hereby certify that the foregoing Resolution was adopted by the City Council of the City of Norco, California at a regular meeting thereof held on February 6, 2013 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 February 5, 2013.

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

**AGREEMENT TO PROVIDE PROFESSIONAL CONSULTING SERVICES TO  
COMPLETE A CITYWIDE ENGINEERING AND TRAFFIC STUDY**

This Agreement, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2013, by and between the City of Norco, California, hereinafter referred to as the "CITY" and Albert Grover and Associates hereinafter referred to as "AGA".

**WITNESSETH:**

WHEREAS, CITY is authorized and empowered to employ consultants and specialists in the performance of its duties and functions; and

WHEREAS, CITY has the desire to secure certain technical and professional services to assist in the preparation of a Citywide Engineering and Traffic study and;

WHEREAS, AGA represents it is qualified and willing to provide such services pursuant to the terms and conditions of this Agreement;

NOW, THEREFORE BE IT AGREED, by and between the CITY and AGA as follows:

**I. SERVICES TO BE PERFORMED BY AGA**

AGA agrees to perform all work necessary to complete, in accordance with good professional standards, those tasks and functions described in the Proposal dated December 12, 2012. The total cost to provide all specified Engineering and Traffic survey/study services shall not exceed \$25,840 without the approval of the City Council of the CITY.

**II. SUBCONTRACTING**

AGA shall not subcontract or otherwise assign any portion of the work to be performed under this Agreement without the prior written approval of the CITY.

**III. SUCCESSORS AND ASSIGNS**

This Agreement shall be binding upon and shall ensure to the benefit of any successors to or assigns of the parties. AGA shall not assign, delegate or transfer the rights and duties under this Agreement or any part thereof, without the prior written consent of CITY.

**IV. INDEPENDENT CONTRACTOR**

In the performances of the services herein provided for, AGA shall be, and is, an independent contractor and is not an agent or employee of CITY. AGA has and shall retain the right to exercise full control and supervision of all persons assisting AGA in the performance of said services hereunder, except to the extent that employees of CITY will be providing services or performing tasks so designated for City staff within the comprehensive Proposal dated December 12, 2012. AGA shall be solely responsible for all matters relating to the payments of its employees including compliance with social security and income tax withholding and all other regulations governing such matters.

#### ***V. DISPUTE***

Upon written demand and mutual written consent, all disputes under this Agreement shall be determined by arbitration conducted by the American Arbitration Association under its appropriate rules and regulations. If both parties do not consent in writing to submit the dispute to arbitration, the dispute shall be adjudicated in a court of law in Riverside County, under the laws of the State of California.

#### ***VI. NOTICES***

Notices shall be sufficient hereunder if personally served upon the City Manager of CITY or an officer or principal of AGA, or if sent via the United States Postal Service, postage prepaid, addressed as follows:

City of Norco  
Attention: Director of Public Works  
2870 Clark Avenue  
Norco, CA 92860

Albert Grover & Associates  
211 E. Imperial Hwy, Suite 208  
Fullerton, CA 92835

#### ***VII. ATTORNEY'S FEES***

In the event that litigation becomes necessary to enforce any of the terms and conditions of this Agreement, the party prevailing in any such litigation shall be entitled to attorney's fees and costs, as said fees and costs are reasonably determined by said court of jurisdiction.

#### ***VIII. INDEMNIFICATION AND HOLD HARMLESS***

AGA agrees that it shall not hold CITY liable for any loss, damage or injury of any kind whatsoever to the person or property of AGA or any of AGA's employees, guests or invitees or of any person whomsoever caused by any use of the demised premises or by any defect in any buildings, structure or other improvement constructed thereon or arising from any accident on said premises or any fire or other casualty thereon or occasioned by the failure on the part of CITY to maintain said premises in a safe condition or of any nuisance made or suffered on said premises or by any act or omission of CITY or of CITY's employees, guests, invitees or arising for any cause whatsoever; and AGA hereby waives on its behalf all claims and demands against CITY for any such loss, damage or injury to AGA and hereby agrees to indemnify and save CITY free and harmless from liability for any such loss, damage or injury of other persons and from all costs, expenses and other charges arising therefrom and in connection therewith except for claims and demands arising from specific actions of CITY.

Consultant agrees to indemnify and hold harmless the CITY from and against claims for damage, charge, lawsuit, action, judicial, administrative, regulatory or arbitration proceeding, damage, cost, expense, judgment, civil fine and penalties, liabilities or losses of any kind or nature whatsoever whether actual, threatened or alleged, which arise out of, pertain to, or relate to, or are a consequence of, or are attributable to, or are in any manner connected with the negligent performance of the AGA services, work, activities, operations or duties of the consultant AGA for services rendered by same in the performance of this agreement, notwithstanding that the City may have benefited from its work or services.

**IX. INSURANCE**

AGA shall, at no cost to the CITY, obtain and maintain during the term hereof: (a) Workers' Compensation Insurance pursuant to state law, and (b) Comprehensive Liability Insurance, including coverage for owned and non-owned automobiles, with a minimum combined single limit coverage of \$100,000 for all damages due to bodily injury, sickness or disease, or death to any person, and damage to property, including the loss of use thereof, arising out of each accident occurrence; (c) Commercial General Liability Insurance, \$1,000, each occurrence; \$2,000,000 general aggregate; \$1,000,000 products completed/operations aggregate; \$1,000,000 personal and advertising injury, and (d) professional liability insurance of \$1,000,000 per occurrence and \$1,000,000 aggregate. Consultant shall furnish evidence of all insurance coverage, naming Public Agency, its officers and employees as additional insured, and requiring 30 days' written notice of policy lapse or cancellation.

AGA hereby covenants and agrees to, and shall, indemnify, save harmless and defend, the CITY, its agents and/or employees against all claims, demands, costs, and liabilities for damages of any kind or nature arising out of or occasioned by the Contractor's performance of its obligations pursuant to this Agreement. However, this indemnity does not extend to any loss, damage or expense arising out of the negligence or willful misconduct of the CITY or the CITY's employees.

IN WITNESS WHEREOF, the parties hereto have affixed their hands on the day and year first above written.

CITY OF NORCO

ALBERT GROVER & ASSOCIATES

BY: \_\_\_\_\_  
Title ( )

BY: \_\_\_\_\_  
Title ( )

ATTEST: \_\_\_\_\_  
Title ( )

# CITY OF NORCO

## TECHNICAL PROPOSAL TO PROVIDE PROFESSIONAL CONSULTING SERVICES

FOR A

## CITYWIDE ENGINEERING AND TRAFFIC SURVEY

IN THE CITY OF NORCO



DECEMBER 12, 2012

PREPARED BY

ALBERT  
GROVER &  
ASSOCIATES  
GA



December 12, 2012

Mr. Bill Thompson  
Director of Public Works  
City of Norco  
2870 Clark Avenue  
Norco, California 92860

**RE: Technical Proposal to Provide Professional Consulting Services for Citywide Engineering and Traffic Surveys in Norco**

Dear Mr. Thompson:

Albert Grover & Associates (AGA) is pleased to respond to your request to provide professional consulting services to conduct engineering and traffic surveys and analyses of various city streets. Enclosed please find our Technical Proposal to provide the requested services.

We believe that AGA is a highly qualified and innovative firm that possesses all of the necessary capabilities to complete the proposed project in a professional, timely, and cost-effective manner. We fully understand the very important legal aspects involved in this project.

AGA staff completed the previous City of Norco Speed Surveys in 1995, 2000, and 2006, and also have extensive experience in completing other projects similar to the proposed Norco Speed Survey Project. Highlights of our experience and expertise include the following:

- ◆ City of Cerritos Engineering Traffic Survey, including a radar survey at 91 locations.
- ◆ City of Ontario Engineering Traffic Survey, including a radar survey at 120 locations.
- ◆ City of Lancaster Engineering and Traffic Survey, including a radar survey at 253 locations.
- ◆ City of Santa Ana Engineering and Traffic Survey, including a radar survey at 180 locations.
- ◆ City of Palm Springs Engineering and Traffic Survey, including a radar survey at 157 locations.

---

**TRANSPORTATION CONSULTING ENGINEERS**

211 E. Imperial Hwy., Suite 208, Fullerton, CA 92835  
(714) 992-2990 FAX (714) 992-2883 E-Mail: aga@albertgrover.com

Mr. Bill Thompson  
December 12, 2012  
Page 2

- ◆ City of Fountain Valley Engineering and Traffic Survey, including a radar survey at 87 locations.
- ◆ City of La Habra Engineering and Traffic Survey, including a radar survey at 104 locations.
- ◆ City of Cypress Engineering and Traffic Survey, including a radar survey at 71 locations.
- ◆ City of Santa Monica Engineering and Traffic Survey, including a radar survey at 80 locations.
- ◆ Accident rate analysis using three years of SWITRS data.
- ◆ Calculation of accident rates for comparison purposes.
- ◆ Street condition survey conducted by a Registered Civil Engineer and Traffic Engineer.
- ◆ Prepare summary of accident survey analysis.
- ◆ Prepare summary of speed zone survey recommendations (increase or decrease).
- ◆ Review of traffic signal timing and recommendations for changes.
- ◆ Meetings with City staff and police to determine increase or decrease in speed and discuss local conditions.
- ◆ Document all work in report form for City submission.
- ◆ Present studies to City Traffic Commission/City Council.
- ◆ Prepare speed survey maps.
- ◆ Prepare traffic flow maps.

We look forward to working with the City of Norco on this project, and to completing the project to the satisfaction of the City.

If you have any questions regarding our Technical Proposal, please contact me. We thank the City of Norco for giving us the opportunity to submit this proposal.

Respectfully submitted,

ALBERT GROVER & ASSOCIATES



Mark H. Miller, P.E.  
*Executive Vice President*

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## INTRODUCTION

Albert Grover & Associates (AGA) possesses all of the necessary qualifications and experience required to successfully complete the Engineering and Traffic Survey Project proposed by the City of Norco. We fully understand the importance to the City of establishing and justifying the speed limits within the City, of collecting and analyzing various traffic operational data, and of providing a computerized data base of this information in a timely fashion. Staff of AGA have successfully completed many projects similar to the project proposed herein. We realize the importance of the current project to the City and the importance of our completing the project on time and in a manner that meets all the requirements of the City.

## PROJECT ORGANIZATION

The Project Manager for this project will be Mr. Mark H. Miller, P.E. He will be assisted by Mr. Ruben Perales, Associate Transportation Engineer and Mr. Chad Veinot, Transportation Engineering Associate. The traffic data collection firm of Transportation Studies, Inc. (TSI) will be utilized as a subconsultant for the collection of speed (and volume, if required) data for this project. AGA has worked extensively in the past with TSI and its predecessor firm, TCI, on a multitude of speed survey projects and other traffic engineering and transportation planning projects requiring large data collection efforts.

All project team members will work as a team and will apply their administrative and technical abilities to the fullest extent to achieve the objectives of the project. A brief summary of the qualifications of key members of the team is given below:

**Mark H. Miller:** Executive Vice President of AGA, Mr. Miller will be the Project Manager for conducting this study. Prior to joining AGA, Mr. Miller was the Vice President/Senior Traffic Engineer at Mohle, Grover & Associates, where he served as the Project Manager for the Cities of Cerritos, La Habra and Cypress Speed Zone Surveys. Mr. Miller also served as Principal-in-Charge and/or Project Manager for AGA's previous Speed Zone Survey Projects in the Cities of Ontario, Norco, Buena Park, Lancaster, Palm Springs, Santa Ana, Santa Monica and Fountain Valley. All of these surveys were completed on-time and within budget. Additionally, Mr. Miller previously was the City Traffic Engineer for the City of Pomona and Assistant Engineer (Traffic) for the City of Pasadena. Mr. Miller is a registered Civil and Traffic Engineer and Certified Professional Traffic Operations Engineer (PTOE) in the State of California.

**Ruben Perales:** Associate Transportation Engineer, Mr. Perales has background in traffic engineering and design, including signals, signing and striping, and in traffic operational analysis. His experience also includes various traffic impact analyses and corridor studies. Mr. Perales will assist in analyzing the local signal timing (e.g., yellow times) and accident data for this project. Mr. Perales was also a project team member for the Speed Surveys for the Cities of Buena Park, Cerritos, Fountain Valley, Lancaster, Long Beach, Palm Springs, Santa Ana, and Santa Clarita.

CVC Section 627 have been satisfied and that other conditions not readily apparent to a motorist are properly identified. To legally use radar for speed enforcement, Section 40802(b) of the CVC requires that where limits are changed pursuant to Section 22357 and 22358 of the CVC, the changes must be justified by an engineering and traffic survey conducted within five years prior to the date of the alleged violation.

The product of the study will be a *legal document* that will be acted on by the City Council to formally adopt and/or change specific speed limits at the surveyed locations. The report will be the document used by the Riverside County Sheriff's Office and the courts in the day-to-day legal defense activities of the established speed limit.

Our proposed approach for this project, over and above complying with the specific relevant requirements of the CVC and of the California Manual on Uniform Traffic Control Devices (CA MUTCD) 2012, will be to:

- ◆ Meet with Riverside County Sheriff's Office and City staff and discuss the project completely, including scheduling and staff concerns.
- ◆ Conduct field spot speed surveys using a calibrated radar gun.
- ◆ Prepare the recommendations to maintain/increase/decrease the speed limits in the City.

The following eight tasks have been designed to provide an orderly and efficient completion of the work needed to conduct the speed zone study and the other tasks described in the RFP. Pursuant to the RFP, the City estimates that 90 locations will be surveyed.

### ***Task 1 - Field Data Collection***

After discussing the schedule for conducting the surveys and any staff concerns at the initial meeting with Riverside County Sheriff's Office personnel and City engineering staff, the first task will be to conduct the spot speed surveys (and mid-block volume data, if included as part of the project) at the 95 recommended road segments. The data will be collected during "good weather" conditions and only on weekdays, *unless other days are required by the City staff*.

Each speed zone will be checked for representative free flow speeds, that is, speeds not influenced by temporary conditions or construction work.

The obtaining of a minimum 100 speed samples for each street segment in each direction will ensure that there will be a 95% probability that the sample data represents the population data for this type of study; however, some sample sizes may be lower based on existing traffic volumes.

### ***Task 2 - Speed Data Analysis***

Utilizing the speed survey data for the 95 roadway segments, AGA will summarize the field data and provide speed survey data sheets. It should be noted that our field data measurements, data sheets and summaries will be modified to exactly match the requirements of the City of Norco.

AGA will also coordinate with the Cities of Corona and Riverside and the County of Riverside regarding speed limits for highway segments abutting or under joint control with the City of Norco.

### ***Task 3 - Roadway Segment Characteristics and Speed Limit Sign Locations Review***

This task will be performed by Mr. Mark Miller, P.E., a registered Civil Engineer and Traffic Engineer in California. Mr. Miller will drive all of the street segments to determine, on the basis of experienced traffic engineering judgment, whether or not there are any roadway characteristics not readily apparent to the motorist which would justify the lowering of the proposed speed limit to the maximum reduction permitted under the State established guidelines. Factors considered will include street width and alignment, traffic flow characteristics, number of lanes and other channelization and striping patterns, frequency of driveways and intersections, reversed superelevations, visibility obstructions caused by vertical or horizontal curves, roadside land use, grade, pedestrian/bicycle/truck traffic, heavy on-street parking maneuvers, the location of horse trails and the amount of equestrian traffic, and any other roadside conditions that are not apparent to the motorist.

As part of this work, locations of all speed limit signs will be reviewed in the field to ensure that the speed limit signing is in accordance with the adopted speed limits per the previous speed survey report. The field survey will be documented for analysis purposes.

The product of this review will be a summary of each of the study segments and identification of the study segments which justify consideration for maximum increase/decrease in the recommended speed limits.

### ***Task 4 - Accident History Review and Accident Rate Calculations***

After consultation and agreement with City staff as to the most appropriate methodology for the analysis of accident records, Mr. Ruben Perales of AGA will review the mid-block accident history of each of the street segments to be included in the survey. Assuming City staff concurrence, for this purpose the SWITRS or City maintained accident report data will be used. The appropriate accident rate for each study link will be calculated. The calculated accident rate will be compared with the expected accident rate for various types of roadways within Riverside County.

Mr. Perales has extensive experience in City traffic operations and is therefore well qualified to review these accident records. It is proposed that a **two year** time period be utilized for the accident review.

### ***Task 5 - Compilation of Speed Zone Survey “Summary of Recommendations” Chart***

In the preparation of these summaries, all of the conclusions reached during the accident review and highway segment characteristics field review conducted under Tasks 3 and 4 will be taken into account. Tasks 3 and 4 will constitute the basis for changing the speed limit from the first five mile per hour increment below the 85<sup>th</sup> percentile speed.

The product of this task will be the summary tables showing the posted speed, 15<sup>th</sup> percentile speed, 50<sup>th</sup> (median) percentile speed, 85<sup>th</sup> percentile speed, 95<sup>th</sup> percentile speed, 10 mph pace speed, percent in pace speed, range of all speeds surveyed, and recommended speed limit on all surveyed street segments. The tables will be discussed with City staff prior to the preparation of the final report.

### ***Task 6 - Preparation of Draft Report***

Two copies of the Draft Report will be prepared and submitted to the City and the Riverside County Sheriff's Office for their review. At a minimum, the Draft Report will include the following items:

- ◆ Speed survey operational procedures.
- ◆ Description of the purpose and methodology of Speed Zone establishment, including a discussion of realistic speed zoning, speed traps, CVC requirements, etc.
- ◆ Description of the statistical analysis factors.
- ◆ Description of the field data used in analyzing the related roadway characteristics.
- ◆ Accident history for the street segments.
- ◆ Results and recommendations.
- ◆ Summary of recommendations in narrative and table form per City format.

### ***Task 7 - Preparation of Final Report***

After review of the Draft Report, AGA meet with the Riverside County Sheriff's Office and City staff to discuss their comments on the Draft Report. AGA will then incorporate comments as appropriate, finalize the report and provide three copies of the Final Report, including the actual speed survey data sheets, and an electronic file of the report to the City. AGA will also include in each copy of the report an 11" x 17" color Citywide Speed Zone Map, prepared in AutoCAD, which differentiates, at a glance, the different posted speeds on various segments of all streets surveyed, and a draft of a new section of the City of Norco Municipal Code which establishes speed limits on certain streets.

AGA will also provide three copies of a full size (24" x 36") color coded Citywide map representing the recommended speed zones, and one original reproducible mylar full size map, all drawn in AutoCAD 2013.

**Chad Veinot:** Transportation Engineering Associate, Mr. Veinot has been responsible for a wide range of projects, including both design related projects (bikeways, signal designs, striping/signing plans, interconnect plans, etc.) and neighborhood traffic problem resolutions (cut through traffic, STOP sign requests, traffic calming issues, etc.). Prior to working for AGA, Mr. Veinot was employed in the City of Glendora Traffic Division, where he was responsible for an assortment of traffic engineering projects, including speed surveys, PS&E preparation for signal/striping/signing projects, timing plan development and implementation, and neighborhood traffic issues. Mr. Veinot was also a part of the Neighborhood Traffic Calming Study completed by AGA for El Paseo Drive in the City of Norco.

## QUALITY CONTROL

To fully achieve all of the objectives of the proposed project, the following steps will be adopted as AGA's Quality Control Program:

- ◆ Speed survey sections and data collection locations will be discussed in detail with Riverside County Sheriff's Office and the City staff during the initial meeting.
- ◆ Prior to commencement of work, AGA will submit samples of the speed survey field sheet, the speed survey analysis sheet, the field review summary sheet and the summary of recommendations chart for preapproval by the City.
- ◆ Speed and volume data will be collected for 24 hours at each of the (estimated) 95 locations. To determine existing speeds, a minimum sample of 100 vehicles during off-peak hours will be utilized (where possible), with a minimum of 50 vehicles for each direction of travel.
- ◆ The speed and volume data collection will be conducted only on weekdays and in good weather conditions in non-construction areas.
- ◆ To determine existing speeds, representative *free flow* speeds will be utilized.
- ◆ Regular meetings, as indicated in the project schedule, will be held with City staff to update project progress.
- ◆ If there are any unforeseen circumstances with regard to project work delay, the City staff will be immediately informed.

## PROJECT APPROACH

One objective of the proposed project is to review the existing speed limits and recommend changes to the speed limits (increase or decrease), in accordance with the requirements of Section 627 of the California Vehicle Code (CVC) and the recommended procedures outlined in Chapter 6, entitled "Spot Speeds," of the Manual of Traffic Engineering Studies, 4th Edition, published by ITE. The study will provide sufficient information to document that the conditions of the latest edition of

**Task 8 - Presentation**

AGA will make one presentation to the Streets and Trails Commission and one presentation to the City Council regarding the results of the Citywide Speed Zone Survey. Mr. Miller will make the presentation and answer any questions that Commission/Council members may have. Mr. Miller has made similar presentations to the City's Commission and Council.

**PROJECT SCHEDULE**

AGA has adequate staff resources to provide a Draft Report to the City of Norco within eight weeks from the date of notification to proceed, and a Final Report to the City within two weeks of receipt of comments on the Draft Report. The principal contact for this project for AGA will be Mark H. Miller, P.E., Project Manager.

**FEE SCHEDULE**

The total cost estimate for the project, and a per location cost, are presented below. All costs, including mileage, reproduction, etc., have been included. The total and per location costs are based on the assumption that 95 roadway locations will be surveyed and analyzed, with approximately 80 locations being two lane roadways and approximately 15 locations being four lane roadways. If the number of locations is modified, the overall cost would likewise be modified. Also shown is the total cost to collect 24-hour volume counts, and per location cost if 24-hour volume counts are included.

Field Radar Surveys	\$5,225
Engineering Analysis/Report/Presentations	<u>\$15,200</u>
<b>Total Cost Without Volume Counts:</b>	<b>\$20,425</b>

Per Location Cost: \$215

24-Hour Volume Counts	<u>\$5,415</u>
<b>Total Cost With Volume Counts:</b>	<b>\$25,840</b>

Per Location Cost: \$272

# CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

PREPARED BY: William R. Thompson, Director of Public Works 

DATE: February 6, 2013

SUBJECT: Professional Services Agreement with RKA Consulting Group to Design the Bluff Street Reservoir Improvement Project

RECOMMENDATION: Authorize the City Manager to execute a Professional Services Agreement with RKA Consulting Group to design the Bluff Street Reservoir Improvement Project on a time and materials basis in an amount not to exceed \$271,000

SUMMARY: The approved 2012/13 Water Capital Improvement Program Fund and current Water Master Plan has identified the need to design and construct four million gallons of potable water storage within the 857' hydraulic distribution system. Staff recommends City Council approve the award of a professional services contract with RKA Consulting Group to design the proposed improvement.

BACKGROUND/ANALYSIS: The approved 2012/13 Water Capital Improvement Program Fund and current Water Master Plan has identified the need to construct a four million gallons of storage, pumping station, and pipeline network to provide peak water and fire protection demands. The site already houses the arsenic, iron and manganese removal water treatment facility. The proposed project will include the preparation of site and pipeline alignment surveys, utility coordination, geotechnical, hydraulic evaluation, and final plan and specification for construction bidding purposes.

The scope of the proposed agreement will include the design of four (4) million gallons of storage, a booster pump station, pipelines and connections to local groundwater wells 12, 14, and 15. RKA Consulting Group is currently serving as the City Contract Engineer. The proposed time and materials approach will provide a teamwork atmosphere, where City staff can interact with the RKA design team during the design and preparation of the plans and specifications for this project.

FISCAL IMPACT: Funding is available within the approved 2012/13 Water Capital Improvement Program Fund (144).

Attachment: Contract Agreement

**AGREEMENT TO PROVIDE PROFESSIONAL CONSULTANT SERVICES TO  
DESIGN THE BLUFF STREET RESERVOIR IMPROVEMENT PROJECT**

This Agreement, entered into this \_\_\_\_ day of \_\_\_\_\_, 2013, by and between the City of Norco, California, hereinafter referred to as the "CITY" and RKA Consulting Group, hereinafter referred to as "RKA".

**WITNESSETH:**

WHEREAS, CITY is authorized and empowered to employ consultants and specialists in the performance of its duties and functions; and

WHEREAS, CITY has the desire to secure certain technical and professional services to assist in the preparation of the City's development impact fee structure and;

WHEREAS, RKA represents it is qualified and willing to provide such services pursuant to the terms and conditions of this Agreement;

NOW, THEREFORE BE IT AGREED, by and between the CITY and RKA as follows:

**I. SERVICES TO BE PERFORMED BY RKA**

RKA agrees to perform all work necessary to complete, in accordance with good professional standards, those tasks and functions described in the Proposal dated January 23, 2013. The total cost to provide all specified design services shall not exceed \$271,000 without the approval of the City Council of the CITY.

**II. SUBCONTRACTING**

RKA shall not subcontract or otherwise assign any portion of the work to be performed under this Agreement without the prior written approval of the CITY.

**III. SUCCESSORS AND ASSIGNS**

This Agreement shall be binding upon and shall ensure to the benefit of any successors to or assigns of the parties. RKA shall not assign, delegate or transfer the rights and duties under this Agreement or any part thereof, without the prior written consent of CITY.

**IV. INDEPENDENT CONTRACTOR**

In the performances of the services herein provided for, RKA shall be, and is, an independent contractor and is not an agent or employee of CITY. RKA has and shall retain the right to exercise full control and supervision of all persons assisting RKA in the performance of said services hereunder, except to the extent that employees of CITY will be providing services or performing tasks so designated for City staff within the comprehensive Proposal dated January 23, 2013. RKA shall be solely responsible for all matters relating to the payments of its employees including compliance with social security and income tax withholding and all other regulations governing such matters.

#### ***V. DISPUTE***

Upon written demand and mutual written consent, all disputes under this Agreement shall be determined by arbitration conducted by the American Arbitration Association under its appropriate rules and regulations. If both parties do not consent in writing to submit the dispute to arbitration, the dispute shall be adjudicated in a court of law in Riverside County, under the laws of the State of California.

#### ***VI. NOTICES***

Notices shall be sufficient hereunder if personally served upon the City Manager of CITY or an officer or principal of RCS, or if sent via the United States Postal Service, postage prepaid, addressed as follows:

City of Norco  
Attention: Director of Public Works  
2870 Clark Avenue  
Norco, CA 92860

RKA Consulting Group  
398 S. Lemon Creek Dr. Suite E  
Walnut, CA 91789-2649

#### ***VII. ATTORNEY'S FEES***

In the event that litigation becomes necessary to enforce any of the terms and conditions of this Agreement, the party prevailing in any such litigation shall be entitled to attorney's fees and costs, as said fees and costs are reasonably determined by said court of jurisdiction.

#### ***VIII. INDEMNIFICATION AND HOLD HARMLESS***

RKA agrees that it shall not hold CITY liable for any loss, damage or injury of any kind whatsoever to the person or property of RKA or any of RKA's employees, guests or invitees or of any person whomsoever caused by any use of the demised premises or by any defect in any buildings, structure or other improvement constructed thereon or arising from any accident on said premises or any fire or other casualty thereon or occasioned by the failure on the part of CITY to maintain said premises in a safe condition or of any nuisance made or suffered on said premises or by any act or omission of CITY or of CITY's employees, guests, invitees or arising for any cause whatsoever; and RKA hereby waives on its behalf all claims and demands against CITY for any such loss, damage or injury to RKA and hereby agrees to indemnify and save CITY free and harmless from liability for any such loss, damage or injury of other persons and from all costs, expenses and other charges arising therefrom and in connection therewith except for claims and demands arising from specific actions of CITY.

Consultant agrees to indemnify and hold harmless the CITY from and against claims for damage, charge, lawsuit, action, judicial, administrative, regulatory or arbitration proceeding, damage, cost, expense, judgment, civil fine and penalties, liabilities or losses of any kind or nature whatsoever whether actual, threatened or alleged, which arise out of, pertain to, or relate to, or are a consequence of, or are attributable to, or are in any manner connected with the negligent performance of the RKA services, work, activities, operations or duties of the consultant RKA for services rendered by same in the performance of this agreement, notwithstanding that the City may have benefited from its work or services.

**IX. INSURANCE**

RKA shall, at no cost to the CITY, obtain and maintain during the term hereof: (a) Workers' Compensation Insurance pursuant to state law, and (b) Comprehensive Liability Insurance, including coverage for owned and non-owned automobiles, with a minimum combined single limit coverage of \$1,000,000 for all damages due to bodily injury, sickness or disease, or death to any person, and damage to property, including the loss of use thereof, arising out of each accident or occurrence; (c) Commercial General Liability Insurance, \$1,000, each occurrence; \$2,000,000 general aggregate; \$1,000,000 products completed/operations aggregate; \$1,000,000 personal and advertising injury, and (d) professional liability insurance of \$1,000,000 per occurrence and \$1,000,000 aggregate. Consultant shall furnish evidence of all insurance coverage, naming Public Agency, its officers and employees as additional insured, and requiring 30 days' written notice of policy lapse or cancellation.

RKA hereby covenants and agrees to, and shall, indemnify, save harmless and defend, the CITY, its agents and/or employees against all claims, demands, costs, and liabilities for damages of any kind or nature arising out of or occasioned by the Contractor's performance of its obligations pursuant to this Agreement. However, this indemnity does not extend to any loss, damage or expense arising out of the negligence or willful misconduct of the CITY or the CITY's employees.

IN WITNESS WHEREOF, the parties hereto have affixed their hands on the day and year first above written.

CITY OF NORCO

RKA Consulting Group

BY: \_\_\_\_\_  
Title ( \_\_\_\_\_ )

BY: \_\_\_\_\_  
Title ( \_\_\_\_\_ )

ATTEST: \_\_\_\_\_  
Title ( \_\_\_\_\_ )

# MEMO



TO: Bill Thompson/Lori Askew  
VIA: Dominic Milano  
FROM: Steve Loriso  
DATE: January 23, 2013  
SUBJECT: PROPOSAL FOR RESERVOIR 8 IMPROVEMENTS  
(RIVER ROAD AND BLUFF STREET)

---

Bill,

Per your request, I am transmitting this informal proposal for the development of the Reservoir 8 project near the intersection of River Road and Bluff Street. The development of this site will include up to three (3) separate above-ground tanks, totaling 4 MG, a booster pump station, new pipeline alignments from Wells 12, 14 and 15 and a modified/updated pipeline alignment for Well 13 (as it currently terminates at the treatment plant). The booster pump station will have three (3) operating pumps and one (1) standby, with the ability to pump 2,000 gpm at all times. The estimated construction cost for this project is preliminary established at \$4.5 million. The proposed scope of work includes the following items:

1. Design Survey – (\$13,000)
  - Prepare an aerial survey for the project site (approximate 13 acre site) and pipeline alignments (Wells 12, 14 and 15) along Stagecoach Drive, Trail Street, River Road and Bluff Street.
  - Conduct a topographic survey of the Reservoir site to use for grading and drainage design of the site.
2. Utility Coordination (Southern California Edison power coordination) – (\$2,500)
  - Identify and coordinate with the utility companies for verification of existing utilities, potential conflicts, utility upgrades, etc., along the pipeline alignment from the existing wells to the new Reservoir site.
  - Coordinate the design of power needs to the site with Southern California Edison.
  - Monitor response of utility notices received through the course of research and provide recommendations for mitigating conflicts.
3. Geotechnical Investigation – (\$13,000)
  - Conduct a geotechnical investigation and recommendation for the proposed Reservoir site along with the proposed pipeline alignment from Well 14.
4. Improvement Plan Preparation - (\$242,500)
  - The following Improvement Plans will be prepared for the Reservoir site and submitted at the 30%, 65%, 85% and 100% design process:
    - Reservoir Design (steel construction) including structural design for foundation and tank wall thickness.
    - Hydraulic analysis and pipeline design for the proposed pipelines from Wells 12, 14 and 15 (along Stagecoach Drive, Trail Street, River Road and Bluff Street).

- Hydraulic analysis and recycled waterline from Well 15 (along Trail Street), connecting to an existing recycled waterline within River Road.
    - Booster pump station design, including three (3) operational pumps and one (1) standby capable of delivering 2,000 gpm continuously.
    - Architectural design for the pump house will be based upon the accepted building at Reservoir 4.
    - Electrical design from the power source provided to the site by Southern California Edison.
    - Prepare the control system (PNID) for the project.
    - Drainage and grading plans for the site prepared to the City of Norco standards.
    - The project qualifies for the preparation of a LUP SWPPP due to the project pipeline being greater than one acre. A SWPPP will be prepared that encompasses the pipeline alignment as well as the Reservoir site, as needed. All fees for filing with the SWRCB shall be paid by the City.
    - The design of the reservoir site will incorporate Low Impact Design features. A WQMP will be prepared and implemented for the site as well.
    - Landscape requirements/design will be incorporated on the drainage and grading plans and will be coordinated with the City of Norco for requested design features.
    - Prepare engineer's cost estimate and detailed construction specifications in accordance with the City's Standard Plans and "Boiler Plate" specifications and the Standard Plans for Public Works Construction (Green Book).
5. Optional tasks not included in the proposal
- All instrumentation for this project will be conducted by a separate, City-contracted consultant, including all alarms, intrusion and SCADA. RKA will assist the City in coordinating the instrumentation design by providing the Reservoir design plans at approximately 70% completion for use by the outside consultant.
  - The existing wells are believed to be operational and adequate for pumping delivery to the proposed Reservoir. It is understood that the City will be upgrading the pumps at the affected wells separately from this proposal. Modifications and upgrades to any of the wells is not included in the design proposal.
  - The design of the Reservoir project is understood to be exempt from CEQA requirements, as per the determination agreed upon by Public Works; therefore, no environmental coordination is included in this proposal.

The deliverables for this project will be a standalone set of plans and specs that can be used for bidding the Reservoir, pump station and pipelines (from wells 12, 14 and 15, including the recycled waterline).

The fee for the proposed project will be based on a time and materials, **NOT TO EXCEED** fee of \$271,000.

**HOURLY RATE SCHEDULE**

City Engineer	\$ 140.00
Project Manager/Water Engineer	\$ 150.00
Project Engineer	\$ 125.00
Engineering Technician	\$ 85.00

Your response to this memo in the form of an email will be sufficient to serve as notice to proceed.

If you should have any questions, please feel free to contact me.

Sincerely,

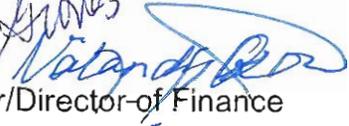


Steve R. Loriso  
Director of Engineering

## CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

PREPARED BY: Andy Okoro, Deputy City Manager/Director of Finance 

DATE: February 6, 2013

SUBJECT: Public Entity Risk Management Authority (PERMA) Joint Powers Agreement Amendment

RECOMMENDATION: Adopt Resolution 2013-04, amending the Public Entity Risk Management Authority (PERMA) Joint Powers Authority (JPA) to incorporate Government Code section 6505.6 to allow the agency to appoint one of its officers or employees to either or both the Treasurer and Auditor positions.

SUMMARY: At its December 6, 2012 meeting, the PERMA Board approved to amend the Joint Powers Agreement to incorporate Government Code section 6505.6 to allow the agency to appoint one of its officers or employees to either or both the Treasurer and Auditor positions. The amendment requires an affirmative vote of two-thirds of the member's organizations, acting through the members' councils or governing boards. Since PERMA is made up of thirty-one (31) members, an affirmative vote of at least twenty-one (21) members is needed.

BACKGROUND: The City of Norco is one of thirty-one (31) members of PERMA. Scott Morgan, Director of Administrative Services for the City of Rancho Mirage, has been the PERMA Treasurer and Auditor for 16+ years. Mr. Morgan announced his retirement from the City effective the end of 2012.

On October 1, 2012, PERMA general manager sought volunteers for the Executive Committee, Treasurer, and Auditor positions. No one responded to the positions of Treasurer and Auditor – concluding that either there were no interested members for the Treasurer and Auditor positions, or no interested members are qualified.

Regarding the eligibility of the PERMA Treasurer and Auditor, the PERMA Joint Powers Agreement incorporates the requirement of using a member's Treasurer and Auditor as the PERMA Treasurer and Auditor pursuant to Government Code section 6505.5.

In lieu of the designation of a Treasurer and Auditor as set forth in sections 6505.5, an agency may appoint one of its officers or employees to either or both such positions under Government Code section 6505.6.

Government Code 6505.6. *In lieu of the designation of a treasurer and auditor as set forth in Section 6505.5, the agency or entity may appoint one of its officers or employees to either or both of such positions. Such offices may be held by separate officers or employees or combined and held by one officer or employee. Such person or persons shall comply with the duties and responsibilities of the office or offices as set forth in subdivision (a) to (d), inclusive, of Section 6505.5.*

*In the event the agency or entity designates its officers or employees to fill the functions of treasurer or auditor, or both, pursuant to this section, such officers or employees shall cause an independent audit to be made by a certified public accountant, or public accountant, in compliance with Section 6505.*

FINANCIAL IMPACT: Not applicable for this report.

Attachment: Resolution No. 2013-04

/mp

## **RESOLUTION NO. 2013-04**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, TO AUTHORIZE THE AMENDMENT OF ARTICLES 10 AND 12 OF THE AMENDED AND RESTATED JOINT POWERS AGREEMENT (“JPA”) OF THE PUBLIC ENTITY RISK MANAGEMENT AUTHORITY (“PERMA”) TO ALLOW PERMA TO APPOINT A STAFF MEMBER OR BOARD MEMBER AS TREASURER AND/OR AUDITOR**

WHEREAS, Government Code section 6505.6 allows a an agency to appoint one of its officers or employees to either or both the Treasurer and Auditor positions; and

WHEREAS, Article 24 of the JPA allows the JPA to be amended at any time by a vote of two-thirds of the member organizations, acting through their governing boards; and

WHEREAS, PERMA currently has thirty-one (31) members, thus requiring twenty-one (21) members to vote to amend the JPA to make an amendment effective; and

WHEREAS, this is the Governing Board of a member of PERMA; and

WHEREAS, this Governing Board desires to have Articles 10 and 12 of PERMA’s Amended and Restated Joint Powers Agreement amended to allow PERMA the flexibility to appoint an officer or employee when necessary to treasurer and/or auditor; and

WHEREAS, this amendment will become effective March 7, 2013 after PERMA receives twenty-one (21) affirmative member votes to make this amendment to the JPA.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Norco, California, votes to amend Articles 10 and 12 of PERMA’s JPA to state as follows:

### **ARTICLE 10 OFFICERS**

The Board of Directors, either directly or through the Executive Committee, shall annually elect from its membership a President and Vice President of the Board at its regular annual meeting to service for one-year terms.

The President, or in his or her absence, the Vice President, shall preside at and conduct all meetings of the Board and chair the Executive Committee.

Said powers shall be exercised pursuant to the terms hereof and in the manner provided by law.

The Board of Directors, either directly or through the Executive Committee, shall also annually elect or appoint a Treasurer and Auditor. Pursuant to Government Code sections 6505.5 and 6505.6, the Treasurer and Auditor shall be either the treasurer and auditor of a member organization of the Authority or an officer or employee of the Authority. Such offices may be held by separate officers or employees or combined and held by one officer or employee. If the Authority designates its officers or employees as Treasurer or Auditor, or both, such officers or employees shall cause an independent audit to be made by a certified public accountant, or public accountant, in compliance with Government Code section 6505.

- (1) Treasurer. The duties of the Treasurer are set forth in Articles 15 and 16 of this Agreement.
- (2) Auditor. The Auditor shall draw warrants to pay demands against the Authority when approved by the Treasurer, and shall perform the annual audit functions required under Article 15

Charges for Treasurer and Auditor Services. Pursuant to Government Code section 6505.5, the charges to the Authority for the services of the Treasurer and Auditor shall be determined by the governing Board of the member organization from which such staff members are appointed.

## **ARTICLE 12 STAFF**

### Principal Staff

The following staff members shall be established:

- (1) General Manager/Secretary. The General Manager/ Secretary shall administer the business and activities of the Authority, subject to the general supervision and policy direction of the Board of Directors and Executive Committee; shall be responsible for all minutes, notices and records of the Authority; and shall perform such other duties as are assigned by the Board and Executive Committee.
- (2) Other Staff. The General Manager/Secretary may provide for such other staff as may be necessary for the administration of the Authority, subject to Board approval.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on February 6, 2013.

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

ATTEST:

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

I, Brenda Jacobs, City Clerk of the City of Norco, California, do hereby certify that the foregoing Resolution was adopted by the City Council of the City of Norco, California, at a regular meeting thereof held on February 6, 2013 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 February 6, 2013.

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

/mp

# CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andy Okoro, Deputy City Manager/Director of Finance 

PREPARED BY: Brenda K. Jacobs, City Clerk 

DATE: February 6, 2013

SUBJECT: Resolution Amending the City of Norco's Code of Ethics

RECOMMENDATION: Adopt **Resolution No. 2013-01**, amending the Code of Ethics for the City of Norco.

**SUMMARY:** The City of Norco has adopted a Code of Ethics in order to assure public confidence in the integrity of local government. As this Code of Ethics is intended to be self-enforcing, the best way to ensure compliance with the code is to periodically review and revise it to reflect the values of the community. The last time the City Council reviewed the Code of Ethics was in 2005. Toward this end, the proposed Code of Ethics will affirm the goal of promoting public confidence in city government and reflect the City Council and management's commitment to high ethical standards in the operations, management and governance of the City. At its meeting held on January 16, 2013, the City Council reviewed the proposed amendment to the Code of Ethics and recommended that a section be added regarding enforcement of the Code. A section on Enforcement and Sanctions has been added for review and approval by the City Council.

**BACKGROUND/ANALYSIS:** By adopting a Code of Ethics, the Norco City Council has declared that the operation of democratic government requires that public officials be independent and impartial in their judgment and actions, that government decisions and policy be made in the proper channels of the governmental structure, that public office not be used for personal gain and that the public have confidence in the integrity of its government and public officials.

The Code of Ethics sets forth values, ethical principles, and ethical standards to which the City of Norco staff aspire and by which their actions can be judged. The Code of Ethics cannot guarantee ethical behavior. Moreover, the Code of Ethics cannot resolve all ethical issues disputes, nor capture the richness and complexity involved in striving to make responsible choices within a moral community.

It is the intention that this Code of Ethics be self-enforcing. However, it is recognized that there may be instances where even after receiving guidance and counsel, a person may continue to violate the Code's provisions. Therefore, following a recommendation by the City Council, a section has been added regarding Enforcement and Sanctions for review and approval by the City Council.

Resolution Amending the City of Norco's Code of Ethics

Page 2

February 6, 2013

For the code to be effective, it should be periodically reviewed and distributed. The Code of Ethics was last reviewed and amended in 2005, and is now recommended to be amended to include all members of the City Council, City commissions, and City employees to assure public confidence in the integrity of local government and its effective and fair operation.

Upon adoption of the amended Code of Ethics, an Administrative Policy will be written to include the process for the distribution of the Code of Ethics to the City Council, City commission members and City employees for their information and acknowledgement by signature. The Administrative Policy will also further detail the process for enforcement and sanctions.

FINANCIAL IMPACT: N/A

Attachment: Resolution No. 2013-01

## **RESOLUTION NO. 2013-01**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, AMENDING THE CODE OF ETHICS FOR CITY COUNCIL MEMBERS, COMMISSION MEMBERS AND CITY EMPLOYEES**

WHEREAS, the proper operation of democratic government requires that public officials and employees be independent and impartial in their judgment and actions, that government decisions and policy be made in the proper channels of the governmental structure, that public office not be used for personal gain and that the public have confidence in the integrity of its government and public officials; and

WHEREAS, the realization of these ends is impaired whenever there exists, or appears to exist, an actual or potential conflict between the private interests of a governmental official and employee, and his or her public duties; and

WHEREAS, a Code of Ethics serves:

1. To increase public confidence in city government; and
2. To assist with decision-making; and
3. To encourage high standards of behavior; and
4. To represent a commitment to uphold a standard of integrity beyond that required by law.

WHEREAS, the City Council of the City of Norco desires to review and revise its Code of Ethics to include all members of the City Council, City commissions and City employees to assure public confidence in the integrity of local government and its effective and fair operation.

NOW, THEREFORE, BE IT RESOLVED that the following Code of Ethics is hereby adopted:

### **CODE OF CONDUCT OF THE NORCO CITY COUNCIL, CITY COMMISSION MEMBERS AND CITY EMPLOYEES**

#### **PURPOSE AND SCOPE:**

In order to best serve the citizens and customers of the City of Norco, the elected and appointed officials, commission members, and employees of the City must act individually and collectively to create a City government that is responsible, equitable, honest and open. They are further expected to demonstrate the highest standards of personal integrity, honesty and conduct in all activities.

The City Council members, commission members, and employees must be independent, impartial and responsible in the performance of their duties and acting in the public interest. The purpose of this Code of Ethics is to establish policy and guidelines, reflecting expected values and behaviors for use by and applicable to the

City Council, commission members, and employees. Individuals employed by the City under contractual agreement must also observe the provisions of this policy for the term of their contract or as the contract may stipulate.

The City Council members, commission members, and employees of the City of Norco at all levels are guardians of the public trust and are required to be impartial and responsible in the fulfillment of their duties. The citizens and customers of the City of Norco expect and must receive the highest standard of ethics from all those in public service, regardless of personal consideration.

**ETHICAL CONSIDERATIONS:**

1. *Comply with Law.* City Council members, commission members, and employees are obligated to uphold the Constitution of the United States and the Constitution of the State of California and to comply with Federal, State, and local laws and City policies. Recognizing the special responsibilities of serving the City and its citizens and customers, they are required to maintain the highest standards of integrity and honesty, and they are expected to treat all members of the public and fellow City employees with respect, courtesy, concern and responsiveness. Their conduct in both their official and private affairs should be above reproach to assure that their City position is not used for personal gain.

2. *Work for the Common Good.* City Council members, commission members, and employees shall represent and work for the common good of the people of Norco and not for private interest, assuring equitable treatment of all persons, claims, and transactions coming before the Norco City Council and City commissions.

3. *Conduct of City Council Members, City Commission Members, and City Employees.* The professional and personal conduct of officials and employees must avoid the appearance of impropriety. City Council members, commission members, and employees shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other officials, employees or the public.

City Council members, commission members, and employees shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office that is not available to the public in general. They shall refrain from accepting gifts or favors or promises of future benefits which might compromise or tend to impair their independence of judgment or give the appearance of being compromised. All California Fair Political Practices Commission rules and regulations shall be followed in regards to gifting and ticket distribution policies.

4. *Respect for Process.* The professional and personal conduct of City Council members, commission members, and employees must be above reproach and members must avoid even the appearance of impropriety. They shall perform their duties in accordance with the processes and rules of order established governing the deliberation of public policy issues.

5. *Use of City Employment and Facilities for Personal Gain.* City Council members, commission members, and employees shall not use City time, City funds or City facilities, equipment or supplies for personal use or personal gain or for campaign related political activities; nor shall they use or attempt to use their position to secure unwarranted privileges or exemptions for themselves or others.

6. *Decisions Based on Merit.* City Council members, commission members, and employees shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body and focus on the business at hand. They shall base all decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

7. *Confidential Information.* City Council members, commission members, and employees shall not use confidential information acquired by or available to them in the course of their employment with the City for personal gain or for personal, non-City business related reasons. They shall respect the confidential information concerning litigation, personnel, property, or other affairs of the City, without proper legal authority, nor use such information to advance their financial or other private interests.

City Council members, commission members, and employees shall uphold the public's right to know, and in accordance with the Brown Act, uphold the public's right to know not only the decisions taken, but also the deliberations which shape public policies. Confidential information means all information, whether transmitted verbally or in writing, which is of a nature that it is not, at that time, a matter of public record or public knowledge, including those items described in the California Public Records Act and items subject to the attorney-client privilege. Any City Council member, commission member, or employee who is aware of a breach of confidentiality is expected to bring forth that information in a timely manner.

8. *Conflict of Interest.* City Council members, commission members, and employees are expected to avoid any conflicts of interest. Further, they should avoid the appearance of conflicts of interest in order to ensure that City decisions are made in an independent and impartial manner.

All City Council members, commission members, and employees are prohibited from making, participating in making, or attempting in any way to use his or her official position to influence a City decision in which the City of Norco employee knows, or has reason to know, he or she has a financial interest as defined by law. If, however, persons in the public service have financial interests in matters coming before them, or before the department in which they are employed, they shall remove themselves from making, participating in the making, or seeking to influence any decision regarding such matter. All City Council members, commission members, and employees who are designated in the City's Conflict of Interest Code, shall file the appropriate disclosure statements required under State Law. A conflict of interest may arise when dealing with a current or prospective vendor, supplier, or other business.

9. *Advocacy.* City Council members, commission members, and employees shall represent the official policies or positions of the City Council or City Commission to the best of their ability when designated as delegates for this purpose.

10. *Positive Work Environment.* City Council members, commission members, and employees shall faithfully perform their duties by attending all meetings of which they are a member, unless unable to do so for some compelling reason or disability. They will make every attempt to be punctual and ready for City business and shall support the maintenance of a positive and constructive work place environment for City employees, private citizens and businesses dealing with the City.

11. *Discrimination and Harassment.* City Council members, commission members, and employees shall not, in the performance of their duties, discriminate against any person on the basis of race, color, religion, national origin, ancestry, age, sex, gender, pregnancy, childbirth or related medical condition, sexual orientation, marital status, disability, medical condition and actual or perceived gender identity and they will reinforce the City of Norco's commitment to equal employment opportunity and a work environment free of discrimination and harassment, including sexual harassment.

12. *Self-Enforcement of the Code.* As an expression of the standards of conduct for City Council members, commission members, and employees, the City of Norco Code of Ethics is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with and embrace its provisions. For this reason, the Code of Ethics shall be included in the orientation materials given to candidates for City Council, shall be placed in the City of Norco Commissioner's Handbook, and provided to all City employees. City Council members (as well as City Council candidates filing for office), commission members, and City employees shall sign a statement affirming that they have read and understood the City of Norco Code of Ethics.

#### **ENFORCEMENT AND SANCTIONS:**

It is the intention that this Code of Ethics be self-enforcing. However, it is recognized that there may be instances where even after receiving guidance and counsel, a person may continue to violate the Code's provisions. In those cases, sanctions would apply and would occur progressively as follows:

1. *City Council.* The sanctions that would apply by action of the City Council would be:
  - A. Public censure of a City Council member.
  - B. The ultimate sanction of removal from office would lie in the hands of the electorate.

2. *Commission Members.* The sanctions that would apply to commission members would be:

- A. Public censure by the commission on which they serve.
- B. Public censure by the City Council.
- C. Removal from office by a majority vote of the City Council.

3. *City Employees.*

- A. City employees are subject to discipline per the City's Personnel Rules and have other processes, including Skelley grievance procedure.

Ultimately, the responsibility for the enforcement of this Code of Ethics lies with the City Council, as they represent the will of the people of the City of Norco.

BE IT FURTHER RESOLVED that Resolution No. 2005-09 is hereby repealed.

PASSED AND ADOPTED by the City Council of the City of Norco at a meeting held on February 6, 2013.

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Mayor of the City of Norco, California

ATTEST:

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Brenda K. Jacobs, CMC, City Clerk  
City of Norco, California

I, BRENDA K. JACOBS, City Clerk of the City of Norco, California do hereby certify that the foregoing Resolution was introduced and adopted by the City Council of the City of Norco at a meeting held on February 6, 2013 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 February 6, 2013.

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Brenda K. Jacobs, CMC, City Clerk  
City of Norco, California

## CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

PREPARED BY: Roger Grody, Economic Development Specialist

DATE: February 6, 2013

SUBJECT: Appointment of One Member to the Economic Development Advisory Council

RECOMMENDATION: Appoint Melissa Villapando to the Economic Development Advisory Council to fill the term through June of 2013.

**SUMMARY:** The Economic Development Advisory Council (EDAC) recommends the City Council appoint Melissa Villapando to the EDAC to fill the vacated seat on the EDAC through June 2013.

**BACKGROUND/ANALYSIS:** On December 13, 2012, the City Clerk advertised for the acceptance of applications to fill one seat on the Economic Development Advisory Council (EDAC) vacated by John Fernandez (Press Release attached). This appointment will serve through June of 2013. Three applications were received by the deadline date of January 17, 2013 and attached for the City Council's review.

At its meeting held on January 24, 2013, the EDAC reviewed the applications and unanimously recommends the City Council appoint Melissa Villapando to the EDAC. Ms. Villapando is the Director of Sales at the Hampton Inn Norco and will serve the City well at this capacity.

**FINANCIAL IMPACT:** N/A

Attachments: Press Release  
Applications Received

# PRESS RELEASE

## CITY OF NORCO



CONTACT:  
City Clerk  
(951) 270-5617

## FOR IMMEDIATE RELEASE December 13, 2012

There is currently one seat vacated on the Economic Development Advisory Council ("EDAC"), which will be filled by an appointment to fill that term through June of 2013.

The purpose of the EDAC is to propose, prepare, and adopt recommendations to the City Council for the improvement of the economy within the City, which will result in the creation of new jobs, and other benefits, to all the residents of the City so as to help make the City a better place to live and work, while retaining the City's rural lifestyle. Specifically, the EDAC will help coordinate an ongoing development strategy aimed at increasing sales tax revenues received by the City and generally improving the economic viability of the City, encouraging relationships between commerce and the consumer and enhancing the business fabric of the City. The duties of the EDAC members are of a high civic nature and all members shall serve without compensation.

EDAC membership shall be defined and appointed as follows:

- EDAC members will be recommended by the EDAC and appointed by the City Council;
- Nine members will serve on the EDAC, including two members of the City Council; and
- New members appointed to the EDAC will be selected from the business community. Members are not required to live in Norco; however, members should have a significant stake in the success of the business community.

Persons wishing to serve on the EDAC are invited to contact the Office of the City Clerk at (951) 270-5617 to request an application or download the application on the City's website at [www.norco.ca.us](http://www.norco.ca.us). The **deadline** for receipt of applications is **6 p.m. on Thursday, January 17, 2013**.

RECEIVED  
CITY OF NORCO

JAN 16 2013

# CITY OF NORCO

ECONOMIC DEVELOPMENT ADVISORY COUNCIL

(EDAC)

APPLICATION



NAME: \_\_\_\_\_  
CITY CLERK

The City of Norco is an equal opportunity employer and does not discriminate on the basis of race, color, sex, age, ancestry, national origin, political or religious affiliation, sexual orientation, marital status, other non-job related physical or mental disability, medical condition, or other functional limitation in employment or the provision of service. The City is committed to making its programs, services and activities accessible to individuals with disabilities. If you require accommodation to participate in this recruitment, please contact the City Clerk prior to the filing deadline. We will attempt to reasonably accommodate applicants with disabilities upon request.

**IMMIGRATION LAW:**

All new City employees must present written proof of identity and entitlement to work in the United States by providing documentation in accordance with the Immigration Reform Act of 1986 within the first three days of employment.

**FINGERPRINT/LIVE SCAN BACKGROUND CHECK:**

All appointments are conditional based on the successful completion of a fingerprint/Live Scan background investigation. Applications must be thoroughly completed and signed. All information on the application is subject to investigation and verification.

Please note that information provided on this form is subject to public disclosure. In submitting this application for consideration, the applicant agrees to follow the rules and procedures established for City of Norco Commissions and Committee Members.

**Please type or print**

NAME OF APPLICANT: Melissa Villapando Date: 1/16/2013

Home Address: 1535 Ambersweet St Corona Ca Years lived in Norco: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Business Address: 1530 Hammer Ave, Norco 92810

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you at least eighteen years of age? Yes  No

Have you ever been convicted of a felony? Yes  No

Are you a citizen of the United States? Yes  No

Are you a permanent resident of the City? Yes  No

**Please answer the following: (Please attach additional sheets of paper if necessary.)**

**COMMUNITY SERVICE:** (list boards, commissions, committees, and organizations on which you are currently serving or have served. Include offices held and in what city.)

I am currently on the Board of Directors for the Estaville Chamber of Commerce.

**EMPLOYMENT:** (title and duties) Director of Sales

**EDUCATION:** (include professional or vocational licenses or certificates)

San Pedro High School  
Hilton Sales University

NAME: Melissa VillapandoDate 1/16/2013**Briefly explain what in your background, training, education, or interests, specifically qualifies you as an appointee.**

As the director of sales for the Hampton Inn, I have over 6 years of experience in the IE in hotel sales. Trained though Hilton University which is considered as one of the best world class training systems available. My focus is to increase revenue. I'm trained to research local areas to grow our market share, find leisure and corporate business opportunities. The purpose of my position at Hampton Inn Norco is to increase profitability. I enjoy implementing creative ways to bring more value to hotel and our local businesses by working together to create an experience that will bring the business back and help generate more revenue not just for the hotel but to Norco local businesses as well. I am well recognized in the community as an active participant of local civic events, Norco, Corona Chamber of Commerce, and currently hold a position as a board of director with the Eastvale chamber of commerce. I have been the Director of Sales for Hampton in for 2 years. I have a broad knowledge of Norco, Corona, Eastvale, and the regional areas.

I was able to work with the Riverside Visitors & Convention Bureau while at a Riverside hotel. I learned how they are able to attract big convention event planners and decision makers to consider moving their events to Riverside. That experience opened my eyes. I realized, through Hampton Inn, my skills, knowledge and having a heart for the Norco community, I can make a positive contribution to the success of Norco given the opportunity to do so.

I enjoy being part of a team. As a team player it gives me the opportunity to grow as an individual. Economic development goes hand in hand with the Hospitality Industry and has been an interest of mine. My favorite part of what I do is watching the fruit of my labor grow and making whatever it is that I work on better then when I started. I would be honored to have the opportunity to give back and be on the Economic Development Advisory Council for the city of Norco.

**What do you see as the objectives and goals of the Commission you are applying to be a member of?**

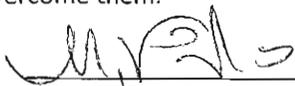
Attract new businesses into Norco. Bring more focus to the importance of Norco as a city with a foundation for growth. Position the city to take advantage of Silverlakes and attract leisure guest. Ultimately increase tax revenues.

**How would you help to achieve these objectives and goals?**

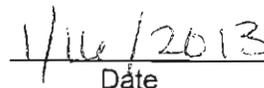
I am actively visiting and meeting business leaders in Riverside, Norco, Corona, and Eastvale. Representing the Hampton Inn requires me to represent the hotels location as an advantage to travelers coming into the Norco / Corona region.

**What specific qualities can you bring to this advisory body?**

Professional outgoing personality, networking skills, able to weigh out advantages and disadvantages, and the ability . I have the ability to bring people together and create strong partnerships. Strong knowledge of the area and challenges it faces and how to overcome them.



Signature of Applicant



Date

*Please note that the City of Norco's Conflict of Interest Code does require Commission/Committee Members to annually file Economic Interest Forms disclosing financial information. The Norco City Council has adopted a Code of Ethics, Norms and Procedures and has established the duties of each Commission in the Norco Municipal Code. For additional information contact the City of Norco City Clerk's Office at (951) 270-5623.*

You are invited to attach additional pages, enclose a copy of your resume, or submit supplemental information that you feel may assist in the evaluation of your application.

**WHEN COMPLETED, Submit original to:** City of Norco  
 Department of the City Clerk  
 2870 Clark Avenue  
 Norco CA 92860

# MELISSA VILLAPANDO

1535 Ambersweet Street • Corona, CA.92881

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## Sales and Marketing Professional

Self motivated, entrepreneurial spirited and ambitious Individual with over 10 years of sales (over 4 years in the Hotel Industry), marketing, and customer focused experience that enjoys working with people of diverse backgrounds, cultures and professional levels. Strong cold calling and networking skills that include building long lasting relationships. I am a team player that possesses strong communication, problem solving, and presentation skills including leadership.

### Professional Work Experience

<b>DIRECTOR OF SALES</b> , Hampton Inn, Norco, CA	2011 to Present
<b>SALES MANAGER</b> , Dynasty Suites Hotel, Riverside, CA	2009 to Present
<b>SALES MANAGER/COMMUNITY RELATIONS</b> , Comfort Inn, Pomona, CA	2010 to 2011
<b>CORPORATE SALES MANAGER/COMMUNITY RELATIONS</b> , Hotel Paseo, Corona	2007 to 2009
<b>NIGHT AUDITOR</b> , Residence Inn Marriott, Corona, CA	2006 to 2007
<b>SALES COORDINATOR</b> , Crowne Plaza Hotel, Fullerton, CA	2007
<b>MARKETING/PROJECT MANAGER</b> , Total Home Remodeling, San Diego, CA	2006
<b>COMMERCIAL SALES REPRESENTATIVE</b> , Imagistics,Inc., San Bernardino, CA	2005

### **Key Contributions and Accomplishments:**

- Heavy prospecting and cold calling to solicit new clients from small business owners including consumers
- Generated and maintained existing client reports and files
- Built and maintained long term relationships with new clients sourced from networking, sales events, trade shows and community events
- Identified key buying influence at every sales meeting
- Conducted Professional Sales Presentations/Benefits to potential clients
- Generated proposals through competitive negotiations to solidify and close deals
- Worked jointly with suppliers/vendors to insure goals were met for each account
- Developed sales plans/budgets to meet or exceed sales goals for the year
- Developed and implemented marketing strategies including campaigns and sales promotions
- Sales Portfolio Includes: (Pepsi, Microbac Labs, Carefusion, Astro Seal and more)
- Developed and built long-term relationships within the community and Hotel Industry
- Networked at various chamber meetings to increase opportunity
- Conducted Professional sales presentations/benefits to potential clients
- Provided excellent customer service to existing accounts/clients to retain them
- Developed sales plans to meet or exceed sales goals for the year
- **Achieved a 25% increase** in new corporate accounts via networking and cold calling
- Developed and created professional presentations for prospective clients
- Generated competitive proposals through savvy negotiation to solidify and close deals
- Created and maintained daily, weekly and monthly reports regarding sales activity
- Performed general office duties (Photocopying, Faxing, Emailing)
- Provided training for new hires on products, procedures, service, etc...

---

### Highlights and Skills

- MS Office (Word, Excel, Outlook)
- Proficient in Internet Research
- Negotiations and Sales Presentations
- Networking

### Community Involvement and Achievements

Board Member, Eastvale Chamber of Commerce – **2012**

Member, Corona Networking Solutions – **2008 to 2009**

Ambassador, Corona Chamber of Commerce – **2008 to Present**

Coordinator, Corona Ambassador Committee – **2008**

Received ***Excellence in Service Award*** (Hotel Paseo) – Corona Chamber of Commerce and City

### References

Available upon Request



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CITY OF NORCO

JAN 08 2013

TIME: \_\_\_\_\_  
CITY-CLERK

# CITY OF NORCO

## APPLICATION FOR CITY COMMISSIONS

The City of Norco is an equal opportunity employer and does not discriminate on the basis of race, color, sex, age, ancestry, national origin, political or religious affiliation, sexual orientation, marital status, other non-job related physical or mental disability, medical condition, or other functional limitation in employment or the provision of service. The City is committed to making its programs, services and activities accessible to individuals with disabilities. If you require accommodation to participate in this recruitment, please contact the City Clerk prior to the filing deadline. We will attempt to reasonably accommodate applicants with disabilities upon request.

**IMMIGRATION LAW:**

All new City employees must present written proof of identity and entitlement to work in the United States by providing documentation in accordance with the Immigration Reform Act of 1986 within the first three days of employment.

**FINGERPRINT/LIVE SCAN BACKGROUND CHECK:**

All appointments are conditional based on the successful completion of a fingerprint/Live Scan background investigation. Applications must be thoroughly completed and signed. All information on the application is subject to investigation and verification.

*Please note that information provided on this form is subject to public disclosure. In submitting this application for consideration, the applicant agrees to follow the rules and procedures established for City of Norco Commissions and Committee Members.*

**Please type or print**

NAME OF APPLICANT: Sharon Higman Date: 1/8/2013

Home Address: 2595 Reservoir Drive Years lived in Norco: 37

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Business Address: Retired

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you at least eighteen years of age? Yes  No

Have you ever been convicted of a felony? Yes  No

Are you a citizen of the United States? Yes  No

Are you a permanent resident of the City? Yes  No

**Please answer the following: (Please attach additional sheets of paper if necessary.)**

**COMMUNITY SERVICE:** (list boards, commissions, committees, and organizations on which you are currently serving or have served. Include offices held and in what city.)

Chambers in: Norco, Yorba Linda, Fullerton.. Audit Task Force, Committees for Fair Lending, BSA,

**EMPLOYMENT:** (title and duties)

Retired VP

**EDUCATION:** (include professional or vocational licenses or certificates)

Some College and Certified Paralegal

NAME: HIGMAN, SHARON

Date 1/8/2013

Briefly explain what in your background, training, education, or interests, specifically qualifies you as an appointee.

SEE ATTACHED

What do you see as the objectives and goals of the Commission you are applying to be a member of?

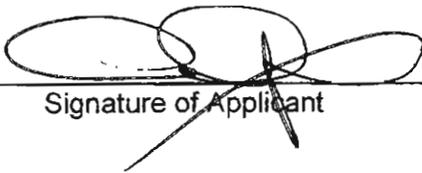
SEE ATTACHED

How would you help to achieve these objectives and goals?

SEE ATTACHED

What specific qualities can you bring to this advisory body?

SEE ATTACHED



Signature of Applicant

1/8/2013

Date

*Please note that the City of Norco's Conflict of Interest Code does require Commission/Committee Members to annually file Economic Interest Forms disclosing financial information. The Norco City Council has adopted a Code of Ethics, Norms and Procedures and has established the duties of each Commission in the Norco Municipal Code. For additional information contact the City of Norco City Clerk's Office at (951) 270-5623.*

You are invited to attach additional pages, enclose a copy of your resume, or submit supplemental information that you feel may assist in the evaluation of your application.

**WHEN COMPLETED, Submit original to:** City of Norco  
Department of the City Clerk  
2870 Clark Avenue  
Norco CA 92860

## **HIGMAN, SHARON**

### **Background:**

I worked in the Banking industry at various levels of responsibility both within Retail Banking, Mortgage Banking and with the Federal Banking Regulators. Education: some college, Certified Paralegal through Chapman University in 1994 which I used in my employment with the Department of the Comptroller of the Currency (OCC) and all areas of my employment forward.

I have always interacted positively with clients, weather in Retail Banking, Mortgage Banking or with the Federal Banking Regulators. I always knew my client base well and had the ability to interact with them to the mutual satisfaction of both parties.

### **Objective and Goals:**

To attract new business to Norco that will generate revenue for the City and at the same time make Norco a place that people want to visit and enjoy.

### **How would I help to achieve these objectives and goals?**

Use my business insight to aid in identifying the types of businesses that will best suit the City of Norco.

Participate in meeting with and presenting to prospective businesses the positive reasons why Norco would be "The Best Place" for their businesses to locate

Brainstorm to have planned attractions/events that will demonstrate the City of Norco as being forward thinking and business friendly.

Work to have activities and functions published in the local newspaper well before the day they take place.

Actively participate in bringing new activities, along with our current ones, to the City of Norco that will attract people from outside Norco to come and "spend" their tax dollars.

Work with other City Commissions on an "as need" basis to identify perspective businesses to bring to Norco and be visible to the residents of Norco for their input.

### **What would I bring to the Commission?**

Being a resident of Norco for 37 years I have seen the growth through that time period.

My background interacting with people at many levels gives me the ability to present a satisfyingly mutual decision why businesses would choose Norco to open or move their businesses.

I want Norco to stay horse friendly, but at the same time help to bring revenue generating businesses to Norco by actively participating in presenting the positive virtues of Norco to perspective businesses.

I can work within this Commission to help bring these plans to reality.

SHARON C. HIGMAN  
2595 RESERVOIR DR.  
NORCO, CALIFORNIA 92860

Accomplished in the researching and reviewing of State and Federal regulatory material. Able to interpret and implement information to ensure business practices comply with State and Federal compliance. Possess extensive knowledge in the monitoring of Fair Lending within a mortgage and consumer lending environment. Have directed, developed, and implemented training of all mortgage and consumer-lending regulations. While with the OCC I specialized in compliance exams in the areas of BSA, HMDA, RESPA, CRA, Privacy, Safety and Soundness and specialized in Fraud Investigations. Accomplished in the areas of reviewing of Real Estate, Consumer, Business and Major Loan portfolios. Ability to review and analyze individual credit extensions for quality, approval conditions, supporting documentation and accuracy of risk grade assignments. Ability to evaluate the effectiveness of credit systems/processes and identify lending patterns that may be contrary to or deviant from policy and business plans. Experienced in the area of compliance and banking laws and regulations. I am able to work with all levels of personnel and management and have managed up to 35 people at one time. I am a certified Paralegal.

## **EMPLOYMENT HISTORY**

### **November 2003 – May 31, 2007 – Indymac Bank**

#### **Compliance Officer**

- Reviewed new and revised policies and procedures for compliance
- Reviewed and approved advertisements from Marketing prior to publication
- Responded to queries from Production Units on Compliance issues and questions
- Conducted Compliance Audits/Risk Assessments
- Conducted Compliance training
- Assisted the Training Department in creating Compliance Tutorials
- Reviewed, edited and approved complaint response letters
- Attended and participated in various management meetings for on-going and new projects
- Interpreted State and Federal Law as needed within the Department and for Production Units
- Maintained client relationship within the various support groups and lending units
- Assisted Quality Control as needed

#### **Lead Auditor – Quality Control**

- Participated in planning of audits identifying and evaluating objectives, inherent risks and controls
- Acted as Department Lead in absence of the Department Lead
- Audited data of the three home lending units
- Identified unit efficiency issues and investigated irregularities
- Prepared and tracked project status reports
- Maintained client relationships within the various support groups and lending units
- Assisted in the Compliance area as needed
- Assisted Management in conducting special projects as needed

Higman, Sharon C.

**October 2002 – November 2003 – Option One Mortgage**

**Compliance Manager**

- Performed all Compliance tasks for H&R Block Mortgage Company (HRBMC) which consisted of:
- Researched new State regulations
- Reviewed all Policy and Procedures
- Completed file reviews for audit follow up
- Worked with outside QC vendor for Prime loans and Option One QC for None-prime loans
- Reviewed various log for trends of compliance violations
- Coordinated with Legal, State research as needed on audits and new State regulations
- Maintained the HRBMC Hotline for Compliance inquiries from HRBMC offices
- Received all email inquiries from HRBCM office for changes to loans within the current systems
- Completed daily HRBMC OFAC review
- Reviewed all loans coded with withdrawn status for HMDA
- Reviewed daily incoming newsletter and disseminated to Associates
- Published a monthly "articles of Interest" for upper management
- Monthly tracking of Opt Out
- Completed Quarterly Management Report and distributed to upper management
- Monthly HMDA reporting to HRBMC Operations Manager

Member of the following Committees:

- Audit Task Force
- Closing Operation
- Fair Lending
- Privacy
- Retail Operations

**March 2001 to October 2002 – Washington Mutual**

Responsible for tracking and obtaining of all back-up documentation for the OTS/FDIC Corrective Action Plan within the HLISG and created a month-end OTS/FDIC report on the Corrective Action Plan for distribution to Upper Management. Assisted Internal audit by completing research and writing responses to any department related Advance Discussion Memos (ADMs). Created and followed initial tracking for Examiner Briefing Book.

**July 2000, to March 2001 – American Home Loans**

Compliance Manager – Initiated and developed the Compliance/Quality Control Department for 264 Branches in all 50 states and all in-house processing of the "A" and "Alt A" paper divisions. Interacted with HUD, DOC, and DRE for audit reviews.

**January 2000 to July 2000 – Office of the Comptroller of the Currency**

Compliance Examiner – Specialized in examinations for CRA/Compliance in the areas of CRA, HMDA, Fair Lending and BSA.

**October 1997 to December 1999 – Provident Savings Bank**

Manager of Quality Control and Compliance for Profed Mortgage Company, a wholly owned subsidiary of Provident Savings Bank.

**May 1995 to October 1997 – Home Saving of America**

Loan Originations Auditor

**June 1993 to May 1995 – Office of the Comptroller of the Currency**

Bank Examiner for Safety and Soundness, Compliance - specialized in fraud investigations.

**In Excess of Twenty Years – Security Pacific National Bank**

VP Regional Loan Assistant, Credit Review and Compliance at the Regional level. VP Manager of several Retail Banking offices.



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CITY OF NORCO

# CITY OF NORCO

JAN 16 2013

## ECONOMIC DEVELOPMENT ADVISORY COUNCIL (EDAC) APPLICATION

TIME: \_\_\_\_\_  
CITY CLERK

The City of Norco is an equal opportunity employer and does not discriminate on the basis of race, color, sex, age, ancestry, national origin, political or religious affiliation, sexual orientation, marital status, other non-job related physical or mental disability, medical condition, or other functional limitation in employment or the provision of service. The City is committed to making its programs, services and activities accessible to individuals with disabilities. If you require accommodation to participate in this recruitment, please contact the City Clerk prior to the filing deadline. We will attempt to reasonably accommodate applicants with disabilities upon request.

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**FINGERPRINT/LIVE SCAN BACKGROUND CHECK:**

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*Please note that information provided on this form is subject to public disclosure. In submitting this application for consideration, the applicant agrees to follow the rules and procedures established for City of Norco Commissions and Committee Members.*

**Please type or print**

NAME OF APPLICANT: Diane Collins Date: Jan. 16, 2013

Home Address: 5431 Roundup Rd. Years lived in Norco: 7.5

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Business Address: 3954 Old Hamner Road, Suite B, Norco, CA

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you at least eighteen years of age? Yes  No

Have you ever been convicted of a felony? Yes  No

Are you a citizen of the United States? Yes  No

Are you a permanent resident of the City? Yes  No

**Please answer the following: (Please attach additional sheets of paper if necessary.)**

**COMMUNITY SERVICE:** (list boards, commissions, committees, and organizations on which you are currently serving or have served. Include offices held and in what city.)

Secretary, Lake Norconian Club Foundation; Treasurer, P.E.O (Claremont, CA)

**EMPLOYMENT:** (title and duties)

Executive Director, Norco Area Chamber of Commerce: manage the Chamber office, and the projects and programs of the organization.

**EDUCATION:** (include professional or vocational licenses or certificates)

A.S. Business/Accounting: Norco College; A.S. Business/Marketing: Riverside City College; Certificate Professional Meeting Planning, Cal State Fullerton

NAME: Diane Collins

Date Jan. 16, 2013

Briefly explain what in your background, training, education, or interests, specifically qualifies you as an appointee.

My background includes work in variety of capacities in multiple of industries, giving me a diverse knowledge base of the needs of businesses. I have more than nine years of experience working for a trade association, focusing on the growth and success of its members, and now, as the Executive Director of the Norco Area Chamber my focus is on the growth and success of the businesses of this city and the surrounding area. My education has focused on business and marketing.

What do you see as the objectives and goals of the Commission you are applying to be a member of?

I see the goals and objectives of the Economic Development Advisory Council of the City of Norco to be the idea center for the generation of new business opportunities in the city, and to help the existing businesses not only to survive, but to grow and prosper, thus generating additional revenues.

How would you help to achieve these objectives and goals?

I believe that EDAC should help to streamline the processes businesses are required to follow, making Norco a more attractive and business-friendly community, as well as help the way businesses perceive the city. Many of the goals of EDAC and the Chamber are aligned, and my participation on the Council would help to ensure that there is not a duplication of effort.

What specific qualities can you bring to this advisory body?

I bring a diverse perspective, with a focus on the growth and success of the businesses in the City of Norco and, by extension, the city itself. I also bring the perspective of the members of the Chamber, since I work with them on a daily basis.

Diane Collins  
Signature of Applicant

Jan. 16, 2013  
Date

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You are invited to attach additional pages, enclose a copy of your resume, or submit supplemental information that you feel may assist in the evaluation of your application.

**WHEN COMPLETED, Submit original to:** City of Norco  
Department of the City Clerk  
2870 Clark Avenue  
Norco CA 92860

# CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

DATE: February 6, 2013

SUBJECT: Planning for the City's 50<sup>th</sup> Birthday Celebration

RECOMMENDATION: That the City Council approve the concept of a community event; and designate Mayor Azevedo and Mayor Pro Tem Hanna to work with and create a 50<sup>th</sup> Birthday Volunteer Community Planning Committee.

SUMMARY: At its January 16, 2013 meeting, at the request of Mayor Azevedo, the City Council voted to have an item placed on a future agenda to discuss planning efforts for the celebration of the City's 50<sup>th</sup> birthday in 2014.

BACKGROUND: On December 28, 1964, The Norco City Council passed Ordinance Number V (5) that officially incorporated the City of Norco. The 50<sup>th</sup> anniversary of the City's incorporation will occur on December 28, 2014. In order to properly acknowledge and celebrate this coming milestone birthday of the City, Mayor Azevedo has identified volunteers within our community who will work as a community celebration planning committee. The concept is to have a year of celebration that incorporates a 50<sup>th</sup> birthday theme in all events throughout the city that year.

The task of the Norco's 50<sup>th</sup> Birthday Celebration Committee will be three-fold:

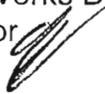
1. Create and implement a community celebration event.
2. Communicate with all groups and organizations within the City to ensure all events and activities incorporate the 50<sup>th</sup> Birthday theme.
3. Seek sponsorships or grants whenever possible to assist in covering the costs of the festivities and promotional materials.

CITY REOURCES: Currently there are no funds allocated for this effort. Staff time will be needed and promotional materials will need to be developed. Once the committee formalizes its plans, staff will determine if City funding will be needed. If so, a recommendation will be included for adoption in the new fiscal year that begins July 1, 2013.

# CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

PREPARED BY: Lori Askew, Deputy Public Works Director/Senior Engineer   
Steve King, Planning Director 

DATE: February 6, 2013

SUBJECT: Zone Code Amendment 2012-06: Amending Chapter 18.28 "P-E – Pedestrian-Equestrian Trails" of the Norco Municipal Code revising regulations and the approval process for allowed encroachments into the public right-of-way for certain driveway materials.

RECOMMENDATION: Adopt for First Reading Ordinance No. 956, approving Zone Code Amendment 2012-06.

**SUMMARY:** The Norco City Council requested discussion and review of the standards per City Standard Drawing 700, Equestrian Trails, as they relate to residential driveway pavers. At its meeting held on June 15, 2011, the City Council suspended the issuance of permits for interlocking residential driveway pavers. On January 9, 2013, the Planning Commission recommended revisions to make the process of obtaining encroachment permits easier, while at the same time making more restrictive the types of alternative trail materials that can be approved and in what instances.

**BACKGROUND/ANALYSIS:** The City initiated discussions to evaluate alternative trail materials in 2001. The process to research, install and evaluate materials was completed on May 16, 2007, when City Council approved revisions to City of Norco, Standard Drawing No. 700 (Equestrian Trails). Standard Drawing No. 700 is the standard trail improvement section for a local street. The standard is based on the Pedestrian-Equestrian zone which was established to memorialize the intended use and zoning of Pedestrian-Equestrian Trails.

The following is a brief history of the events that led to the modification of standards and the approval process for the installation of interlocking brick pavers and alternative trail materials. Staff had received a number of individual requests to install alternative materials within the equestrian trail at driveway entrances to reduce storm water erosion. The majority of the initial requests were from property owners with driveway grades/slopes greater than 4%. Staff had also received requests to restrict property owners with existing asphalt driveways from resurfacing with a slurry type material.

In 2002, staff initiated two pilot test sites utilizing rubber block pavers. Two sites on Sixth Street were selected as test locations, the west driveway of Ranchland Market, and at the new Norco Fire Station. Unfortunately the rubber pavers failed at both locations and were removed and replaced with Stalok, a polymer coated crushed stone product.

A committee was formed to install and evaluate a number of materials and report the findings to the Streets and Trails Commission. Pilot test sites were established for multiple soil mixture types, railroad ties, turf, polymer binders, rubber pavers, and interlocking brick pavers. In September of 2005 Standard Drawing No. 700 was modified to include two new types of alternative trail materials; 1.) a mixture of decomposed granite (DG) and cement; and 2.) a polymer coated crushed stone (Staloc). Shortly after, the initial design incorporating interlocking pavers was introduced and in 2007 City Council approved the driveway pavers as an alternative material, restricted to driveways only.

On June 15, 2011, the City Council suspended the issuance of permits for interlocking pavers in residential driveways. Later that year on December 5<sup>th</sup> the Streets, Trails, and Utilities Commission reviewed the existing paver standards and recommended modifications along with wording on the Standard Drawing that an encroachment permit is required to construct improvements within the public right-of-way. Wording was inserted as a note on the Standard Drawing that property owners are required to maintain the integrity of the pavers and general maintenance including weeding and debris.

Standard Drawing No. 700 has been modified to include a "wet set" edge requirement to eliminate railroad ties and concrete along the borders. The top surface will require a chamfer edge and "tumbled" exposed top surface. The lay patterns have been reevaluated to minimize the area of potential slippage. Currently, Chapter 18.28 (P-E zone) discusses of the percentage of slope versus erosion issues and grants authority to the Public Works Director to use his discretion on placement of impervious materials in the trails.

A draft amendment to the P-E zone was taken to the Planning Commission on January 9, 2013, at which time the Planning Commission made additional changes before adopting Resolution 2013-04 recommending approval. The compilation of changes is attached (ref. Exhibit "B") with changes highlighted.

Attached: Ordinance No. 956  
Exhibit "A" – Equestrian Trail Standard No. 700  
Exhibit "B" – Chapter 18.28 P-E Zone (with draft changes highlighted)

## ORDINANCE NO. 956

**A ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NORCO APPROVING ZONE CODE AMENDMENT 2012-06 AMENDING CHAPTER 18.38 "P-E ZONE" REGARDING PERMITTED MATERIALS IN TRAILS AND TO CLARIFY WHERE ALTERNATIVE MATERIALS CAN BE APPROVED. ZONE CODE AMENDMENT 2012-06.**

WHEREAS, the CITY OF NORCO initiated Zone Code Amendment 2012-06, an amendment to Norco Municipal Code Title 18 (Zoning Code), to amend and update regulations as they pertain to permitted materials in driveway crossings of pedestrian-equestrian trails; and

WHEREAS, the Zone Code Amendment was duly submitted to said City's Planning Commission for decision at a public hearing for which proper notice was given; and

WHEREAS, the Zone Code Amendment was scheduled for public hearing on January 9, 2013 on or about 7 p.m. in the Council Chambers at 2820 Clark Avenue, Norco, California 92860; and

WHEREAS, at the time set, the Planning Commission held a public hearing and received both oral and written testimony pertaining to the Zone Code Amendment; and

WHEREAS, the Planning Commission adopted Resolution 2013-04 recommending that the City Council approve Zone Code Amendment 2012-06; 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 February 6, 2013, 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 is exempt from the California Environmental Quality Act (CEQA) and the City of Norco Environmental Guidelines pursuant to Category 21.

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

- A. The proposed Zone Code Amendment will not be inconsistent with, or contrary to, the General Plan or the Zoning Code since the project clarifies and updates acceptable materials for driveway crossings of trails in the Agricultural (A) zones and the procedures for getting alternative materials approved.
- B. The project (proposed amendment) has been determined to be exempt from the California Environmental Quality Act and the City of Norco Environmental Guidelines pursuant to Category 21.

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

SECTION 1: Norco Municipal Code Title 18 "Zoning" is hereby amended as follows.

*Chapter 18.28*

*P-E ZONE PEDESTRIAN-EQUESTRIAN TRAILS*

*Sections:*

- 18.28.02 Intent and Purpose.*
- 18.28.04 Applicability of Regulations.*
- 18.28.06 Permitted Uses.*
- 18.28.08 Limitation of Uses.*
- 18.28.10 Construction of Pedestrian-Equestrian Trails.*
- 18.28.14 Designation of Pedestrian-Equestrian Trails.*
- 18.28.16 Encroachment for Driveways.*

*18.28.02 Intent and Purpose.*

*This zone is intended to establish, within public rights-of-way, public easements, and within private access easements, a zone and use that is compatible with and which will encourage the development of City of Norco as a community which emphasizes equestrian activities and which will safeguard the general public by providing regulated pedestrian - equestrian- trails.*

*18.28.04 Applicability of Regulations.*

*There is hereby created a zone classification, up to twelve (12) feet in width, over certain existing public easements and rights-of-way and within private access easements as designated on the official zoning map, within which pedestrian-equestrian trails are established to the exclusion of such other uses of land as may be in conflict therewith.*

*18.28.06 Permitted Uses.*

*There shall be permitted within the P-E Zone, pedestrian and equestrian traffic, as well as any bicycle or other device moved by human or equestrian propulsion.*

*18.28.08 Limitation of Uses.*

*It shall be unlawful for any motor-driven vehicle or motor-driven device to park, ride or drive upon a P-E Zone, except as may be necessary to enter a driveway, exit from a driveway, or perform necessary maintenance of the pedestrian-equestrian trails. No above grade structure, other than necessary fencing and maintenance facilities, shall be permitted within a P-E Zone.*

*18.28.10 Construction of Pedestrian-Equestrian Trails*

*Pedestrian-equestrian trails will be constructed and maintained to standards established in the City of Norco Standard Drawings No. 700 (Trail Standards), a copy of which will be available for inspection during normal business hours at the Norco City Hall, and on the City of Norco website. The surface of the pedestrian-equestrian trail shall be decomposed granite (dg) or such surface material as approved by the City Engineer/Director of Public Works, confirmed by the Streets, Trails, and Utilities Commission, and approved by the Norco City Council.*

*18.28.14 Designation of pedestrian –Equestrian Trails.*

*The City Engineer/Director of Public Works shall cause the placing of directional signs and other appropriate traffic control devices as may be warranted to designate pedestrian-equestrian trails and to provide for safe and appropriate crossing along the designated City street system.*

*18.28.16 Encroachment for Driveways.*

*Driveways across the Pedestrian-Equestrian zone exist in the public right-of-way.*

*(1) The use of any impervious material to surface a driveway across the Pedestrian-Equestrian zone where the adjacent property is within an "A" zone, Norco Hills Specific Plan Residential, or Norco Ridge Ranch Specific Plan is prohibited, except as allowed by the issuance of an Encroachment Permit to standards set by and with materials approved by the City Engineer/Director of Public Works, confirmed by the Streets, Trails, Utilities Commission and approved by the Norco City Council.*

*(2) The use of an alternate material to surface a driveway across the Pedestrian – Equestrian zone where the adjacent property is within a "C" zone, the Gateway Specific Plan, or the Auto Mall Specific Plan may be allowed with the issuance of an Encroachment Permit. Approval of the alternate material shall be at the sole discretion of the City Engineer/Director of Public Works, confirmed by the Streets, Trails, and Utilities Commission, and approved by the Norco City Council.*

*(3) If drainage facilities approved by the City Engineer are installed across a trail at a driveway location, an impervious material with a Class 2 Base may be used to cover said facilities in certain portions of the Pedestrian-Equestrian zone, trail or public right-of-way as follows, provided that a minimum 4" of decomposed granite can be placed over the structural section.*

*(4) The Pedestrian – Equestrian Zone Driveway Encroachment Permit:*

*(a) Equestrian Zone Driveway Encroachment Permits shall only be issued based on the policies and standards as contained in Standard City Drawing No. 700.*

*(b) Policies for the development of equestrian trails and the use of any materials within driveways that cross the Pedestrian – Equestrian zone shall be maintained on Standard City Drawing No. 700.*

*(c) Standard City Drawing No. 700 may be modified from time to time by the City Engineer/Director of Public Works, confirmed by the Streets, Trails, and Utilities Commission and approved by the Norco City Council.*

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 February 20, 2013.

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

ATTEST:

\_\_\_\_\_  
Brenda K. Jacobs, CMC, 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 February 6, 2013 and thereafter at a regular meeting of said City Council duly held on February 20, 2013, 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 February 20, 2013.

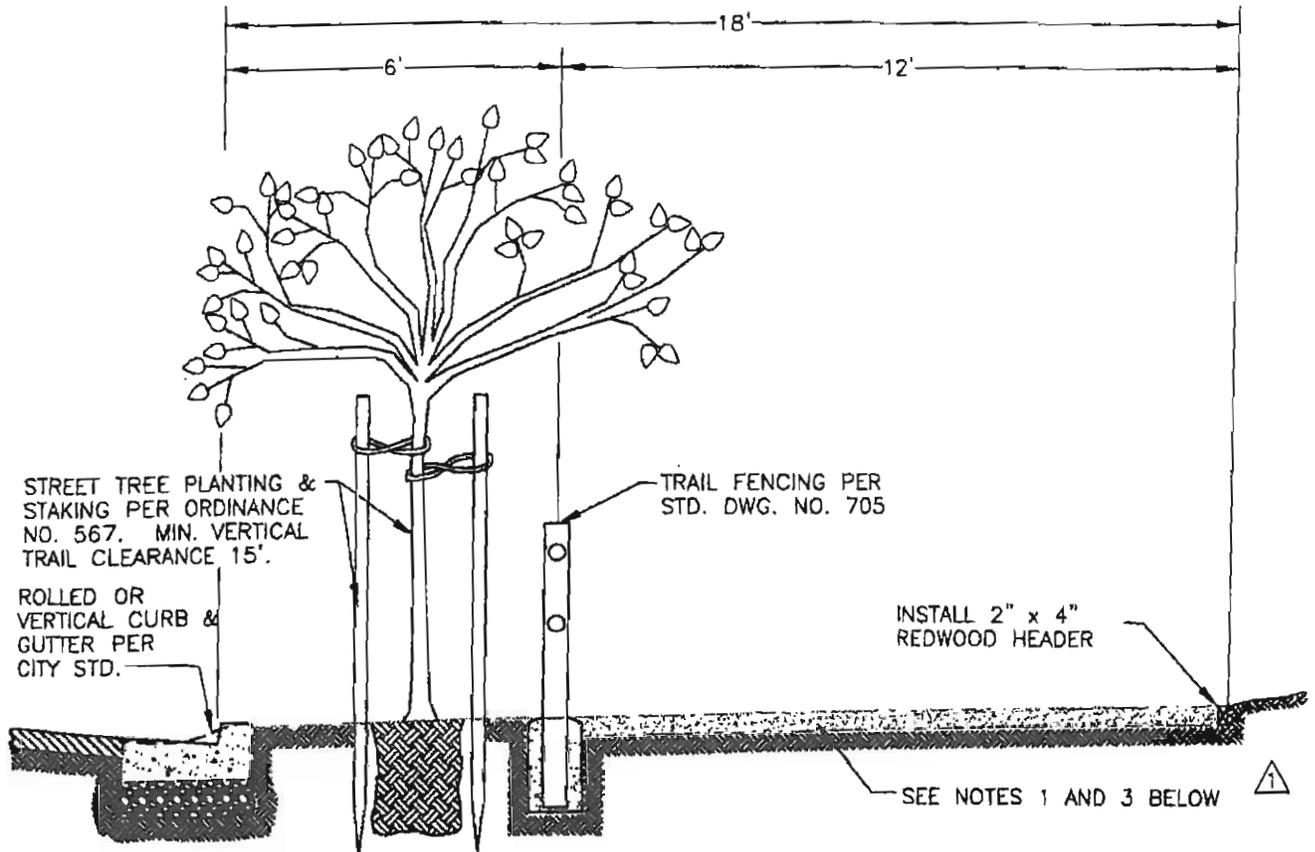
\_\_\_\_\_  
Brenda K. Jacobs, City Clerk  
City of Norco, California

**700**  
**TRAIL**  
**STANDARDS**



**EXHIBIT "A"**

# CITY of NORCO STANDARD DRAWING



**NOTES:**

1. TRAIL MATERIAL (4" THICK) SHALL BE COMPACTED IN PLACE TO 95% WITH THE UPPER ONE FOOT OF SUBGRADE COMPACTED TO 95%, AND SHALL CONSIST OF DECOMPOSED GRANITE, SLAG OR STEEL SLAG WITH A MORE OR LESS EQUAL GRADATION MIXTURE BETWEEN 1/2" SIZE MAXIMUM AND NO. 200 SIEVE SIZE MINIMUM.
1. REDWOOD HEADER STAKES SHALL BE 1" x 2" x 18" AT 4'-0" O.C. FLUSH WITH TOP OF HEADER.
1. THE ONLY APPROVED ALTERNATIVE TRAIL MATERIALS ARE THE FOLLOWING:
  - A. 2% SOIL CEMENT/DG. SEE SHEET 2 FOR SPECIFICATIONS.
  - B. POLYMER COATED CRUSHED STONE PATHWAY MIX. SEE SHEET 3 FOR SPECIFICATIONS.
  - C. INTERLOCKING BRICK PAVERS IN DRIVEWAY AREAS ONLY AND CANNOT BE USED IN OTHER PARTS OF THE TRAIL. SEE SHEETS 4 & 5 FOR SPECIFICATION.

REVISION	NO:	BY:	DATE:	NO:	BY:	DATE:	APPROVED: <i>[Signature]</i> 627172 CITY ENGINEER RCE
	1	LJA	09/01/05	3	JCW	10/23/07	
	2	SLR	03/28/07	4	SRL	02/22/08	
Drawn By: LJA		Date: 01/03/05					
<b>EQUESTRIAN TRAIL STANDARD</b>							Std. Dwg. No. <b>700</b> Sheet 1 of 6

# CITY of NORCO STANDARD DRAWING



## A. SOIL CEMENT

1. GRADE TRAIL, FILLING ALL RUTS AND ADJUSTING GRADE FOR PROPER WATER FLOW WITH A MINIMUM CROSS SLOPE OF 1% AND A MAXIMUM CROSS SLOPE OF 4%.
2. SPREAD 270 LBS. OF PORTLAND PLASTIC CEMENT OVER 240 SQ. FT. OF TRAIL.
3. ROTO-TIL IN THE CEMENT AND EXISTING DG TRAIL MATERIAL TO A DEPTH OF 4 INCHES OVER THE ENTIRE 240 SQ. FT.
4. RE-GRADE THE AREA ROTO-TILLED AND MIXED. ADD WATER LIGHTLY DURING THIS PROCESS.
5. WHEN THE ENTIRE AREA IS LEVELED, ROLL THE AREA WITH A 3,500 LB. ROLLER ADDING WATER LIGHTLY. THE AREA WILL NEED TO BE ROLLED SEVERAL TIMES FOR PROPER COMPACTION.
6. THE AREA IS TO BE LIGHTLY WATERED SEVERAL TIMES BY HAND OVER THE NEXT SEVERAL HOURS. AVOID OVER-WATERING THAT WOULD CAUSE THE TRAIL TO RUT OR WASH OUT. WATER MUST PENETRATE FOR THE FULL 4 INCHES OF SOIL CEMENT DURING THIS PROCES.
7. THE ENTIRE TRAIL MUST BE SECURED WITH SIGNS AND BARRICADES DURING THE INSTALLATION OF THE SOIL CEMENT AND FOR THE NEXT 24-HOURS AFTER COMPLETION TO ALLOW FOR THE CEMENT TO HARDEN.
8. ALL VEHICLES SHALL BE KEPT OFF THE SOIL CEMENT INCLUDING DRIVEWAYS FOR A FULL 24-HOURS AFTER THE INSTALLATION IS COMPLETE.

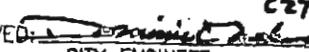
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	2	SLR	03/28/07	4	SRL	02/22/08	
Drawn By: LJA		Date: 01/03/05		C2717. APPROVED: CITY ENGINEER RCE		Std. Dwg. No. <b>700</b> Sheet 2 of 6	
EQUESTRIAN TRAIL STANDARD							

# CITY of NORCO STANDARD DRAWING

## 1 2 **B. POLYMER COATED CRUSHED STONE PATHWAY MIX**

1. SUB-GRADE PREPARATION
  - A. ALL AREAS SHALL BE COMPACTED TO A MINIMUM OF 90% RELETIVE COMPACTION AND SHALL BE GRADED WITH A MINIMUM CROSS SLOPE OF 1%. ALL AREAS MUST BE GRADED IN A MANNER SO THAT NO STANDING WATER IS PRESENT AFTER FLOODING. ALL DELETERIOUS MATERIAL SUCH AS SOD, TOPSOIL, STICKS, ETS., SHALL BE REMOVED PRIOR TO PAVING. STATE APPROVED PREEMERGENCE HERBICIDE SHALL BE APPLIED OVER THE ENTIRE SUB-GRADE.
  - B. PRIOR TO PAVING SUB-GRADE SHALL BE APPROVED BY AN ARCHITECT OR OTHER QUALIFIED INDIVIDUAL.
2. DECOMPOSED GRANITE OR CRUSHED AGGREGATE WITH STALOK BINDER
  - A. AGGREGATE MIX SHALL BE DECOMPOSED GRANITE OR CRUSHED AGGREGATE. ALL AVAILABLE MATERIALS HAVE BEEN TESTED AND APPROVED BY PRODUCT MANUFACTURE.
  - B. THE AGGREGATE MIXTURE IS TO BE BLENDED AS PER MANUFACTURER'S SPECIFICATIONS BY APPROVED MANUFACTURE'S BLENDING METHODS.
  - C. CONTRACTOR SHALL GUARANTEE THAT MATERIALS USED AND INSTALLATION OF AGGREGATE MATERIALS ARE IN ACCORDANCE WITH MANUFACTURE'S RECOMMENDATIONS.
3. AGGREGATE PAVING
  - A. THE MIXTURE SHALL BE PLACED BY A SPREADER OR OTHER APPROVED MEANS AT A 2-INCH COMPACTED DEPTH OVER A COMPACTED SUB-GRADE.
  - B. SPREAD BY GRADING ONTO THE PREPARED BASE UNTIL THE ENTIRE AREA IS COVERED.
  - C. THE SURFACE COVER SHALL BE COMPACTED USING A 5-TON DOUBLE-DRUM ROLLER OR SIMILAR TO GIVE A FINAL DEPTH OF 2-INCHES.
4. "STALOK" IS AN APPROVED BRAND OF POLYMER COATED CRUSHED STONE PATHWAY MIX. OTHER MANUFACTURES OF POLYMER COATED CRUSH STONE WHICH MEET THE MINIMUM SPECIFICATION OF THE "STALOK" PRODUCT WILL BE CONSIDERED AN APPROVED EQUAL.

STALOK IS A PRODUCT TRADE MARK BY STABILIZER SOLUTIONS, INC., ARIZONA  
 STABILIZER SOLUTIONS: (602) 255-5900  
 LOCAL SUPPLIER: GAIL MATERIAL: (951) 279-1095

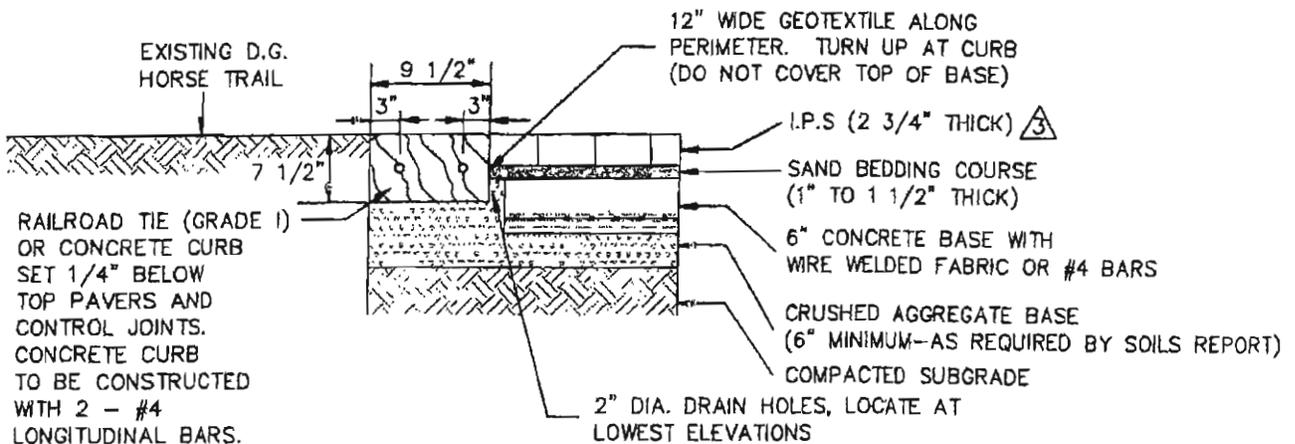
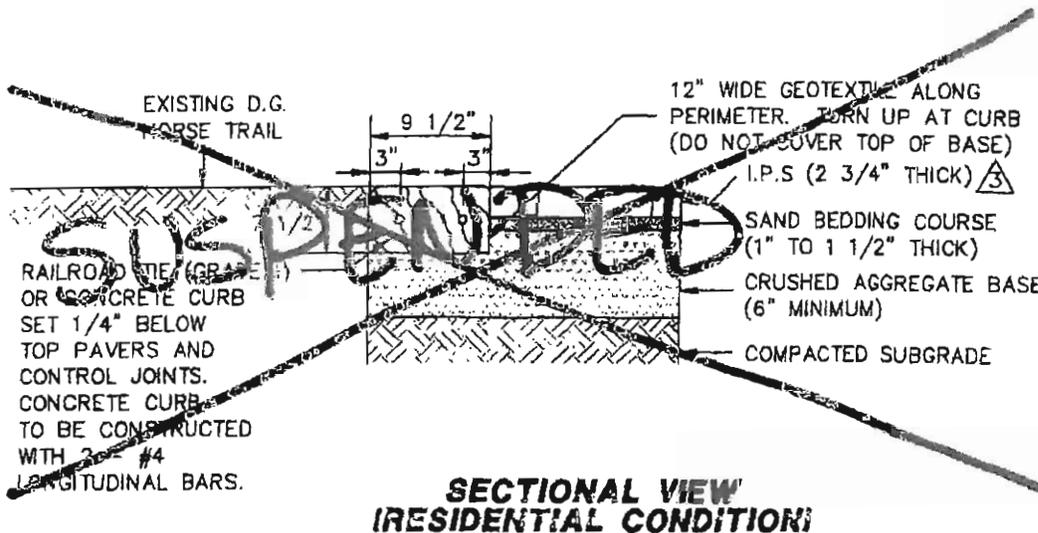
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	2	SLR	03/28/07	4	SRL	02/22/08	
Drawn By: LJA		Date: 01/03/05					
<b>EQUESTRIAN TRAIL STANDARD</b>							Std. Dwg. No. <b>700</b> Sheet 3 of 6

# CITY of NORCO STANDARD DRAWING

## 1 2 **C. INTERLOCKING BRICK PAVERS**

**NOTES:**

- |  |  |
|--|--|
| <p>1. EDGE TREATMENT SHALL BE AS STRAIGHT AS POSSIBLE TO COMPLIMENT THE ALIGNMENT OF PAVING STONES.</p> <p>2. INTERLOCKING PAVING STONES (I.P.S.) SHALL CONFORM TO ASTM C936 AND BE INSTALLED TO MANUFACTURER'S SPECIFICATIONS.<br/>BLOCK STYLE = CAPRI<br/>PATTERN = RUNNER<br/>COLOR = SANTA BARBARA SANDSTONE<br/>(OR APPROVED EQUAL BY THE CITY ENGINEER.)</p> | <p>3. ALL SURFACING UTILITIES SHALL BE ENCASED IN CONCRETE, CREATING STRAIGHT LINES TO CUT AGAINST.</p> <p>4. <u>PCC CLASS</u><br/>DRIVEWAY - 520-A-2500</p> |
|--|--|



REVISION	NO:	BY:	DATE:	NO:	BY:	DATE:
	1	LJA	09/01/05	3	JCW	10/23/07
	2	SRL	03/28/07	4	SRL	02/22/08

Drawn By: LJA

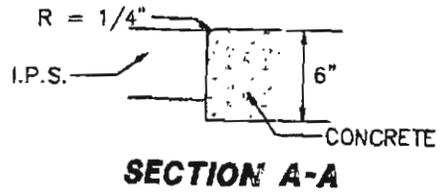
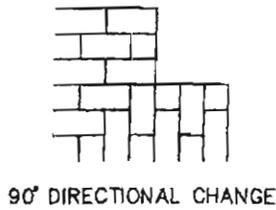
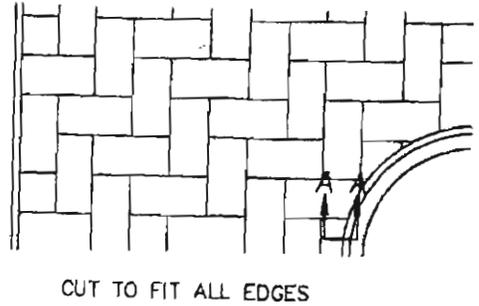
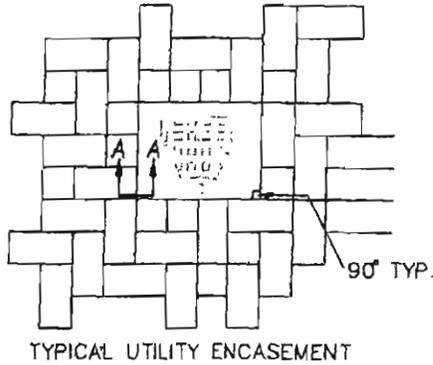
Date: 01/03/05

APPROVED: **C37177**  
CITY ENGINEER RCE

**EQUESTRIAN TRAIL STANDARD**

Std. Dwg. No.  
**700**  
Sheet 4 of 6

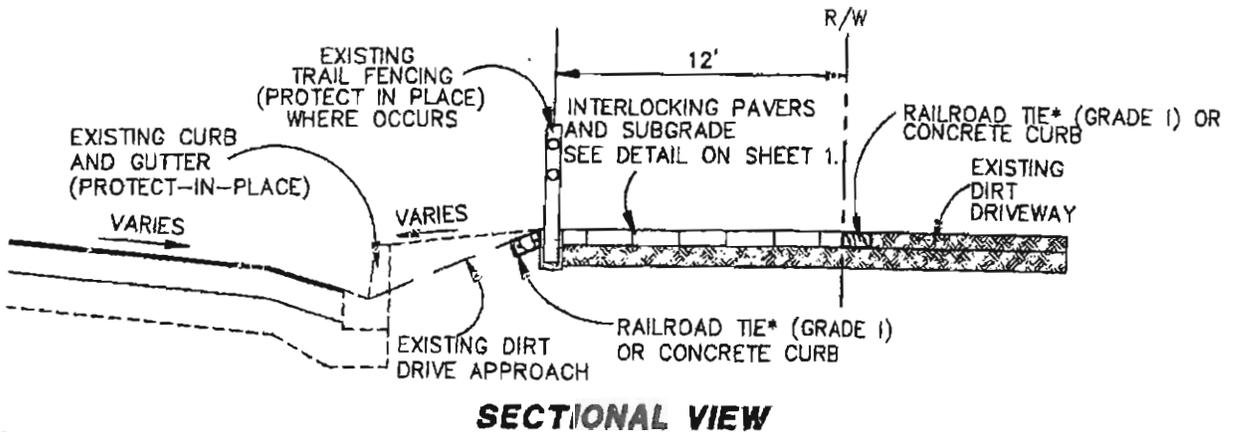
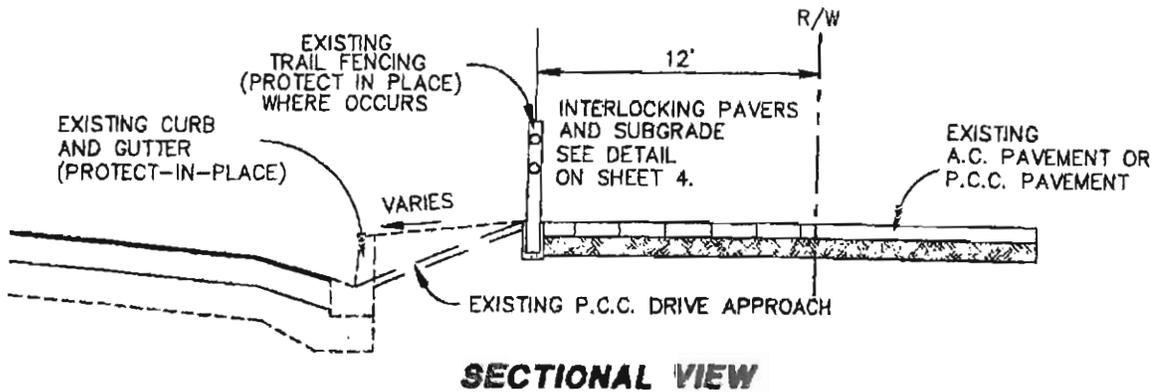
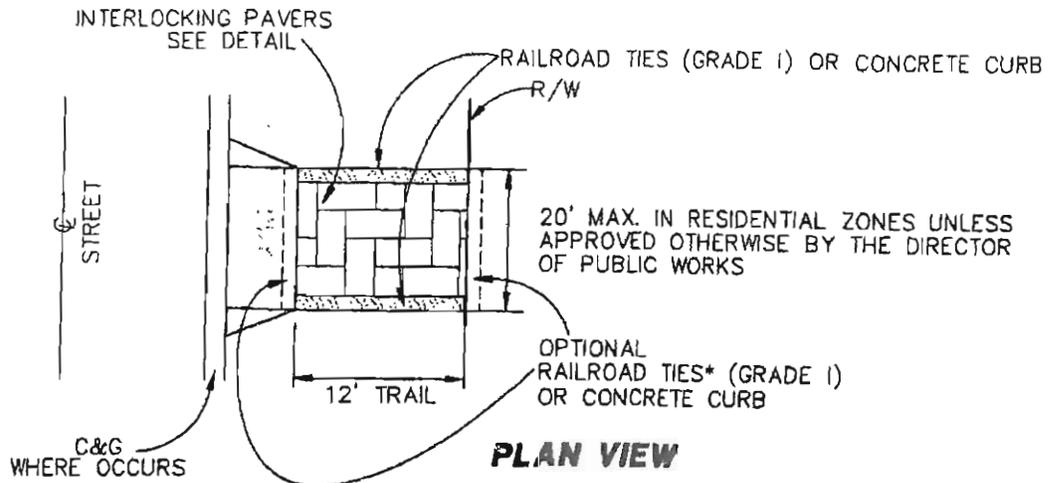
# CITY of NORCO STANDARD DRAWING



REVISION	NO:	BY:	DATE:	NO:	BY:	DATE:	APPROVED: CITY ENGINEER <span style="float: right;">RCE</span>
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	2	SRL	03/28/07	4	SRL	02/22/08	
Drawn By: LJA		Date: 01/03/05		C227172 APPROVED: CITY ENGINEER <span style="float: right;">RCE</span>		Std. Dwg. No. <b>700</b> Sheet 5 of 6	

## EQUESTRIAN TRAIL STANDARD

# CITY of NORCO STANDARD DRAWING



\*NOTE:  
TO BE USED ONLY IF DWY OR DWY  
APPROACH IS OTHER THAN A.C OR P.C.C.

REVISION	NO:	BY:	DATE:	NO:	BY:	DATE:
	1	LJA	09/01/05	3	JCW	10/23/07
	2	SRL	03/28/07	4	SRL	02/22/08

Drawn By: LJA

Date: 01/03/05

C27172  
APPROVED: *Donnie E. Johnson*  
CITY ENGINEER RCE

## EQUESTRIAN TRAIL STANDARD 700

Std. Dwg. No.  
**700**  
Sheet 6 of 6

**Exhibit "B"**

**ORDINANCE NO. \_\_\_\_\_**

**A ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NORCO APPROVING ZONE CODE AMENDMENT 2012-06 AMENDING CHAPTER 18.38 "P-E ZONE" REGARDING PERMITTED MATERIALS IN TRAILS AND TO CLARIFY WHERE ALTERNATIVE MATERIALS CAN BE APPROVED. ZONE CODE AMENDMENT 2012-06.**

WHEREAS, the CITY OF NORCO initiated Zone Code Amendment 2012-06, an amendment to Norco Municipal Code Title 18 (Zoning Code), to amend and update regulations as they pertain to permitted materials in driveway crossings of pedestrian-equestrian trails; and

WHEREAS, the Zone Code Amendment was duly submitted to said City's Planning Commission for decision at a public hearing for which proper notice was given; and

WHEREAS, the Zone Code Amendment was scheduled for public hearing on January 9, 2013 on or about 7 p.m. in the Council Chambers at 2820 Clark Avenue, Norco, California 92860; and

WHEREAS, at the time set, the Planning Commission held a public hearing and received both oral and written testimony pertaining to the Zone Code Amendment; and

WHEREAS, the Planning Commission adopted Resolution 2013-04 recommending that the City Council approve Zone Code Amendment 2012-06; 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 February 6, 2013, 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 is exempt from the California Environmental Quality Act (CEQA) and the City of Norco Environmental Guidelines pursuant to Category 21.

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

- A. The proposed Zone Code Amendment will not be inconsistent with, or contrary to, the General Plan or the Zoning Code since the project clarifies and updates acceptable materials for driveway crossings of trails in the Agricultural (A) zones and the procedures for getting alternative materials approved.
- B. The project (proposed amendment) has been determined to be exempt from the California Environmental Quality Act and the City of Norco Environmental Guidelines pursuant to Category 21.

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

SECTION 1: Norco Municipal Code Title 18 "Zoning" is hereby amended as follows.

*Chapter 18.28*  
*P-E ZONE PEDESTRIAN-EQUESTRIAN TRAILS*

Sections:

- 18.28.02 *Intent and Purpose.*
- 18.28.04 *Applicability of Regulations.*
- 18.28.06 *Permitted Uses.*
- 18.28.08 *Limitation of Uses ~~and Violation—Penalties.~~*
- 18.28.14 *Designation of Pedestrian-Equestrian Trails.*
- 18.28.16 *Encroachment for Driveways.*

*18.28.02 Intent and Purpose.*

*This zone is intended to establish, within ~~existing~~ public ~~easements and~~ rights-of-way, public easements, and within private access easements, a zone and use that is compatible with and which will encourage the development of City of Norco as a community which emphasizes equestrian activities and which will safeguard the general public by providing regulated pedestrian - equestrian- trails.*

*18.28.04 Applicability of Regulations.*

*There is hereby created a zone classification, up to twelve (12) feet in width, over certain existing public easements and rights-of-way and within private access easements as designated on the official zoning map, within which pedestrian-equestrian trails are established to the exclusion of such other uses of land as may be in conflict therewith.*

*18.28.06 Permitted Uses.*

*There shall be permitted within the P-E Zone, pedestrian and equestrian traffic, as well as any bicycle or other device moved by human or equestrian propulsion.*

*18.28.08 Limitation of Uses ~~and Violation—Penalties.~~*

*(4) It shall be unlawful for any motor-driven vehicle or motor-driven device to park, ride or drive upon a P-E Zone, except as may be necessary to enter a driveway, exit from a driveway, or perform necessary maintenance of the pedestrian-equestrian trails. No above grade structure, other than necessary fencing and maintenance facilities, shall be permitted within a P-E Zone.*

18.28.10 Construction of Pedestrian-Equestrian Trails

*Pedestrian-equestrian trails will be constructed and maintained to standards established in the City of Norco Standard Drawings No. 700 (Trail Standards), a copy of which will be available for inspection during normal business hours at the Norco City Hall, and on the City of Norco website. The surface of the pedestrian-equestrian trail shall be decomposed granite (dg) or such surface material as approved by the City Engineer/Director of Public Works, confirmed by the Streets, Trails, and Utilities Commission, and approved by the Norco City Council.*

~~*(2) The use of surfacing materials other than those authorized by this Section shall constitute a threat to the public health, safety and general welfare, and pursuant to the City's police power, said threat is hereby declared a public nuisance, which nuisance shall be abated.*~~

~~*Every person who maintains, permits, or allows a public nuisance to exist upon his or her property or premises, and every person occupying or leasing the property or premises of another who maintains, permits or allows a public nuisance to exist thereon, after reasonable notice in writing from the City Attorney to remove, discontinue or abate the same has been served upon such person is guilty of a violation in accordance with Code Section 1.04. It shall be the duty of the City Attorney to prosecute all persons guilty of violating this Section by continuous prosecutions until the nuisance is abated and removed. (Amended by Ord. 639, Sec. 1, 1991; Ord. 527, Sec. 4, 1984; Ord. 417, Sec. 6, 1978)*~~

18.28.14 Designation of pedestrian –Equestrian Trails.

*The City Engineer/Director of Public Works shall cause the placing of directional signs and other appropriate traffic control devices as may be warranted to designate pedestrian-equestrian trails and to provide for safe and appropriate crossing along the designated City street system.*

18.28.16 Encroachment for Driveways.

*Driveways across the Pedestrian-Equestrian zone exist in the public right-of-way.*

~~*(1) The use of any impervious material to surface a driveway across the Pedestrian-Equestrian zone, trail or public right-of-way within where the adjacent property is within an the "A" zone, Norco Hills Specific Plan Residential, or Norco Ridge Ranch Specific Plan shall be is prohibited, except as provided in subsection (2)(c) hereof allowed by the issuance of an Encroachment Permit to standards set by and with materials approved by the City Engineer/Director of Public Works, confirmed by the Streets, Trails, Utilities Commission and approved by the Norco City Council.*~~

(2) The use of an alternate material to surface a driveway across the Pedestrian – Equestrian zone where the adjacent property is within a “C” zone, the Gateway Specific Plan, or the Auto Mall Specific Plan may be allowed with the issuance of an Encroachment Permit. Approval of the alternate material shall be at the sole discretion of the City Engineer/Director of Public Works, confirmed by the Streets, Trails, and Utilities Commission, and approved by the Norco City Council.

~~The installation of decomposed granite as specified in (a) below is the only approved material allowed at the intersection of driveways, trails and the public rights-of-way. Other materials as listed in (b) and (c) may be requested as an alternative to decomposed granite and must follow Trail Standards and Specifications as established by the City Engineer. An encroachment permit is required for these alternative materials.~~

~~(a) Decomposed granite conforming to ½” Gradation per Section 200-1.2 “Crushed Rock and Rock Dust” of the Greenbook, current edition.~~

~~(b) Slag or steel slag conforming to gradation of decomposed granite as specified in (a) above.~~

~~(c) Impervious Material.~~

~~—— (i) Asphalt (ii) Concrete~~

~~—— (iii) Soil Cement~~

~~—— (iv) Polymer Coated Crushed Stone pathway Mix~~

~~—— (v) Wood~~

~~—— (vi) Others as approved~~

~~(d) Property owners wishing to replace trail material with other than subsections (a) and (b) herein must ensure that the material conforms to the specifications established by the Public Works Director, which shall be confirmed by the Streets and Trails Commission and approved by the City Council. These proposed materials shall not constitute a threat to the public health, safety, and general welfare including equestrian safety.~~

~~(e) Impervious material placed over driveway crossings of P-E trails, by benefit of an encroachment permit, shall be permitted to stay as long as the crossing remains in good repair. No expansion or modifications may be made to the crossing;~~

~~(2)(3) If drainage facilities approved by the City Engineer are installed across a trail at a driveway location, an impervious material with a Class 2 Base may be used to cover said facilities in certain portions of the Pedestrian-Equestrian zone, trail or public right-of-way as follows, provided that a minimum 4” of decomposed granite can be placed over the structural section.~~

(4) The Pedestrian – Equestrian Zone Driveway Encroachment Permit:

(a) Equestrian Zone Driveway Encroachment Permits shall only be issued based on the policies and standards as contained in Standard City Drawing No. 700.

(b) Policies for the development of equestrian trails and the use of any materials within driveways that cross the Pedestrian – Equestrian zone shall be maintained on Standard City Drawing No. 700.

(c) Standard City Drawing No. 700 may be modified from time to time by the City Engineer/Director of Public Works, confirmed by the Streets, Trails, and Utilities Commission and approved by the Norco City Council.

~~Pedestrian-Equestrian Zone or Trail. Impervious material shall not be used to surface a driveway for a distance of twelve (12) feet from the property line along the alignment of such driveway, except as provided in subsection (b) hereof.~~

~~(b) Exceptions: In the “A” zones and “C” zones, impervious material, with a Class 2 Base, may be used to surface a driveway within said distance of twelve (12) feet in the Pedestrian-Equestrian Zone or Trail subject to conditions as follows:~~

~~(i) If the natural or graded slope perpendicular to the street exceeds twelve percent (12%) and/or the City Engineer determines that a severe erosion problem exists and that an impervious driveway is necessary, then an impervious material driveway may be installed in accordance with street standards of the City.~~

~~(ii) In the “C” zones, impervious material may be used to surface a driveway within said distance of twelve (12) feet in the Pedestrian-Equestrian Zone or Trail; and within said distance of six (6) feet in the public right-of-way.~~

~~(iii) In the “A” zones and “C” zones, impervious material designated by the Director of Public Works may be used to surface a driveway within a distance of six (6) feet within the parkway, provided that a Pedestrian-Equestrian Zone or Trail and parkway exists fully improved to standards of the City.~~

~~(iv) In the parkway, wooden baffle boards fixed into the ground may be installed at an angle of 60 degrees to 90 degrees, whichever is more effective, to divert erosive water from the parkway into the concrete gutter. The baffle boards may be 4 x 4’s, railroad ties or poles, provided that they do not project above the ground more than four (4) inches, and provided that they are installed not less than eight (8) feet apart.~~

~~(v) In the “A” zones and “C” zones, asphalt or concrete curb ramps at street intersections shall be allowed for compliance with Americans with Disabilities Act requirements for accessibility.~~

~~(d) Discretion of Director of Public Works. With respect to distance, slope and use of impervious material, all determinations shall be made by and shall be solely in the discretion of the Director of Public Works or his duly authorized representative.~~

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 February 20, 2013.

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

ATTEST:

\_\_\_\_\_  
Brenda K. Jacobs, CMC, 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 February 6, 2013 and thereafter at a regular meeting of said City Council duly held on February 20, 2013, it was duly passed and adopted by the following vote of the City Council:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

Zone Code Amendment 2012-06, Draft Ordinance No. \_\_\_\_ (with highlighted changes)  
Page 7  
February 6, 2013

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal  
of the City of Norco, California, on February 20, 2013.

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

# CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

PREPARED BY: Alma Robles, Senior Planner 

DATE: February 6, 2013

SUBJECT: Zone Code Amendment 2012-08: Amending Chapter 18.51 "Special Events" of the Norco Municipal Code, to revise and update certain provisions and requirements of special events in the City of Norco.

**RECOMMENDATION:** Adopt for First Reading Ordinance No. 957, approving Zone Code Amendment 2012-08.

SUMMARY: Zone Code Amendment (ZCA) 2012-08 is a City-initiated proposal to amend the Norco Municipal Code, Chapter 18.51 "Special Events", to revise and update certain provisions and requirements of special events in the City of Norco.

BACKGROUND/ANALYSIS: The provision for special events in the City needs to be revised, primarily to clarify and/or make provisions to allow existing businesses the flexibility to display merchandise (to include seasonal items) for sale outdoors without the need for a special event permit. In addition, references to special event signage need to indicate that signage must be in compliance with the special event signage criteria in Chapter 18.37 "Signs", and a few other obsolete items need to be removed.

The purpose of Chapter 18.51 for Special Events is: *"to provide for the conduct of temporary uses of land, buildings, and other structures, which have the potential to adversely affect the public health, safety and welfare; to create an awareness of, and to implement State and local regulations deemed necessary to protect the public health, safety and welfare during the conduct of such uses; and to establish orderly procedures by which the City and sponsors of such temporary events may facilitate the conduct of the use(s) in conformity with such requirements. The intent is to ensure that such special events will be compatible with surrounding land uses, to protect the rights of adjacent residences and land owners, and to minimize any adverse effects on surrounding properties and the environment."*

The Planning Commission reviewed ZCA 2012-08 on January 9, 2013 and agreed that it is viable for the City to allow some outdoor display of merchandise without the need to obtain a special event permit, provided, it does not negate the purpose and intent of allowing special events in the City. This can be done provided the outdoor display of merchandise is contained within the foot print of the main building (that would include an

outdoor porch/patio area and portions of the sidewalk under the same roof) and provided it does not encroach within any portion of a drive way, parking space or parking lot area.

Only Section 18.51.020 "Special Event - Definitions" and Section 18.51.030 "Requirement for Permit" of Chapter 18.51 "Special Events" need to be amended to address the items mentioned beforehand. The Planning Commission has recommended that the following sections be amended to read as follows (sections to be deleted are crossed out and added sections are indicated in bold and underlined):

**18.51.020 Special Event--Definition.**

For purposes of this chapter, the term "special event" shall mean any temporary use of lands, buildings, or structures for purposes of sales, advertising, or promotion of materials, goods and/or services, excepting "garage" or "yard sale" conducted on a residential premises in conformity with the provisions of Chapter 5.32 of the Norco Municipal Code. Such definition shall include, but not be limited to:

.021 occasional or seasonal sales, such as "parking lot sales," "sidewalk sales," "swap-meets," when limited to the sales of goods or materials normally merchandised within the confines of the building(s) adjacent to such sales;

.022 seasonal sale of agricultural crops or products raised on site;

.023 vacant lots for the sales of holiday ornaments and/or decorations such as pumpkins, Christmas trees, or the like;

.024 carnivals, circuses, rodeos, pony rides, and/or other traveling amusements which may include rides, games, booths, displays, or similar amusements and/or devices;

.025 outdoor shows, exhibits or displays for arts and crafts, historic, patriotic, religious, or similar purposes;

.026 parades, processions, dances, concerts, festivals, rallies, or similar temporary uses conducted outdoors and involving a large assemblage of persons;

~~.027 model homes or other sales offices;~~

~~.0287~~ temporary construction offices or caretaker's quarters;

.0298 temporary advertising and/or promotional displays including but not limited to; temporary signs, flags, banners, pennants, statuary, balloons, spotlights, searchlights, or other devices located either on or off-site to the location of any such special event which is intended or designed to identify, advertise, or promote the sale of goods, materials or services or the location thereof, **subject to compliance with regulations for Special Events Signs outlined in Chapter 18.37 "Signs"**.

~~.029.1~~ temporary commercial/truck parking areas. (Ord. 577 Sec. 2 (part), 1987)

**18.51.030 Requirement for Permit.**

No person or organization shall conduct a special event without having first applied for and obtained the necessary Special Event Permits pursuant to the provisions of this chapter, and a City Business License in compliance with all procedures and requirements therefor.

Provided, however, that the following classes of temporary uses shall be exempted from permit requirements pursuant to the provisions set forth herein.

.031 City sponsored events including but not limited to; horse shows, dances, fireworks displays, etc., conducted on City property and under the jurisdiction of the Director of Parks and Recreation.

.032 Banquets, dances, and other occasional events sponsored by fraternal or charitable organizations and conducted on premises of such organization within an entirely enclosed building suitably designed to accommodate public assembly in conformance with the provisions of the Uniform Fire and Building Codes. (Ord. 577 Sec. 2 (part), 1987)

**.033 Permanent outdoor storage and sales of goods approved under a Conditional Use Permit or Site Plan review by the Planning Commission as permitted in each corresponding zone.**

**.034 Outdoor display of merchandise for sale which does not extend past the foot print of a building, to include the front porch/patio or a portion of the sidewalk under the same roof of the building, provided all merchandise display areas are adequately delineated and do not obstruct any portion of**

**parking spaces, parking lots, fire lanes, building entrances, or other areas required for public safety. Outdoor display of merchandise for sale shall be limited to the merchandise owned by the retail establishment that occupies the building where the merchandise is displayed or seasonal specialized merchandise associated with standard recognized holidays. Furthermore payment of merchandise being displayed shall be made inside the building.**

CONCLUSION: The Planning Commission agreed that it was viable for the City to allow some outdoor display of merchandise without the need to obtain a special event permit. This provision can assist in the increase of sales, particularly during special promotions and during the holiday seasons. The Planning Commission recommended approval of ZCA 2012-08 to the City Council.

/adr

Attachment: Ordinance No.957 for first reading

## ORDINANCE NO. 957

### **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NORCO APPROVING AN AMENDMENT TO CHAPTER 18.51 "SPECIAL EVENTS", TO REVISE AND UPDATE CERTAIN PROVISIONS AND REQUIREMENTS OF SPECIAL EVENTS IN THE CITY OF NORCO. ZONE CODE AMENDMENT 2012-08**

WHEREAS, the CITY OF NORCO initiated Zone Code Amendment 2012-08, an amendment to Norco Municipal Code Title 18 (Zoning Code), amending Chapter 18.51 "Special Events" to revise and update certain provisions and requirements of special events in the City of Norco; and

WHEREAS, the Zone Code Amendment was duly submitted to said City's Planning Commission for decision at a public hearing for which proper notice was given; and

WHEREAS, the Zone Code Amendment was scheduled for public hearing on January 9, 2013 on or about 7 p.m. in the Council Chambers at 2820 Clark Avenue, Norco, California 92860; and

WHEREAS, at the time set, the Planning Commission held a public hearing and received both oral and written testimony pertaining to the Zone Code Amendment; and

WHEREAS, the Planning Commission adopted Resolution 2013-02 recommending to the City Council that Zone Code Amendment 2012-08 be approved; and

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

WHEREAS, said application was scheduled for public hearing on February 6, 2013 at 7:00 P.M. within the Council Chambers at 2820 Clark Avenue, Norco, California, 92860; and

WHEREAS, at the said time and place, the City Council did hold said public hearing and did receive both oral and written testimony pertaining to said amendment; and

WHEREAS, the City of Norco acting as the Lead Agency has determined that the project is categorically exempt from the California Environmental Quality Act (CEQA) and the City of Norco Environmental Guidelines pursuant to Class 5 (Minor Alterations in Land Use Limitations).

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

SECTION 1: Norco Municipal Code Title 18 "Zoning" Chapter 18.51 "Special Events", Section 18.51.020 "Special Event - Definitions" and Section 18.51.030 "Requirement for Permit" are hereby amended to read as follows:

**18.51.020 Special Event--Definition.**

For purposes of this chapter, the term "special event" shall mean any temporary use of lands, buildings, or structures for purposes of sales, advertising, or promotion of materials, goods and/or services, excepting "garage" or "yard sale" conducted on a residential premises in conformity with the provisions of Chapter 5.32 of the Norco Municipal Code. Such definition shall include, but not be limited to:

.021 occasional or seasonal sales, such as "parking lot sales," "sidewalk sales," when limited to the sales of goods or materials normally merchandised within the confines of the building(s) adjacent to such sales;

.022 seasonal sale of agricultural crops or products raised on site;

.023 vacant lots for the sales of holiday ornaments and/or decorations such as pumpkins, Christmas trees, or the like;

.024 carnivals, circuses, rodeos, pony rides, and/or other traveling amusements which may include rides, games, booths, displays, or similar amusements and/or devices;

.025 outdoor shows, exhibits or displays for arts and crafts, historic, patriotic, religious, or similar purposes;

.026 parades, processions, dances, concerts, festivals, rallies, or similar temporary uses conducted outdoors and involving a large assemblage of persons;

.027 temporary construction offices;

.028 temporary advertising and/or promotional displays including but not limited to; temporary signs, flags, banners, pennants, statuary, balloons, spotlights, searchlights, or other devices located either on or off-site to the location of any such special event which is intended or designed to identify, advertise, or

promote the sale of goods, materials or services or the location thereof, subject to compliance with regulations for Special Events Signs outlined in Chapter 18.37 "Signs".

**18.51.030 Requirement for Permit.**

No person or organization shall conduct a special event without having first applied for and obtained the necessary Special Event Permits pursuant to the provisions of this chapter, and a City Business License in compliance with all procedures and requirements therefor.

Provided, however, that the following classes of temporary uses shall be exempted from permit requirements pursuant to the provisions set forth herein.

.031 City sponsored events including but not limited to; horse shows, dances, fireworks displays, etc., conducted on City property and under the jurisdiction of the Director of Parks and Recreation.

.032 Banquets, dances, and other occasional events sponsored by fraternal or charitable organizations and conducted on premises of such organization within an entirely enclosed building suitably designed to accommodate public assembly in conformance with the provisions of the Uniform Fire and Building Codes. (Ord. 577 Sec. 2 (part), 1987)

.033 Permanent outdoor storage and sales of goods approved under a Conditional Use Permit or Site Plan review by the Planning Commission as permitted in each corresponding zone.

.034 Outdoor display of merchandise for sale which does not extend past the foot print of a building, to include the front porch/patio or a portion of the sidewalk under the same roof of the building, provided all merchandise display areas are adequately delineated and do not obstruct any portion of parking spaces, parking lots, fire lanes, building entrances, or other areas required for public safety. Outdoor display of merchandise for sale shall be limited to the merchandise owned by the retail establishment that occupies the building where the merchandise is displayed or seasonal specialized merchandise associated with standard recognized holidays. Furthermore payment of merchandise being displayed shall be made inside the building.

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 City Council hereby declares that it would have passed this Ordinance, and each section, subsection, sentence, clause, subsections, sentences, clauses, or phrases 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 hereto 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 on February 20, 2013.

---

Mayor of the City of Norco, California

ATTEST:

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Brenda K. Jacobs, CMC, 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 February 6, 2013, and thereafter at a regular meeting of said City Council duly held on February 20, 2013, 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 February 20, 2013.

---

Brenda K. Jacobs, CMC, City Clerk  
City of Norco, California

/adr

## CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

PREPARED BY: Alma Robles, Senior Planner 

DATE: February 6, 2013

SUBJECT: Zone Code Amendment 2012-09: Amending Section 18.29.20 "Permitted Uses", of the Norco Municipal Code to Permit "Cash for Gold" Businesses as Conditionally-Permitted Ancillary Uses

RECOMMENDATION: Adopt for First Reading Ordinance No. 958, approving Zone Code Amendment 2012-09.

SUMMARY: Zone Code Amendment (ZCA) 2012-09 is a City-initiated proposal to make provision for "cash for gold" businesses in the City of Norco.

BACKGROUND/ANALYSIS: Currently there is no provision in the Norco Municipal Code to allow and/or regulate cash for gold businesses. Cash for gold businesses have been allowed in the past as an ancillary part of a jewelry store. However, once these businesses are in operation there is no way to ensure they remain ancillary as opposed to becoming solely cash for gold businesses. In addition, the Sheriff's Department has had incidences where some operations have not been in accordance with state law.

Concerns on cash for gold businesses lacking provisions/regulations, were presented to the Planning Commission, with a request for direction. Based on direction received by the Planning Commission, ZCA 2012-09 has been recommended for approval to address/regulate cash for gold business as follows:

- That these businesses only be allowed in the "C-G" (Commercial General) zone;
- That these businesses require a Conditional Use Permit and only be allowed as an ancillary use (not allowed as stand-alone operation);
- That these businesses be located within a viable business such as a jewelry store or other related retail business;
- That these businesses not exceed 20% of the floor area of such viable business;
- That these businesses be required to comply with all the legal requirements of gold buyers of the California Business and Professional Code; and
- That these businesses require periodic financial reports to the City Finance Department.

The Planning Commission directed staff to contact the City Attorney on whether existing cash for gold business could be subject to the above and if so, that the ZCA indicate that existing business be required to comply. Staff has been informed that aside from requiring existing businesses that are not in the C-G zone to move into the C-G zone, the City can legally require existing business to comply with the proposed requirements, and therefore the proposed ZCA will require this. Should the Council approve ZCA 2012-09 as proposed, letters will go out to existing businesses that provide the cash for gold service, informing them of the adopted regulations and the need to comply. To the best of staff's knowledge, all existing cash for gold businesses are within the C-G zone.

The Planning Commission has recommended that Chapter 18.29 – “C-G” (Commercial General), Section 18.29.20 – “Permitted Uses”, Table 1 – Permitted Uses, under the category entitled “**Service Commercial**” be amended as follows (proposed verbiage is indicated in bold and underlined):

<b>Service Commercial</b>	
Bank	p
Locksmith	p
Mail Cargo Packaging Services	p
Music/Dance/Photography/Art Studio	p
Printing Services	p
Repair Service (Non-Vehicle/Vessel & Non-Motorized)	p
<b><u>Cash for Gold Businesses</u></b>	<b><u>c</u></b> <sup>2,6</sup>
The processing, treatment, storage, or repair of products which are clearly incidental to the business conducted on the premises	a

1. To encourage more convenient access and visibility for entertainment, retail, and service commercial uses, noted uses are not encouraged on urban arterial street frontages unless located on the second floor of a mixed use retail/commercial development.
2. Conditionally permitted as an ancillary use only.
3. Plant Nursery's shall be permitted to have Outdoor Displays and Sales as an ancillary use.
4. Cannot be located on urban arterial street frontages unless the use is ancillary to a restaurant.
5. Includes dispatch and office support services for the operation of taxicab/ vehicles for hire businesses but

does not include the storage, staging, standing, or parking of company vehicles on site.

**6. Required to be within a viable business such as a jewelry store or other related retail business operation and must not exceed 20% of the floor area of such viable business. In addition, required to comply with all the legal requirements of gold buyers of the California Business and Professional Code and must submit periodic financial reports to the City Finance Department. All existing and new cash for gold businesses shall require approval of a conditional use permit, and can only be approved as an ancillary use subject to compliance with all the requirements of this item 6, upon the effective date of Ordinance 958.**

CONCLUSION: Once it has been proven that these businesses have been properly regulated by first allowing them in the C-G Zone, other commercial zones in the City can also be amended to allow these businesses.

/adr

Attachment: Ordinance No.958 for first reading

## ORDINANCE NO. 958

### ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NORCO APPROVING AN AMENDMENT TO SECTION 18.29.20 "PERMITTED USES" OF THE NORCO MUNICIPAL CODE TO PERMIT CASH FOR GOLD BUSINESSES AS CONDITIONALLY-PERMITTED ANCILLARY USES. ZONE CODE AMENDMENT 2012-09

WHEREAS, the CITY OF NORCO initiated Zone Code Amendment 2012-09, an amendment to Norco Municipal Code Title 18 (Zoning Code), amending Chapter 18.29 "C-G (Commercial General)" zone, Section 18.29.20 "Permitted Uses", to allow cash for gold businesses as a conditionally-permitted ancillary use; and

WHEREAS, the Zone Code Amendment was duly submitted to said City's Planning Commission for decision at a public hearing for which proper notice was given; and

WHEREAS, the Zone Code Amendment was scheduled for public hearing on January 9, 2013 on or about 7 p.m. in the Council Chambers at 2820 Clark Avenue, Norco, California 92860; and

WHEREAS, at the time set, the Planning Commission held a public hearing and received both oral and written testimony pertaining to the Zone Code Amendment; and

WHEREAS, the Planning Commission adopted Resolution 2013-03 recommending to the City Council that Zone Code Amendment 2012-09 be approved; and

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

WHEREAS, said application was scheduled for public hearing on February 6, 2013 at 7:00 P.M. within the Council Chambers at 2820 Clark Avenue, Norco, California, 92860; and

WHEREAS, at the said time and place, the City Council did hold said public hearing and did receive both oral and written testimony pertaining to said amendment; and

WHEREAS, the City of Norco acting as the Lead Agency has determined that the project is categorically exempt from the California Environmental Quality Act (CEQA) and the City of Norco Environmental Guidelines pursuant to Class 5 (Minor Alterations in Land Use Limitations).

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

SECTION 1: Norco Municipal Code Title 18 "Zoning", Chapter 18.29 – "C-G" (Commercial General), Section 18.29.20 –"Permitted Uses", Table 1 – Permitted Uses, under the Category entitled "**Service Commercial**" is hereby amended to read as follows:

<b>Service Commercial</b>	
Bank	p
Locksmith	p
Mail Cargo Packaging Services	p
Music/Dance/Photography/Art Studio	p
Printing Services	p
Repair Service (Non-Vehicle/Vessel & Non-Motorized)	p
Cash for Gold Businesses	c <sup>2,6</sup>
The processing, treatment, storage, or repair of products which are clearly incidental to the business conducted on the premises	a

1. To encourage more convenient access and visibility for entertainment, retail, and service commercial uses, noted uses are not encouraged on urban arterial street frontages unless located on the second floor of a mixed use retail/commercial development.
2. Conditionally permitted as an ancillary use only.
3. Plant Nursery's shall be permitted to have Outdoor Displays and Sales as an ancillary use.
4. Cannot be located on urban arterial street frontages unless the use is ancillary to a restaurant.
5. Includes dispatch and office support services for the operation of taxicab/ vehicles for hire businesses but does not include the storage, staging, standing, or parking of company vehicles on site.
6. Required to be within a viable business such as a jewelry store or other related retail business operation and must not exceed 20% of the floor area of such viable business. In addition, required to comply with all the legal requirements of gold buyers of the California Business and Professional Code and must submit periodic financial reports to the City Finance Department. All existing and new cash for gold businesses shall require approval of a

conditional use permit, and can only be approved as an ancillary use subject to compliance with all the requirements of this item 6, upon the effective date of Ordinance 958.

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 City Council hereby declares that it would have passed this Ordinance, and each section, subsection, sentence, clause, subsections, sentences, clauses, or phrases 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 hereto 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 on February 20, 2013.

---

Mayor of the City of Norco, California

ATTEST:

---

Brenda K. Jacobs, CMC, 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 February 6, 2013, and thereafter at a regular meeting of said City Council duly held on February 20, 2013, 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 February 20, 2013.

---

Brenda K. Jacobs, CMC, City Clerk  
City of Norco, California

/adr

## CITY OF NORCO STAFF REPORT

TO: Honorable Chairman and Members of the Planning Commission

FROM: Beth Groves, City Manager

PREPARED BY: Steve King, Planning Director

DATE: February 6, 2013

SUBJECT: Vacation of Cota Street between Parkridge Avenue and Hamner Avenue

RECOMMENDATION: Adopt **Resolution No. 2013-05**, approving the potential vacation of Cota Street subject to certain required conditions precedent.

**SUMMARY:** The City of Norco is being requested by an adjoining property owner to vacate the Cota Street ROW between Parkridge Avenue and Hamner Avenue. The Planning Commission reviewed the proposed vacation on December 12, 2012 and adopted Resolution 2012-49 recommending approval.

**BACKGROUND/ANALYSIS:** In mid – 1991, the City of Norco adopted the Gateway Specific Plan located adjacent to the southern boundary of the City. The Specific Plan was approved with a circulation system that included a recommendation for the vacation of Cota Street between Parkridge Avenue and Hamner Avenue. This section of Cota Street exists as an unimproved 60-foot wide roadway, entirely within the City of Norco, extending from Hamner Avenue west to Parkridge Avenue. Cota Street continues into the City of Corona and eventually ends on the south side of the 91 Freeway. The portion in Norco has existing utility development (electrical, telephone, cable, water, sewer, etc.) that will remain in place with the benefit of a utility easement that will need to be recorded prior to any deed transfer. The property to the northwest side is in the City of Norco while the property to the southeast is in the City of Corona.

Cota Street was improved as a road prior to City incorporation, but has not been maintained or used for circulation purposes for over twenty years. In 2002, the City of Norco placed “enviro blocks” (concrete blocks to impede traffic) at both ends of Cota Street to eliminate through traffic and illegal dumping that was occurring. The City approved the closure of the street as a temporary measure until the future of the street was determined. The Streets and Highways Code Section 8334 allows for vacation of property under the condition where the property is not being used for street purposes and the City’s general plan does not require the public ROW. Thus, the public ROW dedicated for street purposes should be declared excess and should be vacated back to the adjacent property owners.

In 2007, the City Engineer prepared a memo to the Director of Community Development indicating that Cota Street was dedicated as a street easement prior to the City of Norco incorporating. When the City incorporated, the entire ROW for this segment of Cota Street became part of Norco. Upon vacation of the ROW 30 feet would be granted to the property owner in Norco and the other 30 feet granted to the property owner in Corona. This would create the situation where the new property line would not correspond to the City boundary. That portion of ROW that is deeded back to the Corona property owner would still be within Norco city limits. Typically, City and lot boundaries are the same. This scenario might ultimately be problematic for emergency response, liability, and tax issues.

The City of Corona has been contacted regarding the proposed vacation and has expressed no opposition. Regardless, the issue of revising the City boundary would have to be corrected. Processing a revised City boundary that would transfer half of the former street ROW to the City of Corona would be done by either property owner in through the Local Agency Formation Commission (LAFCO). The property would be de-annexed from Norco with a concurrent annexation to the City of Corona. The processing of the application and associated application costs with LAFCO and both cities would be the responsibility of either owner, but not a City cost.

The issue of Cota Street vacation has been considered in the past. On March 28, 2007 the Planning Commission adopted Resolution No. 2007-11 recommending to the City Council that the street vacation be approved. That vacation request did not proceed forward for consideration by the City Council at the request of the applicant because of unresolved property access concerns across adjoining properties so as to safeguard future grading and utility connections. It had been agendized for the City Council on June 6, 2007 and July 5, 2007 but was ultimately tabled.

In the more recent past, staff was contacted regarding development of properties on both sides of Cota Street and questioned if the vacation of the street was still an option. The City contracted with W.G. Zimmerman Engineering, Inc. to analyze the impact of vacating the ROW as opposed to maintaining it for a future connection of Cota Street to Hamner Avenue. The conclusion was that extending Cota Street to Hamner Avenue would enhance circulation for the area west of Hamner Avenue, even though the Gateway Specific Plan recommended that the street be vacated. However, if the ROW is vacated the area circulation can still work with street and signal modifications at the intersection of Main Street and Parkridge Avenue, if the need arises.

On July 30, 2012 the City received a letter from a private engineering firm, representing the Corona property owner to again initiate proceedings for the vacation of Cota Street. A clause has been added to the City Council Resolution that was not included in the Planning Commission Resolution that states:

*The City commits to a future processing and approval of a vacation of public right-of-way for Cota Street between Hamner Avenue and Parkridge Avenue upon recordation of an easement for public utilities access, maintenance, and installation; and upon approval by the Riverside County Local Agency Formation Commission of*

*a detachment from the City of Norco with concurrent annexation to the City of Corona for the vacated southeasterly half (30 feet) of the right-of-way in question, provided that said actions have occurred within two years from the effective date of this resolution.*

This has been added so that we do not end up with a situation where the right-of-way has been vacated but the annexation/detachment has not occurred resulting in a strip of "no-mans" land in terms of taxing, emergency response, and liability.

Attachments:   Resolution No. 2013-05  
                  Exhibit "A" – Vicinity Map  
                  Exhibit "B" – Zimmerman Street Vacation Analysis  
                  Exhibit "C" – Gateway Specific Plan Excerpt

## **RESOLUTION NO. 2013-05**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, APPROVING THE POTENTIAL VACATION OF COTA STREET SUBJECT TO CERTAIN REQUIRED CONDITIONS PRECEDENT.**

WHEREAS, Division 9, Part 3, Chapter 4 of the Streets and Highways Code, Section 8334 allows for vacation of excess right-of-way of a street not required or used for street purposes; and

WHEREAS, the City of Norco has initiated proceeding for the vacation of Cota Street public right-of-way generally described as follows:

Generally described as dedicated public right-of-way with a width of 60 feet and a length of approximately 600 feet extending from the intersection of the centerline of Hamner Avenue to the centerline of Parkridge Avenue; and

WHEREAS, the proposed vacation of Cota Street public right-of-way was duly submitted to said City's Planning Commission for a recommendation at a public hearing for which proper notice was given; and

WHEREAS, the proposed vacation of Cota Street public right-of-way was scheduled for public hearing on December 12, 2012 on or about 7 p.m., in the Council Chambers at 2820 Clark Avenue, Norco, California 92860; and

WHEREAS, the Planning Commission received both oral and written testimony pertaining to the proposed vacation; and

WHEREAS, based on findings of fact the Planning Commission adopted Resolution 2012-49 recommending that the City Council proceed with vacation of the Cota Street public right-of-way maintaining an easement for public utilities; and

WHEREAS, hearing of the proposed Cota Street vacation was duly noticed and scheduled for public hearing by the City Council at their meeting of February 6, 2013, at 7 p.m. in the Council Chambers at 2820 Clark Avenue, Norco, California, 92860; and

WHEREAS, Notices of Vacation of the Cota Street right-of-way were duly posted on January 23, 2013 at the ends of the Cota Street right-of-way and every 300 feet along the proposed vacation; and

WHEREAS, at the time and place noticed, the City Council held the public hearing and received oral and written testimony pertaining to the vacation of Cota Street public right-of-way; and

WHEREAS, the City of Norco acting as the Lead Agency, has determined that the project is exempt from the California Environmental Quality Act and the City of Norco Environmental Guidelines pursuant to Category 5.

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

1. That the City of Norco no longer requires the Cota Street public right-of-way, as herein described and attached, for street purposes per the Gateway Specific Plan and the City's Circulation Element of the General Plan.
2. That the dedicated public right-of-way is excess, has never been fully improved to City standards for streets or used for street purposes, and is no longer necessary for present or prospective public street purposes.
3. The street does have existing utility development (electrical and telephone, cable, water, sewer, etc.) that will have to be maintained and preserved with utility easements on the property after the vacation.
4. With the vacation of the street, the public right-of-way will be granted back to the adjacent properties, with 30 feet granted to the private property owner on each side of the existing right-of-way.
5. That it is the recommendation of the Planning Commission that the excess public right-of-way known as Cota Street be vacated for the above reasons.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Norco, California, as follows:

The City commits to a future processing and approval of a vacation of public right-of-way for Cota Street between Hamner Avenue and Parkridge Avenue upon recordation of an easement for public utilities access, maintenance, and installation; and upon approval by the Riverside County Local Agency Formation Commission of a detachment from the City of Norco with concurrent annexation to the City of Corona for the vacated southeasterly half (30 feet) of the right-of-way in question, provided that said actions have occurred within two years from the effective date of this resolution.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on February 6, 2013.

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

ATTEST:

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

I, BRENDA K. JACOBS, City Clerk of the City of Norco, California, do hereby certify that the foregoing Resolution was adopted by the City Council of the City of Norco, California, at a regular meeting thereof held on February 6, 2013 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 February 6, 2013.

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

THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE DATA SHOWN. ASSESSOR'S NAME, MAP AND COMET WITH LOCAL LOT-SPLIT OR BUILDING SITE ORDINANCES.

SEC. 24 T. 3S. R. 7W  
CITY OF NORCO  
CORONA

T.R.A. 075-003  
001-141

122-06  
9-18

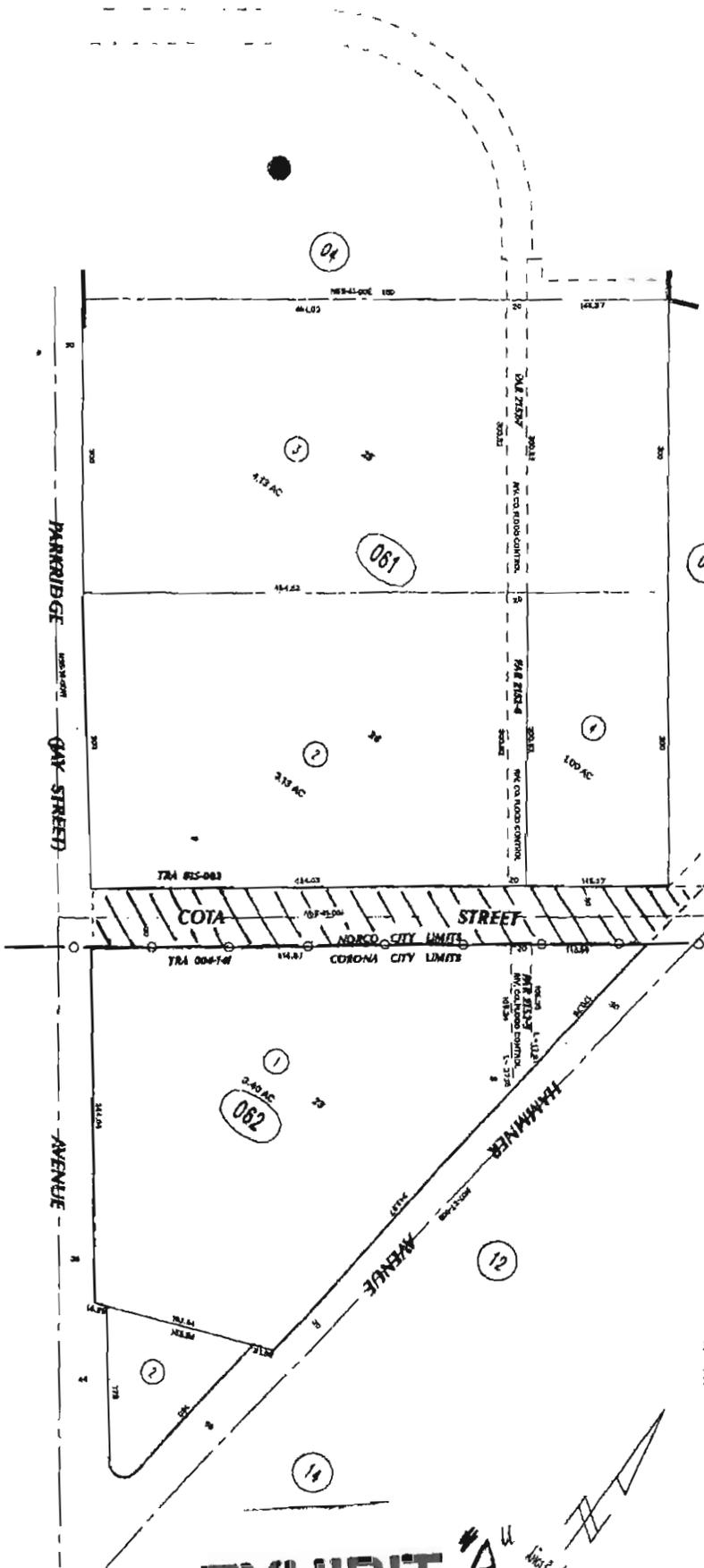


EXHIBIT A

ASSESSOR'S MAP No. 87/22 20, 88  
Alameda County, Calif.

DATE

DATE: INST. NO. 8208-7/84

18 8/24 CORONA CITRUS TRACT

May 2000

FILE	DATE	BY	REVISION
100	10/1/00	100	1-01
100	10/1/00	100	1-02
100	10/1/00	100	1-03
100	10/1/00	100	1-04
100	10/1/00	100	1-05

September 21, 2012

Ms. Lori Askew  
Senior Civil Engineer  
Public Works/Engineering Department  
2870 Clark Avenue  
Norco, CA 92860

Subject: Cota Street Extension Traffic Analysis Letter Report

Dear Ms. Askew:

W.G. Zimmerman Engineering, Inc. has performed a traffic analysis for Cota Street Extension and presented our results in this Letter Report. The traffic analysis was performed at the request of the City of Norco to evaluate the need to extend Cota Street from West Parkridge Avenue to Hamner Avenue (North Main Street).

**Discussion:**

A total of four intersections turning movements were evaluated during the AM and PM peak periods to determine the "Before" and "After" conditions and their Level of Service (LOS) impacts. In addition, a field review of traffic patterns was also conducted to quantify the turning movement counts. The intersections evaluated for this study included:

1. Parkridge and Hamner – Traffic Signal control (protected left turns)
2. River and Hamner – Traffic Signal control (protected left turns)
3. Parkridge and Cota - Three way stop sign control
4. River and Cota – Traffic Signal control

Traffic Counts for the existing conditions were conducted on September 21, 2011. These turning movements' results for the AM and PM peak traffic conditions are provided in a graphical format and provided as Attachment A. In addition, the proposed traffic turning movements for the AM and PM peak traffic conditions have been prepared in a graphical format and provided as Attachment B. The proposed traffic conditions with Cota Street Extended assessed the southbound right turn, northbound right turn, and eastbound left turn movements from Hamner Avenue intersections; as well as, Parkridge and Cota Street, and River Road and Cota Street

**WGZE**

**W.G. Zimmerman Engineering, Inc.**  
5772 Bolsa Avenue, Suite 200  
Huntington Beach, CA 92649  
(714) 799-1700 / (714) 799-1701 Fax

**EXHIBIT "B"**

intersection movements. The evaluations of these impacted streets were evaluated with and without the Cota Street Extension. A summary of these results are provided below:

Intersection	Without Cota Extension	With Cota Extension
Parkridge/Hamner	<p><u>Existing AM:</u> 239 vehicles turn right SB Hamner 74 vehicles turn left EB Parkridge</p> <p><u>Existing PM:</u> 166 vehicles turn right SB Hamner 188 vehicles turning left EB Parkridge</p>	<p><u>Proposed AM:</u> 0 vehicles turn right SB Hamner 0 vehicles turn left EB Parkridge</p> <p><u>Proposed PM:</u> 17 vehicles turn right SB Hamner 0 vehicles turning left EB Parkridge</p>
River/Hamner	<p><u>Existing AM:</u> 100 vehicles turn right SB Hamner 54 vehicles turn left EB River</p> <p><u>Existing PM:</u> 70 vehicles turn right SB Hamner 100 vehicles turning left EB River</p>	<p><u>Proposed AM:</u> 1 vehicles turn right SB Hamner 0 vehicles turn left EB River</p> <p><u>Proposed PM:</u> 0 vehicles turn right SB Hamner 2 vehicles turning left EB River</p>
Parkridge/Cota	<p><u>Existing AM:</u> 327 vehicles turn left WB Parkridge 235 vehicles turn right NB Cota</p> <p><u>Existing PM:</u> 149 vehicles turn left WB Parkridge 220 vehicles turn right NB Cota</p>	<p><u>Proposed AM:</u> 240 SB vehicles through 189 WB left Parkridge 177 vehicles turn right NB Cota</p> <p><u>Proposed PM:</u> 147 SB vehicles through 72 WB left Parkridge 32 vehicles turn right NB Cota</p>
River/Cota	<p><u>Existing AM:</u> 371 vehicles through on EB River 125 vehicles through on NB Cota</p> <p><u>Existing PM:</u> 342 vehicles through on EB River 154 vehicles through on NB Cota</p>	<p><u>Proposed AM:</u> 351 vehicles through on EB River 159 vehicles through on NB Cota</p> <p><u>Proposed PM:</u> 279 vehicles through on EB River 189 vehicles through on NB Cota</p>
Cota/Hamner	<p><u>None</u></p>	<p><u>Proposed AM:</u> 338 vehicles turning right on SB Cota 90 vehicles turning left on NB Cota</p> <p><u>Proposed PM:</u> 219 vehicles turning right on SB Cota 188 vehicles turning left on NB Cota</p>

A LOS was prepared for the existing condition AM and PM peak period for each study intersection. In addition, a LOS was prepared for the AM and PM peak period for the same intersections based on the constructed Cota Street extension. These results are provided are

summarized in the table below and the LOS calculations are provided for the existing conditions as Attachment C and the proposed conditions as Attachment D.

**Intersection LOS Table**

Intersections	Existing Condition LOS		Proposed Condition LOS	
	AM	PM	AM	PM
Parkridge Avenue/Hamner Avenue	D	D	D	D
River Road/Hamner Avenue	D	D	D	D
Parkridge Avenue/Cota Street	A	A	A	A
River Road/Cota Street	C	C	C	C
Hamner Avenue/Cota Street			A	B

**Recommendation:**

In general, the installation of the Cota Street extension to Hamner Avenue will enhance circulation for the area west of Hamner Avenue. Specifically, the installation would decrease the turning movements at Hamner Avenue and Parkride Avenue, and Hamer Avenue and River Road. From field observations, the left turn movements on EB Parkridge to NB Hamner experience multiple stops (red lights before being allowed to turn left).

It should also be noted that any development within this area would greatly impact the study intersections and would require further study to determine these impacts.

Should you have any questions regarding this Letter Report, please do not hesitate to contact me directly at (714) 799-1700 ext. 11 or email at [wgzimmerman@wgze.com](mailto:wgzimmerman@wgze.com).

**W.G. Zimmerman engineering, Inc.,**

Respectfully,



William "Bill" Zimmerman, P.E., T.E., PTOE  
President

**GOAL:** Develop a circulation system which facilitates efficient and safe vehicular, equestrian and pedestrian traffic and enhances the Project Area's design character along Hamner Avenue and other major roadways within the Project Area.

#### Objectives

1. Limit vehicular access points on Hamner Avenue.
2. Provide for, and phase necessary street improvements to maximize efficiency of the circulation system within the Project Area, and integrate the planned Yuma Drive/I-15 on/off ramp system.
3. Minimize vehicular through traffic on adjacent residential streets, such as Pacific Avenue.
4. Provide safe sidewalks and equestrian trails where there is a purpose for pedestrian and equestrian access.

#### Policies

1. Reduce inter-site vehicular trips within the Project Area commercial areas by requiring private developments to secure Reciprocal Access Agreements prior to development when feasible.
2. Allow shared parking and points of access to facilitate efficient parcel usage and to minimize traffic support facilities such as driveways (particularly those that affect traffic flow on major streets such as Hamner Avenue), parking spaces, etc.
3. Discourage new commercial, industrial and office park developments from taking access from local residential streets, by developing internal circulation systems which direct traffic away from surrounding residential neighborhoods.
4. Promote the installation of raised landscaped medians within Hamner Avenue, First Street, Second Street, and Mountain Avenue to insure efficient, safe and aesthetically pleasing traffic operations along these roadways and to provide a visual connection to Lincoln Street.
5. Promote the vacating of Cota Street, Mountain Avenue (south of First Street), portions of Valley View Avenue and the most easterly segment of First Street, in order to reduce access to Hamner Avenue and to allow for maximum land utilization and contiguous development south of First Street.

## 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: February 6, 2013

SUBJECT: Specific Plan 85-1 (Auto Mall) Amendment 5a: Amending the Auto Mall Specific Plan Area D "Permitted Uses". (Specific Plan 85-1, Amendment 5a)

RECOMMENDATION: Adopt for first reading **Ordinance No. 959**, approving Specific Plan 85-1, Amendment 5a.

SUMMARY: The ordinance is a proposed amendment to Area D "Permitted Uses" of the Auto Mall Specific Plan reflecting the Planning Commission's recommendation.

BACKGROUND: On December 5, 2012, the City Council adopted Specific Plan 85-1 Amendment 5 that established Area D of the Auto Mall Specific Plan and provided for more commercial retail uses in the northern part of the Specific Plan area adjacent to Third Street. The list of permitted uses was inaccurate and did not completely reflect the Planning Commission recommendations.

The attached Ordinance (for Amendment 5a) eliminates those uses as recommended by the Planning Commission. The other sections in Ordinance 954 remain in effect.

Attachments: Ordinance No. 959, Specific Plan 85-1, Amendment 5a

## ORDINANCE NO. 959

**A ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NORCO APPROVING SPECIFIC PLAN 85-01 AMENDMENT 5a TO AMEND THE NORCO AUTO MALL SPECIFIC PLAN, WITH ANY RELATED CROSS-REFERENCES IN OTHER CHAPTERS AS NEEDED, AMENDING THE PERMITTED USES OF AREA D. SPECIFIC PLAN 85-01 AMENDMENT 5a.**

WHEREAS, the CITY OF NORCO initiated Amendment 5a to Specific Plan 85-01 (Norco Auto Mall Specific Plan); and

WHEREAS, the Specific Plan Amendment was duly submitted to said City's Planning Commission for decision at a public hearing for which proper notice was given; and

WHEREAS, the Specific Plan Amendment was scheduled for public hearing on October 10, 2012 on or about 7 p.m. in the Council Chambers at 2820 Clark Avenue, Norco, California 92860; and

WHEREAS, at the time set, the Planning Commission held a public hearing and received both oral and written testimony pertaining to the Specific Plan Amendment; and

WHEREAS, based on findings of fact said Planning Commission adopted Resolution 2012-42 recommending to the City Council that Specific Plan 85-1, Amendment 5, which includes Amendment 5a, be approved; and

WHEREAS, the Specific Plan Amendment was duly submitted to City Council for decision at a public hearing for which proper notice was given; and

WHEREAS, the Specific Plan Amendment was scheduled for public hearing on February 6, 2013 on or about 7 p.m. in the Council Chambers at 2820 Clark Avenue, Norco, California 92860; and

WHEREAS, at the time set, the City Council held a public hearing and received both oral and written testimony pertaining to the Specific Plan Amendment; and

WHEREAS, the City of Norco acting as the Lead Agency has determined that the project is categorically exempt from California Environmental Quality Act (CEQA) and the City of Norco Environmental Guidelines pursuant to Class 3.

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

- A. The proposed Specific Plan Amendment is consistent with, and not contrary to, the Norco General Plan, the Zoning Code, and the Norco Auto Mall Specific

Plan Amendment 5 since the project removes uses as recommended by the Planning Commission, without eliminating the standard project review and conditioning process.

- B. The project has been determined to be exempt from the California Environmental Quality Act and the City of Norco Environmental Guidelines pursuant to Section 3.13.

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

SECTION 1: Specific Plan 85-1, Norco Auto Mall Specific Plan is hereby amended as follows.

**70. Permitted Uses**

(1) Area A:

- (c) Used automobile dealerships and accessory uses as an integral part of the operation of a used car dealership.

(2) Area B:

- (a) Uses as permitted in Area A.

(3) Area C:

- (a) Uses as permitted in Areas A and B.

(4) Area D:

<b>Automotive/Vehicle/Vessel</b>	
<i>New Automobile Dealerships; and Accessory Uses (accessory uses only allowed as integral parts of, and under the same business operation as, the new automobile dealership).</i>	<i>p</i>
<b>Office</b>	
<i>Administrative, Business, and Professional Offices</i>	<i>p<sup>1,5</sup></i>
<i>Financial, Insurance, Real Estate Offices</i>	<i>p<sup>1</sup></i>
<i>General Offices</i>	<i>p<sup>1,5</sup></i>
<i>Medical and Dental Offices</i>	<i>p<sup>1</sup></i>
<i>Museums and Libraries</i>	<i>c<sup>1</sup></i>
<b>Entertainment/Recreation</b>	
<i>Health Clubs</i>	<i>c</i>
<i>Indoor and Outdoor Recreation</i>	<i>c</i>
<i>Motel and Hotel</i>	<i>c</i>
<i>Theater (Indoor)</i>	<i>c</i>
<b>Retail</b>	
<i>Drug Store/Pharmacy</i>	<i>p</i>
<i>Furniture Stores</i>	<i>p</i>
<i>General and Specialized Retail</i>	<i>p</i>
<i>Grocery Stores/Markets</i>	<i>p</i>

<i>Home Improvement/Goods/Supplies/Appliances</i>	<i>p</i>
<i>On-Site and Off-Site Liquor Sales (hard liquor)</i>	<i>c<sup>2</sup></i>
<i>On-Site and Off-Site Liquor Sales (beer and wine)</i>	<i>p</i>
<i>Plant Nursery</i>	<i>a</i>
<b>Service Commercial</b>	
<i>Banks</i>	<i>p</i>
<i>Locksmith</i>	<i>p</i>
<i>Mail Cargo Packaging/Processing Services</i>	<i>p</i>
<i>Printing Services</i>	<i>p</i>
<i>Repair Service (non-vehicle, vessel &amp; non-motorized)</i>	<i>p</i>
<i>The processing, treatment, storage, or repair of products which are clearly incidental to, and part of, the business conducted on the premises.</i>	<i>a</i>
<b>Personal Services</b>	
<i>Dry Cleaning, Tailoring, and Laundromats</i>	<i>p</i>
<i>Hair/Nail Salons, Barbers</i>	<i>p</i>
<i>Spa/Massage</i>	<i>c</i>
<b>Eating and Drinking Establishments</b>	
<i>Catering Establishments</i>	<i>p<sup>4</sup></i>
<i>Deli/Bakery</i>	<i>p</i>
<i>Dine-in Restaurants</i>	<i>p</i>
<i>Walk-up and Outdoor Eating Establishments</i>	<i>c</i>
<i>"p"</i>	<i>Permitted Use</i>
<i>"c"</i>	<i>Requires Approval of a Conditional Use Permit</i>
<i>"a"</i>	<i>Permitted as an Accessory Use</i>
<i>--<sup>1</sup></i>	<i>To encourage more convenient access and visibility for entertainment, retail, restaurant, and service commercial uses, noted uses are not encouraged on urban arterial street frontages unless located on the second floor of mixed-use retail/commercial development.</i>
<i>--<sup>2</sup></i>	<i>Conditionally permitted as an ancillary use only.</i>
<i>--<sup>3</sup></i>	<i>Plant nurseries shall be permitted to have outdoor displays and sales as ancillary uses.</i>
<i>--<sup>4</sup></i>	<i>Cannot be located on urban arterial street frontages unless the use is ancillary to a restaurant.</i>
<i>--<sup>5</sup></i>	<i>Includes dispatch and office support services for the operation of taxicab/vehicles for hire businesses but does not include the storage, staging, standing, or parking of company vehicles on-site.</i>
	<i>In the event that a use is not listed, and is not easily included in a listed category, at the discretion of the Planning Director, the use is determined to not be permitted. Through procedures established in Section 18.42 the Planning Commission may approve a Similar Use Application for said use.</i>

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 February 20, 2013.

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

ATTEST:

\_\_\_\_\_  
Brenda K. Jacobs, CMC, 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 February 6, 2013 and thereafter at a regular meeting of said City Council duly held on February 20, 2013, 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 February 20, 2013.

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