



AGENDA
CITY OF NORCO
PLANNING COMMISSION



CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE
REGULAR MEETING
SEPTEMBER 10, 2014

CALL TO ORDER: 7:00 p.m.

ROLL CALL:

STAFF PRESENT:

PLEDGE OF ALLEGIANCE: Commission Member Rigler

1. **APPEAL NOTICE:** In the event that you disagree with the action taken by the Planning Commission in regards to your application, or with any condition for approval of the application which is not a specific requirement of the Norco Municipal Code, you are entitled to appeal such determination or conditions to the Norco City Council, provided that such appeal is filed with the Norco City Clerk within ten calendar days after the requirements for appeals, inclusive of payment of an appeal fee. Please contact City planning staff at (951) 270-5661 if you have any questions regarding any item you may wish to appeal.
2. **PUBLIC COMMENTS:** Hearing from the audience on items not listed on the agenda. Please limit your comments to three (3) minutes. Be sure to complete a speaker card at the entrance of the room and present it to the Clerk so that you may be recognized.
3. **APPROVAL OF MINUTES:**
 - ❖ Minutes of Regular Meeting on August 13, 2014
 - Recommended Action: Continue to the meeting of October 8, 2014 (Deputy City Clerk)**
4. **PUBLIC HEARINGS:**
 - A. **Conditional Use Permit 2014-20 (Coots):** A request for approval to allow an accessory building consisting of a 1,680 square-foot garage/storage building at 2363 Hialeah Circle located within the A-1-20 (Agricultural Low Density) Zone. **Recommended Action: Approval (Senior Planner)**
 - B. **Conditional Use Permit 2014-22 (Malinowski):** A request for approval to allow an accessory building consisting of a 1,575 square-foot workshop/storage building at 5521 Roundup Road located within the A-1-20

Staff reports are on file in the Planning Division.

Additionally, any writings or documents provided after distribution of the Planning Commission's agenda packet to a majority of the Planning Commission regarding any item on this agenda will be made available for public inspection at the Planning Division counter at City Hall located at 2870 Clark Avenue.

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 at (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)

/di

**CITY OF NORCO
STAFF REPORT**

TO: Honorable Chair and Members of the Planning Commission

FROM: Alma Robles, Senior Planner

DATE: September 10, 2014

SUBJECT: Conditional Use Permit 2014-20 (Coots): A request for approval to allow a detached accessory building consisting of a 1,680 square-foot garage and storage building at 2363 Hialeah Circle located within the A-1-20 (Agricultural Low Density) zone.

RECOMMENDATION: Staff recommends that the Planning Commission adopt Resolution 2014-44, approving Conditional Use Permit 2014-20.

Conditional Use Permit 2014-20 is a request for approval to allow an accessory building consisting of a 1,680 square-foot garage and storage building at 2363 Hialeah Circle located within the A-1-20 zone (ref. Exhibit "A" – Location Map). The property consists of about .51 acres/22,166 square feet and is developed with a single family residence (ref. Exhibit "B" – APN Map and Exhibit "E" – Aerial and Site Photo).

Accessory buildings that exceed 864 square feet require approval of a conditional use permit by the Planning Commission. The site plan and picture/building elevations for the proposed building are attached (ref. Exhibit "C" – Site Plan, and Exhibit "D" – Picture/Building Elevations). The building consists of 1,200 square feet of enclosed storage space and 480 square feet of porch overhang for a total of 1,680 square feet. The building is proposed at the rear of the property and is a typical metal structure that will be used to store a recreational vehicle, boat and personal items. The color picture noted as the elevation is not the actual structure but a very close representation of the type of building, the only difference between the two structures is that the porch overhang will have a lean and a wall that reaches the ground. The structure will also be gray in color to match the existing house. (*Note: there is currently an accessory structure located next to where the proposed building will be, but it will be removed prior to the issuance of any building permits*).

The following is required of accessory buildings in the A-1-20 Zone:

- A minimum of 5 feet from property lines and 10 feet from any other structure is required for accessory buildings. **The proposed building will meet these requirements.**
- The maximum height of any accessory structure that exceeds 864 square feet is 20 feet, or as approved by the Planning Commission. **The structure is proposed with a maximum height of about 16 feet as measured to the peak of the roof.**
- The maximum lot coverage of all structures shall be not more than 40% of the total pad area. The pad area is defined as the "flat" part of the lot (4% grade or less). **The subject property is approximately 22,166 square feet, with a pad of at least 17,000 square feet. The pad coverage for the property is approximately 29%, which takes into account the existing and proposed structures.**

RESOLUTION NO. 2014-44

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF NORCO APPROVING A CONDITIONAL USE PERMIT TO ALLOW A DETACHED ACCESSORY BUILDING CONSISTING OF A 1,680 SQUARE-FOOT GARAGE AND STORAGE BUILDING AT 2363 HIALEAH CIRCLE LOCATED WITHIN THE A-1-20 ZONE. (CONDITIONAL USE PERMIT 2014-20)

WHEREAS, an application to the City of Norco, California has been submitted for a conditional use permit under the provisions of Chapter 18.45, Title 18 of the Norco Municipal Code by JASON and LISA COOTS for property located at 2363 Hialeah Circle (APN 121-281-010); and

WHEREAS, notice of a 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 September 10, 2014 within the Council Chambers at 2820 Clark Avenue, Norco, California, 92860, said petition was heard by the Planning Commission for the City of Norco; and

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

WHEREAS, the City of Norco, acting as the Lead Agency, has determined that the proposed project is exempt from environmental assessment.

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

I. FINDINGS:

A. The requested Conditional Use Permit will not adversely affect the general welfare of persons residing or working in the neighborhood thereof.

B. The requested use will not adversely affect the adjoining land uses.

C. The size and shape of the site proposed for the use is adequate to allow full development of the proposed use.

D. The traffic generated by the proposed use will not impose an undue burden.

E. The City of Norco, acting as lead agency, has determined that the project is categorically exempt from environmental assessment per Section 3.13, Class 3 of the City of Norco Environmental Guidelines.

II. DETERMINATION:

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of the City of Norco, California, in session assembled September 10, 2014 that the aforesaid application for a conditional use permit is granted, subject to the conditions provided in Section 18.45.14 of the Municipal Code of Norco, including, but not limited to the following conditions:

1. Approval is based on Exhibit "C" – Site Plan and Exhibit "D" – Picture/Building Elevations dated August 11, 2014 and incorporated herein by reference and on file with the Planning Division. Development shall occur as shown unless otherwise noted in these conditions.
2. The recorded owner of the property shall submit to the Planning Division for record purposes, written evidence of agreement with all conditions of this approval before said permit shall become effective.
3. The project shall be in compliance with all City of Norco Municipal Codes, Ordinances and Resolutions. Non-compliance with any provisions of the Norco Municipal Code (NMC) not specifically waived in compliance with City procedures shall constitute cause for revocation and/or termination of the approvals granted under authority of this permit.
4. In the event conditions for approval by the Planning Commission, or City Council (as the case may be) require the revision of plans as submitted, the applicant shall submit four copies of the approved plan (revised to incorporate conditions for approval) to the Planning Division for record purposes for approval of any grading and/or building permits.
5. No occupancy of any building and/or structure shall be permitted which is not in compliance with approved plans and excepting upon specific review and approval of any "as built" modifications by the Planning Director as appropriate. Provided further, that no expansion of use beyond the scope and nature described in this application which would tend to increase the projected scale of operations shall be permitted except upon application for, and approval of, modification of this application in compliance with all procedures and requirements thereof.

6. The applicant shall obtain building permits and pay all applicable fees before beginning construction of the structure on the subject property.
7. The applicant shall comply with all requirements from the Planning, Engineering, and Building Divisions; and the Fire and Sheriff's Departments; and all other applicable departments and agencies.
8. A home occupation business shall not be permitted from the subject building.
9. The subject building shall complement the existing house in color.
10. This approval is for an accessory garage and storage building. It is hereby established that it shall be grounds for revocation of this conditional use permit if the property owner has:
 - A. Violated any rule, regulation or condition of approval adopted by the Planning Commission relating to the conditional use permit; or
 - B. Conducted the operation permitted hereunder in a manner contrary to the peace, health, safety and general welfare of the public or in a manner which either generates or contributes to noise and/or health/sanitation nuisances, or which results in undesirable activities or creating an increased demand for public services.
11. Building permits for this accessory building are issued within the confines of this Conditional Use Permit. Any violation of a condition resulting in a revocation of this Conditional Use Permit may result in an order to remove the accessory building at the owner's expense.
12. The maximum height of the building shall be 16 feet as measured to the peak of the roof.
13. Removal of existing accessory structure at the rear of the property shall be required before building permits are issued for the subject building. The applicant shall first obtain a demolition permit from the building division if determined by the building division that one is required.

Resolution No. 2014-44
Page 4
September 10, 2014

PASSED AND ADOPTED by the Planning Commission at a regular meeting held on September 10, 2014.

Robert Leonard, Chair
Planning Commission
City of Norco, California

ATTEST:

Steve King, Secretary
Planning Commission
City of Norco, California

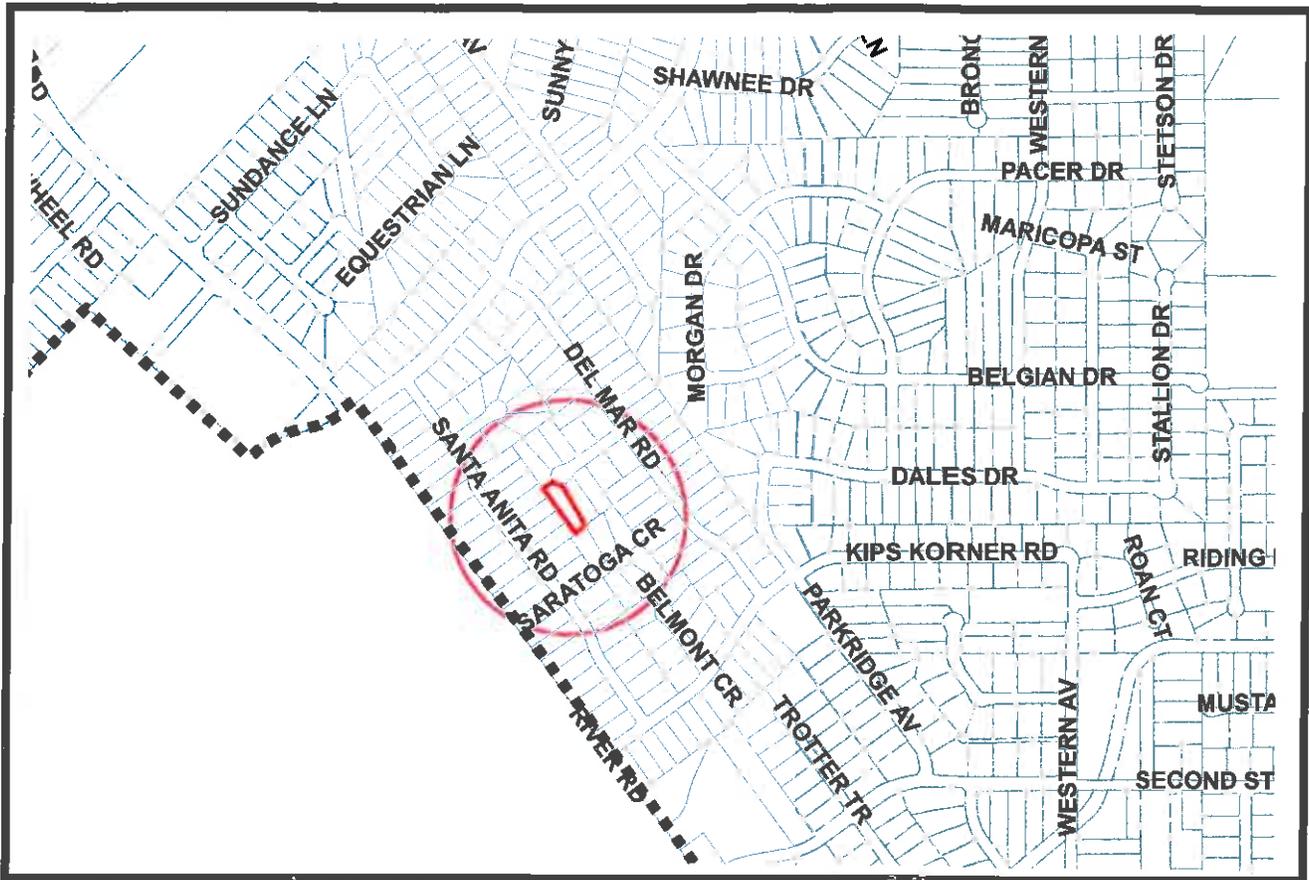
I HEREBY CERTIFY that the foregoing Resolution was adopted by the Planning Commission of the City of Norco at a regular adjourned meeting thereof held on September 10, 2014 by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Steve King, Secretary
Planning Commission
City of Norco, California

/cmm

LOCATION MAP



Not to Scale

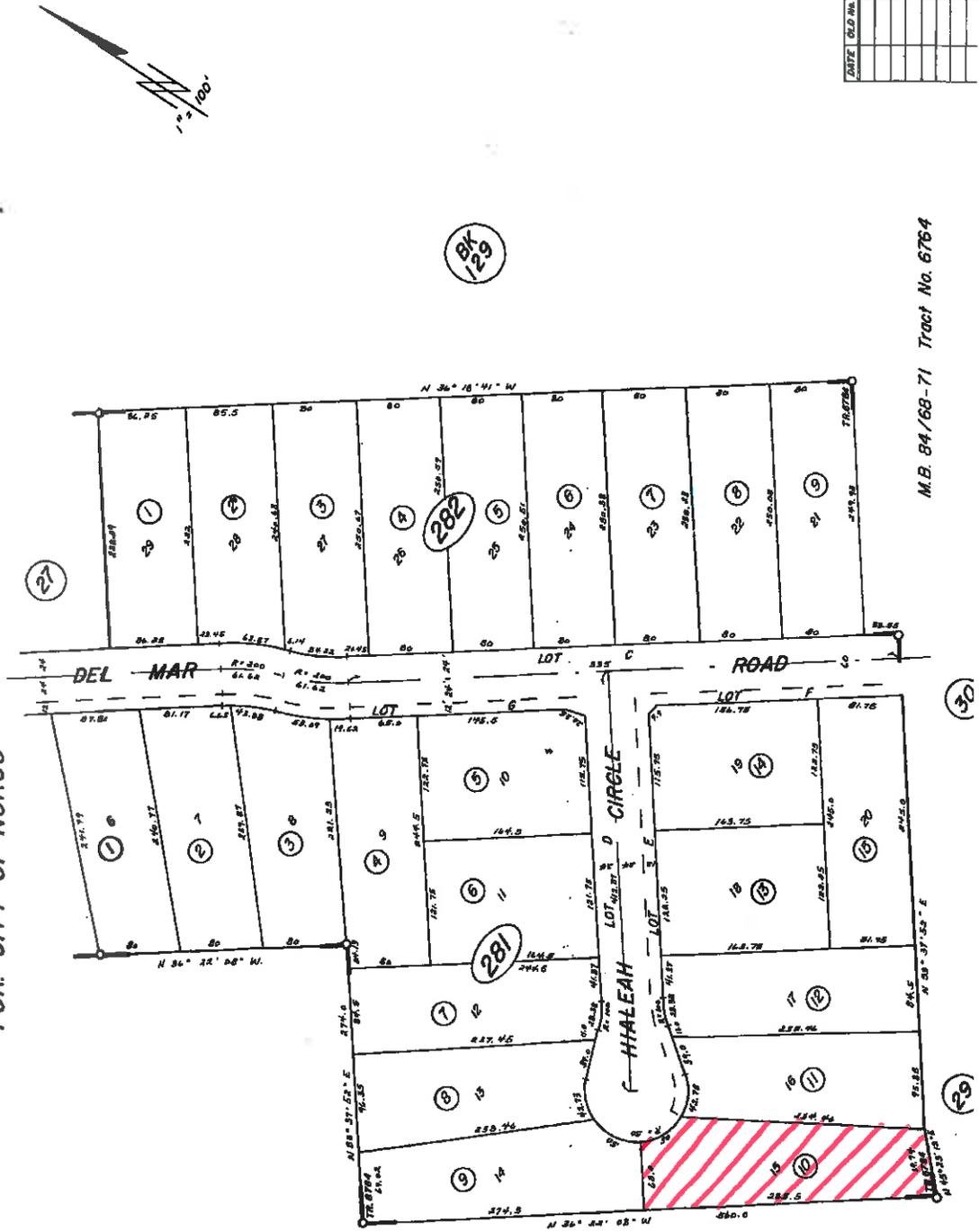


PROJECT: Site Plan 2014-20
APPLICANT: Jason and Lisa Coots
LOCATION: 2363 Hialeah Circle

Exhibit "A"

ASSESSOR'S PARCEL MAP

POR. CITY OF NORCO



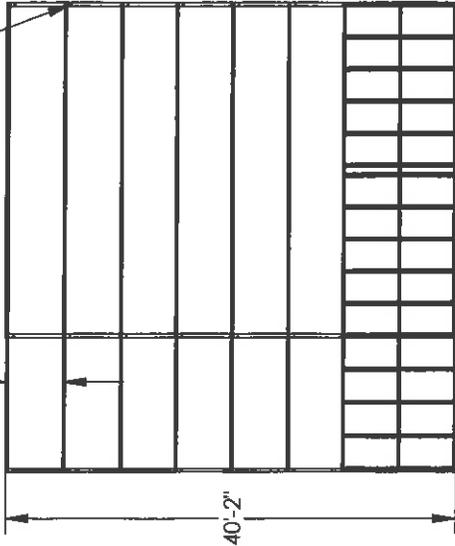
M.B. 84/68-71 Tract No. 6764

Exhibit "B"

11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

ALL DIMENSIONS SHOWN IN THE DRAWING & THE TITLE PORTION OF THE DRAWING SHALL BE THE SAME UNLESS OTHERWISE NOTED. THE WRITTEN PORTION OF THE DRAWING SHALL PREVAIL OVER THE GRAPHICAL PORTION.

ANCHOR AT EVERY POST



MATERIALS: MAIN BUILDING

SIDE POSTS, RAFTERS, PEAKS:
2" X 4" 14GA. 50 KSI STEEL, ASTM A500-A
HEIGHT EXTENSIONS: 2" X 4" 12GA.
50 KSI STEEL, ASTM A500-A
END WALL COMPONENTS:
2" X 3" 15 GA 1018 STEEL, 60 KSI, ASTM A500-B
TRUSS BRACE COLLAR TIE
2" X 2" 15GA. 50 KSI STEEL, ASTM A500-A
TRUSS BRACE WEB MEMBERS:
1" X 1" 16GA. 50 KSI STEEL, ASTM A500-A

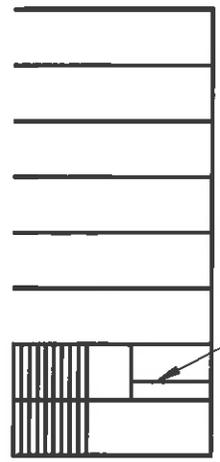
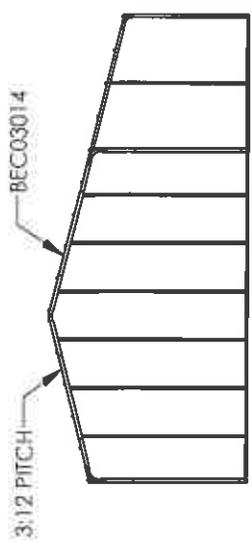
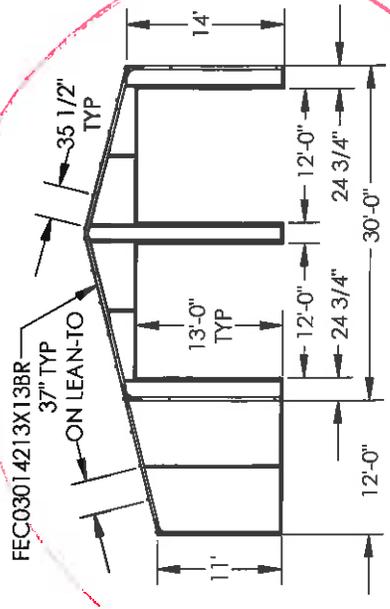
MATERIALS: LEAN-TO

SIDE POSTS, RAFTER, PEAKS:
2" X 3" X 15GA 1018 STEEL, 60 KSI, ASTM A500-B
BASE RAILS - HEIGHT EXTENSIONS:
2" X 3" X 15GA 1018 STEEL, 60 KSI, ASTM A500-B
END WALL COMPONENTS:
2" X 2" X 15GA. 1010 STEEL, 50KSI, ASTM A500-A
BASE PLATES:
3/16" HOT ROLLED STEEL

MAIN BUILDING AND LEAN-TO

HAT CHANNEL: 18GA. 50 KSI STEEL, ASTM A500-A
BRACKETS:
COLLAR TIE, END WALL VERTICAL:
14GA. 50 KSI STEEL, ASTM A500-A
BK-10, 700-BK10, BK-20 BK-60, BK-61, BK-65:
12GA. 50 KSI STEEL, ASTM A500-A

SHEET METAL: 29 GA. 80 KSI STEEL
ALLOWABLE WIND PRESSURE LOAD ON 5' CENTERS: 24 PSF
ALLOWABLE GRAVITY LOAD ON 3' CENTERS: 50 PSF
CAN BE INCREASED BY 1/3 FOR WIND LOADING.
PANELS ARE CLASS (A) FIRE RATED



NOTE TO BUILDING DEPARTMENT OFFICIAL:
THESE DRAWINGS AND/OR CALCULATIONS ARE VALID ONLY FOR STRUCTURES MANUFACTURED BY VERSATUBE BUILDING SYSTEMS. VERIFICATION IS RECOMMENDED PRIOR TO BUILDING APPROVAL.



PROJECT: VERSATUBE CONTRACTOR SERIES FRONTIER BUILDING
TITLE: 30'X40'-2"-14" 2X4 FRONTIER, 12'WX40'-2" 2X3 CONTINUOUS SLOPE LEAN-TO, (2)12'X13' DOORS, WEB TRUSS, (1)WD, BRP'S
DWG NO: FBC3304014052GD-R-LT P2
DRAWN BY: E. BARTGES
DATE: 8/1/14

EXHIBIT "D"
8/11/14



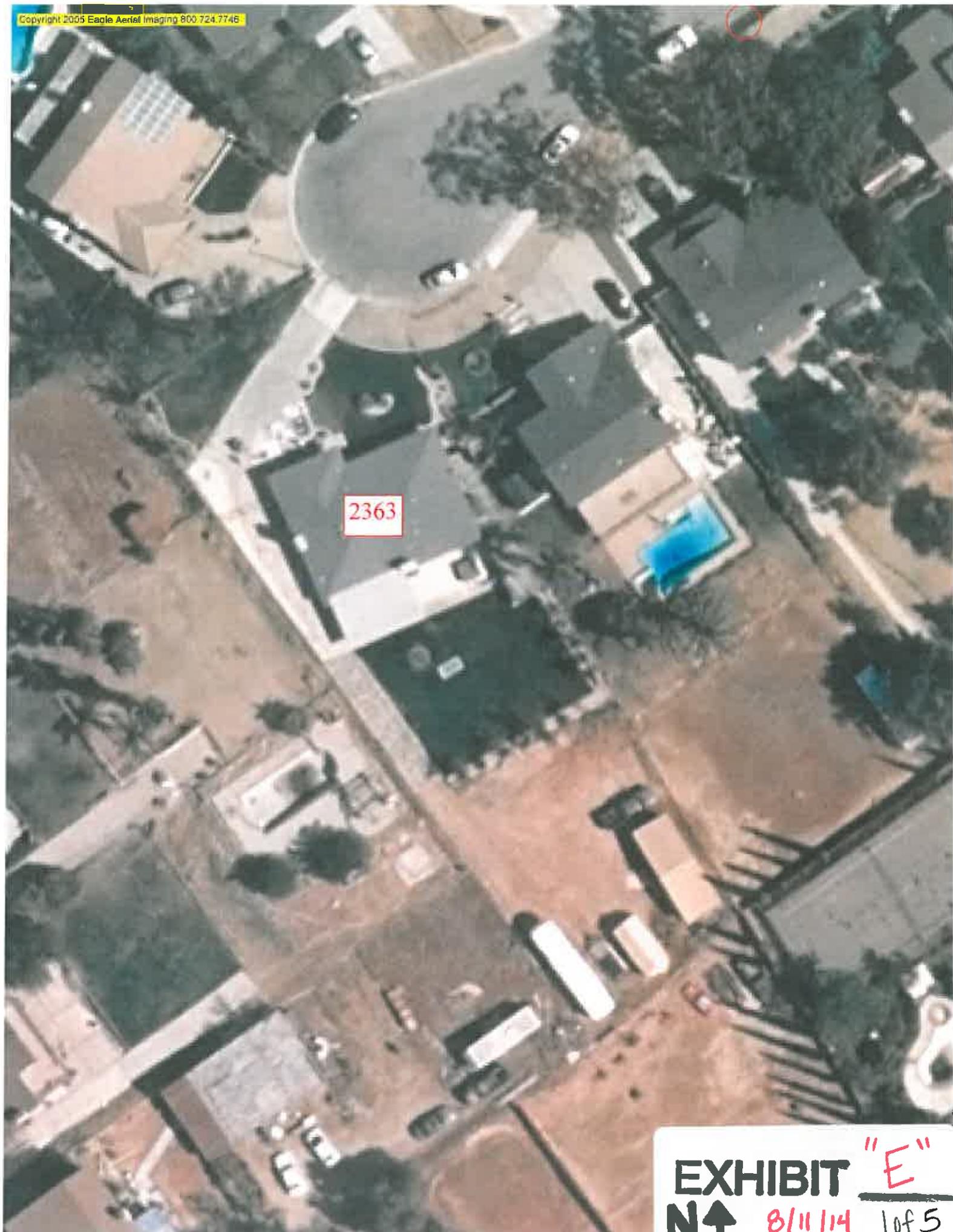
Proposed lean to cover will have sides that go to the ground.

Colors will match the existing house colors, Gray walls and Charcol trim.

EXHIBIT



8/11/14



2363

EXHIBIT "E"
N↑ 8/11/14 1 of 5

2363 Hialeah Circle

Access to rear yard



Location of open animal area,
structure to be removed



Approximate location of proposed structure





Existing building will be torn down prior to construction





View from Rear of Property





View from rear of 2nd Level



View from 1st Level

**CITY OF NORCO
STAFF REPORT**

TO: Honorable Chair and Members of the Planning Commission

FROM: Alma Robles, Senior Planner

DATE: September 10, 2014

SUBJECT: Conditional Use Permit 2014-22 (Malinowski): A request for approval to allow a detached accessory building consisting of a 1,575 square-foot workshop and storage building at 5521 Roundup Road located within the A-1-20 (Agricultural Low Density) Zone.

RECOMMENDATION: Staff recommends that the Planning Commission adopt Resolution 2014-45 approving Conditional Use Permit 2014-22.

Conditional Use Permit 2014-22 is a request for approval to allow an accessory building consisting of a 1,575 square-foot workshop and storage building at 5521 Roundup Road located within the A-1-20 Zone (ref. Exhibit "A" – Location Map). The property consists of about .47 acres/20,572 square-feet and is developed with a single family residence (ref. Exhibit "B" – APN Map and Exhibit "E" – Aerial and Site Photo).

Accessory buildings that exceed 864 square feet require approval of a conditional use permit by the Planning Commission. The site plan and building picture/elevation for the proposed building are attached (ref. Exhibit "C" – Site Plan and Exhibit "D" – Building Picture/Elevation). The structure is a typical metal building with panel siding which will match the color of the house. *(Note: the picture/elevation provided is not the actual structure but a very close representation of the type of building, the only difference between the two structures is the location of a larger garage door and the location of a door and windows).*

The following is required of accessory buildings in the A-1-20 zone:

- A minimum of 5 feet from property lines and 10 feet from any other structure is required for accessory buildings. **The proposed building will meet these requirements.**
- The maximum height of any accessory structure that exceeds 864 square feet is 20 feet, or as approved by the Planning Commission. **The structure is proposed with a maximum height of 17 feet 6 inches as measured to the peak of the roof.**
- The maximum lot coverage of all structures shall be not more than 40% of the total pad area. The pad area is defined as the "flat" part of the lot (4% grade or less). **The subject property is approximately 20,572 square feet and the entire property has an average grade of 4% or less. The lot/pad coverage for the property is approximately 25%, which takes into account the existing and proposed structures.**
- A contiguous open animal area must be shown on the site plan which must be rectangular in shape with a minimum of 24 feet on any side. The total open area must be equal to the allowed number of animal units multiplied by 576 square feet. **Based on the size of the property, a total of 5 animal units would be allowed which would require**

RESOLUTION NO. 2014-45

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF NORCO APPROVING A CONDITIONAL USE PERMIT TO ALLOW A DETACHED ACCESSORY BUILDING CONSISTING OF A 1,575 SQUARE-FOOT WORKSHOP AND STORAGE BUILDING AT 5521 ROUNDUP ROAD LOCATED WITHIN THE A-1-20 ZONE. (CONDITIONAL USE PERMIT 2014-22)

WHEREAS, an application to the City of Norco, California has been submitted for a conditional use permit under the provisions of Chapter 18.45, Title 18 of the Norco Municipal Code by BRENT and MICHELLE MALINOWSKI for property located at 5521 Roundup Road (APN 121-074-006); and

WHEREAS, notice of a 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 September 10, 2014 within the Council Chambers at 2820 Clark Avenue, Norco, California, 92860, said petition was heard by the Planning Commission for the City of Norco; and

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

WHEREAS, the City of Norco, acting as the Lead Agency, has determined that the proposed project is exempt from environmental assessment.

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

I. FINDINGS:

A. The requested Conditional Use Permit will not adversely affect the general welfare of persons residing or working in the neighborhood thereof.

B. The requested use will not adversely affect the adjoining land uses.

C. The size and shape of the site proposed for the use is adequate to allow full development of the proposed use.

D. The traffic generated by the proposed use will not impose an undue burden.

E. The City of Norco, acting as lead agency, has determined that the project is categorically exempt from environmental assessment per Section 3.13, Class 3 of the City of Norco Environmental Guidelines.

II. DETERMINATION:

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of the City of Norco, California, in session assembled September 10, 2014 that the aforesaid application for a conditional use permit is granted, subject to the conditions provided in Section 18.45.14 of the Municipal Code of Norco, including, but not limited to the following conditions:

1. Approval is based on Exhibit "C" – Site Plan and Exhibit "D" – Building Picture/Elevation dated August 19, 2014 and incorporated herein by reference and on file with the Planning Division. Development shall occur as shown unless otherwise noted in these conditions.
2. The recorded owner of the property shall submit to the Planning Division for record purposes, written evidence of agreement with all conditions of this approval before said permit shall become effective.
3. The project shall be in compliance with all City of Norco Municipal Codes, Ordinances and Resolutions. Non-compliance with any provisions of the Norco Municipal Code (NMC) not specifically waived in compliance with City procedures shall constitute cause for revocation and/or termination of the approvals granted under authority of this permit.
4. In the event conditions for approval by the Planning Commission, or City Council (as the case may be) require the revision of plans as submitted, the applicant shall submit four copies of the approved plan (revised to incorporate conditions for approval) to the Planning Division for record purposes for approval of any grading and/or building permits.
5. No occupancy of any building and/or structure shall be permitted which is not in compliance with approved plans and excepting upon specific review and approval of any "as built" modifications by the Planning Director as appropriate. Provided further, that no expansion of use beyond the scope and nature described in this application which would tend to increase the projected scale of operations shall be permitted except upon application for, and approval of, modification of this application in compliance with all procedures and requirements thereof.

6. The applicant shall obtain building permits and pay all applicable fees before beginning construction of the structure on the subject property.
7. The applicant shall comply with all requirements from the Planning, Engineering, and Building Divisions; and the Fire and Sheriff's Departments; and all other applicable departments and agencies.
8. A home occupation business shall not be permitted from the subject building.
9. The subject building shall complement the existing house in color.
10. This approval is for an accessory workshop and storage building. It is hereby established that it shall be grounds for revocation of this conditional use permit if the property owner has:
 - A. Violated any rule, regulation or condition of approval adopted by the Planning Commission relating to the conditional use permit; or
 - B. Conducted the operation permitted hereunder in a manner contrary to the peace, health, safety and general welfare of the public or in a manner which either generates or contributes to noise and/or health/sanitation nuisances, or which results in undesirable activities or creating an increased demand for public services.
11. Building permits for this accessory building are issued within the confines of this Conditional Use Permit. Any violation of a condition resulting in a revocation of this Conditional Use Permit may result in an order to remove the accessory building at the owner's expense.
12. The maximum height of the building shall be 17 feet 6 inches as measured to the peak of the roof.

Resolution No. 2014-45
Page 4
September 10, 2014

PASSED AND ADOPTED by the Planning Commission at a regular meeting held on September 10, 2014.

Robert Leonard, Chair
Planning Commission
City of Norco, California

ATTEST:

Steve King, Secretary
Planning Commission
City of Norco, California

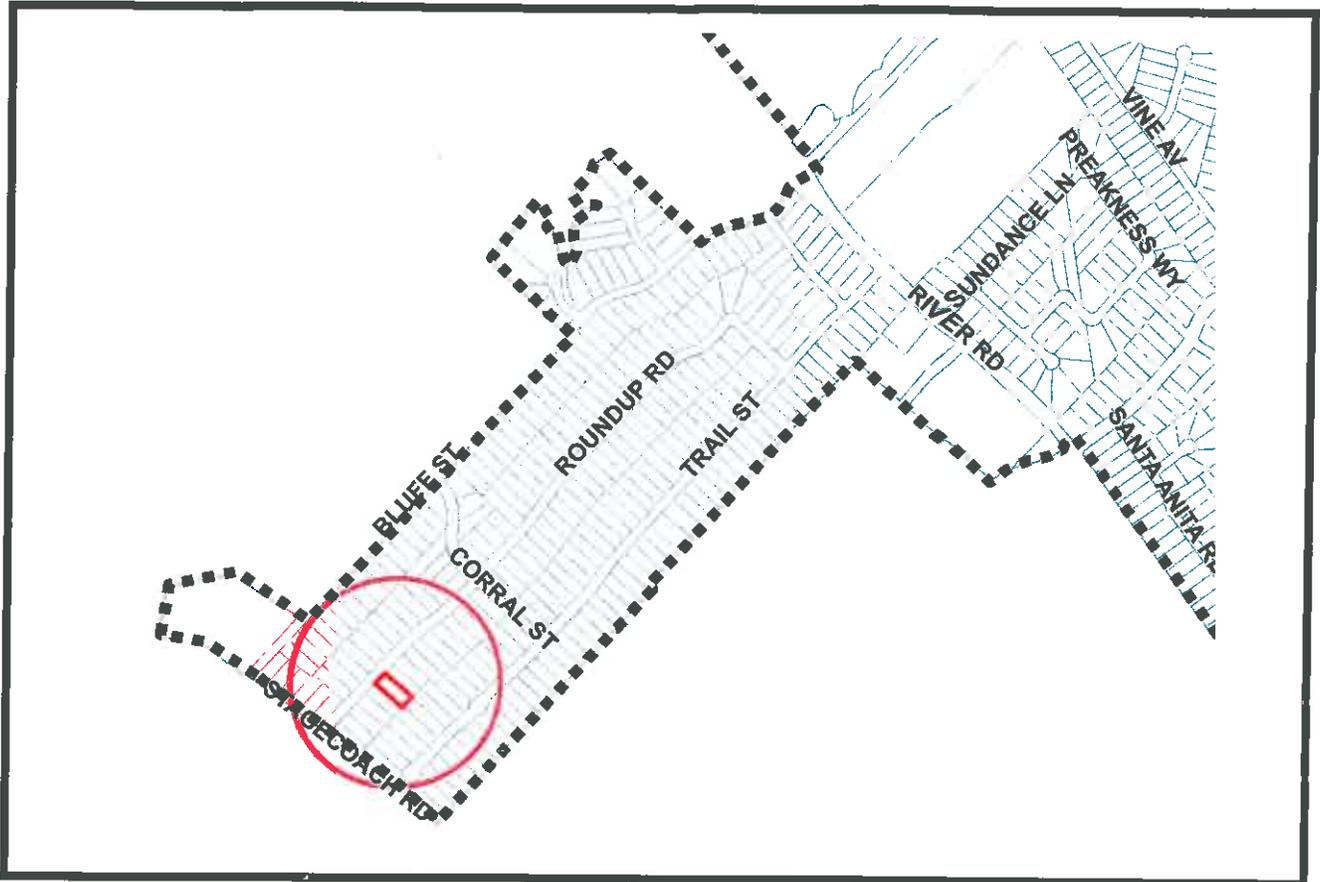
I HEREBY CERTIFY that the foregoing Resolution was adopted by the Planning Commission of the City of Norco at a regular adjourned meeting thereof held on September 10, 2014 by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Steve King, Secretary
Planning Commission
City of Norco, California

/cmm

LOCATION MAP

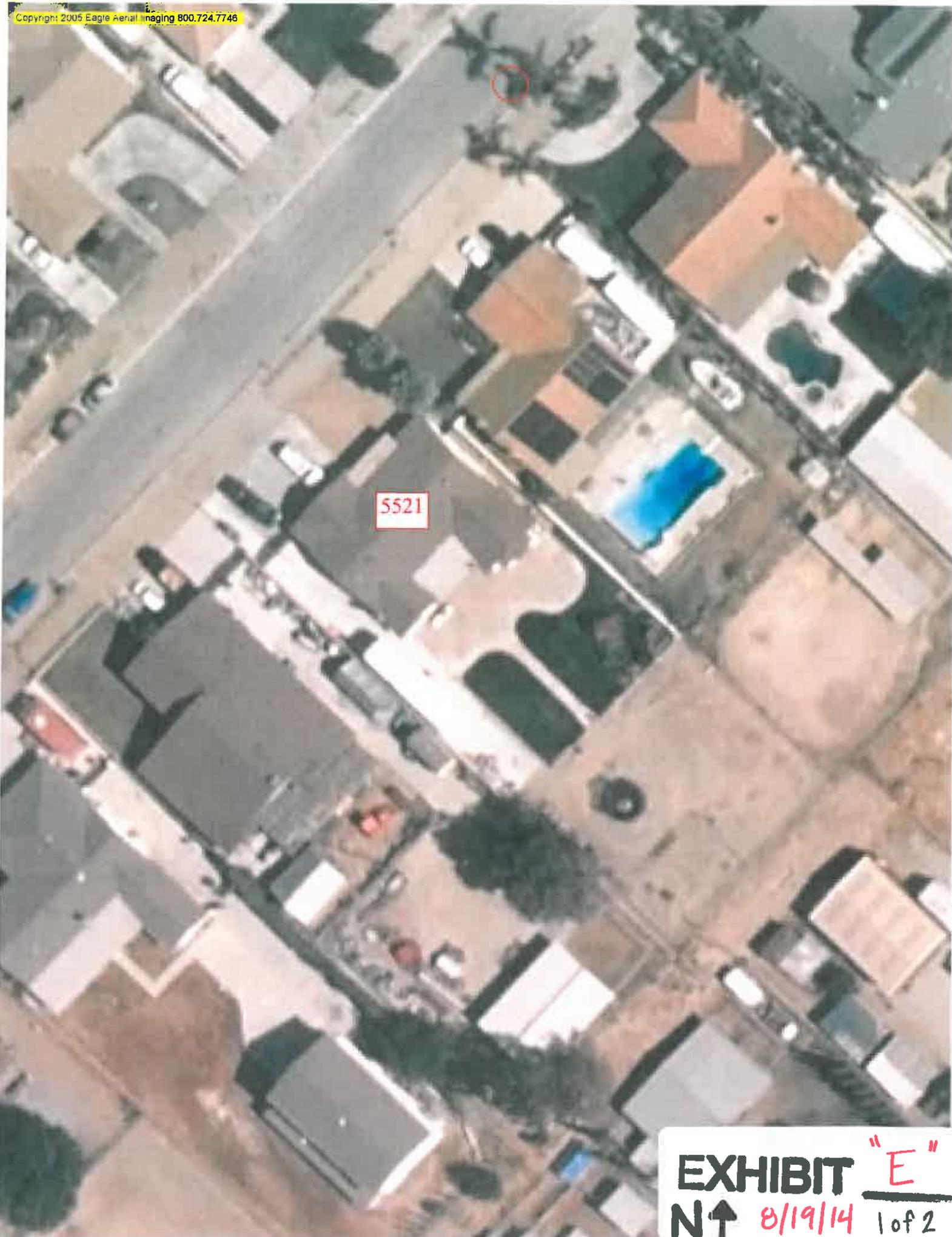


Not to Scale



PROJECT: Conditional Use Permit 2014-22
APPLICANT: Brent and Michelle Malinowski
LOCATION: 5521 Roundup Road

Exhibit "A"



5521

5521 Roundup Road

Access to rear yard



Location of proposed structure



Location of open animal area



**CITY OF NORCO
STAFF REPORT**

TO: Honorable Chair and Members of the Planning Commission

FROM: Alma Robles, Senior Planner

DATE: September 10, 2014

SUBJECT: Conditional Use Permit 2014-21 (Patel): A request for approval to allow an Alcohol and Beverage Control (ABC) Type 70 License, which allows the sale or furnishing of beer, wine, and distilled spirits for consumption on the premises, for the Fairfield Inn located at 3441 Hamner Avenue located within the C-G (Commercial General) Zone.

RECOMMENDATION: Adopt Resolution 2014-47, approving Conditional Use Permit 2014-21.

SUMMARY: Conditional Use Permit (CUP) 2014-21 is a request for approval to allow the land use of serving of beer, wine and distilled spirits to the guests of the Fairfield Inn located at 3441 Hamner Avenue within the C-G Zone (ref. Exhibit "A" – Location Map). The serving of alcohol that includes distilled spirits (liquor) is allowed as an ancillary use with the approval of a conditional use permit by the Planning Commission. The sale of only beer and wine does not require approval of a conditional use permit. The Department of ABC issues the License, only after the subject land use has been approved by the City.

PROPERTY DESCRIPTION: The project site is an irregular-shaped parcel consisting of about 2.17 acres/94,525 square feet, and located on the northeast corner of Hamner and Fifth Street (ref. Exhibit "B" – APN Map).

The site is developed with the Fairfield Inn and Suites Hotel, associated parking and landscaping. All required street dedications and improvements exist (ref. Exhibit "C" – Existing Site Plan).

PROJECT DESCRIPTION: This project is a request for approval to allow an ABC Type 70 License on the property, which allows the sale or furnishing of beer, wine, and distilled spirits for consumption on the premises to an establishment's (such as hotels) overnight transient occupancy guests or their invites. This request is to allow the ABC Type 70 License as a land use on the property. The actual License is issued by the Department of ABC only after the land use is approved by the City. No exterior building and site improvements are proposed with this application.

The intent of this request is to make beer and wine available for purchase from a cooler for the hotel customers (ref. Exhibit "D" – Existing Partial Floor Plan). However, based on the requirements of the Department of ABC, the only License available for a Hotel is a Type 70, which would allow beer, wine and distilled spirits. Because of the distilled spirits, approval of a conditional use permit is required.

No exterior building and site improvements are proposed with this application.

ENVIRONMENTAL REVIEW: City staff has determined that the project is categorically exempt from environmental assessment and the provisions of the Norco Environmental Guidelines pursuant to Section 3.13, Class 1 – Existing Facilities.

ANALYSIS: The subject property is located in the C-G zone in which the sale of liquor for on-site consumption is conditionally permitted as an ancillary use.

The purpose for requiring conditional use permits for certain land uses is to review the location, development, and/or conduct of those land uses due to their unique and distinct impacts on the areas where they are being proposed.

The primary concerns associated with a business serving alcohol, is the proximity to other businesses already offering the same or similar service and the impact that a concentration of these types of uses can have on a neighborhood or center. In this case, the existing hotel is not similar to surrounding business, since it's the only hotel in the immediate area. Furthermore, alcohol will not be offered to the general public but will only be available to the hotel guests at their request.

Before a conditional use permit may be granted, the following findings must be made. Staff believes these finding can be made based on the reasons noted in bold:

- The conditional use permit will not adversely affect the General Plan, public convenience, or general welfare of persons residing or working in the area. **The proposed use is conditionally permitted as an ancillary use, per the C-G zoning of property, and this zoning designation is consistent with the General Plan. As such, the propose use will not adversely affect public convenience, or general welfare of persons residing or working in the area.**
- The use will not adversely affect adjoining land uses, and the growth and development of the area. **The proposed use will be ancillary to the existing hotel and will not change the nature or scale of the hotel operation. As such, the proposed project is not expected to adversely affect adjoining land uses and growth or development in the area, and the use can be operated in a manner that is compatible with the surrounding uses and should not have any significant effects.**
- The size and the shape of the site is adequate to allow full development in a manner not detrimental to the area. **The project site complied with all development standards (i.e., setbacks access, parking, landscaping, architecture, trash enclosures, etc.,) required in the C-G zone, which were met when the hotel was approved. With this application, no exterior building and site improvements are proposed and none that would be required.**

- The traffic generated by the use will not impose an undue burden upon the streets and highways in the area. **The proposed use will not change the scale of operations for the existing hotel and will not generate additional traffic apart from the existing hotel use.**

CONCLUSION: As proposed, the project meets applicable requirements and does not require any waivers from the Norco Municipal Code. Staff is recommending that the Planning Commission adopt Resolution 2014-47 approving conditional Use Permit 2014-21

/adr

Attachments: PCR 2014-47
 Exhibit "A" – Location Map
 Exhibit "B" – APN Map
 Exhibit "C" – Existing Site Plan and
 Exhibit "D" – Existing Partial Floor Plan

RESOLUTION 2014-47

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF NORCO GRANTING WITH CONDITIONS A CONDITIONAL USE PERMIT ALLOW THE SALE OF BEER, WINE, AND DISTILLED SPIRITS FOR CONSUMPTION ON THE PREMISES (ALCOHOL AND BEVERAGE CONTROL [(ABC) TYPE 70 LICENSE], FOR THE FAIRFIELD INN LOCATED AT 3441 HAMNER AVENUE LOCATED WITHIN THE C-G (COMMERCIAL GENERAL) ZONE. CONDITIONAL USE PERMIT 2014-21

WHEREAS, SURESH PATEL submitted an application to the City of Norco, California for a Conditional Use Permit, under the provisions of Chapter 18.45, Title 18 of the Norco Municipal Code to allow the sale of beer, wine and distilled spirits for consumption on the premises of property generally described as:

Parcel 1 of Parcel Map No. 35090 as per Map recorded in Book 222, pages 79 and 80 of Parcel Maps, in the City of Norco, County of Riverside, State of California, Records of Riverside County, California;

More generally described as an irregular-shaped area of about 2.17 acres, having a maximum frontage of about 388 feet on the east side of Hamner Avenue, a frontage of about 216 feet on the north side of Fifth Street, having an average depth of about 215 feet, and being further described as 3441 Hamner Avenue (APN 131-320-026); and

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

WHEREAS, said application was scheduled for a public hearing on September 10, 2014 and

WHEREAS, at the time set at 7 p.m. on September 10, 2014 within the Council Chambers at 2820 Clark Avenue, Norco, California, said petition was heard by the Planning Commission for the City of Norco; and

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

WHEREAS, the City of Norco, acting as the Lead Agency, has determined that the proposed project is categorically exempt from environmental assessment.

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

I. FINDINGS:

A. The requested Conditional Use Permit will not adversely affect the General Plan or the public convenience or general welfare of persons residing or working in the neighborhood thereof, by reason that the Norco General Plan designates the site as CC (Commercial Community) and the existing C-G (Commercial General) zoning designation is consistent with the General Plan. The sale of beer, wine and distilled spirits is conditionally permitted as an ancillary use in this zone and subject to conditions. The use can be operated in a manner so as to be consistent with surrounding uses and will therefore not have any significant effects.

B. The requested use will not adversely affect the adjoining land uses, and the growth and development of the area in which it is located by reason that the subject use will be ancillary to the existing hotel and will not change the nature or scale of operations for the hotel. As such, the proposed project is not expected to adversely affect adjoining land uses and growth or development in the area, and the use can be operated in a manner that is compatible with the surrounding uses and should not have any significant effects.

C. The size and shape of the site proposed for the use is adequate to allow the full development of the proposed use in a manner not detrimental to the particular area. The project site complied with all development standards (i.e., setbacks access, parking, landscaping, architecture, trash enclosures, etc.,) required in the C-G zone, which were met when the hotel was approved. With the subject use, no exterior building and site improvements are proposed and none that would be required.

D. The traffic generated by the proposed use will not impose an undue burden upon the streets and highways in the area, based on compliance with conditions of approval, and since the subject use will not change the scale of operations for the existing hotel and will not generate addition traffic apart from the existing hotel use.

E. The City has determined that the project is categorically exempt from environmental assessment and the provisions of the Norco Environmental Guidelines pursuant to Section 3.13, Class 1 – Existing Facilities.

II. DETERMINATION:

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of the City of Norco, California, in session assembled on September 10, 2014, that the aforesaid

application for a conditional use permit modification is granted, subject to the conditions provided in Section 18.45.14 of the Municipal Code of Norco, including, but not limited to the following conditions:

1. The applicant and recorded owner of the property shall submit to the Planning Division for record purposes, written evidence of agreement with all conditions of this approval before said permit shall become effective.
2. The project shall be in compliance with all City of Norco Municipal Codes, Ordinances and Resolutions. Non-compliance with any provisions of the Norco Municipal Code (NMC) not specifically waived in compliance with City procedures shall constitute cause for revocation and/or termination of the approvals granted under authority of this conditional use permit.
3. In the event conditions for approval by the Planning Commission, or City Council (as the case may be) require the revision of plans as submitted, the applicant shall submit four copies of the approved plan (revised to incorporate conditions for approval) to the Planning Division for record purposes for approval of any grading and/or building permits.
4. The applicant shall obtain necessary approvals from the Department of ABC for the Type 70 License. Compliance with the provisions for licensing and certification from ABC for this type of license is required.
5. This is not an approval to begin the sale of beer, wine and distilled spirits for consumption on the premises. The sale of alcohol shall not commence until the applicant has obtained clearance from the Department of Alcohol and Beverage Control (ABC).
6. The operation of the existing hotel shall not violate any federal, state or local laws or ordinances, including the rules, regulations and orders of ABC. Failure to comply with these requirements shall constitute grounds for revocation of this conditional use permit.
7. No occupancy of any building and/or structure shall be permitted which is not in compliance with approved plans and excepting upon specific review and approval of any "as built" modifications by the Planning Director as appropriate.

Provided further, that no expansion of use beyond the scope and nature described in this application which would tend to increase the projected scale of operations shall be permitted except upon application for, and approval of,

modification of this application in compliance with all procedures and requirements thereof.

8. No signs are authorized by approval of this conditional use permit. Any signs proposed for this project shall be submitted to the Planning Division for review and approval. Once signs are approved, building permits shall be obtained from the Building Division for issuance of a building permit.

9. It is hereby established that it shall be grounds for revocation of this conditional use permit if the permittee, his agent or assigns, or employee(s) of his establishment, or any other person connected or associated with the permittee or his business establishment, or any person who is exercising managerial authority of the business establishment has:

a. Violated any rule, regulation or condition of approval adopted by the Planning Commission relating to the conditional use permit; or

b. Conducted the operation permitted hereunder in a manner contrary to the peace, health, safety and general welfare of the public or in a manner which either generates or contributes to noise and/or health/sanitation nuisances, or which results in undesirable activities or creating an increased demand for public services.

10. The applicant shall comply with all requirements from Building and Safety, Planning and all other applicable divisions, departments and agencies.

11. The owner/operator of the business, regardless of any changes in ownership, shall provide a self audit of compliance with the conditions of approval to the Planning Commission on a form or in a manner determined by the Planning Division, and inclusive of the payment of any fees as may be set by the City Council. Said report shall demonstrate that the project is in compliance with all the conditions of approval and shall be submitted for review no later than six months from the date of this approval, and then every year thereafter by December 31. The owner/operator shall be responsible for all staff and attorney fees that may be incurred in the enforcement of the terms of the conditions of approval, whether they are annual inspections or compliance hearings.

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PASSED AND ADOPTED by the Planning Commission at a special meeting held on September 10, 2014.

Robert Leonard, Chair
Planning Commission
City of Norco, California

ATTEST:

Steve King, Secretary
Planning Commission
City of Norco, California

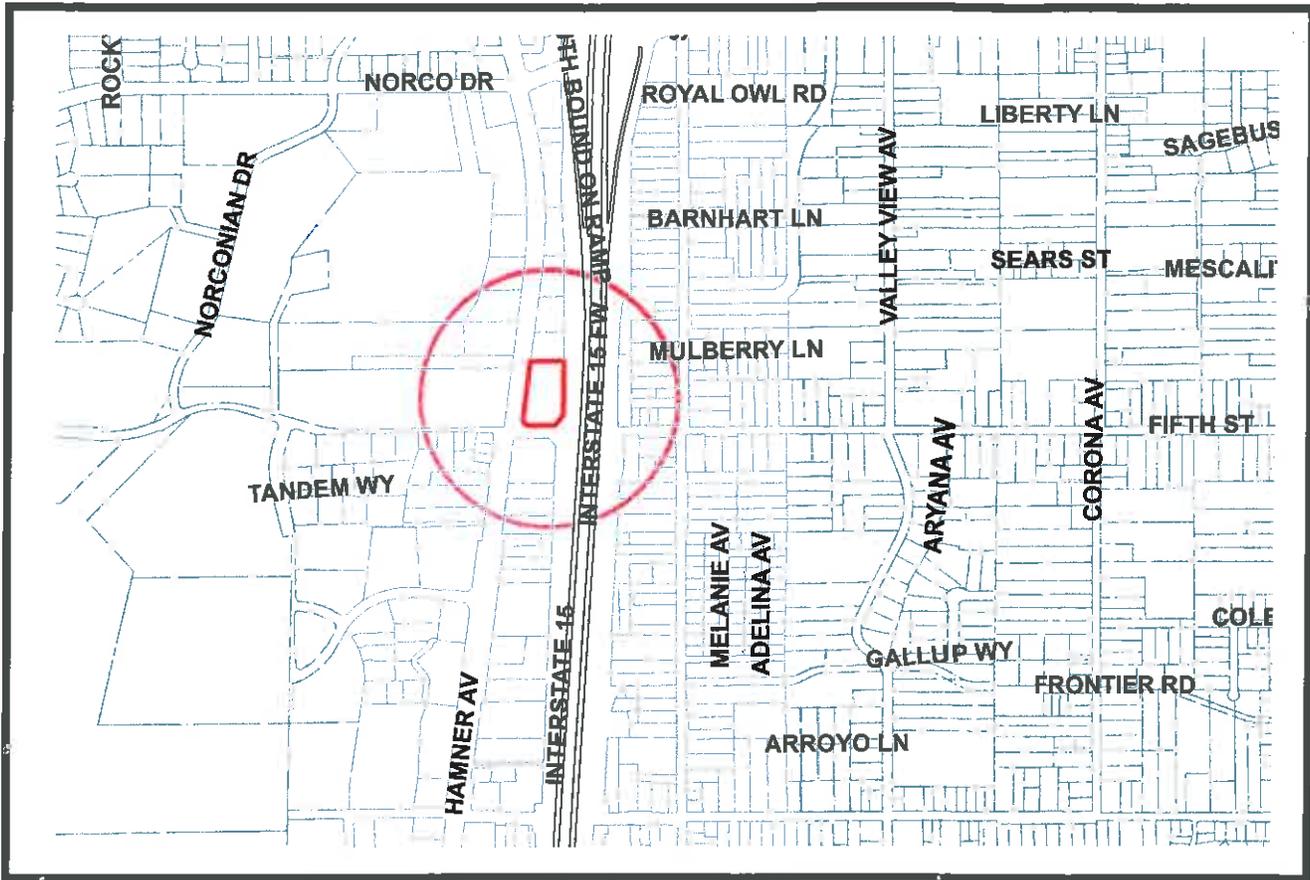
I HEREBY CERTIFY that the foregoing Resolution was duly and regularly passed and adopted by the Planning Commission of the City of Norco at a special adjourned meeting thereof held on September 10, 2014 by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Steve King, Secretary
Planning Commission
City of Norco, California

/adr

LOCATION MAP



Not to Scale



PROJECT: Conditional Use Permit 2014-21
APPLICANT: Suresh Patel
LOCATION: 3441 Hamner Avenue

Exhibit "A"

**CITY OF NORCO
STAFF REPORT**

TO: Honorable Chair and Members of the Planning Commission

FROM: Alma Robles, Senior Planner

DATE: September 10, 2014

Conditional Use Permit 2014-16 (Flores): A request for approval to allow four additional animal units at 3260 Corona Avenue located within the A-1-20 (Agricultural Low Density) Zone.

RECOMMENDATION: Staff recommends that the Planning Commission continue the project off calendar.

Staff is recommending that the Planning Commission continue Conditional Use Permit 2014-16 off calendar. Once this project is ready to move forward, it will be re-advertised for a new public hearing.

CITY OF NORCO STAFF REPORT

TO: Chair and Members of the Planning Commission

FROM: Planning Division

PREPARED BY: Steve King, Planning Director

DATE: September 10, 2014

SUBJECT: **Resolution 2014-46**, Site Plan 2014-15 (HC&D Architects):
For approval to construct a 17,470 square-foot equine medical center at the northeast corner of Sixth Street and Temescal Avenue in the Commercial (C-4) zone.

RECOMMENDATION: Adopt Resolution 2014-46 approving Site Plan 2014-15.

SUMMARY: The proposed project is an equine medical facility that has been reviewed against the development standards of the C-4 zone and the architectural requirements of Chapter 18 of the Norco Municipal Code. The project has been found to be consistent with these requirements and is being recommended for approval.

BACKGROUND/PROJECT DESCRIPTION: The project is for new construction on what is currently a vacant parcel. To the east of the site is a batting cage/café complex and to the north is an existing residence in the C-4 zone and an approved office building for which construction has not been completed. The project site plan consists of the building footprint (12,338 square feet), on-site parking, four turn-out areas for the horses to the west of the building that will be decomposed granite, and an outdoor stall and round-pen area north of the building that will also be decomposed granite. The parking areas will be paved in asphalt.

The main floor of the building is proposed at 12,338 square feet and there will be a 5,082 second-story mezzanine. The main floor will consist of indoor horse stalls, exam rooms, surgery rooms, recovery rooms, and building-related operational rooms (restrooms, reception, etc.). The mezzanine will be for staff offices and support rooms.

SITE DESCRIPTION: The project site is L-shaped site of approximately 1.65 acres (APN 133-141-018) with approximately 300 feet of frontage along Sixth Street and 160 feet of frontage along Temescal Avenue (ref. Exhibit "A" – Location)(Exhibit "B" – APN Map). The top of the "L" lot is behind the residence and the office building previously mentioned above both of which front onto Temescal Avenue. Drainage for the site is sheet-flow run-off that is generally toward Sixth Street.

ANALYSIS: Land Use: The proposed use is a permitted use in the C-4 zone.

Circulation: Full street improvements on Sixth Street have already been constructed. There are no improvements for Temescal Avenue so the construction of those has been added as a condition of approval, including the dedication of public right-of-way. The street improvements will include the horse trail that is on the project side of Temescal Avenue. There is existing above-ground electrical equipment boxes located where the trail will be and it is not being required that they be moved. This is the same policy that has always existed for existing utility boxes and public trail improvements associated with private development. A driveway access is proposed on each street.

Floor Plan: The south side of the building is the primary customer entrance and sidewalk and curb is proposed there and along the western side of the building adjacent to the proposed asphalt areas (ref. Exhibit "D" – Floor Plan). On the north side of the building where there is decomposed granite there is no curb proposed as this will be where horses are taken in and out for exercise during and after treatment.

Parking/Site Layout: Asphalt parking and circulation is proposed on the west and south sides of the building (ref. Exhibit "C" – Site Plan). The only vehicular access to the north where it will be decomposed granite will be for trailering horses or for the waste hauler to access the manure bin. As already stated the horse turnout area in the middle of the parking area to the west side of the building will also not be paved.

The Norco Municipal Code does not call out a parking ratio for an equine medical center. The closest related use is a people hospital which requires one space per bed, which in this case is equated to a horse stall. The first level where the horses will be treated contains 21 horse stalls and surgery rooms requiring 21 parking stalls using that same ratio. During Project Review Board the applicant explained that at any one time there would only be about six horses at the facility and eight employees. Using one stall for each employee (even though not a requirement for a general hospital) combined with the 21 potential spaces for each horse stall results in a total demand for 29 parking spaces, where the applicant is proposing 32. The facility will mostly be a drop-off and pick-up for the horses since many procedures take too long to wait for. Staff is satisfied that the parking as designed will more than exceed the actual demand.

In addition to this use, the Planning Commission needs to consider future uses of the building and site should the use ever change from being an equine medical facility. Staff discussed potential site revisions should that occur and is satisfied that there is adequate room to provide for more parking consistent with the NMC and whatever other use could go there. As an example, the parking ratio for a retail or office building is one space per 250 square feet. If all of the floor square footage is used as one of these uses the parking requirement is 70 spaces and there is substantial enough open area on-site to design for that amount of parking.

A restaurant would require 174 spaces if the entire building were to be used as a restaurant, which is highly unlikely. In the event that the building could be a restaurant in the future then it would likely be a combination of uses such as a restaurant along with retail and office. The ultimate parking requirement would be based on the breakdown of those spaces. Regardless, a condition has been added that any different use of the building first requires the approval of a site plan modification by the Planning Commission.

A block wall is proposed around the outdoor exercise area with gates across the drive aisle and the sidewalk to prevent the escape of horses to the street. On the remainder of the north and east property lines adjacent to the residence and the batting cages respectively, existing chain link fencing will be kept. Chain link fence is also proposed around the turn-out areas in the middle of the parking lot to the west.

Architecture: The architectural guidelines from the NMC emphasize a western-themed/equestrian architecture with allowances and consideration as needed for existing surrounding development. The NMC has the following direction for architectural design and approval.

18.41.10 Criteria for Architectural Review and Approval.

In addition to those criteria listed in this chapter, the Planning Commission shall consider and weigh: The nature of specific uses, in particular zones and geographic areas, and the requirements of utility with respect to the structures proposed for uses; site dimensions with relation to the structures proposed and the required utility thereof; the adequacy and conformity and harmony of external design, colors, materials, and architectural features with neighboring structures and use of the improvements proposed on the parcel with improvements existing or permitted on neighboring sites, and compatibility with established design parameters such as those outlined in specific plans.

18.41.11 Building Architecture

Building architecture shall reflect a desired western theme and identity. Qualities that reflect the western theme can be described as rural, informal, traditional, rustic, low profile and equestrian oriented.

Because the project is on Sixth Street, where the predominant architecture reflects the equestrian and western themes the project was designed with that theme (ref. Exhibit "E" – Elevations). The proposed architectural elevations were submitted to the Architectural Review Sub-Committee (ARC) for review and were recommended for approval to the Planning Commission.

Project Review Board (PRB): The PRB reviewed this project on July 23, 2014 and all of the comments have been reflected in the design of the project or incorporated into the conditions of approval.

Streets, Trails, and Utilities Commission (STUC): The project did not require review by the STUC since there is no deviation proposed from the standard City Drawings for the

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street and trail improvements along Temescal Avenue, and all improvements are already completed on Sixth Street.

Attachments: Resolution 2014-46 (Site Plan 2014-15)
 Exhibit "A" – Location Map
 Exhibit "B" – APN Map
 Exhibit "C" – Site Plan
 Exhibit "D" – Floor Plans
 Exhibit "E" – Elevations
 Exhibit "F" – Elevation Color Renderings

RESOLUTION 2014-46

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF NORCO, CALIFORNIA, GRANTING WITH CONDITIONS, SITE PLAN APPROVAL FOR THE DEVELOPMENT OF A 17,470 SQUARE-FOOT EQUINE MEDICAL CENTER ON 1.65 ACRES LOCATED ON THE NORTHWEST CORNER OF SIXTH STREET AND TEMESCAL AVENUE IN THE C-4 (COMMERCIAL) ZONE. SITE PLAN 2014-15.

WHEREAS, HC&D ARCHITECTS submitted an application to the City of Norco, California, for site plan approval under the provisions of Chapter 18.40, Title 18 of the Norco Municipal Code, to allow for the construction of 17,470 square-foot equine medical center on property generally described as follows:

Lot 15 in Block 42 of Norco Farms Tract No. 1, in the City of Norco, County of Riverside, State of California, as shown by map on file in Book 11, Page 3 of Maps, Records of Riverside County, California;

More generally described as an L-shaped area of about 1.65 acres with a frontage of about 300 feet on Sixth Street and about 160 feet along Temescal Avenue (A.P.N. 133-141-018); and

WHEREAS, at the time set, at 7 p.m. on September 10, 2014 within the Council Chambers at 2820 Clark Avenue, Norco, California, 92860, said petition was heard by the Planning Commission for the City of Norco; and

WHEREAS, at said time and place, said Planning Commission considered the aforesaid site plan application and heard and considered both oral and written evidence pertaining to said application; 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.

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

I. FINDINGS:

- A. The requested Site Plan will not adversely affect the General Plan or the public convenience or general welfare of persons residing or working in the neighborhood thereof, by reason that the Norco General Plan designates the site as Commercial Community and the C-4 zoning of the site is consistent with that designation. The project is consistent with zoning and the proposed use can be operated in a manner so as to be compatible with other permitted and conditionally permitted uses.

- B. The requested use will not adversely affect adjoining land uses or future growth per the C-4 zone through undue environmental impacts. The proposed development will not inhibit or induce growth or development beyond what is already anticipated per the City General Plan.
- C. The size and shape of the proposed site is adequate to allow full development of the proposed use consistent with applicable development and public safety standards.
- E. The City of Norco, acting as Lead Agency, has determined that the project is exempt from the California Environmental Quality Act and the City of Norco Environmental Guidelines pursuant to Class 32.

II. DETERMINATION:

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of the City of Norco, California, in session assembled September 10, 2014 that the aforesaid application for site plan approval is granted, subject to the conditions provided in Section 18.40.10 of the Municipal Code of Norco, and including but not limited to, the following conditions:

1. Approval is based on Exhibits: "B" (Site Plan); "C" (Floor Plans); and "D" (Elevations) dated Received Aug. 19, 2014 and incorporated herein by reference and on file with the Planning Division. Development shall occur as shown unless otherwise noted in these conditions.
2. The recorded owner of the property shall submit to the Planning Division, for record purposes, written evidence of agreement with all conditions of this approval before said permit shall become effective.
3. The project shall be in compliance with all City of Norco Municipal Codes, Ordinances, and Resolutions. Non-compliance with any provisions of the Norco Municipal Code (NMC) not specifically waived in compliance with City procedures shall constitute cause for revocation and/or termination of the approvals granted under authority of permit.
4. In the event conditions for approval by the Planning Commission require the revision of plans as submitted, the applicant shall submit four copies of the approved plan (revised to incorporate conditions for approval) to the Planning Division for record purposes for approval of any grading and/or building permits.
5. The subject property and use shall be conducted in accordance with the approved plans and specifications, on file in the Norco Division of Planning.

6. Any change of land use from the approved equine medical center cannot occur without prior approval of a revised Site Plan, and any related exhibits, by the Planning Commission.
7. This is not an approval to begin work. No work shall be commenced until the City of Norco has issued appropriate permits.
8. The developer shall submit for necessary permits from the Building Division and pay all applicable City of Norco development fees prior to issuance of any permits.
9. Said approval shall become null and void unless building permits for all construction authorized by this approval have been issued within two years after the granting of such approval, and pursued diligently to completion. Provided, however, that the Planning Director may extend approvals for up to six months, provided that after consulting with the City Engineer and Fire Chief, he finds that there would be no new requirements due to changes in the Norco Municipal Code and the plan as approved meets all present development standards.
10. No occupancy of any building and/or structure shall be permitted which is not in compliance with approved plans and excepting upon specific review and approval of any "as built" modifications by the Planning Director as appropriate. Provided further, that no expansion of use beyond the scope and nature described in this application which would tend to increase the projected scale of operations, shall be permitted except upon application for, and approval of, modification of this application in compliance with all procedures and requirements thereto.
11. Building elevations, building colors and materials shall be as approved by the Planning Commission. Minor deviations from the approved colors and materials shall be subject to the approval of the Planning Director prior to their application.
12. No sign is authorized by approval of this site plan. Plans for any sign(s) proposed to be placed upon this site shall first be submitted to the Planning Division for approval, and to the Building Division for issuance of a building permit.
13. All landscaped areas shall be provided with a water-conserving automatic irrigation system. A detailed landscaping and underground irrigation plan, along with the payment of a fee, shall be submitted to the Planning Division for approval. Such plans shall indicate plant and tree types and sizes, and the location and dimension of all landscaped areas, tree planters, and irrigation lines. Trees shall be minimum 24-inch planter box or 15-gallon container trees, whichever is better for long-term survival of the particular species. The shrubs to be planted shall be minimum five-gallon container shrubs.

14. Any hardscape design features shall not be included in the calculation for minimum landscape requirements, but shall be in addition thereto.
15. All landscaped areas shall be maintained in a healthy and thriving condition free from weeds, trash, and debris as a condition of this approval. Failure to do so may be cited as a violation of these conditions of approval and may warrant further action by the City.
16. A detailed on-site lighting plan, including a photometric plan, and along with the payment of a fee, shall be submitted to the Planning Division for review and approval prior to issuance of building permits. Said plan shall indicate style, illumination, location, height, and method of shielding, so as to not adversely affect adjacent properties or streets. Fixture styles shall reflect building architecture while still providing the necessary safety lighting. Metal halide lights are not permitted. Lighting plans shall be submitted to the Planning Division, separate from and prior to, architectural and structural plans for building permits.
17. All ground-mounted utility appurtenances such as transformers shall be located out of public view of main building areas and adequately screened through the use or combination of concrete masonry walls, berms, and landscaping to the satisfaction of the Planning Division.
18. Any mechanical equipment such as: air conditioning, heating or cooling equipment, etc. and/or appurtenant ducts, vents, pipes or cable which are proposed to be mounted either on top of, or outside of, any building or structure shall be subject to review and approval by the Planning Division prior to the issuance of building permits. Plans showing the nature, extent, and location of all such appendages and method of architectural integration, visual, and acoustical treatment of same shall be submitted to the Planning Division for review and approval prior to issuance of building permits.
19. A minimum of 32 parking spaces for customer and employee parking shall be provided as stipulated by the Site Plan exhibit. The minimum number of accessible spaces, as determined by the Building Official, shall all be van-accessible.
20. All on-site drive aisles and parking areas shall be constructed in accordance with City Standards as approved by the City Engineer.
21. Prior to the issuance of a building permit the applicant shall provide an exhibit for inclusion with Exhibit "B" (Site Plan) designating the location of a loading space in accordance with City standards.
22. Trash enclosures shall not be located adjacent to combustible construction or underneath windows or unprotected eaves. All outdoor trash enclosures shall be

placed on concrete pads and screened on three sides with a six-foot high solid masonry wall in conformance with City standards, and shall be equipped with a six-foot high sight-obscuring metal gate and “man” entrance, subject to approval of the Planning Division. The waste and recyclable trash enclosure shall be a minimum size for two bins, one for trash and the other for recycling. The applicant shall participate in the recycling program for commercial land uses as administered by the City’s waste hauler. Any drains in trash enclosures shall be protected with metal grates approved by the Director of Public Works.

23. The developer shall construct street and trail improvements on Temescal Avenue in accordance with City standards and as approved by the City Engineer based on approved street plans by the City Engineer. The improvements shall include appropriate transitions to unimproved segments of roadway, as needed, in accordance with City standards and as approved by the Engineering Division.
24. A registered civil engineer shall prepare street improvement plans on 24” x 36” mylar for approval by the City Engineer. Striping and signing shall be included as part of these plans, when required. Striping and legends shall be thermoplastic paint. A plan check deposit may be required prior to plan checking and standard fees shall be paid prior to plan approval.
25. Driveway approaches shall be constructed in accordance with City Standards as approved by the City Engineer.
26. A designated path-of-travel access shall be provided and maintained to all structures from the Sixth Street right-of-way, and shall be designated on all site plans for building permit purposes.
27. A City of Norco Public Works encroachment permit shall be taken out for all work in the public right-of-way prior to the start of work. All work shall be done in accordance with City Standards, and/or otherwise specified to the satisfaction of the City Engineer and completed prior to certificate of occupancy.
28. The applicant shall dedicate all vehicular access rights to Sixth Street and Temescal Avenue, except across driveway openings as indicated on the conditionally approved site plan prior to issuance of a building permit.
29. Street tree planting, parkway landscaping, and irrigation plans shall be prepared on standard size sheets by a registered civil engineer or landscape architect for approval by the City Engineer and Director of Planning, and shall be submitted at the time of initial submission of all street improvement plans. All street tree installations shall conform to the Street Tree Master Plan as approved by the Parks and Recreation Commission and City Council.

30. **This development shall only be served by underground utilities. All utility locations shall be incorporated into the on-site utility plan and shall be prepared on standard size sheets by a registered civil engineer for approval by the City Engineer. A plan checking deposit of 4.5 percent of the estimated public improvement costs shall be submitted with first plan check.**
31. The applicant shall submit separate on-site utility plans for the installation of on-site sewer, water, and any necessary storm drain systems in a manner meeting the approval of the City Engineer.
32. The applicant shall pay connection fees to the City of Norco for all sewerage service required prior to issuance of a building permit.
33. The applicant shall pay connection fees to the City of Norco for all water system services required prior to issuance of a building permit. A separate water meter shall be provided for landscape irrigation.
34. The sizing of water meters shall be determined by the Director of Public Works based on water flow calculations.
35. Prior to issuance of any grading permit, the applicant shall submit a soils investigation report prepared by a California-licensed soils engineer specifying grading recommendations for this site, including minimum pavement design. In no case shall public pavement design be less than four-inch asphaltic concrete over six-inch aggregate base.
36. The project shall conform to all policies, requirements, and standards of the National Pollution Discharge Elimination System (NPDES) as stipulated and approved by the City of Norco and Riverside County permits. Prior to the issuance of a grading permit, the applicant shall apply for a NPDES permit. Proof of compliance (a copy of the Notice of Intent and application fee) shall be submitted to the Engineering Division prior to the start of work. No work shall be done that causes a violation of the City-wide NPDES permit.
37. A preliminary water quality management plan (WQMP), in accordance with the Riverside County Water Quality Management Plan for Urban Runoff, and as approved by the City, county, and state shall be required for this project. The preliminary WQMP shall be submitted prior to submittal of any grading plans. If no grading plans are required the preliminary WQMP shall be submitted prior to the issuance of a building permit. A Final WQMP shall be submitted and approved by the City Engineer. Prior to the issuance of a grading permit, or building permit if no grading permit is needed, the property owner shall record a Covenant and Agreement, or other approved instrument, with the County Clerk-Recorder to in-

form future property owners of the requirement to implement the approved WQMP.

38. An on-site precise grading, paving, and drainage plan shall be prepared by a registered civil engineer for approval by the City Engineer. Plans shall be on 24"x36", ink on mylar, with mass grading and drainage shown at a maximum scale of 1"=40'. Precise grading information, such as drainage swales and hardscape may be included in the plan is prepared at 1"=30' or larger. The applicant's engineer shall submit a rough grade certification stipulating completion of all grading operations in conformance with the approved plan prior to the issuance of building permits.
39. Prior to the issuance of a grading permit, a complete hydrology and hydraulic study shall be prepared by a registered civil engineer for approval by the City Engineer. Those recommendations of the report, as approved by the City Engineer, shall be incorporated into the public improvement plans and site development plans prior to their approval.
40. The project applicant shall pay drainage acreage fees, if required, in conformance with the Master Drainage Plan. Ultimate off-site master drainage plan facilities shall be constructed and accepted by the Riverside County Flood Control District prior to issuance of a certificate of occupancy.
41. The project engineer shall include an erosion control plan as part of the precise grading plan, providing for installation of approved erosion control devices (sandbags, desilting basins, etc.) at all times of construction. Maintenance of the necessary erosion control devices shall be the responsibility of the applicant. Any emergency repair to these devices performed by City forces shall be billed to the applicant and paid for prior to the release of certificate of occupancy.
42. Sewer and water improvement plans shall be prepared for this project under the supervision of a registered civil engineer for approval by the City Engineer. Plans shall be on 24"x36" mylar sheets, with impact studies prepared.
43. The applicant shall obtain written authorization granting permission for any work to be completed on property where the applicant is not the sole owner. A copy of this written authorization shall be submitted to the City Engineer's office prior to start of work.
44. The proposed project is subject to the payment of the Transportation Uniform Mitigation Fee (TUMF) prior to the issuance of building permits unless exempted by ordinance.
45. The proposed project lies within the area-wide Multi-Species Habitat Conservation Plan (MSHCP) of which the City is a member agency. This project

is subject to the payment of these fees which shall be paid prior to the issuance of building permits.

46. The developer of the property will need to determine the water system availability in conjunction with the Fire Department and Public Works. The water supply, including mains and hydrants, shall be acceptably tested and approved by the Engineering and Fire prior to the framing stage of construction and/or on-site combustible storage, to assure availability and reliability for firefighting purposes.
47. Street hydrants that may be required by the Fire Department and are required to be installed per Engineering Division specifications, with approximate spacing being 330 feet. Yard hydrant(s) are required to be installed on the site. Installation and location(s) are subject to the approval of the Fire Department. Plans are to be submitted to the Building Division. All on-site fire hydrants shall be identified by a reflective blue dot marker and installed per the Fire Department.
48. A fully-supervised automatic fire sprinkler system is required for buildings of 2,500 square feet or greater. Supervision shall include monitoring to a listed and U.L.-certified Central Station. Said system design to include provisions for future tenant improvement, if applicable. Plans shall be submitted to the Building Division (information sheet available from the Fire Division).
49. Approved numbers or addresses shall be placed on all buildings in such a position as to be plainly visible and legible from the street or road fronting the property. Said numbers shall contrast with their background. Rooftop addressing shall be applied on a flat roof, in a contrasting color, and with a minimum size of 1'x4' and shall be located so as not to be visible from the street or adjoining properties at ground level.
50. This fire protection review does not provide for hazardous materials storage, use, dispensing, or handling. A Hazardous Materials Information Form shall be completed and returned with Material Safety Data Sheets. Should these manners of use be anticipated, adequate prevention, control, and mitigation of dangerous conditions shall be required.
51. The developer/general contractor is responsible for reasonable continuous clean-up of the development during construction to avoid hazardous accumulations of combustible trash and debris both on and off-site. Open fires are not permitted as they pose a hazardous situation; consequently, the developer/general contractor would be cited for this.
52. Complete architectural and structural building plans, including all specifications, shall be submitted to the Fire Department for review prior to the issuance of any building permits. These plans and specifications shall include, but not be limited to, construction type, exits, fire protection equipment, building protection, and

interior finish. The developer is responsible for, and shall apply for and receive, all Fire Department permits, paying all necessary fees, prior to beginning construction.

53. Portable fire extinguishers shall be installed in accordance with Fire Department on standards prior to occupancy. The developer should contact the Fire Department to determine the exact number, type, and placement required. Where exterior-mounted extinguishers are provided, it is suggested that installation be in recessed cabinets for aesthetics and to reduce theft or vandalism.
54. The following is a list of possible plan reviews necessary for completion of this project. Some of these are "shop drawings" and specifications done by sub-contractors. Plan review fees and permit fees may apply - check with the Fire Department for confirmation.
 - Building Architectural Plans
 - On-Site Water & Fire Hydrant Utility Plans
 - Detailed Site Plan with Islands and Drive Aisles
 - Fire Sprinkler
 - Fire Alarm/Sprinkler Monitoring
 - Fire Lanes
 - Flammable Liquid/Hazardous Materials
55. All roof covering shall be of fire-resistive materials only. (Class A or Class B according to the Uniform Building Code.) Materials shall be approved by the Building Division.
56. Roof access ladders shall be provided for all buildings that have a parapet four feet high or greater, or as required by the Fire Department, the location of which shall be approved by the Fire Department and the Sheriff's Department prior to the issuance of building permits.
57. A knox box is required for all buildings and shall be installed as approved by the Fire Department
58. All fire lanes shall be designated by red curb and installed and maintained at the locations approved by the Fire Division.
59. The applicant shall meet all standards and conditions of the Planning, Fire, Engineering, Building and Safety Divisions, and all other applicable Divisions and agencies.
60. The applicant, and any future owners, shall agree to participate, in a mutual agreement, should it become necessary or functional for development, in the form of a covenant running with the land and prepared in a form and manner

satisfactory to the City Attorney and the Planning Director, which shall be recorded to ensure reciprocal vehicular and pedestrian access and circulation, drainage, and vehicular parking in those areas intended for the public, regardless of any existing or future land divisions or development.

61. A covenant, running with the land and prepared in a form and manner satisfactory to the City Attorney and the Planning Director, shall be recorded for said project stating that the driveways and drive aisles for the project site, and adjoining parcels, shall be considered as one integrated complex for the purpose of installing and maintaining utility lines, regardless of any existing or future land divisions or land owners. Access to utility lines shall only occur after mutual agreement of the affected property owners and the City.
62. The east exterior wall of the structure shall be constructed to meet the requirements of a one-hour fire wall.
63. If the corrals along the north property line are to be covered they must either be 10 feet away from the property line or shall be constructed to meet the requirements of a one-hour fire wall for the north wall of the structure(s).
64. Prior to the issuance of building permits the applicant shall provide details for ventilation and the storage of any medical gases for approval by the Building Division and Fire Department.
65. Sewage interceptors shall be installed in all "wash-down" areas for the horses. An interceptor shall also be installed on the sewer line to the building for the collection of medical waste, hair, etc.
66. The project developer shall install security hardware on all doors and windows, as approved by the Sheriff's Department prior to the issuance of an occupancy permit.
67. Security lighting and surveillance equipment shall be installed as approved by the Sheriff's Department.
68. The site shall be screened during construction with chain link fencing and slats or screening material.
69. No construction activity work will be permitted after 6 p.m. or before 7 a.m. Monday through Saturday, without prior written approval from the City Engineer.

Resolution No. 2014-46
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September 10, 2014

PASSED AND ADOPTED by the Planning Commission at a regular meeting held on September 10, 2014.

Robert Leonard, Chair
Planning Commission
City of Norco, California

ATTEST:

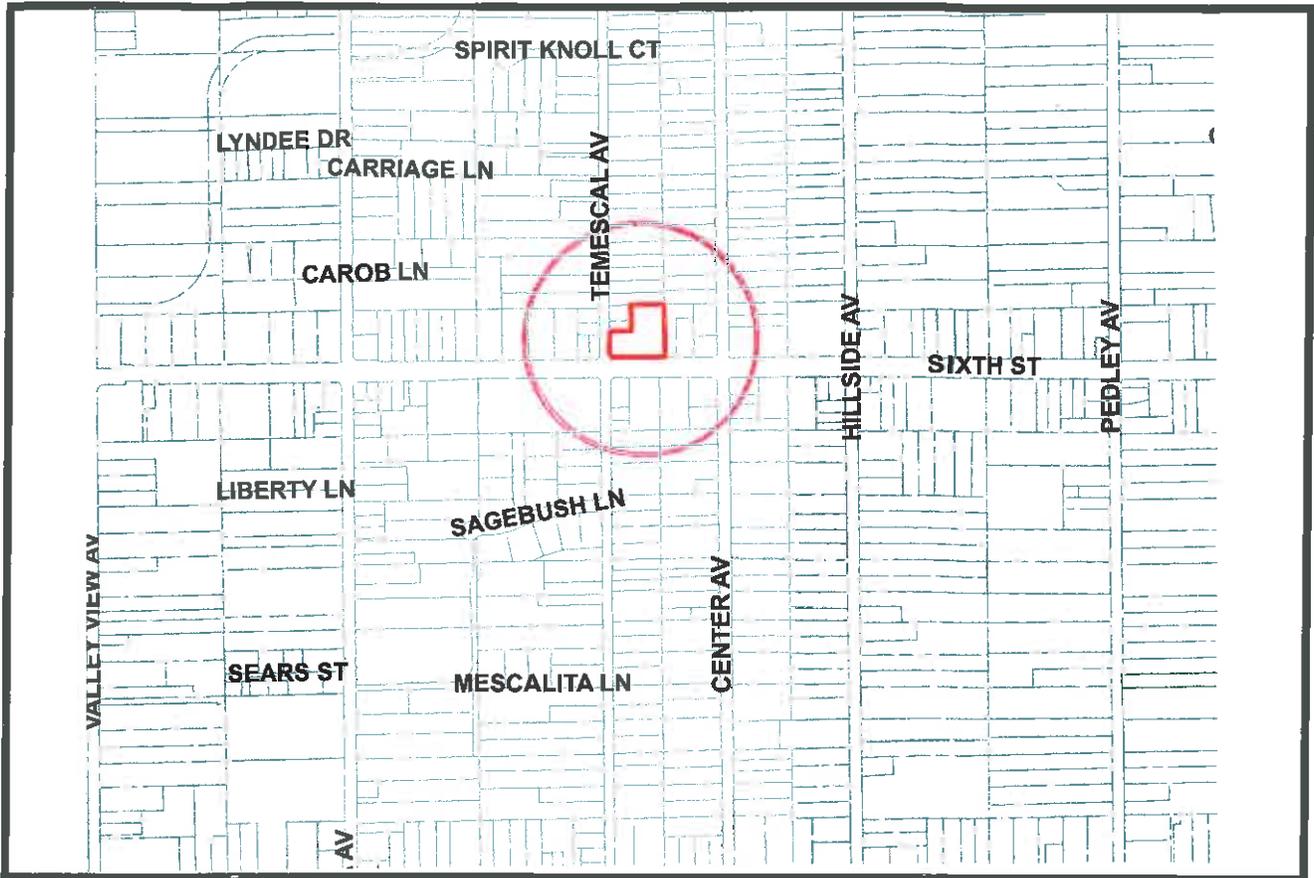
Steve King, Secretary
Planning Commission
City of Norco, California

I HEREBY CERTIFY that the foregoing Resolution was duly and regularly passed and adopted by the Planning Commission of the City of Norco at a regular adjourned meeting thereof held on September 10, 2014, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Steve King, Secretary
Planning Commission
City of Norco, California

LOCATION MAP



Not to Scale



PROJECT: Site Plan 2014-15
APPLICANT: HC&D Architects
LOCATION: North East Corner of Sixth Street and Temescal Avenue

Exhibit "A"

ASSESSOR'S PARCEL MAP

POR. SEC. 5, T.3S. R.6W.

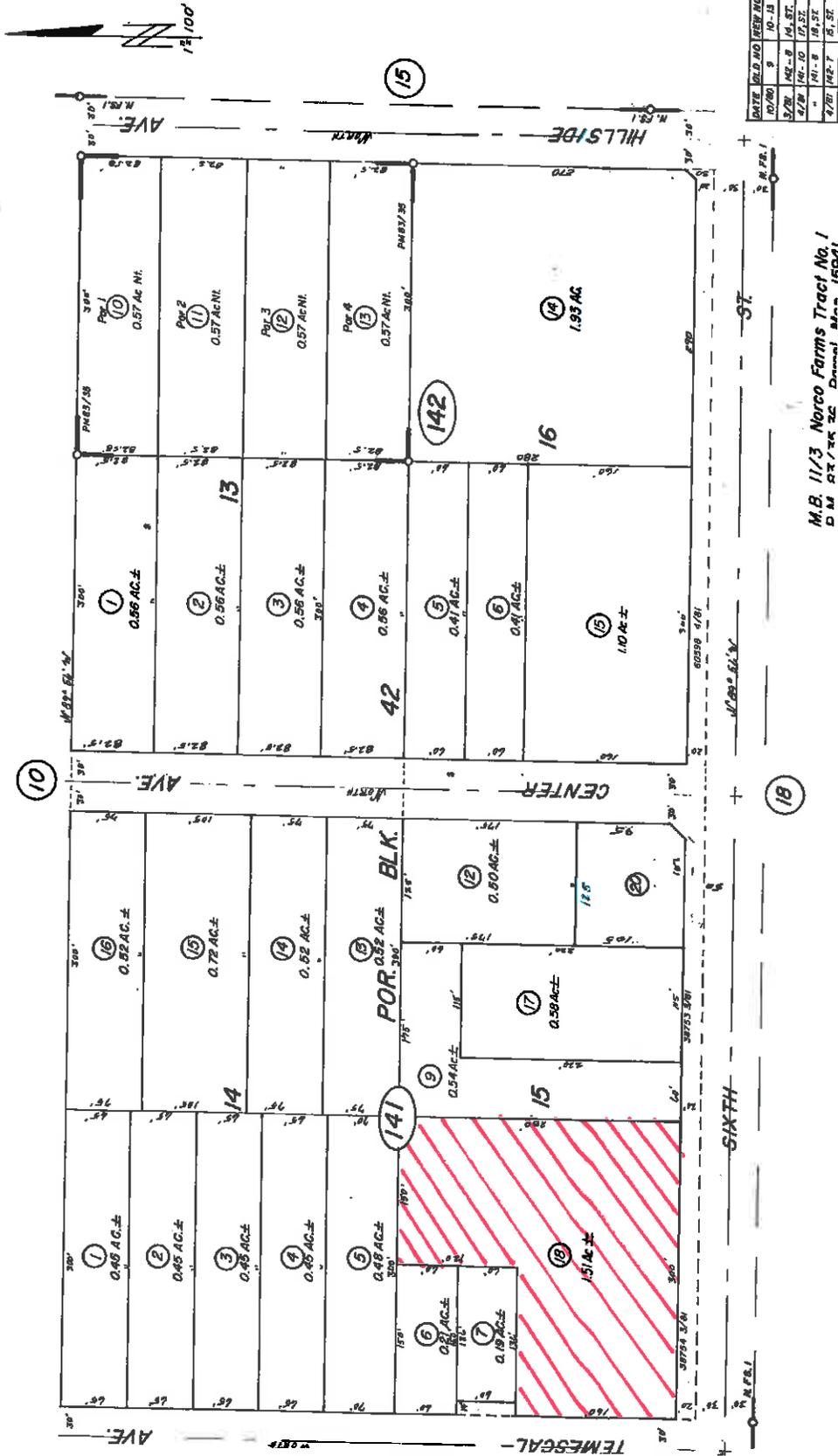


Exhibit "B"

CITY OF NORCO STAFF REPORT

TO: Chair and Members of the Planning Commission

FROM: Planning Division

PREPARED BY: Steve King, Planning Director

DATE: September 10, 2014

SUBJECT: **Review of Grading Procedures.**

RECOMMENDATION: Review and provide input and direction for amendments, as may be determined, to the City Council.

BACKGROUND: The City Council at its meeting on May 7, 2014 directed staff to bring to the Planning Commission a review of the current grading permit process with direction that the Planning Commission provides a recommendation for amendments as it determines may be needed. Chapter 15.02 of the Norco Municipal Code is the Official Building Code for the City of Norco. Ordinance 972 was adopted on January 15, 2014 and it incorporates the entire 2013 California Building Code (CBC) with some exclusions from, and amendments to, that document. Appendix "J" of the CBC addresses grading and standard procedures. Appendix "J" also had some minor revisions to it with the adoption of Ordinance 972.

CBC Appendix "J" as amended by Ordinance 972 exempts the following from having to obtain a grading permit from the City:

1. Grading in an isolated, self-contained area, provided there is no danger to the public, and that such grading will not adversely affect adjoining properties.
2. Excavation for construction of a structure permitted under this Code (CBC).
3. Cemetery graves.
4. Refuse disposal sites controlled by other regulations.
5. Excavations for wells, or trenches for utilities.
6. Mining, quarrying, excavating, processing or stockpiling rock, sand, gravel, aggregate or clay controlled by other regulations, provided such operations do not affect the lateral support of, or significantly increase stresses in, soil on adjoining properties.
7. Exploratory excavations performed under the direction of a registered design professional.
8. An excavation does not exceed 50 cubic yards (38.3 m³) and complies with one of the following conditions:
 - (a) is **less** than 2 feet (0.6 m) in depth.

Grading Permit Process

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September 10, 2014

- (b) does not create a cut slope greater than 5 feet (1.5 m) measured vertically upward from the cut surface to the surface of the natural grade and is not steeper than 2 units horizontal to 1 unit vertical (50 percent slope).
- 9. A fill not intended to support a structure, that does not obstruct a drainage course and complies with one of the following conditions:
 - (a) is less than 1 foot (0.3 m) in depth and is placed on natural terrain with a slope flatter than 5 units horizontal to 1 unit vertical (20 percent slope).
 - (b) is less than 3 feet (0.9 m) in depth at its deepest point measured vertically upward from natural grade to the surface of the fill, does not exceed 50 cubic yards, and creates a fill slope no steeper than 2 units horizontal to 1 unit vertical (50 percent slope).
 - (c) is less than 5 feet (1.5 m) in depth at its deepest point measured vertically upward from natural grade to the surface of the fill, does not exceed 20 cubic yards, and creates a fill slope no steeper than 2 units horizontal to 1 unit vertical (50 percent slope).

For any grading that does not fall into one of the above categories a permit is required from Public Works/Engineering before the grading can begin. All permit applications need to have the estimated quantities of excavation and fill, the existing and finished grade shown in contours, and a geotechnical report analyzing soil types and the needed job design criteria. The Grading Permit is valid for the time stated on the application but shall not exceed one year. If grading is started but has not progressed for a period of 90 days the permit expires. The permit can be renewed upon filing a new application and fee.

The Building Code does not require that there be approved building plans prior to the issuance of a grading permit. There is a space on the application where it asks what the proposed use of the graded site will be but it is not required for the permit to be issued. Once a permit is issued there will be periodic inspections by City staff as needed based on the type of project and amount of grading. Once the grading has been finished a Grade Certification Report is required from the project engineer stating that the grading has been done in substantial compliance with approved plans and subject to any special reports that may have been needed based upon the size and type of job.

In addition to the requirements of the Building Code with regards to grading permits, the Norco Municipal Code (Chapter 6.32) also establishes minimum requirements for excavating, grading, and filling on all private property in order to protect adjacent properties. A Grading Permit is needed for any excavation or fill that would change the natural slope of the property or change the way run-off is accepted or discharged from the property. Exemptions per Chapter 6.32 from needing a grading permit are as follows:

1. An excavation below finished grade for a basement or footings for a building, or swimming pool, or other structures authorized by a valid building permit which has been issued by the city, but this exception shall not affect the applicability of any provisions of this chapter to any fill made with the material of such excavation;
2. Notwithstanding anything to the contrary stated in this code, including Chapter 15.04, hereof, grading by excavation to a depth three feet or less; grading by fill to a height not exceeding one foot; grading by excavation or fill involving material which does not exceed a volume of three hundred cubic yards, which grading is conducted on a lot or parcel established by a recorded deed or a recorded final subdivision or parcel map;
3. Any reclamation or rubbish disposal site operated by a government agency;
4. Any work done in city streets where a permit therefor has been granted under any city law, ordinance or regulation;
5. Any work done in order to protect the public health, safety and welfare in the event of emergency or disaster.

Chapter 6.32 of the NMC lists the requirements and standards for excavations, fills, and cut and fill slopes, all of which are subject to the approved Grading Permit.

In the discussions that led to the City Council requesting the Planning Commission discuss the Grading Permit process the question came up as to when a grading operation becomes a mining operation. As stated above, the NMC does not require approved building plans prior to the issuance of a Grading Permit. Beyond the thresholds that establish when a Grading Permit is not needed, there is no threshold that determines the amount of grading needed to be deemed a mining operation.

The only difference between grading and mining is that a Business License is needed for a grading operation that has the intent to remove soil from a site for the purpose of selling it somewhere else; or where grading for construction is going to occur and there is going to be a net removal of soil from the site and it is going to be sold elsewhere. The only zone in the City that allows mining by itself as a permitted use is the M-1 zone where it is subject to the approval of a conditional use permit.

The primary issue seems to be how much grading should be allowed through a Grading Permit without having a building plan approved first and what constitutes an "approved building plan." Commercial buildings are approved by the Planning Commission and it is not uncommon for grading to begin while building permits are being finalized. For residential buildings, however, the only approval of building plans occurs at staff level with the issuance of building permits. Again, it is not uncommon for builders to request grading permits prior to the issuance of building permits for residences.



MINUTES
CITY OF NORCO
CITY COUNCIL

August 6, 2014

City Council Chambers
2820 Clark Avenue, Norco, CA 92860



Berwin Hanna, Mayor
Herb Higgins, Mayor Pro Tem
Kathy Azevedo, Council Member
Kevin Bash, Council Member
Greg Newton, Council Member

CALL TO ORDER: 6:00 p.m.

ROLL CALL: Berwin Hanna, Mayor, **Present**
Herb Higgins, Mayor Pro Tem, **Present**
Kathy Azevedo, Council Member, **Present**
Kevin Bash, Council Member, **Present**
Greg Newton, Council Member, **Present**

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

§54956.9(c) – Conference with Legal Counsel – Anticipated Litigation:

Two Potential Cases

RECONVENE PUBLIC SESSION: 7:03 p.m.

REPORT OF ACTION(S) TAKEN IN CLOSED SESSION (§54957.1):

City Attorney John Harper stated that there was no reportable action from Closed Session.

PLEDGE OF ALLEGIANCE: Mayor Pro Tem Higgins

INVOCATION: Calvary Chapel – Norco, *Pastor Louie Monteith*

RECOGNITION:

Andy Okoro, CPA, City Manager – *Certificate of Achievement for Excellence in Financial Reporting*

Mayor Hanna recognized City Manager Okoro for his achievements in financial reporting. City Manager Okoro thanked the City Council for leadership and recognized Finance Department for their efforts.

DEMONSTRATION:

Automated Meter Reading (AMR) Project, *Water Utility Customer Portal*

Chris Berg of Aqua Metric demonstrated the portal from the City's website link. Users have the ability to set up an account online and, upon logging in, users will be directed to a "dashboard" screen which provides water consumption and history. Mr. Berg also briefly displayed the reports page that generate daily, weekly, and monthly usage reports. The system also allows for alerts customizable by the user. Mr. Berg displayed the Library page containing many useful tips, available rebates, and information on maintenance.

Council Member Newton asked if the portal will have a nexus for consistency on water bills schedules. In response, Accounting Manager Olivia Hoyt stated that residents are divided into four billing groups, which are billed at different times but all are billed within a one-month period. Ms. Hoyt stated that residents can be assigned to a different group. She gave the example of senior citizens requesting the need to be move to a group being billed earlier in the month to coincide with social security payment schedules. The City can accommodate such requests.

CITY COUNCIL BUSINESS ITEMS AS FOLLOWS:

1. CITY COUNCIL COMMUNICATIONS / REPORTS ON REGIONAL BOARDS AND COMMISSIONS

Council Member Bash:

- No Regional Conservation Authority (RCA) meeting this month.
- Member of the Corona-Norco Unified School District School Naming Advisory Committee and noted some school name changes.
- Board Member of the Corona Regional Medical Center. A new emergency room is opening with the only stroke center within 25 miles.
- September 30 is a fundraiser for Boy Scouts of America summer camp.

Mayor Pro Tem Higgins:

- Nothing to report.

Council Member Newton:

- Nothing to report.

Council Member Azevedo:

- Attended the Western Riverside Council of Governments (WRCOG) meeting on August 4th. The county has started a healthy communities program encouraging communities to embrace amenities conducive of a healthy lifestyle. Commented on the WRCOG Advancing the Choice Expo on September 25th with keynote speaker Ralph Nader. Commented on the WRCOG HERO program which is the largest in the country and encouraged residents to look into the program.
- Met with the Beautification Committee for the Norco Pride Awards. The awards will be given on the first night of the Norco Fair, which begins August 28th.
- Met with the Birthday Committee to discuss a memory book for Norco reflecting on the past 50 years. A Norco 50th birthday party will take place at the Community Center on December 28th. Council Member Azevedo invited Geoff Kahan to speak about the Norco Sock Hop. Mr. Kahan stated that the event takes place on Saturday, August 9th beginning with a car show at Bob's Big Boy then the sock hop at Riley's Gym.

Mayor Hanna:

- Attended the 91 Freeway Advisory Committee. The Committee discussed eminent domain.
- Attended the Riverside Transit Agency (RTA) meeting. Commented that ridership increases every month.
- Attended the Vector Control meeting.

Mayor Hanna invited Ad-Hoc Committee on Infrastructure Needs and Funding Options Chair Webber to provide an update.

A. Update on the Ad-Hoc Committee on Infrastructure Needs and Funding Options

Chair Webber reported that there have been four meetings thus far and nine total meetings are scheduled through the end of the year. Chair Webber indicated that the Committee has received an overview of streets and trails and the current funding for those categories. Committee Members and the public have been providing suggestions. Staff is currently working on a trail matrix to provide more accurate information on trail fencing, maintenance and funding options. Chair Webber stated that the next Committee meeting will be Monday, August 11th at City Hall. At the meeting, the City Engineer will discuss the pavement management plan. Chair Webber stated that meeting agendas and the meeting schedule is available online.

2. CITY COUNCIL CONSENT ITEMS:

Council Member Newton pulled Consent Calendar Items 2.C., 2.F., and 2.G. for discussion.

M/S AZEVEDO/BASH to adopt the remaining items as recommended on the Consent Calendar. The motion was carried by the following roll call vote:

AYES: AZEVEDO, BASH, HANNA, HIGGINS, NEWTON

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

- A. City Council Minutes:
Special Meeting of July 2, 2014
Regular Meeting of July 16, 2014
Action: Approved the City Council Minutes
- B. Procedural Step to Approve Ordinance after Reading of Title Only. **Action: Approved**
- C. Approval of Joint Exercise of Powers Agreement between the City of Norco and Jurupa Community Services District for Landscape Maintenance Adjacent to Community Facilities District No. 12. **Pulled for discussion.**
- D. Approve the Extension of the Standard Software Maintenance Agreement with New World Systems Corporation from September 1, 2014 to August 31, 2019. **Action: Adopted Resolution No. 2014-53, approving the extension of the Standard Software Maintenance Agreement with New World Systems Corporation from September 2, 2014 – August 31, 2019.**
- E. Acceptance of Bids and Award of Contract for Street Striping and Pavement Marking On-Call Services for Fiscal Year 2014-2015. **Action: Accepted bids submitted for the installation of street striping and pavement marking on-call services for Fiscal Year 2014-2015 and awarded the service contract to J & S Striping Company, Inc. of Ontario, California.**
- F. Acceptance of Bids and Award of Contract for Navy to Norco College (RCC) Sewer Improvements Project. **Pulled for discussion.**
- G. Approval of the Agreement for Law Enforcement Services between the City of Norco and the County of Riverside. **Pulled for discussion.**

3. ITEM(S) PULLED FROM CITY COUNCIL CONSENT CALENDAR

- 2.C. Approval of Joint Exercise of Powers Agreement between the City of Norco and Jurupa Community Services District for Landscape Maintenance Adjacent to Community Facilities District No. 12.**

Council Member Newton referred to Exhibit B of the agreement. Water and Sewer Manager Bill Thompson stated that the property referenced lies within the City of Eastvale but within the City of Norco right-of-way. Council Member Newton also asked about costs, and in response, City Manager Okoro stated there are no costs today and no future costs.

M/S NEWTON/BASH to adopt Resolution No. 2014-52, approving the Joint Exercise of Powers Agreement with Jurupa Community Services District regarding landscape maintenance adjacent to CFD No. 12. The motion was carried by the following roll

call vote:

AYES: AZEVEDO, BASH, HANNA, HIGGINS, NEWTON
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

2.F. Acceptance of Bids and Award of Contract for Navy to Norco College (RCC) Sewer Improvements Project.

Council Member Newton inquired about why the project was not included in the current Capital Improvement Project (CIP) budget. City Manager Okoro stated that the project was included in the previous fiscal year CIP but was not carried over. In response to Council Member Newton's question about financial impact, Mr. Okoro stated that this project is providing a service and ultimately the revenue will eventually exceed the cost. Water and Sewer Manager Thompson added that the Navy will pay a commercial sewer rate.

M/S NEWTON/HANNA to accept bids submitted for the Navy to Norco Sewer Improvements project and award the contract to TBU, Inc. of Beaumont, California in the amount of \$214,963.00, authorize the City Manager to approve contract change orders up to 10 percent of the bid contract amount, and adopt Resolution No. 2014-54, appropriating funds for the construction of the project. . The motion was carried by the following roll call vote:

AYES: AZEVEDO, BASH, HANNA, HIGGINS, NEWTON
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

2.G. Approval of the Agreement for Law Enforcement Services between the City of Norco and the County of Riverside.

Council Member Newton inquired about information on Attachment A to the staff report as well as the signature page. Staff noted that what was provided online is correct and may have been copied incorrectly for City Council Members. Lt. Briddick confirmed what should be correctly stated in Attachment A.

M/S NEWTON/BASH to approve the agreement for Law Enforcement Services between the City of Norco and the County of Riverside effective July 1, 2014 through June 30, 2014; and revise Attachment A as noted by the Sheriff Lieutenant and correct the signature page. The motion was carried by the following roll call vote:

AYES: AZEVEDO, BASH, HANNA, HIGGINS, NEWTON
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

4. CITY COUNCIL DISCUSSION / ACTION ITEMS:

A. Planning Commission's Building Permit Process Review between Two Cases.

Director King reported that the City Council asked that the Planning Commission review the building permit process by comparing two cases to see if there are changes that the Planning Commission would recommend to the process. The Planning Commission reviewed the two cases on July 9, 2014 but did not take any formal action to recommend changes.

Council Member Newton commented on the Planning Commission suggestion that when a mistake is made by staff then the burden should not be placed on the applicant and a variance process could be used. Council Member Newton expressed his disagreement with the use of a variance when a mistake is made by a staff member. Council Member Newton agreed with the suggestion by the Planning Commission to separate the Building and Safety Division from the Public Works Department. Council Member Newton commented that three to five weeks processing time for permits is not unreasonable. Council Member Newton stated that the City could provide quick reference sheet for residents and businesses.

Mayor Pro Tem Higgins indicated that he requested to have this issue agendaized and the Council concurred because it brings up a critical issue since 2000 about the process. Mayor Pro Tem Higgins stated that he wants to be sure that when staff states a project is approved that it is approved. Mayor Pro Tem Higgins also expressed his concerns with delays.

Council Member Azevedo stated the need to look at metal versus wood structures and requirements.

Mayor Hanna suggested changing the City fire sprinkler standards from 2,500 square feet to 5,000 square feet, to be the same as County requirements. Mayor Hanna expressed his concerns with hay storage.

City Manager Okoro noted that the suggestion of separating the Building Division from the Public Works Department is an administrative issue and will be handled on a staff level. The fire sprinkler standard is a code amendment to the Norco Municipal Code. Mr. Okoro requested specific direction for the Planning Commission.

M/S Azevedo/Bash to receive and file the staff report; and, to direct the Planning Commission to review and initiate a code amendment to concur with the County of Riverside and CalFire requirement for fire sprinklers, to review metal versus non-metal structures, and to change the name of the reference guide for residents and businesses to not state "cheat sheet". The motion was carried by the following roll call vote:

AYES: AZEVEDO, BASH, HANNA, HIGGINS, NEWTON
NOES: NONE

ABSENT: NONE
ABSTAIN: NONE

- B. Swap Meet Permit 2014-01 (Roy): An Application for a Monthly Swap Meet/Flee Market in the Parking Lot of the "Vandermolen Center" Located at 2816 Hamner Avenue within the C-G (Commercial General) Zone.**

Council Member Azevedo commented that she supports the sale of fruits and vegetables.

In response to Council Member Newton, Lt. Briddick indicated that Conditions #18 and #19 are standard and reviewed them with Director King.

M/S Azevedo/Higgins to adopt Resolution No. 2014-55 approving Swap Meet Permit 2014-01 with a revision to Condition #17 allowing the sale of fruits and vegetables with the approval from the State Health Department, and approval from the property owner. The motion was carried by the following roll call vote:

AYES: AZEVEDO, BASH, HANNA, HIGGINS, NEWTON
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

- C. State Water Resources Control Board Emergency Regulations for Statewide Urban Water Conservation.**

Water and Sewer Manager Bill Thompson reported that on July 15, 2014, the State Water Resources Control Board (SWRCB), in accordance with applicable State laws and regulations, adopted Emergency Regulations for Statewide Urban Water Conservation. The regulations require water suppliers to implement various conservation measures.

Council Member Bash commented on the City already being part of a water conservation effort. Mr. Thompson concurred and added that the City will be meeting with Western Municipal Water District to discuss further conservation efforts and rebates.

Council Member Newton referenced the staff report which notes that leak detection is a top priority. Mr. Newton asked if leak repair work is subcontracted. Mr. Thompson stated that the work is not subcontracted. Council Member Newton expressed his concerns that attempts to conserve water could cause more leaks. Mr. Thompson explained that Norco has a floating water system.

M/S AZEVEDO/HANNA to approve the State Water Resources Control Board Emergency Regulations, California Code of Regulations, Title 23, Sections 863, 864, and 865. The motion was carried by the following roll call vote:

AYES: AZEVEDO, BASH, HANNA, HIGGINS, NEWTON
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

5. LEGISLATIVE MATTERS:

- A. **Ordinance No. 977, Second Reading. Zone Code Amendment 2014-03. A City-Initiated Proposal to Amend Chapter 18.13 "A-1 Zone" of the Norco Municipal Code to Increase the Minimum Lot Size from 20,000 Square Feet to 21,780 Net Square Feet. Recommended Action: Adopt Ordinance No. 977.**

M/S HIGGINS/BASH adopt Ordinance No. 977. The motion was carried by the following roll call vote:

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

6. CITY COUNCIL PUBLIC HEARINGS:

- A. **Ordinance No. 978, First Reading. Code Amendment 2014-03. A City-Initiated Proposal to Amend Chapter 5 of the Norco Municipal Code by Amending Section 5.04.060, 5.04.090(a), 5.04.202, and 5.04.260 (Business License and Regulations).**

City Manager Andy Okoro reported that on February 19, 2014, the City Council approved the City Manager's recommendation to form a City Manager's Controlled Advisory Committee that meets as needed to review City business processes to ensure that high level of service is provided to City residents and businesses on a consistent basis and to ensure City Council policy directions are adequately implemented. After review by the Business Process Advisory Group, the proposed changes are necessary to clearly delineate the relationship between the issuance of a business license and a certificate of occupancy, and to clarify certain provisions in the existing business license regulations.

In response to Council Member Azevedo, Mr. Okoro stated that non-tax bearing franchise owners would not be subject to a flat rate and would be subject to the number of employees.

Mayor Hanna opened the public hearing at 9:42 p.m., indicating that proper notification had been made and asked for the appearance of those wishing to speak. With no one wishing to speak, Mayor Hanna closed the public hearing at 9:42 p.m. bringing the discussion back to Council Members.

M/S HANNA/HIGGINS to adopt Ordinance No. 978 for first reading. The motion was carried by the following roll call vote:

**AYES: AZEVEDO, BASH, HANNA, HIGGINS, NEWTON
NOES: NONE
ABSENT: NONE**

ABSTAIN: NONE

B. Ordinance No. 979, First Reading. Code Amendment 2014-04. A City-Initiated Proposal to Amend Norco Municipal Code Chapter 9.07 Entitled "Noise Amplification Devices" to "Noise Regulations" and Sections Thereof. (Sheriff's Department)

Lt. Eric Briddick reported that on June 4, 2014, City Council directed Sheriff staff to amend the existing noise ordinance. The existing ordinance was limited in contact, did not provide exemptions for City and school sponsored events, nor did it contain exemptions for animals and livestock, unique to the lifestyle and culture of the City. Furthermore, the ordinance made enforcement difficult without a victim or able to make a citizen's arrest.

Council Member Newton referred to Item I, construction hours and stated that typically construction begins at 7:00 a.m. Council Members Azevedo and Bash suggested change the hours for Saturday and Sunday to 8:00 a.m.

Mayor Pro Tem Higgins expressed concerns with the fine schedule and that the schedule should cover the cost of the deputy to respond. Mayor Pro Tem Higgins suggested increasing the first, second, and third offense fines to \$200, \$400, and \$600, respectively.

Mayor Hanna opened the public hearing at 9:55 p.m., indicating that proper notification had been made and asked for the appearance of those wishing to speak.

Ted Hoffman thanked staff for writing the ordinance and commented on construction hours. Mr. Hoffman also noted that pages in the Ordinance appear to reference County Ordinance numbers.

Rick Reynolds expressed his opposition to the hours. Mr. Reynolds indicated that the Ordinance will limit parties he has for JAAF and Norco Little League with kids and parents.

Mayor Hanna closed the public hearing at 10:00 p.m., bringing the discussion back to Council Members.

M/S BASH/HIGGINS to adopt Ordinance No. 979 for first reading with the changes in the hours to 7:00 a.m. Monday through Friday and 8:00 a.m. Saturday and Sunday; and to change the fine schedule for the first, second, and third offenses to \$200, \$400, and \$600, respectively. The motion was carried by the following roll call vote:

AYES: AZEVEDO, BASH, HANNA, HIGGINS, NEWTON

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

7. PUBLIC COMMENTS OR QUESTIONS:

Geoff Kahan commented on the Concerts in the Park series. The last concert is on August 15th featuring RockStars of Tomorrow and movie night. Admission is free and starts at

6:30 p.m.

Kathy Stevens commented on an issue regarding a tree in front of her home. Ms. Stevens stated that she paid to have a tree removed in front of her home on City property. Ms. Steven commented that she was not informed of the proper procedure and the issue resulted in an administrative hearing. She requested that a staff member contact her.

Ted Hoffman stated that he has been on several committees for various Master Plans. Mr. Hoffman indicated that since 2007, changes have not been reflected in the Master Plans. He suggested updating the Master Plans.

Patricia Overstreet expressed her concerns with the main entry points into town including the I-15 on and off ramps at Sixth Street. Ms. Overstreet reported bags of trash as well as the large Horsetown USA wall in disarray. Ms. Overstreet commented that these issues do not leave a good impression for visitors.

Karen Leonard commented that a year ago in water bills, residents were asked to contribute to a Senior Fund. Ms. Leonard inquired how the program was progressing.

Linda Dixon spoke about a business in town conducting a Hookah lounge. Ms. Dixon commented that Horsetown USA and Hookah lounges are not compatible and requested that the City draft an ordinance prohibiting this type of use.

8. CITY COUNCIL / CITY MANAGER / STAFF COMMUNICATIONS

Council Member Azevedo commented on the Hookah lounge and suggested looking at the City of Corona's ordinance.

M/S HANNA/HIGGINS to direct staff to draft an ordinance regarding the prohibition of Hookah lounges. The motion was carried by the following roll call vote:

AYES: AZEVEDO, BASH, HANNA, HIGGINS, NEWTON

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

City Manager Okoro stated that a draft ordinance would be brought for Council's review on September 17, 2014.

There was some discussion between Council regarding the reporting of illegal dumping. Mr. Thompson stated that there is a standing meeting with the Public Works Department to discuss a central contact person at Waste Management. Mayor Hanna stated that all staff should report illegal dumping.

Council Member Bash attends Senior meetings every month and thanked Peggy Calvert and Senior Center staff for their great work. Council Member Bash also commented on a City pamphlet entitled "Owner's Manual" produced by the City Clerk's Office in 2004 and

asked if it could be updated and distributed once again. Council Member Bash also requested restriping Sixth Street before the Veteran's Memorial event on November 11th.

Council Member Azevedo commented that the Parade of Lights will be December 13th. Council Member Azevedo also referred to the comments made by Ms. Overstreet about the debris on the I-15. In response, Mr. Thompson stated that it is a Caltrans issue but will contact them for follow up.

Mayor Hanna commented on the weeds on the trail fencing, specifically on Fourth Street.

Director Petree referenced Ms. Overstreet's comments and indicated that he made contact with the property owner for the wall at the I-15 and Sixth Street. The property owner agreed to purchase the paint for the wall and staff is considering coordinating the painting of the wall on Make a Difference Day in the Fall.

ADJOURNMENT

Mayor Hanna adjourned the meeting at 10:18 p.m.

CHERYL L. LINK, CITY CLERK