



# AGENDA

## REGULAR MEETING OF THE LAKEPORT CITY COUNCIL

(ALSO MEETS AS THE CITY OF LAKEPORT MUNICIPAL SEWER DISTRICT, THE LAKEPORT INDUSTRIAL DEVELOPMENT AUTHORITY, THE MUNICIPAL FINANCING AGENCY OF LAKEPORT and THE SUCCESSOR AGENCY TO THE LAKEPORT REDEVELOPMENT AGENCY)

Tuesday, May 2, 2017

City Council Chambers, 225 Park Street, Lakeport, California 95453

*Any person may speak for three (3) minutes on any agenda item; however, total public input per item is not to exceed 15 minutes, extended at the discretion of the City Council. This rule does not apply to public hearings. Non-timed items may be taken up at any unspecified time.*

- I. **CALL TO ORDER & ROLL CALL:** 6:00 p.m.
- II. **PLEDGE OF ALLEGIANCE:**
- III. **ACCEPTANCE OF AGENDA:**
  - Urgency Items: Move to accept agenda as posted, or move to add or delete items.  
To add item, Council is required to make a majority decision that an urgency exists (as defined in the Brown Act) and a 2/3rds determination that the need to take action arose subsequent to the Agenda being posted.
- IV. **CONSENT AGENDA:**

*The following Consent Agenda items are expected to be routine and noncontroversial. They will be acted upon by the Council at one time without any discussion. Any Council Member may request that any item be removed from the Consent Agenda for discussion under the regular Agenda. Removed items will be considered following the Consent Calendar portion of this agenda.*

  - A. Ordinances: Waive reading except by title, of any ordinances under consideration at this meeting for either introduction or passage per *Government Code* Section 36934.
  - B. Minutes: Approve minutes of the regular City Council meeting of April 18, 2017.
  - C. Warrants: Approve the warrant register of April 24, 2017.
  - D. Application 2017-019: Approve Application 2017-019, with staff recommendations, for the Westside Community Park Committee's 5K Fun Walk/Run on May 28, 2017.
  - E. Application 2017-020: Approve Application 2017-020, with staff recommendations, for the 10<sup>th</sup> Annual Lake County AIDs Walk on September 9, 2017.
  - F. Notice of Completion: Accept the construction of the Lakeport Police Department Acquisition and Improvement Project, and authorize the City Manager to file a Notice of Completion.
  - G. Notice of Completion: Adopt a resolution accepting the Lakeport Downtown Improvement Project, Phase II, Bid 16-01, as complete, and authorize the City Manager to file a Notice of Completion.
- V. **PUBLIC PRESENTATIONS/REQUESTS:**
  - A. Citizen Input: 

*Any person may speak for 3 minutes about any subject within the authority of the City Council, provided that the subject is not already on tonight's agenda. Persons wishing to address the City Council are required to complete a Citizen's Input form and submit it to the City Clerk prior to the meeting being called to order. While not required, please state your name and address for the record. NOTE: Per Government Code §54954.3(a), the City Council cannot take action or express a consensus of approval or disapproval on any public comments regarding matters which do not appear on the printed agenda.*
  - B. Presentation: Presentation and acknowledgement of all the City staff who participated in the yearlong Downtown Improvement Project, Phase II.
  - C. Proclamation: Presentation of a Proclamation designating May 14-20, 2017 as Police Week, and publicly saluting the service of law enforcement officers in our community and in communities across the nation.
- VI. **COUNCIL BUSINESS:**
  - A. Community Development Director
    - 1. Napa Auto Appeal: Consider an appeal of the Planning Commission's decision to require the removal of the cargo container at 1015 South Main Street.
  - B. Public Works Director
    - 1. Giselman Bid Award: Award a construction contract to Green Right O'Way Constructors, Inc. for the Giselman Street Waterline Replacement Project.

- |   |   |
|---|---|
| 2. Westside Community Park Concessions: | Authorize Non-Profit Vending and Concessions including a concession stand on Phase II of Westside Park.                   |
| 3. Equestrian Venue                     | Approve the request to relocate the Equestrian Park to the CLMSD property on Highway 175 with the recommended conditions. |

**VII. COUNCIL COMMUNICATIONS:**

- A. Miscellaneous Reports, if any:

**VIII. ADJOURNMENT:**

Adjourn

Materials related to an item on this Agenda submitted to the Council after distribution of the agenda packet are available for public inspection in the City Clerk's Office at 225 Park Street, Lakeport, California, during normal business hours. Such documents are also available on the City of Lakeport's website, [www.cityoflakeport.com](http://www.cityoflakeport.com), subject to staff's ability to post the documents before the meeting.

The City of Lakeport, in complying with the *Americans with Disabilities Act (ADA)*, requests individuals who require special accommodations to access, attend and/or participate in the City meeting due to disability, to please contact the City Clerk's Office, (707) 263-5615, 72 hours prior to the scheduled meeting to ensure reasonable accommodations are provided.

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Hilary Britton, Deputy City Clerk

# MINUTES

## REGULAR MEETING OF THE LAKEPORT CITY COUNCIL

(ALSO MEETS AS THE CITY OF LAKEPORT MUNICIPAL SEWER DISTRICT, THE LAKEPORT INDUSTRIAL DEVELOPMENT AUTHORITY, THE MUNICIPAL FINANCING AGENCY OF LAKEPORT and THE SUCCESSOR AGENCY TO THE LAKEPORT REDEVELOPMENT AGENCY)

Tuesday, April 18, 2017

City Council Chambers, 225 Park Street, Lakeport, California 95453

- I. **CALL TO ORDER & ROLL CALL:** Mayor Mattina called the meeting to order at 6:00 p.m. Council Members Barnes, Parlet, Spurr and Turner were present.
- II. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was led by Supervisor Tina Scott.
- III. **ACCEPTANCE OF AGENDA:** A motion was made by Council Member Parlet, seconded by Council Member Turner, and unanimously carried by voice vote, to accept agenda as posted.
- Urgency Items:
- IV. **CONSENT AGENDA:** *The following Consent Agenda items are expected to be routine and noncontroversial. They will be acted upon by the Council at one time without any discussion. Any Council Member may request that any item be removed from the Consent Agenda for discussion under the regular Agenda. Removed items will be considered following the Consent Calendar portion of this agenda.*
- A. Ordinances: Waive reading except by title, of any ordinances under consideration at this meeting for either introduction or passage per *Government Code* Section 36934.
- B. Minutes: Approve minutes of the Special City Council meeting of April 3, 2017 and the regular City Council meeting of April 4, 2017.
- C. Warrants: Approve the warrant register of April 6, 2017.
- D. AB 1600 User Fees Report: Adopt the proposed Resolution 2617 (2017) to reaffirm the necessity of AB 1600 development impact fees.
- E. Local Emergency Proclamation: Approve the continuation of the proclamation declaring a Local State of Emergency due to flooding and extreme weather.
- Vote on Consent Agenda: A motion was made by Council Member Turner, seconded by Council Member Barnes, and unanimously carried by voice vote, to approve the Consent Agenda, items A-E.
- V. **PUBLIC PRESENTATIONS/REQUESTS:**
- A. Citizen Input: No input was offered from the public.
- B. Proclamation: Mayor Mattina presented of a Proclamation honoring Alexander Beare for achieving the rank of Eagle Scout.
- VI. **COUNCIL BUSINESS:**
- A. Finance Director
1. Utilities Policies and Procedures: The staff report was presented by Finance Director Walker.
- A motion was made by Council Member Parlet, seconded by Council Member Barnes, and unanimously carried by voice vote, to adopt the proposed Resolution 2618 (2017) approving the revised Administrative Policy – Utilities Billing effective April 18, 2017.
- B. Community Development Director
1. HOME Grant Funds: The staff report was presented by Community Development Director Ingram. Lea Passantino spoke in favor of the project.
- A motion was made by Council Member Parlet, seconded by Council Member Turner, and unanimously carried by voice vote, to
1. Recommend that the City of Lakeport revise its current HOME Investment Partnership award to pursue the development of a 24-unit affordable multi-family housing project located at 1255 Martin Street; and

2. Direct the Community Development Department and Planning Commission to expeditiously process the land use entitlement application provided by Pacific West Architecture for the project consistent with the goals and policies outlined in the Lakeport Housing Element.

C. City Clerk

1. Measure Z Citizen Advisory Committee

The staff report was presented by City Clerk Buendia and Mayor Mattina.

A motion was made by Council Member Barnes, seconded by Council Member Parlet, and unanimously carried by voice vote, to appoint Annette Hopkins, Susan King, Dennis Rollins, Nathan Speed and Tim Wynchach to the Measure Z Advisory Committee (MZAC), with Committee Members Wynchach's and King's terms to expire December 31, 2018, and Committee Members Rollins', Hopkins' and Speed's terms to expire December 31, 2020.

**VII. COUNCIL COMMUNICATIONS:**

A. Miscellaneous Reports, if any:

Chief Rasmussen reported that the Police Department is in the process of selecting an officer for the Business and Neighborhood Outreach officer.

Council Member Barnes reported that his children attended a field trip at the Police Department and had great things to say about the officers and staff

Council Member Parlet reported that he met with Phil Dow regarding Twentieth Street. The traffic study will be conducted after the Police Department has opportunity to conduct enforcement efforts.

Council Member Spurr reported that he will be attending Legislative Days in Sacramento.

Mayor Mattina reported that the National Night Out planning is underway.

**VIII. ADJOURNMENT:**

Mayor Mattina adjourned the meeting at 6:49 p.m.

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Stacey Mattina, Mayor

Attest:

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Kelly Buendia, City Clerk



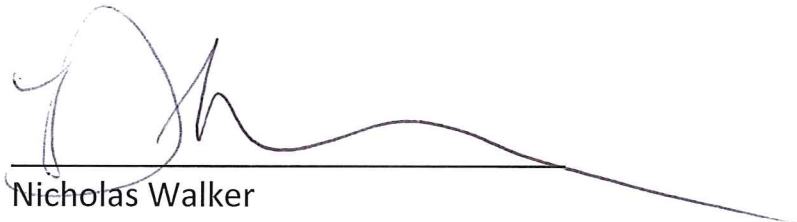
## **CITY OF LAKEPORT**

*Over 125 years of community  
pride, progress and service*



4/26/2017

I hereby certify that the attached list of warrants has been audited, extensions are proper, purchase orders have been issued, and department heads have been given the opportunity to review and sign claim forms.

A handwritten signature in dark ink, appearing to read "Nicholas Walker", is written over a horizontal line.

Nicholas Walker  
Finance Director



Lakeport

# Bank Transaction Report

## Transaction Detail

Issued Date Range: 04/07/2017 - 04/24/2017

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
<b>Bank Account: 15-0352000798 - POOLED CASH BANK</b>							
04/19/2017		<a href="#">51073</a>	LAKEPORT DISPOSAL, INC.	Accounts Payable	Outstanding	Check	-25,984.59
04/20/2017		<a href="#">51060</a>	AFLAC	Accounts Payable	Outstanding	Check	-761.81
04/20/2017		<a href="#">51061</a>	CA STATE DISBURSEMENT UNIT	Accounts Payable	Outstanding	Check	-693.67
04/20/2017		<a href="#">51062</a>	CALPERS	Accounts Payable	Outstanding	Check	-18,461.28
04/20/2017		<a href="#">51063</a>	JACQUELINE M. STOEBE	Accounts Payable	Outstanding	Check	-25.00
04/20/2017		<a href="#">51064</a>	LAKEPORT EMPLOYEE'S ASSOC	Accounts Payable	Outstanding	Check	-315.00
04/20/2017		<a href="#">51065</a>	LEGALSHIELD	Accounts Payable	Outstanding	Check	-162.45
04/20/2017		<a href="#">51066</a>	LPOA	Accounts Payable	Outstanding	Check	-405.00
04/20/2017		<a href="#">51067</a>	NATIONWIDE RETIREMENT SOLUTION	Accounts Payable	Outstanding	Check	-1,025.00
04/20/2017		<a href="#">51068</a>	REDWOOD CREDIT UNION	Accounts Payable	Outstanding	Check	-150.00
04/20/2017		<a href="#">51069</a>	VALIC - C/O JP MORGAN CHASE	Accounts Payable	Outstanding	Check	-1,888.50
04/20/2017		<a href="#">DFT0000432</a>	IRS	Accounts Payable	Outstanding	Bank Draft	-3,006.88
04/20/2017		<a href="#">DFT0000433</a>	CA EMP DEVELOPMENT DEPT	Accounts Payable	Outstanding	Bank Draft	-2,637.77
04/20/2017		<a href="#">DFT0000434</a>	CA EMP DEVELOPMENT DEPT	Accounts Payable	Outstanding	Bank Draft	-922.37
04/20/2017		<a href="#">DFT0000435</a>	IRS	Accounts Payable	Outstanding	Bank Draft	-9,985.55
04/20/2017		<a href="#">DFT0000436</a>	IRS	Accounts Payable	Outstanding	Bank Draft	-370.76
04/24/2017		<a href="#">51074</a>	ADAMS ASHBY GROUP, LLC.	Accounts Payable	Outstanding	Check	-2,360.00
04/24/2017		<a href="#">51075</a>	ANDREW BRITTON	Accounts Payable	Outstanding	Check	-125.00
04/24/2017		<a href="#">51076</a>	APEX TECHNOLOGY MGMT, INC.	Accounts Payable	Outstanding	Check	-1,495.00
04/24/2017		<a href="#">51077</a>	AQUA PRODUCTS	Accounts Payable	Outstanding	Check	-28.28
04/24/2017		<a href="#">51078</a>	ARAMARK UNIFORM SERVICES	Accounts Payable	Outstanding	Check	-55.42
04/24/2017		<a href="#">51079</a>	AT&T	Accounts Payable	Outstanding	Check	-1,562.57
04/24/2017		<a href="#">51080</a>	CINQUINI & PASSARINO INC.	Accounts Payable	Outstanding	Check	-900.00
04/24/2017		<a href="#">51081</a>	CITY OF LAKEPORT	Accounts Payable	Outstanding	Check	-337.62
04/24/2017		<a href="#">51082</a>	CLEARLAKE REDI-MIX INC.	Accounts Payable	Outstanding	Check	-2,668.32
04/24/2017		<a href="#">51083</a>	COLANTUANO, HIGHSMITH &	Accounts Payable	Outstanding	Check	-6,388.90
04/24/2017		<a href="#">51084</a>	COUNTY OF LAKE - INFO TECH	Accounts Payable	Outstanding	Check	-3,369.00
04/24/2017		<a href="#">51085</a>	COUNTY OF LAKE SOLID WASTE	Accounts Payable	Outstanding	Check	-5.00
04/24/2017		<a href="#">51086</a>	COUNTY OF LAKE-ANIMAL CONTROL	Accounts Payable	Outstanding	Check	-672.50
04/24/2017		<a href="#">51087</a>	COUNTY OF LAKE-SPECIAL DIST	Accounts Payable	Outstanding	Check	-22,980.53
04/24/2017		<a href="#">51088</a>	DEEP VALLEY SECURITY	Accounts Payable	Outstanding	Check	-202.95
04/24/2017		<a href="#">51089</a>	DEPT OF CONSERVATION	Accounts Payable	Outstanding	Check	-117.46
04/24/2017		<a href="#">51090</a>	ENTERPRISE RENT-A-CAR	Accounts Payable	Outstanding	Check	-41.77
04/24/2017		<a href="#">51091</a>	G & G PRINTING SERVICES	Accounts Payable	Outstanding	Check	-400.31
04/24/2017		<a href="#">51092</a>	HERC RENTALS	Accounts Payable	Outstanding	Check	-469.14
04/24/2017		<a href="#">51093</a>	IMAGE SALES, INC.	Accounts Payable	Outstanding	Check	-20.56

**Bank Transaction Report**
**Issued Date Range: -**

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
04/24/2017		<a href="#">51094</a>	INTERSTATE BATTERY SYSTEM	Accounts Payable	Outstanding	Check	-132.29
04/24/2017		<a href="#">51095</a>	JOBS AVAILABLE, INC.	Accounts Payable	Outstanding	Check	-45.00
04/24/2017		<a href="#">51096</a>	JONES TOWING	Accounts Payable	Outstanding	Check	-150.00
04/24/2017		<a href="#">51097</a>	LAKE COUNTY ELECTRIC SUPPLY	Accounts Payable	Outstanding	Check	-47.38
04/24/2017		<a href="#">51098</a>	LAKE COUNTY LOCK & SAFE	Accounts Payable	Outstanding	Check	-641.82
04/24/2017		<a href="#">51099</a>	LAKE COUNTY RECORD BEE	Accounts Payable	Outstanding	Check	-239.63
04/24/2017		<a href="#">51100</a>	LAKE COUNTY WINEGRAPE COMMISSION	Accounts Payable	Outstanding	Check	-500.00
04/24/2017		<a href="#">51101</a>	LAKE COUNTY WINERY ASSOC.	Accounts Payable	Outstanding	Check	-350.00
04/24/2017		<a href="#">51102</a>	LAKEPORT MAIN STREET ASSN.	Accounts Payable	Outstanding	Check	-1,000.00
04/24/2017		<a href="#">51103</a>	LEXIS NEXIS RISK SOLUTIONS	Accounts Payable	Outstanding	Check	-30.00
04/24/2017		<a href="#">51104</a>	MENDO MILL & LUMBER CO.	Accounts Payable	Outstanding	Check	-1,174.63
04/24/2017		<a href="#">51105</a>	MICHAEL SOBIEAJ	Accounts Payable	Outstanding	Check	-251.00
04/24/2017		<a href="#">51106</a>	MYERS STEVENS & TOOHEY & CO.	Accounts Payable	Outstanding	Check	-248.60
04/24/2017		<a href="#">51107</a>	NHA ADVISORS	Accounts Payable	Outstanding	Check	-1,200.00
04/24/2017		<a href="#">51108</a>	OE PUBLIC & MISC EE'S	Accounts Payable	Outstanding	Check	-12,760.00
04/24/2017		<a href="#">51109</a>	PACE ENGINEERING, INC.	Accounts Payable	Outstanding	Check	-4,954.00
04/24/2017		<a href="#">51110</a>	PAUL R. CURREN	Accounts Payable	Outstanding	Check	-4,062.50
04/24/2017		<a href="#">51111</a>	PAVEMENT ENGINEERING INC.	Accounts Payable	Outstanding	Check	-2,284.37
04/24/2017		<a href="#">51112</a>	PEOPLE SERVICES, INC.	Accounts Payable	Outstanding	Check	-345.00
04/24/2017		<a href="#">51113</a>	PERKINS SEPTIC TANK CLEANING	Accounts Payable	Outstanding	Check	-675.00
04/24/2017		<a href="#">51114</a>	PITNEY BOWES PURCHASE POWER	Accounts Payable	Outstanding	Check	-1,024.16
04/24/2017		<a href="#">51115</a>	POLESTAR COMPUTERS	Accounts Payable	Outstanding	Check	-2,889.69
04/24/2017		<a href="#">51116</a>	PYRO SPECTACULARS NORTH, INC.	Accounts Payable	Outstanding	Check	-8,650.00
04/24/2017		<a href="#">51117</a>	R.B. PETERS	Accounts Payable	Outstanding	Check	-651.88
04/24/2017		<a href="#">51118</a>	R.E.M.I.F.	Accounts Payable	Outstanding	Check	-48,556.73
04/24/2017		<a href="#">51119</a>	RAINBOW AGRICULTURAL SERVICES	Accounts Payable	Outstanding	Check	-612.57
04/24/2017		<a href="#">51120</a>	RICOH USA, INC.	Accounts Payable	Outstanding	Check	-27.38
04/24/2017		<a href="#">51121</a>	RICOH, USA	Accounts Payable	Outstanding	Check	-972.19
04/24/2017		<a href="#">51122</a>	SAFEWAY SIGN COMPANY	Accounts Payable	Outstanding	Check	-449.05
04/24/2017		<a href="#">51123</a>	SHRED-IT USA LLC	Accounts Payable	Outstanding	Check	-143.46
04/24/2017		<a href="#">51124</a>	SUTTER LAKESIDE HOSPITAL	Accounts Payable	Outstanding	Check	-70.00
04/24/2017		<a href="#">51125</a>	SWRCB	Accounts Payable	Outstanding	Check	-170.00
04/24/2017		<a href="#">51126</a>	SWRCB	Accounts Payable	Outstanding	Check	-170.00
04/24/2017		<a href="#">51127</a>	SWRCB	Accounts Payable	Outstanding	Check	-170.00
04/24/2017		<a href="#">51128</a>	SYAR INDUSTRIES, INC.	Accounts Payable	Outstanding	Check	-4,015.76
04/24/2017		<a href="#">51129</a>	TERRI DIAS	Accounts Payable	Outstanding	Check	-16.00
04/24/2017		<a href="#">51130</a>	TRI-CITIES ANSWERING SERVICE	Accounts Payable	Outstanding	Check	-181.20
04/24/2017		<a href="#">51131</a>	TYLER TECHNOLOGIES, INC.	Accounts Payable	Outstanding	Check	-60.90
04/24/2017		<a href="#">51132</a>	U.S. BANK	Accounts Payable	Outstanding	Check	-10,170.21
04/24/2017		<a href="#">51133</a>	USA BLUE BOOK	Accounts Payable	Outstanding	Check	-315.89
04/24/2017		<a href="#">51134</a>	VERIZON WIRELESS	Accounts Payable	Outstanding	Check	-107.24
04/24/2017		<a href="#">51135</a>	WESTGATE PETROLEUM CO., INC.	Accounts Payable	Outstanding	Check	-2,370.23
04/24/2017		<a href="#">51136</a>	WILLDAN FINANCIAL SERVICES	Accounts Payable	Outstanding	Check	-10,203.03

Bank Transaction Report

	Issued Date Range: -
Bank Account 15-0352000798 Total: (79)	-234,084.75
Report Total: (79)	-234,084.75

Summary

Bank Account	Count	Amount
<a href="#">15-0352000798 POOLED CASH BANK</a>	79	-234,084.75
Report Total:	79	-234,084.75

Cash Account	Count	Amount
<a href="#">998 998-0000-101000 POOLED CASH - WEST AMERICA</a>	79	-234,084.75
Report Total:	79	-234,084.75

Transaction Type	Count	Amount
Bank Draft	5	-16,923.33
Check	74	-217,161.42
Report Total:	79	-234,084.75



## CITY OF LAKEPORT

225 Park Street  
Lakeport, CA 95453

Phone: (707) 263-5615, Ext. 12  
Fax: (707) 263-8584

### APPLICATION FOR USE OF PUBLIC AREAS

**Please note:** City Council meetings are held the **FIRST** and **THIRD TUESDAY** of the month. Application forms require City Council approval and must be completed and submitted to the City Clerk at least ten working days before the Council meeting at which they will be considered.

This section to be completed by City:

Application Received (Date): 4/6/2017	Application No. 2017-019
<input checked="" type="checkbox"/> \$15.00 Application Fee Paid	For Council Meeting of (Date): 5/2/2017

This section to be completed by Applicant (please answer all questions):

Applicant Name: Dennis A. Rollins		Organization Name: Westside Community Park Committee
Address: 1350 Berry St., Lakeport, CA 95453		Address: 1350 Berry St., Lakeport, CA 95453
Home Phone: 263-7091	Work Phone:	Mobile Phone: 349-0969
Email Address: speciald5@sbcglobal.net		
Other Contact:		Phone for Other Contact:
Organization is: <input checked="" type="checkbox"/> Nonprofit Organization <input type="checkbox"/> For Profit Organization		

Name of Event: Fun Walk & Run		
Description of Event: A 2 mile and 5K walk & run		
Specific Location of Event (Map Must be Attached): Start at the Jane Barnes Field and end at Natural High via Martin and Main Streets		
Does this use involve public right of way, streets, or sidewalk? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate specific location:		
If requesting closure of streets, sidewalk, etc., please describe notification procedure for affected businesses and/or residences:  No closure is requested.		
Date(s) of Event: Sunday, May 28, 2017	Total Number of Days: 1	Set Up Time: 6:30 AM Time of Event: 7:00 AM Tear Down Time: 10:00 AM

Specify anticipated number of people (both participants and the public): less than 50

Will any vendors be present? Yes ☐ No ☒

Will any food booths be present? Yes ☐ No ☒

#### Requirements:

- ☐ Electricity (cannot be guaranteed by City)
- ☐ Barricades
- ☐ Street/Sidewalk Closures
- ☐ No irrigation in park prior to event
- ☐ Other (please specify):

Coordination of these requirements must be made through the Public Works Department: (707) 263-0751

#### Specific City Staff Needs:

- ☐ Police
- ☐ Public Works
- ☐ Parks
- ☐ Other (please specify):

The City reserves the right to bill applicant for related City costs.

#### Insurance Information:

Specify Insurance Company: Nonprofits Insurance Alliance Group

Policy Number: 201523753NPO Expiration Date: 10/21/17

Limits of Coverage: \$2 million

#### INSURANCE CERTIFICATE REQUIRED

Note: The insurance certificate provided to the City by your organization's insurance company must name the City of Lakeport as an additional insured for the event specified in this application and must include a copy of any endorsements. The minimum coverage amount required is \$2,000,000. The certificate and endorsements must also be in a form acceptable to risk management and available for review 15 working days prior to the scheduled event.

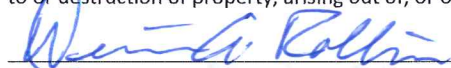


USE OF ALCOHOL: Is a permit for alcoholic beverages requested? ☐ Yes ☒ No

If you have checked yes, you must obtain a signed permit from the Lakeport Police Department and attach it to this application. This will allow for consumption of alcoholic beverages in connection with the event but will NOT allow for the SALE of alcoholic beverages. If alcoholic beverages are going to be sold or included with the price of any ticket or admission to the event, then the applicant is required to obtain a one-day license from the California Department of Alcoholic Beverage Control. This one-day permit would be required in addition to a permit by the Lakeport Police Department.

#### HOLD HARMLESS AGREEMENT

In consideration of allowing the event(s) specified in this application, and to the fullest extent permitted by law, I/we agree to indemnify and hold harmless the City of Lakeport, its officers, agents, employees, and volunteers against and from any and all liability claims, lawsuits, damages, losses, expenses, and costs brought for, or on account of, injuries to or death of any person or persons, including myself and this organization, or damage to or destruction of property, arising out of, or other occurrence during or in connection with the foregoing event(s).



Signature of Applicant

Responsible Official of Applicant Organization

Dated: April 6, 2017

#### STAFF RESPONSE

This section to be completed by City and Other Affected Agencies:

Staff Name:		Department:	
<input type="checkbox"/> No Fiscal Impact	<input type="checkbox"/> Fiscal Impact (Describe/Include Estimated Costs)	<input type="checkbox"/> Police <input type="checkbox"/> Public Works <input type="checkbox"/> Parks	<input type="checkbox"/> Other (please specify):
The following will be Required:			
<input type="checkbox"/> Business License <input type="checkbox"/> ABC License		<input type="checkbox"/> Health Department Permit <input type="checkbox"/> Other (Specify):	
Staff Comments:			

This section to be completed by City Clerk following Council meeting:

Considered at Council Meeting (Date):	<input type="checkbox"/> Application Approved <input type="checkbox"/> Application Denied <input type="checkbox"/> Application Approved With Conditions (See Below)
Conditions of Approval:	

☐ Attachments (specify):



Google Earth

feet  
km



5000



Google Earth





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/18/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lincoln-Leavitt Insurance Agency, Inc. 650 N Main St CA Lic. #0C73811 Lakeport CA 95453	CONTACT NAME: Kathleen Compton PHONE (A/C, No, Ext): (707) 263-7162 FAX (A/C, No): (707) 263-5018 E-MAIL ADDRESS: kathleen-compton@leavitt.com
INSURED Westside Community Park 1350 Berry St. Lakeport CA 95453	INSURER(S) AFFORDING COVERAGE INSURER A: Nonprofits' Insurance Alliance Of NIAC INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

## COVERAGES

CERTIFICATE NUMBER: 16/17 GL

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		201623753NPO	10/21/2016	10/21/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Liquor Liability \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A					PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
certificate holder is added as additional insured on the general liability per contract for the Westside Community Park Fun Walk & Run on May 28, 2017.

## CERTIFICATE HOLDER

## CANCELLATION

City of Lakeport 225 Park St Lakeport, CA 95453	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE K Compton/KACOMP <i>Kathleen Compton</i>
---	--

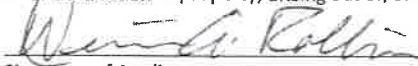
© 1988-2014 ACORD CORPORATION. All rights reserved.

USE OF ALCOHOL: Is a permit for alcoholic beverages requested? ☐ Yes ☒ No

If you have checked yes, you must obtain a signed permit from the Lakeport Police Department and attach it to this application. This will allow for consumption of alcoholic beverages in connection with the event but will NOT allow for the SALE of alcoholic beverages. If alcoholic beverages are going to be sold or included with the price of any ticket or admission to the event, then the applicant is required to obtain a one-day license from the California Department of Alcoholic Beverage Control. This one-day permit would be required in addition to a permit by the Lakeport Police Department.

#### HOLD HARMLESS AGREEMENT

In consideration of allowing the event(s) specified in this application, and to the fullest extent permitted by law, I/we agree to indemnify and hold harmless the City of Lakeport, its officers, agents, employees, and volunteers against and from any and all liability claims, lawsuits, damages, losses, expenses, and costs brought for, or on account of, injuries to or death of any person or persons, including myself and this organization, or damage to or destruction of property, arising out of, or other occurrence during or in connection with the foregoing event(s).




Dated: April 6, 2017

Signature of Applicant

Responsible Official of Applicant Organization

#### STAFF RESPONSE

This section to be completed by City and Other Affected Agencies:

Staff Name:		Department:	
<input type="checkbox"/> No Fiscal Impact	<input type="checkbox"/> Fiscal Impact (Describe/Include Estimated Costs)	<input type="checkbox"/> Police <input type="checkbox"/> Public Works <input type="checkbox"/> Parks	<input type="checkbox"/> Other (please specify):
The following will be Required:			
<input type="checkbox"/> Business License		<input type="checkbox"/> Health Department Permit	
<input type="checkbox"/> ABC License		<input type="checkbox"/> Other (Specify):	
Staff Comments:			
<p>Environmental Health has no concerns regarding this event. No food vendors present.</p> <p>4/13/17</p> 			

This section to be completed by City Clerk following Council meeting:

Considered at Council Meeting (Date):	<input type="checkbox"/> Application Approved <input type="checkbox"/> Application Denied <input type="checkbox"/> Application Approved With Conditions (See Below)
Conditions of Approval:	

☐ Attachments (specify):



225 Park Street  
Lakeport, CA 95453

## CITY OF LAKEPORT

RECEIVED

APR 19 2017

Phone: (707) 263-5615, Ext. 12  
Fax: (707) 263-8584

### APPLICATION FOR USE OF PUBLIC AREAS

**Please note:** City Council meetings are held the **FIRST** and **THIRD TUESDAY** of the month. Application forms require City Council approval and must be completed and submitted to the City Clerk at least ten working days before the Council meeting at which they will be considered.

This section to be completed by City:

Application Received (Date): 4/29/2017	Application No. 2017-
<input checked="" type="checkbox"/> \$15.00 Application Fee Paid	For Council Meeting of (Date): 5/16/2017

This section to be completed by Applicant (please answer all questions):

Applicant Name: Amy E. Diffley		Organization Name: Community Care HIV/AIDS Program	
Address: 8050-A Lake Street, Lower Lake, CA 95457		Address: 8050-A Lake Street, Lower Lake, CA 95457	
Home Phone:	Work Phone: (707) 995-1606	Mobile Phone: (707) 533-3550	
Email Address: adiffley@ccmc1.org			
Other Contact: Ponta Ghofrani		Phone for Other Contact: (415) 531-0072	
Organization is: <input checked="" type="checkbox"/> Nonprofit Organization <input type="checkbox"/> For Profit Organization			

Name of Event: 10th Annual Lake County AIDS Walk		
Description of Event: Non-profit fund raising and community education event. Activities include fundraising, live music, education, pledge walking, silent auction, food vendors and guest speakers.		
Specific Location of Event (Map Must be Attached): Library Park		
Does this use involve public right of way, streets, or sidewalk? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate specific location:		
If requesting closure of streets, sidewalk, etc., please describe notification procedure for affected businesses and/or residences:  No closures are requested. Participants will be using sidewalks. Walking route is included with map.		
Date(s) of Event: 09/09/2017	Total Number of Days: 1	Set Up Time: 8:00 am Time of Event: - 11:00 am- 3:00 + Tear Down Time: 5:00 pm

Specify anticipated number of people (both participants and the public): 100

Will any vendors be present? Yes ☒ No ☐

Will any food booths be present? Yes ☒ No ☐

#### Requirements:

- ☒ Electricity (cannot be guaranteed by City)
- ☐ Barricades
- ☐ Street/Sidewalk Closures
- ☐ No irrigation in park prior to event
- ☒ Other (please specify): Trash cans

Coordination of these requirements must be made through the Public Works Department: (707) 263-0751

#### Specific City Staff Needs:

- ☐ Police
- ☐ Public Works
- ☐ Parks
- ☐ Other (please specify):

The City reserves the right to bill applicant for related City costs.

#### Insurance Information:

Specify Insurance Company:

Policy Number:

Expiration Date:

Limits of Coverage:

#### INSURANCE CERTIFICATE REQUIRED

Note: The insurance certificate provided to the City by your organization's insurance company must name the City of Lakeport as an additional insured for the event specified in this application and must include a copy of any endorsements. The minimum coverage amount required is \$2,000,000. The certificate and endorsements must also be in a form acceptable to risk management and available for review 15 working days prior to the scheduled event.

USE OF ALCOHOL: Is a permit for alcoholic beverages requested? ☐ Yes ☒ No

If you have checked yes, you must obtain a signed permit from the Lakeport Police Department and attach it to this application. This will allow for consumption of alcoholic beverages in connection with the event but will NOT allow for the SALE of alcoholic beverages. If alcoholic beverages are going to be sold or included with the price of any ticket or admission to the event, then the applicant is required to obtain a one-day license from the California Department of Alcoholic Beverage Control. This one-day permit would be required in addition to a permit by the Lakeport Police Department.

#### HOLD HARMLESS AGREEMENT

In consideration of allowing the event(s) specified in this application, and to the fullest extent permitted by law, I/we agree to indemnify and hold harmless the City of Lakeport, its officers, agents, employees, and volunteers against and from any and all liability claims, lawsuits, damages, losses, expenses, and costs brought for, or on account of, injuries to or death of any person or persons, including myself and this organization, or damage to or destruction of property, arising out of, or other occurrence during or in connection with the foregoing event(s).

Signature of Applicant

Responsible Official of Applicant Organization

Dated:

#### STAFF RESPONSE

This section to be completed by City and Other Affected Agencies:

Staff Name:		Department:	
<input type="checkbox"/> No Fiscal Impact	<input type="checkbox"/> Fiscal Impact (Describe/Include Estimated Costs)	<input type="checkbox"/> Police <input type="checkbox"/> Public Works <input type="checkbox"/> Parks	<input type="checkbox"/> Other (please specify):
The following will be Required:			
<input type="checkbox"/> Business License <input type="checkbox"/> ABC License		<input type="checkbox"/> Health Department Permit <input type="checkbox"/> Other (Specify):	
Staff Comments:			

This section to be completed by City Clerk following Council meeting:

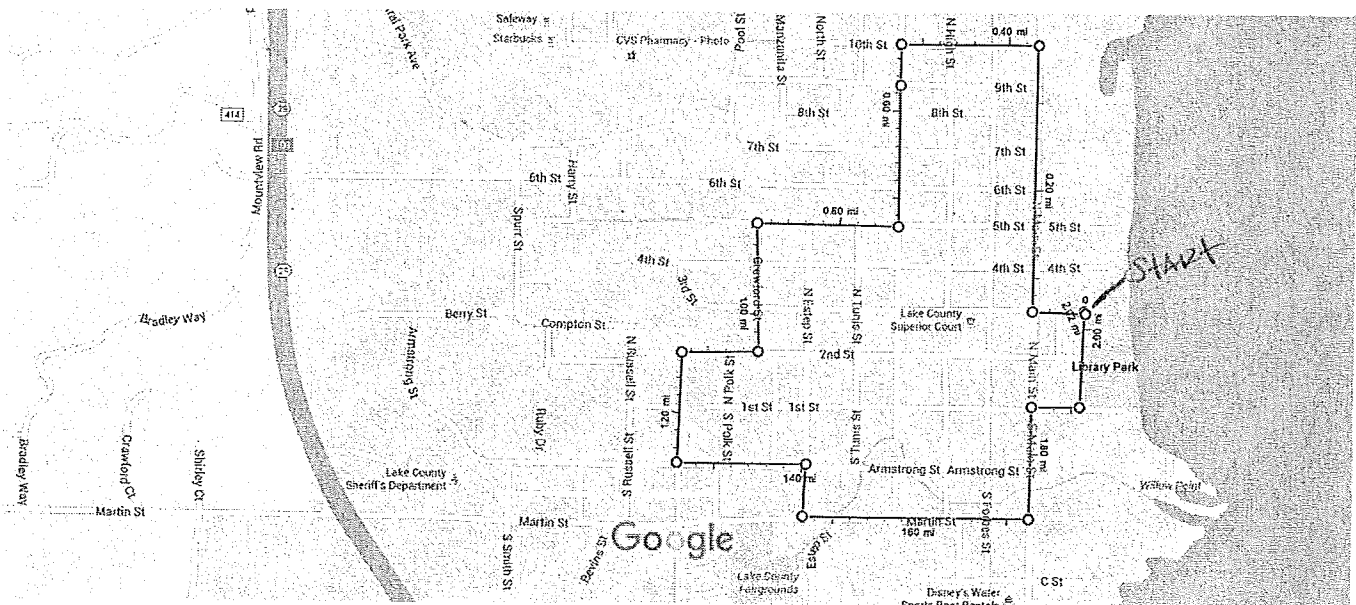
Considered at Council Meeting (Date):	<input type="checkbox"/> Application Approved <input type="checkbox"/> Application Denied <input type="checkbox"/> Application Approved With Conditions (See Below)
Conditions of Approval:	

☐ Attachments (specify):



# Google Maps Library Park

## 2017 Lake County AIDS Walk



Map data ©2016 Google 500 ft



## Library Park

2 reviews

Park

225 Park St, Lakeport, CA 95453

[cityoflakeport.com](http://cityoflakeport.com)

(707) 263-5615



COMMCAR-01

TEATON

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/30/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> NorthWest Insurance Agency, Inc. P.O. Box 3539 Santa Rosa, CA 95402		<b>CONTACT NAME:</b> Tina A. Eaton, CIC <b>PHONE (A/C, No, Ext):</b> (707) 462-8615 <b>E-MAIL ADDRESS:</b> Info@nwinsure.com <b>FAX (A/C, No):</b> (707) 468-9541		
<b>INSURED</b>  Community Care Management Corp 301 South State Street Ukiah, CA 95482		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
		<b>INSURER A:</b> Markel Insurance Company		38970
		<b>INSURER B:</b>		
		<b>INSURER C:</b>		
		<b>INSURER D:</b>		
		<b>INSURER E:</b>		
<b>INSURER F:</b>				

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X	8502SS299349-8	07/01/2015	07/01/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
City of Lakeport is named as additional insured with respects to AIDS walk to be held on 9/12/2015

## CERTIFICATE HOLDER

## CANCELLATION

City of Lakeport  
225 Park St  
Lakeport, CA 95453

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2014 ACORD CORPORATION. All rights reserved.

**From:** [Jason D. Ferguson](#)  
**To:** [Hilary Britton](#)  
**Subject:** Re: Application 2017-020 - 10th Annual Aids Walk  
**Date:** Thursday, April 20, 2017 1:19:57 PM  
**Attachments:** [image002.png](#)

---

## No police concerns

*Jason Ferguson  
Lieutenant  
Lakeport Police Department  
2025 S. Main St.  
Lakeport, Ca. 95453  
Office (707) 263-9654*

*A true hero is not defined simply by the uniform he or she is wearing but rather the person who's wearing it!*

-----Original Message-----

**From:** Hilary Britton [mailto:[hbritton@cityoflakeport.com](mailto:hbritton@cityoflakeport.com)]  
**Sent:** Thursday, April 20, 2017 12:43 PM  
**To:** Amanda Frazell ([Dean.Eichelmann@lakecountyca.gov](mailto:Dean.Eichelmann@lakecountyca.gov)),  
Cheryl Bennett ([cheryl.bennett@lakecountyca.gov](mailto:cheryl.bennett@lakecountyca.gov)), 'Cynthia Ader', 'Daniel Chance',  
'Doug Grider', 'Executive Management', 'Gary Basor', 'Jason Ferguson', 'Jim Kennedy',  
'Linda Sobieraj', Lori Price ([lorip@co.lake.ca.us](mailto:lorip@co.lake.ca.us)),  
Mark Wall ([mwaconsulting@comcast.net](mailto:mwaconsulting@comcast.net)), 'Matt Hartzog', 'Mike Sobieraj',  
Pheakdey Preciado ([pheakdey.preciado@lakecountyca.gov](mailto:pheakdey.preciado@lakecountyca.gov)), 'Rebekah Dolby', 'Ron Ladd',  
Tina Rubin ([Tina.Rubin@lakecountyca.gov](mailto:Tina.Rubin@lakecountyca.gov))  
**Subject:** Application 2017-020 - 10th Annual Aids Walk

Hi all,

Please find attached Application 2017-020 for the 10<sup>th</sup> Annual Lake County AIDS Walk for your review.

We would like to submit this for City Council approval at the May 16, 2017 meeting, so please have your comments back to me by May 9, 2017.

Thank you for your input.

Hilary Britton  
Deputy City Clerk  
City of Lakeport  
225 Park Street  
Lakeport, CA 95453  
(707) 263-5615 x12  
[hbritton@cityoflakeport.com](mailto:hbritton@cityoflakeport.com)

USE OF ALCOHOL: Is a permit for alcoholic beverages requested? ☐ Yes ☒ No

If you have checked yes, you must obtain a signed permit from the Lakeport Police Department and attach it to this application. This will allow for consumption of alcoholic beverages in connection with the event but will NOT allow for the SALE of alcoholic beverages. If alcoholic beverages are going to be sold or included with the price of any ticket or admission to the event, then the applicant is required to obtain a one-day license from the California Department of Alcoholic Beverage Control. This one-day permit would be required in addition to a permit by the Lakeport Police Department.

#### HOLD HARMLESS AGREEMENT

In consideration of allowing the event(s) specified in this application, and to the fullest extent permitted by law, I/we agree to indemnify and hold harmless the City of Lakeport, its officers, agents, employees, and volunteers against and from any and all liability claims, lawsuits, damages, losses, expenses, and costs brought for, or on account of, injuries to or death of any person or persons, including myself and this organization, or damage to or destruction of property, arising out of, or other occurrence during or in connection with the foregoing event(s).


Signature of Applicant

Responsible Official of Applicant Organization

Dated:

#### STAFF RESPONSE

This section to be completed by City and Other Affected Agencies:

Staff Name:		Department:	
<input type="checkbox"/> No Fiscal Impact	<input type="checkbox"/> Fiscal Impact (Describe/Include Estimated Costs)	<input type="checkbox"/> Police <input type="checkbox"/> Public Works <input type="checkbox"/> Parks	<input type="checkbox"/> Other (please specify):
The following will be Required:			
<input type="checkbox"/> Business License <input type="checkbox"/> ABC License		<input checked="" type="checkbox"/> Health Department Permit <input type="checkbox"/> Other (Specify):	
Staff Comments:			
<p>All food vendors must have a temporary health permit to sell or give away food at this event and must submit their application 7 days prior to the event. The event sponsor must submit their sponsor temporary health permit application 14 days prior to the event.</p> <p style="text-align: right;"> 4/20/17</p>			

This section to be completed by City Clerk following Council meeting:

Considered at Council Meeting (Date):	<input type="checkbox"/> Application Approved <input type="checkbox"/> Application Denied <input type="checkbox"/> Application Approved With Conditions (See Below)
Conditions of Approval:	

☐ Attachments (specify):



**From:** [Lori Price](#)  
**To:** [Hilary Britton](#)  
**Subject:** RE: Application 2017-020 - 10th Annual Aids Walk  
**Date:** Monday, April 24, 2017 11:00:11 AM  
**Attachments:** [image002.png](#)

---

Good morning Hilary,

I have reviewed the attached application and it does not appear it will impact county roads in any way. We therefore have no comments or conditions to add to this application. Thank you for the opportunity to comment.

Sincerely,

Lori Price  
Secretary III  
Lake County Department of Public Works  
255 N. Forbes Street, Rm 309  
Lakeport, CA 95453  
(707) 263-2341  
[lorip@co.lake.ca.us](mailto:lorip@co.lake.ca.us)

---

**From:** Hilary Britton [mailto:[hbritton@cityoflakeport.com](mailto:hbritton@cityoflakeport.com)]  
**Sent:** Thursday, April 20, 2017 12:43 PM  
**To:** Dean Eichelmann; Cheryl Bennett; Cynthia Ader; Daniel Chance; Doug Grider; Executive Management; Gary Basor; Jason Ferguson; Jim Kennedy; Linda Sobieraj; Lori Price; Mark Wall ([mwaconsulting@comcast.net](mailto:mwaconsulting@comcast.net)); Matt Hartzog; Mike Sobieraj; Pheakdey Preciado; Rebekah Dolby; Ron Ladd; Tina Rubin  
**Subject:** Application 2017-020 - 10th Annual Aids Walk

Hi all,

Please find attached Application 2017-020 for the 10<sup>th</sup> Annual Lake County AIDS Walk for your review.

We would like to submit this for City Council approval at the May 16, 2017 meeting, so please have your comments back to me by May 9, 2017.

Thank you for your input.

Hilary Britton  
Deputy City Clerk  
City of Lakeport  
225 Park Street  
Lakeport, CA 95453  
(707) 263-5615 x12  
[hbritton@cityoflakeport.com](mailto:hbritton@cityoflakeport.com)



# CITY OF LAKEPORT

City Council ☒  
City of Lakeport Municipal Sewer District ☐  
Lakeport Redevelopment Successor Agency ☐  
Lakeport Industrial Development Agency ☐  
Municipal Financing Agency of Lakeport ☐

## STAFF REPORT

**RE:** Notice of Completion for Lakeport Police Department  
Acquisition and Improvement Project - USDA

**MEETING DATE:** May 2, 2017

**SUBMITTED BY:** Margaret Silveira, City Manager

**PURPOSE OF REPORT:** ☐ Information only ☐ Discussion ☒ Action Item

### WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to make a motion formally accepting the Lakeport Police Department Improvement Project, and authorize the City Manager to file a Notice of Completion.

### BACKGROUND/DISCUSSION:

On November 10, 2016, the City was awarded a loan from the United States Department of Agriculture (USDA) to complete the acquisition and provide improvements to a new police station in the amount of \$1,095,000. Construction Contracts totaling \$140,302.48 were awarded to individual sub-contractors to complete the defined project at the facility as outlined in the report provided to USDA. The awards were made to the following contractors:

Merritt Construction	\$16,455.11 w/ Change Orders \$18,579.68
Nates Electric	\$8,500.00
Nor-Cal Telecom (Telephone)	\$16,469.28
Nor-Cal Telecom (Security)	\$9,792.52 w/ Change Orders \$12,581.08
Lake County Drywall	\$11,500.00 w/ Change Orders \$12,140.00
Nates Electric (Generator)	\$8,000.00
Gary's Cabinets/Doors	\$3,622.82
Advanced Communications	\$45,329.78 w/ Change Orders \$43,948.39
High Country Security	\$13,352.96
Totorica Plumbing	\$7,280.00 w/ Change Orders \$9,291.00

The City of Lakeport Building Department has reviewed the project and determined that it has been completed in substantial compliance with the project plans and specifications. The total cost of the construction with approved change orders totaled \$146,485.21.

**OPTIONS:**

No other options recommended

**FISCAL IMPACT:**

☒ None      ☐ \$      Budgeted Item? ☐ Yes ☐ No

Budget Adjustment Needed? ☐ Yes ☒ No      If yes, amount of appropriation increase: \$

Affected fund(s): ☐ General Fund ☐ Water OM Fund ☐ Sewer OM Fund ☐ Other:

Comments:

**SUGGESTED MOTIONS:**

Move to accept the construction of the Lakeport Police Department Acquisition and Improvement Project, and authorize the City Manager to file a Notice of Completion.

**Attachments:**

1. Notice of Completion

RECORDING REQUESTED BY:

**CITY OF LAKEPORT**

AND WHEN RECORDED, RETURN TO:

**City of Lakeport  
Attention: City Clerk  
225 Park Street  
Lakeport, CA 95453**

Complimentary recording requested  
pursuant to *Government Code* §27383

## NOTICE OF COMPLETION

**NOTICE IS HEREBY GIVEN:**

That the construction work hereinafter described was completed on the 2nd day of May, 2017.

That the work done consisted of remodeling the Lakeport Police Department

That the City of Lakeport, 255 Park Street, Lakeport, CA 95453 is said Owner of said work.

That the work of improvement was completed at 2025 South Main Street, Lakeport,  
Lake County, State of California.

The name of the Contractor for said work is:

City of Lakeport  
225 Park Street  
Lakeport, CA 95453

That the nature of the title of the stated Owner is in fee.

City of Lakeport, Owner

By: \_\_\_\_\_  
Margaret Silveira, Owner's Agent

## VERIFICATION OF CONTENT

The undersigned, being duly sworn says that she is City Manager of the aforesaid interest in the property described in the foregoing notice, that she has read the same, and knows the contents thereof, and that the facts stated therein are true.

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

\_\_\_\_\_  
Margaret Silveira, City Manager  
City of Lakeport

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )  
County of Lake )

On \_\_\_\_\_, 20\_\_\_\_, before me, \_\_\_\_\_,  
personally appeared \_\_\_\_\_ who proved to me on  
the basis of satisfactory evidence to be the person whose name is subscribed to the within  
instrument and acknowledged to me that she executed the same in her authorized capacities,  
and that by her signature on the instrument the person, or the entity upon behalf of which the  
person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing  
paragraph is true and correct.

WITNESS my hand and official seal.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary Public

(Seal)



# CITY OF LAKEPORT

City Council ☒  
City of Lakeport Municipal Sewer District ☐  
Lakeport Redevelopment Successor Agency ☐  
Lakeport Industrial Development Agency ☐  
Municipal Financing Agency of Lakeport ☐

## STAFF REPORT

**RE:** Notice of Completion for Lakeport Downtown Improvement Project Phase II

**MEETING DATE:** 05/02/2017

**SUBMITTED BY:** Doug Grider, Public Works Director

**PURPOSE OF REPORT:** ☐ Information only ☐ Discussion ☒ Action Item

### WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to adopt a resolution accepting the Lakeport Downtown Improvement Project, Phase II, Bid 16-01, as complete and authorize the City Manager to file a Notice of Completion.

### BACKGROUND/DISCUSSION:

On April 19, 2016, the City Council awarded a Construction Contract to Granite Construction Company, for the Lakeport Downtown Improvement Project, Phase II, Bid 16-01, in the amount of \$2,999,964.30.

The City of Lakeport Public Works Department has reviewed the project and determined that it has been completed in substantial compliance with the project plans and specifications. The total cost of the construction contract came out to \$2,587,869.76.

### OPTIONS:

No other options recommended

### FISCAL IMPACT:

☒ None ☐ \$ Budgeted Item? ☐ Yes ☐ No

Budget Adjustment Needed? ☐ Yes ☐ No If yes, amount of appropriation increase: \$

Affected fund(s): ☐ General Fund ☐ Water OM Fund ☐ Sewer OM Fund ☐ Other:

Comments:

### SUGGESTED MOTIONS:

Move to adopt the resolution accepting construction of the Lakeport Downtown Improvement Project, Phase II by Granite Construction Company and authorize the filing of the Notice of Completion.

### Attachments:

1. Resolution
2. Notice of Completion

**RESOLUTION NO. XXX ( 2017 )**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEPORT ACCEPTING  
CONSTRUCTION OF THE LAKEPORT DOWNTOWN IMPROVEMENT PROJECT, PHASE II, BID  
NO. 16-01, AND AUTHORIZING THE FILING OF THE NOTICE OF COMPLETION**

**WHEREAS**, the final inspection of the Lakeport Downtown Improvement Project, Phase II, Bid No 16-01, was made by the City of Lakeport's Public Works Department; and

**WHEREAS**, it was determined that the work for this project has been completed in substantial compliance with the project plans and specifications.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKEPORT AS  
FOLLOWS:**

1. The City Council hereby accepts the work as completed on the Lakeport Downtown Improvement Project, Phase II, Bid No 16-01.
2. The City Manager is authorized and directed to execute the Notice of Completion to be filed with the County of Lake.

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Lakeport held on the on the 2nd day of May, 2017 by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

APPROVED:

\_\_\_\_\_  
Stacy Mattina, Mayor  
City of Lakeport

ATTEST:

\_\_\_\_\_  
Kelly Buendia, City Clerk

## RECORDING REQUESTED BY

## CITY OF LAKEPORT

## AND WHEN RECORDED RETURN TO:

City of Lakeport  
225 Park St  
Lakeport, CA 95453  
Attn: Olivia Grupp

Complimentary recording requested  
pursuant to Government Code §27383

SPACE ABOVE THIS LINE FOR RECORDER'S USE

## Notice of Completion

NOTICE is hereby given that:

1. The Undersigned is owner of the interest stated below in the property hereinafter described:
2. The NAME (including that of the undersigned), ADDRESS and NATURE OF TITLE of every person owning any interest in such property is as follows:

City of Lakeport

225 Park Street , Lakeport, CA 95453

Fee Simple

(NAME OF UNDERSIGNED)

3. The names and addresses of the transferors of the undersigned owner: (to be shown if the undersigned is a successor in interest of the owner who caused the improvement to be constructed, etc.)

4. A work of improvement on the property hereinafter described was COMPLETED ON 4/17/2017

5. The name of the CONTRACTOR for such work of improvement was Granite Construction Company

(If no Contractor, insert "NONE")

6. The property on which said work of improvement was completed is in the City of Lakeport, county of Lake State of California, and is described as follows: Construction of new underground utilities including water main, water laterals, sewer main, sewer laterals, irrigation lines, new ADA compliant sidewalks, relocation of street lights, installation of tree well grates, pavement rehabilitation and new thermoplastic striping.

7. The street address of said property is: Main St from 1<sup>st</sup> St to 4<sup>th</sup> St, Lakeport, CA

Dated: May 3, 2017Signature of  
Owner or Owners }Margaret Silveira, City Manager

Verification for NON-INDIVIDUAL owner: I, the undersigned, declare under penalty of perjury under the laws of the State of California that I am the City Manager of the aforesaid interest or estate in  
("PRESIDENT, PARTNER, MANAGER, AGENT, ETC.")

the property described in the above notice; that I have read the said notice, that I know and understand the contents thereof, and that the facts stated therein are true and correct.

March 21, 2017

Date and Place

(Signature of person signing on behalf of owner))



# Proclamation

## OF THE CITY COUNCIL OF THE CITY OF LAKEPORT

**To recognize National Police Week 2017 and to honor the service and sacrifice of those law enforcement officers killed in the line of duty while protecting our communities and safeguarding our democracy.**

WHEREAS, there are approximately 900,000 law enforcement officers serving in communities across the United States, including the dedicated members of the City of Lakeport; and

WHEREAS, there have been 15,548 assaults against law enforcement officers in 2015, resulting in approximately 14,453 injuries; and

WHEREAS, since the first recorded death in 1791, more than 20,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty; and

WHEREAS, the names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, D.C.; and

WHEREAS, 394 new names of fallen heroes are being added to the National Law Enforcement Officers Memorial this spring, including 143 officers killed in 2016 and 251 officers killed in previous years; and

WHEREAS, the service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial Fund's 29th Annual Candlelight Vigil, on the evening of May 13, 2017; and

WHEREAS, the Candlelight Vigil is part of National Police Week, which takes place this year on May 14-20; and

WHEREAS, May 15 is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families and U.S. flags should be flown at half-staff;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Lakeport does hereby designates May 14-20, 2017

## Police Week

in the City of Lakeport, and publicly salutes the service of law enforcement officers in our community and in communities across the nation.;

I have hereunto set my hand and caused the Seal of the City of Lakeport to be affixed this 2<sup>nd</sup> day of May, 2017.

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STACEY MATTINA, Mayor



# CITY OF LAKEPORT

City Council ☒  
City of Lakeport Municipal Sewer District ☐  
Lakeport Redevelopment Successor Agency ☐  
Lakeport Industrial Development Agency ☐  
Municipal Financing Agency of Lakeport ☐

## STAFF REPORT

**RE:** Appeal of AR 16-05 / Lakeport NAPA Auto Parts at 1015 S. Main Street

**MEETING DATE:** 05/02/2017

**SUBMITTED BY:** Kevin M. Ingram, Community Development Director

**PURPOSE OF REPORT:** ☐ Information only ☐ Discussion ☒ Action Item

### WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to consider an appeal of the Planning Commission's decision based on failure of the applicant to implement a Condition of Approval associated with Architectural and Design Review Permit (AR 16-05) Lakeport Napa Auto Parts, requiring removal of a cargo container from the property in an allotted time, located at 1015 South Main Street. The City Council is asked to sustain or overturn the Planning Commission's decision. The Council may also request modifications to the proposal.

### BACKGROUND/DISCUSSION:

On August 10, 2016, the Planning Commission reviewed and approved (with a 4-1 vote) an Architectural and Design Review (AR 16-05) for Lakeport Napa Auto Parts to legalize a metal structural addition in the rear of an existing commercial building (NAPA Auto Parts) constructed without permits. During the course of review of the project, staff discovered that the existing storage container located adjacent to the north side of the main building was permitted as a temporary structure as part of a 2004 remodel permit completed by the previous owner.

Approval AR 16-05 included eight conditions. Conditions included removing the cargo container from the property or submitting an Architectural and Design Review for some type of screening material around the cargo container to bring it into compliance with City community design standards. Staff contends that all of the conditions had been addressed, with the exception of condition 6 which reads as follows: *"The temporary storage container shall be removed on or before February 10, 2017."*

During the course of obtaining the building permit for the legalization of the metal structural addition located in the rear of the property, Ms. Padel (Appellant) informed staff that bids received for the construction of fencing to screen the cargo container from the view of South Main Street proved too costly and furthermore she contended that the City did not have the authority to require her to remove it. On January 10, 2017, Ms. Padel submitted a formal letter outlining her reasons for not screening or removing the cargo container. A Staff Report (Attachment 4) was prepared and the matter was scheduled for review before the Planning Commission and a public hearing was held on March 15, 2017. Following the conclusion of the public hearing the Planning Commission, by a vote of 4 to 1, made the determination that the applicant had not removed the storage container by the stated date outlined in the approved project conditions nor did the applicant submit an Architectural and Design Review application to attempt to bring the storage container into compliance with City community design standards and therefore directed staff to begin proceedings to have the storage container removed.

Municipal Code Section 17.31.040 outlines the procedures related to an appeal of a Planning Commission decision to the City Council and indicates that “the applicant or affected persons not satisfied with the decision of the Planning Commission may file an appeal.” In this case, the appeal application was filed by the “applicant” who owns the Napa Auto Parts store on the project site and who attended and did not support the decision on the project at the Planning Commission meeting. The appeal was filed within the time frame set forth in Municipal Code Section 17.31.040 A.

In addition to the formal appeal application, the appellant resubmitted her January 10, 2017 letter provided to the Planning Commission containing her arguments as to why she does not believe the City has the authority to require the removal of the subject storage container. The appeal application and supplemental letter are included as Attachment 3 of this memorandum. Below is a restatement of staff’s rebuttal to the main points of the January 10, 2017 letter, unchanged from what was presented to the Planning Commission on their public hearing of March 15, 2017:

- *“Acknowledging that there are no City development standards for commercial accessory storage containers in place that requires the expensive chain-link fence, and do not require fencing.”*
  - Staff agrees with the applicant that per the Zoning Ordinance, cargo containers are not prohibited from the C-2 (Major Retail) zoning district; however they are subject to the approval of an Architectural and Design Review Permit, which the existing cargo container does not currently possess. The cargo container was originally permitted as a temporary use.
- *“Instead of requiring removal, re-authorize its placement, require proper maintenance/painting of the storage container, require that there be no storage of materials or equipment around, on, or outside the container at any time.”*
  - Staff made the determination that in order to be compliant with the City’s Architectural and Design Review standards some type of screening, shielding the view of the cargo container would need to be provided. Staff is open to the consideration of other options beyond the fence.

Additionally, the project proponent contends the storage container should be grandfathered in; and that the fence around the cargo would not adequately screen the cargo container. The project proponent also contends the cost of the fencing would be \$5,000.00 and would represent a significant impact on a small business.

On March 15, 2017, the Planning Commission determined that this argument did not justify allowing the cargo container to remain on the property. During public discussion there were comments by staff and one commissioner about providing alternative methods for screening the cargo container in order to bring it into compliance with the City’s community design standards.

#### **OPTIONS:**

Sustain or overturn (with cause) the Planning Commission’s decision to require the removal of the cargo container at 1015 South Main Street. The Council may also request the cargo container remain on the property with or without modifications.

#### **FISCAL IMPACT:**

☒ None      ☐ \$      Budgeted Item? ☐ Yes ☐ No

Budget Adjustment Needed? ☐ Yes ☐ No      If yes, amount of appropriation increase: \$

Affected fund(s): ☐ General Fund ☐ Water OM Fund ☐ Sewer OM Fund ☐ Other:

Comments: None

## **SUGGESTED MOTIONS:**

### **Sample motion to sustain the Planning Commission's decision:**

I move that the Planning Commission's decision of enforcing a condition to remove the cargo container from the site located at 1015 South Main Street be sustained based on the following: a) the information and documentation submitted by the project proponent; b) the information and documentation contained in the City's Staff Report on the project; c) the information and facts received at the public hearing on May 2, 2017; and d) the fact that there is general conformance with the applicable criteria and standards specified in the Lakeport Municipal Code and General Plan.

The approval of the Use Permit shall be subject to the conditions of approval set forth in the Project Conditions Agreement and/or as amended by the City Council at the public hearing.

### **Sample motion to overturn the Planning Commission's decision:**

I move that the Planning Commission's decision of enforcing a condition to remove the cargo container from the site located at 1015 South Main Street be overturned based on the following: a) the information and documentation submitted by the project proponent; b) the information and documentation contained in the City's Staff Report on the project; c) the information and facts received at the public hearing on May 2, 2017; and d) the fact that the Council determined adequate screening of the cargo container to meet the criteria and standards specified in the Lakeport Municipal Code and General Plan.



#### **Attachments:**

1. Project Conditions Agreement
2. Minute Order from the March 15, 2017 Planning Commission hearing
3. Appeal application
4. March 15, 2017 staff report provided to the Planning Commission
5. Site Plan & Photos



**CITY OF LAKEPORT**  
Community Development Department  
225 Park Street  
Lakeport, Ca 95453

## ***PROJECT CONDITIONS AGREEMENT***

Land Use Application File No. AR 16-05

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*This Agreement is entered into by **Deanne Rose Padel/Lakeport**  
**Napa Auto Supply**  
(hereinafter Applicant/Owner).*

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### ***RECITALS***

**WHEREAS**, Applicant/Owner applied to the City of Lakeport for a Minor Architectural and Design Review approval for the placement of an addition to an existing commercial building; and

**WHEREAS**, the City of Lakeport has reviewed and approved the project for conformance with the Architectural and Design Review criteria and standards set forth in Section 17.27.110 of the Lakeport Municipal Code; and

**WHEREAS**, the proposed project is hereby approved subject to the following conditions:

1. The applicant/owner shall sign a standard City of Lakeport Project Conditions Agreement which lists the conditions of approval and shall agree to said conditions. A copy of the signed agreement shall be returned to the Community Development Department.
2. The project shall be developed in accordance with the plans and specifications received by the City on June 15, 2016 and as approved on August 10, 2016. Minor alterations may be approved in writing by the City of Lakeport Community Development Director or his designee.
3. The applicant/owner shall maintain the exterior building features in good condition for the life of the project. Damaged or dilapidated portions of the structure or related improvements shall be repaired or replaced as necessary.
4. The applicant/owner shall maintain a similar color pattern for the building addition that matches the existing building.
5. The applicant/owner shall prepare a landscape plan for the southwest corner of the property (corner of South Forbes Street and Lakeport Boulevard) to provide screening of the addition. The landscape plan shall be reviewed and approved

by the Community Development Director and Public Works Director. The landscaping shall be in place no later than 6-months from this date or February 10, 2017.

6. The temporary storage container shall be removed on or before February 10, 2017.
7. The applicant/owner shall submit a Building Permit for the addition by February 10, 2017. The cost of the Building permit shall require double-fees for construction without permits.
8. If the temporary storage container, Building Permit or landscaping are not addressed by February 10, 2017, the project will be scheduled for additional Planning Commission Public Hearing review and possible abatement action of the addition and the storage container.

**NOW, THEREFORE, IT IS AGREED:**

1. That the applicant/owner has read and agrees to each and every item and condition herein.
2. That the development and use of the real property described herein shall conform to the conditions listed above and all City of Lakeport Ordinances and Resolutions where applicable.
3. That said conditions shall be binding on all owners or persons having or acquiring any right, title, or interest in said real property, or any part thereof, subject to this agreement.

Dated: \_\_\_\_\_

**APPLICANT/OWNER**

\_\_\_\_\_  
SIGNATURE- Deanne Rose Padel

\_\_\_\_\_  
PLEASE PRINT NAME

cc: Project File

# CITY OF LAKEPORT

*Over 100 years of community  
pride, progress and service.*



April 26, 2017

## MINUTE ORDER LAKEPORT PLANNING COMMISSION REGULAR MEETING (March 15, 2017)

**AR 16-05 / NAPA AUTO REVIEW OF CONDITIONS OF APPROVAL:** REVIEW OF THE CONDITIONS OF APPROVAL FOR THE ARCHITECTURAL AND DESIGN REVIEW (AR 16-05) FOR LAKEPORT NAPA AUTO PARTS. AT THE AUGUST 10, 2016 PLANNING COMMISSION HEARING, THE COMMISSION REQUESTED THE ITEM BE REVIEWED ON FEBRUARY 10, 2017 IF THE CONDITIONS HAVE NOT BEEN ADDRESSED. THE CONDITION BEING REVIEWED BY THE PLANNING COMMISSION CONSISTS OF REMOVAL OF THE CARGO CONTAINER.

Associate Planner Daniel Chance read portions of the memorandum dated March 15, 2017, describing the Architectural and Design project and associated Conditions of Approval.

Chance advised that on August 10, 2016, the Planning Commission reviewed and approved an Architectural and Design Review (AR 16-05) for Lakeport Napa Auto Parts for a metal structural addition in the rear of an existing commercial building (NAPA Auto Parts). Approval of the project included eight conditions. Conditions included removing the cargo container from the property or submitting an Architectural and Design Review for some type of screening material around the cargo container.

Chance stated that all of the conditions have been addressed, with the exception of condition #6 which reads as follows:

*“The temporary storage container shall be removed on or before February 10, 2017.”*

Chance advised that on January 10, 2017, the project applicant submitted a letter addressing condition compliance related to AR 16-05. The letter outlined several reasons the applicant does not believe the city has the authority to require the removal and/or screening of the existing cargo container. Chance stated the applicant’s main arguments were:

*“Acknowledging that there are no City development standards for commercial accessory storage containers in place that requires the expensive chain-link fence, and do not require fencing.”*

*“Instead of requiring removal, re-authorize its placement, require proper maintenance/painting of the storage container, require that there be no storage of materials or equipment around, on, or outside the container at any time.”*

Chance advised that storage containers are permitted in the C-2 (Major Retail), however they require the approval of an Architectural and Design permit. In order to be compliant with the Architectural and Design review standards, staff believes that some type of screening or shielding of the storage container would need

to be provided. Chance advised that staff was open to the considering alternative screening options other than the construction of a fence.

Chance advised the applicant contended the storage container should be grandfathered in; and that the fence around the storage container would not adequately screen the container. He stated the applicant advised the cost of fencing would be \$5,000 and would represent a significant impact on a small business; as of March 7, 2017 the cargo container has yet to be moved.

Commissioner Russell asked if the business still had the required number of parking spaces after the 400 square foot addition area was added. Chance advised staff did make a site visit in May 2016 and determined an adequate number of parking spaces exist consistent with the requirements set forth in the Lakeport Zoning Ordinance.

Commissioner Green stated he was not on the Commission in August 2016 and asked for some background on how the Commission came to the language of Project Condition #8, which reads:

*If the temporary storage container, Building Permit or landscaping are not addressed by February 10, 2017, the project will be scheduled for additional Planning Commission Public Hearing review and possible abatement action of the addition and the storage container.*

Chance stated the project that was before the Planning Commission at the hearing of August 10, 2016, was for a 400 square foot addition of the rear of the building. During the application process it came to staff's attention that the cargo container was approved in 2005 as a temporary structure with the condition that it be removed a year later. At the time of the August 2016 hearing it was determined by the Planning Commission that the container would have to be removed and or returned back to the Planning Commission with some means of screening to evaluate compatibility with the City's Community Design Standards.

Commissioner Wicks advised the addition to the business was constructed illegally and in place for several years. Wicks stated the storage container was secondary and Commissioner Gayner made a recommendation to compromise with the applicant. Gayner's suggestion was if the applicant could come up with a reasonable design to enclose the container, so that it wasn't in public view from Main Street by February 10, 2017, then no further action would be needed.

Commissioner Russell added that the applicant agreed the Project Conditions Agreement from August.

Commissioner Wicks asked for clarification on the Building Permit penalty fees; what is the difference between a "double fee" and an "investigation fee" which was what was applied to the Building Permit. Community Development Director Ingram stated that the California Building Code does not have a provision that automatically provokes a punitive "double fee", however it does have an "investigation fee" which is based on the Building Official's time to perform an evaluation of the building after it's been built.

Wicks asked if the addition was still subject to abatement as stated in Project Condition Agreement #8. Ingram advised the addition has been permitted, inspected and now a legitimate structure so therefore it cannot be abated. Ingram advised if the applicant did not get the Building Permit, abatement would be an option. Ingram stated further that the addition had been properly permitted and a landscape plan submitted, therefore the only remaining item before the Planning Commission concerned the storage container.

Wicks asked staff what they did to work with the applicant to gain compliance on this project. Chance stated staff made several site visits and made recommendations regarding the landscape and fencing around the storage container.

Public hearing opened at 6:31 p.m. Applicant, Deanne Patel spoke in favor of the project.



Ms. Padel noted that several other locations in town had storage containers including the City of Lakeport. Ms. Padel advised she recently contacted the previous Acting Community Development Director, Scott Harter who agreed to the original terms that the painting of the storage container to match the main building was adequate; he remembers the meeting but advised her he did not want to get involved. Commissioner Russell stated hearsay was not admissible. Ms. Patel stated she was “not a liar”.

Commissioner Wicks made a recommendation to Chair Taylor to focus specifically on the issue of the cargo container only. He stated it was getting a little personal and he would like the Commission to be more of a body politic on the issue.

Commissioner Green requested Ms. Padel provide a history of the container to bring the new Commissioners better background history. Ms. Padel stated when she moved into the building in 2010 the storage container was already in place. Ms. Padel advised at that time she applied for an Encroachment Permit which was approved by Mr. Harter with the condition that the storage container be painted the same color. She stated no further contact regarding the storage container until she applied for the Architectural and Design Review permit to legalize the addition constructed without a permit.

Commissioner Froio stated the Commissioners want to work with her and understands her business is an important part of our community. Ingram stated staff suggested the fencing and the screening which wasn't meant to be the only means necessary; staff would be supportive of other alternatives that achieve the overall objective of screening which doesn't have to be completely invisible from Main Street.

Froio suggested digging holes in the asphalt and planting shrubs or trees around the container as a more cost effective solution. Ingram advised staff would be supportive of a living screen as an option to bring the container into compliance.

Chair Taylor advised Kmart on South Main St. has 10 storage containers, two of which are covering parking spaces. Ingram advised staff has contacted the business regarding the containers and are working with them to become compliant as they don't have a permit.

Commissioner Green asked Ms. Padel if she had an alternative storage area where the contents of the container can be stored to eliminate the container. Ms. Patel advised there was not.

Commissioner Wicks asked Ms. Patel why the fence was no longer an option. Ms. Patel advised the quote she received was too costly for her.

Ingram asked the Commissioners where they stand on Commissioner Froio's suggestion of a living screen as a means of screening the container from Main Street and whether or not they believe this type of screening meets the intent of the Architectural and Design review criteria.

Wicks advised the container is a temporary structure and does not believe it a viable option. Froio asked if these types of containers we prohibited in the City. Ingram advised they are not, however they are subject to Architectural and Design standards.

Chair Taylor asked Ms. Padel if the Planning Commission were to extend the application again, would she come back with a more agreeable type of screening. Ms. Patel advised she would.

Wicks stated the best option would to have it removed and then the applicant could put together a really good plan and come back to the City for review.

Public hearing closed at 7:14 p.m.

Commissioner Russell advised the City has tried to accommodate the applicant and she objects to allow the container.

Commissioner Green stated that the majority of the conditions have been complied with; however, the condition involving the storage container had not. Green stated the applicant is not compliant and there are other options the applicant can explore

Commissioner Wicks advised the applicant has been given sufficient time to comply with the conditions.

Ingram advised the Planning Commission they have several options such as:

1. They could postpone to the next Planning Commission meeting.
2. The Commission could direct staff to take nuisance abatement action consistent with the Lakeport Municipal Code.
3. The Commission could extend the application to give the applicant time to bring a better plan back before the Planning Commission that meets the City's community design standards and is more cost effective.
4. The Commission could amend the current conditions.

Commissioner Green moved that the Planning Commission find that the Architectural and Design review applied for by Lakeport Napa Auto Parts for the property located at 1015 South Main Street does not meet the requirements for section 17.27.080 of the Lakeport Zoning Ordinance consistent with the objectives and policies of the Lakeport General Plan and subject to the Project Conditions of approval (Attachment B) and with the findings listed in the August 10, 2016, staff report based on the non-compliance on Project Conditions of Approval and direct staff to begin nuisance abatement proceedings consistent with those set forth in the Lakeport Municipal Code. Motion was seconded by Commissioner Russell.

The vote was called and was as follows:

AYES: Commissioner Wicks, Russell, Green, and Chair Taylor (4-1)

NOES: Commissioner Froio

ABSENT: None

Respectfully submitted,

Kevin M. Ingram  
Community Development Director



ATTACHMENT 3

CITY OF LAKEPORT, COMMUNITY DEVELOPMENT DEPARTMENT  
225 PARK STREET, LAKEPORT, CA 95453  
phone: (707) 263-5613 / fax: (707) 263-8584



# APPLICATION FOR APPEAL TO THE CITY COUNCIL

FEE \$0

APPLICANT'S INFORMATION	
APPLICANT'S NAME	<u>Lake Parts / NAPA Auto Parts</u>
MAILING ADDRESS	<u>1015 S. Main St Lakeport CA 95453</u>
PHONE <u>263 5671</u>	FAX <u>263 7819</u>
PROPERTY LOCATION	<u>1015 S. Main St. Lakeport</u>
APN	<u>25-541-38</u>

REASONS FOR APPEAL:

See attached regarding  
 Cargo Containers

*Harvey Rose Padelford*  
SIGNATURE OF APPLICANT

3/20/17  
DATE

FILE NO. _____	OFFICE USE	FEE PAID \$0	ACCEPTED BY <u>18</u>	DATE <u>3/20/17</u>
CITY COUNCIL REVIEW _____				

Lake Parts located at 1015 South Main St. in the City of Lakeport – APN 025 – 541 – 38 is Zoned C-2 – Major Retail Zoning District.

Chapter 17.10 of the Lakeport Municipal Code contains the C-2 Zoning regulations.

Chapter 17.10.040 of the C-2 Zoning District lists uses subject to the issuance of a zoning permit including H. Accessory uses and structures.

In the Zoning Ordinance/Definition Section, Accessory Uses and Structures, Commercial is defined as “those uses and structures customarily incidental and subordinate to the commercial use of the land including but not limited to:..... **storage facilities and garages**”.

The Lakeport Zoning Ordinance does not contain any specific development requirements for placement, screening, operation, landscaping, or maintenance of commercial accessory storage facilities and garages.

There are no requirements to provide fencing around storage containers in the Lakeport Zoning Ordinance.

In 2004 Roy Hoskins, the prior owner of the auto parts store applied for and received approval for a zoning permit for the temporary use of an outdoor storage container. The storage container was to be removed by April 15, 2005. It was not removed, and instead through default actions by the City and business owner has become a permanent commercial accessory storage fixture.

The business was sold to new owners. Due to a lack of understanding/knowledge of the Zoning Permit temporary nature of the storage facility, and lack of contact by the City of Lakeport explaining the temporary nature of the storage container, the storage container has remained in place.

In the summer of 2016 in a completely separate and distinct Zoning matter, and in response to a request from the City, Lake Parts Owners applied for minor architectural review for an existing metal structural addition to the Lake Parts store. The staff report presented to the Lakeport Planning Commission on August 10, 2016 addresses the Application Findings and says that the addition located behind the existing building “will not have a significant visual impact or have a significant impact to the aesthetics of the immediate area”. The staff report says that the proposed project is consistent with the purposes of the Lakeport zoning ordinance, in substantial compliance with the design criteria, and is consistent with the Lakeport General Plan. The staff report also made a finding that the project is categorically exempt under the California Environmental Quality Act.

The August 2016 City staff report for the small addition at the back of the building inappropriately addressed the removal of the storage container, located on a completely different side of the building, in a condition of approval. The storage container was not a part of the Architectural and Design Review application. The storage container is a separate and distinct Zoning matter and should not have been addressed or included in the conditions of approval for the building addition.

A cost estimate has been obtained for the construction of a fence around the storage container as suggested by Lakeport planning officials. The materials estimate is approximately \$3000 and labor to build the fence is estimated at approximately \$2000 for a total estimated cost of \$5000. This expense is excessive and out of proportion to visual “impact” of the storage container. This expense is not justified

by any development requirements for commercial accessory storage containers in the City Zoning Ordinance.

The City is requiring a small City of Lakeport business owner to pay a hefty price for a fence around a storage container that will not completely screen the container or provide any true aesthetic improvement. A \$5000 expense to build a fence is a significant capital outlay for small business. The storage container has been painted to match the retail building and blends in to the site. The fence expense simply isn't needed.

There are many other storage containers being used by other businesses in and around the City of Lakeport, that like the one at Lake Parts, were not required to put up fencing. Fencing around these commercial accessory storage facilities is not required by the Zoning Ordinance.

We propose that the City work with us, the Lake Parts business owners in a business-friendly approach by:

- Acknowledging that there are no City development standards for commercial accessory storage containers in place that requires the expensive chain-link fence, and do not require fencing.
- Instead of requiring removal, re-authorize its placement, require proper maintenance/painting of the storage container, require that there be no storage of materials or equipment around, on, or outside the container at any time.



# CITY OF LAKEPORT

## PLANNING COMMISSION

### MEMORANDUM

**RE:** Review Conditions of Approval for the Architectural and Design Review (16-05) for Lakeport Napa Auto Parts

**MEETING DATE:** 3/15/2017

**SUBMITTED BY:** Daniel D. Chance, Associate Planner

**PURPOSE OF REPORT:** ☐ Information only ☒ Discussion ☒ Commission Action

#### WHAT IS BEING ASKED OF THE PLANNING COMMISSION:

Review of the conditions of Approval for the Architectural and Design Review (AR 16-05) for Lakeport Napa Auto Parts. At the August 10, 2016 Planning Commission hearing, the commission requested the item be reviewed on February 10, 2017 if the conditions have not been addressed. All conditions have been satisfied except for the removal of the cargo container.

#### BACKGROUND/ DISCUSSION:

On August 10, 2016, the Planning Commission reviewed and approved an Architectural and Design Review (AR 16-05) for Lakeport Napa Auto Parts for a metal structural addition in the rear of an existing commercial building (NAPA Auto Parts). Approval of the project included eight conditions. Conditions included removing the cargo container from the property or submitting an Architectural and Design Review for some type of screening material around the cargo container. Staff contends that all of the conditions have been addressed, with the exception of the removal of the cargo container. The remaining condition reads:

*6. The temporary storage container shall be removed on or before February 10, 2017.*

On January 10, 2017, the project proponent submitted a letter addressing condition compliance related to AR 16-05 said letter is provided as Attachment A to this report. The letter outlines several reasons the applicant does not believe the city has the authority to require the removal and/or screening of the existing cargo container.

Listed below are the main arguments provided by the project proponent followed by responses by CDD staff:

- *"Acknowledging that there are no City development standards for commercial accessory storage containers in place that requires the expensive chain-link fence, and do not require fencing."*
  - Staff agrees with the applicant that per the Zoning Ordinance, cargo containers are not prohibited from the C-2 (Major Retail) zoning district; however they are subject to the approval of an Architectural and Design Review Permit, which the existing cargo container does not currently possess. The cargo container was originally permitted as a temporary use.
- *"Instead of requiring removal, re-authorize its placement, require proper maintenance/painting of the storage container, require that there be no storage of materials or equipment around, on, or outside the container at any time."*
  - Staff made the determination that in order to be compliant with the City's Architectural and Design Review standards some type of screening, shielding the view of the cargo container would need to be provided. Staff is open to the consideration of other options beyond the fence.

**ATTACHMENT 4**

Additionally, the project proponent contends the storage container should be grandfathered in; and that the fence around the cargo would not adequately screen the cargo container. The project proponent also contends the cost of the fencing would be \$5,000.00 and would represent a significant impact on a small business.

As of January 31, 2017, the Building Inspector has worked with the applicant to address all of the issues associated with the building permit for the 400 square foot addition to the existing building. At this time, the only outstanding issue on this property is the cargo container. Staff is forwarding the issue associated with the cargo container to the Planning Commission for their review.

As of March 7, 2017 the cargo container has yet to be removed.

**SUGGESTED MOTION:**

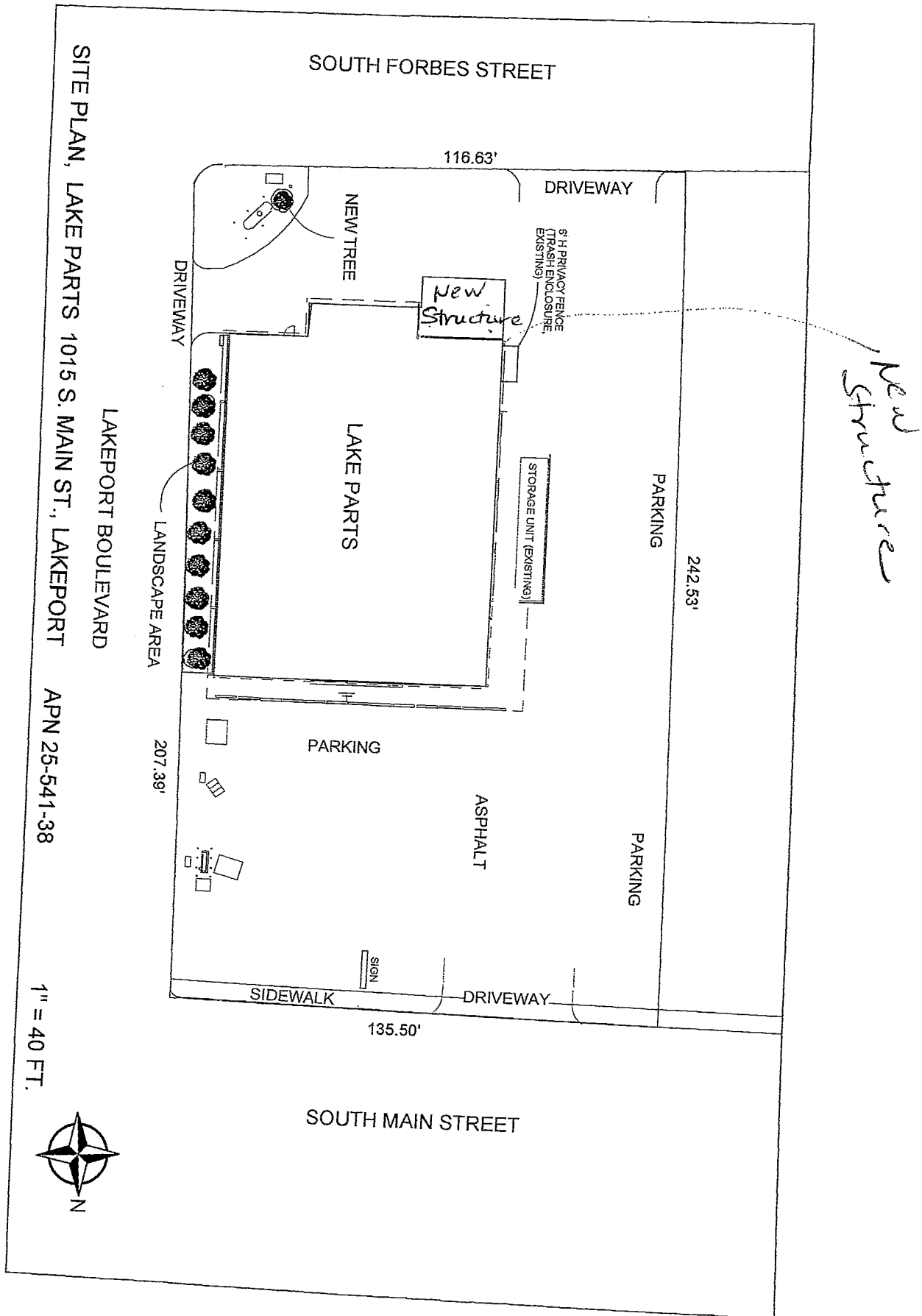
Move the Planning Commission review the issues associated with the cargo container.



**Attachments:**

- A. Letter from Deanne Rose Padel (January 10, 2017)
- B. Approved Conditions (AR 16-05)
- C. Staff Report and Vicinity Map (AR 16-05)

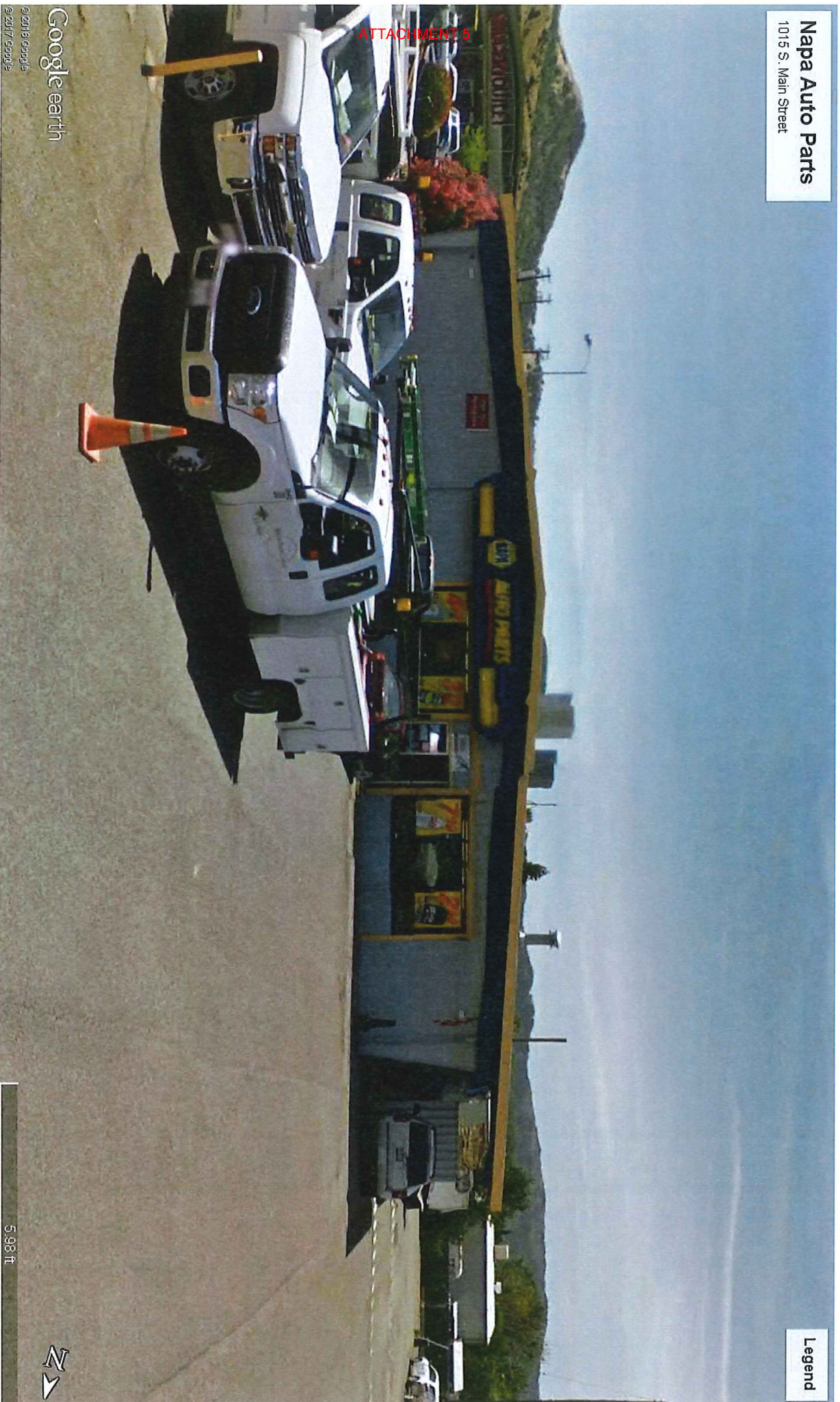




**Napa Auto Parts**  
1015 S. Main Street

Legend

ATTACHMENT 5



Google earth

© 2018 Google  
© 2017 Google

5.98 ft





**Napa Auto Parts**  
1015 S. Main Street

Legend

ATTACHMENT 5



Google earth

© 2013 Google  
© 2017 Google

8.38 ft



ATTACHMENT 5







# CITY OF LAKEPORT

City Council ☒  
City of Lakeport Municipal Sewer District ☐  
Lakeport Redevelopment Successor Agency ☐  
Lakeport Industrial Development Agency ☐  
Municipal Financing Agency of Lakeport ☐

## STAFF REPORT

**RE:** Giselman Street Waterline Replacement

**MEETING DATE:** 5/2/2017

**SUBMITTED BY:** Douglas Grider, Public Works Director

**PURPOSE OF REPORT:** ☐ Information only ☐ Discussion ☒ Action Item

### WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to award a construction contract to the low bidder on the project, Green Right O' Way Constructors, Inc. for the amount of \$393,068.00.

### BACKGROUND/DISCUSSION:

This project will replace approximately 1,356 feet of main 8 inch water line and provide new service lines to the homes in the project limits. The bids were opened April 24, 2017. Two bids were received for the project.

Green Right O'Way Constructors, Inc. was the low bidder at \$393,068.00. The engineer's estimate for this project was \$408,412.00.

All phases of construction are scheduled to take place during the school's summer break period to minimize traffic impacts.

The Project will be funded by a 2016/2017 approved budget amount of \$180,000 in the Water OM Fund and recommended budgeted amounts in 2017/2018 from the Water Expansion Fund in the amount of \$90,000 and from the Water OM Fund in the amount of \$123,068.

### OPTIONS:

The City Council could provide other direction.

### FISCAL IMPACT:

☐ None ☒ \$393,068 Budgeted Item? ☒ Yes ☐ No

Budget Adjustment Needed? ☐ Yes ☒ No If yes, amount of appropriation increase: \$

Affected fund(s): ☐ General Fund ☒ Water OM Fund ☐ Sewer OM Fund ☐ Other:

Comments:

### SUGGESTED MOTIONS:

Move to award a construction contract to Green Right O'Way Constructors, Inc. for the Giselman Street Waterline Replacement Project.

☒ **Attachments:** 1. Bid Comparison

ATTACHMENT 1

**Giselman Street Waterline Replacement  
 BID NO. 17-01  
 BID TABULATION**

Item	Description	Quantity	Unit	Enginner's Estimate		Team Ghilotti		Green Right-O-Way	
				Unit Price	Extension	Unit Price	Extention	Unit Price	Extension
1	Mobilization	1	LS	\$10,000.00	\$10,000.00	\$56,500.00	\$56,500.00	\$30,000.00	\$30,000.00
2	Traffic & Pedestrian Control	1	LS	\$10,000.00	\$10,000.00	\$4,300.00	\$4,300.00	\$12,000.00	\$12,000.00
3	Water Pollution Control Plan (WPCP)	1	LS	\$5,000.00	\$5,000.00	\$7,500.00	\$7,500.00	\$4,500.00	\$4,500.00
4	Sheeting & Shoring	1	LS	\$5,000.00	\$5,000.00	\$2,100.00	\$2,100.00	\$13,000.00	\$13,000.00
5	8 inch Water Main	1356	LF	\$125.00	\$169,500.00	\$120.00	\$162,720.00	\$136.50	\$185,094.00
6	3 inch HMA Paving	1440	SF	\$5.50	\$7,920.00	\$7.25	\$10,440.00	\$10.00	\$14,400.00
7	Remove & Replace Valley Gutter	394	SF	\$50.00	\$19,700.00	\$42.50	\$16,745.00	\$25.00	\$9,850.00
8	Remove & Replace Sidewalk and Driveway	603	SF	\$14.00	\$8,442.00	\$22.00	\$13,266.00	\$25.00	\$15,075.00
9	Replace Pavement Markings (paint)	1	LS	\$1,500.00	\$1,500.00	\$4,500.00	\$4,500.00	\$1,000.00	\$1,000.00
10	Abandon Water Valve	12	EA	\$500.00	\$6,000.00	\$1,200.00	\$14,400.00	\$875.00	\$10,500.00
11	Remove and install Fire Hydrant	1	EA	\$8,500.00	\$8,500.00	\$7,950.00	\$7,950.00	\$5,800.00	\$5,800.00
12	Install Water Valve	15	EA	\$6,500.00	\$97,500.00	\$1,800.00	\$27,000.00	\$4,000.00	\$60,000.00
13	8" Tees & Thrust Blocks	5	EA	\$950.00	\$4,750.00	\$810.00	\$4,050.00	\$840.00	\$4,200.00
14	8" Crosses	1	EA	\$1,200.00	\$1,200.00	\$645.00	\$645.00	\$1,000.00	\$1,000.00
15	8"x 6" Reducers	6	EA	\$550.00	\$3,300.00	\$660.00	\$3,960.00	\$750.00	\$4,500.00
16	8" Bends & Thrust Blocks	11	EA	\$600.00	\$6,600.00	\$420.00	\$4,620.00	\$400.00	\$4,400.00
17	1" Water Lateral - single meter	3	EA	\$2,500.00	\$7,500.00	\$3,300.00	\$9,900.00	\$533.00	\$1,599.00
18	2" Water Lateral - single meter	1	EA	\$3,000.00	\$3,000.00	\$6,900.00	\$6,900.00	\$1,575.00	\$1,575.00
19	2" Water Lateral - Double Meter	3	EA	\$3,500.00	\$10,500.00	\$7,100.00	\$21,300.00	\$1,575.00	\$4,725.00
20	2" Water Lateral - double and single meter (3 total)	5	EA	\$3,700.00	\$18,500.00	\$8,050.00	\$40,250.00	\$1,650.00	\$8,250.00
21	2" Water Lateral - two double meters (4 total)	1	EA	\$4,000.00	\$4,000.00	\$8,500.00	\$8,500.00	\$1,600.00	\$1,600.00
<b>TOTAL:</b>					\$408,412.00		\$427,546.00		\$393,068.00



# CITY OF LAKEPORT

City Council ☒  
City of Lakeport Municipal Sewer District ☐  
Lakeport Redevelopment Successor Agency ☐  
Lakeport Industrial Development Agency ☐  
Municipal Financing Agency of Lakeport ☐

## STAFF REPORT

**RE:** Request for a Non-Profit Vending & Concessions at Westside Community Park Phase II

**MEETING DATE:** 5/2/2017

**SUBMITTED BY:** Douglas Grider, Public Works Director

**PURPOSE OF REPORT:** ☐ Information only ☐ Discussion ☒ Action Item

### WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to authorize Non-Profit Vending and Concessions including a concession stand on Phase II of Westside Park. The request is from the Westside Park Committee who is the lease holder of Westside Park Phase II known as "The Jane Barnes Field" and is for Non-Profit organizations renting the field.

### BACKGROUND/DISCUSSION:

The Westside Park Committee has received a request from the youth sports leagues renting the Jane Barnes Field to construct a concession stand. The profits from concession sales are one of the ways in which the leagues are funded

Our current Ordinance NO. 712 (91) 9.08.030 addresses Commercial Activities in Park Lands, but does not address Non-Profit Activities. As our current Ordinance does not specifically allow Non-Profit Vending and Concessions on City Park Lands nor does it prohibit it. In order to get clarification staff directed the Westside Park Committee to direct their request through the Park and Recreation Commission and then to the City Council for authorization for Non-Profit Vending and Concessions including a concession stand on Phase II of Westside Park.

The Westside Park Committee made a presentation to the Parks and Recreation Committee at their 4/6/17 meeting requesting their support in allowing Non-Profit Vending and Concessions on Phase II of Westside Park. The Park and Recreation Commission vote unanimously in favor of the request.

Staff has no issues with the request as it is standard practice on most public sports fields.

### OPTIONS:

Authorize or deny the request for Non-Profit Vending and Concessions including a concession stand on Phase II of Westside Park or give staff direction.

### FISCAL IMPACT:

☒ None ☐ Budgeted Item? ☐ Yes ☐ No

Budget Adjustment Needed? ☐ Yes ☒ No if yes, amount of appropriation increase:

Affected fund(s): ☐ General Fund ☐ Water OM Fund ☐ Sewer OM Fund ☐ Other:

Comments:

### SUGGESTED MOTIONS:



Move to authorize Non-Profit Vending and Concessions including a concession stand on Phase II of Westside Park.



**Attachments:**

1. Letter From Westside Park Committee
2. Ordinance NO. 712 (91)



*1401 Westside Park Road, Lakeport, California*

[www.westsidecommunitypark.org](http://www.westsidecommunitypark.org)

WESTSIDE COMMUNITY PARK COMMITTEE  
Mailing Address: 1350 Berry Street, Lakeport, CA 95453

Tax # 68-0415643

March 9, 2017

Members of the Lakeport City Council  
225 Park Street  
Lakeport, CA 95453

Dear Mayor and Council Members,

A request has been received from the youth sports leagues renting the Jane Barnes Field to construct a concession stand. The profits from concession sales are one of the ways in which the leagues are funded. Currently, the City prohibits sales at the Westside Community Park.

The Westside Community Park Committee in support of these leagues is requesting the Parks & Recreation Commission recommend to the Council a change in the ordinance. The Committee requests that sales be allowed by non-profit groups renting the facility. This would include recreational sports leagues for youth and adults as well as other periodic events such as walk/run events. It could be stipulated that all proceeds from the sales must be directed to the renting grouping. No for profit sales would be allowed.

This is a common practice at all of the facilities I have visited.

Thank you for your timely consideration of this matter. The Westshore Little League will begin play later in March. The Konocti Youth Soccer League's season begins in September. That league's president is working toward the construction of a concession stand if a change in the ordinance is approved by the Council.

Sincerely,

Dennis A. Rollins  
Chairperson

ORDINANCE NO. 712 (91)

LAKEPORT WATERFRONT AND PARK LANDS ORDINANCE

THE CITY COUNCIL OF THE CITY OF LAKEPORT DOES ORDAIN AS FOLLOWS:

CHAPTER 9.08 REPEAL OF FORMER ORDINANCE - ADOPTION OF NEW ORDINANCE.

9.08.010 Findings and Purpose. In adopting this Ordinance, the City Council makes the following findings:

(a) There has been a significant increase in the nature and intensity of commercial activities and public demand for the use of parklands in the City of Lakeport; and

(b) This situation has created the need to adopt regulations to protect the health, safety and general welfare of the citizens using City waterfront and parklands; and

(c) In adopting this Ordinance, the City Council intends that the health, safety and welfare of those who use, enjoy, and own property near the waterfront and parklands as well as those using City parklands are not adversely affected by certain activities conducted on said parklands.

9.08.020 Definitions.

(a) For the purpose of this Ordinance, the term "waterfront" shall mean all waters within the corporate limits of the City of Lakeport whether or not the lands lying under the water are privately or publicly owned.

(b) For the purpose of this Ordinance, the term "commercial activity" shall mean any service, trade, business or occupation carried on, for which any monetary or other valuable consideration is received, or for the purpose of profit.

(c) "Lakefront Park Lands" and "parklands" as used herein shall mean all real property and improvements, owned or leased by the City of Lakeport and devoted to recreational use by the general public.

*Amended by 722 and 740(92)*

1        9.08.030      Commercial Activities Prohibited.    All commercial sales,  
2 display, advertising, and/or solicitation or other similar activities are  
3 prohibited in all City parklands unless such activity has received prior  
4 City Council approval.

5        9.08.040      Animals.    All domestic animals except seeing eye dogs or  
6 animals specially trained to assist sight impaired or persons with physical  
7 disabilities are prohibited in all City parklands.

8        9.08.050      Bicycles in Parklands.    It is unlawful for any person to  
9 ride a motor driven vehicle, bicycle, motorcycle, skateboard, roller  
10 skates/roller blades, or other conveyance in any public park within the  
11 city limits of the City excluding parking lots, boat ramps, roadways and  
12 designated bikeways.

13       9.08.060      Camping Prohibited.    It is unlawful for any person or  
14 persons to camp at or to occupy overnight between the hours of midnight and  
15 six a.m. any public parklands with the exception for special events  
16 approved in advance by the City Council.

17       9.08.070      Diving Prohibited.    It is unlawful for any person to dive,  
18 jump or propel oneself from the pier, tower, ramp or other structure  
19 appurtenant to any City parklands.

20       9.08.080      Obstruction of Street and Sidewalks.    It is unlawful for  
21 any person to intentionally stand, sit or lie in or upon any street, boat  
22 ramp, sidewalk, stairway or crosswalk so as to prevent free passage of  
23 persons or vehicles passing over, along or across any street, sidewalk,  
24 stairway or crosswalk, including all pathways and sidewalks located in City  
25 parklands.

26       9.08.090      Fireworks.    The sale, use, possession, and/or discharge  
27 of any type of fireworks or similar device is prohibited in all City  
28 parklands.

1        9.08.100     Damage to Vegetation Prohibited.    It is unlawful for any  
2 person to engage in any activity or conduct injurious to, or to injure in  
3 any manner any trees, shrubs, plants, flowers or other property in any  
4 parklands within the Lakeport city limits.

5        9.08.110     Public Consumption of Alcoholic Beverages.

6            (a)    It is unlawful for any person or organization to sell, serve or  
7 cause to be served, consume, or possess open containers of alcoholic  
8 beverages of any kind whatsoever upon any public street, park or public  
9 property within the city limits, at any time for any purpose, except as  
10 specifically provided for in this section.

11           (b)    The consumption and possession of alcoholic beverages is  
12 permitted on City property located at Fifth and leased by the Lakeport  
13 Yacht Club and in Library Park; except that consumption or possession of  
14 alcoholic beverages is prohibited in the children's play area, which play  
15 area is that portion of Library Park located to the south of the concrete  
16 walkway at the rear of the old Carnegie Library building.

17           (c)    The possession of glass containers is prohibited in all City  
18 parks.

19        9.08.120     Disorderly Conduct.    It is unlawful for any person to  
20 engage in loud, boisterous, threatening, abusive, insulting or indecent  
21 language, or engage in any disorderly conduct or behavior tending to breach  
22 the public peace and enjoyment of City parklands.

23        9.08.130     Vandalism and Littering Prohibited.    It is unlawful for  
24 any person to write upon, cut or otherwise damage or deface any building  
25 structure or other improvement located on the City parklands or to deposit  
26 any type of debris or litter in the City parklands except into an approved  
27 trash container.

28

1        9.08.140    Enforcement Authority.    It is made the duty of the Chief  
2 of Police to enforce the provisions of this article and to arrest any  
3 person violating them.

4        9.08.150    Violation - Penalty.    A violation of Sections 9.08.030  
5 through 9.08.080 shall be an infraction punishable by:

6            (1)    A fine not exceeding one hundred dollars for a first violation;

7            (2)    A fine not exceeding two hundred dollars for a second violation  
8 of the same ordinance within one year;

9            (3)    A fine not exceeding five hundred dollars for each additional  
10 violation of the same ordinance within one year.

11        A violation of Sections 9.08.090 through Sections 9.08.130 shall be a  
12 misdemeanor punishable by a fine of not more than one thousand dollars, or  
13 by imprisonment not to exceed six months, or by both such fine and  
14 imprisonment.

15        9.08.160.    All Ordinances or parts of Ordinances or Resolutions or  
16 parts of Resolutions in conflict herewith are hereby repealed to the extent  
17 of such conflict and no further.

18        9.08.170.    Within fifteen (15) days of its passage, this Ordinance  
19 shall be published at least once in the Lake County Record-Bee, a newspaper  
20 of general circulation printed and published in the City of Lakeport.

21        This Ordinance was introduced before the City Council of the City of  
22 Lakeport at a regular meeting thereof on the 6th day of May, 1991, and  
23 passed its first reading by the following vote:

24    AYES:            Council Members Dye, Cole, Johnson and Mayor Parmentier

25    NOES:            None

26    ABSTAINING:    None

27    ABSENT:          Council Member Van Lente

28

1           This Ordinance was duly enacted by the City Council of the City  
2 of Lakeport at a regular meeting thereof on the 20th day of May 1991, by  
3 the following vote:

4 AYES:           Council Members Dye, Johnson, Van Lente and  
                  Mayor Parmentier

5 NOES:           None.

6 ABSTAINING:   None.

7 ABSENT:        Council Member Cole

8  
9  
10 

ROY PARMENTIER, Mayor  
City of Lakeport

12  
13 ATTEST:

14   
15 BERNICE M. HUDSON, City Clerk  
16 City of Lakeport  
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# CITY OF LAKEPORT

City Council ☒  
City of Lakeport Municipal Sewer District ☒  
Lakeport Redevelopment Successor Agency ☐  
Lakeport Industrial Development Agency ☐  
Municipal Financing Agency of Lakeport ☐

## STAFF REPORT

**RE:** Request to move the Equestrian Park from Westside Park to CLMSD property off of Highway 175

**MEETING DATE:** 5/2/2017

**SUBMITTED BY:** Douglas Grider, Public Works Director

**PURPOSE OF REPORT:** ☐ Information only ☐ Discussion ☒ Action Item

### WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to approve the request of the Westside Community Park Committee and several local equestrian groups for the relocation of the proposed equestrian park, tentatively located at Westside Park be moved to the CLMSD property located next to Highway 175 with conditions.

### BACKGROUND/DISCUSSION:

The Westside Park Committee and local equestrian groups started a preliminary site plan last fall in the "Phase III" area of Westside Park, upon review by City staff it became apparent that the site was not large enough to accommodate the facility they hoped to construct. After several meetings, staff began looking at alternate locations that would accommodate the desired facility. A location at the very South end of the City's CLMSD property became staff's selection for a possible relocation site. Staff met with the Westside Park Committee and local equestrian groups at the new proposed location. All parties agreed that it has the potential to be a much better location.

The Westside Community Park Committee and local equestrian groups approached the Parks and Recreation Committee at the 4/6/17 Parks and Recreation Committee meeting with a request for support to move the Equestrian Park from Westside Community Park to CLMSD property off of Highway 175 to better serve the public and park users. The Park & Recreation Committee voted unanimously in support of the relocation.

Staff recommends approving the relocation, subject to conditions. The conditions include, but are not limited to, the following:

1. The Westside Community Park Committee shall remain the responsible party for the facility. The equestrian group (Westside Community Park Committee) shall provide all of the engineered plans for the equestrian park,
2. The equestrian group shall be responsible for all of the earthwork, erosion control and site improvements for the equestrian park and
3. The group shall continue to work with City staff through all phases of development to insure that it meets all of the current design and code requirements and to resolve any issues concerning the design or construction of the equestrian park.

The City will obtain the required Cal-Trans encroachment permit and construct the driveway. City staff will also need to apply to the County for a "General Plan Conformity" finding, as well as perform some elevation surveying to help determine constructability.

**OPTIONS:**

Council can approve the request to relocate the Equestrian Park to the CLMSD property or provide alternate direction to staff.

**FISCAL IMPACT:**

☐ None      ☒ Unknown at this time      Budgeted Item? ☐ Yes ☒ No

Budget Adjustment Needed? ☐ Yes ☐ No      If yes, amount of appropriation increase: \$

Affected fund(s): ☒ General Fund ☐ Water OM Fund ☐ Sewer OM Fund ☐ Other:

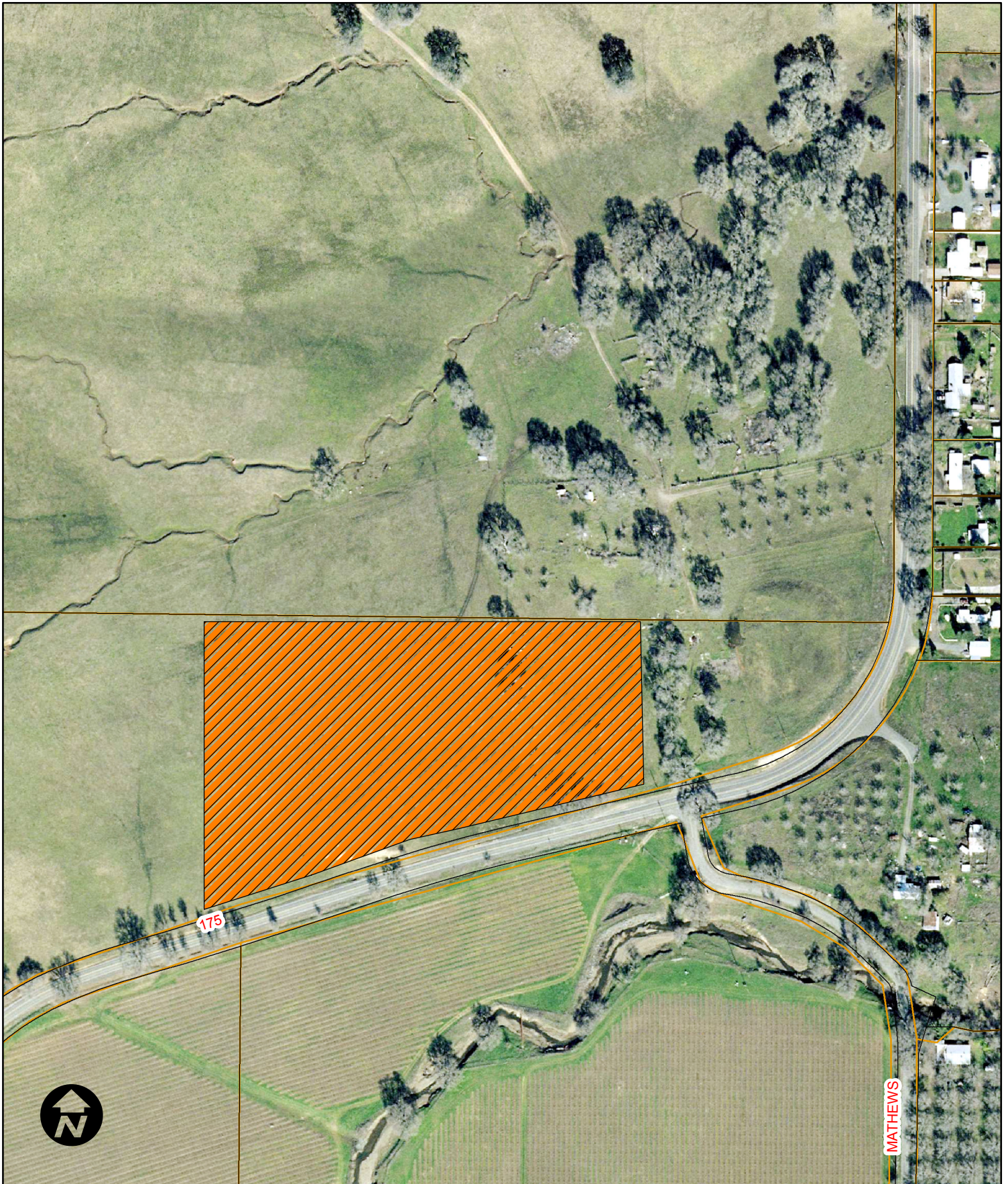
Comments:

**SUGGESTED MOTIONS:**

Move to approve the request to relocate the Equestrian Park to the CLMSD property on Highway 175 with the recommended conditions.

- ☒ **Attachments:**
1. Map of relocation area
  2. Letter from Westside Park Committee





Projected coordinate system name: NAD 1983 State Plane California II FIPS 0402 Feet  
Geographic coordinate system name: GCS North American 1983

## CLMSD Equestrian Park





*1401 Westside Park Road, Lakeport, California*

[www.westsidecommunitypark.org](http://www.westsidecommunitypark.org)

WESTSIDE COMMUNITY PARK COMMITTEE  
Mailing Address: 1350 Berry Street, Lakeport, CA 9545

Tax # 68-0415643

February 28, 2017

Members of the Lakeport City Council  
225 Park Street  
Lakeport, CA 95453

Dear Mayor and Council Members,

The Council granted permission, in early 2014, for the Westside Community Park Committee to investigate the feasibility and initiate planning for an Equestrian Center to be located in the Southwest corner of the park property. As a first step in that process the Committee hosted a community meeting at the site. Over twenty people attended representing the variety of horse groups organized in Lake County. A "wish list" of the needs of these groups was created.

With that list, members of the Westside Community Park Committee met with Cliff Ruzicka and one of his associates to prepare a site plan. Early on in that meeting it became clear that the site was not of sufficient size to accommodate even a moderately sized arena and still provide adequate pull through parking. Other items on the "wish list" were not even addressed. Ruzicka & Associates created a site plan following that meeting.

A meeting of Committee representatives with City staff members; Public Works/Park Director Doug Grider, Community Development Director Kevin Ingram and City Engineer Paul Curran was held in November, 2016 to review that site plan. Staff had concerns about the adequacy of that site as well as the appropriateness of the location given the other proposed uses for future development. The City Engineer also discussed the challenges to development which he stated are significant and costly. During that meeting staff suggested the southern portion of the CLMSD property fronting Highway 175 as a better location for a number of reasons. They each indicated that they were totally supportive of that location.

Public Works/Parks Director Grider discussed this use with Utilities Superintendent Paul Harris who was also supportive and felt this could work. Following that Doug arranged for representatives of the WCP Committee to visit that site. They all immediately saw the advantages of it in size, location, access and ease of development.

At the Committee's regular meeting on January 4, 2017 the full committee discussed the proposed change of location and voted unanimously to request the City Council authorize this use. This letter presents a formal request for authorization to designate that southern portion of the CLMSD property as the new site of the Equestrian Center. City staff will present a report providing the specific details.

The Committee eagerly looks forward to your decision.

Respectfully,

Dennis A. Rollins  
Chairperson