



CITY OF PORTOLA CITY COUNCIL REGULAR MEETING AGENDA

REGULAR MEETING
WEDNESDAY, AUGUST 11, 2021
6:00 P.M.

CITY HALL COUNCIL CHAMBERS
35 THIRD AVENUE
PORTOLA, CA 96122

COUNCILMEMBERS ATTENDING VIA TELECONFERENCE AS PERMITTED BY CALIFORNIA GOVERNOR NEWSOM EXECUTIVE ORDER N-29-20

COUNCILMEMBERS

Mayor Bill Powers
Mayor Pro Tem Pat Morton
Councilmember Tom Cooley
Councilmember Phil Oels
Councilmember Stan Peiler

CITY STAFF

City Manager Lauren Knox
Public Works Director Todd Roberts
Finance Officer Susan Scarlett
City Attorney Steve Gross
Deputy City Clerk Tara Kindall

The City Council welcomes you to its meetings which are regularly held the second and fourth Wednesday of each month at 6:00 p.m. Your interest and participation is encouraged and welcome.

As permitted by Executive Order N-29-20, proclaiming a State of Emergency in the State of California, the City Council Chamber at City Hall will not be accessible to the public for the City of Portola's August 11, 2021 Regular City Council meeting.

The City Council meeting is accessible to the public via live streaming at: <https://zoom.us/j/3583067836> or by phone at: Phone Number 1.669.900.6833; Meeting ID: 358 306 7836.

Any person desiring to address the City Council on any item not on the agenda may do so during public comment. Public comments made during a regular Council meeting may be recorded. Public comment will be accepted via email or chat on any item on the agenda at any time beginning at 6:00 p.m. and ending at the close of public comment on the item. Please direct your comments to Tara Kindall, Deputy City Clerk, tkindall@cityofportola.com or access the chat function on the Zoom meeting platform during the live stream. Members of the public may submit their comments in writing to be included in the public record.

Any person with a disability may submit a request for reasonable modification or accommodation to the above-described means for accessing and offering comment at the meeting to Tara Kindall at tkindall@cityofportola.com who will swiftly resolve such request.

CONSENT CALENDAR: These items include routine financial and administrative actions. All items on the consent calendar will be voted on at the same time during the meeting under “Consent Calendar”. If you wish to have an item removed from the Consent Calendar, you may do so by addressing the presiding officer.

Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are on file in the Office of the City Clerk and are available for public inspection. If you have any questions on any agenda items, contact the City at 530.832.6801.

Meeting facilities are accessible to persons with disabilities. Reasonable efforts will be made to accommodate participation of the disabled in the City’s public meetings. If special accommodation for the disabled is needed, please notify the City at 530.832.6801 at least 48 hours prior to the meeting.

For additional information visit the City of Portola Web Page: www.cityofportola.com.

**CITY COUNCIL AGENDA
REGULAR MEETING
AUGUST 11, 2021
6:00 P.M.**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**

This section is intended to provide members of the public with an opportunity to comment on any subject that does not appear on this agenda. Please note that California law prohibits the City Council from taking action on any matter which is not on the posted agenda, unless it is determined to be an urgency item by the City Council. Any member of the public wishing to address the City Council during “PUBLIC COMMENT” shall first secure permission of the presiding officer, stand; may give his/her name and address to the Clerk for the record. Each person addressing the City Council shall be limited to three minutes ordinarily, unless the presiding officer indicates a different amount will be allotted.

4. CITY COMMUNICATIONS

- A. City Council Communications/Committee Reports**
- B. Staff Communications/Fire Report/Sheriff’s Report/Air Quality Report**
- C. City Manager Report**

5. CONSENT CALENDAR

These items are expected to be routine and non-controversial. The City Council will act upon them at one time without discussion. Any Councilmembers, staff member or interested party may request that an item be removed from the consent agenda for discussion. Additional budget appropriations will require a four/fifths roll call vote.

- A. Minutes** – Adopt the minutes of the City Council Regular Meeting held on July 28, 2021. [pages 1-4]
- B. Claims** – Adopt Resolution No. 2477 authorizing payment of claims for the period of July 23, 2021 through August 5, 2021. [pages 5-9]

Accounts Payable:	\$ 40,343.46
Payroll:	<u>\$ 41,706.90</u>
Total:	\$ 82,050.36

6. ORDER OF BUSINESS

A. 465 North Fourth Street Lot Merger.

Consideration of an application for a lot merge of two contiguous parcels, located at 465 North Fourth Street (APNs 125-185-002 and 003). Discussion and possible action. [pages 11-27]

B. Personnel Policy Changes.

Review and consider Personnel Policy changes. Discussion and possible action. [pages 29-30]

C. Dixie Fire Update.

Update and discussion about the Dixie fire and the City's assistance and response. Discussion and possible action.

7. ADJOURNMENT

**REGULAR MEETING MINUTES
PORTOLA CITY COUNCIL
35 THIRD AVENUE | PORTOLA, CA 96122
JULY 28, 2021 | 6:00 P.M.**

1. CALL TO ORDER

Councilmembers attended this meeting via teleconference as permitted by California Governor Newsom Executive Order N-29-20. Members of the public were able to join the meeting via Zoom live streaming. Mayor Powers called the meeting to order at 6:00 p.m.

2. ROLL CALL

Councilmembers Tom Cooley, Phil Oels, Stan Peiler, Mayor Pro Tem Pat Morton, and Mayor Bill Powers responded to the roll call. City Manager Lauren Knox, City Attorney Steve Gross, Finance Officer Susan Scarlett, and Deputy City Clerk Tara Kindall were also present.

3. PUBLIC COMMENT

No one from the public wished to comment.

4. CITY COMMUNICATIONS

A. City Council Communications/Committee Reports

Councilmember Peiler reported that he did not have any meetings, but he did have some residents inquire about the Firewise program. He also mentioned that if there are evacuees in need of food, they can contact the EPCAN Food Bank for assistance.

Councilmember Oels reported that he attended a Transportation Commission meeting and worked on the clearing fuel from the Riverwalk.

Councilmember Cooley reported that he worked on some tree limbing at the disc golf site and attended a Fire Study Group meeting.

Mayor Pro Tem Morton reported that she also attended the Local Emergency Services Study Group (LESS or Fire Study Group) meeting.

Mayor Powers reported that he attended Concerts in the Park, he and Public Works Director Roberts spoke with Evacuees in the park, and he attended a Transportation Commission meeting.

B. Staff Communications

Gay Miller with Beckwourth Fire reported that there were 32 calls. 9 in Beckwourth, 22 in Portola, and 1 Mutual Aid in the month of June. She again emphasized the importance of following all burn bans.

The Plumas County Sheriff’s department did not provide a report as they are very busy with the fire.

Melissa Klundby with Air Quality reported that there are two woodsheds available, free chimney sweep coupons are available, they are still doing the woodstove change out program, and the air quality tomorrow is going to be poor.

Finance Officer Susan Scarlett informed Council that the GANN letter from the auditors has been received.

Deputy City Clerk Kindall reported that the new website is expected to be done and go live next week on August 5th.

C. City Manager Report

City Manager Knox reported that they have been clearing out material at the disc golf course site. A brush hog is being brought to help with this effort. This will help in fuel reduction for this wildfire season as well. We have received comments regarding striping late this afternoon from CalTrans but haven’t received the request study yet. Fire evacuees are in the park. The City has been in contact with the County to be ready to go if needed. Councilmember Cooley asked Ms. Klundby the status of the four months of free green waste certificates. It was determined Ms. Klundby had left the meeting so the City Manager will follow up on that item. Regarding the SB2 Grant, the Incode software is working on some scheduling pieces. We hope to have the finance part up and running by January with Utility Billing coming on a couple of months after. The mapping project has had lot of progress. We are looking into acquiring Mango maps. Karen continues working on the General Plan Updates. A Plumas County Integrated Waste Management meeting that was scheduled for this week has been postponed due to the fire.

5. CONSENT CALENDAR

Mayor Pro Tem Morton moved and Councilmember Oels seconded a motion to approve the consent calendar as presented:

- A. Minutes** – Adopt the minutes of the City Council Regular Meetings held on July 14, 2021.

B. Claims – Adopt Resolution No. 2476 authorizing payment of claims for the period of July 10, 2021 through July 22, 2021.

Accounts Payable:	\$177,336.10
Payroll:	<u>\$ 28,076.84</u>
Total:	\$205,432.94

Roll call vote, yes: Cooley, Oels, Peiler, Morton, and Powers. So carried.

Roll call vote, no: none.

6. ORDER OF BUSINESS

A. Courthouse.

Mayor Powers explained he has drafted a letter to local judges regarding the Plumas/Sierra Regional Courthouse located at 600 South Gunning Street. The end-goal of the letter is to eventually make a case to the Administration of Courts, by first gaining buy-in from the local judges to not continue the let the building sit almost vacant. Mayor Powers would like Council to review the letter and for them to determine the next steps.

Mayor Pro Tem Morton moved and Councilmember Oels seconded a motion to approve the letter as to form and send it to the local judges for their consideration.

Roll call vote, yes: Cooley, Oels, Peiler, Morton, and Powers. So carried.

Roll call vote, no: non.

B. Voluntary Water Conservation.

City Manager Knox explained that the City has received a few inquiries whether there are water restrictions in place. There are no mandatory requirements from the State to implement water conservation measures at this time, however the Governor has asked all California residents to voluntarily cut water usage by 15%. Due to the evident drought, staff is recommending that the Council consider implementing volunteer water conservation measures for residents. The measure are only suggestions and are not mandatory. There would not be any ramifications for residents who do not follow the recommendations.

Mayor Pro Tem Morton moved and Councilmember Oels seconded a motion to implement the following Voluntary Water Conservation Measures:

Residents should refrain from the following:

- The application of potable water to any driveway or sidewalk
- Using potable water to water outdoor landscapes in a manner that cause runoff to adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures
- Using a hose dispenses potable water to wash motor vehicles unless the hose is fitted with a shut-off nozzle.

- Using potable water in a fountain or decorative water feature unless the water is recirculated.

Residents should only water before 10 AM and after 7 PM, and only on their watering days:

- North Side: Tuesdays, Thursdays, and Saturdays
- South Side: Wednesdays, Fridays, and Sundays

Roll call vote, yes: Cooley, Oels, Peiler, Morton and Powers. So carried.

Roll call vote, no: none.

C. Community Town Hall Discussion.

Mayor Powers would like for Council to consider holding a Community Town Hall meeting to discuss emergency and fire related items. A brief discussion ensued. Consensus was to conduct it as a Zoom meeting and a Special Meeting for Council.

D. Personnel Policy Changes.

City Manager Knox explained that staff has recognized a variety of personnel policy changes that are needed to better deal with or define certain issues that have become evident. Staff would like Council to review and describe the main concepts need change and provide direction to staff to incorporate changes into the personnel policies, which will then come back to Council in draft form. The main concepts needing review and discussion are the holiday schedule and the work week. Discussion ensued. It was determined that the City Manager will incorporate the discussed changes and bring them back to Council in draft form for approval.

7. ADJOURNMENT

There being no further business Mayor Powers adjourned the meeting at 7:17 p.m.

Tara Kindall, CMC
Deputy City Clerk

RESOLUTION NO. 2477

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORTOLA
AUTHORIZING PAYMENT OF CLAIMS FOR THE PERIOD
JULY 23, 2021 THROUGH AUGUST 5, 2021**

**ACCOUNTS PAYABLE
CHECK NUMBERS: 43139-43175**

**PAYROLL
CHECK NUMBERS: 16725-16763 [VOID 16725, 16726, 16744]**

WHEREAS, the City Council of the City of Portola has been fully advised that all such claims and demands are legal obligations of the City; and,

WHEREAS, the City Council has fully considered the claims and money demands and payment thereof as set forth below and in "Exhibit A" attached hereto and incorporated herein.

ACCOUNTS PAYABLE:	\$ 40,343.46
PAYROLL:	<u>\$ 41,706.90</u>
TOTAL:	\$ 82,050.36

NOW THEREFORE BE IT RESOLVED THAT all claims and demands represented are just and proper and legal demands or claims against the City of Portola, and the payment of any such demands is approved and authorized.

PASSED, APPROVED AND ADOPTED this 11th day of August 2021 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Bill Powers, Mayor

ATTEST:

Tara Kindall, Deputy City Clerk

I, Tara Kindall, Deputy City Clerk of the City of Portola, do hereby certify that the above and foregoing Resolution was duly passed and adopted by the City Council at the City of Portola Regular meeting thereof held on August 11, 2021.

Tara Kindall, Deputy City Clerk

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Check Register Report

SPC-CONCERT AT THE PARK

Date: 07/29/2021

Time: 11:36 am

Page: 1

City Of Portola

BANK: PLUMAS BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
PLUMAS BANK Checks								
43139	07/29/21	Printed			MARG W	MARGRET WRIGHTS	CONCERT AT THE PARK	500.00
43140	07/29/21	Printed			PETER R	PETER RHODE	PA & SOUND	350.00
Total Checks: 2							Checks Total (excluding void checks):	850.00
Total Payments: 2							Bank Total (excluding void checks):	850.00
Total Payments: 2							Grand Total (excluding void checks):	850.00

Check Register Report

Date: 07/30/2021

Time: 9:46 am

Page: 1

City Of Portola

BANK: PLUMAS BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
PLUMAS BANK Checks								
43141	07/30/21	Printed			1STCTS	1ST CHOICE TRUCK SERVICE	Fire Water Tender Repair	4,155.07

	Total Checks: 1	Checks Total (excluding void checks):	4,155.07
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	Total Payments: 1	Bank Total (excluding void checks):	4,155.07
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	Total Payments: 1	Grand Total (excluding void checks):	4,155.07
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Check Register Report

Date: 08/05/2021

Time: 4:56 pm

Page: 1

City Of Portola

BANK: PLUMAS BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
PLUMAS BANK Checks								
43142	08/05/21	Printed			CT	ALWAYS ANSWER	CALL/FAX SERVICES	57.39
43143	08/05/21	Printed			ACS	AMAZON CAPITOL SERVICES	SUPPLIES	827.35
43144	08/05/21	Printed			AMGAS	AMERIGAS	PROPANE	12.86
43145	08/05/21	Printed			1011	AT&T	LONG DISTANCE	162.10
43146	08/05/21	Printed			BRADY	BRADY INDUSTRIES	SUPPLIES	277.72
43147	08/05/21	Printed			BITS	BULLET INFORMATION TECHNOLOGY	COMPUTER REPAIR/INSTALLATION	840.00
43148	08/05/21	Printed			COMSITE	COMSITES WEST	LICENSE FEE-REPEATER	185.00
43149	08/05/21	Printed			CONNOLLY	CONNOLLY ENGINEERING	PROFESSIONAL SERVICE	100.16
43150	08/05/21	Printed			ENCM	ENCOMPASS	XEROX COPIES	652.91
43151	08/05/21	Printed			FLC	FOLCHI LOGGING & CONSTR., INC.	ROAD BASE	627.41
43152	08/05/21	Printed			IEDA	IEDA	LABOR RELATIONS CONSULTING	245.00
43153	08/05/21	Printed			KANLIF	KANSAS LIFE INSURANCE CO	LIFE INSURANCE	51.93
43154	08/05/21	Printed			KM	KIMBALL MIDWEST	REPAIR/MAINTENANCE	191.73
43155	08/05/21	Printed			KIMBERLY E	KIMBERLY ANNE EMMER	CONCERT AT THE PARK	1,000.00
43156	08/05/21	Printed			LEWISP	LEWISPORT USA	WILLOW SPRING ID#s	386.10
43157	08/05/21	Printed			LIBENER	LIBERTY UTILITIES	UTILITIES	7,576.66
43158	08/05/21	Printed			MANH	MANHARD CONSULTING	PROFESSIONAL SERVICES-PLANNING	600.00
43159	08/05/21	Printed			MCI	MCI MEGA PREFERRED	800 LONG DISTANCE	45.30
43160	08/05/21	Printed			MUNCC	MUNICIPAL CODE CORPORATION	ADMIN SUPPORT FEE	225.00
43161	08/05/21	Printed			OE	OPERATING ENGINEERS	HEALTH INSURANCE	10,944.00
43162	08/05/21	Printed			S E	PATRICK FLYNN	QUARTERLY LANDFILL MONITORING	2,000.00
43163	08/05/21	Printed			PETERH	PETE RHODE - PA & SOUND	CONCERT AT THE PARK	300.00
43164	08/05/21	Printed			PAH	PLUMAS ACE HARDWARE	SUPPLIES	1,116.72
43166	08/05/21	Printed			PST	PLUMAS SIERRA TELECOMMUNICAT	LD;PW;CITY HALL;WH	382.00
43167	08/05/21	Printed			SIERRA E	SIERRA ELECTRONICS, INC.	RADIOS EQUIPMENT	20.00
43168	08/05/21	Printed			SSALI	SILVER STATE ANALYTICAL	WATER/WASTE WATER TESTING	1,092.00
43169	08/05/21	Printed			TGV	THOMAS G. VALENTINO	PROFESSIONAL SERVICES	2,205.00
43170	08/05/21	Printed			VW	VERIZON WIRELESS	LDTWP DATA PLAN	108.07
43171	08/05/21	Printed			VW	VERIZON WIRELESS	LANDLINES	492.18
43172	08/05/21	Printed			VW	VERIZON WIRELESS	CELL PHONES	387.94
43173	08/05/21	Printed			WNS	WESTERN NEVADA SUPPLY	MATERIALS/SUPPLIES	1,880.23
43174	08/05/21	Printed			XC	XEROX FINANCIAL SERVICES	LEASE-2 MONTH	268.13
43175	08/05/21	Printed			ZMSC	ZEE MEDICAL SERVICE CO.	MEDICAL SUPPLIES	77.50

Total Checks: 33 **Checks Total (excluding void checks): 35,338.39**

Total Payments: 33 **Bank Total (excluding void checks): 35,338.39**

Total Payments: 33 **Grand Total (excluding void checks): 35,338.39**

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CITY COUNCIL AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Karen Downs, Contract Planner

MEETING: August 11, 2021

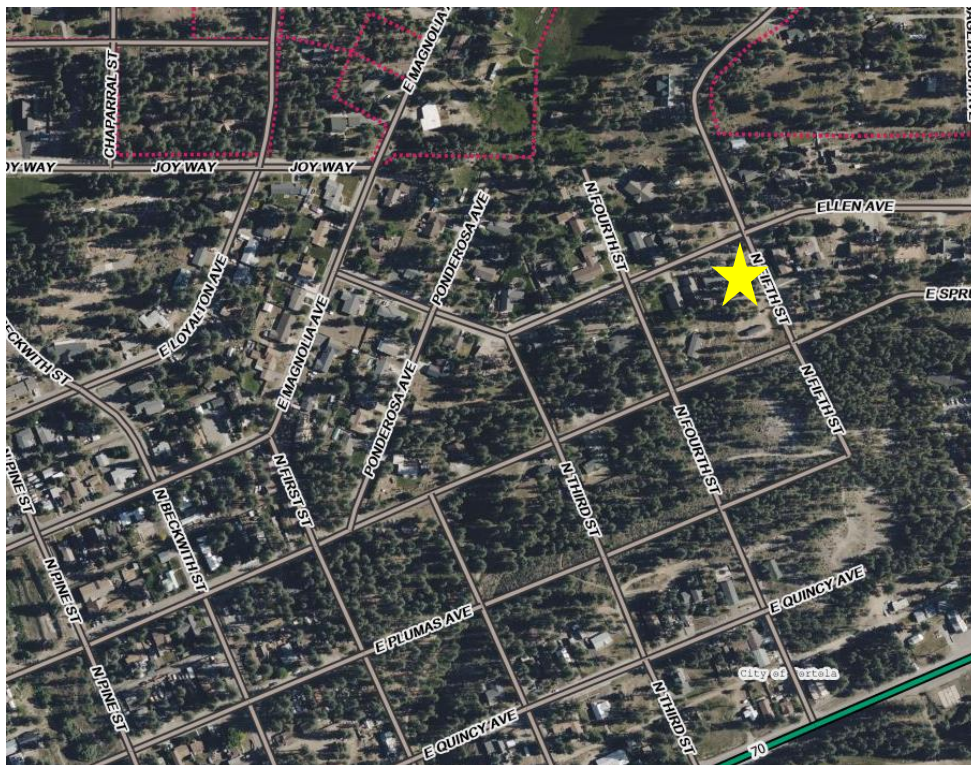
SUBJECT: **CONSIDER APPROVAL OF A LOT MERGER; RESOLUTION NO. 2478**

Synopsis

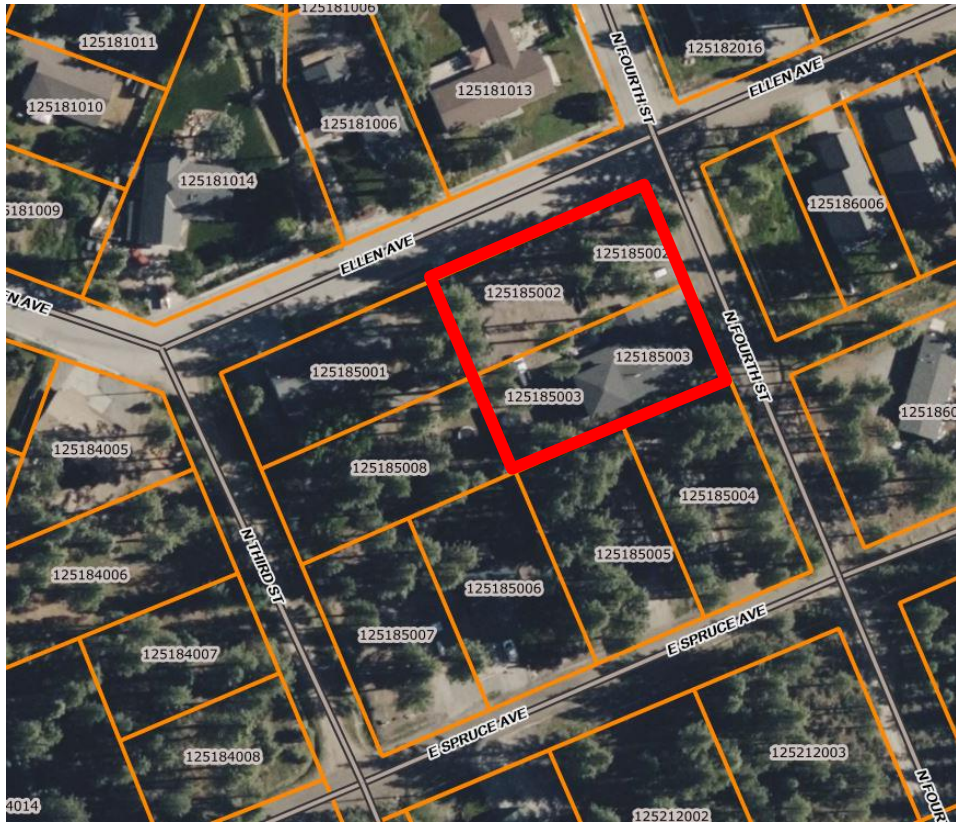
The City received a complete Lot Merger application package on July 13, 2021 for 465 N. Fourth Street, APNs 125-185-002 (Lot 7) and 125-185-003 (Lot 8), to merge 2 contiguous parcels. The application has been reviewed and has been deemed to be complete and in conformance with City Code requirements (Portola Municipal Code Section 16.45.030).

As part of this application, a Parcel Map Waiver is requested and has been reviewed by the City Engineer, in accordance with PMC Section 16.45.040. As noted in the attached memo, the City Engineer has found a Parcel Map is not required and the Parcel Map Waiver is recommended for approval.

Location



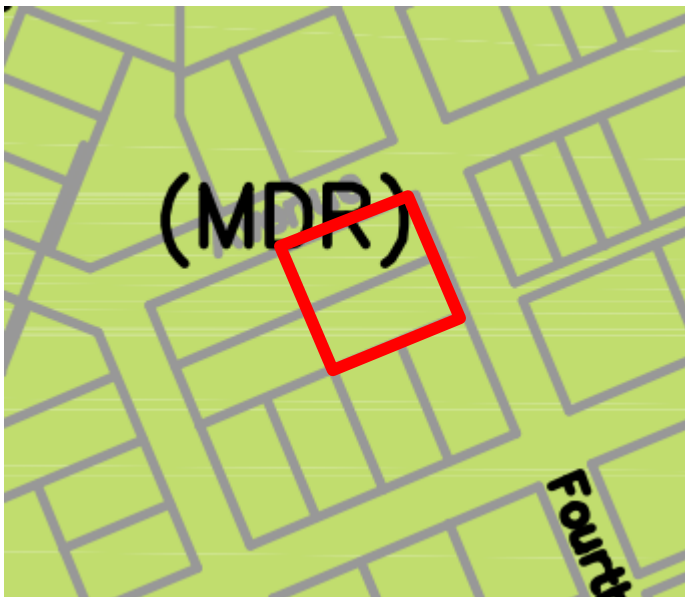
Existing Parcel Configuration



Aerial of Existing Site



Land Use and Zoning Designation: Medium Density Residential



Application Review

The 2 parcels are located at the southwest corner of Ellen Avenue and N. Fourth Street and are zoned Medium Density Residential (MDR). If merged, the combined lot size would be +/- .46 acres; 20,250 sq. ft. (Lots 7 and 8 are each +/- 10,125 sq. ft.) which exceeds the minimum lot size in the MDR zoning designation.

The MDR development standards will apply to the resulting parcel, if merged:

	MDR
Min. lot size	6,000 s.f.
Min. lot size-clustered	4,000 s.f.
Min. frontage	50 ft.
Max. density per lot	2 dwellings, 1 second unit From 1 to 8 units per gross acre
Front Setback	20 ft.
Side Setback	10 ft. if adjacent to the edge of a publicly or privately maintained street, right-of-way, and/or sidewalk (1), 5 ft. for an interior lot
Rear Setback	10 ft.
Site Coverage	Maximum of 45%
Height Limit	35 ft.

The subject parcels are under common ownership and are contiguous. There is an existing deed of trust on Lot 8 (APN 125-185-003); a Modification or Reconveyance of the deed of trust must be prepared and recorded concurrently with the Notice of Merger to ensure that the loan documents encompass the properties to be merged. The recommended conditions below address these concerns.

Resolution No. 2478, a copy of the application package, and a memo from the City Engineer are included for your review.

Recommended Conditions

The following conditions are recommended, and will need to be resolved before the Notice of Merger can be recorded:

1. The deed of trust for APN 125-185-003 shall be modified or reconveyed for the proposed merged configuration.
2. The "Notice of Merger of Contiguous Lots under Common Ownership" shall be prepared and the applicant provide an acceptable Grant Deed to be included with the Notice of Merger. Said Grant deed shall be prepared with the words "FOR PURPOSES OF PARCEL MERGER."
3. Prepayment of real property taxes shall be made before the Grant Deed and Notice of Merger are filed with the County Recorder.
4. A note shall be placed in the Grant Deed which indicates that the merger will not operate to diminish or defeat the rights or interests of any party or entity which existed of record prior to the parcel merger, including but not necessarily limited to security investments, deed restrictions, covenants, conditions and restrictions, assessments, and similar rights or obligations.
5. A new Lot Book Guarantee showing common ownership must be issued prior to recording of the Notice of Merger or the vesting discrepancy must be addressed in the two separate grant deeds and deed modification/reconveyance per item #1.

Recommendation

Staff recommends that the City Council:

1. Find that a Parcel Map is not required for this merger
2. Approve Resolution No. 2478 with conditions

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be construed as if such invalid, illegal, or unenforceable term or provision had never been contained herein.

SECTION 5. The City Clerk shall certify to the adoption of this Resolution, which shall be effective upon its adoption.

PASSED, APPROVED AND ADOPTED this 11th day of August, 2021 by the following vote.

AYES:
NOES:
ABSTAIN:
ABSENT:

Bill Powers, Mayor

ATTEST:

Tara Kindall, Deputy City Clerk

I, Tara Kindall, Deputy City Clerk of the City of Portola, DO HEREBY CERTIFY that the above and foregoing Resolution was duly passed and adopted by the City Council at the City of Portola Regular meeting thereof held on August 11, 2021:

Tara Kindall, Deputy City Clerk

Exhibit 1

Resolution 2478 Conditions of Approval

The following conditions of approval shall be met and/or resolved prior to recordation of a Notice of Lot Merger with Plumas County:

1. The deed of trust for APN 125-185-003 shall be modified or reconveyed for the proposed merged configuration.
2. The "Notice of Merger of Contiguous Lots under Common Ownership" shall be prepared, and the applicant provide an acceptable Grant Deed to be included with the Notice of Merger. Said Grant deed shall be prepared with the words "FOR PURPOSES OF PARCEL MERGER."
3. Prepayment of real property taxes shall be made before the Grant Deed and Notice of Merger are filed with the County Recorder.
4. A note shall be placed in the Grant Deed which indicates that the merger will not operate to diminish or defeat the rights or interests of any party or entity which existed of record prior to the parcel merger, including but not necessarily limited to security investments, deed restrictions, covenants, conditions and restrictions, assessments, and similar rights or obligations.
5. A new Lot Book Guarantee showing common ownership must be issued prior to recording of the Notice of Merger or the vesting discrepancy must be addressed in the two separate grant deeds and deed modification/reconveyance per item #1.

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CASE NO.: _____

City of Portola
35 Third Avenue Portola, CA 96112
(530) 832-4216 (530) 832-5418-fax www.ci.portola.ca.us

DEVELOPMENT APPROVAL APPLICATION

PROJECT INFORMATION (to be completed by the Applicant)

Proposed Project:

- Annexation
- Appeal (PC or Staff decision)
- Conditional Use Permit
- Development Agreement
- Environmental Review
- Environmental Impact Report
- General Plan Amendment
- Home Occupation Permit
- Lot Line Adjustment
- Lot Merger
- Mobile Home Park
- Parcel Map
- Street Abandonment
- Variance
- Zone Change
- Other

Total Fees (see current fee schedule): \$ _____ Date Paid: _____

Detailed Description of Proposed Project: Join Parcel 125-185-003 and Parcel 125-185-002 together as one

Change numeric address. We don't want 465 as there is another address similar in Portola.

Address/Location of Project: 465 N. Fourth St Portola, CA and lot 125-185-002.

Present Property Use/Zone Classification: Residential

Owner: Michael & Daniel Tanguay 530-249-3622
Name (property owner) Phone Number

465 N. Fourth St. Portola, CA 96122
Street Address City, State, Zip Code

Applicant: Same
Name Phone Number

Street Address City, State, Zip Code

Coordinator: _____
Name Phone Number

Street Address City, State, Zip Code

Signature: [Signature] Date: 5/7/2021

CASE NO.: _____

REQUIRED MATERIALS

- Vicinity Map
- Plot Plan
- Building Elevations
- Floor Plan
- Sign Program
- Landscape Plan
- Parking Plan
- Sample Board of Building Materials
- Environmental Assessment Checklist
- Preliminary Title Report
- Colored Exhibits
- Legal Description of Property (prepared and stamped by a licensed land survey or qualified engineer)
- Radius Map (300 feet)
- Mailing List of Property Owners (300' radius) on mailing labels
- CUP or Variance Justification
- Other _____

SCHEDULE OF DEVELOPMENT REVIEW (to be completed by City staff, following receipt of all required materials)

LEVEL OF REVIEW REQUIRED

SCHEDULED DATE OF REVIEW

- Counter Review _____
- Staff Review _____
 - Planning Department*
 - Building Department*
 - Engineering Department*
 - Sheriff's Department*
 - Fire Department*
 - City Administrator*
- Planning Commission Review _____
 - Precise Plan of Design*
 - Zone Change*
 - Conditional Use Permit/Variance*
 - General Plan Amendment*
 - Parcel/Tract Map*
 - Lot Merger/Lot Line Adjustment*

DECISION ON DEVELOPMENT APPLICATION _____

Assessor's Parcel Number: _____

Zone Classification: _____

Floodplain Zone: _____



CASE NO.: _____

▪ City of Portola ▪
35 Third Avenue ▪ Portola, CA ▪ 96112
(530) 832-4216 ▪ (530) 832-5418-fax ▪ www.ci.portola.ca.us

LOT MERGER APPLICATION

Title Co.: Candice MacLean 530-283-0700
Contact Name Phone Number
295 Main Street Quincy, CA 96122
Street Address City, State, Zip Code 95971

Parcel 1: Michael & Daniel Tanguay 530-249-3622
Property Owner(s) Phone Number
465 N. Fourth St. Portola, CA 96122
Street Address City, State, Zip Code
Michael Tanguay [Signature]
Signature(s)
125-185-003-000 .23
APN Present Area Change in Area Resultant Area

Parcel 2: Michael & Daniel Tanguay 530-249-3622
Property Owner(s) Phone Number
unknown/Corner of Fourth/Ellen Portola, CA 96122
Street Address City, State, Zip Code
Michael Tanguay [Signature]
Signature(s)
125-185-002-000 .20
APN Present Area Change in Area Resultant Area
Assessor's Parcel Number

Parcel 3: _____
Property Owner(s) Phone Number

Street Address City, State, Zip Code

Signature(s) Assessor's Parcel Number

APN Present Area Change in Area Resultant Area

Present Property Use/Zone Classification: Residential

CASE NO.: _____

I/we request a waiver of the Parcel Map requirement pursuant to Portola Municipal Code Section 16.45.040.

Applicant's Signature: *[Handwritten Signature]* Date: 5/7/2021 ⁵⁻⁷⁻²⁰²¹

I certify that the information provided is correct and waive any action against the City of Portola in the event the City's action is set aside due to erroneous information provided herein.

REQUIRED MATERIALS

- Current (within six months) Preliminary Title Report demonstrating ownership of the parcel(s).
- Legal description of existing and resulting parcels, prepared and stamped by a licensed land surveyor or qualified engineer.
- Scaled map showing the location and boundaries of the parcels and the location and dimensions of buildings thereon, the location of roads and driveways thereon, and the location of all utility lines showing the same.
- Request for Waiver of a Parcel Map, if applicable.
- Certificate from the Tax Collector indicating that there are no liens against the parcel(s) for the State, County, municipal, or local unpaid taxes or special assessments collected as taxes, except taxes or special assessments not yet payable.
- The applicant's title company shall guarantee vesting on the parcels that the time of recording via a Lot Book Guarantee.
- Other items, as required by the City Planning Department or City Engineer.
- Other items as required by the City Planning Department or City Engineer. _____

BASTIAN ENGINEERING

ENGINEERING • SURVEYING • PLANNING • DESIGN

August 8, 2021

TO: Karen Downs, Portola Planner

FROM: Daniel B. Bastian, City Surveyor/Engineer

RE: Merger - Tanguay

Pursuant to §16.45.030 of the Portola Municipal Code the following comments are offered in response to your review request, regarding subject matter:

- There is one reported deed of trust, per the provided Lot Book Guarantee (for Lot 8, which is APN 125-185-003).
- The legal description is acceptable, but should show the current APN numbers at the bottom.
- A waiver of parcel map is implied. The property corners related to this merger are not shown on a plat; however, I find no compelling reason to require a Parcel Map or Record of Survey and a waiver is appropriate per Portola Code Section 16.45.050.
- The County Assessor shows a more current document for Lot 7 (2017-000708) than is shown in the Lot Book Guarantee. There is different vesting for the two separate Lots. Maybe the common ownership exists (as suggested by the proponent application), but the Lot Book Guarantee implies a difference. Such a difference will affect how the grant deeds are prepared.

It is recommended that the Conditions of Approval for the Parcel Merger include the following:

1. The deed of trust for APN 125-185-003 shall be modified or reconveyed for the proposed merged configuration.
2. The City Council should approve the request for waiver of parcel map per 16.45.050(B).
3. The "Notice of Merger of Contiguous Lots under Common Ownership" shall be prepared and the applicant provide an acceptable Grant Deed to be included with the Notice of Merger. Said Grant deed shall be prepared with the words "FOR PURPOSES OF PARCEL MERGER."
4. Prepayment of real property taxes shall be made before the Grant Deed and Notice of Merger are filed with the County Recorder.
5. A note shall be placed in the Grant Deed which indicates that the merger will not operate to diminish or defeat the rights or interests of any party or entity which existed of record prior to the parcel merger, including but not necessarily limited

Attachment 3

to security investments, deed restrictions, covenants, conditions and restrictions, assessments, and similar rights or obligations.

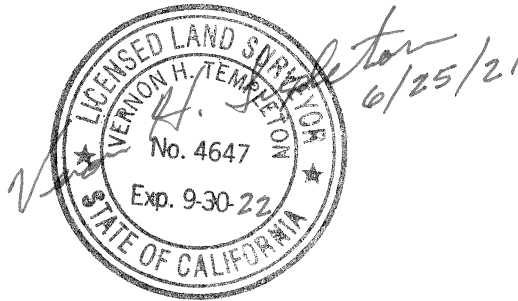
6. A new Lot Book Guarantee showing common ownership must be issued prior to recording of the Notice of Merger or the vesting discrepancy must be addressed in the two separate grant deeds and deed modification/reconveyance per item #1.

Attachment 4

Exhibit A

The land referred to herein is situated in the State of California, County of Plumas, in the City of Portola, and described as follows:

Lot 7 together therewith Lot 8, Block 49, as shown on that certain map entitled "Amended Resubdivision Map of a Portion of The Second Addition to Portola Townsite" filed March 22, 1962 in Book 2 of Maps at Page 43, Plumas County Records.



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CITY COUNCIL AGENDA STAFF REPORT

DATE: August 6, 2021
TO: Honorable Mayor and Members of the City Council
FROM: Lauren Knox, City Manager
MEETING: August 11, 2021
SUBJECT: Personnel Policy Changes

Background

Following the July 28, 2021, Council meeting, staff is bringing back various personnel policy changes as discussed. These are not all the anticipated changes, as the other items discussed at the previous meeting will require additional analysis by staff and be brought back at a later date.

The changes incorporated into the redlined Personnel Policies Section 12.1 and 12.2 below essentially allow for an alternative work week for staff, with City Hall closure on Fridays. The redlined section 14.1 identifies changes to City observed holidays. The overall number of holidays remains the same.

- 12.1 Hours of Business:** Unless otherwise established and authorized by the City Manager/designee, all City offices shall be kept open from 9:00 a.m. to 5:00 p.m. Monday through ~~Thursday~~~~Friday~~ except for recognized State and Federal holidays pursuant to Section 14.1.
- 12.2 Scheduled Work Weeks and Work Hours for Full-Time Employees:** Regular full-time employees are scheduled to work a total of forty (40) hours during each work week. The customary work week is Monday through Friday and the customary work day is from 8:00 a.m. to 5:00 p.m. with a one (1) hour unpaid lunch period, unless an alternate schedule is approved by the Department Head or City Manager. An alternate work schedule includes ten hour days four days a week, in which the customary work week for said employees would reflect this, based upon approval by the Department Head or City Manager.

14.1 Scheduled Holidays: The City observes the following paid holidays:

New Year's Day
Martin Luther King, Jr. Day
~~Lincoln's Birthday~~
President's Day
Cesar Chavez Day
Memorial Day
Juneteenth
Independence Day
Labor Day
~~Columbus-Indigenous People's Day~~
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve Day
Christmas Day
~~New Years Eve Day~~

Again, staff will bring back additional changes after further review. If approved, staff will ensure these changes are incorporated into the full document, which will be reviewed by Council at a later date.

Recommendation:

Staff recommends that the Council accept the redline changes to the Personnel Policies, as described in this staff report, to become effective immediately.