



## AGENDA

### CITY OF CITRUS HEIGHTS CITY COUNCIL

**6:30 PM SPECIAL MEETING**  
**7:00 PM REGULAR MEETING**

City Hall Council Chambers  
6300 Fountain Square Drive, Citrus Heights, CA

October 8, 2015 City Council Agenda Packet

Documents:

[10-08-15 COUNCIL AGENDA PACKET.PDF](#)

#### CALL SPECIAL MEETING TO ORDER

1. Roll Call: Council Members: Miller, Slowey, Turner, Bruins, Frost

#### PUBLIC COMMENT

Under Government Code Section 54954.3, members of the audience may address the Council on any item of interest to the public and within the Council's purview, or on any Agenda Item before or during the Council's consideration of the Item. If you wish to address the Council during the meeting, please fill out a Speaker Identification Sheet and give it to the City Clerk. When you are called upon to speak, step forward to the podium and state your name for the record. Normally, speakers are limited to five minutes each with 30 minutes being allowed for all comments. Any public comments beyond the initial 30 minutes may be heard at the conclusion of the agenda. The Mayor has the discretion to lengthen or shorten the allotted times.

#### STUDY SESSION

2. Discussion And Direction On Mitchell Special Planning Area

#### ADJOURNMENT

#### CALL REGULAR MEETING TO ORDER

1. Flag Salute
2. Roll Call: Council Members: Miller, Slowey, Turner, Bruins, Frost
3. Video Statement

#### APPROVAL OF AGENDA

#### PRESENTATIONS

4. Presentation By The California Highway Patrol - California Law Enforcement Challenge Award To The Citrus Heights Police Department
5. Proclamation Of The City Of Citrus Heights Proclaiming The Month Of October In The Year 2015 As Domestic Violence Awareness Month

#### COMMENTS BY COUNCIL MEMBERS AND REGIONAL BOARD UPDATES

#### PUBLIC COMMENT

Under Government Code Section 54954.3, members of the audience may address the

Council on any item of interest to the public and within the Council's purview, or on any Agenda Item before or during the Council's consideration of the Item. If you wish to address the Council during the meeting, please fill out a Speaker Identification Sheet and give it to the City Clerk. When you are called upon to speak, step forward to the podium and state your name for the record. Normally, speakers are limited to five minutes each with 30 minutes being allowed for all comments. Any public comments beyond the initial 30 minutes may be heard at the conclusion of the agenda. The Mayor has the discretion to lengthen or shorten the allotted times.

#### CONSENT CALENDAR

It is recommended that all consent items be acted on simultaneously unless separate discussion and/or action is requested by a Council Member.

6. SUBJECT: Approval Of Minutes

RECOMMENDATION: Approve the Minutes of the City Council Special and Regular Meetings of September 24, 2015.

7. SUBJECT: Consideration To Participate In The California Home Finance Authority PACE Programs

STAFF REPORT: R. Sherman / N. Lagura

RECOMMENDATION: Staff Recommends the City Council Approve the Following:

a. Adopt Resolution No. 2015-\_\_\_\_, A Resolution of the City Council of the City of Citrus Heights, California Consenting to Inclusion of Properties Within the City's Jurisdiction in the California Home Finance Authority Community Facilities District No. 2014-1 (Clean Energy) to Finance Renewable Energy Improvements, Energy Efficiency and Water Conservation Improvements and Electric Vehicle Charging Infrastructure and Approving Associate Membership in the Joint Exercise of Powers Authority Related Thereto;

b. Adopt Resolution No. 2015-\_\_\_\_, A Resolution of the City Council of the City of Citrus Heights, California, Consenting to Inclusion of Properties Within the City's Jurisdiction in the California Home Finance Authority, Program to Finance Renewable Energy Generation, Energy and Water Efficiency Improvements and Electric Vehicle Charging Infrastructure and Approving Associate Membership in the Joint Exercise of Powers Authority Related Thereto;

8. SUBJECT: Transportation Development Act (TDA) Funding Claim

STAFF REPORT: D. Wheaton / M. Poole

RECOMMENDATION: Resolution No. 2015-\_\_\_\_ A Resolution of the City Council of the City of Citrus Heights Authorizing the City to Claim It's Transportation Development Act (TDA) Funds for Fiscal Year 2014 - 2015

#### PUBLIC HEARINGS

9. SUBJECT: Zoning Code Amendment – Electronic Signs And Off-Site Signs – File # OTA-15-03 – First Reading

STAFF REPORT: C. McDuffee / A. Bermudez

RECOMMENDATION: The Planning Commission Recommends that the City Council:

a. Determine That the Proposed Project is Exempt from CEQA Under Section 15311 (a) (Accessory Structures); and

b. Introduce, read by title only, and waive the first full reading, Ordinance No. 2015-\_\_\_\_ An Ordinance of the City of Citrus Heights to Amend Certain Sections of the Zoning Code in Regards to Electronic Signs and Off-Site Signs

10. SUBJECT: Draft Allocation Of Federal 2016 Community Development Block Grant (CDBG) Funds

STAFF REPORT: R. Sherman / K. Conlev / N. Piva

STAFF REPORT: Chairman / Council / City / No  
RECOMMENDATION: Staff Recommends that City Council:

- a. Hear Public Testimony on the Fund Allocation and Action Plan: and
- b. Continue Final Action Until the November 12, 2015 City Council Meeting

#### REGULAR CALENDAR

11. SUBJECT: Approval Of Economic Development Support Fund For The Citrus Heights Chamber Of Commerce

STAFF REPORT: D. Rodriguez

RECOMMENDATION: Resolution No. 2015- \_\_\_\_ A Resolution of the City Council of the City of Citrus Heights, California, Approving a Sponsorship in an Amount Not to Exceed \$10,000 to the Citrus Heights Chamber of Commerce from the Economic Development Support Fund – Part I

12. SUBJECT: Consider Introduction Of An Ordinance Adding Article XVII To Chapter 18 Of The Citrus Heights Municipal Code Relating To Expedited Permitting Procedures For Small Residential Rooftop Solar Systems – First Reading

STAFF REPORT: G. Anderson

RECOMMENDATION: Introduce, read by title only, and waive the first full reading, Ordinance No. 2015- \_\_\_\_ An Ordinance of the City of Citrus Heights Amending Chapter 18, Buildings and Building Regulations of the Citrus Heights Municipal Code by Adding Article XVII "Small Residential Rooftop Solar Energy System" Relating to Expedited Permitting Procedures for Small Residential Rooftop Solar Systems

#### DEPARTMENT REPORTS

#### CITY MANAGER ITEMS

#### ITEMS REQUESTED BY COUNCIL MEMBERS / FUTURE AGENDA ITEMS

#### ADJOURNMENT



**Sue Frost, Mayor**  
**Jeannie Bruins, Vice Mayor**  
**Steve Miller, Council Member**  
**Jeff Slowey, Council Member**  
**Mel Turner, Council Member**

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**CITY OF CITRUS HEIGHTS  
CITY COUNCIL  
Special/Regular Meetings of Thursday, October 8, 2015  
Citrus Heights Community Center  
6300 Fountain Square Dr., Citrus Heights, CA  
Special Meeting 6:30 p.m.  
Regular Meeting 7:00 p.m.**

**PLEASE NOTE:** The Council may take up any agenda item at any time, regardless of the order listed. Action may be taken on any item on the agenda. The City Council has established a procedure for addressing the Council. Speaker Identification Sheets are provided on the table inside the Council Chambers. If you wish to address the Council during the meeting, please complete a Speaker Identification Sheet and give it to the City Clerk. So that everyone who wishes may have an opportunity to speak, there is a five-minute maximum time limit when addressing the Council. Audio/Visual presentation material must be provided to the City Clerk's Office at least 48 hours prior to the meeting.

Any writings or documents provided to a majority of the City Council regarding any item on this agenda will be made available for public inspection at City Hall located at 7927 Auburn Blvd, Citrus Heights during normal business hours. Email subscriptions of the agenda are available online by signing up with the City's Notify Me service.

City Council meetings are televised live on Metro Cable 14, the government affairs channel on the Comcast and SureWest Cable Systems and replayed on the following Monday at 9:00 a.m. Meetings are also webcast live at [www.citrusheights.net](http://www.citrusheights.net).

The Agenda for this meeting of the City Council for the City of Citrus Heights was posted in the following listed sites before the close of business at 5:00 p.m. on the Friday preceding the meeting.

1. City of Citrus Heights, 7927 Auburn Blvd., Citrus Heights, CA
2. Rusch Park Community Center, 7801 Auburn Boulevard, Citrus Heights, CA
3. Sacramento County Library, Sylvan Oaks Branch, 6700 Auburn Blvd., Citrus Heights, CA

If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in this meeting, please contact the City Clerk's Office 916-725-2448, 7927 Auburn Blvd., at least 48 hours prior to the meeting. TDD (hearing impaired only) 916-725-6185.

October 2, 2015

  
\_\_\_\_\_  
Amy Van, City Clerk

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*Please turn off all cellular phones and pagers while the City Council meeting is in session.*

**SPECIAL MEETING  
6:30 PM**

**CALL SPECIAL MEETING TO ORDER**

1. Roll Call: Council Members Miller, Slowey, Turner, Bruins, Frost

**PUBLIC COMMENT**

**STUDY SESSION**

2. Discussion and Direction on Mitchell Special Planning Area

**ADJOURNMENT**

**REGULAR MEETING  
7:00 PM**

**CALL REGULAR MEETING TO ORDER**

1. Flag Salute
2. Roll Call: Council Members Miller, Slowey, Turner, Bruins, Frost
3. Video Statement

**APPROVAL OF AGENDA**

**PRESENTATIONS**

4. Presentation by the California Highway Patrol – California Law Enforcement Challenge Award to the Citrus Heights Police Department
5. Proclamation of the City of Citrus Heights Proclaiming the Month of October in the Year 2015 as Domestic Violence Awareness Month

**COMMENTS BY COUNCIL MEMBERS AND REGIONAL BOARD UPDATES**

**PUBLIC COMMENT**

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### **CONSENT CALENDAR**

It is recommended that all consent items be acted on simultaneously unless separate discussion and/or action is requested by a Council Member.

6. **SUBJECT:** Approval of Minutes  
**RECOMMENDATION:** Approve the Minutes of the City Council Special and Regular Meetings of September 24, 2015
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**STAFF REPORT:** R. Sherman / N. Lagura  
**RECOMMENDATION:** Staff Recommends the City Council Approve the Following:
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**STAFF REPORT:** D. Wheaton / M. Poole  
**RECOMMENDATION:** Resolution No. 2015-\_\_\_\_ A Resolution of the City Council of the City of Citrus Heights Authorizing the City to Claim It's Transportation Development Act (TDA) Funds for Fiscal Year 2014 - 2015



**PUBLIC HEARINGS**

9.     **SUBJECT:** Zoning Code Amendment – Electronic Signs and Off-Site Signs –  
File # OTA-15-03 – First Reading  
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**RECOMMENDATION:** The Planning Commission Recommends that the City Council:
- a.     Determine That the Proposed Project is Exempt from CEQA Under Section 15311(a) (Accessory Structures); and
  - b.     Introduce, read by title only, and waive the first full reading, Ordinance No. 2015- \_\_\_\_ An Ordinance of the City of Citrus Heights to Amend Certain Sections of the Zoning Code in Regards to Electronic Signs and Off-Site Signs
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**STAFF REPORT:** R. Sherman / K. Cooley / N. Piva  
**RECOMMENDATION:** Staff Recommends that City Council:
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**STAFF REPORT:** D. Rodriguez  
**RECOMMENDATION:** Resolution No. 2015- \_\_\_\_ A Resolution of the City Council of the City of Citrus Heights, California, Approving a Sponsorship in an Amount Not to Exceed \$10,000 to the Citrus Heights Chamber of Commerce from the Economic Development Support Fund – Part I
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**STAFF REPORT:** G. Anderson  
**RECOMMENDATION:** Introduce, read by title only, and waive the first full reading, Ordinance No. 2015- \_\_\_\_ An Ordinance of the City of Citrus Heights Amending Chapter 18, Buildings and Building Regulations of the Citrus Heights Municipal Code by Adding Article XVII “Small Residential Rooftop Solar Energy System” Relating to Expedited Permitting Procedures for Small Residential Rooftop Solar Systems

**DEPARTMENT REPORTS**

**CITY MANAGER ITEMS**

**ITEMS REQUESTED BY COUNCIL MEMBERS/ FUTURE AGENDA ITEMS**

**ADJOURNMENT**



**CITY OF CITRUS HEIGHTS  
CITY COUNCIL  
MINUTES**

**ITEM 6**

**Special/Regular Meetings of Thursday, September 24, 2015  
Citrus Heights Community Center  
6300 Fountain Square Drive, Citrus Heights, CA**

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**CALL SPECIAL MEETING TO ORDER**

The special council meeting was called to order at 6:17 p.m. by Mayor Frost.

1. Roll Call: Council Members present: Miller, Slowey, Turner, Bruins, Frost  
Council Members absent: None  
Staff present: McDuffee, Bermudez, Tingle, Van, Ziegler and department directors

**STUDY SESSION**

2. Discussion Concerning Itinerant / Mobile Food Vending Regulations

Associate Planner Bermudez led the study session discussing the Mobile Food Vending Regulations. Associate Planner Bermudez seeks direction from City Council on direction to amend the current noise ordinance to include standards for music to capture the bass beat.

By consensus the City Council supported the idea of amending the City's Code to encourage mobile food vending and present options for City Council consideration.

Associate Planner Bermudez also asked for City Council direction related to the City's noise regulations. She stated the City's current regulations do not adequately address the potential for annoyance due to music which includes a strong bass component or thumping sound.

By consensus the City Council also supported the idea of researching the standards and units of noise measure for music to capture the bass beat for City Council consideration.

**PUBLIC COMMENT**

Veronica Gonzales expressed concern for storage of her mobile food truck and regulations.

**CALL REGULAR MEETING TO ORDER**

The regular council meeting was called to order at 7:02 p.m. by Mayor Frost.

1. The flag salute was led by Vice Mayor Bruins.
2. Roll Call: Council Members present: Miller, Slowey, Turner, Bruins and Frost  
Council Members absent: None  
Staff present: Saario, Tingle, Van, Ziegler and department directors.
3. The video statement was read by City Clerk Van.

**APPROVAL OF AGENDA**

**ACTION:** On a motion by Council Member Slowey, seconded by Council Member Miller, the City Council approved the agenda.

AYES: Miller, Slowey, Turner, Bruins and Frost

NOES: None

ABSENT: None

**PRESENTATIONS**

4. Presentation on the 19<sup>th</sup> Annual Sunday Funday Event to be held September 27, 2015

Community Center and Event Technician Saario announced the 19<sup>th</sup> Annual Sunday Funday Event to be held on Sunday, September 27, 2015. She stated that the Citrus Heights Marching Band will kick off the event. She also highlighted some of the other participants and activities that will take place at Rusch Park during the event.

**COMMENTS BY COUNCIL MEMBERS AND REGIONAL BOARD UPDATES**

Council Member Turner advised that he had nothing to report.

Council Member Slowey commented on attending the Local Government Commission Dinner meeting. He also provided an update from the Sacramento Public Library Authority Board meeting.

Council Member Miller provided an update for the Sacramento Regional Transit Board meeting.

Vice Mayor Bruins provided a report from the Sacramento Regional County Sanitation District and Sacramento Area Sewer District Board meeting.

Mayor Frost provided a report on the Sacramento Area Council of Governments (SACOG) meeting that she attended in Council Member Slowey's place as the alternate. Mayor Frost also provided an update on the Sacramento Metropolitan Air Quality Management District meeting. She commented on the Homeless Assistance Resource Team meeting. Mayor Frost also provided an update for the Community Leadership Event Conference.

**PUBLIC COMMENT**

None

**CONSENT CALENDAR**

5. **SUBJECT:** Approval of Minutes  
**RECOMMENDATION:** Approve the Minutes of the City Council Special and Regular Meetings of September 10, 2015
6. **SUBJECT:** Frontline Intervention Police Department Grant Funding  
**STAFF REPORT:** C. Boyd / C. Roesser

**RECOMMENDATION:** Resolution No. 2015 – 089 A Resolution of the City Council of the City of Citrus Heights, California, Accepting the Allocation of Frontline Intervention Police Department Grant Funding with the Citrus Heights Police Department as the Fiduciary Agent

**ACTION:** On a motion by Council Member Miller, seconded by Council Member Slowey, the City Council approved Consent Calendar Items 5 and 6.

AYES: Miller, Slowey, Turner, Bruins and Frost

NOES: None

ABSENT: None

**PUBLIC HEARING**

None

**REGULAR CALENDAR**

None

**DEPARTMENT REPORTS**

None

**CITY MANAGER ITEMS**

City Manager Tingle provided an update on the demolition of the old City Hall. The demolition is projected to be completed in the next two and a half weeks. The pouring of the new City Hall pad will begin on Monday, September 28, 2015.

**ITEMS REQUESTED BY COUNCIL MEMBERS/FUTURE AGENDA ITEMS**

Vice Mayor Bruins commented that she would like a report back from the General Services Director with regard to the stop sign on Old Auburn Road. City Manager Tingle advised he will have Public Works and the Police Department compile a presentation on how and why stop signs are put in, in various locations.

**ADJOURNMENT**

Mayor Frost adjourned the regular meeting at 7:36 p.m.

Respectfully submitted,

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Amy Van, City Clerk



# CITY OF CITRUS HEIGHTS

## Memorandum

October 8, 2015

**TO:** Mayor and City Council Members  
Henry Tingle, City Manager

**FROM:** Nick Lagura, Associate Planner  
Rhonda Sherman, Community and Economic Development Dept. Director

**SUBJECT:** Consideration to Participate in the California Home Finance Authority  
PACE Programs

Approved and Forwarded to City Council

\_\_\_\_\_  
Fin.

\_\_\_\_\_  
Atty.

\_\_\_\_\_  
Henry Tingle, City Manager

### Summary and Recommendations

The California Home Finance Authority (CHF) will establish two property assessed clean energy programs (PACE). PACE is an innovative financing mechanism for property owners to pay for energy efficiency, water conservation and renewable energy improvements up front, which are repaid over the long term through a voluntary tax assessment on the property tax bill.

Participation in the PACE programs will require passing two resolutions. Staff recommends the City Council approve the following motions:

- Motion 1: Adopt Resolution No. 2015-\_\_\_\_, consenting to Inclusion of Properties within the City's Incorporated Area in the California Home Finance Authority Community Facilities District No. 2014-1 (Clean Energy) to Finance Renewable Energy Generation, Energy Efficiency, Water Conservation and Electric Vehicle Charging Infrastructure Improvements and approving associate membership in CHF;
- Motion 2: Adopt Resolution No. 2015-\_\_\_\_, consenting to Inclusion of Properties within the City's Incorporated Area in the California Home Finance Authority PACE Program to Finance Renewable Energy Generation, Energy and Water Efficiency Improvements and Electric Vehicle Charging Infrastructure and approving associate membership in the CHF.

### Fiscal Impacts

There are no fiscal impacts associated with the recommended actions. There is no cost to the City to become an associate member of the JPA or by opting into the PACE programs described

in this report. The City will have no administrative responsibilities, marketing obligations, or financial obligations associated with the PACE program.

### **Background and Analysis**

California Home Finance Authority ("CHF"), which is in the process of formally changing its name to Golden State Finance Authority, is a joint exercise of powers authority established pursuant to Chapter 5 of Division 7, Title 1 of the Government Code of the State of California (Section 6500 and following) (the "Act") and the Joint Power Agreement entered into on July 1, 1993, as amended from time to time (the "Authority JPA").

CHF has established two Property Assessed Clean Energy ("PACE") financing programs for residential, commercial, industrial and agricultural properties to address high up-front costs for property owners who wish to improve their properties through installation of measures that will generate renewable energy or reduce their energy and water use. By offering low cost financing, CHF's PACE programs allow construction of these projects to proceed and, in the process, stimulate building activity and the overall local economy, reduce peak energy demand, increase property values, and generate savings on utility bills for property owners.

CHF contracts with Ygrene Energy Fund CA LLC (Ygrene) to serve as the program administrator and to operate the Ygrene Works for California PACE financing program.

### **PACE Financing Programs**

CHF has established two PACE programs under the legislative authority of two separate California PACE laws:

**SB 555 PACE Community Facilities District:** Senate Bill 555 amended the Mello-Roos Community Facilities Act, set forth in sections 53311 through 53368.3 of the California Government Code and particularly in accordance with sections 53313.5(l) and 53328.1(a) ("Mello-Roos Act"), to allow for the creation of Community Facilities Districts ("CFDs") for the purpose of financing or refinancing the acquisition, installation, and improvement of energy efficiency, water conservation, renewable energy and electric vehicle charging infrastructure improvements permanently affixed to private or publicly-owned real property.

Individual properties can be annexed into the district and be subject to the special tax that is imposed to repay project financing only if (i) the Council adopts a resolution consenting to the inclusion of parcels in the incorporated areas of the City within the CFD and (ii) each participating owner provides its unanimous written approval for annexation of its property into the PACE CFD.

**AB 811 PACE Contractual Assessment Program:** By the passage of Assembly Bill 811, the California State Legislature added Chapter 29 to the Improvement Bond Act of 1911, being Division 7 of the California Streets and Highways Code. This legislation authorized cities and counties to establish voluntary contractual assessment programs for the purpose financing private property improvements that promote renewable energy generation, energy and water efficiency and electric vehicle charging infrastructure.

As with the SB 555 CFD, properties can be annexed into the AB 811 PACE program and be subject to the property tax assessment that is imposed to repay project financing only if (i) the Council adopts a resolution consenting to the inclusion of parcels in the incorporated areas of the City within the program and (ii) each participating owner consents in writing to the annexation of its property into the PACE program.

### **Participation in Other PACE Programs**

The City is currently participating in three PACE programs (HERO, CaliforniaFIRST and Ygrene Sacramento). Adding the CHF PACE programs provides more options for property owners in the City and will not add or require any additional responsibilities for the City.

### **JPA Associate Membership**

To participate in the PACE programs, the City must become an Associate Member of CHF (JPA Agreement attached). Associate membership requires no dues or other costs to the City, but permits participation in all CHF programs including the PACE program. The attached resolutions approve joining the JPA as an Associate Member. Pursuant to the JPA Agreement and CHF Board Resolution 15-01, the Executive Director has the authority to approve the addition of new Associate Members to the JPA.

### **Program Authorization Being Sought**

CHF is in the process of seeking validation judgments for both the SB 555 and the AB 811 programs from the Superior Court for the County of Sacramento. However, CHF intends to only implement ONE of the above PACE programs. Once the court enters the validation judgments, CHF will select the PACE program it believes will provide property owners with the greatest flexibility. The other PACE program will not be implemented unless changes in the PACE laws warrant changing or adding that option.

In support of CHF's approach, the Council is being asked to pass two resolutions that would approve the following actions:

The *first resolution* authorizes the City to join the JPA as an Associate Member and permits property owners within the incorporated areas of the City to participate in the CHF SB 555 Community Facilities District.

The *second resolution* authorizes the City to join the JPA as an Associate Member and permits property owners within the incorporated areas of the City to participate in the CHF AB 811 Authority PACE Program.

Each resolution also authorizes CHF (1) to accept applications from property owners within the City's incorporated area to finance authorized improvements; and (2) to conduct proceedings and levy special taxes or contractual assessments, as applicable, on the property of participating owners.

### **Other PACE Program Considerations**

Following are additional PACE program considerations:

- Supports development of renewable energy sources, installation of energy and water efficiency improvements, reduction of greenhouse gases, and protection of the environment.
- Only property owners who voluntarily choose to participate in the program will be subject either to assessments or special taxes, depending on which program CHF decides to implement.
- Program financing provides for an affordable method for many property owners to reduce their energy costs and improve their properties.
- Because program financing can be readily transferred upon sale, even owners who are planning to sell have the ability to make responsible and beneficial improvements to their property.
- While early payment premiums apply in some circumstances, property owners can choose to pay off the program financing at any time.
- The City incurs no financial obligations as a result of program participation.
- Once the Council passes the resolutions, the City will incur no costs, and no staff time is required for administration or funding of the PACE program.

**Conclusion**

Staff recommends the City Council approve the attached resolutions as follows:

1. Adopt Resolution No 2015-\_\_\_\_, consenting to Inclusion of Properties within the City's Incorporated Area in the California Home Finance Authority Community Facilities District No. 2014-1 (Clean Energy) to Finance Renewable Energy Generation, Energy Efficiency, Water Conservation and Electric Vehicle Charging Infrastructure Improvements and approving associate membership in CHF.
2. Adopt Resolution No 2015-\_\_\_\_, consenting to Inclusion of Properties within the City's Incorporated Area in the California Home Finance Authority PACE Program to Finance Renewable Energy Generation, Energy and Water Efficiency Improvements and Electric Vehicle Charging Infrastructure and approving associate membership in CHF.

**Exhibits:**

- A. Resolution No 2015-\_\_\_\_, consenting to Inclusion of Properties within the City's Incorporated Area in the CHF Community Facilities District No. 2014-1 to and approving associate membership in CHF.
  - A-1. California Home Finance Authority Amended and Restated Joint Exercise of Powers Agreement



**Subject: Consideration to Join the California Home Finance Authority PACE Programs**

**Date: October 8, 2015**

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- B. Resolution No 2015-\_\_\_\_, consenting to Inclusion of Properties within the City's Incorporated Area in the CHF PACE Program and approving associate membership in CHF.

**RESOLUTION NO. 2015-\_\_\_\_\_**

**CITY COUNCIL  
OF THE  
CITY OF CITRUS HEIGHTS**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF THE CITY OF CITRUS HEIGHTS, CALIFORNIA CONSENTING TO INCLUSION OF PROPERTIES WITHIN THE CITY’S JURISDICTION IN THE CALIFORNIA HOME FINANCE AUTHORITY COMMUNITY FACILITIES DISTRICT NO. 2014-1 (CLEAN ENERGY) TO FINANCE RENEWABLE ENERGY IMPROVEMENTS, ENERGY EFFICIENCY AND WATER CONSERVATION IMPROVEMENTS AND ELECTRIC VEHICLE CHARGING INFRASTRUCTURE AND APPROVING ASSOCIATE MEMBERSHIP IN THE JOINT EXERCISE OF POWERS AUTHORITY RELATED THERETO**

**WHEREAS**, the California Home Finance Authority, a California joint powers authority, (the “Authority”) has established the Community Facilities District No. 2014-1(Clean Energy) in accordance with the Mello-Roos Community Facilities Act, set forth in sections 53311 through 53368.3 of the California Government Code (the “Act”) and particularly in accordance with sections 53313.5(l) and 53328.1(a) (the “District”); and

**WHEREAS**, the purpose of the District is to finance or refinance (including the payment of interest) the acquisition, installation, and improvement of energy efficiency, water conservation, renewable energy and electric vehicle charging infrastructure improvements permanently affixed to private or publicly-owned real property (the “Authorized Improvements”); and

**WHEREAS**, the Authority is in the process of amending the Authority Joint Powers Agreement (the “Authority JPA”) to formally change its name to the Golden State Finance Authority; and

**WHEREAS**, the City of Citrus Heights is committed to development of renewable energy generation and energy efficiency improvements, reduction of greenhouse gases, and protection of the environment; and

**WHEREAS**, in the Act, the Legislature has authorized a parcel within the territory of the District to annex to the District and be subject to the special tax levy of the District only (i) if the city or county within which the parcel is located has consented, by the adoption of a resolution by the applicable city council or county board of supervisors, to the inclusion of parcels within its boundaries in the District and (ii) with the unanimous written approval of the owner or owners of the parcel when it is annexed (the “Unanimous Approval Agreement”), which, as provided in section 53329.6 of the Act, shall constitute the election required by the California Constitution; and

**WHEREAS**, the City wishes to provide innovative solutions to its property owners to achieve energy efficiency and water conservation and in doing so cooperate with Authority in order to efficiently and economically assist property owners in the City in financing such Authorized Improvements; and

**WHEREAS**, the Authority has established the District, as permitted by the Act, the Authority JPA, originally made and entered into July 1, 1993, as amended to date, and the City, desires to become an Associate Member of the JPA by execution of the JPA Agreement, a copy of which is attached as Exhibit "A" hereto, to participate in the programs of the JPA and, to assist property owners within the incorporated area of the City in financing the cost of installing Authorized Improvements; and

**WHEREAS**, the City will not be responsible for the conduct of any special tax proceedings; the levy and collection of special taxes or any required remedial action in the case of delinquencies in the payment of any special taxes in connection with the District.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Citrus Heights as follows:

1. This City Council finds and declares that properties in the City's incorporated area will be benefited by the availability of the Authority CFD No. 2014-1 (Clean Energy) to finance the installation of the Authorized Improvements.
2. This City Council consents to inclusion in the Authority CFD No. 2014-1 (Clean Energy) of all of the properties in the incorporated area within the City and to the Authorized Improvements, upon the request of and execution of the Unanimous Approval Agreement by the owners of such properties when such properties are annexed, in compliance with the laws, rules and regulations applicable to such program; and to the assumption of jurisdiction thereover by Authority for the purposes thereof.
3. The consent of this City Council constitutes assent to the assumption of jurisdiction by Authority for all purposes of the Authority CFD No. 2014-1 (Clean Energy) and authorizes Authority, upon satisfaction of the conditions imposed in this resolution, to take each and every step required for or suitable for financing the Authorized Improvements.
4. This City Council hereby approves joining the JPA as an Associate Member and authorizes the City Manager to execute any necessary documents to effectuate such membership.
5. City staff is authorized and directed to coordinate with Authority staff to facilitate operation of the Authority CFD No. 2014-1 (Clean Energy) within the City, and report back periodically to this City Council on the success of such program.
6. This Resolution shall take effect immediately upon its adoption. The City Clerk is directed to send a certified copy of this resolution to the Secretary of the Authority.

The City Clerk shall certify the passage and adoption of this Resolution and enter it into the book of original resolutions.

**PASSED AND ADOPTION** by the City Council of the City of Citrus Heights, California, this \_\_\_\_ day of \_\_\_\_\_ 2015 by the following vote, to wit:

**AYES:**           **Council Member**  
**NOES:**           **Council Member**  
**ABSTAIN:**       **Council Member**  
**ABSENT:**       **Council Member**

---

**Sue Frost, Mayor**

**ATTEST:**

---

**Amy Van, City Clerk**

Exhibit A  
JPA Agreement  
[to be inserted]

2532261.2

## CALIFORNIA HOME FINANCE AUTHORITY

### AMENDED AND RESTATED JOINT EXERCISE OF POWERS AGREEMENT

(Original date July 1, 1993 and as last amended and restated December 10, 2014)

THIS AMENDED AND RESTATED JOINT EXERCISE OF POWERS AGREEMENT ("Agreement") is entered into by and among the counties listed on Attachment 1 hereof and incorporated herein by reference. All such counties are referred to herein as "Members" with the respective powers, privileges and restrictions provided herein.

#### RECITALS

A. WHEREAS, the California Rural Home Mortgage Finance Authority ("CRHMFA") was created by a Joint Exercise of Powers Agreement dated July 1, 1993 pursuant to the Joint Exercise of Powers Act (commencing with Article 1 of Chapter 5 of Division 7 of Title 1 of the Government Code of the State of California (the "Act"). By Resolution 2003-02, adopted on January 15, 2003, the name of the authority was changed to CRHMFA Homebuyers Fund. The most recent amendment to the Joint Exercise of Powers Agreement was on January 28, 2004.

B. WHEREAS, the Members of CRHMFA Homebuyers Fund desire to update, reaffirm, clarify and revise certain provisions of the joint powers agreement, including the renaming of the joint powers authority, as set forth herein.

C. WHEREAS, the Members are each empowered by law to finance the construction, acquisition, improvement and rehabilitation of real property.

D. WHEREAS, by this Agreement, the Members desire to create and establish a joint powers authority to exercise their respective powers for the purpose of financing the construction, acquisition, improvement and rehabilitation of real property within the jurisdiction of the Authority as authorized by the Act.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Members individually and collectively agree as follows:

#### 1. Definitions

Unless the context otherwise requires, the following terms shall for purposes of this Agreement have the meanings specified below:

"Act" means the Joint Exercise of Powers Act, commencing with Article 1 of Chapter 5 of Division 7 of Title 1 of the Government Code of the State of California, including the Marks-Roos Local Bond Pooling Act of 1985, as amended.

"Agreement" means this Joint Exercise of Powers Agreement, as the same now exists or as it may from time to time be amended as provided herein.

**"Associate Member"** means a county, city or other public agency which is not a voting member of the Rural County Representatives of California, a California nonprofit corporation ("RCRC"), with legal power and authority similar to that of the Members, admitted pursuant to paragraph 4.d. below to associate membership herein by vote of the Board.

**"Audit Committee"** means a committee made up of the nine-member Executive Committee.

**"Authority"** means California Home Finance Authority ("CHF"), formerly known as CRHMFA Homebuyers Fund or California Rural Home Mortgage Finance Authority.

**"Board"** means the governing board of the Authority as described in Section 7 below.

**"Bonds"** means bonds, notes, warrants, leases, certificates of participation, installment purchase agreements, loan agreements and other securities or obligations issued by the Authority, or financing agreements entered into by the Authority pursuant to the Act and any other obligation within the meaning of the term "Bonds" under the Act.

**"Delegate"** means the Supervisor designated by the governing board of each Member to serve on the Board of the Authority.

**"Executive Committee"** means the nine-member Executive Committee of the Board established pursuant to Section 10 hereof.

**"Member"** means any county which is a member of RCRC, has executed this Agreement and has become a member of the Authority.

**"Obligations"** means bonds, notes, warrants, leases, certificates of participation, installment purchase agreements, loan agreements and other securities or obligations issued by the Authority, or financing agreements entered into by the Authority pursuant to the Act and any other financial or legal obligation of the Authority under the Act.

**"Program" or "Project"** means any work, improvement, program, project or service undertaken by the Authority.

**"Rural County Representatives of California" or "RCRC"** means the nonprofit entity incorporated under that name in the State of California.

**"Supervisor"** means an elected County Supervisor from an RCRC member county.

## **2. Purpose**

The purpose of the Authority is to provide financing for the acquisition, construction, , improvement and rehabilitation of real property in accordance with applicable provisions of law for the benefit of residents and communities. In pursuit of this purpose, this Agreement provides for the joint exercise of powers common to any of its Members and Associate Members as provided herein, or otherwise authorized by the Act and other applicable laws, including assisting



in financing as authorized herein, jointly exercised in the manner set forth herein.

### **3. Principal Place of Business**

The principal office of the Authority shall be 1215 K Street, Suite 1650, Sacramento, California 95814.

### **4. Creation of Authority; Addition of Members or Associate Members**

a. The Authority is hereby created pursuant to the Act. As provided in the Act, the Authority shall be a public entity separate and distinct from the Members or Associate Members.

b. The Authority will cause a notice of this Agreement or any amendment hereto to be prepared and filed with the office of the Secretary of State of California in a timely fashion in the manner set forth in Section 6503.3 of the Act.

c. A county that is a member of RCRC may petition to become a member of the Authority by submitting to the Board a resolution or evidence of other formal action taken by its governing body adopting this Agreement. The Board shall review the petition for membership and shall vote to approve or disapprove the petition. If the petition is approved by a majority of the Board, such county shall immediately become a Member of the Authority.

d. An Associate Member may be added to the Authority upon the affirmative approval of its respective governing board and pursuant to action by the Authority Board upon such terms and conditions, and with such rights, privileges and responsibilities, as may be established from time to time by the Board. Such terms and conditions, and rights, privileges and responsibilities may vary among the Associate Members. Associate Members shall be entitled to participate in one or more programs of the Authority as determined by the Board, but shall not be voting members of the Board. The Executive Director of the Authority shall enforce the terms and conditions for prospective Associate Members to the Authority as provided by resolution of the Board and as amended from time to time by the Board. Changes in the terms and conditions for Associate Membership by the Board will not constitute an amendment of this Agreement.

### **5. Term and Termination of Powers**

This Agreement shall become effective from the date hereof until the earlier of the time when all Bonds and any interest thereon shall have been paid in full, or provision for such payment shall have been made, or when the Authority shall no longer own or hold any interest in a public capital improvement or program. The Authority shall continue to exercise the powers herein conferred upon it until termination of this Agreement, except that if any Bonds are issued and delivered, in no event shall the exercise of the powers herein granted be terminated until all Bonds so issued and delivered and the interest thereon shall have been paid or provision for such payment shall have been made and any other debt incurred with respect to any other financing program established or administered by the Authority has been repaid in full and is no longer outstanding.

### **6. Powers; Restriction upon Exercise**

a. To effectuate its purpose, the Authority shall have the power to exercise any and all powers of the Members or of a joint powers authority under the Act and other applicable provisions of law, subject, however, to the conditions and restrictions herein contained. Each Member or Associate Member may also separately exercise any and all such powers. The powers of the Authority are limited to those of a general law county.

b. The Authority may adopt, from time to time, such resolutions, guidelines, rules and regulations for the conduct of its meetings and the activities of the Authority as it deems necessary or desirable to accomplish its purpose.

c. The Authority shall have the power to finance the construction, acquisition, improvement and rehabilitation of real property, including the power to purchase, with the amounts received or to be received by it pursuant to a bond purchase agreement, bonds issued by any of its Members or Associate Members and other local agencies at public or negotiated sale, for the purpose set forth herein and in accordance with the Act. All or any part of such bonds so purchased may be held by the Authority or resold to public or private purchasers at public or negotiated sale. The Authority shall set any other terms and conditions of any purchase or sale contemplated herein as it deems necessary or convenient and in furtherance of the Act. The Authority may issue or cause to be issued Bonds or other indebtedness, and pledge any of its property or revenues as security to the extent permitted by resolution of the Board under any applicable provision of law. The Authority may issue Bonds in accordance with the Act in order to raise funds necessary to effectuate its purpose hereunder and may enter into agreements to secure such Bonds. The Authority may issue other forms of indebtedness authorized by the Act, and to secure such debt, to further such purpose. The Authority may utilize other forms of capital, including, but not limited to, the Authority's internal resources, capital markets and other forms of private capital investment authorized by the Act..

d. The Authority is hereby authorized to do all acts necessary for the exercise of its powers, including, but not limited to:

- (1) executing contracts,
- (2) employing agents, consultants and employees,
- (3) acquiring, constructing or providing for maintenance and operation of any building, work or improvement,
- (4) acquiring, holding or disposing of real or personal property wherever located, including property subject to mortgage,
- (5) incurring debts, liabilities or obligations,
- (6) receiving gifts, contributions and donations of property, funds, services and any other forms of assistance from persons, firms, corporations or governmental entities,
- (7) suing and being sued in its own name, and litigating or settling any suits or claims,
- (8) doing any and all things necessary or convenient to the exercise of its specific powers and to accomplishing its purpose
- (9) establishing and/or administering districts to finance and refinance the acquisition, installation and improvement of energy efficiency, water

conservation and renewable energy improvements to or on real property and in buildings. The Authority may enter into one or more agreements, including without limitation, participation agreements and implementation agreements to implement such programs.

e. Subject to the applicable provisions of any indenture or resolution providing for the investment of monies held thereunder, the Authority shall have the power to invest any of its funds as the Board deems advisable, in the same manner and upon the same conditions as local agencies pursuant to Section 53601 of the Government Code of the State of California.

f. All property, equipment, supplies, funds and records of the Authority shall be owned by the Authority, except as may be provided otherwise herein or by resolution of the Board.

g. Pursuant to the provisions of Section 6508.1 of the Act, the debts, liabilities and obligations of the Authority shall not be debts, liabilities and obligations of the Members or Associate Members. Any Bonds, together with any interest and premium thereon, shall not constitute debts, liabilities or obligations of any Member. The Members or Associate Members hereby agree that any such Bonds issued by the Authority shall not constitute general obligations of the Authority but shall be payable solely from the moneys pledged to the repayment of principal or interest on such Bonds under the terms of the resolution, indenture, trust, agreement or other instrument pursuant to which such Bonds are issued. Neither the Members or Associate Members nor the Authority shall be obligated to pay the principal of or premium, if any, or interest on the Bonds, or other costs incidental thereto, except from the revenues and funds pledged therefor, and neither the faith and credit nor the taxing power of the Members or Associate Members or the Authority shall be pledged to the payment of the principal of or premium, if any, or interest on the Bonds, nor shall the Members or Associate Members of the Authority be obligated in any manner to make any appropriation for such payment. No covenant or agreement contained in any Bond shall be deemed to be a covenant or agreement of any Delegate, or any officer, agent or employee of the Authority in an individual capacity, and neither the Board nor any officer thereof executing the Bonds or any document related thereto shall be liable personally on any Bond or be subject to any personal liability or accountability by reason of the issuance of any Bonds.

## **7. Governing Board**

a. The Board shall consist of the number of Delegates equal to one representative from each Member.

b. The governing body of each Member shall appoint one of its Supervisors to serve as a Delegate on the Board. A Member's appointment of its Delegate shall be delivered in writing (which may be by electronic mail) to the Authority and shall be effective until he or she is replaced by such governing body or no longer a Supervisor; any vacancy shall be filled by the governing body of the Member in the same manner provided in this paragraph b..

c. The governing body of each Member of the Board shall appoint a Supervisor as an alternate to serve on the Board in the absence of the Delegate; the alternate may exercise all the

rights and privileges of the Delegate, including the right to be counted in constituting a quorum, to participate in the proceedings of the Board, and to vote upon any and all matters. No alternate may have more than one vote at any meeting of the Board, and any Member's designation of an alternate shall be delivered in writing (which may be by electronic mail) to the Authority and shall be effective until such alternate is replaced by his or her governing body or is no longer a Supervisor, unless otherwise specified in such appointment. Any vacancy shall be filled by the governing body of the Member in the same manner provided in this paragraph c..

d. Any person who is not a member of the governing body of a Member and who attends a meeting on behalf of such Member may not vote or be counted toward a quorum but may, at the discretion of the Chair, participate in open meetings he or she attends.

e. Each Associate Member may designate a non-voting representative to the Board who may not be counted toward a quorum but who may attend open meetings, propose agenda items and otherwise participate in Board Meetings.

f. Delegates shall not receive compensation for serving as Delegates, but may claim and receive reimbursement for expenses actually incurred in connection with such service pursuant to rules approved by the Board and subject to the availability of funds.

g. The Board shall have the power, by resolution, to the extent permitted by the Act or any other applicable law, to exercise any powers of the Authority and to delegate any of its functions to the Executive Committee or one or more Delegates, officers or agents of the Authority, and to cause any authorized Delegate, officer or agent to take any actions and execute any documents for and in the name and on behalf of the Board or the Authority.

h. The Board may establish such committees as it deems necessary for any lawful purpose; such committees are advisory only and may not act or purport to act on behalf of the Board or the Authority.

i. The Board shall develop, or cause to be developed, and review, modify as necessary, and adopt each Program.

## **8. Meetings of the Board**

a. The Board shall meet at least once annually, but may meet more frequently upon call of any officer or as provided by resolution of the Board.

b. Meetings of the Board shall be called, noticed, held and conducted pursuant to the provisions of the Ralph M. Brown Act, Chapter 9 (commencing with Section 54950) of Part I of Division 2 of Title 5 of the Government Code of the State of California.

c. The Secretary of the Authority shall cause minutes of all meetings of the Board to be taken and distributed to each Member as soon as possible after each meeting.

d. The lesser of twelve (12) Delegates or a majority of the number of current Delegates shall constitute a quorum for transacting business at any meeting of the Board, except

that less than a quorum may act to adjourn a meeting. Each Delegate shall have one vote.

e. Meetings may be held at any location designated in notice properly given for a meeting and may be conducted by telephonic or similar means in any manner otherwise allowed by law.

## **9. Officers; Duties; Official Bonds**

a. The Board shall elect a chair and vice chair from among the Delegates at the Board's annual meeting who shall serve a term of one (1) year or until their respective successor is elected. The chair shall conduct the meetings of the Board and perform such other duties as may be specified by resolution of the Board. The vice chair shall perform such duties in the absence or in the event of the unavailability of the chair.

b. The Board shall contract annually with RCRC to administer the Agreement and to provide administrative services to the Authority, and the President and Chief Executive Officer of RCRC shall serve *ex officio* as Executive Director, Secretary, Treasurer, and Auditor of the Authority. As chief executive of the Authority, the Executive Director is authorized to execute contracts and other obligations of the Authority, unless prior Board approval is required by a third party, by law or by Board specification, and to perform other duties specified by the Board. The Executive Director may appoint such other officers as may be required for the orderly conduct of the Authority's business and affairs who shall serve at the pleasure of the Executive Director. Subject to the applicable provisions of any indenture or resolution providing for a trustee or other fiscal agent, the Executive Director, as Treasurer, is designated as the custodian of the Authority's funds, from whatever source, and, as such, shall have the powers, duties and responsibilities specified in Section 6505.5 of the Act. The Executive Director, as Auditor, shall have the powers, duties and responsibilities specified in Section 6505.5 of the Act.

c. The Legislative Advocate for the Authority shall be the Rural County Representatives of California.

d. The Treasurer and Auditor are public officers who have charge of, handle, or have access to all property of the Authority, and a bond for such officer in the amount of at least one hundred thousand dollars (\$100,000.00) shall be obtained at the expense of the Authority and filed with the Executive Director. Such bond may secure the faithful performance of such officer's duties with respect to another public office if such bond in at least the same amount specifically mentions the office of the Authority as required herein. The Treasurer and Auditor shall cause periodic independent audits to be made of the Authority's books by a certified public accountant, or public accountant, in compliance with Section 6505 of the Act.

e. The business of the Authority shall be conducted under the supervision of the Executive Director by RCRC personnel.

## **10. Executive Committee of the Authority**

### **a. Composition**

The Authority shall appoint nine (9) members of its Board to serve on an Executive Committee.

b. Powers and Limitations

The Executive Committee shall act in an advisory capacity and make recommendations to the Authority Board. Duties will include, but not be limited to, review of the quarterly and annual budgets, service as the Audit Committee for the Authority, periodically review this Agreement; and complete any other tasks as may be assigned by the Board. The Executive Committee shall be subject to all limitations imposed by this Agreement, other applicable law, and resolutions of the Board.

c. Quorum

A majority of the Executive Committee shall constitute a quorum for transacting business of the Executive Committee.

**11. Disposition of Assets**

Upon termination of this Agreement, all remaining assets and liabilities of the Authority shall be distributed to the respective Members in such manner as shall be determined by the Board and in accordance with the law.

**12. Agreement Not Exclusive; Operation in Jurisdiction of Member**

This Agreement shall not be exclusive, and each Member expressly reserves its rights to carry out other public capital improvements and programs as provided for by law and to issue other obligations for those purposes. This Agreement shall not be deemed to amend or alter the terms of other agreements among the Members or Associate Members.

**13. Conflict of Interest Code**

The Authority shall by resolution adopt a Conflict of Interest Code as required by law.

**14. Contributions and Advances**

Contributions or advances of public funds and of personnel, equipment or property may be made to the Authority by any Member, Associate Member or any other public agency to further the purpose of this Agreement. Payment of public funds may be made to defray the cost of any contribution. Any advance may be made subject to repayment, and in that case shall be repaid in the manner agreed upon by the advancing Member, Associate Member or other public agency and the Authority at the time of making the advance.

**15. Fiscal Year; Accounts; Reports; Annual Budget; Administrative Expenses**

a. The fiscal year of the Authority shall be the period from January 1 of each year to and including the following December 31, except for any partial fiscal year resulting from a change

in accounting based on a different fiscal year previously.

b. Prior to the beginning of each fiscal year, the Board shall adopt a budget for the succeeding fiscal year.

c. The Authority shall establish and maintain such funds and accounts as may be required by generally accepted accounting principles. The books and records of the Authority are public records and shall be open to inspection at all reasonable times by each Member and its representatives.

d. The Auditor shall either make, or contract with a certified public accountant or public accountant to make, an annual audit of the accounts and records of the Authority. The minimum requirements of the audit shall be those prescribed by the State Controller for special districts under Section 26909 of the Government Code of the State of California, and shall conform to generally accepted auditing standards. When an audit of accounts and records is made by a certified public accountant or public accountant, a report thereof shall be filed as a public record with each Member (and also with the auditor of Sacramento County as the county in which the Authority's office is located) within 12 months after the end of the fiscal year.

e. In any year in which the annual budget of the Authority does not exceed five thousand dollars (\$5,000.00), the Board may, upon unanimous approval of the Board, replace the annual audit with an ensuing one-year period, but in no event for a period longer than two fiscal years.

#### **16. Duties of Members or Associate Members; Breach**

If any Member or Associate Member shall default in performing any covenant contained herein, such default shall not excuse that Member or Associate Member from fulfilling its other obligations hereunder, and such defaulting Member or Associate Member shall remain liable for the performance of all covenants hereof. Each Member or Associate Member hereby declares that this Agreement is entered into for the benefit of the Authority created hereby, and each Member or Associate Member hereby grants to the Authority the right to enforce, by whatever lawful means the Authority deems appropriate, all of the obligations of each of the parties hereunder. Each and all of the remedies given to the Authority hereunder or by any law now or hereafter enacted are cumulative, and the exercise of one right or remedy shall not impair the right of the Authority to any or all other remedies.

#### **17. Indemnification**

To the full extent permitted by law, the Board may authorize indemnification by the Authority of any person who is or was a Board Delegate, alternate, officer, consultant, employee or other agent of the Authority, and who was or is a party or is threatened to be made a party to a proceeding by reason of the fact that such person is or was such a Delegate, alternate, officer, consultant, employee or other agent of the Authority. Such indemnification may be made against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with such proceeding, if such person acted in good faith and in a manner such person reasonably believed to be in the best interests of the Authority and, in the case of a criminal



proceeding, had no reasonable cause to believe his or her conduct was unlawful and, in the case of an action by or in the right of the Authority, acted with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances.

## **18. Immunities**

All of the privileges and immunities from liabilities, exemptions from law, ordinances and rules, all pension, relief, disability, workers' compensation and other benefits which apply to the activity of officers, agents or employees of any of the Members or Associate Members when performing their respective functions, shall apply to them to the same degree and extent while engaged as Delegates or otherwise as an officer, agent or other representative of the Authority or while engaged in the performance of any of their functions or duties under the provisions of this Agreement.

## **19. Amendment**

This Agreement may be amended by the adoption of the amendment by the governing bodies of a majority of the Members. The amendment shall become effective on the first day of the month following the last required member agency approval. An amendment may be initiated by the Board, upon approval by a majority of the Board. Any proposed amendment, including the text of the proposed change, shall be given by the Board to each Member's Delegate for presentation and action by each Member's board within 60 days, which time may be extended by the Board.

The list of Members, Attachment 1, may be updated to reflect new and/or withdrawn Members without requiring formal amendment of the Agreement by the Authority Board of Directors.

## **20. Withdrawal of Member or Associate Member**

If a Member withdraws as member of RCRC, its membership in the Authority shall automatically terminate. A Member or Associate Member may withdraw from this Agreement upon written notice to the Board; provided however, that no such withdrawal shall result in the dissolution of the Authority as long as any Bonds or other obligations of the Authority remain outstanding. Any such withdrawal shall become effective thirty (30) days after a resolution adopted by the Member's governing body which authorizes withdrawal is received by the Authority. Notwithstanding the foregoing, any termination of membership or withdrawal from the Authority shall not operate to relieve any terminated or withdrawing Member or Associate Member from Obligations incurred by such terminated or withdrawing Member or Associate Member prior to the time of its termination or withdrawal.

## **20. Miscellaneous**

a. **Counterparts.** This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

b. **Construction.** The section headings herein are for convenience only and are not to

be construed as modifying or governing the language in the section referred to.

c. **Approvals.** Wherever in this Agreement any consent or approval is required, the same shall not be unreasonably withheld.

d. **Jurisdiction; Venue.** This Agreement is made in the State of California, under the Constitution and laws of such State and is to be so construed; any action to enforce or interpret its terms shall be brought in Sacramento County, California.

e. **Integration.** This Agreement is the complete and exclusive statement of the agreement among the parties hereto, and it supersedes and merges all prior proposals, understandings, and other agreements, whether oral, written, or implied in conduct, between and among the parties relating to the subject matter of this Agreement.

f. **Successors; Assignment.** This Agreement shall be binding upon and shall inure to the benefit of the successors of the parties hereto. Except to the extent expressly provided herein, no Member may assign any right or obligation hereunder without the consent of the Board.

g. **Severability.** Should any part, term or provision of this Agreement be decided by the courts to be illegal or in conflict with any law of the State of California, or otherwise be rendered unenforceable or ineffectual, the validity of the remaining parts, terms or provisions hereof shall not be affected thereby.

The parties hereto have caused this Agreement to be executed and attested by their properly authorized officers.

**AS ADOPTED BY THE MEMBERS:**

Originally dated July 1, 1993  
Amended and restated December 10, 1998  
Amended and restated February 18, 1999  
Amended and restated September 18, 2002  
Amended and restated January 28, 2004  
Amended and restated December 10, 2014

***[SIGNATURES ON FOLLOWING PAGES]***

SIGNATURE PAGE FOR NEW ASSOCIATE MEMBERS

NAME OF COUNTY OR CITY:

\_\_\_\_\_

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

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Attest:

By \_\_\_\_\_  
[Clerk of the Board Supervisors or City Clerk]

**AFTER EXECUTION, PLEASE SEND TO:**

Golden State Finance Authority  
(formerly California Home Finance Authority)  
1215 K Street, Suite 1650  
Sacramento, CA 95814

**ATTACHMENT 1**  
**CALIFORNIA HOME FINANCE AUTHORITY MEMBERS**

**As of December 10, 2014**

Alpine County  
Amador County  
Butte County  
Calaveras County  
Colusa County  
Del Norte County  
El Dorado County  
Glenn County  
Humboldt County  
Imperial County  
Inyo County  
Lake County  
Lassen County  
Madera County  
Mariposa County  
Mendocino County  
Merced County  
Modoc County  
Mono County  
Napa County  
Nevada County  
Placer County  
Plumas County  
San Benito County  
Shasta County  
Sierra County  
Siskiyou County  
Sutter County  
Tehama County  
Trinity County  
Tuolumne County  
Yolo County  
Yuba County

**RESOLUTION NO. 2015- \_\_\_\_\_****CITY COUNCIL  
OF THE  
CITY OF CITRUS HEIGHTS****RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS,  
CALIFORNIA, CONSENTING TO INCLUSION OF PROPERTIES WITHIN THE  
CITY'S JURISDICTION IN THE CALIFORNIA HOME FINANCE AUTHORITY,  
PROGRAM TO FINANCE RENEWABLE ENERGY GENERATION, ENERGY AND  
WATER EFFICIENCY IMPROVEMENTS AND ELECTRIC VEHICLE CHARGING  
INFRASTRUCTURE AND APPROVING ASSOCIATE MEMBERSHIP IN THE JOINT  
EXERCISE OF POWERS AUTHORITY RELATED THERETO**

**WHEREAS**, the California Home Finance Authority ("Authority") is a joint exercise of powers authority established pursuant to Chapter 5 of Division 7, Title 1 of the Government Code of the State of California (Section 6500 and following) (the "Act") and the Joint Power Agreement entered into on July 1, 1993, as amended from time to time (the "Authority JPA"); and

**WHEREAS**, the Authority is in the process of amending the Authority JPA to formally change its name to the Golden State Finance Authority; and

**WHEREAS**, Authority has established a property-assessed clean energy ("PACE") Program (the "Authority PACE Program") to provide for the financing of renewable energy generation, energy and water efficiency improvements and electric vehicle charging infrastructure (the "Improvements") pursuant to Chapter 29 of the Improvement Bond Act of 1911, being Division 7 of the California Streets and Highways Code ("Chapter 29") within counties and cities throughout the State of California that elect to participate in such program; and

**WHEREAS**, City of Citrus Heights (the "City") is committed to development of renewable energy generation and energy and water efficiency improvements, reduction of greenhouse gases, and protection of the environment; and

**WHEREAS**, in Chapter 29, the Legislature has authorized cities and counties to assist property owners in financing the cost of installing Improvements through a voluntary contractual assessment program; and

**WHEREAS**, installation of such Improvements by property owners within the jurisdictional boundaries of the counties and cities that are participating in the Authority PACE Program would promote the purposes cited above; and

**WHEREAS**, the City wishes to provide innovative solutions to its property owners to achieve energy and water efficiency, and in doing so cooperate with Authority in order to efficiently and economically assist property owners within the City in financing such Improvements; and

**WHEREAS**, Authority has established the Authority PACE Program, which is such a voluntary contractual assessment program, as permitted by the Act, the Authority JPA, originally made and entered into July 1, 1993, as amended to date, and the City, desires to become an Associate Member of the JPA by execution of the JPA Agreement, a copy of which is attached as Exhibit “A” hereto, to participate in the programs of the JPA and to assist property owners within the jurisdiction of the City in financing the cost of installing Improvements; and

**WHEREAS**, the City will not be responsible for the conduct of any assessment proceedings; the levy and collection of assessments or any required remedial action in the case of delinquencies in the payment of any assessments or the issuance, sale or administration of any bonds issued in connection with the Authority PACE Program; and

**WHEREAS**, the Council is fully advised in this matter;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Citrus Heights as follows:

1. This City Council finds and declares that properties in the City’s incorporated area will be benefited by the availability of the Authority PACE Program to finance the installation of the Improvements.
2. This City Council consents to inclusion in the Authority PACE Program of all of the properties in the jurisdictional boundaries of the City and to the Improvements, upon the request by and voluntary agreement of owners of such properties, in compliance with the laws, rules and regulations applicable to such program; and to the assumption of jurisdiction thereover by Authority for the purposes thereof.
3. The consent of this City Council constitutes assent to the assumption of jurisdiction by Authority for all purposes of the Authority PACE Program and authorizes Authority, upon satisfaction of the conditions imposed in this resolution, to take each and every step required for or suitable for financing the Improvements, including the levying, collecting and enforcement of the contractual assessments to finance the Improvements and the issuance and enforcement of bonds to represent such contractual assessments.
4. This City Council hereby approves joining the JPA as an Associate Member and authorizes the City Manager to execute any necessary documents to effectuate such membership.
5. City staff is authorized and directed to coordinate with Authority staff to facilitate operation of the Authority PACE Program within the City, and report back periodically to this City Council on the success of such program.
6. This Resolution shall take effect immediately upon its adoption. The City Clerk is directed to send a certified copy of this resolution to the Secretary of the Authority.

The City Clerk shall certify the passage and adoption of this Resolution and enter it into the book of original resolutions.

**PASSED AND ADOPTION** by the City Council of the City of Citrus Heights, California, this \_\_\_\_ day of \_\_\_\_\_ 2015 by the following vote, to wit:

**AYES:**           **Council Member**  
**NOES:**           **Council Member**  
**ABSTAIN:**       **Council Member**  
**ABSENT:**       **Council Member**

---

**Sue Frost, Mayor**

**ATTEST:**

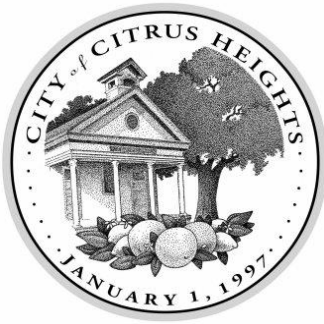
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**Amy Van, City Clerk**



Exhibit A  
JPA Agreement  
[to be inserted]

2532263.1



## CITRUS HEIGHTS

### Memorandum

Approved and Forwarded to City Council

\_\_\_\_\_ Fin.

\_\_\_\_\_ Atty.

**Henry Tingle, City Manager**

October 8, 2015

**TO:** Mayor and City Council Members

**FROM:** David Wheaton, General Services Director  
Mary Poole, Operations Manager

**SUBJECT:** Transportation Development Act (TDA) Funding Claim

#### Summary and Recommendations

This item is administrative in nature. The accompanying resolution authorizes the City to claim Transportation Development Act (TDA) Local Transportation Fund (LTF) and State Transit Assistance (STA) revised apportionments for Fiscal Year (FY) 14-15 to fund the City's transit program and bicycle/pedestrian-related planning and capital projects.

The staff recommendation is to adopt the attached resolution, which authorizes the City to claim its additional TDA apportionments for FY 14-15.

#### Fiscal Impacts

The table below provides a summary of the revised TDA apportionments for FY 14-15 related to LTF funds. The attached resolution authorizes the City to submit a claim for the funds. The funds will be disbursed to the City after the Sacramento Area Council of Governments (SACOG) approves the City's claim. The SACOG portion of LTF funds will be distributed directly to SACOG.

Fund Source	Fiscal Year	Use	Amount
State Transit Assistance (STA)	14-15	Transit Operations	\$ 414,423.00
Local Transportation Funds (LTF)	14-15	Pedestrian/Bicyclists	\$ 62,894.00
Local Transportation Funds (LTF)	14-15	Transit Operations	\$2,753,868.00
Local Transportation Funds (LTF)	14-15	SACOG	\$ 94,341.00
Local Transportation Funds (LTF)	14-15	Administration	\$ 233,581.00
<b>Total Claim</b>			<b>\$3,144,683.00</b>

### **Background and Analysis**

The Transportation Development Act (TDA), administered by the Department of Transportation within the State of California Business Transportation and Housing Agency, provides two major sources for the funding of public transportation in California through regional planning and programming agencies such as the Sacramento Area Council of Governments (SACOG). The first, the county Local Transportation Fund (LTF), has been in existence since 1972. The second, the State Transit Assistance (STA) fund, came into being in 1979.

Transportation Development Act (TDA) funding was enacted by the State in 1972 to provide a funding source to support public transit and other transportation related priorities. TDA funds are broken out into two major pots, the Local Transportation Fund (LTF) and State Transit Assistance (STA) dollars. LTF and STA carry different restrictions associated with their use. LTF funds are derived from ¼ cent of each retail tax dollar collected statewide. The State then returns the tax revenue to each County according to the amount of tax collected within its boundaries. LTF apportionment is carried out by Regional Transportation Planning Agencies (RTPAs) throughout the State. In Sacramento County, the RTPA is SACOG. SACOG distributes LTF based on population.

STA dollars are allocated to transit operators and providers (the City of Citrus Heights is considered a “transit provider”). STA funds are currently derived from a statewide excise tax on gasoline at a rate that generates the equivalent of the previous sales tax on gasoline and the statewide sales tax on diesel fuel both of which are deposited in the Transportation, Planning and Development account. This is based on legislation passed in March 2010 (Assembly Bills 6 and 9).

SACOG’s apportionment claim process includes the following: 1) SACOG receives an adopted resolution from the City/local agency authorizing the claiming of TDA funding; 2) SACOG holds annual public hearings to identify if there are any “unmet” transit needs within the City that are reasonable to meet; 3) the City/local agency files various reports for SACOG staff review and approval; and 4) SACOG submits the City’s claim for review and approval by the SACOG Board.

### **Conclusion**

Approval of the attached resolution will allow the City to submit the revised FY 14-15 TDA claim and be reimbursed for its payment of Regional Transit/Paratransit services provided to the City under the existing transit services contract. The bicycle and pedestrian-related funds will support planning studies and capital improvement projects included in the Capital Improvement Program (CIP).

Attachments: (1) Resolution

**RESOLUTION NO. 2015\_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS  
AUTHORIZING THE CITY TO CLAIM ITS TRANSPORTATION DEVELOPMENT  
ACT (TDA) FUNDS FOR FISCAL YEAR 2014-2015**

**WHEREAS**, the City of Citrus Heights implemented a transit services contract with Sacramento Regional Transit in 2007; and

**WHEREAS** the transit services contract was amended three times through December 31, 2014; and

**WHEREAS**, a new agreement was entered into January 1, 2015; and

**WHEREAS**, the contract provides for the City to claim its Transportation Development Act (TDA) Local Transportation Funds (LTF) and State Transit Assistance (STA) apportionments; and

**WHEREAS**, the transit services contract is funded by the City's TDA Local Transportation Funds and State Transit Assistance apportionments; and

**WHEREAS**, a small portion of TDA funds are set aside for pedestrian and bicycle related projects; and

**WHEREAS**, the Sacramento Area Council of Governments (SACOG) is the state appointed Regional Transportation Planning Agency (RTPA) for Sacramento County; and

**WHEREAS**, as the RTPA for Sacramento County, SACOG is responsible for administering the TDA apportionment and claiming process; and

**WHEREAS**, SACOG requires a resolution authorizing Citrus Heights to claim the City's TDA apportionment be included in the City's TDA claim submittal package.

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Citrus Heights City Council declares as follows:

City staff is hereby authorized to submit revised claims to SACOG for the TDA for FY 2014-2015 Citrus Heights LTF and STA apportionments.

The City Clerk shall certify the passage and adoption of this Resolution and enter it into the book of original resolutions.

**PASSED AND ADOPTION** by the City Council of the City of Citrus Heights, California, this 8<sup>th</sup> day of October, 2015 by the following vote, to wit:

**AYES: Council Member**  
**NOES: Council Member**  
**ABSTAIN: Council Member**  
**ABSENT: Council Member**

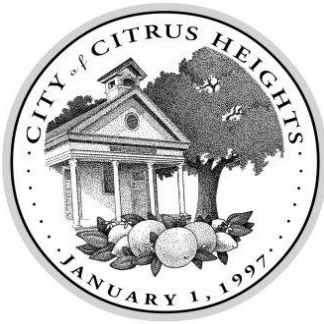
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**Susan J. Frost, Mayor**

**ATTEST:**

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**Amy Van, City Clerk**



## CITRUS HEIGHTS

### Memorandum

October 8, 2015

**TO:** Mayor and City Council Members  
Henry Tingle, City Manager

**FROM:** Colleen McDuffee, Planning Manager  
Alison Bermudez, Associate Planner

**SUBJECT:** Zoning Code Amendment - Electronic Signs and Off-site Signs - File #  
OTA-15-03

Approved and Forwarded to City  
Council

\_\_\_\_\_ Fin.

\_\_\_\_\_ Atty.

Henry Tingle, City Manager

### Summary and Recommendation

On September 9, 2015, the Planning Commission unanimously recommended that the City Council adopt changes to the Zoning Code that would amend the sign regulations and establish regulations to allow electronic signage and amend the section related to off-site signage for governmental purposes.

#### Motions:

1. Determine that the proposed project is exempt from CEQA under Section 15311(a) (Accessory Structures); and
2. Introduce, read by title only, and waive the first reading of Ordinance No. 2015-\_\_\_\_ approving the Amendments as shown in Exhibit A modifying various sections of the Zoning Code in regards to electronic signage and off-site signage based on the findings contained in the staff report.

### Fiscal Impact

No Impact

### Background

Over the past few years technology has advanced that has made electronic signs more energy efficient, user-friendly, and a more affordable means of advertising. Due to these industry changes, the City began to receive requests from businesses hoping to utilize this form of signage which current sign regulations prohibit. Due to these requests, the City Council requested staff research trends in electronic signage and provide feedback.

Over the past several months, staff has researched and presented information to the Council related to electronic signage, including safety information and its possible relationship to distracted driving. Staff also participated in a series of business group meetings led by the Chamber of Commerce which discussed electronic signage and possible regulatory methods. Staff also discussed the topic with other business groups, including the Auburn Boulevard Business Association and Sunrise MarketPlace. Using feedback received from these groups, along with information gathered from the sign industry and surrounding jurisdictions, staff developed key components that should be considered if the sign code was to be amended. These key regulations were presented to the City Council at a study session in June 2015. A number of business representatives spoke at the study session in support of electronic signs but disagreed with some of the proposed key regulations including staff's recommendation of a one hour dwell time in the commercial areas, the size limit of 32 square feet for the message display, and the cost of obtaining a Use Permit. After discussions with staff, the City Council supported the concept to allow electronic signage but directed staff to revise key regulations. The recommendation presented to the Planning Commission included a reduction in dwell time to five minutes (reduced from the one hour originally recommended by staff), provisions that would allow larger signs and a revised permit process to reduce the permit costs.

In addition to the review of electronic signage, the City Council asked staff to review the regulations for off-site signage for civic purposes. Until the redevelopment of the former City Hall site on Fountain Square Drive, the City operated a sign that displayed a variety of public announcements including special events, meetings, etc. This sign will be removed with the redevelopment of the site into a medical office building. The Council provided feedback that they felt this sign served a need for the community and would like to have a new sign constructed in an alternate location. The ordinance amendment includes a modification to the sign code that would permit off-site signs for civic purposes.

### **Planning Commission Hearing**

On September 9<sup>th</sup>, the Planning Commission reviewed the proposed regulations at a public hearing. The Commission discussed the regulations including the following:

- Electronic signage lighting including measurement/proposed levels;
- Length of the dwell time of message display;
- Flexibility in the signage exceptions;
- 32 square foot maximum size; and
- Community benefit of the City's electronic sign

Members of the public spoke in regards to proposed amendments including Mark Gastineau from Arrow Signs, Kathilynn Carpenter from Sunrise MarketPlace, Jay Hornbill the Executive Director of the Chamber of Commerce, and Evan Jacobs a member of the Chamber of Commerce. The following topics were presented as areas of concern:

- Electronic signage lighting including measurement/proposed levels;
- Length of the dwell time of message display; and
- 32 square foot maximum size.

#### Dwell Time

Staff and the Commission discussed the dwell (time a sign displays a static message) issue. Staff's proposal was a five minute timing (down from the previous recommendation of one-hour) to the Commission but after public testimony and discussion, the Commission felt that was excessive and desired a standard that balanced safety and flexibility. Staff stated that the concern of safety and visual clutter from rapidly changing signs was a factor in the longer dwell time. The Commission discussed the length of time of the City's electronic sign and how the messages moved at a faster rate. While some Commissioners and public suggest an eight second time change, some suggested a two minute dwell time, the Commission determined a sixty second dwell time would balance the desired level of safety and flexibility.

#### Size Limit

The proposed sign regulations allow for a freestanding sign to have an electronic component up to 50% of the sign face with a maximum size of 32 square feet. Concerns were expressed that the 32 square foot cap was not necessary. Staff stated that even though the cap is set at 32 square feet there may be uses/users that would warrant a larger sign (movie theater, hotel, larger commercial shopping center) and that the sign exception permit process would be available to users seeking to exceed the sign standards. Attachment 1 is provided that demonstrates how the sign is measured. The attachment also shows a graphic of one of the largest signs within the Greenback/Sunrise commercial area (sign at MarketPlace at Birdcage). Using that sign as an example, an electronic component added to that sign (using the 50% square foot formula) would be less than 32 square feet. Planning staff also explained that the exception permit process would allow for the review of signage designs if a user proposes to exceed the 32 square foot maximum. Since the Planning Commission meeting, staff has reviewed freestanding sign permits that have issued over the past two years, and only one sign has been installed that would have used the max size of 32 square feet (6309 Sunrise – Texas Roadhouse). After further discussion, the Commission agreed the sign exception process allowed for flexibility and retained the maximum of 50 % and 32 square feet ratio.

#### Lighting

Staff's recommendation included language to regulate the lighting using "nits"<sup>1</sup>. The Commission was concerned with this measurement and the proposed lighting levels. After

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<sup>1</sup> In lighting, the nit is a unit of visible-light intensity, commonly used to specify the brightness of a cathode ray tube (crt) or liquid crystal display (lcd) computer display. One nit is equivalent to one candela per square meter. The nit is a comparatively small unit of brightness. A typical active-matrix LCD panel has an output between 200 and 300 nit, for example.



discussion, it was determined that using the more traditional measurement of foot candles<sup>2</sup> would be more appropriate. The Planning Commission's recommendation includes the revision to regulate the message center lighting to 0.3 foot candles above ambient light, a measurement that would be appropriate for signs within a commercial or residential area. To provide accuracy in the measurement of the lighting levels, staff added criteria for the lighting measurements.

### **Proposed Regulations & Analysis**

The table below identifies the sections of the Zoning Code proposed to be amended. The third column of the table includes the revisions, if any, recommended by the Planning Commission. A copy of the Planning Commission staff report is provided as Attachment 2 and a complete version of redline/strikeout text that includes the Planning Commission recommendations is provided as Attachment 3.

<b>Zoning Code Section</b>	<b>Proposed Change/Discussion</b>	<b>Planning Commission Recommendation</b>
106.38.040.B-Prohibited Signs	Revise text to clarify that animated, moving, etc. signs remain prohibited but electronic message display signage would be allowed in compliance with the new regulations. (Page 5 of Attachment 3)	No change
106.38.070.D Standards for Specific Sign Types (New Section - Electronic Message Display Signs)	<p>Section D was added to provide the regulations for electronic message displays including permit processing, size limits, and operational standards. Below is a list of the key elements and brief discussion of the proposed regulations. (Page 14 of Attachment 3)</p> <p><b>A complete version of the proposed amendments are provided in redline/strikeout form and are attached as Attachments 3 and 4.</b></p> <p><u>Permit Required.</u> Approval of a Minor Use Permit would be required</p> <p><i>Based upon comments at the Study Session, staff revised the proposed permit process from a Use Permit</i></p>	<p><u>Permit Required.</u> No change.</p>

<sup>2</sup> a unit of illuminance or illumination, equivalent to the illumination produced by a source of one candle at a distance of one foot and equal to one lumen incident per square foot.

	<p><i>(\$5,329 and a public hearing) to a Minor Use Permit (\$3,396 and staff approval). Under this revised permit structure a full cost Use Permit would be required only if the applicant filed an application for a sign exception.</i></p> <p><u>Size Limit.</u> The electronic portion of a monument sign is limited to no more than 50% of the total sign area up to a maximum of 32 square feet.</p> <p><u>Design Standards.</u> Electronic signs are allowed as part of a monument sign. The sign must be an architecturally designed monument sign that is compatible to the surroundings (color, materials, etc.).</p> <p><u>Number Allowed.</u> Each site would be allowed one electronic sign.</p> <p><u>Dwell Time.</u> The proposed regulations will require that electronic messages display for a minimum of five minutes before displaying the next message.</p> <p><u>Messages.</u> Sign may only display commercial messages related to a use that is located on the same site (or within the same center).</p> <p><u>Use of Color.</u> Electronic message display signs within a nonresidential zoning district may be full color but shall not display light of such intensity or brilliance to cause glare or otherwise impair the vision of the driver, or result in a nuisance to the driver. An electronic message display sign within a residential zoning district shall operate only in one color.</p>	<p><u>Size Limit.</u> No change.</p> <p><u>Design Standards.</u> No change.</p> <p><u>Number Allowed.</u> No change.</p> <p><u>Dwell Time.</u> Commission recommended change to sixty seconds.</p> <p><u>Messages.</u> No change.</p> <p><u>Use of Color.</u> No Change.</p>
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	<u>Sign Device Requirements.</u> The electronic message display sign shall have a light sensing device that will adjust the brightness of the sign as ambient light conditions change throughout the day and have a device that renders the sign to dark upon malfunction.  <u>Certification Required (lighting).</u> This section requires that the applicant provide certification that the sign will not operate above the lighting levels allowed by the ordinance prior to issuance of the permit.	<u>Sign Device Requirements.</u> No change  <u>Certification Required (lighting).</u> Commission recommended changing the allowed lighting levels to be measured in foot candles instead of nits.
106.38.070.G H Standards for Specific Sign Types (Off-site signs)	Section G (renumbered to H) was amended to allow off-site signage for the display of public information. (Page 17 of Attachment 3)	No Change
106.62.080.A (Exceptions to Sign Regulations)	Amended the “Purpose” section to remove the restriction that a sign exception could not be granted for an electronic sign.(Page 1 of Attachment 4)	No Change

### **Environmental Determination**

This project is exempt from environmental review pursuant to CEQA Guidelines Section 15311(a) (Accessory Structures).

### **Conclusion**

The Planning Commission recommends that the City Council adopt the Ordinance adopting the updated sign regulations for the Zoning Code.

Motions:

1. Determine that the proposed project is exempt from CEQA under Section 15311(a) (Accessory Structures); and
2. Introduce, read by title only, and waive the first reading of Ordinance No. 2015-\_\_\_\_ approving the Amendments as shown in Exhibit A modifying various sections of the

**Subject: Signage Code Revisions**

**Date: October 8, 2015**

**Page 7 of 7**

Zoning Code in regards to electronic signage and off-site signage based on the findings contained in the staff report.

**Attachments:**

1. Signage Size Examples
2. Planning Commission Staff Report from September 9, 2015 without attachments
3. Redline/Strikeout Zoning Code Section 106.38.040 - 070
4. Redline/Strikeout Zoning Code Section 106.62

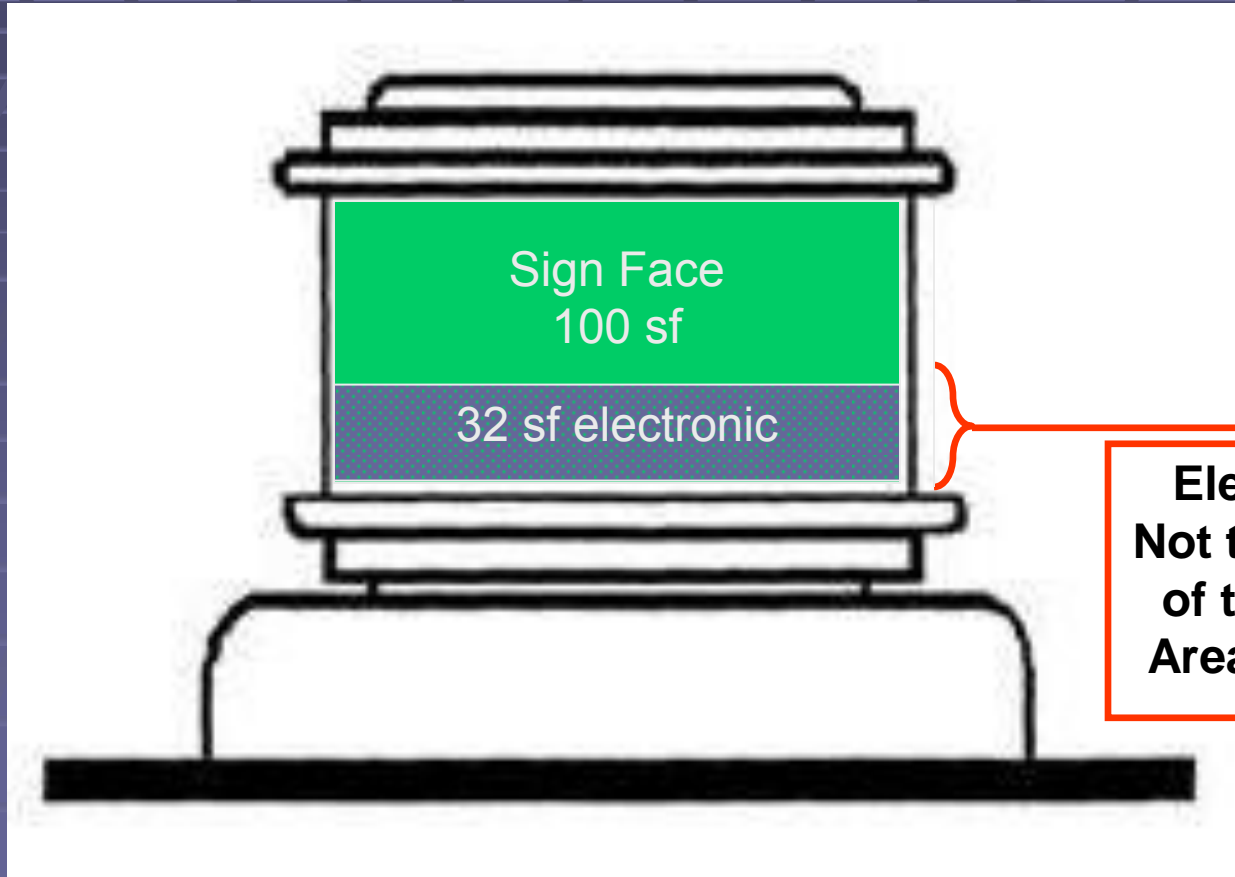
**Exhibits**

- A. Ordinance 2015-\_\_\_\_
  - A-1 Zoning Code Section 106.38.040
  - A-2 Zoning Code Section 106.38.070
  - A-3 Zoning Code Section 106.62.080

2532260.2

# Sign Example Maximum SF

Attachment 1





Total Sign Area = 60 sf

Replacing 2 panels with  
Electronic Message  
Board = 30 sf



# Examples of Sign Designs that would be allowed





**CITY OF CITRUS HEIGHTS  
PLANNING DIVISION STAFF REPORT  
PLANNING COMMISSION MEETING**

**September 9, 2015**

Prepared by: Alison Bermudez, Associate Planner

**REQUEST**

The Planning Division requests the Planning Commission review the attached Ordinance Text Amendments in regards to electronic signage and civic off-site signage.

File Name: Zoning Ordinance Amendment – Electronic Signage/Civic Off-Site Signage

File Number: File # OTA-15-03

**SUMMARY RECOMMENDATION**

Staff recommends approval of the following motions:

- A. Recommend the City Council determine that the proposed project is exempt from CEQA under Section 15311(a) (Accessory Structures); and
- B. Recommend that the City Council approve Ordinance Text Amendments as shown in Exhibit A modifying various sections of the Zoning Code in regards to electronic message display signs based on the findings contained in the staff report.

**Background**

Over the past few years technology has advanced that has made electronic signs more energy efficient, user-friendly, and a more affordable means of advertising. Due to these industry changes, the City began to receive requests from businesses hoping to utilize this form of signage which current sign regulations prohibit. Due to these requests, the City Council requested staff research trends in electronic signage and provide feedback.

Over the past several months, staff has researched and presented to the Council information on electronic signage, including safety information and its possible relationship to distracted driving. Staff also participated in a series of business group meetings led by the Chamber of Commerce which discussed electronic signage and possible regulatory methods. Staff also discussed the topic with other business groups, including the Auburn Boulevard Business Association and Sunrise MarketPlace. Using feedback received from these groups, along with information gathered from the sign industry and surrounding jurisdictions, staff developed key components that should be considered if the sign code was to be amended (refer to Attachment 1). These key regulations were presented to the City Council at a study session in June 2015. A number of business representatives spoke at the study session in support of electronic signs but disagreed with some of the proposed key regulations including staff's recommendation of a one hour dwell time in the commercial areas, the size limit of 32 square feet for the message display, and the cost of Use Permit. After discussions with staff, the City Council supported the concept to allow electronic signage but directed staff to revise key regulations including reducing the one hour dwell time, include provisions that would allow larger signs for certain users/properties where 32 square feet may be too small, and review an alternative permit processing to reduce the permit costs.

In addition to the review of electronic signage, the City Council asked staff to review the regulations for off-site signage for civic purposes. Until the redevelopment of the former City Hall site on Fountain



Square, the City operated a sign that displayed a variety of public announcements including special events, meetings, etc. This sign will be removed with the redevelopment of the site into a medical office building. The Council provided feedback that they felt this sign served a need for the community and would like to have a new sign constructed in an alternate location. The project includes a modification to the sign code that would permit off-site signs for civic purposes.

The Planning Commission's role is to review the proposed regulations and provide a recommendation on the proposal, including any suggested amendments. The decision of the Planning Commission will be forwarded to the City Council for review and final action.

### Proposed Regulations & Analysis

The table below identifies the sections of the Zoning Code proposed to be amended to allow electronic signage within the City. The proposed amendments include revisions based upon the feedback/discussions at the June study session in regards to the proposed one-hour dwell time (time a message must display before changing) and the 32 square foot size limit.

Zoning Code Section	Proposed Change/Discussion
106.38.040.B - Prohibited Signs	Revise text to clarify that animated, moving, etc. signs remain prohibited but electronic message display signage would be allowed in compliance with the new regulations. (Page 6 of Exhibit A)
106.38.070.D Standards for Specific Sign Types (New Section - Electronic Message Display Signs)	<p>Section D was added to provide the regulations for electronic message displays including permit processing, size limits, and operational standards. Below is a list of the key elements and brief discussion of the proposed regulations. (Page 15 of Exhibit A)</p> <p><b>A complete version of the proposed amendments are provided in redline/strikeout form and are attached as Exhibit A.</b></p> <ul style="list-style-type: none"> <li>• Permit Required. Approval of a Minor Use Permit would be required <i>(staff level approval)</i>.</li> <li>• Size Limit. The electronic portion of a monument sign is limited to no more than 50% of the total sign area up to a maximum of 32 square feet.</li> </ul> <p><i>Staff received feedback that 32 square feet may not be large enough in some instances such as large shopping centers, movie theatres, etc. Therefore, staff is including a change to the Sign Exception Regulations (106.62) that would provide the applicant the ability to be granted an exception to exceed these size limits with approval by the Planning Commission.</i></p> <ul style="list-style-type: none"> <li>• Design Standards. Electronic signs are allowed as part of a monument sign. The sign must be an architecturally designed monument sign that is compatible to the surroundings (color, materials, etc.).</li> </ul>

	<p><i>Staff met with members from several business groups who expressed that design standards were a key element in preventing electronic signage from creating visual clutter in the community.</i></p> <ul style="list-style-type: none"> <li>• Number Allowed. Each site would be allowed one electronic sign.</li> </ul> <p><i>Sites proposing more than one electronic sign may file for a Sign Exception as discussed earlier. Sign Exceptions are reviewed and approved by the Planning Commission.</i></p> <ul style="list-style-type: none"> <li>• Dwell Time. The proposed regulations will require that electronic messages display for a minimum of five minutes before displaying the next message.</li> </ul> <p><i>This dwell time was reduced from staff's original recommendation of one-hour down to five minutes due to comments received from businesses and the Council. Staff believes that the dwell time is one of the key elements of a successful electronic sign regulation. Rapid moving signs and scrolling messages that take several screens to convey a complete message are a safety concern and can attribute to visual clutter. The five minute dwell time provides the flexibility of a business to display a variety of messages throughout the day and reduces driver distraction.</i></p> <ul style="list-style-type: none"> <li>• Messages. Sign may only display commercial messages related to a use that is located on the same site (or within the same center).</li> <li>• Use of Color. Electronic message display signs within a nonresidential zoning district may be full color but shall not display light of such intensity or brilliance to cause glare or otherwise impair the vision of the driver, or result in a nuisance to the driver. An electronic message display sign within a residential zoning district shall operate only in one color.</li> <li>• Sign Device Requirements. The electronic message display sign shall have a light sensing device that will adjust the brightness of the sign as ambient light conditions change throughout the day and have a device that renders the sign to dark upon malfunction.</li> </ul>
106.38.070.G H Standards for Specific Sign Types (Off-site signs)	<p>Section G (renumbered to H) was amended to allow off-site signage for the display of public information. (Page 18 of Exhibit A)</p> <p><i>This will allow the installation of a Civic Center entryway</i></p>

	<i>feature to provide direction to civic buildings. The feature will also contain an electronic message display that will announce City meetings, special events, and other approved material.</i>
106.62.080.A (Exceptions to Sign Regulations)	<p>Amended the "Purpose" section to remove the restriction that a sign exception could not be granted for an electronic sign. (Page 1 of Exhibit B)</p> <p><i>When the Sign Exception regulations were added in 2011, electronic signs were not being considered therefore the exception process did not allow the process to be used to install electronic signs. This section will be amended to allow the exception process to be utilized for sites proposing to install more than one electronic sign or exceed the allowable square footage.</i></p>

### **Ordinance Text Amendments - Conclusion**

The proposed updates to the Zoning Code will add signage regulations for electronic message displays.

Based upon the analysis provided within this report, staff believes the following findings can be made.

- *The proposed amendments to update sections of the Zoning Code including the allowance of electronic message display signs is consistent with the General Plan including Policy 10.4 that encourages high quality signage that balance visibility needs with aesthetic needs; and*
- *The proposed amendments associated with signage including allowing electronic message displays will not be detrimental to the public, interest, health, safety, convenience, or welfare of the City.*
- *The proposed amendment to allow off-site signage for civic purposes is consistent with the General Plan including Policy 20.2 that promotes the establishment of a mechanism to display signage for public purposes.*

### **ENVIRONMENTAL DETERMINATION**

This project is exempt from environmental review pursuant to CEQA Guidelines Section 15311(a) (Accessory Structures).

### **PUBLIC OUTREACH**

As discussed earlier, staff worked closely with the Chamber of Commerce on the preparation of the proposed amendments as well as the other business groups within the City. Each group has been provided a copy of the staff report and the proposed amendments.

A public hearing notice for the proposed project was published in a general circulating newspaper as required and staff has not received any comments at the time this report was written.

### **RECOMMENDATIONS**

The Planning Division recommends that the Planning Commission:

- A. Recommend the City Council determine that the proposed project is exempt from CEQA under Section 15311(a) (Accessory Structures); and

- B. Recommend that the City Council approve Ordinance Text Amendments as shown in Exhibit A modifying various sections of the Zoning Code in regards to signage based on the findings contained in the staff report.

**Attachments**

- 1. ~~Presentation from Study Session June 25, 2015~~

**Exhibits**

- A. ~~Sign Regulations with Redline/Strikeout of Proposed Revisions~~
- B. ~~Sign Exception Regulations with Strikeout of Proposed Revisions~~

## CHAPTER 106.38 - SIGNS

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### Sections:

- 106.38.010 - Purpose
- 106.38.020 - Applicability
- 106.38.030 - Building Permit and Master Sign Plan Requirements
- 106.38.035 - Exemptions from Sign Permit Requirements
- 106.38.040 - Prohibited Signs
- 106.38.050 - General Requirements for All Signs
- 106.38.060 - Zoning District Sign Standards
- 106.38.070 - Standards for Specific Sign Types
- 106.38.080 - Nonconforming Signs
- 106.38.090 - Judicial Review

### 106.38.010 - Purpose

The regulations established by this Chapter are intended to appropriately limit the placement, type, size, and number of signs allowed within the City, and to require the proper maintenance of signs. The purposes of these limitations and requirements are to:

- A. Avoid traffic and/or safety hazards to motorists, bicyclists, and pedestrians, caused by visual distractions and obstructions, or to impede their access;
- B. Promote the aesthetic and environmental values of the community by providing for signs that do not impair the attractiveness of the City as a place to live, work, and shop;
- C. Provide for signs as an effective channel of communication, while ensuring that signs are aesthetically proportioned in relation to adjacent structures and the structures to which they are attached;
- D. Preserve the quiet, low-traffic character of residential neighborhoods; and
- E. Safeguard and protect the public health, safety, and general welfare.

### 106.38.020 - Applicability

- A. **Signs regulated.** The requirements of this Chapter shall apply to all signs in all zoning districts.
- B. **Applicability to sign content.** The provisions of this Chapter do not regulate the message content of a sign (sign copy), regardless of whether the message content is commercial or noncommercial.
- C. **Definitions.** Definitions of the specialized terms and phrases used in this Chapter may be found in Article 8 (Glossary) under "Sign."

### 106.38.030 - Building Permit and Master Sign Plan Requirements

- A. **Building permit and/or master sign plan required.** No sign shall be constructed, installed, or modified, unless a building permit and, where applicable, a master sign plan approval is first obtained in compliance with this Chapter, or the sign is allowed without sign permit by Section 106.38.035 (Exemptions from Sign Permit Requirements).
  - 1. **Compliance with standards and permit required.** No building permit for a sign or master sign plan shall be approved for an existing or proposed sign unless the sign is in compliance with all applicable requirements of this Chapter. After approval of a sign permit and/or sign plan, each sign shall comply with the permit and plan.
  - 2. **Temporary signs.** Temporary signs shall comply with Section 106.38.070.I (Temporary signs).

- B. Review authority.** The Director shall review all building permit applications for signs and master sign plan applications and approve only those that comply with the findings required in Subsection E. (Findings for approval). The Director may also refer a building permit for a sign or master sign plan application to the Commission for review and decision, either for the individual permit, or as part of a development project that is otherwise subject to Commission review. The review authority may require conditions of approval that are deemed reasonable and necessary to achieve the purposes of this Chapter.
- C. Timing.** A sign permit shall be concurrent with a building permit for the sign if a building permit is otherwise required for the sign. A stand alone sign permit may be granted if no Building Permit is required (e.g., for a frame).
- D. Master sign plan.**
- 1. When required.** A master sign plan shall be required for the types of nonresidential projects listed below. Each sign installed or replaced within the nonresidential project shall comply with the approved master sign plan.
    - a. A new nonresidential project with four or more tenants; and
    - b. Major rehabilitation work on an existing nonresidential project with four or more tenants, that involves exterior remodeling, and/or the application proposes modification to 50 percent or more of the existing signs on the site within a 12-month period. For the purposes of this Chapter, major rehabilitation means adding more than 50 percent to the gross floor area of the structures, or exterior redesign of more than 50 percent of the length of any facade within the project.
    - c. Nonresidential projects requesting an exception to sign regulations as specified in Section 106.62.080 (Exception to Sign Regulations)
  - 2. Plan content.** A master sign plan shall include the information and materials required by Subsection D., and shall provide standards for the uniform style, construction, height, size, and placement of signs within the proposed project.
  - 3. Revisions.** The Director may approve revisions to a master sign plan in compliance with Section 106.64.080 (Change to an Approved Project).
- E. Findings for approval.** The approval of a sign permit or master sign plan shall require that the review authority first make all the following findings, as applicable.
1. The proposed signs comply with the standards of this Chapter unless an Exception to Sign Regulations is approved pursuant to 106.62.080 (Exception to Sign Regulations). ;
  2. That the placement of each sign on the site is appropriate for the height and area of a freestanding or projecting sign;
  3. That a wall sign or projecting sign is consistent with the architectural design of the structure;
  4. No sign unreasonably impairs the visibility of existing signs on adjacent properties;
  5. The placement and size of the sign will not impair pedestrian or vehicular safety;
  6. The design, height, location, and size of the signs are visually complementary and compatible with the scale, and architectural style of the primary structures on the site, and structures on adjacent properties on the same street;
  7. The proposed signs are in substantial conformance with the design criteria in Subsection 106.38.050.G (Design criteria for signs); and

8. The proposed signs are of a color, height, letter type, location, material, shape, size, and style that is appropriate for the use of the premises, enhancing to the premises, and harmonious with the surrounding neighborhood.

**F. Expiration and extension of sign permit.**

1. An approved sign permit shall expire 12 months from the date of approval unless the sign has been installed, or a different expiration date is stipulated at the time of approval. Before the expiration of a sign permit, the applicant may apply to the Director for an extension of an additional 12 months from the original date of expiration. In response to an extension request, the review authority may make minor modifications, or deny further extensions.
2. The expiration date of the sign permit shall be automatically extended to concur with the expiration date of the companion Building Permit or other applicable permits.

- G. Appeal.** The applicant may appeal the denial of a sign permit or master sign plan application in compliance with Chapter 106.72 (Appeals).

### **106.38.035 - Exemptions from Sign Permit Requirements**

The following signs are allowed without sign permit or master sign plan approval, provided that they comply with Section 106.38.050 (General Requirements for All Signs), and any required Building Permit is obtained.

**A. Nonstructural modifications and maintenance.**

1. Modifications to sign copy on conforming signs, or changes to the face or copy of a conforming changeable copy sign;
2. Nonstructural modifications of the face or copy of an existing conforming sign installed in compliance with a master sign plan; provided, the modifications are consistent with the approved master sign plan; and
3. The normal maintenance of conforming signs, except as identified in Subsection 106.38.080.B (Maintenance and changes).

- B. Identification signs.** Street identification, and house identification signs not exceeding one square foot.

- C. Hours of operation signs.** Open, closed, and hours of operation signs, not to exceed two square feet.

- D. Temporary signs.** The following temporary signs are allowed without a sign permit.

1. **Real estate signs.** Real estate signs are allowed without a sign permit in compliance with California Civil Code Section 713, and subject to the following requirements, provided that no sign shall be placed within a public or private right-of-way.

- 
- 2. Construction signs.** Construction identification signs may be allowed in all zoning districts in compliance with the following standards.
- a. Only one sign, located on-site, shall be allowed;
  - b. The area of the sign shall not exceed 32 square feet;
  - c. Sign height shall not exceed eight feet;
  - d. The sign shall not be illuminated;
  - e. A construction sign shall not be allowed if an on-site subdivision sign is approved; and
  - f. Construction signs shall be removed within 30 days after completion of construction.
- 3. Noncommercial signs.** Noncommercial signs are allowed without a sign permit provided that the signs:
- a. Are installed with the property owner's consent;
  - b. Do not exceed a maximum cumulative area of 50 square feet on any lot, do not exceed a maximum height of six feet, and are not illuminated;
  - c. If freestanding are set back a minimum of five feet from any property line, and are not placed within 15 feet of a fire hydrant, street sign, or traffic signal, and do not interfere with, confuse, obstruct, or mislead traffic;
  - d. Are not placed unlawfully. The placement of a sign in the public right-of-way in violation of this Chapter or any other provisions of the Municipal Code is a nuisance, and any sign so placed may be removed summarily and disposed of by the City; and
  - e. Each sign shall be removed within 10 days after the conclusion of the political campaign or event to which they relate. A sign that is not removed may be removed by the City at the expense of the political candidate or organization involved.
- E. Governmental signs.** Signs installed by a Federal or State governmental agency, City, County, or a local agency, including the following:
1. Emergency and warning signs necessary for public safety or civil defense;
  2. Traffic signs erected and maintained by an authorized public agency;
  3. Legal notices, licenses, permits, and other signs required to be displayed by law;
  4. Signs showing the location of public facilities (e.g., civic buildings and facilities, public telephones, restrooms, and underground utilities);
  5. A sign, posting, public notice, or similar sign placed by or required by a governmental agency in carrying out its responsibility to protect public health, safety, and general welfare; and
  6. A sign placed by a government agency for the purpose of announcing events and transmitting community information to the general public.
- F. Other signs.** The following signs are also allowed without a sign permit.
1. **Street addresses.** Street address numbers not exceeding 12 inches in height.



2. **Official flags.** Flags of national, State, or local governments, or nationally recognized religious, fraternal, or public service agencies; provided that:
  - a. The length of a flag shall not exceed one-fourth the height of the flag pole;
  - b. The height of the flag pole shall not exceed 20 feet within a residential zoning district except flag poles for non-residential uses within a residential zoning district may be 30 feet; and
  - c. No private flag pole shall be located within a public right-of-way or required setback.
3. **Ornamentation and decoration.** Symbols, pictures, patterns, and illumination approved by the City as architectural ornamentation or decoration.
4. **Banners.** Artistic banners without advertising, as approved by the Director.
5. **Historical markers.** Historical markers erected and maintained by non-profit organizations, memorials, building cornerstones, and date-constructed stones.
6. **Service station price signs.** Service station price signs required by State law, provided that the signs are monument signs. (The monument sign structure requires a building permit.)
7. **Window signs.** Window signs shall be in compliance with Section 106.38.070.L (Window signs).
8. **City required signs.** Traffic control signs on private property as required by the City in compliance with City standards or as approved by the City Engineer.

### 106.38.040 - Prohibited Signs

All signs not expressly allowed by this Chapter shall be prohibited unless allowed through an Exception to Sign Regulations application as specified in Section 106.62.080 (Exception to Sign Regulations). Examples of prohibited signs include, but are not limited to, the following:

- A. Abandoned signs;
- B. Animated, moving, variable intensity, blinking, or flashing signs, or signs that emit a varying intensity of light or color. Not included are electronic message displays for time and temperature (which are not considered signs), barber poles; and electronic message boards when permitted under Section 106.38.070.D (Electronic Message Displays) when permitted within a Special Planning Area;
- C. Off-site signs (e.g., billboards, and signs painted or mounted on a vehicle parked for longer than necessary for on-site delivery or pick-up operations), except as provided by Sections 106.38.070.G (Off-site signs), and 106.38.070.J.2 (Temporary Signs - Subdivision directional signs - Off-site);
- D. Obscene signs, as obscenity is defined by State law;
- E. Pole signs;
- F. Roof signs;
- G. Because of the City's compelling interest in ensuring traffic safety, signs that simulate in color, size, or design, any traffic control sign or signal, or that make use of words, symbols, or characters in a manner that interferes with, misleads, or confuses pedestrian or vehicular traffic;
- H. A sign in the form or shape of a directional arrow, or otherwise displaying a directional arrow, except as approved by the review authority, or as required for safety and convenience and for control of on-site vehicular and pedestrian traffic;

- I. A sign painted on, attached to, or suspended from, a car, truck, boat, other vehicle, or other movable object that is parked longer than necessary for on-site delivery or pick-up operations within a public right-of-way, or located on private property but conspicuously visible from a public right-of-way; except a sign painted directly upon, magnetically affixed to, or permanently affixed to the body or other integral part of a vehicle that is smaller than a single door panel;
- J. A sign burned, cut, or otherwise marked on or affixed to a rock, tree, or other natural feature;
- K. A sign placed within a public right-of-way, except as provided by Section 106.38.050.E (Signs within a public right-of-way);
- L. Temporary and portable signs, except as specifically allowed by Section 106.38.070.† ↓. (Temporary signs), including the following:
  - 1. Balloons and other inflatable devices;
  - 2. Flags, except as allowed by Section 106.38.035.F.2 (Official flags); and
  - 3. Pennants and streamers, except in conjunction with an athletic event, carnival, circus, or fair, and as allowed in Section 106.38.070.I (Temporary signs).
- M. Individual letters mounted on an exposed electrical raceway instead of mounted directly on a building wall. Exposed raceways are permitted only when the raceway is an integral design component of the sign as determined by the Director.

### 106.38.050 - General Requirements for All Signs

- A. **Sign area measurement.** The measurement of sign area to determine compliance with the maximum sign area requirements of this Chapter shall occur as follows.
  - 1. **Surface area.** The surface area of a sign shall be calculated by enclosing the extreme limits of all framing, emblem, logo, representation, writing, or other display within a single continuous perimeter composed of squares or rectangles with no more than eight lines. See Figure 3-39.

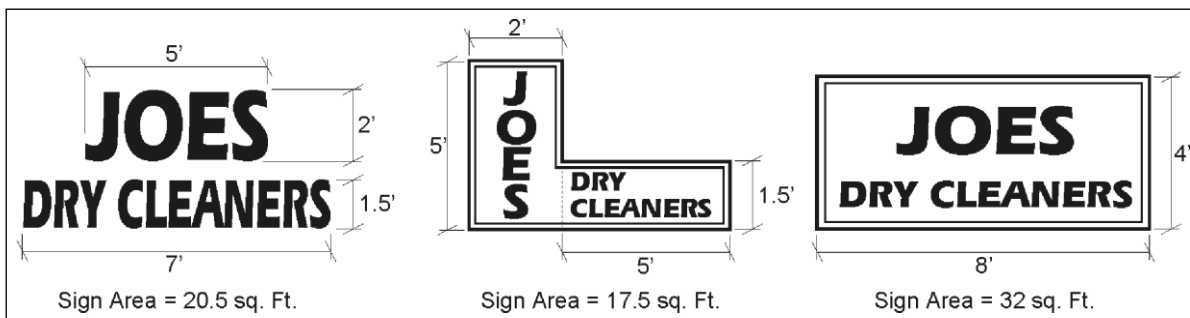


Figure 3-39 - Sign Area Measurement

- 2. **Sign structure.** Supporting bracing or framework that is clearly incidental to the display itself shall not be computed as sign area.
- 3. **Multi-faced signs.** The sign area for a sign with more than one face shall be computed by adding together the area of all sign faces, except that if the two sides are of equal size and within five degrees of parallel, the area of one sign face shall be considered to be the area of the sign.
- 4. **Three-dimensional objects.** Where a sign consists of one or more three-dimensional objects (e.g., balls, cubes, clusters of objects, sculpture, or statue-like trademarks), the sign area shall be measured as their maximum projection upon a vertical plane. See Figure 3-40.

5. **Time and/or temperature device.** The area of any time and/or temperature device incorporated into a sign shall not be included in the calculation of total sign area. The cumulative area of time and/or temperature signs shall not exceed ten (12) square feet.
  6. **Sign lighting.** Permanently installed illuminated panels, visible tubing, and strings of lights outlining all or a portion of a structure, other than lighting that is primarily for indirectly illuminating architectural features, signs, or landscaping, shall be deemed "signs" subject to this Chapter and shall be counted as part of the allowed sign area. Each line of tubing or lights shall be deemed to have a minimum width of at least six inches for the purpose of area calculation.
- B. Sign height measurement.** The height of a sign shall be computed as the vertical distance from the lowest point of the base of the sign at normal grade, to the top of the highest attached component of the sign. See Figure 3-41.
1. **Normal grade.** Normal grade shall be construed to be the lower of either the:
    - a. Existing grade before construction; or
    - b. Newly established grade after construction, exclusive of any berming, filling, mounding, or excavating solely for the purpose of locating the sign.
  2. **Where normal grade cannot be determined.** In cases in which the normal grade cannot reasonably be determined, sign height shall be computed on the assumptions that the elevation of the normal grade at the base of the sign is equal to the elevation of the nearest point of the crown of a public street or the grade of the land at the principal entrance to the principal structure on the parcel, whichever is lower.
- C. Sign height limitations.** Each sign shall comply with the sign height requirements of 106.38.060 (Zoning District Sign Standards) for the applicable zoning district or 106.38.070 (Standards for Specific Sign Types) as applicable.
- D. Sign location requirements.** Each sign shall be located in compliance with the following requirements, and all other applicable provisions of this Chapter, but in no case shall any sign be located so as to impede the normal flow of pedestrian and/or bicycle traffic.
1. **On-premise signs required.** Each sign shall be located on the same site as the subject of the sign, except as otherwise allowed by this Chapter.
  2. **Setback requirements.** Each sign shall comply with the setback requirements of the applicable zoning district, except for an approved projecting sign, or a freestanding sign that is set back a minimum of 5 feet from the front and street side property lines.
  3. **Placement on a building.** No sign shall be placed so as to interfere with the operation of a door or window. Signs should not be located so that they cover prominent architectural features of the building.
- E. Signs within a public right-of-way.**
1. No sign shall be allowed in the public right-of-way except for the following:
    - a. A projecting sign in compliance with Section 106.38.070.G (Projecting and suspended signs).
    - b. Public signs erected by or on behalf of a governmental agency to convey public information, identify public property, post legal notices, or direct or regulate pedestrian or vehicular traffic;
    - c. Transit stop signs installed on behalf of a public or contracted private transit company;
    - d. Informational signs of a public utility regarding its lines, pipes, poles, or other facilities; or

- e. Emergency warning signs erected by a governmental agency, a public utility company, or a contractor doing authorized work within the public right-of-way.
  2. Any sign installed or placed within the public right-of-way other than in compliance with this Section shall be forfeited to the public and be subject to confiscation.
  3. In addition to other remedies identified in Municipal Code Chapter 50 (Neighborhood Enhancement Code), the City shall have the right to recover from the owner, or person placing the sign, the full costs related to the removal and disposal of the sign.
  4. A sign permit shall not be required for City signs placed within the public right-of-way.
- F. **Sign design, construction, and maintenance.** All signs shall be designed, constructed, and continuously maintained in compliance with the following standards:
  1. **Compliance with applicable provisions.** All signs shall comply with the applicable provisions of the uniform codes of the City, any other applicable City ordinances, resolutions, or regulations, and this Chapter.
  2. **Permanent materials and attachment.** Except for banners, flags, temporary signs, and window signs conforming with the requirements of this Chapter, all signs shall be constructed of permanent materials and shall be permanently attached to the ground, a building, or another structure by direct attachment to a rigid wall, frame, or structure.
- G. **Design criteria for signs.** The following design criteria shall be used in reviewing the design of individual signs. Substantial conformance with each of the following design criteria shall be required before a sign permit or Building Permit can be approved.
  1. **Color.** Colors on signs and structural members should be harmonious with one another and relate to the dominant colors of the other structures on the site. Contrasting colors may be utilized if the overall effect of the sign is still compatible with the structure colors and prevailing colors in the surrounding neighborhood (where a theme can be identified).
  2. **Design and construction.**
    - a. All permanent signs shall be designed by professionals (e.g., architects, building designers, landscape architects, interior designers, or those whose principal business is the design, manufacture, or sale of signs), or others who are capable of producing professional results.
    - b. All permanent signs shall be constructed by persons whose principal business is building construction or a related trade including sign manufacturing and installation businesses, or others capable of producing professional results. The intent is to ensure public safety, achieve signs of careful construction, neat and readable copy, and durability so as to reduce maintenance costs and to prevent dilapidation.
  3. **Materials and structure.**
    - a. Sign materials (including framing and supports) shall be representative of the type and scale of materials used on the site of the sign. Sign materials shall match those used on the structure and on other signs.
    - b. No sign shall include reflective material.
    - c. Materials for permanent signs shall be durable and capable of withstanding weathering over the life of the sign with reasonable maintenance.

- d. The size of the structural members (e.g. columns, crossbeams, and braces) shall be proportional to the sign panel they are supporting. In general, fewer larger supporting members are preferable to many smaller supports.
  - e. The use of individual letters incorporated into the building design is encouraged, rather than a sign with background and framing other than the structure wall.
- 4. **Street address.** The review authority may require that a sign include the street address of the site, where it determines that public safety and emergency vehicle response would be more effectively served than if the street address were displayed solely on one or more structures on the site.
- H. **Copy design guidelines.** The City does not regulate the message content (copy) of signs; however, the following are principles of copy design and layout that can enhance the readability and attractiveness of signs. Copy design and layout consistent with these principles is encouraged, but not required.
  - 1. Sign copy should relate only to the name and/or nature of the business or commercial center.
  - 2. Permanent signs that advertise continuous sales, special prices, or include phone numbers, etc. should be avoided.
  - 3. Information should be conveyed briefly or by logo, symbol, or other graphic manner. The intent should be to increase the readability of the sign and thereby enhance the identity of the business.
  - 4. The area of letters or symbols should not exceed 40 percent of the background area in commercial districts or 60 percent in residential districts.
  - 5. Freestanding signs should contain the street address of the parcel or the range of addresses for a multi-tenant center.
- I. **Sign lighting.** Sign lighting shall be designed to minimize light and glare on surrounding rights-of-way and properties.
  - 1. External light sources shall be directed and shielded so that they do not produce glare off the site, on any object other than the sign.
  - 2. Sign lighting shall not blink, flash, flutter, or change light intensity, brightness, or color.
  - 3. Colored lights shall not be used at a location or in a manner so as to be confused or construed as traffic control devices.
  - 4. Neither the direct nor reflected light from primary light sources shall create hazards for pedestrians or bicyclists, or operators of motor vehicles.
  - 5. For energy conservation, light sources shall be hard-wired florescent or compact florescent lamps, or other lighting technology that is of equal or greater energy efficiency. Incandescent lamps shall be prohibited.
  - 6. The maximum allowable level of sign illumination shall not exceed the amounts in the following table. If the lighting system consists of or includes other than florescent tubes, the luminance level produced by the system shall not exceed the luminance level produced by a fluorescent system using the above criteria. Compliance shall be confirmed by calculations that compare the allowable fluorescent luminance with the proposed alternate luminance based upon a report from a qualified electrical engineer, and approved by the Director.
- J. **Sign maintenance.**
  - 1. Each sign and supporting hardware, including temporary signs, shall be maintained in good repair and functioning properly at all times.

2. Any repair to a sign shall be of materials and design of equal or better quality as the original sign.
3. A sign that is not properly maintained and is dilapidated shall be deemed a public nuisance, and may be abated in compliance with the Municipal Code.
4. When an existing sign is removed or replaced, all brackets, poles, and other supports that are no longer required shall be removed.

**K. Sign removal.** When a business, activity, or entity that is the subject of an on-site sign leaves the site, the sign shall be removed within 10 days thereafter.

### 106.38.060 - Zoning District Sign Standards

Each sign shall comply with the sign type, area, height, and other restrictions provided by this Section, in addition to the provisions of Section 106.38.070 (Standards for Specific Sign Types).

- A. Setback requirement for freestanding signs.** A freestanding sign shall be set back a minimum of 5 feet from a dedicated public right-of-way, except where this Zoning Code requires a different setback for a specific sign type.
- B. Residential zone sign standards.** Each sign in the residential zoning districts shall comply with the requirements in Table 3-11, except for signs that are allowed by standards for a specific land use in Chapter 106.42.

**TABLE 3-11 - SIGN STANDARDS FOR RESIDENTIAL ZONES**

Allowed Sign Types	Maximum Sign Height	Maximum Number of Signs Allowed per Parcel	Maximum Sign Area Allowed per Parcel
<b>Single Dwelling, Duplex, Triplex, Home Occupation</b>			
Wall	6 ft	1	1 sf
<b>Multi-Unit Residential Project or Structure</b>			
Wall or freestanding	Wall signs: below edge of roof; Freestanding: 4 ft	1 of either allowed sign type per entrance or street frontage	50 sf total for all signs
<b>Non-Residential Use</b>			
Wall or freestanding	Wall signs: below edge of roof; Freestanding: 6 ft	1 of either allowed sign type per entrance or street frontage	50 sf total for all signs

- C. Commercial and industrial zone sign standards.** Each sign in the commercial and industrial zoning districts shall comply with the requirements in Table 3-12, except for service station signs which are subject to Section 106.38.070.H (Service station signs).

**TABLE 3-12 - SIGN HEIGHT AND AREA STANDARDS FOR COMMERCIAL AND INDUSTRIAL ZONING DISTRICTS**

Allowed Sign Types	Maximum Sign Height (see Section 106.38.050.B)	Maximum Sign Area (see Section 106.38.050.A)
Ground-mounted and Ground-floor Signs		
Awning	At least one foot below the top of a parapet, the sill of a second floor window, and/or the lowest point of any cornice or roof overhang.	<b>Maximum sign area per tenant space.</b> The combined total area of signs allowed for a business shall not exceed the following requirements; provided that the allowed area for a freestanding monument sign is in addition to the maximum area allowed below.  1. 1 sf for each linear ft of primary building frontage in the BP zone; 2 sf for each linear ft of primary building frontage elsewhere.  2. Each use is allowed a total sign area of at least 25 sf regardless of frontage length.  Notwithstanding the above, a freestanding directory sign in the AC zone shall not exceed 200 sf.  <b>Site with 4 or more tenants:</b> is allowed an additional freestanding identification sign of 0.25 sf for each linear ft of total primary structure frontage, up to 100 sf maximum.
Freestanding	AC zone - 30 ft with a 10-ft setback from public right-of-way BP zone – 5 ft GC zone - 5 ft (1) LC zone – 5 ft (1) MP zone - 5 ft SC zone – 5 ft (1)	
Projecting, or Wall	At least one foot below the top of a parapet, the sill of a second floor window, and/or the lowest point of any cornice or roof overhang.	
Suspended	Below eave/canopy; at least 8 ft above a walking surface	
Temporary/Portable	See Sections 106.38.070.A and 106.38.070.I	
Window	See Section 106.38.070.L	
Second Floor Signs		
Awning, Projecting, Wall	At least one foot below the top of a parapet, the sill of a second floor window, and/or the lowest point of any cornice or roof overhang.	12 sf for each tenant. 1 directory sign not to exceed 12 sf is also allowed to identify upper floor occupants.
Window	See Section 106.38.070.K	

**Notes:**

(1) Sign height may be increased by one foot for each foot the setback of the sign is increased, to a maximum sign height of 25 ft.

- D. Freestanding signs within Sunrise Boulevard/Greenback Lane Special Sign District.** Within the area identified in Figure 3-43, freestanding signs shall comply with the following requirements, instead of those in Subsection C.
- 1. Allowable sign types and sign area.** Only monument signs are allowed with a total sign area of one square foot per foot of public street frontage with a maximum area of 100 square feet.
  - 2. Setback requirements.** Monument signs shall be set back as follows:
    - a. Two feet adjoining any property zoned for any commercial or industrial zone; and
    - b. 10 feet adjoining any property in a residential, recreation, or open space zone.
  - 3. Height limits.** A monument sign shall not exceed a maximum height of 10 feet, and may be increased one foot for each foot of increased sign setback, to a maximum height of 12 feet.
  - 4. Landscaping.** Two feet of landscaping is required in every direction from the exterior portions of any part of the monument sign.

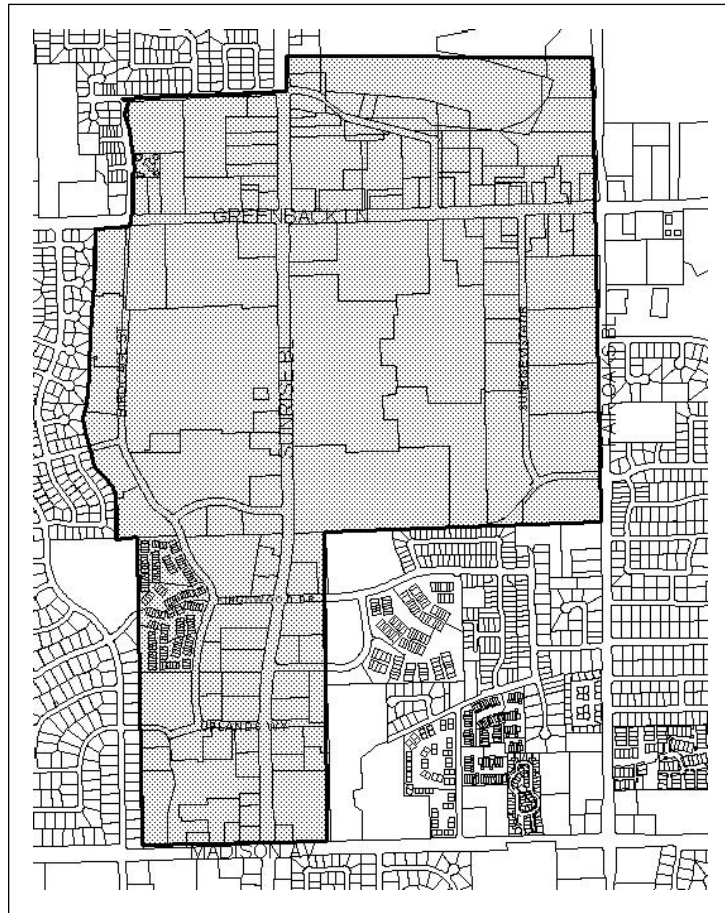


Figure 3-43 - Sunrise Boulevard/Greenback Lane Special Sign District



**106.38.070 - Standards for Specific Sign Types**

Each proposed sign shall comply with the standards of this Section applicable to the specific sign type. Each sign type listed in this Section shall be included in the calculation of the total sign area allowed on a parcel by Section 106.38.060 (Zoning District Sign Standards), unless this Section explicitly provides otherwise. Each sign shall also comply with the sign area, height, and other requirements of Section 106.38.060 (Zoning District Sign Standards), and all other applicable provisions of this Chapter.

**A. A-board and other portable sidewalk signs.** Each parcel may display one A-board or other similar portable sign in compliance with the following standards.

- 1. Limitation on location.** An A-board sign may be approved on private property within a commercial or industrial zoning district, only on a site where:
  - a. The review authority determines that a property owner has taken advantage of all permanent signs allowed by this Chapter, and site visibility remains seriously impaired; and
  - b. The structure to which directions are being provided is located more than 150 feet from a predominant public street frontage, the site is developed with all other signs allowed by this Chapter, and the business entry and the other exterior signs allowed for the site by this Chapter are not visible from the predominant public street. The "predominant public street" is the major vehicular route that provides access to the site and surrounding area.
- 2. Maximum number.** No more than one A-board sign per street frontage shall be permitted per parcel.
- 3. Sign size.** Each sign shall not exceed a width of 30 inches. Sign height shall be limited to 48 inches. Sign height shall be measured perpendicular from the placement surface to the highest point of the A-board sign.
- 4. Sign placement.** An A-board sign shall be placed only on private property within the boundaries of the applicable business' street frontage, and shall be positioned so that it will not:
  - a. Obstruct required ADA sidewalk clearance;
  - b. Impede any line of sight for motorists or bicyclists at public street intersections, as recommended by the City Engineer; or
  - c. Interfere with people exiting and entering parked cars.
- 5. Design and construction standards.** The review authority shall approve an A-board sign only if it first determines that the design and appearance of the sign, including any graphics and/or text, will reflect attractive, professional design, and that the sign will be durable and stable when in place.
- 6. Stabilization.** The sign shall be stabilized to withstand wind gusts or shall be removed during windy conditions.
- 7. Daily removal.** The sign shall be removed at the close of business each day.
- 8. Maintenance.** The sign shall be continuously maintained in good condition with no peeling paint or other deterioration.

**B. Awning signs.** The following standards apply to awning signs (Figure 3-45) in all zoning districts where allowed by Section 106.38.060 (Zoning District Sign Standards).

1. Signs on awnings are limited to ground level or second story occupancies only.
2. Awnings shall not be internally illuminated. Direct exterior lighting may be allowed. Translucent awning materials are prohibited.

**C. Directional/Directory Signs On-site.** The following standards apply to directory and directional signs in all zoning districts.

1. **Maximum Sign Area.** A sign shall not exceed 10 square feet; except the Director may authorize larger signs based upon special site/project characteristics.
2. **Maximum Number.** The maximum number of freestanding directional signs shall be one per driveway and one per service entrance. The maximum number of wall mounted directory signs shall be one per building frontage. Additional signs may be permitted if a health and safety need is demonstrated to the satisfaction of the Director. Directional signs no more than 30 inches in height and 4 square feet shall not be included when calculating the total number of signs.
3. **Setback Requirements.** A directional/directory shall be set back a minimum of 5 feet from a public right-of-way, plus one additional foot per foot of sign height over 5 feet, up to a maximum setback of 25 feet.
4. **Safety Requirements.** A sign shall not project over public property, vehicular easements, or rights-of-way, and shall not obstruct traffic safety visibility area, as determined by the review authority.

**D. Electronic Message Display Signs.** The following standards apply to electronic signs in all zoning districts where freestanding signs are allowed by Section 106.38.060 (Zoning District Sign Standards):

1. **Permit Required.** Minor Use Permit approval is required.
2. **Exemptions.** The following types of electronic message display signage are exempt from these requirements:
  - a. Window signs up to four square feet are exempt from this chapter.
  - b. Warning signs typically used at a construction site or for traffic/road diversion.
  - c. Signs used for a special event in conjunction with a Temporary Use Permit.
  - d. Sign displays advertising gas station pricing.
  - e. Electronic message display signs that only function for time and temperature. Time and temperature displays legally installed prior to November 1, 2015 may be allowed to display messages in accordance with these regulations without the issuance of a Minor Use Permit.
3. **Where Allowed.** An electronic message display sign may be approved within a commercial zoning district or within a residential zoning district. Electronic displays located within a residential zoning district must be located at least 100 feet away from a residential building. The measurement shall be from the sign face to the nearest portion of any residential structure.
4. **Maximum Sign Area.** The electronic portion of a monument sign shall comprise no more than 50% of the total sign area up to a maximum of 32 square feet.

5. **Design Criteria.** An electronic message display sign shall be integrated into a monument sign that contains architectural detailing that is compatible with the building including consistent use of colors and materials. The electronic message display sign shall not appear “stuck-on” to a monument sign.
6. **Maximum Number.** Each site may have one electronic message display sign.
7. **Operational Standards.** An electronic message display sign shall operate subject to the following:
  - a. Sign shall display static messages only. The sign shall not be animated, have movement, or the appearance or optical illusion of movement in or any part of the sign structure, design, or pictorial segment of the sign. Each static message shall not include flashing or scintillating lighting, or varying light intensity.
  - b. Each message on a sign within a commercial zoning district must be displayed for a minimum of sixty seconds and each message on a sign within a residential zoning district must be displayed for a minimum of one hour.
  - c. Sign may only display commercial messages related to a use that is located on the same site or within the same center.
  - d. Electronic message display sign within a commercial zoning district may be full color. An electronic message display sign within a residential zoning district shall operate only in one color.
  - e. The electronic message display sign shall have a light sensing device that will adjust the brightness of the sign as ambient light conditions change throughout the day.
  - f. The electronic message display sign shall have a device that renders the sign to dark upon malfunction.
  - g. Signage should not be designed to emulate traffic safety signage.
8. **Other Requirements.** An electronic message display sign shall comply with Section 106.38.050 (General Requirements for All Signs).
9. **Certification Required.** The applicant shall provide written certification that the sign will operate with a maximum of 0.3-foot candle over ambient lighting. The measurement shall be taken at least thirty minutes past sunset, using a foot candle meter accurate to at least two decimals to record the ambient light reading for the area. This is done while the message center is off or displaying all back copy. All measurements shall be taken perpendicular to the face of the sign at the distance determined by the following formula:

$$D = \sqrt{a * 100}$$

D = Measurement Distance  
a = Sign Area

10. **Exceptions.** The review authority shall have the right to grant an exception to these provisions pertaining to height, location, sign area, shape, and number of signs for commercial projects in compliance with Section 106.62.80 (Exceptions to Sign Regulations).

**ED. Freestanding signs.** The following standards apply to freestanding signs (Figure 3-46) in all zoning districts where allowed by Section 106.38.060 (Zoning District Sign Standards).

1. **Separation.** Multiple signs shall be separated by a minimum of 75 feet to ensure adequate visibility for all signs. The review authority may waive this requirement where the locations of existing signs on adjacent properties would make the 75-foot separation impractical, or there is no other alternative.
2. **Safety requirements.** A sign shall not project over public property, vehicular easements, or rights-of-way, and shall not obstruct a traffic safety sight area, as determined by the review authority.
3. **Street address.** To assist emergency response personnel in locating the site, freestanding signs should contain an illuminated street address plate. Numbers shall be a minimum of six inches in height. Street address numbers not exceeding six inches in height shall not be included in calculations of allowed sign area.
4. **Maximum number.** The maximum number of freestanding signs allowed on a site shall be limited to one per street frontage of less than 300 feet; and one additional sign for each additional 300 feet of frontage or fraction.
5. **Setback requirements.** A freestanding sign shall be set back a minimum of 5 feet from a public right-of-way, plus one additional foot per foot of sign height over 5 feet, up to a maximum setback of 25 feet; except in the AC zoning district, where no additional setback is required for the maximum allowed height of 30 feet, and in the Sunrise Boulevard/Greenback Lane Special Sign District, in compliance with Section 106.38.060.D.
6. **Landscaping.** A freestanding sign shall be designed and constructed with accent landscaping at the base of sign to the approval of the review authority.

**FE. Freeway-oriented signs.** A freeway-oriented sign may be approved in compliance with the following requirements.

1. **Permit requirement.** Use Permit approval is required for a freeway-oriented sign.
2. **Where allowed.** A freeway-oriented sign may be approved only on a parcel abutting the Interstate 80 right-of-way within a commercial zoning district.
3. **Required findings.** The approval of a Use Permit for a freeway-oriented sign shall require that the Commission first find that the use or site cannot be adequately identified by other signs permitted within the applicable zoning district, in addition to the other findings required for Use Permit approval by Section 106.62.050 (Use Permit and Minor Use Permit).
4. **Height limit.** No freeway-oriented sign shall exceed a maximum height of 30 feet, unless the Use Permit allows greater height, as follows.
  - a. **Criteria for approval.** A sign with a height greater than 30 feet may be approved only if the Commission determines that the applicant has demonstrated that an overcrossing of Interstate 80, or its ramps, or trees or vegetation will significantly obstruct the visibility of the proposed sign from the eastbound or westbound lanes of Interstate 80.
  - b. **Procedure for determining allowed height.** The Commission shall approve no sign height over 30 feet more than the minimum necessary for the message area of the sign to clear the identified visual obstruction. The determination of maximum height by the Commission shall be based on the following procedure, which shall occur prior to the public hearing on the Use Permit.
    - (1) The applicant shall arrange for a boom truck with a sign target to be on the site at the location of the proposed sign, with a tape measure attached to the top of the target so that an accurate ground reading of height can be determined.

- (2) City staff will go to the site, pick up the applicant or applicant's representative, and drive Interstate 80 east and west of the target on the site, to visually verify that the target is set at the minimum height necessary to clear the visual obstruction. Staff will then record the height to the top of the target.
- (3) City staff will report their findings to the Commission in the staff report on the Use Permit.

**GF. Murals.** A mural placed on the wall of a structure may be allowed in any commercial or industrial zoning district subject to Design Review, and as follows.

1. A mural without text visible from a public right-of-way may be approved in addition to (not counted as part of) the sign area allowed by Section 106.38.060 (Zoning District Sign Standards); a mural with text shall comply with the sign area limitations applicable to the site.
2. Murals that illustrate the local setting and history as sources of inspiration are encouraged.
3. The approval of a mural shall require that the review authority first find that the size, colors, and placement of the mural are visually compatible with the structure architecture, and that the mural will serve to enhance the aesthetics of the City.
4. The mural shall be provided a graffiti-resistant coating at the time of installation.

**HG. Off-site signs.** New billboards are prohibited within the City in compliance with Section 106.38.040 (Prohibited Signs), except that the City may initiate the replacement or relocation of an existing billboard, provided that the replacement or relocation shall require the approval of an agreement by the Council. A governmental agency may place an off-site sign for the purpose of announcing events and transmitting community information to the general public. Allowed off-site signs are exempt from the standards listed in Section 106.38.060 (Zoning District Standards);

**IH. Projecting and suspended signs.** The following standards apply to projecting signs (Figure 3-47) in all zoning districts where allowed by Section 106.38.060 (Zoning District Sign Standards).

1. The maximum projection of a sign from a structure wall over a public right-of-way shall not exceed 36 inches over a sidewalk. Larger projections from the structure wall over private property may be approved by the review authority. Any projection over a public right-of way shall require an Encroachment Permit.
2. The top of a projecting sign shall not exceed the lesser of 14 feet, eave height, parapet height, or sill height of a second floor window. No portion of the sign shall project above the eave line of a sloped roof or the top of the parapet on a flat roof.
3. A projecting sign shall maintain a minimum clearance of eight feet from the bottom of the sign to the finished grade below.
4. Icon signs using shapes or symbols uniquely suited to the business, creative shapes, and three-dimensional signs are encouraged. See Figure 3-48.
5. Each sign shall be graphically designed for pedestrians, with a maximum area of nine square feet on each sign face, regardless of the length of the building frontage.
6. Sign supports shall be well-designed and compatible with the design of the sign.

**JI. Service station signs.** The following standards apply to signs on service station sites, where service stations are allowed by Article 2 (Zoning Districts and Allowable Land Uses).

1. On-site signs, excluding exempt signs Subsection H.3 below, are limited to 125 square feet for a primary service station, and 75 square feet for a secondary service station. All signs shall be designed to be

compatible with the character of the surrounding neighborhood. Ancillary food markets or other services are included in these sign limits. Freestanding directory signs are prohibited.

2. No more than one freestanding sign is permitted on a service station site, with a maximum area of 36 square feet; except that where price signs are included on the freestanding sign, the area shall not exceed 52 square feet. The base of a freestanding sign is not included in allowable area. The maximum height of a freestanding shall be 10 feet. The height of the sign may be increased one foot for each foot the setback of the sign is increased, provided that the maximum height of the sign does not exceed 16 feet.
3. Signs of instructive nature, information or otherwise required by other enforcement agencies are exempt from these sign area limitations. The following signs are specifically exempt, but not necessarily limited to: telephone booth, gas pump use instructions, instructions for recreational vehicle waste dump station, brake and smog certification, restroom identification, no smoking, propane tank identification, gas pump identification, air and water, drive to forward pump, price signs, special, oil price, service available, and gas pump identification cashier, odd-even sign, hours of operation, required gallon to liter conversion, approved flag identification system, full- and self-service signs at each island not exceeding four square feet, and traffic directory signs as approved by enforcement agencies for necessary traffic control and direction provided that they do not exceed four square feet each and do not exceed 30 inches in height in front or side street yard and no symbol, name, or other message is on the signs.

**KJ. Temporary signs.** Temporary signs are allowed within the commercial and industrial zoning districts as follows.

1. **Banners and pennants.** Temporary banners and pennants on private property may be allowed with temporary use permit approval, and shall comply with the following requirements.
  - a. The use of a banner or pennants may be allowed only for a licensed business one-time per year not to exceed 30 days each year. Each business is also allowed the additional one-time use of a banner for the first 30 days after the commencement of the business.
  - b. The application for a temporary sign permit for banners or pennants shall include the dates proposed by the applicant for scheduled banner use.
  - c. Banner must be mounted to a building. If site has visibility restrictions than alternate location can be authorized through the Temporary Use Permit.
  - d. All structures used to hold or display temporary signs must be removed when not in use.
2. **Subdivision directional signs, off-site.** Off-site signs providing directions to a new subdivision may be allowed with sign permit approval, and shall comply with the following standards:
  - a. A maximum of two off-site signs may be located on private property (not within any public right-of-way).
  - b. The total area of each sign shall not exceed 32 square feet;
  - c. The height of each sign shall not exceed eight feet;
  - d. The signs shall not be illuminated;
  - e. The signs may be displayed only during the two years following date of recordation of the final map, or until all of the units have been sold, whichever first occurs; and
  - f. The signs shall not affect pedestrian or vehicular safety.
3. **Subdivision signs, on-site.** On-site subdivision identification signs may be allowed with sign permit approval, in compliance with the following standards:

- a. A maximum of four on-site signs may be located within the project boundaries; provided, no more than one sign for each street frontage is allowed, and multiple signs shall be separated by a minimum of 75 feet.
- b. The area of each sign shall not exceed 24 square feet;
- c. Sign height shall not exceed six feet;
- d. The signs shall not be illuminated; and
- e. The signs may be displayed only during the two years following date of recordation of the final map, or until all of the units have been sold, whichever first occurs.

**LK. Wall signs.** The following standards apply to wall signs (see Figure 3-49) in all zoning districts where allowed by Section 106.38.060 (Zoning District Sign Standards).

1. **Sign location.** A wall sign may be located on any primary or secondary structure frontage.
2. **Projection from wall surface.** A wall sign shall not project more than 18 inches from the surface to which it is attached.

**ML. Window signs.** The following standards apply to window signs (see Figure 3-50) where allowed by Section 106.38.060 (Zoning District Sign Standards).

1. **Sign location.** Window signs shall be allowed only on windows located on the ground level and second story of a structure frontage.
2. **Maximum sign area.** Window signs are allowed in addition to the total sign area allowed by Section 106.38.060 (Zoning District Sign Standards), provided that window signs shall not occupy more than 25 percent of the combined total window area. The entire part of the window that is painted shall be included in calculating the sign area.
3. **Sign materials.** Window signs shall consist of individual letters, logos, or symbols applied to, stenciled on, or etched into the glass surface; however, neon signs with transparent backgrounds may be hung inside the window glass.

### 106.38.080 - Nonconforming Signs

A nonconforming sign is any permanent or temporary sign that was legally established and maintained in compliance with the provisions of all applicable laws in effect at the time of original installation but that does not now comply with the provisions of this Zoning Code.

**A. General requirements.** A nonconforming sign shall not be:

1. Changed to another nonconforming sign;
2. Structurally altered to extend its useful life;
3. Enlarged;
4. Re-established after a business is discontinued for 12 months; or
5. Re-established after damage or destruction to 50 percent or more of the value of the sign, or its components, as determined by the Building Official.

**B. Maintenance and changes.** Sign copy and face changes, nonstructural modifications, and nonstructural maintenance (e.g., painting, rust removal) are allowed without a sign permit up to a maximum of 25 percent of the

existing total area of the sign. Face changes not including copy, and any nonstructural modifications exceeding 25 percent of the existing total area of the sign, and any structural changes shall comply with all applicable standards of this Chapter.

**106.38.090 - Judicial Review**

Any permit issued or denied in compliance with this Chapter shall be subject to expedited judicial review to the extent provided by the time limits identified in Code of Civil Procedure Section 1094.8 et seq.



## CHAPTER 106.62 - PERMIT REVIEW AND DECISIONS

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### 106.62.080 - Exception to Sign Regulations

- A. Purpose.** The review authority shall have the authority to grant an exception to the provisions of Section 106.38 pertaining to height, location, sign area, shape, projection, clearance of sign, sign type, and number of signs for non-residential projects. ~~The review authority shall not grant an exception to allow signage that is animated or moving including but not limited to electronic message display signs.~~

The purpose is to create signage that is innovative, inspiring, creative, and appropriate for the unique design parameters of the impacted development. The Exception to Sign Regulations is intended to create signage that promotes a sense of place within a development and the larger community. The Exception to Sign Regulations is not intended to be an avenue to simply apply less restrictive sign regulations to conventionally designed and constructed signage.

- B. Applicability.** A sign exception may be granted to waive or modify the requirement of this Zoning Code with regard to signs when the Exception to the Sign Requirements will serve a special purpose that cannot be accomplished by the use of signs or standards allowed by the Zoning Code. Examples of such special purposes include prominent projects or unique proposals that create a sense of place within a project and within the community.
- C. Findings for Approval.** The review authority may approve an Exception to Sign Regulations, with or without conditions, only after determining the proposed sign meets all of the following criteria.
1. **Master Sign Plan.** The development shall be included as part of a Master Sign Plan approved by the review authority. The Master Sign Plan or modification of an existing Master Sign Plan shall be approved by the review authority concurrently with the Exception to Sign Regulations.
  2. **Design Quality.** The sign shall:
    - a. Have a positive visual impact on the surrounding area.
    - b. Be of unique design and exhibit a high degree of creativity and thoughtfulness.
    - c. Provide strong graphic character through creative use of any of the following: color, graphics, proportion, quality materials, scale, and texture.
  3. **Architectural Criteria.** The sign shall:
    - a. Utilize or enhance the architectural elements of the related buildings.
    - b. Be placed in a logical location in relation to the building's façade and not cover any key architectural features and details of the façade.
    - c. Be constructed of superior quality materials.
  4. **Impacts on Surrounding Uses.** The sign shall be located and designed so as not to cause light and glare impacts on surrounding uses.
  5. **Special Purpose.** The Sign meets the intent of the purpose of this chapter.
- D. Conditions of approval.** The review authority may require any reasonable conditions of approval to ensure that the project will comply with the criteria required by Subsection C above.
- E. Post approval procedures.** The procedures and requirements in Chapter 106.64 (Permit Implementation, Time Limits, and Extensions), and those related to appeals and revocation in Article 7 (Zoning Code Administration), shall apply following the decision on an application for a Exception to Sign Regulations.
- F. Application filing and processing.** An application shall be filed in compliance with Chapter 106.60 (Permit Application Filing and Processing). It is the responsibility of the applicant to provide evidence in support of the findings, as required in Subsection C above.
- G. Project review, notice, and hearing.** Each application shall be reviewed by the Director to ensure that the proposal complies with this Section, and all other applicable requirements of this Zoning Code.

ORDINANCE 2015-\_\_\_\_\_

AN ORDINANCE OF THE CITY OF CITRUS HEIGHTS TO AMEND CERTAIN  
SECTIONS OF THE ZONING CODE IN REGARDS TO  
ELECTRONIC SIGNS AND OFF-SITE SIGNS

THE CITY OF CITRUS HEIGHTS DOES ORDAIN AS FOLLOWS:

Section 1: Purpose and Authority

The purpose of this Ordinance is to amend the Citrus Heights Zoning Code as shown in the attached Exhibits A-1 through A-3.

Section 2: Findings

- The proposed amendments to update sections of the Zoning Code including the allowance of electronic message display signs is consistent with the General Plan including Policy 10.4 that encourages high quality signage that balance visibility needs with aesthetic needs; and
- The proposed amendments associated with signage including allowing electronic message displays will not be detrimental to the public, interest, health, safety, convenience, or welfare of the City.
- The proposed amendment to allow off-site signage for civic purposes is consistent with the General Plan including Policy 20.2 that promotes the establishment of a mechanism to display signage for public purposes.

Section 3: Action

The City Council hereby amends the Zoning Code of the City of Citrus Heights as described within Exhibits A-1 through A-3 herein, and as discussed within the Staff Report, which is incorporated by reference.

Section 4: Severability

If any section of this Ordinance is determined to be unenforceable, invalid, or unlawful, such determination shall not affect the enforceability of the remaining provisions of this Ordinance.

Section 5: Effective Date and Publication

This Ordinance shall take effect thirty (30) days after its adoption, and within fifteen (15) days after its passage, shall be posted in three public places.

**PASSED AND ADOPTED** by the City Council of the City of Citrus Heights  
this \_\_\_\_\_ day of \_\_\_\_\_, 2015 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
Sue Frost, Mayor

**ATTEST:**

\_\_\_\_\_  
Amy Van, City Clerk

CODIFY \_\_\_\_\_

UNCODIFY \_\_\_\_\_

Exhibit A-1 – Section 106.38.040

Exhibit A-2 – Section 106.42.070

Exhibit A-3 – Section 106.62.080

## 106.38.040 - Prohibited Signs

All signs not expressly allowed by this Chapter shall be prohibited unless allowed through an Exception to Sign Regulations application as specified in Section 106.62.080 (Exception to Sign Regulations). Examples of prohibited signs include, but are not limited to, the following:

- A. Abandoned signs;
- B. Animated, moving, variable intensity, blinking, or flashing signs, or signs that emit a varying intensity of light or color. Not included are electronic message displays for time and temperature (which are not considered signs), barber poles; and electronic message boards when permitted under Section 106.38.070.D (Electronic Message Displays);
- C. Off-site signs (e.g., billboards, and signs painted or mounted on a vehicle parked for longer than necessary for on-site delivery or pick-up operations), except as provided by Sections 106.38.070.G (Off-site signs), and 106.38.070.J.2 (Temporary Signs - Subdivision directional signs - Off-site);
- D. Obscene signs, as obscenity is defined by State law;
- E. Pole signs;
- F. Roof signs;
- G. Because of the City's compelling interest in ensuring traffic safety, signs that simulate in color, size, or design, any traffic control sign or signal, or that make use of words, symbols, or characters in a manner that interferes with, misleads, or confuses pedestrian or vehicular traffic;
- H. A sign in the form or shape of a directional arrow, or otherwise displaying a directional arrow, except as approved by the review authority, or as required for safety and convenience and for control of on-site vehicular and pedestrian traffic;
- I. A sign painted on, attached to, or suspended from, a car, truck, boat, other vehicle, or other movable object that is parked longer than necessary for on-site delivery or pick-up operations within a public right-of-way, or located on private property but conspicuously visible from a public right-of-way; except a sign painted directly upon, magnetically affixed to, or permanently affixed to the body or other integral part of a vehicle that is smaller than a single door panel;
- J. A sign burned, cut, or otherwise marked on or affixed to a rock, tree, or other natural feature;
- K. A sign placed within a public right-of-way, except as provided by Section 106.38.050.E (Signs within a public right-of-way);
- L. Temporary and portable signs, except as specifically allowed by Section 106.38.070.~~I~~ J. (Temporary signs), including the following:
  - 1. Balloons and other inflatable devices;
  - 2. Flags, except as allowed by Section 106.38.035.F.2 (Official flags); and
  - 3. Pennants and streamers, except in conjunction with an athletic event, carnival, circus, or fair, and as allowed in Section 106.38.070.I (Temporary signs).
- M. Individual letters mounted on an exposed electrical raceway instead of mounted directly on a building wall. Exposed raceways are permitted only when the raceway is an integral design component of the sign as determined by the Director.

## 106.38.070 - Standards for Specific Sign Types

Each proposed sign shall comply with the standards of this Section applicable to the specific sign type. Each sign type listed in this Section shall be included in the calculation of the total sign area allowed on a parcel by Section 106.38.060 (Zoning District Sign Standards), unless this Section explicitly provides otherwise. Each sign shall also comply with the sign area, height, and other requirements of Section 106.38.060 (Zoning District Sign Standards), and all other applicable provisions of this Chapter.

**A. A-board and other portable sidewalk signs.** Each parcel may display one A-board or other similar portable sign in compliance with the following standards.

1. **Limitation on location.** An A-board sign may be approved on private property within a commercial or industrial zoning district, only on a site where:
  - a. The review authority determines that a property owner has taken advantage of all permanent signs allowed by this Chapter, and site visibility remains seriously impaired; and
  - b. The structure to which directions are being provided is located more than 150 feet from a predominant public street frontage, the site is developed with all other signs allowed by this Chapter, and the business entry and the other exterior signs allowed for the site by this Chapter are not visible from the predominant public street. The "predominant public street" is the major vehicular route that provides access to the site and surrounding area.
2. **Maximum number.** No more than one A-board sign per street frontage shall be permitted per parcel.
3. **Sign size.** Each sign shall not exceed a width of 30 inches. Sign height shall be limited to 48 inches. Sign height shall be measured perpendicular from the placement surface to the highest point of the A-board sign.
4. **Sign placement.** An A-board sign shall be placed only on private property within the boundaries of the applicable business' street frontage, and shall be positioned so that it will not:
  - a. Obstruct required ADA sidewalk clearance;
  - b. Impede any line of sight for motorists or bicyclists at public street intersections, as recommended by the City Engineer; or
  - c. Interfere with people exiting and entering parked cars.
5. **Design and construction standards.** The review authority shall approve an A-board sign only if it first determines that the design and appearance of the sign, including any graphics and/or text, will reflect attractive, professional design, and that the sign will be durable and stable when in place.
6. **Stabilization.** The sign shall be stabilized to withstand wind gusts or shall be removed during windy conditions.
7. **Daily removal.** The sign shall be removed at the close of business each day.
8. **Maintenance.** The sign shall be continuously maintained in good condition with no peeling paint or other deterioration.

- B. Awning signs.** The following standards apply to awning signs (Figure 3-45) in all zoning districts where allowed by Section 106.38.060 (Zoning District Sign Standards).
1. Signs on awnings are limited to ground level or second story occupancies only.
  2. Awnings shall not be internally illuminated. Direct exterior lighting may be allowed. Translucent awning materials are prohibited.
- C. Directional/Directory Signs On-site.** The following standards apply to directory and directional signs in all zoning districts.
1. **Maximum Sign Area.** A sign shall not exceed 10 square feet; except the Director may authorize larger signs based upon special site/project characteristics.
  2. **Maximum Number.** The maximum number of freestanding directional signs shall be one per driveway and one per service entrance. The maximum number of wall mounted directory signs shall be one per building frontage. Additional signs may be permitted if a health and safety need is demonstrated to the satisfaction of the Director. Directional signs no more than 30 inches in height and 4 square feet shall not be included when calculating the total number of signs.
  3. **Setback Requirements.** A directional/directory shall be set back a minimum of 5 feet from a public right-of-way, plus one additional foot per foot of sign height over 5 feet, up to a maximum setback of 25 feet.
  4. **Safety Requirements.** A sign shall not project over public property, vehicular easements, or rights-of-way, and shall not obstruct traffic safety visibility area, as determined by the review authority.
- D. Electronic Message Display Signs.** The following standards apply to electronic signs in all zoning districts where freestanding signs are allowed by Section 106.38.060 (Zoning District Sign Standards):
1. **Permit Required.** Minor Use Permit approval is required.
  2. **Exemptions.** The following types of electronic message display signage are exempt from these requirements:
    - a. Window signs up to four square feet are exempt from this chapter.
    - b. Warning signs typically used at a construction site or for traffic/road diversion.
    - c. Signs used for a special event in conjunction with a Temporary Use Permit.
    - d. Sign displays advertising gas station pricing.
    - e. Electronic message display signs that only function for time and temperature. Time and temperature displays legally installed prior to November 1, 2015 may be allowed to display messages in accordance with these regulations without the issuance of a Minor Use Permit.
  3. **Where Allowed.** An electronic message display sign may be approved within a commercial zoning district or within a residential zoning district. Electronic displays located within a residential zoning district must be located at least 100 feet away from a residential building. The measurement shall be from the sign face to the nearest portion of any residential structure.
  4. **Maximum Sign Area.** The electronic portion of a monument sign shall comprise no more than 50% of the total sign area up to a maximum of 32 square feet.

5. **Design Criteria.** An electronic message display sign shall be integrated into a monument sign that contains architectural detailing that is compatible with the building including consistent use of colors and materials. The electronic message display sign shall not appear “stuck-on” to a monument sign.
6. **Maximum Number.** Each site may have one electronic message display sign.
7. **Operational Standards.** An electronic message display sign shall operate subject to the following:
  - a. Sign shall display static messages only. The sign shall not be animated, have movement, or the appearance or optical illusion of movement in or any part of the sign structure, design, or pictorial segment of the sign. Each static message shall not include flashing or scintillating lighting, or varying light intensity.
  - b. Each message on a sign within a commercial zoning district must be displayed for a minimum of sixty seconds and each message on a sign within a residential zoning district must be displayed for a minimum of one hour.
  - c. Sign may only display commercial messages related to a use that is located on the same site or within the same center.
  - d. Electronic message display sign within a commercial zoning district may be full color. An electronic message display sign within a residential zoning district shall operate only in one color.
  - e. The electronic message display sign shall have a light sensing device that will adjust the brightness of the sign as ambient light conditions change throughout the day.
  - f. The electronic message display sign shall have a device that renders the sign to dark upon malfunction.
  - g. Signage should not be designed to emulate traffic safety signage.
8. **Other Requirements.** An electronic message display sign shall comply with Section 106.38.050 (General Requirements for All Signs).
9. **Certification Required.** The applicant shall provide written certification that the sign will operate with a maximum of 0.3-foot candle over ambient lighting. The measurement shall be taken at least thirty minutes past sunset, using a foot candle meter accurate to at least two decimals to record the ambient light reading for the area. This is done while the message center is off or displaying all back copy. All measurements shall be taken perpendicular to the face of the sign at the distance determined by the following formula:

$$D = \sqrt{a * 100}$$

D = Measurement Distance  
a = Sign Area

10. **Exceptions.** The review authority shall have the right to grant an exception to these provisions pertaining to height, location, sign area, shape, and number of signs for commercial projects in compliance with Section 106.62.80 (Exceptions to Sign Regulations).
- E. **Freestanding signs.** The following standards apply to freestanding signs (Figure 3-46) in all zoning districts where allowed by Section 106.38.060 (Zoning District Sign Standards).
1. **Separation.** Multiple signs shall be separated by a minimum of 75 feet to ensure adequate visibility for all signs. The review authority may waive this requirement where the locations of existing signs on adjacent properties would make the 75-foot separation impractical, or there is no other alternative.

- 
2. **Safety requirements.** A sign shall not project over public property, vehicular easements, or rights-of-way, and shall not obstruct a traffic safety sight area, as determined by the review authority.
  3. **Street address.** To assist emergency response personnel in locating the site, freestanding signs should contain an illuminated street address plate. Numbers shall be a minimum of six inches in height. Street address numbers not exceeding six inches in height shall not be included in calculations of allowed sign area.
  4. **Maximum number.** The maximum number of freestanding signs allowed on a site shall be limited to one per street frontage of less than 300 feet; and one additional sign for each additional 300 feet of frontage or fraction.
  5. **Setback requirements.** A freestanding sign shall be set back a minimum of 5 feet from a public right-of-way, plus one additional foot per foot of sign height over 5 feet, up to a maximum setback of 25 feet; except in the AC zoning district, where no additional setback is required for the maximum allowed height of 30 feet, and in the Sunrise Boulevard/Greenback Lane Special Sign District, in compliance with Section 106.38.060.D.
  6. **Landscaping.** A freestanding sign shall be designed and constructed with accent landscaping at the base of sign to the approval of the review authority.
- F. **Freeway-oriented signs.** A freeway-oriented sign may be approved in compliance with the following requirements.
1. **Permit requirement.** Use Permit approval is required for a freeway-oriented sign.
  2. **Where allowed.** A freeway-oriented sign may be approved only on a parcel abutting the Interstate 80 right-of-way within a commercial zoning district.
  3. **Required findings.** The approval of a Use Permit for a freeway-oriented sign shall require that the Commission first find that the use or site cannot be adequately identified by other signs permitted within the applicable zoning district, in addition to the other findings required for Use Permit approval by Section 106.62.050 (Use Permit and Minor Use Permit).
  4. **Height limit.** No freeway-oriented sign shall exceed a maximum height of 30 feet, unless the Use Permit allows greater height, as follows.
    - a. **Criteria for approval.** A sign with a height greater than 30 feet may be approved only if the Commission determines that the applicant has demonstrated that an overcrossing of Interstate 80, or its ramps, or trees or vegetation will significantly obstruct the visibility of the proposed sign from the eastbound or westbound lanes of Interstate 80.
    - b. **Procedure for determining allowed height.** The Commission shall approve no sign height over 30 feet more than the minimum necessary for the message area of the sign to clear the identified visual obstruction. The determination of maximum height by the Commission shall be based on the following procedure, which shall occur prior to the public hearing on the Use Permit.
      - (1) The applicant shall arrange for a boom truck with a sign target to be on the site at the location of the proposed sign, with a tape measure attached to the top of the target so that an accurate ground reading of height can be determined.
      - (2) City staff will go to the site, pick up the applicant or applicant's representative, and drive Interstate 80 east and west of the target on the site, to visually verify that the target is set at the minimum height necessary to clear the visual obstruction. Staff will then record the height to the top of the target.
      - (3) City staff will report their findings to the Commission in the staff report on the Use Permit.
- G. **Murals.** A mural placed on the wall of a structure may be allowed in any commercial or industrial zoning district subject to Design Review, and as follows.



1. A mural without text visible from a public right-of-way may be approved in addition to (not counted as part of) the sign area allowed by Section 106.38.060 (Zoning District Sign Standards); a mural with text shall comply with the sign area limitations applicable to the site.
  2. Murals that illustrate the local setting and history as sources of inspiration are encouraged.
  3. The approval of a mural shall require that the review authority first find that the size, colors, and placement of the mural are visually compatible with the structure architecture, and that the mural will serve to enhance the aesthetics of the City.
  4. The mural shall be provided a graffiti-resistant coating at the time of installation.
- H. Off-site signs.** New billboards are prohibited within the City in compliance with Section 106.38.040 (Prohibited Signs), except that the City may initiate the replacement or relocation of an existing billboard, provided that the replacement or relocation shall require the approval of an agreement by the Council. A governmental agency may place an off-site sign for the purpose of announcing events and transmitting community information to the general public. Allowed off-site signs are exempt from the standards listed in Section 106.38.060 (Zoning District Standards);
- I. Projecting and suspended signs.** The following standards apply to projecting signs (Figure 3-47) in all zoning districts where allowed by Section 106.38.060 (Zoning District Sign Standards).
1. The maximum projection of a sign from a structure wall over a public right-of-way shall not exceed 36 inches over a sidewalk. Larger projections from the structure wall over private property may be approved by the review authority. Any projection over a public right-of way shall require an Encroachment Permit.
  2. The top of a projecting sign shall not exceed the lesser of 14 feet, eave height, parapet height, or sill height of a second floor window. No portion of the sign shall project above the eave line of a sloped roof or the top of the parapet on a flat roof.
  3. A projecting sign shall maintain a minimum clearance of eight feet from the bottom of the sign to the finished grade below.
  4. Icon signs using shapes or symbols uniquely suited to the business, creative shapes, and three-dimensional signs are encouraged. See Figure 3-48.
  5. Each sign shall be graphically designed for pedestrians, with a maximum area of nine square feet on each sign face, regardless of the length of the building frontage.
  6. Sign supports shall be well-designed and compatible with the design of the sign.
- J. Service station signs.** The following standards apply to signs on service station sites, where service stations are allowed by Article 2 (Zoning Districts and Allowable Land Uses).
1. On-site signs, excluding exempt signs Subsection H.3 below, are limited to 125 square feet for a primary service station, and 75 square feet for a secondary service station. All signs shall be designed to be compatible with the character of the surrounding neighborhood. Ancillary food markets or other services are included in these sign limits. Freestanding directory signs are prohibited.
  2. No more than one freestanding sign is permitted on a service station site, with a maximum area of 36 square feet; except that where price signs are included on the freestanding sign, the area shall not exceed 52 square feet. The base of a freestanding sign is not included in allowable area. The maximum height of a freestanding shall be 10 feet. The height of the sign may be increased one foot for each foot the setback of the sign is increased, provided that the maximum height of the sign does not exceed 16 feet.
  3. Signs of instructive nature, information or otherwise required by other enforcement agencies are exempt from these sign area limitations. The following signs are specifically exempt, but not necessarily limited to: telephone booth, gas pump use instructions, instructions for recreational vehicle waste dump station, brake and smog certification, restroom identification, no smoking, propane tank identification, gas pump

identification, air and water, drive to forward pump, price signs, special, oil price, service available, and gas pump identification cashier, odd-even sign, hours of operation, required gallon to liter conversion, approved flag identification system, full- and self-service signs at each island not exceeding four square feet, and traffic directory signs as approved by enforcement agencies for necessary traffic control and direction provided that they do not exceed four square feet each and do not exceed 30 inches in height in front or side street yard and no symbol, name, or other message is on the signs.

**K. Temporary signs.** Temporary signs are allowed within the commercial and industrial zoning districts as follows.

**1. Banners and pennants.** Temporary banners and pennants on private property may be allowed with temporary use permit approval, and shall comply with the following requirements.

- a. The use of a banner or pennants may be allowed only for a licensed business one-time per year not to exceed 30 days each year. Each business is also allowed the additional one-time use of a banner for the first 30 days after the commencement of the business.
- b. The application for a temporary sign permit for banners or pennants shall include the dates proposed by the applicant for scheduled banner use.
- c. Banner must be mounted to a building. If site has visibility restrictions than alternate location can be authorized through the Temporary Use Permit.
- d. All structures used to hold or display temporary signs must be removed when not in use.

**2. Subdivision directional signs, off-site.** Off-site signs providing directions to a new subdivision may be allowed with sign permit approval, and shall comply with the following standards:

- a. A maximum of two off-site signs may be located on private property (not within any public right-of-way).
- b. The total area of each sign shall not exceed 32 square feet;
- c. The height of each sign shall not exceed eight feet;
- d. The signs shall not be illuminated;
- e. The signs may be displayed only during the two years following date of recordation of the final map, or until all of the units have been sold, whichever first occurs; and
- f. The signs shall not affect pedestrian or vehicular safety.

**3. Subdivision signs, on-site.** On-site subdivision identification signs may be allowed with sign permit approval, in compliance with the following standards:

- a. A maximum of four on-site signs may be located within the project boundaries; provided, no more than one sign for each street frontage is allowed, and multiple signs shall be separated by a minimum of 75 feet.
- b. The area of each sign shall not exceed 24 square feet;
- c. Sign height shall not exceed six feet;
- d. The signs shall not be illuminated; and
- e. The signs may be displayed only during the two years following date of recordation of the final map, or until all of the units have been sold, whichever first occurs.

**L. Wall signs.** The following standards apply to wall signs (see Figure 3-49) in all zoning districts where allowed by Section 106.38.060 (Zoning District Sign Standards).

1. **Sign location.** A wall sign may be located on any primary or secondary structure frontage.
  2. **Projection from wall surface.** A wall sign shall not project more than 18 inches from the surface to which it is attached.
- M. **Window signs.** The following standards apply to window signs (see Figure 3-50) where allowed by Section 106.38.060 (Zoning District Sign Standards).
1. **Sign location.** Window signs shall be allowed only on windows located on the ground level and second story of a structure frontage.
  2. **Maximum sign area.** Window signs are allowed in addition to the total sign area allowed by Section 106.38.060 (Zoning District Sign Standards), provided that window signs shall not occupy more than 25 percent of the combined total window area. The entire part of the window that is painted shall be included in calculating the sign area.
  3. **Sign materials.** Window signs shall consist of individual letters, logos, or symbols applied to, stenciled on, or etched into the glass surface; however, neon signs with transparent backgrounds may be hung inside the window glass.

## 106.62.080 - Exception to Sign Regulations

- A. Purpose.** The review authority shall have the authority to grant an exception to the provisions of Section 106.38 pertaining to height, location, sign area, shape, projection, clearance of sign, sign type, and number of signs for non-residential projects.

The purpose is to create signage that is innovative, inspiring, creative, and appropriate for the unique design parameters of the impacted development. The Exception to Sign Regulations is intended to create signage that promotes a sense of place within a development and the larger community. The Exception to Sign Regulations is not intended to be an avenue to simply apply less restrictive sign regulations to conventionally designed and constructed signage.

- B. Applicability.** A sign exception may be granted to waive or modify the requirement of this Zoning Code with regard to signs when the Exception to the Sign Requirements will serve a special purpose that cannot be accomplished by the use of signs or standards allowed by the Zoning Code. Examples of such special purposes include prominent projects or unique proposals that create a sense of place within a project and within the community.

- C. Findings for Approval.** The review authority may approve an Exception to Sign Regulations, with or without conditions, only after determining the proposed sign meets all of the following criteria.

1. **Master Sign Plan.** The development shall be included as part of a Master Sign Plan approved by the review authority. The Master Sign Plan or modification of an existing Master Sign Plan shall be approved by the review authority concurrently with the Exception to Sign Regulations.
2. **Design Quality.** The sign shall:
  - a. Have a positive visual impact on the surrounding area.
  - b. Be of unique design and exhibit a high degree of creativity and thoughtfulness.
  - c. Provide strong graphic character through creative use of any of the following: color, graphics, proportion, quality materials, scale, and texture.
3. **Architectural Criteria.** The sign shall:
  - a. Utilize or enhance the architectural elements of the related buildings.
  - b. Be placed in a logical location in relation to the building's façade and not cover any key architectural features and details of the façade.
  - c. Be constructed of superior quality materials.
4. **Impacts on Surrounding Uses.** The sign shall be located and designed so as not to cause light and glare impacts on surrounding uses.
5. **Special Purpose.** The Sign meets the intent of the purpose of this chapter.

- D. Conditions of approval.** The review authority may require any reasonable conditions of approval to ensure that the project will comply with the criteria required by Subsection C above.

- E. Post approval procedures.** The procedures and requirements in Chapter 106.64 (Permit Implementation, Time Limits, and Extensions), and those related to appeals and revocation in Article 7 (Zoning Code Administration), shall apply following the decision on an application for a Exception to Sign Regulations.

- F. Application filing and processing.** An application shall be filed in compliance with Chapter 106.60 (Permit Application Filing and Processing). It is the responsibility of the applicant to provide evidence in support of the findings, as required in Subsection C above.

- G. Project review, notice, and hearing.** Each application shall be reviewed by the Director to ensure that the proposal complies with this Section, and all other applicable requirements of this Zoning Code.



## CITY OF CITRUS HEIGHTS

### Memorandum

October 8, 2015

**TO:** Mayor and City Council Members  
Henry Tingle, City Manager

**FROM:** Rhonda Sherman, Community and Economic Development Director  
Katherine Cooley, Development Specialist  
Nicole Piva, Housing and Grants Program Technician

**SUBJECT:** **Draft Allocation of Federal 2016 Community Development Block Grant (CDBG) Funds**

Approved and Forwarded to City Council

\_\_\_\_\_ Fin.

\_\_\_\_\_ Atty.

**Henry Tingle, City Manager**

#### **Summary and Recommendation**

Staff requests the Council consider the draft 2016 CDBG Action Plan in anticipation of the final plan to be adopted and approved on November 12, 2015. Staff recommends the Council:

1. hear public testimony on the fund allocation and Action Plan; and
2. continue final action until the November 12, 2015 City Council meeting.

On Thursday, September 10, 2015, the City Council Quality of Life Committee met and developed recommendations for 2016 CDBG funding. The Action Plan draft has been prepared to reflect the Committee's recommendations, but can be changed to reflect any Council decisions.

Final discussion and approval of the Action Plan will be continued at the November 12th Council meeting to allow for the federally required public review period.

#### **Fiscal Impact**

CDBG funds are federal grant funds; there is no impact on City funds. The CDBG program allows for the City to be reimbursed for the costs of administering the grant in an amount not to exceed 20% of the annual grant.

#### *Maintenance of Effort & Campus Life*

Because of federal regulations, if a City General Fund award is decreased from one fiscal year to the next any subsequent increase in a CDBG award is prohibited. Due to a decrease in Campus Life's general fund award from FY 14/15 to FY 15/16 the organization was capped on any CDBG increase this program year. The Quality of Life Committee has recommended a FY 15/16 General Fund award increase of \$2,000 in order to allow for a CDBG award increase of \$1,000.

**Background and Analysis**

In January 2000, the City became an entitlement community under the federal Community Development Block Grant Program (CDBG). This enables the City of Citrus Heights to receive federal CDBG funds directly from the U.S. Department of Housing and Urban Development (HUD) according to a fixed formula. In 2015, the City was awarded \$565,979.

The federal allocation for 2016 CDBG has yet to be taken up by the U.S. Congress at the time of this report. The City anticipates receiving a similar or slightly decreased amount of funding in 2016.

**Action Plan Preparation***Available Funds*

The following categorical restrictions apply to the use of the annual CDBG award:

- no more than 15% may be used to provide public services;
- no more than 20% may be used for program planning, management and administrative costs; and
- the remaining funds may be used for other eligible activities including housing, capital improvements and economic development.

Based on the estimate of the total award the funding available by category is as follows:

<b>Estimated 2016 CDBG annual award</b>	<b>\$565,000</b>
Available for public services (15%)	84,000
Available for administration (20%)	113,000
Available for other activities	368,000

*Funding Recommendations*

Based on the available funding, the Quality of Life Committee recommends the following:

<b>Organization</b>	<b>Recommended Amount</b>
<i>Public Service (15%)</i>	
Campus Life Connection	11,000
Meals on Wheels	16,000
Sacramento Self-Help Housing Homeless Prevention	10,000
Sacramento Self-Help Housing Landlord Tenant Counseling/Mediation	15,000
Sunrise Christian Food Ministry	15,000
Terra Nova Counseling	17,000
<i>Capital Projects (65%)</i>	
City-wide Accessibility Improvement Project	368,000
<i>Administration Funding (20%)</i>	
Sacramento Self Help Housing Fair Housing Services	5,000

The City's Action Plan has been drafted to reflect these recommendations, but may be changed to reflect Council direction.

### *Public Service Proposals*

In response to a Request for Proposals, the City received seven requests from outside agencies for CDBG funds. Unfortunately, one response could not be considered due to ineligible activity. Total eligible requests equal \$125,265. Please refer to Attachment 1 for a summary of applications received. Councilmembers can view original applications using their Goodreader iPad application. Paper copies are available upon request from the City's Housing and Grants division. The requests are as follows:

Public Service Agency	Service	Amount Requested	Gen Fund 15/16
<b>Currently Funded Agencies</b>			
Campus Life Connection	After School Tutoring	25,000	8,000
Meals on Wheels	Senior Nutrition	18,750	70,000
Sacramento Self-Help Housing	Homelessness Prevention	11,000	-
Sacramento Self-Help Housing	Landlord Tenant Counseling/Mediation	20,000	-
Terra Nova Counseling	Juvenile Diversion & Education	25,315	4,300
<b>Organization Currently Not Receiving CDBG Funding</b>			
Sunrise Christian Food Ministry	Ongoing Emergency Food for Seniors, Children and Homeless	25,200	5,700
<b>Ineligible CDBG Expense</b>			
Progressive Employment Services	Internships Lead to Jobs	16,530	-
<b>Did Not Re-Apply for Funding</b>			
A Community for Peace	Domestic Violence Services	-	7,700
Asian Resources	Employment Services	-	-
<b>Total Requests</b>		<b>\$141,795</b>	<b>\$95,700</b>

### Capital Projects

In order to meet HUD timely expenditure guidelines, staff is proposing a programmatic funding swap between two CDBG program years. In 2015, CDBG funding was allocated to two accessibility projects including a City-wide accessibility project and a Highland Avenue accessibility project. This year due to various factors the funding has not been spent to date and new projects will begin construction after the new year.

In order to meet HUD timely expenditure requirements, Staff is recommending moving 2015 CDBG funds to the City's Housing Repair Loan Program to repair conventional homes. Without a CDBG allocation to the city's housing repair program, there is no funding available for conventional home repair. Mobilehomes would not be repaired with these funds, rather with available CalHome funding. Staff will be able to spend these funds quickly due to a high need for home repairs and a current program waitlist.

If 2015 program funding is allocated to the housing repair program, 2016 funding can in turn be used to fund City-wide accessibility improvements such as construction of fully compliant

ramps, relocation of drainage inlets and restriping where necessary, pedestrian signal heads and accessible crosswalks. Locations have yet to be determined.

#### Affirmatively Furthering Fair Housing

When the City accepts federal funding from HUD, the City is required to certify that it will take steps to affirmatively further fair housing. The City has been operating its own fair housing program through a combination of subrecipients and staff work since 2013. Part of this project is providing landlord/tenant counseling and mediation services through Sacramento Self-Help Housing. A new proposed portion of this program is Project Sentinel will provide 5 screenings and/or investigations for Citrus Heights residents who experience housing discrimination. Staff recommends that this portion of the program be taken out of the City's Administration budget, which is the 20% set-aside separate from the Public Services budget. This is an eligible expense for the City's administration budget and would be an important step in meeting the city's fair housing goals.

#### Action Plan Submission

On Thursday, November 12, 2015, the Council will be requested to adopt the Action Plan by resolution and to grant the City Manager authority to execute agreements to carry out the activities as described in the plan. The plan will be submitted to HUD on Friday, November 13, 2015.

In regard to the organization of the Action Plan, HUD released a new tool for grantees that requires the preparation of the Action Plan be submitted through the Integrated Disbursement and Information System (IDIS). The City's document this year reflects the new format. Limited opportunities for customization are available.

#### Attachments:

- (1) 2016 Public Services Application Summary Sheet
- (2) 5-Year CDBG Funding History
- (3) Draft 2016 CDBG Action Plan
- (4) Funding applications delivered electronically via the Goodreader application on Councilmember's iPads. Additional copies available upon request from the City's Housing and Grants Division.



# Summary & Evaluation of 2016 CDBG Public Service Requests

Total Funds Requested: \$141,795      Total Funds Available: \$84,000

Original Applications can be found here: <https://zoomgrants.com/readonly.asp?akey=NLSGHFOOHR814>

Agency	Service	2016 Committee Recommendation	2016 Requested	2015 CDBG	Gen. Fund FY15/16	2016 CDBG Cap (if applicable)
Organizations Currently Receiving Funding						
Campus Life Connection	After-School Tutoring	11,000	*25,000	9,935	8,000	9,935
Meals on Wheels	Senior Nutrition	16,000	*18,750	14,936	70,000	-
Sacramento Self-Help Housing	Homelessness Prevention / Housing Counseling	10,000	11,000	7,935	-	-
Sacramento Self-Help Housing	Landlord Tenant Mediation	15,000 5,000 Admin	20,000	13,935	-	-
**Sacramento Self-Help Housing	Homeless Navigator Program	N/A	-	-	10,000	-
Terra Nova Services	Juvenile Diversion & Education Program	17,000	*25,315	15,935	4,300	-
New Funding Requests						
Sunrise Christian Food Ministry	Ongoing Emergency Food for Seniors, Children & Homeless	15,000	*25,200	-	5,700	-
<del>Progressive Employment Services</del> <i>(Ineligible CDBG Expense)</i>	<del>Internships Lead to Jobs</del>		16,530	-	-	-
Did Not Re-Apply for Funding						
A Community for Peace	Domestic Violence Services	-	-	12,935	7,700	-
Asian Resources Inc.	Employment Services	-	-	7,935	-	-
TOTAL		\$84,000	\$141,795	\$83,546	\$105,700	

\*Does not include General Fund request amounts

\*\* Sacramento Self-Help Housing will provide the Homeless Navigator Program to individuals and/or families who are currently homeless or in immediate danger of becoming homeless in the City of Citrus Heights. **Program is supported by General Funds Only.**

# Summary & Evaluation of 2016 CDBG Public Service Requests

Agency name Service Location	Service Description	2016 Request Amount Persons Served Cost per Objective	Previous Award (CDBG & General Fund)	Staff Comments
Currently Funded Agencies				
<b>Campus Life Connection</b>  7836 Sayonara Drive Children & Youth Neighborhood Center	Funding will aid the educational and social development of elementary and middle school age children, providing a high quality after-school experience that moves students in a positive direction in life and keeps them from the potential dangers of unsupervised after-school time.	<b>\$25,000</b>  80 Youth (120 Adults)  \$413 Per Youth (per youth count includes GF)	<u>2015</u> \$9,935 CDBG \$8,000 GF 15/16  <u>2014</u> \$9,930 CDBG \$10,000 GF 14/15	<ul style="list-style-type: none"> <li>• <b>Due to a GF decrease from FY 14/15 to 15/16, Campus Life is now capped at a CDBG support award of \$9,935 for 2016.</b></li> <li>• Due to HUD regulations, building maintenance and general operating expenses (utilities, etc.) are ineligible CDBG expenses. Any CDBG award would cover staff salaries.</li> <li>• Campus Life fundraises for operating expenses related to the center, however it had been operating on a deficit. Campus Life reduced costs with staff reductions; however it still costs \$111,750 annually to operate the Sayonara Center.</li> </ul>
<b>Meals on Wheels</b>  Rusch Park (congregate meals) and city-wide (home-delivered meals)	To provide balanced, nutritious meals Mon-Fri, 250 days per year to frail homebound seniors and seniors dining at Rusch Park Community Center 5 days a week. (approx. 28,300 meals).	<b>\$18,750</b>  290 Seniors \$306 per senior (per senior count includes GF)	<u>2015</u> \$14,936 CDBG \$70,000 GF 15/16  <u>2014</u> \$14,931 CDBG \$69,159 GF 14/15	<ul style="list-style-type: none"> <li>• In general, in years past enrollment decreased for this program. The cause was unknown. The City decreased both CDBG and GF funding awards to reflect MoW's actual usage of the funds. Staff recommends funding levels of approximately \$15,000 in CDBG and \$70,000 in GF as sufficient funding for this program.</li> <li>• MoW serves hot meals to seniors at Rusch Park Community Center (Mon-Fri). As well as hot meals to homebound seniors daily (Mon-Fri) or 5 frozen meals delivered 1x per week.</li> <li>• All MoW staff will provide gate-keeping and safety net services to homebound seniors and those seniors that come to Rusch Park Community Center.</li> </ul>

Summary & Evaluation of 2016 CDBG Public Service Requests

Agency name Service Location	Service Description	2016 Request Amount Persons Served Cost per Objective	Previous Award (CDBG & General Fund)	Staff Comments
<b>Sacramento Self-help Housing</b>  One Stop Career Center and 7 <sup>th</sup> Day Adventist Church	Funds will be used to assist tenants to remain in their housing or help them find appropriate housing to move into. Work includes housing counseling and landlord-tenant mediation.	<b>Total: \$31,000</b>  Homelessness: \$11,000 60 Households \$183 per household  Landlord Tenant: \$20,000 160 Households \$125 per household	<u>2015</u> Total: \$21,870 CDBG Homelessness: \$7,935 Landlord/Tenant: \$13,935  <u>2014</u> Total: \$28,930 CDBG Homelessness: \$16,930 Landlord/Tenant: \$12,000	<ul style="list-style-type: none"><li>• This request includes both homelessness services and landlord tenant counseling/mediation. The HART “Navigator” position with SSHH is funded separately through solely General Funding.</li><li>• Landlord/Tenant services continue to relieve significant City staff time burden for both Code Enforcement and Housing Division staff. The organization continues to provide the service at less than half of the cost of the Human Rights Fair Housing Commission.</li><li>• In the first half of 2015, the Housing Counselor has already served two times its annual goal for service (63 residents served, with 25 stably housed).</li><li>• Increased funding reflects a recent partnership between Sacramento Self Help Housing and Project Sentinel. Now SSHH has a full time attorney from Project Sentinel staff to investigate fair housing issues. If awarded \$5,000 in increased funds, Project Sentinel would provide 5 screenings and/or investigations for Citrus Heights residents who experience housing discrimination. This fulfills an essential requirement for Citrus Heights fair housing compliance requirements. This cost could be taken out of the City’s administration funds rather than public service funds.</li></ul>
<b>Terra Nova Counseling</b>  5750 Sunrise Blvd	Juvenile Diversion and Education Program (JDEP) which provides individual and/or family therapy to decrease crime recidivism and improve quality of life for low-income youth.	<b>\$25,315</b>  65 Youth \$456 per youth (per youth count includes GF)	<u>2015</u> \$15,935 CDBG \$4,300 GF 15/16	<ul style="list-style-type: none"><li>• Terra Nova has been doing a Juvenile Diversion and Education Program (JDEP) at the request of CHPD for Citrus Heights youth since 2013. Terra Nova performed this service in 2013 and 2014 at no cost and received CDBG for the first time in 2015.</li><li>• The funding would provide individual and family counseling sessions for participants who are already participating in group therapy sessions with their peers in the JDEP program.</li></ul>

# Summary & Evaluation of 2016 CDBG Public Service Requests

Agency name Service Location	Service Description	2016 Request Amount Persons Served Cost per Objective	Previous Award (CDBG & General Fund)	Staff Comments
New Funding Requests				
<b>Progressive Employment</b>  <b>6060 Sunrise Vista Drive</b>  <i>Activity is NOT eligible</i>	Funding would provide for a 5-week revolving internship program, which would serve 6 intellectually disabled adults at a time. Program funding would offset training costs for employees at internship sites.	<b>\$16,530</b>  18 intellectually disabled adults  \$918 per adult	N/A	<ul style="list-style-type: none"> <li>The majority of Progressive Employment’s application (\$15,000) pays the wages of adults in internship positions; however this is an ineligible CDBG expense (income payments directly to a person receiving a public service). Staff is inquiring as to if this project is still feasible without a funding award for income payments.</li> </ul>
<b>Sunrise Christian Food Ministry</b>  5901 San Juan Avenue	The project would provide for ongoing emergency food to seniors, children and homeless people living in the City of Citrus Heights.	<b>\$25,200</b>  3,050 Residents \$10 per resident	2015 \$5,700 GF 15/16	<ul style="list-style-type: none"> <li>This is the organization’s first year applying for CDBG funds.</li> <li>Program provides nutritional emergency food for the current and increasing numbers of seniors, children and homeless people in Citrus Heights.</li> <li>At the end of 2014, the organization had served over 37,000 people.</li> <li>Funding would purchase food including fresh produce for clients. \$2,400 of the funds would go toward paying utilities.</li> </ul>

# City of Citrus Heights - CDBG Project Funding 2011-2015

Activity Description	2011	2012	2013	2014	2015	5 Year Total	5 Year Avg
<b>Annual CDBG Award</b>	<b>578,452</b>	<b>533,708</b>	<b>566,574</b>	<b>557,219</b>	<b>556,979</b>	<b>2,792,932</b>	<b>558,586</b>
Housing Repair Loan Repayments	71,890	-	-	200	32,200	104,290	20,858

<b>General Administration</b>	<b>115,690</b>	<b>106,742</b>	<b>113,315</b>	<b>111,443</b>	<b>111,395</b>	<b>558,585</b>	<b>111,717</b>
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<b>Total Public Services</b>	<b>86,767</b>	<b>80,057</b>	<b>84,986</b>	<b>83,582</b>	<b>83,546</b>	<b>418,938</b>	<b>83,788</b>
Meals on Wheels (senior meals)	19,189	17,546	20,462	14,931	14,936	87,064	17,413
Fair Housing Services (HRFHC)	16,686	15,237	-	-	-	31,923	7,981
Homeless Prevention (SSHH)	18,355	16,622	17,070	16,930	7,935	76,912	15,382
Landlord/Tenant Counseling & Mediation (SSHH)	-	-	12,000	12,000	13,935	37,935	6,000
Internal Fair Housing Activities (Fair Housing Services)	-	-	14,540	13,931	-	28,471	7,118
Housing Crisis Services (Kids First)	24,194	13,851	12,739	5,930	-	56,714	11,343
After-School Tutoring (Campus Life)	8,343	7,701	8,175	9,930	9,935	44,084	8,817
Domestic Violence Intervention (DVIC)	-	9,100	-	-	12,935	22,035	4,407
Employment Services (Asian Resources)	-	-	-	9,930	7,935	17,865	3,573
Juvenile Diversion Education Program (Terra Nova)	-	-	-	-	15,935	15,935	3,187
<b>Total Capital Improvements</b>	<b>579,220</b>	<b>346,909</b>	<b>368,273</b>	<b>362,194</b>	<b>*0</b>	<b>1,656,596</b>	<b>414,149</b>
In-fill Streetlighting	-	-	-	-	-	-	-
Sayonara Drive Community Center	547,720	-	-	-	-	547,720	109,544
Traffic Calming	-	-	-	-	-	-	-
Soundwall Landscaping	-	-	-	-	-	-	-
Accessibility Improvements (Civic Center)	31,500	-	102,878	-	-	134,378	26,876
Accessibility Improvements (City-wide)	-	230,870	265,395	97,096	-	593,361	148,340
<b>**Housing Repair Programs</b>	<b>-</b>	<b>116,039</b>	<b>-</b>	<b>265,098</b>	<b>362,038</b>	<b>743,175</b>	<b>148,635</b>

\*Funds originally approved for Capital Improvement Programs (City-wide Accessibility & Accessibility on Highland Avenue. Construction will not begin till mid-year 2016. Staff recommended moving funding to Housing Repair Loan Program where there is a high need for conventional health and safety repairs and funds will be spent in a timely manner. The 2016 Action Plan will reflect this change.

\*\*This does not include loan repayments or other funding sources.

**Last Updated: 9/23/15**

# 2016 CDBG ACTION PLAN CITY OF CITRUS HEIGHTS

*Draft: October 8, 2015*



Sylvan Road, Citrus Heights, CA-Accessibility Improvement Project.  
CDBG funds were used to fund a portion of accessibility  
improvements along Sylvan Road at the intersection of Stock Ranch.

Photo taken 9/25/15



Annual Action Plan  
2016

1

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## **Introduction**

As a Community Development Block Grant (CDBG) entitlement community, the City of Citrus will receive an annual allocation of CDBG funds from the U.S. Department of Housing and Urban Development. The 2016 Action Plan is a one-year plan to address the community development and low-income housing needs in the City of Citrus Heights. The City's 2015-2019 Consolidated Plan is five-year housing and community development strategy that has been prepared to assess and identify community needs and priorities which shape decisions on the annual funding of a variety of activities.

The City anticipates receiving \$556,979 in 2016 funds from the federal Community Development Block Grant (CDBG) program. In addition, the City plans to reallocate about \$362,000 in prior-year funds. The City plans to meet its community development and housing needs using the City's First Time Homebuyer Program and Housing Repair Program to low-income persons or households.

City staff encouraged citizen participation throughout the Action Plan process. This included consulting local organizations, holding public meetings, and encouraging public comment during the public review period. Based on research and input from the public, City staff formulated the objectives and outcomes that are briefly described below.

## **Objectives**

The City's objectives for the 2016 funding period include the following:

- Assist community-based organizations with financing that allows them to provide new or expanded services to target-income residents, especially seniors, youth, and the homeless.
- Provide housing programs that preserve the quality and affordability of ownership for target-income households.
- To remove barriers to accessibility throughout the City, especially those barriers identified as a priority.

## **Outcomes**

The City's housing outcomes for this planning period will utilize prior-year funding to offer housing repairs, which will make loans to low-income homeowners living in a conventional home needing health-and safety-related repairs. The City will continue to offer a First Time Homebuyer Program, which will provide a low-interest loan to person(s) seeking to purchase their first home in the City of Citrus Heights. This program is funded by HOME Consortium funds.

The City will also fund public improvements, including a city-wide accessibility construction of fully compliant ramps, relocation of drainage inlets and restriping where necessary, pedestrian signal heads and accessible crosswalks to assist the disabled. Locations have yet to be determined. The City received applications from seven eligible organizations for public service programs, one application was determined ineligible.

## **Evaluation of Past Performance**

The City evaluated its past performance as part of determining which activities to fund in the 2016 year.

In 2012, the City used federal money to construct the Citrus Heights Children and Youth Center on Sayonara Drive. The Center is located in a target area and is occupied by Campus Life Connection who provides an after-school program to children living on Sayonara Drive or in the general area. Since the Center has been open over 500 children has been served and given the opportunity for a positive direction in life and to keep them from the potential dangers of unsupervised after-school time.

The City devotes the full 15% allowed on public services, serving thousands of households with range of services from meals to housing counseling. Many households have come to depend on these services, and new households are accessing them. The City plans to continue to devote the maximum allowable funding to public services, and also supplement with around \$106,000 in General Funds monies.

In the area of accessibility, the City has completed several dozen curb ramps and a few sidewalk infill projects in the recent years, and another accessibility component of the Auburn Boulevard Complete Streets Project. In prior years the City has also made improvements to two targeted low-income neighborhoods by adding street lighting and a sound wall beautification project.

## **Summary of Citizen Participation Process and Consultation Process**

The City offered several opportunities for participation and comment throughout the Action Plan process:

A public notice announcing its availability was published in the Sacramento Bee and posted at City Hall on July 17, 2015.

- On July 29, 2015 staff held a public workshop at the Citrus Heights temporary City Hall in the Grand Oaks large conference room located at 7927 Auburn Boulevard, Citrus Heights, CA 95610.

This workshop gave non-profits the opportunity to learn about CDBG funds and to determine if their project is an eligible activity. The workshop was attended by 5 people.

- The City offered an opportunity for comment at its October 8, 2015 City Council meeting when priority needs and 2016 funding allocations was discussed. The City also will offer an opportunity for comment at the November 12, 2015 City Council meeting, when the Action Plan will be adopted.

This Action Plan will be made available for a 30-day public review public comment period from October 8 to November 12, 2015. A public notice announcing its availability was published in the Sacramento Bee on July 17, 2015. The first public hearing on the Action Plan was held in front of the Citrus Heights City Council on October 8 and second hearing was held on November 12, 2015.

The City of Citrus Heights Housing and Grants Division, within the Community and Economic Development Department, serves as the lead agency for the Consolidated Plan and the administration of CDBG, HOME, and other housing and community development funds. Within the Housing and Grants Division, the Development Specialist II oversees the day-to-day administration of the CDBG program. The Housing and Grants Program Technician II assists in administering the program.

For the receipt of HOME funds, Citrus Heights is in a consortium with Sacramento County and the City of Sacramento. Citrus Heights receives an annual allocation from the Consortium. Sacramento Housing and Redevelopment Agency (SHRA) is the lead organization in the consortium.

### **Action Plan Public Contact Information**

City of Citrus Heights  
7927 Auburn Boulevard  
Citrus Heights, CA 95610  
Attn: Housing and Grants Program Technician  
916-727-4752  
[npiva@citrusheights.net](mailto:npiva@citrusheights.net)

City Hall is temporarily located at 7927 Auburn Boulevard in the Grand Oaks Shopping Center until the new City Hall is constructed.

### **Summary of Public Comments**

To date, the City has not received any public comment. City staff expects to receive public comment at the City Council meeting on October 8, 2015. Any comments will be incorporated into the final plan after the public hearing takes place.

## Summary of Priorities

As part of the Consolidated Plan effort, the City selected two key priorities:

- Build healthy communities; and
- Expand economic opportunities.

These goals align closely with three of the City Council's five goals, which include "grow the local economy", "enhance the quality of life" and "improve overall city infrastructure with emphasis on neighborhood revitalization".

Within those priorities, the City identified seven main goals:

- Foster affordable housing;
- Expand homeless transitional housing and services;
- Create job training opportunities;
- Improve accessibility;
- Construct or upgrade public facilities; and
- Provide other social services.

To address these goals, the City plans to fund the new affordable housing on Sayonara Drive, provide loans to homeowners needing health and safety repairs, support nonprofits offering a wide range of social services, support services to the homeless, and assist with accessibility. Other projects may be considered throughout the timeframe of the Consolidated Plan.

## Activities to be Undertaken

The activities to be undertaken in 2016 are summarized in the table below. For each activity, the one-year accomplishment and the amount of CDBG funding allocated is identified. All activities are expected to be completed no later than December 31, 2016.

In making project recommendations, consideration was given to a variety of thresholds that projects must meet to comply with CDBG objectives, including meeting one of the national objectives and addressing one of the community priorities set out in the Consolidated Plan. Staff also took into account activity need within the City of Citrus Heights, activity management and implementation, experience, past performance and completeness of the application. Projects are recommended on the basis of being successful and that will maintain compliance with CDBG regulations.

## Proposed CDBG Activities and Projects in 2016:

Citrus Heights CDBG Program Year 2016: Proposed Projects				
Goal	Program Name	Program Type	Objectives	Anticipated
<b>Capital and Housing Services (65% Limit)</b>				
CD-2	City-wide Accessibility Improvement Project	Construction of fully compliant ramps, relocation of drainage inlets and restriping where necessary, pedestrian signal heads and accessible crosswalk	1 infrastructure improvement	368,000
<b>Subtotal:</b>				<b>368,000</b>
<b>Public Services (15% Limit)</b>				
CD-3, CD-5	<b>Campus Life Connection</b> Youth Services	Provide educational & social development of elementary and middle age children, providing a after-school experience that moves students in a positive direction.	80 Youth	11,000
CD-2, CD-4	<b>Meals on Wheels by ACC</b> Senior Services	Provide balanced, nutritious meals Mon-Fri, 250 days per year to frail homebound seniors and seniors dining at Rusch Park Community Center 5 days a week (approx. 28,300 meals).	290 Seniors	16,000
HA-1	<b>Sacramento Self-Help Housing</b> Homeless Services	Provide permanent housing placement, counseling and referral services to homeless or those at risk of becoming homeless.	60 Households	10,000
CD-6	<b>Sacramento Self-Help Housing</b> Fair Housing Services	Provide fair housing services including housing counseling and landlord/tenant mediation	160 Households	15,000
CD-2	<b>Sunrise Christian Food Ministry</b> Social Services	Provide ongoing emergency food to seniors, children and homeless.	3,050 Persons	15,000
CD-3	<b>Terra Nova Counseling</b> and Case Management Services	Provide a juvenile diversion and education program that give families or individual therapy to decrease crime recidivism and improve quality of life for youth.	65 Youth	17,000
<b>Subtotal:</b>				<b>84,000</b>
<b>Planning and Administration (20% Limit)</b>				
PA-1	Planning and Administration	Provide general administration of the CDBG program, including all planning and reporting activities.	N/A	113,000
<b>Subtotal:</b>				<b>113,000</b>
<b>Total CDBG Funding Proposed for 2016:</b>				<b>565,000</b>

HS-1	Housing Repair Program	Provide conventional 30-year deferred, low interest rate loans to owner occupied homeowners.  <b>(Reallocated funds from prior year funding)</b>	5 Households	362,000
HS-2	First-Time Homebuyer Loan Program	Provide loans to first time homebuyers purchasing a home in Citrus Heights.  <b>(Non-CDBG Funding)</b>	14 Households	560,000

### **Housing Repair Program (Reallocated Funds from Prior Year CDBG Funding)**

It has been recommended to reallocate prior-year funding to the housing repair program. The Housing Repair Program allows owner-occupant homeowners to apply for a low-interest loan to make repairs as needed to protect the health and safety of the occupant's home. With this funding approximately five (5) loans will be provided to homeowners in need of health and safety repairs. A homeowner can apply for a conventional loan; mobile homes will be excluded from this funding as the City is the recipient of a \$1,000,000 CalHome mobilehome set aside grant which will be used to repair those properties.

The City's CDBG housing repair program comes in the form of a conventional loan, that an owner occupant household may qualify for a low interest rate (0%-3%) with a deferred 30 year term. If eligible, a homeowner may receive up to \$60,000.

2016 Objective: 5 households served

Outcome: Affordability for the purpose of providing decent affordable housing

Funding: \$362,000 CDBG Funds

### **First Time Homebuyer Program (Non-CDBG Funds)**

This program will provide low-interest loans to low income-households to assist with the down payment for the purchase of a home. The First-Time Homebuyer program allows a household to qualify up to \$40,000 in assistance. First-Time homebuyer loan terms are generous, with interest rates varying from 0%-3% with a deferred 30-year term.

2016 Objective: 14 households served

Outcome: Affordability for the purpose of providing decent affordable housing

Funding: \$560,000 HOME Consortium Funds and Loan Repayments (Current and prior year funds. HOME Funds are through SHRA HOME Consortium)

## **City-wide Accessibility Improvements**

The Accessibility Improvements project will remove barriers to accessibility for disabled persons by installing ADA-accessible curb ramps, relocation of drainage inlets, restriping where necessary, pedestrian signal heads and accessible crosswalks. A location for this project has yet to be determined.

2016 Objective: City-wide Accessibility

Outcome: Accessibility for the purpose of creating suitable living environment

Funding: \$368,000 CDBG

## **Campus Life Connection, Youth Services**

Campus Life Connection also known as the Sayonara-After School Community Center located at 7836 Sayonara Drive, the Citrus Heights Children & Youth Center. The Center is open Monday-Friday during after-school hours throughout the school year. During this time, 80 youth and 120 adults will be served throughout the 2016 calendar year. The youth, elementary to middle school students will receive help with homework, enjoy a healthy snack and participate in recreational and educational activities. The Center is made possible with the help of several volunteers who assist in the developmentally appropriate learning environment. The Center stands in such a neighborhood full of crime and violence that offers every child in the neighborhood the opportunity to improve their academic performance.

Campus Life Connection will be supplemented with Citrus Heights FY 15/16 General Funds of \$10,000.

2016 Objective: 80 youth served

Outcome: Accessibility for the purpose of creating suitable living environments

Funding: \$11,000 CDBG; \$10,000 General Fund FY 15/16

## **Meals on Wheels by ACC**

Meals on Wheels will serve hot meals to seniors who congregate at the Citrus Heights Rusch Park Community Center; meals will be served five days a week. Meals on Wheels will also provide five hot or frozen meals to homebound seniors, the hot meals will be delivered each weekday and frozen meals will be delivered on day per week.

The Meals on Wheels Program will provide balance, daily socialization, nutritious meals, reduce isolation to seniors who are homebound, strengthen gate-keeping and provide a safety net service for those seniors who live alone and do not have family or friend outlet.

Meals on Wheels will be supplemented with Citrus Heights FY 15/16 General Fund money of \$70,000.

2016 Objective: 209 seniors served

Outcome: Accessibility for the purpose of creating suitable living environment

Funding: \$16,000 CDBG and \$70,000 General Fund FY 15/16

### **Sacramento Self-Help Housing, Homeless Services**

Sacramento Self-Help Housing will provide housing placement and referrals to appropriate community services. They will offer services out of their downtown location; SSHH will offer services out of the Citrus Heights One Stop Career Center and the food pantry at the 7<sup>th</sup> Day Adventist Church. SSHH has partnered with the Children's Community Center located on Sayonara Drive, the Center for Community for Peace, the Citrus Heights Police Department and the Citrus Heights Code Enforcement Department in identifying with individuals and families in need of housing counseling and support in finding permanent housing.

2016 Objective: 60 households served

Outcome: Accessibility for the purpose of providing decent housing

Funding: \$10,000 CDBG

### **Sacramento Self-Help Housing, Fair Housing Services**

Upon acceptance of federal CDBG funds, it is the City's responsibility to affirmatively further fair housing within the City of Citrus Heights. Although the City does not have the power to enforce fair housing laws, the Housing & Grants Division provides informational resources and guidance to tenants and landlords regarding state and federal fair housing laws to prevent housing discrimination and affirmatively further fair housing.

In 2013, the City contracted with Sacramento Self-Help Housing to provide mediation services for tenants and landlords who are will to work together to resolve a dispute. SSHH will continue providing counseling/mediation services to tenants and landlords who need assistance in resolving disputes. SSHH works in collaboration with Project Sentinel, Legal Services of California (LSNC), and Rental Housing Association of Sacramento Valley (RHA) to provide telephone tenant education, mediation services and fair housing investigation for residents.



SSHH deals directly with concerns about landlord-tenant disputes, fair housing issues are referred to Project Sentinel. Any phone call coming into the SSHH office related to tenant landlord issues or concerns are directed towards two full time staff members. The housing counselors provide tenant education, mediation, housing referrals and referral to other agencies based on the need.

A second portion of the program is to be taken out of the Planning Administration budget of the grant, which is the 20% set aside portion, separate from the 15% Public Service budget. An increase in funding reflects a recent partnership between SSHH and Project Sentinel. Now SSHH has a full time attorney from Project Sentinel staff to investigate fair housing issues. If awarded, \$5,000 will go to Project Sentinel who would provide 5 screenings and or investigations for Citrus Heights residents who experience housing discrimination. This fulfills an essential requirement for Citrus Heights fair housing compliance requirements.

2016 Objective: 160 households served

Outcome: Accessibility for the purpose of providing decent housing

Funding: \$15,000 CDBG Public Service; \$5,000 CDBG Planning Administration

### **Sunrise Christian Food Ministry, Food Bank Services**

Sunrise Christian Food Ministry will provide ongoing emergency food to seniors, children, and homeless people living in the City of Citrus Heights. All people served are characterized as having low to moderate income. SCFM will maintain daily records of all people served, each client will be interviewed and their information will be entered into a database. This activity will provide enough food for 3 meals per day for 5 days per person every 30 days from January-December. SCFM is located at 5901 San Juan Avenue at the Advent Lutheran Church and is open and available to serve clients 5 days a week from 11:30 a.m. to 3:00 p.m.

Sunrise Christian Food Ministry will provide nutritionally balanced meals; additional items will be included such as personal hygiene products, pet food and items for babies. All items and additional items are dependent on donations.

Sunrise Christian Food Ministry will be supplemented with Citrus Heights FY 15/16 General Fund money of \$5,700.

2016 Objective: 3,050 persons served

Outcome: Accessibility for the purpose of creating suitable living environment

Funding: \$15,000 CDBG; \$5,700 General Fund FY 15/16

## **Terra Nova, Counseling Services**

Terra Nova will provide a Juvenile Diversion Education Program (JDEP) to individuals and /or family therapy to decrease crime recidivism and to improve quality of life. The goal of the program is to reduce crime and help youth avoid jail time for misdemeanor offenses by providing therapy services to help modify their behavior. JDEP consists of an intake session to gather psychosocial history and 10 weekly group therapy sessions, and the youth will be offered an opportunity to participate in individual and/or family therapy sessions.

Additionally, at the time of intake the youth will be given the Adverse Childhood Experience Study (ACES) questionnaire. If the youth meets the criteria for grant inclusion they will be offered an additional 6 individual and/or family therapy sessions.

Terra Nova will be supplemented with Citrus Heights FY 15/16 General Fund money of \$4,300.

2016 Objective: 65 youth served

Outcome: Accessibility for the purpose of providing decent housing

Funding: \$17,000 CDBG and \$4,300 General Fund FY 15/16

## **Planning and Administration**

The planning and administration funding provides salary, administrative support, contractor costs, fair housing services and other direct costs for the administration to the City's CDBG program. This activity may include planning studies for future CDBG programs to benefit low and moderate income households.

If awarded, \$5,000 will be taken from Planning and Administration budget for Project Sentinel to provide 5 screenings and or investigations for Citrus Heights residents who experience discrimination.

2016 Objective: To carry out administrative and planning activities in support of the CDBG program

Funding: \$113,000 CDBG

## **GEOGRAPHIC DISTRIBUTION**

### **Target Area Distribution**

Geographic distribution is predicted on the nature of the activity to be funded. Projects proposed for funding 2016 in relation to the City's low-income target areas are city-wide. The City-wide Accessibility project, Housing Repair Program, First Time Homebuyer Program, and Public Services are eligible city-wide and will eventually have a specific location.

## **Minority Distribution**

The City of Citrus Heights strives to make all programs available to eligible target-income residents regardless of sex, race, religious background or disability. As a result, most programs, including housing repair, fair housing, youth, homeless assistance and prevention, and senior services will be available to residents citywide. The percentage of minorities in Citrus Heights is low. There are three blocks where the Hispanic population is noted as a “concentration”, meaning is greater than the County’s overall percentage, which is 16 percent.

## **HOMELESS AND SPECIAL NEEDS ACTIVITIES**

### **Homeless and Other Special Needs Populations**

The City of Citrus Heights has established a set of strategies and priority actions to expand the City’s affordable housing inventory and to provide supportive housing opportunities and services to the homeless, the elderly, and persons with special needs. During 2016, the City will focus on the following priority actions to implement this strategy:

### **Homeless Population**

A City representative currently serves on the advisory board of the regional Continuum of Care, which meets on a monthly basis. Sacramento Steps Forward is now administering HUD grants for homeless housing and service programs within Sacramento County.

The Citrus Heights Police Department (CHPD) pays close attention to the homeless in Citrus Heights area. The CHPD operates by the means of community-oriented policing philosophy, is focusing on the homeless issue by utilizing problem-oriented policing (POP) strategy. CHPD recognizes the need to balance the approach compassionately, addressing both the concerns and safety of the community as well as the needs, rights, and safety of the homeless.

Recently, City of Citrus Heights contracted services with Sacramento Self-Help Housing to provide a Homeless Navigator program. The purpose of the program will be to identify and assist people who live in Citrus Heights without housing find appropriate housing and community services to help them overcome the barriers that keep them from obtaining housing and employment. The Navigator will interact with the homeless in a positive way; get to know them, then refer them to appropriate services. The Navigator program will serve about 60 individuals. The program is funding with Citrus Heights General funds for the FY 15/16.

A partnering group which was formed about a year ago, HART (Homeless Assistance Research Team) of Citrus Heights will work along with the Navigator and Self-Help Housing. HART consists of a group of private and public sector organizations including: the City, Citrus Heights Police Department, Citrus Heights Collaborative, San Juan High School, local food banks, local churches, street ministries, employment services, and Sunrise Marketplace District.

Sacramento Self-Help Housing will then provide “permanent housing” services through a web database of housing locations which is maintained by Self-Help Housing staff, introducing them to landlords and sometimes driving them from one landlord to another in hopes to find a good fit.

The agency will also connect the residents with other services and resources as needed including the Career Center, Department of Human Assistance and county Mental Health services, social security, adult education and medical clinics.

Sacramento Self-Help Housing goal is to maintain a limited “case management” role for a period of time to support success in maintaining permanent housing.

While Citrus Heights currently does not have a shelter providing such services within the City limits, residents are referred to agencies such as St. Johns, Volunteers of America, Sacramento HPRP, Sacramento Area Emergency Housing, and Union Gospel mission for different shelter options. Residents are encouraged to call 211 or visit [www.211.org](http://www.211.org) for more information. The City continues to look into opportunities for permanent supportive housing.

### **Local Service Provider Assistance**

In Citrus Heights, there are several organizations that provide assistance to the homeless or households at-risk of homelessness, seniors, and other special needs groups. During 2015, the City will continue to provide local organizations with assistance to promote participation in the City’s CDBG public service funding.

### **Special Needs Population**

The City will fund several programs and services assisting these special needs population in 2016. These include the following:

- Counseling. Terra Nova Counseling will provide individual and/or family therapy to decrease crime recidivism and improve quality of life for low to moderate income adolescents.
- Senior Services. Meals will be served to seniors either in a homebound or congregate environment.

- Accessibility Improvements. Construction of fully compliant ramps, relocation of drainage, inlets and striping where necessary, pedestrian signal heads and accessible crosswalks.
- The City has historically contributed a significant portion of its CDBG funds to financing accessibility infrastructure improvements to public areas throughout the City.
- Housing Program. The City will continue to make loans available to eligible households with a disabled member through the City's Housing Repair Program.

## **Impediments to Fair Housing**

An Analysis of Impediments (AI) for Sacramento County (including Citrus Heights) was completed in November 2004. Impediments identified include the availability of fair housing information in languages other than English and the general lack of knowledge in the housing industry of fair housing requirements.

Fair Housing services is another vital element in ensuring that all persons have an equal access to decent, safe, and sanitary housing. As of 2013 the City introduced a new fair housing program which is a combination of Landlord/Tenant counseling and mediation assistance through Sacramento Self Help Housing. Since 2013 staff has partnered with regional fair housing organizations including the Rental Housing Association who has provided free trainings for tenants, landlords and those who may be victims to predatory or discriminatory lending practices.

Sacramento Self-Help Housing collaborated with Project Sentinel to provide telephone "helpline", tenant-landlord counseling, fair housing counseling, investigation and advocacy, and dispute services for Citrus Heights residents in housing crisis or disputes. Self-Help will collect data and evaluate the situation, they will educate the tenant in a housing crisis and provide resolution where needed. Potential fair housing cases are referred to Project Sentinel for analysis, investigation and where appropriate, advocacy and enforcement. Project Sentinel will provide Citrus Heights with 5 screening and or investigations, outreach, support and training for Self-Help housing staff and updates on Renter's Helpline website. The Renter's Helpline staff will provide education, dispute resolution services when appropriate, referrals, and transfer any possible discrimination fair housing cases to Project Sentinel.

Once HUD releases its Final Rule on Analysis of Fair Housing for entitlement jurisdictions, Citrus Heights will prepare this document and implement any necessary changes in its program. City staff is currently exploring ways to partner with other cities to perform a regional Analysis of Fair Housing Audit and gain some economies of scale in the process.

## **Address Obstacles to Meeting Underserved Needs**

The need for affordable housing for low-income households and supportive housing for persons with special needs continues to exceed the available resources. The City, local non-profits, and public agencies will continue to provide supportive services, health screening, and other quality of life services for Citrus Heights seniors and disabled population.

With very little vacant land available for development, the City will focus heavily on preservation of the existing housing stock through housing repair programs including acquisition and rehabilitation of properties by the City.

In addition, the City will continue to work closely with agencies in the community to provide supportive services, including food assistance, utility and rental assistance and housing counseling to needy individuals and families. The majority of existing housing does not meet the needs of the disabled.

## **Foster and Maintain Affordable Housing**

In the Consolidated Plan the City identifies preservation and rehabilitation of the existing housing stock and its First Time Homebuyer program as the primary components of the City's housing strategy. Since 1998, the City implemented a First Time Homebuyer program to assist homeowners with a down payment. In 2016, the City will continue to provide down payment assistance to those that purchase a home in Citrus Heights. The program will be funded using its annual share of Home Consortium funds and loan repayments; the level of assistance is up to \$40,000.

The City's Home Repair Program will offer loans to homeowners making health and safety repairs to their homes. Depending on the type of project assistance will be offered in the form of a grant or loan, a 30 year deferred or a handicap accessibility grant.

Located within the City of Citrus Heights there are two affordable public housing complexes under the jurisdiction of Sacramento Housing and Redevelopment Agency (SHRA). SHRA operates 89 conventional housing units and over 660 assisted housing units throughout seven apartment complexes within the City.

The City has one major funding source to promote affordable housing development including the Housing In-Lieu fund. This fund receives fees collected per square foot on new non-residential development in the City. Housing In-Lieu fund monies must be used to produce housing that is affordable to households earning at or below 60 percent area median income (AMI).

Other measures to promote affordable housing are identified and explained in detail in the City's Housing Element.

## **CDBG SPECIFIC REQUIREMENTS**

### **Institutional Structure**

The Housing and Grants Division of the Community Economic Development Department is responsible for the management, implementation and monitoring of the Consolidated Plan including the Action Plan.

The Housing and Grants Division works in close consultation with the City's advisory committees, the Citrus Heights Collaborative, the Public Works/General Service Department and the Director of Community and Economic Development Department.

The City has designated two full-time staff positions including a Development Specialist and a Housing and Grants Program Technician to administer the programs and activities funded with CDBG funds. Staff works with the individual City divisions, such as Public Works, Building, Finance, City Clerk, Economic Development/Redevelopment and Code Enforcement. The staff members also coordinate and oversee programs that are carried out by other city departments, sub-recipients, private firms or other governmental agencies.

### **Enhance Coordination**

The City will continue its work with other jurisdictions within Sacramento County and the metropolitan region to address the needs of target-income and special needs populations.

This includes work with the Sacramento Area Council Governments, the Sacramento Housing and Redevelopment Agency, and the Sacramento Interagency Council to End Homelessness.

The City will work with service providers and local, state and federal agencies. The City is the lead agency in the Citrus Heights Collaborative. The Collaborative is composed of staff from the City of Citrus Heights, San Juan Unified School District, local hospitals, social service providers from Sacramento County, Sunrise Recreation and park District, religious leaders, residents and other nonprofit providers within the community. The Collaborative meets on a monthly basis to act as a clearinghouse for information and to provide an opportunity for education and dialogue concerning community needs and issues.

## **Public Housing Needs**

The City of Citrus Heights does not have its own local housing authority. The public housing located in Citrus Heights is administered by SHRA, which serves as the housing authority for all the Sacramento County. Although, the City does have two small public housing complexes located within Citrus Heights and residents with initiatives are handled directly by SHRA.

## **Anti-Poverty Strategy**

The City has identified several actions to reduce the number of families in poverty:

- Continue to support activities that preserve and expand the supply of housing that is affordable to low income households,
- Continue to support a continuum of housing and service programs that both prevent homelessness and assist those that are already homeless,
- Continue to support Code Enforcement programs that assure lower income households have a safe, decent and appropriate place to live, and
- Continue to support public services through the non-profits funded by CDBG that serves the community's youth, seniors, families and those with special needs.

## **Lead-Based Paint Hazards**

While most housing units were built after 1978, and estimated 5,312 units are occupied by target-income households that may contain lead-based paint. The City will work together with the County Health and Human Services Department to monitor incidences of elevated lead blood levels, especially in children.

The City will provide lead-abatement assistance for residential units through its housing repair program. The City contracts with a third-party firm to administer its housing repair program. This firm has staff that is qualified to evaluate lead-based paint hazards and implement lead-safe work practices. Independent contractors are also employed to develop the appropriate lead hazard reduction plans and or abatement scopes of work. The programs will comply with the Residential Lead Based Paint Hazard Reduction Act of 1992 (Title X) and subsequent changes in September of 1999. The procedures regarding lead-based paint in all repair programs will include notification, identification and treatment if necessary.

## **Monitoring Plan**

The City of Citrus Heights has developed a monitoring system to ensure that the activities are carried out in furtherance of the Plan are done so in a timely manner in accordance with federal monitoring requirements of 24 CFR 570.501(V) and 24 CFR 85.40 and all other applicable laws, regulations, policies, and sound management and accounting practices.



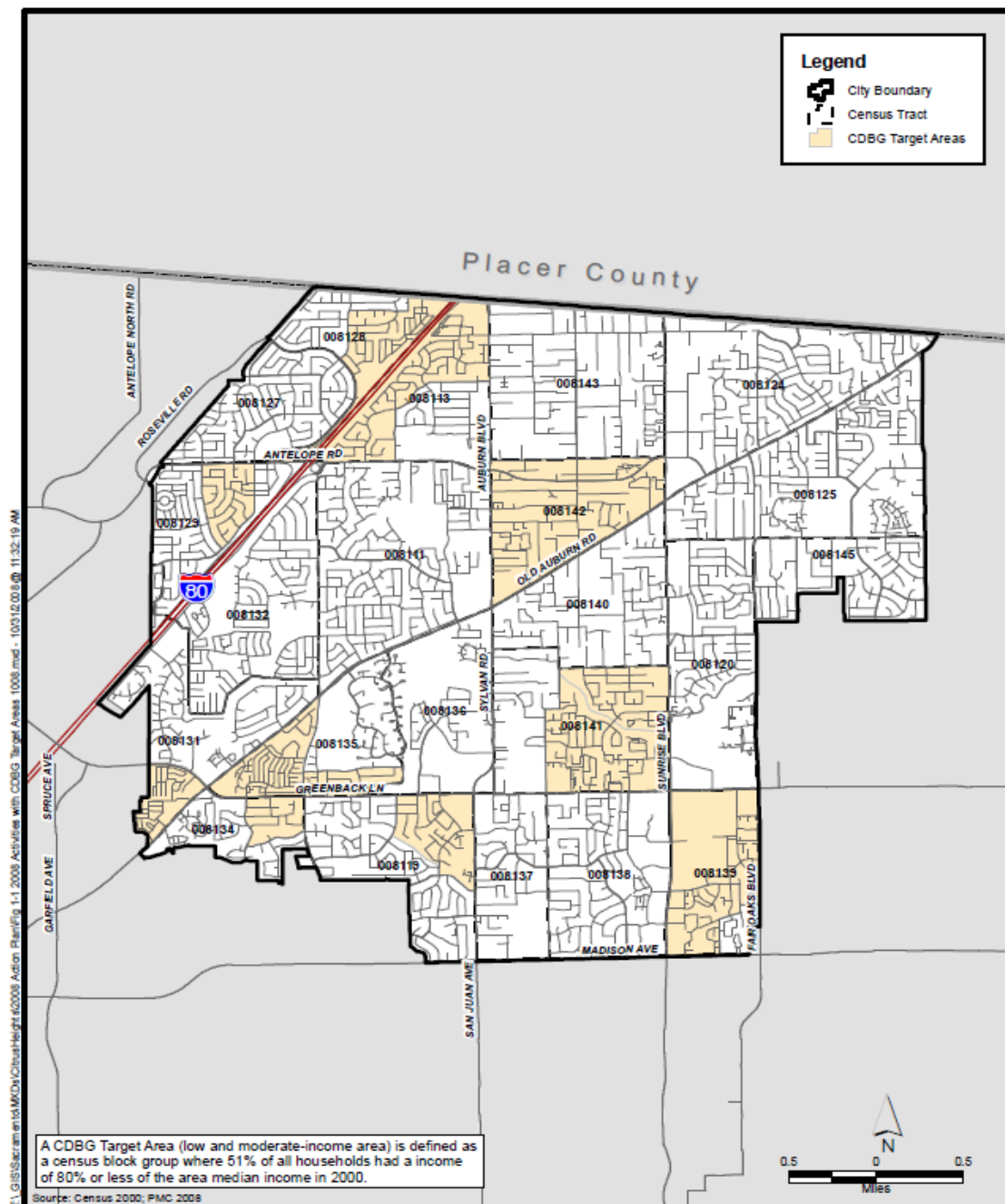
On July 14, 2014 a joint program monitoring review of Meals on wheels by ACC's congregate and home-delivered senior meal programs was conducted on behalf of the City of Citrus Heights, City of Elk Grove, and City of Rancho Cordova. The objective of the monitoring was to assess the management of Meals on Wheels' program funded by Community Development Block Grant (CDBG) and city General Funds, confirm the funds are being used to support eligible activities, and affirm the proper fiscal management and data collection and retention policies and practices.

Additionally, City staff has created a binder each subrecipient, "Subrecipient Binder" which includes the subrecipient agreement and exhibits, instructions on how to submit quarterly reports, Playing by the Rules, grant administration, applicable laws, policies and regulations. City staff will work closely with all subrecipients to provide necessary technical assistance throughout the year. Staff also meets regularly with Public Works and other divisions that manage the CDBG-funded projects to ensure compliance with CDBG requirements, including prevailing wage.

## LIST OF FIGURES

### Figure 1: Location of Proposed Projects in the Target Area

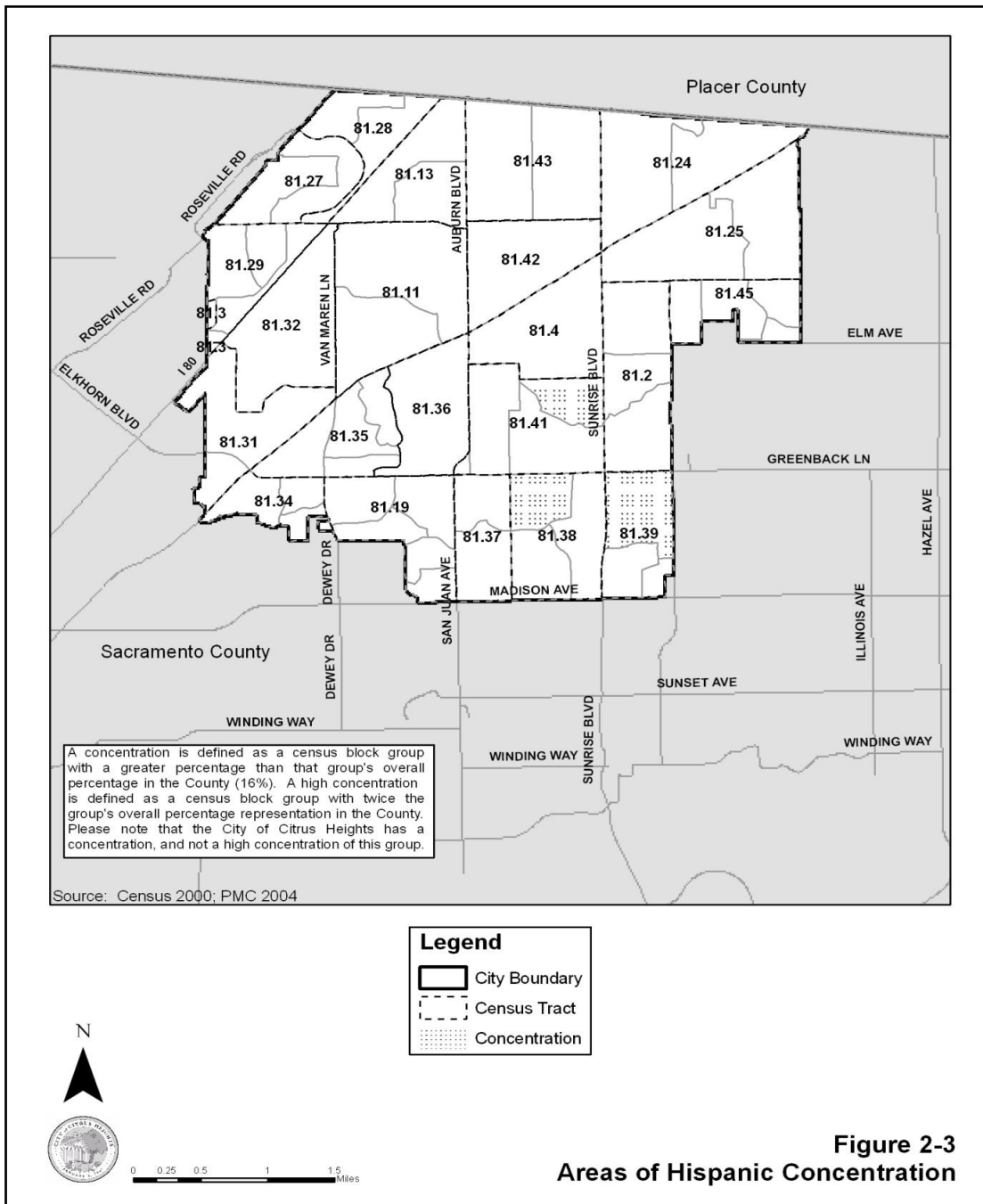
Currently all projects being proposed are city-wide projects.



**Figure 1-1**  
**CDBG Target Areas**

**Figure 2: Location of Proposed Projects in Minority Area**

1. Accessibility Improvements: City-wide
2. Housing Repair Program: Health and safety repairs will be provided city-wide to low-income homeowner.









# CITY OF CITRUS HEIGHTS

## Memorandum

October 8, 2015

**TO:** City Council Members  
Henry Tingle, City Manager

**FROM:** Devon Rodriguez, Development Specialist

**SUBJECT:** **Approval of Economic Development Support Fund for the Citrus Heights Chamber of Commerce**

Approved and Forwarded to City  
Council of the City of Citrus  
Heights

\_\_\_\_\_  
Fin.

\_\_\_\_\_  
Atty.

\_\_\_\_\_  
Henry Tingle, City Manager

### Summary and Recommendation

The City's Economic Development Support Fund – Part I provides grants and sponsorships to business associations, businesses and other economic development-related organizations for events, marketing and promotions, studies to further economic development and other economic development-related activities that promote the program goals. Per the program, applications are received on an on-going basis and require approval from the City Council.

The Citrus Heights Chamber of Commerce has submitted an application for \$10,000 for the City to participate in the Chairman's Circle sponsorship program. The sponsorship meets goals of the Economic Development Support Fund including improving the perception of the City as business friendly and promoting and marketing a specific business area.

Economic Development staff reviewed the application per the program's funding criteria and the application was reviewed by the Finance Committee. The Finance Committee recommended that the application for \$10,000 be forwarded to the City Council for approval.

Staff recommends that the City Council:

1. Approve Resolution 2015\_\_\_\_, A Resolution of the City Council of the City of Citrus Heights, approving a sponsorship in an amount not to exceed \$10,000 to the Citrus Heights Chamber of Commerce from the Economic Development Support Fund – Part I.

### Fiscal Impact

The Economic Development Support Fund – Part I and II was allocated \$150,000 for FY 2015-2016; with 75 percent reserved for Part I and 25 percent reserved for Part II. The allocations can be altered if one program experiences a higher demand. To date, \$56,317 has been approved and

expended for Part I grants and sponsorships. With the approval of this sponsorship for the requested amount, \$46,183 will be remaining in Part I and \$83,683 will remain in the Economic Development Support Fund (Part I and II).

### **Background and Analysis**

The Economic Development Support Fund Part I and II was created to improve Economic Development in the City by providing funding for special events, marketing activities, sign and design assistance and other economic development related activities that provide a public benefit to the City. Part I of the program is available to business associations, individual businesses, and economic development-related organizations or efforts that meet the program goals for event sponsorships, grants for marketing and promotions, studies to further economic development and other economic development-related activities that promote program goals.

Applicants are required to submit an application along with any supporting documentation as appropriate. Upon receipt, staff reviews the application per the following funding criteria:

- 1. Program Goals:** Meet one or more of the program goals.
- 2. Targeted Areas:** Applications are not limited to specific geographical areas in the City, but applications benefiting Antelope Crossing, Auburn Boulevard Specific Plan Area, former Redevelopment Area or the Sunrise MarketPlace are emphasized.
- 3. Projected Outcome:** Each application must describe what the expected outcome of the project, program or event is (e.g. expect 1,000 attendees; increased awareness of area/City; expand trade zone).
- 4. Leveraging Investment:** Funding from the City cannot be the sole funding source. Favorable applications will demonstrate how funds are affectively leveraging public or private investment (i.e. match for grant).
- 5. Sustainability:** Ability of the association, business or group to carry out the described program, project or event over time without continuous financial support from the City.
- 6. Public Benefit:** Description of how the proposed program, project or event is a benefit to the City/community.

The Citrus Heights Chamber of Commerce applied for a \$10,000 Economic Development Support Grant Part I on August 18, 2015. The application is included as Attachment 1 and was reviewed by staff against the funding criteria. The City of Citrus Heights and the Citrus Heights Chamber of Commerce have benefited from a productive partnership since incorporation. In the past few years, Chamber staff and its members have participated in steering committees to develop economic development strategies such as the Economic Development Support Fund and the Sign Assistance Program. Members have also participated on the Economic Development Committee to work on such activities as Business Walk and the Auburn Boulevard revitalization.

Support for the previous five fiscal years is outlined below:

2014/15 fiscal year: \$10,000 Chairman's Circle Diamond Sponsorship awarded through the City's Economic Development Support Fund  
2013/14 fiscal year: \$10,000 Chairman's Circle Diamond Sponsorship awarded through the City's Economic Development Support Fund.  
2012/13 fiscal year: \$7,500 Community Support funding  
2011/12 fiscal year: \$7,500 Community Support funding  
2010/11 fiscal year: \$10,000 Community Support funding

The Chamber of Commerce is requesting the City participate as a Chairman's Circle Sponsor, valued at more than \$15,000. In exchange for this sponsorship, the City will receive several assets including, but not limited to: four seats per month at the monthly luncheon; one luncheon sponsorship for the State of the City address; major event sponsorship of Annual Installation Dinner, Best of Citrus Heights, Golf Tournament and Leadership Citrus Heights; and co-sponsorship with Chamber of Annual Business Walk. A full list of benefits is included in the application.

### **Conclusion**

The Citrus Heights Chamber of Commerce has submitted an application to the Economic Development Support Fund – Part I in the amount of \$10,000 for the Chairman's Circle Sponsorship. After review of the application by staff and the Finance Committee, the Finance Committee recommended the application be funded for \$10,000.

Attachments: (1) Application  
(2) Resolution



**RESOLUTION NO. 2015- \_\_\_\_****APPROVE RESOLUTION 2015\_\_\_\_, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS, APPROVING A SPONSORSHIP IN AN AMOUNT NOT TO EXCEED \$10,000 TO THE CITRUS HEIGHTS CHAMBER OF COMMERCE FROM THE ECONOMIC DEVELOPMENT SUPPORT FUND – PART I.**

**WHEREAS**, in May 2012, the City Council created a new three-year Strategic Goal entitled “Improve Economic Development”; and

**WHEREAS**, staff developed a draft Citrus Heights Economic Development Incentive Initiative, which included a six-part Citrus Heights Model. One part of the model was to create an Economic Development Support Fund; and

**WHEREAS**, on March 14, 2013 the City Council approved guidelines, program criteria and application process for the Economic Development Support Fund – Part I (EDSF-I) and Part II (EDSF-Part II: Design Assistance and Sign Improvement); and

**WHEREAS**, on May 28, 2015, the City Council approved \$150,000 for the Economic Development Support Fund for Fiscal Year 2015-2016; and

**WHEREAS**, the Citrus Heights Chamber of Commerce has submitted an application for \$10,000 to the Economic Development Support Fund; and

**WHEREAS**, the Finance Committee reviewed the application and recommended to the City Council that the application be approved in the amount of \$10,000.

**NOW THEREFORE BE IT RESOLVED AND ORDERED** that the City of Citrus Heights does hereby approve a sponsorship in an amount not to exceed \$10,000 and as determined by the City Council for the Citrus Heights Chamber of Commerce from the Economic Development Support Fund – Part I.

The City Clerk shall certify the passage and adoption of this Resolution and enter it into the book of original resolutions.

**PASSED AND ADOPTED** by the City Council of the City of Citrus Heights, California, this 8<sup>th</sup> day of October 2015 by the following vote, to wit:

**AYES:**           **Council Members:**  
**NOES:**           **Council Members:**  
**ABSTAIN:**   **Council Members:**  
**ABSENT:**   **Council Members:**

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**Susan Frost, Mayor**

**ATTEST:**

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**Amy Van, City Clerk**



**City of Citrus Heights**  
**ECONOMIC DEVELOPMENT SUPPORT FUND – PART I**  
**Application**  
**FY 2015/2016**

Submit Application to: Community & Economic Development Department  
Attn: Devon Rodriguez, Development Specialist  
6237 Fountain Square Drive  
Citrus Heights, CA 95621

Phone: (916) 725-2448  
Fax: (916) 725-5799

**PROCESS**

The City of Citrus Heights provides limited funding for business associations, organizations and other efforts that will improve economic development as described in the program goals and application criteria.

This application form is to be used for General Fund support for a specific economic development related project, program or event. Requests for Community Development Block Grant Funding, Community Support funding or non-General Funds use a separate application form. For information on the timeline and process for these programs, contact:

Community Support Program – City Manager’s Office, (916) 725-2448  
Community Development Block Grant – Housing & Grants, (916) 725-2448

The City of Citrus Heights circulates this application form bi-annually. Applications for funds outside the bi-annual budget cycle will only be considered at the City Council’s discretion.

The City Council will make all funding decisions for requests. The Council may refer the request to a Council Committee for a review and recommendation. The Council and/or any Council Committee will assess the application based on the responses to the questions listed in Part Two of this application. The Council requires that these funding decisions be made in a regular or special Council meeting. In the event an application is made for Economic Development Support Funds that is suited for other funding sources (e.g. federal CDBG funds, Community Support) the Council may defer action and refer the applicant to the alternative funding source.

***Note: Submission of application is not guarantee of funding. Upon the submittal of application, applicant must provide supporting documentation as described in the application. The City reserves the right to ask for addition information as part of the review process. If funding is approved the applicant will be contacted by the City. Incomplete applications may be disqualified from consideration. City funding may not be used for the purpose of providing stipends to elected officials.***

Please refer all questions regarding this application to Devon Rodriguez, Development Specialist at (916) 725-2448 or [drodriguez@citrusheights.net](mailto:drodriguez@citrusheights.net).

## APPLICATION FOR ECONOMIC DEVELOPMENT SUPPORT FUND – PART I FUNDING

### Part One – General Information

Organization Name: Citrus Heights Chamber		Project Name: Chairman's Circle Sponsorship	
Address:	7920 Alta Vista Citrus Heights CA 95610		Phone: 916-722-4545
			Website: chchamber.com
Contact Person (Name/Title):	Jay Hornbuckle – Executive Director		Phone: 916-722-4545 ext. Email: 25 jay@hornbuckle.net
Amount of Funding Requested:			\$10,000

### Part Two – Project Specifics-

- 1) **PROJECT DESCRIPTION.** Provide a brief and clear description of your project, including but not limited to: dates, time period, etc.(no more than 2 pages, typed).
- Identify if your request is for a grant or sponsorship. If your request is for a sponsorship, clearly outline the specific, concrete benefits to the City.
  - If the city has provided funding for your project in prior years, please indicate the date of previous applications/requests, the name of the project, description of what the funds were used for, and the dollar amount that was funded.

The Citrus Heights Chamber is requesting the City participate in the Chairman's Circle sponsorship program. The City has participated as a sponsor for many years in the past. Support for the previous four fiscal years is outlined below:

2014/15 fiscal year: \$10,000 Chairman's Circle Diamond Sponsorship awarded through the City's Economic Development Support Fund.

2013/14 fiscal year: \$10,000 Chairman's Circle Diamond Sponsorship awarded through the City's Economic Development Support Fund.

2012/13 fiscal year: \$7,500 Community Support funding

2011/12 fiscal year: \$7,500 Community Support funding

2010/11 fiscal year: \$10,000 Community Support funding

The City of Citrus Heights and the Citrus Heights Chamber of Commerce have benefited from a productive partnership over the past several years. The Chamber has supported and promoted City programs throughout the years. During the past fiscal year, the Chamber worked with the City on projects through our Economic Development Committee. These projects included helping to launch the Auburn Blvd. Business Association, a successful Auburn Blvd. Business Walk, and a draft Electronic Sign Ordinance as well as illegal sign strategies. The Chamber also played an active role in supporting the Dignity Health Medical Office Building/New City Hall proposal.

The Chamber is requesting the City participate as a Diamond Level Sponsor, valued at more than \$15,000. In exchange for this sponsorship, the City will receive the following assets:

- Four Seats per month at the Monthly Luncheon
- One Luncheon Sponsorship for the State of the City address in July; including Inclusion in Luncheon promotional materials
- One Networking Breakfast Sponsorship; inclusion in promotional materials
- The City has indicated an interest in launching a “Best Renovation/Redevelopment” – Chamber will support this program
- Event Sponsorship:
  - Annual Installation Dinner - Two Tables for 8
  - Best of Citrus Heights- One table of 8
  - Golf Tournament- 2 Foursomes
  - Leadership Citrus Heights
- Rotating logo link to City web site on Chamber web site
- Three Mass E-blast per Month to Chamber Members
- Co-sponsorship with Chamber of Annual Business Walk; inclusion in all promotional material
- 11 x 14 Diamond Sponsor Plaque on chamber wall
- Listing as Diamond Sponsor on all chamber power points at events.
- Diamond Level Tile on all e-blasts with logo link

2) **PROGRAM PURPOSE.** Describe which of the following program objectives your project meets. More than one project objective may be identified.

- **Increase job base** – Through Chamber programs, committees and activities, the Chamber supports business growth and expansion. The Chamber provides networking and other business-to-business promotional opportunities through its luncheons, breakfasts and mixers. The Chamber provides information to potential new tenants and developers looking to locate in Citrus Heights. The Chamber promotes a healthy, vibrant, productive environment for businesses. The Chamber’s Education Committee provides programs to prepare students for college and the job market.
- **Increase tax base-** Through our Government Affairs Committee, the Chamber supports local and state legislation that is business friendly and opposes measures that would provide obstacles to a business’s success. Through the Economic Development Committee, the Chamber promotes strategies that will attract new businesses and retain existing businesses in the City.
- **Attract new shoppers/expand trade zone-** The Chamber promotes a dynamic and diverse business core in the City and recognizes the need to attract businesses that will draw customers from the surrounding region. Our productive committees, programs and partnership with the City make this an attractive location for regional businesses.
- **Promote/market a specific commercial areas/City-** The Chamber’s Economic Development Committee has been working with the City and Auburn Boulevard property and business owners for several months. The group is coming together and beginning to actively work toward improvement of the Auburn Blvd. corridor. Chamber/City annual Business Walks target specific commercial corridors. This fall the “walk” will focus on Greenback Lane businesses.
- **Create or enhance a sense of place-** the Chamber will continue to work with CHPD and the City manage illegal signs, shopping carts, graffiti and other quality of life issues. The Chamber will support and work with HART to resolve the City’s ongoing homeless issues.
- **Improve aesthetics of a commercial area-** The Chamber will support the City’s Pedestrian Master Plan and Urban Greening projects.
- **Improve the perception and/or practice of City as business friendly-** The ongoing and successful partnership between the City and Chamber at many levels sends a strong message to the business community that the City supports its businesses and is here to provide assistance. This fall, the Chamber will host an Elected Officials Reception, allowing businesses to network directly with local, county and state officials. The Chamber is currently working with City staff and council to bring back the Leadership Citrus Heights program. This will be an opportunity for the business community and the citizens of Citrus Heights to learn the history, government, public safety and other attributes that Citrus Heights has to offer, all while increasing their leadership skills. The next city staff, council person or public servant could come from such a program.

- 3) **PROJECTED OUTCOME/BENEFIT.** What is expected to result from this project? Describe how an accurate record of this was obtained and will be maintained. Also, using the objectives listed in #2 above; describe how the proposed program, project or event is providing a benefit to the City/community? (no more than 1 page, typed).

The Chamber will provide a detailed audit, with samples and photos where relevant, of all assets outlined in the Diamond Sponsorship. As per the above section, this sponsorship benefits the City in several ways. For the next ten years, sales tax revenue will remain an important funding source for the City. The Chambers programs and activities are all geared toward creating a healthy economic environment for the City's businesses.

- 4) **LEVERAGING OF FUNDS.** What is the total project cost? How much of this is the City being asked to fund? Does your organization have any other funds or funding commitments to assist in financing the project?

The Chamber has a current operating budget of \$200,000. The Sponsorship requested is a small percentage of overall funding sources. The Chamber receives a regular stream of revenue from membership dues, event sponsorships and breakfast and luncheon fees.

- 5) **SUSTAINABILITY.** In almost all cases the City's support of an outside organization should be considered a temporary or one-time commitment. Does your organization or event have a plan to become financially self-sustaining?

This is an annual sponsorship. The City/Chamber partnership has been productive since the incorporation of Citrus Heights. The Chamber anticipates that this mutually beneficial partnership will continue through future years.

- 6) **SCHEDULE.** Provide a schedule indicating when funds will be needed, when the project is to be implemented, and when it will be completed.

Funding is requested within the next 15 days, so that the Chamber can begin to prepare and allocate assets for the City.

***By signing this document, I certify that I will only use the City funds for what has been outlined in this application.***

Signature



**Date: August 18, 2015**

Jay Hornbuckle, Executive Director - Citrus Heights Chamber

**\*If approved, the applicant must provide a summary of the award, no later than 30-days after the end of the program, project or event.**

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# CITY OF CITRUS HEIGHTS

## Memorandum

October 8, 2015

**TO:** Mayor and City Council Members  
Henry Tingle, City Manager

**FROM:** Greg Anderson, Chief Building Official

**SUBJECT:** **CONSIDER INTRODUCTION OF AN ORDINANCE ADDING ARTICLE XVII TO CHAPTER 18 OF THE CITRUS HEIGHTS MUNICIPAL CODE RELATING TO EXPEDITED PERMITTING PROCEDURES FOR SMALL RESIDENTIAL ROOFTOP SOLAR SYSTEMS.**

Approved and Forwarded to City Council

\_\_\_\_\_  
Fin.

\_\_\_\_\_  
Atty.

\_\_\_\_\_  
Henry Tingle, City Manager

### **RECOMMENDED ACTION**

Staff recommends the City Council introduce and read by title only, an ordinance amending Chapter 18, Buildings and Building Regulations, of the Citrus Heights Municipal Code by adding Article XVII "Small Residential Rooftop Solar Energy System" providing a streamlined permitting process for small residential rooftop solar energy systems.

### **Summary**

Assembly Bill 2188 was passed by the California State Legislature and signed by the Governor on September 21, 2014. AB 2188 amended Section 714 of the Civil Code and Section 65850.5 of the Government Code relating to solar energy.

Section 65850.5(a) of the California Government Code provides that it is the policy of the State to promote and encourage the installation and use of solar energy systems by limiting obstacles to their use and by minimizing the permitting costs of such systems. In furtherance of that objective, Section 65850.5(g)(1) of the California Government Code requires that every city, county, or city and county must adopt an ordinance that creates an expedited, streamlined permitting process for small residential rooftop solar energy systems.

The City currently expedites the residential solar permit process by reviewing applications within 3 days and by performing a single, timely inspection to finalize the permit. Furthermore, the city previously adopted a reduced flat rate permit fee for residential solar photo voltaic systems. Electronic submittal of the permit application and documents by e-mail is available to all small residential rooftop solar energy system permit applicants. The City, then by current process,



already expedites the review and approval of such applications and issues the permits at a minimal cost.

The City, however, needs to adopt the ordinance mandated by Section 65850.5(g) (1). The attached ordinance is intended to satisfy that requirement. The ordinance codifies the requirements of Section 65850.5(g) (1), such as accepting applications electronically, directing the City's Building Official to develop a checklist of all requirements with which small rooftop solar energy systems shall comply to be eligible for expedited review, and authorizing the Building Official to administratively approve such applications.

**Fiscal Impact**

There is no anticipated fiscal impact as the costs would be recovered through existing building permit fees. As noted, the Building Division is currently providing expedited review and inspection services for small residential rooftop solar systems

**Conclusion**

Staff recommends that City Council introduce, read by title only, and waive the first full reading of an ordinance establishing a streamlined permitting process for small residential rooftop solar energy systems.

Attachments: (1) Ordinance

2530353.4

**ORDINANCE NO. 2015-\_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF CITRUS HEIGHTS AMENDING CHAPTER 18, “BUILDINGS AND BUILDING REGULATIONS,” OF THE CITRUS HEIGHTS MUNICIPAL CODE BY ADDING ARTICLE XVII, “SMALL RESIDENTIAL ROOFTOP SOLAR ENERGY SYSTEMS,” RELATING TO EXPEDITED, STREAMLINED PERMITTING PROCEDURES FOR SMALL RESIDENTIAL ROOFTOP SOLAR SYSTEMS**

**WHEREAS**, the California Building Code was established to ensure safe buildings, structures, mechanical, plumbing, and electrical systems; and

**WHEREAS**, Assembly Bill 2188, requiring local agencies to have expedited permit processing for small residential solar energy systems, was passed by the California State legislature and signed by the Governor; and

**WHEREAS**, Government Code section 65850.5, as amended by Assembly Bill 2188, provides that every city, county, or city and county shall adopt an ordinance that creates an expedited, streamlined permitting process for small residential rooftop solar energy systems; and

**WHEREAS**, the City Council of the City of Citrus Heights recognizes the importance of “green technology” and by this ordinance, seeks to implement Assembly Bill 2188 creating an expedited, streamlined permitting process for small residential rooftop solar energy systems.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS DOES ORDAIN AS FOLLOWS:**

**SECTION 1. Amendment to Municipal Code.** Article XVII, “Small Residential Rooftop Solar Energy Systems” of Chapter 18 “Buildings and Building Regulations” of the Citrus Heights Municipal Code is hereby enacted to read as follows:

**ARTICLE XVII. – SMALL RESIDENTIAL ROOFTOP SOLAR ENERGY SYSTEMS**

**Section 18-590. – Definitions.**

The following words and phrases as used in this Article are defined as follows:

“Electronic submittal” means the utilization of one or more of the following:

- (a) e-mail,
- (b) the internet,
- (c) facsimile.

“Small residential rooftop solar energy system” means a solar energy system that meets all of the following criteria:

(a) Is no larger than 10 kilowatts alternating current nameplate rating or 30 kilowatts thermal.

(b) Conforms to all applicable state fire, structural, electrical, and other building codes as adopted or amended by the City, and all applicable state and City health and safety standards.

(c) Is installed on a single or duplex family dwelling.

(d) Contains a solar panel or module array that does not exceed the maximum legal building height as defined by the authority having jurisdiction.

“Solar energy system” has the same meaning set forth in paragraphs (1) and (2) of subdivision (a) of Section 801.5 of the Civil Code, as such section or subdivision may be amended, renumbered, or redesignated from time to time.

#### Section 18-591. – Duties of the Building Official.

- (a) The Building Official shall adopt a checklist of all requirements with which small rooftop solar energy systems shall comply to be eligible for expedited review. The checklist, and all documents required for submittal, shall be published on the City’s website.
- (b) The applicant may submit the permit application and associated documentation to the City’s building division by personal, mailed, or electronic submittal together with any required permit processing and inspection fees.
- (c) An applicant’s electronic signature shall be accepted on all forms, applications, and other documents in lieu of an original signature.
- (d) The small residential rooftop solar system permit process, standard plans, and checklists shall substantially conform to recommendations for expedited permitting, including the checklist and standard plans contained in the most current version of the *California Solar Permitting Guidebook* adopted by the Governor’s Office of Planning and Research.

#### Section 18-592. – Permit Review and Inspection Requirements.

- (a) Prior to submitting an application, the applicant shall:
  - (i) Verify to the applicant’s reasonable satisfaction through the use of standard engineering evaluation techniques that the support structure for the small residential rooftop solar energy system is stable and adequate to transfer all wind, seismic, and dead and live loads associated with the system to the building foundation; and

- (ii) At the applicant's cost, verify to the applicant's reasonable satisfaction using standard electrical inspection techniques that the existing electrical system including existing line, load, ground and bonding wiring as well as main panel and subpanel sizes are adequately sized, based on the existing electrical system's current use, to carry all new photovoltaic electrical loads.
- (b) An application that satisfies the information requirements in the checklist, as determined by the Building Official, shall be deemed complete. Upon receipt of an incomplete application, the Building Official shall issue a written correction notice detailing all deficiencies in the application and any additional information required to be eligible for expedited permit issuance.
- (c) Upon confirmation by the Building Official of the application and supporting documentation being complete and meeting the requirements of the checklist, the building official shall administratively approve the application and issue all required permits or authorizations. Such approval does not authorize an applicant to connect the small residential rooftop energy system to the local utility provider's electricity grid. The applicant is responsible for obtaining such approval or permission from the local utility provider.
- (d) The Building Official may require an applicant to apply for a use permit if the Building Official finds, based on substantial evidence, that the solar energy system could have a specific, adverse impact upon the public health and safety. If a use permit is required, the Building Official may deny an application only if the Building Official makes written findings based upon substantial evidence in the record that the proposed installation would have a specific, adverse impact upon public health or safety and there is no feasible method to satisfactorily mitigate or avoid the adverse impact. Such findings shall include the basis for the rejection of the potential feasible alternative for preventing the adverse impact. Such decisions may be appealed to the Planning Commission. Any condition imposed on an application shall be designed to mitigate the specific, adverse impact upon health and safety at the lowest possible cost.
- (e) Only one inspection shall be required and performed by the Building & Safety Division for small residential rooftop solar energy systems eligible for expedited review. Such inspections shall be scheduled and done in a timely manner. If a small residential rooftop solar energy system fails inspection, a subsequent inspection is authorized; however the subsequent inspection need not conform to the requirements of this subsection. The local fire district may require a separate inspection.

**SECTION 2. Severability.** If any section, subsection, phrase, or clause of this ordinance is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance.

The City Council hereby declares that it would have passed this ordinance and each section, subsection, phrase or clause thereof irrespective of the fact that any one or more sections, subsections, phrases, or clauses be declared unconstitutional.

**SECTION 3. Effective Date and Notice.** This ordinance shall take effect thirty (30) days after its adoption, provided it is published in full or in summary within fifteen (15) days of its adoption, in a newspaper of general circulation published and circulated in the City of Citrus Heights.

**PASSED AND ADOPTED** by the City Council of the City of Citrus Heights this \_\_\_\_\_ day of \_\_\_\_\_ 2015 by the following vote:

<b>AYES:</b>	<b>Council Members:</b>
<b>NOES:</b>	<b>Council Members:</b>
<b>ABSENT:</b>	<b>Council Members:</b>
<b>ABSTAIN:</b>	<b>Council Members:</b>

\_\_\_\_\_  
**SUE FROST, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Amy Van, City Clerk**

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