



**REGULAR MEETING OF THE  
CANYON LAKE CITY COUNCIL**

**Wednesday, April 5, 2017  
Closed Session – 6:00 p.m.  
Open Session – 6:30 p.m.**

**City Council Chambers  
31516 Railroad Canyon Road  
Canyon Lake, CA 92587**

**Please turn off your cell phones during the meeting**

**Closed Session - 6:00 p.m.**

1. **Call to Order**
2. **Roll Call:** Council Members Bonner, Ehrenkranz, Greene, Mayor Pro Tem Warren, Mayor Haggerty
3. **Public Comments** – Any person wishing to address the City Council on any matter within the jurisdiction of the City, whether or not it appears on this agenda, is asked to complete a “Speaker Request Form” available on the back counter. The completed form is to be submitted to the City Clerk prior to an individual being heard by the City Council. The City Council has adopted a time limitation of three (3) minutes per person. If you are commenting on the agenda item, your comments will be heard at the time that particular item is scheduled on the agenda. *Please note that if you are addressing the City Council on items NOT on the agenda, the Brown Act does not allow discussion of such items. Therefore, the City Council may only do the following: refer the matter to staff, ask for additional information or request a report back, or give a very limited factual response.*
4. **Closed Session**
  - a. Closed Session with Legal Counsel regarding existing litigation pursuant to Govt. Code Section 54956.9(d)(1): Zaitz v. City of Canyon Lake
  - b. Closed Session with Legal Counsel regarding anticipated litigation pursuant to Govt. Code Section 54956.9(d)(2)- 2 cases
  - c. Return/Report from Closed Session

**OPEN SESSION – 6:30 P.M.**

1. **Call Open Session to Order**
2. **Invocation**  
**Flag Salute**
3. **Roll Call:** Council Members Bonner, Ehrenkranz, Greene, Mayor Pro Tem Warren, Mayor Haggerty
4. **Approval of City Council Agenda**
5. **Special Presentations and Proclamations:**
  - 5.1 **DMV/Donate Life California Month Proclamation **Pg. 5****
  - 5.2 **Chamber of Commerce Announcements**
6. **Public Comments** – Any person wishing to address the City Council on any matter within the jurisdiction of the City, whether or not it appears on this agenda, is asked to complete a “Speaker Request Form” available on the back counter. The completed form is to be submitted to the City Clerk prior to an individual being heard by the City Council. The City Council has adopted a time limitation of three (3) minutes per person. If you are commenting on the agenda item, your comments will be heard at the time that particular item is scheduled on the agenda. *Please note that if you are addressing the City Council on items NOT on the agenda, the Brown Act does not allow discussion of such items. Therefore, the City Council may only do the following: refer the matter to staff, ask for additional information or request a report back, or give a very limited factual response.*
7. **Consent Calendar:**

All items listed on the Consent Calendar are considered to be routine matters, status reports or documents covering previous City Council action. The items listed on the Consent Calendar may be enacted in one motion. With the concurrence of the City Council, a Council Member may request that an item be removed for further discussion. Staff recommends approval of all items.

  - 7.1 **Waiver of Reading in Full of all Ordinances by Title Only**
  - 7.2 **City Council Meeting Minutes**
    - 7.2.1 March 1, 2017 – Council Meeting **Pg. 7**
  - 7.3 **Adoption of Resolution No. 2017-04, Approving Claims and Demands of **Pg. 15** the City**

- 7.4 Approve second reading and adoption of Ordinance No. 167 – Revising and readopting the Canyon Lake Municipal Code Chapter 9.25: Sign Regulations relating to clarifying sign measurement criteria and sign abandonment criteria **Pg. 35**
- 7.5 Review and approval on reimbursement request for Former Council Member John Zaitz **Pg.59**
- 7.6 Designation of Voting Delegate and Alternate Representative to the Southern California Association of Governments (SCAG) General Assembly–May 4-5, 2017 **Pg. 67**
- 8. Pulled Consent Calendar Items
- 9. Schedule of Future Events:
  - 9.1 Administration, Finance, and Planning Committee Meeting  
Tuesday, May 2, 2017 at 8:00 a.m., City Council Chambers
  - 9.2 Public Safety Committee Meeting  
Wednesday, April 26, 2017 at 9:30 a.m., City Council Chambers
  - 9.3 Canyon Lake City Council Meeting  
Wednesday, May 3, 2017 at 6:30 p.m., City Council Chambers
  - 9.4 Water Committee Meeting  
Thursday, April 20, 2017 at 9:00 a.m., City Council Chambers
  - 9.5 Veterans Committee Meeting  
Meeting Date to Be Determined
- 10. Business Items
  - 10.1 Authorization for City of Canyon Lake Fire Station Repair **Pg. 71**
- 11. City Manager Comments
- 12. Committee and Council Reports/Comments
  - 12.1 Council Member Bonner
  - 12.2 Council Member Ehrenkranz
  - 12.3 Council Member Greene
  - 12.4 Mayor Pro Tem Warren

12.5 Mayor Haggerty

**13. Announcements**

The next regular City Council meeting is scheduled for **Wednesday, May 3, 2017 at 6:30 p.m. for open session**

**14. Adjournment**

**VISION STATEMENT**

The vision of the City of Canyon Lake is to be a City that provides a quality of life that makes Canyon Lake the premier place to live in Southern California.

**ATTENTION RESIDENTS:**

Supporting documents, including staff reports, are available for review at City Hall in the City Clerk's Office or on the City's website at [www.cityofcanyonlake.org](http://www.cityofcanyonlake.org) once the agenda has been publicly posted. Any written materials relating to an item on this agenda submitted to the City Council after distribution of the agenda packet are available for public inspection in the City Clerk's Office during normal business hours. In addition, such writings or documents will be made available for public review at the respective public meeting. It is the intention of the City of Canyon Lake to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or participant at this meeting, you will need special assistance beyond what is normally provided, the City of Canyon Lake will attempt to accommodate you in every reasonable manner. Please contact Ariel M. Hall, City Clerk, at least 48 hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

**April 5, 2017 City Council Meeting**

**STATE OF CALIFORNIA }  
COUNTY OF RIVERSIDE } SS. AFFIDAVIT OF POSTING  
CITY OF CANYON LAKE }**

**I, Stephanie N. Hunter, being duly sworn, depose and say that I am the duly appointed and qualified Office Specialist of the City of Canyon Lake and that on March 30, 2017 before the hour of 5:00 p.m., I caused the above notice to be posted as required by Resolution 2015-36 of the City Council of the City of Canyon Lake.**

**Stephanie N. Hunter**

**Office Specialist**

## ***DMV/Donate Life California Month***

**WHEREAS**, organ, tissue, marrow and blood donation are life-giving acts recognized worldwide as expressions of compassion to those in need;

**WHEREAS**, more than 118,000 individuals nationwide and more than 21,000 in California are currently on the national organ transplant waiting list, and on average, 22 people die each day while waiting due to the shortage of donated organs;

**WHEREAS**, the need for donated organs is especially urgent in Hispanic and African American communities;

**WHEREAS**, more than 600,000 units of blood per year are needed to meet the need in California;

**WHEREAS**, at any given time, 6,000 patients are in need of volunteer marrow donors;

**WHEREAS**, a single individual's donation of the heart, lungs, liver, kidneys, pancreas and small intestine can save up to eight lives; donation of tissue can save and heal the lives of up to 50 others; and a single blood donation can help three people in need;

**WHEREAS**, millions of lives each year are saved and healed by donors of organs, tissues, marrow and blood;

**WHEREAS**, the spirit of giving and decision to donate are not restricted by age or medical condition;

**WHEREAS**, over thirteen million Californians have signed up with the state-authorized Donate Life California Registry to ensure their wishes to be organ and tissue donors are honored;

**WHEREAS**, California residents can sign up with the Donate Life California Registry when applying for or renewing their driver's licenses or ID cards at the California Department of Motor Vehicles;

**NOW, THEREFORE, BE IT RESOLVED** that I, Dawn Haggerty, Mayor of the City of Canyon Lake, on behalf of my fellow Council Members, do hereby proclaim the month of April 2017 as National "**DMV/Donate Life California Month**", and in doing so we encourage all Californians to check "YES!" when applying for or renewing their driver's license or I.D. card, or by signing up at [www.donateLIFECalifornia.org](http://www.donateLIFECalifornia.org) or [www.doneVIDAcalifornia.org](http://www.doneVIDAcalifornia.org).

Dated this 5<sup>th</sup> day of April, 2017

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Dawn Haggerty, Mayor



**MINUTES**  
**MEETING OF THE**  
**CANYON LAKE CITY COUNCIL**  
**Wednesday, March 1, 2017**  
**Closed Session – 6:00 p.m.**  
**Open Session - 6:30 p.m.**

**City Council Chambers**  
**31516 Railroad Canyon Road**  
**Canyon Lake, CA 92587**

**Closed Session – 6:00 p.m.**

**1. Call to Order**

Closed Session was called to order at 6:00 p.m.

**2. Roll Call**

Present: Council Members Bonner, Ehrenkranz, Greene, Mayor Pro Tem Warren,  
and Mayor Haggerty.

**3. Public Comments**

There were no public comments.

**4. Closed Session**

A. Pursuant to Government Code Section 54956.9(d)(1)  
Conference with legal counsel – existing litigation  
Case No. SWS1601308, *Marina vs City of Canyon Lake*

B. Return/Report from closed session

The City Council returned from Closed Session at 6:20 p.m. with no reportable action.

**Open Session – 6:30 p.m.**

**1. Call Open Session to Order**

Mayor Haggerty called the meeting to order at 6:30 p.m.

**2. Invocation**

The Invocation was led by Pastor Dave Dick with Canyon Lake Community Church.

**Flag Salute**

Flag Salute was led by Council Member Bonner.

### **3. Roll Call**

Present: Council Members Bonner, Ehrenkranz, Greene, Mayor Pro Tem Warren, and Mayor Haggerty.

### **4. Approval of the City Council Agenda**

**Moved by Bonner, seconded by Greene, to approve the agenda as presented.**

**Motion carried 5-0 with Council Members Bonner, Ehrenkranz, Greene, Mayor Pro Tem Warren, and Mayor Haggerty voting aye.**

### **5. Special Presentations and Proclamations**

#### **5.1 Chamber of Commerce Announcements**

Jim Randle, Chamber of Commerce President, discussed the Annual Golf Tournament, a meeting at Assemblywoman Melissa Melendez's office regarding a bill that would help small businesses, and a legislative group made up of the surrounding Chambers of Commerce in the area.

### **6. Public Comment**

Resident Marvin Webster discussed closing Sierra Park at dusk due to noise after dark disturbing nearby residences. Mr. Webster also discussed the possibility of an indoor pool because the outdoor pool was closed during the winter.

Mayor Haggerty discussed that the proposed ideas from Mr. Webster should be addressed with the Property Owners Association (POA) and announced that their meetings were held the first Tuesday of the month.

Nancy Horton, division one representative on the Board of Directors for Elsinore Valley Municipal Water District (EVMWD), discussed that the Canyon Lake dam is inspected every year by the Department of Dam Safety and there was a report every December following the inspection.

Nancy Horton also discussed that the larva of either the Zebra or Quagga mussel had been discovered in the Santa Ana River, there was sampling done in Lake Perris, and then went on to explain the damage Zebra and Quagga mussels produced.

Mrs. Horton announced that EVMWD's Board would be voting to change the drought conservation status to stage two.

Resident Jack Wamsley discussed the lack of equipment that the City Building Inspectors brought with them on inspections.



**7. Consent Calendar**

**7.1 Waiver of Reading in Full of all Ordinances by Title Only**

**7.2 City Council Meeting Minutes**

7.2.1 February 1, 2017 – Regular Meeting

**7.3 Adoption of Resolution No. 2017-03, Approving Claims and Demands of the City**

**7.4 Approval of Updated 2017 Agency and Committee Assignments and Appointments.**

**7.5 Adoption of Resolution No. 2017-02, Re-establishing City Council Committees, Committee Functions, and setting Committee Meeting dates and times.**

**7.6 Request to Waiver Permit fee for blood drive**

**7.7 Approval of Animal Services JPA Amendment Regarding Chair and Vice Chair Terms**

There was discussion to pull check number 22928 for the entryway monuments because there was an issue with two of the invoices that were to be paid by that check, and accept the City Manager's recommendation to pay one of the invoices listed on that check for a total of \$5984.04.

**Moved by Greene, seconded by Ehrenkranz, to approve the Consent Calendar as presented with check number 22928 pulled, and including the City Manager's recommendation to pay a total of \$5984.04 to FastSigns.**

**Motion carried 5-0 with Council Members Bonner, Ehrenkranz, Greene, Mayor Pro Tem Warren and Mayor Haggerty voting aye.**

**8. Pulled Consent Calendar Items**

There was no further discussion regarding check number 22928.

**9. Schedule of Future Events:**

There was discussion that the dates for future events were on the City's website, as well as published in the Friday Flyer.

Mayor Pro Tem Warren discussed that the next Public Safety Committee Meeting would be held in the evening, the last Wednesday of the month, March 29, 2017 at 6:00 p.m.

## **10. Public Hearing**

### **10.1 Public Hearing, Introduction, and First Reading of Ordinance No. 167 - Revising and Readopting the Canyon Lake Municipal Code Chapter 9.25: Sign Regulations relating to clarifying sign measurement criteria and sign abandonment criteria.**

City Manager Palmer introduced the item. He stated that the Planning Committee met and reviewed the ordinance prior to the Council Meeting. He stated that the City's Planner was out ill and therefore not able to attend the meeting, but the City Attorney had worked with him on developing the ordinance and was able to make the presentation and answer any questions.

Mayor Pro Tem Warren stated that she had a potential conflict of interest and would be recusing herself. Mayor Pro Tem Warren left the dias at 6:52 p.m.

Mayor Haggerty opened the public hearing at 6:53 p.m.

City Attorney Martyn stated that there were two changes to the ordinance provisions, but staff was recommending that the City Council readopt the entire chapter. The first change was regarding how the measurement was taken for the amount of area a sign can take on a building. It had been clarified that the measurement was with regards to the area of the building that the business used as a frontage, and reflected the current practices and enforcement of the provisions. The second change was to the definition of an abandoned sign, and allowed a sign to be maintained with the closed business's information removed as a structure to allow a future tenant to use the sign structure. Additionally, there was changes throughout the ordinance that were in line with the changes made in the prior year.

Council Member Greene provided an example of the sign for the previous restaurant in the shopping center remaining as a structure, so it could be reused in the future by a future tenant at that location.

There were no public comments on the item.

Mayor Haggerty closed the Public Hearing at 6:55 p.m.

Council Member Ehrenkranz clarified what was being approved.

**Mayor Haggerty moved to introduce and hold first reading of Ordinance No. 167.**

**Motion carried 4-0-1 with Council Members Bonner, Ehrenkranz, Greene, and Mayor Haggerty voting aye, and Mayor Pro Tem Warren abstaining.**

Mayor Pro Tem Warren returned to the dias at 6:57 p.m.

## **11. Business Items**

## **11.1 Approval of Fiscal Year 2016-2017 Mid-Year Budget Review and Projections and Proposed Budget Adjustments**

City Manager Palmer introduced Finance Director Shea who would be reviewing the past six months of City finances and introducing the changes.

Finance Director Shea stated that revenues were projected to increase, and announced that there would be additional increases due to grants received. He reviewed additional expenses that had been reviewed by the Finance Committee, for the annual Christmas Tree Lighting, a change in the office layout, an increase in training costs for the City Clerk's department, an estimate on the cost for an RFP for a fee study, the costs for the BLM study, generator repairs at the Fire Station, an increase in Public Works costs, maintenance on the City vehicles, and buoys to mark City boundaries in the lake. He stated that even with the increases to expenses it was expected that there would be a larger surplus at the end of the year due to the increases in revenues.

Mayor Pro Tem Warren stated that some of the expenses listed would be covered by new grant funding that the City had received.

There was additional discussion regarding which items were covered by grants.

Council Member Greene discussed how long it had been since a fee study had been done and how necessary it was.

There was discussion regarding the additional expenses being one-time costs.

There was additional discussion regarding cost of living increases to fees that were set by the City and how that would function.

**Mayor Haggerty announced that there needed to be a roll call vote for approval.**

**Staff's recommendation for the item was approved 5-0 with Council Members Bonner, Greene, Ehrenkranz, Mayor Pro Tem Warren, and Mayor Haggerty voting aye.**

**Staff announced that there needed to be a formal motion and second on the item prior to a vote, so the item would need to be voted on again.**

**Motion made by Greene, seconded by Warren to approve the item as presented.**

**Motion carried 5-0 with Council Members Bonner, Ehrenkranz, Greene, Mayor Pro Tem Warren, and Mayor Haggerty voting aye.**

## **12. City Manager Comments**

City Manager Palmer announced that the City was now in possession of the Calimesa and County of Riverside Fire Agreement, and he was in the process of reviewing their contract. He announced that the Calimesa contract was for one year at a lower staffing level than the County was currently requiring for other contract cities. He would be contacting County staff regarding the contract, and hopefully would be bringing something to the Council in April for a one year contract, with provisions regarding the City notifying the County six months into the contract whether the City would be willing to extend the contract with a three person staffing model. He announced that staff was still working on other options that would be brought to the Council when they had more information.

Mayor Haggerty discussed past issues with the County Fire Contract regarding staffing levels.

There was discussion regarding when the new contract would take effect to open the staff with a two person crew.

### **13. Committee and Council Reports/Comments**

#### **13.1 Council Member Bonner**

Council Member Bonner discussed the League of California Cities meeting that took place, a meeting he had with the Sheriff's Department, a TUMF meeting that was attended, the first round table meeting regarding the town center, the Planning Committee meeting he attended, the Public Safety Committee meeting, and the Administration, Finance, and Planning Committee Meeting.

#### **13.2 Council Member Ehrenkranz**

Council Member Ehrenkranz provided information he had received at a Southern California Association of Governments meeting regarding a transportation plan that had been undertaken, efforts towards desalination in the State to help provide potable water. He went on to provide updates from the latest WRCOG meeting, including a fellowship program with UCR and an update on the HERO program. Council Member Ehrenkranz also provided an update on the latest Vector Control meeting and that he had attended the League of California Cities dinner and Student of the Month.

#### **13.3 Council Member Greene**

Council Member Greene stated he attended the League of California Cities meeting, a meeting with the Sheriff's department, the Administration, Finance, and Planning Committee meeting, and provided an update on improvements and repairs needed for the Fire Station and other infrastructure in the City. He went on to state that he attended the Water Committee meeting and provided information received there.

13.4 Mayor Pro Tem Warren

Mayor Pro Tem Warren discussed the spring alum treatment, the Southwest Communities Financing Authority meetings for the Animal Friends of the Valleys, an upcoming free spay or neuter day, and a meeting held with Congressman Ken Calvert.

13.5 Mayor Haggerty

Mayor Haggerty discussed the Outstanding Teachers Awards ceremony she attended, the RCTC meeting she attended, the turning lanes onto Grape Street in Lake Elsinore, attempts to increase ridership on busses, a trolley that could be used in the Canyon Lake parade, and a meeting with Congressman Calvert. She went on to discuss an issue that had gone on the week prior to the meeting on social meeting regarding the BLM land in the City. There was a misunderstanding that the City was responsible for picking up litter on BLM land, however the City was actually only responsible for enforcing City ordinances on BLM land, not for maintaining the land and removing litter.

**Council Member Bonner stepped away from the dias at 7:32 p.m.**

**13. Announcements**

The next regular City Council meeting was scheduled for **Wednesday, April 5, 2017 at 6:30 p.m. for open session**

**14. Adjournment**

Mayor Haggerty adjourned the meeting at 7:35 p.m. and announced that a Public Financing Authority Meeting would be following.

**Council Member Bonner returned to the dias at 7:35 p.m.**

Respectfully submitted,

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Stephanie Hunter  
Office Specialist



**City of Canyon Lake  
City Council  
Staff Report**

**TO:** Mayor and City Council  
**FROM:** Kayla Malin, Accountant  
**DATE:** April 5, 2017  
**SUBJECT:** List of Demands

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**Recommendation:**

That the City Council adopts a resolution entitled: RESOLUTION NO. 2017-04

A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF CANYON LAKE ALLOWING CERTAIN  
CLAIMS AND DEMANDS AS SET FORTH IN EXHIBIT A

**Background:**

All claims and demands are reported and summarized for review and approval by the City Council on a routine basis at each City Council meeting. The attached claims represent the paid claims and demands since the City Council meeting of March 1, 2017.

**Budget (or Fiscal) Impact:**

All claims and demands are paid from appropriated funds or authorized resources of the City and have been recorded in accordance with the City's policies.

**Attachments:**

Resolution  
List of Demands





**RESOLUTION NO. 2017-04**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ALLOWING CERTAIN CLAIMS AND DEMANDS AS SET FORTH IN EXHIBIT A**

The City Council of the City of Canyon Lake does hereby resolve as follows:

Demands are approved as shown on the Demand/Warrant Register of April 5th, in the amount of \$390,880.92 as follows:

Payroll Earnings (Gross)	\$	37,101.47	(2nd Half of February & 1st Half of March)
Payroll Taxes - Employer	\$	740.59	(2nd Half of February & 1st Half of March)
On-line Retirement		5,978.33	(all of February & 1st Half of March)
On-line Health		(419.55)	(For the Month of March)
General		347,480.08	
TOTAL	\$	<u>390,880.92</u>	

PASSED, APPROVED AND ADOPTED this 5th day of April 2017.

\_\_\_\_\_  
Mayor, Dawn Haggerty

ATTEST:

\_\_\_\_\_  
Stephanie Hunter, Office Specialist

State of California  
County of Riverside ) ss  
City of Canyon Lake )

I, Ariel M. Hall, City Clerk of the City of Canyon Lake, California, DO HEREBY CERTIFY, that the foregoing is a true and correct copy of the Resolution No. 2017-04 adopted by the City Council of the City of Canyon Lake, California, at a regular meeting thereof, held on April 5, 2017, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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Stephanie Hunter, Office Specialist

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 2/23/2017 Through 3/31/2017

Check Numb...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
22928	2/22/2017	Fastsigns	Council/Veterans Signage	(1,250.46)	40	CAP. PROJ.
22928	2/22/2017	Fastsigns	Monument Signage Model 27	(5,984.04)	40	CAP. PROJ.
22928	2/22/2017	Fastsigns	Monument Signs	(4,742.66)	40	CAP. PROJ.
<b>Total 22928</b>	2/22/2017			(11,977.16)		
22940	2/23/2017	NANCY GREENHALGH	Health Insurance for Nancy Greenhalgh; March 2017	196.21	10	GENERAL
<b>Total 22940</b>	2/23/2017			196.21		
22941	2/23/2017	JOHN REGUS	Conference Room Lease, March 15, 2017	250.00	10	GENERAL
<b>Total 22941</b>	2/23/2017			250.00		
22942	2/23/2017	JOHN REGUS	Library Lease; April 2017	1,012.95	10	GENERAL
<b>Total 22942</b>	2/23/2017			1,012.95		
22943	2/23/2017	STATE COMP. INS. FUND	Workers Comp for March 2017	1,538.67	10	GENERAL
<b>Total 22943</b>	2/23/2017			1,538.67		
22945	3/1/2017	BIO-TOX LABORATORIES	Blood Testing Services, February 2017	74.00	10	GENERAL
22945	3/1/2017	BIO-TOX LABORATORIES	Blood Testing Services, January 2017	51.70	10	GENERAL
<b>Total 22945</b>	3/1/2017			125.70		
22946	3/1/2017	Fastsigns	2-Entryway City Monuments-remaining balance	5,984.04	40	CAP. PROJ.
22946	3/1/2017	Fastsigns	Lane Closure for monuments installed	2,980.00	40	CAP. PROJ.
<b>Total 22946</b>	3/1/2017			8,964.04		

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 2/23/2017 Through 3/31/2017

Check Num...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
22947	3/1/2017	FRIDAY FLYER	Notice of Public Hearing	34.50	10	GENERAL
Total 22947	3/1/2017			34.50		
22948	3/1/2017	Lake Chevrolet	Rear collision repairs on 08 GMC Yukon	2,609.83	10	GENERAL
Total 22948	3/1/2017			2,609.83		
22949	3/1/2017	RIV. CO. SHERIFF'S DEPT., Acctg & Fin	Contract Law; Billing Period 12/8/16-1/4/17	110,008.17	10	GENERAL
Total 22949	3/1/2017			110,008.17		
22950	3/1/2017	STATE COMP. INS. FUND	Worker's Comp March 2017	0.00	10	GENERAL
Total 22950	3/1/2017			0.00		
22951	3/1/2017	TelePacific Communications	City Hall Phones System; Period 2/16/17-3/15/17	548.52	10	GENERAL
Total 22951	3/1/2017			548.52		
22952	3/1/2017	TVC, Inc.	Setup phone/conf line in council chambers	0.00	10	GENERAL
Total 22952	3/1/2017			0.00		
22953	3/8/2017	ANIMAL FRIENDS OF THE VALLEYS	Animal Control Services for December 2016	3,500.00	10	GENERAL
Total 22953	3/8/2017			3,500.00		
22954	3/8/2017	CTAI PACIFIC GREENSCAPE	CL Fire Station Landscape Maintenance for Feb 2017	250.00	10	GENERAL
22954	3/8/2017	CTAI PACIFIC GREENSCAPE	Median & Parkways Landscape Maintenance for Feb 2017	5,200.00	20	GAS TAX

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 2/23/2017 Through 3/31/2017

Check Num...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
22954	3/8/2017	CTAI PACIFIC GREENSCAPE	Railroad Canyon Rd. Median Light Replacement; 1/28/17,2/7/17	5,651.70	20	GAS TAX
Total 22954	3/8/2017			11,101.70		
22955	3/8/2017	Emergency Communications Network West, LLC	CodeRED Extension for 3/24/17 to 3/23/18	7,500.00	10	GENERAL
Total 22955	3/8/2017			7,500.00		
22956	3/8/2017	Fastsigns	3rd Entryway City Monument Sign W/Letters & Lighting; 3/8/17	6,646.32	40	CAP. PROJ.
Total 22956	3/8/2017			6,646.32		
22957	3/8/2017	Dawn Haggerty	Expense Reimbursement for Haggerty February 2017	100.00	10	GENERAL
Total 22957	3/8/2017			100.00		
22958	3/8/2017	Jani-King of California, Inc. L.A./Col Region	City Hall Cleaning Services for March 2017	720.37	10	GENERAL
Total 22958	3/8/2017			720.37		
22959	3/8/2017	Jim Foley Trucking	Sand for Citizens at Fire Station; Invoice Date: 2/18/17	472.09	10	GENERAL
Total 22959	3/8/2017			472.09		
22960	3/8/2017	Joe's Hardware	Cable Ties for Code Enforcement; 2/2/17	13.30	10	GENERAL
Total 22960	3/8/2017			13.30		

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 2/23/2017 Through 3/31/2017

Check Num...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
22961	3/8/2017	League of California Cities	League of Cities Meeting City Manager/Council Members; 2 '17	125.00	10	GENERAL
Total 22961	3/8/2017			125.00		
22962	3/8/2017	Rogers, Anderson, Malody & Scott, LLP	Accounting Services for January 2017	6,700.00	10	GENERAL
Total 22962	3/8/2017			6,700.00		
22963	3/8/2017	Ramsey Backflow & Plumbing	Tested Backflow Device at Fire Station; 2/22/17	45.00	10	GENERAL
Total 22963	3/8/2017			45.00		
22964	3/8/2017	Regional Conservation Authority	Multiple Species Habitat Conservation Plan - Addit. Feb 2017	1,992.00	50	AGENCY
Total 22964	3/8/2017			1,992.00		
22965	3/8/2017	RIVERSIDE COUNTY SHERIFF'S	SART Exam for Sheriff's Department - 9/9/16	900.00	10	GENERAL
Total 22965	3/8/2017			900.00		
22966	3/8/2017	COUNTY OF RIVERSIDE-TLMA	Street Light Maintenance - January 2017 Costs	1,160.92	20	GAS TAX
Total 22966	3/8/2017			1,160.92		
22967	3/8/2017	SOUTHERN CALIFORNIA EDISON	Electricity for City Hall; 1/20/17 to 2/21/17	41.09	10	GENERAL
22967	3/8/2017	SOUTHERN CALIFORNIA EDISON	Electricity for Traffic Signals; 1/23/17 to 2/22/17	94.94	20	GAS TAX
22967	3/8/2017	SOUTHERN CALIFORNIA EDISON	Electricity for Traffic Signals; 1/30/17 to 3/1/17	410.20	20	GAS TAX

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 2/23/2017 Through 3/31/2017

Check Num...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total 22967	3/8/2017			546.23		
22968	3/8/2017	Special District Risk Management Authority	Dental & Vision Insurance March 2017	275.50	10	GENERAL
Total 22968	3/8/2017			275.50		
22969	3/8/2017	Solar City	Refund for Permit for 30969 Emperor Dr. 3/1/17	66.10	10	GENERAL
22969	3/8/2017	Solar City	Refund of Payment for 22636 Pin Tail Dr. 3/1/17	63.97	10	GENERAL
Total 22969	3/8/2017			130.07		
22970	3/8/2017	STAPLES	Office Supplies - Trash Bags/Creamer; Invoice Date: 2/18/17	176.95	10	GENERAL
Total 22970	3/8/2017			176.95		
22971	3/8/2017	Synoptek	IT Services for March 2017	1,910.00	10	GENERAL
Total 22971	3/8/2017			1,910.00		
22972	3/8/2017	The Gas Company	Gas Bill for 1/27/17 to 2/28/17	119.11	10	GENERAL
Total 22972	3/8/2017			119.11		
22973	3/8/2017	Toshiba Financial Services	Monthly Copier Lease; 2-15-17 to 3-15-17	717.77	10	GENERAL
Total 22973	3/8/2017			717.77		
22974	3/8/2017	TVC, Inc.	Setup of Phone/Conference Line in Council Chambers; 2/15/17	260.20	10	GENERAL

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 2/23/2017 Through 3/31/2017

Check Numb...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total 22974	3/8/2017			260.20		
22975	3/8/2017	WRCOG	TUMF Fees for February 2017	4,437.00	50	AGENCY
Total 22975	3/8/2017			4,437.00		
22976	3/8/2017	XEROX	Copier Lease, February 2017	512.57	10	GENERAL
Total 22976	3/8/2017			512.57		
22977	3/22/2017	AMERICAN FORENSIC NURSES INC	Sheriff's Dept Blood Draws	80.00	10	GENERAL
Total 22977	3/22/2017			80.00		
22978	3/22/2017	BIO-TOX LABORATORIES	Sheriff's Dept Blood Testing	228.00	10	GENERAL
Total 22978	3/22/2017			228.00		
22979	3/22/2017	Randall Bonner	Reimbursement for Internet, Phone, Mileage	145.38	10	GENERAL
Total 22979	3/22/2017			145.38		
22980	3/22/2017	CHARLES ABBOTT ASSOCIATES, INC.	Engineering Services February 2017	10,738.28	10	GENERAL
22980	3/22/2017	CHARLES ABBOTT ASSOCIATES, INC.	Permit and Plan Review February 2017	11,471.08	10	GENERAL
22980	3/22/2017	CHARLES ABBOTT ASSOCIATES, INC.	Engineering Services February 2017	8,024.00	20	GAS TAX
Total 22980	3/22/2017			30,233.36		
22981	3/22/2017	Corelogic Information Solutions, INC.	Database for Code Enforcement Cases February 2017	36.45	10	GENERAL



**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 2/23/2017 Through 3/31/2017

Check Num...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total 22981	3/22/2017			36.45		
22982	3/22/2017	Cota Cole LLP	Attorney Services February 2017	2,295.00	10	GENERAL
22982	3/22/2017	Cota Cole LLP	Attorney Services; Marina Landscape Feb 2017	2,810.43	10	GENERAL
Total 22982	3/22/2017			5,105.43		
22983	3/22/2017	DATA TICKET	Monthly Citation Processing February 2017	100.00	10	GENERAL
Total 22983	3/22/2017			100.00		
22984	3/22/2017	Department of Justice Accounting Office	Emergency Prep Group Background Checks	160.00	10	GENERAL
Total 22984	3/22/2017			160.00		
22985	3/22/2017	DMV	DMV Pull Notice Program	10.00	10	GENERAL
Total 22985	3/22/2017			10.00		
22986	3/22/2017	ELSINORE VALLEY MUNI WATER DIS	Water Bill 1/26/17-2/24/17	228.37	10	GENERAL
22986	3/22/2017	ELSINORE VALLEY MUNI WATER DIS	Water Bill City Hall 01/25/17-02/23/17	97.86	10	GENERAL
22986	3/22/2017	ELSINORE VALLEY MUNI WATER DIS	Water Bill Irrigation 01/26/17-02/24/17	246.01	20	GAS TAX
Total 22986	3/22/2017			572.24		
22987	3/22/2017	Fastsigns	Alum Treatment sign and installation	655.28	40	CAP. PROJ.
22987	2/22/2017	Fastsigns	Council/Veterans Signage	1,036.08	40	CAP. PROJ.
22987	3/22/2017	Fastsigns	Monument Signs	1,197.45	40	CAP. PROJ.
Total 22987	3/22/2017			2,888.81		

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 2/23/2017 Through 3/31/2017

Check Numb...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
22988	3/22/2017	FRIDAY FLYER	Block Grant Applications	32.25	10	GENERAL
22988	3/22/2017	FRIDAY FLYER	Negative Delcaration Notice	75.75	10	GENERAL
22988	3/22/2017	FRIDAY FLYER	Ordinance Notice	51.00	10	GENERAL
22988	3/22/2017	FRIDAY FLYER	Public Hearing Notice	39.00	10	GENERAL
22988	3/22/2017	FRIDAY FLYER	Sealed Bid Notice	68.25	10	GENERAL
Total 22988	3/22/2017			266.25		
22989	3/22/2017	Frontier	City Hall Internet 03/10/17-04/09/17	144.99	10	GENERAL
22989	3/22/2017	Frontier	Phones 03/10/17-04/09/17	122.56	10	GENERAL
22989	3/22/2017	Frontier	Phones 03/13/17 - 04/12/17	243.82	10	GENERAL
22989	3/22/2017	Frontier	Phones 03/13/17-04/12/17	221.45	10	GENERAL
Total 22989	3/22/2017			732.82		
22990	3/22/2017	Dawn Haggerty	Reimbursement Internet & Phone Jan 2017	100.00	10	GENERAL
22990	3/22/2017	Dawn Haggerty	Reimbursement Internet & Phone March 2017	100.00	10	GENERAL
Total 22990	3/22/2017			200.00		
22991	3/22/2017	NANCY GREENHALGH	Retiree Health Ins	196.21	10	GENERAL
Total 22991	3/22/2017			196.21		
22992	3/22/2017	Pitney Bowes, Inc.	Postage Feb and Mar 2017	461.98	10	GENERAL
Total 22992	3/22/2017			461.98		
22993	3/22/2017	Platinum Plumbing CA	Fire Station Water Leak	150.00	10	GENERAL
Total 22993	3/22/2017			150.00		
22994	3/22/2017	Edward Aguirre, c/o Production Video	Video Recording of City Council Mtgs April 2017	1,250.00	10	GENERAL

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 2/23/2017 Through 3/31/2017

Check Num...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total 22994	3/22/2017			1,250.00		
22995	3/22/2017	Regional Conservation Authority	MSHCP March 2017	1,992.00	50	AGENCY
Total 22995	3/22/2017			1,992.00		
22996	3/22/2017	JOHN REGUS	Rent for Library May 2017	1,012.95	10	GENERAL
Total 22996	3/22/2017			1,012.95		
22997	3/22/2017	JOHN REGUS	Rent Conference Room April 2017	250.00	10	GENERAL
Total 22997	3/22/2017			250.00		
22998	3/22/2017	RIV. CO. SHERIFF'S DEPT., Acctg & Fin	Contract Law Enforcement 1/5/17-2/1/17	112,979.56	10	GENERAL
Total 22998	3/22/2017			112,979.56		
22999	3/22/2017	COUNTY OF RIVERSIDE-TLMA	SLF Costs February 2017	984.77	20	GAS TAX
Total 22999	3/22/2017			984.77		
23000	3/22/2017	Rosalba Solis Hernandez	Refund Permit 2017-069	103.50	10	GENERAL
Total 23000	3/22/2017			103.50		
23001	3/22/2017	SOUTHERN CALIFORNIA EDISON	Electricity Fire Station 2/14/17-3/16/17	133.00	10	GENERAL
23001	3/22/2017	SOUTHERN CALIFORNIA EDISON	Electricity City Hall 2/14/17-3/16/17	846.71	10	GENERAL
23001	3/22/2017	SOUTHERN CALIFORNIA EDISON	Electricity Pump Station 2/8/17-3/10/17	155.60	20	GAS TAX
23001	3/22/2017	SOUTHERN CALIFORNIA EDISON	Electricity Traffic Control 1/20/17-2/21/17	12.52	20	GAS TAX

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 2/23/2017 Through 3/31/2017

Check Num...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
23001	3/22/2017	SOUTHERN CALIFORNIA EDISON	Electricity Traffic Control 2/14/17-3/16/17	189.87	20	GAS TAX
<b>Total 23001</b>	3/22/2017			1,337.70		
23002	3/22/2017	Special District Risk Management Authority	Dental and Vision April 2017	275.50	10	GENERAL
<b>Total 23002</b>	3/22/2017			275.50		
23003	3/22/2017	Sparkletts	Water Bill March 2017	70.14	10	GENERAL
<b>Total 23003</b>	3/22/2017			70.14		
23004	3/22/2017	STAPLES	Office Supplies, toner	649.53	10	GENERAL
<b>Total 23004</b>	3/22/2017			649.53		
23005	3/22/2017	STATE COMP. INS. FUND	Workers Comp April 2017	1,538.68	10	GENERAL
<b>Total 23005</b>	3/22/2017			1,538.68		
23006	3/22/2017	Tyco Integrated Security LLC	Security Alarm System 4/1/17-6/30/17	181.02	10	GENERAL
<b>Total 23006</b>	3/22/2017			181.02		
23007	3/22/2017	U. S. Bank	City Credit Card Feb 2017	2,929.57	10	GENERAL
<b>Total 23007</b>	3/22/2017			2,929.57		
23008	3/22/2017	Verizon Wireless	Cell Phones 3/4/17-4/3/17	331.44	10	GENERAL
23008	3/22/2017	Verizon Wireless	Ipads 3/4/17-4/3/17	239.10	10	GENERAL
<b>Total 23008</b>	3/22/2017			570.54		
23009	3/22/2017	WRCOG	TUMF March 2017	4,437.00	50	AGENCY

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 2/23/2017 Through 3/31/2017

Check Numb...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total 23009	3/22/2017			4,437.00		

Report Total

335,502.92  
+ 11,977.16 - Fast Signs  
 credit  
 347,480.08 accounted for  
 as of last  
 Claims & Demands  
 (March 1)

City of Canyon Lake  
Invoices Selected for Payment - COUNCIL CHECK REPORT

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
Nancy Greenhalgh	Health Insurance for Nancy Greenhalgh; March 2017	196.21
REGUS	Library Lease; April 2017	1,012.95
	Conference Room Lease, March 15, 2017	250.00
STATE FUND	Workers Comp for March 2017	1,538.67
Report Total		<u>2,997.83</u>

City of Canyon Lake  
Invoices Selected for Payment - COUNCIL CHECK REPORT

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
BIO-TOX	Blood Testing Services, February 2017	74.00
	Blood Testing Services, January 2017	51.70
Fastsigns	Lane Closure for monuments installed	2,980.00
	2-Entryway City Monuments-remaining balance	5,984.04
FRIDAY FLYER	Notice of Public Hearing	34.50
Lake Chevrolet	Rear collision repairs on 08 GMC Yukon	2,609.83
Riv Co Sheriff Acctg	Contract Law; Billing Period 12/8/16-1/4/17	110,008.17
STATE FUND	Worker's Comp March 2017	1,538.67
TelePacific	City Hall Phones System; Period 2/16/17-3/15/17	548.52
TVC, Inc.	Setup phone/conf line in council chambers	260.20
Report Total		<u>124,089.63</u>

City of Canyon Lake  
Invoices Selected for Payment - COUNCIL CHECK REPORT

Vendor ID	Invoice Description	Cash Required
ANIMAL FRIENDS	Animal Control Services for December 2016	3,500.00
CTAI PACIFIC GREENSCAP	Median & Parkways Landscape Maintenance for Feb 2017	5,200.00
	CL Fire Station Landscape Maintenance for Feb 2017	250.00
	Railroad Canyon Rd. Median Light Replacement; 1/28/17,2/7/17	5,651.70
Emergency Comm	CodeRED Extension for 3/24/17 to 3/23/18	7,500.00
Fastsigns	3rd Entryway City Monument Sign W/Letters & Lighting; 3/8/17	6,646.32
Haggerty	Expense Reimbursement for Haggerty February 2017	100.00
Jani-King	City Hall Cleaning Services for March 2017	720.37
Jim Foley Trucking	Sand for Citizens at Fire Station; Invoice Date: 2/18/17	472.09
Joe's	Cable Ties for Code Enforcement; 2/2/17	13.30
LOCC	League of Cities Meeting City Manager/Council Members; 2 '17	125.00
RAMS	Accounting Services for January 2017	6,700.00
Ramsey Backflow	Tested Backflow Device at Fire Station; 2/22/17	45.00
RCA	Multiple Species Habitat Conservation Plan - Addit. Feb 2017	1,992.00
Riv Co Sheriff Perris	SART Exam for Sheriff's Department - 9/9/16	900.00
Riv Co TLMA	Street Light Maintenance - January 2017 Costs	1,160.92
SCE	Electricity for Traffic Signals; 1/23/17 to 2/22/17	94.94
	Electricity for City Hall; 1/20/17 to 2/21/17	41.09
	Electricity for Traffic Signals; 1/30/17 to 3/1/17	410.20
SDRMA	Dental & Vision Insurance March 2017	275.50
SolarCity	Refund for Permit for 30969 Emperor Dr. 3/1/17	66.10
	Refund of Payment for 22636 Pin Tail Dr. 3/1/17	63.97
STAPLES	Office Supplies - Trash Bags/Creamer; Invoice Date: 2/18/17	176.95
Synoptek	IT Services for March 2017	1,910.00
The Gas Co	Gas Bill for 1/27/17 to 2/28/17	119.11
Toshiba Financial	Monthly Copier Lease; 2-15-17 to 3-15-17	717.77
TVC, Inc.	Setup of Phone/Conference Line in Council Chambers; 2/15/17	260.20
WRCOG	TUMF Fees for February 2017	4,437.00
XEROX	Copier Lease, February 2017	512.57
Report Total		50,062.10



City of Canyon Lake  
Invoices Selected for Payment - COUNCIL CHECK REPORT

Vendor ID	Invoice Description	Cash Required
AMERICAN FORENSIC	Sheriff's Dept Blood Draws	80.00
BIO-TOX	Sheriff's Dept Blood Testing	228.00
Bonner	Reimbursement for Internet, Phone, Mileage	145.38
CHARLES ABBOTT	Engineering Services February 2017	3,212.00
	Permit and Plan Review February 2017	11,471.08
	Engineering Services February 2017	8,024.00
	Engineering Services February 2017	7,526.28
Corelogic	Database for Code Enforcement Cases February 2017	36.45
Cota Cole	Attorney Services February 2017	2,295.00
	Attorney Services; Marina Landscape Feb 2017	2,810.43
DATA TICKET	Monthly Citation Processing February 2017	100.00
Department of Justice	Emergency Prep Group Background Checks	160.00
DMV	DMV Pull Notice Program	10.00
EVMWD	Water Bill Irrigation 01/26/17-02/24/17	246.01
	Water Bill City Hall 01/25/17-02/23/17	97.86
	Water Bill 1/26/17-2/24/17	228.37
Fastsigns	Alum Treatment sign and installation	655.28
	Monument Signs	1,197.45
	Council/Veterans Signage	1,036.08
FRIDAY FLYER	Sealed Bid Notice	68.25
	Public Hearing Notice	17.25
	Block Grant Applications	32.25
	Public Hearing Notice	21.75
	Ordinance Notice	21.75
	Negative Delcaration Notice	75.75
	Ordinance Notice	29.25
Frontier	Phones 03/10/17-04/09/17	122.56
	Phones 03/13/17 - 04/12/17	243.82
	Phones 03/13/17-04/12/17	221.45
	City Hall Internet 03/10/17-04/09/17	144.99
Haggerty	Reimbursement Internet & Phone Jan 2017	100.00
	Reimbursement Internet & Phone March 2017	100.00
Nancy Greenhalgh	Retiree Health Ins	196.21
Pitney Bowes	Postage Feb and Mar 2017	461.98
PLAT	Fire Station Water Leak	150.00
Prod. Video	Video Recording of City Council Mtgs April 2017	1,250.00
RCA	MSHCP March 2017	1,992.00
REGUS	Rent for Library May 2017	1,012.95
	Rent Conference Room April 2017	250.00
Riv Co Sheriff Acctg	Contract Law Enforcement 1/5/17-2/1/17	112,979.56
Riv Co TLMA	SLF Costs February 2017	984.77
Rosalba Solis	Refund Permit 2017-069	103.50
SCE	Electricity Pump Station 2/8/17-3/10/17	155.60

Date: 3/22/17  
04:13:30 PM

City of Canyon Lake  
Invoices Selected for Payment - COUNCIL CHECK REPORT

Vendor ID	Invoice Description	Cash Required
	Electricity Fire Station 2/14/17-3/16/17	133.00
	Electricity Traffic Control 1/20/17-2/21/17	12.52
	Electricity Traffic Control 2/14/17-3/16/17	189.87
	Electricity City Hall 2/14/17-3/16/17	846.71
SDRMA	Dental and Vision April 2017	275.50
Sparkletts	Water Bill March 2017	70.14
STAPLES	Office Supplies, toner	649.53
STATE FUND	Workers Comp April 2017	1,538.68
TYCO - ADT	Security Alarm System 4/1/17-6/30/17	181.02
US Bank	City Credit Card Feb 2017	2,929.57
VerizonW	Ipads 3/4/17-4/3/17	239.10
	Cell Phones 3/4/17-4/3/17	331.44
WRCOG	TUMF March 2017	4,437.00
Report Total		172,129.39

**City of Canyon Lake  
City Council  
Staff Report**

**TO:** Honorable Mayor and Members of the City Council

**BY:** Jim Morrissey, City Planner

**DATE:** April 5, 2017

**SUBJECT:** Revising and Readopting the Canyon Lake Municipal Code Chapter 9.25: Sign Regulations relating to clarifying sign measurement criteria and sign abandonment criteria.

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**Recommendation**

Approve second reading and adoption of Ordinance No. 167; revising and readopting the Canyon Lake Municipal Code Chapter 9.25, Sign Regulations, relating to clarifying sign measurement criteria and sign abandonment criteria and that all of Chapter 9.25 be readopted..

**Background**

City Council held the introduction, first reading and public hearing at the City Council Meeting on March 1, 2017, and now is being brought to the Council for the second reading and adoption.

Staff has been contacted by businesses within the Towne Center shopping area regarding the criteria for different signs. One issue relates to the current Code provision allowing individual signage based upon the building frontage (1 and ½ sq. ft. per 1 foot of building frontage). Staff believes the intent is to reflect the size of each individual use or occupant’s frontage along their portion of the building. Staff has interpreted this provision to mean the frontage of the use, but would prefer an explicit statement.

The second issue relates to determining if a sign is abandoned and required to be removed. The Code currently requires the removal of the entire sign structure if it is determined to be abandoned. Abandonment is required if the business or use that utilizes the sign for advertising has been discontinued for a period of 90 days. It would seem appropriate to permit the sign structure to remain, provided the sign text is removed and the sign is continuously maintained. This would allow previously permitted signs to remain and subsequently used.

**Discussion**

The following sections of the Code are proposed for modification:

1. Section 9.25.050 Commercial Sign Regulations, subsection (c) (C) 1a.

- a. The total aggregate area of all signs per single use shall not exceed 1-1/2 square feet of sign area for each one linear foot of building frontage of the use along that portion of the building. (Additional/modified language is underlined.)
2. Section 9.25.080 Abandoned, Illegal and Nonconforming Signs, subsection (a).
    - (a) Abandoned Commercial Freestanding Signs. A sign shall be determined to be abandoned when the business, use, or service it advertises has been discontinued for a period of more than 90 calendar days. However, if the text used to advertise the discontinued business has been removed and the sign structure is continuously maintained then the sign structure is no longer considered to be abandoned and removal of the sign structure is not required. (Additional/modified language is underlined.)

### **ENVIRONMENTAL DETERMINATION**

Planning Staff has evaluated this matter and recommends the City Council direct Staff to file a Notice of Exemption with the County Clerk that the proposed amendment is Categorically Exempt from environmental review in accordance with Section 15311, Accessory Structures, California Environmental Quality Act (CEQA) Guidelines, as amended.

### **Budget (or Fiscal) Impact**

There is no fiscal impact.

### **Attachment**

1. Ordinance No. 167

**ORDINANCE NO. 167**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE REVISING AND READOPTING THE CANYON LAKE MUNICIPAL CODE CHAPTER 9.25: SIGN REGULATIONS RELATING TO DEFINITIONS OF NONCOMMERCIAL SIGNAGE AND REORGANIZING THE TEXT**

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF CANYON LAKE DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Chapter 9.25 of the Canyon Lake Municipal Code is amended as follows:

- |          |  |  |
|----------|--|--|
| 9.25.010 | Purpose and intent.                                  | Road. All commercial centers within the City are located along one of these two roads.   |
| 9.25.020 | Definitions.   |  |
| 9.25.030 | Commercial signs for which a permit is not required. | (d) Confirm distinctions between public and private signage, as well as commercial and non-commercial signage.   |
| 9.25.040 | Commercial Sign Permit requirements.                 | (e) To improve pedestrian and traffic safety.  |
| 9.25.050 | Commercial Sign regulations.                         | (f) No provision of this Chapter shall prohibit a noncommercial, non-content based, message on a sign otherwise permitted by this Chapter.   |
| 9.25.060 | Temporary commercial signs.                          | (g) The provisions of this Chapter are not intended to abrogate any easements, covenants, conditions, restrictions, or agreements which are more restrictive than the provisions hereof. The provisions of this Chapter are in addition to the Canyon Lake Property Owners Association (POA) requirements which are enforced separately. |
| 9.25.070 | Non-commercial signs                                 |  |
| 9.25.075 | Prohibited signs.                                    |  |
| 9.25.080 | Abandoned, illegal and nonconforming signs.          |  |
| 9.25.090 | Conformance and amortization.                        |  |
| 9.25.100 | Violations and enforcement.                          |  |
| 9.25.110 | Construction and maintenance.                        |  |
| 9.25.120 | Appeal or variance procedure.                        |  |

**9.25.010 Purpose and intent.**

The purposes of this Chapter are to:

- (a) Create the legal framework for comprehensive and balanced system of signage, facilitating communication between people and their environment.
- (b) Provide necessary and reasonable regulations and standards for signs in the City as necessary to promote the general welfare and public interests of the community. Said regulations and standards may address the location, number, size, height, illumination, character, design, materials, construction, color, maintenance, and other related aspects of signs including outdoor advertising structures.
- (c) Enhance and preserve the City's scenic arterials including Railroad Canyon Road and Goetz

**9.25.020 Definitions.**

For the purpose of this Chapter, certain terms, phrases, words, and their derivatives shall be construed as specified hereinafter.

“Abandoned sign.” Any sign which advertises a business, use or service which has been discontinued for a period of more than 90 calendar days. (See Section 9.25.080.)

“Accessory sign.” A permanently mounted sign which has a purpose secondary to the use of the lot on which it is located, such as “no parking,” “entrance,” “loading only,” the announcement of credit cards or other incidental matters, and which does not announce or advertise products, goods or services directly related to the business being conducted on the premises. (See Section 9.25.030.)

“A frame sign.” A free standing sign usually hinged at the top, or attached in a similar manner, and widening at the bottom to form a shape similar to the letter “A.” (See Section 9.25.030.)

“Animated sign.” A sign which uses movement, lighting, or special materials to depict action or create a special effect; but not including wind actuated elements such as flags and/or banners, and non animated LED/digital advertising signs, or hand held signs. (See Section 9.25.070.)

“Awning.” A temporary shelter supported from the exterior wall of a building.

“Awning, canopy or marquee sign.” A nonelectric sign that is printed on, painted on, or attached to an awning or valance thereof, canopy, or marquee which is only permitted on the vertical surface or flap. Such a sign does not protrude nor project from the awning, canopy, or marquee.

“Banner, flag, pennant or balloon.” Any cloth, bunting, plastic, paper or other flexible material used for advertising purposes attached to, pinned on, or hanging from any structure, staff, pole, line, framing, or vehicle. (See Section 9.25.060, Temporary Signs.)

“Billboard sign.” Any off site sign or sign structure the height of which exceeds 15 feet from the ground and is 100 square feet or greater and which is erected or used for advertising an establishment, message, merchandise, product, service, or entertainment, which is not sold, produced, manufactured, or furnished at the property on which the sign is located. (See Section 9.25.070.)

“Building complex or center.” A building or group of buildings on one or more lots or building sites containing more than one commercial or industrial occupant which use common vehicular and pedestrian access and parking facilities.

“Commercial sign.” Any privately owned sign with wording, logo, or other representation that, directly or indirectly, names, advertises or calls attention to business, product, service, profession, commodity, event, person, institution, or other commercial activity related to the economic

interests of the sign owner or business or service advertised.

“Combination sign.” Any sign incorporating any combination of the features of more than one sign classification. (Each portion of a sign which is subject to more than one classification shall meet the requirements for the classification to which such portion is subject.)

“Comprehensive sign program.” A coordinated comprehensive program of two or more signs for an individual building, building complex(es), or development and the site upon which the development occurs. The combination of lots covered by a “comprehensive sign program” shall be treated as a single site with the comprehensive sign program governing the entire site.

“Construction sign.” A temporary sign erected or placed on the parcel on which construction is taking place, limited to the duration of the construction, indicating the names of architects, engineers, landscape architects, contractors, the owner(s), financial supporters, future occupants, sponsors, and/or similar individuals or firms having a major role or interest with respect to the structure or project.

“Directional sign.” Accessory on site private signs designed to guide or direct pedestrian or vehicular traffic and which contain no matter specifying products or services. (For off site directional signs, see “off site sign.”) ALSO GOVERNMENTAL

“Digital advertising signs.” Non animated, non flashing static electronic sign that digitally transitions between images. (See Section 9.25.050.)

“Fascia.” An architectural feature generally comprising a trim panel attached to the eaves and immediately below the roofing material.

“Fascia sign.” A sign upon the fascia. (A “fascia sign” is regulated as a wall sign.)

“Freestanding signs.” A monument type sign which is wholly supported from grade to the bottom of the sign with the appearance of having a solid base and which does not exceed a height of eight (8) feet, or a pole type sign which is wholly supported by one or more columns, uprights, or braces in the ground



and that are independent from any building or other structure.

"Governmental/public signs" Signs placed by local, state, federal, or other public agencies for health, safety, and welfare purposes, including but not limited to traffic signs, identification on public vehicles, including: (1) Signs required by Federal, State, or City statute, not to exceed the maximum size permitted thereby; (2) Memorial signs and plaques, not to exceed two square feet, installed by a civic or non-profit organization; (3) Official and legal notices issued by a court or governmental agency and posted in compliance with law; (4) Official flags of the United States, the State of California, County and City, not to exceed 100 square feet per flag; (5) Signage providing directions.

"Monument sign." A sign supported from ground level to the bottom of the sign with the appearance of having a solid base and which does not exceed a height of eight feet.

"Pole sign." A sign which is wholly supported by one or more columns, uprights or braces in the ground and that are independent from any building or other structure.

"Frontage." The horizontal lineal measurement of any side of a building at ground level.

"Hand held sign." A sign that is held by an individual; "hand held signs" may be commonly known as "human sign twirlers."

"Illuminated sign." A sign with an artificial light source for the purpose of lighting the sign or making the message readable. This includes but is not limited to signs utilizing neon, light emitting diode (LED), fluorescent, electric, as well as unlit signs that have lighting directed on them.

"Legal nonconforming sign." A sign legally established under old Chapters which does not conform to the regulations of the current Chapter.

"Marquee." Any hood, canopy, awning or permanent construction which projects from a wall of a building, usually above an entrance.

"Murals." An original work of visual art produced by hand that is tiled or is glass, metal, or painted directly upon, or affixed directly to an exterior wall of a structure or a paved surface, which does not advertise

an institution, organization, business, product, service, and/or event. "Murals" do not include mechanically-produced or computer generated prints or images including but not limited to digitally printed vinyl, or electrical or mechanical components or changing images. (See Section 9.25.050(d).)

"Non commercial sign." A private sign that is not a commercial sign as defined herein. Governmental or public signs are a type of noncommercial sign.

"Non profit organization." An organization as defined by the Federal Internal Revenue Service under Section 501(c). [includes non 501(c)(3)]

"Off site sign." Any sign or sign structure the height of which does not exceed 15 feet from the ground, is less than 100 square feet, and which is erected or used for advertising an establishment, message, merchandise, product, service, event, or entertainment, which is not sold, produced, manufactured, or furnished at the property or complex on which the sign is located. An "off site sign" may provide direction to a primary location. (See Section 9.25.070.)

"On site sign." A sign relating in its subject matter to the premises on which it is located, or to products, accommodations, services, or activities provided on the premises.

"Portable sign." Any sign not permanently attached to the ground or other permanent structure, or a sign designed to be transported, including, but not limited to, signs designed to be transported by means of wheels, A frame signs, and menu and sandwich board signs. (See Section 9.25.070.)

"Projecting sign." Any sign, other than a wall sign, which projects perpendicular from and is supported by a wall of a building or structure. (See Section 9.25.050.)

"Pylon sign." A freestanding sign designed and constructed so the advertising structure is supported

by structure comprised of masonry and metal reinforcement projects.

“Roadway banner.” A banner which is displayed over public or private streets for a limited time. (See Section 9.25.070.)

“Roof sign.” A sign erected, constructed, or placed upon or over a roof or parapet of a building or structure, including a mansard roof and which is wholly or partly supported by such buildings. (See Sections 9.25.070 and 9.25.090.)

“Sign.” Any object, device, display or structure, or part thereof, situated outdoors or indoors, which is used to advertise, identify, display, direct or attract attention to an object, person, institution, organization, business, product, service, event or location by any means, including words, letters, figures, design, symbols, fixtures, colors, illumination or projected images.

“Sign area.” The entire face of a sign including the surface and any framing, projections, or molding, but not including the support structure. Individual letters mounted or painted on a building shall be measured by the area enclosed by four straight lines outlining the message. The area of a freestanding sign shall be determined from the sign face.

“Sign program.” See “comprehensive sign program.”

“Single use.” A single use shall be a site or building occupied by one commercial, industrial, or organizational use.

“Site” shall mean one or more contiguous parcels of land identified by the assessor's records and for which a building or building complex exists or has been proposed.

“Street frontage.” The length of a lot or parcel of land along or fronting on a street or streets.

“Temporary.” Lasting for only a limited period of time, not permanent.

“Temporary sign.” Any sign that is used or intended to be used only temporarily and is not permanently mounted, including seasonal banners.

“Time and temperature sign.” A mechanical or electrical sign that indicates time and temperature placed on a commercial building or property. (See Section 9.25.050(a).)

“Vehicle sign.” A sign which is attached to or painted on a vehicle, including magnetic decals that can be attached to the side of a car, truck, or vehicle. (See Section 9.25.030, Exempt Signs.)

“Wall sign.” Any sign attached parallel to, but within six inches of, a wall, painted on the wall surface, or erected and confined within the limits of an outside wall of any building or structure, which is supported by such wall or building, and which displays only one sign surface. (See Section 9.25.050.)

“Wearable display.” A sign, costume, or other wearable object utilized as a sign to promote a commercial business, service or event.

“Window sign.” Any sign painted or affixed to the inside or outside of a window surface, or otherwise so located within a building so as to be visible from the exterior of the building. (Window signs are addressed in Sections 9.25.030 and 9.25.050 of this Chapter.)

### **9.25.030 Commercial signs for which a permit is not required.**

The following commercial signs shall be exempt from the sign permit requirements and procedures of this Chapter; such signs shall comply with the definitions, size, construction and other requirements (such as placement and lighting):

(a) Window signs which are in keeping with the purpose and intent of this Chapter that are painted or similarly applied directly to the window with non washable or washable material are permitted so long as the total sign area does not exceed 25% of the total frontage glass area. Window signs posted for a specific event must be removed within 20 days after the event occurs.

(b) Temporary identification signs on commercial construction sites. Such signs shall be limited to one directory or pictorial display sign per street frontage or entrance, up to a maximum of two signs, identifying the development under



construction and/or any contractors, architects, engineers, landscape architects, owners(s), financial supporters, future occupants, sponsors, and/or similar individuals or firms having a major role or interest with respect to the structure or project. Each sign shall be removed prior to issuance of a certificate of occupancy. Construction signs shall not exceed 50 square feet.

(c) Accessory signs (may be double faced) for gasoline service stations, showing notices of services (i.e., price of gasoline) provided or required by law, trade affiliations, credit cards accepted, and the like, not attached to the structure or building; provided that all of the following conditions exist:

- (1) The number of signs shall be no more than three.
  - (2) No such sign projects beyond any property line.
  - (3) No such sign may be placed or allowed to remain within the sight distance triangle as determined by the City Engineer.
  - (4) No such sign shall exceed an area per face of nine square feet or height of four feet.
- (d) Copy applied to fuel pumps or dispensers such as fuel identification, station logo, and other signs required by law.
- (e) Non illuminated, directional signs and/or information signs to aid the vehicle or pedestrian traffic on the site, provided that such signs are located on site, have a maximum area which does not exceed three square feet, have a maximum overall height of four feet above ground level, and are mounted on a monument or decorative pole. Such signs may be located in a required setback provide that a minimum distance of five feet from any property line is maintained, including directional commercial signs painted on paved areas of private property.

(f) Vehicle signs. Commercial signs professionally painted for application directly to private vehicles (includes temporary signs and magnetic signs that are attached to the outside of a car). Directional signs may not be placed on

vehicles. Vehicles registered as Planned Non Operational with the California Department of Motor Vehicles may not be used for signage. No vehicle signs can remain in place for a period greater than seven consecutive days.

(g) Repainting copy without design change, replacement of damaged panels with identical panels, or cleaning of a sign structure. (If structural or electrical changes are being made a building permit must be obtained.)

(h) One mannequin or one rack of clothing (not to exceed six feet in length), that does not obstruct the accessibility of the sidewalk, as determined by ADA, is allowed at the front of a business's entrance if it is located on the building's/suite's private property and not within the public right of way. These items are intended to help attract business and must be kept in good repair. Items must be stable so as to not tip over under typical conditions. Items must be brought inside when the business is closed.

(i) Hand held signs.

(j) Wearable displays. Allowed for a maximum of one day per week per business, service, or event.

(k) Seasonal banners pursuant to the following standards:

(1) Seasonal banners may be allowed year round and may be changed on a seasonal basis.

(2) Seasonal banners shall be installed on permanent light standards only.

(3) A maximum of two seasonal banners per light standard are permitted.

(4) The dimensions of each banner shall be 30 inches wide by 96 inches in height maximum.

(5) If a banner or the structure supporting the banner is damaged it shall be the applicant's responsibility to remove the banner and/or structure within 14 days of written notice.

(6) Those banners that exceed these standards shall be permitted as either special event or banner signs pursuant to Section 9.25.06.

(l) A frame signs pursuant to the following standards:

(1) No more than one A frame sign may be allowed per business and no more than one A frame sign may be allowed for each entrance into a building. If there is more than one business located in a single building with one entrance, only one A frame sign is allowed at the entrance at a time.

(2) The vertical dimension of the sign (including both frame and sign face) shall not exceed four feet and the horizontal dimension of the sign (including both frame and sign face) shall not exceed two feet.

(3) One additional sign may be permitted per major street frontage, provided it is a community event sponsored by the City or by a nonprofit or civic organization.

(4) At no time shall the distance between A frame signs be less than 30 feet.

(5) The Planning Director shall have the authority to increase or reduce the requirements in this Subsection (u) in case of unusual physical characteristics of the site, such as presence of driveways, landscaping, utility poles, lot configuration, and the like.

(6) A frame signs shall be made out of wood or metal with a chalk board or white board sign face. Signs shall be mounted to a frame between one and four inches thick that contours the top, bottom and sides of the sign. A frame signs shall be constructed of quality durable materials and shall be constructed so that the sign shall be securely fastened to the frame. A frame signs shall not be made out of plastic.

(7) A frame signs shall be restricted to business operating hours only.

(8) A frame signs shall not be allowed during windy days where the sign may be blown over.

(9) A frame signs shall not be permitted within the public right of way, Merchant Owners Association (MOA) common areas including

landscape areas, and shall not obstruct flow of traffic, public's view of another business or activity, public's view of the signage for another business or activity, the view or visibility of the operator of any motor vehicle, or the movement of any pedestrian or motor vehicle.

(10) The maximum duration for an A frame sign is seven cumulative days within a 30-day period.

(m) No non-commercial sign shall require a sign permit, although the provision of Section \_\_\_\_\_ shall apply to the size, materials, lighting, moving parts and portability of non-commercial signs. Non-commercial signs include, but are not limited to:

(1) Historical markers, including a building marker not to exceed two square feet. Any sign indicating the name of a building and date and incidental information about its construction, which sign is cut into a masonry surface or made of bronze or other permanent material and which is permanently affixed to a building.

(2) Memorial signs and plaques, not to exceed two square feet, installed by a civic or non-profit organization.

(3) Governmental signs/public signs.

#### **9.25.040 Commercial Sign Permit requirements.**

(a) No sign, including any change in text on the sign, mural or temporary sign, unless expressly exempted by this Chapter, shall be constructed, placed or altered without a sign permit or comprehensive sign program approved by the City. The City Planner shall initially review all signs.

(b) Application for Permit or Program Approval. Application for a sign permit or comprehensive sign program shall be made in writing upon forms provided by the City Planner and shall include the following items:

(1) Name, address, telephone number and signature of the applicant.

(2) Name, address, telephone number and signature of consent by the property owner.

(3) Location by street number and legal description (tract, block, lot) of the building, structure, or lot to which or upon which the sign is to be installed or affixed.

(4) A drawing to scale showing the design of the sign, including dimensions, square footage, and showing the relationship to any building or structure to which it is, or is proposed to be, installed or affixed, or to which it relates. Drawings shall be a reproducible size, maximum 11x17.

(5) For all signs except wall signs, a site plan drawn to scale, showing existing buildings, dimensions, property lines, setbacks, streets, sidewalks, driveways, landscaping areas, and number, size and location of existing and proposed signs. Drawings shall be a reproducible size, maximum 11x17.

(6) For wall mounted and suspended signs, scaled elevation drawings of full face(s) of the building showing size and locations of proposed and existing signs. Drawings shall be a reproducible size, maximum 11x17.

(7) Location/disposition of existing signs to remain. If any existing signs that are associated with the specific businesses' tenant space are to remain legal nonconforming signs, the sign program shall address the phasing of bringing those signs into conformity pursuant to Section 9.25.090.

(8) The application fee in the amount established by resolution of the City Council.

(9) Other requirements as determined necessary by the City Planner and in compliance with any adopted design guidelines, including but not limited to:

(A) Photograph(s) of the building or site.

(B) Lettering style, method of attachment, source of illumination, and/or construction details.

(C) Color samples and material samples.

(c) Method of Review and Approval Sign Permit. The purpose of a sign permit is to ensure compliance with the provisions of this Chapter. Any sign permit may be referred to the City Council for review and decision as deemed appropriate by the City Planner and/or City Manager.

(1) General. After receipt of a complete application for a sign permit, the City Planner shall review the application for conformance and render a decision to approve, conditionally approve, or deny such sign request.

(2) Signs Requiring City Council Review and Other Signs Referred to City Council.

(A) City Planner Review. After receipt of a complete application for a sign permit, the City Planner shall review the application for conformance and shall schedule for review by the Planning Committee.

(B) The Planning Committee shall consider and recommend approval or denial to the City Council.

(C) City Council Determination. The City Council, at an appropriately noticed public hearing, shall render a decision to approve, conditionally approve, or deny such sign permit proposal. Ten days prior to the hearing notice shall be published and mailed to all real property owners within 300 feet of the project site (property to contain the sign).

(D) Such review shall ensure that any sign proposal is in conformance with this Chapter, any adopted sign design guidelines, and the General Plan, as well as other applicable Chapters and policies of the City. Any determination made by the City Planner may be appealed to the Planning Committee and ultimate decision by the City Council. A decision by the City Council is final.

(d) Method of Review B Comprehensive Sign Program. The purpose of a comprehensive sign program is to ensure compliance with the provisions of this Chapter. The intent of the comprehensive sign program is to provide an opportunity for a center or complex to obtain approval of an overall sign program which will enable administrative review and approval prior to installation for those individual signage elements which were approved in the sign program.

(1) City Planner Review. After receipt of a complete application for a comprehensive sign program, the City Planner shall review the application for conformance and shall schedule for review by the Planning Committee.

(2) The Planning Committee shall consider and recommend approval or denial to the City Council.

(3) City Council Determination. The City Council, at an appropriately noticed public hearing, shall render a decision to approve, conditionally, approve, or deny such sign program request. Ten days prior to the hearing notice shall be published and mailed to all real property owners within 300 feet of the project site (property to contain the sign).

(4) Findings. Prior to approval of a comprehensive sign program, the City Council shall make the following findings:

(A) The specific standards for sign area, height and location are appropriate for the site;

(B) The proposed signs are visually compatible with the buildings they identify;

(C) To the extent practicable, the proposed sign program shall be internally consistent and compatible with the site and its components;

(D) The proposed signs are compatible with surrounding land uses and do not obscure adjacent conforming signs or viewscales;

(E) The proposed signs do not obstruct visibility for ingress and egress from adjacent conforming signs or viewscales; and

(F) The proposed signs are compatible with the purpose and intent of this Chapter.

(5) Other Permits Required. Issuance of a sign permit or approval of a comprehensive sign program does not preclude the necessity for obtaining building, electrical, or other permits for signs where such other permits are required by the City.

### **9.25.050 Commercial Sign regulations.**

This Section addresses and establishes minimum and maximum quantitative measures for regulating the sizes of signage. Signage shall be consistent with the following requirements as well as with any adopted sign design guidelines or Specific Plan.

(a) General.

(1) Signs may be erected, altered and maintained only for those permitted uses of the zone in which they are located except as provided otherwise in this Chapter.

(2) Signs shall be located on the same site or complex as the permitted use, except in the case of specifically approved off site signs.

(3) Time and Temperature Devices. Such devices may be considered for approval as part of a sign application when they are located on private property, are not located on a roof, unless as part of a tower structure, do not exceed 16 square feet for each face, and do not rotate. Any monument sign which incorporates a time and temperature element may be permitted up to 50% additional height. A sign with a time and temperature element may not be located within 4,000 lineal feet of another such sign along the same roadway. Any clock shall keep accurate time; if this condition is not complied with, the clock shall be repaired or removed within ten days of official notice from the City.

(4) Real Estate Signs, Commercial. One commercial real estate sign, not to exceed 20 square feet in area, is allowed per lot or unit. Commercial real estate signs are those which advertise the sale, lease or rent of premises upon which the sign is located. No permit or approval is required provided said sign follows these criteria.

(5) Signs may not contain discriminatory, hateful, adult, or obscene text or graphics as defined by California Law.

(6) Benches that do not obstruct the accessibility of the sidewalks, as determined by ADA, are allowed on the buildings/suites of private property and not within the public right-of-way. These items are intended to beautify the center and must be kept in good repair. Dedication plaques are allowed on benches, all other signage on benches is not allowed.

(b) Single Use. A single use shall be a site or building occupied by one commercial, industrial, or organizational use. The following standards are applicable to such single uses. Standards regulating signs specific to building complex/center (multi tenant uses) type developments and the tenant suites/units therein, are included in following Subsection (c).

(1) Sign Type. Only sign types specifically authorized herein shall be permitted as noted below. Projecting signs may be permitted only where a wall or suspended sign cannot be placed to provide reasonable identification.

(2) Sign Area.

(A) The maximum surface area of signs affixed to a building shall be as follows:

1. The total aggregate area for all signs per single use shall not exceed 1 1/2 square feet of sign area of each one linear foot of building frontage except that frontages along the golf course shall be permitted signage at 1/2 square feet of sign area for each one linear foot of building frontage.

2. No single sign face shall exceed 100 square feet.

3. Sign area accruing from one frontage, pursuant to Subsection (b)(2)(A)1. above may only be applied to signage along that same frontage. Transferring or sharing of allowed sign area between two frontages is not allowed.

(B) The maximum surface area of freestanding signs shall be as follows:

1. The total aggregate area for a freestanding sign per single use shall not exceed 80 square feet.

(C) Projecting signs shall not exceed 3 1/2 square feet.

(3) Number of Signs. A single use may be permitted up to one freestanding sign per frontage and one sign attached to the building. Those single uses without direct street frontage are not permitted a freestanding sign.

(4) Sign Height.

(A) Monument Signs. The maximum permitted height above ground level for monument signs adjacent to street frontages (within one to 25 feet of a public right of way) shall be eight feet. The maximum permitted height above ground level for monument signs which are interior to the site shall be six feet.

(B) Wall and fascia signs shall not extend above the height of the wall or the lowest point of the roof.

(C) Projecting and under canopy signs shall provide a minimum of eight feet ground clearance. Signs shall not extend above the height of the wall or the lowest point of the roof.



(5) Setbacks. All signs must be set back so as not to obstruct the visibility for ingress and egress from a public right of way, or endanger pedestrians, motorists, or the public.

(6) No sign shall encroach into, or over the public right of way, except as permitted by Section 9.25.060, or as specifically exempted by the language of Section 9.25.030.

(7) Landscaping. Monument signs shall be located in landscaped areas equal to a minimum of two times the area of the sign face.

(8) Each freestanding monument sign along a public right of way shall include the address of the site located at the uppermost portion of the sign and clearly visible from the public right of way. The portion for the address may be permitted over and above the allowable square footage for the sign.

(9) Projecting and under canopy signs shall not extend farther than two feet from the building it is placed on. Projecting signs and under canopy signs are not allowed on building frontages that are located directly adjacent to Railroad Canyon Road's or Goetz Road's public right of way.

(c) Building Complex/Center (Multi Tenant Uses). Commercial, industrial, or institutional complexes or centers are subject to the following provisions. Any new commercial, industrial, or institutional complexes or centers are required to obtain approval of a comprehensive sign program and shall be subject to the following provisions:

(1) Sign Types Permitted. Only sign types specifically authorized herein shall be permitted in multi tenant developments.

(A) Free Standing Signs.

1. One freestanding monument sign per street frontage entrance for identification of the center or complex and its tenants, shall be permitted at a maximum height of eight feet and maximum area of 80 square feet. No portion of the sign shall be closer than one foot from the public right of way unless an

encroachment permit is acquired. Said sign shall be located in either a landscaped parkway or in a landscaped area adjacent to an access drive. Area of landscaping within said parkway or area shall be equal to two times the area of the sign face.

2. Each freestanding monument sign along a public right of way shall include the address of the site clearly visible from the public right of way. The portion for the address may be permitted in addition to the allowable square footage of the sign.

3. Pylon Signs. An additional freestanding pylon sign may be permitted in commercial centers over ten acres in size for additional identification of the commercial center and tenants therein. One pylon sign, not to exceed 24 feet in height and 80 square feet in area, may be permitted for each street frontage, and may be centrally located along the commercial center's street frontage.

(B) Directory Signs. Additional directory signs including freestanding complex/center directory signs that include a map, freestanding multi tenant directory signs, and multi tenant building wall signs may be allowed in a complex/center as deemed appropriate for additional identification. Directory signs must be approved as part of the overall complex sign program for consistency.

1. Complex/center directory sign are intended to provide a directory as well as a map for an entire complex/center. These signs shall be a maximum height of eight feet and have a maximum area of 25 square feet per display face. Complex directory signs may have multiple sides. These signs shall be located in landscaped areas. Unless existing conditions preclude, the landscaped area shall be equal to a minimum of two times the area of the sign face. Properties that are less than one acre in size shall not have more than one complex directory sign. Properties over one acre in size but less than 15 acres in size shall not have more than two complex directory signs. Properties that are more than 15 acres in size shall not have more than three of these signs. These signs shall be located to maximize visibility and usefulness to those entering the complex/center.

2. Multi tenant freestanding directory signs are intended to provide a directory for a single building or group of buildings containing multiple suites/tenants within a complex/center. These signs shall be a maximum height of eight feet and have a maximum area of 25 square feet per face. These signs may have multiple sides. Directory signs shall be located in landscaped areas. Unless existing conditions preclude, the landscape area shall be equal to a minimum of two times the area of the sign face. Multi tenant freestanding directory signs shall not exceed a ratio of one directory sign per six businesses or suites and shall not be located less than 100 feet from each other.

3. Building tenant directory wall signs are intended to provide a directory for a single building containing multiple suites/tenants. These signs shall have a maximum area of 25 square feet. Sign area accruing from one frontage may be allocated only to signage along the same frontage. No sign shall extend above the height of the wall or the lowest point of the roof.

(C) Wall, Fascia, Under Canopy, and Projecting Signs. Individual business uses within a complex/center may be permitted signage on the building in which the business use is located pursuant to the following standards:

1. Sign Area. The maximum surface area of signs affixed to a building shall be as follows:

a. The total aggregate area of all signs per single use shall not exceed 1 1/2 square feet of sign area for each one linear foot of building frontage or frontage of the use within a portion of the building. Except that frontages along the golf

course shall be permitted signage at 1/2 square feet of sign area for each one linear foot of building frontage.

b. No single sign face shall exceed 100 square feet.

c. Sign area accruing from one frontage may be allocated only to signage along the same frontage.

2. Sign Height. No sign shall extend above the height of the wall or the lowest point of the roof.

3. Projecting Signs. A projecting sign may be permitted only where a wall or under canopy sign cannot be placed to provide reasonable identification. Projecting signs shall be placed so that the lowest point of the sign is no lower than eight feet from the walking surface to avoid conflict with pedestrian access, and shall not extend farther than two feet from the building it is placed on. Projecting signs shall not exceed 3 1/2 square feet. Projecting signs are not allowed on building frontages that are located directly adjacent to Railroad Canyon Road's or Goetz Road's public right of way.

4. Under Canopy Signs. Under canopy signs shall be placed so that the lowest point of the sign is no lower than eight feet from the walking surface immediately below to avoid conflict with pedestrian access. Under canopy signs shall not exceed 3 1/2 square feet, and shall not project past the edge of the roof. Under canopy signs shall be double sided and installed horizontal to the building frontage. Under canopy signs are not allowed on building frontages that are located directly adjacent to Railroad Canyon Road's or Goetz Road's public right of way.

(D) Window Signs. Window signs are permitted pursuant to Sections 9.25.030 and 9.25.060.

(E) Digital Advertising Signs. Digital advertising signs may be permitted in commercial, industrial, or institutional complexes/centers over ten acres in size upon approval

by the City Council as set out in this section through a sign permit pursuant to the following standards and conditions:

1. Sign Height. Digital advertising signs shall not exceed 24 feet in height above ground level.

2. Sign Area. The sign display face shall not exceed 50 square feet. The total square footage of the sign shall not exceed 80 square feet.

3. Signage letters and exhibits must be an appropriate size based on the maximum speed on the road that the sign will be located as to be legible, as determined by the City Planner.

4. Proposed signs may be subject to limitations on the type of advertising and safety conditions as determined by the City Council.

5. Utility lines providing electrical and data power to the sign shall be underground.

6. The sign structure shall be architecturally treated to be compatible with its surroundings so as to screen the frame support structures and lighting from public view.

7. Operational hours may be limited based on surrounding land uses to minimize lighting conflicts.

8. An illumination study shall be required that addresses light impacts on surrounding areas.

9. Lighting shall comply with Chapter 655 Regulating Light Pollution in order to minimize impacts to the Palomar Observatory and surrounding properties.

10. Illumination from the digital advertising sign will be monitored and controlled as to not impact surrounding properties or the safety of vehicle drivers.

11. No audio sound associated with advertising is permitted.

12. Proposed sign and footing shall be located entirely outside the public right of way.

13. The material of the sign shall be designed or coated to control or eliminate reflection or glare from sunlight or passing vehicle lights.

14. The minimum display time between messages shall be no less than eight seconds.

15. Prior to implementing any of the following, the operator shall submit a request and obtain permission from the City: installing, implementing or using any technology that would allow interaction with drivers, vehicles or any device located in vehicles, including, but not limited to a radio frequency identification device, geographic positions system or other device.

16. Operator may be required to submit a written report annually of the operation of the sign during the preceding year that may include but is not limited to operator's licensee, compliance with permits, Outdoor Advertising Act, CA Vehicle Code, U.S. Dept. of Transportation, conditions of approval, and any complaints received by the operator.

(d) Murals. Murals may be permitted upon approval by the City Planner through the sign



permit process stated in Section 9.25.040 and pursuant to the following standards and conditions. Any mural may be referred to the City Council for review and decision as deemed appropriate by the City Planner and/or City Manager.

- (1) Murals may be permitted within commercial, industrial, and institutional areas.
- (2) No part of a mural shall exceed the height of the structure to which it is tiled, painted, or affixed.
- (3) No part of a mural shall extend more than six inches from the plane of the wall upon which it is tiled, painted, or affixed.
- (4) Murals shall not be intended to be used as a method for commercial speech, but primarily as public pieces of art for aesthetic and/or architectural enhancement.
- (5) Murals that would result in a property becoming out of compliance with the provisions of the City's Municipal Code or Zoning Chapter, or any land use condition of approval for the property on which the mural is to be located are prohibited.
- (6) Dedication plaques are allowed, located on or adjacent to murals.

#### **9.25.060 Temporary commercial signs.**

(a) Temporary commercial signs, including special event signs and banners, may be approved by the City Planner for a limited period of time as a means of publicizing and/or advertising business, community, and/or civic events, products, services, and/or specials. Such temporary signs shall be subject to the following provisions:

- (1) General Provisions for All Temporary Signs.
  - (A) No temporary sign shall be erected or placed without a sign permit pursuant to the requirements of Section 9.25.040.
  - (B) No temporary sign shall extend into or be located within the

public right of way or obstruct visibility for ingress and egress from roadways or endanger and/or obstruct pedestrians, motorists, or the public.

- (2) Special Event Signs.
  - (A) Special events signs shall only be used to promote special events as defined by Chapter 11.25 of the Municipal Code within commercial, industrial, and institutional zoned areas.
  - (B) Special event signs may in no case remain more than two days following the end of each event, and in no case can be erected or placed more than one month prior to the special event.
  - (C) Special event sign which may be approved by the City Planner include pennants, streamers, banners, balloons and balloon arches.
- (3) Banner Signs .
  - (A) Banner signs may be permitted only in commercial, industrial, and institutional areas, and shall be limited to no more than 30 consecutive days, four times a year per business, as stated in the general provisions for temporary signs above.
  - (B) Banner signs shall not exceed 50 square feet and shall be professionally made.
  - (C) Banner signs shall be attached only to a building or other appropriate location determined by the City Planner and shall not be hung from trees, monuments signs, or other structures.
- (4) Inflated Signs. Inflated signs are only allowed for grand openings of businesses for a time period not to exceed two weeks within the first

three months of operation. Inflated signs shall be limited to a maximum height of 25 feet.

### **9.25.070 Non-commercial signs.**

Notwithstanding any other provision of this Chapter, non-commercial signs are permitted in all zones without a permit subject to the following limitations:

(1) No non-commercial sign shall exceed 16 square feet in sign area or extend more than six feet above the ground in which the sign is planted to the top of the higher of (a) the top of the sign; or (b) the top of the pole or stand to which the sign is affixed. As used here, "ground" means the dirt or other material into which the bottom of the pole or stand is placed. If the "ground" is higher than street level, as with ground behind a retaining wall or planter, then sign height will be measured from the actual level of the ground into which the sign is placed..

(2) The name, Address, email, and telephone number of the person or organization owning or otherwise responsible for the non-commercial sign shall be placed on the front or rear of the sign surface in readable type or print. If the name of one or more persons is shown on the face of the sign, that person or persons shall be responsible for the sign and no additional printed information is required. If no person is listed on the sign, then the person or organization responsible for sign removal and contact information for enforcement or removal shall be listed on the front or rear of the sign in readable type or print. Failure to provide this information shall not be basis for sign removal for non compliance with this Code but shall abrogate the City's responsibility for notice and return hereunder if the sign does not otherwise meet the applicable requirements of this Code.

(3) Each non-commercial sign or non-commercial sign shall have its own stake and shall not be affixed to any improvement or building. There shall only be one sign per stake. Balloons, streamers and similar material may not be added to the sign. Non-commercial signs may not be placed on or attached to any tree, shrub, or plant.

(4) Any freestanding non-commercial sign shall be affixed to a stake, pole or stand so as

not to separate from such pole or stand during normal weather conditions. The pole or stand shall be sufficiently sturdy and shall be planted firmly in the ground. No such freestanding sign shall exceed six feet in height, measured from the ground in which the sign is planted to the top of the higher of (a) the top of the sign; or (b) the top of the pole or stand to which the sign is affixed. As used here, "ground" means the dirt or other material into which the bottom of the pole or stand is placed. If the "ground" is higher than the street level, as with ground behind a retaining wall or planter, then sign height will be measured from the actual level of the ground in which the sign is placed. No non-commercial sign shall be erected, placed, or maintained so that it endangers the safety of persons or property, obstructs, or impairs motorists' or pedestrians' line of sight to areas of vehicular or pedestrian traffic, or obscures the view of any fire hydrant, traffic sign, traffic signal, street sign, or public information sign.

(5) Any non-commercial sign shall be removed by or at the expense of the owner within twenty (20) days after the end of any scheduled event reference in/on the sign..

(6) No non-commercial sign shall be erected, placed, or maintained upon any private property without the consent of the owner of such private property.

(7) No commercial or non-commercial sign shall be erected, placed or maintained in or on public property, the public right of way, or any publicly owned sign, building, tree, or shrub, or other object or structure, including but not limited to, sidewalks, crosswalks, streetlamps, hydrants, transformers, or power poles.

(8) No commercial or non-commercial sign shall be erected, placed or maintained so that it endangers the safety of persons or property, obstructs, or impairs motorists' or pedestrians' line of sight to areas of vehicular or pedestrian traffic, or obscures the view of any fire hydrant, traffic sign, traffic signal, street sign, or public information sign.

(9) No non-commercial sign shall be artificially illuminated.

(10) Notwithstanding any other provisions of this Code or City Chapter to the contrary, any non-commercial sign erected, placed, or maintained in violation of any provisions of this section may be removed by the City upon 48 hours prior written notice to the sign owner or person or organization responsible for the sign. "Written notice" includes email. If such person does not remedy the violation within that time period, or if such person cannot be located upon reasonable effort by the City, the City may remove the sign. In the event any non-commercial sign is an immediate threat to the public health, safety, or welfare, the City may immediately remove the sign and then notify the sign owner or person or organization responsible for the sign. Notwithstanding the notice provisions stated above, all non-commercial signs not removed within twenty (2) days after the end of the event they are advertising may be removed by the City without prior notice.

(11) All non-commercial signs removed by the City shall be stored by the City for a period of seven (7) business days after removal. The owner or person or organization responsible for such sign(s), if such can be located, removed by the City shall be notified to retrieve the removed sign(s) within five (5) business days; if not retrieved within that time the City may destroy the sign(s). The City may charge and collect a fee for the removal and storage of temporary political signs, said fee to be established by resolution of the City Council in an amount not to exceed the actual cost of removal, storage, and notice. Alternatively, whether or not such fee is established, the City may bring an action to recover the reasonable costs of removal, storage, and notice.

(12) **Governmental Signs.**

(A) The City Council finds that certain signage is necessary to preserve the public health, safety, and welfare, and inform the public of hazards, communicate traffic rules, provide notice of access/egress/possible hazards and provide other public information.

(B) Governmental signage may be erected, placed, or maintained in or on public property, the public right-

of-way, or any publicly owned sign, building, tree, shrub, or other object or structure.

**9.25.075 Prohibited signs.**

The following signs are inconsistent with the sign standards set forth in this Chapter, and are therefore prohibited and their abatement shall be required when such sign shall be found to exist:

- (a) Abandoned signs as set out herein.
- (b) Animated, moving, flashing, blinking, reflecting, revolving, chasing, or any other similar sign, except properly permitted on site digital advertising signs and time and temperature signs as permitted by this Chapter. This does not prohibit decorations which are not intended to be signage.
- (c) Open and/ or unshielded light bulb signs.
- (d) Banners, flags, and pennants, except as specifically allowed in this Chapter.
- (e) Changeable copy signs, with the exception of signs identifying commercial, industrial, or institutional centers of ten acres or more, and electronic message boards, except as allowed with a conditional use permit for commercial, industrial, or institutional complexes, movie theaters, arenas, stadiums, or auto malls.
- (f) Billboard signs (off site outdoor advertising signs).
- (g) Portable signs, excluding those permitted by Sections 9.25.030 and 9.25.060.
- (h) No private commercial or non-commercial sign shall be erected, placed, extended into or be maintained in or on public property, the public right-of-way, or any publicly owned sign, building, tree or shrub, or other object or structure, including but not limited to sidewalks, crosswalks, street lamps, hydrants, transformers, or power poles.
- (i) No commercial or non-commercial sign shall be erected, placed, or maintains so that it endangers the safety of persons or property, obstructs, or impairs motorists' or pedestrians' line of sight to areas of vehicular or pedestrian traffic, or obscures the view

of any fire hydrant, traffic sign, traffic signal, street sign, or public information sign.

(j) Roof signs, except where it is determined by the City Planner that the construction of a building is such that available wall, parapet, or other surface area does not exist to allow signage to be placed in any location other than the roof. In no event shall any roof sign project above the roof peak.

(k) Signs painted on fences or roofs.

(l) Balloons and other inflated devices or signs designed to attract attention, except as.

(m) Private commercial or non-commercial signs which simulate in color or design a traffic sign or signal, or which make use of words, symbols or characters in such a manner to interfere with, mislead, or confuse pedestrian or vehicular traffic.

(n) Unsafe signs. Any sign which constitutes an immediate hazard to the safety of any persons or property may be summarily removed by the City forthwith upon ascertainment of such facts by the City.

(o) Permanent or temporary off site signs.

(p) Roadway banners over public or private roadways.

(q) Any sign which is not expressly permitted by this Chapter, or by a process herein, shall be deemed prohibited.

### **9.25.080 Abandoned, illegal and nonconforming signs.**

The Business and Professional Code, Subsection 5499.1, identifies the appropriate procedure for removal of on premises illegal or abandoned signs. Therefore, the following shall regulate such signs.

(a) Abandoned Commercial Freestanding Signs. A sign shall be determined to be abandoned when the business, use, or service it advertises has been discontinued for a period of more than 90 calendar days. Removal of text used to advertise a business and continued maintenance of the sign structure does not constitute abandonment. If a sign has been abandoned, it shall be removed from the lot or

building site on which it is located pursuant to the following procedure:

(1) The City shall prepare a notice of intent to adopt a resolution declaring specific signs to be a public nuisance. Such notice shall be sent ten days prior to the hearing to all sign owners and/or responsible parties stating the time, place and date of the hearing and the nature of illegality of the sign(s).

(2) Following adoption of the resolution, the City shall post subject properties requiring abatement of signs noticing the time, date, and place of hearing on objections. The notice shall be in the following form:

#### **NOTICE TO REMOVE ILLEGAL ADVERTISING DISPLAY**

Notice is hereby given that on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, the City Council of the City of Canyon Lake adopted a resolution declaring that an illegal advertising display is located upon or in front of this property which constitutes a public nuisance and must be abated by the removal of the illegal display. Otherwise, it will be removed, and the nuisance abated by the City.

The cost of removal will be assessed upon the property from or in front of which the display is removed and will constitute a lien upon the property until paid. Reference is hereby made to the resolution for further particulars. A copy of this resolution is on file in the office of the clerk of the legislative body.

All property owners having any objection to the proposed removal of the display are hereby notified to attend a meeting of the City Council of the City of Canyon Lake to be held (give date, time, and place), when their objections will be heard and given due consideration.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(Title)

City of Canyon Lake, CA

(3) The City Council shall hold the hearing and adopt the abatement process directing the owners and/or responsible parties to remove the sign(s) by a certain date.

(4) An owner and/or responsible parties may submit an appeal of the City Council's actions within ten calendar days after the date of the decision by the City Council, an appeal in writing may be made on the form provided by the Planning Department and which shall be accompanied by a filing fee as set forth in Chapter No. 671. Upon receipt of a completed appeal the Planning Director shall set the matter for hearing and mail notice thereof to the applicant and the appellant. City Council's action on the appeal shall be considered final.

(5) The owner and/or responsible party shall be responsible for all costs of abatement, including the costs of the application. If an owner and/or responsible party fails to remove the sign within the specified time frame, the City shall cause the sign to be removed and the cost shall be assessed to the owner and/or responsible party as provided by Business and Professions Code Section 5499 et seq.

(b) **Illegal Signs.** Any sign erected without a permit and/or erected in contravention to regulations in existence at the time of its erection or placement is considered to be an illegal sign. Illegal signs shall be abated pursuant to the same procedure identified for removal of abandoned signs, in this Section (Subsections (a)(1) through (a)(4) above).

(c) **Legal Nonconforming Signs.**

(1) A legal nonconforming sign shall not be:

(A) Structurally altered to extend its useful life that may include but is not limited to repainting and other maintenance tasks.

(B) Expanded, moved or relocated.

(C) Re established after a business has been discontinued for a continuous period of 90 days.

(D) Re established after damage or destruction of more than 50% of the sign.

(E) Re established after a change in use of the property or business to which the sign relates.

(2) Any permanent sign which was properly erected pursuant to laws and regulations in existence at the time of its erection or placement, but which does not meet the requirements of this Chapter, shall be allowed to be brought into conformance, in accordance with Section 9.25.040 of this Code.

(3) Any legal nonconforming sign shall be required to be brought into conformance or abated in advance of the requirements of Section 9.25.040 in conjunction with any conditional use permit or development permit which is hereafter granted on the same site.

#### **9.25.090 Conformance and amortization.**

(a) **Intent of Provisions.** It is the intent of this Section to recognize that the eventual elimination of existing signs that are not in conformity with the provisions of this Chapter is as important as is the prohibitions of new signs that would violate these regulations.

(b) Every sign which does not comply with the provision of this Section shall be removed, brought into conformance or amortized in accordance with this Section. Time periods for amortization of nonconforming signs shall begin from the completion and publication (or posting) of the inventory specified below. Any sign which becomes nonconforming either by reason of amendment of this Chapter, shall also be subject to the provisions of this Chapter. The period of time within which such sign must be abated shall commence upon the effective date of such amendment. Any sign not complying with the provisions of this Chapter at the end of the amortization period shall be deemed a public nuisance and abated in accordance with this Section.

(c) **Signs to be Brought into Conformance Within Six Months.** The following signs shall be removed or otherwise brought into conformance by the person(s) deemed responsible for such signs within six months of official notification following



the completion of the inventory of illegal, nonconforming and abandoned signs required by Subsection (g) of this Section. If there are substantial changes a grace period of 30 days shall be allowed beyond the amortization period.

(1) Illegal signs.

(2) Temporary commercial signs or temporary on site devices attached to signs or used in conjunction with the promotion of any product, service or use, such as flags, banners, bunting, inflatable devices, pennants, streamers, and spinners, except as permitted by Section 9.25.060.

(3) Any sign type which is listed as prohibited in Section 9.25.070 which is not determined to be legally nonconforming.

(4) Signs in state of disrepair or showing poor maintenance or questionable structural integrity.

(d) Legal Nonconforming Wall Signs. Any permanent wall sign which was properly erected pursuant to regulations in existence at the time of its erection or placement, and with a valid sign and/or building permit, but which does not meet the requirements of this Chapter, shall be allowed to remain in existence, notwithstanding its nonconforming character, for a period not to exceed six months from the day of completion and publication (or posting) of the inventory as specified by Subsection (h) below, providing that such signs and sign structures remain in full compliance with Sections 9.25.080 and 9.25.110 of this Code; and further providing that if a comprehensive sign program is adopted pursuant to Section 9.25.040 hereof, within one year from the date of completion and publication or posting of the inventory as specified in Subsection (h), which program addresses the amortization of all legal non conforming signs with the program, the amortization period shall be extended to a total of one year. Notwithstanding the aforementioned, such signs must be brought in conformance if major exterior building modification occurs as determined by the City.

(e) Legal Nonconforming Roof Signs.

(1) Any permanent roof sign, which was properly erected pursuant to the regulations in existence at the time of its erection or placement, and with a valid sign permit, and/or building permit, shall be allowed to remain in existence, notwithstanding its nonconforming character, for a period not to exceed six months from the date of completion and publication (or posting) of the inventory as specified by Subsection (h) below, providing that such signs and sign structures remain in full compliance with Section 9.25.110 of this Code; and further providing that if a comprehensive sign program is adopted pursuant to Section 9.25.040 hereof, within one year from the date of completion and publication or posting of the inventory, as specified in Subsection (h) below, which program addresses the amortization of all legal non conforming signs within the program, the amortization period shall be extend to a total of one year. Notwithstanding the aforementioned, such signs must be brought into conformance if major exterior building modification occurs as determined by the City.

(2) If it is determined by the City Planner during inventory and identification of signs (Subsection (h) below) that the construction of a building is such that reasonable signage cannot be placed in any location other than the existing roof sign(s), said sign(s) shall be deemed in compliance with this Chapter until such time as the building is remodeled sufficiently to allow signage other than roof signs.

(f) Legal Nonconforming Freestanding Signs. Any permanent freestanding sign, measuring 65 square feet or less and 35 feet or less in height, which was properly erected pursuant to the regulations in existence at the time of its erection or placement, and with a valid sign permit, and/or building permit, shall be allowed to remain in existence, notwithstanding its nonconforming character, for a period not to exceed six months from the date of completion and publication (or posting) of the inventory as specified in Subsection (h) below, providing that such signs and sign structures remain in full compliance with Section 9.25.110 of this Code; and further providing that if a comprehensive sign program is adopted pursuant to Section 9.25.040 hereof, within one year from the date of completion and publication or posting of the inventory as specified in Subsection (h), which

program addresses the amortization of all legal non conforming signs within the program, the amortization period shall be extended to a total of one year. Notwithstanding the aforementioned, such signs must be brought into conformance if major exterior building modification occurs as determined by the City.

(g) All Other Legal Nonconforming Signs. Any sign which was properly erected pursuant to the regulations in existence at the time of its erection or placement, and with a valid signs and/or building permit, but which does not meet the requirements of this Chapter, shall be removed or otherwise brought into compliance with this code within six months of the date of completion and publication (or posting) of the inventory as specified by Subsection (h). Such signs must be brought into conformance if a building permit or permits are subsequently issued on the site of major exterior modifications.

(h) Inventory of Nonconforming and Abandoned Signs. The City may initiate an inventory and identification of all illegal, legal nonconforming, and abandoned signs within the City, as determined necessary by the City Manager. If any illegal, legal nonconforming and abandoned sign is not identified as part of the City's initial inventory, any such sign may be added to the inventory upon its identification as such.

### **9.25.100 Violations and enforcement.**

(a) Any violation of this Chapter shall be considered to be an infraction, except in the case of an offsite outdoor advertising display which shall be considered to be a misdemeanor. Any violation of this Chapter or of any condition or requirement adopted pursuant hereto may be restrained, corrected, or abated, as the case may be, by injunction or other appropriate proceeding pursuant to State law and the City's Municipal Code including but not limited to administrative citations. A violation of this Chapter shall also be considered a violation of the Zoning Chapter of the City. The remedies shall include the following:

(1) Issuing a stop work order for any and all work on any signs on the same lot.

(2) Seeking an injunction or other order of restrain or abatement that requires the removal of the sign(s) or the correction of violation.

(3) Seeking in court the imposition of any penalties that can be imposed by such court under the Municipal Code.

(4) Seeking in court the imposition of any penalties that can be imposed by such court the Municipal Code or laws of the State of California.

(5) In the case of a sign that poses an immediate danger to the public health or safety (see unsafe signs), immediate removal by the City may be authorized by the Director of Building and Safety. Cost of such removal shall be assessed to the owner of the property.

(6) The City shall have such other remedies as are and as may from time to time provided for or allowed by State law for the violation of its Chapters.

(b) Right of Entry. When necessary to make an inspection to enforce any of the provisions of this Chapter, or when the City has reasonable cause to believe that there exists any sign or any condition which makes such sign unsafe, the City, upon adherence with applicable law, may enter the premises or building upon which such sign is located.

(c) Violations. Any of the following shall be violation of this Chapter and shall be subject to the enforcement remedies and penalties of this Chapter, of the Municipal Code, and of State law:

(1) To install, create, erect, or maintain any sign in a way that is inconsistent with any plan or permit governing such sign or the zone in which the sign is located.

(2) To install, create, erect, or maintain any sign requiring a permit without such a permit.

(3) To fail to remove any sign that is installed created, erected, or maintained in violation of this Chapter or with respect to a legal nonconforming sign if the sign amortization period has lapsed.

(4) To continue an identified violation. Each day an identified violation exists shall be considered a separate violation regarding enforcement of this Chapter.

(d) Separate Violations. Each sign installed, created, erected, or maintained in violation shall be considered a separate violation when applying the penalty portions of this Section.

(e) Responsibility. As used in this Section, “person(s) deemed responsible” shall mean any or all of the following:

(1) The person or entity who owns the real property upon which the sign exists.

(2) The occupant of any premises upon which the sign exists.

(3) The owner of the sign.

(4) The person who, or entity which, erects, places, or alters the sign.

(f) It shall be the duty of the City Planner to enforce the provisions of this Chapter pertaining to all signs and sign structures. No permit of any type shall be issued by any department or office of the City in conflict with the provisions of this Chapter. Such permit where issued in conflict with this Chapter is declared null and void.

#### **9.25.110 Construction and maintenance.**

(a) Every sign, and all parts, portions, and materials shall be manufactured, assembled, and erected in compliance with all applicable State, Federal, and City regulations and the Uniform Building Code.

(b) Every sign, including those specifically exempt from the Chapter with respect to permits and permit fees, and all parts, portions, and materials shall be maintained and kept in good repair. The display surface of all signs shall be kept clean, neatly painted, and free from rust and corrosion. Any cracks, broken surfaces, malfunctioning lights, and missing sign copy, or other unmaintained or damaged portion of a sign or area from which a sign has been removed shall be repaired or replaced within 30 calendar days following notification by the City. Noncompliance with such a request shall constitute a nuisance and penalties may be assessed in accordance with the provisions of the City's Municipal Code.

#### **9.25.120 Appeal procedure.**

(a) Appeals. Any interested party has the right to appeal the decision pursuant to Section 2.01.100 of this Code, unless another provision is made applicable.

#### **9.25.130 Variance**

(a) Variance. An applicant may apply for a variance to the provision of this Chapter as permitted by Ordinance 348, Section 18.27.

Section 2. To the extent the provisions of the Canyon Lake Municipal Code as amended by this Ordinance are substantially the same as the provisions of that Code as they read immediately prior to the adoption of this Ordinance, then those provisions shall be construed as continuations of the earlier provisions and not as new enactments.

Section 3. This ordinance shall take effective 30 days from the date of its adoption.

PASSED, APPROVED AND ADOPTED this XXst day of April, 2017.



Attest:

Approved as to form:

\_\_\_\_\_  
Ariel M. Hall, CMC, City Clerk

\_\_\_\_\_  
Elizabeth Martyn, City Attorney

State of California )  
County of Riverside )ss  
City of Canyon Lake )

I, Ariel M. Hall, City Clerk of the City of Canyon Lake, California do hereby certify that the foregoing Ordinance No. 167 was introduced at a regular meeting of the City Council held on the XXth day of March, 2017 and was duly adopted by the City Council of the City of Canyon Lake, California, at a regular meeting held on the XXst day of April, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Ariel M. Hall, CMC, City Clerk



**City of Canyon Lake  
City Council  
Staff Report**

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Aaron Palmer, City Manager

**DATE:** April 5, 2017

**SUBJECT:** Reimbursement Request by Former Councilmember Zaitz

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**Recommendation**

Approve the Finance Department amended reimbursement request for former Councilmember Zaitz for the month of December 2016 in the amount of one hundred seventy-eight dollars and eighty-four cents (\$178.84).

**Background**

It has been the policy of the City Council to reimburse its members for travel, internet and cell phone expenses. Currently, City Councilmembers can be reimbursed up to forty dollars (\$40) per month for their personal internet and a maximum of sixty dollars (\$60) for the use of their personal cell phone. Per the attached reimbursement form, Councilmember Zaitz is asking for his internet to be reimbursed at seventy-nine dollars and ninety-nine cents (\$79.99), cell phone to be reimbursed at one hundred fifty dollars and reimbursement of one-hundred forty-six miles (146) at 0.575 cents per mile for mileage reimbursement at eight three dollars and ninety-five cents (\$83.95) for a total requested reimbursement of three hundred fourteen dollars and forty-eight cents (\$314.48).

At the December 14, 2016 City Council meeting, the City Council voted to reimburse then Councilmember Zaitz, forty dollars (\$40) his personal internet and sixty dollars (\$60) for the use of his personal cell phone. Also, the mileage reimbursement requested is at an incorrect rate. The rate former Council member Zaitz us was 0.575 cents per mile. The correct IRS mileage reimbursable amount for 2016 is 0.540 cents per mile. Therefore, based on the City Council's decision to reimburse Councilmembers at a maximum of forty dollars (\$40) per month for their personal internet and a maximum of sixty dollars (\$60) for the use of their personal cell phone and the corrected mileage amount of 0.540 per mile for one hundred forty six miles (146) for an amount of seventy eight dollars and eight four cents (\$78.84), staff recommends reimbursing former Councilmember Zaitz the total amount of one hundred seventy-eight dollars and eighty-four cents (\$178.84) for internet, cell phone, and mileage for the month of December 2016.

**Fiscal Impact**

The City budgets forty dollars (\$40) per month for Councilmembers to be reimbursed their personal internet and sixty dollars (\$60) for the use of their personal cell phone (account 10-100-6220). The City also budgets for the reimbursement of mileage during performance of City business. The additional two hundred ninety dollars and ninety cents was not budgeted for in the current FY 2016-2017 City Operating Budget. These additional funds, if approved at the total amount requested, would have to be include to the budget during the mid-year review from reserves.

## **Attachments**

1. Former Councilmember Zaitz Reimbursement Form
2. Finance Amended Reimbursement Form for Former Councilmember Zaitz



**City of Canyon Lake - Expense Report 2016**

**Name:** JOHN ZAITZ **Month/Year:** December

<u>Date</u>	<u>Reason</u>	<u>Amount</u>
December	Internet	\$79.99

<u>Date</u>	<u>Subject</u>	<u>Location</u>	<u>Miles</u>	<u>Rate</u>	
				\$0.575	
12/08/16	District one christmass	District one office lakeland Vil	26		\$14.95
12/12/16	Blue light	Riverside	60		\$34.50
12/13/16	Supervisors Meeting	Riverside	60		\$34.50

**Total miles** 146 **\$83.95** **\$163.94**

City Business Advances (list City phone \$50 per month and other meetings prepaid by the City)

<u>Reason</u>	<u>Amount</u>
City phone	\$0.00
December Phone	\$150.54
	\$0.00
<b>Total City Business Advances</b>	<b>\$150.54</b>

**TOTAL REIMBURSEMENT REQUEST** **\$314.48**

<u>Signature</u>	<u>Date</u>	<u>City Manager</u>	<u>Date</u>
<i>[Handwritten Signature]</i>	12-13-16		
<i>[Redacted]</i>			

Updated 1/1/2014



**OTHER CHARGES AND CREDITS FROM PRIOR PERIOD(S)**

Service Connection Charge -112.40

**FRONTIER MONTHLY SERVICE CHARGES FROM 11/16/16 to 12/15/16**

Frontier Secure Identity Security Bundle 9.99  
Fios 50/50 79.99  
Residence Line 22.00  
TV Protection Plan 13.99  
Inside Wire Maint w/ Pkg 9.99  
Frontier Simple Rate 2.99  
**TOTAL MONTHLY SERVICE CHARGES 138.95**

**OTHER SERVICE CHARGES AND CREDITS**

Late Payment Fee 2.66  
Carrier Cost Recovery Surcharge 1.99  
Dish Network Service 101.58  
Frontier Com of America .10  
**TOTAL OTHER SERVICE CHARGES AND CREDITS 106.33**

**TAXES AND OTHER CHARGES**

Federal Taxes and Charges\* 9.43  
State Taxes and Other Charges\* 4.85  
**TOTAL TAXES AND OTHER CHARGES 14.28**

**TOTAL 259.56**

Detail of Taxes and Other Charges on Pg.4 >

\*Includes Basic Charges



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JOHN ZAITZ

**International Roaming - Expanded** - Includes International roaming outside the U.S. and international long distance from the U.S. at standard, pay-per-use international rates. See rates at [www.att.com/global](http://www.att.com/global).

**Monthly Charges - Nov 6 thru Dec 5**

1. Mobile Share Value 15GB with Rollover Data	100.00
2. Access for iPhone 4G LTE w/ Visual Voicemail	40.00
3. Discount for Access	25.00CR
4. International Roaming - Expanded	0.00
<b>Total Monthly Charges</b>	<b>115.00</b>

**Other Charges and Credits**

**Usage Summary**

Mobile Share Value 15GB with Rollover Data	
Included In Plan GB	15.00
Rollover Available GB	1.52
Total GB Used	18.98
5. GB Data Overage at \$15.00/1GB*	45.00

*Gigabyte (GB) = 1024MB, 1 Megabyte (MB) = 1024KB*

**Wireless Equipment Charges**

Installment Plan ID: [REDACTED] - Est. on 09/24/15  
 APPLE 64GB  
 Amount Financed: \$749.99

Date	Description	
6. 10/24	installment 14 of 24	31.25

Balance Remaining after Current Installment: \$312.49

To pay off your installment plan early, please visit [myatt.com](http://myatt.com) for details.

**Surcharges and Other Fees**

7. Administrative Fee	0.76
8. Federal Universal Service Charge	0.97
9. Regulatory Cost Recovery Charge	0.90
10. State Public Utility Surcharge	0.02
<b>Total Surcharges and Other Fees</b>	<b>2.65</b>

**Government Fees and Taxes**

1. CA Advanced Services Fund (CASF)	0.05
2. CHCF A	0.04
3. City Utility Users Tax	0.73
4. Relay Service Device Fund	0.05
5. State 911 Tax	0.08

**Other Charges and Credits - Continued**

16. Teleconnect Fund	0.13
17. Universal Lifeline	0.56
<b>Total Government Fees and Taxes</b>	<b>1.64</b>

**Total Other Charges & Credits 80.54**

**Total for [REDACTED]**

JOHN ZAITZ

**International Dialing Allowed** - Includes Enables International long distance from the U.S. to over 220 countries at standard, pay-per-use international rates. See rates at [www.att.com/global](http://www.att.com/global).

**Monthly Charges - Nov 6 thru Dec 5**

1. Access for iPhone 4G LTE w/ Visual Voicemail	40.00
2. Discount for Access	25.00CR
3. International Dialing Allowed	0.00
<b>Total Monthly Charges</b>	<b>15.00</b>

**Other Charges and Credits**

**Wireless Equipment Charges**

Installment Plan ID: [REDACTED] - Est. on 09/23/15  
 APPLE 64GB  
 Amount Financed: \$749.99

Date	Description	
4. 10/23	installment 14 of 24	31.25

Balance Remaining after Current Installment: \$312.49

\* To pay off your installment plan early, please visit [myatt.com](http://myatt.com) for details.

**Surcharges and Other Fees**

5. Administrative Fee	0.76
6. Federal Universal Service Charge	0.97
7. Regulatory Cost Recovery Charge	0.90
8. State Public Utility Surcharge	0.02
<b>Total Surcharges and Other Fees</b>	<b>2.65</b>

**Government Fees and Taxes**

9. CA Advanced Services Fund (CASF)	0.05
10. CHCF A	0.04
11. City Utility Users Tax	0.73





## City of Canyon Lake - Expense Report 2016

**Name:** JOHN ZAITZ **Month/Year:** Dec-16

Date	Reason	Amount
<u>December</u>	<u>Internet Max. \$40</u>	<u>\$ 40.00</u>
		<del>\$0.00</del>

City Business Advances (list City phone \$60 per month and other meetings prepaid by the City)

Reason	Amount
<u>City phone Max. \$60 (if applicable)</u>	
<u>December Phone</u>	<u>\$ 60.00</u>
	<u>\$0.00</u>

Total City Business Advances \$0.00

Mileage (Round Trip)		Miles	Rate			
Date	Subject	Location				
<u>12/8/16</u>	<u>District One Christmas</u>	<u>District One Office</u>	<u>26</u>	\$0.540	<del>\$0.00</del>	14.04
		<u>Lakeland Vil.</u>		\$0.540	\$0.00	
<u>12/12/16</u>	<u>Blue Light</u>	<u>Riverside</u>	<u>60</u>	\$0.540	<del>\$0.00</del>	32.40
<u>12/13/16</u>	<u>Supervisors Meeting</u>	<u>Riverside</u>	<u>60</u>	\$0.540	<del>\$0.00</del>	32.40
				\$0.540	\$0.00	
				\$0.540	\$0.00	
				\$0.540	\$0.00	
				\$0.540	\$0.00	
				\$0.540	\$0.00	
				\$0.540	<del>\$0.00</del>	\$ 78.84
				\$0.540	\$0.00	<del>\$0.00</del>
Total miles			-			

**TOTAL REIMBURSEMENT REQUEST** 178.84 ~~\$0.00~~

Signature	Date	City Manager	Date
<u>Office use only</u>		[Redacted Signature]	

Updated 1/1/2016



**City of Canyon Lake  
City Council  
Staff Report**

**TO:** Mayor and City Council

**FROM:** Aaron Palmer, City Manager

**BY:** Stephanie Hunter, Office Specialist

**DATE:** April 5, 2017

**SUBJECT:** Designation of Voting Delegate and Alternate Representative to the Southern California Association of Governments (SCAG) General Assembly – May 4 – 5, 2017 in the City of Palm Desert

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**Recommendation:**

Appoint Mayor Haggerty as the voting delegate for the Southern California Association of Governments (SCAG) General Assembly; and direct City Staff to complete and file the necessary paperwork.

**Background:**

Consistent with the Southern California Association of Government's bylaws, a City's voting delegate and an alternate must be designated by the City Council at a City Council Meeting. The voting delegate and alternate must be registered to attend the General Assembly.

**Budget (or Fiscal) Impact:**

None.

**Attachments:**

1. Email from the Southern California Association of Governments regarding Designation of Voting Delegate and Alternate



## Stephanie Hunter

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**From:** Stephanie Hunter  
**Sent:** Monday, March 27, 2017 10:48 AM  
**To:** Stephanie Hunter  
**Subject:** RE: Has City of Canyon Lake appointed SCAG GA Delegate and\or Alternate?

**From:** Arnold San Miguel [mailto:SanMigue@scag.ca.gov]  
**Sent:** Thursday, March 23, 2017 2:02 PM  
**To:** Stephanie Hunter <shunter@cityofcanyonlake.com>; Ariel Hall <amhall@cityofcanyonlake.com>  
**Subject:** Has City of Canyon Lake appointed SCAG GA Delegate and\or Alternate?

Subject: SCAG 2017 General Assembly Delegates: Call for Resolutions and Bylaw Revisions

To All City, County Clerks:

Each year, your City Council appoints a Delegate and Alternate Representative to the Southern California Association of Governments (SCAG) General Assembly (GA). If you have not done so, please email me a copy of your City's action (either an excerpt of your meeting minutes or Resolution appointing your City Delegate/Alternate Representative).

However, if you have identified your City Delegate and Alternate Representative to the General Assembly, please inform your representative that the deadline to submit proposed Resolutions and/or SCAG Bylaw revisions is no later than Friday, February 3, 2017.

In their capacity as the City's Delegate Representative to SCAG's General Assembly, they will have the opportunity to propose any policy matter for determination by the General Assembly in the form of a proposed Resolution and/or to propose revisions to the SCAG Bylaws. All proposed Resolutions and/or Bylaw revisions will be reviewed by SCAG's Bylaws and Resolutions Committee and the Regional Council before being considered at the General Assembly meeting, scheduled for:

Date: Thursday, May 4, 2017  
Time: 9AM  
Location: JW Marriott Desert Springs Resort & Spa  
74-855 Country Club Drive, Palm Desert, CA 92260

Your participating City Delegate Representative to the General Assembly (or Alternate, in the absence of the Delegate), will receive a complimentary registration to SCAG's Regional Conference and General Assembly and a complimentary one-night hotel accommodation at the JW Marriott Desert Springs Resort & Spa for Thursday, May 4. To register for the Regional Conference and General Assembly, please email Tess at [REY@scag.ca.gov](mailto:REY@scag.ca.gov)

Thank you and we look forward to your City Delegate's participation at the General Assembly!

Tess Rey-Chaput  
Clerk of the Board  
Southern California Association of Governments  
818 W. 7th Street, 12th Floor  
Los Angeles, CA 90017  
Direct: 213.236.1908



**City of Canyon Lake  
City Council  
Staff Report**

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Aaron Palmer, City Manager

**BY:** Terry Shea, Accountant

**DATE:** April 5, 2017

**SUBJECT:** Authorize the City Manager to solicit proposals through Charles Abbott Associates, Inc., for the repair of the City of Canyon Lake Fire Station and proposed Budget Appropriations

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**Recommendation**

It is recommended the City Council authorize the City Manager to solicit proposals for the repair and maintenance of the City’s Fire Station per the attached listing of the required repairs that are needed to reopen the Fire Station. The City Manager will assign the task of soliciting the proposals to Charles Abbott Associates in addition they will oversee the entire project.

**Background**

The City’s Fire Station has been closed for over a year and is need of certain repairs that need to be made in order to be reopened and staffed as of July 1, 2017. Charles Abbott Associates have prepared a Rough Order of Magnitude Cost Estimate for repairing the Fire Station. The total cost including a 15% contingency is \$110,000.

**Discussion**

The cost estimate includes fourteen different items as listed below:

1	Striping and Signage	\$ 1,300	8	Finish Carpentry	\$ 2,500
2	Sign	\$ 2,500	9	Plumbing	\$ 1,750
3	Site Work	\$ 2,750	10	Remodel Bathroom Tile	\$ 8,870
4	Gas Grill	\$ 6,400	11	Flooring	\$ 9,600
5	Entry Columns/Stucco	\$ 4,500	12	Paint	\$ 14,500
6	Electrical	\$ 2,150	13	Roofing	\$ 12,200
7	Mechanical	\$ 1,000	14	Dumpster	\$ 3,500

### **Discussion (continued)**

The above items total \$73,520 and with an estimate \$22,056 for prevailing wages at 30% and a 15% contingency amount of \$14,336 the total is approximately \$110,000. Please see the attached cost estimate for actual repairs needed.

Because the total is below the \$175,000 threshold per the "Uniform Public Construction Cost Accounting Act" for a public project the City will use informal bidding procedures and seek bids for each task. This bidding process will be handled by Charles Abbott Associates, Inc., and is also allowed per the City of Canyon Lake's Purchasing Policy.

### **Fiscal Impact**

The total cost for repairs is estimated to be \$110,000 plus additional costs for the services of Charles Abbott Associates for overseeing the project. If approved the funds for the project would come from the General Fund Reserves. Staff will bring a budget adjustment for Council approval at the next Council meeting.

### **Attachments**

1. Rough Order of Magnitude Cost Estimate for the Fire Station.





**TO: AARON PALMER**

**FROM: MARGARET MONSON  
ASSOCIATE ENGINEER**

**SUBJECT: ROUGH ORDER OF MAGNITUDE COST ESTIMATE  
FIRE STATION**

**DATE: MARCH 08, 2017**

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A Rough Order of Magnitude Estimate (ROM) for repairing the Canyon Lake fire station has been prepared.

The ROM Estimate is as follows:



<h2 style="text-align: center;">City of Canyon Lake Fire Station Repairs</h2>						
Category	Work Description	Units	Qty.	Unit Cost	Subtotal Cost	Category Subtotal
1	<b>Striping &amp; Signage</b> Remove and replace handicap and access aisle striping. Repaint red curb along the right-of-way. <i>*CAA recommends to hire an engineer to ADA compliant parking and path of travel.</i> <ul style="list-style-type: none"> <li>•Striping</li> </ul>	LS	1	\$ 1,300	\$ 1,300	
	<b>Subtotal Category 1</b>					\$ 1,300
2	<b>Sign</b> Fabricate and install custom fire station sign. <ul style="list-style-type: none"> <li>•Fabricate and install sign</li> </ul>	LS	1	\$ 2,500	\$ 2,500	
	<b>Subtotal Category 2</b>					\$ 2,500
3	<b>Site Work</b> Address minor drainage at rear of property. <ul style="list-style-type: none"> <li>•Tie drainage adjacent to NE side of the fire station into existing drainpipe</li> <li>•Regrade swale to address drainage issues adjacent to the NE side of the equipment building</li> </ul>	LS	1	\$ 1,000	\$ 1,000	
		LS	1	\$ 1,750	\$ 1,750	
	<b>Subtotal Category 3</b>					\$ 2,750

4	<b>Gas Grill</b> Replace custom built gas grill and solid surface top. <ul style="list-style-type: none"> <li>•Remove and replace 36" gas grill and flex line</li> <li>•Fabricate and install stainless steel doors at gas</li> <li>•Remove and replace solid surface top</li> </ul>	LS	1	\$ 1,800	\$ 1,800	
		LS	1	\$ 1,600	\$ 1,600	
		LS	1	\$ 3,000	\$ 3,000	
	<b>Subtotal Category 4</b>					\$ 6,400
5	<b>Repair Entry Columns and Stucco Molding at Garage</b> Repair stucco and wood damage at entry columns, at areas above the concrete. Cost for replacement of 4' stucco molding at NE garage door included in column repair. <ul style="list-style-type: none"> <li>•Explore and repair damaged wood columns</li> <li>•Replace lath and stucco 4' high at entry columns</li> </ul>	EA	9	\$ 250	\$ 2,250	
		EA	9	\$ 250	\$ 2,250	
	<b>Subtotal Category 5</b>					\$ 4,500
6	<b>Electrical</b> Conduct assessment of electrical system and perform minor <ul style="list-style-type: none"> <li>•Verify working order of service panel and branch circuits</li> <li>•Replace interior and exterior light bulbs and kitchen diffusers</li> </ul>	LS	1	\$ 250	\$ 250	
		LS	1	\$ 1,900	\$ 1,900	
	<b>Subtotal Category 6</b>					\$ 2,150

<b>7</b>	<b>Mechanical</b> Conduct assessment of HVAC system and perform minor maintenance. <ul style="list-style-type: none"> <li>•Evaluate HVAC system, replace air filters, balance air and install condenser unit anchors</li> </ul>	LS	1	\$ 1,000	\$ 1,000	
	<b>Subtotal Category 7</b>					\$ 1,000
<b>8</b>	<b>Finish Carpentry at Bunk Room Exterior Door</b> Remove and replace exterior door at bunk room. <ul style="list-style-type: none"> <li>•Remove and replace exterior 3'0" x 6'8" door with 1'0" sidelite</li> </ul>	LS	1	\$ 2,500	\$ 2,500	
	<b>Subtotal Category 8</b>					\$ 2,500
<b>9</b>	<b>Plumbing</b> Conduct assessment of plumbing system and perform minor <ul style="list-style-type: none"> <li>•Assess plumbing system, replace kitchen faucet, Relocate B-vent at water heater, install water heater seismic strap and remove and replace water heater compartment door</li> </ul>	LS	1	\$ 1,750	\$ 1,750	
	<b>Subtotal Category 9</b>					\$ 1,750

<b>10</b>	<b>Remodel Bathroom Adjacent to Bunk Room and Kitchen Tile Repair</b> Remove and replace glass-enclosed showers, tiles and toilets. Cost to replace 6 kitchen tiles included in bathroom remodel cost. <ul style="list-style-type: none"><li>•Demolish and replace valves, glass-enclosed showers and tiles</li><li>•Remove and replace toilets</li></ul>	LS	1	\$ 4,870	\$ 4,870	
		LS	1	\$ 4,000	\$ 4,000	
	<b>Subtotal Category 10</b>					\$ 8,870
<b>11</b>	<b>Flooring</b> Remove and replace carpet throughout building. Installation for vinyl cove base at laundry room included in cost. <ul style="list-style-type: none"><li>•Remove, prepare, install carpet, transition strips and 4" carpet base with aluminum transition strip</li></ul>	LS	1	\$ 9,600	\$ 9,600	
	<b>Subtotal Category 11</b>					\$ 9,600
<b>12</b>	<b>Paint</b> Paint the interior and exterior of building. Minor drywall repairs included in cost. <ul style="list-style-type: none"><li>•Paint interior of building</li><li>•Paint exterior of building</li></ul>	LS	1	\$ 4,500	\$ 4,500	
		LS	1	\$ 10,000	\$ 10,000	
	<b>Subtotal Category 12</b>					\$ 14,500
<b>13</b>	<b>Roofing</b> Coat flat portion of roof and replace broken clay tiles. <ul style="list-style-type: none"><li>•Coat flat roof</li><li>•Replace broken tiles</li></ul>	LS	1	\$ 7,200	\$ 7,200	
		LS	1	\$ 5,000	\$ 5,000	
	<b>Subtotal Category 13</b>					\$ 12,200

**CHARLES ABBOTT ASSOCIATES, INC.**

 27401 LOS ALTOS • SUITE 220 • MISSION VIEJO, CA 92691  
 TOLL FREE: (866) 530-4980 • PHONE: (949) 367-2850 • FAX: (949) 367-2852  
 WWW.CAAPROFESSIONALS.COM



<b>14</b>	<b>Dumpster</b> Rent roll-off dumpster for the duration of the project. Associated fees •Rent 40 cubic yard dumpster	LS	1	\$ 3,500	\$ 3,500	
<b>Subtotal Category 14</b>						\$ 3,500
<b>SUBTOTAL</b>						\$ 73,520
PREVAILING WAGES @ 30%					\$ 22,056	
CONTINGENCIES @ 15%					\$ 14,336	
<b>TOTAL</b>						\$ 109,912
<b>ROUGH ORDER OF MAGNITUDE ESTIMATE</b>						<b>\$ 110,000</b>