

**PORTOLA CITY COUNCIL
MEETING MINUTES
September 27th, 2017
6:00 p.m.**

1. CALL TO ORDER

Mayor Morton called the meeting to order at 6:00 pm.

2. PEDEGE OF ALLEGIANCE

Mayor Morton led the Council in a moment of silence and then led the Council in the reciting of the pledge of allegiance.

3. ROLL CALL

Councilmember Oels, Powers, Reynolds, Mayor Pro Tem Cooley and Mayor Morton were present. Finance Officer Susan Scarlett, City Attorney Steve Gross, City Clerk Melissa Klundby and City Manager Robert Meacher were also in attendance.

4. PUBLIC COMMENT

Larry Douglas read a statement regarding the reintroduction of Pike into Lake Davis.

Mike Matus thanked Susan Scarlett and Tom Cooley for their assistance answering a finance question.

Denis Dickenson reported on upcoming nationwide emergency testing.

5. CITY COMMUNICATIONS

A. City Council/Committee Reports

Councilmember Reynolds reported she had attended in the Marijuana Ad Hoc Ordinance recommendation Committee meeting.

Councilmember Powers reported he was now a certified Youth Mental Health Instructor.

Councilmember Oels reported the he was recertified as a Licensed Timber Operator, had attended a Transportation Commission meeting, the Marijuana Ad Hoc Ordinance recommendation Committee meeting and a Fire Safe Council meeting.

Mayor Pro Tem Cooley reported he had no committee meetings the past week.

Mayor Morton reported that she had attended the first meeting of the Angle Tree Program.

B. City Manager Report

City Manager Robert Meacher reported on the following meeting and correspondences:

- The Railroad Days event
- Attendance at the Chamber mixer at Graeagle Millworks Express
- Attendance at the CAJPA conference paid for by SCORE

- Attendance at the City Managers' Conference in Woodland
- Receipt of a twenty-four page letter from Larry Douglas regarding Lake Davis Economic Development
- Continued correspondence with the Schomac Group regarding the Portola Highlands Development Agreement
- Continued correspondence and work with John Hodgson regarding the Portola 192 development project
- Correspondence with IMD regarding questions about billing practices and the scheduling of an Infrastructure committee meeting.
- Continued meetings with the Old Town Mural and Outdoor Event Center Committee and the need for them to amend the signage at the site, removing the name City of Portola.

Mr. Meacher also reported on the progress with FEMA and the continued work to get funding for road repairs; noting that the process had been delayed by the closing of the Redding OES office.

C. Staff Communications

City Attorney Mr. Gross reported that the Old Town Mural and Outdoor Event Center Committee would need to file a conditional use permit for the proposed uses at the site.

Finance Officer Susan Scarlett reported that she had completed the gas tax report.

Chuck Brashear, Community Services Officer, reported on his continued work on animal control, vehicle abatement and nuisance cases in the city.

6. CONSENT CALENDAR

- Minutes** – Adopt the minutes of the City Council regular meeting held on September 13, 2017.
- Claims** – Adopt Resolution No. 2330 authorizing payment of claims for the period of September 9th, 2017 through September 22nd, 2017.

Finding no public or Council comment, Councilmember Powers made a motion to adopt the minutes of the City Council meeting held on September 13, 2017 and Resolution No. 2330 authorizing payment of claims for the period of September 9th, 2017 through September 22nd, 2017. Councilmember Oels seconded the motion and it was unanimously approved through a roll call vote.

7. PRESENTATIONS

- Portola Volunteer Fire Department**- A presentation from the Portola Volunteer Fire Department on department activities and status.

The Fire Department was not in attendance at the meeting and the agenda item was canceled.

8. ORDER OF BUSINESS

- A. **Resolution 2331**- Review and discuss Resolution 2331, A Resolution of the City Council of the City of Portola Amending the 2017-2018 Budget to incorporate a List of Projects Funded by SB1: The Road Repair and Accountability Act. Discussion and direction to staff.

Finance Officer Susan Scarlett reported that Senate Bill No. 1 (SB 1) created the Road Maintenance and Rehabilitation Program to address deferred maintenance on the state highway system and the local street and road system. Susan reported that SB 1 requires the California Transportation Commission (CTC) to adopt performance criteria, consistent with a specified asset management plan, to ensure efficient use of certain funds available for the program. Mrs. Scarlett further reported that as a result the CTC has requested action by the Council and presented the Council with Resolution No. 2331 and an associated Project List which does the following:

- 1) Adopts a project list
- 2) Documents the project and adoption through a resolution; and
- 3) Follows the CTC's project list template

Mayor Morton asked for public comment and Council discussion. Following this, Councilmember Oels made a motion to adopt Resolution 2331, A Resolution of the City Council of the City of Portola Amending the 2017-2018 Budget to incorporate a List of Projects Funded by SB1: The Road Repair and Accountability Act. Councilmember Powers seconded the motion and it was unanimously approved during a roll call vote.

- B. **Medical/Recreational Marijuana/Cannabis**-Review and discuss draft Ordinance relating to medical and recreational marijuana/cannabis in the City of Portola City limits. Discussion and direction to staff.

City Attorney Steve Gross reminded the Council of the recommendation made to staff regarding changes to the draft Ordinance at the last meeting and the creation of the Ad Hoc Committee. Mr. Gross noted that the Committee had met and presented the Council with a draft Ordinance that included language regarding personal grow limitations as recommended by the committee.

Mr. Gross reviewed changes to the Ordinance, including the addition of language regarding medical delivery, wattage allowance and personal growth regulations.

The Council and public then discussed items pertaining to exterior light disturbances and allowable wattages, lot size allowances, chemical regulations; and the permitting process with respect to medical delivery.

Mayor Pro tem Cooley reported that he has concerns with outdoor growing based upon the numerous smaller lots in the City limits. Following extensive discussion Councilmember Reynolds recommended that the Ordinance disallow any "open air" growing and that requirements be made that all personal grows must only occur indoors or within an enclosed opaque exterior structure, such as a green house or shed. The full Council concurred with this recommendation and requested that Attorney Steve Gross amend the draft Ordinance to reflect this and to make changes to the allowable wattage and reference to allowable chemicals.

City staff reported that recommendations would be incorporated and another draft would be available for review at the Council meeting of October 11, 2017.

9. CLOSED SESSION

A. None

10. ADJOURNMENT

The meeting was adjourned at 8:45 pm.

Respectfully Submitted,

Melissa Klundby, City Clerk