



CITY COUNCIL AGENDA

City of Canyon Lake, California

Wednesday, March 11, 2026
Closed Session Meeting at 5:00 P.M.
Regular Meeting at 6:30 P.M.

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

CITY COUNCIL MEMBERS:

Mayor Jeremy Smith
Mayor Pro Tem Kasey Castillo
Council Member Joshua Steeber
Council Member Mark Terry
Council Member Dale Welty

Public Comment: 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 card and provide it to the City Clerk prior to the start of public comment. The City Council has adopted a time limit of three (3) minutes per person. Comments on specific agenda items will be heard when the item is called. 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. Electronic comments may be submitted to cityclerk@canyonlakeca.gov. Comments submitted electronically will be provided to the City Council and included in the official record but will not be read aloud during the meeting.

CEQA Notice: Unless stated otherwise on the agenda, every item on the agenda is exempt from CEQA Guidelines sections 15060(c), 15061(b)(3), 15273, 15378, 15301, 15323 and/or Public Resources Code section 21065.

Council Agendas: The designated office for inspection of records is the Office of the City Clerk, Canyon Lake City Hall, 31516 Railroad Canyon Road, Canyon Lake, CA 92587. Complete agenda packets are available for public review at City Hall during normal business hours and on the City's website at www.canyonlakeca.gov.

ADA Notice: In compliance with the Americans with Disability Act, if you need special assistance to participate in this meeting or if you need agenda documents provided in an alternate format, please contact the City Clerk's Office at (951) 244-2955 at least 48 hours prior to the meeting to ensure that reasonable arrangements can be made.

CLOSED SESSION

CALL TO ORDER

ROLL CALL

Castillo, Steeber, Terry, Welty, Smith

PUBLIC COMMENT (3 MINUTES)

Members of the public wishing to address the City Council on any matter listed on the Closed Session agenda are asked to complete a speaker card and provide it to the City Clerk prior to the start of public comment. Comments are limited to Closed Session items only. Each speaker is allowed (3) minutes to speak.

DISCUSSION ITEMS

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Pursuant to Government Code Section 54957: Title: City Manager

REGULAR SESSION

CALL TO ORDER

INVOCATION

FLAG SALUTE

ROLL CALL

Castillo, Steeber, Terry, Welty, Smith

CLOSED SESSION REPORT

CITY COUNCIL AND COMMITTEE REPORTS / COMMENTS

CEREMONIAL MATTERS

Student of the Month

Recognition of Logan Stuart for Achieving the Rank of Eagle Scout

Presentation of a Quilt of Valor by the Canyon Lake Quilters

PRESENTATIONS

Elsinore Valley Municipal Water District

Canyon Lake Property Owners Association

Canyon Lake Chamber of Commerce

Non-Profit Spotlight

PUBLIC COMMENT (3 MINUTES)

Members of the public wishing to address the City Council on any matter within the City's jurisdiction are asked to complete a speaker card and provide it to the City Clerk prior to the start of public comment. Comments on specific agenda items will be heard when the item is called. Comments on Consent Calendar items will be heard prior to the City Council's consideration of that calendar. Each speaker is allowed (3) minutes to speak.

CONSENT CALENDAR

All items listed on the Consent Calendar are considered to be routine in nature and may be enacted in one motion. Individual items may be removed by a Council Member for separate discussion immediately after the adoption of the balance of the Consent Calendar. All ordinance titles are deemed to be read in their entirety and further reading waived on any ordinance listed on the Consent Calendar.

1. Approve Claims and Demands of the City

Recommendation:

Adopt Resolution No. 2026-12 Approving Claims and Demands of the City.

2. Approval of City Council Meeting Minutes

Recommendation:

Approve the minutes of the February 17, 2026, City Council meeting.

3. Consideration of Amendment No. 2 and Amendment No. 3 to the Professional Services Agreement with Interwest Consulting Group for Design Services for the Railroad Canyon Road Corridor Safety Improvements Project for a Combined Total of \$173,175

Recommendation:

Approve Amendment No. 2 and Amendment No. 3 to the professional services agreement with Interwest Consulting Group for design services for the Railroad Canyon Road Corridor Safety Improvements Project for a combined total of \$173,175 and authorize the City Manager to execute the Amendments.

4. Consideration of an Agreement for Municipal Services with the City of Lake Elsinore for Public Works Services

Recommendation:

Approve the Agreement for Municipal Services Agreement with the City of Lake Elsinore on a form approved by the City Attorney and authorize the City Manager to execute all documents necessary to effectuate the transaction.

PULLED CONSENT CALENDAR ITEMS

Items removed from the Consent Calendar for separate discussion will be considered at this time.

PUBLIC HEARINGS

5. Second Reading and Adoption of Ordinance No. 271 - An Ordinance of the City Council of the City of Canyon Lake, California, an Amendment to the Canyon Lake Municipal Code, Chapter 4.20: Commercial Cannabis Businesses, Section 4.20.250, Location And Design of Cannabis Businesses

Recommendation:

(1) Open the public hearing and take public testimony; and (2) adopt Ordinance No. 271 - An Ordinance of the City Council of the City of Canyon Lake, California, an Amendment to the Canyon Lake Municipal Code, Chapter 4.20: Commercial Cannabis Businesses, Section 4.20.250, Location And Design of Cannabis Businesses.

BUSINESS ITEMS

6. Discussion and Direction Regarding the Proposed Crescent Gardens Cemetery Project in the Meadowbrook Area of the County of Riverside

Recommendation:

Discuss the proposed Crescent Gardens Cemetery project and provide direction to Staff.

7. (1) Consideration of Acceptance of the Grant-Funded Fire Department Water Training Trailer; and (2) Adopt Resolution No. 2026-13 Approving the Reimbursement Agreement with the Elsinore Valley Municipal Water District

Recommendation:

(1) Accept the Grant-Funded Fire Department Water Training Trailer; (2) Adopt Resolution No. 2026-13 Approving the Reimbursement Agreement with the Elsinore Valley Municipal Water District on a form approved by the City Attorney; and (3) authorize the City Manager to execute all documents necessary to effectuate the transaction.

8. (1) Introduction of Urgency Ordinance No. 272 - An Urgency Ordinance of the City Council of the City of Canyon Lake, California, Pursuant to California Government Code Section 65858 Establishing a Forty-Five (45) Day Moratorium on the Establishment or Expansion of Beauty Establishments Within the City of Canyon Lake; and (2) Direct the City Clerk to Place an Extension of the Moratorium on the Agenda for the Next Regular Meeting of the City Council

Recommendation:

(1) Introduce and adopt Urgency Ordinance No. 272 establishing a forty-five (45) day interim moratorium on the establishment or expansion of beauty establishments within the City of Canyon Lake; and (2) direct the City Clerk to place an extension of the moratorium on the agenda for the next regular meeting of the City Council.

9. Discussion and Direction Regarding Potential Amendments to the Special Events Ordinance (Municipal Code Section 11.25)

Recommendation:

Discuss the proposed amendments to the Special Events Ordinance and direct Staff to prepare a revised ordinance for introduction and first reading at the April City Council meeting.

10. Discussion and Direction Regarding a Proposed Amendment to the Monument Sign Advertising Policy for New Business Promotional Advertising

Recommendation:

Discuss the proposed amendment to the City's Monument Sign Advertising Policy to allow newly licensed businesses to receive complimentary digital advertising on the City-owned monument sign for a period of sixty (60) days from the date of business license approval or issuance of a Certificate of Occupancy and provide direction to Staff.

CITY MANAGER COMMENTS

ANNOUNCEMENTS

The next regular City Council meeting will be held on April 14, 2026.

ADJOURNMENT

AFFIDAVIT OF POSTING: I, Sheryl L. Garcia, City Clerk of the City of Canyon Lake, California, do hereby declare that the foregoing agenda was posted as of the date noted below, at least seventy-two (72) hours prior to the meeting per Government Code 54954.2, and as required by Resolution 2019-42.

Sheryl L. Garcia, MMC, CPM
City Clerk
Dated: March 5, 2026



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Arron Brown, City Manager
BY: Elizabeth Luna, Accounting Specialist
DATE: 03/11/2026
SUBJECT: Approve Claims and Demands of the City

Recommendation:

Adopt Resolution No. 2026-12 Approving Claims and Demands of the City.

Background/Analysis:

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 February 17, 2026.

Fiscal Impact Yes/No: No

Additional Fiscal Information:

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:

- 1 - Resolution
- 2 - Claims and Demands February 2026

RESOLUTION NO. 2026-12

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

WHEREAS, Exhibit A was presented at the regular meeting of the City Council on March 11, 2026, at which all present, were given an opportunity to comment.

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

Section 1. The above recitals are true and correct and are incorporated herein by reference.

Section 2. Demands are approved as shown on the Demand\Warrant Register of March 11th, in the amount of \$2,606,848.22 as follows:

Payroll Earnings (Direct Deposit)	\$152,095.87	(For Month of February)
Payroll Processing Fees	\$0	(For Month of February)
Payroll Taxes - Employer & Employee	\$38,770.63	(For Month of February)
Payroll CS	\$795.04	(For Month of February)
On-line Retirement	\$15,752.70	(For Month of February)
On-line Health	\$34,471.28	(For Month of February)
Nationwide Deferred Comp.	\$7,249.76	(For Month of February)
General	\$2,357,712.94	(For Month of February)
Total	\$2,606,848.22	

Section 3. The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.

Section 4. That the City Clerk shall certify to the adoption of this Resolution and that the same shall be in full force and effect.

Section 5. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED this 11th day of March 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jeremy Smith, Mayor

ATTEST & CERTIFIED:

I, Sheryl Garcia, City Clerk of the City of Canyon Lake, hereby attest to the Mayor's signature above and certify that the City Council duly adopted this Resolution as recorded in the vote tally stated herein.

Sheryl L. Garcia, MMC, CPM
City Clerk

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

Vendor ID	Invoice Description	Cash Required
Amazon	Fire Station Fit Testing Materials	31.89
	Fire Station Tap & Dye Set to Repair E-1	46.32
	Fire Station Office Supplies	39.86
	Fire Station Engine Supplies	7.53
Barron	Refund for Duplicate Business License Onilne Payment	45.00
Bound Tree	Fire Station Medical Supplies	48.43
Cintas	Fire Station Weekly Mat Service, 2/3/2026	49.08
	Fire Station Weekly Mat Service, 1/27/26	49.08
Cotter Construction Inc.	Refund for Inspection Fee - Cancelled Pool Permit #20250191	488.00
CR&R	Refuse Collections FY2025-26 CY SEC SS1	1,109,090.70
	Refuse Collections FY 2024-25 CY SEC SS3	30,880.52
	Compost 96.39 Tns Plus Transport	2,802.24
DATA TICKET	Miscellaneous Fees on Invoices December 2025	100.00
	EMS Response Fee December 2025	100.00
	Code Enforcement Processing December 2025	100.00
	Monthly Parking Fees December 2025	100.00
Decker, Sean	Reserve Stipend for January 2026	100.00
DFS	Police Dept. Computers & Labtops	26,545.19
Edwards	Reserve Stipend for January 2026	200.00
FRIDAY FLYER	AB 2561 Public Hearing Notice	127.50
	Digital Billboard Fees	61.25
	UUT Refund Policy Notice	195.00
Grandey	Reimbursement for Background Live Scan	35.00
HdL Coren	Contract Services Property Tax: January - March 2026	3,437.50
ICG	CL-001 General Engineering Services 12/1/25-12/31/25	2,047.50
	CL-003 Railroad Canyon Road HSIP Project 12/1/25-12/31/25	46,013.75
Lexipol	Police Dept. Law Enforcement Full Implementation	18,685.00
Life-Assist	Fire Station Medical Supplies	143.56
LOCC	Membership Dues for Calendar Year 2026	7,153.00
	Membership for Riverside County Division	300.00
Longobardo	Reserve Stipend for January 2026	200.00
Luke Jackson	Reserve Stipend for January 2026	100.00
Lundberg	Reserve Stipend for January 2026	100.00
MCA Direct	Elections Supplies (Full Package)	1,630.32
MR. WINDOW	Window Cleaning Inside & Out (January 20, 2026)	305.00
Nate Volk	Council Meeting Video Broadcasting, January 14, 2026	350.00
Ramirez, J	Reserve Stipend for January 2026	200.00
RC Window Films	Window Security Film for Police Dept.	2,370.00

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

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
Riv Co Sheriff Dept Lake Elsinore	Sheriff's Contract Law 11/13/25-12/10/25	156,406.81
T-Mobile	Sheriff's Ping Fees for Open Case, 11/20/25	165.00
The Code	Plan Check Services 12/1/25-12/31/25	16,649.73
US Bank	See Credit Card Review, 1/6/26	8.94
West Coast Cable	Police Dept Installation of Badge Readers & Cameras	42,713.82
Willdan	Water Quality Services thru 1/2/2026	426.75
Report Total		<u>1,470,649.27</u>

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

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
CL FIREFIGHTERS	Firefighter's Union Dues Check Date 1/2/2026	415.44
	Firefighter's Union Dues Check Date 1/16/2026	415.44
	Firefighter's Union Dues Check Date 1/30/2026	415.44
SDRMA	Dental and Vision Insurance March 2026	<u>2,717.82</u>
Report Total		<u>3,964.14</u>

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

Vendor ID	Invoice Description	Cash Required
ABI	Fire Station Background Check for RFF Onofre	119.95
ALL AMERICAN ASPHALT	RRCR HSIP Safety Improvement CL-003 Progress Pymt 3	610,417.58
Amazon	Fire Station Office Supplies	39.86
ANIMAL FRIENDS	Animal Control Services Month of March 2026	3,677.19
Arroyo Background Investigations	Police Dept. Full/Post Background Investigation-Rayls	1,650.00
Axia Solar Group	Refund for Duplicate Permit Created in Error #20269002	799.20
Badge Frame, Inc.	Sign for Police Department	1,984.14
Cintas	Fire Station Weekly Mat Service, 2/10/2026	49.08
	Fire Station Weekly Mat Service, 2/17/2026	49.08
CL FIREFIGHTERS	Firefighter's Union Dues Check Date 2/13/2026	415.44
CL PROPERTY OWNERS	Firehouse Note Payment 26	9,359.57
Clark Pest	Fire Station Pest Control February 2026	89.00
	Pest Control for City Hall, 1/30/26	109.00
	Pest Control for Rental 31542 RRCR- Feb 2026	260.00
Control Pump	Landscape Booster Station Report January 2026	442.37
CPS	HR Consulting Services 8/31/25-12/31/25	130.00
CR&R	Refuse Collections FY 25-26 PY SEC SP1	16,585.77
ENTENMANN	Fire Station Uniform Belt Buckles	2,095.45
Founders Tires LLC	Fire Station - Patrol 1 Tire Replacement (2 Tires)	1,303.00
GREENHALGH	Retiree Health Insurance March 2026	319.29
John Hancock	EE & ER Contributions for Check Date 1/16/2026	6,695.47
	EE & ER Contributions Check Date 1/30/2026	7,103.82
Jonathan Sywulka	Fire Station Open House Balloon Twister	395.00
Life-Assist	Fire Station Medical Supplies	1.03
	Fire Station Medical Supplies	204.40
MES	Fire Station Annual SCBA Fit & Flow Testing	1,875.09
PARS	Monthly Administrative Fees Ending December 2025	400.00
PNC Equipment	Fire Station Engine 1 Lease Payment 3/26/2025-3/25/2026	84,151.24
	Fire Station Patrol 1 Lease Payment 3/26/2025-3/25/2026	41,063.05
POSITIVE PROMO	Fire Station Pub Ed Supplies for Open House	679.40
PZL, Inc.	Planning Services for January 2026	5,670.00
RCA	MSHCP Fees Collected January 2026	4,486.00
Riv Co TLMA	SLF - October 2025 Costs	2,884.22
	SLF - November 2025 Costs	18,129.43
Sitar	Fire Station Nurse Educator Services	3,307.50
STAPLES	Office Supplies for City Hall & Admin	259.70
Stop Stick, Ltd.	Police Dept. 21 inch Batons & Holsters	1,945.00
	Police Dept. Tire Deflation Devices	3,310.11
Tanyuksel	Fire Station Open House Face Painting (3 Hours)	400.00

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

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
Report Total		<u>832,855.43</u>

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

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
Complete Paperless Solutions	Scanning of Building Records-6/24/24 (Reissued Check)	7,375.00
	2026 Laserfiche Subscription Renewal (Reissued Check)	9,960.00
Report Total		<u>17,335.00</u>

City of Canyon Lake
 Check/Voucher Register - Checks Prior Month
 From 2/1/2026 Through 2/28/2026

Check Number	Vendor Name	Effective Date	Check Amount
EFT 1701	Aflac	2/2/2026	648.22
EFT 1702	Standard Insurance Company	2/2/2026	128.50
EFT 1703	Standard Insurance Company	2/2/2026	7.79
EFT 1704	Standard Insurance Company	2/2/2026	160.43
EFT 1705	Standard Insurance Company	2/2/2026	139.31
EFT 1706	Standard Insurance Company	2/2/2026	27.90
EFT 1707	Standard Insurance Company	2/2/2026	9.30
EFT 1708	Standard Insurance Company	2/2/2026	304.40
EFT 1709	Standard Insurance Company	2/2/2026	27.90
EFT 1710	Cintas	2/2/2026	57.37
EFT 1711	SOUTHERN CALIFORNIA EDISON	2/2/2026	1,185.87
EFT 1712	SOUTHERN CALIFORNIA EDISON	2/2/2026	328.02
EFT 1713	SOUTHERN CALIFORNIA EDISON	2/2/2026	582.23
EFT 1714	SOUTHERN CALIFORNIA EDISON	2/2/2026	17.42
EFT 1715	SOUTHERN CALIFORNIA EDISON	2/2/2026	392.72
EFT 1716	SOUTHERN CALIFORNIA EDISON	2/2/2026	4.31
EFT 1717	SOUTHERN CALIFORNIA EDISON	2/2/2026	26.07
EFT 1718	SOUTHERN CALIFORNIA EDISON	2/2/2026	4.31
EFT 1719	SOUTHERN CALIFORNIA EDISON	2/2/2026	4.31
EFT 1720	SOUTHERN CALIFORNIA EDISON	2/2/2026	954.60
EFT 1721	SOUTHERN CALIFORNIA EDISON	2/2/2026	154.59
EFT 1722	Charter Communications	2/2/2026	290.57
EFT 1723	Pitney Bowes Bank Inc. Purchase Power	2/2/2026	603.75
EFT 1724	SC Fuels	2/10/2026	116.28
EFT 1725	SC Fuels	2/10/2026	388.38
EFT 1726	Elan	2/16/2026	13,094.49
EFT 1727	Bankcard Center	2/17/2026	5,076.29
EFT 1728	Bankcard Center	2/17/2026	270.17
EFT 1729	Bankcard Center	2/17/2026	3,267.88
EFT 1730	Bankcard Center	2/17/2026	405.85
EFT 1731	SOUTHERN CALIFORNIA EDISON	2/18/2026	579.60
EFT 1732	Charter Communications	2/18/2026	5.30
EFT 1733	The Gas Company	2/18/2026	250.85
EFT 1734	The Gas Company	2/18/2026	202.15
EFT 1735	ELSINORE VALLEY MUNI WATER DIS	2/18/2026	112.87
EFT 1736	ELSINORE VALLEY MUNI WATER DIS	2/18/2026	105.96
EFT 1737	ELSINORE VALLEY MUNI WATER DIS	2/18/2026	225.04
EFT 1738	ELSINORE VALLEY MUNI WATER DIS	2/18/2026	651.33
EFT 1739	ELSINORE VALLEY MUNI WATER DIS	2/18/2026	285.32
EFT 1740	Toshiba America Business Solutions	2/19/2026	330.00
EFT 1741	Toshiba America Business Solutions	2/19/2026	74.83
EFT 1742	SC Fuels	2/20/2026	165.55
EFT 1743	SC Fuels	2/20/2026	34.74
EFT 1744	Cintas	2/20/2026	57.37
EFT 1745	CR&R	2/23/2026	223.18
EFT 1746	CR&R	2/23/2026	62.91
EFT 1747	Toshiba Financial Services	2/23/2026	120.83

City of Canyon Lake
Check/Voucher Register - Checks Prior Month
From 2/1/2026 Through 2/28/2026

EFT 1748	Toshiba Financial Services	2/23/2026	742.04
Report Total			<u>32,909.10</u>



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, City Manager

BY: Sheryl Garcia, Administrative Services Director/City Clerk

DATE: 03/11/2026

SUBJECT: Approval of City Council Meeting Minutes

Recommendation:

Approve the minutes of the February 17, 2026, City Council meeting.

Background/Analysis:

Minutes of City Council meetings are prepared by the City Clerk to serve as the official record of City Council actions. City Council approval of the minutes ensures the accuracy of the record before they are entered into the City's permanent archives.

Fiscal Impact Yes/No: No

Attachments:

1 - Minutes

**MINUTES
REGULAR (RESCHEDULED) MEETING OF THE
CANYON LAKE CITY COUNCIL
Canyon Lake City Hall
31516 Railroad Canyon Road
Canyon Lake, CA 92587
Tuesday, February 17, 2026

Open Session – 5:00 p.m.**

CALL TO ORDER

Mayor Smith called the meeting to order at 5:00 p.m.

INVOCATION

The Invocation was led by Council Member Terry.

FLAG SALUTE

Council Member Steeber led the Flag Salute.

ROLL CALL

Present: Mayor Pro Tem Castillo, Council Member Steeber, Council Member Terry, Council Member Welty and Mayor Smith.

Absent: None.

PUBLIC COMMENT

Darcy Burke commented on foam entering the lake through stormwater runoff and reported that CIP projects are moving forward for EVMWD.

CONSENT CALENDAR

Motion and second by Council Member Terry/Council Member Welty to approve Consent Calendar Items 1-8.

Motion carried 5-0 with Mayor Pro Tem Castillo, Council Member Steeber, Council Member Terry, Council Member Welty, and Mayor Smith voting aye.

1. Approve Claims and Demands of the City

Action taken: The City Council adopted Resolution No. 2026-09 Approving Claims and Demands of the City.

2. Approval of City Council Meeting Minutes

Action taken: The City Council approved the minutes of the January 14, 2026, City Council meeting.

3. Consideration of an Invocation Policy for the City of Canyon Lake

Action taken: The City Council adopted Resolution No. 2026-10 adopting an Invocation Policy for the City of Canyon Lake.

4. Receive and File – HCD Determination of Substantial Compliance with the City's 6th Cycle Housing Element

Action taken: The City Council received and filed the HCD Determination of Substantial Compliance with the City's 6th Cycle Housing Element.

5. Receive and File - Quarterly Investment Report for the Quarter Ended December 31, 2025

Action taken: The City Council received and filed the Quarterly Investment Report for the Quarter Ended December 31, 2025.

6. Receive and File – Fiscal Year 2024-25 Audited Financial Statements and Related Reports

Action taken: The City Council received and filed the Fiscal Year 2024-25 Audited Financial Statements and Related Reports.

7. Receive and File – 2026 City Events Calendar

Action taken: The City Council received and filed the 2026 City Events Calendar.

8. Receive and File – 2025 Canyon Lake Fire Department Annual Report

Action taken: The City Council received and filed the 2025 Canyon Lake Fire Department Annual Report.

PULLED CONSENT CALENDAR ITEMS

None.

PUBLIC HEARINGS

9. Consideration of a Resolution Adopting an Advertising Policy and Fee Schedule for the City-Owned Monument Sign at 31790 Railroad Canyon Road

Mayor Smith opened the public hearing at 5:04 p.m.

City Manager Brown provided a presentation.

There was no public testimony.

Mayor Smith closed the public hearing at 5:11 p.m.

Motion and second by Council Member Steeber/Council Member Terry to adopt Resolution No. 2026-11 approving the Advertising Policy and establishing the fee schedule for advertising on the City-owned monument sign.

Motion carried 5-0 with Mayor Pro Tem Castillo, Council Member Steeber, Council Member Terry, Council Member Welty, and Mayor Smith voting aye.

BUSINESS ITEMS

10. (1) Adopt Urgency Ordinance No. 270 - An Urgency Ordinance of the City Council of the City of Canyon Lake, California, An Amendment to the Canyon Lake Municipal Code, Chapter 4.20: Commercial Cannabis Businesses, Section 4.20.250, Location and Design of Cannabis Businesses; and (2) Introduction and First Reading of Ordinance No. 271 - An Ordinance of the City Council of the City Of Canyon Lake, California, an Amendment to the Canyon Lake Municipal Code, Chapter 4.20: Commercial Cannabis Businesses, Section 4.20.250, Location And Design of Cannabis Businesses

City Manager Brown provided a presentation.

There were no public comments.

Motion and second by Mayor Smith/Council Member Terry to: (1) adopt Urgency Ordinance No. 270 - An Urgency Ordinance of the City Council of the City of Canyon Lake, California, An Amendment to the Canyon Lake Municipal Code, Chapter 4.20: Commercial Cannabis Businesses, Section 4.20.250, Location and Design of Cannabis Businesses; and (2) introduce and read by title only Ordinance No. 271 - An Ordinance of the City Council of the City Of Canyon Lake, California, an Amendment to the Canyon Lake Municipal Code, Chapter 4.20: Commercial Cannabis Businesses, Section 4.20.250, Location And Design of Cannabis Businesses.

Motion carried 5-0 with Mayor Pro Tem Castillo, Council Member Steeber, Council Member Terry, Council Member Welty, and Mayor Smith voting aye.

11. Review of the Fiscal Year 2025-2026 Mid-Year Budget and Approval of Proposed Budget Adjustments

Terry Shea provided a presentation.

There were no public comments.

Motion and second by Mayor Smith/Council Member Welty to approve the Fiscal Year 2025-2026 Mid-Year Budget and recommended budget adjustments.

Motion carried 5-0 with Mayor Pro Tem Castillo, Council Member Steeber, Council Member Terry, Council Member Welty, and Mayor Smith voting aye.

ANNOUNCEMENTS

Mayor Smith announced that the next regular City Council Meeting will be held on March 11, 2026.

Closed Session

CALL TO ORDER

Mayor Smith called the meeting to order at 5:35 p.m.

ROLL CALL

Present: Mayor Pro Tem Castillo, Council Member Steeber, Council Member Terry, Council Member Welty and Mayor Smith.

Absent: None.

PUBLIC COMMENTS

There were no public comments.

CLOSED SESSION

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Pursuant to Government Code Section 54957: Title: City Manager

ADJOURNMENT

At 9:02 p.m., Mayor Smith adjourned the meeting.

Respectfully submitted,

Sheryl L. Garcia, MMC, CPM
City Clerk



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, City Manager

BY: Arron Brown, City Manager

DATE: 03/11/2026

SUBJECT: Consideration of Amendment No. 2 and Amendment No. 3 to the Professional Services Agreement with Interwest Consulting Group for Design Services for the Railroad Canyon Road Corridor Safety Improvements Project for a Combined Total of \$173,175

Recommendation:

Approve Amendment No. 2 and Amendment No. 3 to the professional services agreement with Interwest Consulting Group for design services for the Railroad Canyon Road Corridor Safety Improvements Project for a combined total of \$173,175 and authorize the City Manager to execute the Amendments.

Background/Analysis:

The City and Interwest Consulting Group entered into a Professional Services Agreement ("Agreement") for Design Services for the Railroad Canyon Road Corridor Safety Improvements Project ("HSIP") on July 14, 2023. Interwest's scope of work for the Agreement included HSIP grant, design, and project management services. On June 19, 2024, the City executed Amendment #1 to the Agreement to address additional project scope requirements identified during the design phase. Amendment #1 increased the project amount by \$14,045. The HSIP Project was advertised on ActiveBidder on June 20, 2025.

A construction contract was awarded to All American Asphalt, Inc. on August 13, 2025, for the sum of \$2,523,357. At the time of award, the City only had \$1,207,980 allocated in HSIP funds towards the Project. Interwest worked with Caltrans to request more HSIP funds and eventually Caltrans agreed to allocate a total of \$2,000,000 towards the HSIP Project. The additional allocation of HSIP funds from Caltrans ensured that the City was able to fund the Project. Securing the additional funding required additional grant services than was originally budgeted for in the Agreement with Interwest. Construction of the HSIP Project commenced on October 27, 2025, and was anticipated to be completed on February 19, 2026. All American Asphalt is now anticipated to complete the HSIP Project on June 24, 2026, due to an expanded scope of work and delays in material delivery.

Interwest will not have enough budget to complete the project management and grant services under the current Agreement. Therefore, to ensure that the HSIP Project is completed in an efficient manner, it is recommended that the City Council authorize the City Manager to execute Amendment #2 and Amendment #3 to the Agreement for a combined total of \$173,175.00.

Fiscal Impact Yes/No: Yes

Additional Fiscal Information:

Approval of Amendment #2 (\$97,075) and Amendment #3 (\$76,100) would increase the agreement by

a combined total of \$173,175. The additional costs are associated with expanded scope, extended construction duration, and additional HSIP grant administration requirements necessary to secure and manage increased federal funding allocations.

Attachments:

- 1 - Amendment 2
- 2 - Amendment 3

December 12, 2025

Arron Brown, City Manager
City of Canyon Lake
31516 Railroad Canyon Road
Canyon Lake, CA 92587



Subject: Letter Proposal to Amend #2 PSA for Railroad Canyon Road Corridor Safety Improvement Project, to Include Design, Grant Services, Construction Management, and Inspection Due to Change in Scope of Work

Dear Mr. Brown,

Interwest Consulting Group (Interwest) is pleased to present this letter proposal to the City of Canyon Lake. Upon our discussions, this proposal updates our fees to cover the increased costs for construction management, inspection, HSIP grant services and additional design services requested by the City for the Railroad Canyon Road HSIP Safety Improvement Project.

SCOPE OF SERVICES

Interwest Consulting Group will provide the following services to the City:

TASK 1: DESIGN & GRANT SERVICES

Additional design and grant services due to project scope expanding.

- Additional design work requested by the City.
- Oversee the process and production of all materials related to the HSIP grant.
- Extra grant work to request additional HSIP funds.
- Maintain all reporting, collection of data, budgets, and all relevant documentation necessary for the reimbursement of funds.
- Process payments and file HSIP close out documentation.

TASK 2: CONSTRUCTION MANAGEMENT & INSPECTION SERVICES

Additional construction management time due to project scope expanding.

- Provide project management services to include utility coordination, conflict resolution, cost control, and project delivery timing.
- Provide inspection services.
- Review and respond to submittals.
- Review and respond to RFIs.
- Review payment requests.
- Host construction progress meetings with the contractor.
- Coordinate with staking and geotechnical subconsultants.
- Provide final close-out project documentation.



Proposal to Provide Services on the City of Canyon Lake’s Railroad Canyon Road HSIP Improvement

FEE ESTIMATE

The services described herein will be billed at the following rates based on each phase of the project.

ESTIMATED SCHEDULE OF FEES FOR AMENDMENT #2			
Task 1: DESIGN & GRANT SERVICES			
	RATE	HOURS	TOTAL
City Engineer	\$175	35	\$6,125
Senior Engineer	\$165	110	\$18,150
Engineering Associate III	\$125	100	\$12,500
TASK 1 TOTAL:		245	\$36,775
Task 2: CONSTRUCTION MANAGEMENT & INSPECTION SERVICES			
	RATE	HOURS	TOTAL
City Engineer	\$175	25	\$4,375
Senior Engineer	\$165	100	\$16,500
Public Works Observer III	\$165	220	\$36,300
Engineering Associate III	\$125	25	\$3,125
TASK 2 TOTAL:		370	\$60,300
TOTAL NET BILLABLE HOURS/COST FOR AMENDMENT #2:		615	\$97,075
ORIGINAL PSA COST:			\$182,550
AMENDMENT #1 COST:			\$14,045
TOTAL ADJUSTED NET COST:			\$293,670

Rate based on current State determined prevailing wage rates as of the date of this document. Adjustments to our rates may be necessary based on the actual State determined prevailing wage rates at the time of our work.

The hours and cost listed in the Estimated Schedule of Costs above are estimated by utilizing the scope of work requested from the Client.

Client may request that Interwest Consulting Group perform services, which are Additional Services. However, any task that we are requested to provide beyond the above listed Scope of Services will be billed to the Client on an hourly basis, unless a prior Agreement for compensation is reached.

We appreciate the opportunity to continue serving the City of Canyon Lake. If you have any questions, please do not hesitate to contact Stuart McKibbin at 951.654.3592 or smckibbin@interwestgrp.com

Sincerely,

William Evans

Digitally signed by William Evans
 DN: C=US,
 E=wevans@interwestgrp.com,
 CN=William Evans
 Reason: I have reviewed this document
 Date: 2025.12.15 10:30:37-08'00"

William Evans,
Senior Director of Professional Services
Interwest Consulting Group

February 12, 2026

Arron Brown, City Manager
City of Canyon Lake
31516 Railroad Canyon Road
Canyon Lake, CA 92587



Subject: Letter Proposal for Amendment #3 PSA for Railroad Canyon Road Corridor Safety Improvement Project, to Include Design, Grant Services, Construction Management, and Inspection Due to Change in Scope of Work

Dear Mr. Brown,

Interwest Consulting Group (Interwest) is pleased to present this letter proposal to the City of Canyon Lake. Upon our discussions, this proposal updates our fees to cover the increased costs for construction management, inspection, HSIP grant services and additional design services for the Railroad Canyon Road HSIP Safety Improvement Project.

SCOPE OF SERVICES

Interwest Consulting Group will provide the following services to the City:

TASK 1: DESIGN & GRANT SERVICES

Additional design and grant services due to project scope expanding.

- Additional design work to include crash attenuators in the scope.
- Oversee the process and production of all materials related to the HSIP grant.
- Maintain all reporting, collection of data, budgets, and all relevant documentation necessary for the reimbursement of funds.
- Process payments and file HSIP close out documentation.

TASK 2: CONSTRUCTION MANAGEMENT & INSPECTION SERVICES

Additional construction management time due to project scope expanding.

- Provide project management services to include utility coordination, conflict resolution, cost control, and project delivery timing.
- Provide inspection services.
- Review and respond to submittals.
- Review and respond to RFIs.
- Review payment requests.
- Host construction progress meetings with the contractor.
- Coordinate with staking and geotechnical subconsultants.
- Provide final close-out project documentation.



Proposal to Provide Services on the City of Canyon Lake's Railroad Canyon Road HSIP Improvement

FEE ESTIMATE

The services described herein will be billed at the following rates based on each phase of the project.

ESTIMATED SCHEDULE OF FEES FOR AMENDMENT #3			
Task 1: DESIGN & GRANT SERVICES			
	RATE	HOURS	TOTAL
City Engineer	\$175	25	\$4,375
Senior Engineer	\$165	50	\$8,250
Engineering Associate III	\$125	40	\$5,000
TASK 1 TOTAL:		115	\$17,625
Task 2: CONSTRUCTION MANAGEMENT & INSPECTION SERVICES			
	RATE	HOURS	TOTAL
City Engineer	\$175	25	\$4,375
Senior Engineer	\$165	55	\$9,075
Public Works Observer III	\$165	235	\$38,775
Engineering Associate III	\$125	50	\$6,250
TASK 2 TOTAL:		365	\$58,475
TOTAL NTE BILLABLE HOURS/COST FOR AMENDMENT #3:		480	\$76,100
ORIGINAL PSA COST:			\$182,550
AMENDMENT #1 COST:			\$14,045
AMENDMENT #2 COST:			\$97,075
PROPOSED AMENDMENT #3 COST:			\$76,100
TOTAL ADJUSTED NTE COST:			\$369,770

Rate based on current State determined prevailing wage rates as of the date of this document. Adjustments to our rates may be necessary based on the actual State determined prevailing wage rates at the time of our work.

The hours and cost listed in the Estimated Schedule of Costs above are estimated by utilizing the scope of work requested from the Client.

Client may request that Interwest Consulting Group perform services, which are Additional Services. However, any task that we are requested to provide beyond the above listed Scope of Services will be billed to the Client on an hourly basis, unless a prior Agreement for compensation is reached.

We appreciate the opportunity to continue serving the City of Canyon Lake. If you have any questions, please do not hesitate to contact Stuart McKibbin at 951.654.3592 or smckibbin@interwestgrp.com

Sincerely,

William Evans

Digitally signed by William Evans
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ou=William Evans
Reason: I have reviewed this document
Date: 2026.02.12 10:37:30-08'00'

William Evans,
Senior Director of Professional Services
Interwest Consulting Group



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, City Manager

BY: Sheryl Garcia, Administrative Services Director/City Clerk

DATE: 03/11/2026

SUBJECT: Consideration of an Agreement for Municipal Services with the City of Lake Elsinore for Public Works Services

Recommendation:

Approve the Agreement for Municipal Services Agreement with the City of Lake Elsinore on a form approved by the City Attorney and authorize the City Manager to execute all documents necessary to effectuate the transaction.

Background/Analysis:

The City of Canyon Lake periodically requires supplemental Public Works support for road closures, traffic control, and related field operations associated with construction projects, emergencies, and special events. Due to limited in-house staffing and equipment resources, the City has used a private contract company for these services; however, scheduling challenges and the company's discontinuation of service in this area created operational gaps. The City Managers of Canyon Lake and Lake Elsinore have reached a conceptual agreement for Lake Elsinore to provide qualified personnel and equipment on an as-needed basis with services performed in compliance with accepted industry standards and practices, for an initial 2-year period. Entering into a cooperative municipal services agreement provides operational flexibility and ensures timely response capability.

Under the proposed agreement, Lake Elsinore will provide properly trained Public Works personnel, tools, and equipment necessary to perform a variety of tasks including, but not limited to, the following:

- Partial/full road closures
- Installation of barriers, detour signage, and traffic control devices
- Coordination with utilities, emergency services, and law enforcement
- Traffic management for construction, emergency incidents, and special events

The City will compensate Lake Elsinore based on fully burdened hourly rates for assigned personnel plus an administrative overhead charge. Services are strictly on an as-needed basis and costs will be incurred only when services are requested and authorized. Funding will be drawn from applicable project or operating budgets as appropriate. This structure ensures predictable labor costs, payment only for actual services performed and no minimum financial commitment to the City. Further, the proposed agreement provides the City with immediate access to experienced Public Works personnel and cost efficiency compared to hiring additional full-time staff.

The City Council's approval of the proposed agreement provides the City of Canyon Lake with a flexible, cost-controlled mechanism to secure qualified Public Works support when needed and enhances service reliability. The City Attorney will memorialize the negotiations into a final Agreement for Municipal Services for signature by the City Manager.

Fiscal Impact Yes/No: Yes

Additional Fiscal Information:

The proposed agreement is on an as-needed, time-and-materials basis, with the City paying only for services requested and performed. Funding will be provided through multiple City funds, including 510-Public Works Administration, 515-NPDES, 550-Building & Facilities Maintenance, and Gas Tax Fund 20. Sufficient appropriations will be included in the annual budget, and any significant unanticipated demand will be addressed through the City's standard budget amendment process.



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, City Manager

BY: Sheryl Garcia, Administrative Services Director/City Clerk

DATE: 03/11/2026

SUBJECT: Second Reading and Adoption of Ordinance No. 271 - An Ordinance of the City Council of the City of Canyon Lake, California, an Amendment to the Canyon Lake Municipal Code, Chapter 4.20: Commercial Cannabis Businesses, Section 4.20.250, Location And Design of Cannabis Businesses

Recommendation:

(1) Open the public hearing and take public testimony; and (2) adopt Ordinance No. 271 - An Ordinance of the City Council of the City of Canyon Lake, California, an Amendment to the Canyon Lake Municipal Code, Chapter 4.20: Commercial Cannabis Businesses, Section 4.20.250, Location And Design of Cannabis Businesses.

Background/Analysis:

On October 6, 2021, the City Council adopted Ordinance No. 215 regulating Commercial Cannabis Businesses. The Ordinance was subsequently amended several times (Ordinances Nos. 246 and 269) in response to a number of items, including the number of businesses to be permitted, their security measures, operating procedures, and the processing of subsequent approvals.

The original ordinance specified cannabis businesses would be conducted within the City's C-1 General Commercial Zone. At one time the C-1 Zone included all three of the City's commercial areas. In June 2022, the City rezoned the Towne Center to Mixed Use to reflect the General Plan Land Use designation of Mixed Use and implement the Towne Center Specific Plan.

At the February 17, 2026, City Council meeting, the City Council adopted Urgency Ordinance No. 270 and approved the first reading of Ordinance No. 271, amending the Chapter 4.20 of the Canyon Lake Municipal Code to clarify the intent of the City's Cannabis Ordinance to permit cannabis uses in the City's commercially zoned districts.

The Mixed Use Zone allows all uses permitted within the C-1 Zone. However, the Cannabis Ordinance specifically restricts cannabis businesses to only the C-1 Zone. To reflect the City's original intent to permit cannabis uses within all commercial areas of the City and properly reflect the applicable zoning categories that now exist, the Cannabis Ordinance is proposed to be amended to add the Mixed Use Zone as provided below (underlined represents additions, strikethrough deletions):

Sec. 4.20.250. Location and Design of Cannabis Businesses.

Cannabis businesses permitted to engage in Retail subject to the following zoning and locational requirements:

(a) Retail must be in the C-1 General Commercial Zone or Mixed Use Zones and must meet all of the requirements for development in these zones. The cannabis business must also meet all of the following distance requirements:

The required public hearing notice was published in the Friday Flyer on February 13, 2026.

Fiscal Impact Yes/No: No

Attachments:

1 - Ordinance

ORDINANCE NO. 271

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, AN AMENDMENT TO THE CANYON LAKE MUNICIPAL CODE, CHAPTER 4.20: COMMERCIAL CANNABIS BUSINESSES, SECTION 4.20.250, LOCATION AND DESIGN OF CANNABIS BUSINESSES

WHEREAS, the City of Canyon Lake has adopted Ordinance No. 215 and subsequent Ordinance amendments Nos. 246 and 269 to regulate cannabis businesses with the City; and

WHEREAS, the City has undertaken actions to update these regulations to reflect changing circumstances and reflect current desires that include efforts to modernize and streamline the approval processes; and

WHEREAS, the City's original actions referenced permitting cannabis uses within all of the commercially zoned areas of the City, which were zoned C-1, General Commercial; and

WHEREAS, the City has rezoned an area known as the Canyon Lake Towne Center from C-1 General Commercial to Mixed Use to provide consistency with the General Plan and permit the adoption of the Towne Center Specific Plan, which is intended to permit both commercial and residential uses and implement the City's adopted Housing Element; and

WHEREAS, the intent of the adopted Specific Plan was to maintain the types of uses currently permitted within the Towne Center Mixed Use Zone, the Mixed Use Zone was amended to explicitly reference all uses permitted within the C-1 General Commercial Zone; and

WHEREAS, the City desires to maintain the original intent of Ordinance No. 215 that required cannabis uses in commercial areas, including the Towne Center, notwithstanding subsequent zoning changes.

THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, DOES ORDAIN AS FOLLOWS:

Section 1. Incorporation. The above recitals are all true and correct and are incorporated herein by this reference.

Section 2. Environmental Determination and Findings. The proposed amendment is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA Guidelines, because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

Section 3. **Municipal Code Amendments.** Section 4.20.250. Location and Design of Cannabis Businesses, is hereby amended as provided below (underlined represents additions, strikethrough deletions):

- (a) Retail must be in the C-1 General Commercial ~~Zone~~ or Mixed Use Zones and must meet all of the requirements for development in these zones.

Section 4. **Concluding Facts and Reasons.** Based on the substantial evidence presented to the City Council during the public hearing on the Ordinance, and the specific findings set forth in the Recitals, and Sections 1 and 2, above, the City Council hereby concludes that the proposed Amendment to the City of Canyon Lake Municipal Code is consistent with the goals, policies, plans, and exhibits of the General Plan. Staff has thoroughly reviewed the proposed Municipal Code Amendment and the conditions under which it will be implemented and has determined the proposed Municipal Code provisions to be consistent with the applicable goals, policies, plans, and exhibits of the General Plan. Additionally the City Council finds that the proposed Amendment to the City of Canyon Lake Municipal Code would not be detrimental to the public interest, health, safety, convenience, or general welfare of the City.

Section 5. **Clerical Errors.** The City Council directs the City Clerk to correct any clerical errors found in this Ordinance including, but not limited to, typographical errors, irregular numbering and incorrect section references.

Section 6. **Severability.** Should any section, subsection, clause, or provision of this Ordinance for any reason be held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this Ordinance; it being hereby expressly declared that this Ordinance, and each section, subsection, sentence, clause, and phrase hereof would have been prepared, proposed, approved, and ratified irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid, unenforceable, or unconstitutional.

Section 7. **Effective Date.** In accordance with California Government Code section 36937, this Ordinance shall take effect and be in force thirty (30) days from passage and adoption.

Section 8. Publication. The Mayor shall sign this Ordinance and the City Clerk shall certify as to the adoption and shall cause the ordinance or a summary thereof to be published in accordance with state law.

PASSED, APPROVED AND ADOPTED this 11th day of March 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jeremy Smith, Mayor

ATTEST & CERTIFIED:

I, Sheryl Garcia, City Clerk of the City of Canyon Lake, hereby attest to the Mayor's signature above and certify that the City Council duly adopted this Ordinance as recorded in the vote tally stated herein.

Sheryl L. Garcia, MMC, CPM
City Clerk

APPROVED AS TO FORM:

Steven Graham Pacifico, City Attorney



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, City Manager

BY: Brianna Hemsley, Executive Assistant to the City Manager

DATE: 03/11/2026

SUBJECT: Discussion and Direction Regarding the Proposed Crescent Gardens Cemetery Project in the Meadowbrook Area of the County of Riverside

Recommendation:

Discuss the proposed Crescent Gardens Cemetery project and provide direction to Staff.

Background/Analysis:

The Riverside County Planning Department is currently processing Conditional Use Permit No. 230002 for the proposed Crescent Gardens Cemetery project located in the Meadowbrook area of Riverside County, adjacent to the City of Canyon Lake. Riverside County, acting as the lead agency under the California Environmental Quality Act (CEQA), has prepared a Mitigated Negative Declaration (MND) for the project and has scheduled a public hearing regarding the Notice of Intent to Adopt the Mitigated Negative Declaration on April 1, 2026, at 9:00 a.m.

The proposed development includes a 25-acre gravesite area with approximately 20,000 burial plots, along with associated facilities including a mortuary, chapel, equipment shed, caretaker residence, and visitor parking. On August 13, 2025, the City Council unanimously approved and adopted Resolution No. 2025-38, formally opposing the proposed project due to concerns regarding its proximity to a drinking water reservoir and potential impacts to groundwater resources.

This item has been placed on the agenda by Mayor Smith to allow the City Council the opportunity to discuss the proposed project and the upcoming County hearing.

Fiscal Impact Yes/No: No



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, City Manager

BY: Jeff LaTendresse, Fire Chief

DATE: 03/11/2026

SUBJECT: (1) Consideration of Acceptance of the Grant-Funded Fire Department Water Training Trailer; and (2) Adopt Resolution No. 2026-13 Approving the Reimbursement Agreement with the Elsinore Valley Municipal Water District

Recommendation:

(1) Accept the Grant-Funded Fire Department Water Training Trailer; (2) Adopt Resolution No. 2026-13 Approving the Reimbursement Agreement with the Elsinore Valley Municipal Water District on a form approved by the City Attorney; and (3) authorize the City Manager to execute all documents necessary to effectuate the transaction.

Background/Analysis:

The Canyon Lake Fire Department completes almost 3,000 hours of training annually. Much of this training includes firefighting techniques which involves flowing thousands of gallons of water. While this training is encouraged and supported by the Elsinore Valley Municipal Water District (EVMWD), they also want to conserve this valuable resource. Partnering with the Metropolitan Water District of Southern California, EVMWD obtained a grant for a fire department water training trailer for the Canyon Lake Fire Department.

The proposed water training trailer is a mobile, self-contained training unit designed to simulate realistic water flow, pump operations, hose management, hydrant connection and water supply scenarios. Firefighters use the same water over and over by spraying the water back into the trailer. The trailer will provide hands-on, scenario-based training that aligns with national best practices and safety standards. Additionally, it is estimated that more than 100,000 gallons of water a year will be saved by using this water training trailer.

Acquisition of this water training trailer will:

- Enhance firefighter proficiency in water supply and pump operations
- Improve on-scene efficiency and reduce response times
- Strengthen firefighter safety through repetitive, controlled training scenarios
- Provide regional training opportunities for automatic and mutual aid partners

Fiscal Impact Yes/No: No

Additional Fiscal Information:

There is no direct fiscal impact to the City. Total cost of the water training trailer is anticipated to be \$120,062.81, including tax and shipping. Metropolitan Water District of Southern California and Western

Municipal Water District are providing the funding for Elsinore Valley Municipal Water District (EVMWD). There are no costs to the City other than normal maintenance and repairs. The City is required to provide to EVMWD every six months data showing the water savings by using the water training trailer.

Attachments:

- 1 - Resolution
- 2 - Pump Pod Flyer

RESOLUTION NO. 2026-13

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, APPROVING A REIMBURSEMENT AGREEMENT WITH THE ELSINORE VALLEY MUNICIPAL WATER DISTRICT FOR THE ACQUISITION OF A FIRE TESTING UNIT

WHEREAS, the Metropolitan Water District of Southern California (“WMD”) maintains a Water Savings Incentive Program (“WSIP”) that provides monetary incentives for projects or devices within its service area designed to reduce water use; and

WHEREAS, MWD offered the Elsinore Valley Municipal Water District (“District”) a limited grant program to fund up to one hundred percent (100%) of eligible firefighter training equipment or fire testing units (“MWD Grant”); and

WHEREAS, the District submitted a request to the Western Municipal Water District (“WMWD”) for supplemental funding in the amount of \$10,496 for fiscal year 2025-2026 to support costs beyond the MWD Grant for the purchase of a fire testing unit (“Fire Unit”); and

WHEREAS, on November 14, 2025, WMWD granted the District said supplemental funding and expressed its intention to reimburse the District for costs related to shipping and taxes on the Fire Units; and

WHEREAS, the total anticipated cost for the Fire Unit, as quoted by Pump-Pod USA, is approximately \$120,062.81; and

WHEREAS, the District intends to purchase the Fire Unit for the benefit of the City of Canyon Lake (“City”), with funding provided through MWD payments and reimbursement tied to procurement and operational milestones, including verified water savings data; and

WHEREAS, the District and City desire to enter into a Reimbursement Agreement to set forth the obligations of each party regarding the MWD WSIP, the MWD Grant, and the Supplemental Funding; and

WHEREAS, under the terms of the Agreement, the District will convey and transfer all rights, title, and interests in the Fire Unit to the City via a Bill of Sale following delivery.

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

Section 1. The above recitals are true and correct and are incorporated herein by reference.

Section 2. The City Council hereby approves the Reimbursement Agreement between the Elsinore Valley Municipal Water District and the City of Canyon Lake, in substantially the form presented to this Council.

Section 4. The City Manager is hereby authorized and directed to execute the Reimbursement Agreement on behalf of the City, subject to any minor technical changes approved by the City Attorney.

Section 3. The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.

Section 4. That the City Clerk shall certify to the adoption of this Resolution and that the same shall be in full force and effect.

Section 5. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED this 11th day of March, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jeremy Smith, Mayor

ATTEST & CERTIFIED:

I, Sheryl Garcia, City Clerk of the City of Canyon Lake, hereby attest to the Mayor's signature above and certify that the City Council duly adopted this Resolution as recorded in the vote tally stated herein.

Sheryl L. Garcia, MMC, CPM
City Clerk



STATIC DRAFTS UNIT

REAL-WORLD TRAINING • NO WASTED WATER • NO RUN-OFF



PumpPodUSA DRAFTS UNITS allow firefighters and engineers to train and practice pumping using static connection and all nozzle types, allowing the flow of unlimited amounts of water with our Passive Cooling Screen & Recirculating technology.



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STATIC DRAFTS UNIT

REAL-WORLD TRAINING • NO WASTED WATER • NO RUN-OFF



Standard Features

- Portable free-standing hydrant
- 6" Drafting Training Riser (for NFPA testing requirements)
- Sliding / Locking side window with passive cooling diffuser screen for additional access with swinging nozzle target.
- Stand Pipe Appliance with PRV connected to working 3-Port FDC
- Roof Target box - 5' x 5'
- Built-In 3" Floor drain for complete draining and washout
- Spray applied water-tight liner
- Deck mounted storage box

Optional Features

- Electronic Water Meter and Totalizer for pump testing and accurate flow rate verification
- Additional ports: 1.5", 2.5", 3", 4", 6"
- Pump and Appliance Testing Kit
- Additional 6" Drafting port for 2,000 GPM pump testing
- Drafting hose saddle (on bulkhead)
- Valve style to suit
- Covered Vent Insert - Replacing Roof Target Insert

Bulkhead Connections

- (6) 2.5" Pipe Core Nozzle Mounts

Front Connections

- (2) 6" Drafting Ports with NH fittings
- 3-Port FDC 2.5" Clapper Snoots connected to internal stand pipe w/PRV
- 6" Supply side with NH fitting & butterfly valve
- 1.5" NH Fitting with ball valve fill / make-up water

Capacity	2,100+
Length	20'
Width	8'
Height	9'
Weight Empty lbs	9,500
Weight Full lbs	21,100



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PUMP-POD

USA

D.R.A.F.T.S. UNIT

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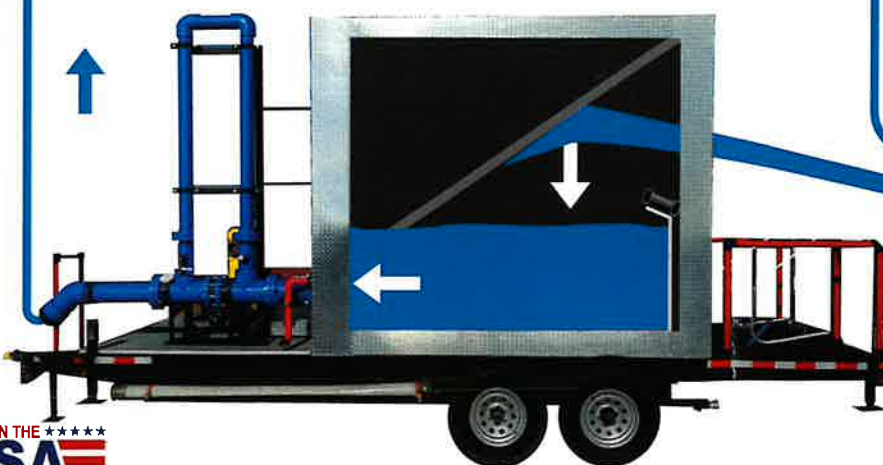


= IS HOW IT WORKS



The DRAFTS UNITS are an "Open System" platform training apparatus, not simulators, as they are designed for:

- Real-world training
- Full-flow water
- Integration with apparatus
- Integration with appliances/nozzles
- Uninterrupted training evolutions



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WWW.PUMPPODUSA.COM



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, City Manager

BY: Steven Graham, City Attorney

DATE: 03/11/2026

SUBJECT: (1) Introduction of Urgency Ordinance No. 272 - An Urgency Ordinance of the City Council of the City of Canyon Lake, California, Pursuant to California Government Code Section 65858 Establishing a Forty-Five (45) Day Moratorium on the Establishment or Expansion of Beauty Establishments Within the City of Canyon Lake; and (2) Direct the City Clerk to Place an Extension of the Moratorium on the Agenda for the Next Regular Meeting of the City Council

Recommendation:

(1) Introduce and adopt Urgency Ordinance No. 272 establishing a forty-five (45) day interim moratorium on the establishment or expansion of beauty establishments within the City of Canyon Lake; and (2) direct the City Clerk to place an extension of the moratorium on the agenda for the next regular meeting of the City Council.

Background/Analysis:

The City of Canyon Lake contains a limited amount of commercial space intended to provide a balanced mix of neighborhood-serving uses, including restaurants, retail businesses, professional offices, and personal services. Maintaining a diverse mix of commercial services supports the needs of Canyon Lake residents and visitors and promotes the long-term economic vitality of the City's commercial areas. The availability of a variety of businesses within the City's commercial areas helps ensure that residents have access to everyday goods and services and contributes to the overall functionality and vibrancy of the City's commercial environment.

The City has observed a proliferation of beauty establishments, including but not limited to nail salons, hair salons, barber shops, eyelash studios, esthetician services, permanent makeup studios, and similar personal care establishments. Over time, these types of businesses have increasingly occupied a significant portion of the limited tenant spaces available within the City's commercial areas. The City's relatively small commercial base means that the concentration of similar uses within a limited number of tenant spaces may reduce opportunities for other types of businesses that provide essential goods and services to the community. A continued increase in the number of similar establishments may further limit the availability of commercial space for other neighborhood-serving uses that contribute to a diverse commercial mix.

The City's current zoning regulations do not specifically address the number, location, or concentration of beauty establishments. While such establishments are permitted under the City's existing zoning framework, the regulations do not presently include standards governing the distribution or concentration of these uses within the City's limited commercial areas. As a result, additional beauty establishments could be approved under existing regulations even while the City evaluates whether additional regulatory tools or zoning amendments may be appropriate to address the concentration of similar uses.

Government Code section 65858 authorizes cities to adopt an interim urgency ordinance prohibiting certain land uses that may be in conflict with contemplated zoning or General Plan amendments that the City intends to study within a reasonable time. An urgency ordinance adopted pursuant to Government Code section 65858 requires a four-fifths vote of the City Council and may initially remain in effect for forty-five (45) days unless extended in accordance with state law. The statute is intended to allow cities to temporarily maintain the status quo while evaluating potential land use regulations and considering whether amendments to the City's regulatory framework may be necessary.

The proposed urgency ordinance would temporarily prohibit the establishment or expansion of beauty establishments within the City for a period of forty-five (45) days while staff evaluates potential regulatory options. During this time, staff may review the number and distribution of existing beauty establishments, assess the concentration of such uses within the City's commercial areas, and consider whether amendments to the City's General Plan or zoning regulations may be warranted. The intent of the moratorium is to allow the City sufficient time to study the issue and determine whether regulatory changes are appropriate, while preventing additional establishments from being approved under the existing regulatory framework during the study period.

It is anticipated that City staff will need additional time to complete this review beyond the initial 45-day moratorium period. To extend the moratorium for up to an additional 10 months and 15 days, the City Council will need to approve an extension at the next regular meeting as part of a noticed public hearing.

Fiscal Impact Yes/No: No

Additional Fiscal Information:

There is no direct fiscal impact associated with the adoption of the proposed urgency ordinance. Any staff time associated with evaluating potential regulatory amendments will be absorbed within the existing budget.

Attachments:

1 - Urgency Ordinance

URGENCY ORDINANCE NO. 272

AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 65858 ESTABLISHING A FORTY-FIVE (45) DAY MORATORIUM ON THE ESTABLISHMENT OR EXPANSION OF BEAUTY ESTABLISHMENTS WITHIN THE CITY OF CANYON LAKE

WHEREAS, the City of Canyon Lake (“City”) is a municipal corporation organized and operating under the laws of the State of California, with the authority to regulate land use within its boundaries pursuant to its police powers and the Planning and Zoning Law; and

WHEREAS, the City’s commercial district contains a limited supply of retail and service tenant spaces intended to provide a diverse mix of neighborhood-serving businesses, including restaurants, retail establishments, personal services, and professional services; and

WHEREAS, the City has observed a proliferation of beauty establishments, including but not limited to nail salons, hair salons, barber shops, eyelash studios, esthetician services, permanent makeup studios, and similar personal care establishments, raising concerns regarding the over-concentration of similar uses and the long-term economic vitality and diversity of the City’s commercial areas; and

WHEREAS, these uses have increasingly occupied a disproportionate share of the City’s limited commercial tenant spaces, resulting in a concentration that reduces opportunities for other commercial services that support the needs of Canyon Lake residents and visitors; and

WHEREAS, the over-concentration of beauty establishments in the City's limited commercial areas threatens the public health, safety, and welfare by reducing the availability of essential neighborhood-serving uses including food service, medical and professional services, and daily-needs retail upon which Canyon Lake residents depend for their health, safety, and general welfare and undermining the long-term fiscal health and economic welfare of the City by eroding the diversity of the commercial tax base, thereby threatening the City's ability to fund essential public services and infrastructure; and

WHEREAS, Government Code section 65858 authorizes the City Council to adopt an interim urgency ordinance prohibiting any uses that may be in conflict with a contemplated general plan, specific plan, or zoning proposal that the City is studying, considering, or intends to study within a reasonable time; and

WHEREAS, the City Council finds that this urgency ordinance is narrowly tailored, in both scope and duration, by temporarily prohibiting the establishment, expansion, or intensification of beauty establishments while the City considers appropriate policy and regulatory responses; and

WHEREAS, approval of additional beauty establishments during the study period may exacerbate the existing over-concentration of such uses and undermine the City’s efforts to maintain a balanced commercial environment; and

WHEREAS, the City Council desires to adopt this interim urgency ordinance, which shall take effect immediately upon its adoption by at least a four-fifths (4/5) vote of the City Council, and remain in effect for forty-five (45) days unless extended as provided by law.

THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, DOES ORDAIN AS FOLLOWS:

Section 1. **Incorporation.** The above recitals are all true and correct and are incorporated herein as substantive findings in support of this Ordinance.

Section 2. **Findings.** In addition, the City Council specifically finds:

- A. The City has received and may continue to receive applications, pre-applications, and inquiries for new beauty establishments, including but not limited to nail salons, hair salons, esthetician studios, eyelash studios, and similar personal care businesses, as well as proposals to expand or intensify existing beauty establishments. Such proposals may be processed and approved under existing regulations in the absence of this Interim Ordinance.
- B. Existing General Plan and zoning provisions do not comprehensively address the appropriate number, spacing, and locations for beauty establishments in light of land use compatibility concerns and the City’s interest in maintaining a balanced mix of commercial services within its limited commercial areas.
- C. There is a reasonable likelihood that approvals of additional beauty establishments granted during the City’s study and consideration of potential policy and regulatory changes would be in conflict with, or substantially undermine, any contemplated amendments to the General Plan, zoning ordinance, or other standards regulating such uses.
- D. There is further a reasonable likelihood that approvals of additional beauty establishments during the City’s study and consideration of potential regulatory changes could cause an over-concentration of such uses within particular commercial areas of the City. The City desires to promote a diverse mix of commercial services and ensure that available commercial tenant spaces are able to support a broad range of businesses serving the needs of Canyon Lake residents.
- E. A temporary moratorium on the establishment, expansion, or intensification of beauty establishments is necessary to maintain the status quo while the City completes its studies and considers any proposed policy and regulatory changes.
- F. This Ordinance has no effect on any beauty establishments that have already received all required discretionary and ministerial approvals prior to the effective date of this Ordinance.
- G. The adoption of this Interim Urgency Ordinance is therefore necessary for the immediate preservation of the public peace, health, and safety within the meaning of Government Code section 65858.

Section 3. Moratorium Imposed.

- A. Pursuant to Government Code section 65858, an interim moratorium is hereby imposed on the approval of any applications, permits, or entitlements for the establishment, expansion, or intensification of beauty establishments within the City of Canyon Lake, except as expressly provided in this Ordinance.
- B. During the effective period of this Ordinance, no City official, officer, employee, department, board, commission, or agency shall accept as complete, process, approve, or issue any discretionary or ministerial permit, approval, or entitlement that would authorize: (1) the establishment of any new beauty establishment; or (2) the expansion or intensification of any existing beauty establishment, including but not limited to increases in floor area devoted to beauty services, the addition of new service stations or workstations, or other modifications that would increase the capacity or intensity of such use.

Section 4. Definition. For purposes of this Ordinance, “beauty establishment” includes any business primarily engaged in providing cosmetic or personal grooming services, including but not limited to hair salons, barber shops, nail salons, eyelash or eyebrow studios, esthetician services, permanent makeup services, skin care studios, and similar personal beauty or cosmetic service establishments

Section 5. Study and Review. During the moratorium period established by this Ordinance and any extension thereof, the City Manager, or designee, is authorized and directed to:

- A. Evaluate the number and location of existing beauty establishments within the City and the need, if any, for additional establishments in light of current and projected demand and the City’s broader policy objectives;
- B. Develop and present to the City Council for consideration any proposed amendments to the General Plan, zoning ordinance, and other applicable regulations governing beauty establishments, including but not limited to standards addressing the number, location, and concentration of such uses within the City’s limited commercial areas, including the Canyon Lake Towne Center, as well as potential spacing requirements or other regulatory measures intended to maintain a balanced mix of commercial services; and
- C. Provide opportunities for public input and participation to ensure that residents, businesses, and other stakeholders may comment on potential policy and regulatory changes affecting beauty establishments.

Section 6. Applicability and Exemptions.

- A. This Ordinance applies to all property within the City of Canyon Lake, including any area subsequently annexed to the City during the effective period of this Ordinance, unless otherwise provided by law.
- B. The following are exempt from the moratorium established by this Ordinance: (1) beauty establishments for which all required discretionary approvals and ministerial permits necessary to authorize operation (including but not limited to any required conditional use permit, zoning clearance, or tenant improvement permit) were finally granted prior to the effective date of this Ordinance, provided that the establishment is operated in substantial conformance with those approvals; and (2) tenant improvements, interior renovations, or other minor modifications to existing beauty establishments that do not expand the floor area devoted to beauty services or otherwise intensify the use.
- C. Nothing in this Ordinance shall be construed to deprive any person of vested rights legally obtained prior to the effective date of this Ordinance, as those rights may be determined under applicable state law.

Section 7. Severability. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid or unconstitutional.

Section 8. CEQA. The City Council finds that this Ordinance is not a “project” or is otherwise exempt from the California Environmental Quality Act (“CEQA”) and State CEQA Guidelines (Title 14, California Code of Regulations) under Section 15060(c)(2), because the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment.

Section 9. Effective Date; Duration; Extension. This Ordinance is adopted as an urgency measure pursuant to Government Code section 65858 and is necessary for the immediate preservation of the public peace, health, and safety. This Ordinance shall take effect immediately upon its adoption by at least a four-fifths (4/5) vote of the City Council.

This Ordinance shall remain in effect for forty-five (45) days from the date of its adoption, unless extended by the City Council in accordance with Government Code section 65858. Any extension of this Ordinance shall require notice and a public hearing in compliance with Government Code section 65858, and shall be supported by written findings that the conditions warranting the moratorium continue to exist.

Section 10. Publication. The Mayor shall sign this Ordinance and the City Clerk shall certify as to the adoption and shall cause the ordinance or a summary thereof to be published in accordance with state law.

PASSED, APPROVED AND ADOPTED this 11th day of March 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jeremy Smith, Mayor

ATTEST & CERTIFIED:

I, Sheryl Garcia, City Clerk of the City of Canyon Lake, hereby attest to the Mayor's signature above and certify that the City Council duly adopted this Ordinance as recorded in the vote tally stated herein.

Sheryl L. Garcia, MMC, CPM
City Clerk

APPROVED AS TO FORM:

Steven Graham Pacifico, City Attorney



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, City Manager

BY: Ruby Manzano, Community Development Manager

DATE: 03/11/2026

SUBJECT: Discussion and Direction Regarding Potential Amendments to the Special Events Ordinance (Municipal Code Section 11.25)

Recommendation:

Discuss the proposed amendments to the Special Events Ordinance and direct Staff to prepare a revised ordinance for introduction and first reading at the April City Council meeting.

Background/Analysis:

The City's Special Events Ordinance (Municipal Code Section 11.25) establishes permitting requirements, operational standards, and associated fees for organized events occurring within the City. The framework is designed to ensure that events are reviewed appropriately based on size, complexity, location, and anticipated impacts to public safety and surrounding neighborhoods.

Permit fees are structured by tier and are intended to recover administrative and processing costs associated with event review and interdepartmental coordinations.

The proposed amendments do not include any fee increases or modifications to the existing fee schedule. All current permit costs would remain unchanged.

Based on administrative experience and recent internal review, staff have identified opportunities to clarify event classifications, eliminate redundancies, and simplify the Special Events Tier Table. The following amendments are proposed for Council Discussion:

1. Removal of "Residential Private Event" from the Minor Permit Category
Staff recommends removing the "Residential Private Event" under the Minor Permit Category.
2. Removal of "Private Event at Home" from Tier 1A
Staff proposes removing "Private Event at Home" from Tier 1A of the Special Event Tier Table.
3. modification to "Private Event at Outdoor Facility" Attendance Threshold
Currently, Tier 1A defines a "Private Event at Outdoor Facility" as an event with 50-299 attendees. Staff recommends revising this threshold to apply to event with 100 or more attendees.
4. Restructuring of the Special Events Tier Table
Staff recommends restructuring the Special Events Tier Table to remove subcategories (e.g., Tier 1A) and instead establish a simplified tier structure consisting of:

- Tier 1

- Tier 2
- Tier 3
- Tier 4

Aside from the attendance threshold modification described above, no changes to operational requirements or permit costs are proposed. These amendments are administrative in nature and are intended to improve clarity, consistency, and ease of application.

This item is presented for discussion and direction only. If the proposed changes are approved by the City Council, the revised ordinance will be brought forward for introduction and first reading at the April City Council Meeting.

Fiscal Impact Yes/No: No

Additional Fiscal Information:

There are no proposed fee increases associated with these amendments. Therefore, there will be no fiscal impact to the City.



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, City Manager

BY: Madalyne Gonzales, Community Engagement Coordinator

DATE: 03/11/2026

SUBJECT: Discussion and Direction Regarding a Proposed Amendment to the Monument Sign Advertising Policy for New Business Promotional Advertising

Recommendation:

Discuss the proposed amendment to the City's Monument Sign Advertising Policy to allow newly licensed businesses to receive complimentary digital advertising on the City-owned monument sign for a period of sixty (60) days from the date of business license approval or issuance of a Certificate of Occupancy and provide direction to Staff.

Background/Analysis:

In December 2025, a monument sign located in the Canyon Lake Towne Center was donated to the City of Canyon Lake, becoming a City-owned asset. The sign includes both digital advertising display capabilities and permanent panel signage.

On February 17, 2026, the City Council adopted an Advertising Policy and Fee Schedule governing the use of the monument sign. The policy established eligibility requirements, content standards, display parameters, and pricing tiers for digital advertising, as well as annual maintenance fees for permanent panel signage.

Since adoption of the program, staff has continued to evaluate opportunities to utilize the monument sign as a tool to support local businesses and promote economic activity within the community. Staff is presenting a recommendation to amend the Advertising Policy to allow newly established businesses in Canyon Lake to receive complimentary digital advertising on the monument sign for a limited period.

Under the proposed amendment, businesses would be eligible for one sixty (60) day digital advertisement beginning on the date their City business license is approved or upon issuance of a Certificate of Occupancy.

All advertisements would remain subject to the existing Advertising Policy requirements, including content standards, formatting guidelines, and administrative approval. After the 60-day promotional period, businesses would have the option to continue advertising on the monument sign under the adopted fee schedule.

Staff believes this amendment would provide additional visibility for new businesses while utilizing the monument sign as a tool to support local economic development and community awareness of new services available within the City.

Fiscal Impact Yes/No: No

