

CITY OF SAN DIMAS PLANNING COMMISSION MINUTES

Regularly Scheduled Meeting
Thursday, August 16, 2012 at 7:00 p.m.
245 East Bonita Avenue, Council Chambers

Present

Chairman Jim Schoonover
Commissioner David Bratt
Commissioner John Davis
Commissioner Stephen Ensberg
Commissioner M. Yunus Rahi
Asst. City Manager for Community Development Larry Stevens
Associate Planner Marco Espinoza
Planning Secretary Jan Sutton

CALL TO ORDER AND FLAG SALUTE

Chairman Schoonover called the regular meeting of the Planning Commission to order at 7:00 p.m. and Commissioner Bratt led the flag salute.

CONSENT CALENDAR

1. Approval of Minutes: August 2, 2012 (Schoonover absent)

MOTION: Moved by Bratt, seconded by Davis to approve the Consent Calendar. Motion carried 4-0-0-1 (Schoonover abstain).

PUBLIC HEARINGS

2. **CONSIDERATION OF MUNICIPAL CODE TEXT AMENDMENT 11-03** – A request to amend San Dimas Zoning Code Chapter 18.152 Signs. **(Continued from August 2, 2012)**

Staff report presented by *Assistant City Manager Larry Stevens* who stated this is the continuance of the public hearing from the August 2, 2012 meeting. He stated Attachment 1 of the report has all the updates from the previous meetings, and the resolution contains everything in final form. Staff is still reviewing the resolution for typographical errors, and asked the Commission to give them leave to make those corrections afterwards as they are not substantive in nature. He stated on Page 1 of Attachment A the second sentence in paragraph A was deleted, no changes made to Page 2, and on Page 3 the description was changed from "Frontier Village" to "Historic Downtown."

Commissioner Davis felt that in the Electronic Message Center definition the use of incandescent lamps and flipper mechanisms could be deleted since they were trying to move away from that outdated form of movement.

Assistant City Manager Stevens stated he will make that change. On Page 4 there were no changes and Page 5 included the clarification from the previous meeting for Time and Temperature Devices for measuring the sign area. There were no changes to Pages 6-9, and he will correct the font change on Page 7.

Commissioner Davis expressed concern regarding the definition for Historic Sign because it appeared that something could not be considered historic if it was not on the Historic Resources Survey.

Assistant City Manager Stevens stated the language would be changed to say "and/or" in response to Commission comments. On the top of Page 10 he merged the paragraphs regarding real estate signs for developed and vacant properties in residential zones, including the setback requirement.

Commissioner Davis stated that on Page 8 under Exempt Window Signs, there was a requirement to remove temporary holiday lighting ten days after the holiday, but felt there should be a limit as to how early it can be installed, such as 15 or 30 days.

The Commission concurred to add that holiday lighting is to be installed no earlier than 30 days prior to the holiday.

Commissioner Davis stated on Page 10 regarding Open House and Garage Sale Signs, there is a maximum of four signs that can be placed at a change of direction, but felt there should be a stipulation that only one sign per individual at any location.

Assistant City Manager Stevens stated he could add a distance separation such as a minimum of 100 feet apart, or a statement limiting it to one sign for any individual open house or garage sale per location. On Page 11, Item C he added the word "Project" before Construction Signs, and the word "each" at the end. There were no changes on Page 12, and on Page 13 removed the words "public service" and replaced with "electronic" in number A.5.

In response to Commissioner Davis, **Assistant City Manager Stevens** stated he could add language to Section A.3 on Page 13 that the wattage should be measured as equivalent to an 11 watt incandescent bulb. On Page 14 there were no changes, and on Page 15 he added the language shown on the hand-out to Item E.2 for luminance standards and modified Item E.7 regarding public service announcements. On Page 16 is the amortization schedule for free-standing non-residential real estate signs. The blank date will be the effective date of the ordinance at second reading, and from that date the companies will have 90 days to remove them. There were no changes on Page 17, and the reference to "Frontier Village" on Page 18 has been changed to "Historic Downtown." The section on Window Signs has been moved to 18.152.164. On Page 19 he added the language to 5.e regarding secondary signs on the same building elevation, and deleted the height standard for monument signs because that is addressed later on.

Commissioner Davis questioned the limitation of having only a building name sign on a multi-tenant building with a shared entrance. He felt it should be the responsibility of the landlord to determine who can have a sign on the building, and that in a commercial area it is an advantage to a business to have their name on the wall.

Assistant City Manager Stevens stated this has been the practice in the City for the past 20 years and they are just trying to codify that practice. There hasn't been a problem until recently when the Ride and Show building was subdivided from a single-tenant to a multi-tenant building and the owner promised the tenants they would all be allowed to have signs without checking with the City first. A possible solution is to put a directory sign on the outside of the building but it might be difficult to read the names. It would be easier for tenants to tell their clients the name of the building they are in, and then have their listing in the lobby for their individual suites. They could also look into installing a monument sign with individual tenant names.

The majority of the Commission concurred with Staff's recommendation.

Commissioner Davis stated in regards to Item 5.e on Page 19, he thought if a secondary sign was going to be allowed on the same elevation as the primary sign, there should be a minimum distance requirement between the two signs.

Assistant City Manager Stevens stated on Page 19, Item 6, he added the language that tenants may be "eligible for inclusion" on the monument sign as part of the Master Sign Program, and added the minimum eight-inch letter height. On Page 22 in the Monument Sign section he eliminated the language that a monument sign can replace ineffective wall signs and allows them subject to the design standards. The section on Window Signs on Page 23 has been moved and reference made to the new code section. On Page 24 there is similar language for the monument signs, and he will include the new language in Item 5.e as discussed earlier for consistency here and on Page 25. Page 26 includes the new language to allow monument signs in the Administrative-Professional zone. He has also added the language allowing electronic message boards for Education and Religious Institutions in Item D.1.a on Page 26, and updated the language for Window Signs for consistency. He stated on Pages 27 and 28 are changes that are consistent with similar sections already covered.

Commissioner Davis asked if in the Historic Downtown they are still going to require wood for signs since they are moving away from the frontier theme.

Assistant City Manager Stevens stated they are still trying to avoid having internally illuminated plastic can signs in that area, and they have approved materials other than wood before.

Commissioner Davis thought maybe language could be added to say wood or other approved materials to maintain historic ambience. He thought they might want to allow more metal signs instead of wood.

Assistant City Manager Stevens stated he could add something to say they shall utilize materials consistent with maintaining the historic character of the area, including, but not limited to, and then give some examples, and shall not be standard internally illuminated plastic signs.

The Commission concurred that would be acceptable and he could finalize the language to reflect that in the various sections as appropriate. He stated he would bring back the finalized language for them to review prior to going to City Council.

In response to Commissioner Davis, **Assistant City Manager Stevens** stated Item 7 at the bottom of Page 31 allows a new business to use a temporary banner to help with business identification when they first open which would not count against the 60 days a year they are allowed for temporary banners, and that there is a possibility they would have two banners during that time period.

Assistant City Manager Stevens stated on Page 32 the Temporary Window Sign section was deleted and moved to the next section on Window Signs. He then went over the chart which was similar to the hand-out they have been using since adoption of the Urgency Ordinance.

Commissioner Davis felt the language under Temporary Signs, Time Limits should be modified to say no individual sign allowed more than 30 days.

Assistant City Manager Stevens stated while a permit is needed for a permanent sign, none is needed for temporary signs, but the business needs to document the day of installation of a temporary sign. He stated the additional standards for signs have been grouped in Item B on Page 34. He stated he modified Item B.3 as shown on the hand-out which is a general prohibition of window lighting except for exempt holiday lighting and lighting approved as an accent to the building or architecture. On Page 35 Item 4 now allows the advertising of alcohol, and Item 6 was added to address businesses that do not have windows. The next section included minor changes for consistency, and there were no changes on Pages 36 and 37.

In response to Commissioner Davis, **Assistant City Manager Stevens** stated Staff will make every effort to contact the owner of an improperly installed sign based on a reasonable address. If the notice is returned as undeliverable, it can still be considered notification and the signs can be disposed of. He can add some language to clarify attempted notification. He stated there were no additional changes made to Pages 37-40.

There being no comments from the public, the public hearing was closed.

RESOLUTION PC-1464

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SAN DIMAS RECOMMENDING APPROVAL MUNICIPAL CODE TEXT AMENDMENT 11-03, AMENDING CHAPTER 18.152, SIGN CODE

MOTION: Moved by Davis, seconded by Bratt to approve Resolution PC-1464 recommending approval of Municipal Code Text Amendment 11-03 to the City Council, including the additional language submitted in the hand-out and the revisions discussed during the public hearings, and authorizing Staff to make minor grammatical corrections. Motion carried unanimously, 5-0.

ORAL COMMUNICATION

1. Assistant City Manager for Community Development

Assistant City Manager Stevens reported on the court hearing with the Phillips regarding the boxcar in the front yard setback of their property on Amelia. Mr. Phillips was convicted on six counts and he went over the penalties. He stated there have been several development applications submitted for the RV Storage facility at Baseline and San Dimas Canyon Road, and the two pads at Costco for a bank building and a spec commercial building. The Tzu Chi may also be submitting an application for the Butterfly property, but it could be several months before it is ready to come to the Commission for review because of the environmental documents involved.

He stated the Walnut Creek Habitat and Open Space Conceptual Master Plan will be going to the City Council for consideration on August 28th. The demolition has been done on the downtown facades and they have started reconstruction on one building already. Pat Meyers

may let the Drug sign go back up on the building if it is refurbished, so there is some fundraising going on for that. The Council has put the sidewalk project on hold until they see how the budget is going, but have taken out the trees that were causing the damage and the posts have been removed as part of the façade improvements, which will make it easier to do a project when funding is available.

Assistant City Manager Stevens stated there will be a Study Session at 5:00 p.m. before the next Council meeting to discuss a food vendor for the Walk House.

2. Members of the Audience

No communications were made.

3. Planning Commission

In response to **Commissioner Rahi**, Assistant City Manager Stevens stated there have been several positions laid-off by the City Council which will require some re-assignment of duties in the future, so he not certain what will happen with the proposed Business Improvement District. The merchants had some discussions at the Bonita Corridor meetings and were going to look into Covina's program, but not sure they have coordinated that. There is a small amount in the budget for this, but cannot say at this time what staff resources will be available.

In response to **Commissioner Bratt**, Associate Planner Marco Espinoza stated the original artwork on the cell tower by the 210 Freeway was a sticker that was starting to crack, so it was removed and an artist painted the artwork on the tower. The lighting has been adjusted several times and the only way to make it brighter would be to install gooseneck lighting, which wouldn't look appropriate.

ADJOURNMENT

MOTION: Moved by Ensberg, seconded by Davis to adjourn. Motion carried unanimously, 5-0. The meeting adjourned at 8:23 p.m. to the regular Planning Commission meeting scheduled for September 5, 2012, at 7:00 p.m.

Jim Schoonover, Chairman
San Dimas Planning Commission

ATTEST:

Jan Sutton
Planning Commission Secretary

Approved: September 19, 2012