



**MINUTES**  
**SPECIAL CITY COUNCIL MEETING**  
**MONDAY, MAY 28, 2013 5:30 P. M.**  
**SAN DIMAS COUNCIL CHAMBERS**  
**CONFERENCE ROOM**  
**245 E. BONITA AVENUE**

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**CITY COUNCIL:**

Mayor Curtis W. Morris  
Mayor Pro Tem Denis Bertone  
Councilmember Emmett Badar  
Councilmember John Ebner  
Councilmember Jeff Templeman

City Manager Blaine Michaelis  
City Attorney Ken Brown  
Assistant City Manager/City Clerk Ken Duran  
Assistant City Manager for Community Development Larry Stevens  
Director of Public Works Krishna Patel  
Director of Parks and Recreation Theresa Bruns

**1. CALL TO ORDER**

Mayor Morris called the Special Meeting to order at 5:30 p.m.

**2. ORAL COMMUNICATIONS**

No comments.

**3. CONTINUED DISCUSSION REGARDING RECENT PLANNING AND LAND USE  
PROJECTS AND PROPOSALS**

Assistant City Manager Stevens commented that this study session is a continuation of the case study study session a few weeks back. He referenced his staff report where he tried to identify issues that he thought were raised.

Mr. Stevens commented that he understood it was the consensus of Council to adjust the fee related to the initiation of a Code Text Amendment so it is collected on a staggered basis and staff would propose making that change. Mayor Morris confirmed that it was the consensus of the Council to make that fee change.

Mr. Stevens referenced the fee chart in the staff report that identified the other planning related fees. He mentioned that to raise the amount of fees would require a nexus study. He also mentioned that San Dimas fees are on the low side compared to other cities. There was discussion on fees and keeping them as low as possible. Mayor Morris suggested looking at condition requirements that may not be relevant, especially if they have a cost to the applicant.

Mr. Stevens described the various review processes and the amount of staff time involved with each. It was the consensus of the Council not to adjust any other fees.

Mr. Stevens referred to the chart in the staff report showing the typical processing time for each type of process.

Councilman Templeman commented that communication with the public is his biggest concern. He suggested finding a way to document counter discussions between the planning staff and the public and to provide that documentation to the public. There was discussion about the feasibility and ways to provide that type of documentation and feedback. Mr. Michaelis suggested contacting other cities to see what they may be doing. Councilman Badar commented on a presentation by Long Beach at the Contract Cities conference about how they are processing things faster. Mayor Morris distributed a handout about business-friendly cities ideas. Mr. Stevens summarized that he understands that it is the consensus of the Council for staff to look at a method that allows staff to communicate back to the public with some summary of the contact and a way to log and track those contacts.

In response to a question Mr. Stevens described the current staffing in the Development Services Department. It was suggested and there was discussion about adding a paid Intern position in the Department. It was the consensus of the Council to include funding in next year's budget for an Intern position.

Mr. Stevens referenced the section of his staff report regarding archaic regulations in the Code. In particular he mentioned broadening the categories in the industrial zones and using form based code. He described the theory of form based codes. There was discussion of broadening the code definitions. Mayor Morris commented that the City should look at ways to assist failing centers. It was suggested that a joint meeting with the Planning Commission might be a good idea to further discuss some of these ideas with changes to the code.

#### **4. ADJOURNMENT**

Mayor Morris adjourned the Special City Council at 6:57 p.m.

Respectfully submitted



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Ken Duran, City Clerk