

AGENDA

CITY OF GUADALUPE PLANNING COMMISSION

Tuesday, July 15, 2008

Regular Meeting 6:00 p.m.

City Hall, Council Chambers
918 Obispo Street, Guadalupe, CA 93434

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a City meeting or other services offered by this City, please contact the City Clerk's office, (805) 356-3891. Notification of at least 72 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

*If you wish to speak concerning any item on the agenda, please complete the Request to Speak form that is provided at the rear of the Council Chambers prior to the completion of the staff report and hand the form to the City Clerk. **Note:** Staff Reports for this agenda, as well as any materials related to items on this agenda submitted after distribution of the agenda packet, are available for inspection at the office of the City Administrator, City Hall, 918 Obispo Street, Guadalupe, California during regular business hours, 8:00 a.m. to 12:00 pm. and 1:00 p.m. to 5:00 p.m., Monday through Friday; telephone (805) 356-3891.*

MEMBERS OF THE PLANNING COMMISSION: Commissioners Monika Huntley, Carl Kraemer, Frances Romero and Chairman Alejandro Ahumada.

1. **CALL TO ORDER.**
2. **PLEDGE OF ALLEGIANCE.**
3. **ROLL CALL.** Commissioners Monika Huntley, Carl Kraemer, Frances Romero and Chairman Alejandro Ahumada.
4. **CONSENT CALENDAR.** The following routine items are presented for Planning Commission approval without discussion as a single agenda item in order to expedite the meeting. Should a Commissioner wish to discuss or disapprove an item, it must be dropped from the blanket motion of approval and considered as a separate item.

- a. Minutes of the Planning Commission meeting of June 17, 2008 to be ordered filed.

5. **COMMUNITY PARTICIPATION FORUM.**

Each person will be limited to a discussion of 3 minutes. Pursuant to provisions of the Brown Act, no action may be taken on these matters unless they are listed on the agenda, or unless certain emergency or special circumstances exist. The Planning Commission may direct Staff to investigate and/or schedule certain matters for consideration at a future Planning Commission meeting.

6. **REVIEW OF SIGN REGULATIONS AND PROPERTY UPKEEP REQUIREMENTS.** That the Planning Commission receive a presentation from staff, allow for Planning Commission discussion and questions and answers.

- a. Written Staff Report (Rob Mullane)
- b. Planning Commission discussion and consideration
- c. It is Recommended that the Commission direct staff to return with any new regulations or requirements for formal consideration if such changes are deemed necessary.

7. **PLANNING DIRECTOR'S REPORT.**

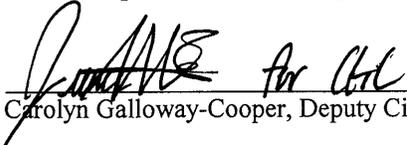
8. **FUTURE AGENDA ITEMS.**

- a. Historical Building Regulations.

9. **ANNOUNCEMENTS.**

10. **ADJOURNMENT.**

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing Agenda was posted at the City Hall display case, the Water Department, the City Clerk's office, and Rabobank not less than 72 hours prior to the meeting. Dated this 11th day of July, 2008.

By:  _____
Carolyn Galloway-Cooper, Deputy City Clerk



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MINUTES**

CITY OF GUADALUPE PLANNING COMMISSION

Tuesday, June 17, 2008

Regular Meeting 6:00 p.m.

**City Hall, Council Chambers
918 Obispo Street, Guadalupe, CA 93434**

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MEMBERS OF THE PLANNING COMMISSION: Commissioners Monika Huntley, Carl Kraemer, Frances Romero and Chairman Alejandro Ahumada.

1. **CALL TO ORDER.** Chair Ahumada at 6:02 pm.
2. **PLEDGE OF ALLEGIANCE.**
3. **ROLL CALL.**
Present: Commissioners Monika Huntley, Carl Kraemer, and Chairman Alejandro Ahumada.
Absent: Commissioner Frances Romero
4. **CONSENT CALENDAR.** The following routine items are presented for Planning Commission approval without discussion as a single agenda item in order to expedite the meeting. Should a Commissioner wish to discuss or disapprove an item, it must be dropped from the blanket motion of approval and considered as a separate item.

- a. Minutes of the Planning Commission meeting of April 15, 2008 to be ordered filed.
- b. Minutes of the Planning Commission meeting of May 20, 2008 to be ordered filed.

Motion to Approve the Consent Agenda Items, including the filing of the Minutes of the April 15, 2008 and May 20, 2008 Planning Commission meetings. (Kramer/Huntley)

VOTE: Ayes: 3
 Noes: 0
 Motion passed

5. COMMUNITY PARTICIPATION FORUM.

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No speakers.

6. CONSIDERATION OF IMPLEMENTING A DEVELOPMENT PLAN PROCESS.

That the Planning Commission discuss the implementation of a Development Plan Process for certain new development projects and additions and consider recommending that the City Council direct the initiation of work on such a process.

- a. Written Staff Report (Rob Mullane)
- b. Planning Commission discussion and consideration
- c. It is Recommended that the Planning Commission discuss the implementation of Development Plan Process and direct staff to transmit any Commission recommendations on such a process to the City Council.

City Planner Rob Mullane presented the written staff report including the pros and cons of establishing a Development Plan process and previous City Council input on such a process. This was followed by Planning Commission discussion. The Commission had general consensus that such a process was not necessary at this time but may need to be reconsidered at some point in the future.

Motion to Table the Item (Kramer/Huntley)

VOTE: Ayes: 3
 Noes: 0
 Motion passed

7. **PLANNING COMMISSION WORKSHOP # 6 :ENVIRONMENTAL ISSUES.**

That the Planning Commission conduct training workshop covering # 6 in the Planning Commissioner's Handbook: Environmental Issues.

- a. Written Staff Report (Rob Mullane)
- b. Planning Commission discussion and consideration.
- c. It is Recommended that the Planning Commission conduct training workshop covering # 6 in the Planning Commissioner's Handbook.

City Planner Mullane presented the staff report, gave an overview of the handbook chapter, and fielded questions from the Commission.

8. **FUTURE AGENDA ITEMS.**

a. **Review of Sign Regulations**

City Planner Mullane noted that the City Council requested that the Planning Commission consider the effectiveness of the City's sign regulations, particularly with respect to maintenance and proper upkeep to maintain an attractive built environment. Commissioner Huntley noted that signage was discussed by the Commission not too long ago (1-2 years ago) and that out of these discussions some clean-up of signs was conducted. Staff to research and report back to the Commission.

City Planner Mullane also noted that another future agenda item would be a discussion on the City's historical buildings as requested by Commissioner Kraemer at a previous meeting.

9. **ANNOUNCEMENTS.**

Commissioner Kraemer announced that there will be a Pancake Breakfast at the Vet's Hall benefitting the Green Machine student organization this Saturday (6/21/08) morning.

Commissioner Huntley reminded the public to spay and neuter their pets and that funds are available to assist with the costs.

10. **ADJOURNMENT. 7:51 pm**

Motion to Adjourn (Ahumada/Huntley)

VOTE: Ayes: 3
 Noes: 0
 Motion passed

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing Agenda was posted at the City Hall display case, the Water Department, the City Clerk's office, and Rabobank not less than 72 hours prior to the meeting. Dated this _____ day of _____, 2008.

By: _____
Carolyn Galloway-Cooper, Deputy City Clerk

REPORT TO THE PLANNING COMMISSION
July 15, 2008

151

Prepared By:
Rob Mullane, City Planner

CM

Approved By:
Carolyn Galloway-Cooper

SUBJECT: Review of Sign Regulations and Property Upkeep Requirements

EXECUTIVE SUMMARY:

This item is to inform the Commission what the City's requirements for signage and upkeep of appearance of properties. The City Council in a recent meeting noted that certain properties have signs that are in disrepair and requested that the Planning Commission consider the adequacy of the City's current regulations, and the possible need for changes to the City's regulations in existing standards are deemed ineffective. After reviewing the City's existing regulations, the Commission should direct staff to initiate any changes to the Zoning Code if any such changes are deemed necessary. Any new Zoning regulations would come back to the Planning Commission at a noticed public hearing.

RECOMMENDATION:

- 1) Receive a presentation from staff
- 2) Allow for Planning Commission discussion and questions and answers
- 3) Direct staff to return with any new regulations or requirements for formal consideration if such changes are deemed necessary.

BACKGROUND:

At the May 27, 2008 City Council meeting, the Council directed staff to review the adequacy of existing regulations pertaining to signs and signage upkeep with the Planning Commission at a future Commission meeting. Staff has brought the item to the Commission for such a discussion.

DISCUSSION:

The City of Guadalupe's Zoning Code does provide some guidance on external appearance and upkeep of properties, as well as for signage requirements.

- Section 18.20.020 allows RVs and other trailers in the side or rear yards of R-1 lots under certain circumstances. R-1-M has the same allowed uses.

- Section 18.37.010 has standards for exterior appearance of Commercial and Light Industrial Zoned properties. See items 1, 2, and 3, in particular.
- Section 18.40.040 and 18.40.050 have standards for screening and confinement of certain uses to indoors areas for Commercial-Industrial zoned properties.
- Section 18.52, Development Standards, has a number of standards for property upkeep and also sets forth the City's sign permit requirements.
- Section 18.52.121.B has hedge height maintenance requirements for front yards.
- Section 18.52.122.D and E have screening requirements for trash enclosure areas and parking lots.
- Section 18.52.125 has requirements for maintenance of fencing and walls.
- Section 18.52.140, .150, and .160 have the City's sign permitting requirements.
- Section 18.64.040 has landscaping requirements. 10% coverage requirement.
- Section 18.64.120 has landscaping maintenance requirements.
- Section 18.84.020 states that maintenance requirements must be met and prompt enforcement if not properly maintained.

ALTERNATIVES:

None noted.

AGENDA ITEM: