



Thursday, August 8, 2019

6:30 P.M.

**MINUTES
SPECIAL JOINT MEETING OF PLANNING COMMISSION
AND SITE AND ARCHITECTURAL DESIGN REVIEW BOARD**

Marina City Council Chambers
211 Hillcrest Avenue
Marina, CA

1. CALL TO ORDER

2. ROLL CALL & ESTABLISHMENT OF QUORUM

Planning Commission: Chair David Burnett, Vice Chair Kathy Biala (Absent), David Bielsker, Victor Jacobsen, Tom Mann, Brian McCarthy, Jeffrey Weekley

Design Review Board: Chair Ed Rinehart (Absent), Heather Marquard (Absent), Dominic Askew (Absent), David Bielsker, Richard Boynton (Absent)

3. MOMENT OF SILENCE & PLEDGE OF ALLEGIANCE

4. SPECIAL ANNOUNCEMENTS AND COMMUNICATIONS FROM THE FLOOR

Chair Burnett opened the floor for public comment, and Ms. Paula Pelot stood to provide comments regarding the Short Term Rental ordinance which had been presented to City Council the night before. Following Ms. Pelot's comments, Chair Burnett also made comments regarding the ordinance. The floor was then closed for public comment.

5. CONSENT AGENDA

- a. Minutes from the Planning Commission Regular Meeting held June 27, 2019

Chair Burnett motioned to postpone minutes as a copy was not included in the agenda packet. The motion was seconded by Commissioner Bielsker and passed with a unanimous vote of 6-0-1(Biala) -0.

6. PUBLIC HEARINGS

- a. **326 Reservation Road (Continued from June 27, 2019 Planning Commission Meeting)**

Consider adopting a Resolution Denying a Request for an Exception to the Requirements of Marina Municipal Code Title 16: Subdivision Ordinance (VA2019-01) for a New Parcel to Have No Street Frontage as is Required by Section 16.06.080 for the Property at 236 Reservation Road (APN: 032-181-018-000). Exempt from CEQA per Article 18, Section 15270.

Planning Manager Christy Hopper informed the Commission that the applicant had requested a continuance on the item.

Chair Burnett then opened the floor for public comment, and Ms. Paula Pelot inquired whether the item being presented at a joint meeting would be an issue should the applicant want to make an appeal to the City Council, who would also be present. Ms. Hopper stood and shared her concern about continuing to hold Planning Commission meetings with no other items on the agenda except to request continuance of this item. She continued by stating that at this time, there were no additional items for the next regularly scheduled Planning Commission meeting. After brief discussion between Ms. Hopper and the Commission, Chair Burnett motioned to continue the item to a date uncertain. The motion was seconded by Commissioner McCarthy and passed with a vote of 6-0-1(Biala) -0.

7. **ACTION ITEMS**

None

8. **OTHER ACTION ITEMS**

None

9. **DISCUSSION ITEMS**

a. Planning Commission and Design Review Board Sign Ordinance Workshop

Prior to the presentation, Chair Burnett inquired whether the Design Review Board had been informed of the meeting. Ms. Hopper confirmed, stating an email had been sent to members of both Planning Commission and Design Review Board. However, the only response received was from Board Member Marquard, who was unable to attend but did submit photos and comments for the Sign Ordinance workshop. Ms. Hopper then presented the review of the City's current Sign Ordinance; following the presentation, Commissioners were invited to ask questions and provide comments.

Some questions/items of concern regarding signs included:

- Confusing layouts for signs with multiple listings
- Illegible text (ex: Black text on Locke Paddon Park sign)
- Visibility of signs in fog
- "Sign Wars" between businesses
- What qualifies as a sign?
- Is it possible to establish a minimum size requirement for text on signs to make signs more legible while driving?
- Will the Sign Ordinance be updated or undergo a complete overhaul?
- Gateways to the City – will there be specific regulations in these areas?
- Banners as primary signs on a permanent basis?
- Regulations for sign spinners/people in costumes holding signs?

Chair Burnett inquired about fireworks stands which are put up throughout the City during the summer, and whether the City regulated their use of banners, feather flags and signs. Per Ms. Hopper, the City does not currently regulate these booths as they do not fall into any specific category within the Ordinance.

Commissioner Weekley expressed his desire for Planning Staff to continue with it's review of the Sign Ordinance, as Marina's signs are "shabby" and need to be updated.

During discussion of lighted/animated signs, Commissioner Bielsker inquired about lighted sign boards outside of local schools. According to Ms. Hopper, for public schools the plans and installation of these signs fall under the jurisdiction of the State Architect and are regulated by the local school district. Private schools are still required to abide by the Sign Ordinance.

Commissioner Jacobsen asked what measures are being taken with regards to enforcement of the current ordinance. Ms. Hopper informed the Commission that the City currently has a code enforcement officer one day a week; due to this restriction enforcement is not proactive but based on complaints submitted to the City. Chair Burnett proceeded to whether the fines collected would be enough to cover the cost of Code Enforcement should the City increase number of days Code Enforcement is available. Per Mr. Aegerter, while it depends on the City's political will, if the City is aggressive and strict in its enforcement, collected funds can mitigate costs.

Following this, Chair Burnett stated the Commission's position on the necessity of Planning Staff's revision of the sign ordinance and inquired about a timeline for completion of review. Per Ms. Hopper, Staff will take direction from the Commission, and will also perform outreach to local businesses for feedback as well as keep them informed of any changes or updates.

Chair Burnett also asked about non-conforming signs and whether they would be "grandfathered" in following any updates to the ordinance. Ms. Hopper replied that any signs which are replaced must be made compliant with the Sign Ordinance, and Mr. Aegerter added that amortization of signs may be considered by the City. Chair Burnett then proceeded to inquire if signage would be required for Short Term Rental units, which Ms. Hopper confirmed is not necessary since they are within residential districts. There was also a question of offsite advertisement/signage for Short Term Rentals; per Ms. Hopper, offsite advertisement is currently prohibited for businesses and Staff would need to consult with the City Attorney.

Upon completion of the question and answer session, Chair Burnett opened the floor for public comment, seeing none the floor was then closed.

10. COMMISSIONER COMMENTS AND STAFF INFORMATIONAL REPORTS

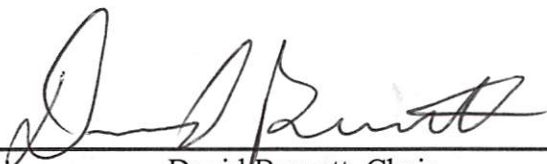
Chair Burnett opened the floor for Commissioner Comments and Staff Reports; Ms. Hopper stood to provide an update on the Housing Element, which had been resubmitted to the State on August 8th. She also provided a recap of the Open House which was held the end of July. Ms. Hopper also informed the Commission of the Special Joint Meeting of City Council and Planning Commission for the Local Coastal Plan Workshop #3; scheduled to be held Thursday, September 12, 2019. Seeing no additional comments or reports, Chair Burnett closed the floor.

11. CORRESPONDENCE

None

12. **ADJOURNMENT**

Meeting was adjourned at 7:42 P.M.



David Burnett, Chair

ATTEST:



Erin Fernando, Administrative Assistant

September 13, 2019

Date