

# **City of Jackson Planning Commission**

## **Summary Meeting Minutes of September 15, 2008**

The Planning Commission of the City of Jackson met in the Civic Center Council Chambers, 33 Broadway, Jackson, California. Chairwoman Sexton called the meeting to order at 6:00 p.m.

**COMMISSION MEMBERS PRESENT:**

Leticia Sexton Chairwoman  
Dave Butow, Vice Chairman  
Walt Hooser  
Kathryn Devlin  
Darek Selman

**CITY STAFF PRESENT:**

Susan Peters, City Planner  
Mike Daly, City Manager  
Karon Knuist, Administrative Clerk

**COMMISSION MEMBERS NOT PRESENT:**

Note: The Staff Report Packet prepared for the Planning Commission is hereby incorporated into these minutes by reference as though set forth in full. Any Staff Report, recommended findings, mitigation measures, conditions, or recommendations which are referred to by Commissioners in their action motions on project decisions, which are contained in the Staff Reports, are part of these minutes. Any written materials, petitions, packets or comments received at the hearing also become part of these minutes. The recording tapes of this meeting are hereby incorporated into these minutes by reference and are stored in the City of Jackson Planning Department.

**Pledge of Allegiance**

- 1. Public Matters Not on the Agenda.** Judy Jebian is working on a planning committee for an upcoming smart growth conference. Invited all the Commissioners to attend and passed out brochure to all, giving an overview of program and speakers.

Ms. Jebian also asked for an update on the General Plan Elements because there hasn't been anything on the agenda for a while.

City Planner Peters replied that the Housing Element group has been working on surveys and they will be meeting again soon. The review of the Circulation Element was postponed so that Charles Field of ACTC can provide some additions to the document. The Land Use Element and the Circulation Element are scheduled to be presented at the October 20, 2008 Planning Commission Meeting.

- 2. Approval of Minutes.** Regular Meeting Minutes from August 18, 2008 were reviewed.

**MOTION: Commissioner Devlin made a motion to approve the Regular Planning Commission Meeting Minutes of August 18, 2008, seconded by Commissioner Selman. Motion was passed with Commissioners Devlin, Selman and Sexton in favor, and**

**Commissioners Hooser and Butow abstaining because they were not present at the meeting.**

Chairwoman Sexton suggested that since Gary and Jaimie Little were present in the audience, the next two items be switched so the Alley Abandonment issue could be heard first.

Commissioner Devlin excused herself from the panel and sat in the audience because she owns a neighboring piece of property.

- 3. Alley Abandonment - 120 Broadway.** City Planner Peters gave an overview of the project adding that the Planning Commission decision is the first of many steps in the process. After reviewing the General Plan, staff recommends the Planning Commission adopt a motion confirming that the abandonment of the alley conforms to the city's General Plan.

There were clarification questions from the Commissioners about access, fire access and logistics regarding the location of the alley in relation to the properties involved.

**MOTION: Vice Chairman Butow made a motion to confirm the alley abandonment and the relocation of the alley access are consistent with the General Plan, seconded by Chairwoman Sexton. Motion was passed with all in favor.**

Commissioner Devlin remained in the audience because she owns a business that uses banner signs.

- 4. Consideration of Sign Ordinance Amendments to Allow for Commercial Banner Signs.** City Manager Daly gave an overview of what has happened to bring this issue before the Planning Commission. Currently temporary/banner signs are not allowed, but are obviously used throughout the City. Staff was directed to bring recommendations to the Planning Commission on allowing temporary/banner signs with certain criteria such as size, length of time the sign can be hung, etc. as well as any fees associated with the signs. City Planner Peters pointed out that this is just a starting point and that Section 17.60.160 Exceptions allows that applications for exceptions can be filed and considered if larger signs are needed. Staff made the following recommendations:

Section 17.60.175 Sign criteria for commercial and industrial zones item K, which addresses temporary signs, shall be replaced with the following:

K. Temporary signs are allowed subject to the following requirements:  
The use of a banner shall be used only to advertise a special promotion or for property sales, not as a permanent sign for naming the business. A temporary sign may be used to name the business for a period of 60 days only if it is a new business in the process of having permanent signs prepared or an existing business in the process of updating/maintaining existing permanent signs.

A maximum of two temporary/promotional signs shall be allowed per business at any given time.

Temporary signs can only be used up to three times per year for no longer than 30 days each use. An application shall be submitted for each instance per the following requirements:

Sign permit fee shall be \$25.00 per sign.

Permit shall include a picture or sketch of the temporary sign with the colors to be used.

- a. Location for temporary sign placement shall be shown on a picture or sketch.
- b. Applicant shall provide the dates for the proposed use of the temporary sign.
2. Temporary signs shall be limited to a total of sixteen square feet.
3. Temporary signs may be hung on the wall of a building or from sturdy posts.  
Temporary signs will not be allowed on utility poles, bushes, trees, cyclone fences or “T” posts. Temporary signs shall not be mounted on a roof or balcony.

Chairwoman Sexton opened the floor to public discussion.

Commissioner Devlin approached the podium as a member of the public and asked if banners could be framed and used as a permanent signs. City Planner Peters explained that the sign ordinance prohibited that.

Sally Bligh expressed her concerns that real estate signs should be larger and should be allowed to hang longer than regular business signs.

There is also concern that the City will have trouble enforcing the new Ordinance. Commissioner Hooser suggested that a Code Enforcement program be implemented.

The following changes were proposed to the staff proposed Sign Ordinance;

Keep the proposed Section K wording for businesses

Add wording pertaining to color choices available on signs (no neon colors)

Add “awnings” after the word “balcony” in K. 5.

Add wording to the sign permit application requesting distance from building to the highway or street and add recommended letter height

New businesses have 60 days to replace their temporary sign with a permanent sign, and existing businesses have 6 months.

Chairwoman Sexton closed the floor to public discussion.

**MOTION: Vice Chairman Butow made a motion to recommend to the City Council, the changes to the Sign Ordinance as recommended by staff and amended at this meeting. Commissioner Selman seconded the motion. Motion was passed with all in favor.**

5. **Administrative Reports.** City Planner Peters reported that Home Depot has pulled their application so there will be no more environmental reports on that project.

The Planning Commissioners had some questions about the General Plan, especially the Land Use Element and City Planner Peters responded that she has been meeting with LAFCO and determining what parcels should and should not be included in our Sphere of Influence.

Meeting adjourned by Chairwoman Sexton at 7:13pm.

Attest:

  
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Susan Peters, City Planner

Date Approved: October 20, 2008

Prepared by: Karon Knuist, Administrative Clerk