

**CITY OF SAN GABRIEL**

**MINUTES OF THE SPECIAL JOINT MEETING OF THE PLANNING COMMISSION  
AND DESIGN REVIEW COMMISSION**

**May 28, 2012**

**The special joint meeting of the Planning Commission and Design Review Commission of the City of San Gabriel was held in the City Council Chambers at City Hall, 425 S. Mission Drive, San Gabriel, California, on Monday, May 28, 2012.**

Chairman Garden called the meeting to order at 6:30 p.m. and led the Pledge of Allegiance.

**Meeting Called to Order;  
Pledge of Allegiance**

**ROLL CALL**

**ROLL CALL**

Present: Norman Garden, Chair  
Dondi Adkins, Commissioner  
Carol Kimbrough, Commissioner  
Vincent Zawodny, Commissioner

Absent: Thomas Klawiter, Vice-Chair (excused)

Also Present: Robert L. Kress, City Attorney  
Carol Barrett, Planning Manager  
Mark Gallatin, City Planner  
Larissa De La Cruz, Associate Planner  
Dale Brown, City Architect  
Laura Castillo, Acting Planning Commission Secretary

**CONSENT ITEMS**

**Minutes of Adjourned Regular Meeting on March 12, 2012.**

Commissioner Adkins moved to approve the minutes. Commissioner Kimbrough seconded the motion. There being no objections, the minutes were approved.

**CONSENT ITEMS**

**Planning Commission  
Minutes of March 12,  
2012. Approved.**

**PUBLIC COMMENTS**

Chairman Garden asked that any speakers come forward who wished to address the Planning Commission on non-agenda items. There being no one who wished to speak, Chairman Garden closed this portion of the meeting.

**PUBLIC COMMENTS**

None.

**EXPLANATION OF PUBLIC HEARING PROCEDURES**

City Attorney Kress explained the public hearing procedures for the items on this evening's agenda.

**EXPLANATION OF  
PUBLIC HEARING  
PROCEDURES**

Explained by City Attorney  
Kress.

**PUBLIC HEARING ITEMS**

**1. 320 South Mission Drive**

**Planning Case No. PL-12-008 Mission Playhouse Master Sign Program and Variances  
Applicant/Owner: Anna Cross, Managing Director, San Gabriel Mission Playhouse**

This report was presented by Associate Planner De La Cruz regarding an application for a Master Sign Program for the San Gabriel Mission Playhouse. The historic Mission Playhouse is developing a new signage program that honors the history of the building, while providing for the routine needs of the facility. The proposed sign plan consists of a new monument sign, new blade signs, and incidental site signage. The application also requests three variances for a Master Sign Program for the historic Mission Playhouse. These variances are to increase the height of a proposed monument sign, a request to allow the placement of a wall sign on a detached garden wall, and a request to

**PUBLIC HEARING  
ITEMS**

**1. 320 S. Mission Dr.  
Planning Case No. PL-12-008  
Mission Playhouse Master  
Sign Program and Variance.  
Approved.**

allow an increased number of projecting (or ‘blade’) signs for the property.

This report was reviewed and exempted for compliance with the California Environmental Quality Act (CEQA) per Guidelines Section 15301, Class 11 (Accessory Structures – On-premise Signs).

Staff recommends that the Design Review Commission approve Planning Case No. PL-12-008 (Master Sign Program), subject to the recommended conditions of approval and recommend approval of the requested variances to the Planning Commission.

Staff also recommends that the Planning Commission approve Planning Case No. PL-12-008 (Variances), subject to the recommended conditions of approval.

Applicant’s Testimony

Anna Cross, Jonathan Salisbury and Steve Wilkinson from the San Gabriel Mission Playhouse, presented their report in support of the proposed sign. They also stressed the importance of branding and using a logo on the property, and stated that it unifies an organization from within by showing the public unity and professionalism.

Doug Joyce, from Onyx Architects, stated that this proposed sign would bring proper stewardship and vitality to the Playhouse.

Harry Baldwin, Vice President of the Historical Association, stated that the Association was in support of this sign program.

Commissioners’ Discussion

The Commission commended everyone involved in this project including the architects and staff. However, they did express some concerns in regards to the LED lighting, how fast the sign pacing would be, vandalism to the sign and landscaping around the sign.

City Architect Dale Brown stated that the sign pacing will be great for vehicles but paced for pedestrians. It will be a primarily black background with white text, similar to the marquee. Planning Manager Barrett reiterated that the pace of the sign would be slower and change approximately every 12 seconds in order to not be distracting to vehicles passing by.

Doug Joyce also confirmed that landscaping would be put in at the bottom of the sign to soften the look and help to reduce vandalism.

Commissioner Zawodny presented an idea to incorporate a camera to the sign that would capture children’s faces as they walk up to it so that they can see themselves.

Design Review Commission Chairman Nadolney made the motion to approve the master sign program and Planning Case PL-12-008 subject to the recommended conditions of approval and to recommend approval of the variances to the Planning Commission. Design Review Commission Design Review Commission Vice-Chair Nakaba seconded the motion.

Ayes: Nadolney, Nakaba and Cheng  
Noes: none

3 – 0 vote. Motion carried.

Chairman Garden made the motion to approve PL-12-008, upon the recommendation of the Design Review Commission that they approve and make the findings for variances contained in Section 153.261 of the San Gabriel Municipal Code for the variances requested. Commissioner Adkins seconded the motion.

Applicant’s Testimony

Commissioners’ Discussion

Ayes: Garden, Kimbrough, Adkins and Zawodny  
Noes: none

4 – 0 vote. Motion carried.

**STAFF ITEMS**

**1. Census Highlights.**

This report was presented by Planning Manager Barrett on behalf of Associate Planner Larissa De La Cruz.

This is an information item. No action was required.

**PLANNING COMMISSION ITEMS**

**1. Neighborhood Friendly Policy.**

This report was presented by Planning Manager Barrett. The Planning Commission asked staff to draft a Neighborhood Friendly Policy that would help to inform businesses of community expectations.

The Commission was in agreement that this policy was a great way to set guidelines.

The policy was reviewed for compliance with the California Environmental Quality Act (CEQA). This project is exempt as it is not a project under the CEQA definition as per Public Resources Code Section 21065.

Staff recommends that the Planning Commission review, revise, and approve the Draft Good Neighbor Policy and Actions and recommend the policy to City Council.

Chairman Garden made the motion to approve the policy and recommends that the City Council adopt the policy. Commissioner Kimbrough seconded the motion.

Ayes: Garden, Dondi, Kimbrough, Zawodny  
Noes: none

4 – 0 vote. Motion carried.

**ADJOURNMENT**

There being no further business to discuss, Chairman Garden moved to adjourn at 8:45 p.m. to the regular Planning Commission meeting on June 11, 2012, convening in the Council Chambers, City Hall, 2<sup>nd</sup> Floor, 425 S. Mission Drive, San Gabriel, CA.

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The Planning Commission meetings are available on tape and may be reviewed in the Community Development Department office at City Hall during regular business hours.

**STAFF ITEMS**

**1. Census Highlights.  
Information only.**

**PLANNING COMMISSION  
ITEMS**

**1. Neighborhood Friendly  
Policy.**

**ADJOURNMENT**

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Norman Garden, Chair  
Planning Commission

ATTEST: \_\_\_\_\_  
Laura Castillo, Acting Secretary  
City of San Gabriel Planning Commission