

AGENDA

LAND USE AND DESIGN REVIEW COMMITTEE

June 11, 2009
9:00 A.M.

**Laguna Woods City Hall
Council Chambers
24264 El Toro Road
Laguna Woods, CA 92637**

AGENDA DESCRIPTION: The Agenda descriptions are intended to give notice, to members of the public, of a general summary of items of business to be transacted or discussed.

Any person wishing to address the Land Use and Design Review Committee on any matter, whether or not it appears on this agenda, may do so under the appropriate section of the agenda. Whenever possible, lengthy testimony should be presented to the Committee in writing (12 copies) and only pertinent points presented orally. Requests to speak to items on the agenda shall be heard at the appropriate point on the agenda; requests to speak about subjects not on the agenda will be heard during the **Public Comment** section of the meeting.

I. CALL TO ORDER

II. ROLL CALL

III. COMMITTEE BUSINESS

A. Committee Vice-Chair

RECOMMENDED ACTION: Appoint a vice chair to serve in chair's absence.

B. Fiscal Year 2009-10 Capital Improvement Program (Attachment 1)

RECOMMENDED ACTION: Discuss and recommend to City Council.

C. Temporary Signs (Attachment 2)

RECOMMENDED ACTION: Discuss potential modifications to existing temporary sign regulations.

D. Landscape Advisory Committee

RECOMMENDED ACTION: Appoint three members to serve as the landscape advisory committee.

IV. PENDING PROJECTS UPDATE

- A. San Sebastian Condominium Project
- B. Calvary Chapel Expansion (Aliso Viejo)
- C. Outdoor Restaurant Seating Permit Policy
- D. Ridge Route Linear Park
- E. Moulton Smart Street Improvements

V. COMMITTEE MEMBER COMMENTS

VI. PUBLIC COMMENTS

IX. ADJOURN

Next regularly scheduled meeting at 9:00 a.m., Thursday, July 9, 2009.

RECAP

LAND USE AND DESIGN REVIEW COMMITTEE

April 9, 2009
9:00 A.M.

I. CALL TO ORDER

In the absence of Chair Miller, the meeting was called to order by City Manager Keane at 9:00 a.m.; Member DeBelles was asked to serve as interim chair.

II. ROLL CALL

Present: DeBelles, Heilbronner, Joss, Lindstrom, Preli, Sortino
Absent: Hatch, Miller, Morton, Vogt

III. COMMITTEE BUSINESS

A. Laguna Woods Village Perimeter Wall Sign Program

City Manager Keane reviewed the applicants request for fourteen perimeter wall signs; she noted that the applicant has withdrawn requests for signs at Gates 12 and 17. The staff recommendation is for approval of eleven signs associated with gate entry areas; the staff is not recommending approval denial of the wall sign at the intersection of Moulton Parkway and Santa Maria. Staff and the applicant answered questions about the signs. Upon a motion, the Committee unanimously approved a sign program including eleven gate locations. The Committee decided to stay silent on the Santa Maria/Moulton sign.

B. Outdoor Restaurant Seating in Common Area Walkways

City Manager Keane recapped the prior discussion on this item. Staff is proposing a standard policy and permit process for outdoor restaurant seating in common area walkways to proceed. The policy contains standards for the number of

tables/seats, construction material, location and clearance and maintenance. The permit would be \$39 and would not need to be renewed. Committee members expressed some concern about litter and trash cans and the need for both property owner and tenant compliance. Audience members suggested clarification to the language about clearance between tables and chairs and the requirements for signage. Upon a motion, the proposed policy and permit process, as amended during the meeting, were unanimously approved.

C. 2008 General Plan Annual Progress Report (Attachment)

City Planner Phithayanukarn reviewed the update and answered questions. Upon a motion, the Committee was unanimously approved.

IV. PENDING PROJECTS UPDATE

City Manager Keane provided an update on the following projects and responded to comments from committee members and the audience.

- A. Ridge Route Linear Park
- B. Moulton Smart Street Improvements

V. COMMITTEE MEMBER COMMENTS

None

VI. PUBLIC COMMENTS

Several questions were posed about the San Sebastian condominium project.

IX. ADJOURN

The meeting was adjourned at approximately 11:00 a.m.

Capital Improvement Program (CIP)
Open Projects Approved through FY 09-10

#	PROJECT NAME	FUNDED FY 04/05	FUNDED FY 05/06	FUNDED FY 06/07	FUNDED FY 07/08	FUNDED FY 08/09	PROPOSED FY 09/10	TOTAL BUDGET
1.	City Hall Acquisition	\$3,000,000		\$1,000,000	\$250,000			\$4,250,000 ¹
2.	Moulton Smart Street Widening Project	\$100,000	\$1,500,000	\$2,647,775	\$7,441,000	\$431,443	2,919,782	\$15,040,000 ²
3.	Ridge Route Linear Park – Phase II						\$75,000	\$75,000
4.	City Hall Renovations				\$65,000			\$65,000 ³
5.	El Toro Rd/Avenida Sevilla Stormdrain						\$176,627	\$176,627
6.	City Centre Park – Phase I						\$385,987	\$385,987
7.	El Toro Road Eastbound Rehab				\$400,000	\$281,223	\$78,043	\$759,266

ATTACHMENT III - B

#	PROJECT NAME	FUNDED FY 04/05	FUNDED FY 05/06	FUNDED FY 06/07	FUNDED FY 07/08	FUNDED FY 08/09	PROPOSED FY 09/10	TOTAL BUDGET
8.	El Toro Road Landscaping – Calle Sonora to Moulton Parkway			\$75,000				\$75,000

1. At the end of FY 08-09, remaining balance will be \$164,197.
2. At the end of FY 08-09, remaining balance will be \$14,491,330.
3. At the end of FY 08-09, remaining balance will be \$24,220.

SEVEN YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)

ATTACHMENT III- B

FY 08/09 through 14/15

Project	Funding	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16
<u>Road Improvements</u>								
Moulton Smart Street Project - Via Campo Verde - Santa Maria Ave.	Measure M County funds Total	2,919,782 2,919,782						
El Toro Road Eastbound Pavement Rehabilitation - Southernly City boundary to Calle Sonora	Prop 1B funds OC CAP RAC funds Traff Cong Relief Measure M Total	43,043 35,000						78,043
Santa Maria Ave Pavement Resurfacing - Moulton Pkyw to Avenida Sosiega	Measure M Laguna Hills AHRP Total	350,000 100,000 250,000						700,000
El Toro Rd/Avenida Sevilla Stormdrain	Prop 1B Total	176,627 176,627						
Slurry Seal Program	Measure M Total	50,000 50,000	50,000 50,000	50,000 50,000	50,000 50,000	50,000 50,000	50,000 50,000	50,000 50,000
<u>Parks</u>								
Ridge Route Linear Park	Fuel Tax Park In Lieu Fees Total	75,000 75,000						
City Centre Park	Park Bond Park In Lieu Fees Total	190,987 190,987						

**SEVEN YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)
 FY 08/09 through 14/15**

ATTACHMENT III- B

Project	Funding	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16
1 of 2								
	Measure M	0	400,000	50,000	50,000	50,000	50,000	50,000
CIP Revenues		0	400,000	50,000	50,000	50,000	50,000	50,000
CIP Expenditures		0	400,000	50,000	50,000	50,000	50,000	50,000
Balance		0	0	0	0	0	0	0
	Prop 1B	176,627						
CIP Revenues		176,627						
CIP Expenditures		176,627						
Balance		0						
	Federal		250,000					
CIP Revenues			250,000					
CIP Expenditures			250,000					
Balance		0	0	0	0	0	0	0
	Park In Lieu	265,987						
CIP Revenues		265,987						
CIP Expenditures		265,987						
Balance		0	0	0	0	0	0	0
	Other Funds	2,997,825	100,000	0	0	0	0	0
CIP Revenues		2,997,825	100,000	0	0	0	0	0
CIP Expenditures		2,997,825	100,000	0	0	0	0	0
Balance		0	0	0	0	0	0	0

Current Temporary Sign Regulations

Sec. 13.20.050. Permitted signs

(b) *Temporary signs.*

(1) *Construction signs.* One construction sign shall be permitted on any building site, in any area, provided that there is an active building permit on the site, except where specifically prohibited. The sign may not be internally or externally illuminated and may not exceed a total area of 32 square feet.

(2) *Real estate signs.* In any area, one real estate sign shall be permitted on any building site, unlighted and not illuminated, and not to exceed the following square feet in area:

a. *Residential.*

1. Four or less units per building site: Six square feet.
2. Five (5) or more units per building site: Thirty-two square feet.

b. *Nonresidential.* Thirty-two square feet; real estate signs for commercial centers must be removed once there are no vacancies remaining.

(3) *Commercial banner signs.*

a. Banner signs shall be allowed to be attached flush to a building or store front of a business.

b. Banner signs shall not exceed the following:

1. For businesses with frontages with 25 linear feet or less, a 25-square-foot maximum sign area is allowed.
2. For businesses with frontages with more than 25 linear feet, one square foot of signage per linear foot of frontage is allowed up to a maximum of 100 square feet.
3. For purposes of this section, business frontage shall be defined as the linear width of the building and/or business that includes its primary, public entrance.

c. Each building/business shall be allowed to display only one banner sign per frontage.

d. Each single tenant building and/or tenant of a multitenant building shall be allowed one and only one of the following banner permit options during any calendar year:

1. One banner permit for a maximum of 60 consecutive days; or
2. Two banner permits for a maximum of 30 consecutive days each;
or
3. Three banner permits for a maximum of 20 consecutive days each;
or
4. Four banner permits for a maximum of 15 days each.

e. Each business may have up to four temporary banner sign permits per calendar year. Each temporary banner sign permit is valid for 15 days and may be renewed, but the banner sign may not be displayed for a period beyond 60 cumulative days per calendar year.

f. In the case of center or plaza events, the maximum banner sign size for individual participants is 25 square feet. A common center or plaza event identification shall not exceed 100 square feet. If the special activity includes multiple tenants of a commercial center or plaza, all signs and banners should be of a similar size, color or lettering style.

g. A banner sign permit is required and may be obtained from the Community Development Department based on a fee in accordance with the City's fee schedule.

(4) *Commercial decorative banner signs.* In addition to the foregoing regulations, the following requirements apply to commercial decorative banner signs attached to light standards in commercial or business parking areas. Such signs are exempt from the 60-day cumulative day time limits otherwise applicable to banner signs. Commercial decorative banner signs shall be:

- a. A maximum of 30 inches wide and 60 inches long, but may be required to be smaller to achieve an aesthetic proportion or to avoid blocking of views;
- b. Bottom of sign shall be mounted a minimum of ten feet above grade;
- c. May not have any wording, lettering or logos except that of the center, (consistent with an approved sign program);
- d. May depict designs relating to a special or seasonal event.

Such signs must be approved by the Director or his/her designee (with signed authorization for such from the owner or owners of the affected shopping center). The Director or his/her designee may exercise discretion in the application of the above standards so long as the intent of the restrictions is met and that public safety is protected.

(5) *Decorative flags.* Permitted only in association with a group residential facility or a (real estate) commercial business. Such flags:

- a. May be rectangular or triangular in shape and a maximum of 24 inches high and 36 inches wide;
- b. May not include any wording, text or logos;
- c. When placed in ground, may not exceed four feet in height;
- d. Maximum number of flags on a group residential property is eight, on a commercial property is four;
- e. May not obstruct pedestrian or vehicular sight lines, or travelways; and
- f. May not be placed on or over public property, such that such public property would be obstructed.

(6) *Sandwich board signs.* Within commercial districts, sandwich-board signs are subject to a one time permit fee per sign. If a previously permitted sandwich board sign is removed for a duration greater than 90 cumulative days, a new permit and fee shall be required to reestablish such sign. Signage is intended to be for the

temporary advertisement or promotion of special events, sales, offerings, etc., which are of a limited duration. Such signs must be:

- a. A maximum height of 48 inches and 24 inches wide including supports. Width at base should be 30 inches or as necessary to provide a firm and sturdy base. A chain or midpoint cross-member shall be in place to strengthen the sign;
- b. Constructed of wood or metal, painted to match adjacent building;
- c. Maximum of one sign per business at any one time;
- d. Placement on sidewalk must maintain minimum four feet clear walking area on at least two sides of the sign. Placement must also avoid heavily used pedestrian paths along storefronts or into stores;
- e. May only be in place during open business hours of the applicant business;
- f. May not be placed in landscaped areas; and
- g. May not obstruct parking spaces.

Sandwich-board signs must be approved by the Director or his/her designee, who may exercise discretion in the application of the above standards so long as the intent of the restrictions are met and that public safety is protected.

(7) *Window signage.*

- a. Both permanent and temporary window signage shall be limited to a maximum of 20 percent of the window area. Permanent window signage may be displayed up to 365 calendar days per year. Temporary window signage advertising sales or special events shall be removed every 30 calendar days and may not exceed the 20 percent coverage standard.
- b. Temporary neon signs (plug-in, nonstructural), such as open signs, shall be permitted as part of the total allowable window signage, not to exceed a total of six square feet in size.

Sec. 13.20.060.

(a) *Promotional signs.* Temporary promotional signs are limited to City-sponsored events and elections and may be posted for a period not to exceed 60 days within any calendar year subject to the following provisions and any other applicable provisions within this chapter:

(1) *Placement.*

a. All temporary promotional signs shall be placed no earlier than 60 days prior to the event promoted by or related to the temporary promotional sign and shall be removed not later than ten days following the date of the event, except that temporary promotional signs that carry over promotional data from a primary election to a general election need not be removed during the interim between the related elections.

b. No temporary promotional sign shall be placed in a manner that obstructs visibility of pedestrian or vehicular traffic or that poses a public safety or health hazard.

c. No temporary promotional sign shall be placed or fixed to any publicly owned tree, fence or utility pole within the public right-of-way or otherwise posted on any public property.

(2) *Size.*

a. A temporary promotional sign shall not exceed 25 square feet in total area.

b. No temporary promotional sign shall exceed an overall height of 12 feet from the finished grade.

c. The total square footage of all temporary promotional signs posted in a single private property located in a residentially zoned area of the City relating to the same date-specific event shall not exceed a maximum of three temporary promotional signs. The total sign area of the three signs combined shall not exceed 75 square feet.

(3) *Headquarter signs.* Temporary promotional signs used for identification of organization headquarters shall comply with the provisions of this section.

(4) *Identification of owner.* All temporary promotional signs shall set forth the name of the owner or the owner's agent and a telephone number and address where such owner or owner's agent may be contacted.

(b) *Signs and banners for religious institutions and other 501(c)(3) nonprofit organizations.* Applicants qualified to submit under this provision of the code may apply for an annual permit allowing a maximum of two temporary signs/banners at any one time, subject to the following provisions:

(1) A completed annual permit application and applicable fees.

(2) Submittal of a site plan showing the size location of the temporary sign(s)/banner(s).

(3) Details for the mounting of the temporary sign(s)/banner.

(4) Freestanding temporary sign(s)/banners may be allowed in a ridged mounting structure, subject to the Director's approval. Approval of a freestanding temporary sign/ banner structure must consider the following:

a. Height and width requirements for temporary sign/banner structures as set forth below in Subsection (b)(5);

b. Aesthetics and materials, as guided by the standards and criteria set forth in the Sign Code;

c. Sight-line and safety considerations;

d. Building code requirements for wind load and footing design.

(5) The total temporary sign/banner area allowed under the annual permit may not exceed 60 square feet. The maximum width (length) of any temporary sign/ banner is 15 feet and the maximum height is eight feet. In no case shall a temporary sign/banner be allowed to project more than four feet above the top accessory structure or ten feet above average grade. Freestanding signs may not exceed eight feet above grade.

(6) Religious institutions and other 501(c)(3) nonprofit organizations that are located in existing shopping centers are subject to the rules and restrictions set forth by the center's management and will be subject to the commercial sign provisions of the Code.

(7) Holders of permits issued under this section shall not mount, post, erect, or display any temporary sign/banner that advertises or announces a specific event, excluding political campaign signs, more than 30 days in advance of the event advertised. A temporary sign/banner for a specific event must be removed within 48 hours of the end of the event.

(8) All other sign standards applicable to the property shall be in place unless superseded by the provisions of the annual permit.