



CITY OF MORRO BAY PLANNING COMMISSION AGENDA

*The City of Morro Bay is dedicated to the preservation and enhancement of the quality of life.
The City shall be committed to this purpose and will provide a level of municipal service and safety
consistent with and responsive to the needs of the public.*

**Regular Meeting - Wednesday, July 3, 2013
Veteran's Memorial Building - 6:00 P.M.
209 Surf Street, Morro Bay, CA**

Chairperson Rick Grantham

Vice-Chairperson John Solu
Commissioner Michael Lucas

Commissioner John Fennacy
Commissioner Robert Tefft

ESTABLISH QUORUM AND CALL TO ORDER
MOMENT OF SILENCE / PLEDGE OF ALLEGIANCE
PLANNING COMMISSIONER ANNOUNCEMENTS

PUBLIC COMMENT PERIOD

Members of the audience wishing to address the Commission on matters not on the agenda may do so at this time. In a continual attempt to make the public process open to members of the public, the City also invites public comment before each agenda item. Commission hearings often involve highly emotional issues. It is important that all participants conduct themselves with courtesy, dignity and respect. All persons who wish to present comments must observe the following rules to increase the effectiveness of the Public Comment Period:

- When recognized by the Chair, please come forward to the podium and state your name and address for the record. Commission meetings are audio and video recorded and this information is voluntary and desired for the preparation of minutes.
- Comments are to be limited to three minutes so keep your comments brief and to the point.
- All remarks shall be addressed to the Commission, as a whole, and not to any individual member thereof. Conversation or debate between a speaker at the podium and a member of the audience is not permitted.
- The Commission respectfully requests that you refrain from making slanderous, profane or personal remarks against any elected official, commission and/or staff.
- Please refrain from public displays or outbursts such as unsolicited applause, comments or cheering.
- Any disruptive activities that substantially interfere with the ability of the Commission to carry out its meeting will not be permitted and offenders will be requested to leave the meeting.
- Your participation in Commission meetings is welcome and your courtesy will be appreciated.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Public Services' Administrative Technician at (805) 772-6291. Notification 24 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. There are devices for the hearing impaired available upon request at the staff's table.

PRESENTATIONS

Informational presentations are made to the Commission by individuals, groups or organizations, which are of a civic nature and relate to public planning issues that warrant a longer time than Public Comment will provide. Based on the presentation received, any Planning Commissioner may declare the matter as a future agenda item in accordance with the General Rules and Procedures. Presentations should normally be limited to 15-20 minutes.

A. CONSENT CALENDAR

- A-1 Approval of minutes from Planning Commission meeting of June 19, 2013
Staff Recommendation: Approve minutes as submitted.

B. PUBLIC HEARINGS

Public testimony given for Public Hearing items will adhere to the rules noted above under the Public Comment Period. In addition, speak about the proposal and not about individuals, focusing testimony on the important parts of the proposal; not repeating points made by others.

B-1 Public hearing continued from June 19, 2013.

Case No.: Zoning Text Amendment #A00-015 (continued originally from June 20, 2012 meeting)

Site Location: Citywide

Proposal: The City of Morro Bay is proposing a Municipal Code Amendment modifying Section 17.68 “Signs.” Recommendations from the previous sign workshops, sign survey results, previous work for the 2004 Planning Commission report and direction from City Council (2012) will be presented at the June 19, 2013 meeting. The Planning Commission will review these items, take public testimony and provide direction to staff.

CEQA Determination: To be determined.

Staff Recommendation: Review draft ordinance, take public testimony, and provide direction to staff.

Staff Contact: Erik Berg-Johansen, Planning Intern (805) 772-6291

C. UNFINISHED BUSINESS

- C-1 Current and Advanced Planning Processing List
Staff Recommendation: Receive and file.
Upcoming Projects: To be determined.

D. NEW BUSINESS

None

E. DECLARATION OF FUTURE AGENDA ITEMS

F. ADJOURNMENT

Adjourn to the a next regularly scheduled Planning Commission meeting at the Veteran’s Memorial Building, 209 Surf Street, on Wednesday, July 17, 2013, at 6:00 p.m.

PLANNING COMMISSION MEETING PROCEDURES

This Agenda is subject to amendment up to 72 hours prior to the date and time set for the meeting. Please refer to the Agenda posted at the Public Services Department, 955 Shasta Avenue, for any revisions or call the department at 772-6291 for further information.

Written testimony is encouraged so it can be distributed in the Agenda packet to the Commission. Material submitted by the public for Commission review prior to a scheduled hearing should be received by the Planning Division at the Public Services Department, 955 Shasta Avenue, no later than 5:00 P.M. the Tuesday (eight days) prior to the scheduled public hearing. Written testimony provided after the Agenda packet is published will be distributed to the Commission but there may not be enough time to fully consider the information. Mail should be directed to the Public Services Department, Planning Division.

Materials related to an item on this Agenda are available for public inspection during normal business hours in the Public Services Department, at Mill's/ASAP, 495 Morro Bay Boulevard, or the Morro Bay Library, 695 Harbor, Morro Bay, CA 93442. Materials related to an item on this Agenda submitted to the Planning Commission after publication of the Agenda packet are available for inspection at the Public Services Department during normal business hours or at the scheduled meeting.

This Agenda may be found on the Internet at: www.morro-bay.ca.us/planningcommission or you can subscribe to Notify Me for email notification when the Agenda is posted on the City's website. To subscribe, go to www.morro-bay.ca.us/notifyme and follow the instructions.

The Brown Act forbids the Commission from taking action or discussing any item not appearing on the agenda, including those items raised at Public Comment. In response to Public Comment, the Commission is limited to:

1. Responding to statements made or questions posed by members of the public; or
2. Requesting staff to report back on a matter at a subsequent meeting; or
3. Directing staff to place the item on a future agenda. (Government Code Section 54954.2(a))

Commission meetings are conducted under the authority of the Chair who may modify the procedures outlined below. The Chair will announce each item. Thereafter, the hearing will be conducted as follows:

1. The Planning Division staff will present the staff report and recommendation on the proposal being heard and respond to questions from Commissioners.
2. The Chair will open the public hearing by first asking the project applicant/agent to present any points necessary for the Commission, as well as the public, to fully understand the proposal.
3. The Chair will then ask other interested persons to come to the podium to present testimony either in support of or in opposition to the proposal.
4. Finally, the Chair may invite the applicant/agent back to the podium to respond to the public testimony. Thereafter, the Chair will close the public testimony portion of the hearing and limit further discussion to the Commission and staff prior to the Commission taking action on a decision.

APPEALS

If you are dissatisfied with an approval or denial of a project, you have the right to appeal this decision to the City Council up to 10 calendar days after the date of action. Pursuant to Government Code §65009, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Commission, at, or prior to, the

public hearing. The appeal form is available at the Public Services Department and on the City's web site. If legitimate coastal resource issues related to our Local Coastal Program are raised in the appeal, there is no fee if the subject property is located within the Coastal Appeal Area. If the property is located outside the Coastal Appeal Area, the fee is \$250 flat fee. If a fee is required, the appeal will not be considered complete if the fee is not paid. If the City decides in the appellant's favor then the fee will be refunded.

City Council decisions may also be appealed to the California Coastal Commission pursuant to the Coastal Act Section 30603 for those projects that are in their appeals jurisdiction. Exhaustion of appeals at the City is required prior to appealing the matter to the California Coastal Commission. The appeal to the City Council must be made to the City and the appeal to the California Coastal Commission must be made directly to the California Coastal Commission Office. These regulations provide the California Coastal Commission 10 working days following the expiration of the City appeal period to appeal the decision. This means that no construction permit shall be issued until both the City and Coastal Commission appeal period have expired without an appeal being filed. The Coastal Commission's Santa Cruz Office at (831) 427-4863 may be contacted for further information on appeal procedures.

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Commissioner Lucas seconded and the motion passed (4-0), with Commissioner Solu sustaining as he was not at the May 29, 2013 meeting.

B. PUBLIC HEARINGS

B-1 Public hearing continued from June 20, 2012.

Case No.: Zoning Text Amendment #A00-015 (continued originally from June 20, 2012 meeting)

Site Location: Citywide

Proposal: The City of Morro Bay is proposing a Municipal Code Amendment modifying Section 17.68 “Signs.” Recommendations from the previous sign workshops, sign survey results, previous work for the 2004 Planning Commission report and direction from City Council (2012) will be presented at the June 19, 2013 meeting. The Planning Commission will review these items, take public testimony and provide direction to staff.

CEQA Determination: To be determined.

Staff Recommendation: Review draft ordinance, take public testimony, and provide direction to staff.

Staff Contact: Erik Berg-Johansen & Katie Mineo, (805) 772-6291

Berg-Johansen presented the staff report. Staff has decided to present the proposed ordinance one district at a time, so the district presented at this meeting was the Embarcadero.

Commissioner Solu asked if the feedback from the previous two workshops has been included in the proposed ordinance. Berg-Johansen confirmed he incorporated past research and feedback in the proposed ordinance.

Commissioner Lucas asked Berg-Johansen to briefly summarize the workshops. Berg-Johansen stated similar questions were asked at the workshops that were asked on the survey distributed for the update. Workshop participants also had questions about the four different sign districts and how they were determined.

Berg-Johansen noted the draft ordinance presented tonight has not yet been disseminated to the public.

Commissioner Tefft asked Berg-Johansen if many non-business owners were involved in the previous public outreach process. Berg-Johansen stated very few non-business owners attended the meetings, indicating that it was not worthwhile to send hard copies of the survey to every resident in the City, thus it was only sent to business owners.

Wold added some of the feedback from the original workshop in 2012 was whether or not the one square foot per foot of building frontage is equitable. She stated the public would like to see better quality signs, that are more aesthetic, more equitable, and more in relationship to the building. The existing ordinance is being amended to reflect this feedback, and the proposed ordinance states allowable signage shall be calculated based on façade size, and not on the length of the building.

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Commissioner Solu asked how window signs would be affected by the proposed ordinance. Berg-Johansen stated the proposed ordinance does not allow window signs so that views of the bay from the Embarcadero are not obstructed.

Commissioner Solu asked for clarification regarding how dock signs are treated in the proposed ordinance. Berg-Johansen stated one dock sign is allowed per property, and noted the Master Sign Program (MSP) will be discussed later in the presentation. The MSP would be applied to buildings with four or more lease sites.

Commissioner Tefft asked for clarification regarding how pub (*projecting*) signs are treated in the proposed ordinance, specifically he asked if only one pub sign is allowed per business, and if it must be approved through the MSP. Berg-Johansen stated many of the businesses along the Embarcadero will be subject to the MSP which would have to be approved by the Planning Commission before being implemented. Wold further clarified the MSP is intended to remove the City as a regulator, and thus grant responsibility to the master lease holder to decide which businesses' signs occupy the façade. The City's responsibility, then, would be to review the MSP. She stated the MSP is also intended to remove blight and reduce competition. Wold and Berg-Johansen stated the MSP is designed to address the issue of inequitable sign area on building facades. Berg-Johansen stated a MSP would be required to be implemented any time a new tenant moves into a building so that new business owners will be incorporated into a plan that will provide them adequate signage.

Commissioner Lucas asked staff if the proposed ordinance addresses multiple facades or just the façade fronting the street. Wold clarified this issue is addressed with the MSP which tries to accommodate the needs of all business owners along the Embarcadero. She stated the goal of the MSP is to get foot traffic off the street and into the rear of the building.

Commissioner Lucas clarified with staff that the signs associated with public restrooms as required by the City are exempt from the calculated allowable sign area.

Commissioner Solu asked how the proposed ordinance addresses the issue of new businesses sharing space with an existing business. Berg-Johansen stated the proposed MSP only applies to buildings with four or more tenants. Wold further clarified the new business would need to negotiate with the existing business to utilize some of their allowable sign area as there is a maximum allowable sign area.

Wold stated the City intends to leave legal nonconforming signs as they are, and as tenants turn over, the signs will be required to be updated so that they are in compliance with the code. This way, the master lease holder will be encouraged to develop a thoughtful and creative sign program. Wold stated the proposed MSP applies to buildings with four or more lease sites but this may be changed upon the Commissioners' request.

Wold clarified issues arise when the businesses facing the harbor have difficulty acquiring signage along the Embarcadero. Wold stated it is this issue that the proposed ordinance aims to address.

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Commissioner Tefft asked for clarification regarding how allowable signage is calculated, and whether it depends on *building* façade or *business* façade. Berg-Johansen clarified signage is calculated based on business façade.

Commissioner Solu asked Berg-Johansen to clarify the discussion of allowable signage for buildings with multiple facades. Berg-Johansen explained this is calculated based on different percentages for the primary, secondary, and/or tertiary facades. Berg-Johansen then explained how the proposed ordinance applies to larger buildings in the City.

Chairperson Grantham asked Berg-Johansen if he addresses such matters as temporary signs, change of business, change of ownership, change of location in the proposed ordinance. Berg-Johansen stated the proposed ordinance does not address temporary signs but the other topics *are* discussed.

Chairperson Grantham suggested hiring a part-time compliance officer until the proposed ordinance is adopted so that businesses in the City begin to conform to the existing ordinance. He stated the proposed ordinance will not succeed without an instrument for compliance. He also stated he would like to see a simplified ordinance.

Chairperson Grantham opened Public Comment period.

Liz Bedmoor, resident of Morro Bay, stated she would like to see A-frame signs allowed in other districts aside from Downtown, as other districts in the City are struggling as well. Specifically, she would like to see signs allowed in north Morro Bay and in the Quintana districts.

Craig Schmidt, CEO of the Morro Bay Chamber of Commerce, commended staff on the work they have done to update the sign ordinance. He stated he shared Bedmoor's concerns regarding A-frame signs in north Morro Bay.

Susan Stewart, business owner in Morro Bay, expressed appreciation for Berg-Johansen's work. She stated she supports the idea of hiring someone to enforce the existing sign ordinance in the City. She stated most noncompliance in the City is due to a lack of understanding, and education would help solve the issue.

Chairperson Grantham asked if there was once a blanket encroachment permit for the City that removed liability from the City. Wold stated there was once such a permit. Grantham further stated any business that had A-frame signs was required to have a binder on their insurance policy.

Commissioner Tefft asked for clarification of the definition of "nonpermitted" signs according to the proposed ordinance. Berg-Johansen explained the difference between unpermitted and nonconforming signs. Tefft suggested reviewing the definition of nonconforming signs on page 31 of the proposed ordinance.

Commissioner Tefft asked for clarification regarding the prohibition on brand names, as discussed in the proposed ordinance. Wold stated the City would like to see signs that advertise

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local businesses versus signs that advertise *products*. Tefft would like this section of the proposed ordinance “fleshed out” more.

Commissioner Solu asked staff about the Tourism Sign Program and stated he would like it to be implemented at the same time the proposed ordinance is implemented. Wold clarified the Tourism Sign Program is a component of the proposed sign ordinance and they will both be implemented at the same time.

Commissioner Lucas offered the following comments:

- He stated he was concerned about how the allowable signage for businesses with multiple facades is calculated. He stated he does not favor the idea of limiting the square footage of signs, but instead favors the idea of calculating signage proportionally (based on a percentage of the façade area).
- He stated he was concerned about the lack of incorporation of window signs in the proposed ordinance, and he would like the window sign section of the ordinance reexamined.

Commissioner Tefft offered the following comments:

- He stated the total allowable signage for buildings with multiple facades should be increased because some buildings are accessible from all sides.
- He stated a section should be added to the proposed ordinance for “Exempt Signs.”
- Regarding A-frame signs, he stated the City should impose standards as to what the sign will be like in order to be consistent with the results of the survey that mention the quality of signs.
- He suggested giving business owners with unpermitted signs 30 days to comply with the sign ordinance before requiring them to remove the unpermitted sign.
- He stated the amortization schedule should not be based on the material of the sign but on the value of the sign. He also stated he would like the schedule to start when the sign was erected.
- He stated the proposed ordinance should strive to better guide pedestrians to the lateral access ways along the Embarcadero.
- Regarding enforcement, he stated he would like to enlist the public to report “illegal” signs.

Commissioner Solu offered the following comments:

- He stated he would also like to see window signs better addressed in the proposed ordinance.
- Regarding amortization, he suggested revisiting this section as there may be some conflicts with the proposed schedule in the other districts.
- He stated he was concerned about the proposed maximum sign area allowed for business along the Embarcadero and that a 65 foot maximum is too small. He suggested calculating the allowable sign area solely on percentages.

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- He stated the Tourism Sign Program must go “hand-in-hand” with the adoption of the proposed sign ordinance.

Chairperson Grantham offered the following comment:

- Regarding the proposed amortization schedule, he stated there are too many variables involved for the City to be able to determine the value of signs.

Commissioner Lucas offered the following suggestions:

- He also stated he does not agree with the previous suggestion to enlist the public to report unpermitted signs.
- He stated he is pleased that different districts have been established to address the different problems.
- Regarding prohibited signs, he stated he was pleased this section was added to the proposed ordinance.
- He expressed support for the project and noted he would like to primarily discuss with staff window signs and allowable square footage.

Wold clarified with Commissioners the direction provided to staff for the next Planning Commission meeting:

- Allowable sign area should be calculated based on a percentage of the façade (so that the sign area is equitable) versus linear footage of the building, and perhaps adjust percentages so that it is larger for larger facades and smaller for smaller facades. If a building is demised, each business is responsible for the façade that they lease (so that sign area is not double-counted).
- Remove the 65 square foot maximum allowable sign area.
- Berg-Johansen will provide graphics at the next meeting with examples of signs from the community of various façade percentages.
- Examine a two-tiered system where there is a certain percentage of sign area granted by right, but if a higher quality of signage is proposed, greater sign area is allowed.
- A specific section discussing “Exempt Signs” will be included in the proposed ordinance.
- Staff will clarify the allowable façade percentage for buildings with *multiple facades* versus the allowable façade percentage for buildings with *multiple tenants*.

Wold stated the intent of the proposed sign ordinance, and the MSP specifically, is to address the goals of the community: to make the ordinance simple for the public to understand; and to make the ordinance more equitable.

Wold stated the City is not required to amortize signs in the City—the Commission has the option to decide whether or not they would like to enforce this.

Chairperson Grantham asked if menu signs and drive-thru signs compute into the allowable sign area. Wold clarified menu signs are not incorporated into the allowable sign area.

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Commissioner Tefft noted signage on facades facing residential development, especially when the signs are illuminated, should be addressed. Berg-Johansen stated there is language in the ordinance which states illuminated signs shall be turned off at the time of close or at 10 pm, but this can be amended if desired by the Commission.

Chairperson Grantham confirmed with staff that off-site and movable signage will be addressed in the proposed ordinance.

The district to be discussed at the next meeting will be the Downtown/Old Town District.

MOTION: Commissioner Solu moved to continue Zoning Text Amendment #A00-015 to the July 3, 2013 Planning Commission meeting.

The motion was seconded by Chairperson Grantham and the motion passed unanimously. (4-0).

UNFINISHED BUSINESS

C-1 Current and Advanced Planning Processing List
Staff Recommendation: Receive and file.
Upcoming Projects: To be determined.

Wold reviewed the Work Program with Commissioners.

Wold stated upcoming projects include the continued update to the sign ordinance, various advanced planning projects, and a grant application for funds to update the Local Coastal Plan.

NEW BUSINESS

None.

DECLARATION OF FUTURE AGENDA ITEMS

None.

ADJOURNMENT

The meeting adjourned at 7:53 pm to the next regularly scheduled Planning Commission meeting at the Veteran's Hall, 209 Surf Street, on Wednesday, July 3, 2013 at 6:00 pm.

Rick Grantham, Chairperson

ATTEST:

Kathleen Wold, Secretary



AGENDA NO: B-1

MEETING DATE: July 3, 2013

Staff Report

TO: Planning Commission

DATE: June 25, 2013

FROM: Erik Berg-Johansen, Planning Intern

SUBJECT: Proposed Sign Ordinance (Chapter 17.68 of the Morro Bay Municipal Code), Update (continued from June 19, 2013 Planning Commission meeting)

RECOMMENDATION:

Review materials and continue to provide direction to staff.

BACKGROUND:

Revisions to the City's sign ordinance (MBMC 17.68) were referred to the Planning Commission on June 19, 2013. During this meeting, staff presented current efforts to formulate an updated sign ordinance. The Commission also took public testimony and had open discussions between themselves. During this meeting discussion was focused on the Embarcadero District and also more general issues such as nonconforming signs, unpermitted signs, amortization, multi-sided buildings, and multi-tenant lease sites.

Included as Attachment A to this report is the 2013 Draft Sign Ordinance (revised after the June 19, 2013 meeting).

DISCUSSION:

The following section discusses the revisions made in response to comments and direction given during the June 19, 2013 Planning Commission meeting.

The Embarcadero District:

The following revisions were made in relation to the Embarcadero District:

- "Total Max. Sign Area" column removed from table.
- "Max Sign Area" for Awning and Canopy, roof, wall, and hanging signs was removed from

Prepared By: EBJ

Dept. Review: _____

table.

- Allows one dock sign per business (and not one per property). Staff is requesting more direction from the Commission on dock signs.

General Issues:

- New graphics added on Page 6 of the ordinance. These graphics show users how to calculate façade area for multi-tenant properties.
- Definitions for “facades” are clarified.
- Amortization schedule changed to “To Be Determined.”
- Section added under “Illegal Signs” to clarify that illegal (conforming) signs can remain if the owner applies for a sign permit.
- Definition for “illegal signs” added; definition for “nonconforming signs” has been clarified.
- New section added for “Exempt Signs.” Any exemptions previously listed under “General Sign Standards” were moved to this new section.
- Description and regulations for “Signs Advertising Brand Names” were clarified.
- Regulations for public restroom signs and public access signs have been defined.
- Master Sign Program changed to require public access sign (when applicable)
- Regulations for temporary signs have been defined.
- A-frame sign standards revised and expanded. Staff suggests that a special permit be required for A-frame signs. Staff is working on an “A-frame Sign Permit Application” that will be presented at the upcoming meeting.
- Table for the Downtown District was modified to reflect the more general comments associated with the Embarcadero District.
- Additional information on allowable sign area added under the Downtown District table.
- Window signs added to the Downtown District’s allowable signs.

CONCLUSION:

The changes above are reflected in the revised Draft Sign Ordinance attached to this report. Major changes have been highlighted with the use of red text and strikethroughs. These changes are not final; staff will adjust any changes requested by the Commission.

The presentation planned for July 3, 2013 is focused on defining regulations for the Downtown District. Unresolved issues relating to the Embarcadero District and other more general regulations will also be revisited. The following issues should be considered by the Commissioners before the July 3rd meeting in preparation for discussion: Multi-sided buildings, amortization schedules, window signs, A-frame signs, the Master Sign Program (MSP), and specific sign allowances for the Downtown District.

Attachments:

Attachment A – 2013 Draft Sign Ordinance (revised)

Attachment B – Sign Photos (additional graphics will be provided as handouts)

Attachment C – Draft A-frame Sign Permit Application / Encroachment Permit

ATTACHMENT A

Chapter 17.68 Sign Regulations

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17.68.010 Purpose

The purpose of this Chapter is to regulate signs so that they express and enhance the character and environment of the City of Morro Bay and its community. These regulations recognize the importance of business activity to the economic vitality of the City. Specifically, these regulations are intended to:

1. Encourage communications which aid in the identification of businesses and activities.
2. Preserve and enhance the aesthetic character of the City.
3. Restrict signs that overload the public's capacity to receive information or that violate privacy.
4. Prohibit signs which increase the probability of automobile accidents.
5. Provide distinct regulations for different districts and lodging establishments.

Morro Bay's General Plan states, "The commercial areas of Morro Bay are composed of a wide variety of commercial uses as well as motels and some residential uses. These areas include the Downtown, the Embarcadero, Quintana Road, and North Main Street. Each has its own special character and function." This Chapter provides different sign regulations for each individual district as defined by the General Plan, as well as a custom set of regulations for lodging establishments. It must be noted that *sign districts* as defined by this Chapter are different than the *zone districts* as defined by Morro Bay's Municipal Code.

This Chapter is also consistent with the City's Local Coastal Land Use Plan. Chapter XIII of the City's Coastal Land Use Plan includes the following provisions under Policy 12.05:

- a. Require monument and surface mounted signs and discourage roof mounted and pole signs;
- b. Require that view protection and the nighttime characteristics of the sign be mandatory considerations of any sign installation;
- c. Prohibit billboards;
- d. Reduce allowable height and size where they interfere with views to and along State Highway One.
- e. Develop and adopt sign criteria for signs appropriate for Morro Bay's commercial districts.

17.68.020 Commercial Signs and Calculations

Figure 17.021: Sign Types



- 1 Roof Sign
- 2 Wall Sign
- 3 Monument Sign (externally illum.)
- 4 Pole Sign
- 5 A-frame Sign
- 6 Directory Sign
- 7 Suspended (Hanging) Sign
- 8 Wall Sign (Channel Letters)
- 9 Awning Sign
- 10 Projecting (Pub) Sign
- 11 Window Sign

a. **Sign Types**

1. **A-Frame Signs** (Temporary Sidewalk Signs). Signs not permanently attached to the ground or any other permanent supporting structure. Where permitted, A-frame signs are subject to special regulations.
2. **Attraction Board** means a device used to display information regarding conveniences, services and rates currently offered by facilities providing temporary accommodation.
3. **Awning and Canopy Signs**. Signs painted on awnings, canopies, arcades, or similar attachments or structures. Sign area for awning and canopy signs is calculated as the area within a single continuous enclosure around only the copy area of the lettering or logo of the sign.
4. **Banners**. A temporary sign of fabric, plastic, paper or other light pliable material not enclosed in a rigid frame, and which is suspended, mounted, or attached to buildings or poles at two ends or continuously across its longest side so as to allow movements of the sign by atmospheric conditions.
5. **Changeable Copy sign** means a sign designed so that characters, letters or illustrations can be changed or rearranged without substantially altering the face or the surface of the sign.
6. **Directory Sign**. A collection of signs which list names of individual businesses located in a single building, courtyard, or property.
7. **Dock Sign**. Any sign that is placed on a floating dock structure or gangway.
8. **Externally Illuminated Signs**. A sign that is illuminated by a light source not attached to the sign.
9. **Fence Signs**. Signs on fences or free-standing walls, not part of a building.
10. **Hanging (Suspended) Signs**. A sign that hangs parallel to the building's façade.
11. **Internally Illuminated Signs**. A sign which radiates light from any internal source or is backlit.
12. **Marquee Sign**. A projecting sign that is part of a permanent entryway or canopy and traditionally associated with theaters. A marquee may include a projecting vertical sign extending above the cornice line of a building. See "Projecting Signs" below.
13. **Monument Signs**. A sign erected on the ground or on a monument base designed as an architectural unit (and not attached to a building). Monument signs shall not interfere with safety sight angles on corners and at driveways.

14. **Pole Signs.** A freestanding sign erected on top of a pole (and not attached to a building).
15. **Projecting Signs (Pub Signs).** Signs under canopies or covers in conjunction with pedestrian walkways, or signs projecting from the building wall.
16. **Roof Signs.** Signs erected upon, over or above the roof of a building or structure, or any sign affixed to the wall of a building so that it projects above the eave line of a roof.
17. **Shopping Center Identification Signs.** A sign structure located in front of a shopping center that advertises the name of the center and associated businesses.
18. **Snipe Sign.** An off-site sign which is tacked, nailed, posted, pasted, glued or otherwise attached to trees, poles, stakes, fences or to other objects.
19. **Temporary Sign.** A sign or advertising display designed or intended to be displayed for a short period of time.
20. **Wall Signs (Surface Signs).** Wall surface signs include any sign attached to, erected against or painted upon the wall of a building or structure, the face of which is in a single plane parallel to the plane of the wall. Wall signs also include signs on a false or mansard roof.
21. **Window sign** means any sign placed inside or upon a window facing the outside and which is intended to be seen from the exterior.

b. **Determining Computable Sign Area**

1. **Single-faced Signs.** The sign face on a single plane and viewable from only one side of the plane shall be measured as the entire area within a single continuous perimeter composed of squares or rectangles that enclose the extreme limits of all sign elements including, but not limited to, sign structures or borders, written copy, logos, symbols, illustrations, and color.
2. **Double-faced Signs.** Double-faced signs with sign faces that are parallel (back-to-back) and a distance of less than three feet apart, or sign faces that have an interior angle of 45 degrees or less, shall be counted as a single sign with only one face measured in calculating sign area. Where the faces are not equal in size, the larger sign face shall be used as the basis for calculating sign area.
3. **Multi-faced Signs.** The sign area of signs with three or more sign faces, or signs with two sign faces with a distance greater than three feet apart or an interior angle greater than 45 degrees, shall be calculated as the sum of all the sign faces.
4. **Three-dimensional Signs.** Signs that consist of, or have attached to them, one or more three-dimensional objects (i.e., balls, cubes, clusters of objects, sculpture, or statue-like trademarks), shall have a sign area of the sum of two adjacent sides or sign faces.

Allowable sign area and sign types are designated by District. See Figure 17.031 to determine what district your business is located in. If your business is located on or near the border of a district, please contact the Morro Bay Planning Department.

Figure 17.023: Measurement of Sign Area

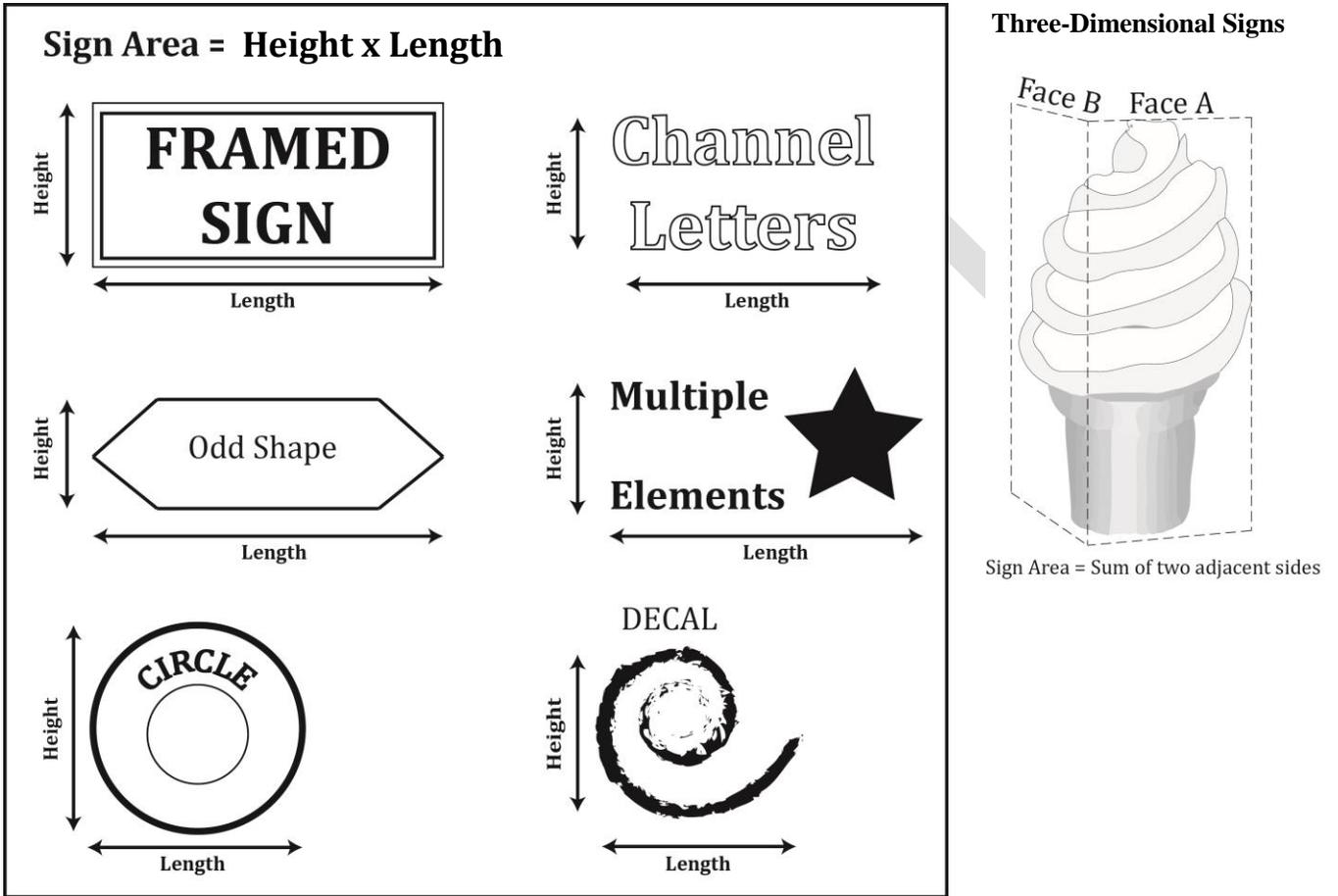
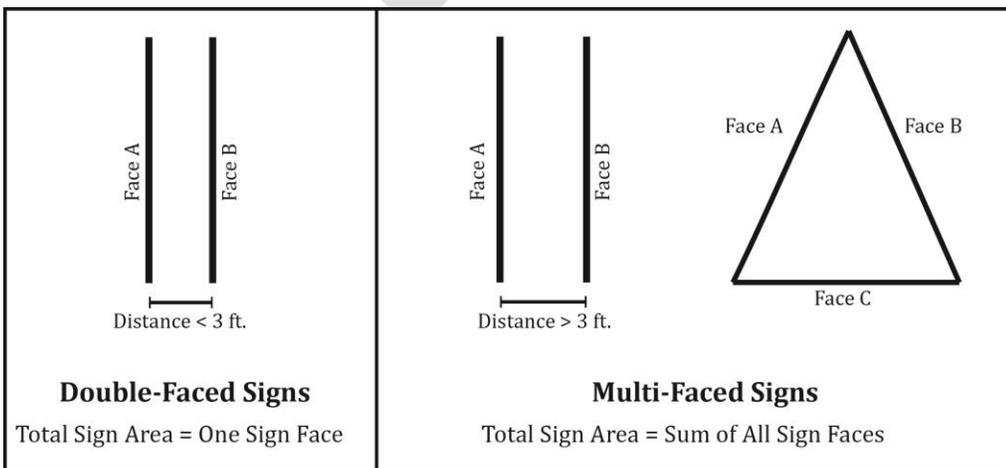


Figure 17.024: Measurement of Double and Multi-Faced Signs



c. Computation of Facades

“Façade” = (Facade Length x Facade Height)

*For the purposes of this Ordinance, “Facade Height” shall not include the roof

*For definitions of “Facade Length and Facade Height” see Section 17.68.120.

Figure 17.025: Single-Tenant Façade Calculation

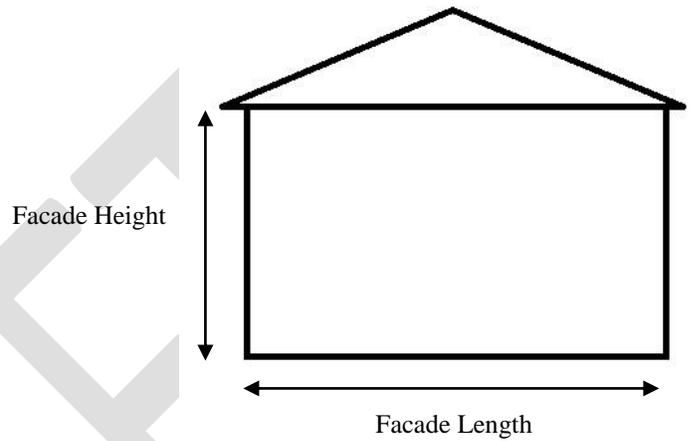


Figure 17.026: Multi-Tenant Façade Calculation Example #1

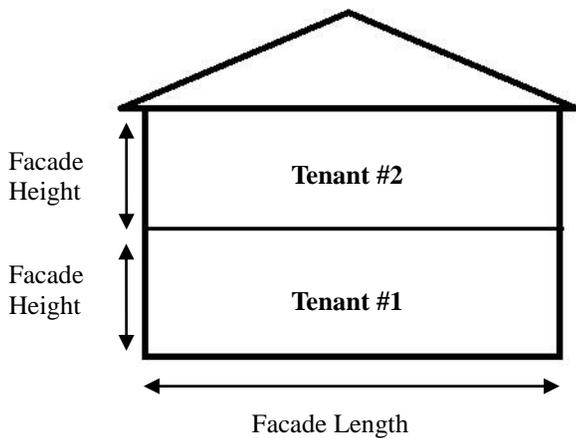
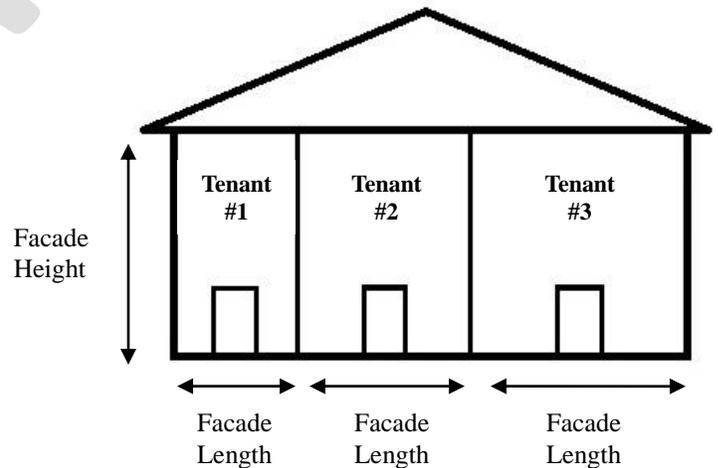


Figure 17.027: Multi-Tenant Façade Calculation Example #2



17.68.030 Standards for All Districts and Zones

The following principles and regulations apply to all areas within the City. No area in the City is exempt from the provisions listed in the following section. See other applicable commercial sign standards by following these steps: (1) Determine appropriate sign district (using Figure 17.031) (2) View table that applies to the appropriate district (Sections.17.68.040-17.68.070). For Lodging Establishments see Section 17.68.080.

A. Construction, Maintenance, Abandonment and Removal

1. Construction and Maintenance

- a. Unless exempt, signs and supporting structures shall be installed in accordance with the Building Code.
- b. All signs, together with all supporting structures, shall be maintained in the following manner:
 - i. Signs shall be kept free of rust, dirt and chipped, cracked or peeling paint.
 - ii. All hanging, dangling, torn or frayed parts of signs shall be promptly repaired and graffiti and unauthorized attachments shall be removed.
 - iii. Burned-out illumination shall be replaced immediately.
 - iv. Sign areas shall be kept free and clear of all noxious substances, rubbish, and weeds.
- c. If a sign is removed from its supporting structure for longer than 60 days, the supporting structure shall be removed.
- d. Any sign deemed unsafe by a Building Official shall be removed or fixed within 3 days of written notice.
- e. Every sign, including those signs for which no permit is required, together with all supports braces, guys and anchors shall be maintained in a safe, presentable and good structural condition at all times. The display surfaces of all signs shall be kept neatly painted, posted or otherwise maintained at all times. The owner of property on which the sign is located shall be responsible for the condition of the area in the vicinity of the sign, and shall be required to keep this area clear, sanitary and free from noxious or offensive substances, rubbish and flammable waste materials.

2. Abandonment. The following signs shall be presumed to be abandoned:

- a. **Located on Property.** Any sign which is located on property that becomes vacant and is unoccupied for a period of 60 days or longer.
- b. **Unrelated to Property.** Any sign which was erected for an occupant or business unrelated to the present occupant or business.
- c. **Time, Event or Purpose Sign.** Any sign which pertains to a time, event or purpose which no longer exists.
- d. **Exceptions**
 - i. **Temporarily Suspended Business.** Permanent signs applicable to a business temporarily suspended because of a change of ownership or management of such business shall not be deemed abandoned unless the property remains vacant for a

period of 60 days or more.

3. **Removal.** Abandoned signs are found to be a public nuisance due to their misleading and distracting nature and due to their contributing to visual blight, detrimental to surrounding areas and the community generally. An abandoned sign face is prohibited and shall be removed by the property owner.

B. Provisions for Nonconforming and Illegal Signs

1. **Existing Nonconforming Signs.** Signs existing at the time of adoption of this Title, that do not comply with the provisions of this Chapter but that were legally erected pursuant to applicable state and city ordinances in effect at the time of construction, shall be regarded as nonconforming signs, subject to the following:
 - a. **Use Change.** Whenever the type of business or use changes with which a nonconforming sign is associated, the nonconforming sign associated with business shall be removed or otherwise made to conform to the provisions of this Chapter. An example of a change in use is a traveler-serving amenity (such as a gas station or convenient store) becoming a resident-serving amenity (such as a furniture or clothes store).
 - b. **Ownership Change.** Whenever a business leaves a location and new business occupies a property, the nonconforming sign associated with the previous business shall be removed or otherwise made to conform to the provision of this Chapter.
 - c. **Amortization Schedule.** *Program VR-3.1* within the City's General Plan states: "The City shall enforce current sign regulations which require amortization of nonconforming signs and investigate institution of a new amortization schedule to accompany new sign regulations adopted as part of the Local Coast Program implementation phase. The length of the amortization period should be such that economic hardships are not placed on present sign owners."

The following amortization schedule applies to signs deemed nonconforming by the Public Services Director: **TO BE DETERMINED**

- i. The amortization period begins at the time ~~the sign owner is noticed by the City.~~
 - ii. The Public Services Director can grant an extension of the amortization period if the owner of a non-conforming sign can demonstrate the original value of the sign has not been recovered.
- d. **Limited Expansion.** A nonconforming sign may not be expanded, extended, reconstructed, or altered in any way in its location or orientation to enable it to be read or viewed from a different direction than its original position, except in the following cases:

- i. Changes in sign face, copy, graphic design or color are permitted provided that such sign not be removed.
 - ii. ~~If change in ownership of the business occurs, without any change to the type of business advertised by a nonconforming sign, the new owner may change any name or names on such sign provided that there is no change in the sign size, configuration or orientation.~~
- e. **Other Requirements.** Nonconforming signs are also subject to the provisions of Chapter 17.56: Nonconforming Uses and Structures.
2. **Illegal Signs.** Whenever a sign is found to be erected or maintained in violation of any provision of this Chapter, this Title, or any other Federal, State, or local law, and such sign is not a nonconforming sign (e.g. it was a legal sign under the sign regulations in effect prior to adoption of the ordinance codified in this Chapter), the Public Services Director shall order that such sign be altered, repaired, reconstructed, demolished or removed, as may be appropriate, to abate such condition or the Director may initiate proceedings to abate the sign as a public nuisance under the provisions of the Business and Professional Code (Sections 5499.1 to 5499.16). Any work required to be done shall be completed within ten days of the date of such order, unless otherwise specified in writing.
 - a. ~~An illegal sign that conforms to the provisions of this Chapter may become legalized if the owner submits a sign permit application within five days of illegal sign notification. If said sign permit is granted the sign may remain in its current state.~~

C. General Sign Standards (Commercial and Non-Commercial)

1. **Clearance from Utilities.** Signs and their supporting structures shall maintain clearance and not interfere with electrical conductors, communications equipment or lines, surface and underground facilities and conduits for water, sewage, gas, electricity and communications equipment or lines. Signs shall not be placed in public utility easements unless express written permission from the affected public utility is obtained.
2. **Directional and Community Promotional Display Programs.** Directional and community promotion sign programs advertising, directing or informing pedestrian of business service or community events and services not related to or located on the site shall be permitted on private property in all commercial districts, and on public land with the granting of an encroachment permit.
3. **Dock Signs.** Any sign placed on a dock shall not in any way impede the right-of-way for pedestrians or watercraft. A dock sign may only be placed on docks or gangways owned by the subject property.
4. **Drainage.** The roofs of canopies or marquees exceeding 25 square feet shall be drained to prevent dripping or flow onto public sidewalks or streets and shall be connected to an

- approved disposal source of adequate conductors.
5. **Encroachment into Public Street or Sidewalk.** Any sign projecting over a public street or sidewalk requires approval of the Public Services Director or City Engineer, except that projecting signs and pole signs are allowed a maximum encroachment of 12 inches over a public street or sidewalk subject to approval of an encroachment permit.
 6. **Equipment Signs.** Signs, not more than eight square feet in sign area, incorporated into displays, machinery, or equipment by a manufacturer, distributor, or vendor that identify or advertise only the product or service dispensed by the machine or equipment, such as signs customarily fixed to automated teller machines (ATMs), gasoline pumps, menu boards, and umbrellas. If a vending machine is visible from the street, the sign area shall be included in the total sign area allowed for the use.
 7. **Hanging (Suspended) Signs.**
 - a. Bottom of sign must maintain a minimum clearance of 8 feet above the public right-of-way or sidewalk.
 - b. Shall not be internally illuminated.
 8. **Illumination.** Signs with any type of illumination are subject to all of the following standards:
 - a. All lighting is subject to necessary electrical permits.
 - b. All newly fabricated signs shall incorporate light-emitting diodes (LEDs) or an equally energy efficient light source.
 - c. Illuminated signs shall not be switched ON during daylight hours. All newly fabricated signs shall incorporate an automatic on/off switch.
 - d. All illuminated signs shall be turned off at 10 PM or at the time the business closes.
 - e. External lighting shall be properly shielded to prevent glare upon an adjacent public right-of-way or adjacent property.
 - f. Illumination shall be constant in intensity and color and shall not consist of flashing, animated or changing lights.
 - g. Illumination shall not be distracting to pedestrians, motorists, or neighboring property.
 - h. No sign shall emit or reflect light exceeding ten foot-candle power at ten feet from the face of the sign.
 9. **Marquee Signs.** Marquee signs may not project above the marquee face.
 10. **Materials.** All signs shall be made of substantial materials that are not subject to rapid deterioration, as determined by the Public Services Director.
 11. **Monument Signs**
 - a. Maximum Height. 5 feet
 - b. Minimum Setbacks: One foot from setback line.
 - c. Landscaping. Signs shall be placed in a landscaped planter or berm. As a condition of any sign permit for a monument sign, additional landscaping of the site may be required to better integrate sign appearance with the site.

12. Pole Signs

- a. Landscaping. Pole signs shall be placed within a landscaped planter with at least 28 square feet of planting area. As a condition of any sign permit for a pole sign, additional landscaping of the property may be required where needed to better integrate sign appearance with the site through scale and softening effects.
- b. Maximum Height. 15 feet;
- c. Subject to Conditional Use Permit and shall meet the following conditions:
 - 1) Business is within 100 feet of Highway 1.
 - 2) Business is traveler-serving.
 - 3) Proposed sign does not degrade or block scenic views (professional viewshed study may be required).

13. Projecting (Pub) Signs.

- a. Minimum Height. 8 feet above a sidewalk or other public right-of-way.
- b. Maximum Height. 20 ft. above a sidewalk or other public right-of-way, but not above an eave or roof.
- c. Shall not be internally illuminated.

14. Sign Orientation. No sign, other than a projecting sign, shall be permitted that is so oriented as to be viewed primarily across an adjacent private property line. All signs must be visible directly from a public right-of-way, other public open space or parking lot or courtyard on the same site as the sign, without view lines extending over private property different from that on which the sign is located.

15. Substitution of Sign Message. The owner of a permitted sign may substitute a non-commercial message for a commercial message or a commercial message for a non-commercial message.

16. Wall Surface Signs (“Wall” Signs). Wall signs are subject to the standards in the following table. No wall surface sign may cover wholly or partially any required wall opening.

WALL SURFACE SIGN STANDARDS	
Minimum Horizontal and Vertical Separation Between Signs	3 ft.
Maximum Projection from Surface of Building	12 in
Minimum Vertical Separation Between Sign and Roof Line	1 ft. (8 inches on a mansard roof)
Maximum Height	20 ft. above a sidewalk or public right-of-way.

D. Exempt Signs

The following signs are exempt in ALL districts and do not count towards total allowable sign area:

1. **Announcement Signs.** One sign, not exceeding 16 square feet in area and 6 feet in height, per street frontage on real property where construction, structural alteration or repair is to take place, or is taking place, which contains information regarding the purpose for which the building is intended and the individuals connected with the project, including names of architects, engineers, contractors, developers, finances and tenants. Announcement signs are exempt only for the duration of the construction of the building and shall be removed prior to issuance of a certificate of occupancy.
2. **Automatic Teller Signs.** Any business owning one or more ATM machines is allowed one (1) single-sided automatic teller sign.
 - a. Maximum area. 3 square feet.
3. **Awning and Canopy Signs.**
 - a. Maximum Height. 25 feet above a sidewalk or public right-of-way.
 - b. Marquee Signs. Removable copy may be changed on the face of permitted marquee signs without securing a sign permit.
4. **Businesses Outside of Defined Districts.** In the case a business does not exist within any of the sign districts as defined by this Chapter, the business shall conform to the regulations of the sign district it best fits in, as determined by the Public Services Director.
5. **Change of Business Signs.** A temporary attachment or covering of wood, plastic, or canvas over a permanent sign indicating a change of ownership or activity may be displayed no longer than 30 days following the change of ownership or activity for which the sign is intended, or up to 90 days following issuance of a building permit. The sign shall be no larger than the previously permitted permanent sign.
6. **Civic Event Signs.** One temporary sign announcing a campaign drive or event of a civic, public, quasi-public, philanthropic, educational or religious organization is allowed.
 - a. Maximum Sign Area. 32 square feet.
 - b. Maximum Time Period. Shall not be displayed for a period exceeding thirty calendar days previous to such event. An establishment shall not display such signs more than 60 days each year. Such signs shall be removed immediately after the event.
7. **Fence Signs.** One fence sign allowed per property to advertise community and non-profit events. Such signs shall not be displayed for a period exceeding thirty calendar days previous to such event. An establishment shall not display such signs more than 60 days each year. Such signs shall be removed immediately after the event.

8. **Flags.** Flags and insignia of any government, except when incorporated into a commercial sign, are permitted.
9. **Garage Sale Signs.** One unlighted sign is permitted for garage sales, provided such sign does not exceed four square feet in area and is displayed on the property where such sale shall take place only on the day of the sale.
10. **Mobile Home Parks.** A mobile home park may be allowed one externally illuminated or non-illuminated identification sign, not to exceed the equivalent of one square foot of sign area per ten linear feet of frontage on each right-of-way upon which it takes vehicular access. No sign shall have a surface area of greater than 30 square feet, a height of 8 feet, or be erected at right angles to the right-of-way.
11. **Mobile Vendor (Non-permanent Vendor) Signs.** Signs fixed to mobile vending carts that identify or advertise the name, product, or service provided by the vendor. Each mobile vending cart is limited to a maximum sign area of eight square feet.
12. **Off-Site Directional Sign.** One off-site sign not to exceed 36 square feet, providing direction to real estate available for sale or lease, during daylight hours only. Permission from the property owners of the site where the sign is placed is required.
13. **Official Government Signs and Legal Notices.** Official notices issued by a court, public body or office and posted in the performance of a public duty; notices posted by a utility or other quasi-public agent in the performance of a public duty; historical markers erected by a governmental body; identification information; directional signs erected by government bodies; or other signs required or authorized by law.
14. **Parking and Directional Signs.** On-site parking and directional signs, not exceeding eight square feet in sign area and five feet in height, that do not include any advertising messages or symbols.
15. **Political Campaign Signs.** Political campaign signs not to exceed sixty-four square feet in area per site and shall be permitted only on private property;
16. **Public Restroom and Public Access Signs.** One on-site public restroom sign not exceeding 3 square feet and one on-site public access sign not exceeding 4 square feet.
17. **Real Estate and “Open House” Signs.** Signs conveying information about the sale, rental, or lease of a property and the identification of the person or firm (agent) handling such sale, lease or rental, provided they comply with the following standards. Real estate and open house signs are exempt only during the period for which the property is offered for sale or lease.
18. **Restaurant Menu Boards.** Restaurants with a valid business license are allowed one (1) menu board per entrance with a maximum of two (2) menu boards.
 - a. Maximum area. 4 square feet.

- b. Menu boards shall be securely placed on a building face.
- c. Menu boards shall not in any way obstruct or block a door, window, or exit.
- d. Menu boards shall consist solely of the restaurant's current menu.

19. **Subdivision Signs.** One sign per frontage, advertising the sale of a subdivision may be displayed on the site of the subdivision upon approval of a final map and initiation of construction for a period of one year. The display period may be extended with written approval of the Public Services Director for a reasonable period of time, not to exceed one year at any one time.

20. **Shopping Center Identification Signs.** A shopping center with four (4) or more tenants is allowed one Identification Sign per major street frontage.

- a. Minimum Height. 6 ft.
- b. Maximum Height. 8 ft.
- c. Sign shall include name of shopping center and spaces for a maximum of 8 tenants.
- d. The sign(s) shall incorporate the design theme of the existing shopping center.
- e. The sign(s) are subject to Public Services Director's approval.

21. **Special Private Event Displays and Grand Opening Signs.** A temporary sign may be erected on the premises of an establishment having a grand opening or special event provided that such signs shall not be displayed for a period exceeding thirty calendar days previous to such event. An establishment shall not display such signs more than 60 days each year. Such signs shall be removed immediately after the event.

22. Temporary Signs. One temporary sign not exceeding 30 square feet for new businesses is allowed. A temporary sign may remain erected for a maximum of 30 days unless the Public Services Director grants an extension.

D.E. Prohibited Signs

The following signs are prohibited in ALL districts:

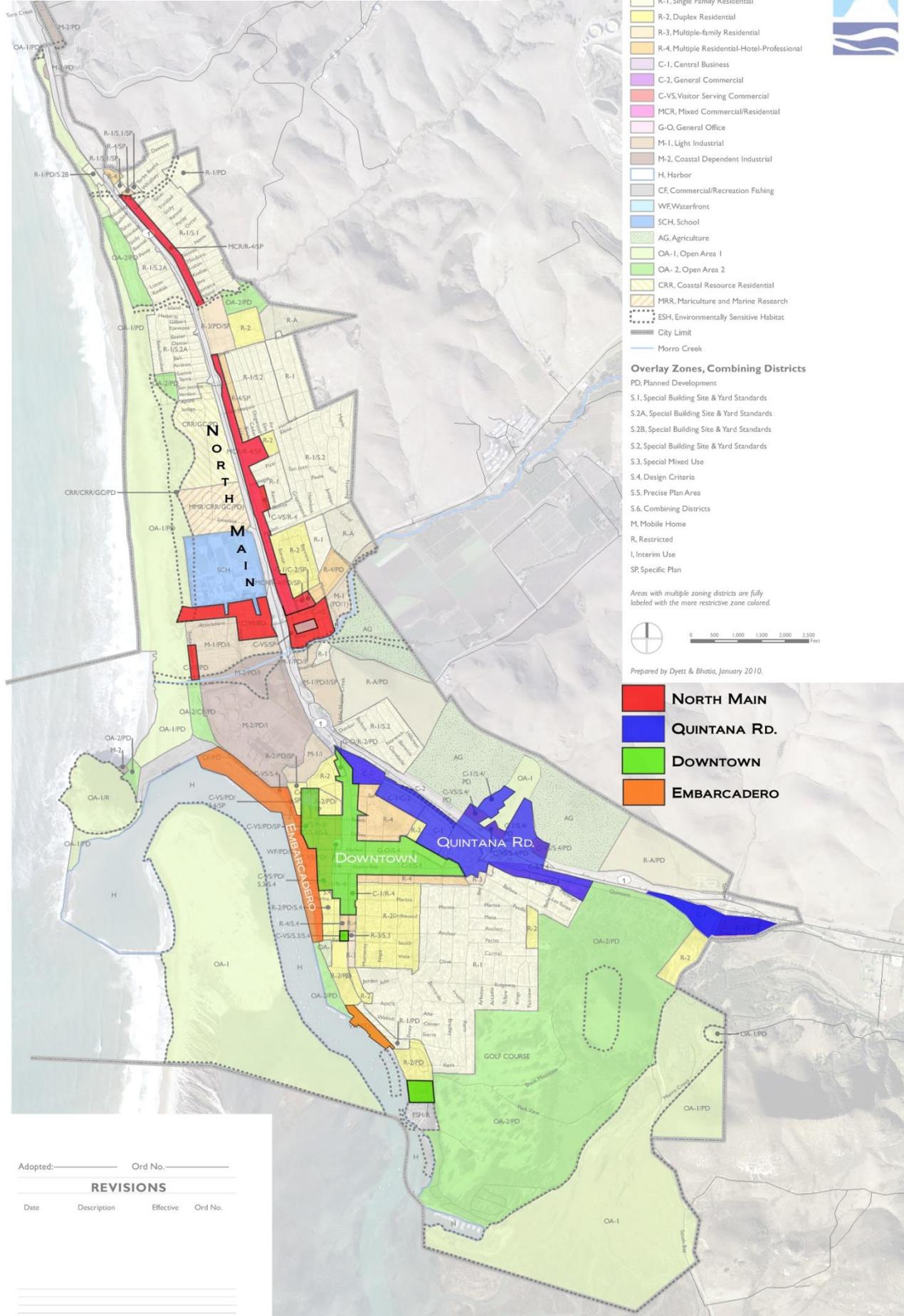
1. **Animated and Moving Signs.** Signs that incorporate, in any manner, any flashing, moving, rotating, pulsating or intermittent lighting, with the exception of approved time and temperature displays.
2. **Banners, Streamers, or Pennants.** Signs, banners, pennants, valances or any other advertising display constructed of cloth, canvas, light fabric, paper, cardboard, wallboard or other light materials except for awnings and temporary signs as provided for in this Chapter.
3. **Billboards.** Off premises outdoor advertising signs.
4. **Digital Signs.** Any electronic sign that resembles a television screen or video monitor, or

that can be altered or changed from a remote location.

5. **Emissions.** Signs that produce noise or sounds in excess of 40 decibels, excluding voice units at drive-through facilities, and signs that emit visible smoke, vapor, particles, or odor.
6. **Inflatable Signs.** Three-dimensional signs that are made of flexible material that is designed to be filled with gas or air.
7. **Obscenities.** Signs that depict, describe, or relate to “specified sexual activities” or “specified anatomical areas.”
8. **Obstruction to Exits.** Signs that obstruct any fire escape, required exit, window or door opening intended as a means of egress.
9. **Obstruction to Ventilation.** Signs that interfere with any opening required for ventilation.
10. **Persons or Animal Signs.** Signs that use humans or animals to display signs or act as signs.
11. **Signs Advertising Brand Names.** Any sign that advertises a brand name or logo (except the brand name or logo directly related to the business) is prohibited. Example: Grocery stores may use signs to advertise that they sell “cereal,” but may not use signs to display the names of brands that make the cereal.
12. **Signs Creating Traffic Hazards.** Signs located in such a manner as to constitute a traffic hazard or obstruct the view of any authorized traffic sign or signal device, or signs that may be confused with any authorized traffic sign, signal, or device; or that makes use of the words “stop”, “look”, “danger”, or any other word, phrase, symbol, or character that interferes with, misleads, or confuses vehicular drivers.
13. **Snipe Signs.** Off-premise signs advertising a business or service. All commercial signs shall be on property owned or leased by the business owner.
14. **Signs on Public Bus Shelters or Benches.** Signs located on bus shelters, benches, or similar structures provided for the use of passengers along the route of a bus, not including plaques containing the names of persons or organizations which have made gifts or donations of such street furniture.
15. **Vehicle Displays.** Signs placed or displayed on vehicles parked in a conspicuous location to be used for on-site or off-site advertising, with the exception of signs advertising such vehicles for sale and vehicle identification signs in locations where sale of vehicles is permitted.
16. **Tire Stacks.** Signs placed on stacked tires.

CITY OF MORRO BAY ZONING

Figure 17.031: Sign District Map



Adopted: _____ Ord No. _____

REVISIONS

Date	Description	Effective	Ord No.

17.68.040 Embarcadero District

Purpose. The Embarcadero District is home to many of the tourist-serving businesses in Morro Bay. The Embarcadero District contains a dense collection of restaurants, hotels, bars, museums, gift shops, and recreation-based businesses. The sign regulations for this district are intended to maintain the unique, beach town character of Morro Bay's waterfront. The Embarcadero District is dominated by pedestrians; the code promotes small scale signs and projecting type signs that are oriented towards pedestrians and bicyclists. With the prohibition of window signs and pole signs, the code also aims to maximize views of the bay from the street and walkways.

The following chart displays all allowable sign types and specifications for businesses located in the Embarcadero District.

IMPORTANT NOTES

- See Chapter 17.68.100 for MASTER SIGN PROGRAM if property has three ~~four~~ or more tenants or includes a building with a facade exceeding 3,000 square feet.
- If a business is near the edge of a district, please consult Planning Staff to confirm appropriate district designation.
- If a sign type does not appear in the following table it is prohibited in this district.
- Signs advertising BRAND NAMES are prohibited in all districts.
- Signs that describe offered products or services COUNT towards total allowed signage.
- If illumination or lighting of ANY kind is proposed on or around signs, see Section 17.68.030, D-15.

Embarcadero District

Sign Type	Total # of signs allowed	Sign Area Allowed	Max. Sign Area per sign (sq. ft)	Total Max. Sign Area (sq. ft)	Additional Regulations
Awning and Canopy	1 per frontage (choose one type)	10% of primary facade, 5% of secondary facade	24	?	See Section 17.68.030, D-
Roof			24		Top of sign must be below maximum allowed building height
Wall (Surface)			24		See Section 17.68.030, D-
Hanging (Suspended)			24		See Section 17.68.030, D-
Monument (Freestanding)	1 per frontage		25		See Section 17.68.030, D-
Projecting (Pub)	2 per frontage (30 ft. of spacing between required)		8		See Section 17.68.030, D-
Dock	1 per <u>business</u>		16		See Section 17.68.030, D-
Bonuses					
Projecting (Pub)		PLUS (+) 8 sq. ft.	8		
Wall (Surface)		PLUS (+) 4 sq. ft. for Individual Lettering	28		

***Projecting Sign Bonus:** All businesses are entitled to one (1) “free” projecting sign per frontage. The proposal of an 8 sq. ft. projecting sign *must be reported in the sign permit application*, but will not count towards the total allowable signage for the business. The bonus 8 sq. ft. can also be applied to the placement of a larger projecting sign (e.g. a 16 sq. ft. projecting sign counts towards 8 sq. ft. of allowable area).

17.68.050 Downtown District

Purpose. The Downtown District houses a combination of resident-serving and tourist-serving businesses. While there are many restaurants, gift shops and galleries, the district also contains banks, shopping markets, offices, and service-based businesses such as automobile repair shops. The sign regulations for this district are intended to preserve the small-town character that residents, tourists, and business owners enjoy. The code is designed to eliminate excessive signage while promoting pedestrian-oriented signs.

The following chart displays all allowable sign types and specifications for businesses located in the Embarcadero District.

IMPORTANT NOTES

- See Chapter 17.68.100 for MASTER SIGN PROGRAM if property has three ~~four~~ or more tenants or includes a building with a facade exceeding 3,000 square feet.
 - If a business is near the edge of a district, please consult Planning Staff to confirm appropriate district designation.
 - If a sign type does not appear in the following table it is prohibited in this district.
 - Signs advertising BRAND NAMES are prohibited in all districts.
 - Signs that describe offered products or services COUNT towards total allowed signage.
 - If illumination or lighting of ANY kind is proposed on or around signs, see Section 17.68.030, D-15.
1. A-frame Signs. SEE DRAFT A-FRAME SIGN APPLICATION / ENCROACHMENT PERMIT

Downtown

Sign Type	Total # of signs allowed	Sign Area Allowed	Max. Sign Area per sign (sq. ft)	Total Max. Sign Area (sq-ft)	Additional Regulations
Awning and Canopy	1 per frontage (choose one type)	10% of primary facade, 5% of <u>each additional secondary facade</u> *	100	200	See Section 17.68.030, D-
Marquee			100		See Section 17.68.030, D-
Wall (Surface)			100		See Section 17.68.030, D-
Hanging (Suspended)	1 per frontage		24		See Section 17.68.030, D-
Monument (Freestanding)	1 per frontage		25		See Section 17.68.030, D-
Projecting (Pub)	<u>2 per frontage (30 ft. of spacing between required)</u>		16		See Section 17.68.030, D-
<u>Window</u>	<u>1 per window</u>	<u>20% of window area</u>	<u>Illumination prohibited</u>		
Bonuses					
Projecting (Pub)		PLUS (+) 8 sq. ft.	16		
Wall (Surface)		PLUS (+) 10 sq. ft. for Individual Lettering	110		
A-Frame		See A-frame sign specifications			

*** Primary facades shall contain maximum signage equal to 10% of facade area, and secondary facades shall contain maximum signage equal to 5% of facade area (extra allowable sign area granted for secondary facades cannot be implemented on the primary facade, and vice versa).**

17.68.060 Quintana Road District

Purpose. The Quintana Road District contains many of the City's larger commercial buildings, strip malls, and gas stations. Due to the existence of large parking lots and the adjacent Highway 1, this district is auto-oriented. The sign regulations for this zone focus on allowing large-scale commercial and industrial businesses adequate signs that are proportionate to the associated structures. The regulations also promote motorist safety by requiring that signs are clear and legible from the road.

IMPORTANT NOTES

- See Chapter 17.68.100 for MASTER SIGN PROGRAM if property has three ~~four~~ or more tenants or includes a building with a facade exceeding 3,000 square feet.
- If a business is near the edge of a district, please consult Planning Staff to confirm appropriate district designation.
- If a sign type does not appear in the following table it is prohibited in this district.
- Signs advertising BRAND NAMES are prohibited in all districts.
- Signs that describe offered products or services COUNT towards total allowed signage.
- If illumination or lighting of ANY kind is proposed on or around signs, see Section 17.68.030, D-15.

Quintana Road

Sign Type	Total # of signs allowed	Sign Area Allowed*	Max. Sign Area per sign (sq. ft)	Total Max. Sign Area (sq. ft)	Additional Regulations
Awning and Canopy	1 per frontage (choose one type)	15% of primary facade, 10% of secondary facade	100	200	See Section 17.68.030, D-
Marquee			100		See Section 17.68.030, D-
Wall (Surface)			150		See Section 17.68.030, D-
Monument (Freestanding)			40		See Section 17.68.030, D-
Projecting (Pub)			16		See Section 17.68.030, D-
Bonuses					
Wall (Surface)		PLUS (+) 10 sq. ft. for Individual Lettering	160		

17.68.070 North Main District

Purpose. The North Main District is composed of industrial, commercial, and mixed use zones. While pedestrian and bicycle activity is present, this district is auto-oriented. The regulations for this district promote signs that are appealing to pedestrians, bicyclists, and automobiles.

The regulations for this district also intend to increase the aesthetic quality of signs that are visible from Highway 1.

IMPORTANT NOTES

- See Chapter 17.68.100 for MASTER SIGN PROGRAM if property has three ~~four~~ or more tenants or includes a building with a facade exceeding 3,000 square feet.
- If a business is near the edge of a district, please consult Planning Staff to confirm appropriate district designation.
- If a sign type does not appear in the following table it is prohibited in this district.
- Signs advertising BRAND NAMES are prohibited in all districts.
- Signs that describe offered products or services COUNT towards total allowed signage.
- If illumination or lighting of ANY kind is proposed on or around signs, see Section 17.68.030, D-15.

North Main

Sign Type	Total # of signs allowed	Sign Area Allowed	Max. Sign Area per sign (sq. ft)	Total Max. Sign Area (sq. ft)	Additional Regulations
Awning and Canopy	1 per frontage (choose one type)	15% of primary facade, 10% of secondary facade	100	250	See Section 17.68.030, D-
Marquee			100		See Section 17.68.030, D-
Wall (Surface)			150		See Section 17.68.030, D-
Monument (Freestanding)			40		See Section 17.68.030, D-
Pole (Freestanding)			100		Conditional Use Permit See Section 17.68.030, D-
Projecting (Pub)			16		See Section 17.68.030, D-
Bonuses					
Wall (Surface)		PLUS (+) 20 sq. ft. for Individual Lettering	220		

17.68.080 Lodging Establishments

Purpose. The following regulations apply to lodging establishments in ALL districts. Lodging establishments in the City are located in both residential and commercial zones, and have unique requirements that do not coincide with the signage needs of other types of businesses. The regulations in this section are intended to promote signs that attract potential customers and that are also appealing to both residents and tourists

1. **Attraction Boards for Hotels, Motels and Bed and Breakfast Establishments.** An attached or detached attraction board, not to exceed five square feet in sign area, is allowed, provided it is included within the calculation of the maximum allowable sign area for a hotel, motel, or bed and breakfast establishment. Advertisement of current rates is prohibited.

Lodging Establishments					
Sign Type	Total # of signs allowed	Sign Area Allowed*	Max. Sign Area per sign (sq. ft)	Total Max. Sign Area (sq-ft)	Additional Regulations
Attraction Boards	1 per property	10% of primary facade, 10% of secondary facade	5	200	Cannot display rates.
Awning and Canopy	1 per frontage (choose one)		80		See Section 17.68.030, D-
Wall (Surface)			80		See Section 17.68.030, D-
Monument (Freestanding)			25		See Section 17.68.030, D-
Projecting (Pub)			16		See Section 17.68.030, D-
Bonuses					
Wall (Surface)		PLUS (+) 4 sq. ft. for Individual Lettering	84		

17.68.090 Sign Permits

A. Zoning Clearance or Sign Permit Required

1. **Authority.** No sign, other than an exempt sign, shall be erected or altered, without first obtaining a zoning clearance or sign permit from the Public Services Director. The Director may attach reasonable conditions on the approval of the sign permit to help ensure compliance with this Chapter. These conditions may require the removal, modification or relocation of existing signs where the proposed sign(s) would be located on sites where existing signs are nonconforming.
2. **Application Requirements.** Applications for a sign permit shall be made in writing upon forms furnished by the Public Services Director, accompanied by the required fee and plans drawn to scale and with all of the following information. Where the scale and scope of the sign proposal so warrants, the Director may waive some of the informational requirements listed below provided all information necessary for adequate review of the proposal is submitted.
 - a. The proposed design, dimensions, copy, color, lighting methods and location of the sign on the site, including the dimensions of the sign's supporting members, and details of all connections, guy lines, supports and footings, and materials to be used.
 - b. The maximum and minimum height of the sign.
 - c. The location of off-street parking facilities, including entries and exits where directional signs are proposed.
 - d. The size and dimension of all signs existing on the site.
 - e. The location and horizontal frontage of any building(s) on the property, both existing and proposed.
 - f. Photographs of all existing signage and the building faces or sites where signage is proposed.
 - g. Any other information deemed necessary by the Public Services Director.

B. Required Findings. In approving a sign permit, the Director must find that:

1. Signs on all proposed buildings or new additions to existing buildings are designed as an integral part of the total building design.
2. The location of the proposed sign and the design of its visual elements (lettering, words, figures, colors, decorative motifs, spacing and proportions) are legible under normal viewing conditions that prevail where the sign is to be installed.
3. Review of signs at city entryways as defined in the Scenic Highway Element of the General Plan shall also be subject to the following provisions:
 - a. Sign area, height and location of signs shall be designed so as not to interfere with view corridors as defined and specified in the General Plan/Local Coastal Plan.

- b. Freestanding signs shall not exceed eight feet in height except within one hundred feet of Highway 1 or Highway 41. Where feasible, all freestanding signs within or along city entryways shall be placed within a landscaped planter.

17.68.100 Master Sign Program

A. **Purpose.** Master Sign Programs establish criteria for multi-tenant properties that ensure signage is uncluttered, consistent, and fairly distributed between tenants.

B. **Applicability.**

1. Any site having **four (three?)** or more non-residential occupants shall submit a master sign program to be reviewed and approved by the decision-making authority for the use (e.g. the Public Services Director or the Planning Commission).
2. Any site having three or fewer non-residential occupants may submit a master sign program to be reviewed and approved by the decision-making authority.
3. Projects involving construction or renovation of more than 25,000 square feet of space in the commercial and mixed use zoning districts shall submit a master sign program which must be approved prior to issuance of any occupancy permit.
4. Properties subject to a MSP that do not have one shall establish a MSP when a current tenant proposes the installation of a new sign.
5. Nonconforming signs shall be amortized when a tenant closes their business and a new tenant moves in. All new signs shall conform to the approved Master Sign Program.

C. **Application Requirements.** Applications for approval of a master sign program shall be submitted to the Public Services Director and shall include the following:

1. Master Sign Program. A Master Sign Program, drawn to scale, delineating the site proposed to be included within the signing program and the location of all proposed signs.
2. Drawings and Sketches. Drawings and/or sketches indicating the exterior surface details of all buildings on the site on which wall signs, directory signs, ground signs or projecting signs are proposed. Illuminated sign locations and illumination methods shall also be specified.
3. Photographs of all existing signage and the building faces or sites where signage is proposed.
4. Statement for Modifications. A statement of the reasons for any requested modifications to the regulations or standards of this Chapter.

5. Sign Standards. A written program specifying sign standards, including color, size, construction details, placement, and necessity for City review for distribution to future tenants.
 6. Directory Sign. A directory sign not exceeding 12 feet in area shall be integrated into the site design and placed on the primary frontage or entryway. The sign shall have space to advertise the names of businesses associated with the MSP.
 7. Public Access Sign. If a property includes a public access way, this access shall be indicated with a sign (minimum 3 square feet) on the primary building façade.
- D. **Allowable Modifications.** A Master Sign Program may provide for additional sign area and other deviations from the standards of this Chapter, provided that the Master Sign Program is consistent with the provisions of all Sections in this Chapter.
- E. **Required Findings.** In approving a Master Sign Program, the decision-making authority shall find that all of the following are met:
1. The proposed signs are compatible in style and character with any building to which the sign is to be attached, any surrounding structures, and any adjoining signage on the site;
 2. Future tenants will be provided adequate opportunities to construct, erect or maintain a sign for identification;
 3. All current and future tenants shall be granted adequate advertisement space on the property's primary frontage; and
 4. Directional signage, required directory sign, and building addressing is adequate for pedestrian and vehicular circulation and emergency vehicle access.
- F. **Conditions of Approval.** The Planning Commission may attach any reasonable conditions necessary to carry out the intent of the Master Sign Program requirement, while still permitting each sign user opportunities for effective identification and communication.
- G. **Administrative Approval of Signs Consistent with Master Sign Program.** Following approval of a Master Sign Program, the Public Services Director is authorized to issue building permits or other permits, as deemed necessary, to install signs that conform to an approved Master Sign Program. Minor modifications of individual sign area may be approved, provided the maximum allowed by an approved Master Sign Program is not exceeded.

17.68.110 Appeals

- A. **Persons Who May Appeal.** Except as provided for elsewhere in this Title, appeals may be made by the following persons, in the following instances:
1. **Local Appeals.** Appeals to the Planning Commission or City Council may be filed by the applicant, by the owner of property, or by any other person aggrieved by a decision that is subject to appeal under the provisions of this Title.
- B. **Final Decision Required.** Unless otherwise specified by Federal or State law, an appeal must be brought and a final decision rendered by the hearing body before the matter may be appealed to a court of law.
- C. **Time Limits.** Unless otherwise specified in State or Federal law, all appeals shall be filed within 10 days of the date of action.
- D. **Proceedings Stayed by Appeal.** The timely filing of an appeal shall stay all proceedings in the matter appealed, including, but not limited to, the issuance of City building permits and business licenses.
- E. **Appeals of Director Decisions.** A decision of the Public Services Director on any application may be appealed to the Planning Commission by filing a written appeal with the Planning Department. The appeal shall identify the decision being appealed and shall clearly and concisely state the reasons for the appeal.
- F. **Appeals of Planning Commission Decisions.** Decisions of the Planning Commission may be appealed to the City Council by filing a written appeal with the City Clerk. The appeal shall identify the decision being appealed and shall clearly and concisely state the reasons for the appeal.
- G. **Transmission of Record.** The Director, or in the case of appeals to the City Council, the City Clerk, shall schedule the appeal for consideration by the authorized appellate body within 60 days of the date the appeal was filed. The Public Services Director shall forward the appeal, the Notice of Action, and all other documents that constitute the record to the appellate body. The Director also shall prepare a staff report that responds to the issues raised by the appeal and may include a recommendation for action.
- H. **Appellate Body Action.** The appellate body shall review the appeal, the administrative record, and any written correspondence submitted after the appeal has been filed, and may take one of the following actions:
1. Conduct a public hearing and decide on the action; or
 2. Remand the matter to the decision-making body or official to cure a deficiency in the record or the proceedings.

- I. **No “De Novo” Review.** At an appeal or review, the appellate body shall consider only the same application, plans, and related project materials that were the subject of the original decision.
- J. **Appellate Body Decision.** The appellate body shall render its decision within 60 days of the date the hearing is closed unless State law requires a shorter deadline. An action to grant an appeal shall require a majority vote of the appellate body members. A tie vote shall have the effect of rejecting the appeal.
- K. **Standards of Review.** When reviewing any decision on appeal, the appellate body shall use the same standards for decision-making required for the original decision. The appellate body may adopt the same decision and findings as were originally approved.

17.68.120 Definitions

Abandoned Sign. A sign that no longer applies to a business space, building, or site, due to lack of a valid business license, change of business name, or for any other reason that renders the sign not applicable to the premises involved.

Billboard (Outdoor-off-site freestanding sign). A sign placed for the purpose of advertising products or services that are not produced, stored or sold on the property or any other subject no related to the property or use of the property, upon which the sign is located.

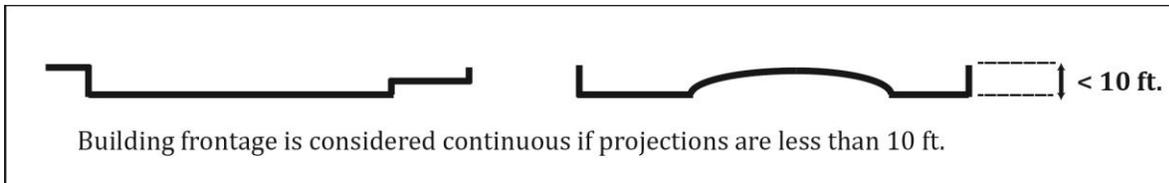
Building Mounted Sign. Any sign mounted or erected on or against any building or façade and includes all walls signs, awning and canopy signs and projecting signs.

Business Sign. Any interior or exterior sign which is intended to identify the name or portions of the business name and which is viewable from any exterior area open to the public.

Canopy shall refer to an ornamental roof like structure upon which a sign may be attached or otherwise affixed which is usually located over gasoline pumps.

Construction Sign. A sign displayed by a contractor, subcontractor, or architect on a project site whenever a building permit has been issued for construction, alteration, or repair of a structure and when work is in progress on site pursuant to such permit.

Building frontage. ~~constitutes for purposes of computing allowable sign area, t~~The linear measurement in feet of the property line directly fronting on a public street, or other public right-of-way to which such sign is oriented, excluding California State Highway One.



Height of a sign means the greatest vertical distance measured from the ground level directly beneath the sign to the top of the sign or from the nearest property line fronting on a public street, whichever is lower.

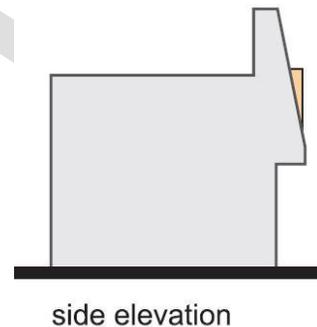
Illegal Sign. An unpermitted sign that is found to be erected or maintained in violation of any provision of this Chapter, this Title, or any other Federal, State, or local law.

Façade Length. The length of the building face or tenant lease site (see page 6 of this Chapter for a graphical representation).

Façade Height. The height of the building face or tenant lease site (see page 6 of this Chapter for a graphical representation).

Master Sign Plan. A coordinated program of all signs, including exempt and temporary signs for a business, or businesses if applicable, located on a development site. The sign program shall include, but not be limited to, indications of the locations, dimensions, colors, letter styles and sign types of all signs to be installed on a site.

Mansard. A roof-like façade comparable to an exterior building wall.



Nonconforming Sign. Any previously approved and permitted sign that existed prior to a change in the municipal code that prohibits such sign. A nonconforming sign is different than an illegal sign (see definition above for “Illegal Sign”).

Open House Sign. An open house sign advertises that a house is open for view as part of the sale or exchange of the property.

Primary Façade. The face of a building or tenant lease site that incorporates the main entrance to the business and that faces a primary street.

Real Estate Sign. A sign identifying that a property is for sale, lease, exchange, or rent. The purpose of this sign is to help owners in the sale of their property by providing information on

the location of the property to potential buyers without impairing the appearance of the community.

Secondary Façade. The face of a building or tenant lease site that serves as a secondary entrance and/or advertising space to the primary façade.

Signs. Any object, structure, symbol, emblem, logo, or display, or any combination thereof, which is intended to or does identify, attract attention to, advertise, or communicate information of any kind to the public. See also Chapter 17.68: Signs.

Sign Area. The entire area of a sign calculated for maximum sign area purposes, pursuant to Chapter 17.68:

Sign Face. The surface or surfaces used for the display of a sign message as seen from any one direction.

DRAFT

ATTACHMENT B

Bike Shop at 542 Main

- **Wall Sign:** $5' \times 1.25' = 10$ square feet
- **Projecting Sign:** $5' \times 1' = 5$ square feet
- **Allowable Signage:** 16.5 square feet (building frontage is 16.5 feet)



- Applicant desired to implement 25 square feet of signage, but was only allowed 16.5 square feet under current code.
- Proposed new code would allow him roughly 25 square feet of signage and a free projecting sign. (Building façade is approximately 250 square feet; 10% of façade is 25 square feet)

Store on Morro Bay Blvd. – Sign Area Example #1

- **REMAX Sign:** 2.3' x 8.8' = 20 square feet
- **COASTAL LIVING Sign:** 1' x 12.5' = 12.5 square feet.
- Total Sign Area approximately **33 square feet.** (Permitted to have 50 sq. ft. under current ordinance).
- **Facade:** 16' tall x 25' long = 44 square feet = **400 square foot facade**
- 10% allowable area would allow **40 square feet of signage**
(7 sq. ft. more than shown in photo)



Store on Morro Bay Blvd. – Window Sign Example #1

- **Window Sign:** 3.5' x 4' = 14 square feet
- **Window:** 7.8' x 5.6' = 44 square feet
- Sign in Photo is approximately 32% of window area.
- 20% of window = **9 square feet** (sign in photo would be too large if only 20% of window area allowed)



Store on Morro Bay Blvd. – Window Sign Example #2

- **Window Sign:** 1.5' x 4.6' = 7 square feet
- **Window:** 6.4' x 5.6' = 36 square feet
- Sign in Photo is approximately 19% of window area.
- 20% of window = **7.2 square feet** (sign in photo would be permitted if 20% of window area allowed)



Note: “Percent of window allowed” can be adjusted, or the idea of a percentage could be abandoned and any size of window sign could be allowable.



Painting on the wall at Shine Café

- Mural or Sign?
- Community surveys suggest that “murals” *should not* be considered signs; but if logo is incorporated in the mural should it count towards allowable sign area?
- If there is no text should it be considered a mural?
- Once the Commission provides direction on murals they can be defined and properly regulated.

ATTACHMENT C



CITY OF MORRO BAY

Public Services Department
Planning Division

955 Shasta Avenue
Morro Bay, CA 93442
(805) 772-6577

A- FRAME SIGN PERMIT APPLICATION

For Department Use Only:

Case No.: _____

Fees Paid: \$ 50 (for A-frame sign)

\$126 (if proposed sign located
in public right-of-way)

CHECK ALL THAT APPLY
\$176 TOTAL FOR BOTH PERMITS

Property Owner	Name: _____	Daytime Phone: _____
	Address: _____	
<p>I/We, the undersigned owner(s) of record of the fee interest in the above noted land for which an application for a permit, is being requested, do certify that such application may be filed and processed with my/our full consent. The applicant is authorized to act as our agent in all contacts with the City in connection with this matter. I/We hereby grant the City of Morro Bay or any of its authorized agents the right to enter upon the land described herein at any time during normal business hours for the purposes of site inspection in advance of City action on the Land Use Permits; inspection of any construction, grading or other development activities following any land use permit approval or evaluation of the satisfactory completion of development authorized through land use permit approval, including continuing compliance with any conditions of approval.</p> <p>I certify that I am the legal owner of record and that under penalty of perjury under the laws of the State of California that the foregoing is true and correct. I authorize the following person(s) to act as my agent in processing this sign permit:</p> <p>_____</p> <p>Signature: _____ Date: _____</p>		
Applicant/Agent	Name: _____	Daytime Phone: _____
	Address: _____	

PROJECT INFORMATION	
Business Name: _____	
Description of Project: _____	
Project Address: _____	
Assessor Parcel Number: _____	Related Planning Case Number(s): _____
Applicant/Agent Signature: _____	Date: _____

GUIDELINES FOR A-FRAME SIGNS

1. One (1) two-sided A-frame sign per business is allowed (and will not count towards total allowable signage).
2. Signs shall have the following dimensions: 2' x 4' (two feet wide by four feet tall), with a maximum depth of 2' at the base when unfolded.
3. Signs shall not interfere with vehicular traffic or ADA accessibility, and must leave a minimum of 4' clearance on sidewalks.
4. The construction of signs shall be of professional quality, and signs shall show no sign of deterioration.
5. Chalkboard type signs are only permitted for food-serving businesses.
6. The sign shall not advertise brand names.
7. Signs must be removed from the sidewalk and brought inside each night at the time the business closes.
8. An illustration of the proposed sign shall be submitted. Signs shall be legible and consistent with other signs on the property.
9. A site layout map showing the sidewalk, streets, buildings and proposed A-frame location shall be submitted with the standard sign application. Exact sidewalk dimensions must be provided.
10. If an A-frame sign does not comply with the conditions of approval, the City may remove the sign immediately.
11. A-frame sign permits are void at the time a business closes, moves location or changes name.

APPLICATION SUBMITTAL REQUIREMENTS

Information on this checklist must be submitted for your project to be accepted for processing, review, and action. These are the **minimum** requirements and additional information and/or plans may be required to evaluate your application following initial review by staff. **An application not containing the necessary information as shown on the checklist will be deemed incomplete and placed on hold.** Check each box to indicate that you have provided the appropriate information.

All plans submitted for sign permits/sign programs shall consist of a minimum of a site plan and sign elevations containing the following information:

Site Plan Indicating:

1. North arrow and scale.
2. Location of existing buildings or structures, property lines, building setbacks, streets, parking areas, and vehicular access points to the property.
3. The position (orientation) of the proposed A-frame sign and its relation to adjacent buildings and structures, property lines and public rights-of-way.

Graphical illustration of A-frame sign specifying:

1. Layout of logos and/or text
2. Color of proposed A-frame sign, including color number (copy, background, trim caps and returns).
3. Letter style and height,
4. Type of material.



CITY OF MORRO BAY

Public Services Department
Planning Division

955 Shasta Avenue
Morro Bay, CA 93442
(805) 772-6577

A- FRAME SIGN ENCROACHMENT PERMIT

For Department Use Only:

Case No.: _____

Fees Paid: \$ 126

ADDRESS OF BUSINESS _____

PROPERTY OWNER _____

TENANT: _____

(If Tenant is Applicant, must have Property Owner Approval)

CONTACT INFORMATION: _____
Address Phone

PERMIT TAG NO. _____

A COPY OF THIS PERMIT SHALL BE KEPT ON THE SITE

1. All portable sign placements must conform to approved drawings.
2. This Encroachment Permit applies to the location shown on the approved site plan. Placement of signs in locations not approved with an Encroachment Permit will be referred to City Code Enforcement.

INDEMNITY:

The permitted shall defend, indemnify, and safe harmless the city, it's officers, agents and employees from any and all claims, demands, damages, costs, expenses or liability arising out of this permit, or by reason of anything related thereto including but not limited to defects in design, increase condemnation, or of agents, employees or independent contractors directly responsible to the permittee; providing permittee's agents, employees, or independent contractors and the city, its agents, employees, or independent contractors. Nothing contained in the foregoing indemnity provision shall be construed to require the permittee to indemnify the city against any responsibility or liability in contravention of the civil code.

AGREEMENT:

The permittee agrees to pay all costs which the City may incur enforcing provision of this permit.

Owner Signature

Tenant Signature

Date paid _____

Receipt No. _____

Engineering Division _____



City of Morro Bay
Public Services/Planning Division
Current Project Tracking Sheet

This tracking sheet shows the status of the work being processed by the Planning Division
New Planning items or items recently updated are highlighted in yellow. Building permit updates are highlighted in green.

Approved projects are deleted on next version of log.

Agenda No: C-1

Meeting Date: July 3, 2013

#	Applicant/ Property Owner	Project Address	Date	Permit Numbers	Project Description/Status	Planning Comments and Notations	Building/Fire Comments and Notations	Engineering Comments and Notations	Harbor/Admin Comments and Notations
Hearing or Action Ready									
1	City of Morro Bay	Citywide	6/19/13	A00-015	Sign Ordinance Update. Text Amendment Modifying Section 17.68 "Signs"	Text Amendment Modifying Section 17.68 "Signs". Planning Commission placed the ordinance on hold pending additional work on definitions and temporary signs. 5/17/2010. Planning Commission made recommendations and forwarded to Council. Anticipate a City Council public hearing on the draft ordinance on May 2011. Scheduled for 5/10/11 CC meeting, item was continued. Item heard at 5/24/11 City Council Meeting. Interim Urgency Ordinance approved to allow projecting signs. A report on the status of this project brought to PC on 2/7/2011. The item shall be brought back to City Council first meeting in November. Workshops scheduled September 29, 2011 and October 6, 2011.-Workshop results going to City Council December 13, 2011. Continued to 1/10/12 CC meeting. Staff Report to PC. Project went to 5/2/2012. Currently an intern is working on the Sign Ordinance. Update due to City Council in June 2013. Draft Sign Ordinance reviewed by PC on 6/19/13. Continued to 7/3/13 PC meeting for further review.	No review performed.		
30 -Day Review, Incomplete or Additional Submittal Review									
2	Redican	725 Embarcadero Rd.	6/26/13	UP0-359	Use Permit for seven boat slips and gangway	Under review.			
3	AT&T	788 Main St.	6/10/13	UP0-362	Special Use Permit for Recycling Container Enclosure in Parking Lot	CJ- Application under Review			

#	Applicant/ Property Owner	Project Address	Date	Permit Numbers	Project Description/Status	Planning Comments and Notations	Building/Fire Comments and Notations	Engineering Comments and Notations	Harbor/Admin Comments and Notations
4	Helfert	2940 Greenwood	5/22/13	CP0-401	Coastal Development Permit for new SFR on vacant lot	CJ- Application deemed incomplete. 6/10/13 Corrections sent 6/10/13. Letter returned undeliverable. Left msg for agent 6/24/13.	No review performed.		
5	Ferguson	605 Ironwood Ct	5/22/13	CP0-400	Coastal Development Permit for new SFR on vacant lot	CJ- Application deemed incomplete. Requested corrections 6/10/13. Resubmittal received 6/25/13.	No review performed.		
6	Goodwin	2920 Juniper	5/21/13	CP0-399	Coastal Development Permit for new SFR on vacant lot	CJ- Application deemed incomplete. Requested corrections 6/10/13.	No review performed.		
7	Hoppe/Najarian	505 Yerba Buena	5/14/13	CP0-398	Coastal Development Permit for new SFR on vacant lot	CJ- Application deemed incomplete. Requested corrections 6/3/13. Met with applicant 6/10 to discuss outstanding items.	No review performed.		
8	Held	901 Embarcadero	4/26/13	UP0-342	Amendment to Use Permit and Mitigated Negative Declaration. Adding new water lease area and proposing floating dock for the Harbor Center project.	Plans submitted and project description. CJ- under initial review. Project deemed incomplete, letter sent to applicant/agent 5/20/13. Resubmittal received 5/31/13 and under review. CJ.	Review complete, applicant to obtain building permit prior to construction. TP-Cond.App.w/FDCode Req.5/7/13		
9	Lucky 7	1860 Main	3/12/13	CP0-394	Construct Fuel Island Canopy	CJ- Requested additional info. 3-29-13	Review complete, applicant to obtain building permit prior to construction.	N/A	
10	Diaz	1149 Market			Business License App for Mexican Market.	Directed Applicant on 11-27-12 to re-submit parking plan demonstrating compliance with Zoning Ordinance. Parking plan submitted demonstrating seven parking spaces 12-20-2012. Sent letter requesting plan corrections 1-15-13. Waiting for response from applicant.	Review complete, applicant to obtain building permit prior to construction.	N/A	
11	City of Morro Bay	N/A			MND for Choro Creek Stream Gauges		No review performed.		
12	Keogh	N/A	5/1/13		NPDES Permit		No review performed.		
Continued projects									
13	Nicki Turner	360 Cerrito	8/15/07	CP0-246	Appeal of Demo/Rebuild SFR and 2 trees removal. Planning Commission continued to a date uncertain. Project folder given to Rob S.	Project placed on hold for a long extended period of time. Staff contacted the applicant for information concerning the status of this project and received a letter on April 1, 2013. Project scheduled for next Planning Commission meeting to hear appeal. Applicant requested a continuance, PC approved a continuance to July 17, 2013 meeting.	Review complete, no conditions noted.	Review completed in 2007, provide drainage details, erosion control, utility locations	

#	Applicant/ Property Owner	Project Address	Date	Permit Numbers	Project Description/Status	Planning Comments and Notations	Building/Fire Comments and Notations	Engineering Comments and Notations	Harbor/Admin Comments and Notations
14	City of Morro Bay	End of Nutmeg	1/18/12	UP0-344	Environmental documents for Nutmeg Tanks. Permit number for tracking purposes only County issuing permit. Demo existing and replace with two larger reservoirs. City handling environmental review	KW--Environmental contracted out to SWCA estimated to be complete on 4/27/2012. SWCA submitted draft I.S. to City on May 1, 2012. MR-Reviewed MND and met with SWCA to make corrections. In contact with County Environmental Division for their review. MND received by SWCA on 10/7/12. MND out for public notice and 30 day review as of 11/19/12. 30 day review ends on 12/25/12. No comments received. Scheduled for 1/16/13 Planning Commission meeting and then to be referred back to SLO County. Planning Commission continued this item to address concerns regarding traffic generated from the removal of soil. In applicant's court, they are addressing issues brought up by neighbors during initial P.C. meeting	No review performed.	BCR- consultant tasked to provide additional alternatives to reduce export of soil and other impacts to neighbors. Will resubmit to PC when alternative analysis complete.	Not applicable
Ongoing Projects									
15	City of Morro Bay	N/A			CDBG funding to CAPSLO for operation of the Prado Day Center & Homeless Shelter	Staff has ongoing responsibilities for contract management	No review performed.		
Projects in Process									
16	Frye	244 Shasta	3/6/13	CP0-396 and AD0-081	Secondary Unit and Parking Exception.	Creation of secondary unit from garage. Parking exception. Noticed 5-16-13. Setbacks noted on plan incorrect. Project required to be re-noticed on 6/26/13	No review performed.		No Comments to date

#	Applicant/ Property Owner	Project Address	Date	Permit Numbers	Project Description/Status	Planning Comments and Notations	Building/Fire Comments and Notations	Engineering Comments and Notations	Harbor/Admin Comments and Notations
16	LaPlante	3093 Beachcomber	11/3/11	CP0-365	New SFR. Resubmittal and Phase 1 Arch report 2/6/12.	SD-- Incomplete Letter 12/12/11. Phase 1 Arch Report required and Environmental Document. Environmental in process. Letter sent 4/11/2012 requesting environmental study. Applicant has requested a meeting on August 9, 2012 to review environmental study request. MR-Met with Applicant and discussed potential impacts of project and CEQA information requested to complete MND. Applicant will provide MND fees with submittal of Biological report. 8/9/12 MR met with applicant and owner to discuss environmental issues. Would require a detailed MND. Applicant is still considering preparation of Biological Report. Staff met with applicant and his agent, discussed elements of the project especially the Biological report needs to be prepared. Draft biological report received and under review. Project referred to environmental consultant and Coastal.	Review complete, applicant to obtain building permit prior to construction.	DH comments submitted 1/18/2012. Provide EC, drainage report, SW mgmt.	
Environmental Review									
17	City of Morro Bay	Morro Creek/Embarcadero	3/14/13	-	FHWA Approved PE funds - CASB12RP-5391(013) - Phase 1 Morro Creek Trail & Bridge Project	<i>In process. NEPA review required.RFP released 3-25-13. Planning working on PES form. Working with Althouse to do Botany survey and wetland delineation. Met with consultants on site on May 22, 2013. Consultant selected.</i>	No review performed.	Planning and engineering consultant to be selected in June	Not applicable
18	City of Morro Bay	Morro Bay State Park	3/8/12		Environmental Review of the Morro Bay State Park Waterline Interconnect Project	<i>MR-Reviewed request and determined the project needed MND; major issues are archaeological and presence of habitat for Morro Shoulderband Dune Snail. Waiting for Archaeological surface survey and Shoulderband Snail Protocol survey. Expect by May 2013. Arch report results indicate no issues. Snail report came back negative. Project exempt from CDP requirement. CEQA Notice of Exemption issued 6/26, 2013</i>	No review performed.	Not applicable	

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19	Sequoia Court Estates	670 Sequoia	4/3/12	UP0-349 & S00-112	Parcel Map. 3 parcels and an open space parcel. A revised subdivision map was submitted for review on August 6, 2012.	Incomplete letter sent to applicant/agent. Project submitted without necessary materials for processing. Applicant submitted a revised plan reducing the number of lots, and is providing additional information as requested addressing City requested information. Additional information submitted; waiting for biological report. Report should be submitted in September 2012. Needs drainage plans. MR: Second incomplete letter sent 11/13/12. MND in preparation. Susan Craig, Coastal Commission staff confirmed property is entirely outside coastal zone. Met with applicant on 1/30/2013 project moving ahead, staff waiting on resubmittal. Applicant directed to obtain wetland determination.	Review complete, applicant to obtain building permit prior to construction.	BCR- comments submitted 4/47/12. Drainage issues need to be addressed.	
Grants									
20	Community Development Block Grant (CDBG) / HOME Program through Urban County Consortium	Downtown area	11/13/12		CDBG Applications received 10/12/12. Nine applications received. Draft funding recommendations to be adopted at 11/13/12 City Council Meeting. Final Funding Approval heard at 2-13-13 City Council Meeting. Final action taken by County Board of Supervisors 3-5-13.	Application recommended for funding is Pedestrian Accessibility Improvements for City of Morro Bay. Council approved on 11-13 funding for Senior Nutrition and Pedestrian Accessibility. 2nd Funding Workshop to be held at Community Center on 1/9/13. Subrecipient Agreement and NEPA Environmental Review under review. CEQA NOE filed. NEPA clearance obtained 6/21/13.	No review performed.		
19	Sustainable Communities	City-wide			\$900,000 Grant Opportunity for funding for long-range planning activities including LCP update, General Plan. State has not released grant information for the next application cycle.	In process	No review performed.	N/A	
20	Coastal Conservancy, California Coastal Commission, California Ocean Protection Council	City-wide			\$250,000 Grant Opportunity for funding for LCP update to address sea-level rise and climate change impacts.	In process. Application due July 15, 2013.	No review performed.	N/A	
Project requiring coordination with another jurisdiction									

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21	City of Morro Bay	Outfall			Original jurisdiction CDP for the outfall and for the associated wells	Coastal staff is working with staff. Coastal letter received 4/29/2013.	No review performed.		
22	City of Morro Bay Desal Plant	170 Atascadero			Project requires a Coastal Development Permit for upgrades at the Plant. Final action taken Sent to CCC but pursuant to their request the City has rescinded the action.	Waiting for outcome from the CDP application for the outfall	No review performed.	BCR-project is belong revised to do maint and repair only with completion postponed pending permit renewal.	
Preapplication projects									
23	Martini	399 Quintana			Vacant parcel adjacent to wetland area (per U.S. Wildlife mapping) requesting a CDP for new construction	Staff has reviewed the project and determined that due to the project's location adjacent to a mapped wetland that the project will have to conduct a wetland delineation per LCP 11.01. Directed the applicant/agent on 4/16/2013	No review performed.		
24	Galvin	861 Quintana			Applicant/agent requests to fence and rock vacant lot	Commercial structure demolished pursuant to approved CDP. Meeting scheduled to discuss issues regarding expansion of the U-Haul business without benefit of permit	No review performed.		
25		Little Morro Creek Road			BMX park	Staff waiting for additional information	No review performed.		
26		110 Orcas			Inquires regarding construction of a new house on a vacant lot with wetlands (per U.S. Wildlife mapper)	Staff met with seller and potential buyers to explain code requirements	No review performed.		
27	Sonic	1840 Main Street			Applicant/agent inquiries on parcel to develop Sonic restaurant.	Explain to agent regarding environmental issues, queuing, lighting etc.	No review performed.		
28	Triad Homes	253 Main			Discussions on a parcel map, dividing residential use from commercial uses		No review performed.		
29		214 Beach			Property for sale, inquiries regarding demolishing and placing houses.		No review performed.		
Final Map Under Review									
30	Zinngarde	1305 Teresa	5/9/11	Map	Final Map. Public Works review of the final map, CCR's and conditions of approval. Plans 8/5/11. Applicant resubmitted CCRS. Incomplete submittal as of 1/23/12. Resubmitted 4/4/2012	KW--Comments given to applicant, held meeting on 9/27/2011 regarding comments. Biological being review by applicant to address drainage issues. Biological Report approved by Planning as well as the CCRs.	Review complete, applicant to obtain building permit prior to construction.	DH - map check complete, PIP are on ready for applicant to submit grading permit.	

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31	Medina	3390 Main	10/7/11	Map	Final Map. Issues with ESH restoration. Applicant placed processing of final map on hold by proposing an amendment to the approved tentative map and coastal development permit. Applicant proposed administrative amendment. Elevated to PC, approved 1/4/12. Appealed, scheduled for 2/14/12 CC Meeting. Appeal upheld by City Council, and project with denied 2/14/12. map check returning for corrections on 3/9/12	SD--Meeting with applicant regarding ESH Area and Biological Study. MR- Received letters from biologist regarding revegetation on 9/2/12. Letter sent to biologist. Recent Submittal reviewed and memo sent to PW regarding deficiencies. Initial review shows resubmitted map does not meet the 50 foot ESH boundary. Referred to	No review preformed.	DH - resubmitted map and Biological study on Dec 19th 2012. PW has completed their review. Received a letter from Median's lawyer and preparing response. PW comments sent to RS to be included with his response letter.	
32	Strugill	1885 Ironwood		Map	Final Map: Submitted on 6/26/12 complete application.	MR - review map and gave corrections on CC&Rs. CJ- Deed restriction prepared and being reviewed for signature 3-27	No review preformed.	DH - Map check complete Mylars submitted, Public improvements accepted. Map to CC on 5.28.13 Map Recorded 6.4.13	
Projects Continued Indefinitely, No Response to Date on Incomplete Letter or inactive									
33	Maritime Museum Association (Larry Newland)	Embarcadero	11/21/05	UP0-092 & CP0-139	Embarcadero-Maritime Museum (Larry Newland). Submitted 11/21/05. Resubmitted 10/5/06, tentative CC for landowner consent 1/22/07 Landowner consent granted. Resubmitted 5/25/07. Applicant resubmitted additional material on 9/30/2009. Applicant working with City Staff regarding an lease for the subject site. Applicants enter into an agreement with City Council on project. Applicant to provide revised site plan. Staff is processing a "Summary Vacation (abandonment)" for a portion of Surf Street. Staff waiting on applicant's resubmittal. Meeting held with applicant on 2/23/2011. Staff met with applicant on January 27, 2011 and reviewed new drawings, left meeting with the applicant indicating they would be resubmitting new plans based on our discussions.	KW--Incomplete 12/15/05. Incomplete 3/7/07. Incomplete Letter sent 6/27/07. Met to discuss status 10/4/07 Incomplete 2/4/08. Met with applicants on 3/3/09 regarding inc. later. Met with applicants on 2/19/2010. Environmental documents being prepared. Meeting held with city staff and applicants on 2/3/2011.	Please route project to Building upon resubmittal.	An abandonment of Front street necessary. To be scheduled for CC mtg.	
34	James Maul	530, 532, 534 Morro Ave	3/12/10	SP0-323 & UP0-282	Parcel Map. CDP & CUP for 3 townhomes. Resubmittal 11/8/10. Resubmittal did not address all issues identified in correction letter.	KW-Incomplete letter sent 4/20/10. Met with applicant 5/25/10. Letter sent to applicant/agent indicating the City's intent to terminate the application based on inactivity. City advised there will be a new applicant and to keep the application viable.MR: Received letter from applicant's rep 11/15/12 requesting project remain open. Called B. Elster for further information. Six month extension granted.	Please route project to Building upon resubmittal.		

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Projects going forward to Coastal Commission for review									
35	City of Morro Bay		Citywide	2/1/13	Ordinance 556	AMENDING THE MUNICIPAL CODE BY ADDING CHAPTER 17.27 ESTABLISHING REGULATIONS AND PROCEDURES ENTITLED "Antennas and Wireless Telecommunications Facilities" AND MODIFYING CHAPTER 17.12 TO INCORPORATE NEW DEFINITIONS, 17.24 to MODIFY primary district matrices to incorporate the text changes , 17.30 to eliminate section 17.30.030.F "antennas", 17.48 modify to eliminate section 17.48.340 "Satellite dish antennas" and Modify THE TITLE PAGE TO REFLECT THE NEW CHAPTER.	In progress	No review preformed.	N/A
Projects Appealed to City Council									
36	Perry	3202 Beachcomber		9/8/11	AD0-067	Variance. Demo/Reconstruct. New home with basement in S2.A overlay. Variance approved for deck only; the issue of stories was resolved due to inconsistencies in Zoning Ordinance.	Variance approved at 8/15/12 PC meeting. Appealed by 3 parties to City Council. Appeal to be heard. City Attorney reviewing.Appeal in abeyance until coastal application complete.	Review complete, applicant to obtain building permit prior to construction.	See above
Projects in Building Plan Check									
37	Sangren	675	Anchor	11/28/12	B-29813	SFR Addition	Requested corrections 1/9/13. CJ.	BC- Returned for corrections 1/9/13.	N/A
38	LaPlante	3093	Beachcomber	11/3/11	B-29586	New SFR	SD--Incomplete Letter 12/12/11. Phase 1 Arch Report required and Environmental Document. Incomplete letter sent 2/2012. MR: Met with applicant to go over environmental issues.	BC- Application on hold during planning process	DH- Provide SW mgmt, drainage rpt, EC.
39	Peter	190	Dana	5/30/13	B-29926	New SFR	CJ- conditionally approved subject to amending CDP 6-25	BC-under review.	
40	Bylo	593	Driftwood	3/12/13	B-29870	SFR Addition	Disapproved. Compact in-fill permit conditions not met. 3-27	BC-Returned for corrections 3/28/13.	DH- Provide SW mgmt, drainage rpt, EC.
41	Imani	571	Embarcadero	4/23/12	B-29695	Commercial alteration, addition	CJ- Incomplete Memo 11/26/2012 sent to applicant's representative. Awaiting response.	BC- returned for corrections 8/27/2012.	BCR- Approved 5/23/12
42	Harbor	1620	Embarcadero	4/4/13	B-29888	Construct restroom and storage mezzanine within existing "Cal Poly Building."	CJ-requested corrections 4-15	BC-Returned for corrections 4/16/13.	BCR- approved

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43	Helfelt	2940	Greenwood	5/21/13	B-29924	New SFR	Needs CDP from Planning	BC-under review.		
44	Methodist Church	3000	Hemlock	8/16/12	B-29752	Construct new modular classroom, site work.		BC- Spoke with PH 3/29/13.	BCR- need drainage rpt	
45	Ferguson	605	Ironwood	4/24/13	B-29861	New SFR	Needs CDP from Planning	BC- returned for corrections 6/17/13.	BCR-returned for CDP app	
46	Sturgill	1885	Ironwood	12/29/11	B-29677	14 new townhouses		BC- all permits now issued.	BCR- sidewalk & drainage inspected- OK. Client wants to partner with City to improve Ironwood pavement. I said no because it is not part of near future PMP.	
47	Stanton	2335	Ironwood	6/7/13	B-29939	Deck	CJ- Planning approved 6-24-13	BC-Returned for corrections.		
48	Santoanni	2570	Ironwood	5/29/13	B-29922	SFR Demo/ Reconstruct	Under review	BC- under review.		
49	Wilber	481	La Jolla	4/8/13	B-29889	Deck	CJ-approved 4-15	BC-Returned for corrections.		
50	Hough	281	Main	6/16/13	B-29936	New SFR	Under review	BC- under review.		
51	Lemos	1320	Main	5/2/13	B-29845	Commercial demo/ reconstruct	Corrections requested 6-17-13	BC- Ready to return for corrections pending planning.	BCR-under review 5-13-13. Sent engineer message that drainage report is incomplete.	
52	Naran	2176	Main	5/13/13	B-29918	Partial change of occupancy		BC-under review.		
53	Chevron	3072	Main	4/29/13	G-39	Remove abandoned oil terminal infrastructure	CJ-Planning approved 6-24-13.	BC- resubmitted 6/14/2013.	SWPP review complete, PW approval	
54	Storm	1029	Monterey	5/3/12	B-29702	Partial Demo/ Reconstruct of MFR dwelling	KW-under review	BC- Returned for corrections 7/3/2012.		
55	Markowitz	589	Morro Avenue	8/17/11	B-29820	Roof Deck	Under review. Spoke with architect 1/23/13 to clarify requested	BC- Corrections	N/A	
56	Shirkey	341	Nevis	2/13/13	B-29821	New SFR	Approved. CJ.	BC- Returned for corrections 3/13/13.TP- Sprinkler Approved	BCR- Needs to elevate FF additional 3 inches	
57	Frantz	499	Nevis	9/23/12	B-29510	New SFR	CJ- Requested additional info 5-28	BC- Returned for corrections 6/5/13.		
58	Vallely	460	Olive	3/29/13	B-29885	New Second Unit, Detached garage	CJ- approved 4-15-13	BC- Returned for corrections 4/25/13.		
59	G2F	423	Panay	6/10/13	B-29928	SFR Alteration		BC- under review.		
60	Rock Harbor	1478	Quintana	1/10/13	B-29834	Microwave Dish	CJ -Planning approved.	BC-RTI 2/27/13		
61	Glen	409	Rennel	4/11/13	B-29893	Deck	CJ-requested corrections 4-15	BC- Issued.		
62	Frye	244	Shasta	5/7/13	B-29910	Garage to Second Unit conversion		BC- under review, Planning?	BCR-approved 5/13/13	

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63	Romero	291 Shasta	4/30/13	B-29909	SFR Addition	CJ- conditionally approved subject to amending CDP 5-20	BC-Issued.	BCR-approved 5/9/13	
64	Inn at MB	60 State Park	3/28/13	B-29882	Rooftop clerestory structures	CJ- Approved 6-26-13. Determined to be repair & maintenance. Like for like.	BC- Returned for corrections 5/1/13.		

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65	Inn at MB	60 State Park	3/28/13	B-29884	Modifications to fireplace venting		BC- RTI pending approval of B-29882.		
66	Najarian	505 Yerba Buena	6/12/13	B-29941	New SFR	Needs CDP from Planning	BC- under review.		
Projects & Permits with Final Action									
67	Fry	3450 Toro Ln	11/5/12	E00-103	Partial abandonment of Toro Ln. north of Yerba Buena to North Point tract	RL- under review. Notification sent to utilities. Response due 12/20/12. City Council continued abandonment request.	No review preformed.		
68	City of Morro Bay	170 Atascadero	1/9/13	CP0-389	Coastal Development Permit for water treat plant (Desal) modifications.	Permit approved at 2-6-13 PC Mtg. Letter received from Coastal Commission staff regarding permit and response sent 2-15. Final action pending until resolution with Coastal Commission	No review preformed.	BCR-Project on hold pending permit resolution. Performance of repair and maintenance under consideration.	