



# CITY OF MORRO BAY PLANNING COMMISSION AGENDA

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*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, August 21, 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 July 3 and July 17, 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 May 15, 2013.**  
**Case No.:** Coastal Development Permit #CP0-246  
**Site Location:** 360 Cerrito in the R-1 zoning district  
**Proposal:** Appeal of Administrative Coastal Development Permit #CP0-246 approval for the demolition of an existing 1,183 square foot single-family residence and removal of two trees, and the subsequent construction of a 2,155 square foot single-family residence and an associated 648 square foot garage. This site is located outside of the appeals jurisdiction of the California Coastal Commission.  
**CEQA Determination:** Categorically exempt, Class 1 and Class 3  
**Staff Recommendation:** Continue the Public Hearing to September 4, 2013.  
**Staff Contact:** Kathleen Wold, Planning Manager, (805) 772-6211
  
- B-2 **Public hearing continued from July 17, 2013.**  
**Case No.:** Zoning Text Amendment #A00-015 (project originally noticed for a Public hearing on June 17, 2013 and subsequently continued to additional meetings).  
**Site Location:** Citywide  
**Proposal:** The City of Morro Bay is proposing a Municipal Code Amendment modifying Section 17.68 "Signs  
**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

B-3 **Case No.:** Time Extension for #UP0-120 and #AD0-024.

**Site Location:** 1170 Front Street

**Proposal:** Concept Plan approved in December 2006 for a 6 unit motel and manager's unit and subterranean parking lot. A Minor Amendment was approved to convert manager's unit to a guest unit.

**CEQA Determination:** Mitigated Negative Declaration adopted.

**Staff Recommendation:** Grant time extension for one year.

**Staff Contact:** Cindy Jacinth, Associate Planner, (805) 772-6577

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, September 4, 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](http://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](http://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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Chairperson Grantham seconded and the motion passed (4-0), with Commissioner Tefft abstaining as he was not in attendance.

A. PUBLIC HEARINGS

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

Berg-Johansen presented the staff report. The presentation was organized into two parts:

Part I: Continued Items from the 6-19-13 Planning Commission Meeting

Part II: Sign Discussion for the Downtown District

Chairperson Grantham opened Public Comment period.

Susan Stewart, resident of Morro Bay, made the following comments:

1. She would like clarification regarding what type of illuminated signs are regulated under the proposed sign ordinance. Stewart noted several businesses keep their open signs turned on during the day to alert the public that they are open.
2. She encouraged the Commission to visit her shop to see the sidewalk sign she is currently using. She noted the dimensions of her sign and the adjacent sidewalk and stated there is sufficient space for the sign.
3. Stewart stated she would like to see iconic signs, such as the one found at the Shell Shop, remain as they are.

Berg-Johansen addressed Stewart’s comment regarding illumination. He stated the proposed ordinance could be amended to only regulate illuminated signs over a certain size. Berg-Johansen stated the purpose of the clause to turn off illuminated signs during the day is to conserve energy. Jacinth noted “Open” signs are not considered signs as they convey information and do not advertise a business.

Livick addressed Stewart’s comment regarding A-frame signs. He stated any “off-premise” sign, whether it is an A-frame sign or a pole sign, would be treated the same way under the City’s standards.

Chairperson Grantham closed Public Comment period.

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**PART I**

Commissioners and staff discussed how signs that advertise products would be regulated under the proposed ordinance. Staff clarified that signs advertising specific products, produced by companies other than their own, would not be allowed.

Commissioner Fennacy made the following comments:

1. Regarding amortization, he stated he favors a simplified amortization schedule or no schedule at all since the Local Coastal Plan does not mandate an amortization schedule.
2. He stated he is in favor of window signs, but would like to limit window signs to a certain percentage of the window.
3. Regarding the Master Sign Program (MSP), he stated he favors the decrease from four to three tenants and giving the Director discretion when reviewing MSP applications.

Chairperson Grantham noted for the record that Commissioner Tefft had joined the meeting.

Commissioner Lucas made the following comments:

1. He noted neon signs are not defined in the proposed ordinance. Lucas suggested staff consider what sort of message these signs portray and consider whether or not the City wants to encourage them.
2. He asked for clarification regarding how the City will calculate allowable sign area on facades with more than one business, or where the façade is divided between commercial and residential. Berg-Johansen stated each tenant would only be able to calculate allowable sign area based on their portion of the façade.
3. Lucas asked staff to clarify how hotels with residential units would be treated under the proposed ordinance. Berg-Johansen stated this is an issue that will be considered in the next draft of the ordinance. Berg-Johansen also noted a table will be created for lodging establishments in all zones.
4. Regarding A-frame signs, Lucas stated he is in favor of considering sidewalk width when approving or denying the signs. Livick noted an encroachment permit will be necessary to erect A-frame signs if the sign code is amended to allow them.

Commissioner Lucas and Livick discussed the requirements for other items in the public right of way along the Embarcadero and how they affect pedestrian activity.

Chairperson Grantham confirmed with Livick that Livick is the chief enforcement officer for signs. Grantham asked Livick what percentage of A-frame sign users have insurance policies as required by the City. Livick stated the City currently prohibits A-frame signs so no A-frame users have such insurance policies.

Commissioner Tefft made the following comments:

1. He clarified with staff the purpose of the amortization table is for permitted nonconforming signs. The amortization schedule would not apply to non-permitted or

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illegal signs. Tefft stated it would be practical to eliminate the amortization schedule from the proposed ordinance.

2. He commented on the terminology of the proposed ordinance. Specifically, he suggested the definition for directional and community promotional display signs be separated, and he suggested clarifying the definition of snipe signs.
3. Tefft stated there should be a provision for certain types of illuminated signs.
4. He suggested A-frame signs should instead be called “sidewalk signs” or “portable signs” to encourage people to be more creative. He also agreed sidewalk width should be considered.
5. He stated window signs should be allowed on the Embarcadero.

Commissioner Solu made the following comments:

1. He stated he does not favor the proposed amortization schedule. He instead favors *maintaining* existing nonconforming signs.
2. Regarding off-premise signs, Solu agreed a four foot minimum width should be required for such signs but expressed concern that this minimum distance may not always be observed by business owners. Livick explained how the four foot minimum for off-premise signs would be regulated.

Livick stated the existing amortization schedule does not work and is difficult to enforce. He stated maintenance may be the most appropriate way to approach amortization. He also stated the proposed amortization schedule may be amended so that is based on change of use or major remodel rather than change of ownership. Solu agreed with Livick’s comments.

Commissioner Solu asked staff where public announcement signs, such as bird nesting signs, would fall in the proposed ordinance. Livick stated such regulatory, informational, or educational signs do not typically require a permit. Livick stated the intent of the sign ordinance is to regulate advertising signs, and not regulatory signs.

Solu stated window signs along the Embarcadero should be allowed. Jacinth clarified the importance of developing an ordinance that maintains vertical consistency with the Coastal Commission.

Chairperson Grantham expressed concern that there may not be sufficient space on the City’s sidewalks to allow A-frame signs. He stated four feet is tight.

Commissioner Fennacy echoed Solu’s comment regarding abandoning the proposed amortization schedule. He also stated he favors allowing A-frame signs as long as they do not restrict sidewalk passage.

Chairperson Grantham suggested the City could require a certain amount of clearance in front of a business in order to allow an A-frame sign at that location.

Grantham asked Commissioners to discuss the potential for accommodating A-frame signs. All Commissioners agreed the sidewalks are too congested to accommodate A-frame signs on the Embarcadero. Fennacy stated he did not want to see businesses affected by a lack of advertising

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opportunities and stated he would like to provide alternative options if A-frame signs are prohibited. Lucas stated eight feet may be an appropriate width if such signs are allowed.

Livick explained City Council passed an emergency ordinance for pub signs (projecting signs) to be approved administratively. This is an effective way to provide advertising information at the pedestrian level while not encumbering the sidewalk.

Lucas stated nonconforming signs should be addressed when the building is remodeled or reconstructed, and not when there is a change of tenancy.

Chairperson Grantham called for a five minute break.

Fennacy made the following comments:

1. Regarding multi-sided buildings, he stated he would like to see a single percentage used for all sides of the building.
2. Regarding window signs, Fennacy stated they are necessary on the Embarcadero. He stated some businesses should be allowed a greater percentage depending on the size of the window.

Jacynth stated many buildings along the Embarcadero do have multiple facades and it is important to remember that signs facing the water are factored into the total signage. She stated window signs would also factor into the total signage.

Commissioner Lucas stated he favors the simplicity of calculating allowable signage of buildings with multiple sides with the same percentage. Regarding window signs, he stated individual letters are the nicest type of window sign and perhaps these should not be included in the total allowable signage.

Commissioner Tefft suggested allowing business owners to designate the primary, secondary, and tertiary sides of their building. Regarding window signs on the Embarcadero, Tefft stated they are seen from a close distance and, therefore, a relatively low percentage of window area would be appropriate.

Commissioner Solu agreed that business owners should be able to decide which side of their building is the primary, secondary, or tertiary side. Regarding window signs, he stated determining an allowable percentage of window area would be an appropriate way to address the issue.

Chairperson Grantham also agreed that business owners should be able to decide how to classify the various sides of their building.

Grantham stated 20 percent would be an appropriate percentage for window signs on the Embarcadero.

Commissioner Fennacy stated 25 percent would be appropriate. He also stated it is the Commission's job to be subjective so he supports letting the business owner decide.

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Commissioner Tefft stated he favors a smaller window area on the Embarcadero, such as 10 percent.

Commissioner Solu stated he favors between 10 and 20 percent of allowable area for window signs on the Embarcadero.

**PART II**

The Commission concluded their discussion of the Embarcadero District and proceeded to discuss signs in the Downtown District. The discussion was organized by topic:

**A-frame Signs**

Commissioner Fennacy stated he is in favor of A-frame signs as long as there is a minimum passable space, such as four feet.

Chairperson Grantham asked staff if the existing ordinance includes language that regulates the location of A-frame signs. Livick stated such signs are not allowed under the existing ordinance so there is no language regulating their location. Livick stated he favors signs being placed against the building as they would be out of the way. Livick stated staff will consider developing a plan view detail illustrating where these signs should be placed along the right of way so as to maximize public safety.

The Commission and staff discussed the appropriate minimum passable space for A-frame signs in the Downtown District. Livick stated four feet is the legal minimum passable space required on sidewalks pursuant to ADA guidelines. The Commission agreed only one A-frame sign per business would be allowed under the proposed ordinance, and decided A-frame signs that are not placed on the property would be called “off-premise” signs. The Commission also agreed that A-frame signs should only be placed on the property to which it belongs.

Commissioner Solu stated he does not support the erection of A-frame signs.

Commissioner Lucas stated he is in favor of allowing A-frame signs as they encourage pedestrian traffic.

Commissioner Tefft suggested writing standards into the updated sign code which would regulate the aesthetic qualities of A-frame signs. Tefft continued to discuss with staff the possibility of regulating aesthetics.

Livick stated, under the proposed ordinance, sidewalk signs are not factored into the total allowable sign area. They would be considered “bonus” signs.

Commissioner Lucas clarified with staff the sidewalk signs would not be displayed when the business is not in operation.

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**Window Signs**

The Commission agreed 30 percent is an appropriate area of a building's window for window signs.

**Murals**

Chairperson Grantham stated if a mural advertises a business it is considered a sign.

Commissioners Fennacy, Tefft, and Solu agreed murals are an artistic piece and should not be considered signs.

Commissioner Tefft suggested murals should not illustrate a logo or business name as a prominent feature.

Commissioner Lucas stated he does not believe anything with letters should be considered a mural. A mural is considered a graphic.

Chairperson Grantham confirmed murals will not be considered signs and discretion will be left to City staff to determine whether a proposed mural is appropriate for the location.

**Façade Percentages**

Commissioner Fennacy stated 15 to 20 percent of the building facade for all facades would be an appropriate amount of signage.

Commissioner Lucas stated 10 to 15 percent of the building façade would be appropriate, but would support the granting of a higher percentage to businesses depending on the location of the entry to the building.

Commissioner Tefft clarified with staff that the projecting sign at The Bike Shop is included in the total allowable sign area for the building. The projecting sign would be a bonus under the proposed ordinance.

Jacynth explained to the Commission that under the current ordinance, businesses are allowed a 2:1 ratio for each linear foot of building frontage if only one type of sign is proposed, but if more than one type of sign is proposed, the allowable sign area ratio drops to 1:1. With this explanation, Tefft stated he favors a 10 percent allowance.

Commissioner Solu stated 10 percent for the primary façade and five percent for the secondary façade would be an appropriate allowance.

Chairperson Grantham stated he favors allowing 15 percent of the building façade for signs.

Commissioner Lucas stated he would like business owners to come forward and express whether they think the proposed percentages are fair or too restrictive.

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The Commission agreed 15 percent for all facades is an appropriate percentage.

Commissioner Fennacy discussed the issue of when a business has two primary facades and how determining one facade as the primary façade may be detrimental to their business when different percentages are established for different sides of the building. To address this issue, Tefft suggested that the sign on the secondary façade could be 10 percent of the façade area, but it may not be larger than the sign on the primary façade. The Commission supported this suggestion.

The Commission agreed that if a business owner selected an awning sign, they would also be allowed to erect a surface sign near the entrance to the business.

### **Pole Signs**

Commissioner Tefft stated he favors providing business owners with a variety of sign types.

Berg-Johansen stated staff does not recommend pole signs in the Downtown District.

Commissioners Solu, Lucas, and Tefft stated they do not favor pole signs in the Downtown District. Tefft suggested staff add another sign type, such as an “architectural sign,” that is greater than eight feet tall but is not considered a “traditional” pole sign.

Commissioner Fennacy stated he favors allowing pole signs in the Downtown District.

Commissioner Lucas asked for clarification from staff whether existing pole signs would be grandfathered in. Berg-Johansen clarified that once a new business occupies the building, the nonconforming pole sign would need to be removed.

The Commission agreed they would like to encourage monument signs rather than pole signs.

Commissioner Tefft noted the proposed ordinance offers a 10 square foot bonus for individual lettering on wall signs, and asked staff whether they would consider offering the same bonus for window signs. The Commission agreed they would like to offer this bonus for business owners that “want to be creative.”

The Commission decided to discuss signs in the Quintana District at the next Planning Commission meeting.

**MOTION:** Chairperson Grantham moved to continue Zoning Text Amendment #A00-015 to the July 17, 2013 Planning Commission meeting.

### **UNFINISHED BUSINESS**

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

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Livick reviewed the Work Program with Commissioners.

NEW BUSINESS

None.

DECLARATION OF FUTURE AGENDA ITEMS

Staff stated the 360 Cerrito project will be discussed at the next Planning Commission meeting.

ADJOURNMENT

The meeting adjourned at 8:18 pm to the next regularly scheduled Planning Commission meeting at the Veteran's Hall, 209 Surf Street, on Wednesday, July 17, 2013 at 6:00 pm.

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Rick Grantham, Chairperson

ATTEST:

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Rob Livick, Secretary



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CONSENT CALENDAR

None.

A. PUBLIC HEARINGS

**B-1 Public hearing continued from May 15, 2013.**

**Case No.:** Coastal Development Permit #CP0-246

**Site Location:** 360 Cerrito in the R-1 zoning district

**Proposal:** Appeal of Administrative Coastal Development Permit #CP0-246 approval for the demolition of an existing 1,183 square foot single-family residence and removal of two trees, and the subsequent construction of a 2,155 square foot single-family residence and an associated 648 square foot garage. This site is located outside of the appeals jurisdiction of the California Coastal Commission.

**CEQA Determination:** Categorically exempt, Class 1 and Class 3

**Staff Recommendation:** Continue the Public Hearing to August 7, 2013 to allow additional time for the applicant to comply with the Commission's previous direction.

**Staff Contact:** Kathleen Wold, Planning Manager, (805) 772-6211

Commissioner Tefft recused himself from the discussion as he owns property within 500 feet of the subject site.

Chairperson Grantham opened Public Comment period.

Berta Parish, resident of Morro Bay, asked the Commission to confirm the date of the appeal hearing for this item.

Chairperson Grantham closed Public Comment period.

Staff confirmed with the Commission there will be a quorum for a Planning Commission meeting on August 21, 2013.

**MOTION:** Chairperson Grantham moved to continue Coastal Development Permit #CP0-246 to the August 21, 2013 Planning Commission meeting. Any plans submitted for that meeting are to reflect the Volbrecht land survey that was previously approved by the Court and the Commission.

The motion was seconded by Commissioner Solu and the motion passed unanimously. (4-0).

Commissioner Tefft returned for discussion.

**B-2 Public hearing continued from July 3, 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

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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

Berg-Johansen presented the staff report, with specific attention to the Quintana District.

Chairperson Grantham opened Public Comment period.

Amber Badertscher, Morro Bay business owner, explained how it is difficult for the public to see her business from the street. She would like to see fair representation for small business and for the Quintana District.

John Weiss, Morro Bay business owner, expressed concern that neon “Open” signs would be not be allowed to be turned on during daylight hours under the proposed ordinance. He stated he would like to know if there is an exception for these signs. He also stated he is concerned about how public notices (e.g. for community events) in windows would be regulated as many business owners post window signs of this kind. Weiss hopes there is an appeal process for business owners to recommend adjustments to the proposed ordinance.

Chairperson Grantham closed Public Comment period.

Chairperson Grantham discussed the existing condition of signs along Quintana. He noted there are only a few signs north of the traffic circle that are disproportionate to the building. He also stated he is sympathetic to Weiss’s comment regarding “Open” signs and agreed they should be illuminated during business hours. Lastly, he acknowledged Badertscher’s comment regarding signage for small businesses and stated the Commission will develop a fair approach to advertising businesses that are not visible from the street.

Commissioner Fennacy asked staff to clarify how “Open” signs would be treated under the proposed ordinance. Berg-Johansen stated that only illuminated signs *larger than 10 square feet in area* shall not be turned on during the day, indicating that conventional neon “Open” signs *would* be allowed to be turned on during the day.

Commissioner Fennacy asked staff if businesses would still be able to apply for Sign Exception permits. Wold clarified the purpose of the ordinance update is to make the sign ordinance fair for all types of businesses and easy for the public to understand. Sign Exception permits should be reserved only for properties that are unique or different. Fennacy supported Wold’s explanation and noted how important signage is along Quintana.

Commissioner Fennacy asked staff to clarify whether the proposed ordinance will reflect the discussion from the previous meeting regarding allowing equal façade percentages on all sides of a building. Livick stated staff may have missed this comment as the minutes were not yet

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completed from the July 3, 2013 meeting. He stated those comments will be incorporated when the minutes become available.

Commissioner Fennacy would like to see façade percentages increased in the Quintana District and consistent with the other districts. He stated businesses should be allowed to install equal amounts of signage on primary *and* secondary facades.

Commissioner Lucas stated he agreed with Fennacy's comments. Lucas also suggested staff consider the distance of the building from the street when determining appropriate façade percentages.

Commissioner Lucas asked staff how the Master Sign Program (MSP) would be applied in this zone. Wold stated there are many small businesses in shopping centers along Quintana that cannot afford to install larger pole or monument signs, so although the ordinance allows them in their zone, they are too cost prohibitive. Lucas and Wold agreed there needs to be more flexibility in the proposed ordinance so that it is easier for smaller businesses to be appropriately advertised.

Commissioner Tefft stated he agreed with Wold's statement regarding providing more flexibility in the proposed ordinance. He stated monument signs may be more effective than increasing façade percentages.

Commissioner Tefft clarified with staff that taller pole signs are prohibited within 200 feet of the right-of-way of Highway 1. He also asked staff to review the criteria for pole signs in the proposed ordinance and re-examine what is appropriate in the Quintana District.

Wold further explained the proposed ordinance could be revised to require that architectural or monument signs shall be placed a certain number of feet away from each other in order to avoid clutter.

Tefft suggested allowing one monument sign per entryway for shopping centers, especially for shopping centers with varying topography.

Commissioner Solu suggested creating a separate section in the proposed ordinance for shopping centers, as has been done for lodging establishments.

Commissioner Solu asked staff to clarify how the allowable area for surface signs is calculated under the existing ordinance. Staff clarified one square foot of signage is allowed per linear foot of frontage when more than one sign proposed.

Commissioner Fennacy made the following comments:

- He stated he favors the idea of allowing one monument sign per entry to a shopping center but stated he is concerned about the associated cost. He stated something "creative" could be done about this.
- He suggested utilizing rights-of-way or city properties for additional signage for business owners in the north Quintana area.
- He stated he would like to increase façade percentages to 20 percent for all sides.

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- He recommends dividing architectural and monument signs into separate categories.

Wold clarified with Fennacy that he would like to allow only the primary and secondary facades 20 percent. Fennacy stated more than one architectural sign should be allowed per entry to shopping centers.

Commissioner Fennacy clarified with staff that 20 percent of façade area may be too excessive, and that 15 percent or less would be adequate.

Chairperson Grantham stated he would like to discuss time limits on “Sale” signs.

Wold clarified that the purpose of the Master Sign Program is to make the sign permit application process simpler and easier for applicants.

Commissioner Tefft agreed with Solu that shopping centers should be treated differently than individual businesses. He stated he would like the definition of the term “shopping center” to include that it is not related to ownership.

Staff and the Commission discussed how to distinguish a shopping center. Wold stated the designation is based on the associated zone district. Tefft clarified the designation is also based on the number of occupants.

Commissioner Solu suggested moving the architectural sign to the bonus section of the proposed ordinance.

Wold asked the Commission for direction on how to classify public artwork and murals. Staff clarified art, as defined in the proposed ordinance, is not a sign and thus not affected by the proposed sign ordinance. Tefft stated he would like to add the following to the definition of public art:

1. There should not be any logos in the artwork.
2. There should be a limitation on the size of the plaque.

Chairperson Grantham called for a five minute break.

Berg-Johansen continued to present the staff report, with specific attention to the Tourism-Oriented Sign Plan.

Chairperson Grantham stated he would like staff to include public safety as one of the objectives of the Tourism-Oriented Sign Plan.

Chairperson Grantham opened Public Comment period.

Craig Schmidt, Morro Bay Chamber of Commerce, stated both Alternatives 2 and 3 should be considered for adoption in the Downtown and Embarcadero Districts. Both alternatives were successful and self-sustaining in Healdsburg, CA.

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Chairperson Grantham closed Public Comment period.

Commissioner Tefft suggested combining the first two alternatives to create an additional alternative which would call for directional signs with the ability to change the copy.

Commissioner Tefft stated he favors revising Alternative 3 so that is more oriented toward the pedestrian by making the signs lower and making the individual signs smaller and closer together. Regarding the three locations for the directional signs, he stated all three should be on the water side as that is where the majority of people walk. He also suggested installing directional signs near Giovanni's to encourage pedestrians to continue around the curve. He favors installing numerous smaller signs rather than a few larger ones.

Commissioner Solu agreed with Tefft regarding combining the first two alternatives to create an additional alternative as business along the Embarcadero change often. He also expressed concern about the maintenance of the signs. Berg-Johansen stated the City would maintain the signs. Livick stated, however, from a budgetary standpoint, the City would want to partner with another agency to have them maintain the signs. Livick suggested the City could impose a maintenance fee to be paid by business owners to offset the maintenance costs.

Commissioner Fennacy stated he favors Alternatives 2 and 3, and would like to see a hybrid of both.

Commissioner Lucas stated he would like to see improved linkages, flow, indication of pedestrian infrastructure, and indication of restaurants along the Embarcadero. He stated he would like to see Alternatives 1 and 3 combined in some way.

Chairperson Grantham asked staff to consider installing a pedestal sign with a directory of all businesses along the Embarcadero.

Livick suggested a way in which the directional sign could include a map of the Embarcadero as well as a directory of businesses.

Commissioner Tefft stated he would like to see the directory include retail establishments as well as points of interest.

Commissioner Fennacy discussed the benefits of the directory sign.

Commissioner Lucas stated the City should be aware of ADA regulations when installing the signs.

Livick stated a directional sign would be installed at the base of the Centennial Stairway.

**MOTION:** Commissioner Solu moved to continue Zoning Text Amendment #A00-015 to the August 21, 2013 Planning Commission meeting.

The motion was seconded by Commissioner Fennacy and the motion passed unanimously. (5-0).

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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 the Commission.

NEW BUSINESS

None.

DECLARATION OF FUTURE AGENDA ITEMS

None.

ADJOURNMENT

The meeting adjourned at 7:35 pm to the next regularly scheduled Planning Commission meeting at the Veteran's Hall, 209 Surf Street, on Wednesday, August 21, 2013 at 6:00 pm.

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Rick Grantham, Chairperson

ATTEST:

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Rob Livick, Secretary

**AGENDA NO: B-1**

**MEETING DATE: August 21, 2012**



## Memorandum

**TO:** PLANNING COMMISSION      **DATE:** AUGUST 14, 2013  
**FROM:** KATHLEEN WOLD, PLANNING MANAGER  
**SUBJECT:** REQUEST FOR A CONTINUATION OF THE PUBLIC HEARING FOR THE  
APPEAL OF COASTAL DEVELOPMENT PERMIT #CP0-246.

---

### **BACKGROUND/DISCUSSION**

At their May 15, 2013 meeting the Planning Commission held a public hearing on the appeal of Coastal Development Permit #CP0-246. After consideration of the item it was the Commission's decision to continue the item to July 17, 2013 with the direction that the applicant was to submit new plans which reflect the Volbrecht land survey, show the edge of pavement line and that the house complies with all R-1 setbacks.

Staff received new plans submitted on July 2, 2013 however these plans did not reflect the Volbrecht lane survey or show the edge of pavement. Staff spoke with the applicant and the applicant's architect and indicated to them the deficiencies of the submittal. The item was subsequently continued to the August 21, 2013 meeting. Once again we must request that this item be continued to allow additional time for the applicant to submit an adequate submittal and time for staff to review the submittal.

### **RECOMMENDATION**

Staff recommends that the Planning Commission continue the public hearing for the appeal of Coastal Development Permit #CP0-246 to the September 4, 2013 meeting.

Prepared By: \_\_\_\_\_

Dept Review: \_\_\_\_\_



AGENDA NO: B-2

MEETING DATE: August 21, 2013

# Staff Report

**TO:** Planning Commission

**DATE:** August 13, 2013

**FROM:** Erik Berg-Johansen, Planning Intern  
Kathleen Wold, Planning and Building Manager

**SUBJECT:** Proposed Sign Ordinance Update and Embarcadero Tourism Oriented Directional Sign Plan (both continued from July 17 meeting)

## **RECOMMENDATION:**

Review materials and continue to provide direction to staff.

## **BACKGROUND:**

At the June 19, 2013 Planning Commission meeting, the 2013 Draft Sign Ordinance was presented to the Commissioners. Discussion at this meeting focused primarily on the Embarcadero District and more general issues such as sidewalk signs, the Master Sign Program, and amortization schedules.

At the July 3, 2013 Planning Commission meeting, discussion primarily focused on the Downtown District. Allowed sign types and allowable sign area were the key topics of discussion. Other issues were revisited and discussed at the July 3 meeting such as multi-sided buildings, primary vs. secondary facades, sign amortization, window signs, A-frame signs (sidewalk signs) and specifics for the Embarcadero District.

At the July 17, 2013 Planning Commission meeting, the Planning Commission took public testimony and then continued discussions regarding the Draft Sign Ordinance. Discussion at this meeting was focused on the Quintana District. Specific issues discussed included pole signs, monument signs, allowable sign area, and businesses that are not visible from Highway 1 and/or Quintana Road. Also presented at the July 17 meeting was the Embarcadero District Tourism-Oriented Directional Sign Plan, a plan formulated by staff over the past year. This proposal was developed to address the issue of sidewalk (A-frame) signs along the Embarcadero (they create public safety issues). Because sidewalk signs will continue to be prohibited in the Embarcadero District, this plan has been designed to give businesses a viable alternative to sidewalk signs.

Prepared By: EBJ

Dept Review: \_\_\_\_\_

Staff has updated the Draft Sign Ordinance and the Embarcadero District Tourism-Oriented Directional Sign Plan per Commission direction from the July 17 meeting, and a new revised draft is being presented at the August 21 meeting.

Included as Attachment A to this report is the 2013 Draft Sign Ordinance (revised after the July 3 meeting). Attachment B is the updated Embarcadero District Tourism-Oriented Directional Sign Plan. Attachment C is the draft Embarcadero Business Directional Sign Permit Application.

## **DISCUSSION:**

**The following section discusses the revisions made to the Draft Sign Ordinance in response to comments and direction given during the July 17 Planning Commission meeting:**

### The Quintana District:

- Revised to allow Architectural and Monument signs to be placed at *all driveway entrances* instead of one per property.
- Added a bonus for Architectural and Monument signs: “Plus 20 square feet for businesses set back more than 30 ft. from edge of public right-of-way.”

### Lodging Establishments and Industrial Zones:

- The table for Lodging Establishments has been updated.
- A new section (and table) was added for Industrial Zones. Staff recommends that businesses located in industrial zones be subject to a customized set of regulations.
- *NOTE: Regulations regarding lodging establishments and industrial zones will be discussed only if time permits. Otherwise these items will be addressed at a future PC meeting.*

### General Issues:

- Pole Signs: eliminated the “business is within 100 feet of Highway 1” regulation. **Staff needs more direction on pole sign regulations.**  
**Note: Elevated pole signs may not be supported by the City’s LCP, for protection of visual resources.**
- Added regulations for “Temporary ‘Sale’ Signs.”
- Changed allowable sign area in the Downtown District to 15% of primary façade, 15% of secondary facades.

**The following section discusses the revisions made to the TODSP in response to comments and direction given during the July 17 Planning Commission meeting:**

- Alternative 3 (which was decided to be the best option to move forward with) has been further developed and enhanced to integrate new ideas offered at the last Planning Commission meeting. The plan now consists of one detailed alternative.
- Two new sign placement locations have been proposed. Photos of all five sites are included in the updated plan.

**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 make further changes according to direction from the Commissioners.

The presentation planned for August 21, 2013 is focused on defining regulations for the **North Main District** and continuing discussion regarding the **Embarcadero District Tourism-Oriented Directional Sign Plan**. Changes to regulations regarding Lodging Establishments and businesses within industrial zones have been made, however discussion related to these issues will only take place if time permits. If these aforementioned issues are not addressed at the August 21 meeting they will be addressed at the next PC meeting.

Furthermore, the presentation will introduce a revised draft of the 2013 Embarcadero Tourism-Oriented Directional Sign Plan (TODSP). Staff will take direction from the Commission at the August 21 meeting and revise the Draft Sign Ordinance and TODSP accordingly.

**Attachments:**

Attachment A – 2013 Draft Sign Ordinance (revised)

Attachment B – Draft 2013 Embarcadero Tourism-Oriented Directional Sign Plan (revised)

Attachment C – Draft Business Directional Sign Application

# ATTACHMENT A

## Chapter 17.68 Sign Regulations

**Sections:**

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- 17.68.020 Commercial Signs and Calculations**.....2
  - A. Sign Types .....2
  - B. Computation of Sign Area .....6
  - C. Computation of Facades .....7
- 17.68.030 Standards for ALL Districts and Zones**.....8
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- 17.68.040 Embarcadero District**.....19
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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 variety of commercial uses as well as motels and some residential uses. These areas include 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. **Attraction Board** means a device used to display information regarding conveniences and services offered by facilities providing temporary accommodation.
2. **Architectural Signs.** Freestanding signs situated on two (2) or more supporting structures.
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. **Sidewalk Signs.** Signs not permanently attached to the ground or any other permanent supporting structure. These signs are sometimes referred to as A-frame signs. Where permitted, sidewalk signs are subject to special regulations and permits.
19. **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.
20. **Temporary Sign.** A sign or advertising display designed or intended to be displayed for a short period of time.
21. **Wall Signs (Surface).** 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.
22. **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.

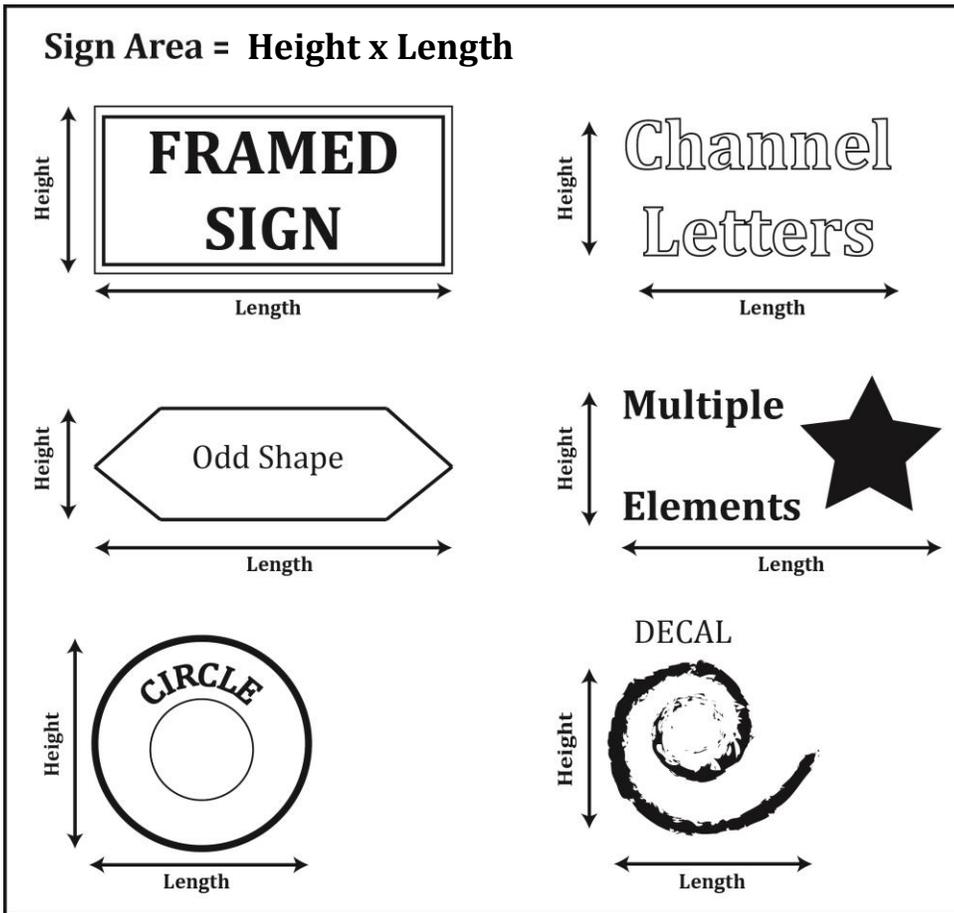
4. Three-dimensional Signs. Signs that consist of, or have attached to them, one or more three-dimensional objects (i.e., balls, cubes, clusters of objects, sculpture, or statue-like trademarks), shall have a sign area of the sum of two adjacent sides or sign faces.

**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.**

**For Lodging Establishments see section 17.68.080  
For businesses located in Industrial Zones see section 17.68.090**

DRAFT

Figure 17.023: Measurement of Sign Area



**Three-Dimensional Signs**

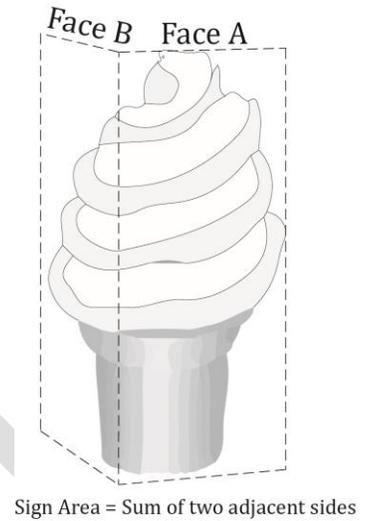
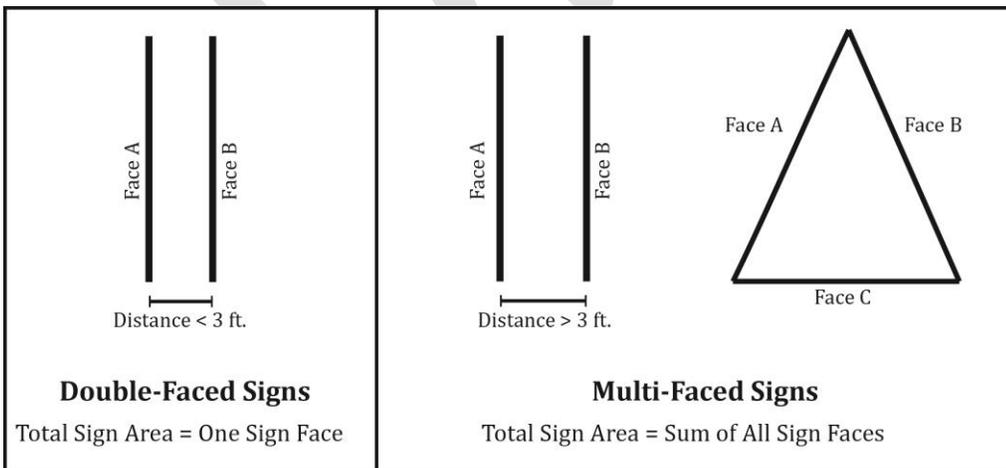


Figure 17.024: Measurement of Double and Multi-Faced Signs



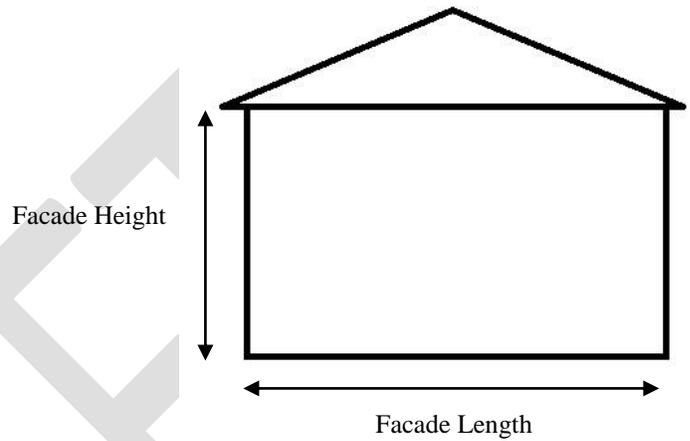
c. **Computation of Facades**

**“Façade” = (Façade Length x Façade Height)**

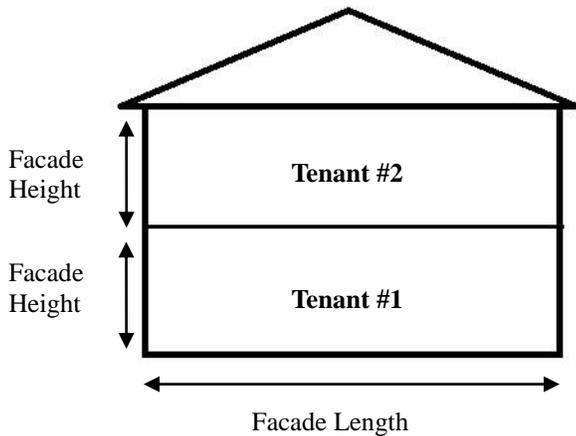
\*For the purposes of this Ordinance, “Façade Height” shall not include the roof

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

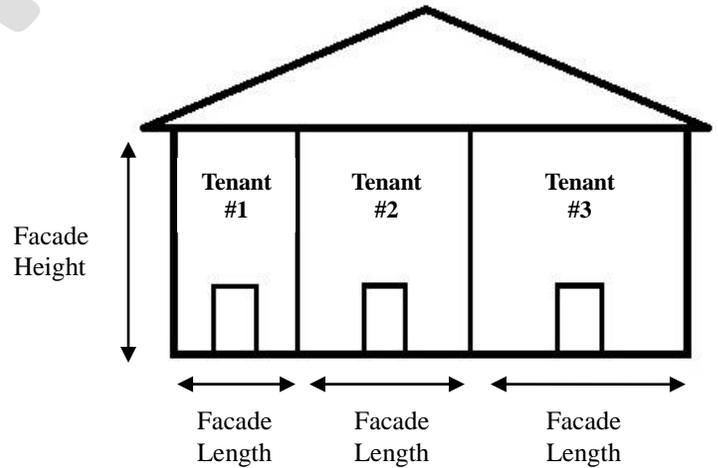
**Figure 17.025: Single-Tenant Façade Calculation**



**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. **Sign Maintenance.** When a nonconforming sign becomes deteriorated or dilapidated to the extent of over fifty percent (50%) of the physical value it would have if it had been maintained in good repair, it must be removed within sixty (60) days after receiving notice from the Public Services Department.
    - i. If an ill-maintained sign cannot be adequately valued and assessed, the Public Services Director may require that such sign be removed or repaired.
  - 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.
  - 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. Architectural Signs.**

- a. Maximum Height: 8 feet (from the ground to top of sign).
- b. Shall be supported by two (2) or more posts or beams.
- c. Minimum Setbacks: One foot from setback line.
- d. Sign faces: Maximum of two sign faces permitted.
- e. 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.

#### **2. Awning and Canopy Signs.**

- a. Maximum Height. 25 feet above a sidewalk or public right-of-way
- b. Sign copy and/or logos may not extend beyond the area of the awning or canopy.

#### **3. 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.

#### **4. Community Promotional Display Programs.** Community promotion signs advertising, directing or informing pedestrian of 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.

#### **5. 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.

#### **6. 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.

7. **Encroachment into Public Street or Sidewalk.** For signs projecting over a public street or sidewalk refer to “Title 14: Buildings and Construction” within the City’s municipal code.
8. **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.
9. **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.
10. **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 that are larger than 10 square feet in area shall not be switched ON during daylight hours. All newly fabricated signs larger than 10 square feet in area 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.
11. **Marquee Signs.** Marquee signs may not project above the marquee face.
12. **Materials.** All signs shall be made of substantial materials that are not subject to rapid deterioration, as determined by the Public Services Director.
13. **Monument Signs**
  - a. Maximum Height. 5 feet
  - b. Minimum Setbacks: One foot from setback line.
  - c. Sign faces: Maximum of two sign faces permitted.
  - d. 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.

**14. 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:
  - i. Business is traveler-serving.
  - ii. Proposed sign does not degrade or block scenic views (professional viewshed study may be required).

**15. 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.

**16. Roof Signs.** The top of the sign may not extend above the maximum building height for the zone in which the business is located.

**17. 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.

**18. 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.

**19. 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.

<b>WALL (SURFACE) SIGN STANDARDS</b>	
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. **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.
4. **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.
5. **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.
6. **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.
7. **Flags.** Flags and insignia of any government, except when incorporated into a commercial sign, are permitted.
8. **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.

9. **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.
10. **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.
11. **Murals.** Artwork painted on buildings; such artwork shall not include logos, text, or graphics that intentionally advertise a business, as determined by the Public Services Director.
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. **Sidewalk Signs.** Subject to a special *Sidewalk Sign Permit*. Sidewalk signs proposed to be placed within the public right-of-way require a *Sidewalk Sign Encroachment Permit* in addition to a general *Sidewalk Sign Permit*.
20. **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.
21. **Shopping Center Identification Signs.** A shopping center with four (4) or more tenants is allowed one Identification Sign per major street frontage.
- Minimum Height. 6 ft.
  - Maximum Height. 8 ft.
  - Sign shall include name of shopping center and spaces for a maximum of 8 tenants.
  - The sign(s) shall incorporate the design theme of the existing shopping center.
  - The sign(s) are subject to Public Services Director's approval.
22. **Special Private Event Displays.** A temporary sign may be erected on the premises of an establishment having a special event provided that such sign 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.
23. **Temporary New Business 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.
24. **Temporary "Sale" Signs.** One temporary sign not exceeding 10 square feet in area signifying a sale or specials is allowed. A temporary sale sign may remain erected for a maximum of 90 days during one calendar year.

#### **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.

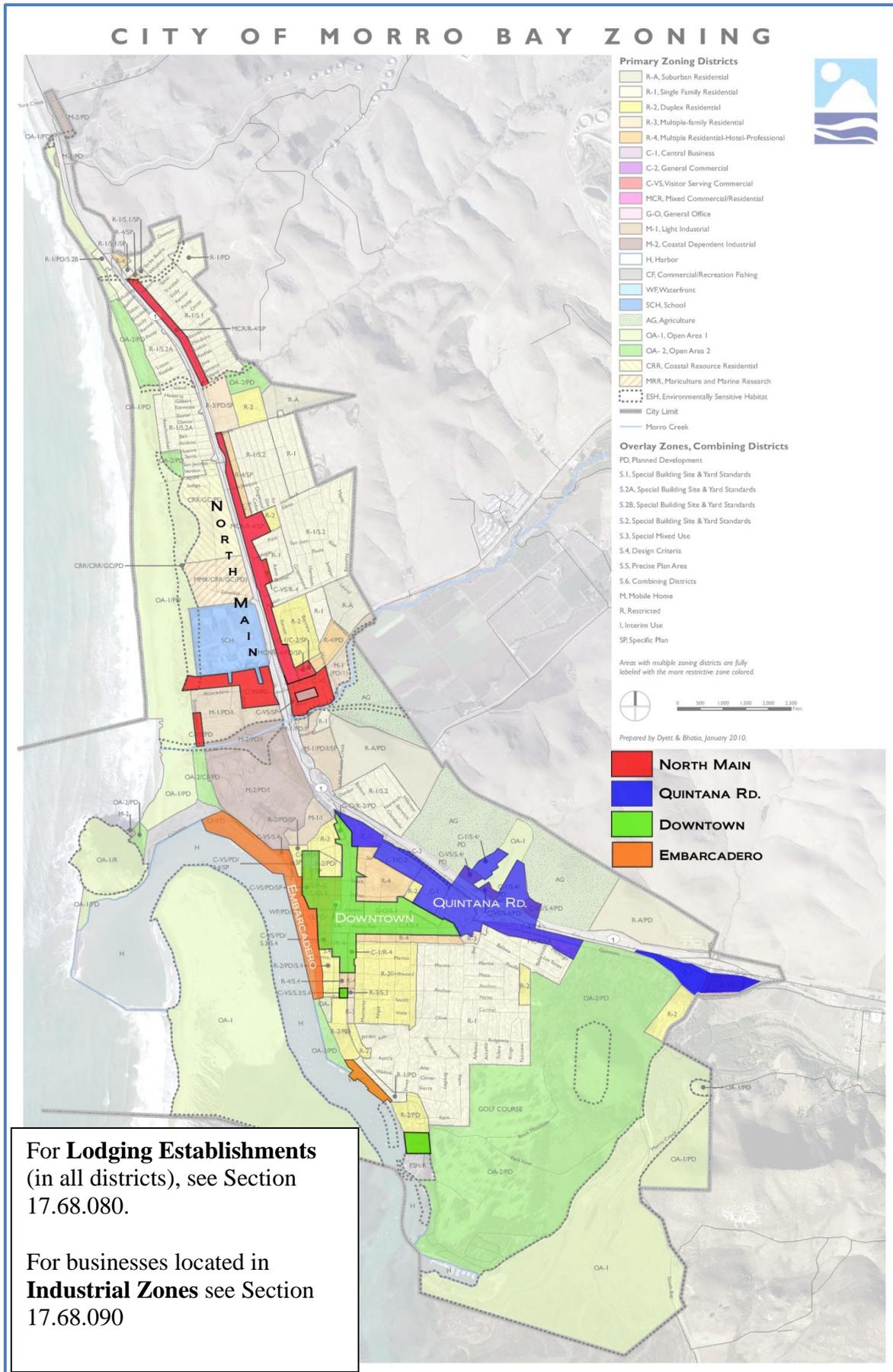
3. **Billboards.** Off premises outdoor advertising signs.
4. **Digital Signs.** Any electronic sign that resembles a television screen or video monitor, or that can be altered or changed from a remote location.
5. **Emissions.** Signs that produce noise or sounds in excess of 40 decibels, excluding 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.

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**Figure 17.031: Sign District Map**



## 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 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, C-10.

**Projecting Sign Bonus:** All businesses are entitled to one (1) “free” projecting sign per frontage. The proposal of a 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 be applied to the placement of a larger projecting sign (e.g. after the bonus is applied 16 sq. ft. projecting sign counts towards 8 sq. ft. of allowable area).

## Embarcadero District

Sign Type	Total # of signs allowed	Sign Area Allowed	Max. Sign Area per sign (sq. ft)	Additional Regulations
Awning and Canopy	1 per frontage (choose one type)  <i>window signs: 1 per window</i>	10% of primary facade, 5% of secondary façades*	--	See Section 17.68.030, C-2
Roof			--	See Section 17.68.030, C-16
Wall (Surface) **			--	See Section 17.68.030, C-19
Hanging (Suspended)			--	See Section 17.68.030, C-9
Window			20% of window area	--
Monument (Freestanding)	1 per frontage		25	See Section 17.68.030, C-13
Projecting (Pub)	2 per frontage (30 ft. of spacing between required)		8	See Section 17.68.030, C-15
Dock	1 per business		16	See Section 17.68.030, C-5
<b>Bonuses</b>				
Projecting (Pub)	PLUS (+) 8 sq. ft.		8	
Wall (Surface)	PLUS (+) 4 sq. ft. for <b>Individual Lettering</b>		--	
Window	PLUS (+) 3 sq. ft. for <b>Individual Lettering</b>		20% of window area	

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

\*\*One wall sign signifying the entrance to a business and not exceeding 3 square feet in area may be implemented in conjunction with all other sign types. Such signs must be placed above the main entrance and shall count towards total allowable signage.

## 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 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, C-10.

**Sidewalk Signs.** See draft Sidewalk Sign Application / Encroachment Permit.

**Projecting Sign Bonus:** All businesses are entitled to one (1) “free” projecting sign per frontage. The proposal of a 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 be applied to the placement of a larger projecting sign (e.g. after the bonus is applied 16 sq. ft. projecting sign counts towards 8 sq. ft. of allowable area).

<b>Downtown District</b>				
Sign Type	Total # of signs allowed	Sign Area Allowed	Max. Sign Area per sign (sq. ft)	Additional Regulations
Awning and Canopy	1 per frontage (choose one type);  <i>window signs: 1 per window</i>	15% of primary facade, 15% of secondary façades*	--	See Section 17.68.030, C-2
Marquee			--	See Section 17.68.030, C-11
Wall (Surface) **			--	See Section 17.68.030, C-19
Window			30% of window area	--
Hanging (Suspended)	1 per frontage		--	See Section 17.68.030, C-9
Monument (Freestanding)	1 per frontage		25	See Section 17.68.030, C-13
Projecting (Pub)	2 per frontage (30 ft. of spacing between required)		16	See Section 17.68.030, C-15
<b>Bonuses</b>				
Projecting (Pub)	PLUS (+) 8 sq. ft.		16	
Wall (Surface)	PLUS (+) 10 sq. ft. for <b>Individual Lettering</b>		--	
Window	PLUS (+) 5 sq. ft. for <b>Individual Lettering</b>		30% of window area	
Sidewalk Sign	See Sidewalk Sign specifications			

**\* Primary facades shall contain maximum signage equal to 15% of facade area, and secondary facades shall contain maximum signage equal to 15% of façade area (extra allowable sign area granted for secondary facades cannot be implemented on the primary façade, and vice versa).**

**\*\*One wall sign signifying the entrance to a business and not exceeding 3 square feet in area may be implemented in conjunction with all other sign types. Such signs must be placed above the main entrance and shall count towards total allowable signage.**

## 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 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, C-10.

**Sidewalk Signs.** See draft Sidewalk Sign Application / Encroachment Permit.

<b>Quintana Road District</b>				
<b>Sign Type</b>	<b>Total # of signs allowed</b>	<b>Sign Area Allowed*</b>	<b>Max. Sign Area per sign (sq. ft)</b>	<b>Additional Regulations</b>
Awning and Canopy	1 per frontage (choose one type)  <i>window signs: 1 per window</i>	15% of primary facade, 15% of secondary façades*	--	See Section 17.68.030, C-2
Marquee			--	See Section 17.68.030, C-11
Wall (Surface)			--	See Section 17.68.030, C-19
Window			30% of window	
Architectural (Freestanding)	<b>1 per driveway entrance (choose one)</b>	15% of primary facade, 15% of secondary façades*	25	See Section 17.68.030, C-1
Monument (Freestanding)			40	See Section 17.68.030, C-13
Pole (Freestanding)	1 per property		--	Conditional Use Permit See Section 17.68.030, C-14
Projecting (Pub)	1 per frontage		16	See Section 17.68.030, C-15
<b>Bonuses</b>				
<b>Architectural and Monument</b>	<b>PLUS (+) 20 sq. ft. for businesses with facade set back more than 30 ft. from edge of public ROW</b>		<b>40</b>	
Wall (Surface)	PLUS (+) 10 sq. ft. for <b>Individual Lettering</b>		--	
Window	PLUS (+) 5 sq. ft. for <b>Individual Lettering</b>		30% of window	
Sidewalk Sign	See Sidewalk Sign Specifications			

**\* Primary facades shall contain maximum signage equal to 15% of facade area, and secondary facades shall contain maximum signage equal to 15% of façade area (extra allowable sign area granted for secondary facades cannot be implemented on the primary façade, and vice versa).**

## 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 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, C-10.

**Sidewalk Signs.** See draft Sidewalk Sign Application / Encroachment Permit.

<b>North Main District</b>				
<b>Sign Type</b>	<b>Total # of signs allowed</b>	<b>Sign Area Allowed</b>	<b>Max. Sign Area per sign (sq. ft)</b>	<b>Additional Regulations</b>
Awning and Canopy	1 per frontage (choose one type)  <i>window signs: 1 per window</i>	15% of primary facade, 15% of secondary façades	--	See Section 17.68.030, C-2
Marquee			--	See Section 17.68.030, C-11
Wall (Surface)			--	See Section 17.68.030, C-19
Window			30% of window	
Architectural (Freestanding)	1 per driveway entrance (choose one)		40	See Section 17.68.030, C-1
Monument (Freestanding)			40	See Section 17.68.030, C-13
Pole (Freestanding)	1 per property		--	Conditional Use Permit See Section 17.68.030, C-14
Projecting (Pub)	1 per frontage		16	See Section 17.68.030, C-15
<b>Bonuses</b>				
Architectural and Monument	PLUS (+) 20 sq. ft. for businesses with <b>facade set back more than 30 ft. from edge of public ROW</b>		40	
Wall (Surface)	PLUS (+) 20 sq. ft. for <b>Individual Lettering</b>		--	
Window	PLUS (+) 10 sq. ft. for <b>Individual Lettering</b>		30% of window	
Sidewalk	See Sidewalk Sign Specifications			

**\* Primary facades shall contain maximum signage equal to 15% of facade area, and secondary facades shall contain maximum signage equal to 15% of façade area (extra allowable sign area granted for secondary facades cannot be implemented on the primary façade, and vice versa).**

## 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.

### IMPORTANT NOTES

- See Chapter 17.68.100 for MASTER SIGN PROGRAM if property has three 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, C-10.

<b>Lodging Establishments</b>				
Sign Type	Total # of signs allowed	Sign Area Allowed*	Max. Sign Area per sign (sq. ft)	Additional Regulations
Attraction Boards	1 per business	15% of primary facade, 10% of secondary facades	5	Cannot display rates.
Awning and Canopy	1 per frontage (choose one)		--	See Section 17.68.030, C-2
Wall (Surface)			--	See Section 17.68.030, C-19
Architectural (Freestanding)	1 per driveway entrance (choose one)		25	See Section 17.68.030, C-1
Monument (Freestanding)			25	See Section 17.68.030, C-13
Projecting (Pub)	1 per frontage		16	See Section 17.68.030, C-15
<b>Bonuses</b>				
Wall (Surface)	PLUS (+) 4 sq. ft. for <b>Individual Lettering</b>		--	
Sidewalk	See Sidewalk Sign Specifications; NOT allowed in Embarcadero District			

\* Primary facades shall contain maximum signage equal to 15% of facade area, and secondary facades shall contain maximum signage equal to 10% of facade area (extra allowable sign area granted for secondary facades cannot be implemented on the primary facade, and vice versa).

**Additional Illumination Standards:**

- Signs on facades facing residential zones shall not be illuminated after 10 PM regardless if business is open or closed.

## 17.68.090 Industrial Zones

**Purpose.** The following regulations apply to businesses located in industrial zones in ALL districts. Industrial businesses have unique requirements that do not coincide with the signage needs of other types of businesses.

### IMPORTANT NOTES

- See Chapter 17.68.100 for MASTER SIGN PROGRAM if property has three 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, C-10.

Industrial Zones				
Sign Type	Total # of signs allowed	Sign Area Allowed*	Max. Sign Area per sign (sq. ft)	Additional Regulations
Awning and Canopy	1 per frontage (choose one)	10% of primary facade, 5% of secondary facades	--	See Section 17.68.030, C-2
Wall (Surface)			--	See Section 17.68.030, C-19
Bonuses				
Wall (Surface)	PLUS (+) 8 sq. ft. for <b>Individual Lettering</b>		--	

## 17.68.100 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.

### 17.68.110 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 three (3) 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.

## 17.68.120 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.

### 17.68.130 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.

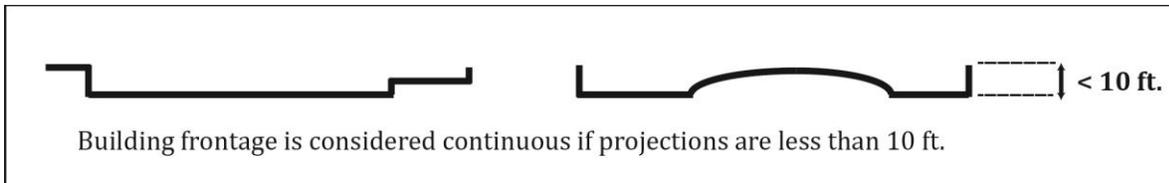
**Building Mounted Sign.** Any sign mounted or erected on or against any building or façade and includes all walls signs, awning and canopy signs and projecting signs.

**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.** 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.

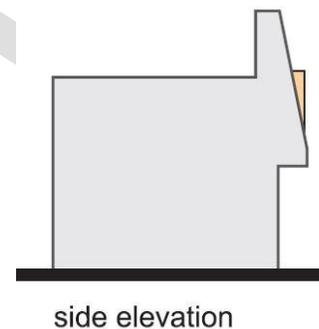
**Illegal Sign.** An unpermitted sign that is found to be erected or maintained in violation of any provision of this Chapter, this Title, or any other Federal, State, or local law.

**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, as determined by the business owner.

**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, as determined by the business owner.

**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

## CITY OF MORRO BAY, CALIFORNIA

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### Embarcadero District Tourism-Oriented Directional Sign Plan



Prepared by  
City of Morro Bay Planning Division  
July 2013

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# I. Introduction

This section outlines the background, purpose, and characteristics associated with the City of Morro Bay Tourism-Oriented Directional Sign Plan.

## Background

The Embarcadero District Tourism-Oriented Directional Sign Plan (TODSP) and the City of Morro Bay 2013 Sign Ordinance Update have been prepared simultaneously; this plan was designed to work in harmony with the goals and standards presented in the new draft sign ordinance. This project includes the Tourism-Oriented Directional Sign Plan and a supplementary background report (that serves as supporting document for the decisions made during the formation of the Plan). As the background report details, community outreach and discussions at public meetings have revealed that the Chamber of Commerce, City Staff, and business owners support business directional signs, and believe that they will be a beneficial asset to the City of Morro Bay.

Furthermore, it has been determined that there is insufficient space within the public right-of-way to accommodate sidewalk (A-frame) signs along the Embarcadero; the Commissioners have decided to continue prohibition of sidewalk signs in this district. This plan was developed to allow additional off-premise advertisement space for business owners in lieu of a continued sidewalk sign.

## Purpose

The purpose of this Plan is to promote tourism and increase the vitality and economic success of businesses in Morro Bay's Embarcadero District by encouraging visitors to explore its entire commercial core. The proposed signs are designed to make tourists aware of all businesses existing along the Embarcadero, including businesses on both sides of the street and those that lease a space within a multi-tenant building. The directional signs will be especially beneficial for businesses that lack a frontage along the Embarcadero's primary right-of-way.

## Project Characteristics

This TODSP is the product of extensive research, community outreach, and discussion among City staff. The primary goals of the project are as follows:

1. Increase the vitality of all businesses in the Embarcadero district.
2. Propose aesthetically pleasing signs that match the community's character.
3. Use international symbology on signs to accommodate non-English speakers.
4. Propose placement of directional at critical points to facilitate traffic throughout the length of the Embarcadero.
5. Design signs in a manner that decreases implementation costs.

## Directional Signage

Cities have made use of different types of directional signage. “Business directional signs” can be differentiated from traditional tourism-oriented directional signs for a number of reasons<sup>1</sup>. First, business directional signs portray more specific information about individual businesses. For example, a traditional directional sign might state, “Commercial District This Way.” A business directional sign, on the other hand, could display an individual business name – “Crabby’s Seafood Restaurant.” Figures 1.1 and 1.2 are examples of business directional signs existing in Healdsburg, CA.



Figure 1.1: Business Directional Sign

Furthermore, business directional signs rely on the creativity of business owners. Use of a template will be required, but the majority of the sign’s area will be designed by business owners. The design may include the business name, a logo, and artwork. Each structure will also have spaces reserved for advertisement of community events.



Figure 1.2: Business Directional Sign

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### <sup>1</sup>Traditional Tourism-Oriented Directional Signs

Tourism-oriented directional signs are traditionally (and most commonly) used to help tourists navigate through cities. These signs can be used to guide tourists towards areas of interest such as beaches, downtown commercial districts, parks, and sites with historic significance. They can also be used for safety purposes, pointing towards hospitals and police stations, or making drivers aware of designated emergency evacuation routes.

## II. Proposal

Each directional sign station will be composed of three main components:

1. A permanent **sign structure** constructed by the City or partnership organization.
2. A directory **map** of the Embarcadero.
3. Multiple **business directional signs** attached to the sign structures.

### Sign Locations

Five (5) locations for sign placement are proposed along the Embarcadero:

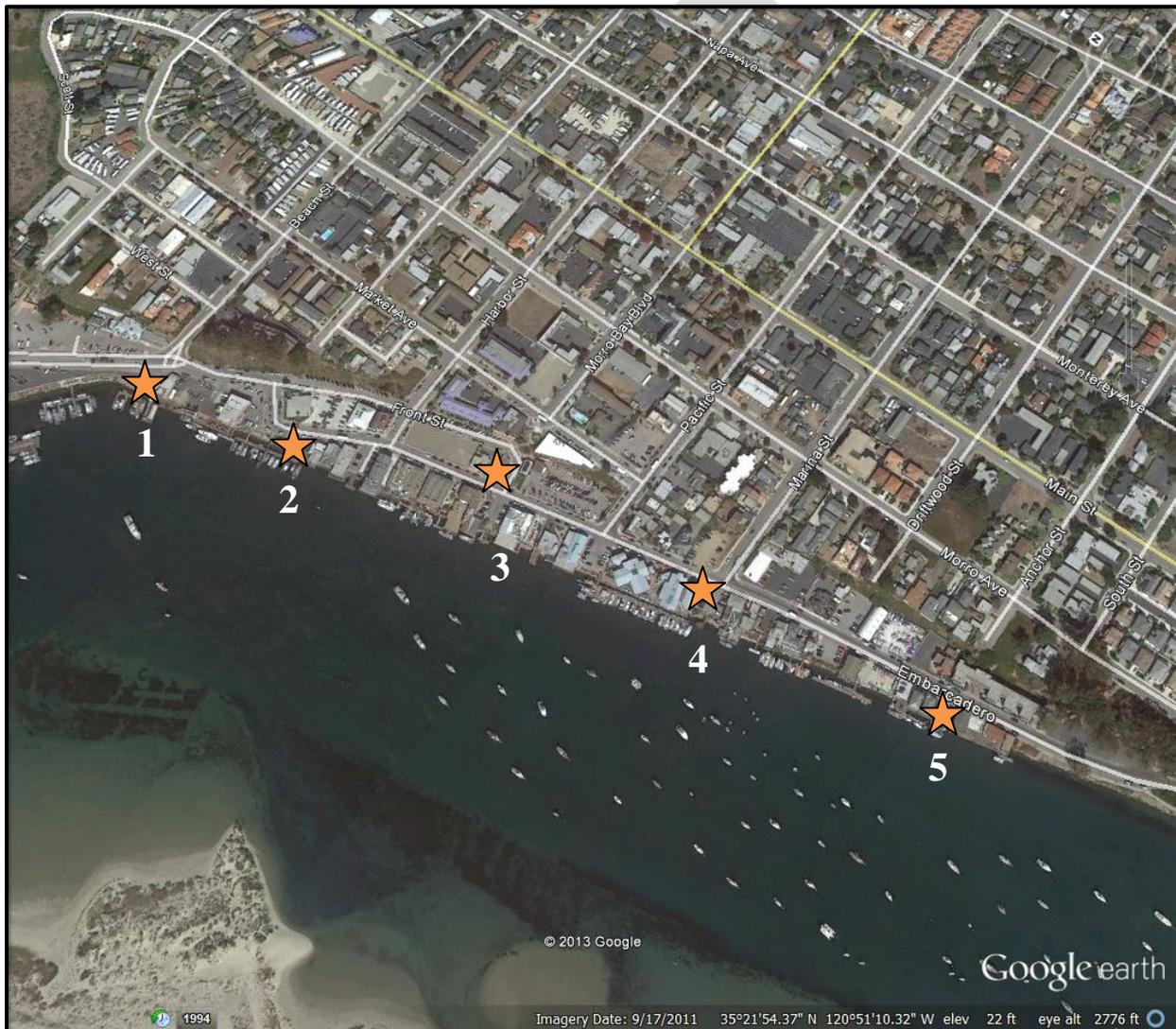


Figure 2.1: Sign Structure Locations

**On the west side of the Beach Street and Embarcadero intersection.** This site was chosen because a directional sign could serve as a gateway to the new pedestrian walkway (Harbor Walk) that leads to the north end of the Embarcadero. In addition, there is a large parking lot across the street that attracts arriving tourists.



**In Anchor Park.** This site was chosen because it is the last key tourist gathering area point before the Embarcadero makes a sharp turn to the east before heading north. Staff and the Commissioners agree that many tourists turn around at this point because they are unaware that more restaurants and shops exist on the far north end of the Embarcadero. The directional signage associated with structure is intended to make tourists aware of businesses on the north end.

**In Centennial Parkway at the intersection of Front Street and Embarcadero.** This location was chosen because the park (and the public bathroom within the park) attracts tourists and provides a gathering space around the proposed sign structure. Furthermore, the land is owned by the City and construction will not require consent from a landowner.





**On the NW corner of the Marina Road and Embarcadero intersection.** This site was chosen due to the high amount of pedestrian traffic and high concentration of businesses. Businesses in the southern section of the Embarcadero District will be featured here.

**In Mariner Memorial Park.** This site was chosen because it is a visitor-serving public space located at the south end of the Embarcadero. The park provides bay views, benches, and educational signs for tourists; adding directional signs will further enhance the park's value to tourists.



## Sign Structure

Implementation of this plan will also require the construction of a sign structure. The aluminum business directional signs will be attached to the structure. To reduce the cost of implementation it is recommended that a simple steel pole be used as the base sign structure. However, other more attractive designs should be considered and discussed before a final decision is made.

Furthermore, the proposed business directional signs will require additional structural supports that will allow the placement of each individual directional sign. The sturdy aluminum signs shall be attached using screws in each corner (see Figure 2.2). It is recommended that the signs be made of .08 gauge aluminum, which is what STOP signs and most other road signs are made of (a local sign company was consulted about sign materials). Due to the simplicity of the design, it is proposed that the City of Morro Bay use this method to attach the business directional signs. Using this method of attachment will also make changing the signs relatively quick and easy. Safety should also be considered when designing the sign structure. The structure shall be void of sharp edges that could injure passing pedestrians or bicyclists.



Figure 2.2: Sign Structure in Healdsburg, CA

## Directory Map

Each directional sign station will include a **directory map** of the Embarcadero district that allows readers to pinpoint their current location. This map will indicate public parking areas, public bathrooms, beach access points, landmarks, historical sites and other areas of interest such as viewpoints and ocean access points. The map will also dedicate a number to each commercial building along the Embarcadero. Businesses will be listed in an index next to the corresponding building number in which they are located.

The directory map will also identify that the City's Downtown District is within walking distance from the Embarcadero, and that various attractions such as restaurants, retail stores, and lodging establishments are abundant in this District as well. The directory maps will be situated on a glass-protected plaque near the base of the proposed sign structures. See Figure 2.3 below for a directory map example.



Figure 2.3: Example Directory Map

## Business Directional Signs

Figures 2.4 and 2.5 (on the next page) are graphical models of how business directional signs will look. The design template includes a space for business owners to create a custom graphic that includes their business name and logo. The template includes two additional spaces where a directional arrow (with accompanying text) and an international symbol can be placed. The arrow is designed to guide tourists towards the business. In addition to the arrow applicants may incorporate the building number (as designated by the directory map index) into the design of their sign. The international symbol is designed to signify the “type” of business. For example, a knife and fork symbol indicates that the business serves food, and a martini glass indicates that the business is a bar or pub that primarily serves alcoholic beverages.

The proposed business directional signs are designed to:

- Clearly convey business information while allowing for creativity and individuality.
- Include design features that fit local character while also increasing aesthetic qualities of the streetscape.
- Convey information to non-English speaking tourists.
- Guide tourists towards businesses they would have otherwise passed by.
- Permit off-premise advertisement that will reduce a need for A-frame sign use.

**Eligibility** - The following criteria will be applied to be eligible for a directional sign:

- Business is located within the Embarcadero District.
- Business is open on weekends (Friday-Sunday).
- The business is tourist-oriented. The following business types meet this description: Clothing and shoe stores, surf shops, restaurants, cafes, pubs, bars, wine shops, hotels/motels, wine tasting rooms, art galleries, museums, gift shops, and recreation/entertainment-based businesses (such as kayak rental shops or charter sportfishing businesses).

**Placement** – The following standards will be applied for placement of directional signs:

- Applicants may choose which sign structure they wish to be featured on (space permitting).
- If a desired structure is at full capacity, the applicant may elect to be placed on a waiting list. When a spot opens up they shall be notified by the City or partner organization.
- 50% of each sign structure shall be reserved for businesses within the designated “zone” for each structure. This will ensure that at least 50% of featured businesses on sign structures are located within the vicinity of the closest structure.

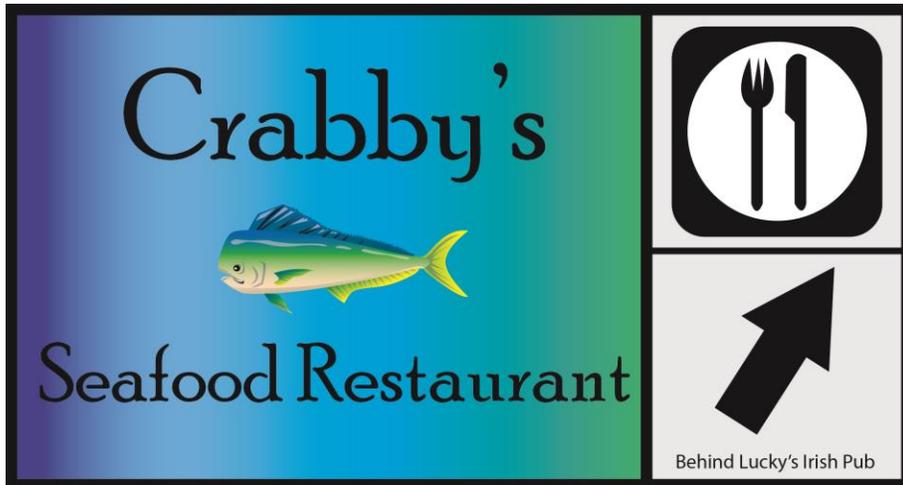


Figure 2.4: Business Directional Sign Example #1



Figure 2.5: Business Directional Sign Example #2

### III. Implementation

The following are recommendations to be considered when a sign program approved and adopted. These standards should be reviewed and critiqued by decision-making bodies before final implementation of a directional sign program.

#### Application and Fees

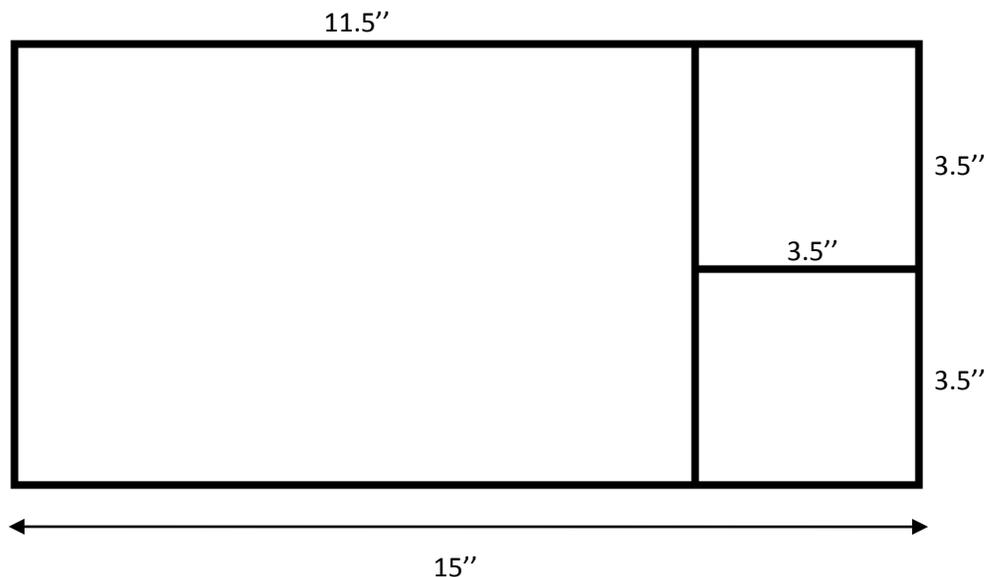
Any business owner interested in a directional sign for their business must submit a completed application to the City of Morro Bay Planning Department. Applications will be reviewed by Planning Staff. If an application meets the criteria, the sign application shall be approved, and a permit will be issued. If there are no spaces available on the sign structure, submitted applications will be put on a waiting list. The following fees apply to businesses directional signs:

- \$125 processing fee for sign review

#### Enforced Standards

- Each business is entitled to one (1), two-sided directional business sign.
- Signs shall have the following exact dimensions:
  - **Entire Sign: 7 inches tall x 15 inches long**
    - Square in top right corner for business type symbol: 3.5 inches x 3.5 inches
    - Square in bottom right corner for directional arrow: 3.5 inches x 3.5 inches
    - Area for business name and logo: 7 inches tall x 11.5 inches long

Figure 3.1: Business Directional Sign Dimensions



- Signs shall be fabricated from .08 gauge aluminum. Four drill holes (one in each corner) shall be installed at specified locations.
- Signs shall NOT include phone numbers, website addresses, obscene language/graphics, or brand names/logos (besides the brand name and logo of the applying business).
- The City shall remove illegal signs (signs that were not approved) from the sign structures immediately.
- If a business closes or moves out of the Embarcadero District, the directional sign shall be removed by the owner within 10 days of their last operational day. If such sign is not removed during this 10 day period, the City or partner organization may remove the sign.
- If a business moves to another location within the Embarcadero District a new application and fee payment shall be submitted.

## **Installation**

- Once approved the sign shall be installed by the applicant; the City shall designate which sign structure and where on that sign structure the sign shall be placed.
- Fabricated signs shall be installed within 10 days after issuance of the permit.

## **Maintenance**

The City, partnership organization, or other organization approved by the City shall complete maintenance duties associated with directional signs. Expected maintenance duties are as follows:

- Monthly routine cleaning of the directory sign, sign structure, and business directional signs to prevent rust, corrosion and deterioration.
- Complete a monthly check to insure that all approved signs are in place and that no illegal signs have been mounted.
- Report and/or repair damaged or vandalized signs.

# ATTACHMENT C



## CITY OF MORRO BAY

Public Services Department  
Planning Division

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

### EMBARCADERO BUSINESS DIRECTIONAL SIGN PERMIT APPLICATION

*For Department Use Only:*

Case No.: \_\_\_\_\_

Fees Paid:  \$ 125

<b>Property Owner</b>	Name: _____	Daytime Phone: _____
	Address: _____	

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 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:

\_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Applicant/Agent</b>	Name: _____	Daytime Phone: _____
	Address: _____	

#### PROJECT INFORMATION

Business Name: _____	
Type of Business: _____	
Project Address: _____	
Assessor Parcel Number: _____	
Sign Company Name: _____	
Applicant/Agent Signature: _____	Date: _____

## GUIDELINES FOR BUSINESS DIRECTIONAL SIGNS

Business Directional Signs are intended to provide information to tourists about businesses on the Embarcadero. The signs allow advertisement at an offsite location.

### General Standards:

1. One (two-sided) business directional sign per business is allowed.
2. Does not count towards allowable on-premise signage.
3. Permits are void at the time a business closes or changes name.
4. If a business moves to another location within the Embarcadero District, the previously approved sign may be moved to the appropriate sign structure (if space permits). The City SHALL be notified before a sign is moved; the City shall designate the appropriate structure.
5. If sign modification is required (e.g. business changes name) a new application and fee payment shall be submitted to the City.

### Physical appearance:

1. Size: 7 inches tall x 15 inches long
2. Material: .08 grade aluminum
3. Signs SHALL be fabricated by a professional sign company.
4. Reflective letters or coloring is prohibited.

### Placement / Removal:

1. Shall be placed by the Applicant on the appropriate structure (as designated by the City).
2. Signs shall be placed within 10 days after permit is issued.
3. Signs shall be removed at time a business closes. If not removed by applicant within 10 days of last operational day the City may remove the sign.

### Content:

1. Signs shall include ONLY the following: name of business and/or logo, directional arrow with associated text, and international symbol representing the type of business
2. Building # (as shown on Embarcadero Directory Map) may be included in the lower right square.
3. Shall not advertise brand names, specific products, or specials.
4. Shall not display explicit or misleading content.

Figure 1: Sign Examples



## APPLICATION SUBMITTAL REQUIREMENTS

Information on this checklist must be submitted for your project to be accepted for processing, review, and action. **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. The following shall be submitted with this application:

- 1. Paper or plastic model sign made to appear **exactly** as final product (and to actual scale of proposed sign). This illustration should be printed by the sign company.
- 2. Supplementary information from sign company showing specifications of requested sign (color of proposed sign including color number, dimensions, and material).

**DO NOT HAVE A METAL SIGN FABRICATED UNTIL THIS  
APPLICATION IS APPROVED BY  
THE CITY OF MORRO BAY PUBLIC SERVICES DEPARTMENT**



## Memorandum

**TO:** PLANNING COMMISSION      **DATE:** AUGUST 14, 2013

**FROM:** KATHLEEN WOLD, PLANNING MANAGER

**SUBJECT:** EXTENSION REQUEST FOR USE PERMIT 1170 FRONT STREET FOR THE CONFERENCE CENTER PROJECT

---

### **BACKGROUND/DISCUSSION:**

The proposed 5,275 square foot hotel at 1170 Front Street received Conditional Use Permit (#UP0-120) and Variance (#AD0-024) approvals from the City of Morro Bay in December of 2006, and subsequently applied to the California Coastal Commission (CCC) for Coastal Development Permit (CDP #3-07-003) approval. In December 2007, the CCC approved the project, but placed conditions of approval on the project that significantly changed the design and layout of the hotel. On July 7, 2008 the applicant applied and received approval for a major modification to the previously approved hotel in order to achieve compliance with CCC conditions of approval.

The modified approval (#UP0-120 and #AD0-024) was valid for two years or until July 7, 2010. The applicant has applied for three subsequent extensions which have extended the approval to July 7, 2013. This new extension request will be the fourth requested by the applicant.

The Coastal Commission records indicate that one extension was granted for Coastal Development Permit (CDP #3-07-003) which extended the expiration date to December 13, 2010. At this time the CDP #3-07-003 is expired.

### **RECOMMENDATION**

Staff recommends that the Planning Commission approve an extension allowing an additional one year time frame or to July 7, 2014 for the applicant to apply for a Coastal Development Permit. If by July 7, 2014 the applicant has not moved forward with the project staff recommends terminating the project and directing the applicant to reapply when the project is ready to go forth.

Attachments: 1. Permit as modified on July 7, 2008  
2. Extension request and approval letter 2010

3. Extension request and approval letter 2011
4. Extension request and approval letter 2012
5. 4<sup>th</sup> extension request by applicant dated June 28, 2013.
6. California Coastal Commission notice of proposed permit extension.

**Prepared By:** \_\_\_\_\_

**Dept Review:** \_\_\_\_\_

July 8, 2008

Cathy Novak  
P.O Box 296  
Morro Bay, CA 93443

RE: 1170 Front Street, UPO-120/ADO-024

Dear Ms. Novak:

At its regular meeting on July 7, 2008 the City of Morro Bay Planning Commission conditionally approved your request for major modifications to a previously approved Conditional Use Permit and Variance for the construction of a six-unit hotel and associated multipurpose room at 1170 Front Street. This action does not constitute a building permit or an encroachment permit. Any further processing of this project must be initiated by the applicant, subject to the applicable rules and regulations of the Morro Bay Municipal Code. ***Your project is also located within the California Coastal Commission (CCC) Permit Jurisdiction. Please note that it is the applicant's responsibility to obtain all necessary approvals from the CCC before City Building Permit approval.***

The Morro Bay Municipal Code provides for an appeal of the action by the Planning Commission within ten days of permit issuance and anyone wishing to appeal may do so in writing by delivering such letter to the Public Services Department. There is a fee for processing appeals that are not appealable to the California Coastal Commission.

Sincerely,

Bruce Ambo  
**Director Public Services Department**

By:

Rachel Grossman  
Associate Planner

Attachments: Permit, Findings, and Conditions of Approval

## CONDITIONAL USE PERMIT and VARIANCE

CASE NO: UP0-120/ADO-024

**This Permit is Hereby Approved and Issued for:**

Site Address: 1170 Front Street

Applicants: Robin Martella and George Leage

APN: 066-031-021

Legal:

Portions of lots 3, 4 and 5; Lands of March and McAllister, Town of Morro

Date Approved: July 7, 2008

Approved By:

Planning Commission

**APPROVED BASED UPON ATTACHED FINDINGS (Findings and Conditions of Approval Attached)**

**CEQA DETERMINATION:**

A Mitigated Negative Declaration has been adopted in accordance with the applicable provisions of the California Environmental Quality Act (Public Resources Code 21000 et. Seq.)

**DESCRIPTION OF APPROVAL:** Construction of a six-unit hotel and associated multipurpose room on a 9,072 square foot vacant lot. The hotel would include 5,275 square feet of habitable floor area and 986 square feet of deck area.

*THIS APPROVAL IS CONDITIONAL AND IS VALID ONLY IF CONDITIONS (ATTACHED) ARE MET AND ONLY AFTER THE APPLICABLE APPEAL PERIOD. FAILURE TO COMPLY WITH THE CONDITIONS OF THIS PERMIT SHALL, AT THE DISCRETION OF THE DIRECTOR PURSUANT TO MUNICIPAL CODE SECTION 17.60.150, RENDER THIS ENTITLEMENT NULL AND VOID.*

**YOUR PROPERTY IS LOCATED IN THE CITY OF MORRO BAY JURISDICTION, THERE IS AN APPEAL PERIOD OF TEN (10) Calendar days, WITHIN WHICH TIME YOUR PERMIT IS APPEALABLE TO THE CITY COUNCIL**

**YOUR PROPERTY IS LOCATED IN THE COASTAL COMMISSION ORIGINAL JURISDICTION:** THE FOLLOWING COASTAL COMMISSION PROCEDURES APPLIES TO YOUR PROJECT: The California Coastal Commission pursuant to the California Public Resource Code, Section 30601, developments requiring coastal development permits from the coastal commission. Applications must be in writing and should be sent to: California Coastal Commission, 725 Front Street, Ste. 300, Santa Cruz, CA 95060, Phone: 415-427-4863. If you have any questions, please call the City of Morro Bay Public Services Department, 772-6261.

**YOUR PERMIT WILL BE EFFECTIVE: July 18, 2008**

**ATTEST:**

**DATE: July 8, 2008**

Rachel Grossman, Associate Planner

**FOR: BRUCE AMBO, PUBLIC SERVICES DIRECTOR**

**THIS IS A DISCRETIONARY APPROVAL AND DOES NOT CONSTITUTE A BUILDING PERMIT**

**EXHIBIT A:**  
**FINDINGS**

UP0-120/ADO-024: A request to construct a 5,275 square foot hotel to include six guest units, and a multipurpose room.

**California Environmental Quality Act (CEQA)**

- A. That for purposes of the California Environmental Quality Act, Case No. UP0-120/ADO-024 is subject to a Mitigated Negative Declaration based upon potentially significant impacts to aesthetics, cultural resources, geology/soils, hydrology/water quality, land use/planning, noise and transportation/circulation. With the implementation of required conditions of approval included in the Mitigated Negative Declaration, the environmental impact of the proposed development will be less than significant.

**Conditional Use Permit Findings**

- B. The project will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood in that the hotel and associated multipurpose room are permitted uses within the zoning district applicable to the project site and said structure complies with all applicable project conditions and City regulations.
- C. The project will not be injurious or detrimental to property and improvements in the neighborhood and the general welfare of the City in that the hotel and associated multipurpose room would not result in a parking shortage because the applicant would be required to contribute to the in-lieu parking fund, the improvements associated with the project were designed and stamped by a licensed engineer who determined that the structure as proposed would not compromise the integrity of the hillside, and sidewalks will be provided to facilitate pedestrian safety and comfort.
- D. The project will not be detrimental to the health, safety, morals, comfort and general welfare of the City in that the hotel and associated multipurposed room is a permitted use within the zoning district applicable to the project site and said structure complies with all applicable project conditions and City regulations.

**Waterfront Master Plan Findings**

- E. The proposed project makes a positive contribution to the visual accessibility to the bay and rock and it:
- a. Meets the Waterfront Master Plan height limit and maximum building coverage, bulk, and scale requirements in that the proposed project does not exceed the maximum height allowed and articulation and utilization of a diverse number of materials breaks up the bulk and scale of the proposed structure.
  - b. The proposed project does not exceed the maximum flat roof height of 14 feet and therefore the proposed 3:12 roof pitch is consistent with the requirements contained within the Waterfront Master Plan and does not necessitate the provision of additional public benefit to allow for exceedance of the height limit.
  - c. The proposed project provides the amenities identified in the Waterfront Plan, facilitates pedestrian, visual and physical access to the waterfront, and takes advantage of outward views and characteristics of the topography in that the roof elements were altered and the height of the structure decreased in order to facilitate better bay and ocean views.

- d. The proposed project makes a positive contribution to the working fishing village character and quality of the Embarcadero area in that the new project will add to the pedestrian orientation and provides additional visitor serving accommodations.
- e. The design recognizes the pedestrian orientation of the Embarcadero and provides an interesting frontage, new ten-foot sidewalk, native and drought tolerant perimeter landscaping and two new street trees.
- f. The project gives its occupants and the public some variety in materials and/or application in that the building will consist of hardie-shingle siding, hardie-plank lap siding composite decking, red brick pavers and granite block veneer
- g. The project contains the elements of harmony, continuity, proportion, simplicity, and balance, and its appearance matches its function in that the new structure will provide horizontal and vertical articulation. The structure as designed maintains views of the natural bluff and steps up the hillside in order to mimic the natural contour of the bluff, and the structure would utilize a natural color palette to blend in with the surrounding environment.
- h. The proposed project does not diminish, either directly or by cumulative impact of several similar projects, the use, enjoyment, or attractiveness of adjacent buildings and provides a visual and pedestrian transition to its immediate neighbor in that the proposed project provides a sidewalk that will connect with the sidewalk existing to the south and has similar rooflines as the existing structures to the south and transitions seamlessly with the natural bluff.

### **Variance Findings**

- F. The variance will not constitute a grant of special privilege inconsistent with the limitations upon other properties in the vicinity and zoning district in which the subject property is situated in that other properties in the area have setbacks that are not compliant with code requirements including the property directly adjacent (south) to the subject project;
- G. Because of special circumstances applicable to the subject property, including topography, irregular lot lines and shape, the strict application of the Municipal Code is found to deprive the subject property of privileges enjoyed by other properties in the vicinity and under identical zone classification; and
- H. The variance is consistent with the intent of the General Plan and Local Coastal Land Use Plan because it is a permitted use in the subject zoning district, it provides increased visitor serving facilities, the structure will not constrain development on the property directly east of the subject site, and does not inhibit public views of the coast.

**EXHIBIT B:**  
**CONDITIONS OF APPROVAL**

UP0-120/ADO-024: A request to construct a 5,275 square foot hotel to include six guest units, and a multipurpose room.

**STANDARD CONDITIONS**

1. This permit is granted for the land described in the staff report referenced above, dated July 7, 2008 for the project depicted on the attached plans labeled "Exhibit C" dated June 11, 2008 and on file with the Public Services Department, as modified by these conditions of approval.
2. Changes: Any minor change may be approved by the Public Services Director. Any substantial change will require the filing of an application for an amendment to be reviewed by the Planning Commission.
3. Compliance with the Law: All requirements of any law, ordinance or regulation of the State of California, City of Morro Bay, and any other governmental entity shall be complied with in the exercise of this approval.
4. Compliance with Conditions: By issuance of building permits for the proposed use or development, the owner or designee accepts and agrees to comply with all Conditions of Approval. Compliance with and execution of all conditions listed hereon shall be required prior to obtaining final building inspection clearance. Deviation from this requirement shall be permitted only by written consent of the Public Services Director and/or as authorized by the Planning Commission. Failure to comply with these conditions shall render this entitlement, at the discretion of the Director, null and void. Continuation of the use without a valid entitlement will constitute a violation of the Morro Bay Municipal Code and is a misdemeanor.
5. Compliance with Morro Bay Standards: This project shall meet all applicable requirements under the Morro Bay Municipal Code, and shall be consistent with all programs and policies contained in the Zoning Ordinance, Beach Street Specific Plan, certified Coastal Land Use plan and General Plan for the City of Morro Bay.
6. Hold Harmless: The applicant, as a condition of approval, hereby agrees to defend, indemnify, and hold harmless the City, its agents, officers, and employees, from any claim, action, or proceeding against the City as a result of the action or inaction by the City, or from any claim to attack, set aside, void, or annul this approval by the City of the applicant's project; or applicants failure to comply with conditions of approval. This condition and agreement shall be binding on all successors and assigns.
7. Water Saving Devices: Prior to final occupancy clearance, water saving devices shall be installed in the project in accordance with the policies of the Morro Bay Coastal Land Use Plan and as approved by the Building Official.
8. Undergrounding of Utilities: Pursuant to MBMC Section 17.48.050, prior to final occupancy clearance, all on-site utilities including electrical, telephone and cable television shall be installed underground.

9. Roof Mounted Equipment: No mechanical equipment shall be mounted on the roof. Exception shall be made for any mechanical equipment necessary for solar technology (inclusive of water heating).
10. Construction Hours: Pursuant to MBMC Section 9.28.030 (I), noise-generating construction related activities shall be limited to the hours of seven a.m. to seven p.m. Monday through Friday and eight a.m. to seven p.m. Saturday and Sunday, unless an exception is granted by the Director of Planning & Building pursuant to the terms of this regulation.
11. Exterior Lighting: Pursuant to MBMC Section 17.52.080, prior to building permit issuance, complete details of all exterior lighting shall be shown on the project plans for review and approval by the Director of Planning & Building. All exterior lighting shall be low level with a height of fixture not to exceed a maximum of 14 feet above average natural grade of the building footprint and shall achieve the following objectives; avoid interference with reasonable use of adjoining properties; shielded to minimize on-site and off-site glare; provide adequate on-site lighting; limit fixture height to avoid excessive illumination; provide structures which are compatible with the total design of the proposed facility.
12. Dust Control: Prior to issuance of a grading permit, a method of control to prevent dust, construction debris, and wind blown earth problems shall be submitted to and approved by the Building Official to ensure conformance with the performance standards included in MBMC Section 17.52.070.
13. Archaeology: In the event of the unforeseen encounter of subsurface materials suspected to be of an archaeological or paleontological nature, all grading or excavation shall immediately cease in the immediate area, and the find should be left untouched until a qualified professional archaeologist or paleontologist, whichever is appropriate, is contacted and called in to evaluate and make recommendations as to disposition, mitigation and/or salvage. The developer shall be liable for costs associated with the professional investigation and implementation of any protective measures as determined by the Director of Planning & Building.
14. Property Line Verification. It is owner's responsibility to verify lot lines. Prior to foundation inspection the lot corners shall be staked and setbacks marked by a licensed professional.
15. Deed Restriction: Prior to building permit final, the applicant shall record a deed restriction and agreement that expressly limits stay to for any individual, family or group to 29 calendar days per year or for more than 14 days between Memorial Day and Labor Day.

#### **ENVIRONMENTAL CONDITIONS**

16. Aesthetics: The Planning Commission shall evaluate the proposed project at publicly noticed hearings, and determine if it is in compliance with the requirements of section 17.45.070.A.1 of the Zoning Ordinance, and if the proposed lighting plan is consistent with the zoning regulations relating to exterior lighting. If the project is not found to be in compliance with these requirements, the Planning Commission shall condition the project to be in compliance with said requirements.
17. Cultural Resources: A qualified archaeologist and Native American representative from both the Chumash Tribe and the Salinan Tribe shall monitor all excavation activities. If recommended by the project archaeologist, work shall be halted until resources encountered are evaluated by a qualified archaeologist as outlined in the California Environmental Quality Act (CEQA). Prior to

the final building inspection or occupancy, the project archaeologist shall submit a monitoring report confirming that all excavation activities have been monitored and otherwise performed in accordance with the archaeologist's recommendations. With this monitoring, the proposed project would not have a significant impact on cultural resources.

18. Geology/Soils: The project shall be consistent with all requirements of the Uniform Building Code and standard practices of the Structural Engineer Association of California.
19. Geology/Soils: Project design and construction shall be consistent with recommendations contained within the geotechnical investigation prepared by GSI Soils Incorporated.
20. Hydrology/Water Quality: Prior to the issuance of building or grading permits, the applicant shall submit an erosion control plan. The Plan shall show control measures to provide protection against erosion of adjacent property and prevent sediment or debris from entering the City right of way, adjacent properties, any harbor, waterway, or ecologically sensitive area. Such control also serves as an aid in meeting the National Pollutant Discharge Elimination System (NPDES) Permit Program as Authorized by the Clean Water Act and administered by the State of California.
21. Hydrology/Water Quality: To reduce pollution to creek, bay and ocean waters, the Applicant/Developer shall install an oil-water-siltation separator/isolator on site between all drainage water inlets and the street gutter. Inlet and/or outlet structure design shall address silt and hydrocarbon containment and be approved by the City.
22. Hydrology/Water Quality: The applicant and development team shall utilize best management practices and include low impact development techniques to the maximum extent possible.
23. Hydrology/Water Quality: Grading and drainage plans shall be submitted from a licensed engineer prior to issuance of a building permit. The recommendations regarding surface drainage presented in the report prepared by GSI Soils, Incorporated in August of 2006, shall be incorporated into the project plans and specifications prior to issuance of a building permit.
24. Hydrology/Water Quality: The proposed project shall be incorporated into the City of Morro Bay's existing tsunami warning and evacuation system. Local authorities should be able to evacuate people safely from the proposed project site in the event of a tsunami.
25. Land Use/Planning: At a noticed public hearing, the Planning Commission shall consider details of the proposed project with respect to setbacks, and building design and shall require any changes deemed necessary or appropriate to ensure consistency with the Local Coastal Program. The residual impacts must be less than significant; otherwise, it would not be possible to make findings for approval due to General/Coastal Plan inconsistencies.
26. Noise: Project construction shall be limited to the hours of 7 a.m. to 7 p.m. on Monday through Friday and 8 a.m. to 7 p.m. Saturday and Sunday, and all large construction equipment will be equipped with "critical" grade noise mufflers. Engines will be tuned to insure lowest possible noise levels. Back up "beepers" will also be tuned to insure lowest possible noise levels. All necessary measures to muffle, shield or enclose construction equipment shall be implemented in order to insure that noise levels at the property line of the nearest parcels do not exceed 75 dBA.

27. Transportation: Prior to occupancy of the building permit, in-lieu parking fees shall be paid or a payment schedule started. The amount of the fee shall be based on the fee schedule in place at the time of building permit issuance.

### **PLANNING CONDITIONS**

28. In-lieu parking fees: Prior to occupancy of the building permit, seven in-lieu parking fees shall be paid or a payment schedule started. The amount of the fee shall be based on the fee schedule in place at the time of building permit issuance.
29. Signage: Prior to installation of any sign on-site, a sign program shall be approved by the Director in conformance with MBMC Chapter 17.68. A sign permit is required prior to the installation of any sign.
30. Grading: Grading shall not commence prior to Building Permit issuance.
31. Landscaping: All landscaping shall be native and drought tolerant.
32. Cut Dirt: All dirt resulting from excavation of the bluff face shall be disposed of at a landfill or other approved location.
33. Public View Deck: The applicant shall contribute two dollars per linear foot of property fronting along the toe of the bluff to the City to be placed in a special fund used exclusively for the design, construction, repair or maintenance of facilities contained in the approved public view access plan or may be paid to the general fund as reimbursement for previously incurred costs for the design, construction, repair or maintenance of such facilities.
34. Grading and Adjacent Properties: Protection of adjoining property shall be performed in accordance with California Building Code 3301.2.
35. Excavation and Temporary Shoring Report: Prior to the issuance of a building permit, the applicant shall submit a report prepared by a soils engineer or geotechnical engineer that contains specific recommendations describing means/methods for excavation and temporary shoring of the site soils.
36. Excavation and Shoring, Engineer Review: Prior to the issuance of a building permit, the applicant shall submit a professional engineer's structural evaluation for the temporary excavation and shoring system, and installation/removal procedures. The construction plans shall include detailing prepared by a professional engineer reflecting evaluations and recommendations of both the soils/geotechnical report and the structural engineering evaluation.
37. Adjacent Property Liability Insurance: The owner shall contact and offer, at no expense to adjoining property owners, liability insurance covering claims for damages that may arise from excavation and temporary shoring operations. The applicant is not bound to provide insurance coverage in the event access to the adjoining property for inspection purposes is denied.

### **PUBLIC WORKS CONDITIONS**

38. Submit "Public Improvement Plans" to Public Works Department: The Public Improvement Plans shall be titled as such and submitted to the Engineering Division of the Public Services Department.

Public Improvements: \$404 Plan Check Fee + additional costs. Public Improvements are required as set forth in MBMC Section 14.44. Prior to building permit issuance the Applicant/Developer shall: (1) submit \$404 Plan Fee with public improvement plans designed by a civil engineer registered in California. (2) include the City's general notes on the improvement plans. (3) submit cost estimates calculated on the City's Engineering Estimate Worksheet. (4) complete the City's Reimbursement Agreement, the City's Improvement Agreement and its insurance requirements. (5) deposit a financial security with the City in the amount of 150% of the estimated construction cost of the public improvements. (6) acquire encroachment permits. (7) prior to project completion sign off by Public Works, asbuilt drawings shall be furnished on mylar and in electronic format CD. The files need to be in the format of .dwg or .dxf. PDFs are not required but may be submitted in addition to confirm record of original drawings. The Applicant/Developer shall pay any additional costs incurred for Public Works staff services which exceed two site visits/inspections and four total hours for plan check, office/counter meetings, telephone, copies, email, etc. The City will prepare an invoice for additional costs which shall be paid prior to final occupancy sign-off of the project.

Applicant/Developer shall install the following frontage public improvements: trees, concrete curb, gutter, 10' sidewalk, and ADA drive approaches; adjacent required a.c. street section, street and parking markings and signage.

39. Stormwater: To reduce pollution to the bay and ocean waters, the Applicant/Developer shall provide water quality best management practices. Provide water quality treatment for the runoff resulting from a 2-year storm event, through retention (infiltration) or an alternative water quality best management practice such as biofiltration, mechanical filtration or hydrodynamic separation.
40. Sewer Master Plan Impact Fee: \$556. Prior to the issuance of a building permit, the Applicant/Developer shall pay to the City an impact fee toward the construction of municipal sewer improvements as determined by the Engineering Division in accordance with the Sewer System Master Plan. The Engineering Division has determined the increased demand on the municipal sewer system that would result from the proposed project. Per MBMC 13.20.110, the determination was made using 0.50 water equivalency unit per unit where 7 units = 3.5 water equivalency units.
41. Traffic Impact Fee: \$5,358. Pursuant to the Circulation Element of the General Plan, the Applicant/Developer is responsible for circulation system improvements on the basis of the development's impact. Prior to building permit issuance a fee shall be paid proportionate to the percent increase in average daily traffic (ADT) at the Highway 41 Main Street, Radcliff Main Street and Quintana Morro Bay Boulevard intersections which have an identified cost of \$980,000, \$1,000,000, and \$1,200,000 respectively for construction of future intersection and channelization improvements. The fee is proportionate to the increased in average daily traffic flows at the intersections generated by the proposed project as determined by the Engineering Division per traffic count and Circulation Element data.
42. Encroachment Permits: The Applicant/Developer is responsible for acquiring encroachment permits prior to building permit issuance. The permits are required and issued by Public Works Department prior to any construction in or use of land in the City right-of-way.
43. Sediment and Erosion Control: A detailed erosion and sediment control plan shall be submitted with the building plans, (see handout). Control measures shall prevent sediment or debris from entering the City right of way, roadway, or adjacent properties. Such control also serves as an aid

in meeting the National Pollutant Discharge Elimination System (NPDES) Permit Program as Authorized by the Clean Water Act and administered by the State of California.

44. Water Backflow Prevention Device: Not required for normal single family residential uses. Devices are required for irrigation systems on a dedicated water meter; systems which may change in character of use (commercial rentals, etc.); gray water systems; or any plumbing system which has cross-connections or the ability to allow water of deteriorated sanitary quality to enter the public water supply. If required, the Applicant/Developer is responsible for the installation of an approved domestic water backflow prevention device per MBMC chapter 13.08. Should the Applicant/Developer need further information, the City's contracted inspection provider can be reached at: (805) 781-5567, Office of Cross-Connection Inspector, S.L.O. County Health Agency, 2156 Sierra Way, San Luis Obispo, Ca. 93406.
45. Sewer Backwater Valve: A sewer backwater valve shall be installed on site to prevent a blockage or maintenance of the municipal sewer main from causing damage to the proposed project. (MBMC 14.24.070)

#### **FIRE DEPARTMENT CONDITIONS**

46. Fire Plan Review Fees (Morro Bay Master Fee Schedule)
  1. Fire Plan Concept Review (Planning Stage)- Personnel charges as specified in Equipment and Personnel Charges plus \$58.00.
  2. Fire Plan Review (Building Permit Stage)-A charge of .3% of total valuation plus use of outside consultants for plan reviews and inspections is based on actual costs. Additional plan reviews required due to charges, additions, or revisions to approved plans, will be billed at the equipment and personnel charges on a per-hour basis.
47. Access (CFC 901 & 902)
  1. Building and address identification. Approved address numbers shall be placed on all new buildings and be plainly visible and legible from the middle of the street fronting the property. Numbers shall be a minimum of 5" high with 1/2" stroke and be on contrasting background. (CFC 901.4.4)
  2. Key Box. Provide a flush-mounted Knox Box no higher than 7 feet and appropriate keys for emergency fire department access. Obtain application from the Fire Prevention Office during business hours or telephone at 772-6242. (CFC 902.4)
  3. Fire Department access to equipment. Rooms or areas containing controls for electrical, FAU, alarm and fire suppression systems shall be identified by approved signage for fire department access. (CFC 1001.8)
  4. Fire Lanes. Access roads and Fire Lanes shall be provided and identified by approved signage of "Fire Lane, No Parking and Red-Painted curbs at approved locations. (This will be determined during permit stage of plans)
48. Means of Egress (CBC Chapter 10)
  1. Access and means of egress facilities and emergency escapes shall be provided as specified in CBC Chapter 10 (1007.6.2, Exit Markings), CBC 310.4
  2. Every sleeping room below the fourth story shall have at least one operable window or door approved for emergency escape or rescue that shall open directly into a public street

and shall be operable from inside to provide a full, clear opening without tools. (CBC 310.4)

3. Exits. Every apartment and sleeping room shall have access to not less than two exits when the occupant load is 10 or more. (CBC 310.14.2)
4. Stairs construction, interior stairways, and exterior stairways shall be in accordance with CBC Sections 310.14.3, 310.14.4, and 310.14.5.
5. Exit Signage. Every exit doorway or change of direction of a corridor shall be marked with a well-lighted sign having letters at least 5 inches high (CBC 310.14.8)
6. Floor-Level Exit Signage. Where exit signs are required by Section 1003.2.8.2, additional approved low-level exit signs that are internally or externally illuminated, photo luminescent or self-luminous, shall be provided in all corridors serving guest rooms of hotels in Group R, Division 1 Occupancies (CBC 1007.6.2)
7. Below Grade Parking construction shall be in accordance with CBC Section 311.

#### 49. Water Supply

1. Fire Hydrants. The location, number and type of fire hydrants connected to a water supply capable of delivering the required fire-flow, shall be provided on the public street or on the premises to be protected as required and approved by the chief. We will require the project to provide additional fire hydrants (as necessary) to provide the required fire-flows. (CFC 903.3 and Table A-III-A-1 and A-III-AA1)

#### 50. Fire and Life-Safety

1. Fire Protection Systems and Equipment. An approved automatic fire sprinkler system shall be provided throughout this project, pursuant to Morro Bay Municipal Code, Section 14.60.200.
2. Submit all plans and specification sheets for the required fire sprinkler system to the Building Department for review and approval prior to installation. Sprinkler plans shall be submitted prior to issuance of a Building Permit. The sprinkler system shall be in accordance with NFPA Standard 13.
3. Fire Alarms. Plans and specifications for the automatic sprinkler system and the fire alarm system shall be submitted to Public Services Division for review and approval. (CFC 1001.3 and 1001.4) The alarm system shall be supervised by a central station and constructed in accordance with NFPA 72.
4. Smoke Detection shall be provided in all sleeping quarters, pursuant to CCR, Title 19 and CBC 3411.
5. Fire Extinguishers. A minimum of one 2A-10-BC extinguisher shall be provided for each floor area, so that travel distance does not exceed 75 feet. Extinguishers shall be serviced annually and shall have a current service tag attached. (CCR, Title 19, Sec. 3.29)
6. Trash Enclosure shall comply with 2991 California Fire Code, Section 1103.2.2. Dumpsters and containers with an individual capacity of 1.6 cubic yards or more shall not be stored inside buildings or placed within 5 feet of combustible walls, openings or combustible roof eave lines.
7. All exterior awnings connected or adjacent to buildings shall be made from either fabric, which has been flame-resistant treated with an approved exterior chemical process. (CFC 1103.3.3)
8. Any person using a torch or other flame-producing device for sweating pipe joints from any building or structure shall provide one approved fire extinguisher on the premises where said burning operation is performed and a fire watch shall be conducted for one-half hour after. (CFC 1109.3)

**Planning Commission Conditions:**

51. Storage or Structures: There shall be no storage of materials or structures placed to the east of the proposed building.
52. Post Construction Noise: Noise created by hotel guests and visitors shall not exceed 70 dB at the property line of the receiving uses per requirements contained within the Noise Element of the City's General Plan.
53. Retaining Wall Plantings: Augment the landscape plan to include native and drought tolerant plantings that will mitigate the size and effect of the visible retaining wall on the eastern portion of the project site.

# Cathy Novak Consulting

## Governmental & Community Relations ♦ Planning

June 9, 2010

Ms. Kathy Wold  
City of Morro Bay Public Services Department  
955 Shasta Street  
Morro Bay, CA 93442

RE: 1170 Front Street Conditional Use Permit

Dear Kathy,

The Conditional Use Permit, UPO-120/ADO-024, for the 1170 Front Street Hotel project is due to expire on July 7, 2010. Due to the difficulties with obtaining financing for projects nowadays, the project applicants would like to respectfully request that the City grant a one year time extension for the Conditional Use Permit.

Thanks for your time and consideration in this matter. Please let me know if you have any questions.

Sincerely,



Cathy Novak  
Project Representative

RECEIVED

JUN 09 2010

City of Morro Bay  
Public Services Department

PO Box 296 Morro Bay, CA 93443  
Phone/Fax: (805) 772-9499 Email: [NovakConsulting@charter.net](mailto:NovakConsulting@charter.net)

June 18, 2010

Cathy Novak  
P.O. Box 296  
Morro Bay, CA 93443

**Subject: Extension for 1170 Front Street "Front Street Hotel" UP0-120/AD0-024.**

Dear Ms. Novak:

Staff has reviewed your letter requesting a one-year extension for the 1170 Front Street Hotel Project permits. The Planning Commission originally approved the permits (UP0-120 & AD0-024), to allow the construction of a 5,275 square foot hotel to include six guest units and a multipurpose room on July 7, 2008. The City has approved your request for a one-year extension. Permits No. UP0-120/AD0-024 will now expire in one year on July 7, 2011, unless a second and final administrative extension is requested and the fee is paid by the above expiration date.

If you have questions concerning this letter, please feel free to contact me at (805) 772-6211.

Sincerely,

Kathleen Wold  
Senior Planner

CATHY • NOVAK

consulting

June 14, 2011

RECEIVED

JUN 15 2011

CITY OF MORRO BAY  
Public Services Department

Ms. Kathy Wold  
City of Morro Bay Public Services Department  
955 Shasta Street  
Morro Bay, CA 93442

RE: 1170 Front Street Conditional Use Permit

Dear Kathy,

The Conditional Use Permit, UPO-120/ADO-024, for the 1170 Front Street Hotel project is due to expire on July 7, 2011. Due to the difficulties with obtaining financing for projects nowadays, the project applicants would like to respectfully request that the City grant a one year time extension for the Conditional Use Permit.

Thanks for your time and consideration in this matter. Please let me know if you have any questions.

Sincerely,

*Cathy Novak*

Cathy Novak  
Project Representative

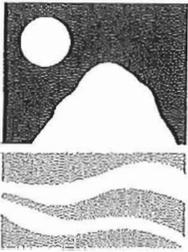
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GOVERNMENTAL & COMMUNITY RELATIONS • PLANNING

CELL 805.441.7581 • PHONE & FAX 805.772.9499

POST OFFICE BOX 296 • MORRO BAY, CA 93443

NOVACONSULTING@CHARTER.NET



# City of Morro Bay

Morro Bay, CA 93442 • 805-772-6200  
www.morro-bay.ca.us

July 19, 2011

Cathy Novak  
P.O. Box 296  
Morro Bay, CA 93443

**Subject:** Final Administrative Extension for 1170 Front Street "Front Street Hotel" UP0-120/AD0-024.

Dear Ms. Novak:

Staff has reviewed your letter requesting a one-year extension for the 1170 Front Street Hotel Project permits. The Planning Commission originally approved the permits (UP0-120 & AD0-024), to allow the construction of a 5,275 square foot hotel to include six guest units and a multipurpose room on July 7, 2008. The Public Services Director has approved your request for a one year extension. Permits No. UP0-120/AD0-024 will now expire in one year on July 7, 2012. There are no additional administrative extensions available to this project therefore future extensions can only be granted by the Planning Commission subject to a public hearing. Please remember for future reference that all requests for an extension of a permit shall be submitted prior to expiration of the permit and be accompanied by the required fee. Since this project received their Coastal Development Permit through the California Coastal Commission (CCC) all extensions for this permit shall be sought through the CCC.

If you have questions concerning this letter, please feel free to contact me at (805) 772-6211.

Sincerely,

Kathleen Wold  
Planning and Building Manager

FINANCE  
595 Harbor Street  
HARBOR DEPARTMENT  
1275 Embarcadero Road

ADMINISTRATION  
595 Harbor Street  
CITY ATTORNEY  
955 Shasta Avenue

FIRE DEPARTMENT  
715 Harbor Street  
POLICE DEPARTMENT  
850 Morro Bay Boulevard

PUBLIC SERVICES  
955 Shasta Street  
RECREATION AND PARKS  
1001 Kennedy Way

CATHY • NOVAK

consulting

RECEIVED

JUL 13 2012

City of Morro Bay  
Public Services Department

July 13, 2012

Ms. Kathy Wold  
City of Morro Bay Public Services Department  
955 Shasta Street  
Morro Bay, CA 93442

RE: 1170 Front Street Conditional Use Permit time extension

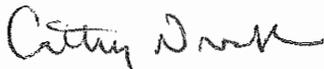
Dear Kathy,

The applicant originally requested a one year time extension for Conditional Use Permit, UPO-120/ADO-024 at 1170 Front Street Hotel. However upon reviewing the City Zoning Ordinance section 17.60.140, it was noticed that the one year extension pertains to the director's decision. Since the code allows for the Planning Commission to grant additional time upon conducting a public hearing, the applicant would like to respectfully request that the Planning Commission grant a two year time extension for this permit.

As mentioned previously due to the difficulties with obtaining financing for projects and other factors, it is normal for a project of this type to take longer to set into motion than a few years back. In addition the applicant believes a two year extension will reduce the burden on staff, the Commission and himself for needing to potentially return to the Commission after only one year for another extension. The time and effort to produce a staff report, noticing for the project, Commission time and etc. will be a savings for all.

Thanks for your time and consideration in this matter. Please let me know if you have any questions.

Sincerely,



Cathy Novak  
Project Representative

**GOVERNMENTAL & COMMUNITY RELATIONS • PLANNING**

CELL 805.441.7581 • PHONE &amp; FAX 805.772.9499

POST OFFICE BOX 296 • MORRO BAY, CA 93443

NOVAKCONSULTING@CHARTER.NET

AGENDA ITEM: A- 1

DATE: August 15, 2012

ACTION: APPROVED

SYNOPSIS MINUTES - MORRO BAY PLANNING COMMISSION  
REGULAR MEETING – JULY 18, 2012  
VETERANS MEMORIAL HALL – 6:00 P.M.

Chairperson Grantham called the meeting to order at 6:00 p.m.

PRESENT:	Rick Grantham	Chairperson
	John Solu	Vice-Chairperson
	Jessica Napier	Commissioner
	John Fennacy	Commissioner
ABSENT:	Paul Nagy	Commissioner
STAFF:	Rob Livick	Public Services Director

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

PUBLIC COMMENT

Chairperson Grantham opened Public Comment period.

Dan Reddell, resident of Morro Bay, thanked the Commission for their approval of the Coastal Development Permit for 281 Main Street and spoke in favor of private property rights. He addressed the issue of Betty Winholtz and her attorney Cynthia Holley's frequent number of appeals on various Morro Bay and County projects using lawsuits to intimidate victims. He stated he has formed a non-profit entitled Save our City, Save our County to help victims with legal fees and consultant fees and encouraged individuals to make a tax deductible donation at the organization's website, [www.saveourcityfoundation.com](http://www.saveourcityfoundation.com) or at Founder's Bank in Morro Bay.

Chairperson Grantham closed Public Comment period.

PRESENTATIONS – None.

Unless an item is pulled for separate action by the Planning Commission, the following actions are approved without discussion.

A. CONSENT CALENDAR

A-1 Approval of minutes from Planning Commission meeting of June 20, 2012

SYNOPSIS MINUTES – MORRO BAY PLANNING COMMISSION  
REGULAR MEETING – JULY 18, 2012

**Staff Recommendation:** Approve minutes as submitted.

MOTION: Commissioner Solu moved to approve the Consent Calendar. Commissioner Fennacy seconded and the motion passed unanimously. (4-0).

B. PUBLIC HEARINGS

B-1 **Case No.:** Time Extension for UP0-120 and AD0-024.

**Site Location:** 1170 Front Street

**Proposal:** Concept Plan approved in December 2006 for a 6 unit motel and manager's unit and subterranean parking lot. A Minor Amendment was approved to convert manager's unit to a guest unit.

**CEQA Determination:** Mitigated Negative Declaration adopted.

**Staff Recommendation:** Grant time extension for one year.

**Staff Contact:** Kathleen Wold, Planning and Building Manager, (805) 772-6211

Livick presented the staff report noting that after release of the staff report that Applicant submitted a modified request to change the request from a one year extension to two year extension and staff supports the two year request.

Chairperson Grantham opened Public Comment period.

Cathy Novak, Applicant's Representative, stated the Applicant's request is for a two year extension.

Chairperson Grantham closed Public Comment period.

Commissioners stated support for the two year extension request.

**MOTION:** Commissioner Solu moved to grant the time extension of two years for UP0-120 and AD0-024.

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

B-2 **Applicant has requested a continuation of the item to the August 15, 2012 meeting.**

**Case No.:** AD0-067.

**Site Location:** 3202 Beachcomber Drive

**Proposal:** The applicant is requesting a variance to construct a new single family residence with intermediate floors and a roof deck in the beach tract. At this time the applicant is not requesting permits to demolish or construct the residence; however plans have been submitted representing the proposed residence.

**CEQA Determination:** Categorically Exempt Section 15305, Class 5.

**Staff Recommendation:** Deny request for variance.

**Staff Contact:** Kathleen Wold, Planning and Building Manager, (805) 772-6211

Livick explained the Applicant's Agent informed staff they cannot be present tonight and requested it be continued to the August 15, 2012 Planning Commission meeting. Livick

SYNOPSIS MINUTES – MORRO BAY PLANNING COMMISSION  
REGULAR MEETING – JULY 18, 2012

recommended that since the meeting was duly noticed, that public comment period be opened to take public testimony.

Chairperson Grantham opened Public Comment and hearing none closed Public Comment period.

**MOTION:** Commissioner Solu moved to continue this item to the August 15, 2012 Planning Commission meeting for AD0-067.

The motion was seconded by Commissioner Napier and the motion passed unanimously. (4-0).

UNFINISHED BUSINESS

C-1 Current and Advanced Planning Processing List  
**Staff Recommendation:** Receive and file.

Livick reviewed the Work Program and staffing issues with Commissioners.

Solu requested that work continue on the Sign Ordinance so that it can be forwarded to City Council for approval.

NEW BUSINESS

D-1 Present and take action on the findings of the Subdivision Ordinance subcommittee.  
**Recommendation:** Forward findings of the Subdivision Ordinance subcommittee to the City Council.

**MOTION:** Chairperson Grantham moved to continue this item to the August 1, 2012 Planning Commission meeting.

The motion was seconded by Commissioner Fennacy and the motion passed unanimously. (4-0).

D-2 Discuss whether or not to have a noticed Planning Commission meeting that is a walking trip for the purpose of looking at current signs at their place of business.  
**Recommendation:** Decide whether a walking meeting is necessary.

Commissioners agreed to have a walking meeting as a group utilizing trolley services. Commissioners directed Livick to come up with potential dates and times for the walking meeting.

DECLARATION OF FUTURE AGENDA ITEMS - None

ADJOURNMENT

SYNOPSIS MINUTES – MORRO BAY PLANNING COMMISSION  
REGULAR MEETING – JULY 18, 2012

The meeting adjourned at 6:33 pm to the next regularly scheduled Planning Commission meeting at the Veteran's Hall, 209 Surf Street, on Wednesday, August 1, 2012 at 6:00 pm.

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Rick Grantham, Chairperson

ATTEST:

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Rob Livick, Secretary

CATHY • NOVAK

consulting

June 28, 2013

RECEIVED

JUN 28 2013

Ms. Kathy Wold  
City of Morro Bay Public Services Department  
955 Shasta Street  
Morro Bay, CA 93442

City of Morro Bay  
Public Services Department

RE: 1170 Front Street Conditional Use Permit

Dear Kathy,

The Conditional Use Permit, UPO-120/ADO-024, for the 1170 Front Street Hotel project is due to expire on July 7, 2013. Due to the difficulties with obtaining financing for projects nowadays, the project applicants would like to respectfully request that the City grant a two year time extension for the Conditional Use Permit.

The City has already issued two administrative time extensions so; I recognize that this request must be granted by the Planning Commission. I have attached a check for \$513 for the processing of a time extension by the Planning Commission.

Thanks for your time and consideration in this matter. Please let me know if you have any questions.

Sincerely,



Cathy Novak  
Project Representative

cc: Mr George Leage

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**CALIFORNIA COASTAL COMMISSION**  
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FEB 01 2010

 ADMINISTRATION OFFICE  
 CITY OF MORRO BAY


## NOTICE OF PROPOSED PERMIT EXTENSION

**Date:** January 27, 2010  
**To:** All Interested Parties  
**From:** Dan Carl, Central Coast District Manager *DCM*  
 Mike Watson, Coastal Planner  
**Subject:** Proposed Extension to Coastal Development Permit (CDP) 3-07-003  
 Applicants: Robin Martella and George Leage *RL*

RECEIVED

FEB 01 2010

 City of Morro Bay  
 Public Services Department

### Original CDP Approval

CDP 3-07-003 was approved by the Coastal Commission on December 13, 2007, and provided for the construction of a seven unit hotel and related development at 1170 Front Street along the Embarcadero in the City of Morro Bay.

### Proposed CDP Extension

The expiration date of CDP 3-07-003 would be extended by one year to December 13, 2010. The Commission's reference number for this proposed extension is 3-05-059-E1.

### Executive Director's Changed Circumstances Determination

Pursuant to Title 14, Section 13169 of the California Code of Regulations, the Executive Director of the California Coastal Commission has determined that there are no changed circumstances affecting the approved development's consistency with the Coastal Act.

### Coastal Commission Review Procedure

The Executive Director's determination and any written objections to it will be reported to the Commission on February 10, 2010, in Oceanside. If three Commissioners object to the Executive Director's changed circumstances determination at that time, then the extension shall be denied and the development shall be set for a full hearing of the Commission.

If you have any questions about the proposal or wish to register an objection, please contact Mike Waston in the Central Coast District office.

cc: Mayor / Council  
 City Managers  
 Public Services Director



California Coastal Commission



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: August 21, 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
<b>Hearing or Action Ready</b>									
7	City of Morro Bay	Citywide	6/19/13	A00-015	<b>Sign Ordinance Update.</b> 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. PC has reviewed Downtown, Embarcadero, and Quintana Districts as well as the Tourist-Oriented Directional Sign Plan. 8/21/13 PC meeting scheduled to review North Main Street District.	No review performed.		
2		1170 Front St.		UP0-120 & AD0-024	<b>Request for Extension of Planning Permit</b>	Concept Plan approved in December 2006 for a 6 unit motel and manager's unit and subterranean parking lot. A Minor Amendment was approved to convert manager's unit to a guest unit. A minor amendment approved in 2008. Project is requesting fourth extension.			
3	Nicki Turner	360 Cerrito	8/15/07	CP0-246	<b>Appeal of Demo/Rebuild SFR and 2 trees removal. Planning Commission</b> 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. Submitted plans incomplete do not meet Commission direction. Project to be continued to 8-21-13 PC mtg.	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
4	Ferguson	605 Ironwood Ct	5/22/13	CP0-400	Admin Coastal Development Permit for new SFR on vacant lot	CJ- Application deemed incomplete. Requested corrections 6/10/13. Resubmittal received 6/25/13. Project noticed 8/7/13. Review period ends 8/19/13.	No review performed.		
<b>30 -Day Review, Incomplete or Additional Submittal Review</b>									
5	Redican	725 Embarcadero Rd.	6/26/13	UPO-359	Use Permit for seven boat slips and gangway	Under review. Incomplete letter sent 7-23-13.	Under review.		
6	AT&T	788 Main St.	6/10/13	UPO-362 & CP0-403	Special Use Permit for Recycling Container Enclosure in Parking Lot	CJ- Application under Review. Deemed Incomplete. Letter sent 7-9-13.	Bldg -- Review complete, applicant to obtain building permit prior to construction.TP- FD Disapprove Express Check 3/18/13 & FD Disapprove UPO 362 7/23/13	RS- Rvw complete no frontage improvements required	
7	Head/Andrich	320 Trinidad	5/29/13	ADO-083	Parking Exception for additional parking space	Under review.Deemed Incomplete. Letter sent 7-1-13.		N/A	
8	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. Resubmittal received 7-17-13 and under review. KM - Planning resubmittal received 8/9/13 and under review.	TP-FD Approve 8/9/13.	RS -Plan revisions reqd per 6/14/13 memo	
9	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.	RS&DH-Plan revisions reqd per memo 5/29/13	
10	Held	901 Embarcadero	4/26/13	UPO-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 MND in progress. CJ.	Review complete, applicant to obtain building permit prior to construction.TP- Cond.App.w/FDCode Req 5/7/13	RS- Rcmd Approval subject to conditions in Memo of 5/29/13	
11	Lucky 7	1860 Main	3/12/13	CP0-394	Construct Fuel Island Canopy	CJ- Requested additional info. 3-29-13 Resubmittal received 7-22.	Review complete, applicant to obtain building permit prior to construction.	N/A	
12	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	
13	City of Morro Bay	N/A			MND for Choro Creek Stream Gauges	Applicant requesting meeting for week of 8/19/13.	No review performed.		

#	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	Sonic	1840 Main Street			<i>Conditional Use Permit and Coastal Development Permit to develop Sonic restaurant.</i>	<i>Plans submitted on 8/14/13.</i>			
<b>Continued projects</b>									
15	City of Morro Bay	End of Nutmeg	1/18/12	UPO-344	<i>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</i>	<i>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. Project has been redesigned and will be going forward with concrete tanks. Modifications to the MND are in process.</i>	No review performed.	BCR- New design concept completed. Needs new MND for concrete tank, less truck trips.	
<b>Ongoing Projects</b>									
16	City of Morro Bay	N/A			<i>CDBG funding to CAPSLO for operation of the Prado Day Center &amp; Homeless Shelter</i>	<i>Staff has ongoing responsibilities for contract management</i>	No review performed.	Rqstd direction on NEPA revision for San Jacinto Sidewalk addition	
<b>Projects in Process</b>									
17	Frye	244 Shasta	3/6/13	CPO-396 and AD0-081	<b>Secondary Unit and Parking Exception.</b>	<i>Proposed creation of secondary unit from garage. Parking exception. First Noticed 5-16-13. Setbacks noted on plan incorrect, therefore project required to be re-noticed on 6/26/13.</i>	No review performed.		

#	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
18	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. MND in process.	Review complete, applicant to obtain building permit prior to construction.	DH comments submitted 1/18/2012. Provide EC, drainage report, SW mgmt.	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
<b>Environmental Review</b>									
19	City of Morro Bay	Morro Creek/Embarcadero	3/14/13	-	FHWA Approved PE funds - CASB12RP-5391(013) - Phase 1 Morro Creek Trail & Bridge Project	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.	No review performed.	BCR-Planning and engineering underway.	
20	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. Project waiting on applicant.	Review complete, applicant to obtain building permit prior to construction.	BCR- comments submitted 4/47/12. Drainage issues need to be addressed.	
<b>Grants</b>									
21	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.		
22	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	

#	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
23	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. Awaiting results.	No review performed.	N/A	
24	Coastal Conservancy Climate Ready Grant	City-wide			\$200,000 Grant Opportunity for funding for a wide range of activities that address climate change impacts.	Application due August 28, 2013.	No review performed.	N/A	
Project requiring coordination with another jurisdiction									
25	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.	City provided response to CCC on 7/12/13. Per Qtrly Conference Call CCC will take 30days to respond	
26	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- Maint and Repair project is underway. Phase 2 postponed pending permit renewal.	
Preapplication projects									
27	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. Applicant finalizing plans to submit.	No review performed.	N/A	
28		Little Morro Creek Road			BMX park	Staff waiting for additional information	No review performed.	N/A	
29		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.	N/A	

#	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
30	Triad Homes	253 Main			Discussions on a parcel map, dividing residential use from commercial uses		No review performed.	N/A	
31		214 Beach			Property for sale, inquiries regarding demolishing and placing houses.		No review performed.	N/A	
<b>Final Map Under Review</b>									
32	Zinngarde	1305 Teresa	5/9/11	Map	<b>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</b>	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. Tentative map improvements.	Review complete, applicant to obtain building permit prior to construction. Public Improvements under construction.	DH - PIP submitted PIP to be build prior to map recordation. Public Improvements under construction.	
33	Medina	3390 Main	10/7/11	Map	<b>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</b>	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.	No review performed.	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. RS said to process map for CC. Letter being prepared to send to applicant to submit mylars for CC meeting.	
<b>Projects Continued Indefinitely, No Response to Date on Incomplete Letter or inactive</b>									
34	Maritime Museum Association (Larry Newland)	Embarcadero	11/21/05	UP0-092 & CP0-139	<b>Embarcadero-Maritime Museum (Larry Newland).</b> 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	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.	

#	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
35	James Maul	530, 532, Morro Ave 534	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.	N/A	
Projects going forward to Coastal Commission for review									
36	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									
37	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									
38	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	
39	LaPlante	3093 Beachcomber	11/3/11	B-29586	New SFR	SD--Incomplete Letter 12/12/11. Phase 1 Deck Report required and Environmental	BC- Application on hold during planning process	DH- Provide SW mgmt, drainage rpt, EC.	

#	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
40	Peter	190 Dana	5/30/13	B-29926	New SFR	CJ- conditionally approved subject to amending CDP 6-25. Approved 7-10-13	BC-Grading and Building approved 7/15/2013. Drainage under separate permit, to be issued prior to foundation inspection.	Drainage rpt rcvd 7/10/13. Under review	
41	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.	
42	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- Resubmitted 6/20/2013.	BCR- Approved 5/23/12	
	Fowler	1215 Embarcadero	7/10/13	B-29695	Construct First Phase Water site improvements.		BC- under review.	RS- Under review	
43	Harbor	1620 Embarcadero	4/4/13	B-29888	Construct restroom and storage mezzanine within existing "Cal Poly Building."	CJ-requested corrections 4-15 KM - Resubmittal received 7/23/13 and under review.	BC-Returned for corrections 4/16/13.	BCR- approved	
44	Helfelt	2940 Greenwood	5/21/13	B-29924	New SFR	Needs CDP from Planning	BC-under review.	RS - Awaiting Plan revisions	
45	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	
46	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	
47	Santoanni	2570 Ironwood	5/29/13	B-29922	SFR Demo/ Reconstruct	Approved. CJ.	BC- under review.	BCR-approved with frontage reqs. And deferrals	
48	Wilber	481 La Jolla	4/8/13	B-29889	Deck	CJ-approved 4-15	BC-Returned for corrections.	N/A	
49	Hough	281 Main	6/16/13	B-29936	New SFR	Approved. CJ.	BC- under review.	BCR-Needs owner to certify existing drainage facility	
50	Lemos	1320 Main	5/2/13	B-29845	Commercial demo/ reconstruct	Corrections requested 6-17-13 KM - Resubmittal received 8/8/13 and under review.	BC- Returned for corrections 6/17/2013.	BCR-developer is revising drainage plan. TP-FD Approve B-29845 8/9/13.	
51	Naran	2176 Main	5/13/13	B-29918	Partial change of occupancy		BC-under review.		
52	Storm	1029 Monterey	5/3/12	B-29702	Partial Demo/ Reconstruct of MFR dwelling	KW-under review	BC- Returned for corrections 7/3/2012.	N/A	
53	Markowitz	589 Morro Avenue	8/17/11	B-29820	Roof Deck	Under review. Spoke with architect 1/23/13 to clarify requested corrections. Architect to discuss with applicant. CJ.	BC- Corrections	N/A	
54	Shirkey	341 Nevis	2/13/13	B-29821	New SFR	Approved. CJ.	BC- Returned for corrections 3/13/13.TP-Sprinkler Approved	BCR- approved	
55	Frantz	499 Nevis	9/23/12	B-29510	New SFR	CJ- Requested additional info 5-28	BC- Communications with TF 7/15/13.	N/A	
56	Valley	460 Olive	3/29/13	B-29885	New Second Unit, Detached garage	CJ- approved 4-15-13	BC- Returned for corrections 4/25/13.	N/A	

#	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
57	G2F	423 Panay	6/10/13	B-29928	SFR Alteration		BC- met with applicants 7/11/13.	N/A	
58	Autozone	450 Quintana	6/17/13	B-29942	Expand Storage, install fire sprinklers	Approved 8-8. CJ	BC-under review.	RS - Frontage Improvements reqd per memo 6/20/13	
59	Rock Harbor	1478 Quintana	1/10/13	B-29834	Microwave Dish	CJ -Planning approved.	BC-RTI 2/27/13		
60	Frye	244 Shasta	5/7/13	B-29910	Garage to Second Unit conversion		BC- under review, Planning?	BCR-approved 5/13/13	
61	Inn at MB	60 State Park	6/27/13	B-29884	Main Building Remodel		BC- under review.	RS - Referred to State Parks for comment on frontage imprvmts	
62	Seashell	1305 Theresa	6/24/13	G-38	Grading and Onsite Improvements for Tract	Approved. CJ.	BC- under review.	DH- review complete	
63	Najarian	505 Yerba Buena	6/12/13	B-29941	New SFR	Needs CDP from Planning	BC- under review.	DH -approved	
64	Norris	335 Las Vegas	8/12/13	B-29966	Secondary Unit	KM - Resubmittal received 8/12/13 and under review.			
Projects & Permits with Final Action									
65	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 performed.	BCR-Repair and maintenance under consideration.	
66	Davis	501 Embarcadero Rd.	6/17/13	UP0-363	Minor Use Permit for massage and spa business as an ancillary use to Estero Inn	KM - Noticed 7/3/13. MUP approved with conditions 7/23/13. 10 day appeal period over 8/5/13. Applicant required to obtain a business license.			
67	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. Site noticed 7-11-13 for CDP. KM - CDP approved with conditions 7/29/13. 10 day appeal period over 8/9/13.	No review performed.		
68	Keogh	N/A	5/1/13		NPDES Permit	CEQA NOE prepared. Activity complete.	No review performed.		Not applicable
69	City of Morro Bay	Morro Bay State Park	3/8/12		Environmental Review of the Morro Bay State Park Waterline Interconnect Project	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	No review performed.	Not applicable	
Final Action Sent to Coastal Commission									