

**CITY OF SAN GABRIEL  
DESIGN REVIEW COMMISSION**

**MINUTES OF THE REGULAR MEETING  
MONDAY, April 23, 2012  
7:00 P.M.**

**CALL TO ORDER:** Chairperson Nadolney called the regular meeting of the Design Review Commission to order at 7:00 p.m.

**COMMISSIONERS PRESENT:** Commissioner Cheng

**COMMISSIONERS ABSENT:** Vice-Chair Nakaba

**STAFF PRESENT:** Planning Manager Carol Barrett, City Planner Mark Gallatin and Community Development Clerk Laura Castillo

**COMMENTS FROM THE PUBLIC:**

None.

**NEW BUSINESS**

- 1. 1404 S. San Gabriel Blvd.  
Planning Case No: PL-12-005  
Applicant: New Signs & Printing**

**Project Summary:** This application is for a master sign program for an office building located in the C-1 (Retail Commercial) zone. The master sign program sets forth specifications for individual tenant wall signs.

City Planner Mark Gallatin presented the staff report on this item.

Commissioner Cheng made the motion to approve the project with the following amended Conditions of Approval:

- The footage of the minimum 800 sq. ft. is the minimum for each tenant sub-division and no additional signs will be allowed unless they meet this requirement.
- The elevation drawing should be amended to reflect only 2 tenant signs.

Chairman Nadolney seconded the motion. The motion was approved as per the amended Conditions of Approval.

**COMMENTS BY STAFF:**

1.Planning Manager Barrett stated that although we cannot subdivide a space, we allow businesses to sub-lease a desk because it is not unusual for a realtor to have a title agent share a desk for example. The issue came up as a result of having a sub-lessee who wants to have a sign in the window (single-tenant). Our interpretation of the Code is that if the tenants are willing to abide by or use the same colors in the proposed sign as the existing tenants, then it is ok. If new tenant desires different colors or styles, then a new master sign program will be needed. The 25% window coverage requirement would still remain.

The commission agreed with staff on this interpretation of the Code.

2. Planning Manager Barrett shared helpful advice that was presented in her recent APA Conference. It was suggested that the Sign Ordinance not be updated at the same time as the rest of the code. Updating the Code at a different cycle helps to create a smoother transition for applicants.

3.The Commission and staff recapped on April's Planning and Design Review Commission. Both agreed that the joint meeting created for a better project discussion because it was more business-friendly and effective. It was also stated that the joint meeting presents less fees for the applicant to retain the Landscape Architect.

**APPROVAL OF MINUTES:**

Commissioner Cheng approved the June 20, 2011 minutes. Chairman Nadolney seconded the motion. The March 2012 minutes were delayed to next month because Vice-Chair Nakaba was not present.

**COMMENTS BY COMMISSIONERS:**

None.

**Chairman Nadolney adjourned the meeting at 7:30 p.m. to a regular meeting on May 28, 2012 at 7pm.**

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The complete text of the Design Review Commission meeting minutes is available on tape and may be reviewed in the Community Development Department office at City Hall during regular business hours.

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Marla Nadolney,  
Chairperson of the Design Review  
Commission

ATTEST: \_\_\_\_\_  
Laura Castillo, Design Review Commission Secretary  
San Gabriel Design Review Commission