



# A G E N D A

## CITY OF LAKEPORT PLANNING COMMISSION

**SPECIAL MEETING: Thursday, January 16, 2019 5:30 P.M.**  
**City Hall Council Chambers, 225 Park Street**

- I. **CALL MEETING TO ORDER:** 5:30 p.m.
- II. **ROLL CALL:**
- III. **ACCEPTANCE OF AGENDA:**

**Urgency Items:** To add an item, the Commission is required to make a majority decision that an urgency exists (as defined in the Brown Act) and a two-thirds determination that the need to take action arose subsequent to the Agenda being posted.

Move to accept the agenda as posted or move to add or delete items.
- IV. **COMMUNICATIONS:**
  - A. **Citizen Input:**

Any person may speak for three minutes about any subject within the authority of the Planning Commission, provided that the subject is not already on tonight's agenda. Persons wishing to address the Planning Commission are required to complete a Citizen's Input form and submit it to the Community Development Director prior to the meeting being called to order. While not required, please state your name and address for the record.
- V. **CONSENT CALENDAR:**

The following Consent Agenda items are expected to be routine and non-controversial. They will be acted upon by the Commission at one time without any discussion. Any Planning Commissioner may request that any item be removed from the Consent Agenda for discussion under the Regular Agenda.
- VI. **REGULAR CALENDAR:**
  - A. **Newly Appointed Planning Commissioner – Jeff Warrenburg**

Swearing in new Planning Commissioner Jeff Warrenburg.
  - B. **Annual Election of Planning Commission Officers**

Elect the Planning Commission officers for calendar year 2020.
  - C. **City of Lakeport – ZC 19-03 & CE 19-18**

Discuss and review a possible amendment to the Lakeport Zoning Ordinance Chapter 17.12 and 17.52 concerning the regulation of portable sandwich board signs in the Central Business (CB) zoning district.
- VII. **Correspondence**

**VIII. Comments from Staff  
or Commissioners:**

**IV. SCHEDULE NEXT MEETING:** Discuss and set the next meeting date (February 12, 2020).

**X. ADJOURNMENT:**

**APPEALS:**

The applicant or affected persons not satisfied with the decision of the Planning Commission may file an appeal. Affected persons include individuals who received notice of a land use application, or who attended the Planning Commission meeting and made verbal comments or submitted written comments in response to the notice. An appeal of a decision made by the Planning Commission shall be filed with the Community Development Director within five business days of the decision. Said appeal shall be filed on the prescribed form and accompanied by the fee in the amount set by Resolution of the City Council.

**ACCESSIBILITY:**

In compliance with the Americans with Disabilities Act, the City of Lakeport will make available to members of the public any reasonable assistance necessary to participate in this meeting. Contact the Community Development Department at (707) 263-5613 extension 204 to make such a request. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.



# CITY OF LAKEPORT PLANNING COMMISSION

## MEMORANDUM

**RE:** Discussion on Amending Chapter 17.12 of the Zoning Ordinance to address portable sandwich board signs in the Central Business zoning district.

**MEETING DATE:** 1/16/2020

**SUBMITTED BY:** Daniel Chance, Associate Planner

**PURPOSE OF REPORT:** ☐ Information only ☒ Discussion ☒ Commission Action

### WHAT IS BEING ASKED OF THE PLANNING COMMISSION:

Discuss and review a possible amendment to the Lakeport Zoning Ordinance Chapter 17.12 and 17.52 concerning the regulation of portable sandwich board signs in the Central Business (CB) zoning district. Following the discussion staff will begin drafting a formal Zoning Ordinance amendment to be reviewed at a future Planning Commission meeting.

### BACKGROUND/DISCUSSION:

The Community Development Department staff understands the value of signage to the success of retail business. The current language within the Zoning Ordinance does not permit the use of portable sandwich board signs in the downtown area. Zoning Ordinance Section 17.52.040.G states: *"no sandwich signs shall be allowed in any district, except that temporary sandwich signs shall be allowed on private property."* Several years ago, the Lakeport Main Street Association (LMSA) developed a portable sign for downtown business's that included a small sign hanging in a metal frame.



LMSA Sign

Following the construction of the downtown Main Street improvements in 2016, staff relaxed some enforcement of City regulations with intent of allowing businesses to bounce back from impacts associated with those improvements. Over the past year staff has started to receive complaints regarding the use of portable signage in the downtown and observed the growing use of multiple A-frame signs, using A-frame signs as directional signs, and low quality signs that do not reflect the historic intent of the downtown.

Over the course of the past year, City staff has been working with the downtown business community in the development of a more comprehensive strategy aimed at protecting the historic integrity of the downtown while at the same time improving the commercial viability for the downtown area. This has included presentations to the Lakeport Main Street Association (LMSA), the Lakeport Economic Development Advisory Committee (LEDAC) and downtown merchants workshop hosted by the City last October. Addressing the issue of portable sandwich board signs was identified by all of these groups as an important issue and a logical first step in developing a more comprehensive design and improvement strategy for the historic downtown. Other identified future issues to discuss and consider include, but are not limited to:

- Comprehensive sign guidelines for the downtown area
- Wayfinding sign program
- Consideration of a 'retail only' requirement for main street storefronts
- Adopt a historic colors pallet
- Standardized outdoor sales and dining regulations

To address the issue of portable sandwich board signs, the first issue to resolve is whether or not they should be permitted. As noted previously, Section 17.52.040.G of the Zoning Ordinance currently does not permit them. Based on the input received in the workshops with LMSA, LEDAC and Downtown Businesses there appears to be desire to allow portable signage. Planning Staff looked at a number of other Cities in Northern California with vibrant historic downtown areas and reviewed how they have regulated portable sandwich board signs in the public right of way. Almost all cities with a vibrant historic downtown area allow portable signs in the downtown area; however many of those cities have developed specific regulations for those portable signs.

Based on the input received from community workshops and research of best practices by other local jurisdictions staff has developed the following draft recommendations that may be considered as a possible amendments to the Zoning Ordinance to permit and regulate various portable sign uses in the CB zoning district:

- Amend the Central Business zoning district 17.12.060.G Signs:
  - Only one sandwich board sign per business.
  - The location of the sandwich board sign shall be within 12-feet from the front door. The sandwich board shall not impede pedestrian/ADA pathways.
  - Develop design guidelines for sandwich board signs, materials that include metal or wood, reflecting some of the size and design standards of the LMSA sandwich board sign. This would include frame height and signage area.
  - For businesses located off Main Street a sandwich board sign could be used as a directional sign with the approval of a Zoning Permit.
- Amend the Sign Ordinance 17.52.040.G:
  - With the exemption of the Central Business zoning district, (Regulation currently reads: No sandwich signs shall be allowed in any district, except that temporary sandwich signs shall be allowed on private property.)

Following the conclusion of the January 16, 2020 Planning Commission workshop, staff will begin drafting formal amendments to Section 17.12 and 17.52 of the Zoning Ordinance to include development standards and permitting procedures for portable signage in the CB zoning district.

**SUGGESTED MOTION:**

Move to initiate through a minute order of the Planning Commission the preparation of amendments to Section 17.12.060.G of the Zoning Ordinance for portable sandwich board signs in the Central Business zoning district and 17.52.040.G exempting the Central Business zoning district.

- ☒ **Attachments:**
1. October 2, 2019 Downtown Retail Enhancement Workshop Handout
  2. December 18, 2018 LMSA Letter



# **Attachment 1:**

## **October 2, 2019 Downtown Retail Enhancement Workshop Handout**





# Central Business District Signage Workshop

*Identified Issues: Recent increase in the use of multiple Sandwich Board signs in the central business district. Current Lakeport Zoning Ordinance prohibits Sandwich Board signs and Off-Site Advertising Signs.*

Community Development Department staff understands the value of signage to the success of retail business in the downtown and rather than enforce a blanket prohibition on these types of signage staff would prefer to work with the downtown merchant community to identify potential sign ordinance changes to allow for adequate signage for local business while preserving the overall aesthetic value of the historic downtown area.

## **Proposed Short-Term Solutions:**

- Amend Zoning Ordinance to all 1 Sandwich Board sign per business
- Develop criteria for the locating of Sandwich Board signs so as to not impede pedestrian travel
- Adopt design guidelines for Sandwich Board signs consistent with those developed by LMSA
- Develop Zoning Permit provisions for directional/wayfinding signs (Off-Site Advertising Signage) for storefronts which do not front Main Street.



**Long-Term Goals:** Community Development Staff would like to have additional community meetings with downtown merchants over the next few months in order to discuss and develop comprehensive design guidelines for the historic downtown area. Principle issues to discuss include--

- Comprehensive sign guidelines that reflect the historic downtown area
- Develop a wayfinding and directional signage program
- Consider the adoption of a first floor retail only ordinance in the Central Business zoning district
- Establish more useful guidance for the issuance of paint permits in the historic downtown area
- Standardized requirements for outdoor dining and outdoor sales, including the evaluation and usage of parklets
- Consider the development of Commercial Maintenance and Vacant Shop front ordinance
- Evaluate what is working and what is not working with downtown related events.
- Work with LMSA and business owners to have a greater social media presence

*Next Step—What are other historic downtown districts doing that Lakeport would like to emulate? (Community aesthetics, signage, public art, landscaping, seating, etc.)*



**Attachment 2:**

**December 18, 2018**

**LMSA Letter**





## CITY OF LAKEPORT

Community Development Department

225 PARK STREET  
LAKEPORT, CALIFORNIA 95453

TELEPHONE 707.263.5613 x203  
FAX 707.263.9413  
E-MAIL [dchance@cityoflakeport.com](mailto:dchance@cityoflakeport.com)

December 18, 2018

Lakeport Main Street Association, Board of Directors

**RE: City of Lakeport Community Development Department developing goals for the Downtown Business Area.**

The City of Lakeport Community Development Department would like to work with the Lakeport Main Street Association in developing goals for the Lakeport historic downtown. These identified goals are at a starting point, with a desire to work with LMSA, business owners and property owners to develop a long term plan for improving the commercial viability for the downtown area. The following recommendations are ideas that could be looked at:

- Development of a first floor retail only ordinance along Main Street and immediate area in the Central Business, CB Zoning District, this could be limited to the two to four blocks in the historic downtown.
- Develop signage guidelines and standards that reflect the historic downtown area. This may require the development of specific sign regulation for the downtown Central Business, CB Zoning District in the sign ordinance.
  - Specific regulations for building signs. (i.e. base the size of sign on the linear frontage of the building).
  - Development of standards for A-frame signs in the public right of way.
- Development of "way-finding" signs in the historic downtown and lakefront area.
- Develop a comprehensive plan for outdoor sales and dining in the historic downtown area. Those outdoor uses should be designed to maintain ADA accessibility and path of travel along the sidewalks along the downtown area. Evaluate the use of "parklets."
- Development of a Commercial Maintenance Ordinance. Regulations that encourage property owners to maintain the appearance of their property. Maintenance of vacant storefronts.
- Develop a specific paint permit for the historic downtown area. Colors that reflect the historic look of the downtown.
- Develop more street closures in the historic downtown area for street fairs, that could include makers faire, farmers market, antique sales, local art shows, pop-up sales, etc...
- Work with LMSA and business owners to update website and facebook.
- Development of a procedure for various types of outdoor art pieces, sculptures, murals, etc....

The City offers these goals as a starting point, and would incorporate any requests from the public, LMSA, business and property owners. The intent of this project is to improve the commercial viability of the historic downtown.

Should you have any additional questions about this matter, you can contact me at the Lakeport Community Development Department at (707) 263-5613 x203 or via email to [dchance@cityoflakeport.com](mailto:dchance@cityoflakeport.com).

Sincerely,

A handwritten signature in black ink, appearing to read 'Daniel Chance', with a long horizontal flourish extending to the right.

Daniel Chance  
Associate Planner

cc: file

**PLANNING PROJECTS PENDING**  
as of  
**January 9, 2020**

No.	Staff Assigned	File No./Name	Date Received	Progress	Next Action	PC / Staff Level
1.	Dan	GPA & Zoning Inconsistencies	6/2/2016	Staff currently preparing required exhibit maps and ordinance language for recommended General Plan and Zone changes.	C.C. review (July / August)	<b>P.C. Approved 8/15/2018</b>
2.	Kevin / Dan	City of Lakeport – Telecommunications Urgency Ordinance No. 921- ZC 19-02	4/2/2019	Urgency ordinance to comply with recent FCC regulations.		<b>C.C Review 11/19/2019</b>
3.	Kevin / Dan	Element 7 Lakeport LLC – UP 19-03, CE 19-07 1775 S. Main St.	4/24/2019	Application for a Use Permit and Categorical Exemption for a cannabis micro-business.	Waiting on further items from Applicant.	<b>P.C.</b>
4.	Kevin / Dan	Element 7 Lakeport LLC – CAN 19-02 1775 S. Main St.	4/24/2019	Application for a cannabis micro-business.	Waiting on further items from Applicant.	<b>City Mgr. Review</b>
5.	Kevin / Dan	North Coast Dining – ZP 19-02 & CE 19-10 350 N. Main St.	7/2/2019	Application for a Zoning Permit for outdoor seating area in front of restaurant.	Waiting on further items from applicant.	<b>Staff</b>
6.	Kevin / Dan	New Hope Fellowship Church – AR 19-05 & CE 19-11 - 305 Peckham Ct.	7/9/2019	Application for Architectural and Design review and Categorical Exemption for a 5,160 square foot metal building.	P.C. Review	<b>PC Review</b>
7.	Kevin / Dan	City of Lakeport Hartley Street Pedestrian Improvement – ER 19-01		Proposed roadway widening, paving, and the installation of concrete sidewalk, curb, and gutter along an approximately 2,800-foot length portion of Hartley Street.	P.C. Approval	
8.	Kevin / Dan	City of Lakeport Eleventh Street Corridor Study – OA 19-01		Proposed expansion of bicycle, pedestrian, and transit improvements along the Eleventh Street Corridor and nearby roadways.	P.C. Review	<b>PC Review</b>

9.	Kevin / Dan	City of Lakeport – ZC 19-03 & CE 19-18		<u>An amendment to the Lakeport Zoning Ordinance Chapter 17.12 and 17.52 concerning the regulation of portable sandwich board signs in the Central Business (CB) zoning district.</u>	<u>P.C. Review</u>	<b><u>PC Review</u></b> <b><u>1/16/2020</u></b>
9.	Kevin / Dan	New Vista Development - AR 19-08, S 19-01, UP 19-04, ZP 19-05, and ER 19-03	10/7/2019	Application for a Combined Development Permit for the property at 1842 Todd Road in Lakeport California. The project would include the following: A Tentative Subdivision Map to subdivide a 14.89 acre parcel into eight (8) separate commercial properties. An Architectural and Design Review for the construction of ten (10) structures that include one (1) service station with bays, four (4) restaurants with drive thru facilities, two (2) restaurants, one (1) three story 70-unit hotel and three (3) commercial retail buildings. The total square footage of all the structures on the property would be approximately 94,850 square feet.	P.C. Review	<b><u>P.C. Review</u></b>
10.	Kevin / Dan	Lake County Tribal Health – VM 19-01 & CE 19-19	12/19/2019	Application for a Voluntary Merger of five contiguous parcels.	Staff approval.	<b>Staff</b>
10.	Kevin / Dan	Marlene Healey (Artsy Tarts) – AR 20-01 & CE 20-01	1/7/2020	Application for an Architectural and Design Review for a 6' fence in the rear of the business.	Send out Request for Review.	<b>PC Review</b>

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