

CITY OF COTATI
MINUTES for the Regular Meeting of the DESIGN REVIEW COMMITTEE

DATE OF MEETING: August 18, 2011
TIME OF MEETING: 4:30 pm
PLACE OF MEETING: Conference Room
201 W. Sierra Avenue

I. CALL TO ORDER

Meeting called to order by Chair Morgan at 4:30 pm

II. ROLL CALL

Committee Members Present: Davis, Onines, Vice Chair Glendening, Chair Morgan
(Langberg arrived late – 4:40 pm)
Committee Members Absent: Robbins
Staff Present: Parker, Harris and Pajon

III. CHANGES TO AGENDA

None

IV. APPROVAL OF MINUTES

A. For the Regular Meeting of July 21, 2011

Motion:	Committee Member Davis made a motion and Vice Chair Glendening seconded the motion to approve the minutes (with a time correction) for the July 21, 2011 Design Review Committee meeting.
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Yes: 4 Noes: Abstain: Absent: 2

V. MATTERS AT HAND

A. Request for Preliminary and Final Design Review for a Master Sign Program at 7911 Redwood Drive.

PA# 01/11 Applicant: D&C Ling Family Limited Partnership/Brian Ling
APN: 144-020-005

Assistant Planner Harris presented the project and reviewed the Conditions of Approval. Staff recommends that the Design Review Committee recommend Preliminary and Final Design Review approval to the Planning Commission with Conditions of Approval.

**Design Review Committee
Minutes – August 18, 2011**

In response to Committee Member Onines, Assistant Planner Harris explained that the sign in the picture is an example, but that Real Estate is a permitted use. She clarified the zoning district for this location.

In response to Committee Member Onines, Assistant Planner Harris explained that Condition #7 is a standard condition that is placed on any project that has any increase in use or change to the building.

In response to Committee Member Langberg, Community Development Director Parker explained that Condition #7 is a general entitlement to the applicant’s work and since building permits don’t have conditions on them, this would be the place to put the condition.

Chair Morgan asked for clarification on the location of the landscaping.

Assistant Planner Harris described the locations of the landscaping and signs. She said that staff is trying to clean up loose ends at the site as retenanting occurs due to the outstanding items from a previous building permit. She explained that it is standard practice to include landscaping at the base of monument signs.

Committee Member Langberg asked about signs for regional or national tenants and inquired about flexibility.

Assistant Planner Harris responded, explaining that the size and location are limited to the ordinance. She stated that the design will be affected, but as of now we don’t know who the tenant is.

Committee Member Langberg commented on energy efficient lighting, explaining that it should state “energy efficient fixtures” so that someone can’t just change the bulb out.

Assistant Planner Harris said that they could look at clarifying the language at a future date, but currently the Land Use Code states “energy efficient lamp.”

Vice Chair Glendening asked if the sign post being painted redwood instead of metal was a cost saving measure.

Tom Pforsich with True Signs and Graphics stated that it is a cost saving measure, but that the painted redwood should hold up well.

Brian Ling, property owner, stated that maintenance shouldn’t be an issue with multiple tenants and turnover.

Motion:	Committee Member Davis made a motion and Committee Member Onines seconded the motion to recommend Preliminary and Final Design Review approval to the Planning Commission with Conditions of Approval.
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Yes: 5 Noes: Abstain: Absent: 1

CONDITIONS OF APPROVAL

COMMUNITY DEVELOPMENT DEPARTMENT

1. Pursuant to the City of Cotati Land Use Code Section 17.62.040, Design Review is granted for a Master Sign Program for an existing site at 7911 Redwood Drive.
2. Prior to installation of any signage, the applicant shall obtain a sign permit from the Community Development Department. Prior to installation of any wall-mounted signs and/or lighting fixtures, the applicant shall obtain the required building permits.
3. Each tenant identity sign, identified as signs D1, D2, and D3, shall be a minimum of 25 square feet per Land Use Code 17.38.060.B. The 6” high suite number is required by the Building Code and, therefore, excluded from sign area calculations.
4. “Auxiliary signage” shall not exceed 20% of the area of the man door. The 6” high suite number is required by the Building Code and, therefore, excluded from sign area calculations.
5. Each wall sign shall be installed such that the top of the sign does not exceed 20 feet above grade in compliance with Land Use Code section 17.38.050.C.2.

CITY ENGINEER

6. Prior to final inspection, the applicant shall submit the final compliance documentation required by the water-efficient landscape ordinance.
7. Prior to final inspection, the applicant shall install low-flow toilets and fixtures to the satisfaction of the City Engineer.

VII. REPORTS BY COMMITTEE

Community Development Director Parker advised the Committee of potential projects coming through Design Review in the near future.

VIII. ADJOURNMENT

Meeting adjourned at 4:50 pm

Respectfully submitted by:

*Keri Pajon
Administrative Secretary*