



LIVE OAK PLANNING COMMISSION

REGULAR MEETING AGENDA

MARCH 17, 2020

7:00 PM

MEETING LOCATION
LIVE OAK COUNCIL CHAMBERS
9955 LIVE OAK BOULEVARD
LIVE OAK, CALIFORNIA 95953

MEMBERS OF THE COMMISSION

JERAMY CHAPDELAIN, CHAIR
AARONDEEP PAMMA, VICE CHAIR
GURVEER BUTTER, COMMISSIONER
TYLER ECCLES, COMMISSIONER
AARON ELLER, COMMISSIONER
JERRY STEWART, COMMISSIONER
RANJIT DAVIT, COMMISSIONER

KEVIN VALENTE,
PLANNING DIRECTOR

The Commission may take up any agenda item at any time, regardless of the order listed. Action may be taken on any item on this agenda. Materials related to an item on this Agenda submitted to the Commission after distribution of the agenda packet are available for public inspection at City Hall, 9955 Live Oak Boulevard, Live Oak, during normal business hours. Such documents are also available on the City of Live Oak's website at www.liveoakcity.org, subject to staff's availability to post the documents before the meeting.

In compliance with the Americans with Disabilities Act, the meeting room is wheelchair accessible and disabled parking is available. If you have a disability and need disability-related modifications or accommodations to participate in this meeting, please contact the City Clerk's office at (530) 695-2112 x107. Requests must be made at least 24 hours in advance.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

CORRECTIONS AND/OR CHANGES TO THE AGENDA

PUBLIC COMMENT

Any person wishing to address the Commission on general jurisdictional matters or consent calendar items may do so at this time. If you are commenting on an agenda item, your comments will be heard at the time that item is scheduled for discussion. When recognized by the Commission Chair, please come to the podium and state your name and address for the record. Comments will be limited to three minutes per person unless the Chair specifically grants further time. The Brown Act does not allow for Commission discussion of items not on the agenda. Commissioners may only a) refer the matter to staff; b) ask for additional information; c) request a report back; or d) provide a limited factual response for items not listed on the agenda.

CONSENT ITEMS

Consent Calendar is passed by one motion with exceptions and separate votes as noted.

1. Planning Commission Meeting Minutes
Recommendation: Approve the July 16, 2019 Planning Commission Regular Meeting minutes.
(Kevin Valente, Planning Director)

DISCUSSION ITEMS

2. Planning Commission Chair Appointment
Recommendation: Appoint the Planning Commission Chair for a one-year term.
(Kevin Valente, Planning Director)
3. Planning Commission Vice Chair Appointment
Recommendation: Appoint the Planning Commission Vice Chair for a one-year term.
(Kevin Valente, Planning Director)
4. Sutter County Planning Commission Appointment
Recommendation: Appoint the Live Oak Planning Commission representative on the Sutter County Planning Commission for a one-year term.
(Kevin Valente, Planning Director)

PUBLIC HEARING

5. Digital Display Sign Ordinance
Recommendation: Recommend Council adoption of the draft Ordinance amending Sections 17.28.060, 17.28.070, and 17.50.020 of the Live Oak Municipal Code.
(Kevin Valente, Planning Director)

ITEMS REMOVED FROM THE CONSENT AGENDA FOR COMMISSIONER CONSIDERATION AND ACTION

UPDATES AND ANNOUNCEMENTS FROM THE PLANNING DIRECTOR

COMMISSIONER REPORTS/COMMENTS/REQUESTS

ADJOURNMENT



**City of Live Oak
Report to Planning Commission**

Meeting Date: March 17, 2020

Title: Planning Commission Minutes Approval

Contact Information: (Kevin Valente, Planning Director)

Recommendation: Approve the July 16, 2019 Planning Commission Regular Meeting minutes.

Attachments:

[Minutes](#)

DRAFT Minutes
Regular Meeting of the Planning Commission
Tuesday-July 16, 2019

Call to Order

The City of Live Oak Planning Commission meeting was called to order by Commission Chair Chapdelaine at 7:00 PM.

Roll Call

Present: Commissioner Eller, Davit, Vice-Chair Pamma, and Chair Chapdelaine

Absent: Commissioner Albers, Eccles, and Stewart

Pledge of Allegiance

Chair Chapdelaine led the Pledge of Allegiance.

Public Communications-Appearance of Interested Citizens

None.

Consent Items

1. Action: Moved/Seconded: Commissioner Davit/Commissioner Eller

Ayes: Commissioner Eller, Davit, Vice-Chair Pamma, and Chair Chapdelaine

Absent: Commissioner Albers, Eccles, and Stewart

Passed [Motion No. 2019-10](#) adopting the Consent Calendar

Public Hearing

2. Garden Glen Development Agreement

Action: No action taken

Applicant has withdrawn request for a Development Agreement with the City concerning the Garden Glen Development.

Contact: Joe Aguilar, Finance Director, (530) 695-2112

3. 2937 Devin Court Variance

Action: Moved/Seconded: Chair Chapdelaine/Commissioner Davit

Ayes: Commissioner Eller, Davit, Vice-Chair Pamma, and Chair Chapdelaine

Absent: Commissioner Albers, Eccles, and Stewart

Adopted [Planning Commission Resolution No. 2019-02](#) approving a Variance formalizing a previously constructed, non-permitted, addition to a single-family residence located at 2937 Devin Court (APN 06-080-059).

Contact: Kevin Valente, Planning Director, (530) 695-2112

Updates and Announcements (Planning Director)

None.

Commissioner Reports/Comments/Requests

Chair Chapdelaine:

Attended the Sacramento Valley Section of the American Planning Association's Planning Commissioner Workshop in west Sacramento on May 18, 2019.

Adjourned the Regular Meeting of the Planning Commission at 7:36 PM.

DRAFT



**City of Live Oak
Report to Planning Commission**

Meeting Date: March 17, 2020
Title: Planning Commission Chair Appointment
Contact Information: (Kevin Valente, Planning Director)
Recommendation: Appoint the Planning Commission Chair for a one-year term.



**City of Live Oak
Report to Planning Commission**

Meeting Date: March 17, 2020

Title: Planning Commission Vice Chair Appointment

Contact Information: (Kevin Valente, Planning Director)

Recommendation: Appoint the Planning Commission Vice Chair for a one-year term.



**City of Live Oak
Report to Planning Commission**

Meeting Date: March 17, 2020

Title: Sutter County Planning Commission Appointment

Contact Information: (Kevin Valente, Planning Director)

Recommendation: Appoint the Live Oak Planning Commission representative on the Sutter County Planning Commission for a one-year term.



City of Live Oak Report to Planning Commission

Meeting Date: March 17, 2020
Title: Digital Display Sign Ordinance Amendment
Contact Information: (Kevin Valente, Planning Director)

Background: The City has been approached about the possibility of amending Chapter 17.28 of the Live Oak Municipal Code to allow digital display signs (DDS) in the City of Live Oak. A DDS is an off-site sign that uses digital display technology as a means of changing static sign messages. Currently, Chapter 17.28 of the Live Oak Municipal Code prohibits off-site signs and changeable copy signs or electronic message signs.

Staff researched other City's sign codes in the region and found DDS are commonly allowed with the approval of a Use Permit. Staff held internal discussions regarding the potential benefits of creating an approval process for DDS along the Highway 99 corridor and determined to move forward with preparing a draft Ordinance to allow DDS for the Planning Commission's review.

Staff has prepared a draft Ordinance that amends Section 17.28.060, Section 17.28.070, and Section 17.060.020 of the Live Oak Municipal Code that, if adopted, would allow the use of DDS with Planning Commission approval of a Use Permit (Attachment 01). Therefore, each future proposed DDS would require a discretionary approval by the Live Oak Planning Commission.

Staff has prepared the following draft requirements for a DDS in the City of Live Oak:

1. Area. The maximum sign area for a DDS shall not exceed 300 square feet on each face. DDS signs may be single-sided or double-sided. Double-sided signs may have faces which are in a "V" configuration, so long as the angle of the "V" is no more than 45 degrees.
2. Height. A DDS shall not exceed a maximum height of 40 feet measured from ground surface to the top of the sign.
3. Location. A DDS shall be located within 100 feet of the Highway 99 right-

of-way. No part of any DDS shall encroach into any public right-of-way. A DDS shall not be placed within any legal easement in a manner which substantially impedes or interferes with the purpose for which the easement was created. The applicant for a DDS shall provide information regarding the type and location of any easements near the proposed DDS to the satisfaction of the Community Development Director.

4. Spacing from Other DDS. A new DDS shall be located a minimum of 2.0 miles from any other permitted DDS, as measured along the centerline of Highway 99.

5. Animation. A DDS shall not contain any flashing, intermittent, animated, or moving components.

6. Safety. The Community Development Director, or his/her designee, shall verify that a DDS will not impede sight distance at intersections or otherwise create a pedestrian or vehicle hazard due to the location or physical characteristics of the structure.

7. Maintenance. A DDS shall be properly maintained and kept in good repair.

8. Permits. A Use Permit shall be required for any DDS. Building permit applications for DDS shall be accompanied by construction and design plans stamped by a California registered civil or structural engineer.

9. Illumination. Illumination of a DDS shall be limited to no more than 0.3 foot-candles above ambient lighting, as measured using the methodology established by the Outdoor Advertising Association of America (OAAA). All DDS shall be equipped with photocells or other similar technology which enable the illumination level to change in response to conditions (e.g. day, night, overcast) to comply with this standard.

10. Hours of Operation. All DDS shall operate only between the hours of 5:00 a.m. and 12:00 a.m.

11. Message Length. Individual messages shall be static images displayed for a minimum of 8 seconds.

12. Transitions. Transitions between messages shall be 2 seconds or less and shall either be instantaneous or fade out/in. Flashing, wiping, dissolving, zooming, and other animated transitions are prohibited.

13. State Requirements. DDS shall be designed, constructed, and operated consistent with all applicable Caltrans requirements and standards. The applicant is responsible for obtaining any needed permit(s) from Caltrans prior to construction of the DDS.

14. Revocation. Failure to properly maintain and/or operate a DDS consistent with the requirements of this section and any conditions applied

during the Use Permit process shall be cause for revocation of the use permit authorizing the DDS as established in 17.37.100.

Staff has attached exhibits illustrating sample DDS for reference (Attachment 02).

The proposed Ordinance amendment would be exempt from environmental review pursuant to the California Environmental Quality Act (CEQA) Guidelines Section 15305, Minor Alterations in Land Use Limitations.

Recommendation: Recommend Council adoption of the draft Ordinance amending Sections 17.28.060, 17.28.070, and 17.50.020 of the Live Oak Municipal Code.

Attachments:

[Draft Live Oak DDS Sign Code Amendment](#)
[Sample DDS](#)

17.28.070 Permitted signs subject to sign standards and permits.

All signs described in this section must first obtain a zoning clearance, as provided in Section 17.35.020, or a use permit, as provided in Section 17.35.030, to ensure compliance with these standards.

- A. Every sign described in Table 17.28.070, unless otherwise provided.
- B. Special Event Signs. Special event signs, banners, flags, pennants, balloons, and similar signs may be displayed on a temporary basis, not to exceed 60 days annually.
- C. Outdoor Decoration. Within commercial zone districts permanent or semi-permanent displays such as bunting may be suspended from parking lot light standards provided the following is met:
 - 1. Decorative Only. The display is decorative only and does not advertise a company, product, or a special event associated with a business; and
 - 2. Traffic Safety. The display does not obstruct traffic, sight distance, or parking lot lighting.
- D. Subdivision Signs and Flags.
 - 1. As part of subdivision home sales, up to eight flags each not exceeding 20 square feet in size and within the height limits of the zone district in which they are located.
 - 2. Two on-site subdivision identification or directional signs that are not internally lit and that do not exceed 32 square feet each and a height of 10 feet.
 - 3. All of the flags and signs shall be removed upon completion of sales.
- E. Digital Display Signs. Except as otherwise provided in this section, all digital display signs (DDS) shall comply with the requirements of this section.
 - 1. Area. The maximum sign area for a DDS shall not exceed 300 square feet on each face. DDS signs may be single-sided or double-sided. Double-sided signs may have faces which are in a "V" configuration, so long as the angle of the "V" is no more than 45 degrees.
 - 2. Height. A DDS shall not exceed a maximum height of 40 feet measured from ground surface to the top of the sign.
 - 3. Location. DDSs shall be located within 100 feet of the Highway 99 right-of-way. No part of any DDS shall encroach into any public right-of-way. DDSs shall not be placed within any legal easement in a manner which substantially impedes or interferes with the purpose for which the easement was created. The applicant for a DDS shall provide information regarding the type and location of any easements near the proposed DDS to the satisfaction of the Community Development Director.
 - 4. Spacing from Other DDSs. A new DDS shall be located a minimum of 2. miles from any other permitted DDS, as measured along the centerline of Highway 99.

5. Animation. DDSs shall not contain any flashing, intermittent, animated, or moving components.
6. Safety. The Community Development Director, or his/her designee, shall verify that a DDS will not impede sight distance at intersections or otherwise create a pedestrian or vehicle hazard due to the location or physical characteristics of the structure.
7. Maintenance. All DDSs shall be properly maintained and kept in good repair.
8. Permits. A use permit shall be required for all DDSs. Building permit applications for DDSs shall be accompanied by construction and design plans stamped by a California registered civil or structural engineer.
9. Illumination. Illumination of a DDS shall be limited to no more than 0.3 foot-candles above ambient lighting, as measured using the methodology established by the Outdoor Advertising Association of America (OAAA). All DDSs shall be equipped with photocells or other similar technology which enable the illumination level to change in response to conditions (e.g. day, night, overcast) to comply with this standard.
10. Hours of Operation. All DDSs shall operate only between the hours of 5:00 a.m. and 12:00 a.m.
11. Message Length. Individual messages shall be static images displayed for a minimum of 8 seconds.
12. Transitions. Transitions between messages shall be 2 seconds or less and shall either be instantaneous or fade out/in. Flashing, wiping, dissolving, zooming, and other animated transitions are prohibited.
13. State Requirements. DDSs shall be designed, constructed, and operated consistent with all applicable Caltrans requirements and standards. The applicant is responsible for obtaining any needed permit(s) from Caltrans prior to construction of the DDS.
14. Revocation. Failure to properly maintain and/or operate a DDS consistent with the requirements of this section shall be cause for revocation of the use permit authorizing the DDS as established in 17.37.100.

ATTACHMENT 02

Sample Digital Display Signs

