Community Development offers informational brochures on the following topics:

Artificial Turf Guidelines

Banners and Temporary Signs

CEQA and Environmental Review

Classification of Use

Conditional Use Permits

Development Agreements

Development Plan Review Board

Fees and Charges

For Sale/For Lease Signs

General Plan

Lot Line Adjustments

Mills Act

Municipal Code Text Amendments

Outdoor Dining Policy

Outdoor Displays of Merchandise

Permanent Signs

Permit Streaming Act

Planning Commission

Portable Signs

Property Information

Public Notice Requirements

Residential Care Facilities

RV & Trailer Parking

Signs in the Historic Downtown Area

Site Plan Requirements

Specific Plans

Storage Structures

Subdivisions

Temporary Use Permits

Trash Enclosure Standards

Tree Preservation

Variances

Window Replacement – Town Core

Window Signs

Zone Changes

Zoning Descriptions

*\*These brochures are generally intended to assist in the processing of application material. It does not necessarily provide every detail regarding Municipal Code regulations.*



**City of San Dimas**

**Planning Division**

**245 East Bonita Ave.**

**San Dimas, CA. 91773**

Planning Commission



**Community Development Department**

Planning Division

City Hall, 245 East Bonita Avenue

San Dimas, California 91773

(909) 394-6250

planning@sandimasca.gov

Mon-Thurs 7:30 a.m. - 5:30 p.m.

Fridays 7:30 a.m. - 4:30 p.m.

[www.sandimasca.gov](http://www.sandimasca.gov)

**WHAT IS THE PLANNING COMMISSION?**

T

he Planning Commission is the local political body that makes various planning decisions and makes recommendations to the City Council on most land use and development issues.

Planning Commission meetings are held on the third Thursday of each month at 6:00 p.m. in the Council Chambers to City Hall. All Planning Commission meetings are public meetings and the public is not only invited, but is also encouraged to participate by expressing its point of view on public hearing items.

The Planning Commission is authorized to take final action by approving or denying the following items:

Conditional Use Permit

Variance

Some Precise Plans

Some Development Plan Review Board Items

Planning Commission advises the City Council on the following items and its recommendations are automatically forwarded to the City Council:

Zone Changes

General Plan Amendments

Specific Plan Amendments

Municipal Code Text Amendments

Subdivisions-Items, such as Tract Maps, Parcel Maps

Specific Plans

**WHO ARE THE PLANNING COMMISSIONERS?**

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lanning Commissioners are not professional city planners. They are laypersons from the community who donate their time to make important planning decisions in the spirit of the American democratic system.

Planning Commissioners are San Dimas citizens appointed by the City Council for two-year terms.

The Chairperson and Vice Chair are elected by the Commission and also carry a two-year term. Messages for Commissioners may be left with the Planning Department at (909) 394-6250.

**WHAT HAPPENS AT A PLANNING COMMISSION MEETING?**

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he Chairperson is in charge of the meeting and calls the meeting to order. The meeting begins with the flag salute followed by action on the consent calendar. On public hearing items and community development items, Staff begins with a presentation of the facts and analysis of the project. The commissioners will ask questions of the Staff if clarification is needed. The Chairperson will then open the public hearing and allow applicant an opportunity make a statement, then, those in favor and those opposed will be given an opportunity to comment. After all testimony is heard, the public hearing will be closed and the Commission will discuss the project and cast its vote.

The meeting is, generally, conducted according to Robert’s Rules of Order. In most cases, a vote of the majority of the members present is required to make a decision.

**DEFINITION OF TERMS YOU MAY HEAR AT THE MEETING**

**Adjourn** - A meeting is adjourned or ended after all business on the agenda is completed.

**Agenda** - An outline of items to be reviewed at a meeting that is prepared at least one week prior to the meeting.

**Appeal** - All Planning Commission decisions may be appealed to the City Council by any member of the public, the applicant or any other interested party. If an item is appealed, the decision of the Planning Commission will be reviewed by the City Council at a future meeting.

**Applicant** - Also referred to as proponent. The person or persons who have file the application.

**Conditions of Approval** - Conditions are legally binding terms of approval for a project. To be in conformance with an approval, all conditions imposed must be met.

**Consent Calendar** - A list of items that require Planning Commission action, but that do not require a public hearing. They are voted on as a group.

**Negative Declaration** - A statement adopted by the City that describes the reasons that the project will not have a significant negative impact on the environment. This description may include mitigation measures that are adopted as conditions to reduce environmental impacts.

**Minutes** - Notes that are taken regarding the happenings at the meeting that are the official record of the meeting.