

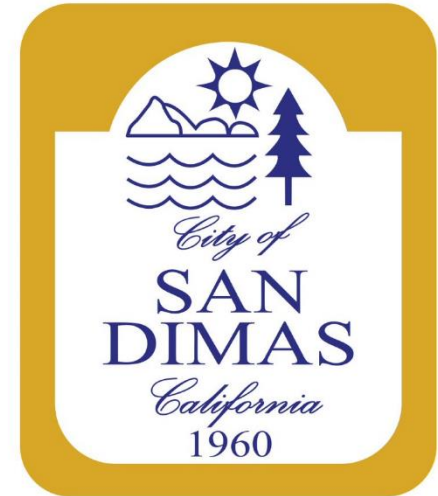
Community Development offers informational brochures on the following topics:

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  
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(909) 394-6250  
[planning@sandimasca.gov](mailto: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?

The 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?

Planning 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?

The 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.