Community Development offers informational brochures on the following topics:

CEQA and Environmental Review
Conditional Use Permits
Development Agreements
Development Plan Review
Drought Tolerant Landscape Standards
Fees and Charges
For Sale/For Lease Banners
Front Drought Tolerant Landscape Standards
General Plan Amendment
Lot Line Adjustments
Municipal Code Text Amendments
Outdoor Dining in Commercial Zones
Outdoor Displays of Merchandise
Permanent Signs
Planning Commission
Portable Signs
Property Information Inquiry
Residential Artificial Turf Standards
Residential Care Facilities
RV & Trailer Parking
Site Plan Requirements
Specific Plans
Storage Sheds in Residential Zones
Subdivisions
Temporary Signs and Banners
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.*

To view additional brochures, scan the QR Code below.

Planning Commission

Community Development Department
Planning Division
245 E. Bonita Avenue
San Dimas, CA 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

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 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
- Subdivision-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 Division at (909) 394-6250 or per email to planning@sandimasca.gov.

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 the applicant an opportunity to 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 their vote, in front of the public.

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.