



# CITY OF COVINA

125 East College Street • Covina, California 91723-2199

Community Development Department  
Planning Division

Telephone (626) 858-7231  
Fax (626)-858-5556

## NOTICE OF SITE PLAN REVIEW APPLICATION APPROVAL

October 18, 2005

Ms. Sammi Guo  
Success Sign Inc.  
2812 Peck Road, Unit A  
El Monte, CA 91731

**SUBJECT: APPLICATION SITE PLAN REVIEW (SPR) 05-057  
PROPOSED COORDINATED SIGN PROGRAM AT MULTI-TENANT  
COMMERICAL BUILDING AT 426 NORTH BARRANCA AVENUE**

Dear Sammi:

**The City of Covina Community Development Department, Planning Division has reviewed your submitted plans to establish a coordinated sign program for a multiple tenant, two-building commercial property at 426 North Barranca Avenue. The sign program entails the installation of a 35-square foot cabinet-type sign on the western side of the northern building on the property.**

The sign program was requested to enable all tenants in the commercial buildings to have signage that faces Barranca Avenue and that would embody an attractive, internally consistent design. Under existing development conditions, the western sides of both of the multi-tenant space buildings face the street, and the buildings front on a central walkway that runs perpendicular to Barranca Avenue. In addition, relative to Sections 17.44.210 and 17.74.020.T of the Covina Municipal Code (which address building signage), most businesses on the property would be prohibited from erecting signage on the street-facing side of either of the two buildings because of a lack of what the Municipal Code classifies as an "occupancy frontage." An occupancy frontage is defined as the side of an individual tenant space within a building or group of buildings that faces a dedicated street or public parking area (that serves the appurtenant tenant space).

Notwithstanding the aforementioned provisions of the Municipal Code, the Code further states that businesses without an occupancy frontage may install signage on a noncontiguous or street-facing wall of the overall building following the approval of one of two particular zoning applications. One

application that property owners may pursue, if determined by the Planning staff to be the appropriate mechanism for the situation, is a coordinated sign program. The sign program, which you have requested to address your signage needs at the subject site, is promulgated under Section 17.74.050.B of the Covina Municipal Code and under Section VIII.F of the Covina Design Guidelines and is handled administratively by the Planning staff under the Site Plan Review process. The other procedure involves the submittal of a Major Variance application. The Major Variance process is addressed under Chapter 17.78 of the Municipal Code and involves an application review and public hearing by the City Planning Commission. A Major Variance would only be granted by the Planning Commission if the Commission determines that certain hardship-related findings could be made.

**The Planning Division staff hereby approves your proposal for a coordinated sign program, subject to the conditions that are listed below. You may now proceed to pull your sign and any other required permits (as determined by the Building and Safety Division) to erect the desired building signage.**

**The approval that has been granted herein is subject to the following conditions:**

#### **A. GENERAL ITEMS**

1. **The approved sign program shall permit the installation of one cabinet-type sign on the property. The permitted sign shall be placed on the western-facing wall of the northern building on the site and on the portion of the wall that is depicted on the approved project plans. The approved individual cabinet sign and its appurtenances shall comply with all details and information that are noted on the approved plans and that are associated with this Site Plan Review application. In addition, the cabinet sign and its appurtenances shall conform to the following design criteria:**
  - A. **The sign cabinet shall be no larger than 35 square feet, no higher than 5 feet, and no wider than 7 feet.**
  - B. **The sign cabinet shall be composed of sheet metal or a similar solid, durable material that meets the provisions of the Uniform Building Code, shall be at least three (3) inches deep, shall be no wider than twelve (12) inches, and may be internally illuminated.**
  - C. **The sign cabinet may contain up to ten (10) individual panels for businesses on the property. Each sign panel shall be composed of an acrylic material. The copy elements (i.e., portions of the panels containing words, letters, symbols, etc.) of each panel must be applied in a neat and professional manner, including, but not limited to, the utilization of vinyl overlays.**
  - D. **All of the aforesaid individual sign panels on the cabinet sign shall comply with the following color-related standards: 1) the background colors shall be white, ivory, tan, or beige; and 2) the copy elements shall consist of no more than four (4) colors.**
2. **A sign permit for the sign cabinet and panels shall be obtained from the Building and Safety Division (and the permit must first be signed by Planning) prior to signage installation. All Uniform Building Code requirements of Building and Safety shall be met. (Please contact the Building staff for any questions here.) In addition, a sign permit for all subsequent replacements to the sign panels shall be obtained from the Planning staff.**

3. **The conditions of approval noted herein shall be listed and printed upon the face of and included as part of the construction plans that are associated with the follow-up Plan Check process of the Building and Safety Division. The Plan Check process for the appurtenant building signage would be administered by the Building staff in conjunction with the initial sign permit issuance that is addressed under Condition No. A-2 above. (Please contact the Building staff for any questions here.)**
4. **In addition to the single cabinet-type sign that has been granted under this application, the following additional permanent signage on the property may also be installed, subject to the provisions of Section 17.44.210 of the Covina Municipal Code and the applicable Building-related codes: a) one (1) monument sign; and b) window signs on the window on the western side of the southern building on the property.**
5. **No more than one (1) temporary real estate sign on the site may be displayed. The real estate sign is subject to the provisions of Section 17. 74.040.G.**
6. **The street address of the subject property that is on the development shall remain clear and legible from street view.**
7. **Approval of this application shall not waive compliance with other provisions of the Covina Municipal Code or the Covina Design Guidelines that have not been addressed herein or with and any other applicable ordinances, laws, statutes, or regulations applicable to the development and improvements thereof that are in effect at the time of and following sign permit issuance.**
8. **The subject property shall be developed, maintained, and operated in full compliance with the conditions of this grant and any law, statute, ordinance, or other regulation applicable to any development component or activity on the subject property. Failure of the applicant or property owner to cease any development or activity not in full compliance shall be a violation of these conditions.**
9. **All construction activities shall conform to the Covina Noise Ordinance, which restricts construction prior to 7:00 a.m., after 8:00 p.m., and on Sundays and legal holidays.**
10. **Under the California Environmental Quality Act (CEQA), the project is categorically exempt from environmental review. If a Notice of Exemption is filed with the City, then the period during which legal challenges can be filed based upon violations of CEQA is reduced from 180 days to 35 days. To file the Notice of Exemption, please contact the Planning Division.**
11. **Site Plan Review approval and related improvements not acted upon within one (1) year after the date of this letter of application approval shall be considered void. The applicant may request a single one-year extension of approval prior to that date.**
12. **The site and building improvements shall be maintained in a sound, healthy, and attractive condition, free of weeds, dead landscaping, broken features, visible deterioration, graffiti, and/or other conditions that violate the Covina Municipal Code. The City may require that the property owner(s) pay the actual and reasonable cost for code compliance services needed to address problem conditions.**

13. The City staff shall have the right of entry to inspect the premises to verify compliance with these conditions of approval and the Covina Municipal Code and the Covina Design Guidelines at any time.

**B. PRIOR TO FINAL APPROVAL OF SIGN PERMIT FOR SIGN CABINET AND INITIAL SIGN PANEL INSTALLATION**

1. All building and site improvements must be developed in accordance with the approved plans and related documentation on file with the Planning and Building Divisions as well as with these conditions of approval.
2. The following actions shall be taken concerning existing signage on the property: a) the obtaining of a sign permit from Planning for the window signage on the window on the western side of the southern building on the property (and the verification that applicable Planning codes are met); b) the removal of the older sign on the western side of the northern building (adjacent to the spot where the subject sign is proposed to be installed); and c) the removal of the A-frame sign that has been placed adjacent to the sidewalk in one of the two frontward planters.
3. The following building sections shall be repainted to match the newer color of the building walls: a) the rectangular area above the protruding trim feature on the western side of the southern building; and b) the area under the existing building sign, which is identified in Item No. B-2 above, after the sign is removed.
4. All dead or previously removed landscape materials in the two planters at the front of the property shall be replaced with either landscaping that is similar to the existing features in the area or other plant materials that conform to City standards.
5. All improvements shall be constructed and installed in a good workmanlike manner, consistent with the standard best practices of the subject trades and in a manner acceptable to the City.
6. The project site must be clean and free of trash and construction debris, and all construction equipment must be removed from the property.
7. Any broken, damaged, or blighted features of the property shall be repaired, replaced, or removed.
8. The applicant must be in compliance with all of the requirements listed herein as well as with the requirements determined during the Plan Check process of the Building Division.

The proposed signage that has been approved under this application/sign program should be a major enhancement to the property and bolster the vitality of the surrounding neighborhood. Furthermore, the design of the new building sign would meet the intent of the Covina Municipal Code and the Covina Design Guidelines. The Planning Division staff wishes you and the property owners well with subsequent sign permit issuance and sign installation.

Please note the above requirements, particularly the property-related issues that must be addressed prior to final approval of the sign permit for the installation of the sign cabinet and the initial panels, and then submit the construction plans for permit issuance, as previously indicated.

If you have any questions or need further information, feel free to contact the Planning Division staff at (626) 858-7231.

Sincerely,



Alan Carter  
Associate Planner

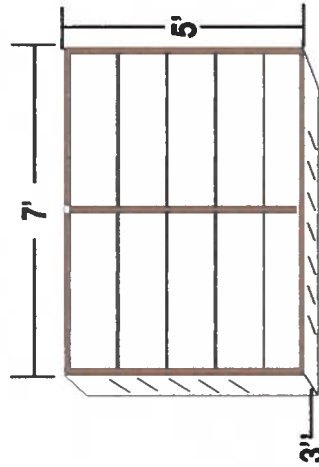
ENCLOSURE

CC: Michael Marquez, Community Development Director  
Dean Sherer, Acting City Planner  
Shelby Williams, Associate Planner  
Shannon Taylor, Assistant Planner  
Kyle Randall, Building Official  
Yin and Janie Chin, 426 N. Barranca Ave., #8, Covina, CA, 91723

# Detail



# Details



Manufacture and Install 1 set of nonilluminated wall sign with white acrylic face and vinyl overlay.

Sign Area: 35sq.ft.



**\*APPROVED\***

Alan Carter

PLANNING

10-18-05

DATE

SPR 05-057

NO

CITY OF COVINA  
PLANNING DEPARTMENT

\* Sign program for a single cabinet sign on property subject to details shown herein and all conditions listed in letter of the same date.

Approval:

(Starting on p.2)

CONTRACTOR:

**Success Sign Inc.**

2812 Peck Rd. Suite A, El Monte CA 91731

Tel: (626) 444-8181 Fax: (626) 444-8448 Christina Yu

JOB ADDRESS:

**426 N. Barranca Ave.**  
Covina, CA

Parking Lot

