



## **South Pasadena Municipal Code (SPMC) Amendments: Sign Code Information Sheet**

### **Objective**

To streamline the approval process for signs, support restaurants and food uses, and to clarify code language.

### **Amendment Summary**

Currently, the Design Review Board (DRB) approves all signs. The Council has directed staff to prepare a Zoning Text Amendment that would dissolve the DRB and propose alternative permit procedures and review authority. The proposed changes are intended to reduce permit review times and support local businesses.

Signs are limited in terms of size, manner and placement on a property. Staff proposes to authorize the Community Development Director (Director) to be the Review Authority for regular signs on non-historic buildings. The Chair of the Cultural Heritage Commission would continue to approve signs on historic buildings, and the Planning Commission would be the appeals body for all sign permits.

Staff also proposes to add a new sign type: menu boards. These small signs are already posted at various restaurants and food establishments. They are typically mounted at eye level and list available menu items and other pertinent information. It is proposed to allow them without requiring a permit, provided they comply with Code standards.

Other proposed Sign Code clean-ups include updating allowing Portable Signs without need for a permit provided they meet Code standards and obtain an Encroachment Permit if placed on public property.

### **Affected SPMC Sections**

36.320.030 Sign Permit Requirements  
36.320.050 Permitted Signs  
36.320.060 General Requirements for All Signs  
36.320.070 Zoning District Sign Standards  
36.320.080 Standard for Specific Types of Signs  
36.320.110 Definitions

### **Environmental Clearance**

The proposed changes are considered routine and pertain to the sign approval process, not land development. While Menu Board signs are a new proposed sign type, they would not exceed two square feet, and would typically be placed on existing buildings. As such, the proposed amendments do not need to be analyzed under the California Environmental Quality Act (CEQA) because they qualify for the common sense exemption found in CEQA Article 5 §15061(b)(3).