CITY OF LAWNDALE
AGENDA OF THE LAWNDALE
CITY COUNCIL REGULAR MEETING

Monday, November 17, 2025, 6:30 PM
Council Chambers
14717 Burin Ave
Lawndale, CA 90260

Any person who wishes to address the City Council regarding any item listed on this agenda or any other matter that is within its subject matter jurisdiction is invited, but not required, to fill out a Public Meeting Speaker Card and submit it to the City Clerk prior to the oral communications portion of the meeting. The purpose of the card is to ensure that the speaker's name is correctly recorded in the meeting minutes and, where appropriate, to provide contact information for staff follow-up.

How to observe the Meeting:
To maximize public safety while maintaining transparency and public access, members of the public may now attend the meeting in person. The meeting will also continue to be available for viewing on YouTube "Lawndale CityTV", the City TV Website, and Lawndale Community Cable Television on Spectrum and Frontier Channel 3.

Copies of this agenda are available prior to the meeting in the Lawndale City Hall foyer or on the City website. Interested parties may contact the City Clerk's Department at (310) 973-3213 for clarification regarding any individual agenda item."

This Agenda is subject to revision up to 72 hours before the meeting.

A. CALL TO ORDER AND ROLL CALL

B. CEREMONIALS (Flag Salute and Inspiration)

C. PUBLIC SAFETY REPORT

1. Los Angeles County Sheriff's Department Update

D. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA (Public Comments)

E. COMMENTS FROM COUNCIL

F. CONSENT CALENDAR

Items 2 through 4 will be considered and acted upon under one motion unless a City Councilmember removes individual items for further City Council consideration or explanation.

2. Motion to read by title only and waive further reading of all ordinances listed on the Agenda

— Recommendation: that the City Council read by title only and waive further reading of all ordinances listed on the agenda.

3. Accounts Payable Register

— Recommendation: Staff recommends that City Council adopts Resolution No. CC-2511-055 authorizing the payment of certain claims and demands in the amount of $961,862.39.

4. Minutes of the Lawndale City Council Regular Meeting - November 3, 2025

— Recommendation: that the City Council approve the minutes.

G. ADMINISTRATION

5. Approval of Budget for Public Safety Officer Position

— Recommendation: that the City Council approve an increase in the annual budget for the creation of a Public Safety Officer position for $101,500.

6. Feasibility Study for the Creation of the Lawndale Police Department

— Recommendation: that the City Council provide direction to staff on whether to research the feasibility of establishing a City run Police Department and whether to prepare a Request for Proposals (RFP) to solicit agencies to conduct a feasibility study for this purpose.

7. Plant a Tree Memorial Program for Youth

— Recommendation: that the City Council 1.) Comment on the guidelines for the Plant a Tree Memorial Program for youth; 2.) Provide direction for staff; or 3.) Approve the Plant a Tree Memorial Program for youth and the supporting guidelines.

8. Letter of Support for the South Bay Cities Council of Governments Application to the Caltrans FY 26-27 Sustainability Planning Grant

— Recommendation: that the City Council 1.) Review and consider the attached draft letter of support for the South Bay Cities Council of Governments Application to the Caltrans FY 26-27 Sustainability Planning Grant; and 2.) Approve and direct staff to finalize the letter, as prepared, with the Mayor and City Councilmembers signature lines for transmittal to the South Bay Cities Council of Governments; or, 3.) Provide further direction.

9. Request for Additional Funding and Notice of Completion - City Parks Irrigation Project

— Recommendation: that the City Council 1.) Authorize staff to allocate an additional budget of $4,272.06 to cover the water cost; 2.) Accept the project completion by Mariposa Landscapes, Inc., for the City Parks Irrigation Project; 3.) Authorize staff to file the Notice of Completion with the Los Angeles County Registrar-Recorder County Clerk's Office; and 4.) Authorize staff to release 5% retention in the amount of $39,885.84 for the City Parks Irrigation Project.

H. CITY MANAGER REPORT

I. ITEMS FROM CITY COUNCILMEMBERS

10. Direction on Sign Code Update

Requested by Councilmember Suarez and Councilmember Cuevas.

— Recommendation: that the City Council 1.) Discuss the staff report; and 2.) Provide further direction to staff.

11. Report of Attendance at Meetings

J. CLOSED SESSION

12. Conference with Legal Counsel – Potential Litigation

— The City Council will conduct a closed session pursuant to Government Code Section 54956.9(e)(2), to confer with legal counsel regarding a significant exposure to litigation, the facts and circumstances of which are known to the potential plaintiff. Number of cases: One (1).

13. Conference with Legal Counsel – Potential Litigation

— The City Council will conduct a closed session pursuant to Government Code Section 54956.9(e)(1), to confer with legal counsel regarding a significant exposure to litigation, the facts and circumstances of which are not known to the potential plaintiff. Number of cases: One (1).

14. Conference with Legal Counsel – Existing Litigation

— The City Council will conduct a closed session, pursuant to Government Code section 54956.9(d)(1), to discuss existing litigation: Name of Case: City of Lawndale v. LA Investment, LLC (LA Superior Court Case No. 20TRCV00065).

K. ADJOURNMENT

The next regularly scheduled meeting of the City Council will be held at 6:30 p.m. on Monday, December 1, 2025, in the Lawndale City Hall Council Chamber, 14717 Burin Avenue, Lawndale, California.

It is the intention of the City of Lawndale to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you need special assistance beyond what is normally provided, we will attempt to accommodate you in every reasonable manner. Please contact the City Clerk Department (310) 973-3213 prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodation to attend or participate in meetings on a regular basis.

I hereby certify under penalty of perjury under the laws of the State of California that the agenda for the regular meeting of the City Council to be held on Monday, November 17, 2025, was posted no less than 72 hours prior to the meeting.

/s/ Yvette Palomo
Yvette Palomo, Assistant City Clerk

Date Posted: November 13, 2025

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: November 17, 2025

TO: Honorable Mayor and City Council

FROM: Dr. Sean M. Moore, City Manager

PREPARED BY: Vanesa Alvarez, Administrative Assistant

SUBJECT: **Los Angeles County Sheriff's Department Update**

No supporting documentation was forwarded to the City Clerk Department for this item.

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE:	November 17, 2025
TO:	Honorable Mayor and City Council
FROM:	Dr. Sean M. Moore, City Manager
PREPARED BY:	Vanesa Alvarez, Administrative Assistant
SUBJECT:	**Motion to read by title only and waive further reading of all ordinances listed on the Agenda**

RECOMMENDATION

Staff recommends that the City Council read by title only and waive further reading of all ordinances listed on the agenda.

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: November 17, 2025

TO: Honorable Mayor and City Council

FROM: Dr. Sean M. Moore, City Manager

PREPARED BY: Hrant Manuelian, Finance Director/City Treasurer

SUBJECT: **Accounts Payable Register**

RECOMMENDATION

Staff recommends that City Council adopts Resolution No. CC-2511-055 authorizing the payment of certain claims and demands in the amount of $961,862.39.

Attachments

A. CC-2511-055- AP Resolution - Nov. 17, 2025.pdf

ATTACHMENT A

RESOLUTION NO. CC-2511-055

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA AUTHORIZING CERTAIN CLAIMS AND DEMANDS IN THE SUM OF $961,862.39

THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA, DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

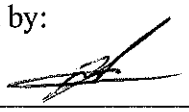
SECTION 1. That in accordance with Sections 37202 and 37209 of the Government Code, the Director of Finance, as certified below, hereby attests to the accuracy of these demands and to the availability of funds for the payment thereof.

SECTION 2. That the following claims and demands have been audited as required by law, and that appropriations for these claims and demands are included in the annual budget as approved by the City Council.

SECTION 3. That the claims and demands paid by check numbers 208334 through 208403 for the aggregate total of $961,862.39 are hereby authorized.

Effective Date: November 17th, 2025

Approved by:



Hrant Manuelian, Director of Finance

Gregory M. Murphy, City Attorney

PASSED, APPROVED AND ADOPTED this 17th day of November 2025.

Robert Pullen-Miles, Mayor

ATTEST:

State of California)
County of Los Angeles) SS
City of Lawndale)

I, Erica Harbison, City Clerk of the City of Lawndale, California, do hereby certify that the City Council of the City of Lawndale duly approved and adopted the foregoing Resolution No. CC-2511-055 at a regular meeting of said Council held on the 17th day of November 2025, by the following roll call vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Robert Pullen-Miles, Mayor					
Pat Kearney, Mayor Pro Tem					
Bernadette Suarez					
Sirley Cuevas					
Francisco M. Talavera					

_____

Erica Harbison, City Clerk

City of Lawndale
Summary of Audited Claims and Demands

Claims and Demands Paid By Check:

	Check Number		
Check Date	Beginning	Ending	Aggregate Total
10/30/2025	208334	208365	742,107.65
11/3/2025	208366	208366	3,383.00
11/6/2025	208367	208403	216,371.74
	Total Checks		**961,862.39**

Claims and Demands Paid By Electronic ACH Transfer:

Date	Name of Payee	Description	Amount
	Total ACH Payments		**0.00**

Total Audited Claims and Demands Paid	**961,862.39**

Check Register Report

City of Lawndale

BANK: WELLS FARGO BANK N.A

Date: 10/29/2025
Time: 4:17 pm

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
208334	10/30/2025	Printed		8357	4LEAF INC.	CDD PERMIT TECHNICIAN SVCS -	10,080.00
208335	10/30/2025	Printed		1541	ALESHIRE & WYNDER, LLP	LEGAL SERVICES - SEP. 2025	6,087.90
208336	10/30/2025	Printed		0112	ALL CITY MANAGEMENT SVCS, INC	SCHOOL CROSSING GUARD SERVICES	7,916.83
208337	10/30/2025	Printed		7052	AMALEA JOY FISHER, LLC	INSTRUCTOR FEES -	993.75
208338	10/30/2025	Printed		7660	ARAMSCO INC	CUSTODIAL SUPPLIES	920.55
208339	10/30/2025	Printed		8045	ART PRINTING SERVICE	5,000 NON-WINDOW &	1,780.49
208340	10/30/2025	Printed		2207	ASAP SIGN & BANNER, LLC	LANDFILL & RECYCLE SIGNS -	248.63
208341	10/30/2025	Printed		8677	CALIFORNIA MUNICIPAL	DIRECT & OVERLAPPING DEBT	600.00
208342	10/30/2025	Printed		6459	CASC ENGINEERING & CONSULTING	NPDES PERMIT COMPLIANCE SVCS -	6,275.00
208343	10/30/2025	Printed		8680	NELSON CASTELLON	DJ & MC SERVICES - HALLOWEEN	700.00
208344	10/30/2025	Printed		7889	CHARTER COMMUNICATIONS	INTERNET SERVICES	1,008.61
208345	10/30/2025	Printed		8658	TRUNITA CRUMP-KNIGHTON	SECURITY (SHERIFF) DEPOSIT	320.49
208346	10/30/2025	Printed		8210	DATA CENTER WAREHOUSE LLC	3 COMPUTER MONITORS -	460.79
208347	10/30/2025	Printed		1288	EWING IRRIGATION PRODUCTS INC	IRRIGATION REPAIR PARTS -	25.15
208348	10/30/2025	Printed		8679	FITZGERALD ARTS LLC	CARICATURE SVCS -	210.00
208349	10/30/2025	Printed		6636	FRONTIER COMMUNICATIONS	FAX LINE & INTERNET FOR PWD	280.43
208350	10/30/2025	Printed		1909	FUN EXPRESS LLC	ARTS & CARFTS -	220.69
208351	10/30/2025	Printed		0864	GRAINGER	PARTITION DOOR PANEL -	976.40
208352	10/30/2025	Printed		7490	GRAND NATURAL INC.	HYDRO JET OF GREASE TRAP @ CSD	600.00
208353	10/30/2025	Printed		1820-A	LIGHTBOX PARENT L.P.	GIS MAP SUBSCRIPTION -	19,610.00
208354	10/30/2025	Printed		0308	LOS ANGELES COUNTY	PUBLIC SAFETY SERVICES -	661,420.15
208355	10/30/2025	Printed		0308	LOS ANGELES COUNTY	SPECIAL EVENT - 8/16/2025 @	279.51
208356	10/30/2025	Printed		7733	MARIA'S GARDEN CENTER &	PLANTS - HOGAN PARK	966.88
208357	10/30/2025	Printed		8186	MINUTEMAN PRESS GARDENA	2025/26 BUDGET BOOKS	1,539.84
208358	10/30/2025	Printed		4566	MYERS & SONS HI WAY SAFETY INC	RETURNED RED TAPES	85.25
208359	10/30/2025	Printed		7890	ODP BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES - PWD	220.56
208360	10/30/2025	Printed		0572	ONE WAY PHOTOGRAPHY	DIGITAL PHOTOS - CITY MANAGER	295.73
208361	10/30/2025	Printed		8518	PACIFIC TIRE OF LAWNDALE	TIRE REPAIR (2) VEH#522	290.00
208362	10/30/2025	Printed		7827	SA ASSOCIATES	CONSTRUCTION INSPECTION SVCS -	12,585.00
208363	10/30/2025	Printed		3672-FLEET	U.S. BANK VOYAGER FLEET SYS	FLEET SERVICES-FUEL	4,240.10
208364	10/30/2025	Printed		8678	MONICA URQUIETA	CARICATURE SVCS - HALLOWEEN	600.00
208365	10/30/2025	Printed		0480	VISTA PAINT	GRAFFITI SUPPLIES	268.92
			Total Checks: 32			**Checks Total (excluding void checks):**	**742,107.65**
			Total Payments: 32			**Bank Total (excluding void checks):**	**742,107.65**
			Total Payments: 32			**Grand Total (excluding void checks):**	**742,107.65**

Check Register Report

City of Lawndale

BANK: WELLS FARGO BANK N.A

Date: 11/03/2025
Time: 12:04 pm

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
208366	11/03/2025	Printed		8681	FRANKLIN BRONZE PLAQUES INC.	TIME CAPSULE BRONZE PLAQUE	3,383.00
			Total Checks: 1			**Checks Total (excluding void checks):**	**3,383.00**
			Total Payments: 1			**Bank Total (excluding void checks):**	**3,383.00**
			Total Payments: 1			**Grand Total (excluding void checks):**	**3,383.00**

Check Register Report

City of Lawndale

BANK: WELLS FARGO BANK N.A

Date: 11/06/2025
Time: 10:51 am

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
208367	11/06/2025	Printed		7785	BERICOM DESIGN	NETWORK MAINTENANCE & SUPPORT	13,999.92
208368	11/06/2025	Printed		7836	BUCKNAM INFRASTRUCTURE GROUP	PAVEMENT MGMT - SEP. 2025	4,810.00
208369	11/06/2025	Printed		8319	C&S GARDEN CENTER	PLANTS - MANHATTAN BCH CENTER	912.18
208370	11/06/2025	Printed		0190	COLONIAL LIFE & ACCIDENTS, INC	NOV. 2025-INS PRE-TAX/POST TAX	3,295.06
208371	11/06/2025	Printed		6244	DATA TICKET, INC	CODE CITATION PROCESSING FEE -	189.01
208372	11/06/2025	Printed		0216	DELTA DENTAL	NOV. 2025 DENTAL PREMIUM	2,634.42
208373	11/06/2025	Printed		0389	DELTA DENTAL INSURANCE COMPANY	NOV. 2025 DENTAL PREMIUM	259.28
208374	11/06/2025	Printed		0218	DEPARTMENT OF JUSTICE	FINGERPRINTING APPS(1)-	32.00
208375	11/06/2025	Printed		0220	DEPARTMENT OF TRANSPORTATION	TRAFFIC SIGNAL MAINT. -	1,070.61
208376	11/06/2025	Printed		8307	DEVELOPERS GENERAL CONTRACTING	CITY HALL & PW IMPROV. PROJECT	156,895.72
208377	11/06/2025	Printed		0236	EMPLOYMENT DEVELOPMENT DEPT	SUI REIMB PE 09/30/2025	4,659.00
208378	11/06/2025	Printed		8684	CAROLYN FICKLIN	FACILITY DEPOSIT REFUND	750.00
208379	11/06/2025	Printed		6636	FRONTIER COMMUNICATIONS	PHONE CHARGE - W. GREEN PARK	180.23
208380	11/06/2025	Printed		8685	HAWTHORNE QUALITY PET CARE	EMERGENCY - DOG INTAKE EXAMS -	2,328.00
208381	11/06/2025	Printed		8150	HEALTH AND HUMAN RESOURCE	NOV. 2025 EMPLOYEE ASSIST.	74.52
208382	11/06/2025	Printed		6051	INFANTE BROS LAWNMOWER SHOP	OIL MIX, CHAINSAW BAR	239.95
208383	11/06/2025	Printed		7958	JUST DANCE COMPANY, LLC	INSTRUCTOR FEES -	1,962.50
208384	11/06/2025	Printed		0308	LOS ANGELES COUNTY	HEARING OFFICER FEES -	60.00
208385	11/06/2025	Printed		8019	OPUS VENTURE LLC	INSTRUCTOR FEES-SENIOR FITNESS	861.25
208386	11/06/2025	Printed		8518	PACIFIC TIRE OF LAWNDALE	2 NEW TIRES VEH#508 - MSD	300.00
208387	11/06/2025	Printed		8619	PRIMO BRANDS	BOTTLE WATER SERVICE -	724.33
208388	11/06/2025	Printed		6123	PRUDENTIAL OVERALL SUPPLY	WEEKLY COVERALL CHARGES	437.76
208389	11/06/2025	Printed		5068A	QUADIENT FINANCE USA INC	CITY HALL POSTAGE - OCT. 2025	1,036.00
208390	11/06/2025	Printed		5895	RICOH USA INC	LEASE CHARGES FOR COPIERS -	1,760.84
208391	11/06/2025	Printed		8092	SAFESHRED CO., INC.	DOCUMENT DESTRUCTION - CCK,	180.00
208392	11/06/2025	Printed		6659	SASE COMPANY, LLC	HOSE & FILTER FOR CONCRETE	800.07
208393	11/06/2025	Printed		1071	SHOETERIA INC.	WORK BOOTS FOR PWD CREW -	270.00
208394	11/06/2025	Printed		2193-A	SOUTH BAY FORD FLEET & TRUCKS	SEMI-ANNUAL MAINTENANCE -	733.84
208395	11/06/2025	Printed		8682	STRONG ARM INVESTMENT	PLANNING DEPOSIT REFUND	5,890.01
208396	11/06/2025	Printed		8253	TETRA GRAPHICS INC	FIELD OF HONOR TAGS 2025	148.84
208397	11/06/2025	Printed		2002	THE STANDARD, UNIT 22	LIFE,AD&D,LTD INSURANCE PREM -	1,690.32
208398	11/06/2025	Printed		5319A	THREE BROTHERS PARTY RENTALS	TABLES/CHAIRS -	942.00
208399	11/06/2025	Printed		3672-CSD	U.S. BANK	CREDIT CARD PAYMENT	3,181.05
208400	11/06/2025	Printed		3672-FIN	U.S. BANK	CREDIT CARD PAYMENT	539.00
208401	11/06/2025	Printed		0479	VISION SERVICE PLAN	VISION PREMIUM NOV. 2025	1,385.04
208402	11/06/2025	Printed		0480	VISTA PAINT	YELLOW TRAFFIC PAINT	888.99
208403	11/06/2025	Printed		8683	MATASHA WILLIAMS	FACILITY DEPOSIT REFUND	250.00
			Total Checks: 37			**Checks Total (excluding void checks):**	**216,371.74**
			Total Payments: 37			**Bank Total (excluding void checks):**	**216,371.74**
			Total Payments: 37			**Grand Total (excluding void checks):**	**216,371.74**

Council Meeting 11/17/2025
Details of US Bank Credit Card Charges & Petty Cash Expenses

Vendor# 3672-CSD

Date	Vendor	Description	Amount
9/23/2025	Amazon	Post-it pop-up notes for office	24.85
9/23/2025	Costco	Sept. Birthday Cakes for Senior Lunch	55.98
9/24/2025	Walmart Neighborhood Market	Candy for Rec. event	24.92
10/1/2025	Smart and Final	Creamer for Office Coffee	12.79
10/1/2025	Smart and Final	Monthly Senior Lunch Supplies	347.79
10/1/2025	Dollar Tree	Senior Halloween Lunch Tablecloths	10.50
10/2/2025	Amazon	Senior Halloween Lunch Decorations	98.28
10/2/2025	The Safe Mart of So. Cal.	New Lock for Gate for McKenzie Garden	32.31
10/10/2025	Costco	Halloween Haunt Event Candy. *The statement shows this purchase as 3 separate transactions, but I only have 1 receipt	537.84
10/10/2025	Costco	Halloween Haunt Event Candy. See note above	89.92
10/10/2025	Costco	Halloween Haunt Event Candy. See note above	314.82
10/16/2025	Amazon	Coffee Cups for Senior Lunch Program	209.92
10/16/2025	Poster Displays 4sale.com	Pamphlet Brochure Holder for Office flyers	875.02
10/17/2025	Amazon	Bingo Cards for Senior Bingo Day	71.81
10/20/2025	Spirit Halloween	x4 Werewolf Costumes for Halloween Haunt Event	264.05
10/21/2025	Flags Importer	x2 Restroom Super Flag and Pole Kit	154.27
10/21/2025	Costco	Oct. Birthday Cakes for Senior Lunch	55.98
Check Date 11/06/2025; Check# 208399			**$ 3,181.05**

Vendor# 3672-FIN

Date	Vendor	Description	Amount
9/23/2025	Chatling.AI Vaughan On	AI Chatbox for Lawndale website - annual subscription 9/23/25 -9/23/26	290.00
9/24/2025	Paypal*Course Course	1099 Reporting Training Course for K. Hoang	209.00
10/1/2025	Chat Base Toronto On	AI Chatbox for Lawndale website (monthly subscription - 10/01/25 - 11/01/25 testing - cancelled on 11/04/25)	40.00
Check Date 11/06/2025; Check# 208400			**$ 539.00**

Petty Cash

*No petty cash replenishment during this period.

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE:	November 17, 2025
TO:	Honorable Mayor and City Council
FROM:	Dr. Sean M. Moore, City Manager
PREPARED BY:	Vanesa Alvarez, Administrative Assistant Yvette Palomo, Assistant City Clerk
SUBJECT:	**Minutes of the Lawndale City Council Regular Meeting - November 3, 2025**

RECOMMENDATION

Staff recommends that the City Council approve the minutes.

Attachments

A. 11-3-2025-minutes draft

ATTACHMENT A

MINUTES
City Council Regular Meeting
November 3, 2025

A. CALL TO ORDER AND ROLL CALL

Mayor Pullen-Miles called the meeting to order at 6:30 p.m. in the City Hall Council Chamber, 14717 Burin Avenue, Lawndale, California.

Councilmembers Present: Mayor Robert Pullen-Miles, Mayor Pro Tem Pat Kearney, Councilmember Bernadette Suarez, Councilmember Francisco M. Talavera, Councilmember Sirley Cuevas

Other Participants: City Manager Dr. Sean M. Moore, City Attorney Gregory M. Murphy, City Clerk Erica Harbison, Assistant City Clerk Yvette Palomo, Deputy City Manager/Director of Human Resources Raylette Felton, Los Angeles County Sheriff's Department Captain Nicole Palomino, Los Angeles County Fire Department Assistant Fire Chief Brian Kane, Finance Director Hrant Manuelian, Community Services Director Jason Minter, Public Works Director Luis (Lucho) Rodriguez, Community Development Director Peter Kann, Municipal Services Director Michael Reyes

B. CEREMONIALS (Flag Salute and Inspiration)

Councilmember Suarez led the flag salute. Pastor Matthew Harbison of Lawndale Wesleyan Church provided the inspiration.

C. PUBLIC SAFETY REPORT

1. Los Angeles County Sheriff's Department Update

Captain Palomino summarized the recent law enforcement activities and invited the community to attend the Neighborhood Watch meeting scheduled for November 5, 2025 at 6:00 p.m. at the Harold E. Hofmann Community Center.

2. Los Angeles County Fire Department Update

Fire Assistant Fire Chief Kane summarized the recent fire department activities.

D. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA (Public Comments)

Matthew Harbison, Resident, thanked the City for hosting the Halloween Haunt event and Public Works staff for removing graffiti near his home and commented on the recent time change and the need for increased park patrols during evening hours.

Holly Osborne, Redondo Beach Resident, commented on the Metro C Line (Green) Project and right-of-way (ROW) measurements.

James Iwasaka-Abbeduto, Library Staff, announced the library's upcoming events.

Andrew Blackney, Resident, thanked the City for hosting the Halloween Haunt event and commented on the Santa Sleigh's markings on the sidewalk.

Annette Owens, Resident, commented on the Metro C Line (Green) Project.

E. COMMENTS FROM COUNCIL

Councilmember Talavera thanked everyone for attending tonight's meeting, thanked Resident Harbison and his organization for participating in the Halloween Haunt event, Public Works staff for removing graffiti near his home, Redondo Beach Resident Osborne for providing updates on the Metro C Line (Green) Project, Lawndale Library staff for their updates, and Resident Blackney for commenting on Santa's Sleigh ground markings.

Councilmember Suarez thanked everyone for attending tonight's meeting and watching online, thanked Public Works staff for removing graffiti and residents for reporting it, and commented that she will follow up on the letters from the Torrance Refinery.

Councilmember Cuevas thanked everyone for attending tonight's meeting and watching online and thanked Resident Abram for his e-mail communication.

Mayor Pro Tem Kearney thanked library staff for providing the updates, and commented on Metro's projects.

Mayor Pullen-Miles thanked Resident Harbison and his organization for participating in the Halloween Haunt event and for his

DRAFT

positive remarks about the Public Works Department, Redondo Beach Resident Osborne and Resident Owens for updates on the Metro C Line (Green) Project, and library staff for providing their updates.

F. CONSENT CALENDAR

A motion was made by Councilmember Cuevas and seconded by Councilmember Suarez to approve the Consent Calendar. The motion passed by a vote of 5-0, with Mayor Pro Tem Kearney abstaining on Consent Calendar item No. 5.

3. Motion to read by title only and waive further reading of all ordinances listed on the Agenda

— Recommendation: that the City Council read by title only and waive further reading of all ordinances listed on the agenda.

4. Accounts Payable Register

— Recommendation: Staff recommends that City Council adopts Resolution No. CC-2510-053 authorizing the payment of certain claims and demands in the amount of $704,365.04

5. Minutes of the Lawndale City Council Regular Meeting - October 20, 2025

— Recommendation: that the City Council approve the minutes.

6. Minutes of the Lawndale City Council, Planning Commission and Parks Recreation and Social Services Commission Special Joint Meeting

— Recommendation: that the City Council approve the minutes.

7. Los Angeles County West Vector Control District Trustee Appointment

— Recommendation: that the City Council take the following actions: 1.) the Mayor appoint a Trustee to the Los Angeles County West Vector Control District; 2.) the City Council confirm the appointment by directing staff to amend Section 1 of Resolution No. CC-2511-054 by inserting the name of the appointee; and 3.) the City Council adopt the resolution as amended.

8. South Bay Cities Council of Governments Board Meeting Highlights

— Recommendation: that the City Council receive and file this report.

G. ADMINISTRATION

9. City Council Meeting Dates for Calendar Year 2026

— Recommendation: that the City Council 1.) Cancel the scheduled City Council meetings on January 19, 2026; February 16, 2026; and September 7, 2026, due to the City observed holidays; or 2.) Cancel the scheduled City Council meetings on January 19, 2026; February 16, 2026; September 7, 2026; and reschedule some, or all, of the meetings to the immediately following day; or 3.) Provide the City Manager and staff with alternative direction.

Assistant City Clerk Palomo presented the staff report.

By consensus, the City Council cancelled the scheduled City Council meetings on January 19, 2026 and February 16, 2026, due to the City observed holidays, and requested to bring back the item to consider cancelling the September 7, 2026, meeting as the date approaches.

10. First Amendment to Special Counsel Agreement with Aleshire and Wynder, LLC

— Recommendation: that the City Council approve the first amendment to the Contract Services Agreement for Special Counsel Legal Services with Aleshire & Wynder, LLC, in a form approved by the City Attorney's Office.

Deputy City Manager/Director of Human Resources Felton presented the staff report.

A motion was made by Mayor Pro Tem Kearney and seconded by Councilmember Cuevas to approve the first amendment to the Contract Services Agreement for Special Counsel Legal Services with Aleshire & Wynder, LLC, in a form approved by the City Attorney's Office. The motion passed by a vote of 5-0.

DRAFT

11. Award of On-Call Traffic Engineering Service Contracts

— Recommendation: that the City Council award an On-Call Traffic Engineering Services agreement to General Technologies and Solution (GTS), Hartzog & Crabill, Inc., and Kimley-Horn and Associates, Inc. for a term of three years, with an option to extend for an additional two years.

Public Works Director Rodriguez presented the staff report.

In response to Councilmember Cuevas's questions, Public Works Director Rodriguez stated that the funding may be partially or fully used as needed, with no cap on the agreement, the three on-call consultants will be asked to submit proposals for each job which are evaluated on time, cost, and service to ensure fairness, and the purchasing policies will be respected.

In response to Mayor Pro Tem Kearney's question, Public Works Director Rodriguez responded that funds are added to the account each year.

A motion was made by Mayor Pro Tem Kearney and seconded by Councilmember Cuevas to award an On-Call Traffic Engineering Services agreement to General Technologies and Solution (GTS), Hartzog & Crabill, Inc., and Kimley-Horn and Associates, Inc. for a term of three years, with an option to extend for an additional two years. The motion passed by a vote of 5-0.

12. Traffic Parking on 153rd/154th/Grevillea/Mansel

— Recommendation: that the City Council 1.) Receive and file the parking study prepared for the residential area surrounding Grevillea Avenue, Mansel Avenue, 154th Street, and 153rd Street; or 2.) Provide direction to staff about implementation of one-way street conversions to increase available parking.

City Manager Dr. Moore provided background information on the item.

Public Works Director Rodriguez presented the staff report.

Mayor Pullen-Miles opened public comments.

Andrew Blackney, Resident, commented on completing a traffic parking report on surrounding streets.

Mayor Pullen-Miles closed public comments.

In response to Councilmember Suarez's question, Public Works Director Rodriguez responded that the parking study is available to the public on the City's website and through the City Clerk's office.

Discussion ensued among City Councilmembers on a potential new parking study as a separate report, placing it on a future agenda, the possibility of making Mansel Avenue from 154th to 153rd Place a one-way street, and the effectiveness of the current tandem parking.

By consensus, the City Council received and filed the parking study prepared for the residential area surrounding Grevillea Avenue, Mansel Avenue, 154th Street, and 153rd Street.

H. CITY MANAGER REPORT

13. Short Term Rentals Response

Oral Report

City Manager Dr. Moore presented the oral report. He reported that short term rentals are prohibited in the City.
Mayor Pullen-Miles opened public comments.

Randall Abram, Resident, commented that he would like the City to take a more proactive approach in citing short-term rentals and referenced an article he shared.

Mayor Pullen-Miles closed public comments.

I. ITEMS FROM CITY COUNCILMEMBERS

14. Consideration of a Fee Waiver for the South Bay City Council of Governments rental of the Harold E. Hofmann Community Center

Requested by Councilmember Suarez.

DRAFT

— Recommendation: that the City Council review the fee waiver request and provide direction to staff on whether or not to move forward with the waiver of fees and/or a method to subsidize the rental fees to the Community Services Department.

Community Services Director Minter presented the staff report.

Councilmember Suarez commented that she is the Chair for the South Bay Cities Council of Governments (SBCCOG) and requested the event be hosted in the City.

Mayor Pullen-Miles opened public comments.

Andrew Blackney, Resident, commented in favor of having the SBCCOG event in the City.

Mayor Pullen-Miles closed public comments.

Mayor Pro Tem Kearney commented in favor of the SBCCOG paying the deposit and staff time.

Discussion ensued among City Councilmembers and staff about waiving the fee of $1,075 for a one-time event, other cities also waive fees for events, and being welcoming of other organizations using City facilities.

A motion was made by Councilmember Suarez and seconded by Councilmember Cuevas to move forward with the waiver of fees for the rental of the Community Center by the South Bay Cities Council of Governments. The motion passed by a vote of 4-1, with Mayor Pro Tem Kearney voting no.

15. South Bay Cities Council of Governments Joint Powers Agreement - 5th Amendment

Requested by Councilmember Suarez

— Recommendation: that the City Council 1.) Approve the Fifth Amended and Restated Joint Powers Agreement with the SBCCOG, as recommended by the SBCCOG Board of Directors on October 23, 2025, to allow the City of Los Angeles to appoint a non-elected senior staff alternate to its Governing Board Seat; and 2.) Authorize the Mayor to execute the agreement on behalf of the City of Lawndale in its capacity as a member of the JPA.

City Manager Dr. Moore presented the staff report.

Councilmember Suarez provided background information on the staff report.

Discussion ensued among City Councilmembers about Los Angeles City Councilmembers attendance on the SBCCOG Governing Board and electing and electing a non-elected senior staff member.

A motion was made by Mayor Pro Tem Kearney and seconded by Councilmember Suarez to approve the fifth amended and restated Joint Powers Agreement with the SBCCOG, as recommended by the SBCCOG Board of Directors on October 23, 2025, to allow the City of Los Angeles to appoint a non-elected senior staff alternate to its Governing Board Seat and authorize the Mayor to execute the agreement on behalf of the City of Lawndale in its capacity as a member of the JPA. The motion passed by a vote of 5-0.

16. Consideration of a Process Audit of the Community Development Department (Planning) and the Municipal Services Department (Code Enforcement)

Requested by Councilmember Suarez.

— Recommendation: that the City Council discuss this item and provide further direction regarding the initiation of a Request for Proposal (RFP) from qualified firms to conduct a process audit of the Community Development Department (Planning) and Municipal Services Department (Code Enforcement).

By consensus, the City Council postponed this item to a future meeting.

17. Consideration of a Residential Hiring Policy

Requested by Councilmember Suarez.

— Recommendation: that the City Council receive and file this report and direct staff to continue administering recruitment and selection processes in accordance with the City of Lawndale's Personnel Rules and Regulations. Should the City Council wish to continue to explore alternative strategies to promote local employment in the future, staff can return with options that align with applicable laws and the City's organizational structure.

DRAFT

Deputy City Manager/Director of Human Resources Felton presented the staff report.

City Attorney Murphy commented that residency requirements are not allowed except for critical and emergency operations roles and could raise legal issues for a small workforce and, if directed, a policy could be drafted that is legally defensible.

Discussion ensued among City Councilmembers and staff about candidate qualifications and the selection process.

Mayor Pullen-Miles opened public comments.

Randall Abram, Resident, commented on community education statistics.

Mayor Pullen-Miles closed public comments.

Discussion ensued among City Councilmembers about giving preference to qualified applicants who live in the City.

By consensus, City Council directed staff to develop options for implementing a policy that encourages local employment of qualified applicants.

18. Report of Attendance at Meetings

Councilmember Talavera attended a Picnic Digital Food Court tour, Hawthorne High School Athletics Complex Ribbon Cutting Ceremony, Lucillle J. Smith Elementary School - National Blue Ribbon Nomination Celebration, South Bay Workforce Investment Board (SBWIB) 30th Annual Awards Ceremony, the City's Halloween Haunt event, thanked Community Services Director Minter and staff for organizing it, and attended ESMoA Day of the Dead Festival.

Councilmember Suarez attended the Los Angeles County Ballot Processing Center Tour, SBCCOG - Artificial Intelligence Forum Series, Centinela Youth Services Board meeting and 50th Anniversary Gala, SBCCOG Steering Committee meeting and SBWIB 30th Annual Awards Ceremony, and commented on procedures for Councilmembers to attend meetings remotely.

Councilmember Cuevas attended the Hawthorne High School Athletics Complex Ribbon Cutting Ceremony, West Basin Water Harvest Festival, Centinela Youth Services 50th Anniversary Gala, SBWIB 30th Annual Awards Ceremony, the City's Halloween Haunt event, and the Picnic Digital Food Court tour. Councilmember Cuevas asked if food bank resources could be added to the City website for residents, if the signage ordinance could be reviewed, invited the community to attend the Neighborhood Watch meeting on November 5, 2025, at 6:00 p.m. at the Harold E. Hofmann Community Center, thanked Public Works staff for cleaning up graffiti, and reminded residents to cast their vote on November 4, 2025.

Mayor Pro Tem Kearney attended the City's Municipal Services Department and Community Development Department Workshop, Hawthorne High School Athletics Complex Ribbon Cutting Ceremony, West Basin Water Harvest Festival, Senior Halloween Luncheon, Centinela Youth Services 50th Anniversary Gala, Lucillle J. Smith Elementary School - National Blue Ribbon Nomination Celebration, SBWIB 30th Annual Awards Ceremony, the City's Halloween Haunt event, and ESMoA Day of the Dead Festival.

Mayor Pullen-Miles attended the Los Angeles County Sanitation District No. 5 Board Meeting, City of Gardena Senior Luncheon, and Senior Halloween Luncheon.

Councilmember Suarez suggested promoting City events with four to five weeks' notice.

J. CLOSED SESSION

19. Conference with Legal Counsel – Potential Litigation

— The City Council will conduct a closed session pursuant to Government Code Section 54956.9(d)(2), to confer with legal counsel regarding a significant exposure to litigation, the facts and circumstances of which are not known to the potential plaintiff.

City Attorney Murphy read the aforementioned Closed Session matter by title.

The City Council convened into closed session at 8:02 p.m.

The City Council reconvened from closed session at 8:30 p.m.

City Attorney Murphy reported that there was no reportable action.

K. ADJOURNMENT

There being no further business to conduct, Mayor Pullen-Miles adjourned the meeting at 8:30 p.m.

DRAFT

Robert Pullen-Miles, Mayor

ATTEST:

Erica Harbison, City Clerk

Approved: November 17, 2025

DR

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: November 17, 2025

TO: Honorable Mayor and City Council

FROM: Dr. Sean M. Moore, City Manager

PREPARED BY: Michael Reyes, Municipal Services Director

SUBJECT: **Approval of Budget for Public Safety Officer Position**

BACKGROUND

The City of Lawndale has partnered with the Los Angeles Sheriff's Department (LASD) for more than two decades to provide law enforcement and public safety related services to the residents and businesses in Lawndale. While this partnership has been mutually beneficial and the City wishes to continue with this partnership, the City has sought to increase the presence of the Sheriff's Department with additional sworn deputies. Unfortunately, due to hiring slowdowns and other issues outside of the City's control, there has been a shortage of available sworn deputies from which to draw from, and therefore the City has been unable to secure additional deputies, in spite of City Council support and available funds.

STAFF REVIEW

At the October 20th, 2025, City Council meeting, staff presented the option to hire a Community Service Officer (CSO), trained in law enforcement protocols for report taking, in order to assist LASD deputies in their daily duties. This is a practice done by many contract cities in Southern California which has proven successful for more than two decades.

The City Council had several questions for staff including specific duties for the CSO, what type of uniform would the officer wear, and what would be their hours. The City Council also requested to have a presentation from a current City that is utilizing the CSO program.

Staff has discussed with LASD the hours that would work best for this position and we determined, as shared at the last meeting, that Monday through Friday, 8:00 am until 5:00 pm would be the most practical and beneficial for the deputies. The City's Public Safety Officer will be dressed in a dark blue uniform with patches and a badge, so as to distinguish the Officer from LASD deputies as well as other city officers. Additionally, Lt. Osburn shared the LASD preference that the position be for a Public Safety Officer (PSO) rather than a Community Service Officer, as he felt this would be less confusing for the public. CSO is a term used by LASD for certain non-sworn personnel, so the use of PSO will make it clear that the individual is a City employee not a LASD employee.

This new position will allow sworn deputies more time to patrol, since non-workable calls and non-criminal calls will be handled by the PSO. By assigning non-workable calls or non-criminal calls to the PSO, these reports can be taken by the civilian officer and thereby free up sworn deputies for increased patrols, and will allow deputies to handle more urgent calls for service.

Calls from residents and business owners for non-workable and non-criminal calls will still be filtered through Sheriff's dispatch for analysis and dispatching. The PSO will not be sent to calls that are dangerous or to calls with active criminal activity. The PSO will primarily be assigned burglary calls, injury and non-injury traffic collision calls, lost or damaged property calls, etc. As a result of handling the same types of calls over and over, PSOs become very adept at writing these types of reports and with more accuracy. Also, response times will be quicker as the PSO will not be responding to emergency calls.

Public Safety Officers are currently actively being used in cities such as Cerritos, Norwalk, Bellflower, Paramount, Rosemead, and Lakewood, and have a very positive and favorable reputation with deputies and the public. PSOs alleviate the workload of deputies, which in turn improves deputy moral, and let deputies spend more time in the field patrolling the community. If successful, the launch of the PSO program could be expanded with additional PSOs in future years.

LEGAL REVIEW

The City Attorney has reviewed this staff report and approves it to form.

FISCAL REVIEW

Staff anticipates that this position will have initial costs which will include an annual salary for the PSO ($65,000 to $80,000 per year plus benefits). Additional first year costs will include a vehicle ($30,000) equipped with an MDC (Mobile Digital Computer) terminal ($10,658 plus an annual service cost of $1,780), a portable radio ($2,000 plus a $20 monthly maintenance cost), uniform costs and training costs. A budget amendment of $56,500 is needed for the remaining 6 months of this fiscal year ($113,000 annually) for salaries and benefits. The budget will be allocated to the various personnel accounts within Municipal Services (Accounts 100-300-501.100 to 100-300-505.700). Also, a budget amendment of $30,000 will be needed for the vehicle in account 100-300-550.300 - Vehicles and an amendment of $15,000 in account 100-300-550.400 - Other Equipment for the MDC and portable radio, which are one time costs. Total budget amendment of $101,500.

RECOMMENDATION

Staff recommends that the City Council approve an increase in the annual budget for the creation of a Public Safety Officer position for $101,500 as noted above.

Attachments

Staff Report Public Safety Officer Attachment first draft.pdf

Attachment A

SAMPLE JOB DESCRIPTION

PUBLIC SAFETY OFFICER

DEFINITION

Under general supervision, performs a variety of routine to complex activities in a non-sworn police capacity within the City's Public Safety Department; provides comprehensive staff support in implementing and managing a wide variety of law enforcement programs, projects, and services including patrol, traffic, community policing, office and records management administration, and special assignments; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no supervision of staff. Public Safety Officer exercise technical and functional direction over and provide training to part-time Public Safety Officers.

CLASS CHARACTERISTICS

Public Safety Officer: This is the full journey-level class in the Public Safety Officer series. Incumbents are expected to perform the full range of administrative, patrol, and investigative work. Positions at this level are distinguished by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Public Safety Officer class series are flexibly staffed and positions are normally filled by requiring three (3) years of experience and after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class. When filled from the outside, the employee is required to have four (4) years of prior related experience that allows the employee to meet the qualification standards for the II level.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the typical functions of the job.

When performing patrol, traffic and community policing assignments:

➢ Patrols City parking facilities and streets to enforce parking ordinances and writes parking citations.

➢ Enforces and ensures compliance with a variety of federal, state, and local laws, codes, and regulations related to abandoned, wrecked or nuisance vehicles; follows-up on citizen complaints; issues notices, and citations and initiates abatement measures which includes towing, and impounding vehicles; processes necessary forms and related paperwork as required.

➢ Performs crime scene investigation including searching for, identifying, collecting, preserving, and booking evidence; dusting for fingerprints; interviewing victims, witnesses, suspects, and references to obtain details, admission, and leads.

➢ Takes information from the public regarding criminal activity, such as thefts, accidents, lost and found property, and other incidents that do not require the presence of a sworn law enforcement officer at the scene; completes standard police reports for review by sworn supervisory personnel.

➢ Responds to non-injury or minor injury traffic collisions, obtains statements from involved parties, and completes standard police reports for review by sworn officers; provides traffic control; identifies and removes or facilitates the removal of hazardous traffic debris at accident scenes; assists disabled motorists; provides for the towing and storage of vehicles, as necessary.

When performing the office and records management assignments:

➢ Provides customer service to the public by providing general information regarding department policies, procedures, and regulations, including responding to complaints, requests for information, and requests for service, in person and by telephone.

➢ Determines the nature of the contact; routes citizen inquiry or complaint to appropriate personnel; greets visitors, provides information and releases reports including: traffic accidents, crime reports, or related services in accordance with departmental guidelines;

➢ Maintains accurate departmental and law enforcement records and files; researches and compiles information from such files.

➢ Provides fingerprinting services to the public using manual and Livescan fingerprinting equipment.

When performing special assignments:

➢ Oversees the fleet procurement and maintenance activities; coordinates and schedules maintenance and repair of City vehicles and equipment; contacts vendors for estimates; inspects and evaluates the work of vendors while in progress and upon completion to assure that repair and maintenance activities are performed in accordance with City standards and specifications.

➢ Oversees and administers crime prevention and community safety programs and activities; develops presentations, informational, and outreach materials to promote crime prevention and safety programs; conducts safety surveys; coordinates and attends neighborhood watch meetings.

When performing all assignments:

➢ Provides comprehensive non-sworn staff support to the Sheriff's Department on a wide variety of programs, projects, and services.

➢ Prepares and processes a variety of reports and records and follows established formats, distributes to the proper individual or agency, files reports, and maintains automated or manual logs of departmental actions.

➢ Interprets federal, state and local legislation, policies, laws, codes, and regulations; researches, analyzes, and coordinates their application to the City's operations.

➢ Participates on a variety of interdisciplinary meetings and represents the City to the community and other organizations.

➢ Communicates orally, in writing, or through reports with colleagues, managers, the public, organized employee groups, and representatives of various organizations.

➢ Testifies in court as necessary.

➢ Performs other duties as required.

QUALIFICATIONS

Knowledge of:

➢ Basic functions, principles, and practices of law enforcement agencies, including crime scene investigations and evidence retention practices and regulations.

➢ Police terminology and law enforcement codes.

➢ Applicable federal, state, and local codes, regulations, and departmental policies, technical processes, and procedures.

➢ Basic arithmetic and statistical techniques.

➢ Business letter writing and the standard format for reports and correspondence.

➢ Modern office practices, methods, and computer equipment and applications related to the work, including graphics, spreadsheets, and database applications.

➢ Record keeping principles and procedures.

➢ English usage, grammar, spelling, vocabulary, and punctuation.

➢ Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

➢ Understand the functions, principles, and practices of municipal police services.

➢ Obtain necessary information from individuals in stressful or emergency situations.

➢ Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, codes, regulations, and departmental policies and procedures.

➢ Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.

➢ Prepare clear and effective reports, correspondence, and other written material.

➢ Organize, research, and maintain technical and administrative files.

➢ Organize own work, set priorities, and meet critical time deadlines.

➢ Operate modern office equipment including computer equipment and specialized software applications programs.

➢ Use English effectively to communicate in person, over the telephone, and in writing.

➢ Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.

➢ Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Public Safety Officer:

Equivalent to the completion of the twelfth (12th) grade supplemented by specialized training in public safety support services or a related field.

One (1) year of experience in a clerical or technical position related to law enforcement or criminal justice.

Licenses and Certifications:

Public Safety Officer:

➢ Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

➢ Possession of, or ability to obtain, a PC832 Certificate, within one (1) year of hire.

PHYSICAL DEMANDS

Must possess mobility to work in the field and in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle, drive on surface streets, and make crime scene investigations; strength, stamina, and mobility to perform light physical work; vision to read printed materials, a computer screen, and examine evidence; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking uneven terrain and landscapes when performing investigations. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate crime scene investigation related tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and investigate crime scenes. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in the office and in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: November 17, 2025

TO: Honorable Mayor and City Council

FROM: Dr. Sean M. Moore, City Manager

PREPARED BY: Michael Reyes, Municipal Services Director

SUBJECT: **Feasibility Study for the Creation of the Lawndale Police Department**

BACKGROUND

At the September 15, 2025 City Council Meeting, resident and Lawndale Beautification Committee member Juan Granados spoke about Public Safety concerns and suggested that the City Council look into the creation of a Lawndale Police Department. Mr. Granados brought up several items that would mirror current City costs for law enforcement including salaries for officers, insurance costs and some equipment costs.

STAFF REVIEW

The City of Lawndale have had a long standing and mutually beneficial relationship with the Los Angles Sheriff's Department for Public Safety and Law Enforcement services. Unfortunately, hiring restrictions and a downturn in new recruits has limited the Sheriff's Department from providing additional deputies to the cities they serve. As a result, some cities have considered creating their own police departments.

Mr. Granados made several comments about the costs of replacing deputies with Lawndale police officers and suggested costs per officer, uniform and equipment costs and other items that the City would have to absorb to create a operational police department. He also stated that we could use the current Prairie Ave facility as the Lawndale police station where the public to go to report crimes and incidents.

Some of the items that Mr. Granados did not consider included costs for the police departments fleet and also costs for a jail, a dispatch center, and support staff to operate these facilities 24 hours a day, seven days a week, including all holidays.

FISCAL IMPACT

There is no fiscal impact associated with this item.

RECOMMENDATION

Staff recommends that the City Council provide direction to staff on whether to research the feasibility of establishing a City run Police Department and whether to prepare a Request for Proposals (RFP) to solicit agencies to conduct a feasibility study for this purpose.

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: November 17, 2025

TO: Honorable Mayor and City Council

FROM: Dr. Sean M. Moore, City Manager

PREPARED BY: Lucho Rodriguez, Public Works Director

SUBJECT: **Plant a Tree Memorial Program for Youth**

BACKGROUND

At the October 20, 2025 City Council meeting, staff received direction to create guidelines for the Plant A Tree Memorial Program for Youth to celebrate the life of youth that passed away.

STAFF REVIEW

In October 2025, staff visited City parks in search of locations where new trees would could be planted to accommodate the *Plant a Tree Memorial Program for youth.* The available parks for the program are Hogan Park, Hopper Park and Larry R. Rudolph Park, all of which display a good number of trees for a well balanced park.

In the opinion of staff, there are a few areas available at the parks where a new tree could be planted, if donated under the memorial program. Therefore, staff prepared a draft set of guidelines establishing standards and requirements for the program, such as, who is the program for, the type of trees that are allowed, the locations available for planting, the tree maintenance and replacement details, and the required fee. See Attachment 1.

In addition, the Guidelines indicate that the tree will be providd and planted by the City's landscaping contractor. The locations will be determined on a one to one basis as applications are received. The proposed cost for the program is $1,000 per tree to cover the cost of the tree, planting, and maintenance.

LEGAL REVIEW

The City attorney has reviewed this staff report.

FISCAL IMPACT

There is no cost to the City for this program. All Fees will be paid by the donor.

RECOMMENDATION

Staff recommends that City Council:

1. Comment on the guidelines for the *Plant a Tree Memorial Program for youth;*
2. Provide direction for staff*;* or
3. Approve the *Plant a Tree Memorial Program for youth* and the supporting guidelines.

Attachments

A. Plant A Tree Program Flyer-Application 2025 Draft.pdf

B. City of Lawndale Plant A Tree Program - Guidelines.pdf

ATTACHMENT A

PLEASE COMPLETE ONE APPLICATION PER TREE DONATION

Applicant: _____

Address: _____

City/State: _____

Phone: _____

Email: _____

In Memory of:

_____





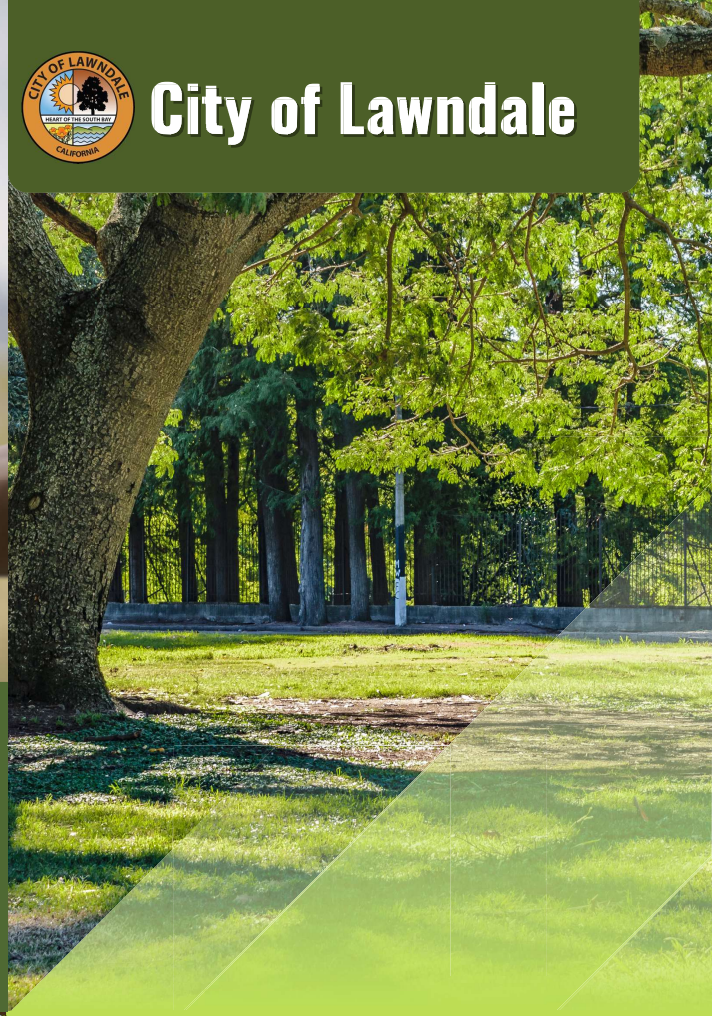
For more information, please call

(310) 973-3260



City of Lawndale
14717 Burin Avenue
(310) 973-3200
lawndale.ca.gov

City of Lawndale



PLANT A TREE

MEMORIAL PROGRAM FOR YOUTH



PLANT A TREE MEMORIAL PROGRAM FOR YOUTH

The City of Lawndale, through the Public Works Department's "Plant A Tree Memorial Program For Youth", offers a meaningful and unique way to contribute to your community... a gift that will give others enjoyment for years to come.

This program allows the community to plant a tree in a City Park as a Memorial.. The cost to participate in this program is $1,000, which includes a 24" box tree and all of the materials and labor costs associated with the planting of your tree.

Upon receipt of the application, staff will reach out to you to discuss the park site and type of tree to ensure that the planting will be compatible with the park needs.

To be a part of the "Plant A Tree" Memorial Program for Youth complete this application and mail a check or money order (payable to the City of Lawndale) to:

City of Lawndale
Public Works Department
14717 Burin Avenue
Lawndale, CA 90260

(Credit cards are accepted in person at the Finance Department)

ATTACHMENT B

Plant a Tree Memorial Program for Youth Guidelines

November, 2025

City of Lawndale's

Plant a Tree Memorial Program for Youth Guidelines

In response to public interest in commemorating youth memorials, the Public Works Department has established guidelines and a donation structure for the Plant a Tree for Youth Memorial Program.

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1. PURPOSE

The guidelines for the Plant a Tree Memorial Program for Youth establish standards for planting new trees within City parks donated by applicants as part of the program, ensuring consistent practices for tree selection, planting locations, and ongoing maintenance of the donated trees.

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2. PROGRAM OVERVIEW

The program allows families to dedicate a tree to commemorate the life of a juvenile under the age of eighteen (18) that passed away. To record the gift, the program includes a certificate acknowledging the donor's contribution.

- Approved locations: Hogan Park, Hopper Park, and Larry R. Rudolph Park.
- Trees will only be selected from the City's approved Tree List. The City's contracted landscaping service provider will perform the planting.
- Cost of the tree, planting, maintenance, and the Certificate of Acknowledgment is a one-time fee, of $1,000. This cost is subject to an annual increase.

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3. APPLICATION AND APPROVAL PROCESS

a. Applications for the program are available from the Department of Public Works, which shall be submitted to the same department for review and approval.
b. Include the desired park (Hogan Park, Hopper Park, or Larry R. Rudolph Park). The City will make all efforts to find the appropriate space at the selected park. The final location will be decided by staff and the applicant depending on the space available at the requested site.
d. Payment must be paid in full before scheduling installation.

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4. TREE PLANTING GUIDELINES

a. Trees must be selected from the City's Approved Tree List.

c. One-year establishment period maintained by the City's landscape contractor.

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5. MAINTENANCE & REPLACEMENT

a. After the one-year establishment period, trees are maintained under the City's regular park maintenance program.
b. Trees are a living thing. The City will make reasonable efforts to maintain or replace trees that die within the first year.

c. The applicant will be contacted after the Tree establishing period is over. Should the tree die or is in poor health, the City will communicate to the applicant of the decision to remove the tree. In such cases, the City will not plant a replacement tree. For a replacement tree, the applicant would have to submit a new application and pay the corresponding fee.

d. Commemorative plaques are not allowed to be installed at parks or any other locations within city limits.

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6. LOCATIONS

Tree plantings may occur only in Hogan Park, Hopper Park, or Larry R. Rudolph Park.

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7. PROGRAM REVIEW

The policy and associated costs will be reviewed annually by the Public Works Department and adjusted, as necessary.

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE:	November 17, 2025
TO:	Honorable Mayor and City Council
FROM:	Dr. Sean M. Moore, City Manager
PREPARED BY:	Raylette Felton, Deputy City Manager/Director of Human Resources
SUBJECT:	**Letter of Support for the South Bay Cities Council of Governments Application to the Caltrans FY 26-27 Sustainability Planning Grant**

BACKGROUND

On Monday, November 10, 2025, the South Bay Cities Council of Governments (SBCCOG) requested a letter of support from the City of Lawndale to include with its application submittal for the Fiscal Year 2026-27 Caltrans Sustainable Transportation Planning Grant Program to fund the development of a South Bay Micromobility Destination Parking Plan.

The South Bay Micromobility Destination Parking Plan will identify high traffic public and private destinations in the Lawndale community and conduct a parking analysis to determine locations for micromobility vehicle parking. A draft letter of support provided by SBCCOG is attached for City Council's review and consideration.

STAFF REVIEW

None

LEGAL REVIEW

None

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the City Council 1.) Review and consider the attached draft letter of support for the South Bay Cities Council of Governments Application to the Caltrans FY 26-27 Sustainability Planning Grant; and 2.) Aprove and direct staff to finalize the letter of support, as provided, with the Mayor and City Councilmembers signature lines for transmittal to the South Bay Cities Council of Governments; or, 3.) Provide further direction.

Attachments

Attachment A - SBCCOG Draft Letter of Support for Caltrans Grant.pdf

ATTACHMENT A

DRAFT LETTER

November 17, 2025

Ms. Jacki Bacharach, Executive Director
South Bay Cities Council of Governments
357 Van Ness Way, Suite 110
Torrance, CA 90501

RE: Support for the South Bay Cities Council of Governments Application to the Caltrans FY 26-27 Sustainability Planning Grant

Dear Ms. Bacharach,

On behalf of the City of Lawndale I am pleased to support the South Bay Cities Council of Governments' (SBCCOG) application to the 2026-2027 Caltrans Sustainable Transportation Planning Grant Program to fund the "South Bay Micromobility Destination Parking Plan." This project will build upon the SBCCOG's micromobility strategy by adding amenities for the large number of local trips that currently are taking place while also helping to facilitate mode shift for additional short trips from full-sized gas-powered cars to zero-emission micromobility vehicles.

Increasing micromobility adoption will assist our communities in addressing congestion by encouraging residents to "right-size" their ride, electing to travel via micromobility vehicles for short distance trips in lieu of driving large vehicles congesting our roadways. As Lawndale fulfills housing requirements with its attendant population growth, micromobility is an important instrument to address further congestion and reduce VMT. Micromobility also contributes to our city, subregion, and state's goals to reduce greenhouse gas emissions and toxic air pollutants.

The SBCCOG has already made strides to encourage micromobility usage through the implementation of the South Bay Local Travel Network. However, to build a comprehensive micromobility ecosystem, community members should be able to access safe, secure, and convenient parking amenities for micromobility vehicles at major public and private destinations in the South Bay, such as schools, parks, shopping centers, employment centers and downtown centers. This project will build upon and complement the SBCCOG's other micromobility strategies by increasing accessibility and utility for micromobility users. We will partner with the SBCCOG throughout this project as a collaborator to identify opportunities for adding micromobility amenities to key destinations.

DRAFT LETTER

Our city sees real benefits to our businesses and residents from this project and looks forward to collaborating with the SBCCOG as a partner. For the reasons stated, the City of Lawndale strongly supports this grant application. If you have any questions about our support, please contact me at 310-973-3200.

Sincerely,

Mayor Robert Pullen-Miles

Mayor Pro Tem Pat Kearney

Councilmember Bernadette Suarez

Councilmember Sirley Cuevas

Councilmember Francisco M. Talavera

Copy: Dr. Sean M. Moore, Lawndale City Manager

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: November 17, 2025

TO: Honorable Mayor and City Council

FROM: Dr. Sean M. Moore, City Manager

PREPARED BY: Lucho Rodriguez, Public Works Director

SUBJECT: **Request for Additional Funding and Notice of Completion - City Parks Irrigation Project**

BACKGROUND

On November 18, 2024, the City Council awarded a Construction Contract to Mariposa Landscapes, Inc. in the amount of $797,716.77 for the City Parks Irrigation Project. Construction began on February 10, 2025, and was completed on July 28, 2025.

The scope of work included upgrading the current irrigation system at Rogers-Anderson Park, Jane Addams Park, and William Green Park to a new modern irrigation system that implements sustainable water management practices that will benefit the community.

During construction, a construction water meter from Golden State Water Company was required to access a potable water supply to flush the new irrigation system and meet the Los Angeles County Health Department's and West Basin's requirements. The City of Lawndale was informed about this requirement after the project was under construction. As a result, funds will need to be allocated to cover this additional cost.

The project is now completed.

STAFF REVIEW

During the preliminary stages of construction, West Basin, the City's reclaimed water supplier, notified the City about a permit requirement from the Los Angeles County Health Department to approve the project plans and inspect the project during construction. This previously unknown requirement required the contractor to obtain a potable water meter for the irrigation pipe system testing, namely a cross contamination test.

The potable water usage cost amounted to $8,544.12, with a portion of the water usage being a necessary part for the construction of the project. In negotiations with the contractor following assistance from the City Attorney, both parties agreed to split the incurred cost. The final additional cost to the City is $4,272.06. This project was awarded with no construction contingency funds, therefore additional funds are needed to pay the contractor for the City's agreed portion of the water usage invoice. This increase in project cost amouts to 0.5 percent of the total project cost.

The City Parks Irrigation Project was completed successfully in conformance with the project plans and specifications. Staff recommends that City Council accept the work performed by Mariposa Landscapes, Inc. as complete and authorize staff to file a Notice of Completion with the Los Angeles County Recorder’s Office.

Staff also recommends allocating an additional $4,272.06 to the project to cover the additional water cost.

LEGAL REVIEW

This staff report was approved as to form by the City Attorney.

FISCAL IMPACT

The project was included in the City's Fiscal Year 2024-25 Capital Improvement Program and was funded by American Rescue Plan Act (ARPA) for the total amount of $797,716.77. The additional $4,272.06 will also be funded with ARPA funds. Therefore, a budget amendment in account 285-310-700.304 is needed for $4,272.06. The project financials and accounting is summarized below:

Project Total Cost:		
Contract	$	797,716.77
Additional Funding	$	4,272.06
Total Amount:	**$**	**801,988.83**

The project budget and funding summary was comprised of the following:

American Rescue Plan Act (ARPA)	$801,988.83
Total Project Budget	**$801,988.83**

RECOMMENDATION

Staff recommends that the City Council:

1. Authorize staff to allocate an additional budget of $4,272.06 to cover the water cost;
2. Accept the project completion by Mariposa Landscapes, Inc., for the City Parks Irrigation Project;
3. Authorize staff to file the Notice of Completion with the Los Angeles County Registrar-Recorder County Clerk's Office; and
4. Authorize staff to release 5% retention in the amount of $39,885.84 for the City Parks Irrigation Project.

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: November 17, 2025

TO: Honorable Mayor and City Council

FROM: Dr. Sean M. Moore, City Manager

PREPARED BY: Peter Kann, Community Development Director

SUBJECT: **Direction on Sign Code Update**

BACKGROUND

The City of Lawndale's police powers allow it to enact a city ordinance for sign regulations to protect public health, safety, and general welfare. The enforcement of the City's sign regulations allows for the orderly commercial growth of the City by controlling the number, size, location, design, and illumination of signs to ensure traffic safety, prevent hazards, enhance community aesthetics, and protect property values.

A summary of the City's past ordinances are provided below which is categorized by the year it was adopted as it relates to signs regulations.

- 1984 - Ordinance # 467-84 - Established the City's sign regulations for all zones
- 1999 - Ordinance # 859-99 - Established sign regulations for properties within the Hawthorne Boulevard Specific Plan (HBSP).
- 2007 - Ordinance #985-07 - Consolidated the City's sign regulations into Chapter 17.76 Signs (Exhibit A), which is the current sign code in effect.

Lawndale Municipal Code (LMC) Chapter 17.76 Sign applies to all properties citywide, unless a specific criteria of a sign conflicts with the regulations of the HBSP, where the HBSP regulations would supercede the City's sign code.

Exhibit B display photos of common sign types and a summary of the common sign types are provided below:

- Ground/Pole Sign means means a ground sign supported by one or more poles;
- Roof Signs means any sign erected upon a roof, parapet or roof-mounted equipment structure and extending above a roof, parapet, or roof-mounted equipment structure of a building or structure;
- Projecting Signs means a sign which projects or extends from and is attached to a wall or parapet of a building with the display surface of the sign in a place perpendicular to or approximately perpendicular to the wall;
- Wall Sign: means any sign attached to or painted on the wall of a building or structure in a plane parallel or approximately to the plan of said wall or structure;
- Changeable copy sign (Cabinet Sign): means a sign where letters, graphics, logo, or messages are affixed in such a manner that they may be easily changed, and which generally are changed periodically; and
- Window Signs means any sign painted, attached, glued or otherwise affixed to the inside or outside of a window, or any glass surface of any building.

STAFF REVIEW

Intent, Purpose, and Enforcement of Sign Regulations

LMC Chapter 17.76.030 Intent and purpose sets forth the important function of signs and the need for their regulations. The purpose of the Chapter are:

a. To safeguard and enhance property values in residential, commercial and industrial areas;
b. To protect public investment in, and the character and dignity of, public buildings, open spaces and thoroughfares;
c. To provide an environment which will promote the development of business in the city;
d. To encourage sound practices of, and lessen the objectionable effects of, competition in respect to size and placement of signs;
e. To aid in the attraction of visitors and shoppers who are so important to the economy of the city;
f. To reduce hazards to motorists and pedestrians traveling on the public way;
g. To implement the goals and strategies of the general plan; and
h. To provide adequate means for persons to express their free speech rights by display of a sign.

LMC Chapter 17.76.050 Basic principles sets forth:

a. **Compliance Required.** No sign shall be erected, placed, replaced, altered, modified, reconstructed or relocated on any property, intensified, or expanded in area or any dimension except in conformity with the provisions of this chapter.
b. **Permit Required.** No such erection, placement, replacement, alteration, reconstruction, relocation, intensification, or expansion shall be undertaken without a permit.
c. **Enforcement. The Community Development Director is authorized and directed to enforce the provisions of this chapter by such decisions, actions, and orders as are necessary.** Violations of this chapter may be enforced by administrative proceedings, a civil action, including declaratory or injunctive relief, or as an infraction.

Implementation and Enforcement of Sign Regulations

The initial step to obtain a sign permit is the submittal of the City's sign application, which is attached as Exhibit C. It is staff understanding that business owners and/or property owners have expressed concerns that Community Development Department is too strict in their administrative review of sign applications.

Common staff corrections to sign application are summarized below:

- The City's regulations and/or design guidelines states that the maximum letter height of wall signs is 16 inches. Typically, sign company proposes sign height that exceeds what is allowed by the applicable sign regulation.
- Window signs are typically limited to 25% of the window area. It is common for businesses to place window signs that exceeds the 25% size limits applicable to window signs.
- The sign code allows a Total Sign Area calculated by the property's qualified street frontage, which allows 2.5 square feet of sign per linear feet of frontage. If a business has 50 linear feet of frontage, it is allowed 125 square feet of sign area. In this example, all signs, including wall, projecting, roof, ground, pole, window signs are calculated collectively and cannot exceed their 125 square feet area.
- For wall signs, the total area of the wall signs cannot exceed 20% of the exposed wall.

	Window Sign (Max %)	Proportion of Façade (Max %)
Lawndale	25 %	20%
Gardena	25 %	70 %
Hawthorne	25 %	33 %
Hermosa Beach	20 %	25 %
Torrance	25 %	15 %

In summary, the City of Lawndale's existing sign regulations is similar to other South Bay cities.

Cost Concerns to Update Sign Code

Staff expresses our concerns that a sign update to commercial businesses along Hawthorne Boulevard and areas throughout the City may require the hiring of a land use consultant to initiate a comprehensive update to the City's sign regulations as well as the cost of a sign inventory of non-conforming signs. The expected cost to update the City's sign will require a Request for Proposal (RFP) that is expected to cost between $400,000 - $1,000,000 from the General Fund depending on the scope of work of the sign code update. The City Attorney's office recommends utilizing a First Amendment specialist to handle the legal review and ensure compliance with the most recent decisions respecting commercial and noncommercial signs alike.

Additionally, a professional planning consultant would need to be hired to tabulate all existing permitted and unpermitted signs within the City. Their tasks could include reviewing each businesses' building permit files to determine if the existing signs obtained planning's approval and obtain building permits. Additionally, they would need to establish an amortization process, which is a legal method to phase out non-conforming signs by setting a future date for their removal.

Most of the City's signs are located along a 2 mile stretch of Hawthorne Boulevard which currently has up to 1,000 existing signs within the corridor. The sign inventory of non-conforming sign is a common and highly recommended practice. Many jurisdiction require a sign survey to be completed before adopting or updating their sign ordinances to properly identify and manage existing non-conforming signs. The sign inventory assist the staff/consultant to understand the current situation, plan for the transition to the new sign ordinance, and provides a path for existing non-conforming signs to be compliant.

In summary, Community Development staff review has concerns about the cost of the updating the City's sign code. Exhibit D provides a summary of the State's Planning Costs Guidebook. Staff is seeking the City Council's guidance/direction for the Sign Code Update.

LEGAL REVIEW

The City Attorney has reviewed this staff report and approves it. Should the City Council direct a revision or update to the Sign Code, the City Attorney's office would utilize a First Amendment specialist to handle the legal review and ensure compliance with the most recent decisions respecting commercial and noncommercial signs alike. A regular update to the Sign Code is recommended as a way to ensure such compliance.

FISCAL IMPACT

There is no fiscal impact related to this staff report. However, if Council were to decide to go ahead with initiating a Sign Code Update, a budget amendment would be needed when the contract is brought back for council approval.

RECOMMENDATION

Staff recommends that the City Council:

1. Discuss the staff report; and
2. Provide further direction to staff.

Attachments

Exhibit A - Sign Code.pdf

Exhibit B - Types of Signs.pdf

Exhibit C - Sign Permit Application.pdf

Exhibit D - Planning Costs Guidebook.pdf

EXHIBIT A

CHAPTER 17.76
SIGNS

Note: Prior history: Prior code §§ 5-1-1—5-1-4, 5-2-1—5-2-5, 5-6-6, 5-3-A-1, 5-3-B-1, 5-3-B-2(a), 5-3-B-2(b), 5-3-B-3—5-3-B-8, 5-3-B-9(a)—5-3-B-9(d), 5-3-B-10, 5-3-C-1, 5-3-C-2, 5-4-1—5-4-4, 5-5-1, 5-5-2(a)—5-5-2(g) and 5-6-1—5-6-4 as amended by Ords. 500-85, 549-87, 768-94, 770-94, 816-97, 876-00, 905-02 and 912-02.

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Article I
Generally

§ 17.76.010. Title.

This chapter shall be known as the sign ordinance of the city of Lawndale.
(Ord. 985-07 § 2)

§ 17.76.020. Authority.

This chapter is adopted pursuant to California Government Code Sections 65000 et seq., 65850(b), 38774, 38775, Business and Professions Code Sections 5200 et seq., and 5490 et seq., Civil Code Section 713 and other applicable state laws.
(Ord. 985-07 § 2)

§ 17.76.030. Intent and purpose.

This chapter is adopted in recognition of the important function of signs and of the need for their regulation under this title. It is the purpose of this chapter:

A. To safeguard and enhance property values in residential, commercial and industrial areas;

B. To protect public investment in, and the character and dignity of, public buildings, open spaces and thoroughfares;

C. To provide an environment which will promote the development of business in the city;

D. To encourage sound practices of, and lessen the objectionable effects of, competition in respect to size and placement of signs;

E. To aid in the attraction of visitors and shoppers who are so important to the economy of the city;

F. To reduce hazards to motorists and pedestrians traveling on the public way;

G. To implement the goals and strategies of the general plan;

H. To provide adequate means for persons to express their free speech rights by display of a sign; and

I. Thereby to promote the public health, safety and welfare.
(Ord. 985-07 § 2)

§ 17.76.040. Regulatory scope.

This chapter regulates all signs which are not regulated by Chapter 5.13 (Special Events) or Chapter 10.40 (Temporary Street Closures for Block Parties) or Chapter 12.48 (Signs on City Property and Public Rights-of-Way). This chapter consolidates and updates all general provisions relating to the installation, regulation and amortization of signs within

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the defined scope, throughout the city.
(Ord. 985-07 § 2)

§ 17.76.050. Basic principles.

A. Compliance Required. No sign, other than those signs exempted by Article III of this chapter, shall be erected, placed, replaced, altered, modified, reconstructed or relocated on any property, intensified in illumination or other aspect, or expanded in area or any dimension except in conformity with the provisions of this chapter.

B. Permit Required. No such erection, placement, replacement, alteration, reconstruction, relocation, intensification, or expansion shall be undertaken without a permit having been duly issued therefor, except as specifically provided otherwise in Article III of this chapter.

C. Enforcement. The director (as defined in Section 17.08.020) is authorized and directed to enforce the provisions of this chapter by such decisions, actions, and orders as are necessary. Violations of this chapter may be enforced by administrative proceedings, a civil action, including declaratory or injunctive relief, or as an infraction pursuant to Section 1.08.030 of this code or punishable as a misdemeanor pursuant to Section 1.08.020 of this code. In any action, attorneys' fees may be recovered by the prevailing party.

D. Message Substitution. Subject to the property owner's consent, a noncommercial message of any type may be substituted, in whole or in part, for any duly permitted or authorized commercial message or any duly permitted or allowed noncommercial message, provided that the sign structure or mounting device is legal without consideration of message content. Such substitution of message may be made without any additional approval or permitting. In addition, on nonresidential uses, any display area which is available for permanent signage, but is unused, may be used for display of noncommercial messages on temporary signs for a maximum of ninety days in any one calendar year. The purpose of this provision is to prevent any inadvertent favoring of commercial speech over noncommercial speech, or favoring of any particular noncommercial message over any other noncommercial message. This provision: (1) does not create a right to increase the total amount of permanent signage on a parcel, lot or land use; (2) does not affect the requirement that a sign structure or mounting device be properly permitted; (3) does not allow a change in the physical structure of a sign or its mounting device; or (4) does not allow the substitution of an off-site commercial message in place of an on-site commercial message or a noncommercial message.

E. Interpretation. Interpretations of this chapter shall be made initially by the director, whose decision may be appealed in accordance with Section 17.76.080 and in the same manner as any other sign-related decision. All interpretations of this chapter are to be exercised consistent with the message substitution policy and the purposes and intent of this chapter. Where a particular type of sign is erected, displayed or proposed, and the type is neither expressly allowed nor prohibited by this chapter, or whenever a sign does not qualify as a "structure" as defined in the zoning code,

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then the director shall approve, conditionally approve or disapprove the application based on the most similar sign type that is expressly regulated by this chapter, in light of the policies stated in this chapter.

F. Location Distinction. Within this chapter, the distinction between on-site (or on-premises or point-of-sale) and off-site (or off-premises or non-point-of-sale) applies only to commercial messages.

G. Billboard Policy. In adopting this policy, the city council declares that the city has enough billboards. New billboards are prohibited. The city completely prohibits the construction, erection or use of new or additional billboards. No permit shall be issued for any billboard which violates this policy, and the city will take immediate enforcement or abatement action against any billboard constructed or maintained in violation of this policy. In adopting this provision, the city council affirmatively declares that it would have adopted this billboard policy even if it were the only provision in this chapter. The city council intends for this billboard policy to be severable and separately enforceable even if other provision(s) of this chapter may be declared, by a court of competent jurisdiction, to be unconstitutional, invalid or unenforceable. This provision does not prohibit agreements to relocate presently existing, legal billboards, as encouraged by Business and Professions Code Section 5412, so long as such agreements are not contrary to state or federal law.

H. Noncommunicative Aspects. All rules and regulations concerning the noncommunicative aspects of signs, such as location, size, height, illumination, spacing, orientation, etc., are enforceable independent of any permit or approval process.

I. Discretionary Approvals. Whenever any sign permit, variance, conditional use permit, sign program, design review, or specific plan approval, or other sign-related decision, is made by any exercise of official discretion, such discretion shall be exercised only as to the noncommunicative aspects of the sign, such as size, height, orientation, location, setback, illumination, spacing, scale and mass of the structure, etc. Graphic design may be evaluated only for compliance with an approved sign program, and then only as to commercial message signs.

J. Legal Nature of Sign Rights. As to all signs attached to real property, the signage rights, duties and obligations arising from this chapter attach to the land or other property on which a sign is mounted or displayed. This provision does not modify or affect the law of fixtures, sign-related provisions in private leases regarding signs (so long as they are not in conflict with this article, chapter or other law), or the ownership of sign structures. This provision does not apply to commercial mascots, hand-held signs or other images which are aspects of personal appearance.

K. Owner's Consent. No sign may be placed on private property without the consent of the property owner or persons holding the present right of possession and control.

L. Prospective Regulation. This chapter applies only to signs whose structure or housing has not been permanently affixed to its intended premises on the date on which the ordinance or regulation is adopted. This chapter does not affect signs

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which were legally installed and which exist as of the date this chapter first takes effect. However, this provision does not legalize existing signs which were built, constructed or erected without required permits or other approvals.

M. Mixed Uses. For purposes of this chapter, wherever a land parcel may be legally used for both residential and nonresidential uses, all legal residential uses shall be treated as if they were located in a residential district which would allow a residential unit of the same type (i.e., single-family residence and/or multifamily residence), and all legal nonresidential uses shall be treated as if they were located in a nonresidential district allowing nonresidential uses of the same type.

N. Severance. If any section, sentence, clause, phrase, word, portion or provision of this chapter is held invalid or unconstitutional or unenforceable by any court of competent jurisdiction, such holding shall not affect, impair, or invalidate any other section, sentence, clause, phrase, word, portion, or provision of this chapter which can be given effect without the invalid portion. In adopting this chapter, the city council affirmatively declares that it would have approved and adopted the chapter even without any portion which may be held invalid or unenforceable.

(Ord. 985-07 § 2; Ord. 1020-09 § 18)

§ 17.76.060. Definitions.

The following definitions shall apply to this chapter:

"A-frames" means a portable sign constructed in the shape of the letter A, typically hinged at the top and folding open for mounting on the ground, typically on a sidewalk. Similar devices, including those in the shape of the letters H, T, U or V, are also within this definition. Such signs are also commonly known as "sidewalk sandwich board" signs.

"Allowable sign area" means the maximum message display area of signs which may be displayed by any legally operating establishment.

"Alteration of a sign" means any change in the noncommunicative, physical aspects of a sign, such as size or shape, or a change in position, location, construction or supporting structure of a sign.

"Animated sign" means a sign with messages that visually change more frequently than once every twenty-four hours, regardless of the method by which the visual change is effected. This definition does not include traditional barber poles, hand-held signs, personally attended signs, commercial mascots, scoreboards, or signs which merely display time, temperature, road conditions, weather information, news or stock market information. Animated signs include electronic message signs, sometimes called electronic reader boards.

"Attachments" means structural devices needed for keeping a sign fixed to the ground, wall or roof.

"Banner sign" means a piece of cloth, plastic or similar material, bearing a message, emblem, logo or slogan, extended across a wall, building or space for presenting or advertising a product, activity, service, idea or event.

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"Beacon" means any stationary or moving light source or light with one or more beams that rotate or move and are directed into the atmosphere.

"Billboard" means a sign for which the message display area exceeds thirty-two square feet and is mounted on a permanent structure, that also meets any one or more of these criteria: (1) a permanent structure sign which is used for the display of off-site commercial messages; (2) a permanent structure sign which constitutes a principal, separate or secondary use, as opposed to an accessory use, of the parcel on which it is located; (3) a permanent structure outdoor sign used as advertising for hire, e.g., on which display space is made available to parties, other than the owner or operator of the sign or occupant of the parcel (not including those who rent space from the sign owner, when the message on the sign qualifies as "on-site" as defined herein), for a rent or other consideration.

"Building face" means the outdoor surface of a building not including cornices, bay windows, or other ornamental trim, of any main exterior wall of the building. The director shall determine which walls of any building constitute main exterior walls.

"Building frontage" means the straight line distance between the two extreme points of a building which faces upon a public street, projected along the street property line; or of a building which faces upon an access driveway if the building front or face is perpendicular to a public street and not projected along the street property line.

"Building identification sign" means any sign containing the name and/or address of a building, even if it also contains other information.

"Bulletin board" means the repository device for posting notices which call the attention of the public to community events, public hearings or similar meetings.

"Business establishment" means the operation of any private, nonprofit or public enterprise for which a city business license is required.

"Changeable copy sign" means a sign where letters, graphics, logo, or messages are affixed in such a manner that they may be easily changed, and which generally are changed periodically.

"Commercial mascot" means a person or animal attired or decorated with commercial insignia, images or symbols, and/or holding signs displaying commercial messages. This definition includes twirlers and sign clowns displaying commercial imagery, but does not include hand-held signs displaying noncommercial messages.

"Commercial message" means that the message on a sign pertains primarily to the economic interests of the sign sponsor or the sign audience, or both, or a message that promotes a commercial or economic transaction. This definition is to be interpreted in light of relevant court decisions.

"Construction sign" means a sign displayed on the site where construction is occurring, during the time of construction.

"Copy" means the specific words, letters, graphics, logo or images used for presenting a visual message to the viewing public.

"Display face" means that portion of a sign which actually displays the communicative

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image.

"Eave line" means the horizontal line formed by the extreme end of a roof extended beyond the building to project like an appendage, overhang or cornice, giving the lowest point of a roof level.

"Establishment" means any legal use of land, other than long-term residential, which involves the use of structures subject to the building code and the presence of people on the premises more than twenty-four hours per week. By way of example and not limitation, this definition includes businesses, factories, farms, schools, hospitals, hotels and motels, offices and libraries but does not include single-family homes, mobilehomes, residential apartments, residential care facilities, or residential condominiums.

"Exempt sign" means a sign which may be legally displayed, erected or maintained, but is not subject to a sign permit, including, but not limited to, those described in Section 17.76.090.

"Feather banner or feather sign" means a sign made of cloth, plastic or similar material affixed to a pole which is located outdoors and contains language for advertisement, greeting or similar messaging purposes.

"Flag" means any fabric, banner, or bunting containing colors, patterns, or design that displays the symbol(s) of a nation, state, local government, company, organization, belief system, idea, or other meaning.

"Flag pole" is a pole upon which one or more flags are mounted.

"Freestanding sign" means a permanent sign that is self-supporting in a fixed location and not attached to a building. It includes a sign connected or attached to a sign structure, fence, or wall that is not an integral part of a building. Freestanding signs are of two main types: monument and pole. However, flag poles are not within this definition.

"Garage sale" means the occasional nonbusiness public sale of used, secondhand or home-made household goods, conducted from a residential property. This definition includes estate, yard and moving sales events.

"General advertising" means the business of advertising or promoting other businesses or causes using methods of advertising, in contrast to self-promotion or on-site advertising; also known as advertising for hire; in the context of this chapter, it means the business of the "outdoor advertising" or billboard industry.

"Hand-held sign" means a sign which is physically held by hand, or attached to the body of a person or animal.

"Height of a sign" means the vertical distance measured at the grade level closest to the sign to the highest point of the sign structure, frame or uppermost portion of any copy, whichever is higher.

"Human sign" means a sign that is held or worn by a person. Such signs are also known as "hand-held" signs. A "commercial mascot," as defined in this section, shall be considered a human sign.

"Informational sign" means a sign displayed on, at or near an establishment which

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provides functional information to the public, such as hours of operation, credit cards accepted, restroom and telephone facilities, entrances and exits, etc.

"Letter height" means the vertical distance from the lowest point to the highest point of any letter or other piece of copy used in a sign.

"Logo" means a symbol, character or emblem representing an identifiable trade mark, corporate entity or marketable product.

"Master sign plan" means a plan establishing parameters for the size, location, and design of all signs on a property being constructed or managed as a single development.

"Monument sign" means a freestanding sign constructed upon a solid-appearing base or pedestal. This definition applies to pole signs when the poles have been covered by cladding, and thus are not visible.

"Moving image sign" means a sign that displays an image that moves or appears to move more frequently than once per minute, whether such motion or apparent motion is produced by electronic, mechanical or other means. Signs that glitter, sparkle or reflect light are within this definition. This definition does not include signs on which the only change is a periodic price change for the product or products customarily sold on premises and on which the location, size and color of the numbers remains constant are not considered changeable copy signs.

"Name plate" means a sign that identifies the occupant and/or address.

"Noncommercial message" means a message which consists of commentary or advocacy on topics of public debate and concern. This definition shall be construed and interpreted in light of relevant court decisions. Noncommercial messages do not have a location factor, such as on-site or off-site. By way of example and not limitation, "noncommercial messages" typically are expressions of opinions on matters of religion, politics, public policy, arts, etc.

"Nonconforming sign" means a sign which was legally installed under laws or ordinances in effect at the time of its installation, but which has become nonconforming because of subsequently enacted ordinances or regulations.

"Off-site sign" or "off-premises sign" means a sign that identifies, advertises or attracts attention to a business, product, service, event or activity sold, existing or offered at a different location (subject to the qualifications stated in the definition of "on-site sign"). The off-site/on-site distinction applies only to commercial messages.

"On-site sign" or "on-premises sign" means any sign, or portion thereof, that identifies, advertises, or attracts attention to a business, product, service, event or activity sold, existing or offered upon the same property or land use as the sign. The off-site/on-site distinction applies only to commercial messages. In the case of multiple tenant commercial or industrial developments, a sign is considered "on-site" whenever it is located anywhere within the development. In the case of a duly approved sign program or specific plan, a sign placed at any location within the area controlled by the program, guidelines or plan is "on-site."

"Painted sign" means any sign without a structure, frame, pole, or support that is exhibited or displayed on the exterior surface of a building, wall, window, door or other

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surface.

"Pole sign" means a ground sign supported by one or more poles.

"Portable sign" means any sign capable of being carried or readily moved from one location to another, including, but not limited to, an A-frame sign, "sandwich sign," a sign on wheels, or a sign which leans against a stationary object, building, or structure. Portable sign does not include a temporary directional/information sign, political sign, or human sign.

"Primary building face" means that wall of a building which contains the principal entrance or entrances to the building. If there are principal entrances on more than one wall, the longest of the walls in which principal entrances are located shall be the primary building face. "Primary building face" shall include not only the wall itself but all doors, windows, or other openings therein and projections therefrom.

"Projecting sign" means a sign which projects or extends from and is attached to a wall or parapet of a building with the display surface of the sign in a place perpendicular to or approximately perpendicular to the wall.

"Public utility sign" means any sign giving information, directions or warning regarding public utilities like gas, water, sewer lines or electricity.

"Qualified street frontage" means the linear distance along any property line or lines fronting any public street or streets, or private streets serving as public thoroughfares, for purposes of calculating allowable sign area. Frontage on any public or private street serving as a public thoroughfare, excluding alleys, is within this definition. In the case of a corner lot, qualified street frontage includes all frontage along all streets which abut the lot or parcel. If a lot or parcel contains commercial or industrial establishments without any street frontage, the building frontage of each such establishment may be computed as the qualified street frontage in calculating the allowable sign area of each business establishment.

"Real estate sign" means any sign, temporary in nature, the copy of which concerns the proposed sale, rent, lease or exchange of real property. This definition does not include occupancy signs at establishments offering transient occupancy, such as hotels and motels.

"Roof sign" means any sign erected upon a roof, parapet or roof-mounted equipment structure and extending above a roof, parapet, or roof-mounted equipment structure of a building or structure.

"Roofline" means the top edge of a roof or building parapet, whichever is higher, excluding any cupolas, pylons, chimneys, or minor projections.

"Safety codes" is a collective term that refers to codes for building, electrical, mechanical, plumbing, demolition, fire, grading, etc.

"Sign" means any device, structure, fixture, paint, or placard displaying graphics, symbols, and/or written copy for the primary purpose of communicating with the public, when such image is visible from any public right-of-way. "Sign" shall include any moving part, lighting, sound equipment, framework, background material, structural support, or other part thereof. A display, device, or thing need not contain any lettering to

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be a sign. Notwithstanding the generality of the foregoing, the following are not within this definition:

1. Aerial signs or banners towed behind aircraft;
2. Architectural Features. Decorative or architectural features of buildings (not including lettering, trademarks or moving parts), which do not perform a communicative function (example: a color strip used as trim around a new building);
3. Barber poles displayed outside establishments providing hair cutting and styling services;
4. Fireworks, etc. The legal use of fireworks, candles and artificial lighting not otherwise regulated by this chapter;
5. Foundation stones and cornerstones;
6. Grave markers, grave stones, headstones, mausoleums, shrines, and other markers of the deceased;
7. Historical plaques;
8. Holiday and cultural observance decorations on private residential property and which do not include commercial advertising messages;
9. Interior Signs. Signs or other visual communicative devices that are located entirely within a building or other enclosed structure and are not visible from the exterior thereof, or located on the inside of a building and at least five feet from the window, provided the building or enclosed structure is otherwise legal;
10. Manufacturers' Marks. Marks on tangible products, which identify the maker, seller, provider or product, and which customarily remain attached to the product even after sale;
11. Mass Transit Graphics. Graphic images mounted on duly licensed mass transit vehicles that legally pass through the city;
12. Merchandise on public display and presently available for purchase on-site;
13. News racks and newsstands;
14. Overhead Signs. Graphic images which are visible only from above, such as those visible only from airplanes or helicopters, when such images are not visible from the street surface or public right-of-way;
15. Party Jumps or Bounce Houses. Inflatable, temporary, moveable, gymnasium devices commonly used for children's birthday parties, and similar devices;
16. Personal Appearance. Items or devices of personal apparel, decoration or appearance, including tattoos, makeup, wigs, costumes, masks, etc. (but not including commercial mascots or hand-held signs);

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17. Shopping carts, golf carts, horse drawn carriages, and similar devices; automobiles are not within this exclusion;

18. Symbols Embedded in Architecture. Symbols of noncommercial organizations or concepts including, but not limited to, religious or political symbols, when such are permanently integrated into the structure of a permanent building which is otherwise legal (examples: stained glass windows, religious statuary, church bells);

19. Vehicle and Vessel Insignia. Certain parts of street legal vehicles and properly licensed watercraft: license plates, license plate frames, registration insignia, noncommercial messages, messages relating to the business of which the vehicle or vessel is an instrument or tool (not including general advertising), messages relating to the proposed sale, lease or exchange of the vehicle or vessel, or real estate signs;

20. Vending Machines and Product Dispensing Devices. Only said devices which display on-site commercial messages or general advertising messages are within this exclusion.

"Sign area" means the surface space within the perimeter or perimeters containing words, letters, figures or symbols, together with any frame or material forming an integral part of the display but excluding supporting structures, building face and incidental parts not drawing attention to the subject area.

"Sign permit" means a written authorization from the city to erect, maintain or display a sign; in context, it may also mean written authorization from another governmental agency, such as Caltrans.

"Special event sign" means a temporary or nonpermanent sign advertising or pertaining to any special event of general public interest.

"Streamer" means a ribbon, flag or banner used to attract the attention to a product or service.

"Stringer" means a line of ribbons, flags, banners, pennants, twirlers, or balloons, or any such attractive device used in advertising a product, service or business enterprise.

"Supporting structure" means any device such as a pole, column, post, masonry wall, angle iron or similar contrivance for keeping a sign firmly in place.

"Temporary sign" means a sign which meets any one or more of these criteria: (1) it is made of lightweight or flimsy materials; (2) it is easily installed by hand, or by the use of ordinary hand tools; (3) it does not meet the definition of "structure" in the zoning code; (4) the copy thereon pertains to a special event of a date certain; (5) it is designed or intended to be displayed for a short period of time, typically less than ninety days.

"Twirler" means any streamer, ribbon, whirler or similar device, meant to attract attention to a product or service.

"Valance" means a sign, banner, curtain, drapery or similar device hanging from a wall or window as a means of advertising a product or service.

"Vehicle sign" means a sign painted or placed on a vehicle for the purpose of advertising a product or service.

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"V-shaped sign" means a projecting sign with two display faces at an angle not more than forty-five degrees to the wall, and with the two faces meeting at an angle of over ten degrees.

"Wall sign" means any sign attached to or painted on the wall of a building or structure in a plane parallel or approximately parallel to the plane of said wall or structure.

"Window sign" means any sign painted, attached, glued or otherwise affixed to the inside or outside of a window, or any glass surface of any building.
(Ord. 985-07 § 2; Ord. 1083-13 § 2; Ord. 1089-13 § 3; Ord. 1139-17 § 4)

§ 17.76.070. Permits.

A. When Required. An application for a sign permit must be submitted and approved before the erection, placement, alteration, replacement, reconstruction, relocation or expansion of any sign except those signs which are exempted from the requirement of a permit by an express provision of this chapter. Legally existing billboards are not required to obtain a permit for a change of message.

B. Right to Permit or to Build. When any sign permit application complies fully with all applicable provisions of this chapter, and all other applicable laws, rules and regulations, the permit shall be approved by the director and issued within sixty days. In the case of signs which are expressly exempt from the permit requirement, there is a right to erect, display and maintain such signs as are authorized by this chapter, subject to the applicable rules.

C. Conditional Approval. A sign permit application may be approved subject to conditions imposed by the director, so long as those conditions are required by this chapter or some other applicable law, rule or regulation.

D. Safety Codes. When a sign qualifies as a "structure" under the zoning code, a building permit shall also be required. Compliance with all applicable safety codes, including payment of application and inspection fees, shall be a condition of all sign permits.

E. Encroachment Permit. When a proposed sign would project into the public right-of-way or into or over public property owned or controlled by the city, an encroachment permit shall be required pursuant to Chapters 12.04 and 12.48, in addition to the sign permit.

F. Multiple Sign Applications. When an application proposes two or more signs, the application may be granted by the director, either in whole or in part, with separate decisions as to each proposed sign. When a multiple sign application is denied in whole or in part, the director's written notice of determination shall specify the grounds for such denial.

G. Signs Which are Part of a Larger Project. When approval is sought for a development that includes one or more signs, the sign aspects of the proposed development must satisfy the applicable provisions of this chapter.

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H. Application Form. The director shall prepare a sign permit application form and provide it to any person on request. Any person seeking a permit for a sign shall submit to the director a written application for such sign permit. The same form may be used for both the application and the decision thereon. A single form may be used for multiple signs on the same site. A sign permit application is complete only when it is accompanied by the appropriate application and inspection fee, in an amount set by resolution of the city council. The form may require the following information:

1. Name, address and telephone number of the applicant and, if applicable, the name, address, and telephone number, as well as the license number, if any, of the sign contractor;

2. Address, APN (assessor's parcel number) and zoning district of the property where the sign is proposed to be displayed;

3. Accurate, dimensioned, and scaled site plan, showing the location of property lines, buildings, parking areas, driveways, landscaped areas, utility poles and wires, and existing and proposed signs on the site; as to existing signs, information as to whether each is permitted or exempt from permitting;

4. Accurate and scaled building elevations showing existing and proposed building signs;

5. Existing and proposed sign area of each individual sign and the combined area of all signs (including those already existing or previously permitted) in relation to the maximum allowed sign area;

6. Written evidence of all consent of parties with an interest in the property whose interest may be impacted (e.g., consent of land owner and/or lessor);

7. A statement as to whether the sign is intended to be used in whole or in part for off-site commercial messages, advertising for hire or general advertising;

8. A statement or graphic description indicating whether the proposed sign, or any part of the sign, is proposed to utilize any of the following physical methods of message presentation: sound; odor, smoke, fumes or steam; rotating, moving or animated elements; activation by wind or forced air; neon or other fluorescing gases; fluorescent or day-glow type colors; flashing or strobe lighting; liquid crystal displays or other video-like methods; use of live animals or living persons as part of the display; mannequins or statuary;

9. A statement as to whether the property or parcel on which the sign is proposed to be erected or displayed, or any currently existing sign thereon, is the subject of any outstanding notice of zoning violation or other code violation or notice to correct, including whether any such deficiencies are to be remedied by the proposed application;

10. Photographs of the existing property, parcel and/or building on which the sign is proposed to be erected or displayed; and

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11. In the case of any proposed sign which is subject to a discretionary process, such as a variance, conditional use permit or sign program, all information required by such process(es).

    The director is authorized to modify the list of information to be provided on a sign permit application; however, new items shall apply only to applications submitted after the new items become effective.

I. Completeness. The director shall determine whether the application contains all the required information. If it is determined that the application is not complete, the applicant shall so be notified in person or in writing within thirty days of the date of receipt of the application; the notice shall state the points of incompleteness and identify any additional information necessary to render the application complete. No new or additional application fee is required when a corrected application is submitted within sixty calendar days of the notice of the applicant's failure to complete the application.

J. Denial. When a sign permit application is denied, the denial shall be in writing and sent to the address shown on the applicant's application form, and shall state the grounds for denial. A denied applicant may appeal pursuant to Section 17.76.080.

K. Resubmission. An application resubmitted with corrections rectifying the reasons for denying the application, if submitted within sixty days of the date of denial, and if found to be in conformity with the provisions of this chapter, shall be approved. A new application shall not be required for an application revised and resubmitted within sixty days of denial.

L. Disqualification. No sign application will be approved if:

1. The applicant has installed a sign in violation of the provisions of this chapter and, at the time of submission of the application, each illegal or nonpermitted sign has not been legalized, removed or included in the application;

2. There is any other existing code violation located on the site of the proposed sign(s) (other than an illegal or nonconforming sign that is not owned or controlled by the applicant and is located at a different establishment) which has not been cured at the time of the application, unless the noncompliance is proposed to be cured as part of the application;

3. The sign application is substantially the same as an application previously denied, unless: (a) twelve months have elapsed since the date of the last application, or (b) new evidence or proof of changed conditions is furnished in the new application; or

4. The applicant has failed to obtain any applicable required use permit or conditional use permit. However, applications for such permits may be processed simultaneously with a sign permit application.

M. Signs Associated with Uses Requiring Special Use Permits. When a sign is proposed as part of, or accessory to, a land use that is itself subject to a special use

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permit or conditional use permit, the sign shall be subject to the use permit standards adopted by the planning commission and/or the city council; however, the only conditions which may be imposed on signs are those conditions which address the noncommunicative aspects of the signs, and the on-site or off-site commercial message factors.

N. Inspection. All signs which meet the definition of "structure" in the zoning code are subject to all inspection requirements of that code.

O. Expiration and Extension. Each duly approved sign permit and each sign variance or other formal approval shall expire one year after the date it is granted unless, prior to such expiration date, the approved sign has been erected and passed all final inspections, or is under way on such date and is thereafter diligently pursued to completion. Prior to the original expiration date of a sign permit or sign variance or other authorization, upon the applicant by the permittee, the permit or authorization will be extended one time only for twelve months from the original date of expiration.

P. Revocation or Cancellation. The director may revoke any approval or permit upon refusal or failure of the permittee to comply with the provisions of the permit or this chapter after written notice of noncompliance and at least fifteen calendar days opportunity to cure. The notice and opportunity to cure does not apply when a sign, by virtue of its physical condition, constitutes an immediate and significant threat to public safety.

Q. Permits Issued in Error. Any approval or permit issued in error may be summarily revoked by the city upon written notice, to the holder, stating the reason for the revocation. "Issued in error" means that the permit should not have been issued in the first place.

R. Time for Decision. Sign permit applications must be processed and decided within sixty days.

(Ord. 985-07 § 2)

§ 17.76.080. Appeals of permits and other sign-related decisions.

A. Scope. This section applies to appeals of sign permit decisions and all other sign-related decisions, including, but not limited to, revocation of permits, orders to abate, variances, sign programs, special use permits, etc.

B. Levels of Review. Except for signs subject to initial review by the planning commission, initial review of all sign permit applications shall be administrative, by or under the direction of the director. Any appeals would first be heard by the planning commission, then the city council. The city council's determination shall be final unless judicial review is sought. Sign program proposals and variance applications begin their formal review at the planning commission level, although the director may perform an initial review and make recommendations to the planning commission. All reviews by the planning commission and city council shall be at a duly noticed public hearing at which evidence shall be taken, findings

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made, and a written decision issued within sixty days.

C. Who May Appeal. Appeal from a permit decision or any other sign-related decision may be made by the applicant, the owner of the subject sign, or any other person whose interests are directly affected by the decision.

D. When Appeal Rights Arise. The appeal right arises at the earlier of: (1) when a written decision is delivered to the applicant, or (2) the time for decision has run without the issuance of written decision to the applicant. For the purposes of this section, "delivered" means the date the decision was personally delivered to the applicant or postmarked, whichever occurs first.

E. Time and Method of Appeal. Appeal from a sign-related decision is effected by filing a signed, written notice of appeal with the city clerk within fifteen calendar days of when the appeal right arises. The notice shall identify the decision, the person appealing, and the grounds of the appeal, and provide contact information for the appellant. Use of a standard form provided by the city is optional. The notice is effective only when accompanied by the applicable appeal fee in an amount set by the city council.

F. Time for Decision. At each level of review or appeal, the decision shall be rendered in writing within sixty calendar days. The time period begins running when the application is complete (or is deemed complete because no notice of incompleteness has been given), or the notice of appeal has been filed, whichever applies. The timely decision requirement may be waived by the applicant or appellant. If a decision is not rendered within the sixty days the application shall be deemed approved. In the case of an appeal, "deemed approved" means that the lower level decision shall be deemed affirmed.

G. Status Quo. During the pendency of review or appeal, the status quo of the subject sign(s) shall be maintained. This does not apply whenever a sign, by virtue of its physical condition, constitutes a significant and immediate threat to public safety.

(Ord. 985-07 § 2)

§ 17.76.090. Exemptions from permit requirement.

Unless otherwise provided in this chapter, the signs listed in this section are categorically exempt from the permit requirement. This section is not intended to be exhaustive as to exemptions from permitting, in that other provisions of this code may contain other exemptions. Signs exempt from permitting are subject to other applicable codes, regulations or rules.

The following categories of signs are exempt from permitting and application fee requirements:

A. Official notices issued by any court, public body or public officer;

B. Notices posted by any public officer in performance of a public duty or governmental function, or for any person in giving legal notice;

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C. Traffic, directional, warning, or information signs required or authorized by the public authority having jurisdiction;

D. Official signs used for emergency purposes only;

E. Public utility signs, provided such signs do not exceed three square feet in area;

F. Flags displaying noncommercial images or symbols, provided they comply with all applicable codes including Section 17.76.120 regarding area and number and height of poles;

G. Signs that conceal interior storefront security bars, grilles or gates at such times that such bars, grilles or gates are being utilized for security purposes.

(Ord. 985-07 § 2; Ord. 1084-13 § 4)

§ 17.76.100. Prohibited sign types.

Unless otherwise provided, the following signs shall be prohibited in all zones:

A. Lighting—Wattage. Signs which contain or utilize any exposed incandescent lamp with a rated wattage in excess of forty watts. Notwithstanding this wattage allowance, all exterior lighting fixtures shall be directed onto the property and no direct glare shall be visible from adjacent residentially zoned and/or developed properties. Moreover, the maximum allowable illumination at the property line shall not exceed one-half foot candles;

B. Lighting—Exposed. Any exposed incandescent lamp with an internal or external metallic reflector;

C. Spotlights and Search Lights. No sign shall contain any spotlight or searchlight used for advertising purposes which is visible from any public right-of-way; nor shall any illuminated sign change color or intensity;

D. Animated signs and moving image signs;

E. Any moving, flashing, rotating or scintillating sign component or structure;

F. Any sign advertising or displaying a message advocating or promoting any unlawful act, business or purpose;

G. Devices or signs emitting bubbles, smoke, fumes, or other free floating particles of matter;

H. Any notice, placard, bill, poster, card, sticker, banner, sign, advertising or other device calculated to attract the attention of the public, which any person posts, prints, sticks, stamps, tacks, or otherwise affixes, or causes the same to be done to upon any street, street furniture, right-of-way, sidewalk, crosswalk, curb, lamp post, hydrant, tree, alley, telephone, or lighting system, or other public alarm or communication system;

I. Any stringers, twirlers or propellers, flares, and similar attention-attracting devices,

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including noise-emitting devices;

J. Devices projecting or otherwise reproducing the image of a sign or message on any surface or object;

K. Signs emitting or amplifying sounds for the purpose of attracting attention;

L. Resemblance to Traffic Devices. No sign shall, by color, wording, design, location or illumination, resemble or conflict with any traffic control device;

M. Signs which block or interfere with the visibility at or near street intersections or driveways;

N. No sign shall project into the public right-of-way, except as permitted by an encroachment permit issued pursuant to Chapters 12.04 and 12.48;

O. Obstruction. No sign shall be located so that any portion of the sign or its supports interferes with the use of any fire escape or exit, or obstructs any required standpipe, stairway, sidewalk, roadway, door, ventilator, or window; nor shall any sign be located so as to obstruct the visibility of vehicles or pedestrians;

P. Proximity to Utility Lines. No sign shall be closer to a utility line than allowed by the California Public Utilities Commission and Occupational Safety and Health Administration;

Q. Off-Site Commercial. Signs displaying off-site commercial messages are prohibited except as expressly allowed by this chapter, such as human signs.

(Ord. 985-07 § 2; Ord. 1083-13 § 3)

§ 17.76.110. Maintenance.

A. Generally. Signs shall be maintained at all times in a safe and attractive manner, free of fading, peeling, chipping or rusting. All supporting structures, braces, bolts, clips, supporting frames and fastenings shall be free from deterioration, termite infestation, rot, rust or loosening.

B. Ground Maintenance. Every person responsible for any sign or sign structure shall keep the ground within eight feet from the base of such sign, signboard or advertising structure free and clear of weeds, rubbish and other flammable waste material.

(Ord. 985-07 § 2)

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Article II
Sign Rules by Use or Zone

§ 17.76.120. Signs on residential uses and in residential zones.

A. Allowances by Dwelling Unit. On all legal residential uses, including legal nonconforming residential uses, whether single-family or multiple unit, each dwelling unit may display signs as described in this section. A permit is required only when the sign meets the definition of "structure" in the zoning code. These provisions do not override more restrictive terms which may appear in private contracts and leases.

1. The total area of all signs, not including name plates or flags, displayed on a single property, shall not exceed twelve square feet at all times; however, this amount may be doubled in the time period which begins forty-five days before a primary, special or general election, and ends five days after such election. In the case of double sided signs, area is measured one side only.

2. A total number of two signs may be displayed, except in the pre-election period, described in subsection (A)(1) above, when there is no limit on the number of signs.

3. The maximum height of any sign is five feet. Additionally, signs attached to buildings may not project above the roofline.

4. Internally illuminated signs are prohibited on all residential uses; however, internally illuminated addresses are permitted provided the number size does not exceed five inches and the rated wattage does not exceed forty watts.

5. Message types are limited to: garage sale, real estate for sale, noncommercial. Off-site commercial messages and signs for home-based occupations are not allowed.

6. Flags are subject to the following restrictions:

    a. The maximum number of freestanding poles per parcel is one.

    b. The maximum height of freestanding flag pole shall not exceed the roofline of the residential structure or the height limit set in the general plan.

    c. The number of flags per freestanding pole is not limited.

    d. The total display area of all flags (measured one side each) shall not exceed one hundred square feet, measured one side only.

    e. No commercial images may be displayed on flags on residential uses.

B. Multiple Unit Residential Uses—Signs for the Management Office. On legal, attached, multiple-family residential uses, including legal nonconforming multiple-family residential uses, at all times and in all zones, the management office may

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display signs, subject to:

1. If the management office is used as a principal residence, the sign display rights for the resident are the same as for other individual dwelling units, as stated in subsection A above.

2. In addition to the signs authorized for individual dwelling units, the management office may display additional signs, subject to the following:

    a. Message types are limited to: nameplate, on-site commercial, those authorized by California Civil Code Section 713 (temporary real estate signs), and noncommercial.

    b. The maximum area of display face shall not exceed ten square feet.

    c. The maximum number of display faces:

        i. Buildings with two units may have three display faces;

        ii. Buildings with more than three units may have five display faces.

    d. The maximum height of any display face shall not exceed five feet.

    e. Only freestanding or wall-mounted signs may be used.

    f. Internally illuminated signs are prohibited. Externally illuminated signs are permitted; however, all exterior lighting fixtures shall be directed onto the property and no direct glare shall be visible from adjacent residentially zoned and/or developed properties. Moreover, the maximum allowable illumination at the property line shall not exceed one-half foot candles.

C. Transient Occupancy. For the purposes of this chapter, hotels, motels and other establishments offering transient occupancy are treated as commercial uses, not residential uses.

(Ord. 985-07 § 2)

§ 17.76.130. Nonresidential uses in residential zones.

The sign rules for legal, nonresidential uses in residential zones are the same as for establishments in commercial or industrial zones. However, in addition to the signs otherwise allowed, legal, nonresidential uses in residential zones may display a bulletin board or special event sign as follows:

A. A maximum of one sign may be displayed.

B. The sign shall be either a freestanding, wall-mounted bulletin board or special event sign.

C. With a maximum area of thirty-two square feet, measured on one side only.

(Ord. 985-07 § 2)

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§ 17.76.140. Commercial and industrial zones.

Except as otherwise provided in this chapter, the provisions of this section apply to all signs in commercial and industrial zones, and to legal, nonresidential uses in residential zones.

A. Area.

1. Commercial Zoned Lots. The total sign area permitted for a lot zoned commercial shall be two and one-half square feet of sign area for each linear foot of qualified street frontage. No individual commercial establishment shall be restricted to a sign square footage which is less than two and one-half times the linear footage of the building frontage of that establishment, or twenty-five square feet, whichever is greater.

2. Industrial Zoned Lots. The total sign area permitted for a lot zoned industrial shall be four square feet of sign area for each linear foot of qualified street frontage. No individual industrial establishment shall be restricted to a sign square footage which is less than four times the linear footage of the building frontage of that establishment, or forty square feet, whichever is greater.

3. All signs, including, but not limited to, wall, projecting, roof, ground, pole, temporary or permanent window signs, valance and marquee signs, shall be included. Only those exceptions specifically listed in this chapter shall be excluded. Except as otherwise set forth in this chapter, the sign area to be calculated shall include only those display faces which may be seen from any one direction.

B. Freestanding and Monument Signs.

1. Area. The total freestanding or monument sign area on any lot or parcel shall be one square foot of sign for each linear foot of qualified street frontage, to a maximum of two hundred square feet.

2. Frontage. A minimum qualified street frontage of sixty-five feet shall be required for each freestanding or monument sign.

3. Height. The maximum height of any freestanding sign and its supporting structure(s) shall be thirty feet, except that the height of a ground sign may be increased by adding one foot of height for each two linear feet the sign is set back from the front property line, provided that the maximum height of any such sign does not exceed forty feet to the top of the sign from grade.

4. Attachments. Permanent attachment to the ground is required for all freestanding and monument signs.

C. Projecting Signs.

1. Area. The total projecting sign area permitted on any lot or parcel shall be equal to one square foot of sign area for each linear foot of qualified street frontage of the lot or parcel where the sign is being constructed, to a maximum

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projecting sign area of one hundred square feet.

2. Height. The minimum height of the bottom of any portion of a projecting sign shall not exceed eight feet, as measured from the sidewalk or finished grade directly below the sign. The maximum height of a projecting sign shall not exceed ten feet above the apparent flat roofline or eave line, whichever is higher; provided, however, that the maximum height of a projecting sign shall be twenty-five feet, measured from the sidewalk or finished grade to the highest point of the sign and its supporting elements.

3. Projection. A sign may not project more than two feet from the building wall or face if the bottom of the sign is eight feet above the sidewalk or finished grade. That projection may be increased by one additional foot for each two feet the sign is raised above the sidewalk or finished grade, to a maximum projection of five feet; provided, however, that no sign may project over more than one-half the width of a sidewalk.

4. Attachments. Projecting signs shall be free of any exposed bracing, angle irons, guy wires, cables or other supporting elements.

5. Thickness. The maximum thickness of projecting signs, measured on the sides parallel to any building, shall not exceed eighteen inches.

6. V-shaped Signs. Any projecting sign with sides that are not parallel to any building shall be considered a V-shaped sign. The maximum width of any single face of a V-shaped sign shall not exceed five feet. Both sides of any V-shaped sign shall be counted in calculating the permitted sign area.

7. Encroachment Permit. All signs projecting onto public property are also subject to the requirements at Chapters 12.04 and 12.48.

D. Awnings and Marquees.

1. Awnings. Awnings shall not be limited to projecting sign criteria, but signs on those awnings shall be subject to the square footage limitations set forth in subsection A of this section. Signs on awnings shall be limited to the identification of any business, such as name, address and logo, subject to the message substitution provision.

2. Letter Height. The maximum letter height of any awning sign shall not exceed twelve inches.

E. Wall Signs.

1. Area. The total area of all wall signs permitted on any one building face shall not exceed twenty percent of the exposed area of the wall on which they are located, which twenty percent shall also include any valance, permanent or temporary window signs and painted signs.

2. Permit Required. All wall signs whether painted, fixed or otherwise located on a wall shall be subject to the permit requirements of this chapter.

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3. Height. Wall signs shall not project above the apparent roofline or the eave line, whichever is higher.

F. Illumination. Internal or external illumination is allowed, subject to a maximum of forty watts; however, flashing, moving or sequential operation is prohibited. Notwithstanding the foregoing, all exterior lighting fixtures shall be directed onto the property and no direct glare shall be visible from adjoining residentially zoned and/or developed properties. The maximum allowable illumination at the property line shall not exceed one-half foot candles.

G. Human Signs. Upon receipt of a sign permit from the city, human signs that comply with all of the following provisions shall be permitted on private property and in public parkway areas and sidewalks:

1. Human signs shall not be stationed or positioned within twelve feet of any street intersection or within the public median.

2. Human signs shall not exceed a maximum of eight square feet in size.

3. Human signs shall not block the visibility of any traffic control device or traffic signal for motorists, bicyclists or pedestrians.

4. Human signs on public sidewalks shall yield to the passage of pedestrians.

5. A maximum of two human signs per business establishment shall be allowed to operate at any one time. In addition, as many as two additional human signs per business are allowed once each calendar year for as many as thirty concurrent days upon receipt of a temporary sign permit from the city. This permit requirement shall be subject to Section 17.76.145(E) and (K) of this code.

H. Permanent Window Signs. The cumulative total area for permanent window signs shall not exceed fifty percent of the area of the windows on which the signs are displayed, except that no individual establishment shall be restricted to less than ten square feet of window signage. Permanent window signs shall comply with subsections A and E of this section regarding total sign area permitted and total area of all wall signs permitted.

I. Digital on-premises signs. Prior to the installation of a digital on-premises sign:

1. A special use permit issued pursuant to Section 17.28.180 must be obtained.

2. No digital on-premises sign shall be located within one hundred feet of a property zoned residential and each digital sign shall be oriented away from properties zoned residential. Light intensity shall not exceed a brightness level of 0.3 foot candles above ambient light measured at the property line of the nearest residential property.

a. Measurement of Distance. For purposes of this section, all distances shall be measured in a straight line, without regard to intervening structures, from the nearest point of the digital sign to the nearest property line of

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any land use, land use district, or zone.

3. Only one digital on-premises sign shall be permitted per tenant.

   a. A digital on-premises sign shall not exceed fifty percent of total sign allotment per tenant.

   b. On multiple tenant developments, no permits for digital on-premises signs shall be issued until approval of a master sign program for the development has been granted by the community development director and/or designee.

   c. Only one digital on-premises sign shall be permitted on a freestanding or monument sign.

   d. Where a single tenant or multi-tenant development exists over multiple parcels, including parcels used for parking, no additional digital on-premises sign shall be permitted solely as the result of the additional parcel(s).

4. The following limitations apply to all digital on-premises sign displays:

   a. No sign shall display animated messages, including flashing, blinking, fading, rolling, shading, dissolving, or any other effect that gives the appearance of movement.

   b. No sign shall include any audio.

   c. Signs shall display static images only and shall not change more than once every five seconds.

   d. Transitions from one static image to the next shall appear instantaneous, without the appearance of animation.

   e. Each sign shall come equipped with automatic dimming technology which automatically adjusts the sign's brightness based on actual ambient light conditions. Measurement shall be taken at least thirty minutes past sunset, using a foot candle meter to record the ambient light reading for the area. This is done while the message center is off or displaying all black copy. No sign shall exceed a brightness level of 0.3 foot candles above ambient light. The reading shall be taken with the meter aimed directly at the message center at the appropriate pre-set distance. The measuring distance shall be calculated with the following formula:

$$D = \sqrt{a * 100}$$

D = Measurement Distance
a = Sign Area

   f. Digital on-premises signs shall be programmed to go dark in the event of

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a malfunction.
(Ord. 985-07 § 2; Ord. 1083-13 § 6; Ord. 1089-13 §§ 4, 5)

§ 17.76.145. Temporary signs.

In all nonresidential zones, temporary banners, decorative flags, feather banners, and portable signs (e.g., A-frames) are permitted subject to the requirements of this section.

Temporary banners, decorative flags, feather banners, and portable signs shall require a temporary sign permit issued by the community development department, upon application of the owner, occupant, or tenant, and shall be subject to the following conditions:

A. Size.

1. No banner shall exceed forty square feet in area or cover more than twenty percent of the surface of any wall segment of any building upon which it is affixed.

2. No decorative flag or string of flags or feather banner shall exceed forty square feet in area or one hundred feet in length.

3. No portable sign shall exceed twelve square feet in area.

B. Location. Temporary signs shall be securely fastened on all sides to the wall of the structure, face of the building, roof, and/or face of an existing permanent sign, and shall not be allowed to flutter freely. No temporary sign shall block or impede traffic or visibility at or near street or alley intersections or driveways. No temporary sign shall project into the public right-of-way or over a property line.

C. Number of Temporary Signs. Each tenant space is limited to:

1. One or more banners, for a cumulative banner area not to exceed forty square feet; or

2. One or more decorative flags/feather banners, for a cumulative banner area not to exceed forty square feet; or

3. One or more portable signs, for a cumulative sign area not to exceed twelve square feet, subject to the restrictions contained herein; or

4. For tenants occupying corner leased spaces, each tenant frontage may have: (a) banner(s), and (b) decorative flags/feather banners and portable signs, subject to the other provisions of this section.

D. Duration. No more than two sign permits shall be granted during any calendar year, for a cumulative total of not more than one hundred twenty days. The temporary sign shall have its expiration date affixed to it.

E. Penalty. A penalty will be imposed for temporary signs installed prior to the issuance of a permit. The penalty will constitute the deletion of thirty days from the

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cumulative time period allowed for temporary signs.

F. Temporary Identification. In addition to the limitations of subsection D of this section, any owner, occupant, or tenant not otherwise having a permitted permanent sign shall be permitted to have a banner for a period not to exceed sixty days to direct attention to the name of the owner, occupant, or tenant of the premises upon which the banner is placed, or identifying the premises, or advertising goods manufactured, sold or produced or services rendered on the premises upon which the banner is placed, pending the installation of a permanent sign upon receipt of a sign permit for the permanent sign.

G. Maintenance of Temporary Signs. All temporary signs must be maintained in good condition and repair. Any temporary sign which is torn, faded, sagging, or otherwise in disrepair shall be removed or replaced.

H. Authorization for Removal. The applicant for a temporary sign permit shall consent to the city entering upon the lot or parcel solely for the removal of the temporary sign, when a sign is not promptly removed at the expiration of the permitted period. Such entry and removal shall occur only after not less than forty-eight hours' written notice is posted upon the property and left with a manager or other responsible person at the location of the temporary sign.

I. Revocation. The community development director may revoke a permit granted under this section for any of the following reasons:

1. The permit was obtained by fraud or misrepresentation;

2. The temporary sign(s) is not maintained pursuant to subsection G of this section; or

3. For any reason for which the permit application could have been denied.

J. Temporary Window Signs. In addition to the temporary signs outlined above, temporary window signs may be used for as many as thirty consecutive days and as many as one hundred twenty total days in any one calendar year. The cumulative total area for temporary window signs, displayed for a business, shall not exceed:

1. Fifty percent of the area of the windows on which the signs are displayed; or

2. Two hundred square feet per building wall segment in which the windows are located; or

3. Such signs shall only be located on ground floor windows.

K. A violation of this section is punishable as an infraction pursuant to Section 1.08.030 of this code or punishable as a misdemeanor pursuant to Section 1.08.020 of this code.

(Ord. 1083-13 § 7)

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Article III
Signs Determined by Land Use

§ 17.76.150. Generally.

This section states the rules for signs which turn on land use (other than residential) regardless of zone.

A. Real Estate or Construction Signs. Temporary real estate or construction signs are allowed without permits or fees in all zones, subject to:

1. Maximum Number. One sign shall be permitted for each street or highway frontage.

2. Physical Type. The sign may be wall-mounted or freestanding.

3. Size.

   a. In any residential zone the display face shall not exceed twelve square feet in sign area on any building frontage or twenty-four square feet in total sign area on the site; or

   b. In any commercial or industrial zone the display face shall not exceed forty-eight square feet on any single frontage or ninety-six square feet in total sign area on the site.

4. Height.

   a. A wall-mounted sign shall not extend above the highest point of a parapet wall or the lowest point of a sloping roof.

   b. A freestanding sign shall not exceed eight feet in height from finished grade in residential zones, and shall not exceed sixteen feet in height from finished grade in commercial and industrial zones.

5. Location. Freestanding signs may be placed in required yard areas.

6. Lighting. Illumination is prohibited.

7. Time Limit. Real estate signs shall be removed from the premises within fifteen days after the subject property has been rented, leased, or sold. Construction signs shall be removed within fifteen days after an occupancy inspection certificate has been issued by the city or within fifteen days of the completion of the construction.

B. Pennants and Banners at Automobile Dealerships.

1. Stringers or clusters of pennants, banners or streamers may be displayed at new or used automobile dealerships, provided that the stringers or clusters are not less than eight feet nor more than thirty feet high.

2. All stringers, pennants, banners or streamers must be kept in a well-maintained

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and attractive manner.

3. A sign permit must be obtained annually for all stringers, pennants, banners, or streamers at all new or used automobile dealerships.

C. Temporary Noncommercial Messages. Nonresidential uses may display temporary signs expressing only noncommercial messages at all times, without permit or fee, subject to the following:

1. The area of display face shall not exceed twelve square feet, except in the time period which begins forty-five days before a primary, special or general election, and ends five days after the election, the maximum area is twenty-four square feet;

2. The height shall not exceed eight feet;

3. Signs shall be either freestanding or mounted on walls, doors, windows;

4. The signage allowed by this section is in addition to that otherwise allowed.

D. Building Identification Signs. In addition to the signs otherwise allowed by this chapter, building identification signs are allowed, subject to a permit and fee, in all commercial and industrial zones, and on legal nonconforming nonresidential properties in other zones, subject to the following:

1. A maximum of one sign may be displayed;

2. The sign shall be wall-mounted only;

3. The maximum area of display face shall not exceed six square feet;

4. The maximum height shall not exceed the following:

a. Where a building identification sign is located more than thirty feet above the finished grade, as measured from the bottom of the sign, the area of such sign shall not exceed two percent of the exterior wall area of the building wall on which the sign is mounted, and

b. No sign shall extend above the apparent flat roofline or eave line.

(Ord. 985-07 § 2)

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Article IV
Abatement of Unlawful Signs

§ 17.76.160. Unlawful signs.

A. Generally. The passage of time does not cure the illegality of a sign which was built, installed, modified, altered or erected in violation of the relevant rules then in effect.

All advertising structures, signs or accessory signs which do not conform to the provisions of this chapter, but which were constructed in compliance with previous regulations, ordinances, resolutions or other conditions of approval, shall be regarded as legal nonconforming and may remain as permitted by this chapter, except as specified in this chapter.

B. Removal.

1. Temporary and Portable Signs. Temporary or portable nonconforming signs which were not removed or brought into compliance on or prior to the effective date of this chapter shall be deemed illegal after that date and subject to an immediate removal order and/or abatement.

2. Painted Wall Signs. Nonconforming signs which are painted directly onto walls shall be painted out, or brought into compliance with the provisions of this chapter when there is a change in business license of the owner or lessee of the property on which the nonconforming painted wall sign exists. Whenever the city becomes aware of the existence of such a nonconforming sign, the director shall notify the owner of the property where such nonconforming sign is located of the provisions of this section. Such owner shall notify any prospective purchaser or lessee of the existence of any such nonconformity and the requirements for removal.

3. Permanent Signs. Permanent nonconforming signs shall be removed or brought into compliance with the provisions of this chapter whenever the owner of such sign: (a) requests permission to remodel or remodels that sign (remodel does not include the change of display face), or (b) expands or enlarges the building or land use upon which the sign is located and the sign is affected by such construction, or the cost of construction enlargement, or remodeling of the sign exceeds fifty percent of the cost of reconstruction of the building. Such signs shall also be brought into conformity when an owner seeks relocation thereof, or when the use of such sign has ceased or the structure upon which it is displayed has been abandoned for a period of not less than ninety days. The cost of removing an abandoned sign may be charged to the legal owner of the sign or property.

C. Alteration.

1. Generally. Nonconforming signs shall not be repaired, altered or added to, or the nonconformity expanded or changed, unless such repairs or alterations are otherwise required by law.

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2. Damaged Signs. Any nonconforming sign which has been less than fifty percent destroyed by any means other than normal wear and tear may be restored to its original condition, provided that the destruction is other than facial copy replacement, and the sign is repaired within thirty days from the date of its destruction or damage. "Less than fifty percent destroyed" means that repair would cost less than fifty percent of complete replacement with a new sign of equivalent characteristics.

D. Abandoned Signs. It is unlawful for any person to maintain or permit any conforming or nonconforming sign to remain in place for more than ninety days after the business to which the sign pertains is removed from, or has discontinued the use in the building or site where the sign is located.

E. Abatement of Safety Hazards. If the director finds that any sign or other advertising structure regulated this chapter is unsafe or unsecured, or is a menace to the public health and safety by virtue of its physical condition, as opposed to the message thereon, or has been constructed in violation of the provisions of this chapter, such sign or other advertising structure shall be considered to be a nuisance and subject to the nuisance abatement procedures set forth in Chapter 8.24. If the sign presents a serious and immediate threat to the public safety, the sign may be summarily abated by the city and the cost of removal or abatement may be charged to the sign owner or property owner. This provision does not limit the city's remedies for ensuring compliance with this chapter.

(Ord. 985-07 § 2)

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EXHIBIT B

WALL SIGN



CHANNEL SIGN



PYLON SIGN



MONUMENT SIGN



AWNING SIGNS



FASCIA SIGN



EXHIBIT C

PL No: _____

Date: _____

City of Lawndale
Community Development Department
14717 Burin Avenue, Lawndale, CA 90260
(310) 973-3230 (Phone)
(310) 970-2150 (Fax)
www.lawndalecity.org

Sign Permit Application (Fee: $115)

Project Address:		
Zone:	**APN No:**	**Legal Description:**
Applicant's Name:	**Phone:**	**Email:**
Applicant's Address		
Role of Applicant: ☐ **Property Owner** ☐ **Tenant** ☐ **Contractor** ☐ **Other:**		
Applicant's Signature:		
x		

QUALIFIED STREET FRONTAGE	
Name of Street	**Amount of Street Frontage**
Name of Street	**Amount of Street Frontage**
Name of Street	**Amount of Street Frontage**
Name of Street	**Amount of Street Frontage**

The following signs (A through E) will require plot plans and building elevation plans which clearly show the location and method of attachment or support for each of the signs.

A.	**GROUND/POLE SIGNS**		**Total Sign Area:**	
	Height:		**Setback from Property Line:**	
B.	**ROOF SIGNS**		**Total Sign Area:**	
	Height:			
C.	**PROJECTING SIGNS**		**Total Sign Area:**	
	Maximum Height:		**Minimum Clearance:**	
	Projection from Wall:		**Thickness of Sign:**	
D.	**AWNINGS**		**Total Sign Area:**	
	Height of Letters:			

E.	**WALL SIGNS** *(including permanent window signs)*		**Total Sign Area:**	
	Total area of all wall signs on each wall:			
	Front:		**Rear:**	
	Side:		**Side:**	
	Percent of total area of signs to the wall:			
	Front:		**Rear:**	
	Side:		**Side:**	

GRAND TOTAL OF AREA (A thru E) SIGN AREA: _____

HUMAN SIGNS *(including sign twirlers)*	**Total Sign Area:**		*(Maximum 8 Sq. ft)*
	No. of human signs:		*(Maximum 2)*

RESIDENTIAL SIGNS	**Number of dwelling units in the project:**	

BUILDING IDENTIFICATION SIGNS	**Total Sign Area:**	

FOR STAFF USE ONLY	
GROUND SIGNS	
☐ Denied ☐ Approved	**Approved Size:**
ROOF SIGNS	
☐ Denied ☐ Approved	**Approved Size:**
PROJECTING SIGNS	
☐ Denied ☐ Approved	**Approved Size:**
WALL SIGNS	
☐ Denied ☐ Approved	**Approved Size:**
TOTAL SQUARE FOOTAGE APPROVED:	
HUMAN SIGNS	
☐ Denied ☐ Approved	
Explanation of Denial:	

Staff Signature:	**Signature Date:**

EXHIBIT D

PLANNING COSTS GUIDEBOOK

Last Modified: September 2, 2020

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Introduction

The requirements for many planning documents and actions are the same for every agency. What differs is the size of the community (both geographically and in population), the character of the community, and the extent of change contemplated in the update. Because of the differences in abilities, budget, and experience, every project is uniquely bid. Even so, there are some 'rules of thumb' that are used by agencies in preparing planning budgets.

How To Use This Guide

The numbers in this guide should be considered a range rather than absolutes. In a competitive environment, or with a firm who has a great deal of knowledge, estimates may be well below the ranges shown here. Alternatively, for an agency that expects a high level of public outreach, or has a complex project, estimates may be well above the high end of the range. With estimates that are outside of the range, the first reaction should be to learn more about how the estimate was prepared. While most other projects should fall within the ranges, the individual circumstances of each project can significantly affect the cost.

Variables

There are three main variables that can widely affect the cost, and that are partially independent of jurisdiction size. These are: accuracy of the base data, extent of public outreach, magnitude of change.

- **Base Data**. Every project relies upon data held by the agency or generated by the consultant. Even when data is available it is often out of date or needs substantial revision before it is useful. Depending on the level of staff involvement, generating reliable base data can increase the cost of a task by 25 – 70 percent depending on the project. Another source of cost is if significant new data becomes available during the course of the project and needs to be reflected in the analysis. This can involve rerunning of models, or significant changes in the conclusions.
- **Extent of Public Outreach**. For large efforts such as a General Plan or Development Code update, the outreach can exceed one-third of the total budget. Public outreach now covers both in-person and digital platforms. While the digital platform saves travel time, setup often takes more time, coordination with the agency is important, and it takes more staff to run a successful meeting.

- **Magnitude of change**. There is a significant difference in level of effort (cost) between a minor technical revision and a comprehensive effort where everything is being revisited, or significant change is sought. Higher level of scrutiny by the public or other agencies can result in more edits, additional meetings, and a longer time for review and adoption. Exhaustive review/edit cycles can significantly increase the cost, as can wordsmithing of the document by several reviewers.
- **Level of Environmental Review**. Depending on the extent and intent of the environmental analysis, the time and cost associated with CEQA compliance can significantly increase the cost of the planning action. Every lead agency is different and may have unique circumstances that affect the level of CEQA compliance. Even similar projects in adjacent cities could have different levels of analysis.

If a project is outside of the estimate range, most often it's one of the above variables that is different, or the agency is including more program elements than the title would suggest.

How this Guide Was Prepared

The Institute for Local Government (ILG) conducted a survey during summer 2019 and received 65 responses. The survey asked if the agency took on one of the following tasks and an estimate of the cost.

- Zoning Code
- Design Standards
- Accessory Dwelling Unit Ordinance
- Pre-Approved Accessory Dwelling Unit Plans
- Permit Tracking Software Purchase and Implementation
- Specific Plans
- Housing Element
- Fee Studies
- Inclusionary Ordinance
- Feasibility Studies
- CEQA Streamlining

Table 1 shows the number of agencies that responded, the average, low, and high cost of each task. Note that often agencies 'bundle' actions that occur simultaneously. For example, when asked for the cost of the Housing Element Update, some agencies included the cost of the SB 244 analysis, CEQA clearance, and the drafting of any new ordinances. Technically all part of their update, but the answer may result in a larger item cost in the table. The results of the ILG survey informed the cost estimates identified in Table 2, Estimated Consultant Costs for Select Planning Actions.

Table 1: ILG Survey Results

ACTION	#	AVERAGE	LOW	HIGH
Zoning Code	15	$154,933	$1,000	$1,000,000
Design Standards	14	$77,179	$1,000	$350,000
ADU Ordinance	24	$31,592	$1,200	$160,000
Pre-Approved ADU	9	$59,167	$2,000	$200,000
Permit Tracking Software Purchase and Implementation	17	$209,771	$3,000	$1,000,000
Specific Plans	21	$544,237	$25,000	$2,000,000
Housing Element	33	$72,621	$8,000	$250,000
Fee Studies	9	$98,500	$10,000	$434,500
Inclusionary Ordinance	8	$71,813	$10,000	$200,000
Feasibility Studies[1]	7	$57,143	$5,000	$150,000
CEQA Streamlining	7	$55,714	$5,000	$160,000

[1]*The survey did not include a definition of feasibility studies. Typically, these refer to updates to some form of infrastructure plan(s).*

Staff time is seldom captured at the market rate which means that comparison to consultant costs is difficult. Staff time is seldom 'free' although some agencies consider the cost of staff fixed, and change priorities to meet the agency need. This guideline is based on an estimated cost by private consultants rather than agency employees. Realistically the actual costs are likely to be similar, with agency costs perhaps slightly higher when all benefits have been factored into the billing rate.

Project Cost Estimates

Costs are shown as a range allocated between small, medium, and large agencies. While size of the jurisdiction can be a factor, the costs are associated with the level of effort for the project. Large projects in small jurisdictions can cost more than a similar sized project in a large jurisdiction. The difference is often resources, staff experience, and community expectations.

When appropriate the estimates are divided into minor, moderate, and major. The deciding factor here is the extent of the project. A minor project 'should' take less effort than a 'major' project. This is obviously a judgement call and very subjective. What is or isn't a major project varies by community. Generally, a minor project is amending existing text to meet state requirements, while a major update would substantially revise the document and perhaps the vision of the community. The level of environmental compliance will also affect the final cost. Table 2, Estimated Consultant Costs for Select Planning Actions, represents only outside consultant costs and does not include agency labor or overhead.

Table 2, Estimated Consultant Costs for Select Planning Actions

	AGENCY			
	Small	***Medium***	***Large***	*Notes*
	<50,000	**50,001 - 100,000**	**> 100,000**	Unless Specified, CEQA is Separate
Zoning Code				
Focused Zoning Code Update for Compliance with State Law	$10,000	$20,000	$50,000	Revisions to add ADU, change procedures, add/delete uses. No property zoning changes.
Moderate Amendment	$20,000	$50,000	$100,000	Adding new zone district, rezoning property. Minor up-zoning to a few properties.
Comprehensive Zoning Code Update	$125,000	$250,000	$500,000	Complete revision of the zoning code, may include graphics and some form-based elements. Not a form-based code.
Form Based Code	$75,000	$125,000	$300,000	Depends on area, extent of design
Land Use Element (solo)				
Minor Update	$5,000	$15,000	$25,000	Wording changes, no map changes. No outreach beyond required public hearings.
Moderate Update	$10,000	$25,000	$50,000	A few map changes that would increase slightly over existing designation, vast majority of element unaffected. Targeted outreach to stakeholder groups. Town-all style outreach, no changes to vision statement.
Major Overhaul	$50,000	$75,000	$125,000	Comprehensive review of map, additional visioning, significant and sustained outreach.
VMT Threshold Adoption for CEQA	$25,000	$45,000	$70,000	Varies depending on data, meetings, existing conditions.

	AGENCY			
	Small	*Medium*	*Large*	*Notes*
	<50,000	50,001 - 100,000	> 100,000	Unless Specified, CEQA is Separate
Circulation Element Update (solo)				
Minor Update	$5,000	$15,000	$25,000	No new roadways, introducing road diet, ATP.
Moderate Update	$10,000	$25,000	$50,000	Change in Roadway Standards, elimination or addition of roadway.
Major Overhaul	$50,000	$75,000	$125,000	New roadway/interchange.
Housing Element				
Minor Update	$85,000	$100,000	$150,000	Change to reflect state law, no rezoning, site inventory with only minor survey.
Moderate Update	$120,000	$150,000	$250,000	Redesignation/rezoning increasing by type (medium to high), or change from more intensive use (commercial to high density)
Major Overhaul	$200,000	$250,000	$300,000	Extensive changes, redesignation/rezoning, challenging site inventory, currently non-compliant.
SB 244				
Identify	$4,000	$5,000	$7,000	Depends on Number of Communities
Analyze	$6,000	$8,000	$10,000	Depends on Number of Communities
Amend Land Use Element	$5,000	$7,000	$9,000	No engineering analysis/report
Safety Element				
Minor Update	$10,000	$15,000	$25,000	Recent LHMP, recent safety element, minor update to policies.
Moderate Update	$25,000	$35,000	$50,000	Significant re-write of existing conditions, climate change, and element goals, policies, and implementation programs to bring to compliance. Search for Data, GIS layers.
Major Overhaul	$50,000	$75,000	$100,00	Existing Safety Element >20 years old, no current LHMP, complete re-write of element.

	AGENCY			
	Small **<50,000**	***Medium*** **50,001 - 100,000**	***Large*** **> 100,000**	*Notes* Unless Specified, CEQA is Separate
Climate Change Vulnerability Assessment - Moderate Update	$10,000-$15,000	$10,000-$20,000	$10,000-$30,000	Existing local or regional VA available in stand-alone climate plan, LHMP, or other plan that can support a new VA with the addition of hazards, populations, assets, or other data to tailor it to the community, meet requirements.
Climate Change Vulnerability Assessment - Full preparation	$15,000-$25,000	$25,000-$60,000	$50,000-$150,000	Full VA needs to be prepared. Could include modeling.
General Plan Update	$250,000	$1,500,000	$3,000,000+	

The costs for planning actions in Table 3, Other Planning Actions change based on the level of effort rather than population. Due to the rising costs of comprehensive general plan updates, many agencies are opting to prepare a targeted or moderate update. In this context, a targeted effort would involve minimal change to reflect state law. A moderate project may change several elements and introduce a new policy / program into the overall General Plan. A comprehensive update to the General Plan would replace most of the elements with substantially revised versions. Everything from the level of outreach to the CEQA compliance method and supporting studies is based on the level of effort which in turn affects the cost.

Table 3, Other Planning Actions

OTHER PLANNING ACTIONS	TARGETED	MODERATE	COMPREHENSIVE	
Environmental Justice	$15,000	$25,000	$60,000	Data and Draft Text Only. Costs can be significantly higher depending on public outreach strategy.
	Minor	**Moderate**	**Major**	
Fee Studies				
Update	$15,000	$50,000	$150,000	Variables include: Capital Improvement Program, Outreach, Extent of Update (new fee vs. update)
	Small	**Medium**	**Large**	
Housing Feasibility Studies	$15,000	$50,000	$150,000	Smaller studies are zoning evaluations while the larger studies include design and economic evaluations.
Inclusionary Ordinance	$7,500	$12,000	$25,000	Difference is extent of public outreach (No Nexus Study)
Inclusionary Nexus Study	$50,000	$75,000	$150,000	
ADU Ordinance	$3,000	$7,000	$15,000	Difference is extent of public outreach
Density Bonus Ordinance	$3,000	$7,000	$15,000	Difference is extent of public outreach
CEQA				
Exemption	$1,500	$5,000	$15,000	Depends on how much technical analysis is needed to ensure § 15300.2 Exceptions do not apply.
Addendum	$2,500	$7,500	$25,000	Assumes no technical studies.
IS/ND	$15,000	$50,000	$75,000	Assumes no technical studies.
IS/MND	$25,000	$75,000	$150,000	Moderate Studies (i.e. bio, cultural, traffic, aq/ghg, noise)
Supplement/Subsequent EIR	$25,000	$75,000	$150,000	Focused issues moderate studies (i.e. bio, cultural, traffic, aq/ghg, noise)
Program EIR	$100,000	$150,000	$300,000	Usually General Plan Level
Project EIR	$100,000	$150,000	$350,000	Usually Specific Plan / Zoning Level

OTHER PLANNING ACTIONS	TARGETED	MODERATE	COMPREHENSIVE	
Outreach				
Kick Off Meeting	$1,200		$2,500	
Scoping Meeting	$2,500		$5,000	
Workshop	$5,000		$25,000	
Charette	$10,000		$25,000	
Certification / Adoption	$1,500		$7,000	
Permit Processing Software	$100,000	$125,000	$250,000	Depends on extent of hardware, licenses, and amount of historic data input.

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: November 17, 2025

TO: Honorable Mayor and City Council

FROM: Dr. Sean M. Moore, City Manager

PREPARED BY: Vanesa Alvarez, Administrative Assistant

SUBJECT: **Report of Attendance at Meetings**

No supporting documentation was forwarded to the City Clerk Department for this item.

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE:	November 17, 2025
TO:	Honorable Mayor and City Council
FROM:	Dr. Sean M. Moore, City Manager
PREPARED BY:	Vanesa Alvarez, Administrative Assistant Yvette Palomo, Assistant City Clerk
SUBJECT:	**Conference with Legal Counsel – Potential Litigation**

The City Council will conduct a closed session pursuant to Government Code Section 54956.9(e)(2), to confer with legal counsel regarding a significant exposure to litigation, the facts and circumstances of which are known to the potential plaintiff. Number of cases: One (1).

No supporting documentation was forwarded to the City Clerk Department for this item.

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: November 17, 2025

TO: Honorable Mayor and City Council

FROM: Dr. Sean M. Moore, City Manager

PREPARED BY: Vanesa Alvarez, Administrative Assistant

SUBJECT: **Conference with Legal Counsel – Potential Litigation**

The City Council will conduct a closed session pursuant to Government Code Section 54956.9(e)(1), to confer with legal counsel regarding a significant exposure to litigation, the facts and circumstances of which are not known to the potential plaintiff. Number of cases: One (1).

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: November 17, 2025

TO: Honorable Mayor and City Council

FROM: Dr. Sean M. Moore, City Manager

PREPARED BY: Vanesa Alvarez, Administrative Assistant

SUBJECT: **Conference with Legal Counsel – Existing Litigation**

BACKGROUND

The City Council will conduct a closed session, pursuant to Government Code section 54956.9(d)(1), to discuss existing litigation: Name of Case: City of Lawndale v. LA Investment, LLC (LA Superior Court Case No. 20TRCV00065).