



Filed: March 5, 2015
Staff: Trever Parker
Staff Report: March 30, 2015
Commission Hearing Date: April 15, 2015
Commission Action:

STAFF REPORT: CITY OF TRINIDAD

APPLICATION NO: 2015-03
APPLICANT / OWNER(S): City of Trinidad / Volunteer Fire Department
AGENT: NA
PROJECT LOCATION: Trinidad Firehouse, 409 Trinity St.
PROJECT DESCRIPTION: Design Review and Coastal Development Permit for a 210 sq. ft. addition to the rear of the existing 1,540 sq. ft. firehouse.
ASSESSOR'S PARCEL NUMBER: 042-061-18
ZONING: PR – Public and Religious
GENERAL PLAN DESIGNATION: PR – Public and Religions
ENVIRONMENTAL REVIEW: Categorically Exempt from CEQA per §15301 of the CEQA Guidelines exempting additions to existing structures.

APPEAL STATUS:

Planning Commission action on a coastal development permit, a variance or a conditional use permit, and Design Assistance Committee approval of a design review application will become final 10 working days after the date that the Coastal Commission receives a "Notice of Action Taken" from the City unless an appeal to the City Council is filed in the office of the City Clerk at that time. Furthermore, this project is / **is not X** appealable to the Coastal Commission per the City's certified LCP, but may be appealable per Section 30603 of the Coastal Act.

SITE CHARACTERISTICS:

The project site is located on the east side of Trinity Street, and the lot is zoned Public and Religious (PR). To the north of the site is the tennis court and Town Hall, which are also zoned PR; the tennis court is on the same parcel as the Firehouse. To the west, across Trinity Street, are two more PR parcels: Trinidad Elementary School and a Presbyterian church. Most of the parcels to the north and south along Trinity Street are zoned Planned Development – PD and contain a mix of residences and businesses. Parcels to the east of the Firehouse are residential. The 12,000sq. ft. project parcel is accessible from both Trinity Street and an alley to the rear. The lot is essentially flat, and mostly developed.

STAFF COMMENTS:

The purpose of the project is to better accommodate parking and access for the existing emergency response vehicles, not to provide room for additional ones. The City Council has approved the concept of and funding for the project. Referrals were sent to the Building Inspector, City Engineer and the County Division of Environmental Health (DEH) for the project. A building permit will be required for project construction if approved by the Planning Commission. The Building Inspector's comments were as follows: *“Structural review by city engineer will be required for the addition and deletion of the removal of the existing roll up door wings marked for deletion. 3 sets of construction plans will be required prepared, sealed, and signed by a state of Calif. licensed Architect or engineer. Supporting calculation package and spec's must accompany the plan set submittal to Building. No fees or deposits are required at time of submittal.”* The City Engineer had no comments at this time. DEH had no comments or concerns; see additional information in the Sewage Disposal section of this staff report.

Potential Conflicts of Interest

Commissioner Vanderpool lives within 500 ft. of the project, so there is a potential financial conflict of interest in accordance with the Fair Political Practices Act (see City Attorney, Paul Hagen's, memo of November 14, 2008 for more information). However, because Commissioner Vanderpool does not own the property, there is not an assumed conflict; and because the project is not located on the same street, there does not seem to be an appearance of a conflict either.

ZONING ORDINANCE / GENERAL PLAN CONSISTENCY

The project site is zoned PR – Public and Religious, and is owned by the City of Trinidad. The PR zone is intended for publicly owned lands and buildings other than Open Space areas. Fire stations are a principally permitted use in this zone. There is no minimum lot size for the PR zone except what is needed to accommodate the use and septic system. Minimum yards in the PR zone are: front – 20', rear and side – 5' unless adjacent to another PR or C property, then no side or rear yard is required. The site plan shows that all required yards are met.

The max building height in the PR zone, without obtaining a use permit is 25; the proposed addition, at 15 ft. will be less than the existing ridgeline (16.1 ft.) and less than the

maximum allowed. The project proposes to add 210 sq. ft. to the existing 1,540 sq. ft. Firehouse for a total of 1,750 sq. ft. This equates to a 14.6% floor area-to-lot area ratio and footprint (not including the tennis courts). The proposed project will not affect access to and from the property, but a roll-away access door will need to be replaced in conformance with any City Engineer requirements.

There are no other restrictions or regulations specific to the PR zone other than a requirement that any expansion of existing uses or buildings or new uses and buildings are subject to design review approval. Parking is regulated by §17.56.108, but requirements for public uses such as the Firehouse are not included. The proposed addition is small, and will not increase the capacity or membership of the TVFD, therefore, parking should not be affected.

The Trinidad General Plan and Zoning Ordinance protect important public coastal views from roads, trails and vista points and private views from inside residences located uphill from a proposed project from significant obstruction. The neighbors have been notified and given an opportunity to provide input. Very little change to the profile of the structure is proposed, and view blockage is not anticipated to be an issue. The existing propane tank will need to be moved somewhat to the east to accommodate the proposed development. For residential lots, the Planning Commission generally requires that propane tanks be screened from the public view, such as from the street. However, this project will just relocate the tank a few feet, and the unscreened City Hall propane tank is nearby. There is no specific ordinance requirement for screening, and it can be found to be unnecessary in this case due to the existing civic setting. Protective bollards will be placed around the tank.

The addition will be located on fairly level ground that is already developed with structures, and only minimal, if any, grading will be required to accommodate the new construction. This site is already connected to services and utilities, and these will not change. Elevations of the new addition are shown on the provided plans. The exterior of the addition will match the existing Firehouse. A standard composite roof is proposed.

DESIGN REVIEW / VIEW PROTECTION FINDINGS:

Because the project proposes changes to the external profile of the structure, §17.60.030 requires Design Review and View Preservation Findings to be made. The required findings are written in a manner to allow approval, without endorsing the project. However, if public hearing information is submitted or public comment received indicating that views, for instance, may be significantly impacted, or the structure proposed is obtrusive, the findings should be reworded accordingly.

Design Review Criteria

- A. *The alteration of natural landforms caused by cutting, filling, and grading shall be minimal. Structures should be designed to fit the site rather than altering the landform to accommodate the structure.* Response: The property is essentially flat, and only a minimal amount of grading will be required.

- B. *Structures in, or adjacent to, open space areas should be constructed of materials that reproduce natural colors and textures as closely as possible.* Response: A portion of the school grounds is zoned open space. However that is not a natural area, and the addition will not be readily visible from the school since it will be to the rear (east) of the existing Firehouse away from the school.
- C. *Materials and colors used in construction shall be selected for the compatibility both with the structural system of the building and with the appearance of the building's natural and man-made surroundings. Preset architectural styles (e.g. standard fast food restaurant designs) shall be avoided.* Response: Exterior materials and colors will be consistent with the existing structure and surrounding development.
- D. *Plant materials should be used to integrate the manmade and natural environments to screen or soften the visual impact of new development, and to provide diversity in developed areas. Attractive vegetation common to the area shall be used.* Response: No changes in landscaping are proposed at this time. The addition will be consistent with the existing neighborhood, and screening is found to be unnecessary.
- E. *On-premise signs should be designed as an integral part of the structure and should complement or enhance the appearance of new development.* Response: No signs are proposed as part of this project.
- F. *New development should include underground utility service connections. When above ground facilities are the only alternative, they should follow the least visible route, be well designed, simple and unobtrusive in appearance, have a minimum of bulk and make use of compatible colors and materials.* Response: Underground utilities already exist to the site.
- G. *Off-premise signs needed to direct visitors to commercial establishments, as allowed herein, should be well designed and be clustered at appropriate locations. Sign clusters should be a single design theme.* Response: No off-premise signs are proposed as part of this project.
- H. *When reviewing the design of commercial or residential buildings, the committee shall ensure that the scale, bulk, orientation, architectural character of the structure and related improvements are compatible with the rural, uncrowded, rustic, unsophisticated, small, casual open character of the community. In particular:*
- 1. Residences of more than two thousand square feet in floor area and multiple family dwellings or commercial buildings of more than four thousand square feet in floor area shall be considered out of scale with the community unless they are designed and situated in such a way that their bulk is not obtrusive.* Response: No residence is proposed as part of the project. The resulting Firehouse square footage is less than 2,000 sq. ft. at 1,750 sq. ft.
 - 2. Residential and commercial developments involving multiple dwelling or business units should utilize clusters of smaller structures with sufficient open space between them instead of a consolidated structure.* Response: No such development is proposed.

View Protection

- A. *Structures visible from the beach or a public trail in an open space area should be made as visually unobtrusive as possible.* Response: This project will not be readily visible from a beach or trail.
- B. *Structures, including fences over three feet high and signs, and landscaping of new development, shall not be allowed to significantly block views of the harbor, Little Trinidad Head, Trinidad Head or the ocean from public roads, trails, and vista points, except as provided in subdivision 3 of this subsection.* Response: The bulk of the structure will not change significantly except towards the rear of the property, and height will not be increased; this is unlikely to affect any public or private views.
- C. *The committee shall recognize that owners of vacant lots in the SR and UR zones, which are otherwise suitable for construction of a residence...* Response: The project will not be located on a vacant lot and is not in the SR or UR zone.
- D. *If a residence is removed or destroyed by fire or other means on a lot that is otherwise usable, the owner shall be entitled to construct a residence in the same location with an exterior profile not exceeding that of the previous residence even if such a structure would again significantly obstruct public views of important scenes, provided any other nonconforming conditions are corrected.* Response: There was no residence that was destroyed by fire associated with this project.
- E. *The Tsurai Village site, the Trinidad Cemetery, the Holy Trinity Church and the Memorial Lighthouse are important historic resources. Any landform alterations or structural construction within one hundred feet of the Tsurai Study Area, as defined in the Trinidad general plan, or within one hundred feet of the lots on which identified historical resources are located shall be reviewed to ensure that public views are not obstructed and that development does not crowd them and thereby reduce their distinctiveness or subject them to abuse or hazards.* Response: The proposed project is not within 100 feet of the Holy Trinity Church, the Memorial Lighthouse, Tsurai Study Area or the Cemetery.

SLOPE STABILITY:

The project site is not mapped as being “unstable” or of “questionable stability” on Plate 3 of the General Plan. The project is located outside of the Alquist-Priolo Fault Zone. Therefore, no geologic study or report is required.

SEWAGE DISPOSAL:

The project will not affect the intensity of the existing use or increase wastewater flows. The DEH file had no septic information for the Firehouse, which does contain a restroom and wash sink. The septic tank serving Town Hall was replaced in 2003 when the new bathrooms were installed. At that time it was found that the Firehouse is also connected to

that system through a pipe under the tennis courts. In response to a referral, DEH had not comments or objections to the project as proposed.

LANDSCAPING AND FENCING:

This project does not involve any new landscaping or fencing.

STAFF RECOMMENDATION

Based on the above analysis, the project can be found to be consistent with the City's Zoning Ordinance and General Plan and other policies and regulations of the LCP, and the necessary findings for granting approval of the project can be made. If the Planning Commission agrees with staff's analysis, the proposed motion might be similar to the following:

Based on application materials, information and findings included in this Staff Report, and based on public testimony, I move to adopt the information and required Design Review and View Protection findings in this staff report and approve the project as proposed and as conditioned in this staff report.

PLANNING COMMISSION ALTERNATIVES

If the Planning Commission does not agree with staff's analysis, or if information is presented during the hearing that conflicts with the information contained in the staff report, the Planning Commission has several alternatives.

- A. Add conditions of approval to address any specific concerns on the part of the Commission or the public.
- B. Delay action / continue the hearing to obtain further information.
 - In this case, the Planning Commission should specify any additional information required from staff or the applicant and / or suggestions on how to modify the project and / or conditions of approval.
- C. Denial of the project.
 - The Planning Commission should provide a motion that identifies the Finding(s) that can not be made and giving the reasons for the inability to make said Finding(s).

CONDITIONS OF APPROVAL

1. Recommended conditions of the City Building Official, including structural review of the roll-up doorway by the City Engineer, shall be required to be met as part of the building permit application submittal. Grading, drainage and street improvements will need to be specifically addressed at the time of building permit application.
Responsibility: Building Official prior to building permits being issued.



Filed: March 4, 2015
Staff: Trever Parker
Staff Report: April 7, 2015
Commission Hearing Date: April 15, 2015
Commission Action:

STAFF REPORT: CITY OF TRINIDAD

APPLICATION NO: 2015-04

APPLICANT: Trinidad Civic Club / Patrick's Point Garden Club

PROPERTY OWNER(S): City of Trinidad

PROJECT LOCATION: Located on existing light poles within City of Trinidad Trinity Street Right-of-Way. One at the corner of Trinity, Main and Stagecoach (pole #4) and one in front of the Firehouse (pole #6).

PROJECT DESCRIPTION: Design Review to place two (2) banners, measuring 22" x 48" tall, on existing light poles on Trinity Street in conformance with the City's adopted banner policy. The banners will feature the Trinidad Civic Club and the Patrick's Point Garden Club.

ASSESSOR'S PARCEL NUMBER: NA – City rights-of-way

ZONING: NA

GENERAL PLAN DESIGNATION: NA

ENVIRONMENTAL REVIEW: Categorically Exempt from CEQA per §15311 exempting construction or placement of minor accessory structures, including signs.

APPEAL STATUS:

Planning Commission action on a coastal development permit, a variance or a conditional use permit, and Design Assistance Committee approval of a design review application will become final 10 working days after the date that the Coastal Commission receives a "Notice of Action Taken" from the City unless an appeal to the City Council is filed in the office of the City Clerk at that time. Furthermore, this project is ~~is~~ / **is not** X appealable to the Coastal Commission per the City's certified LCP, but may be appealable per Section 30603 of the Coastal Act.

SITE CHARACTERISTICS:

The project proposes to place banners on existing light poles located on Trinity Street within the City's right-of-way. One will be placed at the corner of Trinity, Main and Stagecoach (pole #4) and the other in front of the Firehouse (pole #6). City rights-of-way have no associated zoning. The sites are relatively flat. These poles have already been approved as banner locations by the City.

STAFF COMMENTS:

The City adopted the 'Policy Concerning Street Light-Banners in City Limits' (attached) in 2013 in response to a proposal to put up several banners for the Chamber of Commerce and the Commercial Fishermen's Wives of Humboldt. Those banners were approved before the City's banner policy was adopted. This is the first application under those new policies. The proposed banners comply with the City's guidelines. However, such policies do not eliminate the need for Design Review approval from the Planning Commission.

ZONING ORDINANCE / GENERAL PLAN CONSISTENCY

The banners are proposed to be placed within City rights-of-way, which have no zoning associated with them. Regulations such as building size, height, setbacks, etc. do not apply. However, an encroachment permit may be required for the banners located within the City rights-of-way; but City staff will be responsible for installing them.

The banners fall under the definition of signs found in the City's Zoning Ordinance (§17.08.610): *"Sign' means any message, word, symbol, picture or visual medium which is intended to draw attention to a product, service, business, person, institution, [or] location and is placed or painted on the ground, or on any tree, wall, fence, rock, structure or thing whatsoever and place thereon whether indoor or outdoor, so as to be visible from off-premises, exclusive of legal notices, safety and directional signs posted by public agencies."* The banners do not appear to meet the definition of an off-premise sign: *"a sign other than an on-site sign and includes signs erected by the outdoor advertising industry in the conduct of the outdoor advertising business."* In the sense that the banners represent community activities and history, they could be considered 'on-site' or 'on-premise,' defined as (§17.08.650): *"a sign relating in its subject matter to accommodations, services, commodities, or activities on the premises upon which it is located as distinguished from a sign which directs attention to or advertises an occupancy, accommodate, service or activity supplied to originating on other premises."*

However, they do not fall clearly within the City's sign regulations (§17.56.160). The best fit appears to be subsection A.2, which allows an *"identifying sign and / or bulletin board for a church, school or other public or religious use, which may be indirectly lighted, not exceeding thirty-two square feet in area and located on the premises, provided that is no closer than ten feet from any property line;"* this type of sign is allowed in any zone but requires Design Review approval from the Planning Commission. Though it only applies to the PD, VS and C zones, subsection B.3 provides some guidance for signs projecting over sidewalks, which states that they: *"shall not be closer than nine feet to the ground or*

sidewalk.” For comparison, the City of Arcata requires an 8-ft. clearance for pedestrian safety.

The Trinidad General Plan and Zoning Ordinance protect importance public coastal views from roads, trails and vista points and private views from inside residences located uphill from a proposed project from significant obstruction. The neighbors have been notified and given an opportunity to provide input. The banners are proposed to be double-sided, and the Council policy has provided guidance as to the materials and construction. They will feature photos that represent both the Trinidad Civic Club and Patrick’s Point Garden Club. Color renditions have been provided.

Banner Policy Consistency

The proposed banners fit within Category #2 of eligible banners according to the City’s policy. These are “banners showcasing Trinidad’s cultural heritage.” The City’s policy specifies that banners must be 22” in width with a recommended length of 48,” which can vary. Banners must be constructed of waterproof material and have slots for wind passage. The applicant is responsible for the costs of the banner and for renting the equipment needed to install them; the City provides the personnel and staff time to install them.

The proposed banners are not of ineligible types listed in the City’s banner policy, which include: (1) No banner will be placed that advocates a political, religious or discriminatory point of view; (2) No banner may advertise any regular meeting or activity announcements of classes / lessons / clinics; and (3) No banner may be used to advertise for a business. It is the responsibility of the Planning Commission to review banner designs for consistency with the City’s banner policies and any applicable LCP policies.

DESIGN REVIEW / VIEW PROTECTION FINDINGS:

Because the project is a sign and proposes changes to the external profile of a structure, §17.60.030 requires Design Review and View Preservation Findings to be made. The required findings are written in a manner to allow approval, without endorsing the project. However, if public hearing information is submitted or public comment received indicating that views, for instance, may be significantly impacted, or the structure proposed is obtrusive, the findings should be reworded accordingly.

Design Review Criteria

- A. *The alteration of natural landforms caused by cutting, filling, and grading shall be minimal. Structures should be designed to fit the site rather than altering the landform to accommodate the structure.* Response: The banners will be placed on existing light poles, and no ground disturbance will occur.

- B. *Structures in, or adjacent to, open space areas should be constructed of materials that reproduce natural colors and textures as closely as possible.* Response: The proposed locations are not adjacent to any natural open space areas. Portions of the school yard

are zoned OS. However, the banners will feature images relating to two long-time Trinidad community organizations, which is consistent with the character and history of the community.

- C. *Materials and colors used in construction shall be selected for the compatibility both with the structural system of the building and with the appearance of the building's natural and man-made surroundings. Preset architectural styles (e.g. standard fast food restaurant designs) shall be avoided.* Response: Materials and colors are consistent with the existing structure and surrounding development. The banners will feature images relating to two long-time Trinidad community organizations, which is consistent with the character and history of the community.
- D. *Plant materials should be used to integrate the manmade and natural environments to screen or soften the visual impact of new development, and to provide diversity in developed areas. Attractive vegetation common to the area shall be used.* Response: No changes in landscaping are proposed at this time. Screening is not practical or necessary in this case.
- E. *On-premise signs should be designed as an integral part of the structure and should complement or enhance the appearance of new development.* Response: The banners will feature images relating to two long-time Trinidad community organizations, which is consistent with the character and history of the community.
- F. *New development should include underground utility service connections. When above ground facilities are the only alternative, they should follow the least visible route, be well designed, simple and unobtrusive in appearance, have a minimum of bulk and make use of compatible colors and materials.* Response: No utilities are required for the banners.
- G. *Off-premise signs needed to direct visitors to commercial establishments, as allowed herein, should be well designed and be clustered at appropriate locations. Sign clusters should be a single design theme.* Response: No off-premise signs are proposed, but the banners will feature images relating to two long-time Trinidad community organizations, which is consistent with the character and history of the community.
- H. *When reviewing the design of commercial or residential buildings, the committee shall ensure that the scale, bulk, orientation, architectural character of the structure and related improvements are compatible with the rural, uncrowded, rustic, unsophisticated, small, casual open character of the community. In particular:* Response: No new buildings are proposed.

View Protection

- A. *Structures visible from the beach or a public trail in an open space area should be made as visually unobtrusive as possible.* Response: The banners will not be readily visible from these areas. In addition, the banners will feature images relating to two

long-time Trinidad community organizations, which is consistent with the character and history of the community.

- B. *Structures, including fences over three feet high and signs, and landscaping of new development, shall not be allowed to significantly block views of the harbor, Little Trinidad Head, Trinidad Head or the ocean from public roads, trails, and vista points, except as provided in subdivision 3 of this subsection.* Response: The bottom of the banners will be at approximately 8-9 feet in height and extend 4 feet up the side of the light pole to maximum height of approximately 12 to 13 feet. The banners will be placed high enough so that they would not interfere with any coastal views from most viewing angles.
- C. *The committee shall recognize that owners of vacant lots in the SR and UR zones, which are otherwise suitable for construction of a residence...* Response: The project does not propose any new buildings.
- D. *If a residence is removed or destroyed by fire or other means on a lot that is otherwise usable, the owner shall be entitled to construct a residence in the same location with an exterior profile not exceeding that of the previous residence even if such a structure would again significantly obstruct public views of important scenes, provided any other nonconforming conditions are corrected.* Response: There was no residence that was destroyed by fire associated with this project.
- E. *The Tsurai Village site, the Trinidad Cemetery, the Holy Trinity Church and the Memorial Lighthouse are important historic resources. Any landform alterations or structural construction within one hundred feet of the Tsurai Study Area, as defined in the Trinidad general plan, or within one hundred feet of the lots on which identified historical resources are located shall be reviewed to ensure that public views are not obstructed and that development does not crowd them and thereby reduce their distinctiveness or subject them to abuse or hazards.* Response: The proposed project is not within 100 feet of the Tsurai Study Area, Holy Trinity Church, the Memorial Lighthouse or the Cemetery.

SLOPE STABILITY:

The proposed locations are not mapped as being “unstable” or of “questionable stability” on Plate 3 of the General Plan. The project is located outside of the Alquist-Priolo Fault Zone. In addition, no ground disturbance or new buildings are proposed.

SEWAGE DISPOSAL:

There is no sewage disposal associated with or required to place the banners. No septic systems will be affected.

LANDSCAPING AND FENCING:

This project does not involve any new landscaping or fencing.

STAFF RECOMENDATION

Based on the above analysis, the proposed project can be found to meet the requirements of the Trinidad Local Coastal Program and the City's adopted banner policy. Provisions of the Zoning Ordinance and General Plan have been met. If the Planning Commission agrees with staff's analysis the project could be approved with the following motion:

Based on the information submitted in the application included in the staff report and public testimony, I move to adopt the information and findings in this staff report and approve the project as conditioned below:

PLANNING COMMISSION ALTERNATIVES

If the Planning Commission does not agree with staff's analysis, or if information is presented during the hearing that conflicts with the information contained in the staff report, the Planning Commission has several alternatives.

- A. Alter the proposed conditions of approval to address any specific concerns on the part of the Commission or the public.
- B. Delay action / continue the hearing to obtain further information.
 - In this case, the Planning Commission should specify any additional information required from staff or the applicant and / or suggestions on how to modify the project and / or conditions of approval.
- C. Denial of the project.
 - The Planning Commission should provide a motion that identifies the Finding(s) that can not be made and giving the reasons for the inability to make said Finding(s).

CONDITIONS OF APPROVAL

1. The applicant is responsible for reimbursing the City for all costs associated with processing the application. *Responsibility: Building Official prior to building permits being issued.*
2. Banners shall be installed in accordance with the City's adopted Policy Concerning Street-Light Banners in City Limits. *Responsibility: Public Works staff prior to mounting banners.*
3. Any necessary encroachment permits shall be obtained prior to banner placement. *Responsibility: Public Works staff prior to mounting banners.*

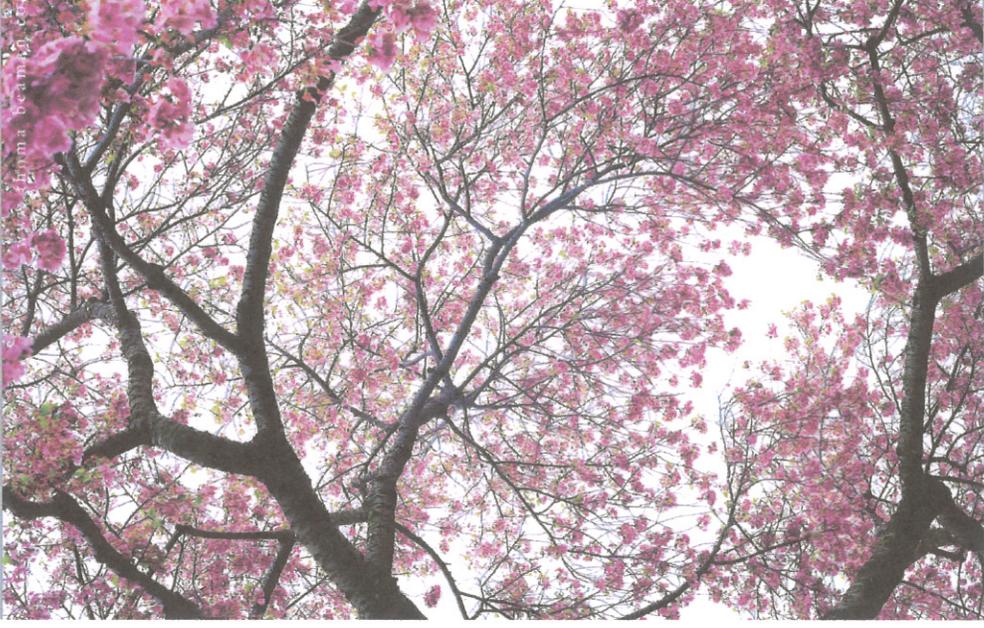
GFWC - CFWC
Trinidad Civic Club
Est. 1913



Giabe Adams

**Leadership Development,
Education and
Community Service**

Patrick's Point Garden Club
Est. 1962



**Beautification, Education,
and Conservation in
Greater Trinidad**

Policy Concerning Street-Light Banners in City Limits

Banner Size and Type: All street-light banners must be of a consistent width of 22" to fit the size of the bracket the City uses. The recommended length of each banner is 48", but the length may be extended with the consent of the Planning Commission. The banner must be constructed of waterproof material such as vinyl, plastic or canvas and must include slits or holes for wind proofing.

Eligible Banners: All banners must represent non-profit organizations. Any proceeds from activities promoted by the banners must be given to non-profit organizations.

There are two categories of banners that will be eligible within Trinidad:

Category #1 - Trinidad-Centered Events and Activities: Banners showcasing Trinidad-centered events and activities may be displayed up to four weeks before an event. Applicant is responsible to coordinate with the City Clerk to determine the date of the next regularly scheduled Planning Commission meeting (normally meets 3rd Wednesday of the month) to allow sufficient time for City review, Planning Commission review and suitable display time prior to the scheduled event. Event organizers should pick up their banner(s) within one week after the City removes the banner. The City Clerk will be responsible for calling the banner's owner.

Category #2 - Trinidad's Cultural Heritage: Banners showcasing Trinidad's cultural heritage will be donated to the City and will have no time limit for display, but will be displayed at the discretion of the City. There may be a charge for installing or removing the banner(s).

Application Costs: The applicant must deposit \$200.00 per application for a new banner(s), which will go through screening for acceptable design. If the \$200.00 deposit exceeds actual City cost, the excess will be refunded to the applicant. If further review is necessary, the applicant will be billed for the additional cost.

Placement and Removal Costs: The cost for placing and removing a banner is for renting a lift and providing personnel time. The applicant is responsible for the cost of the lift and the City will provide personnel time to hang the banners. If banners are being placed for more than one applicant, the cost will be shared equally.

Non-Eligible Design:

No banner will be placed that advocates a political, religious or discriminatory point-of-view.

No banner may advertise any regular meeting or activity announcements of classes/lessons/clinics.

No banner may be used to advertise for a business.

The Planning Commission will decide the eligibility of all banners subject to City Council approval.

Application Process:

Applications are available from the City Clerk. Completed applications must be returned to the city clerk at least two weeks before the Planning Commission meeting that takes place before the event. All applications must include the name, date, a description of the event and confirmation that the event is non-profit. The design of the banner must also be included. The city clerk will check the application to see if it meets the criteria noted in this policy. The application and banner or mock-up banner will be forwarded to the Planning Commission for review. If the banner is found acceptable by the commission, it will be installed by the City of Trinidad.

City Responsibility and Dates:

The City of Trinidad is responsible for the location and display of all banners. Banners may be subject to removal at the discretion of the City, with removal charges billed to the applicant. Category 2 banners may be taken down November 1st and reinstalled May 1st to protect the banners from winter storms.