REQUEST FOR PROPOSALS
FOR
PERFORMANCE AUDIT SERVICES

Audit of the City’s Development and Permitting Review and Approval Processes from Project Submittal until Final Approval and Issuance

Submit Proposals to:
City Manager
245 E. Bonita Avenue
San Dimas, CA 91773

Due Date:
Wednesday, June 1, 2022 by 12:00pm

Consultants responding to this RFP shall submit one (1) hard copy and one (1) electronic copy (on a USB thumb drive) of the proposal to the City
Introduction

The City of San Dimas is a general law city with a population of just over 34,000 residents, and the City occupies a land area of 15 square miles. The City is located midway (about 27 miles) between Los Angeles and San Bernardino, at the base of the San Gabriel Mountains. Superior access to three freeways offers a centralized location from which to enjoy Southern California’s many excellent cultural and recreational activities.

The City provides a full range of services through the combined efforts of the City’s five departments, which include the City Manager’s Office, Administrative Services, Parks and Recreation, Public Works, and Community Development. Additionally, the City is a contract city which contracts with the Los Angeles Sheriff’s Department for law enforcement services as well as several other critical services. The City has contracted with RKA Engineering to serve as its City Engineer and has been with this firm for several decades.

The City uses Accela as the central enterprise system management permitting and development. Accela generally maintains six work processes for development and permitting for much of the City’s activity, but the entitlement and core planning process are not represented. Additionally, there are limited online capabilities that have been activated; although, this is a priority to implement. The six processes represented with Accela include

- Building and Safety –
  - Over the Counter Workflow;
  - Plan Check Workflow;
- Planning
  - Zoning Clearance Workflow (for business licenses);
- Public Works
  - Encroachment Permit Workflow;
  - Administrative Permit Workflow; and
  - Annual Permit Workflow.

The City also processes development plans and entitlements, which include General Plan amendments, Zoning changes, Conditional Use permit development and processing, design review, development agreements, and other typical planning activity. Generally, the approval processes for the City include the Director of Development Services (known as the Community Development Director and within this department includes planning, building/safety, housing, and code enforcement), Public Works Director, Development Plan Review Board (DPRB), Planning Commission, and City Council.

San Dimas Municipal Code Section 18.12 defines the development plan review process. Other sections include details on key processes, which include but are not limited to

- Title 15 – Buildings and Construction
- Title 17 – Subdivisions
- 18.196 – Temporary Uses
- 18.200 – Conditional Use Permits
Project Overview

This Request for Proposals (RFP) solicits proposals from experienced and qualified consulting firms to complete a performance audit of the City’s development processes from project application submission until final approval by the City Council, Planning Commission, and/or Development Plan Review Board. The development processes will include activity generally undertaken through the Planning, Building, Public Works department, including but not limited to, new construction, significant reconstruction/rehabilitation, permit processing, inspections and inspection review, and technology system usage, with the goal of reviewing the full range of significant activity processed through the City.

Consultant will prepare a written report identifying findings and recommendations to improve the efficiency and effectiveness of the overall development review and approval processes including details of key development processes experienced by the City. The audit will minimally

- interview or survey elected policymakers and City leadership (Mayor and 4 Councilmembers, as well as approximately 10 manager/directors) to determine areas of concern as it relates to efficient and effective processing of development and permit applications,
- interview select project applicants to determine areas of inefficiency or where improvements can be considered,
- flowchart the key development processes and identify milestones and timelines for significant and higher volume development activity,
- provide analysis and recommendations to address significant barriers inhibiting efficient and effective development and permit activity and/or resulting in unnecessary delay, and
- determine, if applicable, where process or substantive requirements of the development and permit process are outweighed by the cost associated with the requirements and as part of the recommendations, provide alternate approaches to ensure a higher benefit for the cost associated with the requirements.

The work specified in this RFP will be required to be done utilizing Government Auditing Standards (“Yellow Book”). Use of “consultant,” “consulting firm,” “contractor,” shall refer to the same entity or representatives of such entity submitting proposal.

Proposal Due Date

Interested consultants must submit one hard copy and on electronic copy (in PDF format) on a thumb drive of their proposal to the address provided on the coversheet and no later than the date and time stated on the cover of this Request for Proposals. Postmarks will not be accepted.
**Scope of Work**

The consultant shall provide performance audit services to conduct a performance audit of the development and permit review process from project submittal until final approval by the appropriate review body and permit issuance.

The scope of the project shall minimally include the areas identified under **Project Overview** of this Request for Proposal and will minimally review the development review processes related to Section 18.12. Consultant will be required to conduct a performance audit accordance with Generally Accepted Government Auditing Standards.

The consultant shall provide a “Findings and Recommendations Report” in accordance with Government Auditing Standards to the City Manager outlining findings, best practices, recommendations, and opportunities for cost savings and other efficiencies as a draft. City staff will review the draft and provide a response to the findings and recommendations for the consultant. After consideration of the City’s response, the consultant can issue a final report to the City Manager with a consultant’s response to the City’s response. The consultant or team should be available to present these findings to internal staff and the City Council.

**Presentation of the Final Report**

The work of the consultant shall include a complete report provided to the City and for two presentations of the final audit report to 1) internal staff and 2) the City Council.

**Timeline and Budget**

The services of the consultant shall begin immediately following the execution of a professional services agreement. It is anticipated that this contract will begin in around July 2022. The services shall be completed in a professional manner within six (6) months from the date of initiation of the agreement unless an extension is granted in writing by the City. The City reserves the right to accelerate the starting date or to reasonably extend the completion date if requested with concurrence of the consultant.

Budget is subject to the proposals submitted and the budget appropriation provided by the City Council. Should proposals provide bids that exceed the City’s current budget appropriation, the City reserves the right to extend the timeline to seek additional funding or to cancel the project.

**Contact Information**

The City Manager is the lead individual administering this agreement. Questions and correspondence should be directed to:

Chris Constantin, City Manager  
245 E. Bonita Avenue  
San Dimas, CA 91773  
(909) 394-6214 phone  
ccostantin@sandimasca.gov
**INSTRUCTION TO PROPOSERS**

**Consultant Selection Schedule** *(City reserves the right to change schedule)*

- Issue Request for Proposals: April 25, 2022
- Proposals Due: June 1, 2022
- Review of Proposals/Interviews, if necessary: June 2022
- City Council Authorizes Professional Services Agreement: July 2022
- Notice to Proceed: July 2022
- Estimated Project Completion: January 2023

**Proposal Content and Organization**

The intent of this RFP is to encourage responses which meet the stated requirements, and which propose the best methods to accomplish the work within the stated budget.

1. **Transmittal letter**: Include summary of the proposal, applicant or consulting firm name, and name, title, address, email, phone number, and signature of an individual with authority to negotiate on behalf of and to contractually bind the proposer, and who may be contacted during the period of proposal evaluation.
2. **Audit Plan and Technical Approach**: Detailed description of your approach to the project, including proposed work program, schedule, and milestones to be performed.
3. **Project Management**: Explanation of the project management system and practices to be used to assure that the project is completed within the scheduled time frame and budget, and to assure that the required product is of high quality and complies with auditing standards.
4. **Consultant Team**: Names, qualifications (resume with certifications, relevant experiences, publications, presentations, etc.), and expected time commitment of all professionals who will work on the project, including any subcontractors, and organization chart for this project.
5. **Consultant Qualifications and References**: Related projects, including project description and contact name, address, and phone number of clients. Provide two examples of completed performance audit work in a related area as to the scope of this performance audit.
6. **Peer Review**: A copy of the consulting firm’s latest Peer Review document for Yellow Book performance auditing.
7. **Conflict of Interest**: List any past, current or upcoming projects by your consultant firm and/or consultant team members that may result in an actual or perceived conflict of interest with this performance audit or conducting such audit for this proposing City.
8. **Cost Proposal**: Prepare a detailed cost proposal for the work to be performed. The cost summary should include a breakdown of costs. Costs shall be segregated to show staff hours, rates, and classification, and administrative overhead for each task. The proposal shall include a not to exceed amount.
Submittal of Proposals

1. One hard copy and one electronic copy (in PDF format submitted on USB thumb drive) of their proposal must be received by the City of San Dimas at the location at by the date and time specified on the cover of this RFP. If selected for further consideration, the City will coordinate the timing of any oral interviews. However, at the discretion of the City Manager, the selection of the consulting firm may be made without oral interviews.
2. Costs to prepare the proposal shall be borne by the proposer.
3. The City reserves the option to reject any or all proposals, wholly or in part. The City shall have no obligation to award any contract and may terminate the RFP evaluation process with no recourse for any submitting consulting firm.
4. This request does not constitute an offer of employment or contract.

Proposal Evaluation and Selection Process

1. City staff will review the written proposals and, if necessary, invite select consultants to an oral interview. The City reserves the right to select a consultant based solely on the written proposals and not convene oral interviews.
2. Areas considered in evaluating the proposals include, but are not limited to
   a. Scope and detail which aligns with City’s need in the performance audit,
   b. Background and experience of team and/or consultant considered for the performance audit, and
   c. Cost proposal and ability to meet price and timeline,
3. Selection and contract approval shall be at the discretion of the City Manager and may require City Council approval,
4. Sanction or current investigation by any federal, state or relevant industry organization of the consultant or member of the consultant team may be grounds for disqualification of a consultant’s proposal,
5. The City reserves the right to award the contract to the consulting firm that presents the proposal which, in the judgement of the City, best demonstrates the ability to conduct the audit, which will include, but not be limited to, understanding of the purpose and requirement of the audit; approach to be followed and tasks to be performed; relative allocation of resources to key tasks; experience in performance auditing and the local government development and permit review processes in California cities, and issues and functional area(s) to be analyzed during audit; education and specific experience of the project team; and consideration of the cost proposal.

Method of Payment

Payments will be made on a progress basis by task structured to meet the cash flow requirements of the consultant. Retention of 25% of the full contract amount will be held until after the work has been satisfactorily completed and accepted by the City.
ATTACHMENT 1

EXISTING WORKFLOWS
Building and Safety
Over the Counter Workflow

Start → Application Submittal

Accepted → Counter Review

Approved → Permit Issuance

Issued → Inspection

Revoked, Final, Expired → Closed

Closed → End
Building and Safety Plan Check Workflow

Start

Application Submission

Accepted

Plans Distribution

Router

Fork

Engineering Review

Consultant Review

Planning Review

Building Review

Corrections Required

Approved Required

NA Approved

Join

Review Consolidation

Approved

Permit Issuance

Issued Expired

Inspection

Replaced Final Expired

Close

Closed

End
Planning
Zoning Clearance Workflow

Start

Application Submittal

Accepted

Planning Review

Approved

Fork

Public Works Review

Building Review

Inactive, Approved, Denied

Denied

Join

Review Consolidation

Withdrawn, Expired, Denied, Approved

Close

Close

End
Public Works
Encroachment Permit Workflow
Public Works
Annual Permit Workflow
ATTACHMENT 2

DEVELOPMENT REVIEW PROCESS

(PARTIAL)
ATTACHMENT 2
Chapter 18.12 DEVELOPMENT PLAN REVIEW

Note

* Prior ordinance history: Ords. 99, 199 and 287.

18.12.010 Purpose.

The purpose of this chapter is to permit the city to review proposed development projects to ensure compliance with the general plan goals, policies and objectives favoring high-quality development which is both internally balanced and harmonious and is complimentary to adjacent properties. The city recognizes that architectural design and treatment of buildings and structures, integrity of design, orientation and configuration of buildings and structures upon a site, compatibility of development with adjacent development, traffic circulation and parking, and landscaping and open areas are all factors which should be addressed with respect to development of any property so as to create attractive, desirable and healthy neighborhoods for work and residence. The city’s objective is to encourage and to promote development which is not only functional and attractive, but is also functionally and aesthetically compatible with surrounding development and enhancing to the area in which it is located. In furtherance of this purpose, this chapter provides for detailed site plan review of development proposals to ensure compliance with the zoning ordinance and other regulations of the city by creating a development plan review board to review such proposals and impose such conditions as the board deems necessary to carry out the purposes of this chapter. Where the proposed development plan creates adverse effects on surrounding properties, or environmental impacts are found to so require, the director of development services or the development plan review board, as the case may be, may establish more stringent regulations than those otherwise specified. (Ord. 1170 § 1, 2007; Ord. 909 § 1, 1989; Ord. 703 § 1, 1980; Ord. 292 § 1, 1970; Ord. 99 § 4, 1964; Ord. 37 § 795.0, 1961)

18.12.020 Development plan review board created.

A. Creation. There is created a development plan review board consisting of the president of the Chamber of Commerce; a member of the city council; a member of the planning commission; the director of public works; the city manager; the director of development services; or their designated representatives; and, an appointed member of the general public at large with a designated alternate. In the event that the board attendance is not sufficient to reach a quorum, the director of community development shall appoint a temporary board member(s). The term “DPRB,” when used in this chapter, refers to the development plan review board. The DPRB shall carry out the duties prescribed in this chapter.

B. Meetings. The DPRB shall meet regularly in open meeting at a time to be determined by the development plan review board.

C. Rules of Procedure. The DPRB may adopt such procedural rules as are necessary for the conduct of its business. (Ord. 1170 § 1, 2007; Ord. 1005 § 1 (Exh. A, § 1), 1993; Ord. 897 § 1,
18.12.030 Review required.

A. Building Review. No person shall construct any building or structure, or relocate, rebuild, alter, enlarge or modify any existing building or structure, until a development plan has been reviewed and approved in accordance with this chapter, and no building permit, relocation permit or business license shall be issued until the requirements of this chapter are met.

B. Sign Review. No person shall install or construct a sign or implement a sign program until a sign plan or sign program has been reviewed and approved in accordance with this chapter and the sign regulations pursuant to Chapter 18.152 of this title. (Ord. 1170 § 1, 2007; Ord. 1005 § 1 (Exh. A, § 2), 1993; Ord. 897 § 1, (D), 1989; Ord. 703 § 1, 1980; Ord. 480 § 1, 1974; Ord. 292 § 1, 1970; Ord. 99 § 4, 1964; Ord. 37 § 795.4, 1961)

18.12.040 Submission of development plan.

Application for a development plan review shall be filed by the owner of the property for which the permit is sought, or by the authorized representative of the owner; provided, however, that the city council, upon written request of the owners or authorized representatives of the owners of the majority of the property in an area for which a development is being proposed, may authorize the filing of an application without the approval of all of the property owners or their authorized representatives if the city council determines that to do so is in the best interest of the city.

A. The applicant shall submit to the planning division a completed development plan review application with materials and plans as required in the development plan review application package.

B. Fees. No application shall be processed in accordance with this chapter unless the applicant pays such fees as shall from time to time be fixed by resolution of the city council as being necessary to defray the costs of the city incidental to processing the application.

C. Contents. The development plan shall be the building plans and shall include, but not be limited to, the following:

1. Parcel or lot dimensions;
2. Walls and fences: location, height, materials and colors;
3. Off-street parking and loading: location, number of spaces, dimensions of parking area and loading facilities, internal circulation pattern;
4. Access and circulation: pedestrian, vehicular, service; points of ingress and egress, internal circulation;
5. Buildings and structures: location, floor plans, elevations, size, height, proposed use; type and pitch of roofs; size and spacing of windows, doors and other openings; materials, colors and architectural treatment;
6. Spaces between buildings: location, size and dimension; yards and setbacks;
7. Open spaces, recreation areas or greenbelts; location, size and facilities;
8. Public improvements; street dedications and improvements; public utilities installations including poles, transformers, vaults and meters; design and location;
9. Signs: location, size, color, design and materials;
10. Lighting: location and general nature; hooding devices;
11. Drainage pattern and structures;
12. Towers, chimneys, roof structures, flagpoles, radio and television masts, all mechanical equipment external to main or accessory structures; location, design, size, height, materials, colors and architectural treatment;
13. Alternative energy systems;
14. Such other data as the development services department staff or DPRB may require to make necessary findings. (Ord. 1170 § 1, 2007; Ord. 1117 § 2, 2001; Ord. 897 § 1 (E), 1989; Ord. 750 § 4, 1981; Ord. 703 § 1, 1980; Ord. 292 § 1, 1970; Ord. 99 § 4, 1964; Ord. 37 § 795.6, 1961)

18.12.045 Resubmittal of denied application.

Following denial of a development plan review case, no similar or substantially similar application for development plan review on the same property, or portion thereof, shall be filed for one year from the date that the denial becomes final; unless the denial was made without prejudice. (Ord. 1170 § 1, 2007; Ord. 1144 § 3, 2004)

18.12.050 Review authority.

A. Informal Review. Applicants may, at their option, submit preliminary drawings to the planning division for informal review and comment prior to the preparation of working drawings.

B. Development Plans—Exempt. The following development is exempt from development plan review and approval as shown below in the first column of Table 18.12.050. These developments shall conform to all applicable provisions of the San Dimas Municipal Code and this chapter. For development plans specified in this subsection, the director of development services may approve reductions in setbacks or other development standards where this title allows the development plan review board to do so. The director of development services may, upon a determination that the development could be incompatible with or have an adverse effect on existing and surrounding property, require that the development plan be reviewed pursuant to subsection C or D, as deemed appropriate, of this section.

C. Development Plans—Review by Director of Development Services. The director of development services may approve, conditionally approve, or disapprove those development plan applications, subject to the criteria set forth in Section 18.12.060, as shown below in the second column of Table 18.12.050. The director of development services may approve reductions in setbacks or other development standards where this title allows the development plan review board to do so. The director of development services may, upon a determination that the development could be incompatible with or have an adverse effect on existing and
surrounding property, require that the development plan be reviewed pursuant to subsection D of this section.

D. Development Plan—Review by Development Plan Review Board. The development plan review board may approve, conditionally approve, or disapprove those development plan applications, subject to criteria set forth in Section 18.12.060, as shown below in the third column of Table 18.12.050.

E. Development Plan—Review by City Council. Where the applicant is a city council member or commissioner for the city of San Dimas, a member of the development plan review board, or any designated employee of the city of San Dimas required to file a statement of economic interests, the DPRB shall forward their recommendation to the city council. The city council may approve, conditionally approved, or disapprove development plan applications, subject to criteria set forth in Section 18.12.060.

Table 18.12.050

<table>
<thead>
<tr>
<th>Exemptions</th>
<th>Director of Development Services</th>
<th>Development Plan Review Board (DPRB)</th>
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<tbody>
<tr>
<td>Single-family residential additions or structural modifications where addition is 1-story in height and where designed to match existing building exterior</td>
<td>Single-family residential additions or structural modifications where addition is greater than 1-story in height; provided neighbors are notified</td>
<td>New single-family residences; new multiple-family residences, office, commercial, institutional, public, industrial and other nonresidential buildings</td>
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<td>Accessory dwelling units and/or junior accessory dwelling units</td>
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<td>Ground-mounted mechanical equipment where screened from view of adjoining properties and public streets</td>
<td>Roof-mounted mechanical equipment</td>
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<td>Patios, gazebos, decks and similar accessory residential structures without cantilever design or retaining wall support and not visible from public rights-of-way</td>
<td>Patios, gazebos, decks and similar accessory residential structures with cantilever design or retaining wall support</td>
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<td>Swimming pools and spas without retaining walls or</td>
<td>Swimming pools and spas with retaining walls or with</td>
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<tr>
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<td>with not more than 50 cubic yards of grading(excluding pool excavation)</td>
<td>more than 50 cubic yards of grading (excluding pool excavation)</td>
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<td>Second-story decks and balconies less than 200 square feet, which are not on street-facing side of home and which are not located in a zero lot line or attached residential project; provided that neighbors are notified</td>
<td>Second-story decks and balconies greater than 200 square feet, which are not on street-facing side of home and which are not located in a zero lot line or attached residential project; provided that neighbors are notified</td>
<td></td>
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<tr>
<td>Signs complying with approved sign program</td>
<td>Monument signs which comply with Chapter 18.152 and additional wall signs allowed by Chapter 18.152</td>
<td>Sign programs</td>
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<tr>
<td>Wall signs and on-site directional signs</td>
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<td>Temporary signs and banners</td>
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<td>Sign face changes</td>
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<td>Minor additions and structural modifications to multiple-family residential and nonresidential uses and structures, for which there is no increase in intensity of use or additional parking required. Examples: interior remodels, trash enclosures and similar facilities</td>
<td>Additions and structural modifications to multiple-family residential and nonresidential uses and structures, which increase intensity of use or additional parking required. Examples: exterior remodeling, exterior color and material changes and similar modifications</td>
<td>Additions or structural modifications to an historic structure</td>
</tr>
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<td>Demolition of nonhistoric buildings</td>
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<td>Demolition of historic buildings</td>
</tr>
<tr>
<td>Grading and reforming of land of not more than 50 cubic yards or other minor grading in isolated, self-contained areas not intended to support structures</td>
<td>Grading and reforming of land greater than 50 cubic yards and which is not in anticipation of a development plan requiring DPRB review</td>
<td>Grading associated with a development plan requiring DPRB review</td>
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<tr>
<td>Fencing and landscape plans complying with an approved</td>
<td>Community fencing or landscape plans</td>
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### Exemptions

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<tr>
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<th>Director of Development Services</th>
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<tbody>
<tr>
<td>community fencing or landscape plan</td>
<td>Satellite dishes 24 inches or greater in diameter or visible from public rights-of-way, flag poles, communication towers and other similar accessory facilities</td>
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<tr>
<td>Satellite dishes which are less than 24 inches in diameter and not visible from public rights-of-way</td>
<td>Other development of similar scale or impact, as determined by the director of development services; provided, that no development explicitly subject to review under subsection D of this section shall be reviewed pursuant to this subsection.</td>
<td>Other development plans not governed by subsections B and C of this section</td>
</tr>
<tr>
<td>Other development of similar scale or impact, as determined by the director of development services, provided that no development explicitly subject to review under subsection C or D of this section shall be exempted</td>
<td>Other development of similar scale or impact, as determined by the director of development services; provided, that no development explicitly subject to review under subsection D of this section shall be reviewed pursuant to this subsection.</td>
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</table>


### 18.12.060 Findings—Standard of review.

A. Consideration and Review of Development Plan. In reviewing any development plan presented pursuant to the provisions of this chapter, the planning manager, director of development services or the DPRB, as the case may be, shall consider the following:

1. New development or alteration or enlargement of existing development should be compatible with the character and quality of surrounding development and shall enhance the appearance of the area in which development is located.

2. The location, configuration, size and design of the buildings and structures should be visually harmonious with their sites and with the surrounding sites, buildings and structures.

3. Architectural treatment of buildings and structures and their materials and colors shall be visually harmonious with the natural environment, existing buildings and structures, and surrounding development, and shall enhance the appearance of the area.

4. Architecture, landscaping and signage shall be innovative in design and shall be considered in the total graphic design to be harmonious and attractive. Review shall include: materials, textures, colors, illumination and landscaping; the design, location and size of signs attached to buildings; and the design, location and size of any freestanding sign.
5. The location and configuration of buildings should minimize interference with the privacy and views of occupants of surrounding buildings.

6. The height and bulk of proposed buildings and structures on the site should be in scale with the height and bulk of buildings and structures on surrounding sites, and should not visually dominate their sites or call undue attention to themselves.

7. Garish, inharmonious, or out-of-character colors should not be used on any building, face or roof visible from the street or from an adjoining site. Exposed metal flashing or trim should be anodized or painted to blend with the exterior colors of the building.

8. The development of the site should protect the site and surrounding properties from noise, vibration, odor and other factors which may have an adverse effect on the environment.

9. All mechanical equipment on the site shall be appropriately screened from view. Large vent stacks and similar features should be avoided, and if essential shall be screened from view or painted so as to be nonreflective and compatible with building colors.

10. Deep eaves, overhangs, canopies and other architectural features that provide shelter and shade should be encouraged.

11. Rooflines on a building or structure should be compatible throughout the building or structure and with existing buildings and structures and surrounding development.

12. Proposed lighting should be so located so as to avoid glare and to reflect the light away from adjoining property and rights-of-way.

13. The design of accessory structures, fences and walls should be harmonious with the principal building and other buildings on the site. Insofar as possible, the same building materials should be used on all structures on a site.

14. Design and location of proposed signs should be consistent with the provisions of this title and with characteristics of the area in which the site is located. Signs should be restrained and design should be in keeping with the use to which they are related. Sign material should be compatible with the materials and colors used on the exterior of the structure to which the sign is related and should be complementary to the appearance of the building.

15. The design of the buildings, driveways, loading facilities, parking areas, signs, landscaping, lighting, solar facilities and other site features should show proper consideration for both the functional aspects of the site, such as the automobile, pedestrian and bicycle circulation, and the visual effect of the development upon other properties from the view of the public street.

16. Off-street parking and loading facilities should function efficiently with minimum obstruction of traffic on surrounding streets.

17. All utility facilities shall be underground.

18. Adequate provisions should be made for fire safety.

19. Drainage should be provided so as to avoid flow onto adjacent properties.

20. All buildings and structures shall be designed and oriented to promote passive thermal systems to the greatest extent possible, in accordance with Chapter 18.168. Alternative energy
systems shall be provided when required by Chapter 18.168 and such systems shall meet all requirements of this chapter.

21. All development standards for respective zoning shall be met.

B. Findings. In approving or conditionally approving a development plan pursuant to the requirements of this chapter, the planning manager, director of development services or the DPRB, as the case may be, shall find that as modified by any imposed conditions:

1. The development of the site in accordance with the development plan is suitable for the use or development intended;

2. The total development is so arranged as to avoid traffic congestion, ensure the public health, safety and general welfare, prevent adverse effects on neighboring property; and

3. The development is consistent with all elements of the general plan and is in compliance with all applicable provisions of the zoning code and other ordinances and regulations of the city.

Where such findings are not made, the development plan shall be disapproved. (Ord. 1170 § 1, 2007; Ord. 1005 § 1 (Exh. A, §§ 4, 5), 1993; Ord. 897 § 1, 1989; Ord. 750 § 4, 1981; Ord. 703 § 1, 1980; Ord. 37 § 795.9, 1961)


A. Completeness. The director of development services shall review a development plan application pursuant to Section 18.12.040 to determine if the application is complete within thirty days after receiving the application. If determined incomplete, the applicant shall be advised in writing of all information needed to complete the application. A determination of completeness by the director of development services shall not prevent the DPRB from requesting supplemental information to facilitate its decision. The applicant must supply the requested plans and/or information within sixty days of the notice of incomplete filing. Upon receipt of the required items by the development services department, the information shall be reviewed for completeness and a determination of completion shall be made within thirty days.

B. Incomplete Applications.

1. In the event that information needed for the reasons shown below is not provided by the applicant within the time limits specified by this section, the city may deny a permit or entitlement for a development project. Information whose absence would constitute a reason for such a denial are:

   a. Information which is to be supplied by the applicant and is necessary to prepare a legally adequate environmental document;

   b. Information necessary to prepare a supplemental environmental impact report in compliance with the Public Resources Code, Section 21166; or

   c. Information without which the city’s decision to approve a project would not be supported by substantial evidence.

2. Denial for the above reasons may be deemed by the city to be a denial without prejudice to the applicant’s right to reapply for the same permit.

C. Notice. Written notice shall be sent to the applicant prior to consideration of the development plan application by the development plan review board. Written notice shall be also
sent to adjoining property owners prior to consideration of any development plan application by the DPRB.

D. Decision. The director of development services or the development plan review board shall consider any application in a timely manner after it is deemed complete. In approving a development plan, the director of community development or the development plan review board shall be empowered to impose conditions to ensure conformance to the general plan, zoning code, specific plans, applicable regulations of the San Dimas Municipal Code and the provisions of this chapter. The DPRB may, from time to time, continue its consideration of any development plan.

E. Execution of Approved Plan. The decision of the director of development services or development plan review board, together with the findings and any conditions, shall be made in writing and shall be kept on file in the development services department. A copy of such decision shall be mailed to the applicant and to any person who has made written request for such notice. The decision shall be final fourteen days after mailing of the notice, unless the decision is appealed in accordance with subsection H of this section.

F. Extension. Upon receiving a written request prior to the expiration of any approval time period, the director of development services may grant an extension of the development plan approval for a period not exceeding one year; providing, that it is found that there has been no subsequent change in the findings, conditions of approval, and applicable regulations governing the development plan approval.

G. Expiration. Construction of improvements permitted by any development plan shall be commenced within one year of the date of approval; provided, that this time limit may be increased or decreased, at the time of granting the approval, in order to allow the time limit to be concurrent with any other entitlement to construct set forth in this title.

H. Appeals. Any decision, determination or action of the director of development services pursuant to this chapter may be appealed by any aggrieved party or person to the development plan review board; provided, that such appeal is filed within fourteen days after the issuance of the decision, determination or action by the director of development services. Any decision, determination or action by the development plan review board may be appealed by an aggrieved party or person to the city council provided that such appeal is filed within fourteen days after issuance of the decision, determination or action by the development plan review board. Except for the time period specified herein, appeals shall be governed by the provisions of Chapter 18.212. (Ord. 1170 § 1, 2007; Ord. 1005 § 1 (Exh. A, § 6), 1993; Ord. 897 § 1 (J), 1989; Ord. 703 § 1, 1980; Ord. 561 § 1, 1977; Ord. 292 § 1, 1970; Ord. 99 § 4, 1964; Ord. 37 § 795.10, 1961)

18.12.090 Issuance of permit.

Before a building permit or relocation permit is issued for any building or structure, the building department shall ensure that:

A. The proposed building is in conformity with the development and conditions approved by the DPRB or director of development services, and the applicant has signed a file copy of the approved development plan, accepting the conditions thereon.
B. All required improvements have either been installed or cash or bond has been deposited with the city to cover the cost of the improvements.

C. All of the required dedications have been given. (Ord. 1170 § 1, 2007; Ord. 703 § 1, 1980; Ord. 292 § 1, 1970; Ord. 37 § 795.12, 1961)

18.12.100 Dedications and improvements required.

Changes normally occur in the local neighborhood due to increased vehicular traffic generated by facilities requiring a development plan; therefore, such developments are required to provide street dedications and improvements on all rights-of-way abutting a lot or parcel in which the development is to occur. The following dedications and improvements are required as a condition to the approval of any development plan:

A. When the development borders or is traversed by an existing street:
   1. Minor Streets, Local Streets and Cul-de-Sacs, Including Frontage Roads or New Roads of Any Class Made Necessary by the Development. Dedicate all necessary rights-of-way to widen street to its ultimate width as shown on any master or official plan of streets and highways; install all required curbs, gutters, sewers, drainage, sidewalks, street trees, street signs, street lights, required utilities; and grade and improve with pavement from curb to existing pavement or centerline. All work and improvements shall meet city standards.

   2. Major Streets and State Highways. Set back all facilities required distances from ultimate property line as shown on any master or official plan of streets and highways; install all required curbs, gutters, sewers, drainage, sidewalks, street trees, street signs, street lights, required utilities; and grade and improve the roadway to centerline if necessary. All work and improvements shall meet city standards.

B. All improvements shall meet city requirements and standards, and where it is impractical to put in any required improvements at the time of the proposed development, an agreement to make such improvements may be accepted in lieu thereof and the money in an amount equal to the estimated cost of the improvement deposited with the city, or a performance bond posted with the city to guarantee the making of such improvements, in which event the actual installation of such improvements by the developer may be delayed until written demand therefor is made by the city, but not to exceed six months from the date the building permit is issued. (Ord. 703 § 1, 1980; Ord. 292 § 1, 1970; Ord. 37 § 795.14, 1961)

18.12.104 Reimbursement for public improvements.

A. Supplemental Size Required. There may be imposed as a condition of approval of any development plan, civic center permit, or precise plan for any property a requirement that public improvements (including water, sewer and similar public improvements) installed by the developer for the benefit of such property benefit other property by containing supplemental size, capacity or number, or otherwise providing a benefit for the other property, and that such improvements be dedicated to the public. If such condition is imposed, the city may enter into an agreement with the developer to reimburse the developer pursuant to subsection B of this section for that portion of the cost of such improvements equal to the difference between the actual cost of the
improvements and the amount it would have cost the developer to install such improvements to serve only his or her property, as determined by the city engineer.

B. Reimbursement Agreement Contents. Any reimbursement agreement required by subsection A of this section shall set forth a description of the properties benefited by the improvements other than that of the developer, the amount to be reimbursed, and a fair method of allocating such amount to such properties, and shall provide that the city shall impose upon such properties as a condition of approval of any subdivision, development plan, civic center or precise plan, an obligation to reimburse the developer who installed the improvements in amounts as specified in the agreement. Such agreement shall be effective for a period of ten years or until the developer has been reimbursed in the amount set forth in the agreement, whichever occurs first.

C. Public Hearing. Prior to approval of any reimbursement agreement, the city council shall conduct a public hearing. Notice of the public hearing shall be given to each owner of property described in the agreement as benefited by the public improvement, as identified on the last available assessment roll. At the public hearing the city council shall determine the properties benefited by the improvements, the amount to be reimbursed, and the method of allocating such amount to such properties.

D. City Liability. Neither the provisions of this section nor the provisions of the reimbursement agreement shall be deemed to impose any obligation upon the city to reimburse any developer directly for any improvements required as a condition of approval of a development plan, civic center permit, or precise plan. Nothing in this section shall be construed as requiring the city to enter into any agreement even though it may have required the installation of public improvements as a condition of approval. (Ord. 1005 § 1 (Exh. A, § 7), 1993; Ord. 800 § 2, 1983; Ord. 37 § 795.11, 1961)

18.12.110 Single-family residences—Limitation on requirements.

A. The improvements required by Section 18.12.100 shall be required as a condition to the approved development plans involving additions to single-family residences unless one of the following apply:

1. “Improvements,” as defined by Section 18.12.100 have been constructed in front of properties constituting less than fifty percent of the front footage within the block in which the subject property is situated; or

2. The addition to the single-family residence is less than or equal to six hundred square feet or not greater than fifty percent of the gross floor area of the existing structure, whichever is more restrictive.

B. “Block” means property facing one side of any street between the next intersecting street and an intersecting street. “Street” does not include an alley or other right-of-way unless it is of the same width as a regular residential minimum-width street approved as part of the city’s master plan of circulation or streets. In the case of an alley, “block” means property facing both sides of an alley between the next intersecting streets or alleys between the terminus of an alley and an intersecting street. In the case of street lighting, “block” means property facing the side of any street on which the improvement is to be constructed between the next intersecting streets on the side to be improved or between the terminus of a dedicated right-of-way of a street and a
street intersecting the side to be improved; or property facing the side of any street on which the improvement is to be constructed between the next intersecting streets on the side to be improved and a street intersecting the side to be improved and the property facing the opposite side of the street.

C. Where a block exceeds one thousand feet in length, a length of frontage of one thousand feet constitutes a “block” as used in this chapter, if so designated by the superintendent of streets. A determination by the superintendent of streets of such a one-thousand-foot-block establishes a “block” and cannot later be changed to include a portion of the one-thousand-foot-block in another block. (Ord. 897 § 1 (L), 1989; Ord. 480 § 2, 1974; Ord. 37 § 795.15, 1961)

18.12.120 Limitation on board authority.

No provision of this chapter shall give the review board or planning commission authority to deny any use permitted by the zone in which the property lies. (Ord. 1170 § 1, 2007; Ord. 292 § 1, 1970; Ord. 37 § 795.16, 1961)