



CITY of CALABASAS

PLANNING COMMISSION AGENDA REPORT

DATE: AUGUST 5, 2024

TO: MEMBERS OF THE CALABASAS PLANNING COMMISSION

**FROM: MICHAEL KLEIN, AICP, COMMUNITY DEVELOPMENT DIRECTOR
TOM BARTLETT, CITY PLANNER
RACHEL ZADIKOV, ASSISTANT PLANNER**

**SUBJECT: CONTINUED DISCUSSION OF PROPOSED UPDATES TO SECTION
17.30 (SIGNS) OF THE CALABASAS MUNICIPAL CODE TO PERMIT
DIGITAL KIOSKS WITH SECURITY CAMERAS IN SHOPPING
CENTERS**

MEETING

DATE: AUGUST 15, 2024

SUMMARY RECOMMENDATION:

Staff requests additional direction from the Commission regarding a draft ordinance to update Section 17.30 (Signs) of the Calabasas Municipal Code (CMC) to permit digital kiosks with security cameras in shopping centers.

BACKGROUND:

Section 17.30 of the Calabasas Municipal Code (CMC) regulates signage within the City of Calabasas. Within chapter 17.30 is a list of prohibited types of signs, including digital or animated signage.

On June 19, 2024 the City Council discussed the possibility of allowing digital kiosks with security cameras in shopping centers, and directed Community Development Department staff to prepare a draft ordinance to accomplish this.

On July 18, 2024 the Planning Commission discussed a preliminary draft ordinance to update Section 17.30 (Signs). Following discussion, it was determined that additional information and discussion would be required. Thus, Staff requested Commissioners to submit written comments by August 1. Comments were received and Staff have prepared responses to the comments, as provided in Exhibit A, attached.

DISCUSSION/ANALYSIS:

Per the Commission's recommendation, Staff reached out to the property owners of shopping centers located in the City with at least 30,000 square feet of building area to explore their interest in installing digital kiosks. Thus far, Staff have received support from one owner, and another owner has advised that they're reviewing the possibility. Additional interest may be received after this report was prepared. An update will be provided during the discussion on August 15, 2024.

Staff also investigated additional information in regards to the Sheriff Department's real-time security camera monitoring, and learned of the following:

1. The program is called ***Connect Los Angeles County***, which is a new public safety program that allows residents and businesses in the County to register security cameras and/or integrate their security cameras. Additional information can be found on the program website:
<https://connectlosangelescounty.org/>
2. Camera integration is provided through a third-party company, which gives the Sheriff access to the live feed.
3. Access to the live feed allows the Sheriff's Department to quickly assess and respond to emergencies.
4. The platform used to store the data is secure and encrypted. Access to the platform adheres to the highest standards of security established by the Criminal Justice Information Services.
5. The property owner is responsible for the upfront and ongoing cost associated with camera integration.

Other information gathered by Planning Staff following the July 18th Commission meeting includes:

- At the present time, the Commons shopping center has eleven standard (non-digital) kiosks. With the Commons shopping center size being 213,300 square feet, there is approximately one kiosk per 19,390 square feet of building space.
- The kiosks at the Commons shopping center are approximately 115 inches (9' 7") tall, 58 inches (4' 10") wide, and 35 inches (2' 11") deep. The poster display area for each side of a kiosk is approximately 26 square feet. (See photo on the last page of this report.)
- The City of Glendale and the City of Culver City both have ordinances that address digital kiosks, which are attached as Exhibit B and Exhibit C for reference.

All in all, issues raised by members of the Planning Commission prompt contemplation of substantive revisions to the draft ordinance. To promote further discussion, below are a number of considerations offered by Staff.

1. Establish over-arching parameters for all kiosks generally (inclusive of both digital and non-digital kiosks). For example, allow a certain total number of kiosks, set general location parameters for all kiosks on a property, and establish a number of fundamental design parameters applicable to all (such as maximum allowable size, proportional relationship of width to height, allowable lighting levels, design aesthetics, etc.). Then break out requirements, procedures, and processes specific to digital kiosks, and those specific to non-digital kiosks.
2. Require all new kiosks to incorporate security cameras with live-feed transmission and monitoring. Likewise for conversion of any non-digital kiosk to a digital kiosk. (This approach would go the furthest in terms of promoting deployment of security cameras.)
3. Allow a minimum of one kiosk per shopping center (such as up to 10,000 s.f.), and one additional kiosk for every additional 10,000 square feet (or whatever square-footage standard would be deemed appropriate by the Commission). This approach promotes deployment of security cameras throughout the City, potentially at every shopping center.

4. Set kiosk number and spacing limitations such that sign clutter impacts are adequately mitigated.
5. Consider preparing one set of display screen limits for non-digital kiosks and another set of limits for digital kiosk display screens. For example, a standard print display on a non-digital kiosk might be allowed to be as large as 75% of the total kiosk face, while a digital display area might be limited to only 50% of the kiosk face.
6. Establish limitations for time-of-day operation, and screen refresh rates.

REVIEW AUTHORITY:

An ordinance to amend any portion of Title 17 (the Land Use and Development Code) of the CMC requires Planning Commission review with a recommendation to the City Council. The City Council has final decision-making authority to approve or deny a proposed ordinance. The draft ordinance before the Commission at this meeting is for discussion purposes only. Following Commission input, staff will prepare a final draft for consideration at a noticed public hearing.

REQUESTED ACTION:

Provide additional direction to Staff regarding a draft ordinance to update Section 17.30 (Signs) of the Calabasas Municipal Code (CMC) to permit digital kiosks with security cameras in shopping centers.

ATTACHMENTS:

- | | |
|------------|-----------------------------------------------|
| Exhibit A: | Planning Commissioner Comments with Responses |
| Exhibit B: | Glendale Sign Ordinance |
| Exhibit C: | Culver City Sign Ordinance |

Kiosk at the Commons

