

DESIGN REVIEW BOARD OF MONTEREY PARK AGENDA

**REGULAR MEETING
Monterey Park City Hall Council Chambers
320 West Newmark Avenue**

**Tuesday
October 3, 2017
7:00 PM**

MISSION STATEMENT

**The mission of the City of Monterey Park is to provide excellent services
to enhance the quality of life for our entire community.**

Documents related to an Agenda item are available to the public in the Community and Economic Development Department – Planning Division located at 320 West Newmark Avenue, Monterey Park, CA 91754, during normal business hours and the City's website at www.montereypark.ca.gov.

PUBLIC COMMENTS ON AGENDA ITEMS

You may speak up to 5 minutes on Agenda item. You may combine up to 2 minutes of time with another person's speaking. No person may speak more than a total of 10 minutes. The Board Chair and Board Members may change the amount of time allowed for speakers.

Per the Americans with Disabilities Act, if you need special assistance to participate in this meeting please call City Hall at (626) 307-1359 for reasonable accommodation at least 24 hours before a meeting. Council Chambers are wheelchair accessible.

CALL TO ORDER Chair

ROLL CALL Elizabeth Yang, Gay Q. Yuen, and Ivan Lam

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

PUBLIC COMMUNICATIONS (Related to Items NOT on the Agenda). While all comments are welcome, the Brown Act does not allow the Commission to take action on any item not on the agenda. The Commission may briefly respond to comments after Public Communications is closed. Persons may, in addition to any other matter within the Commission's subject-matter jurisdiction, comment on Agenda Items at this time. If you provide public comment on a specific Agenda item at this time, however, you cannot later provide comments at the time the Agenda Item is considered.

ORAL AND WRITTEN COMMUNICATIONS

[1.] PRESENTATIONS - None.

[2.] CONSENT CALENDAR –

2-A. APPROVAL OF MINUTES

It is recommended that the Design Review Board:

- (1) Approve the minutes from the regular meetings of August 15, 2017 and September 5, 2017; and

Take such additional, related, action that may be desirable.

[3.] PUBLIC HEARING –

3-A. NEW WALL SIGN – 921 EAST GARVEY AVENUE – (DRB-17-16)

The applicant, Ruby Mo Mo of Ruby MoMo Jewelry Inc., is requesting design review approval for a new wall sign at 921 East Garvey Avenue in the C-S, P-D (Commercial Services, Planned Development Overlay) Zone.

California Environmental Quality Act (CEQA):

Pursuant to the California Environmental Quality Act (CEQA) guidelines, the project is Categorically Exempt under § 15311, Class 11(a) (On-premise Signs), in that the proposed project consists of the installation of an on-premise wall sign.

- (1) Opening the public hearing;
- (2) Receiving documentary and testimonial evidence;
- (3) Closing the public hearing;
- (4) Approving the requested Design Review Board (DRB-17-16) application; and
- (5) Taking such additional, related, action that may be desirable.

[4.] OLD BUSINESS - None.

[5.] NEW BUSINESS - None.

[6.] BOARD MEMBERS COMMUNICATIONS AND MATTERS

[7.] STAFF COMMUNICATIONS AND MATTERS

ADJOURN

Next regular scheduled meeting on October 17, 2017.

APPROVED BY:

MICHAEL A. HUNTLEY	
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Design Review Board Staff Report

DATE: October 3, 2017

AGENDA ITEM NO: 2-A

TO: Design Review Board
FROM: Michael A. Huntley, Community and Economic Development Director
BY: Candice Carrasco, Planning Intern
SUBJECT: Design Review Board Minutes

RECOMMENDATION:

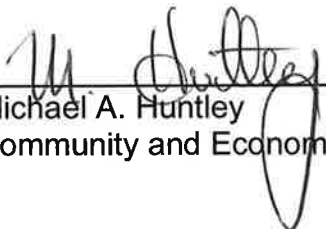
It is recommended that the Design Review Board consider:

- (1) Approve the minutes from the regular meetings of August 15, 2017 and September 5, 2017; and
- (2) Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None.

Respectfully submitted,



Michael A. Huntley
Community and Economic Development Director

Attachments:

- Attachment 1: August 15, 2017 DRB regular meeting minutes
Attachment 2: September 5, 2017 DRB regular meeting minutes

ATTACHMENT 1

August 15, 2017 DRB regular meeting minutes

**UNOFFICIAL MINUTES
MONTEREY PARK DESIGN REVIEW BOARD
REGULAR MEETING
AUGUST 15, 2017**

The Design Review Board of the City of Monterey Park held a regular meeting of the Board in the Council Chambers, located at 320 West Newmark Avenue in the City of Monterey Park, Tuesday, August 15, 2017 at 7:00 p.m.

CALL TO ORDER:

Chair Elizabeth Yang called the Design Review Board meeting to order at 7:05 p.m.

ROLL CALL:

Planner Luna called the roll:

Board Members Present: Chair Elizabeth Yang, Vice-Chair Gay Q. Yuen, and Member Ivan Lam

Board Members Absent: None

ALSO PRESENT: Samantha Tewasart, Senior Planner, and Harald Luna, Assistant Planner

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS: None

ORAL AND WRITTEN COMMUNICATIONS: None

[1.] **PRESENTATIONS:** None

[2.] **CONSENT CALENDAR:**

2-A APPROVAL OF MINUTES

June 6, 2017,

Action Taken: The Design Review Board approved the minutes from the regular meeting of June 6, 2017

Motion: Moved by Vice-Chair Yuen and seconded by Member Lam, motion carried by the following vote:

Ayes: Members: Yang, Yuen, and Lam

Noes: Members: None

Absent: Members: None

Abstain: Members: None

[3.] PUBLIC HEARING:

3-A TIME EXTENSION (EX-17-03) TO ALLOW FOR NEW CONSTRUCTION GREATER THAN 10,000 SQUARE FEET – 120 WEST HELLMAN AVENUE (DRB-15-24)

The applicant, Tony Zeng, is requesting approval for a one-year time extension for Design Review Board (DRB-15-24) application to allow for the construction of a new three-story, 27,583 square foot 12-unit medical office condominium development (Citizen's Medical Plaza) at 120 West Hellman Avenue in the C-P (Commercial Professional) Zone.

Action Taken: The Design Review Board (1) opened the public hearing; (2) received documentary and testimonial evidence; (3) closed the public hearing; and (4) approved the requested Time Extension (EX-17-03) application, subject to the conditions of approval as stated in the staff report.

Motion: Moved by Vice-Chair Yuen and seconded by Member Lam, motion carried by the following vote:

Ayes: Members: Yang, Yuen, and Lam
Noes: Members: None
Absent: Members: None
Abstain: Members: None

3-B NEW CONSTRUCTION LESS THAN 10,000 SQUARE FEET – 2-UNIT RESIDENTIAL DEVELOPMENT – 128 GLADYS AVENUE (DRB-17-01)

The applicant, Tien Chu, on behalf of the property owners, Alex and Ray Liu, is requesting design review approval for the construction of a 2-unit residential development at 128 Gladys Avenue in the R-2 (Medium-Density Residential) Zone.

Action Taken: The Design Review Board (1) opened the public hearing; (2) received documentary and testimonial evidence; (3) closed the public hearing; and (4) approved the requested Design Review Board (DRB-17-01) application, subject to the conditions of approval as stated in the staff report with an added condition.

Added:

1) Condition 11. At the time of plan check, on the North Elevation and floor plan of the front unit, either change the den window to a door or add a door between the den and bathroom windows, subject to the review and approval of the planner.

Motion: Moved by Member Lam and seconded by Vice-Chair Yuen, motion carried by the following vote:

Ayes: Members: Yang, Yuen, and Lam
Noes: Members: None
Absent: Members: None

Abstain: Members: None

3-C NEW 2-STORY SINGLE-FAMILY RESIDENTIAL DWELLING AND A DETACHED SECOND DWELLING UNIT – 319 FLORENCE AVENUE (DRB-17-13)

The applicant, Kamen Lai of Elite Design Development Inc., on behalf of the property owner, is requesting design review approval for the construction of a new 2-story (4-bedroom) single-family residential dwelling with an attached 2-car garage and a detached single-story second dwelling unit with an attached 2-car garage at 319 Florence Avenue in the R-2 (Medium Density Residential) Zone.

Action Taken: The Design Review Board (1) opened the public hearing; (2) received documentary and testimonial evidence; (3) closed the public hearing; and (4) approved the requested Design Review Board (DRB-17-13) application, subject to the conditions of approval as stated in the staff report.

Motion: Moved by Vice-Chair Yuen and seconded by Member Lam, motion carried by the following vote:

Ayes: Members: Yang, Yuen, and Lam
Noes: Members: None
Absent: Members: None
Abstain: Members: None

[4.] OLD BUSINESS: None.

[5.] NEW BUSINESS: None.

[6.] BOARD MEMBERS COMMUNICATIONS AND MATTERS:

Vice-Chair Yuen inquired about her on-going concern of greenery and old trees. She inquired if there is a policy that the city has in regards to preservation of trees and plants. Planner Tewasart replied that currently there is not. However, with the projects that come before the Design Review Board, it is something that can be conditioned as part of the project. If the board notices a mature tree on site, or if the tree contributes to the design of project in some way, there can be a recommended condition either for relocation or protection of the tree to be preserved, as a condition of approval. However, currently there is no written regulation or policy in place for that.

Vice-Chair Yuen stated that if there was some kind of policy or recommendation that existed, and as the project applicants work with staff in the various stages of the design process, it can be dealt with then, before it comes to the board. Planner Tewasart acknowledged Vice-Chair Yuen's request for staff to pay more attention to this matter, and work on it with the project applicants before it comes to the board. Vice-Chair Yuen mentioned that there have been recent happenings in our neighboring cities in regards to tree removal, in this era we need to be more conscious of our footprint and it is important for us to come up with something. Planner Tewasart agreed with Vice-Chair Yuen.

[7.] STAFF COMMUNICATIONS AND MATTERS:

Planner Tawasart stated that staff would like to thank the board for attending the meetings, considering that we are always looking for a quorum now, and discussed prior to the meeting, if there are any professionals with design background and that the board believes that they may be a good addition to the board, please have them submit an application to the City Clerk's office for the City Council to consider. On a regular basis, Director Huntley is constantly reminding the City Manager, as well as the City Clerk's office to appoint if there are any qualified individuals. Planner Tawasart inquired if there was a confirmation of full attendance for the next meeting. The items for next meeting involve a Master Sign Program, as well as the property located at Nicholson and Garvey that had burned down; they are coming through and staff would like to take them through expeditiously as well. Also, depending on the outcome of tomorrow evening's City Council meeting, the modification of the Best Western project may be part of the next Design Review Board meeting. Vice-Chair Yuen inquired on the date for the meeting. Planner Tawasart stated that it would be September 5th. Chair Yang, Vice-Chair Yuen, and Member Lam all confirmed attendance for the next Design Review Board meeting on September 5th.

Member Lam inquired on the potential of the vacancies being filled for the board. He also inquired if the applicant has to be a resident of the city. He stated that he was confused by what it states in paper and what it states online because online it does not state the requirement of residency to apply. Planner Tawasart replied that staff would have to check with the City Clerk's office. She mentioned that in the past, she believes that it was not just residents who could apply, but also professionals who have worked within the city. This is because it is important to have someone who is familiar with the city and familiar with the styles that exist in Monterey Park. However, staff can confirm that with the City Clerk's office. Member Lam inquired if any applications have been submitted so far. Planner Tawasart replied that there have been a couple, but the City Council wants to make sure that they are going to contribute as part of the board; they are really looking into the qualifications of the applicants. Vice-Chair Yuen agreed that there is a lot of work involved, especially when it comes to reading the project packets and understanding what is presented ahead of time. Chair Yang mentioned that she knows someone who would be qualified, so she will recommend to him that he apply.

ADJOURNMENT:

There being no further business for consideration, the Design Review Board meeting was adjourned at 7:47 p.m.

Next regular scheduled meeting on September 5, 2017 at 7:00 p.m. in the Council Chambers.

Michael A. Huntley
Director of Community and Economic Development

ATTACHMENT 2

September 5, 2017 DRB regular meeting minutes

**UNOFFICIAL MINUTES
MONTEREY PARK DESIGN REVIEW BOARD
REGULAR MEETING
SEPTEMBER 5, 2017**

The Design Review Board of the City of Monterey Park held a regular meeting of the Board in the Council Chambers, located at 320 West Newmark Avenue in the City of Monterey Park, Tuesday, September 5, 2017 at 7:00 p.m.

CALL TO ORDER:

Chair Elizabeth Yang called the Design Review Board meeting to order at 7:04 p.m.

ROLL CALL:

Planner Luna called the roll:

Board Members Present: Chair Elizabeth Yang, Vice-Chair Gay Q. Yuen, and Member Ivan Lam

Board Members Absent: None

ALSO PRESENT: Michael A. Huntley, Community and Economic Development Director, Samantha Tewasart, Senior Planner, and Harald Luna, Assistant Planner

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS: None

ORAL AND WRITTEN COMMUNICATIONS: None

[1.] PRESENTATIONS: None

[2.] CONSENT CALENDAR: None

[3.] PUBLIC HEARING:

3-A TIME MODIFICATION TO NEW CONSTRUCTION GREATER THAN 10,000 SQUARE FEET – 420 NORTH ATLANTIC BOULEVARD – BEST WESTERN MIXED-USE DEVELOPMENT (DRB-17-12)

The applicant, James Chou, is requesting design review approval to modify a previously approved mixed-use development at 420 North Atlantic Boulevard in the R-S, P-D (Regional Specialty Center, Planned Development Overlay) Zone.

Action Taken: The Design Review Board (1) opened the public hearing; (2) received documentary and testimonial evidence; (3) closed the public hearing; and (4) approved the requested Design Review Board (DRB-17-12) application, subject to the conditions of approval as stated in the staff report.

Motion: Moved by Vice-Chair Yuen and seconded by Member Lam, motion carried by the following vote:

Ayes: Members: Yang, Yuen, and Lam
Noes: Members: None

Absent: Members: None
Abstain: Members: None

3-B MASTER SIGN PLAN – 742-750 EAST GARVEY AVENUE (DRB-17-09)

The applicant, Wei Man Quan of Signs & Printing, Inc., on behalf of the property owner, is requesting design review approval for a new master sign plan at 742-750 East Garvey Avenue in the C-S, P-D (Commercial Services, Planned Development Overlay) Zone.

Action Taken: The Design Review Board (1) opened the public hearing; (2) received documentary and testimonial evidence; (3) closed the public hearing; and (4) approved the requested Design Review Board (DRB-17-09) application, subject to the conditions of approval as stated in the staff report with added conditions.

Added:

16. A revised final master sign plan must be submitted to the Planning Division that illustrates the approved sign colors to be Cardinal Red (3630-53, 3632GPS-53 Pantone ® 187C), Saturn Blue (3630-157, 3632GPS-157 Pantone ® 287C), White (3630-20, 3632GPS-20), and established corporate colors.
17. A revised master sign plan must be submitted to the Planning Division that illustrates how the wall signs located on the north elevation for the tenant spaces facing Garvey Avenue (742A, 750A, and 750B) must be individual internally-illuminated channel letters.

Motion: Moved by Member Lam and seconded by Vice-Chair Yuen, motion carried by the following vote:

Ayes: Members: Yang, Yuen, and Lam
Noes: Members: None
Absent: Members: None
Abstain: Members: None

3-C NEW CONSTRUCTION GREATER THAN 10,000 SQUARE FEET – JADE PLAZA – 301 EAST GARVEY AVENUE (DRB-17-11)

The applicant, Anuj Dua of SPAD Architects Inc., on behalf of the property owner, is requesting design review approval for the construction of a single-story multi-tenant commercial building (Jade Plaza) at 301 East Garvey Avenue in the C-B, P-D (Central Business Commercial, Planned Development Overlay) Zone.

Action Taken: The Design Review Board (1) opened the public hearing; (2) received documentary and testimonial evidence; (3) closed the public hearing; and (4) approved the requested Design Review Board (DRB-17-11) application, subject to the conditions of approval as stated in the staff report.

Motion: Moved by Member Lam and seconded by Vice-Chair Yuen, motion carried by the following vote:

Ayes: Members: Yang, Yuen, and Lam
Noes: Members: None
Absent: Members: None
Abstain: Members: None

[4.] OLD BUSINESS: None.

[5.] NEW BUSINESS: None.

[6.] BOARD MEMBERS COMMUNICATIONS AND MATTERS:

Chairperson Yang thanked her brother Andy, who was sitting in the audience, as well as his business partner Steven. They run their own structural engineering company, and she thanked them for being there.

[7.] STAFF COMMUNICATIONS AND MATTERS:

Vice-chair Yuen inquired about the next meeting on September 19th. Planner Luna confirmed that was correct. She also inquired if the next meeting after that would be on October 3rd. Planner Luna confirmed that the meeting on October 3rd would be after the September 19th meeting. Vice-Chair Yuen mentioned that she will juggle her trips around the schedule. Planner Luna replied that it is very critical at this point, because there are only three board members.

Chairperson Yang requested that if there is a meeting with no items, if staff can please let the board know sooner than later. She mentioned so that they can open up their calendar for other items, because right now they are prioritizing the meetings over anything else. Planner Luna replied that he would note that. Chairperson Yang thanked him.

Member Lam inquired if we have had any progress in filling the vacancies. Director Huntley commented that he continues to bug the City Manager, who in-turn bugs the two council members who need to appoint board members. He mentioned that this has been ongoing for probably the last three months and that staff continues to do that. He continued that they have even offered some suggestions, but at this point they are waiting to appoint the final two board members, so they are doing what they can. Chairperson Yang mentioned that she has asked a few people to apply as well. She also thanked Director Huntley for being at the meeting today.

ADJOURNMENT:

There being no further business for consideration, the Design Review Board meeting was adjourned at 8:15 p.m.

Next regular scheduled meeting on September 19, 2017 at 7:00 p.m. in the Council Chambers.

Michael A. Huntley
Director of Community and Economic Development



Design Review Board Staff Report

DATE: October 3, 2017

AGENDA ITEM NO: 3-A

TO: Design Review Board
FROM: Michael A. Huntley, Community and Economic Development Director
BY: Candice Carrasco, Planning Intern
SUBJECT: New wall sign – 921 East Garvey Avenue (DRB-17-16)

RECOMMENDATION:

It is recommended that the Design Review Board consider:

- (1) Opening the public hearing;
- (2) Receiving documentary and testimonial evidence;
- (3) Closing the public hearing;
- (4) Approving the requested Design Review Board (DRB-17-16) application, subject to conditions of approval contained therein; and
- (5) Taking such additional, related, action that may be desirable.

CEQA (California Environmental Quality Act):

Pursuant to the California Environmental Quality Act (CEQA) guidelines, the project is Categorically Exempt under § 15311, Class 11(a) (On-premise Signs), in that the proposed project consists of the installation of an on-premise wall sign.

EXECUTIVE SUMMARY:

The applicant, Ruby Mo Mo of Ruby MoMo Jewelry Inc., is requesting design review approval for a new wall sign at 921 East Garvey Avenue. The subject property is located on the north side of East Garvey Avenue between Florence Avenue and Elizabeth Avenue. The property is zoned C-S, P-D (Commercial Services, Planned Development) and is designated MU 2 (Mixed Use II) in the General Plan.

Site Analysis

The subject property is a single-story commercial building and its related parking area to the front of the lot. The subject commercial building will be occupied by a jewelry retail use (Ruby MoMo Jewelry).

The surrounding properties to the north, south, east and west consist of single and multi-story commercial buildings. The design and character of the surrounding wall signs consist of individual internally illuminated and non-illuminated channel letters that have a combination of both the modern English letter alphabet and Chinese characters contained within one or two rows of text.

Project Description

Wall Sign:

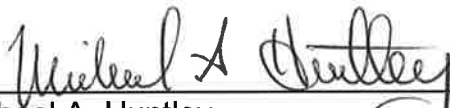
The new wall sign for the jewelry store will be installed on the front (south) facing elevation of the building. The new wall sign will be non-illuminated individual channel letters. The wall sign will consist of a single row of text with modern English letters "RUBY MOMO JEWELRY." The wall sign will be comprised of 1/8 inch red acrylic faces. The wall sign will have 3/4 inch black trim caps with 5 inch deep black aluminum returns.

The wall sign modern English letters will be 13 inches high with an overall width of 15 feet, for a total sign area of 16 square feet. The business has a building frontage elevation length of 20 feet, which allows for a maximum primary sign area of 20 square feet. The sign will be placed at a maximum height of 12 feet 1 inch. The sign placement, as conditioned, will be centered on the building wall and allow for clear visibility of the sign from the public right-of-way.

CONCLUSION:

Staff reviewed the application, conducted a site inspection of the property and believes the proposed wall sign is appropriate for the site and compatible with the building design and signs from the surrounding commercial uses, with the recommended conditions.

Respectfully submitted,



Michael A. Huntley
Community and Economic Development Director

Attachments:

- Attachment 1: Conditions of Approval
- Attachment 2: Sign & Site Plans
- Attachment 3: Existing Site Photographs

ATTACHMENT 1

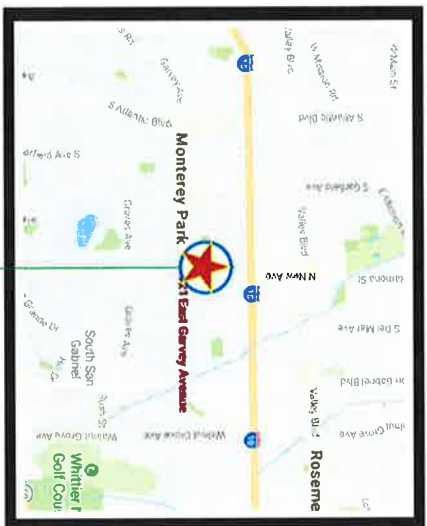
Conditions of Approval

CONDITIONS OF APPROVAL:

1. All work performed must be in substantial conformance with the plans date-stamped August 31, 2017 unless changed by any of the succeeding conditions. Future modifications that are not in substantial conformance, as determined by the Planner, shall require modification of this approval subject to the provisions of Monterey Park Municipal Code (MPMC) § 21.36.120.
2. Quality of all finished work must be per planner's approval before approval from Planning on building permit final.
3. All buildings or structures on the property must remain free of graffiti. Failure of the property owner to remove any graffiti, upon 24 hours written notice by the City, must authorize the City to remove or mask said graffiti at the cost of the property owner.
4. The property must be kept free of trash and debris at all times.
5. The applicant/property owner must sign and have notarized an affidavit acknowledging acceptance of the conditions of approval and return it to the Planning Division within 30 days of the effective date of this approval, or prior to the issuance of Planning's stamp of approval for building permit.
6. This design approval is for a new non-illuminated channel letter wall sign (case no. DRB-17-16), and is not an approval of building permits, which must be applied for separately with the Building Division.
7. When the use is discontinued, the business owner and/or property owner must remove all signage and repair/repaint any affected surfaces within 30 days.
8. A complete copy of these conditions, as approved, must be listed on the second sheet of plans submitted for a building permit pertaining to this project.
9. All conditions of this approval must be complied with prior to issuance of Planning Division's final approval for building permits.
10. Decision by the Board will be finalized 10 days after the date of the meeting. Appeal of the Board's decision must be submitted on appropriate forms to the City Clerk prior to midnight of the tenth day. After the ten days are barring an appeal, you may submit your plans for approval and apply for permits.
11. All Landscaped areas must be installed and properly maintained at all times.
12. All signs, together with all of their supports, braces, guys and anchors, shall be kept in good repair and in proper state of preservation. The display surfaces of all signs shall be kept neatly posted at all times. The sign faces must be re-paired at any sign of chipping or fading.
13. The sign must be centered vertically and horizontally along the building wall to which it is attached.

ATTACHMENT 2

Sign and Site Plans



RUBY MOMO JEWELRY	SIGN
Non Illuminated Channel Letters	A

RECEIVED

AUG 31 2017

CITY OF MONTEREY PARK
COMMUNITY DEVELOPMENT DEPARTMENT

Store Frontage 20'

Signage 15'



Landlord: George Yao Chun
Address: 732 S. 9th St. Alhambra, CA 91801 Contact#: 626.215.1983

Tenant: RUBY MOMO JEWELRY

Address: 921 E Garvey Ave. Monterey Park, CA 91755 Contact#: 716.730.0576

Print:

Date:

Site Location: 921 E Garvey Ave. Monterey Park CA 91755





TURBO SIGN 2726 W. Pico Blvd. Los Angeles, CA 90006
Tel. 323.730.8500 Fax 323.730.8519
This original architectural rendering is submitted solely for the project being depicted.
It is not to be copied or altered in person, studio or full sign without written approval from Turbo Sign Inc.

Project: **RUBY MOMO JEWELRY**
Site Address: **921 E Garvey Ave. Monterey Park, CA 91755**

Approved by: _____
Print: _____ Date: _____

15'
RUBY MOMO JEWELRY 1'1"

SPECIFICATIONS:

LETTERS: Non Lit Illuminated Channel Letters
FACES: 1/8" Red Acrylic Face
TRIMCAP: 3/4" Black Trimcap
RETURNS: 5" Deep Black Aluminum Returns
ILLUMINATION: N/A

TURBO SIGN

2726 W. Pico Blvd. Los Angeles, CA 90006
Tel. 323. 730.8500 Fax.323. 730. 8519

This official unaltered drawing is submitted solely for the project being planned.
It is not to be copied or shown to persons outside of your organization without express written authorization from Turbo Sign Inc.

Project:

RUBY MOMO JEWELRY

Site Address: **921 E Garvey Ave. Monterey Park, CA 91755**

Approved by:

Print:

Date:

Letters Section Detail

Fig.1

Non Illuminated Channel Letters / Flush Mount

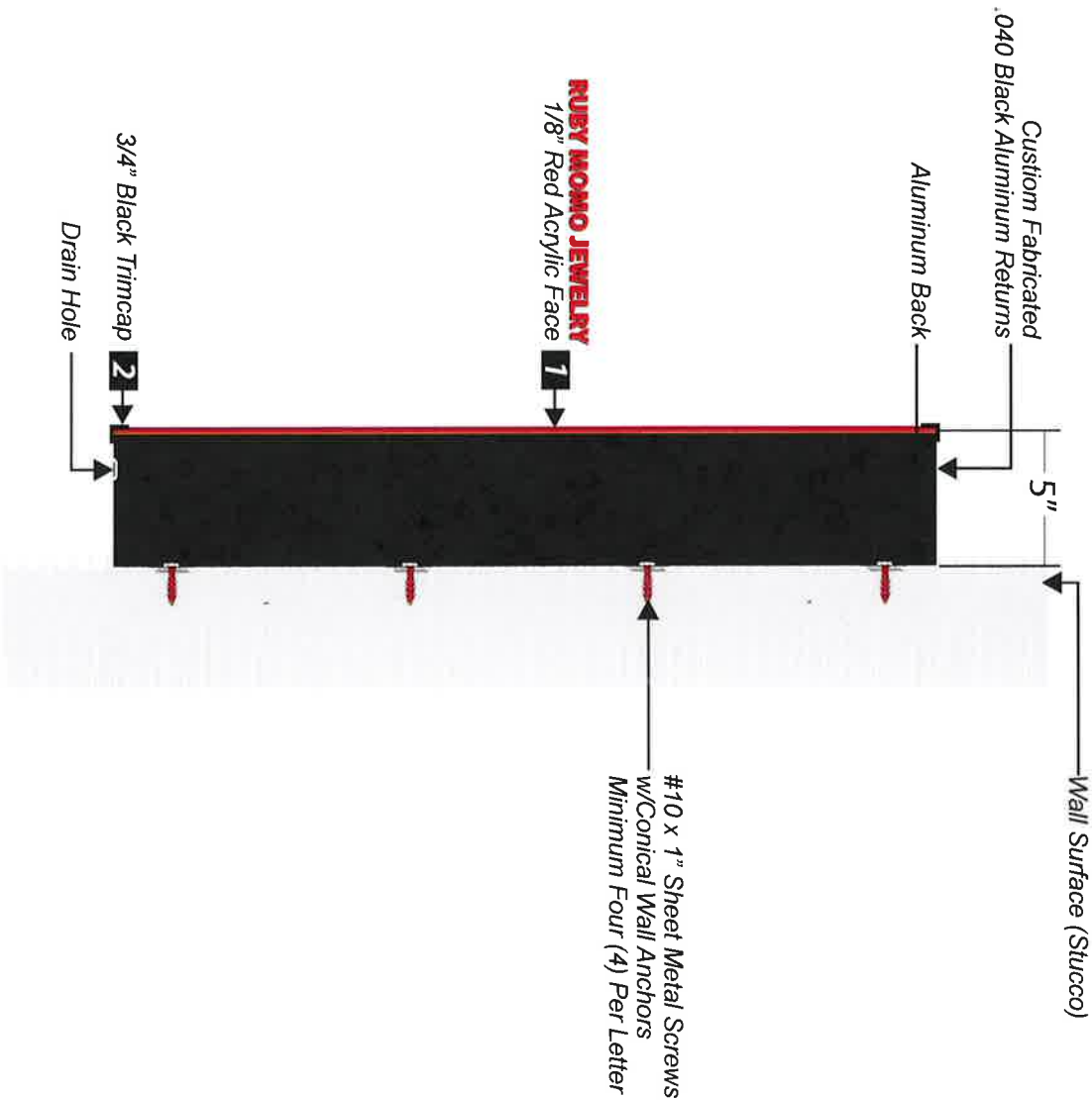


Fig.3

Installation Instruction:

Install in Accordance with NEC and Local electrical codes.

1. Contact the Local authority having jurisdiction prior to installation.
2. If the sign is not provided with a disconnect switch, then a disconnect must be provided at the site.
3. The Channel Letters should be assembled and mounted as shown in the figure.
4. Use only the mounting hardware provided with each letter and transformer enclosure for the installation.
5. Locate and mount the remote transformer enclosure inside the building in a location accessible to inspection by the local authorities.
6. Connect Black to Black and Red to Red Low Voltage wires from letters to transformer leads as described in install diagram.
7. Connect the transformer primary to a 120 volt AC branch circuit supply.

ITEM NUMBER	COMPONENT / DESCRIPTION
1	Cell Cast Acrylic Sheet
2	Black Trimcap
3	
4	
5	
6	
7	
8	
9	

Alternate Attachment Methods:

Building Construction:	BRICK	WOOD	STEEL	CONCRETE
Bolts Sample:				
Minimum Fasteners:	1/4\" Turbo Screw	1/4\" Lag Bolt	1/4\" Heavy Lag Bolt	1/4\" x 3/4\" Threaded Anchor Lag Bolt



This sign is intended to be installed in accordance with the requirements of Article 600 of the National Electrical Code and/or other applicable local codes. This includes proper grounding and bonding of the sign.

ATTACHMENT 3

Existing Site Photographs





