

Planning Commission Regular Meeting Minutes

Wednesday,
April 6, 2016
7:00 p.m. to 9:00 p.m.
Town Hall Meeting Room

Note: The Action Minutes represent a summary of presentations given and actions taken. For a more detailed record, the audio recording of the meeting can be accessed through the City Clerk's Office, City of University Place. Contact Emy Genetia at (253) 460-2511.

1. **Call to Order** Acting Chair Boykin called the meeting to order at 7:02 p.m. **(7:02)**

2. **Roll Call (7:02)**

Planning Commission Members Present

Mr. Frank Boykin – Acting Chair
Mr. Steve Smith – Co Vice Chair
Mr. Chris Barrett
Mr. David Graybill
Mr. Ken Campbell
Mr. Tony Paulson

Planning Commission Members Excused

Mr. Cliff Quisenberry – Chair

Staff Present

David Swindale, Director, Planning and
Development Services
Becky Metcalf, Project Assistant

3. **Approval of Minutes (7:02)**

Ms. Metcalf noted that the minutes that were approved at the March 16, 2016 meeting were for the March 2, 2016 meeting. This error will be corrected.

MOTION: by Commissioner Smith and seconded by Commissioner Graybill to approve the minutes of the March 16, 2016 Planning Commission meeting as corrected. Motion passed.

4. **Public Comment (7:04)**

There being no public comment on any item not appearing on the agenda, Acting Chair Boykin closed the Public Comment section of the meeting.

5. **Discussion: Sign Code Amendments (7:05)**

Director Swindale reviewed the staff report regarding this item. This information was also part of the March 16, 2016 agenda packet.

Commission discussion covered the following topics:

- A construction sign is also considered an event sign. If an event sign is a temporary sign, it would need to come down after 60 days. Because of this restriction, it may be better to not include the construction signs in the event sign category.

- Yard sale signs usually go up the day before the sale. Definition of garage sale should be reviewed with this in mind.
- Temporary signs in all other zones needs to include more information about location of signs. 19.75.090 (a), (b), need to add a provision that says “except for political signs, temporary signs shall not be located in the right-of-way unless authorized by the City Engineer.”
- “Temporary” needs to be defined, as opposed to “permanent” signs. Commissioner Barrett suggests not including types of material from which the sign is constructed in the definition.
- Commissioner Paulson suggested adding another column to the table identifying whether a sign is temporary or permanent.
- The only sign allowed in the right-of-way is the political sign. Open House signs are allowed to be off premise, as are garage sale signs.
- Commissioner Barrett feels that the original Purpose (A) should be merged with the new Purpose (A).
- Commissioner Campbell suggested that the Purpose read “Support the well-being of the community by allowing the identification of premises and the advertisement of products and services.”
- Commission consensus is to strike the new A under Purpose altogether.
- Director Swindale distributed a section of the Code re temporary uses. (Attached to these minutes.)
- Regarding the deposit for temporary permit issuance, language could indicate if the deposit is not claimed after the temporary signs are taken down, some other use will be made of the funds. Perhaps this money could be used to help pay for the clean-up of all signs.
- Director Swindale gave a history of changing message signs in University Place. Discussion of this issue will take place at a subsequent meeting. Commissioners are asked to observe and consider changing message signs in preparation for that discussion.
- The Residential (R1, R2, MF), POS and PF Overlay table shows that area and size restrictions apply only to political signs at the edge of the right-of-way. This seems inconsistent and staff will look into the background of this.
- Real estate signs should be removed within 7 days after the sale, rather than 15.
- Discussion of Off-Premise Free Standing Signs. Staff will research this further. Concern is expressed about several full-sized signs appearing on 27th for the area in the light industrial zone.
- Add feather signs to the definition of a banner. Staff will look into this item further.
- Commissioner Barrett asked questions about window signs. They are meant to just be temporary, such as window paint.

Motion by TonyPaulson seconded by Commissioner Boykin to extend the meeting until 9:15. Motion passed.

- Clarify terms in the Sign Code regarding the graphic presentation of allowable sign size. Make letters apply consistently to specific measurements.
- Roof signs shows pictures of acceptable and unacceptable signs, but no text. Please add text.
- Maintenance of signs should be required immediately rather than in 90 days.
- In Table under address, the minimum size is 6”.

6. Staff Comments (9:10)

Director Swindale reported that on Monday night the City Council adopted the Planning

Commission 2016 Workplan.

7. Commission and Liaison Comments (9:14)

Economic Development Commission Platt reported that the EDC has an interest in the sign code. He will report back to the EDC.

A Business Survey is being put together to go out to all business. It will be an anonymous survey.

8. Adjourn

MOTION: by Commissioner Graybill, seconded by Commissioner Barrett, to adjourn the meeting. Motion to adjourn was approved unanimously. (9:15 p.m.)

Submitted by:

Becky Metcalf, Project Assistant
Community and Economic Development

Approved as amended: April 20, 2016