

Planning Commission Regular Meeting Minutes

Wednesday,
April 20, 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** Chair Quisenberry called the meeting to order at 7:00 p.m. **(7:00)**

2. **Roll Call (7:00)**

Planning Commission Members Present

Mr. Cliff Quisenberry – Chair
Mr. Steve Smith – Co Vice Chair
Mr. Chris Barrett
Mr. David Graybill
Mr. Ken Campbell
Mr. Tony Paulson (arrived 7:05)

Planning Commission Members Excused

Mr. Frank Boykin – Co Vice Chair

Staff Present

David Swindale, Director, Planning and
Development Services
Jeff Boers, Principal Planner
Becky Metcalf, Project Assistant

3. **Approval of Minutes (7:01)**

MOTION: by Commissioner Graybill and seconded by Commissioner Smith to approve the minutes of the April 6, 2016 Planning Commission meeting

Motion: by Commissioner Quisenberry and seconded by Commissioner Smith to amend the minutes as follows: Chair Quisenberry noted that he was not in attendance at the April 6 meeting, although the minutes state that he called the meeting to order. On page 2, the bullet point that begins with "Instead of requiring a deposit..." should be changed so that it indicates the suggestion is that the required deposit may be used for other purposes if it is not claimed. Motion passed.

Original motion to approve the minutes as amended passed.

4. **Public Comment (7:03)**

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

5. Public Hearing – Miscellaneous Code Amendments (7:03)

Principal Planner Boers reviewed the staff report and attachments for this item as found in the agenda packet. He added additional corrections that should be incorporated as follows:

- In Title 19 – pages 2 and 3, ensure that references to citations in the University Place Municipal Code all include the notation UPMC after the identifying section number, i.e. 1.20 UPMC.
- In Violation and Enforcement Code Amendments – page 3, ensure that references to citations in the University Place Municipal Code all include the notation UPMC after the identifying section number, i.e. 1.20 UPMC. For consistency, delete the written out citation “University Place Municipal Code”.

Chair Quisenberry opened the meeting to public hearing on these amendments. There being no public in attendance, Chair Quisenberry closed the Public Hearing section of the meeting.

Commission discussion covered the following topics:

- There have been no changes to the inoperable vehicles provisions since the Commission’s last discussion.
- Title 19 page 1 - The definition of a substandard lot seems to be a bit more detailed than necessary. The process of how the lot was created does not seem to be relevant to the definition. Commission suggested wording is “means a lot that does not meet current zoning standards.” Staff will re-word this definition.

MOTION by Commissioner Graybill and seconded by Commissioner Paulson to approve Title 19 for recommendation to the City Council as amended. Motion passed.

Motion by Commissioner Paulson and seconded by Commissioner Barrett to strike the definition of “Streets, transition” on page 2. Motion passed.

MOTION by Commissioner Graybill and seconded by Commissioner Barrett to approve Title 22 for recommendation to the City Council as submitted. Motion passed.

MOTION by Commissioner Smith and seconded by Commissioner Graybill to approve Title 23 for recommendation to the City Council as submitted. Motion passed.

MOTION by Commissioner Barrett and seconded by Commissioner Quisenberry to approve Violation and Enforcement Code Amendments for recommendation to the City Council as amended. Motion passed.

6. Discussion and Consideration – Sign Code Amendments (7:34)

Director Swindale reviewed the staff report and attachments for this item as found in the agenda packet. He also reported that several staff and two commissioners were able to attend the Land Use Boot Camp put on by the Planning Association of Washington last Friday. The issue of sign codes and how they may be affected by the Reed v. Gilbert Supreme Court decision was covered at the conference. There is still uncertainty about how that case will affect sign codes. Some consideration of the impacts of Reed v. Gilbert have been taken into account in the sign code revisions that are being proposed.

Commission discussion covered the following topics:

- There was a question by council as to whether signs should be regulated if they are visible from an adjacent property. Director Swindale pointed out areas in the City where there is property not visible from the right-of-way but visible to adjacent properties. There have been no complaints to the existing language.
- The Finance Director suggested making the cost of the deposit for a temporary sign more than the cost of the temporary sign permit so that people are more likely to return to claim their deposit and increase compliance.
- On sign table page 12, add 10' for maximum height of feather signs. It was requested that the ordinary size of feather signs be determined. Is 24 square feet reasonable? Staff will look into this.
- There was discussion about the term "immediately" which was added on page 12. Possibly give a time frame instead, such as "within 24 hours or 48 hours". Consensus of the Commission is to keep the word "immediately".
- Make event and open house signs consistent. Maximum number of signs is 6, for open house that would be 5 off premise signs and 1 on premise sign. Maximum height for Real Estate sign is 10 ft., same as for event signs.
- Political signs table was distributed at the meeting (attached to these minutes). Staff recommendation is to use the same requirements as those of the City of Newcastle – max height 6 feet. 3 up to 24 square feet with temporary sign permit required.

MOTION to extend to 9:15 approved. (8:55)

- Page 15 Off Premises Freestanding sign – clarify "tenant" to mean tenant of the sign, not the property. Define proximity.
- Commissioners are asked to review Table 2 providing information regarding other cities changing message sign requirements. Changing message signs will be reviewed at next meeting.

7. Staff Comments (9:06)

None.

8. Commission and Liaison Comments (9:07)

Commissioner Paulson appreciated information shared at the boot camp. Chair Quisenberry thanked Commissioner Boykin for chairing the April 6 meeting in his absence.

9. Adjourn

MOTION: by Commissioner Graybill, seconded by Commissioner Barrett, to adjourn the meeting. Motion to adjourn was approved unanimously. (9:09)

Submitted by:

Becky Metcalf, Project Assistant
Community and Economic Development

Approved as submitted: May 18, 2016