

## Planning Commission Regular Meeting Minutes

Wednesday,  
August 2, 2017  
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 (7:02)**

Acting Chair Boykin called the meeting to order.

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

#### **Planning Commission Members Present**

Mr. Frank Boykin – Co Vice Chair (Acting Chair)  
Mr. David Graybill  
Mr. Tony Paulson  
Ms. Tonya Mushallo

#### **Planning Commission Members Excused**

Mr. Cliff Quisenberry – Chair  
Mr. Steve Smith – Co Vice Chair  
Mr. Ken Campbell

#### **Staff Present**

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

### **3. Approval of Minutes – July 19, 2017 (7:02)**

**MOTION: by Commissioner Graybill and seconded by Commissioner Mushallo to approve the minutes of the July 19, 2017 meeting as submitted. The motion was approved.**

### **4. Public Comment (7:02)**

There was no public comment.

### **5. Discussion: Sign Code (7:03)**

Director Swindale reviewed the staff report provided in the agenda packet for this meeting.

Commission discussion covered the following:

- 300 feet does not include all tenants off of 27<sup>th</sup> Street. The distance can be changed to include them all. The directional sign can be allowed on an easement.
- The Planning Commission is still operating under the Resolution which directs specific items to be reviewed in the Sign Code, with the addition of reviewing the Sign Code in order to make it Reed Compliant.

- Limit the size of the individual signs to make the off-premise sign manageable.
- Readability is a concern and will affect the size of the sign to be allowed off-premise.
- Reed does not address commercial signs.
- The tenants at Spare Space have wanted signs on 27<sup>th</sup> Street. Will they be satisfied with simply a directional sign related to address and unit #? Those renting in this area knew what the sign situation was when they rented the location.
- Consider the possibility of future developments which may contain many more spaces for business than are currently existing.
- An animated sign is not necessarily commercial. They are now regulated under special displays. The two definitions were redundant.
- Discussion of the difference between duration allowed for A Board and non A Board non commercial signs.
- Providing no limit for size of political signs on private property is not supported by the Planning Commission.
- What is the difference between allowed Nits for digital and electronic message centers at nighttime? Hold time is also difference. Change this for consistency to 8 seconds. Under digital signs, add "plus 1.5 second transition fade."
- Discussion of where digital and electronic message center signs should be allowed.
- Change requirement minimum frontage for both digital and electronic message centers.
- Allow a provision that if a business does not have the minimum frontage they can work with neighboring businesses.
- Important to communicate to the council that we are setting policies to get us to the city we aspire to be, rather than the city we are now.
- Provide the Council some visuals of cities with signage allowed at 100 feet.
- Refer to tables for dimensions of other types of signs than monument and pedestal, pole or pylon signs. Pictures on pages 20-21 will be replaced with schematics.

#### **6. Staff Comments (8:26)**

None.

#### **7. Commission and Liaison Comments (8:42)**

None.

#### **8. Adjourn (8:28)**

**MOTION: by Commissioner Graybill and seconded by Commissioner Mushallo to adjourn the meeting. The motion was approved unanimously.**

Submitted by:

Becky Metcalf, Project Assistant  
Community and Economic Development

Approved as submitted: August 16, 2017