

Planning Commission Regular Meeting Minutes

Wednesday,
November 15, 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 (7:01)

Planning Commission Chair Quisenberry called the meeting to order.

2. Roll Call (7:01)

Planning Commission Members Present

Mr. Cliff Quisenberry – Chair
Mr. Frank Boykin – Co Vice Chair (arrived 7:05)
Mr. David Graybill
Mr. Ken Campbell
Ms. Tonya Mushallo

Planning Commission Members Excused

Mr. Steve Smith – Co Vice Chair
Mr. Tony Paulson

Staff Present

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

3. Approval of Minutes (7:01)

MOTION by Commissioner Graybill and seconded by Commissioner Mushallo to approve the minutes of the November 1, 2017 Planning Commission meeting as submitted. The motion was approved.

4. Public Comment (7:02)

There was no public comment.

5. Discussion: Planning Commission 2018 Workplan (7:03)

Director Swindale provided copies of the memo prepared for next Monday's City Council review of the Planning Commission workplan for 2018, as well as an updated version of the workplan (attached to minutes of this meeting). He reviewed the memo and the workplan.

Commission discussion included the following:

- Comprehensive Plan and Zoning Code work in 2018 will be an opportunity to address zoning as recommended in the Subarea Plan. This may result in possibly a hybrid of traditional and form-based codes.

6. Study: Sign Code Amendments (7:13)

Director Swindale reviewed the staff report for this item included in the agenda packet. He focused on items that have changed since the last review. He touched on the following items:

- Off Premise Directional Signs - Page 3-27 in sign code amendment document – the definition of “tenant” language has been changed where it refers to an off premise free standing directional sign is an occupant of a premise within ~~300~~ 650 feet. Also reflected in definition of an off-premise directional sign on page 3-6.
- Page 4 of 10 in staff report (Director Swindale distributed a handout on temporary uses which is attached to the minutes of this meeting) then page 15 of 27 in sign code amendment document, note #3 refers to UPMC 19.35 which is presented on the handout distributed.

Commission discussion included the following:

- Director Swindale will develop a separate temporary use type that will refer to seasonal use, then other temporary uses which will be yard sales and special events.
- The City Attorney has determined that Reed vs City of Gilbert does not apply to commercial use signage.
- Political signs-discussion regarding regulation. These signs would fall under requirements for a residential sign.

Changing Message Signs were next discussed. Information can be found on page 6 of 10 in the staff report and pages 18 and 19 of 27 in sign code amendments document. The commission had asked for some way to actually view the difference in lumens or footcandles. Director Swindale distributed two luxmeters that measure light brightness.

The recommendation from the international sign association is that the illumination of a changing message sign should not be more than .3 over the ambient light. This recommendation also includes specific directions regarding how to measure light.

- At 8:05, commissioners moved outside to walk along Bridgeport with the luxmeters to measure foot candles of various signs.
- Upon return, the commission decided to allow changing message signs to be no more than .2 over the ambient light.
- Distance between allowed signs will be 200 ft.
- The Commission will recommend that changing message signs be allowed only in the neighborhood commercial, community commercial and town center zones to begin with.

7. Staff Comments (8:42)

Director Swindale reported that the Mediterranean Grill is planning to have a soft opening on Friday.

The decision was made to cancel December meetings, as the Planning Commission has completed all 2017 workplan items.

Project Assistant Metcalf announced that tomorrow evening will be a Home-based Business Holiday Bazaar Partner UP. It will be held in the atrium of the Civic Building from 5 to 9 p.m. All are invited.

8. Commission and Liaison Comments (8:45)

Great year.

9. Adjourn (8:46)

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: January 3, 2018