

WOODBURN PLANNING COMMISSION MEETING MINUTES
May 27, 2010

CONVENED: The Planning Commission met in a regular session, followed by a workshop, at 7:00 p.m. in the City Hall Council Chambers with Chairperson Bandelow presiding.

ROLL CALL:

Chairperson	Bandelow	Present
Commissioner	Gregorieff	Present
Commissioner	Hutchison	Present
Vice-Chairperson	Jennings	Present
Commissioner	Kenagy	Present
Commissioner	Piper	Absent (Pre-arranged)

Staff Present Jim Hendryx, Director of Economic and Development Services
 Don Dolenc, Associate Planner
 Vicki Musser, Recording Secretary

Minutes

A. Minutes from the May 13, 2010 Planning Commission meeting

Commissioner Grigorieff moved to accept the May 13, 2010 minutes as written, and Commissioner Hutchison seconded the motion, which was carried unanimously.

Business From The Audience

There was none.

Communication

There was none.

Public Hearing

A. Final Order Sub 2010-01; Var 2010-02; Excp 2010-02

Commissioner Jennings moved to have Final Order Land Use Decision:

Sub 2010-01; Var 2010-02; Excp 2010-02 discussed and approved as the first agenda item. Commissioner Hutchison seconded the motion, and the Final Order was approved by the Commission.

B. Design Review 2010-02; Phasing Plan 2010-01

Staff Report

Associate Planner Don Dolenc reviewed the applicant's request for a Type III Design Review for a 6,804 square foot pediatric clinic, and phasing plan approval for a future 1,718 square foot expansion. The property is zoned Commercial General (CG). Abutting properties are zoned Commercial Office (CO) and Industrial Park (IP). The parcel was recently partitioned to create the lot, which is located between Wellspring and Salud. The proposed development and future expansion were recommended for approval subject to a list of 13 conditions, some of which are already being addressed by the architect.

Public Comment

Clayton Vorse of Arbuckle-Costic Architects, the architect for the project, addressed the Commission. He agreed with the staff report, and stated that he would work to meet all conditions.

There was no opponent testimony.

Planning Commission Discussion

Commissioner Jennings observed that the applicant's request was very straightforward, and moved to approve the DR 2010-02; Phasing Plan 2010-01. The motion was seconded and approved.

The meeting was adjourned into a workshop at 7:18p.m.

Sign Workshop

Assistant City Attorney Jon Stuart gave a Power Point presentation on amortization, a program which sets a timeline to bring City signage into conformance. Most cities in Oregon, such as Portland, Salem, Eugene and Corvallis, have no amortization requirement. Keizer, Lake Oswego and Newberg use amortization as a way to bring signs into compliance. Keizer decided on a 7 year amortization plan, with an exception for signs within 5% of height and width compliance, and electronic message signs built in 2008. Lake Oswego allowed 10 years for compliance, and limited amortization to pole signs only. Newberg gave property and business owners 10 years to comply, allowed a 10% height and width exception, and offered a hardship application in regards to size, location, repair, and fitting into the neighborhood, as well as financial difficulties.

Woodburn has at least 115 non-conforming signs, in a variety of types. Many pre-date the 2002 WDO, and are grandfathered in.

The Planning Commission discussed the short, dual signs they saw during the recent sign tour of Woodburn. Most are attractive, and the Commissioners want them to remain, rather than amortize them into present compliance regulations. These dual signs are neither pole nor monument signs, and will be addressed in future workshop meetings.

The WDO defines pole signs as being at least 8 feet tall.

Stuart noted that amortization would give the City one more tool to regulate signs. He also pointed out several downsides, including the money that business owners would have to spend to bring their signs into compliance, the removal of attractive signs simply because they don't meet the current code, the potential for lawsuits, and the long timeline before compliance would be mandatory.

Director of Economic and Development Services Jim Hendryx noted that amortization discussion and decisions are vital, since ample public notice will need to be given before any amortization program is implemented.

Chairperson Bandelow was concerned about the businesses that would have a hard time financially affording all-new signage, and suggested that some sort of incentive for compliance might work better. Commissioner Jennings agreed. Hendryx felt this was a good idea that needed further refining and more detailed thought.

Vice-Chair Jennings suggested checking to see if urban renewal funds might be utilized for incentive purposes. Urban renewal funds are used to make improvements to blighted areas. Hendryx stated that he would examine the rules regulating usage of such monies, as well as checking on boundaries. Stuart remarked that the urban renewal funds are state statute regulated, and thus not free to divert to other uses.

Commissioner Grigorieff felt that amortization could work well if a hardship plan was a part of the program, as in the case of Newberg.

Commissioner Kenagy was against amortization, and felt an incentive plan would be more successful.

The Planning Commission would need to give a "recommended text" to the City Council if they voted for amortization - specific, detailed recommendations for the Council to consider. After careful consideration, the Commissioners voted against amortization. Hendryx noted that the majority of the Planning Commission do not want to pursue amortization and so the proposed sign amendment text to the City Council will not include it.

Hendryx raised the question of whether banners should to be allowed with a temporary permit; and if so, how often and for how long a time. It was decided that more research is needed to differentiate between holiday banners and commercial banners containing advertisements. Hendryx will do more research, and report back to the Commission.

Feather flags were discussed, and Chairperson Bandelow observed that they have several disadvantages. They are easily inserted into the ground, so many businesses use more than the two allowed per business. They often block the line of sight, and don't meet the dimensional standard of height vs. width for flags. Therefore, they are only permitted under a temporary sign permit, and businesses using more are in violation.

One possible trade-off discussed was to use more A-frame signs in place of feather flags, and do away with feather flags altogether.

Hendryx introduced an e-mail from Kristi Olson with the Brice Corporation regarding the Overlay boundaries and proposed sign standard therein.

As proposed, regulations in the Overlay District would allow 45 foot tall, 200 square foot area pole signs, so that they could be seen from the freeway. Under special circumstances (such as the Woodburn Company Stores' excessive street frontage) a sign's square footage can be increased to 550 square feet. Chairperson Bandelow voiced concern about the Overlay District's recommended 200 square footage, and suggested that the wording incorporate text that would keep sign height within certain limitations.

Hendryx agreed to draft a memo with the above amendments to present to the Planning Commission during their next meeting on June 10th.

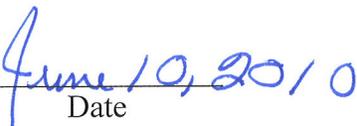
It was noted that Planning Commission elections do not appear to be governed by any set of rules at present. Anecdotally, it was said that in the past that a new Chairperson was nominated when the Chairperson in office left.

An election was held at this meeting to appoint a Vice-Chairperson. Commissioner Grigorieff made a motion to elect Commissioner Jennings to the post. Commissioner Kenagy seconded the motion, and it was approved unanimously.

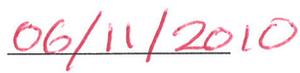
ADJOURNMENT

Vice-Chairperson Jennings moved to adjourn the meeting/workshop. Commissioner Grigorieff seconded the motion, which carried unanimously. The meeting was adjourned at 9:11 pm.

APPROVED 
Ellen Bandelow, CHAIRPERSON


Date

ATTEST 
James N.P. Hendryx
Economic & Development Services Director
City of Woodburn, Oregon


Date

WOODBURN PLANNING COMMISSION MEETING MINUTES
May 25, 2010

CONVENED: The Planning Commission met at City Hall at 6:30pm, and went on a sign tour of Woodburn.

ROLL CALL:

Chairperson	Bandelow	Present
Commissioner	Gregorieff	Present
Commissioner	Hutchison	Present
Commissioner	Jennings	Present
Commissioner	Kenagy	Present
Commissioner	Piper	Present

Staff Present

Jim Hendryx, Director of Economic and Development Services
Don Dolenc, Associate Planner
Vicki Musser, Recording Secretary

Minutes

The purpose of the sign tour was to review Woodburn signage in person and compare it with the Sign Focus Group's recommended revisions.

After viewing downtown Woodburn, the Interchange Overlay District, the Woodburn Company Stores and various industrial and residential zones, the Planning Commission identified several key topics to discuss further during the Planning Commission Workshop Meeting on May 27th. These topics include:

- Signage in the Commercial Office Zone, particularly on Glatt Circle
- Temporary signs
- Sign quality
- Feather signs
- Definition of monument signs

It was pointed out that these sign recommendations are more lenient than the present Ordinance regulations. One key change is the recommendation to allow businesses to remodel or make changes to one sign, without having to change all other signs on the property. That leniency would enable owners to more effectively promote their businesses.

ADJOURNMENT

The meeting was adjourned at 730 p.m.

APPROVED _____ Date _____
Ellen Bandelow, CHAIRPERSON

ATTEST _____
James N.P. Hendryx
Economic & Development Services Director
City of Woodburn, Oregon

DRAFT