

**WOODBURN PLANNING COMMISSION WORKSHOP/MEETING
MINUTES
January 27, 2011**

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

ROLL CALL:

Chairperson	Bandelow	Present
Vice-Chairperson	Jennings	Present
Commissioner	Corning	Present
Commissioner	Grigorieff	Absent
Commissioner	Piper	Present

Staff Present Jim Hendryx, Director of Economic and Development Services
Don Dolenc, Associate Planner
Jon Stuart, Assistant City Attorney

Sign Focus Group Present

Pete McCallum, City Council
Mike Sumner, Case Automotive
Teri Sunderland, General Manager, Woodburn Company Stores

Chairperson Bandelow opened the workshop/meeting at 7pm. Vice-Chairperson Jennings led the Commissioners in the flag salute.

Minutes

Vice-Chairperson Jennings moved to accept the minutes of December 9, 2010 as written. Commissioner Piper seconded the motion, and it was unanimously approved.

Business from the Audience

There was none.

Communication

There was none.

Workshop – Sign Amortization

Bob Barman, Chevron Station owner, spoke to the Planning Commission and members of the Sign Focus Group about sign amortization in his home town of Lake Oswego. Several business owners there protested needing to bring their non-complying signs into compliance and took their cases to court. One owner went all the way to the 9th Circuit Court. The Court handed down the decision that Lake Oswego did have a right to amortize.

Barman approved the idea of a 10-15 year sign amortization period, thus giving

businesses plenty of time to bring their signs into compliance. He suggested having a good publicity plan, using the Woodburn newspaper and the Chamber of Commerce to publicize the sign amortization policy time frame. Consistent communication, as well as a clear time countdown, is a good help meet in achieving compliance. A 2 tier system might work well, where signs over \$5,000 (such as monument and pole signs), would be given a longer period of time to bring into compliance than signs under \$5,000.

Pete McCallum, City Councilor, noted that regular reminders to business owners could be helpful.

Jim Hendryx, Economic and Development Services Director, gave a Power Point presentation to the group entitled, "Amortization of Nonconforming Signs". The City Council passed a resolution on December 13, 2010, which initiated an amendment to the WDO sign regulations, adding sign amortization provisions. The Council asked the Planning Commission, with assistance from the Sign Focus Group, to make time-frame recommendations for sign amortization.

Previous survey results indicate that the majority of Woodburn citizens feel that there should be a 3-5 year time limit to bring all signs into compliance. Assistant City Attorney Jon Stuart discussed three cities with different amortization schedules; Keizer, Lake Oswego and Newberg.

The Planning Commission and Sign Focus Group concentrated their efforts to 3 key questions:

1. Should there be an amortization period for non-conforming signs?
2. If so, what types of signs will be affected, and what zones should be included?
3. How long should the amortization period last?

City Councilor McCallum noted that sign amortization is vital; otherwise sign compliance is unenforceable.

Support for amortization was unanimous by both the Planning Commissioners and the Sign Focus Group members. Several people urged simplicity and enforceability.

All types of signs are to be included in the amortization, though it was not yet decided whether to implement the 2 tier system Bob Barman suggested.

A ten year amortization period was agreed upon by both groups, with a hardship provision added as an option for business owners who were having trouble meeting the deadline.

All Woodburn zones would be included in the sign amortization process.

Vice-Chairperson Jennings noted that it was important to let the business community know what is happening. There was a suggestion to ask the Chamber of Commerce be an outlet for that information.

**Meeting –
Items for Action**

- A. Revisions to the Planning Commission by-laws, which included clarification of voting and election of officers, were discussed. Commissioner Piper made a motion to approve the changes, and Commissioner Jennings seconded it. The motion was unanimously approved.
- B. Commissioner Piper nominated Dick Jennings as new Chairperson of the Planning Commission, and then nominated Ellen Bandelow as Vice-Chair. Commissioner Corning made a motion to approve the changes. The motions were unanimously approved.

Reports

Hendryx gave an Urban Growth Boundary update. On January 12, 2011, the Land Conservation Development Commission (LCDC) met and approved the Woodburn UGB expansion by a 5-1 vote. The proposal will go back for final approval in 60 days.

Hendryx proposed that the Planning Commission hold a workshop/meeting on Thursday, February 24th, to focus on the Hwy 99E Corridor project. In response to a question, he noted that ODOT has final say on improvements to the corridor, though the 99E Corridor Group will give input and suggestions.

The new sign ordinance went into effect on Monday, January 24th, 2011. The Planning Department will be handing out 1 page sign summary flyers to businesses along 99E and 214.

Adjournment

Commissioner Jennings made a motion to adjourn the meeting. Commissioner Piper seconded the motion, and the meeting was adjourned at 8:42 pm.

APPROVED Ellen Bandelow 3-30-2011
Ellen Bandelow, CHAIRPERSON Date

ATTEST James N.P. Hendryx 4/5/2011
James N.P. Hendryx Date
Economic & Development Services Director
City of Woodburn, Oregon