

**WOODBURN PLANNING COMMISSION MEETING MINUTES**  
**March 12, 2009**

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

Chairperson Bandelow announced that the agenda is available at the back of the room. We will consider items one at a time according to the order listed in the agenda. We will follow the hearing procedure outlined on the public hearing procedure board. All persons wishing to speak are requested to come to the podium and give their name and address. Any individuals speaking from other than the podium will not be recognized.

**ROLL CALL**

<b>Chairperson</b>	<b>Bandelow</b>	<b>P</b>
<b>Vice Chairperson</b>	<b>Vancil</b>	<b>P</b> (Arrived at 7:10 p.m.)
<b>Commissioner</b>	<b>GrosJacques</b>	<b>P</b>
<b>Commissioner</b>	<b>Grigorieff</b>	<b>P</b>
<b>Commissioner</b>	<b>Hutchison</b>	<b>P</b>
<b>Commissioner</b>	<b>Jennings</b>	<b>A</b>
<b>Commissioner</b>	<b>Kenagy</b>	<b>A</b>

Staff Present:            Jim Hendryx - Community Development Director  
                                 Jon Stuart – Assistant City Attorney  
                                 Natalie Labossiere – Senior Planner  
                                 Don Dolenc – Associate Planner  
                                 Sasha Sprauer – Administrative Assistant

Chairperson Bandelow led the salute to the flag.

**MINUTES**

- A.     Woodburn Planning Commission Meeting Minutes of February 12, 2009. Commissioner Grosjacques moved to accept the minutes. Commissioner Grigorieff seconded the motion, which unanimously carried.

**BUSINESS FROM THE AUDIENCE**

None.

**COMMUNICATIONS**

- A.     Woodburn City Council Meeting Minutes of January 26, 2009
- B.     Executive Session Woodburn City Council Meeting Minutes of January 26, 2009

No comments were made.

**DISCUSSION ITEMS**

- A.     Staff Presentation of Permitted Signs by Zoning District

Community Development Director Hendryx informed the Planning Commission that a Planning Commission subcommittee had reviewed and recommended procedures and rules of conduct for the Commission. The modifications are in review with legal council.

Community Development Director Hendryx distributed a packet of information that outlined the allowable signs in each zoning district according to the Woodburn Development Ordinance (WDO).

Community Development Director Hendryx began his presentation with an overview of what signs are allowed in Commercial Office (CO) zone. He presented a chart that detailed each type of sign allowed in the zone, a pictorial building profile that displayed all of the signs allowed in the zone, and photo examples found throughout the City.

Community Development Director Hendryx stated that each building is allowed to have wall signs that can cover up to 4% of the building façade. They can be internally or externally illuminated

There was discussion amongst the Planning Commission and staff in regards to whether murals and logos are signs.

Assistant Attorney Stuart explained that the City must be content neutral in their decisions regarding signs. He also stated that many of the signs found throughout the community may be allowed as non-conforming signs.

Community Development Director Hendryx stated that a location is allowed up to two monument signs, depending on street frontage. The size of monument signs is dependent on location size.

There was discussion amongst the Planning Commission and staff in regards to the height restrictions for monument signs.

Community Development Director Hendryx explained that the WDO allows permanent signs that are exempt from permits. Each building is allowed two small wall signs, window signs, and up to three additional free standing signs.

There was discussion amongst the Planning Commission and staff in regards to the amortization of signs.

Assistant Attorney Stuart explained that amortization is a policy choice that requires justifiable findings.

Community Development Director Hendryx presented photo examples of permanent signs that are exempt from permits, which included menu boards and directories.

There was discussion among the Planning Commission and staff in regards to identifying menu boards and directories by their content. Size and location, purpose, and signs by business type may be alternatives for regulation.

Community Development Director Hendryx explained that directional signs, federal and state required signs, and up to two flags are all allowed without permits.

Chairperson Bandelow stated that flags should be defined by flag type.

Community Development Director Hendryx explained the types, sizes and timeframe of temporary signs allowed by the WDO, and presented photo examples.

There was discussion among the Planning Commission and staff in regards to allowable and prohibited signs.

Vice Chairperson Vancil suggested that the City include an informational packet on signs when a customer receives a business license.

There was discussion among the Planning Commission and staff in regards to the allowable square footage a complex or building is permitted to have. Buildings with multiple tenants must split signage at their discretion.

Community Development Director Hendryx explained what types of signs are allowed in the Commercial General (CG) zone. He presented a chart that detailed each type of sign allowed in the zone, a pictorial building profile that displayed all of the signs allowed in the zone, and photo examples found throughout the City.

Associate Planner Don Dolenc explained the difference between awnings and canopies. Awnings provide weather protection for pedestrians, while canopies provide weather protection for patrons in automobiles.

Community Development Director Hendryx explained what types of signs are allowed in the CG zone with Type II Design Review, including pole signs, primary and secondary monument signs, and reader-board signs.

There was discussion amongst the Planning Commission and staff in regards to pole signs.

Associate Planner Don Dolenc explained that non-conforming signs must be brought into conformity if the tenant space is subject to a Type II or Type III Design Review, Conditional Use, or sign permit; or the property changes use, is vacant for 180 days, or if the sign is removed for 60 days.

Community Development Director Hendryx explained the different sizes and heights various signs could be in the CG zone, depending on frontage. He also presented pictorial building profiles that displayed all of the permanent exempt and temporary signs allowed in the zone and photo examples found throughout the City.

There was discussion amongst the Planning Commission and staff in regards to temporary signs.

## **REPORTS**

None.

## **BUSINESS FROM THE COMMISSION**

Vice Chairperson Vancil stated that he attended a Historic Downtown Neighborhood Association meeting and they were interested in the progress of the Downtown Plan.

Community Development Director Hendryx explained that the City is working with a consultant and a Stakeholders Working Group (SWG) that will guide the plan. The City held an open house

