



1. ROLL CALL

The Planning Commission meeting was called to order at 5:30 pm with the following members present: Jackson Swearer (1/1), Logan Leuenberger (1/1), Darryl Peterson (1/1), Terry Bisbee (1/1), and Jon Richardson (1/1) (Vice Chair). Jane Gamber (0/1), Valerie Roberts-Ropp (0/1), and Brock Wells (0/1) were absent.

Planning Staff present were Ryan Hvitløk, Director of Planning & Development; Amy Allison, Senior Planner; and Charlene Mosier, Planning Technician.

2. APPROVAL OF MINUTES

The minutes of the December 17, 2019 meeting were approved on a motion by Swearer, seconded by Bisbee, passed unanimously.

3. CORRESPONDENCE & STAFF REPORTS

The documents and staff reports were accepted into the official record on a motion by Swearer, seconded by Bisbee, passed unanimously.

4. PUBLIC HEARING

a. None.

5. NEW BUSINESS

a. Election of Officers for 2020

Chair - A motion by Bisbee, seconded by Peterson to nominate Jon Richardson as Chair, passed unanimously.

Vice Chair – A motion by Bisbee, seconded by Leuenberger, to nominate Jackson Swearer as Vice-Chair, passed unanimously.

6. STUDY SESSION

a. ZA19-000009 Sign Code Amendments

Hvitløk presented a powerpoint presentation for the Planning Commission study session to review proposed changes to the City's Sign Regulations in regard to freestanding sign submittals and roof sign definitions.

Currently, all signs must meet the building code but the code does not provide a clear standard on when engineered drawings are required for a freestanding sign. Current practice is based on the Building Official's discretion.

The proposed changes would create a clear, reasonable requirement that removes unpredictability. The changes were drafted by Planning & Development, Inspections, and reviewed by the Building Trades Board. It is based on height and fall zone for new freestanding signs and existing freestanding

support structures with a new sign larger than the previously permitted sign.

Staff met with Luminous Neon and all cities have some type of structural requirements for freestanding signs. Luminous Neon was concerned about the extra cost of engineered plans but agreed they are necessary in certain situations.

The proposed ordinance would require engineered plans for signs greater than 17 feet in height.

Signs 4 feet to 17 feet in height require a site plan showing a perpendicular fall zone equal to the vertical height of the sign. Fall zone shall be free of encroachment into the public way of pedestrian and motoring public (public streets, alleys, and sidewalks). Signs that have a fall zone that encroaches into the public way shall require engineered plans.

Signs under 4 feet in height will not require additional documentation.

Discussion ensued about the proposed structural requirements. The commissioners felt the proposal was reasonable.

Roof sign definition:

Current definition: Roof sign shall mean a sign mounted on the main roof portion of a building or on the uppermost edge of a parapet wall of a building and which is wholly or partially supported by such building.

Proposed definition: roof sign shall mean a sign mounted on a roof or a sign that wholly or partially projects above the highest point of the roof line, parapet, or fascia of a building.

A drawing was shown indicating what is and is not a roof sign.

No comments were received from the Development Review Committee. The public hearing is scheduled for January 28 and the City Council will review the amendments on February 18, 2020.

Discussion ensued about the roof sign definition. There was concern about potential confusion between roof signs in the Zoning Regulations and the Building Codes. Staff said that the process for review should limit confusion. Staff was directed to proceed with both proposals.

7. UPCOMING CASES

- a. January 28, 2020
 ZA29-000009 Sign Code Amendments

- b. February 11, 2020 – None.

8. ADMINISTRATIVE CASES

- a. SIT19-00010 – Aspen Dental – Cancelled.
- b. ADJ19-000006 – Tyson Plant Addition – Approved.

9. COUNCIL ACTION ON CASES

- a. None.

10. OPEN COMMENTS FROM THE AUDIENCE

- a. None.

11. ANNOUNCEMENTS

- a. The memorial service for Janet Hamilton, former Planning Commission member, will be January 18 at 2:00 pm at Stringer Fine Arts Center.

12. ADJOURNMENT - The meeting adjourned at 6:10 p.m.

Respectfully Submitted

Charlene Mosier, Planning Technician
Approved this 28th day of Jan 2020

Attest: 

Ryan Hvitlök, AICP
Director of Planning & Development