

WOODLAND PARK PLANNING COMMISSION  
REGULAR MEETING MINUTES  
WOODLAND PARK CITY COUNCIL CHAMBERS  
February 28, 2008  
7:00 PM

- I. CALL TO ORDER AND ROLL CALL – The meeting was called to order by Chairman Smith at 7:00pm. Commissioners present were Smith, Morrison, Hartsfield, Harvey, Millard, and Scott. Commissioners absent were Miller, Todd, and Ullo. Staff present were Buttery, Riley, Schofield, and Weien.
- II. PLEDGE OF ALLEGIANCE
- III. APPROVAL OF MINUTES OF PREVIOUS MEETING  
The minutes of the January 24, 2008 meeting were approved by general consent.
- IV. REQUESTS AND/OR PUBLIC HEARINGS –  
No cases -
- V. CONTINUATION OF THE SIGN ORDINANCE WORK SESSION  
This work session is continued from the January 24, 2008 meeting. Review and Discussion of the proposed amendments to Chapter 18.06 and 18.48 with a focus on Section 18.48.020.

City Manager, David Buttery, addressed the Commissioners and the public with comments regarding the process that has been taking place for the review of the original and proposed amendments to Chapter 18.06 and 18.48. The business community has taken an active role in assisting staff in developing amendments that will be workable for the community. With the business sign group meeting once a week and the planning commission meeting every two weeks, keeping changes and everyone on the same page has been a difficult task. Staff proposed that the business community complete their review of the entire code before any more changes are brought forth to the planning commission. Buttery asked that the Commissioners review the definitions section again to be updated with this section this evening. The City Attorney has suggested that terms that are used only once in the ordinance be defined in the section that the term is used and not in the definitions section. It has been suggested by the business community and agreed by legal counsel and staff to incorporate the definition section into the ordinance and not have it a stand-alone piece.

Discussion took place amongst the commissioners if this meeting should be terminated and the work session tabled without review of the definitions. It was determined to move forward with the definitions.

City Planner Amanda Schofield reviewed each sign definition and brought the commissioners up to date with the changes reflected in the footnotes.

LED and electronic signs were discussed. City Manager David Buttery asked the Planning Commission and the public to strike all but the first sentence of footnote 10, which had been a source of confusion and misinterpretation in the Business Sign Committee. Scott asked about video screen type of LED/LCD signage. Schofield acknowledged that there is no reference to this type of sign. Commissioners felt that this should probably be addressed, as it is a technology that is available.

Discussion took place as to externally illuminated examples and terms. The general consensus was that more work needs to be done to clarify the externally and internally illuminated sign definitions. Schofield suggested that maybe pictures inserted in the code to show sketches as an example might make the code more user friendly.

Buttery advised the Planning Commission that the City Attorney, staff, and the BSC have not come to any conclusions on the regulations regarding nonconforming signs. Until that consensus has been reached, the definitions relating to nonconforming signs are primarily placeholders that are still subject to change.

The City Manager also informed the Commission that window signs were a subject of much discussion in a recent BSC meeting. He reminded the commission that the definition may need to be revisited once the regulations on window signs have been developed.

Chairman Smith opened the meeting for public comment.

Mark Stackhouse of the Napa Auto Store shared his concerns about restrictions regarding window signs. He feels that most business owners take pride in the appearance of their establishments and those who do not will not be in business for long. He shared an example of a poster that he displays in his window to share with customer's monthly promotions. These posters are not visible to Hwy 24 and are visible to customers in the parking lot and entering his store. The posters are professionally done and do not have a "tacky" appearance. He encouraged that no restrictions be place on window signage.

Tina Albillar of Carter Realty would like to see window signs as a non-regulated sign.

Susanne Brown of Flutterbys and Party Bugs shared that her shop is very small and if distance from the window is part of a window sign definition, her store signage would be in the center of her store. Her window signage is only visible from the sidewalk and courtyard, not from Hwy 24.

Chris Konzak of Primos of Chicago suggested that both terms pole and ground sign be changed to "elevated" sign. He does not feel that the City should be regulating

any commercial window signs. He thinks that if the City wants to regulate the appearance of a business's windows, then the City should also prevent homeowners from putting ugly drapes in their residential windows.

Carrol Harvey had questions regarding the definition of Public Right of Way. David Buttery stated that in our community there are various sizes of rights of way. Typically most residential street widths are 50'-60' but not every neighborhood. On Hwy 67 rights of way vary from 132' to 110". Hwy 24 has various widths for the right of ways. A right of way is property line to property line.

Dave Morrison complemented and thanked the business community for their time and effort to establish a sign ordinance that best serves our city. He stated that having the Business Sign Committee's approval of the ordinance would make him more comfortable in recommending it to the City Council.

VI. REPORTS

- a. Chairman's Report - none
- b. Planning Director's Report – Sally Riley stated that a newly submitted Administrative Site Plan Review case has been submitted for a project on Forest Edge Circle for two duplex townhomes (4 total units). A site plan was provided to the commissioners. The January monthly Planning Report was distributed. There are no cases for the March 13, 2008 meeting. Riley informed the commissioners that cases have been received for the March 27, 2008 meeting.

VII. DISCUSSION AND COMMENT

VIII. ADJOURNMENT – Chairman Smith adjourned the meeting at 8:06PM.

Recorded by,

Maggie Weien

This \_\_\_\_\_ day of \_\_\_\_\_, 2008.

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Eric Smith, Chair