

**CITY OF SEDRO-WOOLLEY  
PLANNING COMMISSION  
Regular Meeting  
January 16, 2007**

**MINUTES**

**CALL TO ORDER:**

Chairman Dan Lefeber called the meeting to order at 6:33 p.m.

**ROLL CALL:**

Present: Commissioners James Johnson, Rick Judd, Susie Williams, Kevin Loy, Mike Macomber, Patrick Huggins

**APPROVAL OF AGENDA:** Approved

**CONSENT AGENDA:** Approved

**GENERAL PUBLIC COMMENTS:** None

**PUBLIC HEARING/S:** Sign Ordinance -Proposed changes

**STAFF:** Associate Planner John Coleman presented the following provisions to Chapter 17.40 from last's month planning commission discussion and recommendations.

1. Allow interim signs for new or relocated businesses for up to 90 days
2. Allow temporary sale and special event signs for up to 30 days
3. Require temporary signs to be dated with the date of installation
4. Restrict sign height to 15 feet as measured from the street centerline
5. Ensure that 200 sq. ft, including both sides, is the maximum sign area allowed for standalone signs
6. Restrict each business to two (2) permanent signs each; one on the street and one on the structure.
7. Require the removal of signs for businesses that are no longer operating within 90 days of closure.
8. Sandwich signs/Sidewalk signs- Standard maximum size for sandwich sign (30"x 45")

There were formatting changes in to 17.40 to clarify and consolidate wording and language in the ordinance.

In 17.40.030 and 17.40.035 new sections were added for Temporary Signs and Sidewalk Signs.

In 17.40.040 wording was added for the use of temporary signs and the timeline for constructing a permanent sign.

**COMMISSION DISCUSSION TO STAFF: Commissioner Huggins wanted clarification on the 15 foot height restriction from the centerline (Free-standing signs). Language on the restriction is in chapter (17.40.020 (3)).**

**PUBLIC HEARING:** Open: 6:44 p.m.

Ginger Cutler-Owner of Gen-X Signs located at 530 West State Street.

Ginger stated that she also read the article in the Courier Times but still had questions on limitation of how many signs you may have for one business and are there limitations to how many sandwich signs you can have. She also questioned the amount of signs you may have if your business is on a corner? Can banners be used as permanent signs if they are properly mounted or just for temporary signs?

Ginger also wanted to add that in the sign business, a 32 x 48 is the standard size for a sandwich sign and not 30 x 45.

Public Hearing Closed: 6:45 p.m.

**COMMISSION DISCUSSION:**

Commissioner Loy commented that the language presented by City Staff is reasonable and we won't be able to address every little situation and that is why the city has the variance process.

Topics during discussion:

15 ft height restriction

17.04.020- Businesses with corner lots and frontage.

Façade signs

Temporary type of signs are not be used as permanent signs. (Banners)

Type of signs: Signs tied to a business and not a residence, for rent signs, for sale signs, political signs.

17.40.010- Except in residential areas, where only external illumination is allowed, signage may be either externally illuminated or have only letters internally illuminated. All lighting shall be directed so as not to shine onto adjacent residential properties.

Down lights- Shape of lights

Size of sandwich boards signs in the downtown area versus the sandwich board signs out on Hwy 20.

At this time no sandwich boards are allowed in the city.

Discussion of safety and liability issues on having sandwich boards in the downtown area

The word "Frontage" needs to be defined.

Sight distance of signs and sizes

Signs must not block vehicle sight and pedestrian traffic

Sandwich boards can be put out by the business and must be taken in at the end of the business day.

Enforcement of the sign ordinance

Chairman Lefeber tabled the discussion and vote until the next meeting. It will be addressed under old business and this will allow the City Staff to make the discussed changes to the sign ordinance language and present it back to the commission in a staff report.

**UNFINISHED BUSINESS:** The “Pavilion” has changed their sign height to 17 feet at 1990 Hospital Drive.

Election of Dan Lefeber for the year 2007 (Planning Commission Chairman)

Vote taken

Huggins, Judd, Williams, Macomber-yes

Loy- sustained

Election of Susie Williams for the year 2007 (Vice-Chairman)

Vote taken

Huggins, Judd, Macomber- yes

Loy- sustained

Two people have applied for the position on the Planning Commission. Mayor Anderson is now in the process of interviewing them and will make a decision this week; he will take his recommendation to the council.

**NEW BUSINESS:** Next meeting -Design Review on the Council/Courtroom/City Hall

Forthcoming:

Zoning Waiver application– ARCO (AM/PM).

Zoning Variance application on a sign height at Three Rivers Inn

**COMMISSION DISCUSSION/INFORMATION ITEMS:**

Planning, Building and Engineering tracking spreadsheet

Downtown Revitalization Committee and Planning Department

Projected housing in Whatcom County

Parks and trails

**ADJOURNMENT – [Time: 7:56 p.m.]**

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**PLANNING COMMISSION CHAIR**

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**PLANNING COMMISSION SECRETARY**