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2 Commissioner Hudson asked staff to prepare a resolution recognizing Commissioner Hanson's service  
3 to the Commission.  
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5 Planning Manager Hough reported that there was no Council action on Commission  
6 recommendations. A special work session was held on March 1<sup>st</sup> to discuss Councilmember Gough's  
7 draft visions and goals for the City. Gough proposed that visions be adopted by the Council by April  
8 1, which means they would have to take that action on March 27. The Council members were asked  
9 to write draft mission statements for discussion at the March 13 Council meeting, along with any  
10 modifications to the vision statements that were originally recommended by the Planning  
11 Commission. Staff would provide those statements to each Councilmember on a disk or by e-mail.  
12

13 The Volunteer Recognition event is scheduled for Tuesday, April 18, at the Trident Union Building at  
14 the Edmonds Community College. Commissioner Hudson asked if spouses were invited, and staff  
15 agreed to look into this and report back.  
16

17 Hough reported that the College District Plan had been reviewed by the Environmental Review  
18 Committee, and was waiting for some information from Public Works and fine-tuning of text and  
19 maps by the consultant. He hoped to bring the plan back to the Commission on April 27 for a work  
20 session, followed by a public hearing on May 11.  
21

## 22 **G. WORK SESSION**

### 23 **ITEM G-1: SIGNS CODE AMENDMENTS**

24 Senior Planner Eastin refreshed the Commission's memory on the history of the signs code  
25 amendment. Originally proposed in May of 1996, the Commission held several work sessions and  
26 hearings in 1996 and 1997. The Commission made its recommendation on a package of amendment  
27 to the City Council in April of 1997. The Council held a series of work sessions, and took a final vote  
28 in October 1998, and the signs code amendment ordinance did not pass. Eastin reported that Council  
29 had recently identified four issues they wanted reviewed. These matters are now being referred to the  
30 Planning Commission, and they are:  
31

- 32 • portable open house, directional real estate signs and political signs in public right of way
- 33 • commercial real estate signs
- 34 • maximum height of free-standing signs
- 35 • effective date of the sign code amendment ordinance  
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37 Commissioner Temples asked if the Council had provided any direction to the Commission about  
38 what the concern with each of the issues was. Eastin responded that he was not aware of any specific  
39 direction from the Council, just that they wanted the issues looked at. It was suggested that the  
40 Commission consider staff's recommendation on the issues presented and determine whether or not  
41 they agreed. Eastin gave a brief description of each of the issues and how the amendments came up  
42 during the review process. He added that the one contentious issue was the effective date of the  
43 ordinance. The draft ordinance will be effective 5 days from the date of passage. Staff asked for an  
44 additional 60 days to prepare a permitting process for the commercial real estate signs and inform  
45 businesses, the sign industry and public about the code amendments prior to the effective date of the  
46 ordinance. In addition, the Council wanted a sunset clause for signs in the public right-of-way, so the  
47 Council, Planning Commission and staff could revisit the ordinance amendments in one year, or  
48 sooner.  
49

50 Commissioner Johnson asked if "For Sale by Owner" signs were governed by these amendments.  
51 Eastin responded that these private home sellers would be governed by the amendments, not just

1 commercial home sellers. Commissioner Hudson asked if a time limit was applied to how long a sign  
2 could remain posted once the property sold, and how that would be enforced. Eastin responded that  
3 the code amendment stated that the signs had to be removed once the property sold (or was leased,  
4 etc.). He added that the City's Code Enforcement Officer had participated in the original amendment  
5 process and felt that this was enforceable.

6  
7 The proposed amendment on freestanding signs was drafted to allow taller (30 feet) freestanding signs  
8 within 500 feet of a freeway, but all other freestanding signs are limited to a maximum height of 20  
9 feet. The current maximum allowable height for all freestanding signs is 30 feet. Chair Johnson asked  
10 if a business that was within 500 feet of a freeway, but also within 500 feet of a residential zone or on  
11 a City arterial, would be governed by the maximum sign height regulation applying to a City arterial  
12 (20 feet) or near a freeway (30 feet). Eastin replied that this was a good point, and the proposed  
13 amendment is not clear on which maximum height would apply. This would need to be addressed in  
14 the language of the amendment.

15  
16 The fourth amendment proposed for review (the effective date of the ordinance) was recommended by  
17 staff in order to prepare for the new amendments. The goal of adding the additional 60 days to the  
18 effective date of the ordinance was to give staff time to draft a permitting process for commercial real  
19 estate signs and inform businesses and the public about the amendments.

20  
21 Eastin then referred to the sunset clause and asked the Commissioners if they had any strong feelings  
22 about a one-year versus a date-certain sunset. Commissioner Hudson commented that he was  
23 uncomfortable putting a specific date in the code, and noted that there was language in the ordinance  
24 that allowed the Commission, Council or staff to review and revise the sunset issue at any time.

#### 25 26 **ITEM G-2: INTRODUCTION TO CULTURAL & HISTORIC RESOURCES ELEMENT**

27 Planning Manager Hough reported that the Parks, Recreation and Open Space Element is proposed to  
28 be broken into three separate elements in the Comp Plan Update. These elements were: Cultural &  
29 Historic Resources; Environment Resources; and Parks & Recreation. He reviewed some of the  
30 highlights of this element, and invited questions and comments from the Commission. This element,  
31 he added, was not scheduled to come back before the Commission until May.

32  
33 Chair Johnson asked if it wouldn't be better for the Planning Commission to receive recommendation  
34 on these elements from more appropriate Boards or Commission (like the Parks Board and the Arts  
35 Commission). Hough reported that these entities would have an opportunity to review all the elements  
36 and offer input, which would be incorporated into staff reports to the Commission.

#### 37 38 **ITEM G-3: PROGRESS REPORT ON SECTOR STUDY PROCESS - DISCUSSION**

39 Senior Planner Lewis reported that some adjustments had been made to the City map to be used in the  
40 neighborhood sector study. He indicated where staff had drawn the neighborhood protection  
41 boundary, and where there were "opportunity areas" within which we might consider changes to the  
42 Comprehensive Plan and/or Zoning. In general, these were areas that were pockets or islands of one  
43 zone type surrounded by other zones, or areas that might be better served with a different land use or  
44 more appropriate zoning. There were not many areas up for reconsideration or change, he added.

45  
46 Lewis introduced a new and improved mapping technique that will be used for each of the sector  
47 studies. The Commission asked to have those maps mailed in advance of the meeting so that they had  
48 something to review while reading the staff reports. Staff agreed to do this. Lewis asked if the  
49 Commission saw any other areas that they were concerned about or wanted to see set aside for future  
50 study. Commissioner Temples suggested that more historic data about the study areas would assist the  
51 Commission in determining whether an area was ripe for reconsideration.

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2 Commissioner Powers commented that she was impressed at how organized the clusters of single  
3 family neighborhoods seemed. She felt the distinct lines around single family neighborhoods  
4 indicated that some care had been taken to preserve these neighborhoods. Lewis agreed, and offered  
5 that staff was also pleasantly surprised by this finding. Planning Manager Hough added that staff was  
6 trying to deal with Policy 2.14, adopted by the Council in 1999. This was the 60/40-split policy,  
7 which required that staff keep an eye on the conversion to multi-family in single-family  
8 neighborhoods. He hoped that doing this assessment of single-family neighborhoods would make it  
9 easier to understand and address Policy 2.14 as well as other reasonable alternatives that might be in  
10 the best interests of the City.

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12 **H. NEW BUSINESS**

13 None.

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15 **I. OLD BUSINESS**

16 Commissioner Hudson asked if the Commission was interested in having an executive session,  
17 without staff, to discuss how the Commission works and any concerns that they might have. Planning  
18 Manager Hough noted possible legal restrictions on the kinds of matters that can be taken to an  
19 executive session (personnel, litigation, etc.). Commissioner Temples asked if the Commission ever  
20 took an annual retreat, to which staff replied it could be done, but that it would have to be advertised  
21 as a public meeting. Staff agreed to investigate what restrictions might apply to the group meeting  
22 outside of the public meeting process.

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24 **J. INFORMATION ITEMS**

25 **ITEM J-1: UPCOMING PLANNING COMMISSION AGENDA**

26 Planning Manager Hough reported that the March 23 meeting will include the "Let's Talk About  
27 Housing" public meeting and a Sign Code Public Hearing. The College District Plan has not yet  
28 cleared the Environmental Review Committee and will not be ready by April 13<sup>th</sup>. Instead, a Public  
29 Hearing on the Adult Business Code Amendment will be held. Commissioner Hudson asked what  
30 precipitated this code amendment. Hough reported that there had been concerns about adult business  
31 superstores. The City had a moratorium in place on new adult businesses until the code could be  
32 reviewed and adjusted as necessary. The next Comprehensive Plan open house and public meeting  
33 will be on the topic "Let's Talk About Parks, Recreation and the Environment". It will be co-hosted by  
34 the Planning Commission and Parks Board on April 27.

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36 **K. ADJOURNMENT**

37 Commissioner Nelson moved for adjournment, seconded by Commissioner Hudson. Motion carried,  
38 and the meeting adjourned at 9:24 PM.

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Dave Johnson, Acting Chair