

**MEETING OF THE  
WOOD VILLAGE CITY COUNCIL AND  
PLANNING COMMISSION  
September 27, 2016  
MINUTES**

**PRESENT:** Mayor Patricia Smith, Council President Tim Clark, Councilors Scott Harden, Bruce Nissen, and Mark Clark. Planning Commissioners Stanley Dirks, Linda Jensen, and Nathan Smith. City Attorney Jeff Condit, City Manager Bill Peterson, Finance Director Peggy Minter, Public Works Director Scott Sloan, and interested parties.

**ABSENT:** Planning Commission President Craig Howard, and Commissioner Jim Mott.

**MAYOR SMITH CALLED THE MEETING TO ORDER AT 6:00 PM.**

**CITIZEN COMMENTS**

There were none.

**DISCUSSION: WOOD VILLAGE DEVELOPMENT CODE – SIGN CODE UPDATE AND REVISION**

HR/Records Manager Greg Dirks presented the discussion. Greg Dirks explained that this project is part of the annual performance plan. The purpose of the project is to get a feel for the number, character, and types of signs currently in the community. Model sign codes were reviewed, and a set of recommended improvements to the City's sign code were drafted. Greg Dirks stated that this work was completed by an Oregon Summer Fellow intern from PSU. The intern was Cassie Richard who is pursuing an MPP at Michigan State.

Greg Dirks stated that a sign inventory was conducted in August, and provided a snapshot of the signs in the community. Dirks explained that the inventory also indicated if the signs were permitted under the current code. Dirks presented the inventory results by zoning district, and stated that the overall predominance of signs in the City are wall signs, banners, and feather banners. The Neighborhood Commercial zone has the highest rate of signs that are not permitted. Greg Dirks stated that overall the majority of signs are in compliance.

Greg Dirks stated that the first item for discussion are banners. Currently the code permits one banner up to 60 square feet, but it must be removed after 30 days. Greg Dirks explained that the 30 day limit has been difficult to enforce because a shop owner could put the sign back up, and the 30 day limit starts over again. Banners have also been erected on makeshift fences, and other temporary structures. Greg Dirks stated that the proposed revision would remove the time limitation, and reduce the banner size to 30 square feet. Banners would also have to be mounted on a permanent structure, and would require a \$20 permit. The Board asked why a fee is required. Greg Dirks stated that it is to help ensure that banners are placed in appropriate locations. The Board asked that the size be increased to 32 square feet.

Greg Dirks stated that the next discussion point is feather banners. Greg Dirks explained that the City does not currently regulate feather banners, and they were not included in a lot of codes that were reviewed. Dirks stated that the recommendation is to permit one feather banner per business. That limit would also pertain to a business inside of a business, such as the bank inside of Fred Meyer. The Board asked that the limit be revised to one per street frontage per business.

Greg Dirks stated that the next issue is a bit of an anomaly. Greg Dirks explained that the freestanding signs at the Town Center cannot be expanded or enlarged, which has resulted in several businesses not being able to be on the sign. Greg Dirks stated that the current code is specific about the number and size of this type of sign. Greg Dirks stated that the recommendation is to enable the signs to expand as new development occurs. The Board agreed.

Greg Dirks stated that the next sign type are air blown, or air filled signs. Greg Dirks explained that none of these

signs were observed during the survey, but a local store has been using one recently. Greg Dirks stated that staff's initial recommendation was not to regulate this type of sign, or to regulate them in certain zoning areas. Regulations could be in the form of number per business, height, and setback distances from the right of way. The Board stated that they would like to regulate air filled signs, and limit them to one per business with a required setback.

Greg Dirks stated that the next discussion is on electronic message centers. Greg Dirks explained that the City permits these signs only in freeway oriented areas. That revision was made a few years ago at the request of a couple of businesses. Greg Dirks stated that the survey indicated that there are two electronic signs in the community. One is a small sign in a window of a store, and the other is the price sign at a gas station. Peterson stated that the electronic gas price sign was enabled because it cannot be seen from the right of way. Greg Dirks explained that electronic signs are becoming more prevalent in development, and they are being used for many different purposes.

Greg Dirks stated that staff has a set of recommendations which includes a limit on brightness, minimum time that an image could be displayed, limiting animations, and a size limit of 35 square feet. The board asked that the size limit be revised to the maximum amount currently permitted for wall signs.

Greg Dirks stated that there are other suggested revisions including permitting a-frame signs. A business could have one a-frame sign that is less than 36 inches in height, and less than 12 square feet in area. Greg Dirks explained that each business could have one banner, one feather banner, and one a-frame in addition to their wall signs per the suggested revisions. The Board mentioned that may be too many signs per location, but stated that was an acceptable approach at this time. Greg Dirks stated that staff suggests not regulating signs in windows, on vehicles, or telephone poles. Human powered signs must be at least 20 feet from an intersection. The Board asked about run down or damaged signs. Greg Dirks stated that those would be addressed under the hazardous sign provision.

Greg Dirks presented a rough timeline for implementation. The timeline included an open house with businesses in November, direct contact with businesses in January and February, consideration from the Planning Commission in March, and adoption consideration from Council in April. The Board asked to be notified when the open house occurs. Dirks stated that he would let them know that date and time. The Board thanked Greg Dirks for the presentation.

Members of the Planning Commission left at 7:40pm.

## **DISCUSSION: WOOD VILLAGE MUNICIPAL CODE PARKING REGULATIONS AND ENFORCEMENT**

Greg Dirks presented the discussion, and stated that it is regarding on-street parking regulations and enforcement. Greg Dirks explained that parking provisions are in two sections of the municipal code. Section 10.12 covers the majority of parking regulations, and the penalty is a \$50 citation. Greg Dirks stated that the Multnomah Sheriff's Office issues the citations on behalf of the City. Greg Dirks explained that only a few citations have been issued in the past couple of years. The citations were issued to a chronic offender who was parking in the middle of the roadway. Greg Dirks stated that the citations work well in that type of case, but not as well for short term parking violations.

Greg Dirks stated that additional parking provisions are in section 10.08 of the municipal code, and covers the storage of private property on public roadways. Greg Dirks explained that storing a vehicle in excess of 48 hours is considered storage of an abandoned vehicle. The remedy had been to contact the MCSO, and they would tag the vehicle for towing. Greg Dirks explained that only a few vehicles were ever towed because the owner would usually move the vehicle, or remove the tag notice.

Greg Dirks stated that the MCSO will no longer tow on behalf of the City. That is because of a semi-recent court

decision that limited the ability to tow an otherwise properly parked vehicle. Greg Dirks explained that the City could still tow vehicles, but additional process would have to be added. The staff recommendation is to administratively move from towing vehicles, to issuing citations. Greg Dirks stated that will still involve some additional staff work to mark the vehicles, but that process is easier to accomplish than towing vehicles. Greg Dirks explained that there have only been seven cases of parking violations since June, so the caseload is not that great. Greg Dirks asked if there were any questions. There were none.

### **BANKING SERVICES RFP REVIEW - COUNCIL LIAISON SELECTION**

Minter stated that the request is for a Council representative to help evaluate the proposals for banking services.

Upon motion by Harden, seconded by Nissen and passing 5-0, Mark Clark was appointed as the Council review liaison.

### **PUBLIC WORKS DIRECTOR'S REPORT**

Sloan presented the report and stated that there are completed easement documents and designs for the connector trail. Sloan explained that we will have to add emergency vehicle access to the easement agreements. Sloan stated that staff will be working on recertifying the neighborhood around the park for CDBG eligibility for future grant projects.

Sloan stated that the tree removal in front of Best Western occurred, and the owner has assured the City that contractors will be working shortly to rebuild the sidewalk. There will also be some kind of guarantee that the trees will be replaced once the Halsey Corridor plan has been completed.

Sloan stated that the gateway sign at 244<sup>th</sup> is underway. There was a meeting with the contractor about the design, and the work should begin shortly. Harden asked if we should wait until electronic message centers are approved to complete that project. Sloan stated that there was not room in the budget for that scope, but we can get some price options for the Council. Sloan stated that the pavement indexing project is complete, and the overall rating was very good. Sloan explained that Stanley St. was selected for a full rebuild because of the poor surface condition, and utility improvements that can be made to that street section.

Sloan explained that the GIS mapping project is about 75% complete. Mark Clark asked why we did not partner with another agency for that project. Sloan stated that we did partner with Multnomah County for storm facilities, but we are now able to do the work in-house. Sloan explained that about 90% of the private storm detention facilities have been cleaned this year. There is still one property that has yet to comply, and we are working to ensure that they maintain their system.

Smith asked about the IHOP development. Peterson stated that is scheduled for a hearing on October 4<sup>th</sup>.

### **FINANCE DIRECTOR'S REPORT**

Minter provided the report and stated that the finances are on track and within parameters. The investments at LGIP are up to 1.02%, and that has been making a difference. Minter stated that the field audit work was completed in three days, and there were no findings. Minter explained that staff worked hard, and all the records were good to go.

The Council thanked Miner for the report, and finance work.

### **CITY MANAGER'S REPORT**

Peterson stated that the Annual Performance Plan update is in the packet. Peterson stated that there is a great

management team, and staff is doing great work. Peterson explained that there continues to be delays in the Arata Road project. Peterson stated that the County is still waiting to procure two right of way easements. Those delays have resulted in delays on City projects. Peterson explained that there seems to be frustration at all levels, and we will provide an update when one is available.

### **CITY COUNCIL REPORTS**

Tim Clark stated that there was a presentation from Tri-Met at EMCTC, and the presentation was on the East Side Service Enhancement Plan. Tim Clark stated that there will be new lines serving the City, and one of them will go through the Town Center. Tim Clark stated that there were no timelines for completion, but the top lines that would serve the City were included in the final plan. Tim Clark stated that the rapid transit bus from downtown Portland to MHCC had some cuts. The line will stop at the Gresham Transit Center instead of the college. Tim Clark stated that the cut was frustrating, but it will result in saving \$22 million that could be used for other area transit projects.

Tim Clark stated that there was a leadership forum at MPAC, as well as a growth distribution update. Tim Clark explained that the update focused on the analysis zones which often overlap city boundaries. There was not a lot of useful information for individual cities when the findings were presented. Peterson explained that the purpose of the analysis is for predictive modeling of relative traffic patterns. Tim Clark stated that it will also be essential to have matching funds for future grant opportunities. Peterson stated that the forum stressed that funding from the state and federal level will be diminished, and something different will have to be done to fund roads.

Smith stated that EMEA took a position on measure 97, as well as the Gresham Barlow bond measure.

### **ADJOURN**

With no further business coming before the Council, and upon motion by Tim Clark seconded by Harden, and passing 5-0 the Council adjourned at 8:50pm.

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Patricia Smith  
Mayor

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Date

ATTEST:

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Greg Dirks  
Recorder