

**STAYTON PLANNING COMMISSION  
MEETING MINUTES**

**Monday, April 30, 2018**

**COMMISSIONERS:** Jackie Carmichael, Vice Chair  
Dixie Ellard  
Heidi Hazel  
Paige Hook  
Ralph Lewis, Chair

**STAFF MEMBERS:** Dan Fleishman – Planning & Development Director  
Lisa Meyer – Public Works Administrative Assistant

**OTHERS PRESENT:** --

1. **CALL TO ORDER:** Chair Lewis called the meeting to order at 7:00 p.m.
2. **APPROVAL OF MINUTES:** Carmichael moved and Hook seconded to accept the minutes from March 26, 2018. Passed 4:0, Lewis abstained.
3. **REVIEW OF PROPOSED ZONE MAP AMENDMENTS**
  - a. **Staff Report-** Fleishman referenced the proposed Comprehensive Plan Map Amendments and Zone Map Amendments for the three neighborhoods identified with clusters of residential homes within a Commercial General zone. Notices have gone out to all the affected property owners as well as the Department of Land Conservation Development. The second neighborhood has two properties currently in commercial use and would put those properties in a residential zone (Stro's Photography & Stayton Cleaners). If approved, the two businesses would be considered a non-conforming use. A public hearing is scheduled for May 29, 2018.
  - b. **Commission Discussion-** Lewis inquired how the change would impact the current homeowners. Fleishman explained that the three neighborhoods identified are stable residential neighborhoods that have been zoned commercial for the past 40 years. It may make it easier for someone to purchase a home and get financing if a home is in a residential zone. Hook inquired if the two businesses affected decided to remodel, would they be considered non-conforming use. Fleishman explained that the businesses could remodel. However, they would run into problems if they decided to expand their business. Hook questioned why the two businesses were included in the proposed changes. Fleishman explained in the case of the dry cleaning business, it would have been the only property left in the commercial zone on the south side of W Washington St. The zone change may make the dry cleaning property more valuable and it would be considered medium density.
4. **AMENDMENTS TO STANDARD CONDITIONS OF APPROVAL**
  - a. **Staff Report-** Fleishman presented updated Standard Conditions of Approval that were primarily rewritten by the Public Works Director and City Engineer. The conditions get attached with every Land Use decision. Most of the topics deal with engineering and Public Works standards.
  - b. **Commission Deliberation** –None.

- c. **Commission Decision-** Carmichael moved to approve the updated Standard Conditions of Approval as presented, Hazel seconded. Passed 5:0.

## 5. REQUEST FOR AMENDMENT TO SIGN CODE

- a. **Review of Letter from Stayton United Methodist Church-** Irene Marchbanks, a resident of Sublimity, spoke on behalf of the Stayton United Methodist Church which is located on Fern Ridge Road. The church has been at that location since 1963. The church has at least four special events through the year. A sign advertising each event is placed in front of the church no more than a week or two. A complaint was made about a sign placed in the planter strip which resulted in a warning letter to the church with the possibility of a \$250 fine. The planter strip measures 8.5 ft. between the curb and the sidewalk with an additional 5 ft. for the sidewalk. If a sign is placed on the church side of the sidewalk, no one will notice it because it will be set back too far from the roadway. Marchbanks requested a variance for the church's property or revisit the sign code to allow for signs within the planter strip. She thought the current sign code was complaint driven and did not think the church's temporary signs pose a safety problem.

Carmichael inquired if the church can apply for a permit to put a sign up for a few days. Fleishman explained that the code allows for temporary and portable signs and does not require a permit or fee, but there are standards of where and when they can be placed. The code allows for public traffic control/safety signs within the public right-of-way. The code also allows for businesses to place portable signs in the downtown area as long as there is adequate sidewalk space for pedestrians. The sidewalks in the downtown area are typically 9 ft. wide.

Fleishman explained the difference between a temporary sign and a portable sign. A temporary sign, which are normally cloth banners, has a time limit on how long the sign can be posted. A portable sign, an a-frame or rigid sign, has no time limit. Neither type of sign is permitted to be located in the right-of-way for safety issues. The code currently allows an exception in the downtown zone and he recommended allowing an exception in the public zone which includes schools, parks, City facilities and most churches. Fleishman is not sure if the church's planting strip is completely in the public right-of-way because the church was supposed to dedicate land for an additional right-of-way and it appears it never happened. Right now there is room for a temporary sign within the planter and it would not be in the right-of-way. Fleishman will get the additional right-of-way extended in the coming weeks.

If the Commissioners would like to move forward, Fleishman will craft an order that allows portable signs in the public zone and contact Marion County Public Works to get their input about portable structures in their right-of-way since this section of Fern Ridge Road is within their street jurisdiction.

- b. **Commission Deliberation-** Hook would like to see the proposed amendment written similar to the downtown zone, but not require the sign be taken in & out each day. Fleishman explained that the restriction for the public zone would be for special events.
- c. **Commission Decision-** Fleishman will be back with ideas next month.

## 6. ADJOURN

Meeting adjourned at 7:40 p.m