

MILLWOOD PLANNING COMMISSION

REGULAR MEETING NOVEMBER 29, 2010 MEETING MINUTES

1. Call to Order. Kelly Stravens moved to designate Bobbie Beese to serve as acting chairperson in the absence of John Newman. Motion seconded by Dan Hansen. Motion carried. The Regular Meeting of the Millwood Planning Commission was called to order by Ms. Beese at 6:05 p.m. at the Millwood City Hall. Members present were: Bobbie Beese, Kelly Stravens and Dan Hansen. Staff present: Tom Richardson, City Planner, and Ray Oligher, Planning Intern.

2. Approval of Minutes. One typographical change was noted in the minutes of the October 25, 2010 meeting. Mr. Stravens moved to approve the minutes as corrected. Motion seconded by Mr. Hansen. Motion carried unanimously.

3. Special Sign Permit: SSP 10-03. Mr. Richardson reviewed the procedure for review of special sign permits. Ray Oligher presented the staff report. The sign needs approval for reduction of the setback, for the maximum size of sign, and possibly for lighting in the future. Andy Arnold, speaking on behalf of the applicant, distributed photos of the proposed sign location, and answered questions from the commissioners.

Mr. Hansen asked if the sign could be lowered 4 in. to comply with the maximum height set for fences in that zone. Ms. Beese suggested that the shrubs being removed should be replaced with some kind of landscaping as a condition of approval. Andy Arnold said flowers and low shrubs are being considered. Ms. Beese also suggested that if we authorize lighting at this time we should be sure that the lights do not cause glare especially for car traffic. She also noted that this site is across from the elementary school so the visual impact would not be as it would be if the land use across the street was residential.

Mr. Greg Mott, 3301 N. Argonne Rd, said his concerns had been addressed, and agreed that the sign should comply with the 42" height limit for fences. He noted that churches typically have larger signs than what is allowed in the UR-2 zone, and the proposed sign is in scale with the size of the building.

Mr. Stravens said this situation is unique due to the location of the church building on the site, only 20 ft from the front property line. The applicant has moved the proposed sign as far back from the street as they could due to the paved walkways and the covered entrance. He also said placing the sign on the building would not look good.

Mr. Stravens also asked about the size of the building and the distance set back from Marguerite.

Mr. Hansen moved to approve the special sign permit with the following conditions:

- a. The sign will be set back as shown on the proposed site plan

- b. The maximum height of the sign will be 42 inches.
- c. Lighting is allowed, one fixture on each side of the sign, care being taken to avoid glare for traffic.
- d. Landscaping in the front of the building shall be provided and maintained as replacement for the shrubs being removed.

Motion seconded by Mr. Stravens. Motion carried unanimously.

4. SRTC Public Participation Activity: Thousand Visions Transportation Planning Game. Mr. Richardson demonstrated the on-line planning exercise that SRTC has out for public participation.

4. Staff Report. Mr. Richardson reminded members of the joint meeting with council on December 9 at 6:30 p.m. at Ambrosia Bistro.

5. Public Comments. None.

It was noted that generally the December meeting is cancelled unless there is an application to consider. Mr. Richardson said he would notify the commissioners if an application comes in before the notice deadline. Otherwise there would not be a meeting on December 27.

Commissioners asked staff to remind the mayor that there is a vacancy on the commission that needs to be filled.

6. Adjournment. Mr. Stravens moved for adjournment. Motion seconded by Mr. Hansen. Motion passed. The meeting was adjourned at 7:20 p.m.

Chairperson

Secretary