



CITY OF REDMOND  
Community Development Department

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## REDMOND URBAN AREA PLANNING COMMISSION Minutes

Tuesday, February 19, 2013

Fire Department Training Room, 341 NW Dogwood Avenue, Redmond, Oregon

**Commissioners Present:** Chair Anne Graham, Vice Chair Dean Lanouette, Evan Dickens, Bea Leach, Lori McCoy, Eric Porter, Gretchen Stauffer

**City Staff:** James Lewis, *Planning Manager*; Scott Woodford, *Associate Planner*; Cameron Prow, *TYPE-Write II*

**Visitors:** None

*(scribe CP's note: The minutes were created from an audio record and notes taken at the meeting. The three digits after the motion title shows the number of Commissioners voting in favor/against/abstaining.)*

### I. CALL TO ORDER

Chair Graham opened the meeting at 6:30 p.m. with a quorum present.

### II. CITIZEN COMMENTS (None)

### III. WORK SESSION – Reviewing Proposed Development Code Amendments

#### A. Sign Code

Mr. Woodford reviewed changes made in response to concerns expressed by Commissioners at their last meeting.

During discussion, Commissioners agreed **by consensus** to move the February 19, 2013, draft of the sign code to a public hearing, subject to the following changes:

- \* **Approval authority:** Change “City Manager” to “Community Development Director or designee” consistently throughout the Sign Code.
- \* **Balloons:** Specify cubic foot size; allow no more than two (2) feet for any dimension.
- \* **Community event:** Define.
- \* **Enforcement:** By complaint. Specify penalties for failure to comply with the code.
- \* **Wall sign setback:** Do not allow to extend beyond the property line.
- \* **Banners:** Require a permanent mounting structure.
- \* **State highway setback:** Verify with the Oregon Department of Transportation.

#### B. Street Trees

Mr. Woodford summarized the background and benefits of a street tree program which Commissioners reviewed at their last meeting. The current street tree practice does not conform to setbacks in the comprehensive plan. Shifting the responsibility for planting from the developer or builder to the homeowner would make more sense in terms of tree maintenance and would be easier for staff to administer. To facilitate coordination with public utility easements and stormwater drainage, the proposal would require a developer

to submit a street tree plan, dig the hole, fill it with topsoil, and mark the spot so the homeowner would know where to plant the tree. The draft language will undergo legal review before being implemented.

Mr. Lewis pointed out that commercial property owners are bonding for landscaping which must be completed before occupancy. Bonding with individual property owners would let the City ensure that the home and irrigation are in place before street trees are planted.

Commissioner concerns included *impact on homeowners* (planting as soon as seasonably permissible, setback flexibility to accommodate house plans), *changing ultimate responsibility to "permit holder," effect on existing development agreements, identifying the irrigation source, confirming street setback requirements with Public Works, reducing minimum caliper size to 1.5 inches, illustration of how this proposal would work in a 60-foot right-of-way, clarifying reference to the Community Development Director to include "or designee," and Parks Commission input.*

#### IV. DISCUSSION ITEMS

- A. Planning Commission Duties and Responsibilities – Section 2.350, City of Redmond Code  
Commissioners reviewed existing language to determine which responsibilities listed in the code still apply to the Planning Commission and which should be transferred to other City Commissions. Changes were proposed to the following sections: **2.366(4)**: Delete "morals"; **2.366(5)**: Get a legal opinion on the meaning; **2.368, Sentence 1**: Change "shall" to "may"; and **2.370(2) and (3)**: Change "economic needs" to "land use needs."

Chair Graham suggested that she and Mr. Lewis talk with the Public Works Director about whether the Planning Commission should review Public Works Capital Programs. If the answer is yes, the primary reason would be to determine if anything proposed in those programs conflicts with Planning Commission plans.

- B. Work Plan – Current Planning Division/Planning Commission Work Plan  
Chair Graham postponed discussion of this item to the March 5 meeting due to lack of time.

#### V. CITY COUNCIL LIAISON COMMENTS (None)

#### V. APPROVAL OF MINUTES

**Motion 1** (7/0/0): Commissioner Porter moved to approve the January 15, 2013, minutes as written. Commissioner Lanouette seconded the motion which passed unanimously.

**Motion 2** (7/0/0): Commissioner Porter moved to approve the January 29, 2013, minutes as written. Commissioner Dickens seconded the motion which passed unanimously.

#### VI. STAFF COMMENTS

Mr. Lewis summarized the work session/public hearing process, and explained how Commissioners' suggested code changes at this meeting would be incorporated into the public hearing drafts. The Planning Commission will consider development code amendments in three public hearings on March 19, 2013: (1) Residential Design/Architectural Standards, Fence Standards, and Street Tree Standards; (2) Sign Code amendments; and (3) Code Enforcement.

#### VII. COMMISSIONER COMMENTS

Commissioner Leach reported a traffic safety concern. She has seen multiple wrecks at the intersection of southbound 6<sup>th</sup> Street and Highland Avenue due to incorrect signage. Mr. Lewis said he would research this issue with the Public Works and Police Departments.

Commissioner Dickens said that, based on City Attorney Steve Bryant's advice, he is moving all Planning Commission-related e-mails to a new address: [evandickens.rdm@gmail.com](mailto:evandickens.rdm@gmail.com). He was unable to attend last week's Dry Canyon meeting but will do his best to attend future ones.

Commissioner Stauffer reported a new e-mail account for Planning Commission business at [reachstauffer@gmail.com](mailto:reachstauffer@gmail.com). The next Dry Canyon meeting will be held at 5:30 p.m., March 5.

Chair Graham verified that hard-copy packets are still desired by some Commissioners. She thanked all Commissioners for the progress made to date.

#### **VIII. ADJOURN**

The next meeting is scheduled for Tuesday, March 5, 2013.

With no further business, Chair Graham adjourned the meeting at 8:48 p.m.

APPROVED by the Redmond Urban Area Planning Commission and SIGNED by me this 19th day of March, 2013.

ATTEST:

/s/ Anne Graham  
Anne Graham, Chair