



CITY OF NAPAVINE PLANNING COMMISSION MEETING
Monday– October 7, 2024 – 6:00 PM

Deborah Graham,
Position 1

Amy Hollinger
Position 2

Arnold Haberstroh,
Position 3

Amy Morris
Position 4

Kacey Torgerson
Position 5

Bryan Morris
PW/CD Director

- I. PLEDGE OF ALLEGIANCE**
- II. INVOCATION**
- III. CALL TO ORDER**
- IV. ROLL CALL**
- V. APPROVAL OF AGENDA – As Presented**
- VI. APPROVAL OF MINUTES**
 - 1) Planning Commission Meeting Minutes– September 16, 2024**
- VII. CITIZEN COMMENT**
- VIII. OLD BUSINESS**
 - 1) Napavine Development Code – Sign Code Definitions**
- IX. NEW BUSINESS**
- X. GOOD OF THE ORDER**
- XI. ADJOURNMENT**

**Planning Commission Meeting is held in person and via
Teleconference.**

Teleconference Information

Dial-in number (US): (720) 740-9753

Access code: 8460198

To join the online meeting:

<https://join.freeconferencecall.com/rdenham8>

City of Napavine
407 Birch Ave SW
P O Box 810
Napavine, WA 98565
360-262-3547

City Website
www.cityofnapavine.com



NAPAVINE PLANNING COMMISSION MINUTES
September 16, 2024 6:00 P.M.
Napavine City Hall, 407 Birch Ave SW, Napavine, WA

PLEDGE OF ALLEGIANCE:

INVOCATION: Invocation was led by **Director Morris**.

CALL TO ORDER:

Commissioner Haberstroh opened the regular Planning Commission meeting to order at 6:00 PM

ROLL CALL:

Planning Commission present: **Commissioner Graham, Commissioner Hollinger, Commissioner Torgerson, and Commissioner Morris**. **Commissioner Morris** motioned to excuse **Commissioner Haberstroh** seconded by **Commissioner Hollinger**. **Vote on Motion 3 aye, 0 nay.**

APPROVAL OF AGENDA – As presented:

Commissioner Torgerson motioned to approve the agenda as presented, seconded by **Commissioner Hollinger**. **Vote on motion 3 aye, 0 nay.**

APPROVAL OF MINUTES:

Commissioner Hollinger motioned to approve minutes from the Planning Commission meeting on **September 3, 2024**, seconded by **Commissioner Torgerson**. **Vote on motion 3 aye and 0 nay.**

NEW BUSINESS:

1. Napavine Development Code – Sign Code Definitions

The Planning Commission reviewed the definitions presented. A summary is below.

1. Abandoned Sign – Option 1 – Motions 1. Hollinger, 2. Morris – 3 Ayes
2. Area of Sign – As Is - Motions 1. Morris, 2. Torgerson – 3 Ayes
3. Banner / Banner Sign – Option 2 – Motions 1. Hollinger, 2. Torgerson – 3 Ayes
4. Billboard – Combine both – Motions 1. Hollinger, 2. Morris – 3 Ayes
5. Copy – Option 2 – Motion 1. Hollinger, 2. Torgerson – 3 Ayes
6. Directory Sign – Option 2 – Motion 1. Morris, 2. Hollinger – 3 Ayes
7. Face of sign – Keep – Motion 1. Torgerson, 2. Morris – 3 Ayes
8. Freestanding Sign – Option 1 – Motion 1. Hollinger, 2. Morris – 3 Ayes
9. Frontage – Option 2 – Motion 1. Morris, 2. Torgerson – 3 Ayes
10. Governmental sign – Option 2 – Motion 1. Hollinger, 2. Torgerson – 3 Ayes
11. Height of sign – Option 2 with changes – Motion 1. Torgerson, 2. Hollinger – 3 Ayes
12. Illuminated Sign – Option 1 – Motion 1. Hollinger, 2. Torgerson – 3 Ayes
13. Incidental Sign – Option 2 – Motion 1. Torgerson, 2. Hollinger – 3 Ayes
14. Maintain, maintained, or maintaining – Keep – Motion 1. Hollinger, 2. Morris – 3 Ayes
15. Monument Sign – Option 2 – Motion 1. Hollinger, 2. Torgerson – 3 Ayes
16. Obsolete Sign – Option 2 – Motion 1. Hollinger, 2. Morris – 3 Ayes
17. Portable Sign – Option 2 – Motion 1. Torgerson, 2. Morris – 3 Ayes
18. Projecting Sign – Option 2 – Motion 1. Morris, 2. Torgerson – 3 Ayes
19. Sign – Option 2 – Motion 1. Torgerson, 2. Morris – 3 Ayes
20. Sign Area – Keep – Motion 1. Hollinger, 2. Morris – 3 Ayes
21. Sign Face – Keep – Motion 1. Hollinger, 2. Morris – 3 Ayes
22. Temporary Sign – Option 2 – Motion 1. Hollinger, Motion 2. Torgerson – 3 Ayes
23. Time and Temperature Sign – Option 2 – Motion 1. Morris, Motion 2. Hollinger – 3 Ayes
24. Wall Sign – Option 1 – Motion 1. Torgerson, 2. Morris – 3 Ayes

Commissioner Torgerson motioned to approve Napavine Development Code Chapter 16.02 General Provisions and forward it on to city council, seconded by Commissioner Morris. Vote on motion 3 ayes 0 nay.

ADJOURNMENT 6:51 pm

Commissioner Morris motioned to adjourn, seconded by **Commissioner Hollinger**. Vote 3 aye, 0 nay.

These minutes are not verbatim. If so desired, a recording of this meeting is available online at <https://fccdl.in/c9CXHRqH8N>.

Respectfully submitted,

Bryan Morris, Community Development/Public Works Director

Planning Commission Chairperson

<p>Area of sign</p>	<p>The entire face of a sign, including the surface and any framing, projections, or molding, but not including the support structure.</p>
<p>Sign area</p>	<p>The entire face of a sign, including the surface and any framing, projections, or molding, but not including the support structure.</p> <p>The area of message area of a sign, excluding any structural components that do not include text or other message, and is measured as follows:</p> <p>a. The area of a free-standing sign or structure not using an integral part of the building for its background. The largest cross-sectional area of the sign measured to a line encompassing all portions of the sign structure, including tubing used in lighting such sign or structure, but excluding posts without attached lighting. Further, the base on which a monument-type sign is set may be excluded provided there is no attached lighting.</p> <p>b. The area of a double-faced sign, i.e. a sign marked on 2 sides, or signs which are erected in a “V” configuration with an angle between the 2 faces not exceeding 30°, shall be the largest area on one side of the sign. Further, this type of sign shall be considered one sign for the purpose of determining the number of signs allowed.</p> <p>c. The area of any sign or structure using an integral part of the building or awning as a background. The area within the shortest line drawn to include all letters, design, and tubing which are part of the sign or structure. Provided, that for illuminated awnings the area shall be limited to the area within the shortest line drawn to include all copy and graphics, excluding illuminated areas outside of these lines.</p>
<p>Face of sign</p>	<p>The area of a sign on which the copy is placed.</p>
<p>Sign face</p>	<p>The total of display surface area visible from one side of a sign.</p>

Comp Plan Update 2025

For Information Purpose

A Public Participation Plan is one of the requirements for the Comp Plan Update. One of the items in the plan was to create a Stakeholder Committee. Advertisement went out and a committee was formed. The Stakeholder Committee held one meeting on May 23rd.

Since that date, two of the 7 members withdrew. It has been decided to disband the committee. Moving forward one of the ways to accomplish Public Participation will be to welcome public input at the Planning Commission Meetings.

A Comp Plan Update presentation will be held at the October 21st Planning Commission Meeting.