



## MEMORANDUM

TO: Planning Commission  
FROM: Stacy Clauson, Lane Council of Governments  
DATE: February 12, 2013  
RE: Sign Standards – Modifications to the Sign Code to address Banner Signs

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### ISSUE:

The Community Development Committee has been investigating how to initiate an Open Banner sign program, similar to those in the cities of Corvallis and Springfield. The current sign regulations provide a barrier to implementation of this program and would need to be amended. This memorandum outlines the issues involved with amending the regulations.



*Photo: City of Corvallis, showing vertical banner sign.*

### BACKGROUND

The City's Zoning Ordinance contains the following language with respect to temporary signs installed either on-site or in the public right-of-way:

*Definition:* Daily Display Signs. "Daily display sign" means a nonpermanent on-premises sign normally associated with business activity which is placed out-of-doors during business hours for display and returned indoors during off hours. Daily display signs may be constructed in a sandwich board (A-frame) style, mounted on a single pedestal, or other similar construction, and are intended to be unlit and easily moved.

*Allowance:* C. Prohibited Signs. The following signs are prohibited: 2. Portable signs, except as allowed under provisions for daily display signs;

*Standards:*

H. Daily Display Signs in Public Right-of-Way/Off-Premises.

1. In zoning districts that permit daily display signs, a daily display sign may be allowed within the public right-of-way in front of the premises with which it is associated, provided all of the following conditions are met:

- a. A city sign permit is obtained that shows location of daily display sign in the right-of-way. This permit shall be revocable in case of condition of noncompliance.
- b. The sign is to be set back behind the curb so as not to interfere with on-street parking, or a minimum of 10 feet from the edge of the nearest street travel lane where curbs are not in place.
- c. The sign is to be placed so as to allow at least five feet of unimpeded pedestrian sidewalk maneuvering space, such maneuvering space being located as close as possible to the building frontage.
- d. The sign is to meet vision clearance requirements of JCMC [17.95.090](#).
- e. The sign is properly maintained as required by subsection (A) of this section.
- f. The applicant shall assume all liability for incidents involving the sign, and execute a document satisfactory to city, releasing and indemnifying city for all liability arising from claims pertaining to the sign.
- g. Sign dimension shall not exceed a maximum width of four feet nor a maximum above ground level height of four and one-half feet.
- h. One sign per business is allowed.

2. Daily display signs may be allowed off the premises, or within the public right-of-way in front of a business with which the sign is not associated subject to the following standards:

- a. All applicable standards of subsection (H)(1) of this section.
- b. Both the sign owner and owner of the business where the sign is placed must sign a city liability exemption document as provided in subsection (H)(1)(f) of this section.
- c. The off-premises daily display sign will take the place of the daily display sign allowance for both the business site where it is placed and the business placing the sign.

- d. The off-premises daily display sign will count towards the square footage requirements for both the business where it is placed and the business placing the sign.

### Analysis

The existing regulations, which limit signs to a maximum width of four feet and a maximum above ground level height of four and one-half feet, would not accommodate the type of banner sign that has been installed in other communities.

Attachment 1 provides a sample of regulations in place at the City of Corvallis that allows banner signs (see the regulations for Vertically-oriented, Pole-mounted Banner Signs).

The City of Springfield authorized the Open Banner sign program under general provisions it had in place authorizing the City Council (or their designee) to approve items installed in the public right-of-way. As a result, the Open Banner Program is not specifically addressed in their sign regulations. Since the Junction City Zoning Code already addresses daily display signs (both on-site and in the public right-of-way) we will need to amend the regulations.

In evaluating this issue, the key provision that needs to be amended is the provision relating to the size and height of the daily display sign. The draft revisions use the provisions from the City of Corvallis, but other standards could be used as well. Staff would also solicit input on other changes that the Planning Commission feels are necessary to successfully implement a banner program. Potential issues to consider include:

1. Should a permit for the sign be required?
  - a. A sign permit for a daily display sign is currently required under City regulations. Does the Planning Commission recommend a change to this current requirement?
  - b. The City of Corvallis does not require a permit for this type of portable signage: No sign permit, or permit fee, is required for Portable Signs and the Sign Area of a Portable Sign shall not reduce a property's sign allocation.
  - c. The City of Springfield does require a permit and permits sometimes are reviewed by the Urban Renewal Committee.
2. Do you want to count this signage towards the maximum allowed signage that a property can have?
  - a. The City's current regulations do not require this signage to be counted towards the maximum allowed signage that a property can have. This is not recommended by staff.
  - b. The City of Corvallis does not count this type of portable signage: No sign permit, or permit fee, is required for Portable Signs and the Sign Area of a Portable Sign shall not reduce a property's sign allocation.
3. How many portable signs should be permitted? The Community Development Committee has recommended that each business be allowed two (2) daily display signs

(sandwich boards or banners) on their property. The signs could be theirs or another business' or a combination.

- a. In the City of Corvallis, a property owner is limited to no more than two Portable Signs per street frontage, with the following additional regulations:
  - i. A minimum of four-ft. spacing shall be provided between signs, as well as between signs and abutting bicycle racks.
  - ii. For properties containing less than 25 ft. of street frontage, up to two Portable Signs are permitted.
  - iii. For properties with 25 ft. or more of street frontage, up to two Portable Signs are permitted for every 25 ft. of street frontage.
  - iv. For corner properties, Portable Signs are permitted on each street frontage, per "a," through "c," above.

Attachment 2 provides a sample of proposed language that could be included to revise the current regulations on the size of daily display signs. Additional revisions could be made in response to direction to the questions listed above.

### Review of Community Development Committee

At their December 19, 2012 meeting, the Community Development Committee discussed this issue and the proposed amendments. During this meeting, there was broad discussion of this issue, including the following:

- There was concern from at least some members about the visual appearance of the banner signs installed in Springfield (e.g. upkeep over time, etc.).
- There was interest expressed in evaluating the current limit on the number of daily display signs allowed (one sign per businesses). In particular, there was sentiment expressed that in the current economic environment, the City should be supportive of businesses and allow more flexibility in the number of signs allowed. After discussion, there was unanimous consensus to recommend that each business be allowed two (2) daily display signs (sandwich boards or banners) on their property. The signs could be theirs or another business' or a combination.
- There was recognition that the provisions may need to change to address daily display signs currently being installed at Hwy 99/6<sup>th</sup> Street, to provide motorists information about businesses located downtown. Currently, it appears that the sign provisions are not being followed in this area, with more than one off-site business using daily display signs in this area.
- There was some discussion about the potential for a larger sign code revision. If this was to be pursued, there was interest expressed in surveying businesses about their sign needs. There was consensus among the Councilors to send the issue back to the Design Committee with instructions to gather feedback from the business community.
- There was concern expressed that the signs be installed in such a way that a clear area exits along the curb, in order to allow cars to park.

Please see the draft minutes from this meeting as Attachment 3.

Some of the issues addressed by the Committee would require more time and review by the Planning Commission, and those are not recommended to be addressed at this time. It is recommended that the Planning Commission scope the amendments narrowly to address the current size restriction and number of daily display signs. If additional issues are recommended for review, it is recommended that those be considered separately and brought back to the Community Development Committee, who wanted to complete outreach to business owners.

#### Schedule for Planning Commission Consideration

Staff is suggesting that there be one additional study session for the Planning Commission to review and provide input on potential regulations addressing these items. The following details a potential schedule for review of this issue before the Planning Commission:

- March 19th meeting – Study Session
- April 16th meeting – Public hearing and deliberation

Staff is seeking input on this proposed schedule.

#### **ACTION REQUESTED**

Provide direction for staff to collect additional information and establish a schedule for review of these issues.

#### **ATTACHMENTS**

1. City of Corvallis sign regulations
2. Draft sign regulation changes
3. Community Development Committee draft meeting minutes



buildings setback five ft. or more from the public sidewalk, Portable Signs shall be placed on private property.

3. Portable Signs are prohibited within the following areas:
  - a) Vision Clearance Areas, as defined by Chapter 1.6 - Definitions and the Off-street Parking and Access Standards. While the Off-street Parking and Access Standards exempt development within the Central Business Zone from Vision Clearance Area requirements, Portable Signs shall be subject to them for the purposes of this provision. Street intersections shall use the Vision Clearance triangle noted in Figure 2 of the Off-Street Parking and Access Standards; and
  - b) Standard and bulbed sidewalk intersections.
4. Portable Signs may only be displayed during business hours and shall be placed indoors overnight.
5. A-frame and Pedestal Signs - Portable Signs referred to as A-frame Signs and Pedestal Signs shall be constructed of wood, metal, plastic, or other similar material. They shall be no larger than six sq. ft. per sign face and no taller than four ft., including the frame. (See subsections "a," and "b," of the definition for Sign, Portable in Chapter 1.6 - Definitions.)
6. Easel Signs - Portable Signs referred to as Easel Signs shall be limited to no more than one sign per building entrance. Easel Signs shall be placed at the building entrance immediately abutting the building. They shall be no larger than six sq. ft. per sign face and no taller than six ft. in total height. (See subsection "c," of the definition for Sign, Portable in Chapter 1.6 - Definitions.)
7. Vertically-oriented, Pole-mounted Banner Signs - Portable Signs referred to as Vertically-oriented, Pole-mounted Banner Signs are permitted within the area of sidewalk immediately adjacent to the street curb where bicycle racks, newspaper dispensers, and trash bins are commonly located (See Figure 1.6-26b - Vertically-oriented, Pole-mounted Banner Sign). They shall be no larger than six sq. ft., shall be mounted on a pole or pedestal secured into the sidewalk in a flush-mounted fashion that does not create a trip hazard, and shall be secured at the top and bottom where the sign attaches to the pole

or pedestal. They shall be constructed of canvas, nylon, vinyl, or other flexible, weather-resistant fabric. (See subsection “d,” of the definition for Sign, Portable in Chapter 1.6 - Definitions.)

8. No sign permit, or permit fee, is required for Portable Signs and the Sign Area of a Portable Sign shall not reduce a property’s sign allocation.
9. Sign owners shall be responsible for all liability issues related to their Portable Signs.

#### **4.7.90.05 - Sign Standards for Oregon State University (OSU) Zone**

Sign regulations for the OSU Zone vary, depending on the location and visual impact of the sign in relation to properties surrounding the zone. The following part of the OSU Zone is called the exemption area: the area east of 30th Street, south of Johnson Street and Monroe Avenue, west of the east boundary of the OSU Zone, and north of Western Boulevard and Oak Creek.

- a. Any sign inside the exemption area shall be exempt from these regulations, provided that:
  1. The sign is more than 100 ft. inside the exemption area;
  2. The sign has a Sign Area of less than 32 sq. ft.; or
  3. The sign doesn't function as a graphic communication to people outside the exemption area.
- b. Any sign located in the OSU Zone but outside the exemption area shall be exempt from these regulations, provided the sign does not function as a graphic communication to people on adjacent streets or private property. See Figure 4.7-3 - OSU Sign Exemption Area.

**17.115.020 Definitions.**

“Banner” means signs constructed of non-rigid materials such as canvas, nylon, vinyl, or other flexible, weather-resistant fabric, with no enclosing framework. Banner signs are one type of construction that can be used in constructing a daily display sign.

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**17.115.050 General sign regulations.**

No sign governed by the provisions of this chapter shall be erected, structurally altered, or relocated without first receiving a sign permit from the city of Junction City.

A. Installation Requirements. All signs shall comply with the following requirements and those specified by zoning district:

1. Construction shall satisfy the requirements of the Uniform Sign Code.
2. Electrical requirements for signs shall be governed by the National Electrical Code and Oregon Electrical Specialty Code Amendments.
3. Except for exempt signs and approved daily display signs, all signs shall be securely attached to a building or the ground.
4. All signs shall conform to all vision clearance requirements.
5. All signs together with their supports, braces, and guys shall be maintained in a safe and secure manner.
6. All illuminated signs shall be internally or indirectly illuminated.

B. Exempt Signs. The following signs shall be exempt from the application, permit and fee requirements of this chapter:

1. Impermanent construction and subdivision signs not exceeding 32 square feet in area;
2. Directional, warning or information signs or structures required or authorized by law, or by federal, state, county or city authority;
3. Historical site plaques;
4. Incidental signs;
5. Official and legal notices issued by any court, public body, person or officer in performance of a public duty or in giving any legal notice;

6. Official flags of the United States of America, states of the United States, counties, municipalities, official flags of foreign nations, and flags of internationally and nationally recognized organizations;

7. On-premises signs not readable from the public right-of-way, i.e., menu boards, etc.;

8. Political signs, provided such signs shall not exceed four square feet in area or be posted more than 90 days before the election to which they relate and are removed within 15 days following the election;

9. Real estate signs not exceeding four square feet in area in residential districts or 32 square feet in commercial or industrial districts;

10. Residential identification signs;

11. Structures intended for a separate use such as phone booths, Goodwill containers, etc.;

12. Temporary signs;

13. Wall signs less than one inch thick with no electrical permits required;

14. Window signs.

C. Prohibited Signs. The following signs are prohibited:

1. Flashing and moving signs;

2. Portable signs, except as allowed under provisions for daily display signs;

3. Sandwich ("A") boards, except as allowed under provisions for daily display signs;

4. Signs attached to utility, streetlight, or traffic control standard poles or otherwise located in the public right-of-way without a permit;

5. Signs in a dilapidated or hazardous condition;

6. Signs on doors, windows, or fire escapes that restrict free ingress or egress;

7. Signs which purport to be, are an imitation of, or resemble an official traffic sign or signal, could cause confusion with any official sign, or which obstruct the visibility of any traffic sign or signal.

D. Free-Standing Signs. All free-standing signs shall comply with the following provisions:

1. One free-standing sign shall be permitted along each street frontage, or each 300 feet of street frontage, with one additional free-standing sign allowed on the property.

2. A free-standing sign shall be placed behind the property line and no closer than 10 feet to any adjacent private property line.

3. Free-standing signs may project over the public property line provided they conform to the standards established for projecting signs.

E. Projecting Signs. All projecting signs shall comply with the following provisions:

1. No projecting sign shall extend above the highest structural component of the building to which it is attached.

2. Signs over the public right-of-way, including free-standing signs, shall conform to the following standards:

**Clearance**

**Maximum Projection**

Less than 8 feet Not permitted

8 feet 1 foot

9 feet and above 2 feet for every foot above 8 feet in height, but no more than 9 feet

No sign shall project within two feet of a curb line.

3. In addition, no sign or sign structure shall project into any public alley below a height of 14 feet above grade, nor project more than 12 inches where the sign structure is located 14 feet to 16 feet above grade. The sign or sign structure may project not more than 36 inches into the public alley where the sign or sign structure is located more than 16 feet above grade.

F. Roof Signs. All roof signs shall comply with the following provisions:

1. All roof signs shall be installed or erected in such a manner that no support structure is visible from any abutting public right-of-way.

2. Roof signs may be erected so as to appear from all sides as a wall sign applied to an existing penthouse which appears to be a part of the building itself.

3. Roof signs shall not exceed the maximum allowable height of the building within the zone in which it is located.

G. Wall Signs. All wall signs shall conform to the following provisions:

1. Wall signs may be attached flat to or pinned away from the wall, but shall not project more than 12 inches from the wall.

2. For purposes of this chapter, wall signs shall be exempt from the area limitations in calculating allowable sign area.

3. Wall signs shall not extend above the height of the wall to which it is attached.

H. Daily Display Signs in Public Right-of-Way/Off-Premises.

1. In zoning districts that permit daily display signs, a daily display sign may be allowed within the public right-of-way in front of the premises with which it is associated, provided all of the following conditions are met:

a. A city sign permit is obtained that shows location of daily display sign in the right-of-way. This permit shall be revocable in case of condition of noncompliance.

b. The sign is to be set back behind the curb so as not to interfere with on-street parking, or a minimum of 10 feet from the edge of the nearest street travel lane where curbs are not in place.

c. The sign is to be placed so as to allow at least five feet of unimpeded pedestrian sidewalk maneuvering space, such maneuvering space being located as close as possible to the building frontage.

d. The sign is to meet vision clearance requirements of JCMC [17.95.090](#).

e. The sign is properly maintained as required by subsection (A) of this section.

f. The applicant shall assume all liability for incidents involving the sign, and execute a document satisfactory to city, releasing and indemnifying city for all liability arising from claims pertaining to the sign.

g. Sign dimensions and area.

1. For A-frame or similar stype signs, the sign shall not exceed a maximum width of four feet nor a maximum above ground level height of four and one-half feet.

2. For banners, the banners shall be no larger than six sq. ft., shall be mounted on a pole or pedestal secured into the sidewalk in a flushmounted fashion that does not create a trip hazard, and shall be secured at the top and bottom where the sign attaches to the pole.

h. One sign per business is allowed.

2. Daily display signs may be allowed off the premises, or within the public right-of-way in front of a business with which the sign is not associated subject to the following standards:

a. All applicable standards of subsection (H)(1) of this section.

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b. Both the sign owner and owner of the business where the sign is placed must sign a city liability exemption document as provided in subsection (H)(1)(f) of this section.

c. The off-premises daily display sign will take the place of the daily display sign allowance for both the business site where it is placed and the business placing the sign.

d. The off-premises daily display sign will count towards the square footage requirements for both the business where it is placed and the business placing the sign.

I. Applying for a Sign Permit. A property owner or his authorized agent shall apply to the city for a sign permit by filing an application with the city using forms prescribed for the purpose. The application shall be accompanied by a site plan and construction drawing. The city administrator may require other drawings or information necessary to determine compliance with the sign ordinance. The applicant shall pay a fee as established by resolution or ordinance of the city council in effect at the time the application is filed. Prior to being issued a permit, the applicant shall pay, in addition to the fee established by the city council, any costs incurred by the building official/engineer in reviewing the proposed sign.

J. Code Violations and Enforcement. Any sign which is not in compliance with all the provisions of this chapter is an unlawful sign and declared to be a public nuisance.

1. The city may order the removal of any sign erected or maintained in violation of this chapter. It shall give 24 hours' notice in writing to the owner of such sign, or of the building structure, or premises on which the sign is located, to remove the sign or bring it into compliance.

2. The city may remove a sign immediately and without notice if, in its opinion, the condition of the sign is such as to present an immediate threat to the safety of the public, and is hereby authorized to take such steps as may be necessary to remove said sign. Neither the city nor any of its agents shall be liable for any damage to the sign.

3. The violation of or failure to comply with any of the provisions of this chapter or the erection, use, or display or the allowing of, the permitting of, or the suffering of the erection, use or display of any sign not in compliance with all the provisions of this chapter is unlawful and upon conviction, the violator may be punished by a fine of not more than \$250.00 and shall be required to remove such sign or to take such other action as shall be determined by the court to be necessary to bring such sign into full compliance with the provisions of this chapter.

4. The remedies provided in this section for violations of or failure to comply with provisions of this chapter shall be cumulative and shall be in addition to any other remedy provided by law. [Ord. [1066](#) § 1, 1999; Ord. [1053](#) § 1, 1998; Ord. [949](#) § 3, 1991.]

#### Article III. Zoning District Requirements

##### **17.115.060 Residential – Single-family and duplex.**

A. General. This section shall apply to all residential districts designated as single-family residential (R1) and duplex residential (R2).

B. Size and Height. One name plate or identification sign with a maximum of two faces not exceeding two square feet per face per dwelling unit is permitted. Uses allowed conditionally may be allowed to erect one sign per street frontage not to exceed 32 square feet.

C. Location. Signs permitted outright in the R1 and R2 districts may be located anywhere on the premises; however, no free-standing sign may exceed eight feet in height or project beyond any property line. Building-mounted signs shall be wall-mounted and shall not be erected on any building roof. [Ord. [949](#) § 4, 1991.]

### **17.115.070 Residential – Multifamily and multi-structure.**

A. General. This section of the sign ordinance shall apply to all residential districts designated as multifamily residential (R3) and multi-structure residential (R4).

B. Size and Height. Signs permitted in the R1 and R2 districts are permitted in the R3 and R4 zones. For multiple-family dwellings, permitted mobile home parks and conditional uses in the R3 and R4 zones, one identification sign totaling 32 square feet in area shall be permitted for each street frontage.

C. Location. Signs permitted in these residential districts may be located anywhere on the premises; however, no free-standing sign shall exceed eight feet in height or extend beyond a property line. Building-mounted signs shall be wall-mounted and shall not be erected on any building roof. [Ord. [949](#) § 5, 1991.]

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<b>Date:</b>	December 19, 2012	<b>Time:</b>	5:30 p.m.
<b>Chair:</b>	Councilor DiMarco	<b>Location:</b>	680 Greenwood Street

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**Present** City Councilors, Bill DiMarco (chair), Laurel Crenshaw and Jim Leach; Community Services  
**Were:** Director, Melissa Bowers; Planner, Stacy Clauson; and Secretary, Tere Andrews.  
ABSENT: None.

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**I. CALL TO ORDER**

Councilor DiMarco called the meeting to order at 6:10 p.m. and reviewed the agenda.

**II. CHANGES TO THE AGENDA**

There were none.

**III. COMMUNITY UPDATES**

- Chamber of Commerce

**IV. APPROVAL OF MINUTES**

- **MAY 2, 2012**

**SEPTEMBER 5, 2012**

- **OCTOBER 3, 2012**

**Consensus:** By unanimous consensus of the committee the minutes for May 2, September 5 and October 3, 2012 were approved as written.

**V. COMMUNITY UPDATES**

There were none.

**VI. CONTINUED BUSINESS**

- **SIDEWALK BANNERS – FOLLOW UP (7)**

Planner, Stacy Clauson reviewed the sign code regarding daily display signs also called sandwich board signs. She looked at the Cities of Springfield and Corvallis and their Banner Programs. The City of Springfield did not, prior to their banner program allow signs in the right of ways. The city participates in the funding and coordinates installation. The Corvallis program is more a private program. The Corvallis code had provisions to allow signs in the right of ways prior to the banner program. Their code allowed more than one (1) sign in front of a business.

The limitations in the current Junction City code place height and clearance restrictions on daily display signs that essentially prohibit banner style signs as they did not meet the height or clearance requirements.

In addition, the sign code currently allowed one (1) sign in front of a business. She asked for direction on the types of changes the committee wanted to see. The changes would be processed through the Planning Commission with recommendations forwarded to Council.

Chair DiMarco asked Planner Clauson for her opinion on the current sign code.

Planner Clauson said the code offered broader allowances for signs on the buildings than other communities. The committee felt a decrease in sign allowance for wall signs required feedback from the business community.

The banner question could be part of a larger review of the sign code. She recommended legal counsel review the code in relationship to recent court cases regarding signs.

Chair DiMarco asked the committee where they wanted to go with this issue.

Councilor Crenshaw did not want to see a more restrictive code. However, she was interested in seeing language regulating the placement of the daily display signs.

Councilor Leach agreed. He did not want to restrict signage.

The committee held a discussion regarding concerns of clutter created by daily display signs particularly at the corner of W 6th Avenue and Ivy Street.

Councilor Leach suggested the Design Committee contact the business community for feedback on the current code and possibility of a banner program.

Chair DiMarco suggested the issue return to the Design Committee with instructions to work with the Chamber of Commerce to develop more information about what the business community wanted.

Councilor Crenshaw suggested each business be allowed two (2) daily display signs on their property. The signs could be theirs or another business' or a combination. She was opposed to the use of public monies for a banner project.

There was consensus among the Councilors to send the issue back to the Design Committee with instructions to gather feedback from the business community.

**Consensus:** By a unanimous consensus the committee recommended each business be allowed two (2) daily display signs (sandwich boards or banners) on their property. The signs could be theirs or another business' or a combination.

**Consensus:** By a unanimous consensus the committee recommended a review of the sign code be included on the Planning Commission work program for 2013.

● **SPECIAL PROCESS – MUNICIPAL CODE (ORDINANCE) (15)**

Director Bowers reviewed the proposed special events process code (ordinance) language with the committee. The information was presented to the committee previously at their January and in May 2012 meetings.

**Consensus:** By a unanimous consensus the committee recommended the proposed ordinance language move forward to City Council

● **DESIGN SUBCOMMITTEE UPDATE (12)**

Director Bowers reviewed recent activity of the Design Committee. They recommended to the CDC to use RTMP monies to purchase 30 planters to be placed along W 6<sup>th</sup> Avenue. They would be combined with existing city benches and new bench (previously forwarded by CDC to Council). They also recommended contracted watering services.

The committee reviewed the budget for RTMP projects.

**Consensus:** By a unanimous consensus the committee recommended moving forward with the Design Committee recommendations.

● **LOAN PROGRAMS - REPORT (14)**

The Committee reviewed recent loan payments and the status of active program loans. The committee held a discussion on loan servicing. There was a suggestion that a paid staff person oversee the loan servicing. They then discussed the micro-loan committee members and program start up. There were proposed committee guidelines and an application waiting. These would be reviewed by the micro-loan committee upon its formation.

The committee reviewed the first application for the micro-loan committee.

**Consensus:** By a unanimous consensus the committee recommended to council approval of the applicant.

● **PROGRESS TRACKING (10)**

Director Bowers reviewed progress made on various projects and suggested process for tracking from year to year. She would come back to the committee in January with that information.

● **CERTIFICATES OF RECOGNITION FOR COMMUNITY MEMBERS (17)**

Director Bowers said the committee first reviewed the policy in May, 2012. She briefly reviewed the language of the proposed ordinance.

**Consensus:** By a unanimous consensus of the committee the policy was forwarded to legal, if there were no significant changes it would be forwarded to City Council.

**VII. OTHER BUSINESS**

● **VISTA Worker Vacancy**

The award for the grant fund match can be forwarded to next year but it was not possible to fill the vacancy this year.

**VIII. ADJOURNMENT**

Councilor DiMarco adjourned the meeting at 8:25p.m.

The next standing Community Development Committee meeting would be Wednesday, January 2, 2013.

Respectfully Submitted,

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Tere Andrews