



AGENDA
PLANNING COMMISSION
 Tuesday January 14, 2020 – 5:30 PM
City Council Chambers
 125 E Avenue B, Hutchinson, Kansas

1. ROLL CALL

- | | | |
|--|-----------------------------------|---------------------------------------|
| <input type="checkbox"/> Richardson (Vice Chair) | <input type="checkbox"/> Gamber | <input type="checkbox"/> Bisbee |
| <input type="checkbox"/> Leuenberger | <input type="checkbox"/> Wells | <input type="checkbox"/> Roberts-Ropp |
| <input type="checkbox"/> Vacant | <input type="checkbox"/> Peterson | <input type="checkbox"/> Swearer |

2. APPROVAL OF MINUTES – Meeting of December 17, 2019.

3. CORRESPONDENCE & STAFF REPORTS – Motion to accept correspondence and staff reports into the official record.

4. PUBLIC HEARINGS - None

5. NEW BUSINESS

a. Election of Officers for 2020

- Chair
- Vice-Chair

6. STUDY SESSION

a. ZV19-000009 - Sign Code Amendments

7. UPCOMING CASES

a. January 28, 2020

- ZV19-000009 – Sign Code Amendment

b. February 11, 2020 - None

8. ADMINISTRATIVE CASES

- a.** SIT19-000010 – Aspen Dental (Cancelled)
- b.** ADJ19-000006 – Tyson Plant Addition (Approved)

9. COUNCIL ACTION ON CASES - None

10. OPEN COMMENTS FROM THE AUDIENCE (Please limit comments to five minutes.)

11. ANNOUNCEMENTS

12. ADJOURNMENT

Staff Contacts:	Jim Seitnater	620-694-2667	Aaron Barlow	620-259-4198
	Amy Allison	620-694-2638	Vacant	620-259-4134
	Charlene Mosier	620-259-4133		

**1. ROLL CALL**

The Planning Commission meeting was called to order at 6:35 pm with the following members present: Jackson Swearer (15/16), Logan Leuenberger (05/07), Jane Gamber (06/07), Darryl Peterson (10/16), Valerie Roberts-Ropp (12/16), and Todd Carr (15/16) (Chair). Jon Richardson (14/16) (Vice Chair), Brock Wells (12/16), Terry Bisbee (15/16) were absent.

Planning Staff present were Ryan Hvitløk, Director of Planning & Development; Amy Allison, Senior Planner; Aaron Barlow, Associate Planner and Charlene Mosier, Planning Technician.

2. APPROVAL OF MINUTES

The minutes of the December 10, 2019 meeting were approved on a motion by Swearer, seconded by Peterson, passed unanimously.

3. CORRESPONDENCE & STAFF REPORTS

The documents and staff reports were accepted into the official record on a motion by Leuenberger, seconded by Swearer, passed unanimously.

4. PUBLIC HEARING

a. None.

5. NEW BUSINESS

a. Resolution 2019-PC-02: Resolution of 2020 Meeting Dates

Motion by Swearer seconded by Peterson to approve Resolution 2019-PC-02 approving the official Planning Commission meeting dates for 2020 and authorize the Chair to sign, passed unanimously.

6. OLD BUSINESS

a. None.

7. UPCOMING CASES

a. None.

8. ADMINISTRATIVE CASES

- a. SIT19-00010 – Aspen Dental – A letter to withdraw this request is forthcoming.
- b. ADJ19-000006 – Tyson Plant Addition – No comments have been received at this time.

9. COUNCIL ACTION ON CASES

a. SDF19-000002 – 1529 East 17th Avenue Noble Replat – Tabled. This case will likely be withdrawn and resubmitted at a later date.

10. OPEN COMMENTS FROM THE AUDIENCE

- a. None.

11. ANNOUNCEMENTS

- a. Hvitlok presented Carr with a certificate of appreciation for his service on the Planning Commission and to the City of Hutchinson.

12. ADJOURNMENT - The meeting adjourned at 6:39 pm.

Respectfully Submitted

Charlene Mosier, Planning Technician
Approved this day of 2019

Attest: _____

Sec. 27-802 Definitions.

Roof integral sign shall mean a sign incorporated into, but not projecting above, the roof of a building. A roof integral sign is a wall sign.

~~**Roof sign** shall mean a sign mounted on the main roof portion of a building or on the uppermost edge of a parapet wall of a building and which is wholly or partially supported by such building.~~ shall mean a sign mounted on a roof, or a sign that wholly or partially projects above the highest point of the roof line, parapet, or fascia of a building.

Searchlight shall mean an apparatus used to attract attention to a property using a powerful beam of light or lights aimed skyward, usually constructed to be swiveled about.

Sign shall mean a device visible from a public place whose essential purpose and design is to convey either commercial or noncommercial messages by means of graphic presentation of alphabetic or pictorial symbols or representations.

Sign area shall mean the area of the smallest geometric figure, or the sum of the combination of regular geometric figures, which comprise the sign face. See Sec. 27-805 for examples of how to calculate the sign area.

Sign contractor shall mean a person or organization with a current and active license to install signs by the City of Hutchinson.

Sign copy shall mean the physical sign message including any words, letters, numbers, pictures and symbols, exclusive of a street address.

Sign embellishment shall mean a decorative detail or feature of a sign that is not part of the sign copy and is not a necessary part of the sign structure.

Sign face shall mean the surface upon, against or through which the sign copy is displayed or illustrated, not including structural supports, architectural features of a building or sign structure, embellishments, or any areas that are separated from the background surface upon which the sign copy is displayed by a distinct delineation, such as a reveal or border.

Sign height shall mean the distance from the lowest point of the adjacent ground to the highest point of the sign or sign structure.

Sign structure shall mean a support feature, including a pole, pedestal or cabinet, that is designed to hold a sign.

Site shall mean the location where the sign is to be placed.

Streamers shall mean a sign display made of rope, string or wire affixed with flexible materials, often in triangular shape or reflective strips of material, that comprise a fluttering linear display.

Sec. 27-813 Sign Regulations Pertaining to All Zoning Districts and Uses

A. Sign Placement.

1. Unless specifically authorized by these regulations, all signs shall be erected totally upon the property to which they pertain and shall not overhang into or be located upon the public right-of-way, sidewalk, street, public easement or any other public travel way.
2. Sign placement exceptions:
 - a. Projecting signs, awning, canopy and marquee signs shall be permitted to extend over a public sidewalk when located in the C-4 or C-5 Zoning District, when approved by the City Engineer.
 - b. A-frame signs shall be permitted on a public sidewalk in the C-5 Zoning District, provided the following criteria are met:
 1. The sign is located entirely outside the street, alley or driveway.
 2. The sign meets the temporary signage requirements established in Sec. 27-810.A.
 3. A pedestrian travel zone a minimum of 6 feet in width remains on at least one side of the sign.
 4. The sign does not obstruct pedestrian and wheelchair access to bus stops, designated parking spaces or building exits, including fire escapes.
3. Wall signs shall not extend above the top of the building wall upon which they are mounted and shall not protrude more than 18 inches on average from the wall or structure to which they are attached.
4. All signs shall be located on the premises to which they pertain, with the exception of center identification signs and off-premises (billboard) signs, as specified herein.

B. Permanent construction. All signage, other than temporary signage, shall be constructed of permanent weatherproof materials typically associated with sign construction, including solid plastic, wood, masonry, metal or other rigid materials and shall be permanently attached to the ground, a building or another structure by direct attachment to a rigid wall, frame or structure. Signs printed on pliable plastic, fabric, cardboard, streamers or other non-rigid materials are temporary signage for the purpose of these regulations unless mounted upon a wall in a permanently affixed frame.

C. Illumination.

1. Temporary signs shall not be illuminated.

2. All other signage shall be allowed to have illumination provided, however, that nighttime illumination shall not exceed 0.3 foot candles above nighttime ambient lighting conditions upon an adjacent residential use as measured at the property line, regardless of the illumination method. Signs using external illumination shall have light sources that are fully shielded.
 3. Signs shall be equipped with a mechanism to automatically adjust the display's illuminative brightness and shall be controlled by means of a light detector/photo cell.
 4. Electronic message center signs shall be equipped with a default mechanism that shall freeze the sign in one position or static message if a malfunction occurs.
- D. Structural and engineering standards. All signs, sign structures, sign foundations and sign anchors shall meet the applicable provisions of the adopted building codes of the City of Hutchinson.
1. All permit applications for freestanding signs over 17 feet in height shall include engineer stamped plans, including the sign structure and foundation, to be reviewed and approved by the Building Official.
 2. Permit applications for freestanding signs of 4 to 17 feet in height shall include a perpendicular fall zone on the plans, equal to the vertical height of the sign. Signs with any portion of the fall zone within the public way of the pedestrian and motoring public shall submit engineered stamped plans, including the sign structure and foundation, to be reviewed and approved by the Building Official.
 3. For existing sign support structures that are to be reused for a new sign, signs that do not exceed the documented previous square footage shall not be required to submit engineer stamped plans or fall zone drawings. Signs that exceed the documented previous square footage shall comply with Section 27-813.D.1 and Section 27-813.D.2 of this Article.
- E. Obstruction prohibited. No sign shall obstruct any fire escape, required exit, window, opening, door or vent. Signage shall not interfere with property storm water drainage.
- F. Proximity to electrical lines. Signs shall not be placed any closer than 8 feet vertically or horizontally from electrical lines, conductors or electrical guy wires.
- G. Sight triangle. Signs shall be erected as to comply with the requirements of Sec. 27-308 of these regulations and shall not impede the sight triangle.