



**1. ROLL CALL**

The Planning Commission meeting was called to order at 5:30 p.m. with the following members present: Jon Richardson (1/1), Janet Hamilton (1/1), Todd Carr (1/1), Mark Woleslagel (1/1), Brock Wells (1/1), Tom Hornbeck (1/1), Terry Bisbee (1/1), and Darryl Peterson (1/1). Member Valery Roberts-Ropp (0/1) was absent.

Planning Staff present were: Jana McCarron, Director of Planning & Development; Aaron Barlow, Associate Planner; Amy Allison, Housing Program Coordinator; and Jade D. Shain, Planning Technician.

**2. APPROVAL OF MINUTES**

The minutes of the December 19, 2017 meeting were approved on a motion by Hamilton, seconded by Peterson, passed unanimously.

**3. CORRESPONDENCE & STAFF REPORTS**

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

**4. ELECTION OF A NEW PLANNING COMMISSION CHAIR AND VICE-CHAIR FOR 2018**

Bisbee called for a change to the order of the agenda to include the election of a new Planning Commission Chair and Vice-Chair for the year 2018. Bisbee requested nominations from the Commission. Peterson nominated Hornbeck for Chairman, seconded by Woleslagel, passed unanimously. Peterson nominated Carr for Vice-Chairman, seconded by Woleslagel, passed unanimously.

**5. PUBLIC HEARINGS**

**a. ZA17-000004 – Sign Code Amendments**

***Amendments to Chapter 27, Article VIII and Chapter 27, Article IX of the City's Zoning Regulations pertaining to signs.***

Bisbee asked for the staff presentation. McCarron provided the staff presentation.

McCarron welcomed the two new Commissioners, Richardson and Wells. She thanked the Commission, sign companies, and the public for their hard work and collaboration on the proposed Sign Code Amendments. The background and objectives of the proposed sign code amendments were briefly discussed.

McCarron reviewed the remaining outstanding items. The Commission decided to review each item and reach a consensus before moving forward. Outstanding items and the associated determination were as follows:

**Sign Height and Area**

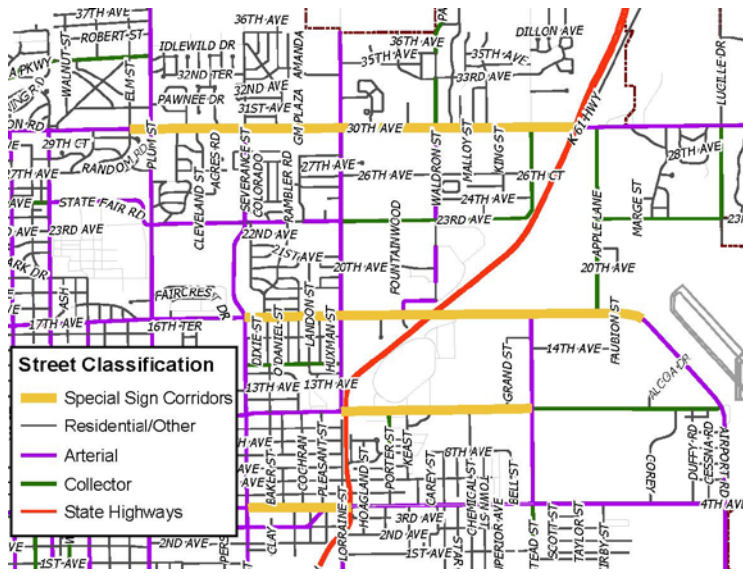
*Proposed compromise language, agreeable both to the City and Luminous Neon*

Adjacent Roadway Classification	Maximum Sign Area (square feet)	Maximum Height (feet)
Residential/Other	100	20
Collector	150	25
Arterial*	150/200	25/30
State Highway	<del>200</del> 250	<del>30</del> 35

\*Signs located immediately adjacent to the following arterial roadways shall be permitted to have the larger height and area, as noted in the chart above:

1. East 30th Avenue from Elm Street to K-61 Highway
2. East 17th Avenue from Severance Street to Airport Road
3. East 4th Avenue from Severance Street to K-61 Highway
4. East 11th Avenue from Lorraine Street to Halstead Street

\*Areas where signs can be taller are identified in orange and are located in the vicinity of K-61, as noted in the map below:

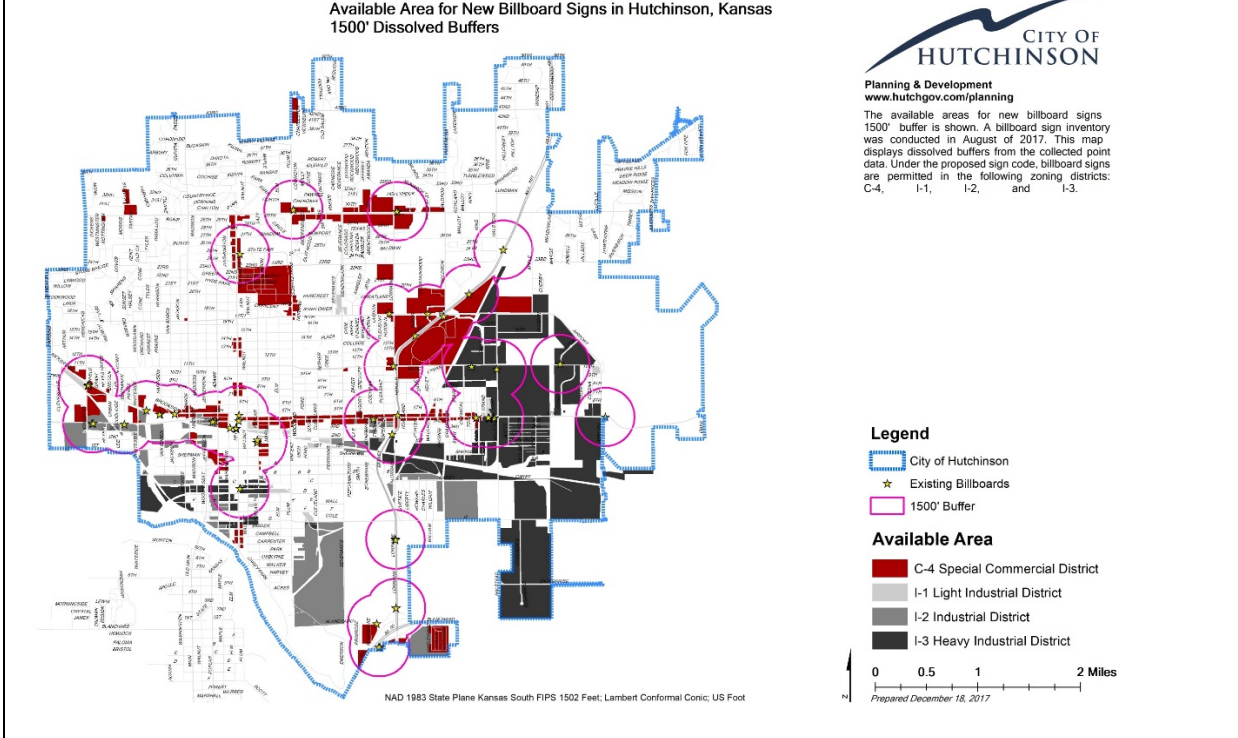


*(The Commissioners agreed to the proposed compromise language.)*

### New Billboard Signs

*Proposed compromise language, agreeable both to the City and Luminous Neon*

Minimum separation of 1500 feet between billboards.



*(The Commissioners agreed to the proposed compromise language.)*

### Temporary Signs

*Proposed language, strikethrough is a suggestion by Luminous Neon*

Unlimited on-premises temporary signs; maximum sign area of all signs limited to 16 sf

~~2 temporary off-premises signs per block shall be permitted for a period not to exceed 3 days, advertising an event on the block where the signs are located. Signs shall be placed entirely on private property and with the permission of the property owner.~~

*(The Commissioners agreed to the proposed compromise language.)*

**Variations**  
 Allowed for any standard in the regulations, including sign type, except...

Commission will need to make final recommendation between:

Staff Recommendation: Sign type variations shall not be allowed for billboards or off-premises signs.

Sign Company Alternative: Sign type variations shall not be allowed for billboards.

*(The Commissioners agreed to the Sign Company Alternative.)*

**Other Items**  
 Small items noted by Luminous Neon that should be revised:

1. Add the same duration requirements for temporary signs in the P/I Zoning District as in the commercial and industrial zones:

Maximum duration of 30 consecutive days and 60 days in a calendar year, other than those lots that are for sale or lease.

**See page 16 of the redline regulations.**

*(The Commissioners agreed with the proposed change.)*

**Other Items**  
 Small items noted by Luminous Neon that should be revised:

2. Clarify that separation of sign requirement is for signs located on the same lot for the P/I Zone (page 16).

**Sec. 27-812 Signs Permitted for Public and Institutional Uses and the P/I Zoning District**

A. Signs permitted for all uses located in the P/I Zoning District and public and institutional uses regardless of zoning district are permitted as follows:

Sign Type	Maximum Number of Signs Per Lot	Maximum Sign Area	Maximum Sign Height	Permit Required
Freestanding	<ul style="list-style-type: none"> <li>1 per 150 feet of lot frontage</li> <li>Minimum of 1 sign permitted regardless of lot frontage</li> <li>Separation distance of 75 feet from other freestanding signs, <u>on the same zoning lot</u></li> </ul>	See chart Sec. 27-808.B. Lots <u>&gt; 5 acres shall be allowed a 50% increase</u>	See chart Sec. 27-808.B. Lots <u>&gt;5 acres shall be allowed a 50% increase</u>	Yes

*(The Commissioners agreed with the proposed change.)*

**Other Items**

Small items noted by Luminous Neon that should be revised:

3. Clarify that center identification separation language is for sign on the same lot (page 12).

C. Center Identification Signs

To encourage efficiency in signage and reduce the aesthetic impact of multiple freestanding signs advertising businesses on the same or adjoining properties, Center Identification Signs are encouraged. Center identification signs shall comply with the following:

Sign Type	Maximum Number of Signs Per Lot	Maximum Sign Area	Maximum Sign Height	Permit Required
Center Identification	<ul style="list-style-type: none"> <li>• 1 per each 200 feet of lot frontage</li> <li>• Separated by a minimum distance of 200 feet from <u>other freestanding signage located on the same zoning lot</u></li> </ul>	300 square feet	40 feet	Yes

*(The Commissioners agreed to the proposed change.)*

**Other Items**

Small items noted by Luminous Neon that should be revised:

4. Modify nonconforming signage language, as follows:

A. A legal nonconforming sign shall not be:

1. Changed to another type of nonconforming sign, except that conversion of changeable copy signs to electronic message center signage shall not be considered a change in sign type;
2. Physically changed or structurally altered to increase the square footage or height, however, the shape can be changed;
3. Continued after more than 12 months of abandonment or vacancy of the property;
4. Re-established in a different location on the lot;
5. Nonconforming signs that are destroyed by acts outside of the control of the property owner may be replaced so long as the size and height do not change.

B. Nonconforming signs that are destroyed by acts outside of the control of the property owner may be replaced so long as the size and height do not ~~change~~ increase.

*(The Commissioners agreed with the proposed change.)*

**Other Items**

Small items noted by Todd Carr that should be revised:

5. Modify definitions, as follows:

**Off-premises sign** shall mean a sign displaying messages pertaining to the use of products sold or leased, services provided, or events which occur on a property different from that where the sign is located. A sign displaying both on-premises and off-premises messages shall be considered off-premises.

*(The Commissioners agreed with the proposed change.)*

**Other Items**

Small items noted by Staff that should be revised:

6. Modify definitions to delete the definition of political sign:

~~Political sign shall mean a temporary sign intended to advance a political statement, cause or candidate for office.~~

*(The Commissioners agreed with the proposed change.)*

McCarron concluded her presentation, and Hornbeck asked whether anyone from the audience would like to address the board.

Cindy Proett, 1429 W 4<sup>th</sup> Avenue, thanked the Planning and Development Department for the collaborative work on the proposed sign amendments. Proett stated that allowing variances by sign type would be beneficial to businesses.

Hornbeck closed the public hearing and asked for the staff recommendation. McCarron said staff recommends approval with modifications, as discussed.

Commissioner Wells arrived at 6:01 PM.

Hornbeck asked for a motion.

*Motion by Carr, seconded by Richardson and passed unanimously, to recommend approval with modifications, including the Sign Company Alternative on Variances, of request #ZA17-000004 to make amendments to Chapter 27, Article VIII (Signs) and Chapter 27, Article IX, Sec. 901 (Home Occupations) to the Hutchinson City Council.*

The case will be considered by the City Council on January 16, 2018.

**6. OLD BUSINESS**

a. There was no old business.

**7. NEW BUSINESS**

- a. 2018 Planning Commissioner Training – January 16, 2018

Training will occur from 5:30-6:30 PM on January 16, 2018 and will continue at subsequent meetings until the curriculum is completed.

**8. UPCOMING CASES**

- a. There are no upcoming cases.

**9. ADMINISTRATIVE CASES**

- a. Spring Clean Laundry SIT17-000012 (Lot 1, Block A, Josie Addition) – Waiting for Public Works to come to an agreement on utilities.  
b. Hobart Detter Lock Room Replacement SIT17-000017 (0 Emerson Loop) – Waiting for revised site plan to be submitted.

**10. CITY COUNCIL ACTION ON CASES**

- a. Salt Hawk Baseball & Soccer Complex Lighting & Regulation Baseball Play, CUP17-000008, for consideration 1/2/2018 at 9:00 AM.

McCarron said the City Council approved the lighting for only the soccer field following presentations by the residents in the neighborhood.

**11. OPEN COMMENTS FROM THE AUDIENCE**

- a. There were no comments from the audience.

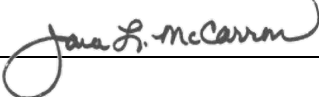
**12. ANNOUNCEMENTS**

- a. There were no announcements.

13. **ADJOURNMENT** - The meeting adjourned at 6:07 PM.

Respectfully Submitted,  
Jade Shain, Planning Technician

Approved this 16<sup>th</sup> day of January, 2018

Attest:  \_\_\_\_\_