



**1. ROLL CALL**

The Planning Commission meeting was called to order at 5:30 pm with the following members present: Jackson Swearer (3/3), Logan Leuenberger (3/3), Terry Bisbee (3/3), Jane Gamber (2/3), Valerie Roberts-Ropp (2/3), and Jon Richardson (3/3) (Chair). Darryl Peterson (2/3) was absent.

Planning Staff present were Ryan Hvitlæk, 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 February 11, 2020 meeting were approved on a motion by Bisbee, seconded by Leuenberger, passed unanimously.

**3. CORRESPONDENCE & STAFF REPORTS**

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

**4. STUDY SESSION**

- a. None

(Roberts-Ropp arrived at 5:31 pm).

**5. PUBLIC HEARING**

- a. ZV19-000009 Sign Code Amendments

Richardson opened the public hearing and asked for the staff presentation.

Hvitlæk presented the case. He gave an overview of the proposed Sign Code Amendment and said this is a request to amend Section 27-802 (Sign Regulation Definitions) and Section 27-805 (Sign Regulation Administration) of the Hutchinson Zoning Regulations, concerning regulations related to roof signs and plan submittal requirements.

Hvitlæk reviewed the background of the amendments to the Hutchinson Zoning Regulations pertaining to the definition of a roof sign and the submittal requirements for a freestanding sign.

Staff has researched other communities in Kansas and is recommending some flexibility for signage on buildings with multiple rooflines, defining a roof sign as a sign that is mounted on the roof, or that wholly or partially projects above the highest point of the roof line parapet, or fascia of a building. This would allow a building with multiple rooflines to potentially install a sign that projects above a lower roofline, as long as the sign is not mounted on the roof or exceeds the highest roofline of the building. Staff believes that a sign that is not mounted above the highest roofline of a building does not add to the visual clutter and promotes an attractive urban environment.

**PLANNING COMMISSION MINUTES**  
MEETING OF: TUESDAY, FEBRUARY 25, 2020

Currently engineered plans for freestanding signs are required at the building official's discretion. In order to provide consistent review procedures and ensure that engineered plans are required for freestanding signs of a certain height, the proposed amendment includes the following requirements for freestanding signs:

- Freestanding signs over 17 feet in height require engineer stamped plans, including the sign structure and foundations.
- Freestanding signs 4-17 feet require a perpendicular fall zone shown on the plans. If any portion of the fall zones encroaches within a public street or sidewalk, engineered plans must be submitted.
- Freestanding signs under 4 feet do not require additional plans.

Richardson asked if there were any comments from the audience.

Cindy Proett, Luminous Neon, asked if the 17 feet started at grade or with the foundation under the ground. Hvitløk said it is at the grade. Proett asked about the selection of 17 feet as this seems to be a random number and if the signs could be taller before requiring engineer stamped plans. She had an unhappy customer when they learned of this requirement because of the extra wait time and the extra fee for the engineered stamped approval. She believes in some situations the safety issue would not change even with stamped drawings if the sign has poor workmanship. The smaller business customer will be affected the most financially with these extra requirements. Luminous Neon does stamped drawings but does not have an engineer on staff so they have to send plans to a licensed engineer. The extra time needed for this review is usually a week. Proett said there is not much difference in what Luminous Neon does compared to what an engineer does. Luminous Neon wants to ensure that all sign installers would be required to meet the revised submittal requirements. Possibly 17 feet is not the best number to go by and could be a bit higher such as 20 feet. Proett did not have any concerns with the proposed roof sign requirements.

Richardson said when the Building Trade Board met, there was a discussion that stamped drawings would be needed at a height between 15 and 20 feet, which is why the height of 17 feet was chosen.

Richardson asked for Staff recommendation.

Staff recommends approval of the proposed amendments for Section 27-802 and 27-813.D.

Richardson closed the hearing and asked for a motion.

Motion by Bisbee, seconded by Leuenberger, to recommend approval to the City Council of Zoning Amendment request ZA19-000009 for amendments to Section 27-802 and 27-813.D. of the Hutchinson Zoning Regulations pertaining to amending the definition of a roof sign, and the submittal requirements for a freestanding sign, passed with the following vote: Yes – Swearer, Roberts-Ropp, Gamber, Bisbee, Leuenberger, Richardson.

The City Council will consider this amendment on March 17, 2020.

**6. NEW BUSINESS**

- a. None.

**7. UPCOMING CASES**

- a. March 10, 2020
  - Commercial Overlay District Regulations
  - 2020 Annual Work Plan

**8. ADMINISTRATIVE CASES**

- a. SIT20-000001 - Commerce Gardens Phase II for 48 apartments (Under Review)
- b. SIT20-000002 - 36,000 SF Industrial Building J & J Drainage (Under Review).

**9. COUNCIL ACTION ON CASES**

- a. None.

**10. OPEN COMMENTS FROM THE AUDIENCE**

- a. None.

**11. ANNOUNCEMENTS**

- a. Farewell to Aaron Barlow, Darryl Peterson, and Brock Wells.

Hvitløk said Aaron Barlow is leaving after three and a half years in the Planning Department and will be taking a job in Salt Lake City, Utah.

Brock Wells is resigning due to work duties.

Peterson as indicated he may reconsider his initial decision to resign and continue serving to the end of his term.

**12. ADJOURNMENT** - The meeting adjourned at 5:55 p.m.

Respectfully Submitted

Charlene Mosier, Planning Technician  
Approved this 10<sup>th</sup> day of Mar. 2020

Attest:   
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Ryan Hvitløk, AICP  
Director of Planning & Development