

Agenda

Parchment Planning Commission

April 24, 2024 – 6:00 pm

Kent DeBoer, Chairperson
Sandy Bliesener
Caleb Brooks
Nancy Stoddard, City Manager

Cheryl Lyon-Jenness
Sara Dean
Rebecca Harvey, Zoning Administrator

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes**
 - a. Minutes from March 27, 2024
4. **Additions/Changes to the Agenda**
5. **Citizen Comments** – When called upon by the Chairperson, state your name, address, and you will be allowed up to 5 minutes for your comments.
Reminder: You will be making a statement, without discussion from the Planning Commission.
6. **Old Business**
 1. Sign Ordinance – Questions from City Commission - receive
7. **New Business**
 1. Amendment to the Master Plan to include an Action Plan
 2. Amendment to the Zoning Ordinance to provide for 'alternative, innovative housing types' beyond the Mill PUD.
 3. Parks and Recreation Committee Update – Cheryl Lyon-Jenness, receive
8. **Next Meeting on May 22, 2024 at 6pm**
9. **Adjournment**



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MEMO: Article 15 - Signs

City Commission Review Questions

Section 15.2 – What is the current definition of ‘Abandoned Sign’?

- Article 15 currently defines ‘Abandoned Sign’ as *‘a sign which advertises a business, lessor, owner, product, or activity no longer conducted or available.’*
- The existing definition is seen as difficult to enforce regarding both in the determination whether something is being ‘conducted or available’ and in the length of time such status is required.
- The revised definition instead references the status of the property, which is clearer and easier to enforce . . and establishes a time period for consistent application
- The phrase ‘or inactive’ was added to the revised definition by City Attorney review.

Section 15.2 – Is an ‘Animated Sign’ synonymous with ‘digital sign’?

- The proposed definition of ‘Animated Sign’ is *‘any sign that uses movement to depict action or create a special effect or scene. This definition includes rotating signs.’*
- ‘Animated Sign’ is intended to characterize signs with physical components that move . . it is not referring to movement associated with an electronic or digital message.
- The term ‘Electronic Display Sign’ speaks to ‘digital signs’ . . and is defined by Section 15.2 as including 4 different kinds of electronic or ‘digital’ signs . . electronic changeable copy sign; electronic graphic display sign; video display sign; and multi-vision sign. Each is distinguished by the degree and type of movement of the electronic message.

Section 15.2 – ‘Sign with two or more faces’ needs further explanation/definition.

- This definition is standard to a sign ordinance and is intended to clarify how sign size standards are applied.



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- Specifically, a typical sign w/ back-to-back sign faces of the same size, is considered a single-faced sign for the sake of the sign size standard. E.g. – compliance with the sign size standard would be determined by measuring the size of one face of the sign. A sign with back-to-back 32 sq ft sign panels would be in compliance with the 32 sq ft sign size standard.
- The definition further clarifies what is not a ‘back-to-back’ sign. This V-shaped sign is more than 2 ft apart at some points and so the 2 sign faces cannot be computed as one face. Instead, by definition, the sign size would be computed by including the area of both sign faces.



Section 15.4 K. & L. – ‘Video Display Signs’ & ‘Multi-Vision Signs – school, library, city hall?’

- A ‘Video Display Sign’ is more typically a billboard (or sign) that is depicting what could be described as a video . . . as opposed to static electronic images/script with change sequences typical of an ‘electronic changeable copy sign’ or ‘electronic graphic display sign’.
- ‘Video Display Signs’ and ‘Multi-Vision Signs’ tend to be seen primarily on highway-oriented billboards, but certainly could be found elsewhere. The proposed ordinance currently prohibits ‘video display signs’ and ‘multi-vision’ signs within the City.
- Section 15.6 f. establishes the parameters for an ‘electronic changeable copy sign’ and ‘electronic graphic display sign’. I would speculate that the 3 signs referenced are likely ‘electronic graphic display signs’. I do not know if they would comply with the standards set forth in Section 15.6 f.

Section 15.5 – General Sign Regulations

- Subsection b.1. is intended to reference the building code adopted by the City of Parchment. We can confirm this with KABA.
- Subsection d.1. – Currently, signs in residential districts are subject to the following:
 - Permanent signs in these districts may be illuminated by a steady continuous burning bulb or light of incombustible material.



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- A sign or illumination that causes any direct glare into or upon any building other than the building to which the sign may be accessory is prohibited.
- Currently, signs in the R-T District are subject to the following illumination standards:
 - Reflectors, lights and other forms of illumination shall be permitted on all signs. No sign shall be illuminated in such a manner as to interfere with, mislead or confuse traffic. No rotating illuminated beacon shall be permitted. The use of string electric light bulbs which illuminate products which are stored outdoors for sale is prohibited. In no case shall any sign illumination exceed a level of 0.08 foot-candles, and a luminary brightness of 2,400 foot-lamberts (glare measurement), when measured from the nearest or adjacent residentially zoned property.
 - No sign or any part thereof shall move, nor shall the illumination of any sign or any part of such illumination be anything other than a steady, continuously burning bulb or light. The flashing or turning on and off of sign illumination of any bulb or component part thereof is prohibited. Further, no person shall on premises owned, managed, rented, or controlled by themselves, permit, use, or allow to be used a strobe light(s), or similar blinking or flashing lights (except Christmas type decorations between November 15 and January 5) within 100 feet of any road, street or highway used by the public.
- Subsection g. – The term ‘oscillating’ is used in the current sign ordinance . . . but a definition is not specifically set forth. Nor has a definition of ‘oscillating’ been included in the revised sign ordinance.
- ‘Oscillating Sign’ is defined as ‘a sign that moves repeatedly to and fro or from one position to another.’ Such a definition can certainly be added to Section 15.2, if desired.

Section 15.6 f. – Changeable Copy Signs

- See Response under ‘Section 15.4 - ‘Video Display Signs’ & ‘Multi-Vision Signs – school, library, city hall?’

Section 15.6 – What, if any, are the changes to the sign standards by district?

- The sign standards by district are set forth in table form in the revised ordinance for ease of understanding.
- The intent was to keep all sign metric requirements the same as they currently exist, except where there were inconsistencies or gaps in the standards.



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- Any new standard is represented in bold type.
- I will go through the existing text and confirm that all changes were bolded as indicated.

Section 15.8 c. – Can the City require a blank face/panel be placed on unused signs? 6 months seems too long a period to comply. Current regulation?

- This provision is in the current sign ordinance (Section 15.15 b.)
- The ordinance requires that the message portion of a sign be removed within 30 days of business operations being discontinued. After 6 months, it is considered an ‘abandoned sign’ and can be required to be removed. The 6-month period is intended to allow some time for a change of ownership before the sign is required to be removed. However, the 6-month period can certainly be modified by the City if desired.
- I would think the ordinance could be revised to prohibit leaving only a supporting ‘shell’ of a sign during the 6-month period before the sign is removed due to ‘abandonment’.

Section 15.10 b.3. – What is the City’s current sign fee?

- I will defer to the City Manager on this question.



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2024 Work Plan

| Work Plan Item | Priority | Status | Schedule |
|--|-------------|-------------|---|
| Required 5-Year Review of Master Plan | | | |
| MP Adopted 2021 ✓ RRC | | | Required Review – 2026 |
| Amend MP to include an Action Plan (Implementation) RRC | 1 | | April-July, 2024 |
| Zoning Ordinance Updates | | | |
| Child Care Facilities | 1 | | Draft #1 – 3.27.24 |
| Sign Ordinance | 1 | In Progress | Assessment – 6.13.23 Tech Review – 7.26.23 Draft #1 – 9.27.23/10.25.23 Section 15.6 – 11.29.23 Atty Review – 1.24.24 P.H. – 3.27.24 |
| Zoning Amendments for Consistency w/ Master Plan | | | |
| MP/ZO Review – Select/Prioritize Work Items for 2024 | 1 | In Progress | 1.24.24 3.27.24 |
| Short Term Rentals (STRs) | 2 (2023) | On Hold | Assessment – 5.24.23 Discussion – 6.13.23 Draft #1 – 7.26.23 |
| Review/Amend R-T, R- M, and Mill PUD Districts to clearly provide for 'alternative, innovative | 1 | | April-July, 2024 |



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| housing types' by right. RRC | | | |
| Commercial/Industrial Design Standard Overlay District | 2 | | Assessment – 5.24.23 August-November, 2024 |
| Planning Commission Education/Training | | | |
| PC Training Session | 1 | | |
| Joint CC/PC/ZBA Meeting | 1 | | 2.28.24 |