

VILLAGE OF KENT CITY  
**PLANNING COMMISSION**

Regular Meeting Minutes

**Thursday, January 4, 2018 7:00 PM**

Kent City Village Office – Meeting Room

I. Call to Order

Chairperson Rood Vaughan, called the meeting to order at 7:02 PM.

II. Roll Call of Commissioners

Members Present: Greg Goss, Staci Bull, John Petruska, Rood Vaughan, Steve Bucker, Nate Snoap, Tom Sherwood, Mike Maksimchuk

Members Absent: Ed Lain

Others Present: Dennis Kaminski, Zoning Administrator

III. Approval of Agenda

**Motion** by Petruska, Second by Buckner to approve the agenda.  
Vote: 8 Ayes, 0 Nays. **Motion** Passed

IV. Approval of Minutes of October 5, 2017 Regular Meeting

**Motion** by Petruska, Second by Goss to approve the minutes.  
Vote: 8 Ayes, 0 Nays. **Motion** Passed

V. Public Time (5 minute limit)

Public Time was opened at 7:13 PM – No comments  
Public Time was closed at 7:14 PM

VI. Old Business

1. Review and amend the sign ordinance-

- a. Petruska asked if the village could enforce window signs
- b. Goss stated that the village could if the signs were attached to the windows
- c. Petruska pointed out that any signs attached to the glass of a window are considered window signs.
- d. Goss mentioned a window sign may not cover more than 25% of the surface area of a window
- e. Goss pointed out to the new members why we are rewriting the sign ordinance for the village

- f. Buckner stated the sign ordinance has been being worked on and revised for approximately 10 years
- g. Sherwood asked if temporary signs have a time limit
- h. Maksimchuk asked if some of the definitions could list examples of the specific signs (ex: garage sale sign, realtor sign, etc. )
- i. Goss and Petruska stated that the attorney would advise against that because some people's ideas of a garage sale sign could be very different from another person
- j. Buckner and Goss pointed out that we could do a Q & A session/meeting for people of the village so that they could understand the sign ordinance
- k. Buckner advised that the planning commission needs to schedule a public hearing for the sign ordinance and then it gets sent to the council
- l. Maksimchuk asked if the balloon sign (section b) should state non-porous. He felt the word "non-porous" should be taken out. Goss agreed with that
- m. Maksimchuk suggested that under government sign (section f) that county be added between township and state
- n. Maksimchuk asked what the difference is between portable sign (section j) and vehicle sign (section t). Buckner stated that the intent is that the vehicle signs are pulled behind a vehicle advertising something
- o. In section 15.07 under (b) proper sign supports, Maksimchuk suggested that it should say the braces, anchors shall be maintained and marked
- p. Under section 15.07 (d) illumination and movement, Maksimchuk suggested that we add laser lights
- q. Under (d) illumination and movement, Maksimchuk pointed out that it should read varying in the first sentence instead of variable. Also, the last sentence should be changed to state that messages on a sign must be displayed for a minimum of 5 seconds instead of 2 seconds.
- r. Maksimchuk suggested that under (d) illumination and movement that there should be a fourth point added that states brightness must be appropriate based on ambient light
- s. Under section 15.08 (c) removal of signs, Maksimchuk stated that it should read must be removed within 7 days instead of removed not less than 7 days
- t. Under section 15.08 (e) construction sites it should read due to instead of because of
- u. Goss stated that he will make the corrections and a new revised sign ordinance will be dispersed to the planning commission to review
- v. **Motion** by Petruska to recommend to hold a public hearing so that the village residents could be informed of the new sign ordinance with the new changes made to it, Second by Maksimchuk to approve the recommendation.

Vote: 8 Ayes, 0 Nays. **Motion** Passed

VII. New Business

1. Review parking for R 1

- a. Goss stated the council asked the planning commission to review the parking for R 1
- b. Petruska pointed out that there needs to be a dedicated drive for a single dwelling and multi-use dwelling
- c. **Motion** by Goss to table the parking ordinance for now, Second by Maksimchuk.

Vote: 8 Ayes, 0 Nays, **Motion** Passed

2. 2018 Meeting Schedule

**Motion** by Goss to accept the meeting schedule as written, Second by Buckner.

Vote: 8 Ayes, 0 Nays. **Motion** Passed

VIII. Commissioner Remarks- None

IX. Adjournment

Meeting was closed at 8:18 PM by Rood Vaughan, Chairperson

Vote: 8 Ayes, 0 Nays. **Motion** Passed

Respectfully submitted,

Staci Bull  
Secretary