



CITY OF DELAWARE CITY  
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**CITY OF DELAWARE CITY  
PLANNING COMMISSION  
March 4, 2013**

**CALL TO ORDER**

Commissioner Schofield called to order the regular meeting of the Planning Commission at 7:00 p.m. The following Commissioners were present: Dilliplane, Slotter, Lewis, Snow, Maxwell.

**ACTION ON THE PREVIOUS MINUTES**

*Commissioner Dilliplane made a motion to accept the minutes of the December 3, 2012 Planning Commission meeting as written. Commissioner Snow seconded the motion. A vote was taken, all ayes, motion carried.*

**REVIEW OF THE SIGN ORDINANCE**

Megan Titus and Tim Konkus were present for the discussion of the Sign Ordinance. Discussion followed regarding the following: the purpose of the ordinance; some items that were in the ordinance, but not placed there by the Planning Commission; the purpose of the banner section being that the banner cannot be used as a permanent sign, but should be used to promote a particular event; the banner would need to be specific, stating the event with date(s); banner permits; size of the banners; what constitutes a special event; that the City Manager has the authority to override the Code; the current code, which had no enforcement accountability; the permit process; and the education of the businesses/churches.

*Commissioner Dilliplane made a motion to remove the last line in Section 46-90 Banners, which states, "No more than three banner permits shall be issued for any property, or to any individual or entity, in any calendar year. Commissioner Slotter seconded the motion.*

The Commissioners decided they would address the complexity of the permit process with the City Manager, to see if the City would agree to deal with permit applications/approvals via phone or email.

Discussion followed regarding the definition of portable signs as they pertain to vehicles.

*Commissioner Dilliplane made a motion to remove the language under Portable Signs that states, "and signs attached to or painted on vehicles parked and visible from the public right-of-way". Commissioner Snow seconded the motion. A vote was taken, all ayes, motion carried.*

Discussion followed regarding the following: the sandwich signs in or on public streets, rights-of-way and/or alley ways; placing a sign from one business in front of another business; nailing signs to trees; who owns the sidewalks; one portable sign/multiple portable signs per business frontage; awnings; obstructing pedestrian access to sidewalks; and, defining business by parcel number.

*Commissioner Dilliplane made a motion to add the following language to Section 46-91 Portable Signs, "One portable sign per frontage of any business property parcel with one additional portable sign permitted for each increment of 15 feet of frontage". Commissioner Slotter seconded the motion. A vote was taken, all ayes, motion carried.*

Discussion followed regarding the following: the permitted size of sandwich signs; sign size for churches; enforcing sign size for churches; the allowance for electric signs/digital signs; definition of sign area (both sides or one side).

*Commissioner Slotter made a motion to revert to the original sign area definition, which read: The area that is measured by the smallest square, rectangle, triangle, circle or combination thereof that will encompass the entire advertising copy area excluding architectural embellishments. In computing the area, only one (1) side of a double faced sign structure shall be considered." Commissioner Snow seconded the motion. A vote was taken, all ayes, motion carried.*

Discussion followed regarding the following: changing the area of a portable sign to 864 square inches; allowing signs to project from the building (perpendicular); size of perpendicular hanging signs; the height for hanging perpendicular signs above the sidewalks; definition of a perpendicular sign; fee for fencing permit; and, safety of perpendicular signs & liability issues.

*Commissioner Dilliplane made a motion to authorize a perpendicular sign in addition to the linear building sign per frontage with bottom of sign no lower than 8 feet above ground level with permit from City and County, subject to review. Commissioner Maxwell seconded the motion. A vote was taken, all ayes, motion carried.*

*Commissioner Dilliplane amended his motion adding that perpendicular signs must be installed by a licensed, insured contractor. Commissioner Maxwell seconded the amended motion. A vote was taken, all ayes, motion carried.*  
It was determined that the allowable size of perpendicular signs to be addressed at a future date.

Discussion followed regarding what constitutes a sign and window displays.

For the agenda of the next meeting, the PC would like to address: the general definition of a sign versus window displays, size and number of signs per frontage, grandfathering existing signs, size of signs for bed and breakfasts, digital signs and sign setbacks. These items are not all inclusive.

**COMMISSIONER'S COMMENTS**

There were no comments.

**ADJOURNMENT**

*Commissioner Dilliplane made a motion to adjourn the meeting. Commissioner Snow seconded the motion. A vote was taken, all ayes, meeting adjourned at 8:40 PM.*

Respectfully submitted,

*Dawn K. Gwynn*

City Secretary