

**Minutes of the Planning Commission  
Of the City of Portland**  
Held on Wednesday, July 11, 2012  
In Council Chambers at City Hall

Portland Planning Commission Members Present: Grapentien, Kmetz, Gorman, Clement

Absent: Krause, Swaney-Frederick

Staff: City Manager Dempsey, City Clerk Miller

Guests: None

City Clerk Miller called the meeting to order at 7:02 P.M. with the Pledge of Allegiance.

The Clerk opened the floor for nominations for Chair.

Motion by Clement, supported by Kmetz, to nominate Grapentien as the Chair.

There were no other nominations for Chair.

Nominations for Chair were closed.

The Clerk held the vote for Grapentien as Chair.  
All in favor. Approved.

Chair Grapentien took over the meeting.

Chair Grapentien opened the floor for nominations for Vice-Chair.

Motion by Kmetz, supported by Gorman, to nominate Clement as Vice-Chair.

There were no other nominations for Vice-Chair.

Nominations for Vice-Chair were closed.

The vote for Clement as Vice-Chair was held.  
All in favor. Approved.

Chair Grapentien opened the floor for nominations for Secretary.

Motion by Clement, supported by Grapentien, to nominate Kmetz as Secretary.

There were no other nominations for Secretary.

Nominations for Secretary were closed.

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The vote for Kmetz as Secretary was held.  
All in favor. Approved.

Under Public Comment, City Manager Dempsey reported that Portland Township is still in the process of updating its Master Plan. They are in the process of completing key pieces of the document. There is nothing for the Planning Commission to review at this time.

Motion by Clement, supported by Kmetz, to approve the Agenda as amended to excuse Members Swaney-Frederick and Krause.  
All in favor. Approved.

Motion by Kmetz, supported by Gorman, to approve the Minutes of the November 9, 2011, regular meeting as presented.  
All in favor. Approved.

City Manager Dempsey stated that as Dave Brown was called to a fire this evening he did not have the Grand River Access Plans to distribute for discussion. City Manager Dempsey suggested looking at the plan to see if any updates are needed. It will be discussed at the next Planning Commission meeting.

City Manager Dempsey explained a possible Sign Ordinance amendment to allow temporary banner signs as there have been several requests from businesses for them. He stated he has looked at other communities to see what they allow in terms of size and length of time. He suggested allowing temporary banner signs for up to 30 days per year and a maximum size of 24 sq. ft. He also suggested increasing the Sign Permit fee from \$25 to \$50.

Member Clement suggested exploring a penalty provision to prevent banner signs being taken advantage of.

There was discussion of the issue.

City Manager Dempsey stated he would bring back language and examples at the next meeting.

City Manager Dempsey explained a possible Sign Ordinance amendment in regard to electronic reader board signs as this issue has come up more than once over the last couple of years. There have been different interpretations of whether the installation of this type of sign is a new sign or a sign replacement and if this sign is part of the total size allowance or an additional allowance.

City Manager Dempsey suggested looking at what other communities are doing in regard to this issue.

There was discussion of the issue.

Member Clement suggested looking at other communities with the same values; not necessarily communities nearby or the same size.

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City Manager Dempsey also suggested a possible Sign Ordinance amendment in terms of community event signs. At this time there is no limitation on size; have been applying the non-commercial size limit. He suggested this type of sign be defined in the Sign Ordinance.

There was discussion of the issue.

There was also discussion of over the road banner signs in the future for community events.

Member Clement inquired about the status of the Builders Lumber Sign used for community news since Builders Lumber has gone out of business.

City Manager Dempsey stated the sign has been “grandfathered”. Since Builders Lumber has gone out of business Municipal Supply has been changing the lettering. There have been many interested parties inquiring about buying the sign.

There was discussion of the issue.

City Manager Dempsey stated there is a vacancy on the Planning Commission as Cia Segerlind did not apply to be reappointed to the Board. The best qualifications for a position on the Planning Commission are a strong community identity and a willingness to learn.

Under Member Comments, Member Clement reminded residents that Riverfest will be held August 17<sup>th</sup> – 20<sup>th</sup> and will include many fun activities for all.

Motion by Clement, supported by Gorman, to adjourn the meeting at 7:44 P.M.  
All in favor. Approved.

Respectfully submitted,

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John Kmetz, Secretary