



**City of North St. Paul
Planning Commission
Regular Meeting Agenda**

**March 3, 2022
6:30 PM**

The Planning Commission Meeting will be conducted on **March 3, 2022** at 6:30 p.m. The meeting location is the City Council Chambers of City Hall, located at 2400 Margaret St., North St. Paul.

The Planning Commission will also be meeting by interactive TV under Minn. Stat. 13D.02. Members of the public are permitted to attend the meeting in person, however, it is encouraged to participate in the meeting remotely. Instructions can be found below.

The **March 3, 2022 Zoom meeting can be accessed via:** <https://tinyurl.com/NSPplanning>
(from a PC, Mac, tablet, iPhone or Android device)

Meeting ID: 821 4097 2224

Password: 362656

or by phone at 1-929-205-6099, meeting ID 821 4097 2224, password 362656.

You can also watch the meeting on our YouTube channel here
tinyurl.com/NSPYouTube

The Planning Commission Zoom meeting will be 'open to the public' to listen in, but will be muted from contributing at all times with the exception of a Public Hearing and open to the public forum.

Please join the meeting early to test your audio and video settings. If you join via a device and your audio is not working, you may need to use the dial-in phone number option in order to be heard.

I. Call to Order

II. Roll Call

COMMISSION

Elaine Barton, Commission Chair

John Monge, Commission Vice-Chair

Patrick Blees, Commissioner

Erik Brenna, Commissioner

Rick Gelbmann, Commissioner

Andrew Wise, Commissioner

Lisa Wong, Commission City Council Liaison

STAFF

Eric Zweber, Planning Consultant

Brandy Howe, Planning Consultant
Lisa Ritchie, Planning Secretary

III. Adopt Agenda

IV. Approval of Minutes

- A. Approval of the February 3, 2022 meeting minutes with proposed changes.

V. Meeting Open to the Public

This Open Forum is an opportunity for persons to address the Planning Commission on items not on the agenda. A completed public comment form should be presented to the staff liaison prior to the meeting. Comments will be limited to 3 minutes per person. While the Commission may ask clarifying questions of the speaker, no formal action by the Commission or discussion will be held on these items.

VI. Public Hearings

VII. Commission Business, Action Items & Recommendations

- A. Establish the 2022 Plan Commission work plan

VIII. Old Business

- A. Sign Ordinance
B. Downtown Furniture Design Review Standards

IX. Reports from Staff

X. Reports from Council Liaison

XI. Reports from Commissioners

XII. Adjournment

The next regularly scheduled Planning Commission meeting is April 7th.



To	Date
Planning Commissioners	March 3, 2022

Agenda Placement #
Approval of Minutes

Subject
Approval of the February 3, 2022 meeting minutes with proposed changes.

Background/Facts
Review the February 3, 2022 along with the proposed changes submitted by Elaine Barton and Brandy Howe.

Recommended Action

Attachments

1. 02-03-2022 Meeting Minutes_Draft
2. Meeting Minute corrections per Brandy
3. Meeting Minute corrections per Elaine

Respectfully submitted,
Lisa Ritchie, Administrative Assistant

**CITY OF NORTH ST. PAUL
PLANNING COMMISSION
REGULAR MEETING MINUTES
THURSDAY, FEBRUARY 3, 2022
6:30 P.M.**

North St. Paul City Hall – Council Chambers
2400 Margaret Street

I. CALL TO ORDER

Chair Barton called the meeting to order at 6:33 p.m.

II. ROLL CALL – voice came on at 5.08 in to the video

COMMISSION

Elaine Barton, Commission Chair
John Monge, Vice Chair
Patrick Blees, Commissioner
Eric Brenna, Commissioner
Rick Gelbmann, Commissioner
Andrew Wise, Commissioner
Lisa Wong, City Council Liaison

STAFF

Brandy Howe, City Planner
Lisa Ritchie, Planning Secretary

III. ADOPT AGENDA

Motion to adopt agenda by Commissioner Monge, and seconded by Commissioner Wise all present voting aye (6-0). Motion carried to adopt the February 3, 2022 Agenda.

IV. APPROVAL OF MINUTES

A. Approval of January 6, 2022 Meeting Minutes

Commissioner Blees requested the following correction:

-Page 5, paragraph 3, line 3, statement should read “Commissioner Gelbmann stated...”.

Motion to approve Minutes by Commissioner Gelbmann, and seconded by Commissioner Blees, with all present voting aye (6-0). Motion carried to approve the January 6, 2022 regular meeting minutes as submitted.

V. MEETING OPEN TO THE PUBLIC

John Schmahl, 2750 Chisholm Ave, via zoom, noted the agenda wording stating “the meeting opened to the public” has changed and there is no longer anything about “not on the agenda.” He stated this courtesy is addressed to the people wishing to address the Commission and the wordage changed to “people.”

VI. PUBLIC HEARINGS

A. Preliminary Plat and Variance Requests at 2170 Eldridge Avenue

City Planner Brandy Howe reviewed the request from Victor Muthiani for a preliminary plat and petition for variances resulting from the requested preliminary plat at 2170 Eldridge Avenue. Ms. Howe stated the proposed subdivision will divide an existing 14,810 square foot parcel into two lots. This property was originally platted in 1887 in the Fifth Addition to North St. Paul and consisted of Lots 8, 9, and 10, in Block 13 of that plat. Each lot had an area of 4,958 square feet and width of 40 feet. At some point, these three lots were combined so a new subdivision requires platting. Ms. Howe stated the applicant intends to tear down the existing single-family house, rebuild on the existing foundation, and establish the second lot for the eventual new construction of a second single-family home.

Ms. Howe stated staff recommends approval of the front yard setback zoning variance for Parcel A, denial of the side yard setback zoning variances for Parcels A and B, denial of the minimum lot width zoning variance for Parcel B, denial of the minimum lot area zoning variance for Parcel B, denial of the subdivision variance to deviate from the lot width requirements for Parcel B, and denial of the preliminary plat. She suggested the owner could modify the application and resubmit.

Commissioner Blees questioned if the dimensions of the proposed structure have been confirmed. Ms. Howe will confirm the dimensions but believes the discussion should focus on the existing structure not the proposed.

Chair Barton questioned whether the home is currently occupied. Victor Muthiani, applicant, stated the structure is vacant. Mr. Muthiani also noted he plans to keep the front yard setback requirements, remove front level ceiling structure and keeping existing garage structure. Mr. Muthiani plans to increase the size of the house by increasing the foundation by 4 feet in the back and keeping the same width.

Chair Barton opened the public hearing at 6: 55 p.m.

Don Schuman, 2169 Belmont Lane, expressed his confusion to the width dimensions stated on the website vs the width dimensions discussed on this proposal.

Dawn Jensen, 2153 Eldridge Avenue, wanted the Planning Commission to consider flooding issues that could come from this property. She suggested a drainage between properties so run off goes into the sewer or add requirements for the water runoff in the proposal. She was also concerned about street damage during the construction phase.

Michelle Ryan, 2158 Eldridge, expressed her concern with possible flooding damage to her landscaping. She stated she would then have to incur the cost to fix it if the landscaping was damaged.

Kathy Schuman, 2169 Belmont, mentioned this structure stands out in the neighborhood, wants to save more land, and also reiterated her concern with the potential flooding.

Chair Barton closed the public hearing at 7:08 p.m.

Commissioner Monge wondered if rain run off could go off the back of the house. Mr. Muthiani replied stating the roof and existing house have a sloped roof in the back for water run-off.

Chair Barton questioned if this has been reviewed by City Engineering. Ms. Howe did clarify it has not gone to City Engineering yet. Commissioner Blees added that permission from the water shed district could be a requirement for approval.

Chair Barton stated this proposal hinges on the subdivision approval.

Commissioner Blees wondered if the applicant could resubmit the application as a Conditional Use Permit. This would allow the Planning Commission to put conditions on the variance.

Commissioner Wise noted the aesthetics should not be commented on, but rather how to work with the property owner or get a Conditional Use Permit instead. He also stated the CUP would be helpful to understand and assist with the rainwater run-off.

Motion by Commissioner Blees and seconded by Commissioner Gelbmann, with all present voting aye (6-0). Motion carried to approve Planning Commission recommendation of City Council approval of the front yard setback zoning variance for Parcel A identical to existing setback for Parcel A.

Motion by Commissioner Blees, and seconded by Commissioner Gelbmann, with all present voting aye (6-0). Motion carried to approve Planning Commission recommendation of City Council denial of the side yard setback zoning variance for Parcels A, denial of the minimum lot width zoning variance for proposed Parcel B, denial of the minimum lot area zoning variance for proposed Parcel B, denial of the subdivision variance to deviate from the lot width requirements for Parcel B, and denial of the preliminary plat.

Ms. Howe stated details of the front yard setbacks will be part of March City Council meeting unless applicant withdraws the application and resubmits as a Conditional Use Permit.

Chair Barton advised to make sure minutes reflect when Planning Commission makes a recommendation.

VII. COMMISSION BUSINESS, ACTION ITEMS & RECOMMENDATIONS

A. Appointment of 2022 Commissioners

Chair Barton called for nominations for positions of Chair and Vice Chair for 2022.

Chair Barton also noted she was confused about the wording “Appointment” and not “Election.” City Planning Secretary Ritchie noted this was her fault as she mistyped.

Planning Commission discussed the Chair and Vice Chair positions for 2022. Vice Chair Monge voiced his opposition to lead the Commission. Chair Barton suggested co-chairs. The co-chairs would consist of Chair Barton and Vice Chair Monge with the understanding that Vice Chair Monge would lead every other meeting.

Commissioner Blees reminded members that he could not commit the time required to be Chair of the Planning Commission.

Chair Barton questioned if Vice Chair would be willing to commit to leading the meetings every other month.

Council Member Wong noted City staff would be more than happy to help with that especially on meetings led by Vice Chair Monge. She will support Vice Chair Monge in any way she can.

Chair Barton nominated herself as Chair and Commissioner Monge as Vice Chair with the added responsibility of chairing half the meetings.

Motion by Commissioner Barton, and seconded by Commissioner Blees, with all present voting aye (6-0). Motion carried to elect Chair Barton as Chair and Commissioner Monge as Vice Chair with added responsibility that Vice Chair Monge chair half of the meetings for 2022.

B. Sign Ordinance Update

City Planner Brandy Howe shared a presentation of the completed Sign Ordinance draft. This draft was revised at the January 2022 Planning Commission meeting. This presentation is to provide the Planning Commission the opportunity for more discussion and continued revisions to City staff.

Ms. Howe and Planning Commission discussed whether to keep window signs out of the ordinance, definition of a window sign, regulating temporary signs especially if it is a neon sign, and the categorization of non-luminated or illuminated window signs.

Ms. Howe noted the yard sign regulations were moved to be under the general sign regulations.

Chair Barton liked the wordage change from temporary signs to informal signs.

Commissioner Blees also noted removing the political sign definition under types of signs. Ms. Howe clarified political signs can be placed in yards 45 days before the election and 10 days after the election. Ms. Howe stated Provision C of the Ordinance will be placed under General Provisions.

Ms. Howe removed yard signs from this ordinance and put them under the general regulation category. She also noted a standard yard sign is 32 square feet. She suggested this be a maximum square footage whether you have 1 sign or more than one sign.

Commissioner Blees agreed with the maximum aggregate area of 32 square feet as long as they are out of the right-of-way.

It was noted that duration and quality of sign would fall into maintenance of a sign. This could be a regulation that could be enforced if necessary.

Chair Barton clarified the removal of Numbers 2-3 and to keep Numbers 4-5 of the Sign Ordinance.

Commissioner Blees understood that you are not able to tell people what they can and cannot put in their yard but you can regulate size, quantity, location, how big and how many. Chair Barton stated it could be enforced even though we probably wouldn't want that right to do so. Commissioner Blees confirmed Ms. Howe changed the word in the Ordinance from 'temporary' to 'informal.'

The Planning Commission agreed signs should be regulated by size, location, and quantity.

Ms. Howe provided a list of prohibited signs. They are as follows; billboards, inflatables, off premise signs, rotating signs, signs attached to mobile equipment, and signs that are unsafe for traffic.

The Planning Commission found no other signs that should be prohibited.

Ms. Howe provided a chart explaining types of signs and where they can be placed. Signs in the residential Chart in Ordinance now. Chair Barton suggested using the word 'allowed' instead of 'permitted.'

The Planning Commission discussed sign regulations in multi-family, mixed use, single residential, and commercial districts.

Chair Barton wondered if a wall sign on an apartment complex would be appropriate. Ms. Howe clarified that no, a wall sign on an apartment building would not be allowed.

Commissioner Gelbmann questioned how to clarify the definition of residential use. Ms. Howe agreed it is an important part of the Ordinance to clarify and stated multifamily falls under residential use.

The Planning Commission discussed various options for multi-use sign requirements. It was noted that current City code is based on building square footage.

Council Member Wong suggested a more specific regulation to provide residents with a clear and concise definition.

The Planning Commission discussed multi use sign options such as amount of street footage, percentage of the building face the sign is on, or total wall size.

Commissioner Gelbmann suggested one standard size with a minimum of 10 square feet or percentage of space.

Ms. Howe proposed expanding the residential sign code for single family residential, 2 family residential, and multi-family residential to require a permit for a permanent sign.

Chair Barton offered some differentiation between single-family and multi-family use and would see the benefit for some flexibility.

Chair Barton mentioned R-1 and R-2 regulation is a two-square-foot maximum aggregate sign area. Ms. Howe stated this could be addressed in the Exemptions section but City code does require an address sign but it will not count for your sign square footage.

Commissioner Brenna wondered about changing dimensions to 8 square feet for signage.

Commissioner Blees suggested defining what a flashing light means and allow internal lit signs. Ms. Howe explained the definitions for variable flashing lights are currently in this draft. Other topics of discussion were hanging lights, building signs, free standing signs, wall size sign, and individual tenant signage.

Ms. Howe suggested removing the current Planned Unit Design Ordinance requiring a master sign plan to allow for flexibility and discretion.

Chair Barton suggested bringing a severability permit into this draft. Ms. Howe stated she will include a time frame as a requirement and look 60 days in conjunction with other Code requirements.

The Planning Commission reviewed and discussed the temporary banner portion of the Ordinance. There was also discussion surrounding the definition of a flag, a banner, and the size of each. Suggestions derived from the discussion were to regulate flags by size, location, pole height, and the set back of the pole.

Chair Barton stated temporary flag signs would be left up to the Planning Commission for review and approval or getting rid of the flag sign portion of the ordinance.

Chair Barton expressed her concern with flashing neon light signs, stating it is a safety hazard.

Commissioner Wise noted concern over regulating font size and static readability stating the Planning Commission does want to put to many restrictions on a business. Ms. Howe will research electronic signs regarding font size, static readability, and safety concerns.

Ms. Howe concluded she will send a redlined and a clean version of the Sign Ordinance draft changes to Planning Commission members.

The Planning Commission reached consensus to direct staff to make revisions as discussed tonight and detailed in the meeting minutes.

VIII. OLD BUSINESS

A. Downtown Furniture Design Review Standards

City Planner Brandy Howe provided a PowerPoint presentation, noting the objective is to review the outdoor seating and streetscape elements and materials palette to determine and define the design style standards including architectural character, color, and product material, for outdoor patio seating in the downtown area. She displayed colored slides depicting streetscape elements and materials palette, noting the number one choice was an ‘antique’ style. Could have something more formal is desired.

Chair Barton suggested creating a spreadsheet showing commercial vs residential grade, and detailed costs of patio furniture. It was also suggested to allow individual organizations to have more say in the matter and begin a pilot program with merchants.

Commissioner Monge expressed concern with the patio furniture being a possible City liability. Planning Secretary Ritchie believed the city would be responsible but will check with City Attorney for clarification.

Chair Barton suggested making a list of essential work to discuss next month. She noted community garden, signage, rentals, and off-street parking lot as the main ideas for next month’s discussion. This will also help the City Council know what is important to the Planning Commission for 2022.

B. Street Cafés and Parklet Programs

Due to the late hour, this item will be considered at the March 3, 2022 meeting.

C. Downtown Review Manual

Due to the late hour, this item will be considered at the March 3, 2022 meeting.

D. Off-Street Parking Requirements Update

Due to the late hour, this item will be considered at the March 3, 2022 meeting.

IX. REPORTS FROM STAFF

A. Joint EDA & Planning Commission Meetings – Meeting Type ‘Regular’ vs. ‘Special’

Chair Barton explained “Special” meetings require a 3-day notice while “Regular” meetings require a 4-day notice of meeting agenda items. The City provided the same 3-day minimum notice for this joint meeting as if it were solely a Planning Commission meeting. It was determined the agenda should be posted 4 business days before the meeting date.

Commissioner Blees pointed out the posted updates have been very helpful to the public.

X. REPORTS FROM COUNCIL LIAISON

Council Member Wong noted the City is still looking for people to join the Planning Commission. Currently there are three applicants and accepting applications will be closed soon. She reported that the Council discussed sidewalks at the retreat and the meeting on March 24th is for all of the Commission Chairs. There was discussion on safety issues yesterday regarding Highways 120 and 36. Council Member Wong provided an update on the Redevelopment Master Plan timeline.

Ms. Ritchie noted available grants for patio furniture.

XI. REPORTS FROM COMMISSIONERS

Commissioner Monge updated the Planning Commission on the status of the Economic Development Authority.

Commissioner Wise described his work with Hillcrest Urban Development Committee.

XII. ADJOURNMENT

There being no further business, motion to adjourn by Commissioner Brenna, and seconded by Commissioner Gelbmann, with all present voting aye (6-0). Motion carried to adjourn the meeting at 9:47 p.m.

The next regularly scheduled Planning Commission Meeting is Thursday, March 3, 2022 at 6:15 p.m.

Members, please notify any planned absences to: Lisa Ritchie
Planning Commission Secretary
651-747-2400
lisa.ritchie@northstpaul.org

Lisa,

I'd suggest that the sentence be adjusted:

Ms. Howe suggested removing the current Planned Unit Design Ordinance requiring a master sign plan to allow for flexibility and discretion.

Ms. Howe suggested removing the current provision to allow signs with a planned unit development because it provides staff with too much discretion for approval.

Something like that. Should we ask Elaine her thoughts?

Brandy Howe
Sr. Professional Community Planner
612.368.2018 (o)
WSB | wsbeng.com



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From: E None <eabrtn1@msn.com>
Sent: Friday, February 11, 2022 1:21 PM
To: Lisa Ritchie <Lisa.Ritchie@northstpaul.org>
Cc: Brandy Howe <bhowe@wsbeng.com>
Subject: Re: Draft of 2/3/22 Planning Commission Meeting Minutes

Caution: This email originated outside our organization; please use caution.

Lisa...a few suggestions for the draft that I think help clarify the overall gist and flow of the discussion related to the 2170 Eldridge proposal and the public input received. If nobody has mentioned these, before making any changes, you might forward this to other commissioners to be sure the suggested changes accurately reflect what I thought I heard. I've copied Brandy for that reason. Paragraph numbers for page 3 refer to what comes after the first sentence on the page (Chair Barton closed the public hearing):

Page 2 of 8: Don Schuman input: Add sentence summarizing his explanation that the two 40' lots adjoining the subject property received variances because they were "stuck" (weren't able to purchase additional land from a prior owner of the subject property).

Michell Ryan input: reword first sentence slightly to reflect her concern runoff might damage landscaping she put in place to correct prior pooling of water on her property.

Page 3 of 8: 1st paragraph: add before "wondered" – "Monge stated the flat roof isn't like others in the area and" then continue with "wondered if rain runoff..."

2nd paragraph: in 2nd sentence - change Blees to Gelbmann

3rd paragraph: change to something along the lines of "Barton explained before going into design details, she'd like the focus to be on the variance and subdivision issues because staff concluded the applicant doesn't meet standards in all cases. She stated she agreed with Staff a parcel A front yard setback variance was reasonable due to the existing condition. She asked if any commissioners think the staff recommendations aren't reasonable."

4th paragraph: replace "wondered if" with "Blees agreed with the staff option" that the applicant could....

5th paragraph: after "Wise noted" replace wording prior to the comma with "at this point aesthetics aren't something the commission could comment on".

6th paragraph: prior to this paragraph, add two new paragraphs summarizing two other comments made prior to the recommendation and vote – wording something along the lines of:

"Commissioner Brenna concurred with previous comments made and that the recommendations were reasonable" and

"Chair Barton questioned if action was needed on the 3rd recommendation to deny a Parcel B side yard setback since the commission didn't have plans for that parcel. Ms. Howe confirmed

building plans for that parcel weren't available and action on recommendations 1, 2 and 4-7 was needed.

Elaine

North St. Paul
Planning Commission
DRAFT 2022 Work Plan

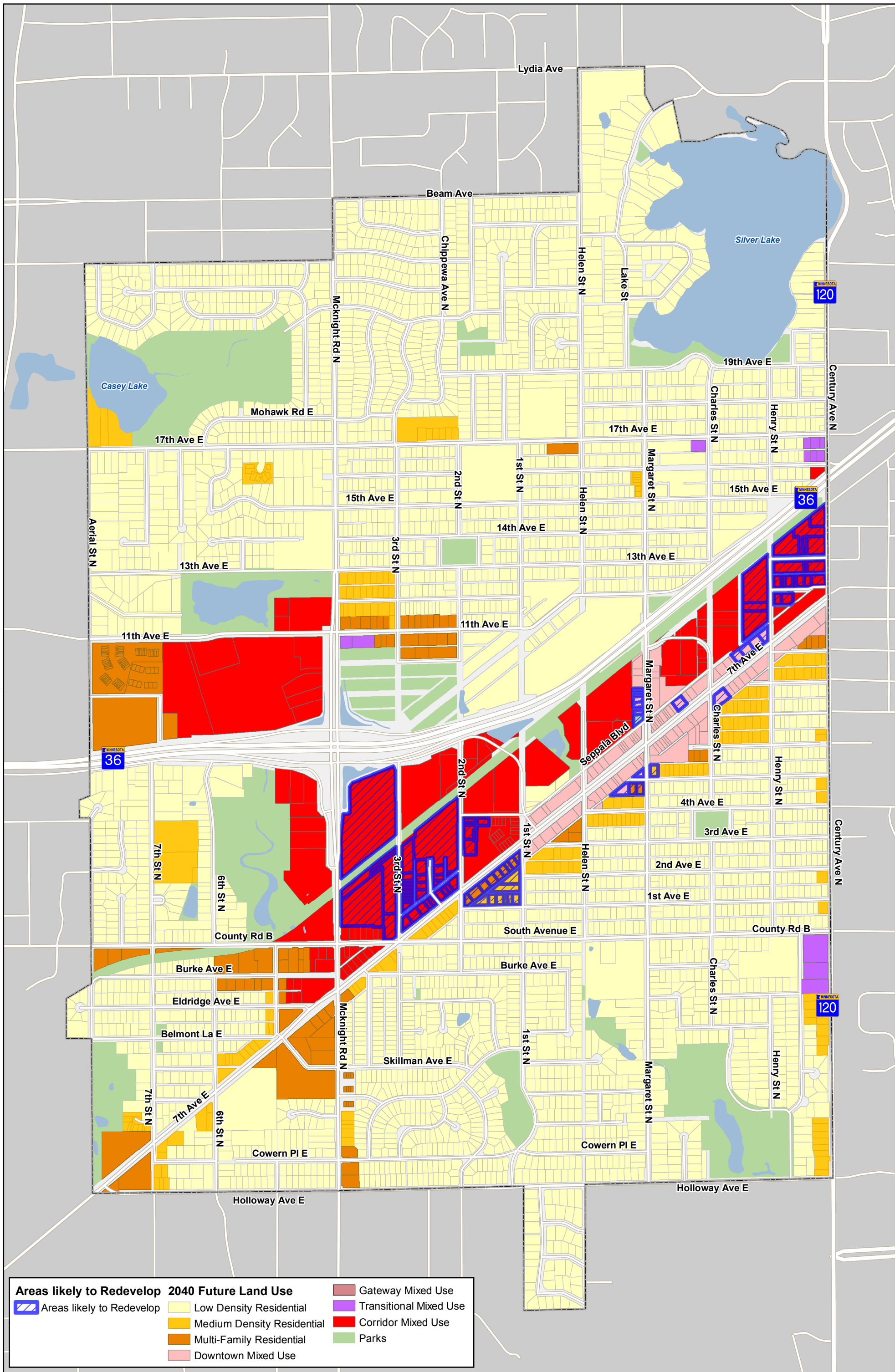
For discussion at the March 3, 2022, Planning Commission meeting

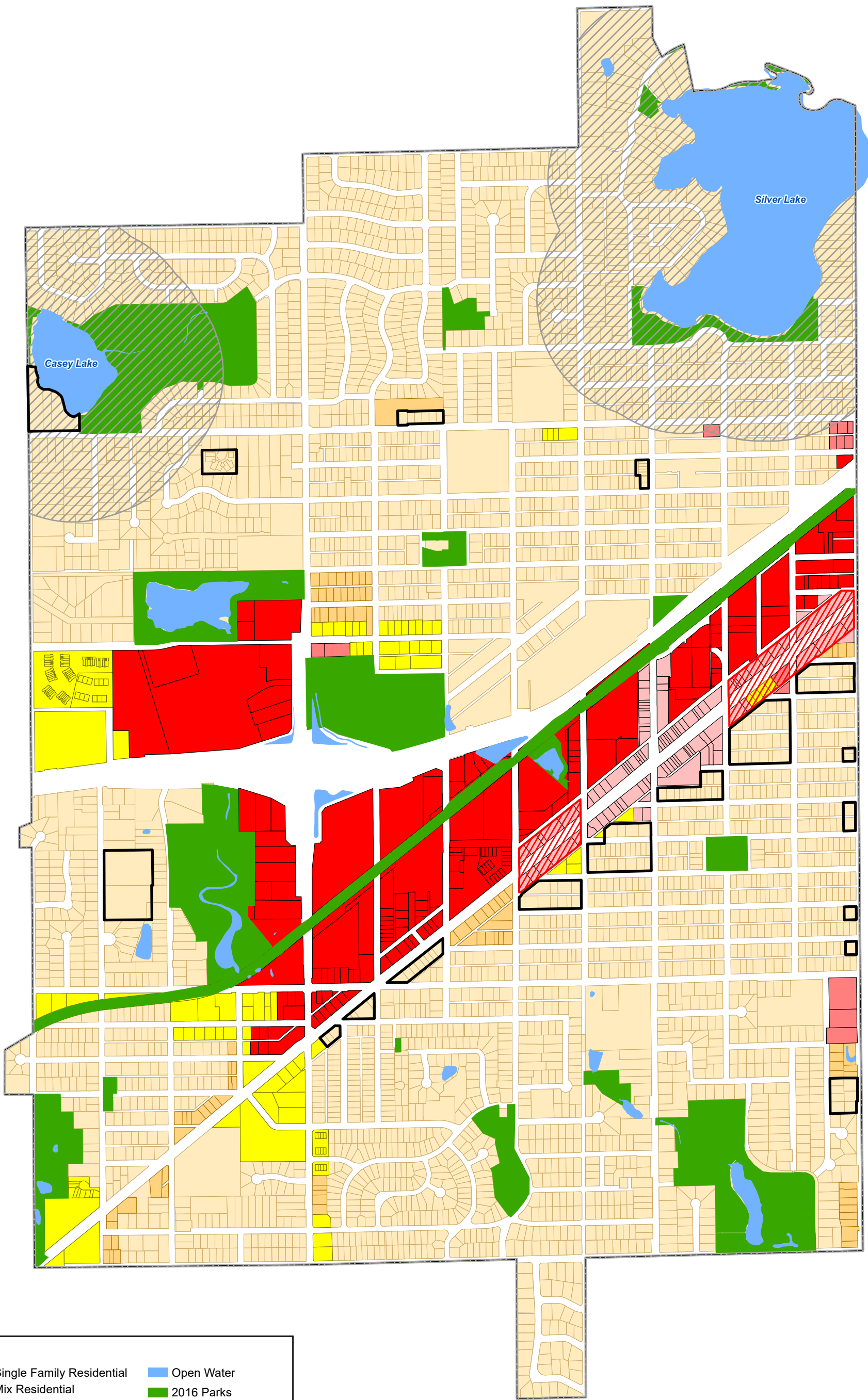
In Progress

1. Sign Ordinance Update
2. Downtown furnishings
3. Downtown parklets
4. Park Inventory

Potential Future Planning Projects

5. Update the Downtown Design Guidelines
6. Off-street parking requirements update
7. Zoning map update for compliance with the 2040 Comprehensive Plan (see attachments)
8. Park and open space plan
9. Sidewalk and bicycle/pedestrian plan





Zoning

- | | |
|---------------------------------|--------------------|
| R1- Single Family Residential | Open Water |
| R2- Mix Residential | 2016 Parks |
| R3- Multiple Family Residential | Shoreland Overlay |
| MU1- Downtown Mix Use | DtDistrict_Overlay |
| MU2- Transitional Mix Use | Zoning_Change |
| MU3- Corridor Mix Use | |



NORTH ST. PAUL
extraordinary.

**North St. Paul Comprehensive Plan
Zoning Changes
North St. Paul, MN**



0 850 Feet



Memorandum



To: Planning Commission
From: Brandy Howe, City Planner
Date: March 3, 2022
Re: City of North Saint Paul – Sign Ordinance Update
WSB Project No. 017235-444

Background

At the February 2022 meeting, the Planning Commission discussed draft sign ordinance sections to date. Staff revised the ordinance and now provides a second complete draft for your review and discussion. Commentary is provided for each ordinance section, below. Those sections that staff would like to focus the March discussion are in bold and summarized at the end of this memo.

1. § 157.001. Introductory Provisions. No change from previous drafts.
2. **§ 157.002. Definitions.** Definitions for dwelling types have been added to clarify signage on multifamily buildings. The word “prohibited” was added after the names for Billboard and Rotating Signs for more clarity. Flag, political, and temporary sign definitions are deleted. A definition was added for informal signs to replace temporary signs. Language was added to window signs considering them informal signs but with the potential of being more permanent.
3. § 157.003. Sign Permits. An application process has been added to obtain a sign permit. Language regarding review and appeals of sign permits was also added.
4. § 157.004. General Sign Regulations. No change from previous draft.
5. **§ 157.005. District Regulations.** Language in this section was updated to be inclusive to all residential zoning districts. Acceptable sign types are now sorted by single-family, two-family, or multifamily instead of zoning district. Sign area was also updated for each zoning district, increasing by dwelling size. A new table with non-residential sign regulations was combined to include both the non-residential uses in the residential zoning district and the Mixed-Use District regulations.
6. **§ 157.006. Standards for Sign Types.** Language has been added regarding the display of electronic message centers. Certification is required from the signs manufacturer stating the sign conforms to the correct luminance levels. A table for text size and legibility was added stating the minimum size of text for various speed limits on adjacent roads. Additional language was added under freestanding and wall signs regarding sign area requirements. A window sign subsection with area requirements has been added at the end of this section.
7. § 157.007. Multitenant Buildings. Language was deleted which referred to freestanding or monument signs being allowed per street right-of-way for a multitenant site.
8. § 157.008. Signs in an Approved Planned Unit Development. This section was deleted all-together as it gives the zoning administrator un-due authority to approve signs with out specific standards to follow.
9. **§ 157.009. Informal Signs.** The heading was changed to “Informal Signs”. A 30-day maximum requirement was added for the duration of temporary signs. Language was also added to the area requirement to refer to the District Regulations section. Language in the flag subsection was deleted that stated the sign ordinance in no way can prohibit or limit the display of government

flags. A 25-foot height requirement was also added for flag poles. This section is now renumbered 157.008.

10. **§ 157.010. Prohibited Signs.** Flashing lights was added. This section now is renumbered 157.009.

11. **§ 157.011. Exemptions.** Flags was deleted. This section is now renumbered 157.010.

12. **§ 157.012. Nonconforming Signs.** No change from previous draft. This section is now renumbered 157.011.

13. **§ 157.013. Abandoned Signs.** No change from previous draft. This section is now renumbered 157.012.

14. **§ 157.014. Enforcement.** No change from previous draft. This section is now renumbered 157.013.

Two new sections were added following enforcement.

- **§ 157.014. Substitution Clause.** Any sign allowed under this section may contain, in lieu of any other message or copy, any lawful noncommercial message or copy.
- **§ 157.015. Severability.** If any section, subsection, paragraph, sentence, clause or phrase of this section or its application to any person or situation should be held to be invalid or unconstitutional for any reason by a court or competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this section or its application to any other person or situation.

SIGN ORDINANCE

WORKING DRAFT (March 3, 2022)

Table of Contents

§ 157.001. Introductory Provisions	1
§ 157.002. Definitions	1
§ 157.003. Sign Permits	33
§ 157.004. General Sign Regulations	33
§ 157.005. District Regulations	54
§ 157.006. Standards for Sign Types	87
§ 157.007. Multitenant Buildings	109
§ 157.008. Signs in Approved Planned Unit Development	109
§ 157.009. Temporary Signs	109
§ 157.010. Prohibited Signs	1244
§ 157.011. Exemptions	1244
§ 157.012. Nonconforming Signs	1244
§ 157.013. Abandoned Signs	1342
§ 157.014. Enforcement	1342

CHAPTER 157. SIGN ORDINANCE.

§ 157.001. Introductory Provisions

- A). Purpose. It is not the purpose or intent of this section to regulate the message displayed on any sign; nor is it the purpose or intent of this article to regulate any building design or any display not defined as a sign, or any sign which cannot be viewed from outside a building. The purpose and intent of this article is to:
1. Regulate the number, location, size, type, illumination, and other physical characteristics of signs within the city in order to promote the public health, safety and welfare.
 2. Maintain, enhance, and improve the aesthetic environment of the city by preventing visual clutter that is harmful to the appearance of the community.
 3. Improve the visual appearance of the city while providing for effective means of communication, consistent with constitutional guarantees and the city's goals of public safety and aesthetics.
 4. Provide for fair and consistent enforcement of the sign regulations set for herein under the zoning authority of the city.
 5. Ensure adequate means of expression as allowed by the first amendment of the U.S. Constitution and other federal, state, and local laws.
- B). Applicability. Any exterior signage erected, altered, or maintained after the effective date of this ordinance shall conform to the regulations in this Chapter.
- C). Interpretation. Any sign type determined by staff not identified by this code may be considered for approval by the Plan Commission at a regular meeting.

§ 157.002. Definitions

AWNING SIGN. A building sign attached to, affixed to, or painted on an awning.

BANNER SIGN. A sign made of fabric or other similar nonrigid material with no enclosing framework or

electrical components that is supported or anchored on two or more edges or at all four corners.

BENCH SIGN. A sign attached to a bench located on the street and designed for seating while waiting at a bus stop.

BILLBOARD (Prohibited). An off-premises sign intended by the sign owner to be available for sale, lease, or rental for the purpose of promoting any business or other activity which is not situated on the same property as the billboard or of promoting any product or service which is not primarily available on the same property as the billboard; and incidentally used for the display of public service messages.

BUILDING SIGN. A building sign is attached to or supported by a building whether it is the wall, window, or roof of the building. This sign type includes awning, canopy, marquee, projecting, roof, and wall signs.

CANOPY SIGN. A building sign attached to, affixed to, or painted on a canopy.

DWELLING, MULTIFAMILY. A residential structure containing three or more dwelling units.

DWELLING, SINGLE FAMILY. A detached residential structure that is designed for or occupied by one family only.

DWELLING, TWO FAMILY. A residential structure containing two dwelling units.

ELECTRONIC MESSAGE CENTER (EMC). A sign that can display words, symbols, figures, or images that can be electronically changed by remote or automatic means.

FEATHER SIGN. A temporary sign made of lightweight materials that is prone to move in the wind, and that contains a harpoon-style pole or staff that is driven into the ground or supported by means of an individual stand.

FLAG. Any fabric or flexible material attached to or designed to be flown from a flagpole or other similar structure.

~~**FLAG SIGN.** Any fabric or flexible material advertising a business or service attached to or designed to be flown from a flagpole or other similar structure.~~

FREESTANDING. A permanent sign on a frame, pole, or other, support structure not attached to any building. This sign type includes pylon, post and arm, and monument signs.

INFLATABLE SIGN. (Prohibited) Portable or fixed mannequins, characters, dummies, or other shapes that are inflated by any method that may or may not contain or include logos, text or any other insignia designed to attract attention.

INFORMAL SIGN. A sign structure or device that is easily installed and removed and is not intended or suitable for permanent display due the construction, materials, placement, or installation.

INTERNAL WAYFINDING. A sign used to aid customers in circulation within parking lots of commercial or other nonresidential uses. These signs could come in the form of monument, pylon, post and arm, or wall sign types.

MARQUEE SIGN. Any building sign attached to a marquee, a permanent roof-like structure projecting beyond a building or extending along and projecting beyond the wall of the building, generally designed and constructed to provide protection from the weather.

MONUMENT SIGN. A freestanding sign supported primarily by an internal structural framework or integrated into landscaping or other solid structural features other than support poles.

NONRESIDENTIAL USE. Any land use that is not a residential use.

OFF-PREMISES SIGN. (Prohibited) Any sign that advertises an establishment, merchandise, service, or entertainments which is not sold produced, manufactured, or furnished at the property on which said sign is located.

ON-PREMISES SIGN. A sign whose message is related to the premises or the activity and use occurring on the premises on which the sign is located.

~~**POLITICAL SIGN.** A temporary sign announcing or supporting political candidates or issues in connection with any national, state or local election.~~

POST AND ARM SIGN. A type of freestanding sign supported by a post and arm.

PROJECTING SIGN. A type of building sign extending outward from the face of the building.

PYLON SIGN. A type of freestanding sign supported by a post and arm.

RESIDENTIAL USE. See dwelling, multifamily, dwelling, single family, and dwelling, two family.

ROOF SIGN. Any single or double-faced signs mounted upon the roof of a building. This also includes

signs painted or displayed directly upon the roof surface.

ROTATING SIGN (Prohibited). A sign that revolves, rotates, or mechanically moves.

SIGN. A communication device, structure, or fixture which is intended to identify a building, use, business, or event; or to promote the sale of products, goods or services; using graphics, letters, figures, symbols, trademarks or written copy. Painted wall designs or patterns which do not represent a product, service or registered trademark, and which do not identify the user, are not considered signs.

~~TEMPORARY SIGN. A sign structure or device that is easily installed and removed and is not intended or suitable for permanent display due to the construction, materials, placement, or installation.~~

WALL SIGN. A building sign mounted flat against a wall or painted on the wall of a building or structure with the exposed face of the sign in a plane parallel to the face of the wall.

WINDOW SIGN. A sign posted, painted, placed, or affixed to the interior or exterior of a window. For the purposes of this chapter, window signs are considered to be Informal Signs and are regulated as such though some may be more permanent in nature in terms of the length of time said sign is displayed within a window.

§ 157.003. Sign Permits

A). Applicability. The following sign types shall require a sign permit in all districts:

1. Building. A building sign is attached to or supported by a building whether it is the wall, window, or roof of the building. This sign type includes awning, canopy, marquee, projecting, roof, and wall signs.
2. Freestanding. This sign type includes monument, post and arm, and pylon signs.

B). Application.

1. A sign permit application shall be submitted for all signs requiring a permit.
2. A sign permit application shall be accompanied by all items listed below in subsection C, below, and shall be accompanied by a permit fee according to the adopted fee schedule.

~~B).C).~~ Permit Requirements.

- ~~3.~~ A site plan and/or building elevations showing the position, height, and dimensions of the sign(s) in relation to all nearby existing or proposed buildings, structures, and property lines.
- ~~2.4.~~ All applications for sign permits shall be accompanied by the appropriate fee(s) as set forth by the City Council and listed in the fee schedule.
- ~~3.5.~~ Written consent of the property owner of the building or site upon which a sign is to be erected, constructed, or maintained.
- ~~4.6.~~ Such other information as the zoning administrator requires to show full compliance with this and all other laws and ordinances of the city.

D). Review. Sign permits are reviewed administratively by the zoning administrator with a determination made within 30 days from the time an application has been deemed complete.

E). Appeals. Appeals from the zoning administrator's determination shall be heard by the Planning Commission and a recommendation made to City Council.

~~G).F).~~ Nullification. A sign permit shall become null and void if the work for which the permit was issued has not been completed within a period of six months after the date of the permit. A permit may be renewed, and no additional fee shall be collected for the renewal.

~~D).G).~~ Revocation. The city may revoke a permit under the provisions of this chapter when a sign is in violation of this chapter of any other ordinance in the City of North Saint Paul. Any signs installed under a revoked permit shall be removed within ten days of written notice of the revocation.

§ 157.004. General Sign Regulations

A). Applicability. All signs except official traffic and street signs shall conform to the provisions of this section and any other ordinance or regulations of the city.

B). Sign Area Measurement.

1. The area within the sign frame shall be used to calculate the square footage.
2. The area without a sign frame shall be determined by drawing a box around the outermost periphery

of letters or graphics. The square footage shall be that of the box surrounding the said letters or graphics.

3. Each side of a double-faced sign shall be considered in determining the total display surface area. The face shall be that portion of a sign upon which the message, advertisement or similar display is presented, as distinguished from the structural members.

C). Sign Height Measurement. The height of a sign shall be measured from the existing grade, or, if elevations of the centerline of the nearest frontage street are provided by the sign applicant, this point of elevation may be used rather than the existing grade.

D). Setbacks.

1. All monument and freestanding signs shall be set back a minimum of 10 feet from any property line and a minimum of 5 feet from any parking area or driveway.
2. All freestanding signs unless specifically noted otherwise, shall maintain a 10-foot setback from all lot lines. The city may require a greater or lesser setback due to public safety reasons, which may include the following conditions. vehicle sight distance, distance from intersection, designation of adjacent right-of-way.

E). Placement.

1. No sign shall be placed in such a position as to endanger pedestrians, bicyclists, or traffic on a street by obscuring the view or by interfering with official street signs or signals.
2. No sign may be located within a vision triangle as depicted in Chapter 154, Figure 23.
3. Signs and their supporting structures shall maintain clearance and not interfere with any surface and underground utility or communications lines or equipment.
4. No sign shall be mounted on chimneys, rooftop equipment, towers, flagpoles, cooling towers, elevator penthouses, commercial antennas, communication towers, belfries, church spires and cupolas.
5. No sign shall be pasted or attached to utility poles, trees, fences, or other signs.

F). Materials and Construction.

1. All signs shall be constructed of durable materials using noncorrosive fastenings.
2. All signs shall be constructed in such a manner and of such material to be considered safe and substantial.
3. The installation of electrical signs shall be subject to the State's Electrical Code. Electrical service to freestanding signs shall be underground. All work shall be completed by an electrical contractor licensed by the State of Minnesota.
4. All signs and supporting structures shall be designed and constructed to withstand wind pressure of not less than 40 pounds per square foot of area.
5. Signs and their supporting structures shall maintain clearance and noninterference with all surface and underground utility and communication lines or equipment.
6. Signs which utilize electricity must be installed in accordance with the current electrical code and all necessary electrical and building permits must be obtained prior to placement. Exposed wiring or conduit shall not be allowed.

G). Lighting

1. General Illumination Standards.
 - a. Backlit. A light source contained within the sign element or sign cabinet that illuminates by shining through a translucent surface or sign face, except where only the letters, numbers or logos of the sign copy are illuminated.
 - b. External. A light source outside the sign element or sign cabinet that illuminates by directing light onto the sign surface, such as by floodlight or spotlight.
 - c. Internal. A light source contained within the sign cabinet that illuminates by directing light onto the sign surface, or that illuminates only the letters, numbers or logos of the sign copy, and which is not backlit.
2. Lighted signs shall be no closer than 20 feet from the nearest residential property and shall be illuminated only by white or amber light.

H). Maintenance

1. All signs and components thereof shall be kept in good repair and in safe, neat, clean and attractive condition and in compliance with all applicable building code requirements.
2. The owner or any sign shall be required to have such a sign properly painted including all parts and supports of the sign unless such parts or supports are galvanized or otherwise treated to prevent rust. This shall also apply to murals.
3. The owner or lessee of any sign, or the owner of the land on which the sign is located, shall keep the grass, weeds, or other growth cut and the area between the sign and the street and the area within six feet from the ends of the sign free from refuse.
4. Any sign which becomes structurally unsafe or endangers the safety of a building or premises or endangers the public safety shall be considered a public nuisance and shall be taken down and removed by the owner, agent, or person having the beneficial use of the building, structure or land upon which the sign is located, within ten days after written notification from the Zoning Administrator.

§ 157.005. District Regulations

- A). Applicability. The following district regulations and sign standards are applicable to permanent sign types requiring a sign permit. Temporary signs are regulated under Section 157.009 and do not contribute to the maximum aggregate sign area of this subsection.
- B). Residential District (R-1, R-2, R-3) Sign Regulations for Residential Uses in all zoning districts.
 1. Acceptable Sign Types. See standards for sign types in Section 157.006.

Signs for Residential Uses <u>in all Districts</u>			
	District		
Sign Type	<u>R-1 Single-Family</u>	<u>R-2 Two-Family</u>	<u>R-3 Multifamily</u>
Awning	Not allowed	Not allowed	Allowed
<u>Billboard</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>
Canopy	Not allowed	Not allowed	Allowed
Electronic Message Center	Not allowed	Not allowed	Not allowed
Freestanding	Not allowed	Not allowed	Allowed
Internal Wayfinding	Not allowed	Not allowed	Allowed
Marquee	Not allowed	Not allowed	Not allowed
Projecting	Not allowed	Not allowed	Not allowed
Roof	Not allowed	Not allowed	Not allowed
Wall	Not allowed	Not allowed	Allowed
<u>Temporary Informal</u>	Allowed	Allowed	Allowed

2. Sign Dimensional Standards in the Residential Districts.

District	Use	Maximum Total Aggregate Sign Area
R-1	Single Family	<u>32 SF</u>
	Two Family	<u>32 SF</u>
	Multifamily	<u>60 SF</u>
	Non-residential	60 SF
R-2	Single Family	<u>32 SF</u>
	Two Family	<u>32 SF</u>
	Multifamily	<u>32 SF</u>
	Non-residential	60 SF
R-3	Single Family	<u>32 SF</u>

	Two Family	<u>32 SF</u>
	Multifamily	<u>60 SF</u>
	Non-residential	60 SF

C). ~~Mixed-Use District (MU-1, MU-2, MU-3)~~ Sign Regulations for Non-Residential uses based on district.

Signs for Non-Residential Uses*						
	District					
Sign Type	R-1	R-2	R-3	<u>MU-1</u>	<u>MU-2</u>	<u>MU-3</u>
Awning	Allowed	Allowed	Allowed	<u>Allowed</u>	<u>Allowed</u>	<u>Allowed</u>
Billboard	NP	NP	NP			
Canopy	Not allowed	Not allowed	Not allowed	<u>Allowed</u>	<u>Allowed</u>	<u>Allowed</u>
Electronic Message Center	Allowed	Allowed	Allowed	<u>Allowed</u>	<u>Allowed</u>	<u>Allowed</u>
Freestanding	Allowed	Allowed	Allowed	<u>Allowed</u>	<u>Allowed</u>	<u>Allowed</u>
Internal Wayfinding	Allowed	Allowed	Allowed	<u>Allowed</u>	<u>Allowed</u>	<u>Allowed</u>
Marquee	Not allowed	Not allowed	Not allowed	<u>Allowed</u>	<u>Allowed</u>	<u>Allowed</u>
Projecting	Not allowed	Not allowed	Not allowed	<u>Allowed</u>	<u>Allowed</u>	<u>Allowed</u>
Roof	Not allowed	Not allowed	Not allowed	<u>Allowed</u>	<u>Allowed</u>	<u>Allowed</u>
Wall	Allowed	Allowed	Allowed	<u>Allowed</u>	<u>Allowed</u>	<u>Allowed</u>
Temporary Informal	Allowed	Allowed	Allowed	<u>Allowed</u>	<u>Allowed</u>	<u>Allowed</u>
<u>*Including Live/Work units as defined in §154.003.</u>						

1. ~~Acceptable Sign Types. See standards for sign types in Section 157.006.~~

Signs for Residential Uses			
	District		
Sign Type	<u>MU-1</u>	<u>MU-2</u>	<u>MU-3</u>
Awning	<u>Not allowed</u>	<u>Not allowed</u>	<u>Not allowed</u>
Billboard	NP	NP	NP
Canopy	<u>Not allowed</u>	<u>Not allowed</u>	<u>Not allowed</u>
Electronic Message Center	Not allowed	Not allowed	Not allowed
Freestanding	<u>Allowed</u>	<u>Allowed</u>	<u>Allowed</u>
Internal Wayfinding	<u>Allowed</u>	<u>Allowed</u>	<u>Allowed</u>
Marquee	<u>Not allowed</u>	<u>Not allowed</u>	<u>Not allowed</u>
Projecting	<u>Not allowed</u>	<u>Not allowed</u>	<u>Not allowed</u>
Roof	<u>Not allowed</u>	<u>Not allowed</u>	<u>Not allowed</u>
Wall	<u>Not allowed</u>	<u>Not allowed</u>	<u>Not allowed</u>
Temporary	<u>Allowed</u>	<u>Allowed</u>	<u>Allowed</u>

Signs for Non-Residential Uses*			
	District		
Sign Type	<u>MU-1</u>	<u>MU-2</u>	<u>MU-3</u>
Awning	<u>Allowed</u>	<u>Allowed</u>	<u>Allowed</u>

Billboard	NP	NP	P
Canopy	Allowed	Allowed	Allowed
Electronic Message Center	Allowed	Allowed	Allowed
Freestanding	Allowed	Allowed	Allowed
Internal Wayfinding	Allowed	Allowed	Allowed
Marquee	Allowed	Allowed	Allowed
Projecting	Allowed	Not allowed	Not allowed
Roof	Allowed	Allowed	Allowed
Wall	Allowed	Allowed	Allowed
Temporary	Allowed	Allowed	Allowed
*Including Live/Work units as defined in §154.003.			

~~136.D).~~ Sign Dimensional Standards.

District	Use	Maximum Total Aggregate Sign Area
M-1	Single Family	32 SF
	Two Family	32 SF
	Multifamily	60 SF
	Non-residential	250 SF
M-2	Single Family	32 SF
	Two Family	32 SF
	Multifamily	60 SF
	Non-residential	250 SF
M-3	Single Family	32 SF
	Two Family	32 SF
	Multifamily	60 SF
	Non-residential	300 SF

~~D).~~E). Downtown Overlay District Regulations

1. Purpose.
 - a. Preserve cultural aspects of the historic commercial district.
 - b. Encourage the physical development of the city as intended by the city's Comprehensive Plan and Downtown Design Manual.
 - c. Encourage the harmonious development and appearance of structures and property within the district.
 - d. Maintain and improve property values of the district and throughout the city.
2. Acceptable Sign Types.
 - a. Except for those sign types listed as prohibited in Section 157.009~~10~~ and subsection 3, below, those signs listed as acceptable in Section 157.005 are permitted.
3. Prohibited Sign Types.
 - a. All sign types listed in Section 157.~~010~~009.
 - b. Signs with flashing lights or bare bulb lights.
 - c. Fiberglass or plastic signs, except A-frame/sandwich board signs.
4. Placement. Signs shall not cover architectural detail on the building, windows, or cornices.

§ 157.006. Standards for Sign Types

A). Awning Sign.

1. Area. Signs shall not exceed 75 percent of individual awning area or awning width.
2. Number. One awning sign per façade.
3. Placement. The awning structure shall have a minimum 8-foot vertical clearance above sidewalk or pathway.

B). Canopy Sign.

1. Area. Signs shall not exceed 75 percent of individual canopy area or canopy width.
2. Number. One canopy sign per façade.
3. Placement.
 - a. The canopy structure shall have a minimum 8-foot vertical clearance above sidewalk or pathway.
 - b. May be placed on the front, above, or suspended below the canopy.

C). Electronic Message Centers (EMC)

1. General.
 - a. EMCs shall only be permitted on freestanding signs.
 - b. EMCs are permitted in all non-residential and mixed-use districts. In residential districts, EMCs are permitted for civic and institutional uses only.
 - c. Non-conforming signs shall not be eligible for conversion to an electronic message center.
2. Number. One electronic message center sign per street frontage.
3. Height. EMCs shall adhere to the height standards for freestanding signs.
4. Display.
 - a. EMCs shall maintain an 8 second minimum dwell time for any images.
 - b. Any change from one static display to another must be instantaneous and shall not include any distracting effects, such as dissolving, spinning, or fading. Animation, motion, or video displays are prohibited.
 - c. The images and messages displayed must be complete in themselves without continuation in content to the next image or message or to any other sign.
 - d. No EMC shall have a brightness level that exceeds 0.3 foot-candles above ambient light.
 - ~~d.e.~~ All EMC signs shall include certification from the sign's manufacturer that the sign has been preset to conform to the luminance levels noted above and these settings are protected from end users' manipulation by password protected software.
 - ~~e.f.~~ EMCs may use multiple colors within the display, but the use of color shall not create distraction or a hazard to the public health, safety, or welfare.
5. Text size and legibility. The following minimum text sizes shall apply to all EMCs. If a sign is located on a corner with streets having differing speed limits, the minimum text size shall be based on the standard for higher speed limit to ensure legibility.

Minimum Text Sizes for EMC Signs	
Speed Limit of Adjacent Road	Minimum Text Size
<u>25 to 34 MPH</u>	<u>7"</u>
<u>25 to 44 MPH</u>	<u>9"</u>
<u>45 to 54 MPH</u>	<u>12"</u>
<u>55 MPH or more</u>	<u>15"</u>

~~5.6.~~ Operation.

- a. All EMCs shall be equipped with a means to immediately discontinue the display if it malfunctions.
- b. The owner of an EMC must immediately cease operation of their sign when notified by the city that it fails to comply with the standards of this chapter.

D). Freestanding (includes monument, and pylon sign types).

1. Area. The total area of one freestanding signs shall not exceed 1 square foot of surface area for every one foot of lineal street frontage.

4.2. Number. One freestanding sign per street frontage.

2.3. Height.

- a. Post and arm signs shall not exceed 5 feet above existing grade.
- b. Monument signs shall not exceed 8 feet above existing grade.
- c. Pylon signs shall not exceed 25 feet above existing grade.
- d. Electronic message center signs shall not exceed 8 feet above existing grade.

E). Internal Wayfinding Sign.

1. Number. Appropriate number of signs to provide directional assistance given size of site and circulation pattern as determined by the zoning administrator.
2. Height. 8 feet.
3. Sign Type. Internal wayfinding signs may come in the form of monument, pylon, or post and arm sign types.
4. Design. Signs shall be designed in a uniform manner (within individual subdivision or center) using consistent background color and typeface colors.

F). Marquee.

1. Area. Signs shall not exceed 75 percent of the size of the marquee.
2. Placement.
 - a. Marquee structure shall have a minimum 8' vertical clearance above sidewalk or pathway.
 - b. May be placed on the front, above, or below the canopy.

G). Projecting.

1. Number. One projecting sign per façade that is visible from a street, alley, or customer parking lot.
2. Projection.
 - a. Horizontally oriented signs shall not project more than 8 feet outward from the face of the building.
 - b. Square or vertically oriented signs shall not project more than 3 feet outward from the face of the building.
 - c. Shall not be located directly over windows or in conflict with other signs or architectural features of the building.
 - d. Signs may project into public right-of-way for storefront buildings but shall not extend over the curb into the travel lane.
3. Height.
 - a. Minimum 8' vertical clearance above sidewalk or pathway, and minimum 14' minimum vertical clearance when within 5 feet of a roadway.
 - b. Sign shall not extend above the building parapet, soffit, the eave line or the roof of the building.

H). Roof.

1. Number. One roof sign per building.
2. Height. Roof signs shall not exceed 5 feet above the ridge line or parapet.

I). Wall.

1. Area. A minimum of 10 square feet up to a maximum of 15 percent of the building face.
2. Number. One sign per tenant per façade visible from an adjacent street, alley, or customer parking lot.
3. Distance from Wall. Wall signs shall not stand more than 6 inches away from the wall.

J). Window.

- 3.1. Area. Permanent window signs are limited to one-third of the surface area of the window to which they are affixed.

§ 157.007. Multitenant Buildings

- A). The property owner shall be responsible for allocating the allowable sign area among the tenants of multi-tenant buildings. If the owner does not allocate the sign area, the city may do so based on the relative floor area or tenant frontage.
- B). The total surface area of all individual signs on the buildings shall not exceed the maximum square footage requirements per Sections 157.005(B)(2) and 157.005(C)(2) ###.
- ~~C). One freestanding or monument sign may be permitted per street right-of-way for a multitenant site, provided it meets the maximum surface area requirements of ### and height requirement of Section ###.~~
- ~~D).~~ C). Master Sign Plan. A master sign plan is required to control total sign area and sign placement to help eliminate incongruities as tenants/occupants change.
1. No permit shall be issued for an individual sign per Section 157.003 ### without a submittal of a master sign plan as part of the permit application.
 2. A master signage plan containing the following information:
 - a. A scaled site plan showing location of buildings, parking lots, driveways and landscaped areas and an accurate indication on the site plan of the proposed location of present and future signs of any type, whether requiring a permit or not.
 - b. Scaled color drawings clearly showing the location of the sign on the site or building elevation.
 - c. Dimensions of each sign per the plan including a summary table with said dimensions.
 - d. The plan shall be signed by all owners or their authorized agents in such form as required by the city or as a part of applicable and active restrictive covenants.
 - e. A master sign plan may be amended by filing administratively a new master sign plan that conforms to all requirements of this chapter.
 - f. After approval of a master signage plan, no sign shall be erected, placed, painted or maintained, except in conformance with approved master signage plan and such plan may be enforced in the same way as provisions of this chapter.

§ 157.008. Signs in Approved Planned Unit Development

- ~~A). Applicability. A sign plan with differing requirements may be approved by the zoning administrator. Factors which will be used in determining if an individual Planned Unit Development sign plan will be considered include the following:~~
- ~~1. The development includes a structure three stories or greater.~~
 - ~~2. The development includes multiple structures and/or substantial site area.~~
 - ~~3. The development includes mixed uses.~~
 - ~~4. A sign plan is uniquely adapted to address the visibility needs of a development while remaining consistent with the intent of this section to direct high quality signage.~~
 - ~~5. The sign plan includes permanent sign covenants which can be enforced by the city.~~

§ 157.0098. Temporary Informal Signs

- A). Applicability. Temporary signs are not intended for permanent installation. Temporary signs come in a variety of types, each of which are regulated by below. Where not specifically defined, temporary signs shall be regulated per Subsection B.
- B). General Regulations.
1. Location.
 - a. No temporary sign may be placed in the right-of-way. Exception: banners and bus bench and shelter signs, refer to subsections C.2. and C.3., below.
 - b. If attached to a building, sign shall be flat and shall not project above the roof line.
 - c. If ground mounted, the top of the sign shall not extend more than 6 feet above ground level.
 - d. If ground mounted, the sign shall be set back no less than ten feet from the property line.

2. Limit. No more than ~~###~~4 temporary signs may be placed on a site at any one time.
 3. Duration. If not specified by type of temporary sign in subsection C, below, the maximum duration for which a temporary sign may be on display shall be ~~30 days###~~.
 4. Area. The maximum aggregate area of temporary signs shall not exceed the area standards per 157.005(B)(2) and 157.005(C)(2). ~~### square feet.~~
 5. Maintenance. All temporary signs must be maintained and shall be removed if material shows signs of wear such as fraying, fading, chipping or other physical damage.
- C). Specific Regulations by Type of Temporary Sign.
1. A-frame (sandwich board).
 - a. Location. Signs must leave a minimum of 6 feet of clear walkway on the sidewalk.
 - b. Limit. One sign allowed per business, ten square feet per side, four feet in height.
 - c. Duration. No limit, other than such signs shall not be left on the sidewalk overnight.
 2. Banner Sign.
 - a. Location. Banner signs may extend across a public street only by permission of the governing body and shall be subject to all related laws and ordinances.
 - b. Limit. One sign per property.
 - c. Duration. Banners may be displayed 21 days prior to and three days after an event.
 - d. Mounting. Signs may be supported by posts or stakes which are attached to the ground or securely attached to the face of a building.
 3. Bus Bench or Shelter Sign.
 - a. Location. Signs may be installed on bus benches and/or shelters within city right-of-way, pursuant to a franchise authorized by the City Council.
 - b. Limit. One sign per bus bench or shelter.
 - c. Duration. No limit on the duration of the sign.
 4. Feather Sign.
 - a. Location. Sign shall be set back no less than 10 feet from the property line.
 - b. Limit. Two per site, provided there is at least 100 feet of separation between the signs.
 - c. Duration. 90 days per individual sign per calendar year.
 5. ~~Flag Sign.~~
 - a. Location. Sign shall be set back no less than 10 feet from the property line.
 - b. Limit. The maximum aggregate area of all flag signs shall not exceed 32 square feet. Nothing in this section shall in any way prohibit or limit the display of national, state, county or city flags.
 - ~~c.~~ Duration. No limit on the duration of the sign.
 - ~~c-d.~~ Height. A flag pole shall not exceed a height of 25 feet.
 6. Neon Light Sign.
 - a. Location. No limit on the location of the sign except as otherwise specified in this Code.
 - b. Limit. Neon signs shall not occupy more than 20 percent of the window area or building wall area.
 - c. Duration. No limit on the duration of the sign.
 7. Political Sign.
 - a. Location. Sign shall be set back no less than 10 feet from the property line.
 - b. Limit. No limit to the number of signs per parcel; however, the maximum aggregate area of all such signs shall not exceed 32 square feet.
 - c. Duration. Per Minn. Stat. 211B.045, all noncommercial signs of any size may be posted in any number beginning 46 days before the state primary in a state general election year until 10 days following the state general election. The same time limitations shall apply to local elections.
 8. Window Signs.
 - a. Location. No limit on the location of the sign except as otherwise specified in this Code.

- b. Limit. Window signs must not consume more than 25 percent of the window area.
- c. Duration. No limit on the duration of the sign.

§ 157.00910. Prohibited Signs

- A. Prohibited Sign Types.
 - 1. Billboards.
 - ~~2.~~ 2. Flashing lights.
 - ~~2.3.~~ 3. Inflatable signs.
 - ~~3.4.~~ 4. Off-premises signs.
 - ~~4.5.~~ 5. Rotating signs.
 - ~~5.6.~~ 6. Signs on or attached to mobile equipment where the sign is a principal use of the equipment on either a temporary or permanent basis.
 - ~~6.7.~~ 7. Signs which are of a size, location, movement, content, coloring or manner of illumination which may be confused with or construed as a traffic control device, or which hide from view any traffic or street sign or signal or which obstruct the view in any direction at a street or road intersection.
- B. Prohibited signs are subject to removal by the city at the owner's expense.

§ 157.0140. Exemptions

- A. The following are not regulated by this ordinance.
 - 1. Building addresses.
 - ~~2.~~ 2. Flags.
 - ~~3.2.~~ 3. Historic plaques.
 - ~~4.3.~~ 4. Murals.
 - ~~5.4.~~ 5. Seasonal decorations.
 - ~~6.5.~~ 6. Sculptures.
 - ~~7.6.~~ 7. Traffic signs.

§ 157.0112. Nonconforming Signs

- A. A nonconforming sign is any sign that was legally established and maintained in compliance with the provisions of all applicable laws in effect at the time of original installation but that does not now comply with the provisions of this chapter. It is the intent of this chapter to recognize that the eventual elimination of signs that do not comply with the provisions of this chapter is as important as the prohibition of new signs that would violate these standards.
- B. General Requirements. A nonconforming sign may not be:
 - 1. Changed to another nonconforming sign.
 - 2. Structurally altered to extend its useful life.
 - 3. Expanded.
 - 4. Reestablished after a business discontinued for 60 days.
 - 5. Reestablished after damage or destruction of more than 50 percent of its value, as determined by the building official.
- C. Abatement. After the expiration of the time applicable to a particular type of sign, as provided in subsection C below, signs not conforming to the provisions of this chapter shall be brought into compliance.
- D. Amortization. After the date of enactment of this chapter, the following signs located within any zoning district shall be brought into compliance with the provisions applicable to the zoning district within the following time periods:
- E. Maintenance and Repair. Non-conforming signs and sign structures may be maintained and repaired.

§ 157.013012. Abandoned Signs

An abandoned sign is a sign that has been inactive for a period of at least 180 days. An abandoned sign shall be removed by the owner or lessee of the premises upon which the sign is located when the business that it advertises is no longer conducted on the premises. If the owner or lessee fails to remove the sign, the director shall give the owner thirty (30) days written notice to remove it. Upon failure to comply with the notice, the director may have the sign removed at the owner's expense.

§ 157.014013. Enforcement

The provisions of this chapter shall be enforced and administered in accordance with the provisions of the Zoning Code.

§ 157.014. Substitution Clause

Any sign allowed under this section may contain, in lieu of any other message or copy, any lawful noncommercial message or copy.

§ 157.015. Severability

If any section, subsection, paragraph, sentence, clause or phrase of this section or its application to any person or situation should be held to be invalid or unconstitutional for any reason by a court or competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this section or its application to any other person or situation.



To	Date
Planning Commissioners	March 3, 2022

Agenda Placement #
Old Business

Subject
Downtown Furniture Design Review
Standards

Background/Facts
Review 3 options for patio furniture to define the parameters around patio furniture in the downtown area. OR Define what is NOT allowed.

Recommended Action

Attachments
1. DOWNTOWN (1)

Respectfully submitted,
Lisa Ritchie, Administrative Assistant

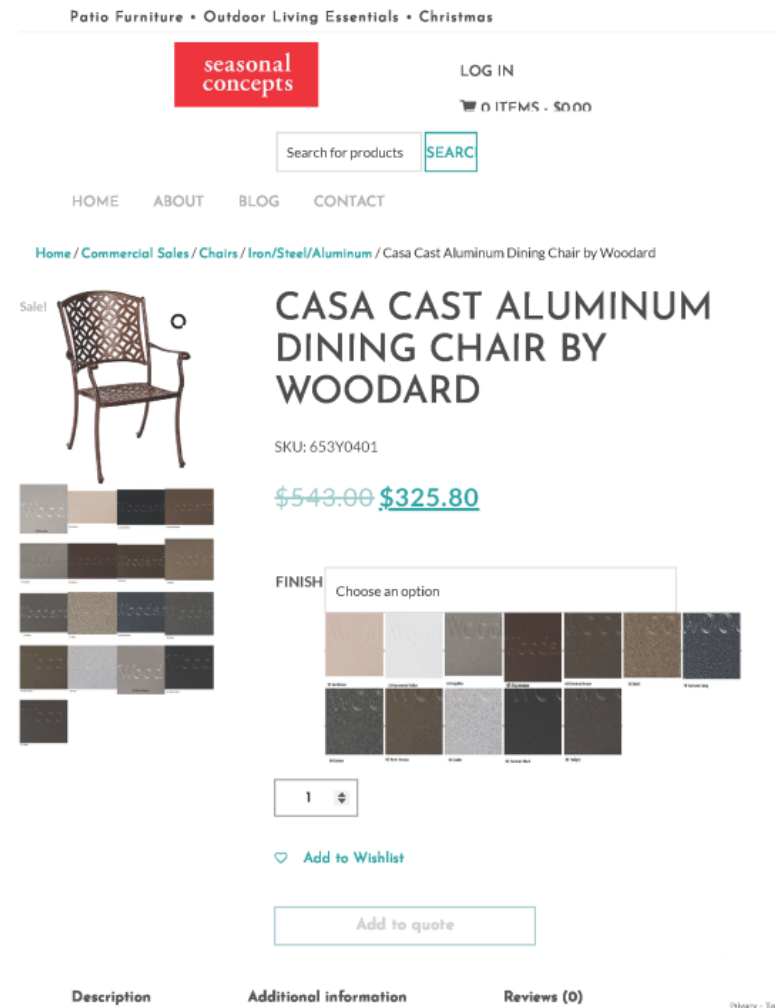
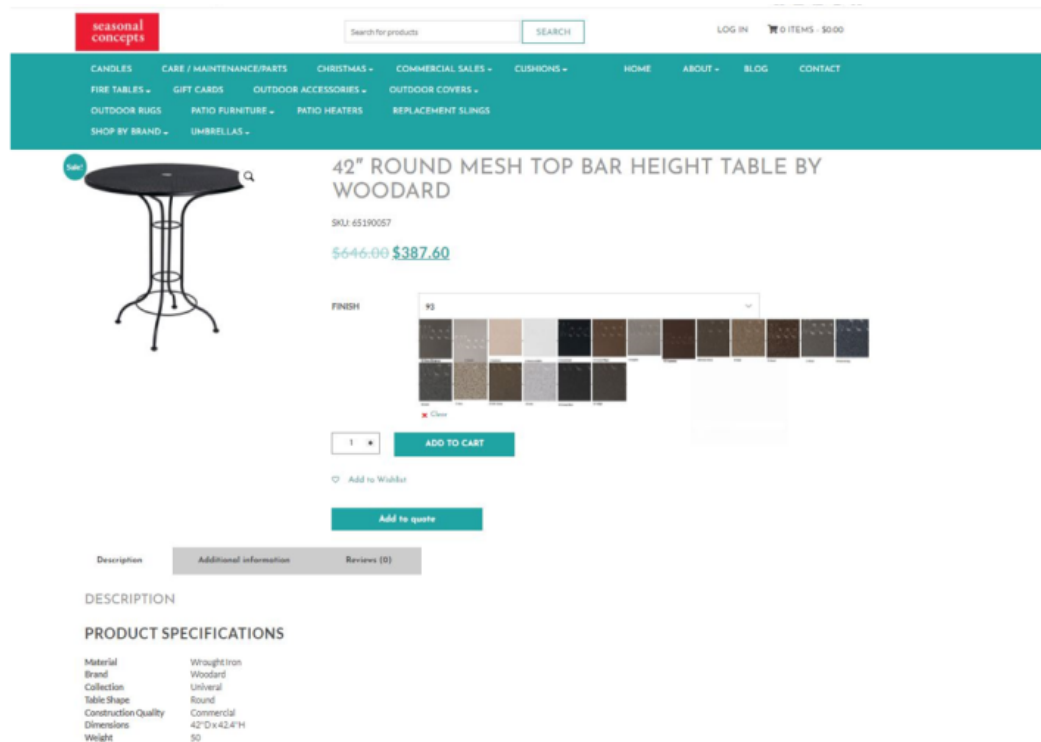


NORTH ST. PAUL

DOWNTOWN
PATIO FURNITURE

Season Concepts – Commercial Grade

Complete set = \$1690.80



Home Depot – Commercial Grade

Home / Outdoors / Patio Furniture / Patio Dining Furniture / Patio Dining Sets

Internet #305340062 Model #CORT1DNGPUS Store SKU #100426913

Hanover (Brand Rating: 4.0/5)

Cortino 5-Piece Commercial-Grade Aluminum Outdoor Dining Set with 4 Slat-Back Dining Chairs and a 38 in. Slat-Top Table

★★★★★ (1) [Questions & Answers](#)

\$1489⁰⁰

\$249.00 /mo* suggested payments with 6 months* financing [Apply Now](#)

How to Get It Delivering to: **55330** | [Change](#)

 Ship to Store Pickup Jan 6 - Jan 11 FREE	 Ship to Home Get it by Mon, Jan 17 FREE	 Scheduled Delivery Not available for this item
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We'll send up to **4** to **Elk River** for **free pickup**
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1

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PHI VILLA 5-Piece Metal Patio Outdoor Table and Chairs Dining Set- 37" Square Bistro Table and 4 Backyard Garden Chairs, Table with 1.57" Umbrella Hole

★★★★☆ 138 ratings

\$385⁹⁹

Pay \$32.17/month for 12 months, interest-free upon approval for the Amazon Rewards Visa Card

Color	Black
Brand	PHI VILLA
Item Dimensions LxWxH	37 x 37 x 28 inches
Item Weight	101 Pounds
Assembly Required	Yes

About this item

- Table Size: 37"L x 37"W x 28"H, Diameter of umbrella hole: 1.57"; Chair size: 25"L x 22.5"W x 35"H, Seat height: 16.5", Weight capacity: 300LBS.
- Sturdy wrought iron frame longevity with e-coating needs no special maintenance, rust and weather resistant, bring you years of enjoyment on patio, balcony, or other outdoor area.
- Patio dining set including 1 square metal table & 4 stackable backyard chairs. Spacious chair and table comfortable for four or more person family dinner and party.
- The elegant lattice-weave design of chair looks beautiful in any outdoor setting; 1.57" umbrella hole fits most umbrellas. Easy to assemble & clean.
- 1 Year warranty for outdoor & indoor use. You may will receive 4 packages in different day. And if you have any question, please contact us, we will help you to solve it.

\$385⁹⁹

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