



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

**May 5, 2022
6:30 PM**

The Planning Commission Meeting will be conducted on **May 5, 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 **May 5, 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

Participants accessing the meeting by phone please use the following meeting ID:
87556902183

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

Brandy Howe, Planning Consultant
Lisa Ritchie, Planning Secretary

III. Adopt Agenda

IV. Approval of Minutes

- A. Approval of the April 7, 2022 Planning Commission meeting minutes

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. Downtown Furniture Guidelines
- B. Sign Ordinance

VIII. Reports from Staff

IX. Reports from Council Liaison

X. Reports from Commissioners

XI. Adjournment

The next regularly scheduled Planning Commission meeting is June 2, 2022

**CITY OF NORTH ST. PAUL
PLANNING COMMISSION
REGULAR MEETING MINUTES
THURSDAY, April 7, 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 6:30 p.m.

II. ROLL CALL

COMMISSION

Elaine Barton, Commission Co-Chair

John Monge, Commission Co-Chair

Patrick Blees, Commissioner (**excused absence**)

Eric Brenna, Commissioner

Rick Gelbmann, Commissioner

Andrew Wise, Commissioner

Lisa Wong, Commission City Council Liaison

STAFF

Brandy Howe, City Planner

Lisa Ritchie, Planning Secretary

III. ADOPT AGENDA

Motion to adopt agenda by Commissioner Gelbmann, and seconded by Commissioner Monge, with all present voting aye, and Commissioner Blees absent (5-0). Motion carried to adopt the April 7, 2022 agenda.

IV. APPROVAL OF MINUTES

A. Approval of March 3, 2022 Meeting Minutes

Commissioner Wise requested the following correction on page 4 of the pdf packet, sentence should read “short-term rentals” not short-term parking.

Commissioner Brenna questioned page 8 of 70 who spoke discussing the “various political signs.” He did not think it was him.

Motion to approve minutes by Commissioner Monge, and seconded by Commissioner Wise, with all present voting aye, and Commissioner Blees absent (5-0). Motion carried to approve the March 3, 2022 regular meeting minutes as corrected.

V. MEETING OPEN TO THE PUBLIC

There were no comments.

VI. PUBLIC HEARINGS

There were no public hearings.

VII. COMMISSION, BUSINESS, ACTION ITEMS & RECOMMENDATIONS

A. Sign Ordinance Update

City Planner Brandy Howe updated the Planning Commission on the Sign Ordinance according to the requested changes from the previous Planning Commission meeting. The Planning Commission discussed several changes throughout the presentation.

Co-Chair Barton suggested providing the Business Association, EDA, City staff and code enforcement a simplified version of the sign ordinance to receive feedback. How noted she will provide this overview.

B. 2022 PC Work Plan

Howe noted the WSB met with Stark and added a few more items. Co-Chair Barton suggested zoning maps and subdivisions be at the top of the priority list.

Howe opted for using an outside agency to review the design guidelines. Commissioner Gelbmann suggested a general vision rather than a detailed plan so it can be altered when and if needed. Ms. Howe mentioned when the new Community Director is hired, there may be some changes making it easier to alter if necessary. The Planning Commission also discussed moving some bullet points around to increase priority.

Planning Secretary Lisa Ritchie will discuss with city manager in order to be consistent with past language. Ritchie will send the templates over when they are complete.

C. Wayfinding Plan for Reference

Commissioner Wise suggested moving the Wayfinding plan up on the priority list. Howe inquired about specific goals of the Planning Commission.

D. Joint Meeting Agenda Topics

Co-Chair Barton noted the date had to be moved and has not been solidified yet. Commissioners Wise and Gelbmann suggested providing the Planning Commission's priority list at this joint meeting.

Ritchie stated the intent for the meeting is for both groups to discuss their goals for the year. Co-Chair Barton stated to email Richie with any questions. Howe wondered about a presentation on the sign ordinance at this meeting. The Planning Commission agreed this was a good idea.

E. Downtown Furniture

Ritchie stated she had not completed any more research. Council Member Gelbmann mentioned suggesting ideas to City Council. Council Liaison Wong stated City Council is looking for details on the materials and further direction on the furniture. Ritchie will put together basic specifications. Council Member Brenna suggested putting together a comparison document and a list of materials. Ritchie stated she will include photos and specify heavy duty plastic, weather resistant and maintenance free as a top priority

VIII. REPORTS FROM STAFF

A. Status of Wayfinding Plan Implementation

Howe discussed this item earlier in the agenda.

Howe stated they are very close to a full draft of the redevelopment master plan which looks to be wrapped up June or July, and suggested an open house during a City Council workshop meeting.

Ritchie stated the EDA is working on creating green space from a vacant lot.

X. REPORTS FROM COUNCIL LIAISON

Council Liaison Wong stated Arts and Culture Commission is working on a mural. She also noted the City Council will hire a Community Development Director to decrease some of the workload and give the City more direction. Clean up will be on April 30th from 800-1100 a.m. and garage sales will be May 5-7.

XI. REPORTS FROM COMMISSIONERS

Co-Chair Barton reviewed the meeting on March 24th with City Council, EDA, and City staff. Council Member Monge questioned if Planning Commission could get city email accounts. Ritchie suggested creating a different email account and using it only for Planning Commission communication.

XII. ADJOURNMENT

There being no further business, motion to adjourn by Commissioner Monge, and seconded by Commissioner Brenna, with all present voting aye, Commissioner Blees absent, (5-0). Motion carried to adjourn the meeting at 8:46 p.m.

The next regularly scheduled Planning Commission Meeting is Thursday, May 5, 2022

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

The following guidelines have been set forth by the North St. Paul Planning Commission regarding outdoor downtown furniture.

If a downtown business wishes to have outdoor seating/furniture, it must be:

- Durable - Commercial grade (vs. residential)
- Made of weather resistant materials such as:
 - Wrought Iron
 - Cast Iron
 - Aluminum
 - Lumber-grade HDPE plastic

Wrought Iron example



Aluminum example



Lumber-grade HDPE plastic example



Memorandum



To: Planning Commission
From: Brandy Howe, City Planner
Date: May 5, 2022
Re: City of North Saint Paul – Sign Ordinance Update
WSB Project No. 018602-444

Background

At the April 2022 meeting, the Planning Commission discussed the April draft of the sign ordinance. Staff accepted the changes per direction from the Planning Commission and revised the May draft as outlined in this report. Additional changes were also included based on review by the City attorney.

1. § 157.001 Introductory Provisions. No policy changes.
2. §157.002. Definitions.
 - a. The word “permanent” was removed from the definition of a Freestanding sign.
3. §157.003. Sign Permits.
 - a. The word “permanent” was added in the applicability section to provide clarity that “permanent sign types” require a permit.
4. §157.004. General Sign Regulations.
 - a. In the Materials and Construction section, bullet number five has been deleted because it was redundant. This bullet read, “Signs and their supporting structures shall maintain clearance and noninterference with all surface and underground utility and communication lines or equipment.”
5. §157.005. Sign Area and Location Regulations.
 - a. The word “permanent” was added in the sign type by land use table. This was added for clarity as all sign types in this table are permanent besides the “Nonpermanent” column.
 - b. An asterisk was added after “Nonpermanent signs” with an explanation at the bottom of the table to tell readers to refer to Section 157.008 for a list of nonpermanent sign types.
6. §157.006. Standards for Permanent Signs.
 - a. Under Canopy Signs, number 2 has been edited. Instead of one sign per façade, it’s been updated to one sign per side of structure. The last sentence, “One canopy sign per side of fuel station canopies” has been deleted.
 - b. Under Projecting Signs, number 2a has been deleted. This bullet read “Projecting signs shall have a maximum 8 feet vertical clearance above sidewalk or pathway.”
 - c. Under Roof Signs, number 2 has been deleted. This bullet read “Rooftop signs may only be placed upon one-story buildings.”
 - d. Under Wall Signs, number 1 has been edited. Instead of a maximum of 15 percent, wall signs can be a maximum of 1/3 of the building face.

7. §157.007. Multitenant Buildings.

- a. Under the Master Sign Plan, section C.2.f has been edited to include approval of a master signage plan “by the zoning administrator”.

8. §157.008. Nonpermanent Signs.

- a. Under Location in General Regulations, numbers 1c & 1d have been deleted in relation to height and setback requirements for Freestanding signs. A specific section for Freestanding Signs has been added (157.008.C.6) that includes the language from 1c and 1d.
- b. Under Location in General Regulations, number 5 has been moved up to be number 4.
- c. Under Specific Regulations by Type of Nonpermanent Sign, a provision has been added for A-frame (sandwich board) signs stating they shall not be left on the sidewalk overnight.
- d. Under Window Signs, the maximum area allowed is 1/3 of the window area and no longer 25%.

9. §157.009. Prohibited Signs. No changes.

10. §157.010. Exemptions.

- a. Inflatable seasonal and holiday decorations was removed as a separate exception and the language “including inflatable seasonal decorations” was added after seasonal decorations.

11. §157.011. Nonconforming Signs. No changes.

12. §157.012. Abandoned Signs. No changes.

13. §157.013. Enforcement. No changes.

14. §157.014. Substitution Clause. No changes.

15. §157.015. Severability. No changes.

SIGN ORDINANCE

WORKING DRAFT (May 5, 2022)

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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 forth 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.
6. Minimize hazards caused by signs that are structurally unsound, interfere with sightlines or unduly distract drivers, pedestrians, or bicyclists.

- B). Applicability. Any sign visible from a public street 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 nonpermanent 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.

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 (AIR ACTIVATED) SIGN. (Prohibited) A nonpermanent sign typically made of plastic, cloth, canvas, or other light fabric, inflated with air, and held upright, typically by mechanical means.

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.

NONPERMANENT 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.

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

OFF-PREMISES SIGN. (Prohibited) A sign whose message is unrelated to the premises or the activity and use occurring on the premises on which the 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.

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.

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 device, structure, or fixture which communicates a message using words, graphics, letters, figures, symbols, trademarks or other visual representations. Painted wall designs or patterns are not considered signs.

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.

§ 157.003. Sign Permits

A). Applicability. The following [permanent](#) 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. All sign permit applications shall be accompanied by a permit fee according to the adopted fee schedule.
3. A sign permit application shall be accompanied by the following items:
 - a. 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.
 - b. Written consent of the property owner of the building or site upon which a sign is to be erected, constructed, or maintained.
 - c. Such other information as the zoning administrator requires to show full compliance with this and all other laws and ordinances of the city.

C). 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.

D). Appeals.

1. Applicants wishing to appeal a determination by the zoning administrator shall do so in writing within 30 days of said determination.
2. Appeals from the zoning administrator's determination shall be heard by the Planning Commission and a recommendation made to City Council.
3. The Planning Commission shall consider the appeal within 45 days of filing of said appeal by the applicant.

E). 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.

F). Revocation. The city may revoke a permit when a sign is in violation of this chapter or 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 permanent and nonpermanent 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 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, 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.
 6. No sign shall be pasted or attached to city property or equipment without permission from the governing body and shall be subject to all related laws and ordinances.
- 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.~~
 - 6.5. 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. Source of the light must be directed at the sign and must be shielded (not be visible to pedestrians, motorists, or neighboring residents or businesses).
 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. All permanent signs shall be properly painted including all parts and supports of the sign unless such parts or supports are galvanized or otherwise treated to prevent rust.
 3. Any sign which becomes structurally unsafe or endangers the safety ~~or 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. Sign Area and Location Regulation

A). Applicability. The following district regulations and sign standards are applicable to all permanent and nonpermanent sign types.

B). Acceptable Sign Types by Land Use. See standards for sign types in Section 157.006.

Sign Types	Land Uses			
<u>Permanent</u>	Single-Family	Two-Family	Multifamily	Nonresidential
Awning	NA	NA	Allowed	Allowed
Canopy	NA	NA	Allowed	Allowed
Electronic Message Center	NA	NA	NA	Allowed
Freestanding	NA	NA	Allowed	Allowed
Internal Wayfinding	NA	NA	Allowed	Allowed
Marquee	NA	NA	NA	Allowed
Projecting	NA	NA	NA	Allowed
Roof	NA	NA	NA	Allowed
Wall	NA	NA	Allowed	Allowed
Nonpermanent <u>(all types)*</u>	Allowed	Allowed	Allowed	Allowed
Notes: NA means “not allowed.” *Refer to § 157.008 for a list of nonpermanent sign types.				

C). Sign Dimensional Standards. The dimensions listed below represent the maximum aggregate square footage of all permanent sign faces on a site based on the land use and zoning district.

Land Uses	Zoning Districts					
	R-1	R-2	R-3	MU-1	MU-2	MU-3
Single Family	32 SF	32 SF	32 SF	32 SF	32 SF	32 SF
Two Family	32 SF	32 SF	32 SF	32 SF	32 SF	32 SF
Multifamily	60 SF	32 SF	60 SF	60 SF	60 SF	60 SF
Non-residential	60 SF	60 SF	60 SF	250 SF	250 SF	300 SF

§ 157.006. Standards for Permanent Signs

A). Awning Sign.

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

B). Canopy Sign.

1. Signs shall not exceed 75 percent of individual canopy area or canopy width.
2. One canopy sign per [side of structure.](#) ~~building façade. One canopy sign per side of fuel station canopies.~~
3. The canopy structure shall have a minimum 8-foot vertical clearance above sidewalk or pathway.
4. The sign 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. Non-conforming signs shall not be eligible for conversion to an electronic message center.
2. One electronic message center sign may be allowed per street frontage, not to exceed two EMCs per site.

3. EMCs shall adhere to the height standards for freestanding signs.
4. EMC 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.
 - 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.
 - 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. EMC 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
25 to 34 MPH	7"
25 to 44 MPH	9"
45 to 54 MPH	12"
55 MPH or more	15"

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, pylon, and post and arm sign types).
 1. The total area of one freestanding sign face shall not exceed 1 square foot of surface area for every one foot of lineal street frontage, not to exceed the maximum aggregate sign area per 157.005(C).
 2. One freestanding sign per street frontage.
 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. Appropriate number of signs to provide directional assistance given size of site and circulation pattern as determined by the zoning administrator.
 2. Signs shall not exceed 8 feet in height.
 3. Internal wayfinding signs may come in the form of monument, pylon, or post and arm sign types.
 4. Signs shall be designed in a uniform manner (within individual subdivision or center) using consistent background color and typeface colors.
- F). Marquee.
 1. Signs shall not exceed 75 percent of the size of the marquee.
 2. Placement.
 - a. Marquee structure shall have a minimum 8 feet vertical clearance above sidewalk or pathway.

- b. May be placed on the front, above, or below the canopy.
- G). Projecting.
 - 1. One projecting sign per façade that is visible from a street, alley, or customer parking lot.
 - 2. Projection.
 - ~~a. Projecting signs shall have a minimum 8 feet vertical clearance above sidewalk or pathway.~~
 - ~~b.a.~~ Projecting signs shall not exceed 12 square feet in area.
 - ~~c.b.~~ Maximum distance between the sign and building face shall be one foot.
 - ~~d.c.~~ Horizontally oriented signs shall not project more than 8 feet outward from the face of the building.
 - ~~e.d.~~ Square or vertically oriented signs shall not project more than 3 feet outward from the face of the building.
 - ~~f.e.~~ Shall not be located directly over windows or in conflict with other signs or architectural features of the building.
 - ~~g.f.~~ 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 feet vertical clearance above sidewalk or pathway, and minimum 14 feet 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. One roof sign per building.
 - ~~2. Rooftop signs may only be placed upon one-story buildings.~~
 - ~~3.2.~~ Roof signs shall not exceed 3 feet above the ridge line or parapet.
 - ~~4.3.~~ The separation of the sign from the roofline to the bottom of the sign shall not be greater than one foot.
- I). Wall.
 - 1. A minimum of 10 square feet up to a maximum of ~~15 percent~~ 1/3 of the building face.
 - 2. One sign per tenant per façade visible from an adjacent street, alley, or customer parking lot.
 - 3. Wall signs shall not stand more than 6 inches away from the wall.
- J). Window. 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(C).
- 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 by the zoning administrator, 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. Standards for Nonpermanent Signs

- A). Applicability. Nonpermanent signs are not intended for permanent installation. Nonpermanent signs come in a variety of types, each of which are regulated by below. Where not specifically defined, nonpermanent signs shall be regulated per subsection (B), below.
- B). General Regulations.
 - 1. Location.
 - a. No nonpermanent 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 freestanding, the top of the sign shall not extend more than 6 feet above ground level.~~
 - ~~d. If freestanding, the sign shall be set back no less than ten feet from the street facing property line.~~
 - 2. Limit. No more than 4 nonpermanent signs may be placed on a site at any one time.
 - 3. Area. The maximum aggregate area of nonpermanent signs shall not exceed the area standards per 157.005(C).
 - 4. 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.
 - ~~4.5. Maintenance. All nonpermanent signs must be maintained and shall be removed if material shows signs of wear such as fraying, fading, chipping, or other physical damage.~~
 - ~~5.1. 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.~~
- C). Specific Regulations by Type of Nonpermanent Sign.
 - 1. A-frame (sandwich board).
 - a. Signs must leave a minimum of 6 feet of clear walkway on the sidewalk.
 - b. One sign allowed per business, ten square feet per side, four feet in height.
 - ~~b.c. Such signs shall not be left on the sidewalk overnight.~~
 - 2. Banner Sign.
 - a. 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. One sign per property.
 - c. 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. 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. One sign per bus bench or shelter.
 - 4. Feather Sign.
 - a. Sign shall be set back no less than 10 feet from the property line.
 - b. Two per site, provided there is at least 100 feet of separation between the signs.
 - 5. Flag.
 - a. Sign shall be set back no less than 10 feet from the property line.
 - b. The maximum aggregate area of all flag signs shall not exceed 32 square feet.

- c. A flagpole shall not exceed a height of 25 feet.

6. Freestanding.

- a. If freestanding, the top of the sign shall not extend more than 6 feet above ground level.
- b. If freestanding, the sign shall be set back no less than ten feet from the street facing property line.

~~6.7.~~ 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~~ 1/3 of the window area.

§ 157.009. Prohibited Signs

A. Prohibited Sign Types.

- 1. Billboards.
- 2. Flashing lights.
- 3. Inflatable signs.
- 4. Off-premises signs.
- 5. Rotating signs.
- 6. Signs on or attached to mobile equipment where the sign is a principal use of the equipment on either a nonpermanent or permanent basis.
- 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.

§ 157.010. Exemptions

A. The following are not regulated by this ordinance.

- 1. Building addresses.
- 2. Historic plaques.
- 3. Inflatable children's play equipment.
- ~~4. Inflatable seasonal or holiday decorations.~~
- ~~5.4.~~ Murals.
- ~~6.5.~~ Seasonal decorations, including inflatable seasonal decorations.
- ~~7.6.~~ Sculptures.
- ~~8.7.~~ Traffic signs.

§ 157.011. 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.~~
- ~~3.2.~~ Expanded.
- ~~4.3.~~ Reestablished after a business discontinued for ~~60 days~~ more than one year.
- ~~5.4.~~ Reestablished after damage or destruction of more than 50 percent of its value, as determined by the building official, and no building permit has been applied for within 180 days of when the damage occurred.

C. Amortization. After the date of enactment of this chapter, ~~the following nonconforming~~ signs located

within any zoning district shall be brought into compliance with this chapter if said sign is to be expanded, ~~structurally altered, or replaced~~.

D. Maintenance and Repair. Non-conforming signs and sign structures may be maintained and repaired.

§ 157.012. Abandoned Signs

An abandoned sign is a sign that has been inactive for a period of at least ~~180 days~~ one year. 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 zoning administrator shall give the owner 30 days written notice to remove it. Upon failure to comply with the notice, the zoning administrator may have the sign removed at the owner's expense.

§ 157.013. 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.