

**City of Ramsey  
Requests for Interest  
Dynamic Display Billboard**

**Introduction**

The City of Ramsey is requesting proposals from qualified businesses to construct and operate a Dynamic Display Billboard in the City of Ramsey. Please provide the business contact information below:

**Company information**

Business Name: Lamar Outdoor Advertising  
Street Address: 1025 Rook Rd. NE, Sauk Rapids, MN 56379  
Website: www.lamar.com  
References:

**Project Team (enter multiple members if applicable)**

Name: William Devine  
Role: Operations Manager  
Email: wdevine@lamar.com  
Phone: 320.253.3000 ext 113

**Experience**

Please provide example(s) of dynamic display billboard projects completed by your business. For each example, please describe how the project was funded for construction and how billboard was operated.

**Project Specifications/Required Submittals** Funded In house ; Operated remotely

Please include specifications/narrative to demonstrate how you will comply with the following.

- ✓ **Location:** Adjacent to US Highway 10/169 in the City of Ramsey city limits (proximity to COR preferred). Please provide Site Location Map (including legal description and PID) and Site Ownership of proposed site(s).
- ✓ **Size:** Dynamic display sign must not exceed 40 X 40 feet. (excluding the base). 10.6 X 36
- ✓ **Sign Base:** Sign base must be consistent/complimentary with City sign plan and branding. (please consult with Ramsey Zoning Staff at 763-433-9821).
- ✓ **Sign Graphics:** Virtual renderings of dynamic display sign for east bound and west bound traffic are required for location(s)
- ✓ **Construction, operation and maintenance:** Company must construct, operate and maintain sign

***Ramsey Business Advertising and Community Messaging:*** Ad space must be reserved for both City and local business advertising. Please describe how much space will be reserved for each entity type and if there will be reduced cost to advertise

***Duration:*** Commitment to a minimum of a 10-year agreement

***Ordinance Compliance/Changes:*** Construction and operation of the proposed dynamic display billboard will likely result in the need for City Ordinance amendments. Please include experience in working with Ordinance amendments.

***City Owned Parcels:*** The City is open to a location currently owned (or planned to be owned after pending Highway 10 Improvements) to locate a billboard. In that case, please provide detail on the financial structure of lease rates and/or revenue cost-share.

Lamar Co # 157

This Instrument Prepared by:  
James R. McIlwain  
5321 Corporate Boulevard  
Baton Rouge, Louisiana 70808

\_\_\_\_XXX New  
\_\_\_\_Renewal  
\_\_\_\_Lease #



\_\_\_\_\_  
James R. McIlwain

**SIGN LOCATION LEASE**

THIS LEASE AGREEMENT, made this **1st** day of **March, 2021**, by and between:

**CITY OF RAMSEY**

(hereinafter referred to as “Lessor”) and **THE LAMAR COMPANIES** (hereinafter referred to as “Lessee”), provides  
**WITNESSETH**

“LESSOR hereby leases to LESSEE, its successors or assigns, as much of the hereinafter described lease premises as may be necessary for the construction, repair and relocation of an outdoor advertising structure (“sign”), including necessary structures, advertising devices, utility service, power poles, communications devices and connections, with the right of access to and egress from the sign by LESSEE’S employees, contractors, agents and vehicles and the right to survey, post, illuminate and maintain advertisements on the sign, and to modify the sign to have as many advertising faces, including changeable copy faces or electronic faces, as are allowed by local and state law, and to maintain telecommunications devices or other activities necessary or useful in LESSEE’S use of the sign. Any discrepancies or errors in the location and orientation of the sign are deemed waived by LESSOR upon LESSOR’S acceptance of the first rental payment due after the construction of the sign.

The premises are a portion of the property located in the County/Parish of **ANOKA**, State of **MINNESOTA**, more particularly described as:

**7575 Hwy 10 NW, Ramsey, MN 55303; P.I.D 28-32-25-42-0002**

1. This Lease shall be for a term of twenty (20) years commencing on the first day of the calendar month following the date of completion of construction of the sign, or, if this is a renewal Lease, the term and payments begin TBD (“commencement date”).

LESSEE may renew this Lease, for an additional term, of equal length, on the same terms and conditions. Said renewal term shall automatically go into effect unless LESSEE shall give to LESSOR written notice of non-renewal at least sixty (60) days prior to the expiration of the original term.

2. LESSEE shall pay to LESSOR an annual rental of **TWELVE THOUSAND AND NO/100(\$12,000.00) Dollars**, payable in advance in equal installments of with the first installment due on the first day of the month following commencement. Rent shall be considered tendered upon due mailing or attempted hand delivery during reasonable business hours at the address designated by LESSOR, whether or not actually received by LESSOR. Should LESSEE fail to pay rent or perform any other obligation under this lease within thirty (30) days after such performance is due, LESSEE will be in default under the lease. In the event of such default, LESSOR must give LESSEE written notice by certified mail and allow LESSEE thirty (30) days thereafter to cure any default.

3. LESSOR agrees not to erect or allow any other off-premise advertising structure(s), other than LESSEE’S, on property owned or controlled by LESSOR within two thousand (2000) feet of LESSEE’S sign. LESSOR further agrees not to erect or allow any other obstruction of highway view or any vegetation that may obstruct the highway view of LESSEE’S sign. LESSEE is hereby authorized to remove any such other advertising structure, obstruction or vegetation at LESSEE’S option.

4. LESSEE may terminate this lease upon giving thirty (30) days written notice in the event that the sign becomes entirely or partially obstructed in any way or in LESSEE’S opinion the location becomes economically or otherwise undesirable. If LESSEE is prevented from constructing or maintaining a sign at the premises by reason of any final governmental law, regulation, subdivision or building restriction, order or other action, LESSEE may elect to terminate this lease. In the event of termination of this Lease prior to expiration, LESSOR will return to LESSEE any unearned rentals on a pro rata basis.

5. All structures, equipment and materials placed upon the premises by the LESSEE or its predecessor shall remain the property of LESSEE and may be removed by LESSEE at any time prior to or within a reasonable time after expiration of the term hereof or any renewal. At the termination of this lease, LESSEE agrees to restore the surface of the premises to its original condition. The LESSEE shall have the right to make any necessary applications with, and obtain permits from, governmental bodies for the construction and maintenance of LESSEE’S sign, at the sole discretion of LESSEE. All such permits and any nonconforming rights pertaining to the premises shall be the property of LESSEE.

6. LESSOR represents that he is the owner or lessee under written lease of the premises and has the right to make this agreement and to grant LESSEE free access to the premises to perform all acts necessary to exercise its rights pursuant to this lease. LESSOR is not aware of any recorded or unrecorded rights, servitudes, easements, subdivision or building restrictions, or agreements affecting the premises that prohibit the erection, posting, painting, illumination or maintenance of the sign. LESSOR acknowledges that the terms and conditions of this agreement are confidential and proprietary and shall not be disclosed to any third-party without the written consent of LESSEE.

7. In the event of any change of ownership of the property herein leased, LESSOR agrees to notify LESSEE promptly of the name, address, and phone number of the new owner, and LESSOR further agrees to give the new owner formal written notice of the existence of this lease and to deliver a copy thereof to such new owner at or before closing. In the event that LESSEE assigns this lease, assignee will be fully obligated under this Lease and LESSEE will no longer be bound by the lease. This lease is binding upon the personal representatives, heirs, executors, successors, and assigns of both LESSEE and LESSOR.

8. In the event of condemnation of the subject premises or any part thereof by proper authorities, or relocation of the highway, the LESSOR grants to the LESSEE the right to relocate its sign on LESSOR'S remaining property adjoining the condemned property or the relocated highway. Any condemnation award for LESSEE'S property shall accrue to LESSEE.

9. LESSEE agrees to indemnify LESSOR from all claims of injury and damages to LESSOR or third parties caused by the installation, operation, maintenance, or dismantling of LESSEE'S sign during the term of this lease. LESSEE further agrees to repair any damage to the premises or property at the premises resulting from the installation, operation, maintenance, or dismantling of the sign, less ordinary wear and tear.

10. LESSOR agrees to indemnify LESSEE from any and all damages, liability, costs and expenses, including attorney's fees, resulting from any inaccuracy in or nonfulfillment of any representation, warranty or obligation of LESSOR herein.

11. If LESSOR desires to sell or otherwise transfer any interest in the property upon which the sign is situated, LESSOR grants LESSEE an option to purchase a perpetual easement (servitude) encompassing the sign and the access, utility service and visibility rights set forth herein. LESSEE must elect to exercise this option within thirty (30) days after written notification of LESSOR's desire to sell. LESSEE'S failure to exercise this option within said period shall be a waiver of this option. The price for such easement (servitude) shall be six (6) times the previous Lease year's annual rental paid by LESSEE pursuant to the terms hereof. Closing shall be within thirty (30) days of LESSEE'S exercise of this option.

12. Prior to LESSEE removing its sign, and for five (5) years after such removal, LESSOR grants LESSEE a first right of refusal to match any bona fide agreement of LESSOR with a third party for the purpose of permitting off-premise outdoor advertising on any portion of the leased premises. LESSEE has seven (7) days after LESSOR provides to LESSEE a copy of such agreement executed by such third party to match the terms of such agreement.

13. If required by LESSEE, LESSOR will execute and acknowledge a memorandum of lease suitable for recordation. In addition to the foregoing, LESSOR authorizes and appoints LESSEE as LESSOR'S agent, representative, and attorney in fact for the limited purpose of executing on behalf of LESSOR such memorandum of lease and any amended memoranda of lease that are necessary or desirable to correct, amend, or supplement any matter set forth in such memorandum. LESSOR further authorizes LESSEE to perform all acts that are incidental to or necessary for the execution and recordation of such memorandum or memoranda.

14. This Lease is NOT BINDING UNTIL ACCEPTED by the General Manager of a Lamar Advertising Company.

\*\*\* TWO DIGITAL SIGNS E/F & W/F W/6 SLOTS PER SIDE (12 TOTAL). LESSOR WOULD RECEIVE ONE SPOT TO UTILIZE FOR CITY & LOCAL BUSINESS ADVERTISING.

LESSEE: THE LAMAR COMPANIES

LESSOR: CITY OF RAMSEY

BY: \_\_\_\_\_

BY: \_\_\_\_\_

MARK D. DEVORE  
VICE-PRESIDENT/GENERAL MANAGER

BY: \_\_\_\_\_

DATE:     /     /

DATE:     /     /

763-433-9868  
LESSOR'S TELEPHONE NUMBER

\_\_\_\_\_  
LESSOR'S SOCIAL SECURITY NUMBER /  
EMPLOYER IDENTIFICATION NUMBER

\_\_\_\_\_  
W-9 Name (as shown on your Income Tax Return)

\_\_\_\_\_  
Tax ID Parcel # (for land on which sign is located)

Address of LESSEE:  
PO Box 865  
St. Cloud, MN 56302

Address of LESSOR:  
7550 Sunwood Dr. NW  
Ramsey, MN 55303

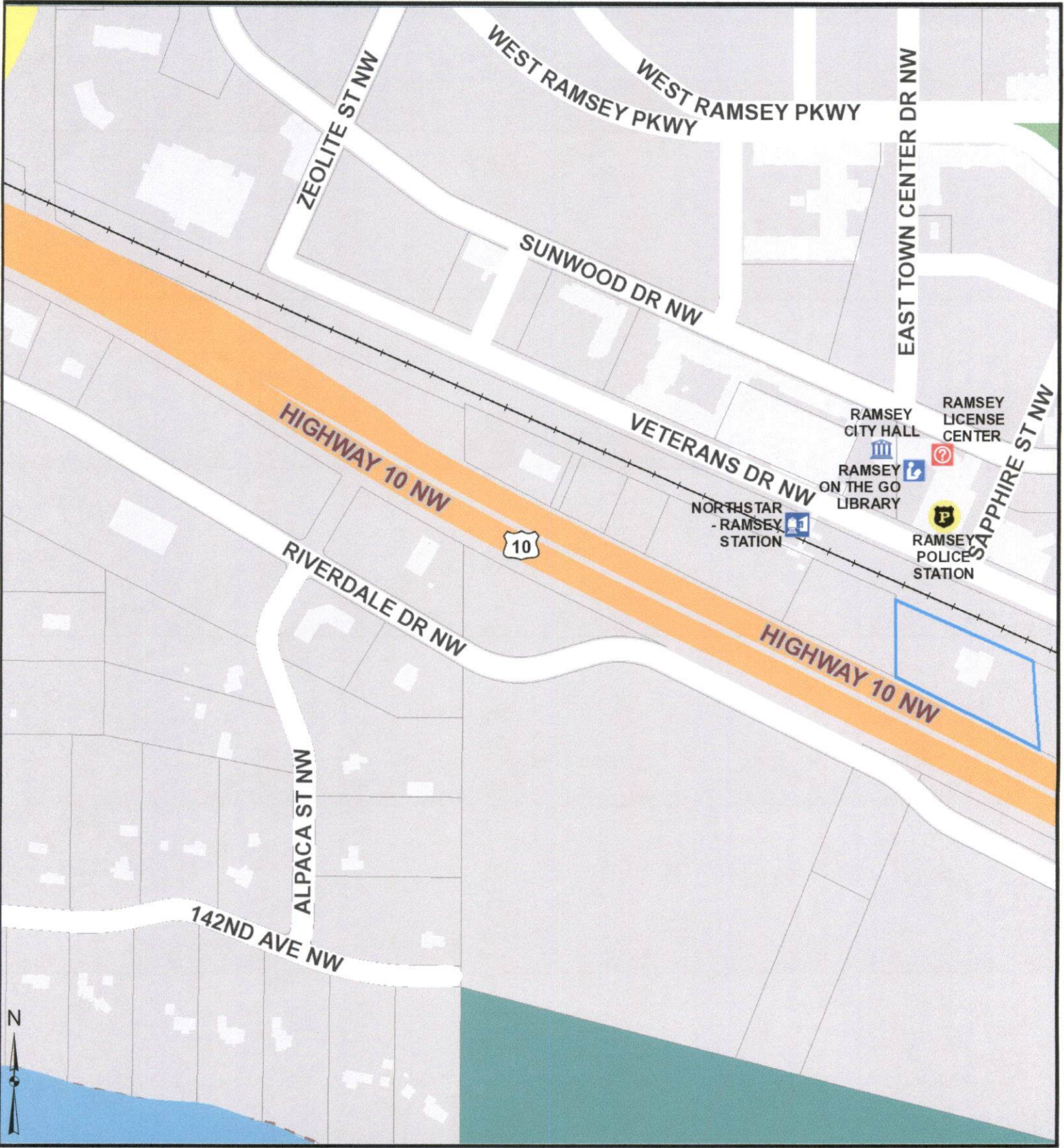
Witnesses (LESSEE)

Witnesses (LESSOR)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_





**Parcel Information:**

28-32-25-42-0002  
 7575 HIGHWAY 10 NW  
 RAMSEY  
 MN 55303  
 Plat: AUD SUB NO 34

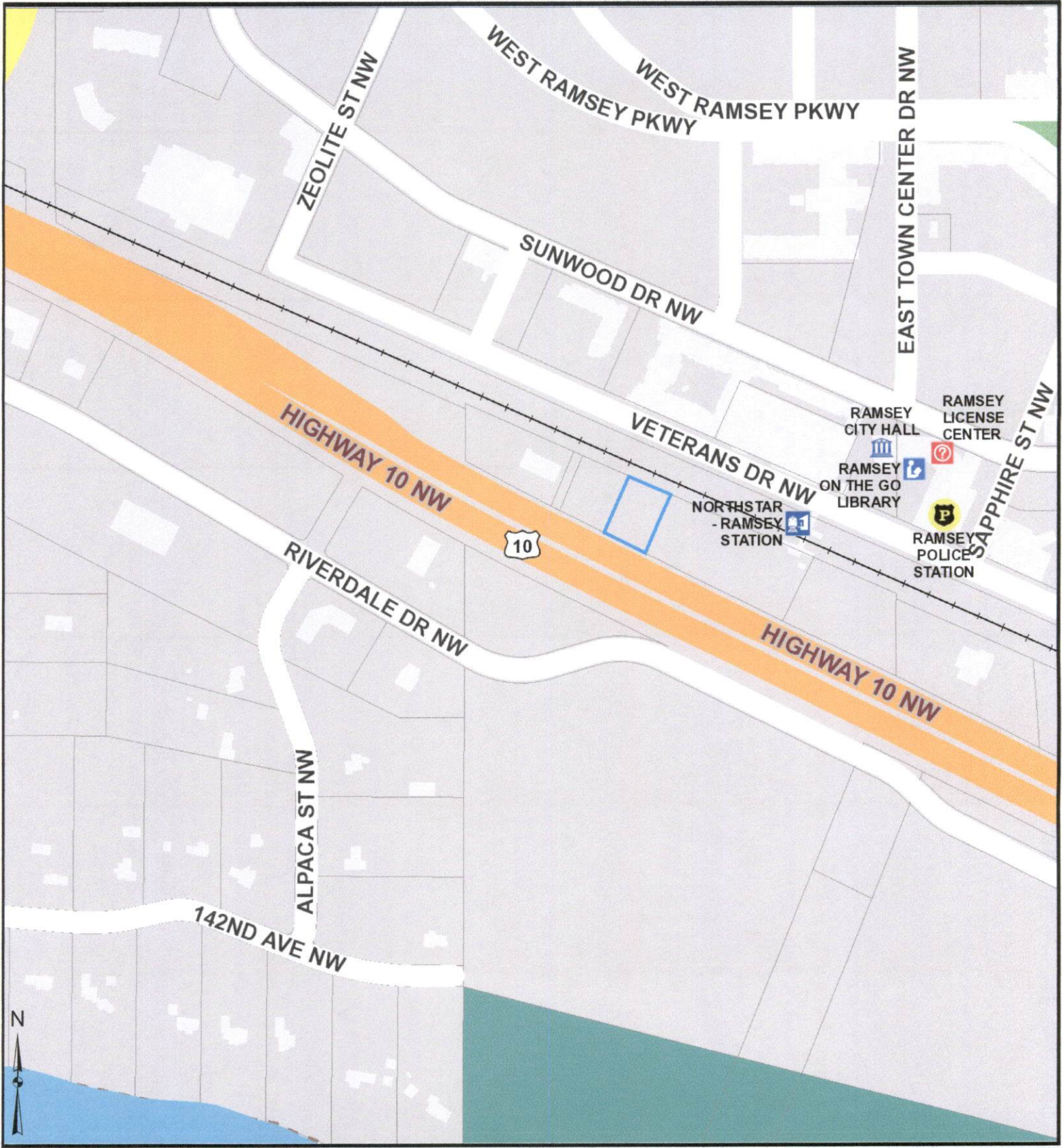
Approx. Acres: 2.49

Commissioner: MATT LOOK

**Owner Information:**

MAJESTIC HOLDINGS LLC  
 7575 HWY 10 NW  
 RAMSEY  
 MN  
 55303





**Parcel Information:**

28-32-25-31-0007

RAMSEY

MN 55303

Plat:

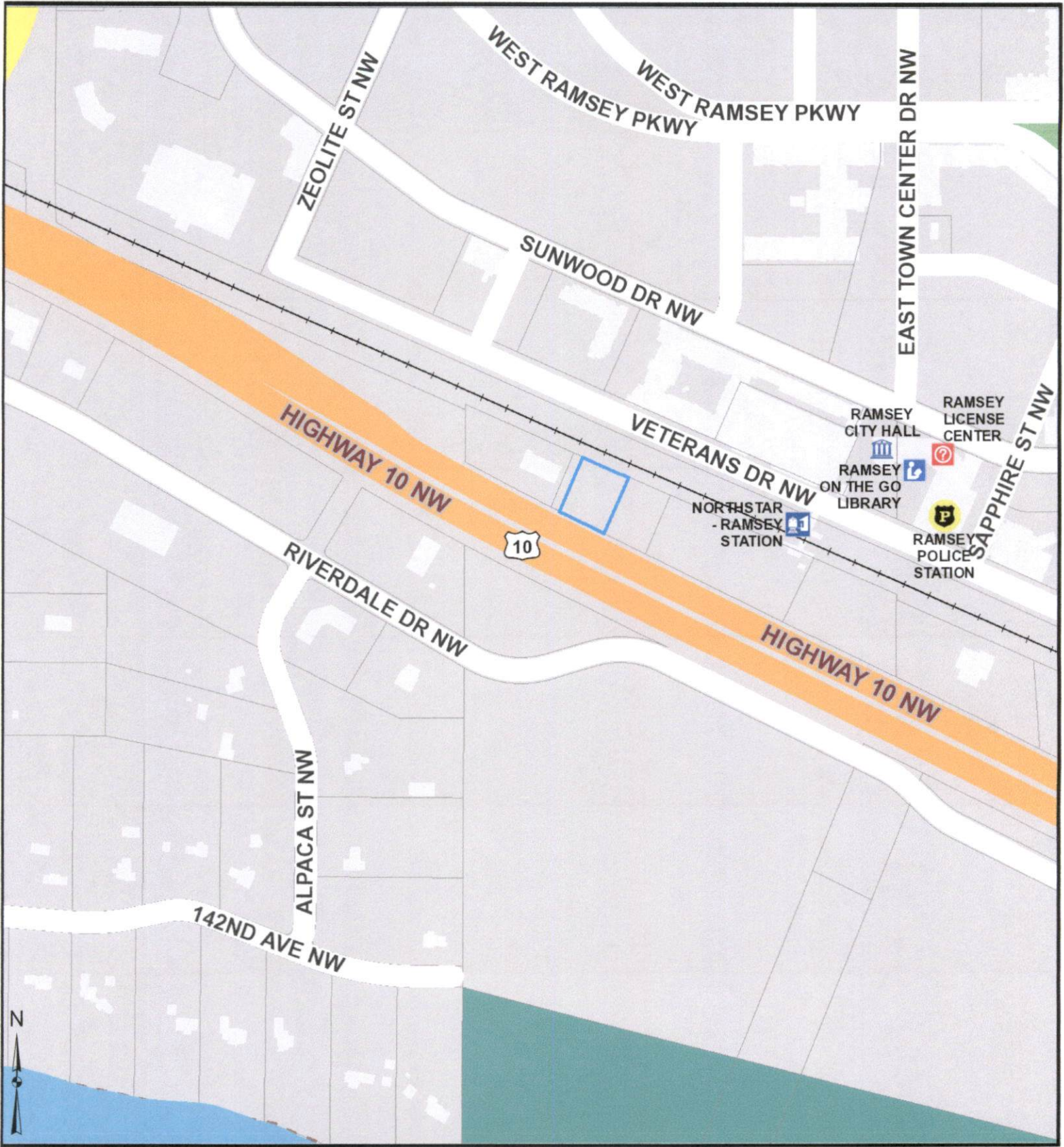
Approx. Acres: 0.61

Commissioner: MATT LOOK

**Owner Information:**

RAMSEY CITY OF  
 7550 SUNWOOD DRIVE  
 RAMSEY  
 MN  
 55303





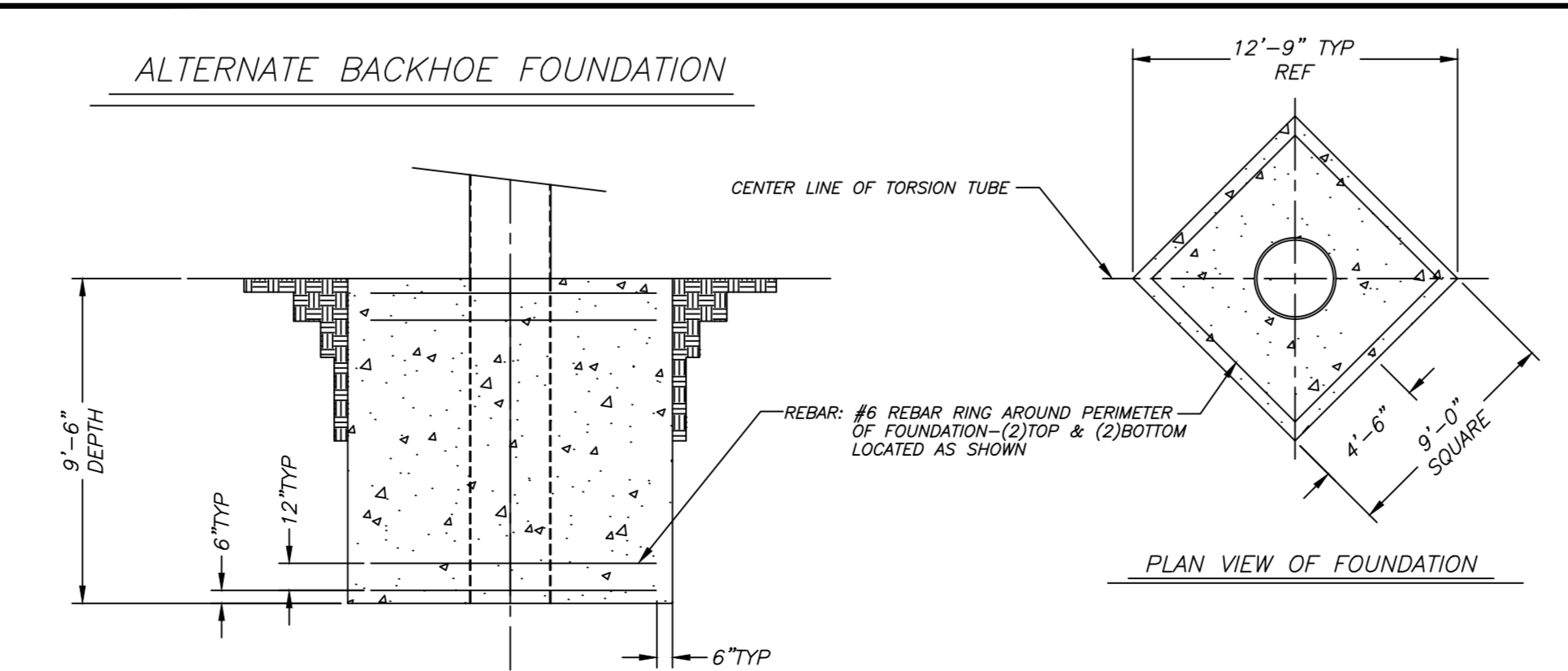
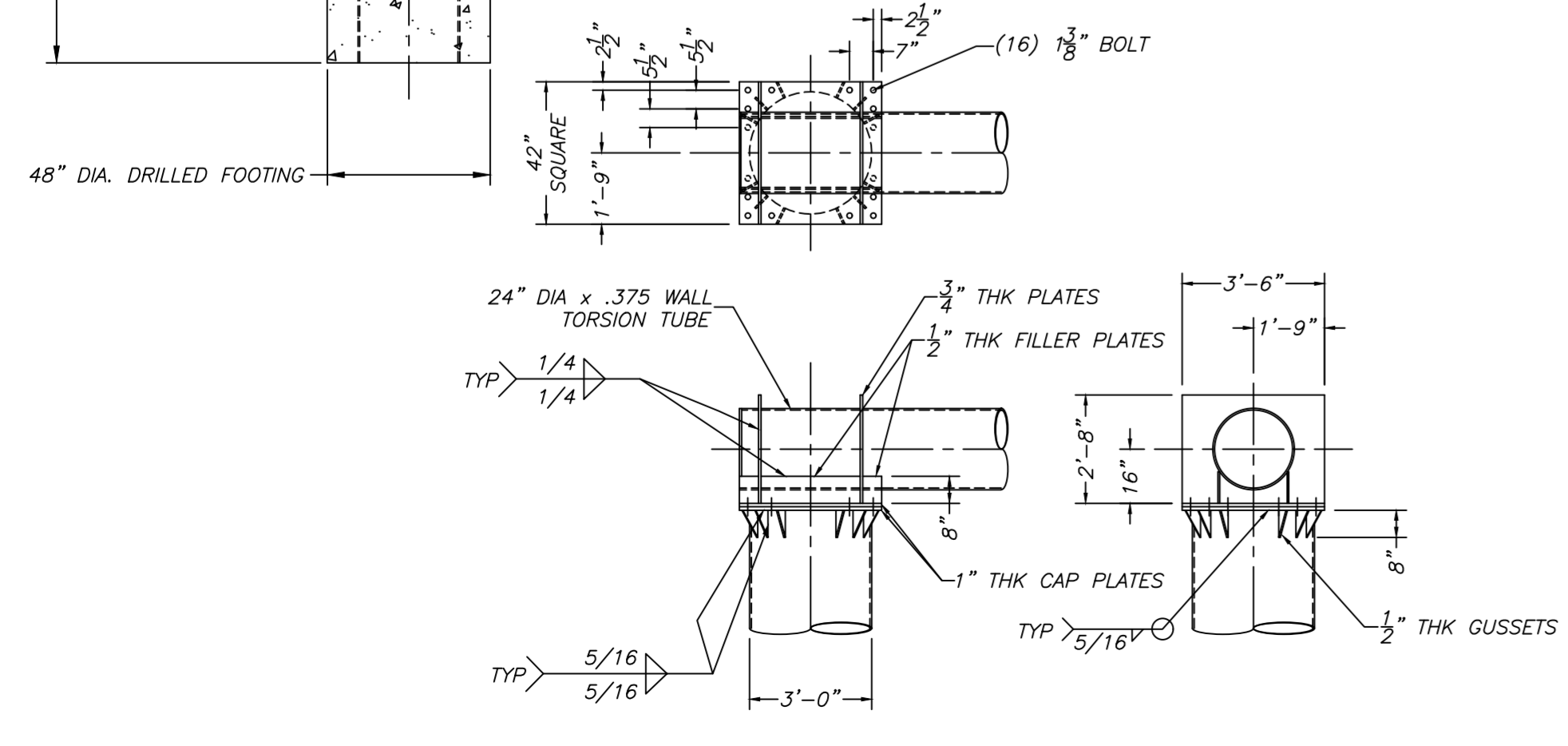
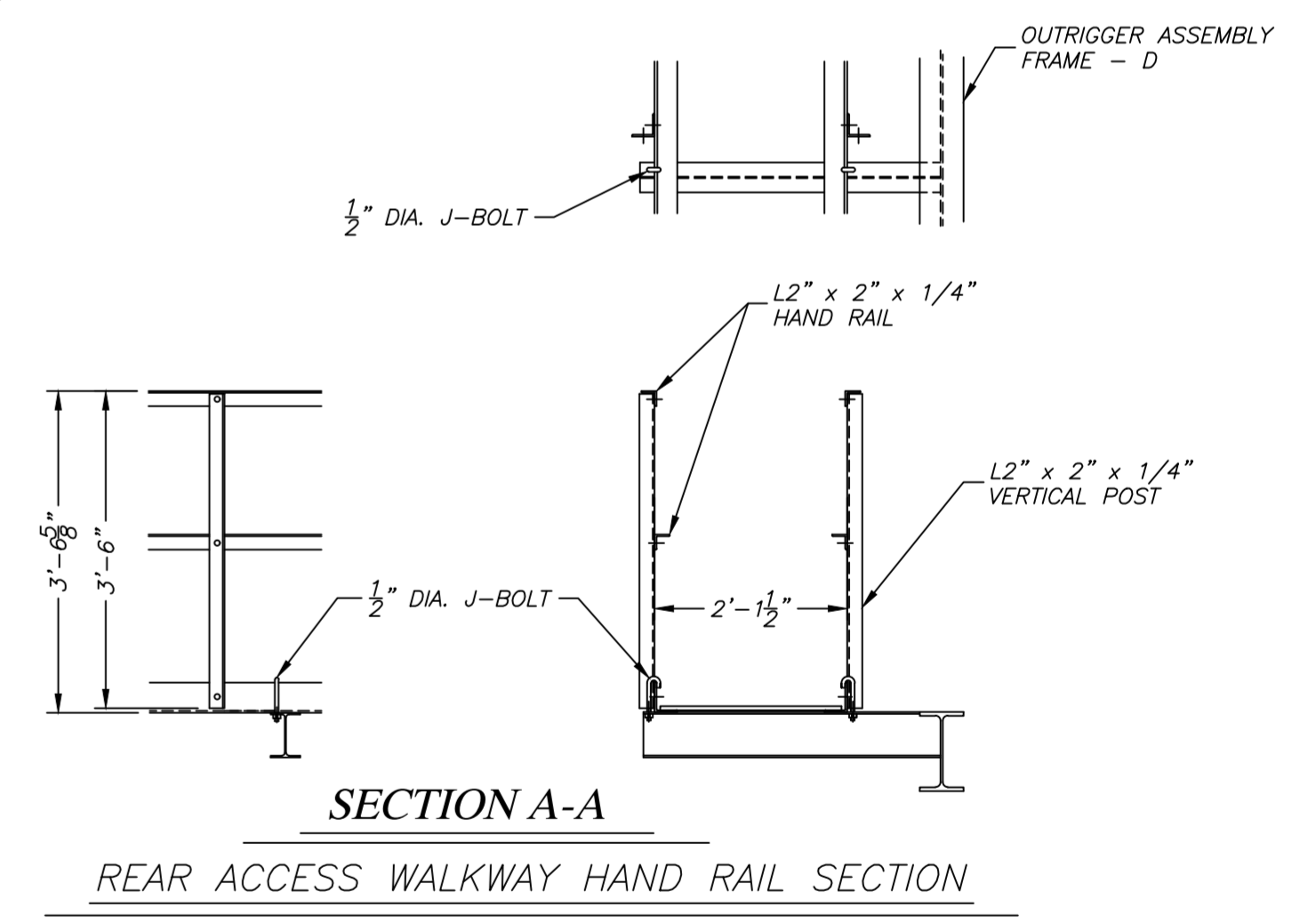
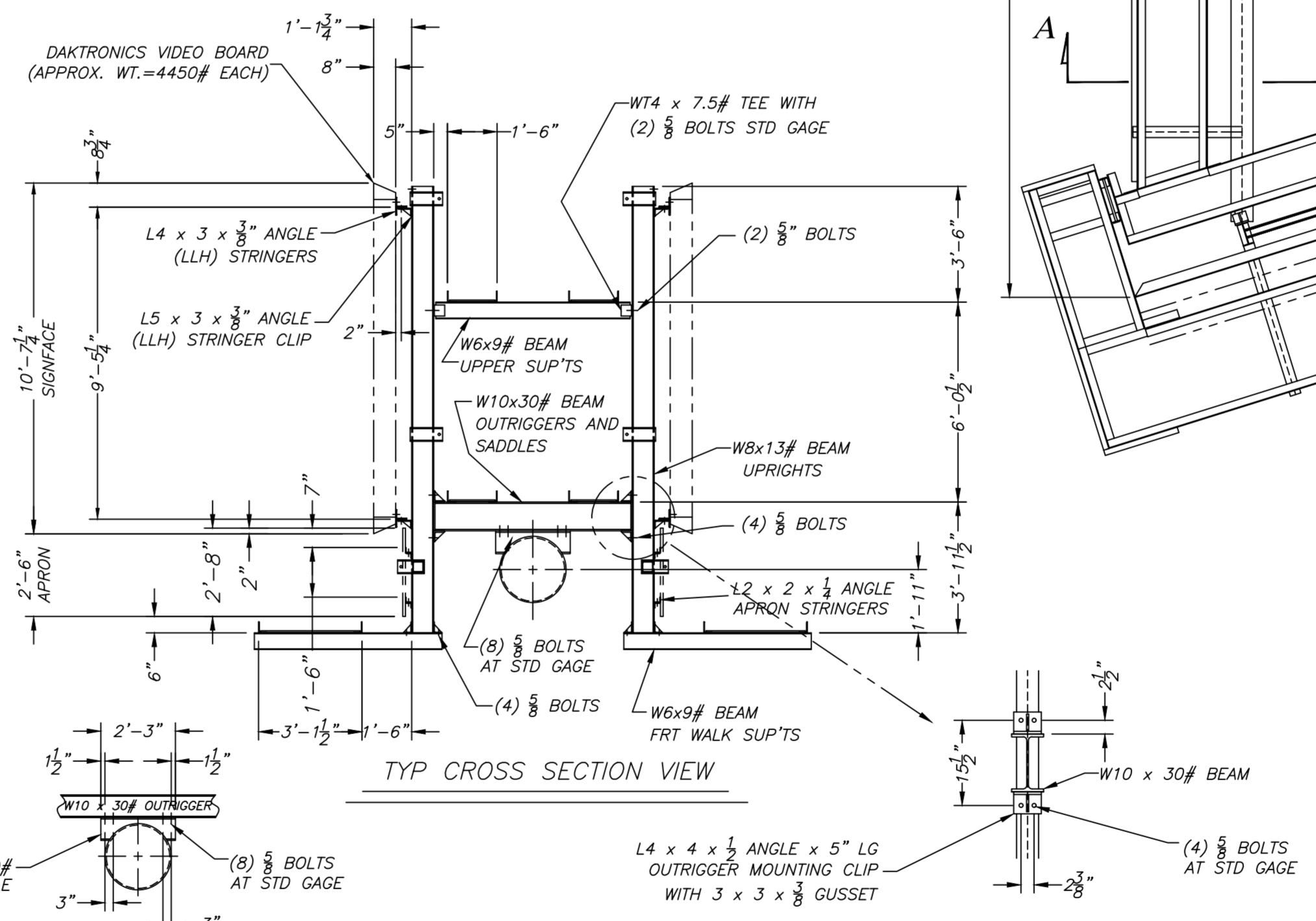
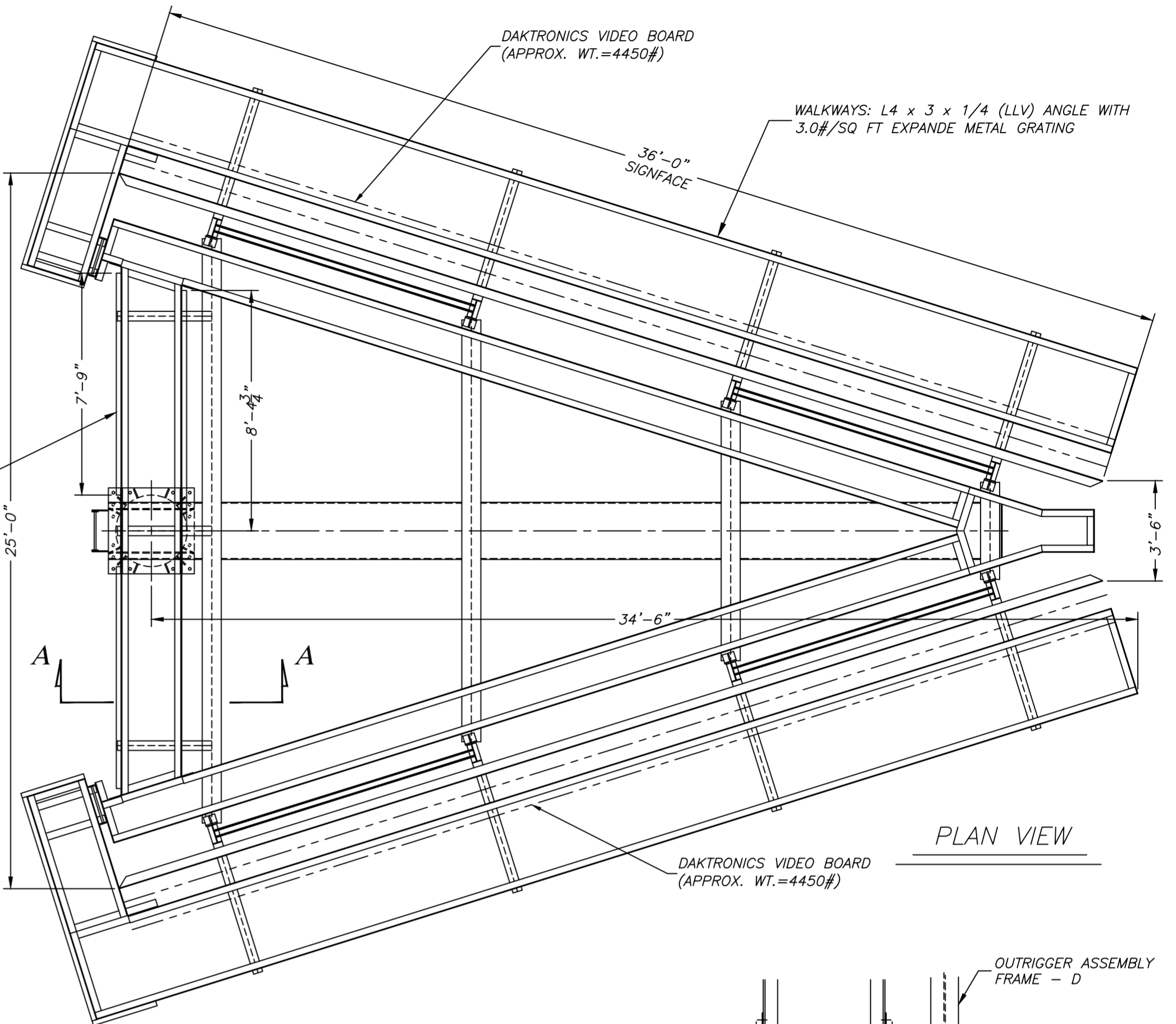
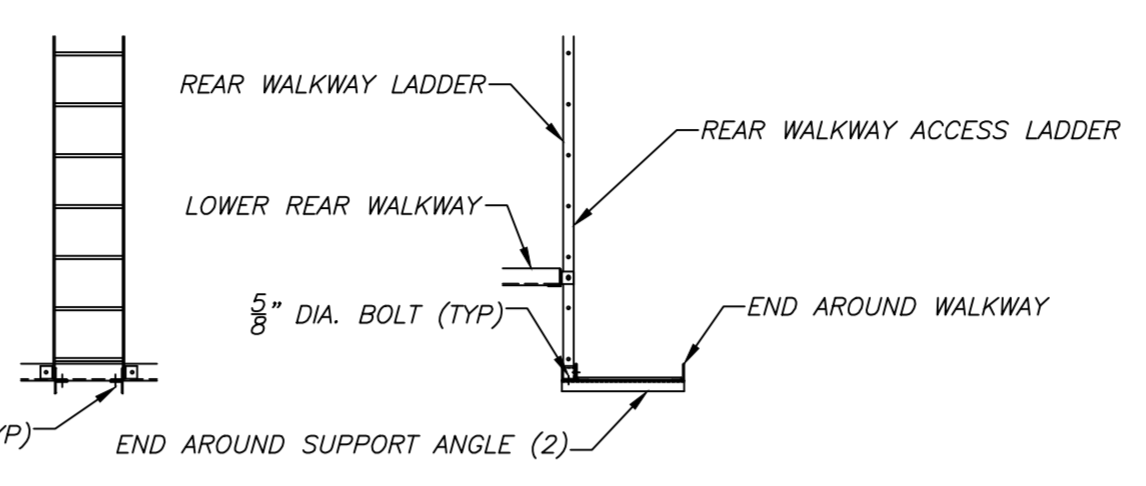
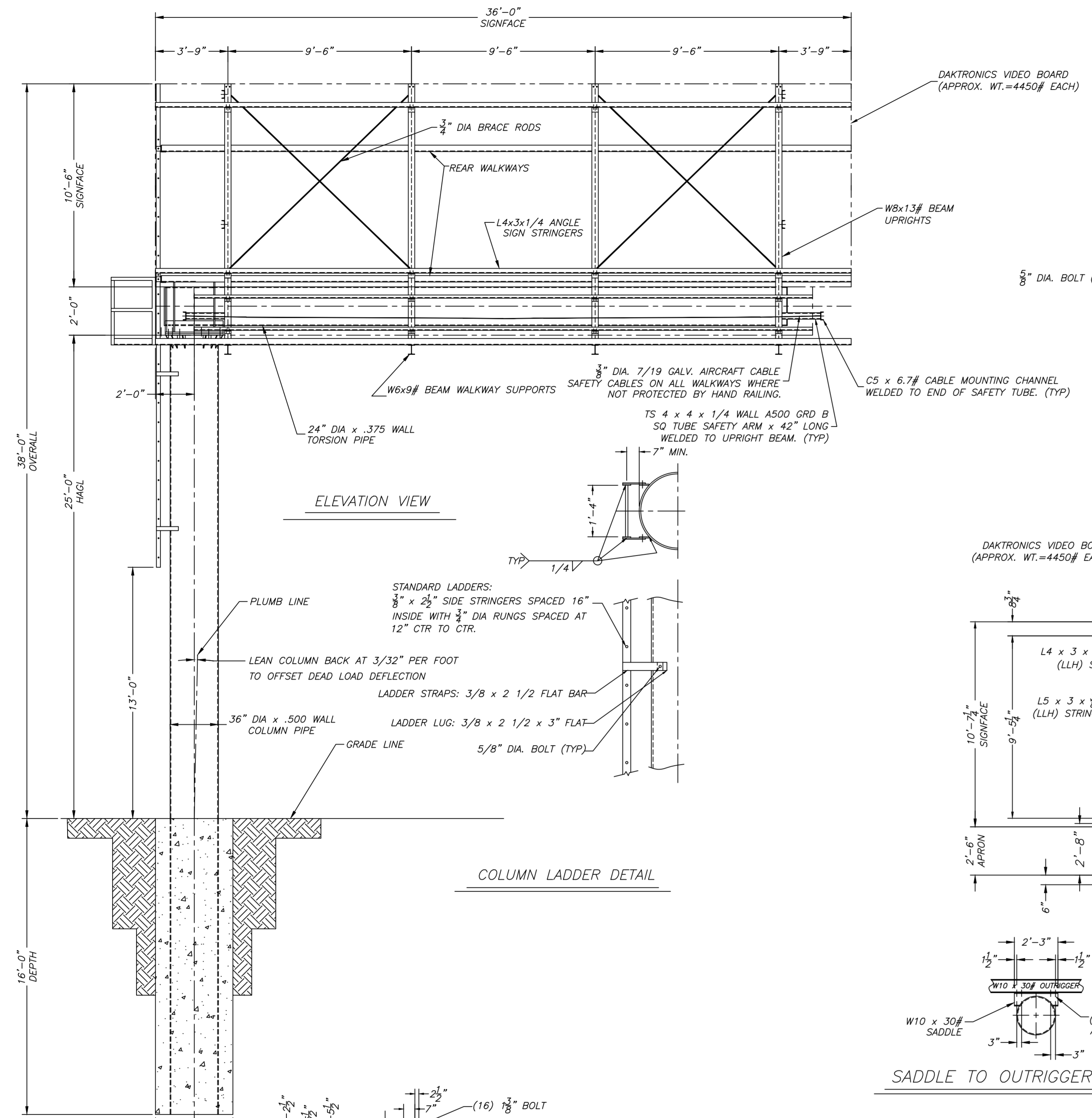
**Parcel Information:**      Approx. Acres: 0.66  
 28-32-25-31-0020      Commissioner: MATT LOOK

RAMSEY  
 MN 55303  
 Plat:

**Owner Information:**

RAMSEY CITY OF  
 7550 SUNWOOD DRIVE  
 RAMSEY  
 MN  
 55303

REV.	CHANGE	BY	DATE

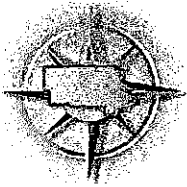


- SPECIFICATIONS:**
- STEEL ROLLED "W" BEAM SECTIONS: ASTM A992  
ALL OTHER STEEL ROLLED SECTIONS: ASTM A36
  - PIPE SECTIONS: A.P.I. 5L X42
  - BOLTS: MINIMUM 1/2" DIAMETER UNC  
1/2" DIAMETER: GRADE A307  
5/8" DIAMETER & LARGER: GRADE A325
  - CONCRETE: 3000P.S.I. @ 28 DAYS.
  - HORIZONTAL SOIL PRESSURE: 300#/SQ FT/FT.
  - DESIGN WIND LOAD: 35 P.S.F.
  - ALL WELDING SHALL BE IN ACCORDANCE WITH AWS STANDARDS USING E-70 ELECTRODES.
  - ALL WALKWAYS TO HAVE SAFETY CABLES
  - REINFORCING BAR: ASTM A-615 GRADE 60

**PRODUCTIVITY FABRICATORS**

SCALE: NONE  
DATE: 04/07/06  
DRAWN BY: R. SCOTT  
DRAWING NUMBER: 62-9684

10'6x36' 25'V, (WIDE END) FLAG, 25' HAGL  
LAMAR-ST. CLOUD



## APPLICATION FOR REZONING

Environmental Services Department

<http://co.stearns.mn.us/Environment/LandUseandSubdivision>

Administration Center Rm. 343 - 705 Courthouse Square - St. Cloud, MN 56303

320-656-3613 or 1-800-450-0852 - Fax 320-656-6484

Application Fee: \$ \_\_\_\_\_ File No. P-009281 Receipt No. \_\_\_\_\_

Property Owner	<u>Lamar OCI North, LLC.</u>	Phone	<u>320-253-3000</u>
Property Owner Email	<u>d.lavbach@lamar.com</u>		
Address of Property	<u>1-94 E of Melrose Hill</u>		
Mailing Address	<u>P.O. Box 865, St. Cloud, MN 56302</u>		
Applicant (if different from above)	_____	Phone	_____
Applicant Email	_____		
Applicant Mailing Address	_____		
Parcel I.D. Number(s)	<u>12.06906.000</u>	Township	<u>125</u> Section <u>01</u>
Legal Description	<u>2.15A 570' of that part of SW4NW4 Lying N 2W of Hwy 1-94</u>		

### Staff to Complete

#### Overlay Districts

- Floodplain       Airport       Conservation Overlay  
 Shoreland: Water Body Name/Number \_\_\_\_\_ Classification \_\_\_\_\_

County's Present Zoning District: Ag 40 Proposed Zoning District: Comm non-conf

Proposed acreage to be rezoned: 2.15

County's Future Land Use Map District: Agriculture District

1. Proposed use of the land to be rezoned: To rebuild existing storm damaged billboard structure to its previous condition i.e. 12x48; same location. Two other existing billboard structures which are the principle use of the property.

2. Describe how the proposed rezoning will be compatible with the Comprehensive Plan (see attached Goals and Objectives). Lamar does not anticipate any conflict between adjacent land uses. In addition, Lamar does not anticipate adjacent parcels of land to be ecologically compromised.

3. Township Review : (Twp Name) Grove Date 12/11/2017

(A completed Township recommendation form from the Township stating their comments is required prior to the submittal of this rezoning request.)

Property Owner's Signature [Signature] Date 12/12/17  
Applicant's Signature [Signature] Date 12/12/17

Signature of this application authorizes Environmental Services Staff to enter upon the property to perform needed inspections. Entry may be without prior notice.

**WHAT HAPPENS NEXT?** Staff will review your application and determine if the application is complete. If the application is complete, the application will be scheduled for a Public Hearing with the County Planning Commission who will recommend action to the County Board of Commissioners. It typically takes 2 months from the time a complete application is submitted until the County Board issues final approval or denial of the Rezoning.

**REZONING RECOMMENDATION FROM**

Grove City TOWNSHIP

The Grove Town Board and/or Planning Commission  
(Township Name)

met on 12/11/2017 to discuss the rezoning application submitted  
(Date)

by Lamar Advertising of Sauk Rapids, mn  
(Applicant) (City, State)

Applicants are requesting to rezone 2.15 acres from the  
Ag 40 zoning district to the Commercial zoning district.

Comprehensive Plan Future Land Use Plan designation (Fig. 3.4): Agriculture  
Comprehensive Plan Policy Area designation (Fig. 3.3): 194 Corridor

The Town Board and/or Planning Commission recommends

Approval  Denial (choose one)

of the proposed rezoning based on the following reasons:

Land was zoned commercial when it was controlled by the township  
and was changed to Ag 40 when the county took over zoning in early  
2000's. It makes sense to change it back to commercial as it  
is the primary use of property.

Does the Town Board see any alternatives to the rezoning request?

NO

Additional Comments:

Township Signature or Seal:

Note: Please attach minutes from the meeting.

clerk Red Shell

Don Schaefer  
Bruce Foub  
BS 12/11/17

THIS INSTRUMENT WAS DRAFTED BY (NAME AND ADDRESS)  
 Kaplan, Straits and Kaplan, P.A.  
 5500 Northwest Center  
 90 South Seventh Street  
 Minneapolis, Minnesota 55402

NOTARIAL STAMP OR SEAL (OR OTHER TITLE OR RANG)  
 JEAN G. SCHULTZ  
 NOTARY PUBLIC - MINNESOTA  
 RAMSEY COUNTY  
 My Commission Expires on 01/01/2002

OCC(N) Corp.  
 3639 Cass Road  
 Traverse City, MI 49685

The documents for the real property described in this instrument should be sent to (include name and address of Grantee)

ADWITNESS OF PERSON TAKING ACKNOWLEDGMENT  
*[Signature]*

The foregoing instrument was acknowledged before me this 30 day of October, 1996, by Murray J. Ryan, the President of Skoglund Communications of St. Cloud, Inc., a corporation under the laws of Minnesota, on behalf of the corporation.

STATE OF MINNESOTA  
 COUNTY OF HENNEPIN

28  
 11/04/1996  
 96029219  
 11/04/1996  
 DEED TX  
 14143135  
 P A I D  
 \$506.55

By *[Signature]*  
 Its President

SKOGLUND COMMUNICATIONS OF ST. CLOUD, INC.

- together with all hereinafter and appurtenances belonging thereto, subject to the following exceptions:
1. Matters of record.
  2. Real estate taxes and installments of special assessments not yet due and payable.
- The seller certifies that the seller does not know of any wells on the described property.

See Exhibit A attached hereto

FOR VALUABLE CONSIDERATION, Skoglund Communications of St. Cloud, Inc., a corporation under the laws of Minnesota, Grantor, hereby conveys and warrants to OCC(N) Corp., a Delaware corporation, Grantee, real property in Stearns County, Minnesota, described as follows:

Date: October 31, 1996  
 STATE DEED TAX DUE HEREON: \$ 506.55

NOV 04 1996  
 Certificate of Real Estate Value ( ) not required  
 Certificate of Real Estate Value No. \_\_\_\_\_ 19\_\_\_\_  
 No delinquent taxes and transfer entered;  
 by *[Signature]*  
 COUNTY ABSTRACT

833299  
 96 NOV -4 PM 3:08  
 COURT RECORDER  
 STEARNS CO., MN  
 PATRICIA M. OVERMAN  
 My Commission Expires 01/01/2002

North radius 3309.38 feet, central angle 6° 18' 23" a distance of 606.42 feet to a point on the West line of said Southwest Quarter Northwest Quarter (SW 1/4 NW 1/4); said point being 239.73 feet Northernly of the Southwest corner of said Southwest Quarter Northwest Quarter (SW 1/4 NW 1/4) and there terminating, Stearns County, Minnesota.

Together with easement for ingress and egress created by Document No. 685453 and 691207.

(Tract "C")  
(Tax Parcel No. 12-0905-06)  
(Address: 1-94 E/O Melrose Exit, Grove Twp, MN)  
(Abstract Property)  
(S176017)

All that part of the Southeast Quarter of the Southeast Quarter (SE 1/4 SE 1/4) of Section Seventeen (17), Township One Hundred Twenty-five (125) North, Range Thirty-one (31) West, described as follows: Commencing at the Southeast corner of the Northwest Quarter of the Southeast Quarter (NW 1/4 SE 1/4) of said Section 17; thence South 89° 40' 00" West (assumed bearing) along the South line of said Northwest Quarter Southeast Quarter (NW 1/4 SE 1/4) a distance of 350.00 feet; thence South 68° 32' 12" East, parallel with the Southerly right of way line of the Burlington Northern Railroad a distance of 900.00 feet to the point of beginning of the land to be described; thence South 21° 27' 48" West a distance of 334.98 feet, more or less, to its intersection with the Northerly right of way line of the Soo Line Railroad; thence Northeasterly along said Northerly right of way line a distance of 712.30 feet, more or less, to its intersection with the Southerly right of way line of Interstate Highway No. 94, as now built and constructed; thence Northwesterly along said Southerly right of way line a distance of 333.50 feet, more or less, to its intersection with a line which bears North 21° 27' 48" East from the point of beginning; thence South 21° 27' 48" West a distance of 73.59 feet, more or less to the point of beginning.

ALSO: All that part of the Southeast Quarter Southeast Quarter (SE 1/4 SE 1/4) of Section Seventeen (17), Township One Hundred Twenty-five (125), Range Thirty-one (31) lying Northerly of the North right of way line of the Soo Line Railroad and Southerly of Line A described below: Commencing at the Southeast corner of the Northwest Quarter Southeast Quarter (NW 1/4 SE 1/4) of said Section 17; thence South 89° 40' 00" West (assumed bearing) along the South line of said Northwest Quarter Southeast Quarter (NW 1/4 SE 1/4) a distance of 350.00 feet; thence South 68° 32' 12" East, parallel with the Southerly right of way of the Burlington Northern Railroad a distance of 500.00 feet; thence South 21° 27' 48" West a distance of 400.00 feet to the point of beginning of Line A; thence South 68° 32' 12" East a distance of 336.97 feet, more or less, to its intersection with the Northerly right of way line of the Soo Line Railroad and there terminating, Stearns County, Minnesota.

ALSO: That part of the Southeast Quarter of the Southeast Quarter (SE 1/4 SE 1/4) of Section Seventeen (17), Township One Hundred Twenty-five (125), Range Thirty-one (31), Stearns County, Minnesota, described as follows: Commencing at the Southeast Corner of the Northwest Quarter of the Southeast Quarter (NW 1/4 SE 1/4) of said Section Seventeen (17); thence South 89 degrees 40 minutes 00 seconds West (assumed bearing) along the South line of said Northwest Quarter of the Southeast Quarter (NW 1/4 SE 1/4) for a distance of 350.00 feet, thence South 68 degrees 32 minutes 12 seconds East, parallel with the Southerly line of the right of way of the Burlington Northern Railroad as the same is now constructed; for a distance of 378.12 feet to the west line of said Southeast Quarter of the Southeast Quarter (SE 1/4 SE 1/4) of Section Seventeen (17); thence South 00 degrees 46 minutes 33 seconds East along said west line for a distance of 432.15 feet, thence South 68 degrees 32 minutes 12 seconds East, parallel with the said south right of way line of the Burlington Northern Railroad for a distance of 295.29 feet to the north right of way line of the Soo Line Railroad and to the point of beginning of the land to be described said point being on a 3719.72 foot radius curve, concaved to the north; thence easterly along said right of way line, along said curve, the chord of said curve bears North 75 degrees 55 minutes 43 seconds East and the chord length is 77.45 feet; thence leaving said curve, North 21 degrees 27 minutes 48 seconds East for a distance of 24.58 feet; thence South 75 degrees 55 minutes 43 seconds West for a distance of 119.75 feet to its intersection with a line which bears North 68 degrees 32 minutes 12 seconds West from the point of beginning; thence South 68 degrees 32 minutes 12 seconds East along said line a distance of 34.42 feet to the point of beginning. Containing 1,983 square feet (0.0455 acres).

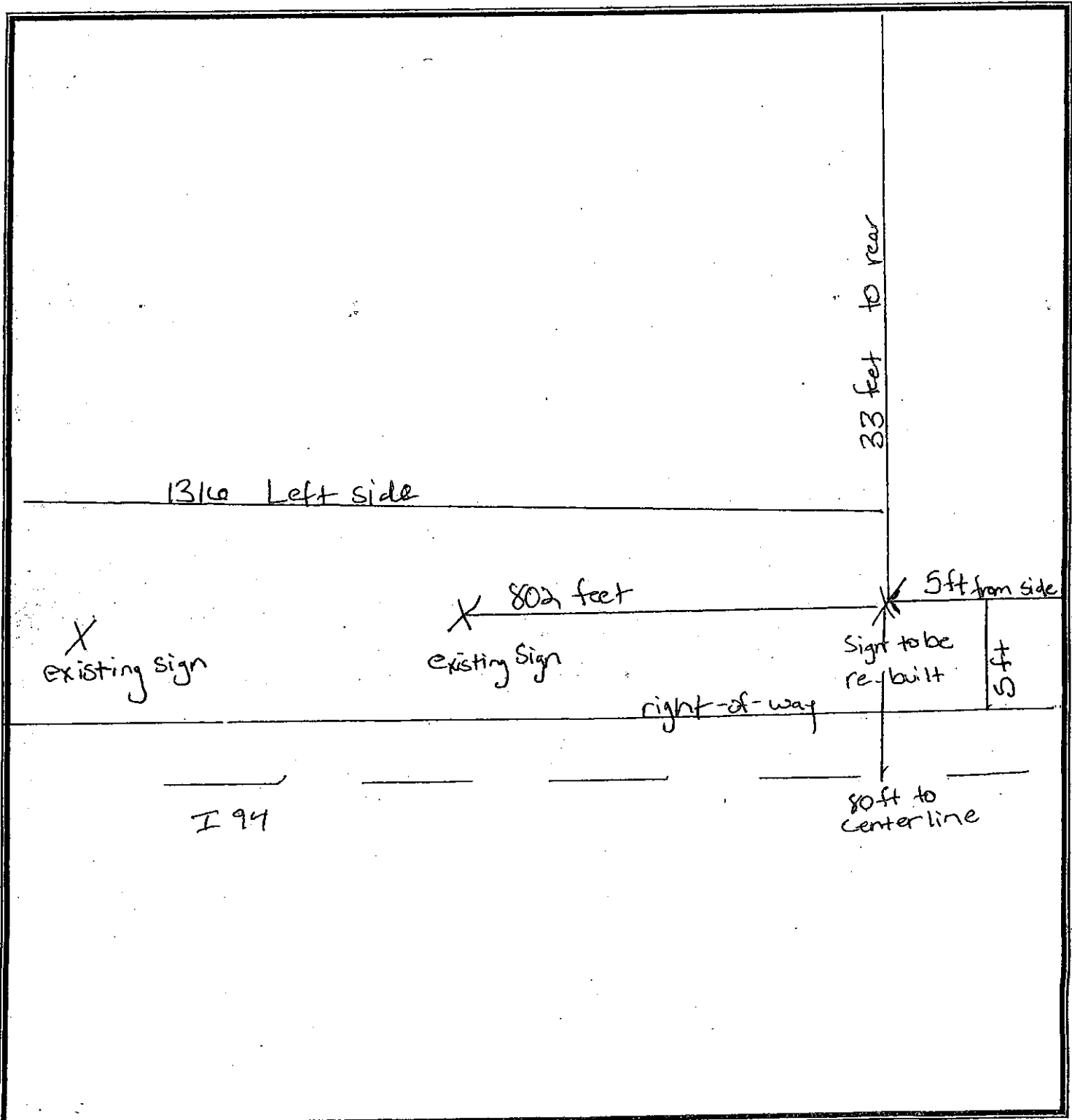
(Tract "B")  
(Tax Parcel No. 01-00151-00)  
(Address: 1-94 MP 145.9 @ Overpass, Albany Twp, MN)  
(Abstract)  
(S176018)

MICROFILMED  
Page 3 of 3

# Site Plan

Include the following on the site plan:

- Setbacks- Side Yard, Rear Yard, Road, Ordinary
- High Water Level, Wetlands
- Existing Structures
- Proposed Structures / Additions / Modifications
- Roads & Existing or Proposed Approaches
- Parking Areas & Driving Surfaces
- Existing & Proposed Fences or Screening
- Existing & Proposed Lighting
- Existing & Proposed Signage (on & off the building)
- Outdoor Sales, Display, or Storage Areas



## Conditional Use Permit Request Off-Premise Sign

**File No:** P-009281

**Parcel No.:** 12.06906.0006

**Property Owner/Applicant:** Lamar OCI North, LLC  
Attn: Don Laubach  
PO Box 865  
St. Cloud, MN 56302

### DESCRIPTION OF PROPOSAL

The applicants are requesting to replace a storm damaged off-premise sign in the Agricultural 40 zoning district. This request is in accordance with *Sections 4.8, 5.1.2A(8) and 7.24 of Stearns County Land Use and Zoning Ordinance #439*. The billboard will be replaced to same size (12' x 48') and in the same location as the previous billboard. Non-conforming billboards that existed prior to April 21, 2000 are allowed to be replaced through a conditional use permit.

### SITE INFORMATION

**Location of Property:** The property under consideration is located at in part of the SW1/4 NW1/4, lying northerly of I-94 in Section 1, Grove Township (125/33).

**Zoning:** A-40 District

**Areas of Concern/Overlay District:** The property is located within the City of Melrose Drinking Water Supply Management Area. Notice has been sent to the City.

**Wetlands:** There is wetland on the property however they can replace the existing sign in the same location.

**Access:** Access to the property is from County Road 65.

**Setbacks:** The billboard is approximately 802' from the closest billboard, 5' from the east property line, 33' from the north property line and 5' from the right-of-way of I-94.

### ADJACENT LAND USES

North – Agricultural land, wetland

East – Rural residential, agricultural land, wetland

South – I-94, rural residential, agricultural land, mining operation

West – Agricultural land, wetland, City of Melrose

**ADJACENT ZONING** - The surrounding zoning is as follows:

The land to the east, north and south is zoned A-40. The land to the west is zoned Commercial. Municipality is also to the west and south.

### CONSISTENCY WITH COMPREHENSIVE PLAN

➤ **Future Land Use Map: Agriculture district**

The Agriculture category is described as:

“Primary land use: agriculture, including animal agriculture, crop production and any

specialized agricultural enterprise, in combination with limited ag-related businesses, recreational, institutional, open space uses. Agricultural uses will take precedence over competing uses.”

➤ **Policy Area: I-94 Corridor**

Extends west from St. Joseph to the County’s western boundary, including a series of cities with diverse and growing economies – St. Joseph, Avon, Albany, Freeport, Melrose and Sauk Centre. The limited access nature of the interstate means that development is concentrated at city interchanges. The interstate runs south of the cities, and in many cases development is now extending southward around the interchanges. Collectively, the cities provide a broad range of housing, employment, commercial and recreational facilities for the corridor’s population. There is increasing interest in transit improvements to link the cities and connect them to the St. Cloud metro area.

**Policies:**

1. Focus development in and around the corridor cities, including reasonable urban expansion areas that take advantage of existing highway interchanges but do not overburden them.
2. Discourage non-agricultural development between cities to preserve the area’s rural character.
3. Emphasize and support the shared role of corridor cities in meeting commercial, employment, recreational and housing needs.
4. Emphasize I-94 as a transit corridor and work to provide enhanced transit service.

➤ **Goals and objectives from the Comprehensive Plan**

The Board shall consider the Goals and Objectives of the Comprehensive Plan to determine if the request is consistent (**\*Appendix B\***). (Please state specifically which goals or objectives are met or not met for the record.)

**Consistent Goals:**

**Land Use Plan**

**Goal 1. Sustain agriculture as a desirable land use for the long term.**

Objective 2. Preserve highly valued farmland for agricultural pursuits.

**Not Consistent Goals:**

**Land Use Plan**

**Goal 3. Manage the impacts of growth and development on the County’s rural character.**

**Staff Analysis:**

1. **Is the proposal consistent with existing County ordinances (performance standards)? Specify the applicable section of the ordinance and discuss why or why not.**  
Land Use and Zoning Ordinance #439 Sections 4.8, 5.1.2A(8) and 7.24.
2. **Are there any other standards, rules or requirements that the proposal must meet?**  
1 condition
3. **Is the proposed use compatible with the present and future land uses in the area or can it be separated by distance or screening from adjacent land uses? Why or why not? How will any scenic views be impacted by the proposed use?**  
To be determined by the Planning Commission

4. **How are the potential environmental impacts (groundwater, surface water, air quality, wellhead protection areas) of the proposal being addressed?**  
To be determined by the Planning Commission
5. **Has information been provided regarding the impact to property values in the area as a result of the proposal?**  
To be determined by the Planning Commission
6. **What potential public health, safety or traffic generation impacts will the proposal have in relation to the area and the capability of the roads serving the area, and how are they being addressed by the proposal?**  
To be determined by the Planning Commission
7. **How does the proposal affect the general health, safety and welfare of the residents?**  
To be determined by the Planning Commission
8. **Does the proposal conform to the goals and objectives of the County's Comprehensive Plan? Specify which goals and objectives apply.**  
The Planning Commission shall consider the Goals and Objectives of the Comprehensive Plan to determine if the request is consistent (\*Appendix B\*). (Please state specifically which goals or objectives are met or not met for the record.)
9. **How does the proposal effect existing public services and facilities including schools, parks, streets and utilities?**  
To be determined by the Planning Commission
10. **Has the applicant provided financial assurance to guarantee reclamation of cleanup?**  
To be determined by the Planning Commission
11. **Other issues pertinent to this matter.**  
To be determined by the Planning Commission

#### **RECOMMENDED ACTION**

If the Planning Commission recommends approval of this conditional use permit to the County Board of Commissioners according to *Sections 4.8, 5.1.2A(8) and 7.24 of Stearns County Land Use and Zoning Ordinance #439*, the Planning Commission should consider the following conditions:

1. Obtain approval from the Minnesota Department of Transportation prior to issuance of a construction site permit.

If the conditional use permit is approved, a construction site permit is required.

**\*This request will go the County Board on November 28, 2017.\***

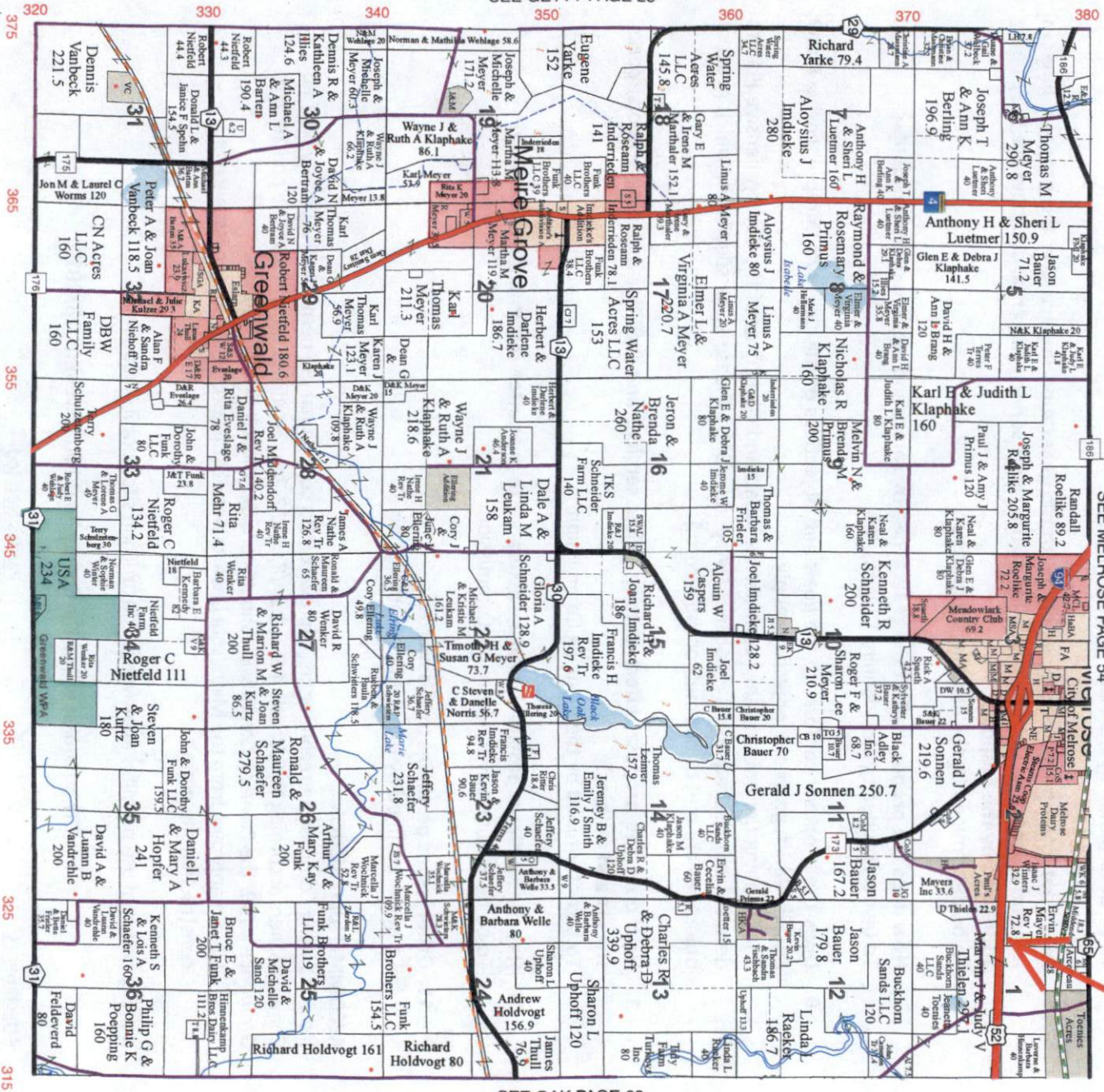
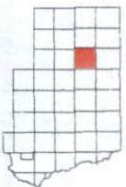
#### Attachments:

Location map  
Application  
Site plan  
Aerial photos

#### Parties Notified

Property owners within ¼ mile  
Clerk, Chair & Supervisors, Grove Township  
Clerk, City of Melrose  
Sauk River Watershed District  
Minnesota Department of Transportation

Lamar Cup



SEE GETTY PAGE 28

SEE MELROSE PAGE 54

SEE SPRING HILL PAGE 72

SEE OAK PAGE 62



Heidi



# APPLICATION FOR CONDITIONAL USE PERMIT Off-Premise Sign (Billboard)

Environmental Services Department  
http://co.stearns.mn.us/Environment/LandUseandSubdivision  
Administration Center Rm 343 - 705 Courthouse Square - St. Cloud, MN 56303  
320-656-3613 or 1-800-450-0852 - Fax 320-656-6484

**OCT 02 2017**  
ENVIRONMENTAL SERVICES

Application Fee: \$ 500 File No. P-009281 Receipt No. 17-20739

Property Owner	<u>Lamar OCI North, LLC.</u>	Phone	<u>(320) 253-3000</u>
Property Owner Email	<u>dlaubach@lamar.com</u>		
Address of Property	<u>I-94 E of Melrose N/L</u>		
Mailing Address	<u>PO Box 865, St. Cloud, MN 56302</u>		
Applicant (if different from above)	_____	Phone	_____
Applicant Email	_____		
Applicant Mailing Address	_____		
Parcel I.D. Number(s)	<u>12.06906.006</u>	Township	<u>125</u> Section <u>01</u>
Legal Description	<u>2.15A S70' OF THAT PART OF SW4NW4 LYING N OF N RW OF HWY 1-94</u>		

Primary Zoning District Agricultural 40 Section of Ordinance 7.24.5  
Proposed Use Commercial / Non-Conforming Section of Ordinance 4.8

Staff to Complete	
<b>Overlay Districts</b>	
<input type="checkbox"/> Floodplain	<input type="checkbox"/> Airport <input type="checkbox"/> Conservation Overlay
<input type="checkbox"/> Shoreland: Water Body Name/Number _____	Classification _____

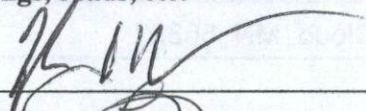
1. Description of Request: To rebuild storm damaged billboard structure to it's previous condition i.e. 12 X 48, same location etc.

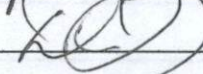
2. Describe any lighting that will be used to illuminate the sign: 4-400 watt halophane fixtures

Structure and Setbacks (As shown on site plan)

3. Total Square Footage (include both sides)	576 (1152)
4. Setback from right-of-way	5 feet
5. Setback from adjacent property lines	5 feet
6. Setback from nearest intersection	N/A
7. Distance from any park, historical site, public picnic or rest area, church, or school property	N/A
8. Distance from nearest advertising sign	802 feet
9. Height (above average ground level at base of the sign)	20 feet

**Note: In order to fully evaluate the proposed use, please supply a site plan map that shows all applicable distances, setbacks, signs, buildings, roads, etc.**

Property Owner's Signature  Date 9/27/17

Applicant's Signature  Date 9/27/17

Signature of this application authorizes Environmental Services Staff to enter upon the property to perform needed inspections. Entry may be without prior notice

---

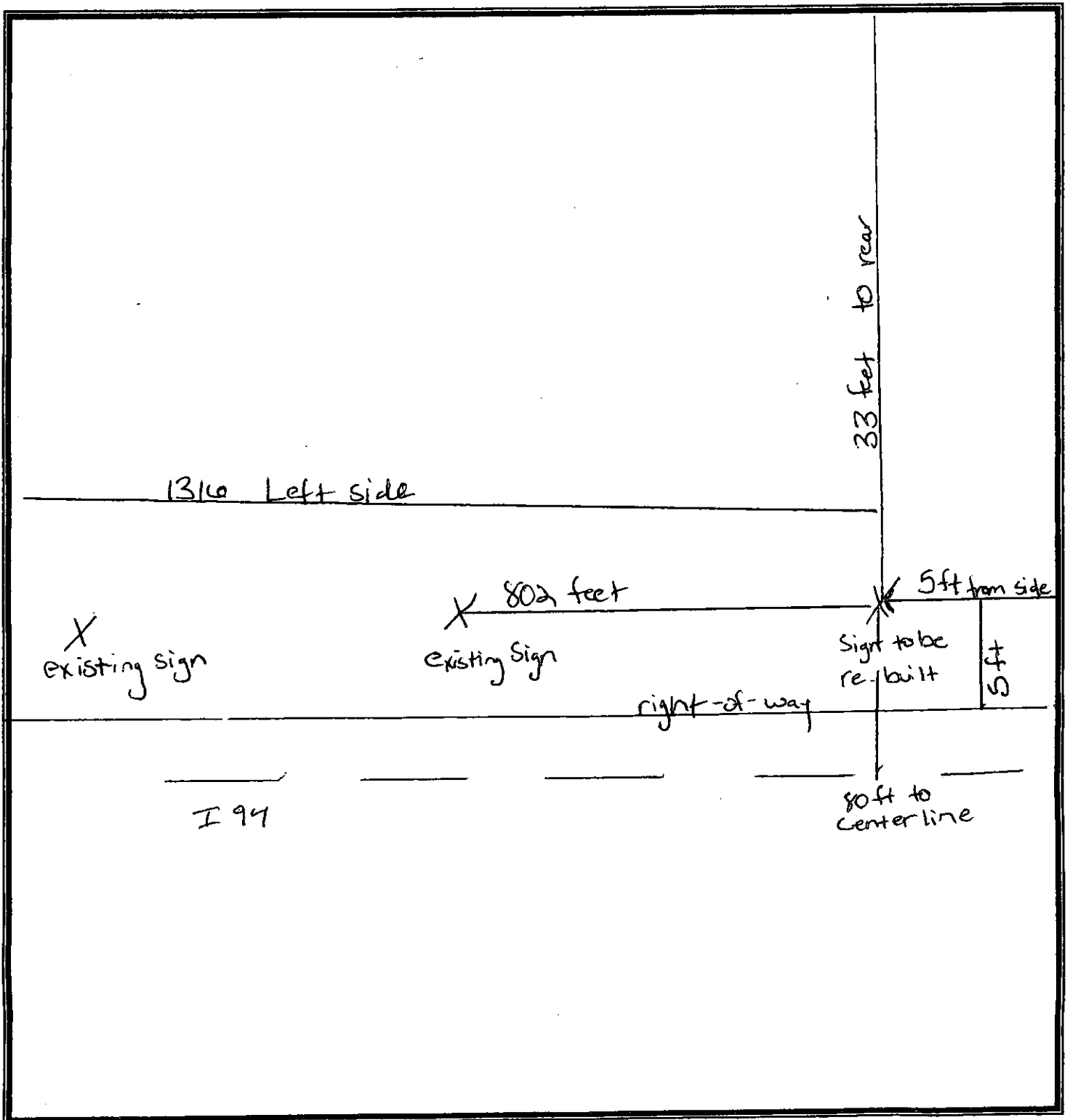
**WHAT HAPPENS NEXT?** Staff will review your application and determine if the application is complete. If the application is complete, the application will be scheduled for a Public Hearing with the County Planning Commission who will recommend action to the County Board of Commissioners. It typically takes 2 months from the time a complete application is submitted until the County Board issues final approval or denial of the CUP.

---

# Site Plan

Include the following on the site plan:

- Setbacks- Side Yard, Rear Yard, Road, Ordinary
- High Water Level, Wetlands
- Existing Structures
- Proposed Structures / Additions / Modifications
- Roads & Existing or Proposed Approaches
- Parking Areas & Driving Surfaces
- Existing & Proposed Fences or Screening
- Existing & Proposed Lighting
- Existing & Proposed Signage (on & off the building)
- Outdoor Sales, Display, or Storage Areas





# Lamar Conditional Use Permit

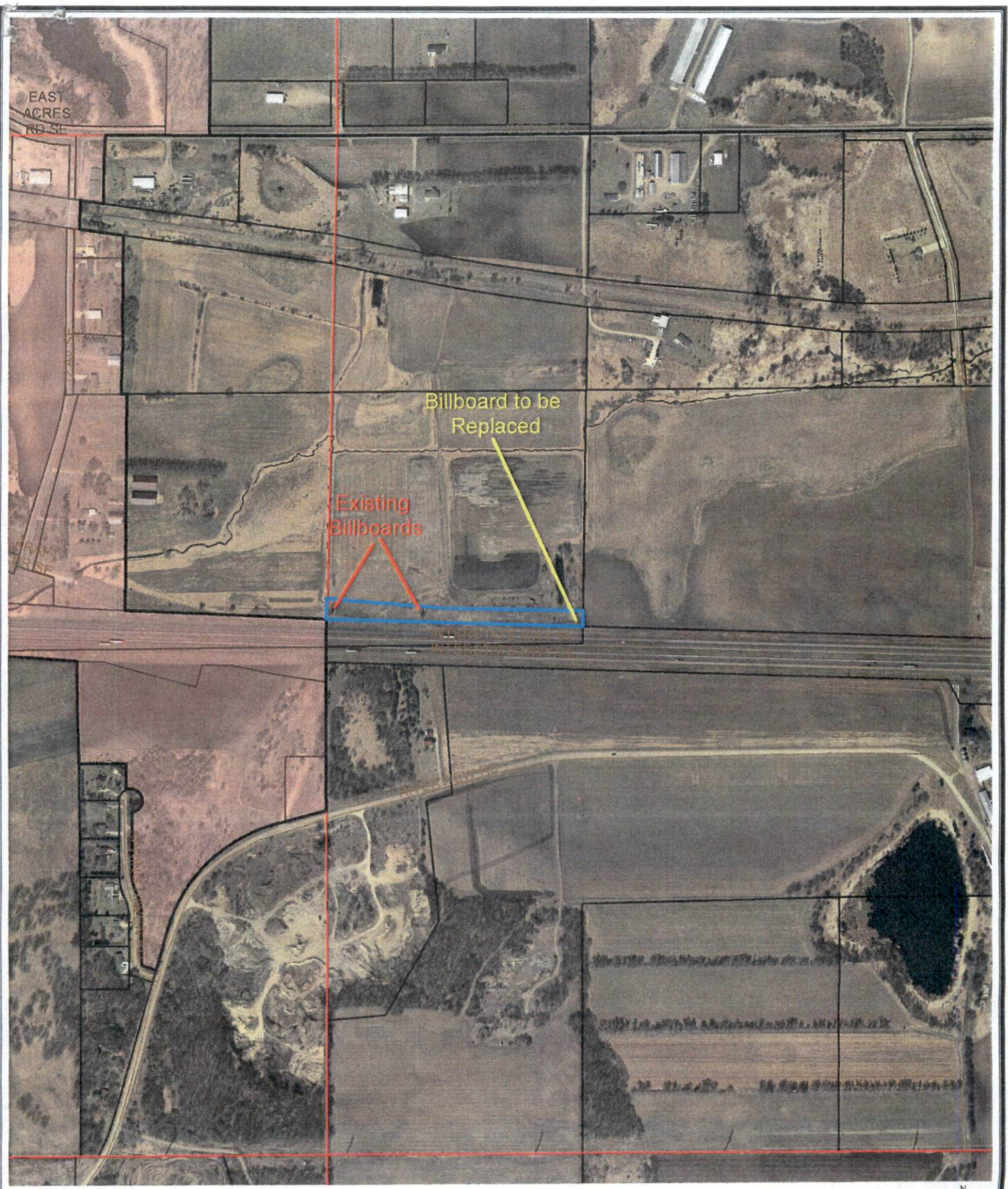


1 inch = 253 feet



This map is made available on an "as is" basis, without express or implied warranty of any sort including, specifically, any implied warranties of fitness for a particular purpose, warranties of merchantability, or warranties relating to the accuracy or completeness of the database.

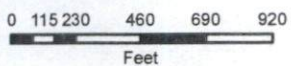
Date: 11/2/2017



# Lamar Conditional Use Permit



1 inch = 667 feet



Date: 11/2/2017

This map is made available on an "as is" basis, without express or implied warranty of any sort including, specifically, any implied warranties of fitness for a particular purpose, warranties of merchantability, or warranties relating to the accuracy or completeness of the database.

## SUMMARY OF PLANNING COMMISSION PROCEDURES

**STEP 1.** Request application and discuss circumstances with staff (see the following page for more specific information).

Application Deadline:

12/18/17

Public Hearing Date:

1/18/18

**STEP 2.** File application by the above noted deadline. An application includes the following:

- a. A completed application form with the required filing fee
- b. A full, recordable property description (deed or abstract)
- c. A complete site sketch listing all applicable distances, setbacks or other necessary measurements
- d. For shoreland requests, septic system certification is required. (Note: Noncompliant septic systems are required to be upgraded regardless of the outcome of the planning commission proceedings).

**STEP 3.** Processing (completed by the Environmental Services staff, with the exception of plats):

- a. Public hearing notice sent to the local paper and the St. Cloud Times
- b. Notification of affected property owners:
  - Plats - property owners within ½ mile
  - Rezoning - property owners within ½ mile
  - Conditional Use/Interim Use Permits - property owners within ¼ mile
- c. Staff reviews application and generates a staff report
- d. Mailing of information packets to the members of the Commission, and
- e. Mailing of agenda and staff report to applicants

**STEP 4.** Planning Commission conducts hearings on plats, rezonings and conditional and interim use permits on the third Thursday of the month unless otherwise stated.

It is recommended that the applicant(s) or their representative attend the hearing to answer any questions the Commission may have. The Commission will base its decision on the information presented and public testimony. Failure to have representation may result in the continuation of the item to the next meeting.

Actions of the Planning Commission depend upon the submitted request. **Plats** are recommendations to the County Board, and will follow final plat requirements. **Rezoning**s are also recommendations and will be submitted to the County Board of Commissioners generally one month after the Planning Commission meeting. **Conditional and interim use permits** may be approved, approved with conditions or denied by the Planning Commission. Any item may be continued or tabled by the Planning Commission. If the item is continued, the Planning Commission will state when the item is continued to (either the next meeting or a specified date). There will be no additional notification on continued items.

**STEP 5.** All conditional and interim use permits are recorded with the property deed in the County Recorder's Office. If the conditional use permit is denied, notice will be sent to the applicant(s) via certified mail.

**STEP 6.** Once the proceedings for conditional and interim use permits are recorded, a copy will be sent to the applicant(s) via mail.

## **Land Use Plan**

### **Goals and Objectives**

The following goals and objectives are general statements of intent that focus on the land use issues identified through the planning process. Goals are broadly worded, while objectives define major themes under each goal. The policies and action items listed later in this chapter are related to the goals and objectives, but are more specific and detailed. Many of the goals and objectives are the same or similar to those of the 1998 plan, but have been updated to address progress toward the goals and improved understanding of the relationship of land use and natural resources.

#### ***Agriculture***

##### **Goal 1. Sustain agriculture as a desirable land use for the long term.**

- Objective 1. Nurture and preserve a sound agricultural economy.
- Objective 2. Preserve highly valued farmland for agricultural pursuits.
- Objective 3. Develop management methods for accommodating different types of agricultural activity.

##### **Goal 2. Minimize land use conflict between agriculture and other land uses.**

- Objective 1. Maintain suitable boundaries for urban, rural residential and agricultural areas.
- Objective 2. Provide standards to protect new and existing land uses from incompatible land uses.

#### ***Growth and Development***

##### **Goal 3. Manage the impacts of growth and development on the County's rural character**

- Objective 1. Discourage incompatible land uses through effective land use controls.
- Objective 2. Identify appropriate areas for commercial, industrial, and non-farm rural residential developments.
- Objective 3. Deter premature development in rural areas and in urban expansion areas around cities.

##### **Goal 4. Sustain the current livability and diversity of Stearns County.**

- Objective 1. Recognize and respond to the differences in community needs and character, development patterns, and natural resources in different regions of the County.
- Objective 2. Preserve and protect significant, unique or sensitive natural and scenic resources.
- Objective 3. Respect and preserve architectural, archeological, and cultural history.
- Objective 4. Encourage a diversity of housing opportunities meeting the needs of both the cities and the townships.

##### **Goal 5. Use existing infrastructure and resources efficiently.**

- Objective 1. Coordinate infrastructure expansion with development; and encourage development where the infrastructure is adequate to serve that growth.
- Objective 2. Provide public services and infrastructure that can be sustained over time.
- Objective 3. Support the provision of joint services among jurisdictions.

Objective 4. Continue to educate people about the real cost of development.

**Goal 6. Provide a variety of residential opportunities.**

Objective 1. Provide a diversity of housing prices and styles, meeting the needs of residents of different ages, incomes and lifestyles.

Objective 2. Work with the cities to provide a variety of higher-density housing types.

Objective 3. Identify appropriate locations for seasonal homes in settings that afford a variety of natural amenities.

Objective 4. Create sufficient housing opportunities near job centers.

***Natural Resources Protection***

**Goal 7. Identify and preserve important natural systems and sensitive natural resources.**

Objective 1. Evaluate land use changes based on how they respond to existing natural systems and their potential impacts on natural resources.

Objective 2. Develop and employ land use regulations and other techniques for natural resource protection, including transfer of development rights or density, best management practices, and public acquisition.

Objective 3. Recognize the relationship between land use and water quality, and continue to support water quality improvements through land use plans and regulations.

**Goal 8. Explore the development of a comprehensive land value assessment policy and tax assessment guidelines that would encourage preservation of open space parcels, including both agricultural and forested areas.**

Objective 1. Evaluate the current tax assessment policies of Stearns County in conjunction with statewide requirements, in order to evaluate the effects of assessment policies on protected open space, whether protected by easement or by zoning and land use policies.

# **Natural Resources and Environmental Management Plan**

## **Goals and Objectives**

The following goals and objectives are general statements of intent that focus on the natural resource issues identified through the planning process and in other required planning efforts such as the Water Plan and the Solid Waste Plan. Goals are broadly worded, while objectives define major themes under each goal. Stearns County set a number of natural resource goals in its 1998 Comprehensive Plan. Many of the 1998 Plan goals are still valid and have been reaffirmed by the Citizens Advisory Committee (CAC). Some goals from 1998 have been modified or simplified, and the CAC has identified some new priorities for natural resources. Additional new goals reflect goal statements in the Water Plan and Solid Waste Plan. Finally, natural resource goals are also included in the Land Use chapter of this Plan, reflecting the significant overlap of land use choices and the functioning of natural systems.

### **Goal 1. Preserve important natural systems.**

- Objective 1. Identify the suitability of natural systems and resources for development or use.
- Objective 2. Develop strong performance standards to preserve sensitive natural features and systems.
- Objective 3. Preserve watershed functions for high-quality surface waters and recreation areas, and provide for restoration of watershed function for impaired waters.
- Objective 4. Recognize natural systems as critical infrastructure, equivalent to other kinds of infrastructure in assuring the health, safety, welfare, and quality of life for County residents, visitors, and businesses.
- Objective 5. Minimize the alteration of wetlands.

### **Goal 2. Assure the reasonable and responsible use of the County's natural resources, including land, surface and ground water, minerals, open space, wetlands, wildlife, and woodlands.**

- Objective 1. Provide for the managed, sustainable use of mineral, soil, water, and timber resources
- Objective 2. Protect large wooded tracts and special habitats through preservation, conservation development standards, and promoting strong stewardship efforts by individuals and private organizations..
- Objective 3. Recognize the carrying capacity of groundwater and surface water in development and use decisions.
- Objective 4. Encourage use of renewable energy systems, including wind energy and solar energy, which reduce the footprint of development on local and global natural systems.

### **Goal 3. Protect the County's agricultural natural resources.**

- Objective 1. Protect agricultural soils and other agricultural resources by regulating non-agricultural land uses in areas with agricultural soils.
- Objective 2. Encourage sustainable agricultural practices that protect agricultural soils and waters for future generations.

**Goal 4. Protect the County's aggregate resources and provide for reasonable economic use of aggregate.**

- Objective 1. Locate the high quality aggregate resources in the County to guide protection and utilization activities
- Objective 2. Manage aggregate resources to provide for the extraction of high quality aggregate prior to non-agricultural development on the site.
- Objective 3. Adopt regulations to minimize nuisances from aggregate extraction that affect developed areas and that ensure restoration of extraction sites to protect other natural resources and natural functions.

**Goal 5. Support the goals of the County Water Plan.**

- Objective 1. Protect drinking water sources through encouraging sustainable water use and preserving the function of wellhead areas and groundwater recharge areas in land use decisions.
- Objective 2. Minimize impacts to water quality from development through use of low impact development techniques, improved management of buffers and natural resources in shoreland areas, and improve stormwater management in existing developed areas.
- Objective 3. Continue to identify impaired waters in the County and work to implement best management practices for restoring surface waters to non-impaired status.

**Goal 6. Support the goals of the Stearns County Solid Waste Management Plan.**

- Objective 1. Provide a program for handling solid wastes that will anticipate residential, agricultural, commercial and industrial expansion.
- Objective 2. Encourage and educate citizens and businesses on the importance of waste reduction and reuse.
- Objective 3. Encourage energy recovery from solid waste.
- Objective 4. Acknowledge that landfills will be part of the solid waste disposal approach of Stearns County's non-hazardous industrial and demolition debris.
- Objective 5. Promote and encourage private sector participation in the collection, transportation and processing of solid waste and recyclable material.
- Objective 6. Continue compliance with the solid waste management goals and policies set forth by the State Pollution Control Agency.

## **Economic Development Plan**

### **Goals and Objectives**

The following goals and objectives are general statements of intent that focus on the economic development issues identified through the planning process. Goals are broadly worded, while objectives define major themes under each goal. Stearns County set a number of economic development goals in its 1998 Comprehensive Plan. Many of these goals are still valid and have been reaffirmed by the Citizens Advisory Committee (CAC). Some goals have been modified or simplified, and the CAC has identified some new priorities for economic development.

#### **Goal 1. Maintain and strengthen economic diversity.**

- Objective 1. Promote and retain agriculture in areas with highly valued agricultural land or economically viable animal agriculture operations.
- Objective 2. Encourage industrial development within existing communities, including redevelopment of existing sites and filling of industrial and business parks.
- Objective 3. Acknowledge tourism's economic value and the prospective contribution of this industry to both the diversity of the County economic base and the potential for growth.
- Objective 4. Protect tourism and related resources from detrimental development activity and conflicting land uses.
- Objective 5. Enhance the regional role of the St. Cloud metropolitan area by strengthening economic connections between the metropolitan area and other Stearns County cities and towns.
- Objective 6. Provide for the continued viability of the rural small town as an agricultural service center and to provide opportunities for jobs and housing where consistent with infrastructure and natural resources carrying capacity.
- Objective 7. Enhance the ability of local retail and commercial businesses to sustain small city and town center commercial areas.

#### **Goal 2. Update, diversify and expand the manufacturing sector of the economy.**

- Objective 1. Assist businesses with job retention and expansion opportunities.
- Objective 2. Secure new manufacturing enterprises, including opportunities to create value-added operations to the County's agricultural and natural resource base, and to take advantage of Stearns County's access to other regional and national markets.
- Objective 3. Integrate eco-industrial and sustainable design concepts into commercial/industrial areas.

#### **Goal 3. Strengthen and diversify the agricultural economy.**

- Objective 1. Strive for and support higher farm profitability and family farm stability, including encouraging creative agricultural diversification of crops and products, vertically integrated operations with direct access to local markets, and certified production that has a higher market value.

- Objective 2. Capture an increasing share of the opportunities for value-added agriculture in food manufacturing, bio-fuels, and the burgeoning industries utilizing agricultural products as a feedstock.
- Objective 3. Create opportunities for new investment in agricultural operations and support industries.

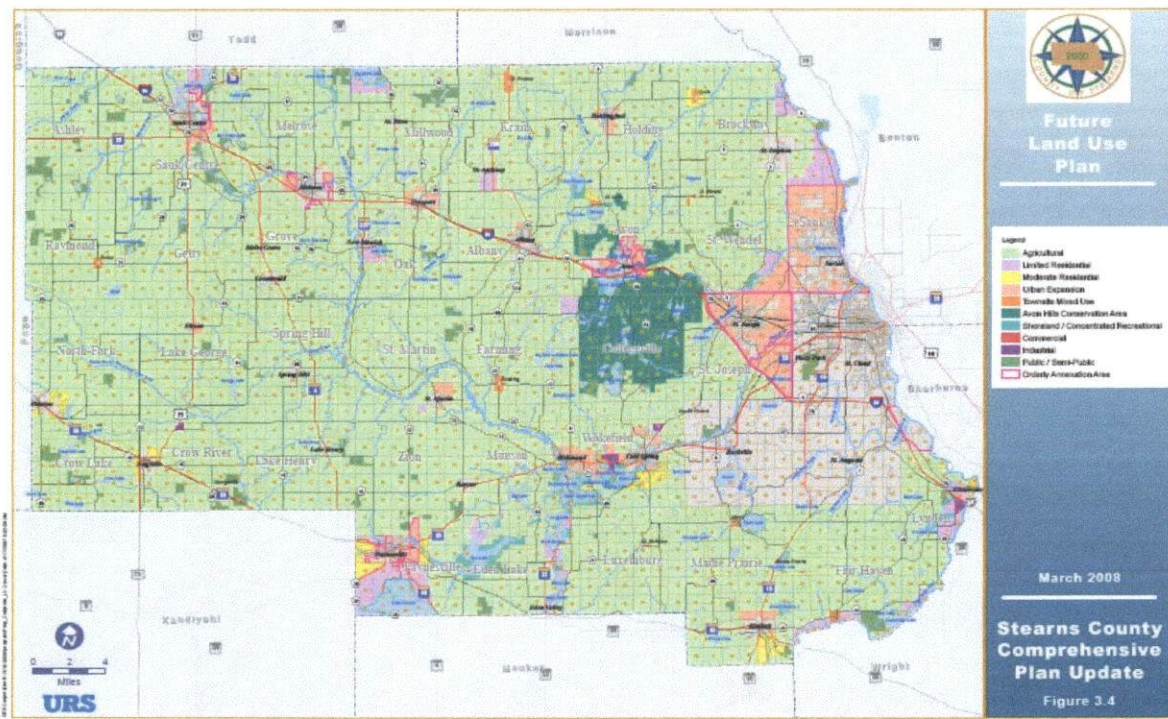
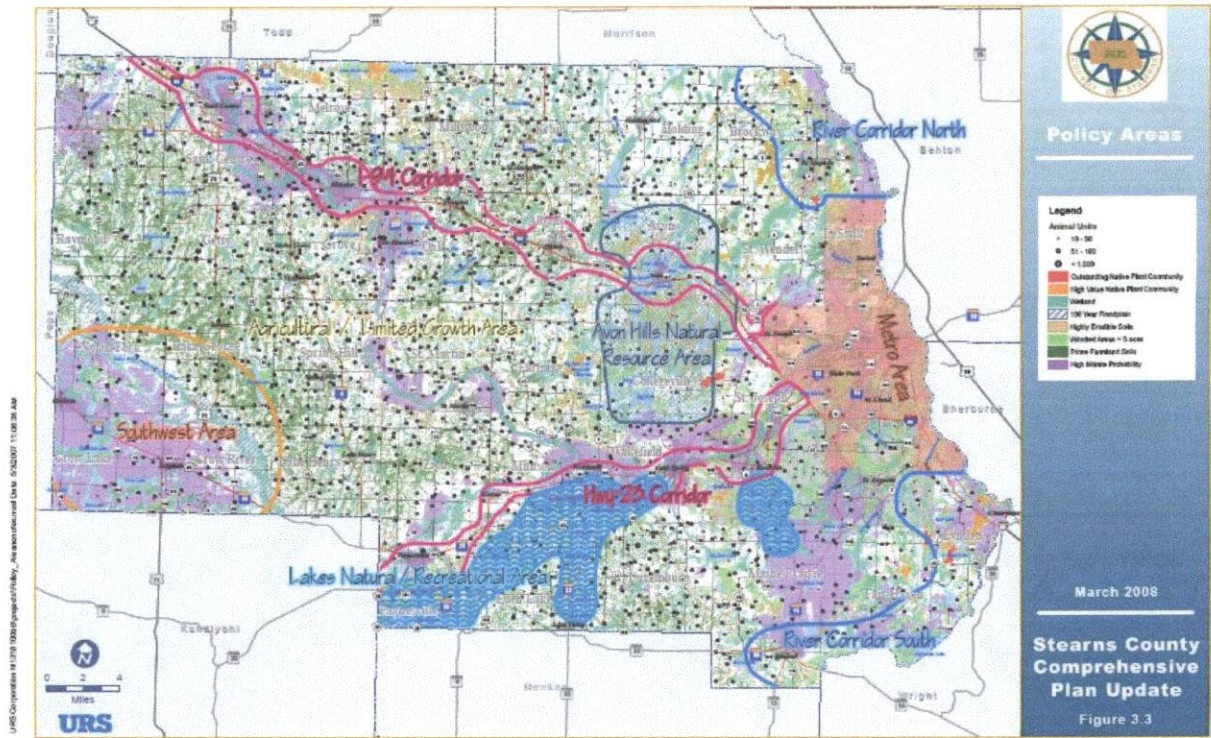
**Goal 4. Promote sustainable development initiatives.**

- Objective 1. Encourage the establishment and use of eco-industrial parks to maximize the environmental, economic and cultural connections between development and community health.
- Objective 2. Increase the value of Stearns County economic production by ensuring that operations sustain natural resources, increase the use of efficient modes of transport such as rail, and access local markets.
- Objective 3. Encourage and promote the use of “green” architecture design principles that minimize impacts to the natural and cultural environments and reduce long-run risk to businesses.
- Objective 4. Encourage revitalization of the traditional downtown areas throughout the County to create walkable, sustainable, appealing communities that reflect the unique character of Stearns County cities.
- Objective 5. Encourage the appropriate development and use of electricity from wind energy as a means of substituting underutilized local renewable resources for non-renewable, non-local, energy sources.

**Goal 5. Create a range of economic development programs and tools that move the County toward its goals.**

- Objective 1. Encourage efficient expansion of public infrastructure by municipal governments to keep debt payments, maintenance costs and tax burdens low.
- Objective 2. Use creative and selective tax abatement agreements to encourage expansion in appropriate locations and to encourage linking of economic investment to the county labor force.
- Objective 3. Continue to create cooperative efforts for economic development among Stearns County municipalities and multi-city promotions to maximize the synergy of each community’s economic assets.

Large copies of these maps and a description of the Policy Areas and Land Use Categories are available from Environmental Services or in the Comprehensive Plan on the County's website at <http://www.co.stearns.mn.us/Government/6436.htm>.



## **Planning Commission Public Hearing Procedures**

- 1) Prior to the first public hearing, the Planning Commission Chair will briefly explain the public hearing process and the steps the Commission will take in making their decisions on applications. Commission members, any member of the public, the applicant and staff should endeavor at all times to be respectful and understanding of one another during this entire public hearing.
- 2) For each application, the Chair will first declare the public hearing to be open and then request the applicant to come forward and state their name.
- 3) Next, the Chair will call on the Environmental Services Department staff to give a summary of the application and provide pertinent information regarding the property and the applicant's request. Following the summary, the Chair will allow the applicant an opportunity to add any additional information in regards to the request.
- 4) The next step will be for the Chair to allow members of the public to state their position in regard to the application. Speakers should first state their name for the record. Comments should be limited to issues directly related to the request and be presented in a manner that is respectful to the Commission, the applicant, staff and others present at the hearing. If an item is particularly controversial and entails considerable discussion, the Chair may ask that positions not be repeated and that only new information be presented. If the public has questions of the applicant or staff, those questions must be directed through the Chair in order to maintain order and provide proper protocol for the meeting. At anytime the Commission may ask questions of the applicant, staff, or the public.
- 5) Following the conclusion of all public testimony, the Chair will call for a motion to close the public hearing. Once the public hearing is closed, only the Commission members may ask clarifying questions of the applicant or staff. During this time, the applicant and/or the public may not make any further comments or testimony unless directed to do so by the Chair. This is an opportunity for the Commission to discuss the request and testimony among themselves and begin to frame their individual positions on the merits of the application.
- 6) Once it appears that all issues have been discussed and questions have been asked by the Commission members, the Chair will direct the Commission members to proceed with making their Findings of Fact. This is a formal process in which the Chair will read through a series of questions aimed at determining whether or not the request and testimony presented meet the intent of the comprehensive plan and all applicable ordinance requirements. Following the completion of the Findings of Fact, the Chair will call for a motion in support of or in denial of the request. The motion passed must be supported by the evidence in the Commission's Findings of Fact. For conditional use permits and interim use permits, the motion made by the Commission will be to grant or deny the request. For plats and rezoning applications, the motion made by the Commission will be a recommendation of approval or denial to the County Board of Commissioners. At a later date, the County Board of Commissioners will make the final decision on these requests.
- 7) Applicants for a conditional use permit, interim use permit, rezoning, or plat will receive written notice of the Commission's decision within one week of the public hearing

