

City of Ramsey
Agenda
Regular Planning Commission
Thursday, November 21, 2024

7:00 pm

Council Chambers, 7550 Sunwood Drive NW

Remote Attendance available at www.cityoframsey.com/meetings.

Those joining remotely and requesting to speak are asked to use a webcam when speaking.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Citizen Input**
4. **Approve Agenda**
5. **Consent Agenda**
 1. Approve the Planning Commission Meeting Minutes for October 24th, 2024.
6. **Public Hearing**
7. **Commission Business**
 1. Continue discussion on the Sign Code Update pertaining to Wall Signage
 2. Discuss the Sign Code Update pertaining to Freestanding, Temporary, and Additional Wall Signage
8. **Commission/Staff Input**
9. **Adjournment**

Regular Planning Commission

Meeting Date: 11/21/2024

Primary Strategic Plan Initiative: Enhance City’s communication through transparency and accountability.

Information

Title:

Approve the Planning Commission Meeting Minutes for October 24th, 2024.

Purpose/Background:

The purpose of this case is to approve the Planning Commission Meeting Minutes for October 24th, 2024

Recommendation:

Approval

Outcome/Action:

Approval

Attachments

PC October Minutes

Form Review

Inbox

Brian Hagen

Form Started By: Abdi Sahal

Final Approval Date: 11/15/2024

Reviewed By

Brian Hagen

Date

11/15/2024 01:06 PM

Started On: 11/15/2024 09:18 AM

**PLANNING COMMISSION
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

The Ramsey Planning Commission conducted a regular meeting on Thursday, October 24, 2024, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Cheri Gengler
 Commissioner Bruce Anderson
 Commissioner Ryan Heineman
 Commissioner Tom Hunt
 Commissioner Eric Peters
 Commissioner Gary VanScoy

Members Absent: Commissioner Randy Bauer

Also Present: Planning Manager Todd Larson
 City Planner Adam Martin
 Senior Planner Chris Anderson
 City Council Liaison Matt Woestehoff

1. CALL TO ORDER

Chairperson Gengler called the regular meeting to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE

Chairperson Gengler led the group in the Pledge of Allegiance.

3. CITIZEN INPUT

None.

4. APPROVAL OF AGENDA

Motion by Commissioner Peters, seconded by Commissioner Heineman, to approve the agenda as presented.

Motion Carried. Voting Yes: Chairperson Gengler, Commissioners Peters, Heineman, Anderson, Hunt, and VanScoy. Voting No: None. Absent: Commissioner Bauer.

5. CONSENT AGENDA

5.01: Approve the September 26, 2024 Planning Commission Meeting Minutes

Motion by Commissioner Hunt, seconded by Commissioner Anderson, to approve the consent agenda as presented.

Motion Carried. Voting Yes: Chairperson Gengler, Commissioners Hunt, Anderson, Heineman, Peters, and VanScoy. Voting No: None. Absent: Commissioner Bauer.

6. PUBLIC HEARINGS/COMMISSION BUSINESS

6.01: Public Hearing: Variance and Lot Line Adjustment – 8310 – 8324 159th Lane NW

Public Hearing

Chairperson Gengler called the public hearing to order at 7:02 p.m.

Presentation

Planning Manager Larson presented the staff report stating that staff recommends approval of the variance and lot line adjustment.

Commissioner Van Scoy recognized that both lots are already nonconforming as they are below the minimum lot size and asked if the variance is still then necessary.

Planning Manager Larson replied that the variance is still required as one nonconforming lot would become more nonconforming in this transaction.

Commissioner Heineman asked who was responsible for the survey that was done in the past.

Planning Manager Larson replied that he does not want to assess blame because that is not known as things were much different when the neighborhood was constructed 30 years ago.

Citizen Input

Commissioner Heineman asked if both homeowners are okay with this new property line.

Planning Manager Larson replied that both homeowners signed the application.

Commissioner Anderson stated that he went to the site and met with the homeowners and this solution seems to be the best option to get this property fixed so that it could be sold. He noted that the alternative would be to remove a deck and pool and perhaps the home itself is not conforming either. He believed that this is the best solution for the situation.

Motion by Commissioner Van Scoy, seconded by Commissioner Peters, to close the public hearing.

Motion Carried. Voting Yes: Chairperson Gengler, Commissioners VanScoy, Peters, Anderson, Heineman, and Hunt. Voting No: None. Absent: Commissioner Bauer.

Chairperson Gengler closed the public hearing at 7:08 p.m.

Commission Business

Motion by Commissioner Peters, seconded by Commissioner Hunt, to adopt Resolution #24-291 Approving a Variance to Lot Area at 8310 and 8324 159th Lane NW and a Lot Line Adjustment.

Motion Carried. Voting Yes: Chairperson Gengler, Commissioners Peters, Hunt, Anderson, Heineman, and VanScoy. Voting No: None. Absent: Commissioner Bauer.

6.02: Public Hearing: Adopt Resolution #24-284 Granting a Variance to Height Limitations for a Detached Accessory Building Located at 17646 St. Francis Boulevard NW (Project No. 24-121); Case of Chuck and Angie Lattery

Public Hearing

Chairperson Gengler called the public hearing to order at 7:09 p.m.

Presentation

Senior Planner Anderson presented the staff report stating that staff recommends adoption of Resolution #24-284 granting a variance to height restrictions for a detached accessory building in the side yard of the subject property. He stated that one letter of support was received from an adjacent neighbor and one call was received to ask questions noting that person also did not object to the building, as long as it is not intended to be used for commercial purposes.

Commissioner VanScoy asked if the proposed garage would be in the side yard.

Senior Planner Anderson commented that the house is only 21 feet from the front property line, which is much closer than current City Code would allow. He stated that the proposed building would be set back 40 feet from the property line to meet the front setback and slightly northwest of the home, which would be considered the side yard of the property.

Commissioner VanScoy commented that it looks like it would be close to being behind the home.

Senior Planner Anderson confirmed that it is close to being behind the home but because the home is at an angle, the building would not be entirely behind the home.

Commissioner Anderson asked if the variance would be required if the building were moved back a few more feet to be behind the home.

Senior Planner Anderson replied that if the building were in the rear yard, it would not require a variance, as the height of an accessory building in the rear yard could be up to 30 feet. He noted

that moving the structure further back would require additional tree removal and grading because of the slope in that area.

Commissioner VanScoy asked the rationale of the change in City Code.

Senior Planner Anderson replied that he does not have an answer to support why the relationship of a building in the side yard supports a reduction in the allowed height.

Citizen Input

Charles Lattery, applicant 17466 St Francis Blvd, thanked staff for the thorough presentation. He stated that his home sits at an angle and the location for the proposed building replaces the previous garage but extends to the tree area with not much difference in the height. He stated that when they purchased the property, they also removed the deteriorating barn along with the garage. He stated that they have tried to comply with everything by working with staff and was surprised to learn that he now had to apply for a variance when last year he was told he would not need a variance. He stated that the backyard is all clay, and they cannot even drive on it once spring comes. He noted the erosion problems that he has had because of the slope and would not want to add a building to that area which already has issues.

Commissioner Anderson asked what a mudding truck is.

Mr. Lattery explained that it is a large truck, jacked up with large tires for playing in the mud. He explained that the truck is nine feet, eight inches and needs the additional height to allow him to raise it on a hoist. He stated that the 14-foot doors would allow him to move an RV in and out of the building.

Commissioner Hunt stated that it is unfortunate that the Code changed and now requires a variance, but was pleased to see him going through the process.

Mr. Lattery commented that staff have been great to work with as well.

Commissioner Heineman commented that he believes this structure would look great and would be positioned in the right place.

Mr. Lattery commented that his neighbors are also present in support of the request.

Jeff Hillman, 6131 Green Valley Road, commented that he lives to the west and supports the request. He noted that the backyard drops significantly and there would be a significant cost to building in that area. He commented that he received a similar variance for the shed and building on his property. He stated that this height is reasonable for the proposed use to allow him to work on his vehicles.

Ron Trail, 6025 Green Valley Road, commented that he is the neighbor to the south. He commented that they do not have a fence and has no objections to the request.

Motion by Commissioner VanScoy, seconded by Commissioner Anderson, to close the public hearing.

Motion Carried. Voting Yes: Chairperson Gengler, Commissioners VanScoy, Anderson, Heineman, Hunt, and Peters. Voting No: None. Absent: Commissioner Bauer.

Chairperson Gengler closed the public hearing at 7:30 p.m.

Commission Business

Motion by Commissioner Anderson, seconded by Commissioner Heineman, to adopt Resolution #24-284 Granting a Variance to Height Restrictions for a Detached Accessory Building in the Side Yard of the Subject Property.

Motion Carried. Voting Yes: Chairperson Gengler, Commissioners Anderson, Heineman, Hunt, Peters, and VanScoy. Voting No: None. Absent: Commissioner Bauer.

6.03: Public Hearing: Consider a Conditional Use Permit for Motor Vehicle Repair for Blanery LLC at 6581 141st Avenue NW

Public Hearing

Chairperson Gengler called the public hearing to order at 7:31 p.m.

Presentation

City Planner Martin presented the staff report stating that staff recommends motion to adopt the Conditional Use Permit (CUP), contingent upon satisfying the conditions listed in Resolution #24-303 and having updated plans in time for City Council review.

Commissioner VanScoy asked if there were any outstanding issues related to landscaping or any other plan elements.

City Planner Martin commented that there are some minor issues that staff is working with the architect on, primarily pertaining to lighting, but those are minor in nature and revised plans should be received prior to City Council review.

Commissioner Anderson asked if the area would be fenced in the back part of the property with a material that you could not see through.

City Planner Martin confirmed that the proposed fence would be fully opaque to ensure anything parked in that area would not be visible from the right-of-way.

Citizen Input

Alexander Blaschchanitsa, applicant, stated that he was present to answer any questions. He confirmed that they would have a fence on the back of the property to block the view of the vehicles for both aesthetic and security purposes.

Commissioner Van Scoy commented that this looks like a great project.

Chairperson Gengler asked if this is a new business.

Mr. Blaschchanitsa replied that this is a new business, but he is a builder and has experience. He stated that he connected people within his network to build the shop and staff the business.

Motion by Commissioner Peters, seconded by Commissioner Hunt, to close the public hearing.

Motion Carried. Voting Yes: Chairperson Gengler, Commissioners Peters, Hunt, Anderson, Heineman, and VanScoy. Voting No: None. Absent: Commissioner Bauer.

Chairperson Gengler closed the public hearing at 7:41 p.m.

Commission Business

Motion by Commissioner Van Scoy, seconded by Commissioner Hunt, to recommend that City Council adopt Resolution #24-303 Approving a Conditional Use Permit for Motor Vehicle Repair at 6591 141st Avenue NW, subject to the conditions specified within the resolution.

Motion Carried. Voting Yes: Chairperson Gengler, Commissioners VanScoy, Hunt, Anderson, Heineman, and Peters. Voting No: None. Absent: Commissioner Bauer.

6.04: Public Hearing: Consider Ordinance #24-14 Pertaining to Residential Driveways

Public Hearing

Chairperson Gengler called the public hearing to order at 7:43 p.m.

Presentation

Planning Manager Larson presented the staff report stating that staff is concerned that the proposed regulations would create unpleasant situations between neighbors as well as drainage and snow storage issues.

Commissioner VanScoy asked what was driving the desire to change the standards.

Councilmember Woestehoff commented that driveways themselves do not have a safety hazard when it comes to fire protection. He stated that at the end of the day it would be the risk of the homeowner to place their driveway at the lot line.

Commissioner VanScoy used the scenario that two property owners both chose to place their driveways at the lot line and asked how vehicles just a few inches apart would open their doors. He stated that people also say they move to Ramsey because of the rural character and open space and therefore questions this concept.

Commissioner Hunt asked how this would compare to other cities in the county, as his quick search showed three to five feet.

Planning Manager Larson replied that typically the driveway setback is five to ten feet, and Coon Rapids allows zero. He stated that the bigger, inner city metro area tends to have less noting Richfield at zero, and the more suburban communities tend to use five feet.

Commissioner VanScoy asked the typical lot width for a zero-driveway setback.

Planning Manager Larson replied that some of the older Coon Rapids lots are 50 feet wide.

Councilmember Woestehoff stated that when he lived in Richfield his lot was 60 feet wide and a shared driveway with the neighbor.

Citizen Input

Frank Antinozzi, 7041 147th Avenue NW, stated that he would be fine with a zero setback for driveways as vehicles are parked next to each other when there are shared driveways. He stated that not everyone parks in their driveway and the additional driveway space could be used for maneuvering a trailer and not necessarily parking.

Commissioner Peters stated that in his neighborhood there was a house fire that jumped to a truck which then exploded and therefore if there was another vehicle right next to that, it could have easily jumped to the next vehicle. He stated that for that reason he would not support a zero setback for the driveway, but could support a reduction.

Chairperson Gengler asked if the fire department had input on this change.

Planning Manager Larson replied that fire did not have an interest one way or the other.

Mr. Antinozzi commented that fences can be installed along the property line and that would be more flammable than a vehicle. He stated that if you drive around Ramsey there are a lot of driveways to the property line, whether they received the proper approval or not. He stated that he has also seen it in other communities.

Commissioner Van Scoy stated that the only location in Ramsey where he has seen driveways to the property line is where the neighborhood is under a PUD with shared driveways.

Motion by Commissioner Anderson, seconded by Commissioner VanScoy, to close the public hearing.

Motion Carried. Voting Yes: Chairperson Gengler, Commissioners Anderson, VanScoy, Heineman, Hunt, and Peters. Voting No: None. Absent: Commissioner Bauer.

Chairperson Gengler closed the public hearing at 7:53 p.m.

Commission Business

Commissioner VanScoy commented that he did not see a need to change the Code.

Commissioner Heineman stated that he is happy to see this item come back as he believes that people should be able to use their property to the degree they would like. He stated that fictitious scenarios that are extreme are not a reason to limit other properties in Ramsey. He commented that while he was surprised to see support from the Council to change to zero feet, he supports the change.

Commissioner Anderson stated that when he took the job on the Planning Commission, he had to put aside his personal feelings about a lot of issues that have come before the group and instead weigh whether the request meets the requirements. He stated that he will not be supporting this change and did not believe that personal opinions should weigh in on what is best for Ramsey. He stated that just because you can build to the property line does not mean there will not be issues between neighbors. He stated that in the cases that these requests have come through, comments have been provided by neighbors that they would prefer to have five feet and do not like things to the property line. He stated that he would prefer to leave the Code as is and continue to review requests case by case.

Chairperson Gengler stated that her position remains unchanged in that she could support something less than five but believes that it would be problematic to allow the driveway to the property line as she believes that would cause problems between neighbors. She stated that she does not support a zero setback from the lot line for driveways.

Motion by Commissioner Heineman to recommend that City Council adopt Ordinance #24-14 Pertaining to Residential Driveways.

Motion failed for lack of second.

Motion by Commissioner VanScoy, seconded by Commissioner Anderson, to recommend that City Council not make a change to the ordinance related to driveway setbacks.

Motion Carried. Voting Yes: Chairperson Gengler, Commissioners VanScoy, Anderson, and Hunt. Voting No: Commissioners Heineman and Peters. Absent: Commissioner Bauer.

7. COMMISSION BUSINESS

7.01: Consider Sketch Plan for Emerald Estates, Located on 181st Avenue NW, West of Xenolith Street (Project No. 24-123): Case of Alan and Joni Greenwaldt

Presentation

City Planner Anderson presented the Staff Report and asked the Commission to provide feedback and direction to the applicant on the Sketch Plan.

Commission Business

Commissioner Heineman asked if he should not be involved in the discussion if he were potentially considering purchasing one of these lots in the future.

Planning Manager Larson commented that at this point there is no financial stake in this and there is no action being taken, therefore Commissioner Heineman could participate in the discussion but perhaps could abstain if this moves forward to preliminary plat.

Commissioner Heineman stated that he would prefer to abstain from the discussion as he is perhaps interested in building a house on one of these lots.

Commissioner VanScoy commented that Commissioner Heineman's desire to see this move forward would provide a good point of view and he would actually welcome that feedback during this discussion.

Commissioner Heineman commented that is a good point.

Commissioner Anderson stated that feedback can still be provided, and Commissioner Heineman could simply abstain from future voting. He echoed the comments that he appreciates all points of feedback.

Commissioner Hunt agreed that he would be interested in input from someone that may be interested in purchasing one of these lots.

Commissioner Van Scoy commented that this looks like it would be a nice development that is very unique and has potential issues. He asked if a planned unit development (PUD) approach has been considered.

City Planner Anderson replied that there has not been thought or talk of doing this as a PUD as this would meet all requirements of the rural residential zoning district, aside from the driveway of lot seven going onto lot eight. He stated that the County does have some trepidation about allowing that many new driveways but there is not ultimately a requirement preventing that.

Commissioner Anderson stated that he likes the idea but does not like the idea that there would be 13 driveways coming out onto a busy highway. He suggested making up to three access points for the property. He referenced the comments from the Highway Department which lent him to believe there would be an implied safety hazard. He stated that perhaps there is a service road for the 13 driveways that then connects to the major artery. He stated that he likes the idea of the overall project but believes the driveways would be a huge safety issue.

City Planner Anderson stated that to the west there looks to be a very similar layout with lots that have direct access onto CR 64, and to the east there is another similar scenario. He stated that he does understand the safety concerns but as proposed this would fit with what exists in the area.

Commissioner Anderson commented that the Commission has been working hard to put safety first and minimize the chance of accidents on the busy roads when considering new developments. He recognized that the lots to the east and west exist and have been there, but they should also focus on safety.

Councilmember Woestehoff stated that he pulled up old numbers from the Highway Department and that stretch of road has about 3,400 daily vehicles whereas Armstrong has 6,000. He commented that it is not the busiest of the County roads in Ramsey. He noted that the horrible corner on CR 5 has a count of 9,000.

Commissioner Peters asked if the property is also for sale on the Nowthen side of the road. It was confirmed that property has been sold. He noted that there could then be more houses going in. He stated that he traverses that road daily and you take caution during the winter months. He stated that in the future there would most likely be action by the County to improve the road and perhaps add turn lanes.

Chairperson Gengler invited the developer to address the Commission.

Eric Lewth, Landform, stated that he was present in representation of the applicants.

Commissioner Anderson asked how open the applicant is to working to develop an alternative to 13 driveways.

Mr. Lewth stated that the MnDOT access management manual recommends a minimum spacing of 100 feet between driveways on a 55 mile per hour road. He stated that they are proposing an average of 200 feet between driveways which is double that recommendation. He stated that they are happy to entertain other suggestions but would like to submit a compliant application without variances. He stated that minimum lot frontage of 200 feet for rural properties is based off the MnDOT recommendation that has not changed for the last 50 years.

Commissioner Hunt referenced the ideas of shifting five or ten feet on the lot line to accommodate the driveway and asked the thoughts of the applicant.

Mr. Lewth noted a no disturb buffer from the watershed.

City Planner Anderson replied that the Lower Rum River Water Management Organization (LRRWMO) requires that the member cities require a 16.5-foot wetland setback.

Mr. Lewth confirmed that they could look at shifting a bit, but it would be difficult to avoid 100 percent of the buffer. He stated that if there is a five-foot setback for a driveway, they could move that and it would impact the buffer and not the wetland itself, but also acknowledged the potential that the setback could be reduced to zero per the previous discussion.

City Planner Anderson stated that if there seems to be support for this, when the preliminary plat is submitted the applicant could include a request to deviate from the 16.5 wetland buffer impact for that strip. He stated that should keep the driveway entirely on lot seven, and meet the five-foot driveway setback without encroaching into the wetland.

Commissioner VanScoy stated that he is concerned with the safety of the situation and asked for details on the sight lines, recognizing that this is a straight segment of the road.

Mr. Lewth replied that this would be 13 driveways within one half mile. He stated that the sight lines are good with a clear road. He commented that shared driveways are less safe as neighbors could be coming and going at the same time and collide or cause backups. He stated that backing in or out onto the County road would be the most unsafe situation and therefore they could require turnarounds for each driveway to prevent that situation.

Commissioner Anderson stated that he would like the applicant to look in to whether there could be an alternative and if the answer is no, then so be it.

Commissioner VanScoy commented that he is a little less concerned with the safety issues based on the information that was provided but would also support the idea of the applicant looking at alternatives.

Chairperson Gengler commented that she would feel much better with turnarounds.

Commissioner VanScoy agreed.

7.02: Discuss the Sign Code Update Pertaining to Wall Signage

Presentation

City Planner Martin presented the Staff Report and asked the Commission to provide direction that will allow staff to develop clear, consistent, and simplified regulations for wall signage in all zoning districts.

Commission Business

Commissioner VanScoy asked if there is a desire to have one regulation across all districts.

City Planner Martin replied that would ultimately be up to the discretion of the Commission, but staff would like to see consistency between definitions. He acknowledged that there are different standards in different zoning districts and different allowances based on the needs of the district. He stated that staff would like clearer and more concise definitions that can equally be applied to the different districts.

Commissioner VanScoy commented that there was a lot of work put into the COR Framework because that is a unique area. He noted that COR-4 is mostly residential and therefore it would make sense to have something different there than in the business areas.

City Planner Martin replied that having guidance on the definitions and applicability would be helpful. He stated that for COR-4, Greenway Terrace is purely residential and some of the other developments do not have wall signage because they are attached or detached townhomes. He stated that the Norhart building is mixed use and would intend to have signage for the retailers. He noted that Norhart was approved with a sign package, but these changes would assist in streamlining for future projects.

Planning Manager Larson explained that the current standards do not have anything for an apartment building in the R-3. He clarified that there can be different standards for residential and business uses within the same zoning district.

Councilmember Woestehoff referenced awnings and asked if those are considered signage.

City Planner Martin replied that awnings are considered their own sign category and will be part of a future discussion.

Chairperson Gengler asked if awnings count towards the sign percentages.

City Planner Martin did not believe so.

Senior Planner Anderson stated that within the business districts, awning signage would be included in wall signage. He was unsure if awnings were counted the same in The COR.

Commissioner Heineman asked if the Commission could empower staff to attack the challenges and recommended that path of action as staff would have the most knowledge on this topic and how to best address those matters.

Commissioner Peters agreed.

Commissioner VanScoy also agreed that support and direction from staff would be helpful.

Councilmember Woestehoff noted the comment that signs may be approved as a package but may be permitted individually. He asked for input on the preferred method for staff and developers.

Planning Manager Larson commented that the sign permit is a subset of the building permit and therefore deals more with structural integrity, whereas zoning deals more with size and aesthetic.

Chairperson Gengler stated that there seems to be regulation on size, placement and channel set but does not see much on digital versus solid state.

City Planner Martin replied that many peer cities have specific language on electronic message centers, or digital changing signs, and is something staff can look into. He stated that there are a few locations that use those as wall signage.

Planning Manager Larson asked for input from the Commission on that type of signage.

Commissioner Heineman commented that digital signage should be completely separate as it is a whole different beast.

Commissioner VanScoy thought that there were regulations related to digital signage or message signs.

Planning Manager Larson replied that there are some regulations, but it is not very clear and is not applicable across all zoning districts. He stated that currently that type of signage is not allowed within the COR, yet NorthStar Marketplace has them. He noted that the pawn shop did receive a permit for its sign.

Commissioner VanScoy noted that there is a timing required for scrolling messages.

Councilmember Woestehoff commented that there are timing requirements for the billboards.

Senior Planner Anderson commented that there are dynamic display standards which include some basic regulations.

Commissioner Anderson referenced the A-frame signs and asked how those are regulated.

City Planner Martin replied that is another separate topic for signage, and within the COR Framework specifically.

Commissioner Anderson stated that all the examples shown were bolted to the wall and asked if there are regulations for something that protrudes or dangles down.

City Planner Martin replied that there is also a separate section for that type of signage.

Senior Planner Anderson replied that there are many differences between the sign regulations for the COR and the rest of the city. He reviewed the regulation for projecting signs outside of the COR and within the COR.

Commissioner Anderson commented that as Sunwood continues to develop there will be additional businesses and a sidewalk. He provided a scenario in which there is a deli, and his thought was what could be done to advertise that type of business. He stated that he would like to make it easy for businesses to be within the COR.

Senior Planner Anderson replied that they do allow for a menu board or A-frame type sign for a café or that type of business, but outside of the COR that type of signage is prohibited.

Planning Manager Larson commented that they will be discussing this over several meetings and attempted to break it up into different type of signage. He stated that because there is a light agenda for the November meeting, they will most likely be able to tackle a few types of signage at that meeting.

7.03: Adopt 2025 Planning Commission Calendar

Presentation

Planning Manager Larson presented the Staff Report stating that staff recommends adoption of the 2025 calendar.

Commission Business

Commissioner Heineman commented that he does agree with the alternative dates as proposed for those months that would have a conflict with a holiday or other event.

Motion by Commissioner VanScoy, seconded by Commissioner Anderson, to approve the 2025 Planning Commission calendar.

Motion Carried. Voting Yes: Chairperson Gengler, Commissioners VanScoy, Anderson, Heineman, Hunt, and Peters. Voting No: None. Absent: Commissioner Bauer.

8. COMMISSION / STAFF INPUT

Commissioner Anderson commented that he would be attending the November meeting remotely.

9. ADJOURNMENT

Motion by Commissioner Anderson, seconded by Commissioner VanScoy, to adjourn the meeting.

Motion Carried. Voting Yes: Chairperson Gengler, Commissioners Anderson, VanScoy, Heineman, Hunt, and Peters. Voting No: None. Absent: Commissioner Bauer.

The regular meeting of the Planning Commission adjourned at 8:56 p.m.

Respectfully submitted,

Todd Larson
Planning Manager

ATTEST:

Abdihafid Sahal
Planning Assistant

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

Regular Planning Commission**Meeting Date:** 11/21/2024**Primary Strategic Plan Initiative:** Create a positive image for residential neighborhoods, business districts and key corridors.**Information****Title:**

Continue discussion on the Sign Code Update pertaining to Wall Signage

Purpose/Background:

Ramsey's Sign Code (currently split between Chapter 117, Article II, Division 8, and the COR Framework) has been updated several times over the years as individual issues or topics have surfaced. Staff have noted several areas, mostly minor items, that need to be cleaned up, clarified, or rearranged. One of the major items that needs to be addressed is how to incorporate the signage regulations in the COR Framework into the rest of the City's Sign Code for consistency in application and administration.

The goals of updating the Code are the ease of use by property owners, developers, businesses, and staff:

- Consistency in terms and definitions
- Clear purpose and intent of the sign code
- Clear distinctions between what sign types and sizes are allowed in each zoning district
- Consistency with how the Sign Code is interpreted and administered
- Reorganization of Chapter 117 and the COR Framework language to eliminate redundancies and contradictions
- Streamline processes
- Create an improved Sign Code that is easier to read and understand for all users.

Following the Planning Commission meeting on October 24th, it was the consensus of the Commission to draft Code language pertaining to wall signage for the Commission to review and give recommendations. The draft code is attached to this case for reference and review. Staff is also looking for guidance on how to organize the new sign code, and wall signage will be the first section brought forward to the Commission for review. The new sign code will be located in a new chapter, Chapter 108, of Ramsey City Code. All proposed code sections within Chapter 108 are preliminary and included solely for categorizing information, such as definitions, bulk standards, and performance standards. After all sections of the code have been drafted and reviewed, Staff will bring forward a comprehensive document for the Commission to review and make a formal recommendation to City Council.

Notification:

None required at this stage.

Funding Source:

The Sign Code Update is being handled through Staff's normal duties.

Recommendation:

Provide direction to Staff to develop clear, consistent, and simplified regulations for wall signage in all zoning districts. If additional time is needed, the discussion of this topic can continue at a future meeting.

Outcome/Action:

Provide direction to Staff to develop clear, consistent, and simplified regulations for wall signage in all zoning districts.

Attachments

Draft Sign Regulation for Wall Signage
Sign Regulations - Chapter 117
Sign Regulations in the COR Framework

Form Review

Inbox

Brian Hagen

Form Started By: Adam Martin

Final Approval Date: 11/15/2024

Reviewed By

Brian Hagen

Date

11/15/2024 01:06 PM

Started On: 11/14/2024 03:16 PM

Green Text = Carried over verbatim

Gold Text = Partially verbatim, paraphrased, or combined carried over paragraphs.

Red Text = Text deleted from a carried over paragraph

Blue Text = New text

Chapter 108 – Signs

Article III. Standards and regulations.

Sec. 108-300. – Purpose.

The following sections set forth standards and regulations for allowable sign types applicable in all zoning districts.

Sec. 108-301. – Definitions.

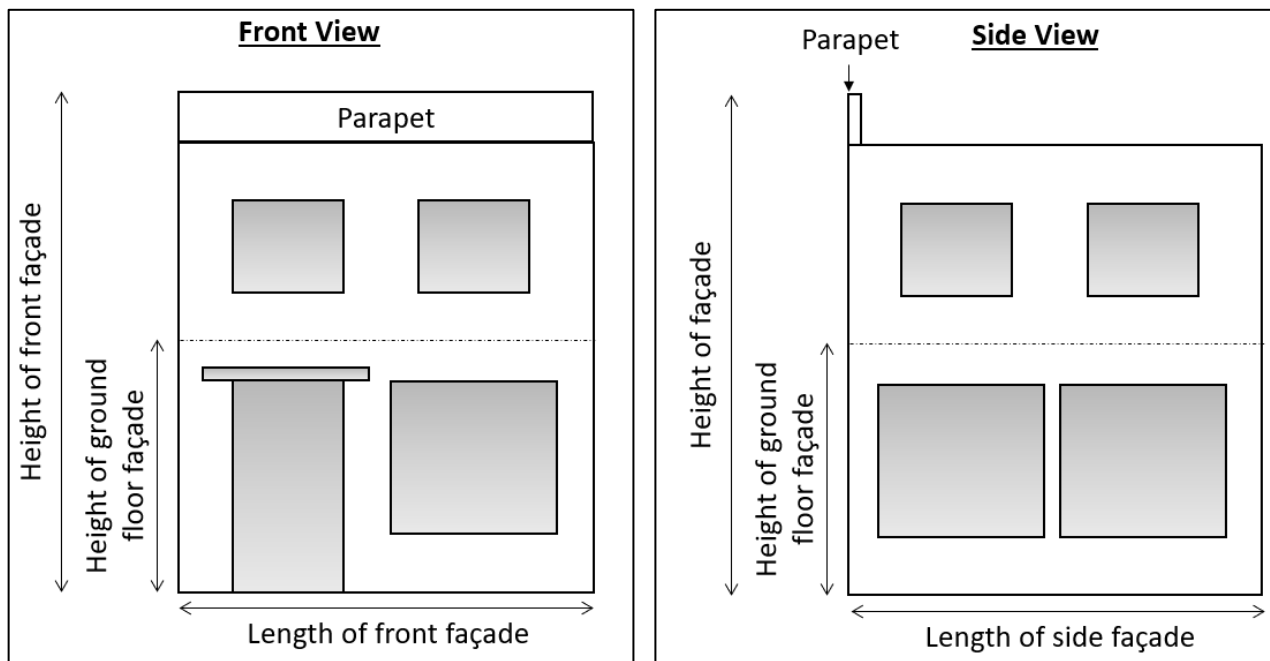
If a word or term defined in this chapter appears in the text, its meaning may be construed as set forth in the definition of the word or term as found in this section, except where the context clearly indicates a different meaning. If a word is not defined herein, a term is defined by commonly used English language dictionaries.

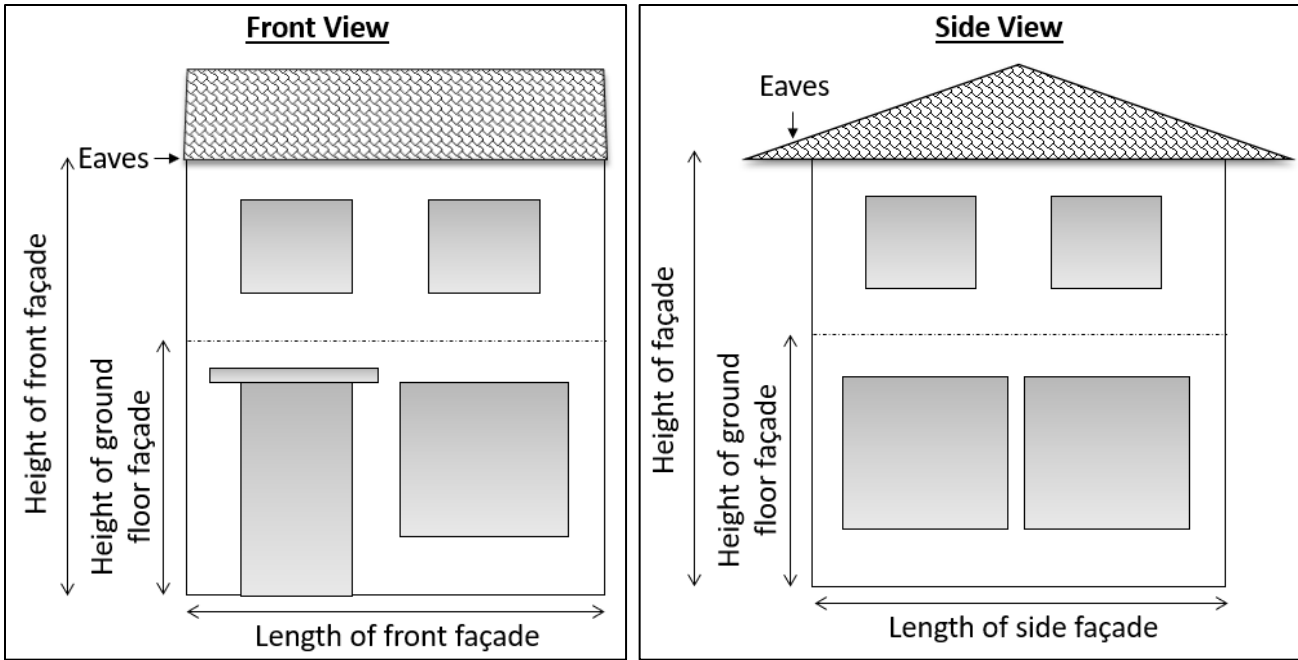
Box cabinet sign means

Channel letter means a custom-made metal or plastic letter, number, or symbol, with or without internal illumination, that is used in exterior signage.

Eaves means the part of a roof that meets or overhangs the walls of a building.

Front façade means the vertical face of a building oriented along or toward the street to which the building is addressed. The area of the front façade is calculated by multiplying the length of the wall facing the street, as measured from edge to edge along the grade adjacent to the building, by the height of that same wall, as measured from the average grade adjacent to the building to the top of the parapet or eaves, whichever is less.





Parapet means a low protective wall along the edge of a roof.

Raceway means a separate structure attached to a wall upon which channel letters can be mounted.

Wall sign means any sign which is affixed to or erected against a wall of any building, including signs with individual letters, cabinets, channelized components, service bay identification signs, and signs on mansards.

(The draft code continues on the next page.)

Sec. 108-302. – Bulk standards.

(1) Minimum and maximum dimensional standards for signs for each zoning district are established in the following table:

	MR, RR, R-1A, R-1B, R-1C, R-2	R-3, COR-4A, COR-4B, COR-4C	B-1, B-2, B-3	I-1, I-2	COR-1, COR-3	COR-2, COR-2A	PI, P, CL, PUD	
	Residential uses	Nonresidential uses						
<i>Wall signs</i>								
Maximum number of wall signs	Only per Home Occupation standards in Section 106-425(2)	None	None	None	None	None	None	None
Are box cabinet signs allowed?	No	No	No	Yes	Yes	No	No	Yes
Total sign area	Only per Home Occupation standards in Section 106-425(2)	15% of the front façade	15% of the front façade	15% of the front façade	15% of the front façade	15% of the front façade	15% of the front façade	15% of the front façade
Maximum size of an individual tenant sign (excluding residential)	Only per Home Occupation standards in Section 106-425(2)	No maximum beyond the 15% front façade	50 100 square feet	No maximum beyond the 15% front façade	No maximum beyond the 15% front façade	50 100 square feet	50 100 square feet	No maximum beyond the 15% front façade
Sign placement	Only per Home Occupation standards in Section 106-425(2)	Any building façade	Any building façade	Any building façade	Any building façade	Any building façade, with a portion on the ground floor above the tenant entrance	Any building façade, with a portion on the ground floor above the tenant entrance	Any building façade
Height maximum	Only per Home Occupation standards in Section 106-425(2)	Height of the parapet or eaves, whichever is less	Height of the parapet or eaves, whichever is less	Height of the parapet or eaves, whichever is less	Height of the parapet or eaves, whichever is less	Height of the parapet or eaves, whichever is less	Height of the parapet or eaves, whichever is less	Height of the parapet or eaves, whichever is less

Sec. 108-303. – Performance standards.

(1) *Wall signs.*

- a. For a sign which is framed, outlined, or otherwise prepared and intended to provide a background for a sign display, the sign face area and dimensions shall include the entire portion within such background or frame.

- b. For a sign comprised of individual letters, figures, or elements on a wall or similar surface of the building or structure, the area and dimensions of the sign face shall encompass the total area of each letter, figure, or element used in the sign.
- c. For wall signs that utilize backer boards as a design element, the backer board should only be used to the extent needed for supporting the sign.
- d. All wall signs designed to be affixed flat against an exterior wall or raceway shall not project more than sixteen inches (16") from the wall to which the sign is affixed.
- e. Buildings with two or more tenants shall proportionately distribute allowable wall signage to each tenant, based on the percentage of the façade occupied by each tenant.

DIVISION 8. SIGNS

Subdivision I. In General

Sec. 117-457. Purpose.

The purpose of this division is to protect and promote the general welfare, health, safety and order within the city through the establishment of a comprehensive and impartial series of standards, regulations and procedures governing the erection, use and/or display of devices, signs or symbols serving as a visual communicative media to persons situated within or upon public rights-of-way or properties. The provisions of this division are intended to encourage creativity, a reasonable degree of freedom of choice, an opportunity for effective communication and a sense of concern for the visual amenities on the part of those designing and displaying communicative media for the types regulated by this division, while at the same time assuring that the public health and welfare is not endangered.

(Code 1978, § 9.12.01; Ord. No. 94-02, 2-28-1994; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Sec. 117-458. Substitution clause.

The owner of any sign that is otherwise allowed by this division may substitute noncommercial speech in lieu of any other commercial speech or noncommercial speech. The owner of any sign that is otherwise allowed by this division may substitute commercial speech in lieu of any other commercial speech or noncommercial speech. This substitution of copy may be made without any additional approval or permitting. The purpose of this division is to prevent any inadvertent favoring of commercial speech over noncommercial speech, favoring of noncommercial speech over commercial speech, favoring any particular commercial speech over any other commercial speech, or favoring of any particular noncommercial speech over any other noncommercial speech. This division prevails over any more specific provision to the contrary.

Sec. 117-459. Variations.

Request for variations from the provisions of this division shall be processed by the applicant applying to the zoning administrator for a conditional use permit, which conditional use permit procedure shall be as prescribed in section 117-50.

(Code 1978, § 9.12.24; Ord. No. 94-02, 2-28-1994; Ord. No. 03-31, 9-15-2003; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Sec. 117-460. Conflict.

If any portion of this division is found to be in conflict with any other provision of any zoning, building, fire, safety or health ordinance of the city, the provision that establishes the higher standard shall prevail.

(Code 1978, § 9.12.25; Ord. No. 94-02, 2-28-1994; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Sec. 117-461. Violations.

- (a) When, in the opinion of the zoning administrator, a violation of this Code exists, the zoning administrator shall issue a written order to either the owner of the sign, or the owner of the property, or tenant leasing the property, on which the sign is placed. The order shall specify those sections of this Code involved, describe the violation and shall direct that the violation be corrected within five days from the date of the order, unless otherwise specified by the zoning administrator. If the violation is not corrected, the violation will be penalized through the administrative citation or removal, whichever is appropriate.
- (b) If the zoning administrator or building official finds that a sign is abandoned or is structurally, or electrically defective, or in any way endangers the public, the zoning administrator or building official shall issue a written order to the owner of the sign and occupant of the premises stating the nature of the violation and requiring repair or removal of the sign within 60 days of the date of the order.

(Code 1978, § 9.12.21; Ord. No. 94-02, 2-28-1994; Ord. No. 03-31, 9-15-2003; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Sec. 117-462. Removal of signs by the zoning administrator.

- (a) The zoning administrator may cause the removal of any illegal sign, any sign remaining after a business permanently closes, or any sign not properly maintained in cases of emergency, or after failure to timely comply with written orders for removal or repair. After removal or demolition of the sign, a notice shall be mailed to the sign owner and owner of the property where the sign was located stating the nature of the work and the date on which it was performed and demanding payment of the costs as certified by the zoning administrator together with an additional 50 percent for inspection and incidental costs.
- (b) If the amount specified in the notice is not paid within 30 days after mailing of the notice, it shall become a lien against the parcel where the sign was located and shall be certified as an assessment against the property together with ten percent interest for collection in the same manner as the real estate taxes.
- (c) The owner of the parcel upon which the sign is located shall be presumed to be the owner of all signs thereon unless facts to the contrary are brought to the attention of the zoning administrator.
- (d) In case of emergency, the zoning administrator or building official may cause the immediate removal of a dangerous or defective sign without notice. Signs removed in this manner must present a hazard to the public safety as defined in the state building code.

(Code 1978, § 9.12.22; Ord. No. 94-02, 2-28-1994; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Sec. 117-463. General restrictions.

- (a) *Address sign.* One address sign shall be required per main building in all districts.
- (b) *Bench sign.* Bench signs shall be permitted only at bus stops.
- (c) *Ground sign.* A ground sign shall not project higher than 25 feet as measured from base of sign or grade of the nearest adjacent roadway, whichever is lower. Any ground sign within 50 feet of any intersection of street right-of-way lines and/or driveway entrances shall have a minimum vertical clearance of 12 feet above the centerline of the pavement unless it can be shown that it can comply with subsections (e)(2)a and b of this section.

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- (d) *Canopies or marquees.* Canopies and marquees shall be considered to be an integral part of the structure to which they are an accessory. Signs may be attached to a canopy or marquee, but such structures shall not be considered as part of the wall area and thus shall not warrant additional sign area.
- (e) *Location.*
- (1) No sign other than governmental signs shall be erected or temporarily placed within any street or public right-of-way or upon any public easement.
 - (2) A permit for a sign to be located within 50 feet of any street or highway regulatory or warning sign, or any traffic sign or signal, or of any crossroad or crosswalk, will not be issued unless:
 - a. The sign will not interfere with the ability of drivers and pedestrians to see any street or highway sign, or any traffic sign or signal, or any crossroad or crosswalk; and
 - b. The sign will not distract drivers nor offer any confusion to any street or highway, sign, or any traffic sign or signal.
 - (3) A sign shall not be located so as to extend over any lot line or within 15 feet of any point of vehicular access from a parcel to a public roadway.
- (f) *Dynamic display and illumination.*
- (1) Based on findings conducted by scientific studies, the city finds that dynamic displays should be allowed on signs with appropriate regulation in order to minimize their proliferation and their potential threats to public safety.
 - (2) Regulations. Dynamic displays on signs are subject to the following conditions:
 - a. Size. On-premise signs may include dynamic displays. Dynamic display signs shall not exceed the size allowed by this chapter. Dynamic displays are not in addition to the size allowed for static signs.
 - b. Frequency of display change. A dynamic display may not change more often than once every three seconds, and no part of the display may include flashing or scrolling text. The images display must be static, and the transition from one display to another must be instantaneous without special effects. The dynamic display shall not be allowed to project full-motion video. Subtle transition animations shall be allowed.
 - c. Brightness. No sign may be brighter than is necessary for clear and adequate visibility, or that it interferes with the effectiveness of a traffic sign or signal, or that it distracts a driver from motor vehicle operation.
 - d. Troubleshooting. Dynamic displays must be designed and equipped to freeze the device in one position if a malfunction occurs. The display must also be equipped with a means to immediately discontinue the display if it malfunctions, and the sign owner must immediately stop the dynamic display when notified by the city that it is not complying with the standards of this section.
- (g) *Institutional and recreational identification sign.* One wall and/or ground sign shall be permitted to identify the civic, philanthropic, educational, public or religious organization or recreational use occupying the parcel. There shall not be more than one ground sign for each parcel. The gross surface area of a ground sign shall not exceed 100 square feet for each exposed face nor exceed an aggregate gross surface area of 200 square feet. Such facilities having more than one point of entrance or street frontage may erect secondary identification signs not to exceed 50 square feet for each exposed face at the additional entrance points or street frontages.
- (h) *Institutional attraction boards.* There shall not be more than one institutional attraction board for each principal building and it may be either wall or ground type or constructed as a part of the institutional

identification sign. The gross surface area of an attraction board shall not exceed 50 square feet for each exposed face nor exceed an aggregate gross surface area of 100 square feet. An attraction board shall not be located so as to extend over any lot line or within 15 feet of any point of vehicular access from any parcel to a public roadway. Attraction boards shall not exceed 15 feet in height as measured from the base of the sign or building to which the sign is to be affixed or the grade of the nearest adjacent roadway, whichever is higher.

- (i) *Pennants.* The use of pennants is permitted in any commercial district provided the pennants are securely anchored and maintained in good repair, including replacement or removal when weather damage is evident. The zoning administrator, or his designee, shall have the authority to identify and notify property owners and/or occupants of the parcel on which the pennants have been determined to be in violation of this Code. Failure to remove or replace the pennants within ten days of notification shall be sufficient cause for the zoning administrator or his designee to remove said pennants. The property owner shall be billed for all costs incurred by the city in administering this subdivision.
- (j) *Banners.* The use of banners is permitted in any commercial district as permanent wall signage provided the banner is securely anchored and maintained in good repair, including replacement or removal when weather damage is evident. The square footage dedicated to banners is limited to 50 percent of the total square footage allowance for wall signs. Facilities choosing to utilize wall banners in addition to other permanent wall signage shall be required to obtain a separate sign permit for the maximum square footage allowed for banners and payment of the permanent sign fee.
- (k) *Flags.* The display of flags shall be permitted in all districts. However, the total square footage area of any flags used as advertising copy or as attention getting devices for commercial purposes shall be considered as permanent signage and counted towards the total allowable sign area permitted by this section for the parcel on which the flag is displayed. Flag height is restricted to 25 feet.
- (l) *Directional signs.* Directional or instructional signs are restricted to on-site direction and instruction, with the exception of governmental signs, temporary real estate signs and public event signs, and shall not exceed four square feet in size. Such signs shall only provide direction or instruction to guide persons to facilities intended to serve the public.
- (m) *Maintenance.*
 - (1) The surface and structure of all signs must be kept refinished as necessary to prevent the sign surface from becoming unkempt in appearance. The zoning administrator shall use the following guidelines to determine if the sign is unkempt: evidence of rust, peeling paint, structural damage, message damage, and/or weathering.
 - (2) When any sign for which a permit is required is removed, the zoning administrator shall be notified and the entire sign and its components shall be removed.
 - (3) The permit owner shall be responsible for all of the requirements of this section, including the liability for expense of removal and maintenance incurred by the city.
- (n) *Sign content.* No sign shall contain obscene images or statements in violation of Minn. Stats. § 617.241.

(Code 1978, § 9.12.03; Ord. No. 94-02, 2-28-1994; Ord. No. 03-31, 9-15-2003; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008; Ord. No. 12-20, § 1, 11-27-2012)

Sec. 117-464. Prohibited signs.

- (a) *"A" frame or sandwich board signs.* "A" frame or sandwich board signs are prohibited.
- (b) *Advertising device signs.* Advertising device signs are prohibited except as provided for in section 117-465.

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- (c) *Whirling devices, searchlights, streamers, balloons and other gas-filled figures.* Whirling devices, searchlights, streamers, balloons, and other gas filled figures, are prohibited except as a temporary sign as provided for in section 117-465.
 - (d) *Flashing or scrolling signs, devices or lights.* Flashing signs, devices, or lights are not permitted in any district except as provided for in section 117-463(f).
 - (e) *Portable signs.* Portable signs are prohibited except as temporary signs as provided for in section 117-465.
 - (f) *Projecting signs.* No projecting sign shall be permitted in any district.
 - (g) *Roof signs.* Roof signs are prohibited in any zoning district.
 - (h) *Signs on parked vehicles.* Signs painted or mounted on or attached to vehicles, trailers or equipment where the apparent primary purpose of the vehicle or equipment is to display said sign are prohibited. However, this is not in any way intended to prohibit signs placed on or affixed to vehicles and trailers, such as lettering on motor vehicles, where the sign is incidental to the primary use of the vehicle, trailer and/or any other type of mobile equipment.
 - (i) *Signs on trees and utility poles.* Signs which are attached or otherwise affixed to trees or other vegetation or utility poles are prohibited.
 - (j) *Signs painted on walls.* Signs painted on an exterior wall, fascia, parapet or a chimney of a building or on a fence are prohibited.
 - (k) *Signs which imitate traffic control devices.* Signs which imitate, interfere with, obstruct the view of, or can be confused with any authorized traffic control sign, signal, or other device are prohibited.
 - (l) *Billboards.* No billboards shall be permitted in any zoning district of the city, except as otherwise provided in this division and except that off-premise signs may be located on adjacent parcels or at shared entrances. Shared entrances shall be encumbered by a recordable easement, filed with the Anoka County Recorder.
- (Code 1978, § 9.12.04; Ord. No. 94-02, 2-28-1994; Ord. No. 03-31, 9-15-2003; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008; Ord. No. 12-20, § 1, 11-27-2012)

Sec. 117-465. Temporary signs.

- (a) Temporary signs are defined as signs which are erected or displayed for a limited period of time and not affixed to a state building code approved structure. A sign is considered temporary if it is not intended to remain on the property permanently and has not received a permanent sign permit and/or is not intended to be constructed per the state building code.
 - (1) *Duration.* Temporary signs shall be permitted for up to six weeks per year per parcel, or per business on multitenant business parcels. The six-week limit may be extended up to four weeks if there have been no sign violations in the past year by the entity who erects the sign.
 - a. *Temporary Highway 10 construction provision (city-wide).* The timeframes described above shall be permitted up to 12 weeks and may be extended in eight-week periods if there have been no sign violations in the past year by the entity who erects the sign and if the sign is in good repair. This temporary provision expires on December 31, 2025.
 - (2) *Location.* Temporary signs must be located fully on private property, with the permission of the property owner. The city will remove any signs in the public right-of-way, or erected without permission from the property owner.
 - (3) *Number.* All properties are limited to two temporary signs per parcel. In locations where there are multiple businesses on one parcel (a multitenant facility), three signs are permitted.

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- (4) *Size.* Temporary signs shall be limited to 50 square feet in size.
 - (5) *Permits and fees.* All temporary signs shall be required to obtain a temporary sign permit. The temporary sign permit application shall specify the exact times and dates the temporary sign is to be erected, the size of the sign, the location of the sign, contact information, and other information deemed necessary by the zoning administrator to determine that the temporary sign is erected within applicable code. The temporary sign permit shall be clearly displayed on the temporary sign. The fee for the temporary sign permit shall be established by ordinance as part of the rates and charges. The fee shall only be collected for the first permit per parcel or per business in a multi-tenant facility. The provisions of this division apply to all temporary signs, and appropriate penalties for violations will be assessed, as outlined in section 117-461.
 - a. *Exemptions from temporary sign Permit.* Signs less than 15 square feet in size and all temporary signs in residential districts (R-1 Residential, R-2 Residential, R-3 Residential) are exempt from temporary sign permitting requirements.
 - (6) *Dynamic display.* Temporary signs may consist of dynamic display, provided all standards of section 117-463(f) are complied with.
- (b) Balloons, gas filled figures, streamers, whirling devices and revolving searchlights or any such attention-getting device that is not specifically a sign may be permitted up to four weeks per year, for one week at a time.
- (Code 1978, § 9.12.05; Ord. No. 94-02, 2-28-1994; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008; Ord. No. 10-11, § 2, 7-27-2010; Ord. No. 12-20, § 1, 11-27-2012; Ord. No. 23-19, § 2, 1-9-2024)

Secs. 117-466. Other temporary signs.

- (a) *Real estate signs.* One temporary real estate sign constructed of durable materials located on the premises is permitted for sale or lease of building or vacant lot for each street frontage.
 - (b) *Construction signs.* One temporary construction sign constructed of durable materials located on the premises is permitted on each street frontage of a development under construction.
- (Ord. No. 12-20, § 1, 11-27-2012)

Secs. 117-467. Unified development signs.

- (a) *General provisions.* A unified development is a development that consists of multiple parcels of similar zoning district and bound by major roadways consisting of arterial or collector designation or higher. Signs for multi-tenant commercial and employment developments may be erected to include off-premise copy under the following conditions:
 - (1) The sign must identify the development at the top of the sign and may include provisions for individual users within the development.
 - (2) The sign must be located within 500 feet of the development and may not be separated from the development by an arterial road.
 - (3) The sign must not exceed 250 square feet per face (500 square feet aggregate) and 30 feet in height.
 - (4) The sign may include dynamic display not to exceed 100 square feet per face (200 square feet aggregate).
 - (5) The sign will not be included in the total signage permitted for the property in which it is located.

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- (6) The general location of area identification signs for commercial and employment districts must be approved by the planning commission as part of a master sign plan approved as part of site plan approval.

(Ord. No. 12-20, § 1, 11-27-2012)

Sec. 117-468. Off-premise digital billboard signs.

- (a) *Findings, purpose, and intent.* The city council finds it necessary for the promotion and preservation of the health, safety, welfare, and aesthetics of the community that the construction, location, size, conspicuity, brightness, legibility, operational characteristics, and maintenance of off-premises digital billboard signs be controlled. Off-premises digital billboard signs have a direct and substantial impact on traffic safety, pedestrian safety, community aesthetics and property values. If left uncontrolled, off-premises digital billboard signs, designed to catch the eye of persons in their vicinity and hold it for extended periods of time, including video display signs, constitute a serious traffic safety threat. The city council intends by this subsection to establish a legal framework for off-premises digital billboard sign regulation in the city to facilitate an easy and agreeable communication between people while protecting and promoting the public health, safety, welfare and aesthetics of the community. It is not the purpose or intent of this subsection to prefer or favor commercial messages or speech over noncommercial messages or speech or to discriminate between types of noncommercial speech or the viewpoints represented therein. Rather, the purpose of the off-premises digital billboard sign regulations promulgated in this subsection is:
 - (1) To eliminate potential hazards to motorists and pedestrians using the public streets, sidewalks, and rights-of-way;
 - (2) To safeguard and enhance property values;
 - (3) To control nuisances;
 - (4) To preserve and improve the appearance of the city through adherence to aesthetic principles, in order to create a community that is attractive to residents and to nonresidents who come to live, visit, work, or trade;
 - (5) To eliminate excessive and confusing sign displays;
 - (6) To encourage signs which by their design are integrated with and harmonious to the surrounding environment and the buildings and sites they occupy;
 - (7) To maintain the character of the mainstreet core downtown but allow local businesses the opportunity to reach a wider audience by advertising along Highway 10; and
 - (8) To promote the public health, safety, and general welfare.
- (b) *Location of off-premises digital billboard signs.* Notwithstanding anything to the contrary contained within this Code, off-premises digital billboard signs may be located only within the off-premises digital billboard sign overlay district. Off-premises digital billboard signs are prohibited in all zoning districts of the city other than the off-premises digital billboard sign overlay district. Off-premises digital billboard signs located in the off-premises digital billboard sign overlay district must comply with all Code requirements for permitted off-premises digital billboard signs.
 - (1) *Permitted districts.* The off-premises digital billboard sign overlay district shall commence along Highway 10 within 250 feet of the Highway 10 centerline within the Ramsey city limits. Off-premises digital billboard signs are not allowed in any residential or planned unit development (PUD) zoning district.

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- (2) *Number of off-premises digital billboard signs.* A total of three off-premises digital billboard signs shall be permitted within the entirety of the off-premises digital billboard sign overlay district.
 - (3) *Separation distance between off-premises digital billboard signs.* Off-premises digital billboard signs shall have a separation distance of at least two miles between each site in which they are located.
 - (4) *Size.* Off-premises digital billboard signs shall not exceed 700 square feet in surface area per sign surface.
 - (5) *Number of surfaces.* Off-premises digital billboard signs shall not contain more than two sign surfaces. Said sign surfaces shall face in opposite directions with an interior angle not to exceed 45 degrees.
 - (6) *Height.* Off-premises digital billboard signs shall not exceed 50 feet in height as measured from the established grade of the site upon which the off-premises signs and digital billboards is located.
 - (7) *Conditional use.* Off-premises digital billboard signs shall be processed in accordance with the procedures established for conditional use permits in section 117-51.
- (c) *Off-premises digital billboard sign overlay district performance standards:* The off-premises digital billboard sign overlay district is hereby established as a separate zoning district within the city. Within the off-premises digital billboard sign overlay district, off-premises digital billboard signs are permitted subject to the following conditions:
- (1) No off-premises digital billboard signs shall be erected that, by reason of position, shape, movement, or color, interferes with the proper functioning of a traffic signal or which constitutes a traffic hazard.
 - (2) Off-premises digital billboard signs shall not be located so as to extend over any property line or within a drainage and utility easement, or within 15 feet of any point of vehicular access from a parcel to a public roadway.
 - (3) Off-premises digital billboard signs must have an architecturally enhanced base.
 - (4) Off-premises digital billboard signs must have minimum display duration of seven seconds. Such display shall contain static messages only; change from one static message to another shall be instantaneous without any special effects, through dissolve or fade transitions, or with the use of another subtle transition technique that does not have the appearance of moving text or images.
 - (5) Off-premises digital billboard signs must be rectangular in shape and all messages must be contained within the off-premises digital billboard frame.
 - (6) All off-premises digital billboard signs shall have ambient light monitors installed as part of the off-premises digital billboard sign and shall, at all times, allow such monitors to automatically adjust the brightness level of the electronic sign based on light conditions.
 - (7) Off-premises digital billboard signs shall meet the following brightness standards:
 - a. Off-premises digital billboard signs shall not exceed 7,500 nits (candelas per square meter) between the hours of civil sunrise and civil sunset and shall not exceed 500 nits (candelas per square meter) between the hours of civil sunset and civil sunrise as measured from the face of the sign. The light level shall not exceed 0.3-foot candles above ambient light as measured from a pre-set distance depending on sign size. Measuring distance shall be determined using the following equation: the square root of the message center sign area multiplied by 100. Example: 12 square foot sign $\sqrt{(12 \times 100)} = 34.6$ feet measuring distance.
 - (8) Off-premises digital billboard signs shall have a fully functional monitoring off switch system that shuts the dynamic display off-premises sign off when the display deteriorates, in any fashion, five percent or greater until the dynamic display sign has been repaired to its fully functional factory specifications.
 - (9) Off-premises billboard signs must be part of the State of Minnesota's public safety alert system.

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- (10) Applicants for an off-premises digital billboard signs permit shall enter into an agreement with the city to provide the city no less than 20 hours (provided in 9,000 eight-second spots) per month per dynamic display off-premises sign face in the city for community and public service messages at such times as shall be reasonably determined by the city. This agreement must be approved by the city council before a permit for the construction or conversion of an off-premises signs and digital billboard may be issued by the building official.

(Ord. No. 22-19, § 2, 6-28-2022)

Secs. 117-469—117-483. Reserved.

Subdivision II. Permit

Sec. 117-484. Required; exemptions.

- (a) All permanent signs shall obtain a permit prior to installation. This permit is reviewed by the zoning administrator and the building official, or their assigns, for conformance with the regulations described herein. Temporary signs shall obtain a permit in accordance with section 117-465.
- (b) Exemptions. The exemptions permitted by this section shall apply only to the requirement of a permit and fee and shall not be construed as relieving the installer of the sign, or the owner of the property upon which the sign is located, from conforming with the other provisions of this division.
- (1) A window sign not exceeding 30 percent of the window area.
 - (2) Holiday decorations temporarily displayed on traditionally accepted civic, patriotic, or religious holidays.
 - (3) On-premises address or nameplate identification signs having a sign area of four square feet or less.
 - (4) Memorial plaques or tablets, grave markers, statutory, or other remembrances of persons or events that are noncommercial in nature.
 - (5) Interior signs which are fully located within the interior of any building or stadium, or within an enclosed lobby or court of any building, or in the lobby or entrance of any theater which are intended solely for information relating to the interior operation of the building in which they are located.
 - (6) Pennants.
 - (7) Noncommercial speech signs, as exempted in the Minnesota Statutes.

(Code 1978, §§ 9.12.14, 9.12.16; Ord. No. 94-02, 2-28-1994; Ord. No. 03-31, 9-15-2003; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008; Ord. No. 10-11, § 2, 7-27-2010)

State law reference(s)—Exemptions for noncommercial signs, Minn. Stats. § 211B.045.

Sec. 117-485. Application.

Application for permits shall be made upon forms provided by the zoning administrator and shall state or have attached thereto the following information:

- (1) The names, addresses, and telephone numbers of the applicant, the owner of the parcel on which the sign is to be erected or affixed, the owner of the sign, and the person to be erecting or affixing the sign.
- (2) Type of sign.

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- (3) Type of construction materials to be used.
 - (4) Location of building, structure or parcel to which, or upon which, the sign is to be attached or erected.
 - (5) Position of the sign or other advertising structures in relation to the nearest buildings, structures, public streets, rights-of-way and property lines, along with location and square footage areas for all existing signs on the same premises. The drawing showing such position shall be prepared "to scale."
 - (6) Blueprint or ink drawing of the plans and specifications, and method of construction or attachment to the building or in the ground, including all dimensions, locating all light sources, wattage, type and color of lights and details of any light shields or shades.
 - (7) Copy of stress sheets and calculations, showing the structure is designated for dead load and wind velocity in the amount required by this division and all other ordinances of the city, if required by the zoning administrator or building official. The zoning administrator or building official may require additional information concerning safety.
 - (8) An agreement with the city which would authorize and direct the city to remove the sign and sign structure, at the expense of the applicant, where maintenance is required and the maintenance is not furnished, but only after a notice of 60 days specifying the maintenance required by the city.

(Code 1978, § 9.12.17; Ord. No. 94-02, 2-28-1994; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008;)

Sec. 117-486. Administration.

The zoning administrator shall process applications for permits. The building official is empowered, upon presentation of proper credentials, to enter or inspect any building, structure, or parcel in the city for the purpose of inspection of a sign and its structural and electrical connections to ensure compliance with all applicable codes and ordinances.

(Code 1978, § 9.12.20; Ord. No. 94-02, 2-28-1994; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Sec. 117-487. Permit issuance or denial.

- (a) The zoning administrator shall issue a permit for the erection, alteration, or relocation of a sign within 14 days of receipt of a completed application and nonrefundable application fee provided that the sign complies with all applicable laws and regulations of the city.
- (b) When a permit is denied, written notice shall be provided to the applicant along with a brief statement of the reasons for denial. The zoning administrator or building official may suspend or revoke an issued permit for any false statement or misrepresentation of fact in the application.

(Code 1978, § 9.12.18; Ord. No. 94-02, 2-28-1994; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Sec. 117-488. Permit fees.

The permit fee for permanent and temporary signs shall be as provided by ordinance.

(Code 1978, § 9.12.15; Ord. No. 94-02, 2-28-1994; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

State law reference(s)—Fees, Minn. Stats. § 462.353, subds. 4, 4a.

Sec. 117-489. Fee refunds and permit expiration; commencing work without permit.

- (a) If an issued permit is withdrawn by the applicant within 90 days of issuance, and if no inspections have been made and no work authorized by the permit has been performed, 50 percent of the permit fee may be refunded to the applicant.
- (b) A permit issued by the zoning administrator becomes null and void if work is suspended or abandoned or not completed within six months of issuance, but may be reinstated with an additional payment of one-half of the original fee.
- (c) Any sign installed or placed on any parcel prior to receipt of a permit, the specified permit fee shall be doubled. However, the payment of the doubled fee shall not relieve any person of any other requirement or penalties prescribed in this section.

(Code 1978, § 9.12.19; Ord. No. 94-02, 2-28-1994; Ord. No. 03-31, 9-15-2003; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Secs. 117-490—117-516. Reserved.

Subdivision III. District Regulations

Sec. 117-517. District regulations.

In addition to those signs permitted or required in all districts as described in sections 117-463 and 117-465, the following signs are permitted in each specific district and shall be regulated as to size, location and character according to the requirements herein set forth.

(Code 1978, § 9.12.06; Ord. No. 94-02, 2-28-1994; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Sec. 117-518. Residential type districts.

- (a) *Area identification signs.* One sign per vehicular access to a development, not to exceed 32 square feet in area is permitted.
- (b) *Temporary signs.* Temporary signs are permitted in accordance with section 117-465.
- (c) *Home occupation signs.* Home occupations signs may be permitted in accordance with section 117-351.

(Code 1978, § 9.12.07; Ord. No. 03-31, 9-15-2003; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Sec. 117-519. Business type districts.

- (a) *Business use signs.*
 - (1) *Wall, canopy or marquee sign.* Total sign area may not exceed 15 percent of the front building facade. Businesses in multitenant buildings shall be allowed the proportionate share of the total wall sign area. The total wall signage permitted may be distributed on any other building facade. Sign height shall not exceed the top of the parapet wall or, if no parapet wall, sign height shall not exceed the height of the eaves. A wall, canopy or marquee sign may be located on the outermost wall of any principal building but shall not project more than 16 inches from the wall to which the sign is to be affixed. The gross surface area of a wall, canopy or marquee sign may be increased by ten percent if such wall sign:

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- a. Consists only of individual, outlined alphabetic, numeric and/or symbolic characters without background except that provided by the building surface to which the sign is to be affixed; and
 - b. Illumination, if any, is achieved through shielded illumination, shielded silhouette lighting, or shielded spot lighting but not any lighting where the light source is visible or exposed on the face or sides of the characters.
- (2) *Ground sign.* There shall not be more than one ground sign for each parcel or per road frontage on parcels with more than one road frontage, not to exceed an aggregate of two ground signs. The gross surface area of a ground sign shall not exceed 100 square feet for each exposed face nor exceed an aggregate gross surface area of 200 square feet. For parcels qualifying for two ground signs, the second ground sign shall not exceed 50 square feet for each exposed face nor exceed an aggregate gross surface area of 100 square feet and may not exceed 12.5 feet in height as measure in section 117-463(c) of this section.
 - (3) *Service bay identification signs.* Service bay identification signs providing direction or instruction to persons using the facility and containing no advertising material of any kind shall be subject to the following:
 - a. All service bay identification signs shall be wall signs.
 - b. There shall not be more than one service bay identification sign for each service bay located on the parcel.
 - c. A service bay identification sign may be located on the outermost wall of any principal building adjacent to a service bay entrance.
 - d. A service bay identification sign shall not project higher than the parapet line of the wall to which the sign is to be affixed.
 - (4) *Fuel pump island identification sign.* Fuel pump island identification signs indicating the type of service offered; the price of gasoline; and other relevant information, within reason, pertaining to the facility; or direction to persons using the facility shall be subject to the following: The gross surface area of a service island identification sign shall be counted against the maximum allowable sign area for the subject parcel.
 - (5) *Menu board.* Menu board for drive-up or walk-up lane of a drive-in business are allowed up to a maximum of 50 square feet of total signage. Menu boards are allowed a message on one side only and cannot contain an advertising message.
 - (6) *Directional signs.*
 - a. Directional or instructional signs are permitted in accordance with section 117-463(l).
 - b. Parking lot directional signs designating parking area entrances and exits are limited to one sign for each entrance and/or exit and shall not exceed four square feet for each exposed face. Parking lot directional signs shall not project higher than five feet in height, as measured from the established grade of the parking area to which such signs are accessory.
 - c. Parking lot instructional signs designating the conditions of use or identifying parking areas shall not exceed eight square feet and shall not project higher than ten feet in height for wall signs and seven feet in height for ground signs, as measured from the established grade of the parking area to which such signs are accessory.
 - d. Window signs are restricted to 30 percent of the area of the window in which the sign is to be displayed.

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- (b) *Shopping center signs.* In accordance with section 117-54, the developer shall submit a sign plan for approval, drawn to scale with elevations, at the time application is made for site plan approval. The sign plan shall include but not be limited to the following information: number of signs, type of signs, sign sizes, type of construction materials, sign messages, and proposed sign locations.
 - (c) *Permitted freestanding signs* under previous section 117-519(a) (business use signs), and located within the Highway 10 Signage Overlay District as defined by this section and not further regulated by the Mississippi River Corridor Critical Area Overlay District, shall be allowed to a height of not more than 75 feet and an area of not greater than 150 square feet (for a single-user sign) or 300 square feet (for a multi-user sign). Signs permitted under this section shall have a monument style base constructed of materials that are consistent with the principal building to a minimum height of six feet.

(Code 1978, § 9.12.08; Ord. No. 94-02, 2-28-1994; Ord. No. 03-31, 9-15-2003; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008; Ord. No. 10-11, § 2, 7-27-2010; Ord. No. 13-15, § 2, 8-27-2013; Ord. No. 22-20, § 3, 7-26-2022)

Sec. 117-520. E-1 and E-2 Employment Districts.

- (a) *Wall, canopy or marquee sign.* Total sign area may not exceed 15 percent of the front building facade. Sign height shall not exceed the top of the parapet wall or, if no parapet wall, sign height shall not exceed the height of the eaves. A wall, canopy or marquee sign may be located on the outermost wall of any principal building but shall not project more than 16 inches from the wall to which the sign is to be affixed. Where a principal building is devoted to two or more permitted uses, the operator of each such use may install a wall sign upon his proportionate share of the building wall to which the sign is to be affixed. The maximum gross surface area of each such wall sign shall be determined by calculating the proportionate share of the area of the building wall, including doors and windows to which the sign is to be affixed and applying such proportion to the total permitted wall sign aggregate gross surface area for the building. The gross surface area of a wall sign may be increased by ten percent if such wall sign:
 - (1) Consists only of individual, outlined alphabetic, numeric, and/or symbolic characters without background except provided by the building surface to which the sign is to be affixed; and
 - (2) Any illumination, if any, is achieved through shielded illumination, shielded silhouette lighting, or shielded spot lighting but not any lighting where the light source is visible or exposed on the face or sides of the characters.
- (b) *Ground signs.* There shall not be more than one ground sign for each parcel or per road frontage on parcels with more than one road frontage, not to exceed an aggregate of two ground signs. The gross surface area of a ground sign shall not exceed 100 square feet for each exposed face nor exceed an aggregate gross surface area of 200 square feet. For parcels qualifying for two ground signs, the second ground sign shall not exceed 50 square feet for each exposed face nor exceed an aggregate gross surface area of 100 square feet and may not exceed 12.5 feet in height as measured in section 117-463(c) of this section.
- (c) *Directional signs.*
 - (1) Directional or instructional signs are permitted in accordance with section 117-463(l).
 - (2) Parking lot directional signs designating parking area entrances and exits are limited to one sign for each entrance and/or exit and shall not exceed four square feet for each exposed face. Parking lot directional signs shall not project higher than five feet in height, as measured from the established grade of the parking area to which such signs are accessory.
 - (3) Parking lot instructional signs designating the conditions of use or identification of parking areas shall not exceed eight square feet and shall not project higher than ten feet in height for wall signs and

seven feet in height for ground signs, as measured from the established grade of the parking area to which such signs are accessory.

- (d) *Window signs.* Window signs shall not exceed 30 percent of the area of the window in which the sign is proposed to be displayed.

(Code 1978, § 9.12.09; Ord. No. 94-02, 2-28-1994; Ord. No. 03-31, 9-15-2003; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008; Ord. No. 17-01, § 2, 1-10-2017)

Sec. 117-521. Business and industrial park signs.

- (a) *Park identification signs.* Industrial or business park signs shall be permitted to contain the following information: the name and address of the park, the management or the developer thereof, and the names of the individual businesses located within said park. Park identification signs shall contain no advertising material of any kind, and shall be subject to the following:

- (1) All industrial and business park signs shall be ground or wall signs.
- (2) There shall not be more than one industrial or business park sign for each point of vehicular access to an office or industrial park.
- (3) The gross surface area of an industrial or business park sign shall not exceed 100 square feet in gross surface area for each exposed face nor exceed an aggregate gross surface area of 200 square feet.
- (4) A ground industrial or business park sign shall not project higher than ten feet, as measured from base of sign or grade of the nearest adjacent roadway, whichever is higher.

- (b) *Park member identification signs.*

- (1) There shall not be more than one wall sign for each principal building or tenant or use within a building, except where the building abuts two or more streets, additional such signs, one oriented to each abutting street, shall be permitted.
- (2) There shall not be more than one ground sign for each principal building.
- (3) The gross surface area of a wall sign shall not exceed 15 percent of the occupant's proportionate share of the building wall to which the sign is to be affixed. A wall sign shall not project higher than the parapet line of the wall to which the sign is to be affixed.
- (4) The gross surface area of a ground sign shall not exceed 100 square feet for each exposed face nor exceed an aggregate gross surface area of 200 square feet.
- (5) A ground sign shall not project higher than ten feet, as measured from base of sign or grade of the nearest adjacent roadway, whichever is higher.

(Code 1978, § 9.12.10; Ord. No. 94-02, 2-28-1994; Ord. No. 03-31, 9-15-2003; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Sec. 117-522. Construction specifications.

- (a) All signs permitted by this division in excess of 16 square feet shall be painted, lettered, or faced to the workmanship standards and best commercial practices of companies normally engaged in the business of providing commercial signs, using materials designed and marketed specifically for use on outdoor signs.

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- (b) In addition to complying with the provisions of this division, all signs shall be constructed in accordance with the applicable provisions of the 1991 Edition of the Uniform Sign Code and State Electrical Code and as subsequently amended.
 - (c) All signs shall be located in such a way that they maintain horizontal and vertical clearance of all electrical power lines and communication lines.
 - (d) All signs and their supporting structures shall maintain clearance and non-interference with all surface and underground facilities and conduits for water, sewage, gas, electricity, or communications equipment or lines. In addition, the placement of all signs and their supporting structures shall not interfere with natural or artificial drainage or surface or underground water.
 - (e) All signs, except those attached flat against the wall of a building, shall be constructed to withstand minimum wind loads as follows:
 - (1) Solid signs: 30 pounds per square foot per face of the sign.
 - (2) Open signs: 36 pounds per square foot of the total face area of the letters and other sign surfaces, or ten pounds per square foot of the gross surface area of the sign, whichever is greater.

(Code 1978, § 9.12.12; Ord. No. 94-02, 2-28-1994; Ord. No. 03-31, 9-15-2003; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Secs. 117-523—117-554. Reserved.

Overall Framework - Signage

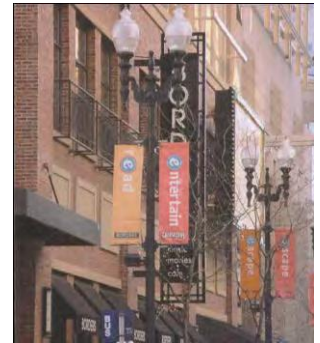
Overview

Signage within The COR should provide a system for clear wayfinding for all modes of transportation and should ensure successful business operation while maintaining the design aesthetic of this unique project. These sign standards are intended to allow flexibility and creativity while maintaining the design concepts of The COR. Due to the distinctive nature of The COR, the sign standards from the City Code are not applicable and signage shall be allowed as prescribed by the Design Framework. A Master Sign Plan identifies the location of key sign locations (see Figure 5: Signage Plan).

Guideline Recommendations

The COR development manager shall prepare a Master Sign Plan for the public elements of the project, which are in compliance with the design framework and will be adopted by reference. The Master Sign Plan will specifically address public signs including:

- The three (3) off-site community signs
- Banner signs on light poles
- Signage for public parks
- Signage for public parking ramps
- Signage for public buildings
- Community kiosks



Objectives

Signage should be used as a tool to help identify businesses and neighborhoods with The COR and should have elements that are focused on the pedestrian nature of The COR as well as the signage needs for businesses.

- Signage and lighting which is integrated into the design of the building is encouraged.

Definitions

Awning Sign means a sign incorporated into or attached to an awning.

Community sign means an off-site sign identifying the development name and key tenants. Community signs may also include public information. Reader boards are allowed to be incorporated into community signs within The COR. Gateway and kiosk signs are part of this category.

Temporary Sign means a sign which is erected or displayed for a limited period of time and not affixed to a Minnesota State Building Code approved structure.

Project sign means a freestanding area identification sign which identifies a single-family or multifamily residential subdivision, a commercial development or an industrial park or office park and which is located on the same site as the development it identifies. A site shall be identified as the block in which the use is located.

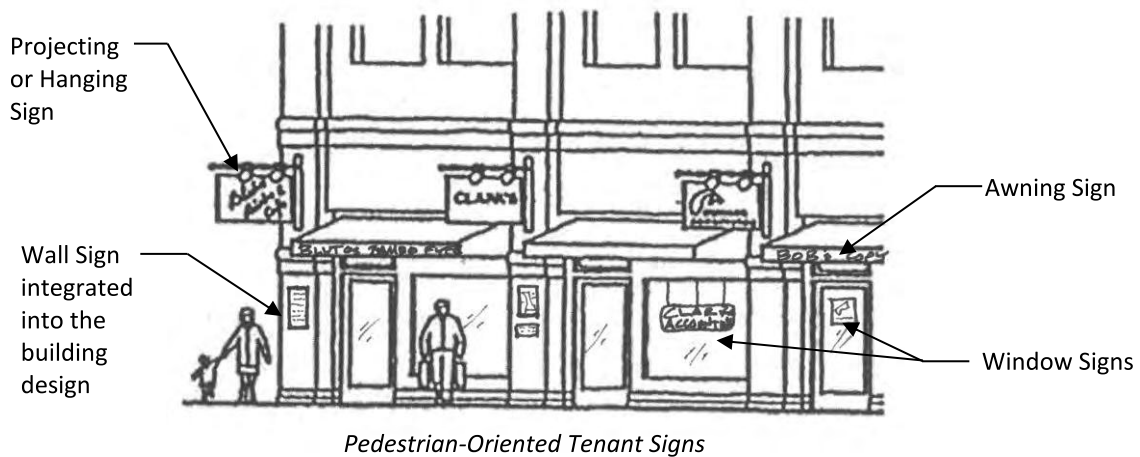
Projecting sign means any sign, all or any part of which extends beyond the surface of the building or wall by more than 16 inches.

Public Realm/Streetscape sign means any sign erected and maintained by public officials or public agencies, or approved and authorized for use by state or local governmental authorities.

Sandwich Board Signs means a self-supporting, freestanding temporary sign with only two (2) sides that are situated adjacent to a business with the intent to attract pedestrian traffic to businesses. Sandwich board signs are not meant to be read by vehicular traffic.

Wall sign means any sign which is affixed to a wall of any building. This definition includes individual letter signs and signs on mansards.

Window sign means a sign installed inside a window, or any sign placed within a building for the purpose of being visible from the public right-of-way. This does not include merchandise on display.



Standards

Public Realm/Streetscape Signs

The pedestrian oriented nature of The COR requires unique signage that will build on the design concepts for The COR. These types of signs include banner signs on the streetlights, kiosks, street signs, wayfinding signs, signage for public parking ramps, etc. As the design concept for The COR has been refined, so has the signage plan. The Master Sign Plan is included as Appendix B. Size, location, and construction specifications of these signs shall be determined by the Master Sign Plan, which must be approved by the City Council, after a recommendation by the Planning Commission. Careful foresight has been given to size of signs based on needs of the adjacent roadways in order to maintain adequate safety standards that may otherwise be compromised by poor design. Roadways with higher speeds warrant larger lettering to maintain safe travel.

Community and Gateway signs

Community signs include are planned to include three (3) signs on Highway 10, as shown on the Signage Plan (see Figure 5: Signage Plan). The signs include the existing Community Sign near the future transit plaza, the sign at the northwest corner of Highway 10 and Ramsey Boulevard and the planned sign at the northwest corner of Highway 10 and Armstrong Boulevard.

Gateway signs are planned at multiple locations at entrances to The COR from major roadways, as shown on the Signage Plan. General gateway signs may identify The COR only. Retail Gateway signs may include provisions for off-premise, tenant sign panels.

These off-site signs, part of a unified development, are allowed as shown on the signage plan and shall have consistent materials and colors. Community and Gateway Signs shall conform to the design of the Master Sign Plan. Tenants within the unified development shall be allowed to utilize tenant panels on the Community and Retail Gateway Signs.

Amendments to the Master Sign Plan and Approved Community Signs. As the Master Sign Plan is adopted as part of the zoning ordinance, and has the effect of being a zoning ordinance, amendments to the Master Sign Plan must be processed by Ordinance and approved by City Council after review and recommendation by the Planning Commission.

Sign Type	Allowable Size	Architecture	Allowable Height
Community Sign	300 Square Feet	Per Appendix B	30 Feet *
Gateway Sign	50 Square Feet	Per Appendix B	10 Feet
Retail Gateway Sign	150 Square Feet	Per Appendix B	12 Feet
Community Kiosk	32 Square Feet	Per Appendix B	10 Feet*
Parking Ramp Signage	100 Square Feet	Per Appendix B	(Wall Signage)

* From highest point of adjacent road centerline



Desirable signs are designed to be architecturally compatible with buildings within the development and other signage within the development

Project Signs

Project signs are permitted within all COR sub-districts.

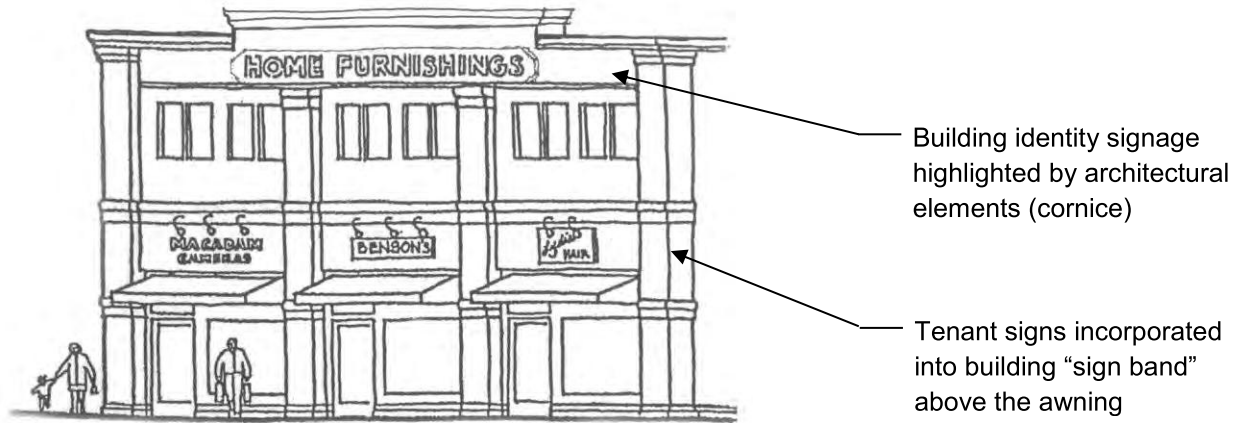
One (1) freestanding sign is allowed per building, provided that the following standards are met:

- A. The building in which the advertising business is located, shall be set back a minimum of six (6) feet from a public street right-of-way.
- B. The area of each face of the signboard shall not exceed six (6) square feet and the signboard shall not have more than two (2) readable faces. The signboard may exceed six (6) square feet, but not more than 32 square feet, provided that the sign consists of individual letters, without internally illuminated box letters. Lighting may be achieved through 'halo' lighting effects.
- C. The height of the top of the signboard, or of any posts, brackets, or other supporting elements shall not exceed six (6') feet from the ground.
- D. The signboard shall be constructed of wood, acrylic, aluminum or metal and shall be architecturally compatible with the style, composition, materials, colors and details of the building.
- E. No part of the sign shall encroach on the right-of-way and its location shall not interfere with pedestrian or vehicular circulation.
- F. Limited to one (1) sign per building and shall not be in addition to wall-mounted, applied letter or projecting signs.

- G. The readable faces of the sign shall be perpendicular to the adjacent street.

In the COR2 District, the following signage shall be allowed:

- A. Ground sign. There shall not be more than one (1) ground sign for each parcel. The gross surface area of a ground sign shall not exceed one hundred (100) square feet for each exposed face nor exceed an aggregate gross surface area of two hundred (200) square feet. Ground signs may be shared and combined at areas of shared entrances for multiple users. Shared ground signs shall not exceed 150 square feet. A shared sign shall be allowed for each entrance to the site (defined as bordered by public streets).
- B. Menu board. One (1) on-site menu board per drive-up or walk-up lane of a drive-in restaurant up to a maximum of thirty-two (32) square feet each and a maximum height of three (3) feet. Menu boards are allowed a message on one (1) side only and cannot contain an advertising message.
- C. Directional signs.
 - 1. Directional or instructional signs are permitted in accordance with Section 117-463(I).
 - 2. Parking lot directional signs designating parking area entrances and exits are limited to one (1) sign for each entrance and/or exit and shall not exceed four (4) square feet for each exposed face. Parking lot directional signs shall not project higher than five feet (5') in height, as measured from the established grade of the parking area to which such signs are accessory.
 - 3. Parking lot instructional signs designating the conditions of use or identification parking areas shall not exceed eight (8) square feet and shall not project higher than ten (10) feet in height for wall signs and seven (7) feet in height for ground signs, as measured from the established grade of the parking area to which such signs are accessory.



Wall Signs

Wall signs are permitted within all COR sub-districts.

Wall signs shall be permitted on one (1) wall, except that lots with frontage on more than one (1) street may have signage on one (1) wall per street frontage.

Within the COR1, COR3, COR4 and COR5 districts, the following standards apply:

- A. Wall-mounted or painted signs, provided the following standards are met:
 1. The sign shall be affixed to the front facade of the building, and shall project outward from the wall to which it is attached no more than six inches (6").
 2. Single Tenant Buildings. Each building shall be allowed one (1) wall sign per street frontage. Signage must be located on the street elevation. The area of the sign shall not exceed fifteen (15%) percent of the ground floor building facade area. Individual signs may not exceed.
 3. Multi-Tenant Buildings.
 - a. Each building shall be allowed wall signage on the street frontage elevation. For buildings with multiple street frontages, the allowable signage is per street frontage. Signage must be located on the street elevation.
 - b. Each building is allowed wall signage that shall not exceed 5% of the wall area of the building façade adjacent to the street. Individual signs may not exceed 50 square feet.
 - c. Tenant signage must be located on the tenant lease space.
 - d. At least fifty (50%) percent of the allowed signage must be allocated to ground floor tenants and located on the ground floor.
 - e. Signage is limited to a maximum of one (1) sign per business/tenant, except that tenants with frontage on multiple streets may be permitted to have signage on each street frontage.
 - f. Multi-tenant buildings must have wall signs of similar design. Sign permits for

tenants in multi-tenant buildings shall only be permitted by the City after the building owner has submitted a comprehensive sign plan approved by the Zoning Administrator. The comprehensive sign plan for the building shall include similar design standards including sign material, color, style, spacing and size.

4. Signs for buildings facing Highway 10. Single or multi-tenant buildings that have frontage on Highway 10 or are separated from Highway 10 only by other public right-of-way, shall be allowed to have signage on that street elevation that is up to fifteen (15%) percent of the wall area of that building façade with no maximum square footage.
- B. Wall-mounted building directory signs identifying the occupants of a commercial building, including upper story business uses, provided the following standards are met:
1. The sign is located next to the entrance.
 2. The sign shall project outward from the wall to which it is attached no more than six inches (6”).
 3. The sign shall not extend above the parapet, eave, or building facade.
 4. The height of the lettering, numbers, or graphics shall not exceed twelve inches (12”).
 5. One (1) such sign is allowed per public building entrance and is allowed in addition to other permitted wall signage.
- C. Applied letters may substitute for wall-mounted signs, if constructed of painted wood, painted cast metal, bronze, brass, acrylic or black anodized aluminum. The height of applied letters shall not exceed 12 inches.
- D. Logos are considered signs and shall be included in the maximum allowable sign area.
- E. Window or door signs, provided that the following standards are met:
1. The sign shall not exceed ten percent of the window or door area or four (4) square feet, whichever is less.
 2. The sign shall be silk screened, hand painted, applied letters/graphics, neon tubing or other sign technologies that meet these standards.
 3. Limited to one (1) sign per business, applied on either the window or the door, but not on both.
 4. The sign shall not have an opaque backing of any type although smoked glass is allowed.
 5. Window signage (includes graphics) shall be permitted on the same building walls that have, or are allowed to have, wall signage pursuant to Item A above. Window signage

shall be deducted from the allowable wall signage area.

Within the COR2 district, where more conventional suburban development is expected, rather than the neo-traditional development planned for the other COR sub-districts, the following standards apply:

- A. Wall, canopy or marquee sign. Total sign area may not exceed 15 percent of the front building facade. At least 50 percent of the signage area must be placed on the measured wall with remaining signage area, if desired, distributed on any other wall. Sign height shall not exceed the top of the parapet wall or, if no parapet wall, sign height shall not exceed the height of the eaves. The gross surface area of a wall, canopy or marquee sign may be increased by ten percent if such wall sign:
 1. Consists only of individual, outlined alphabetic, numeric and/or symbolic characters without background except that provided by the building surface to which the sign is to be affixed;
 2. Illumination, if any, is achieved through shielded illumination, shielded silhouette lighting, or shielded spot lighting but not any lighting where the light source is visible or exposed on the face or sides of the characters; and
 3. A wall, canopy or marquee sign may be located on the outermost wall of any principle building but shall not project more than 16 inches from the wall to which the sign is to be affixed. A wall sign shall not project higher than the parapet line of the wall to which the sign is to be affixed.
- B. Window signs are restricted to 30 percent of the area of the window in which the sign is to be displayed.

In all COR sub-districts, restaurants and cafes shall be permitted one (1) wall-mounted display featuring the actual menu as used at the dining table, to be contained within a shallow wood or metal case and clearly visible through a glass front. The display case shall be attached to the building wall, next to the main entrance, at a height of approximately five feet (5'), shall not exceed a total area of two square feet, and may be lighted. This signage is allowed in addition to other permitted wall signage.

Projecting Signs

Projecting signs are permitted within all COR sub-districts.

Projecting signs, including graphics or icon signs, mounted perpendicular to the building wall, are encouraged in all sub-districts, provided the following standards are met:

- A. The sign area shall not exceed thirty-two (32) square feet.
- B. The distance from the ground to the lower edge of the signboard shall be ten feet or greater.
- C. The height of the top edge of the signboard shall not exceed the height of the wall from which the sign projects, if attached to a single story building, or the



height of the sill or bottom of any second story window, if attached to a multistory building.

- D. The distance from the building wall to the signboard shall not exceed six inches (6").
- E. The width of the signboard shall not exceed three (3) feet.
- F. Limited to one (1) sign per business. Projecting sign area shall be deducted from the allowable wall signage area.
- G. Granted to ground floor commercial uses only.

Awning Signs

Awning signs are allowed in all COR sub-districts. Awning signs are allowed for ground floor uses only, provided that the following standards are met:

- A. If acting as the main business sign, it shall not exceed 24 square feet in area.
- B. If acting as an auxiliary business sign, it shall be located on the valance only, shall not exceed four (4) square feet in area, and the height of the lettering, numbers, or graphics shall not exceed four inches (4").
- C. Limited to two such signs per business, per frontage.
- D. If acting as the main business sign, it shall not be in addition to a wall-mounted or applied letter sign.

Sandwich Board Signs

Sandwich board signs are permitted within all COR sub-districts.

- A. One (1) sandwich board sign per business is permitted in any business, commercial and mixed use district and shall be located within five feet (5') of the main building entrance to the business it advertises.
- B. Sandwich board signs shall be displayed only during open business hours and must be removed daily.
- C. Sandwich board signs shall be no more than a total of two feet (2') in width and three feet (3') in height
- D. Sandwich board signs must leave a minimum of five feet (5') of clearance for pedestrian access if placed on a public or private sidewalk. Sandwich board signs may not hinder the ability of persons to access vehicles parked at the curb and/or access to a building.



- E. Acceptable materials for sandwich board signs shall include the following: metal, wood synthetic materials such as a chalk board and whiteboard. Sandwich board signs shall not be illuminated, nor shall they contain moving parts, or have balloons, streamers, stringers, pennants or similar adornments attached to them. Sandwich board signs shall be maintained in a good appearance at all times.
- F. No sandwich board sign shall be secured, tethered or installed on traffic devices, utility equipment, street furniture, street lights, or any other public fixture.
- G. Sandwich board signs are temporary signs and shall not be counted towards the total sign area of the site for permanent signage.

Temporary Signs

Temporary signs are allowed per Section 117-465 (Temporary signs) of the Zoning Ordinance, except as noted below:

- A. Freestanding temporary signs shall only be allowed in the COR2 and COR3 Districts.
- B. In all other COR districts, temporary signs shall be limited to temporary sandwich board signs or temporary wall signage, without interchangeable letters.
- C. Real estate and leasing signs shall be exempt from temporary and permanent sign regulations, provided that these signs do not exceed thirty-two (32) square feet.

Off-Site Signs

Off-site signs are prohibited except for wayfinding and community signage specifically allowed by the Design Framework.

Table 2

Sign Standards					
Development Standard	COR1	COR2	COR3	COR4	COR5
Project Signs					
Number of signs allowed	1*	1*	1*	1*	1*
Size of Sign (maximum)	6 sq. ft./6 feet high***	100 sq. ft./6 feet high	6 sq. ft./6 feet high***	6 sq. ft./6 feet high	6 sq. ft./6 feet high
Menu Board**	N/A	1 per drive-through lane/40 sq. ft. max.	N/A	N/A	N/A
Directional Sign	N/A	Per 117-463(l)	N/A	N/A	N/A
Wall Sign					
Number of signs allowed	1*	1*	1*	1*	1*
Size of Sign					
Single Tenant Building	15% of the ground floor façade area, - or- 15% of the front façade area when facing Highway 10.	15% of façade area	15% of the ground floor façade area,	5% of the ground floor façade area,	5% of the ground floor façade area,
Multi-Tenant Buildings	15% of the façade area,	15% of façade area	15% of the façade area,	15% of the façade area,	15% of the façade area,
Building Facing Highway 10	15% of the façade area	15% of façade area	15% of the façade area	15% of the façade area	15% of the façade area
Window Sign					
Number of signs allowed	1	1	1	1	1
Size of Sign	10% of area of window or 4 sq. ft., whichever is less. Deducted from allowable wall sign area.	30% of area of window. Deducted from allowable wall sign area.	10% of area of window or 4 sq. ft., whichever is less. Deducted from allowable wall sign area.	10% of area of window or 4 sq. ft., whichever is less. Deducted from allowable wall sign area.	10% of area of window or 4 sq. ft., whichever is less. Deducted from allowable wall sign area.
Directory Sign					
Number of signs allowed	1 per building entrance	1 per building entrance	1 per building entrance	1 per building entrance	1 per building entrance
Size of Sign	3 sq. ft. maximum	3 sq. ft. maximum	3 sq. ft. maximum	3 sq. ft. maximum	3 sq. ft. maximum
Projecting Sign					
Number of signs allowed	1*	1*	1*	1*	1*
Size of Sign	6 sq. ft./3 feet wide	6 sq. ft./3 feet wide	6 sq. ft./3 feet wide	6 sq. ft./3 feet wide	6 sq. ft./3 feet wide
Awning Sign					
Number of signs allowed	2 per business	2 per business	2 per business	2 per business	2 per business
Size of Sign	24 sq. ft./max. letter height 12-inches for main business sign or 4 sq. ft./max letter height 4-inches if auxiliary. Area is deducted from allowable wall sign area.	24 sq. ft./max. letter height 12-inches for main business sign or 4 sq. ft./max letter height 4-inches if auxiliary. Area is deducted from allowable wall sign area.	24 sq. ft./max. letter height 12-inches for main business sign or 4 sq. ft./max letter height 4-inches if auxiliary. Area is deducted from allowable wall sign area.	24 sq. ft./max. letter height 12-inches for main business sign or 4 sq. ft./max letter height 4-inches if auxiliary. Area is deducted from allowable wall sign area.	24 sq. ft./max. letter height 12-inches for main business sign or 4 sq. ft./max letter height 4-inches if auxiliary. Area is deducted from allowable wall sign area.

*One (1) sign is allowed per street frontage (either wall or project)

**Restaurants and cafes in all districts are allowed one (1) wall mounted menu board not to exceed 2 sq. ft. in addition to other permitted wall signage.

***See Page 32, 'Project Signs' for allowances up to 32 square feet.

Additional standards

- A. Businesses with service entrances may identify these with one (1) wall-mounted or applied letter sign not exceeding two square feet.
- B. One (1) directional sign, facing a rear parking lot. This sign may be any type of permitted sign other than a freestanding sign, but shall be limited to four (4) square feet in area.

Creative Sign Standards

- A. *Purpose.* This section establishes standards and procedures for the design, review, and approval of creative signs. The purposes of this creative sign program are to:
 - 1. Encourage signs of unique design, and that exhibit a high degree of thoughtfulness, imagination, inventiveness, and spirit; and
 - 2. Provide a process for the application of sign regulations in ways that will allow creatively designed signs that make a positive visual contribution to the overall image of the city, while mitigating the impacts of large or unusually designed signs.
- B. *Applicability.* An applicant may request approval of a sign permit for a creative sign to authorize onsite signs that employ standards that differ from the other provisions of this chapter but comply with the provisions of this section.
- C. *Application Requirements.* A sign permit application for a creative sign shall include all information and materials required by the City.
- D. *Procedure.* A sign permit application for a creative sign shall be subject to review and approval by the City as part of the Site Plan review process. When the creative sign is proposed after site plan review is complete, a creative sign may be approved by the Zoning Administrator when the proposed sign is fifty square feet or less, and shall be approved by the City Council when the sign is larger than fifty square feet.
- E. *Design Criteria.* In approving an application for a creative sign, the review authority shall ensure that a proposed sign meets the following design criteria:
 - 1. Design Quality. The sign shall:
 - a. Constitute a substantial aesthetic improvement to the site and shall have a positive visual impact on the surrounding area;
 - b. Be of unique design, and exhibit a high degree of thoughtfulness, imagination, inventiveness, and spirit; and
 - c. Provide strong graphic character through the imaginative use of graphics, color, texture, quality materials, scale, and proportion.
 - 2. Contextual Criteria. The sign shall contain at least one (1) of the following elements:
 - a. Classic historic design style;

- b. Creative image reflecting current or historic character of the City;
 - c. Inventive representation of the use, name, or logo of the structure or business.
3. Architectural Criteria. The sign shall:
 - a. Utilize or enhance the architectural elements of the building; and
 - b. Be placed in a logical location in relation to the overall composition of the building's façade and not cover any key architectural features and details of the façade.
4. Neighborhood Impacts. The sign shall be located and designed not to cause light and glare impacts on neighboring residential uses.

Prohibited signs

The following signs are prohibited:

- A. Box signs or cabinet signs, whether on a wall, projecting or on canopies are prohibited except for logo signs permitted as part of an overall sign plan.
- B. Signs employing mercury vapor, low pressure and high pressure sodium and metal halide lighting; plastic panel rear-lighted signs.
- C. Signs on roofs, dormers, and balconies.
- D. Billboards.
- E. Signs painted or mounted upon the exterior side or rear walls on any principle or accessory building or structure, except as otherwise permitted hereunder.
- F. Free standing pylon signs over six (6) feet in height, except community signs.
- G. Back-lit awnings.
- H. Interchangeable letter boards or panels.
- I. Flashing signs.
- J. Off-premises signs, except community signs.

Regular Planning Commission**Meeting Date:** 11/21/2024**Primary Strategic Plan Initiative:** Create a positive image for residential neighborhoods, business districts and key corridors.**Information****Title:**

Discuss the Sign Code Update pertaining to Freestanding, Temporary, and Additional Wall Signage

Purpose/Background:

Ramsey's Sign Code (currently split between Chapter 117, Article II, Division 8, and the COR Framework) has been updated several times over the years as individual issues or topics have surfaced. Staff have noted several areas, mostly minor items, that need to be cleaned up, clarified, or rearranged. One of the major items that needs to be addressed is how to incorporate the signage regulations in the COR Framework into the rest of the City's Sign Code for consistency in application and administration.

The goals of updating the Code are the ease of use by property owners, developers, businesses, and staff:

- Consistency in terms and definitions
- Clear purpose and intent of the sign code
- Clear distinctions between what sign types and sizes are allowed in each zoning district
- Consistency with how the Sign Code is interpreted and administered
- Reorganization of Chapter 117 and the COR Framework language to eliminate redundancies and contradictions
- Streamline processes
- Create an improved Sign Code that is easier to read and understand for all users.

Tonight, we will examine three signage topics: freestanding signs, temporary signs, and additional wall signs (including canopies, window signs, projecting signs, and the like). Each of these topics will have their own PowerPoint presentation. The purpose of this discussion is to review current procedures and regulations, identify similarities and differences, and develop methods to streamline and simplify the regulations for wall signs in all of Ramsey's zoning districts. Having a consistent and simplified Sign Code sends a clear, transparent, and understandable message of what the expectations are for each sign type.

Both sections of Ramsey's Sign Code are attached to this staff report for reference. Additionally, PDF copies of each of the three PowerPoint presentations are attached for reference.

Notification:

None required at this stage.

Funding Source:

The Sign Code update is being handled through Staff's normal duties.

Recommendation:

Provide direction to Staff to develop clear, consistent, and simplified regulations for freestanding, temporary, and additional wall signage in all zoning districts. If additional time is needed, the discussion of this topic can continue at a future meeting.

Outcome/Action:

Provide direction to Staff to develop clear, consistent, and simplified regulations for freestanding, temporary, and additional wall signage in all zoning districts.

Attachments

Presentation on Freestanding Signs
Presentation on Temporary Signs
Presentation on Additional Wall Signs
Sign Regulations - Chapter 117
Sign Regulations in the COR Framework

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	11/15/2024 01:50 PM
Form Started By: Adam Martin		Started On: 11/14/2024 02:43 PM
Final Approval Date: 11/15/2024		

SIGN CODE UPDATE
DISCUSSION #3: FREESTANDING SIGNAGE

Planning Commission Meeting
November 21, 2024

GOALS OF UPDATING THE SIGN CODE

- Consistency in terms and definitions
- Clear purpose and intent of the sign code
- Clear distinctions between what sign types and sizes are allowed in each zoning district
- Consistency in interpretation and administration
- Reorganization of regulations from Chapter 117 and the COR Framework
- Streamlining processes
- Easier to read and understand for all users

WHAT COUNTS AS A FREESTANDING SIGN?

- Area identification signs (Residential Districts)
- Ground signs (Business & Employment Districts)
- Shopping center signs (Business Districts)
- Business/Industrial park identification signs (Employment Districts)
- Unified development signs (Sec. 117-467)
- Project signs (COR Districts)
- Menu boards* (Business & COR Districts)
- Directional signs (Sec. 117-463(L) & COR Districts)
- Institutional and Recreational Identification Signs, and Institutional Attraction Boards (Sec. 117-463(G-H))
- Pylon signs
- Monument signs

AREA IDENTIFICATION SIGN (MR, RR, R-1A, R-1B, R-1C, R-2, R-3)

- 1 sign per vehicular access to a development
- 32 square feet maximum



GROUND SIGNS (B-1, B-2, B-3, I-1, I-2)

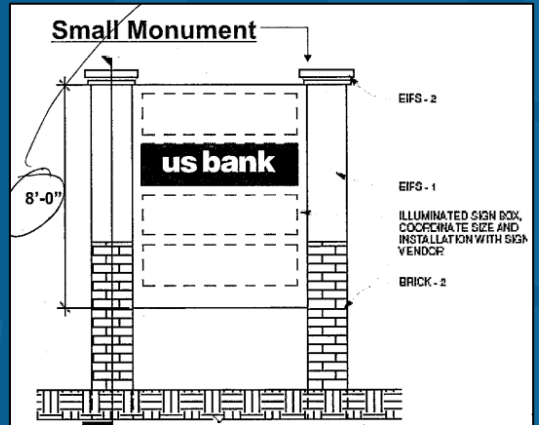
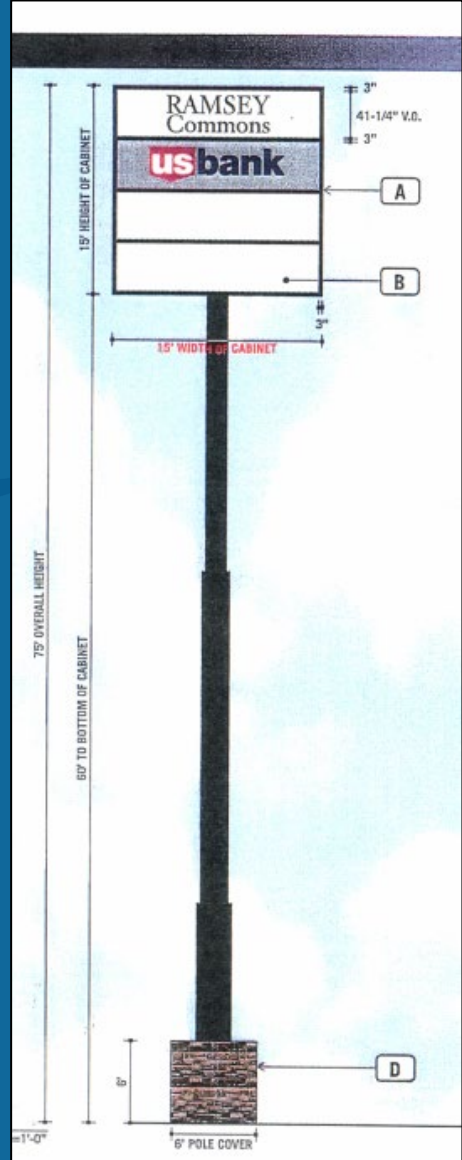
- 1 per road frontage per parcel, with 2 max.
- For 1st ground sign in Hwy. 10 Signage Overlay District
 - 150 SF max. for one face
 - 300 SF max. total for all faces
 - 75 feet max. height
- For 1st ground sign elsewhere:
 - 100 SF max. for one face
 - 200 SF max. total for all faces
 - 25 feet max. height
- For 2nd ground sign
 - 50 SF max. for one face area
 - 100 SF max. total for all faces
 - 12.5 feet max. height

Note: “SF” means “square feet”.



SHOPPING CENTER SIGN (B-1, B-2, B-3)

- Approved with a sign plan
- Plan should include:
 - Number of signs
 - Type of signs
 - Sign sizes
 - Construction materials
 - Sign messages
 - Sign locations



BUSINESS AND INDUSTRIAL PARK SIGNS (I-1, I-2)



- 1 sign per vehicular access to a development
- 1 sign max. per each principal building
- 100 SF max. for one face
- 200 SF max. total for all faces
- 10 feet max. height



UNIFIED DEVELOPMENT SIGNS

- Designed for multi-tenant commercial and employment developments for off-premise copy along an arterial or collector roadway.
- Signs must meet these conditions:
 - Identify the development at the top
 - Be located within 500 feet of the development, not separated by an arterial road
 - 30 feet max. height
 - Total sign area max. 250 SF per face, 500 SF total
 - Dynamic display max. of 100 SF per face & 200 SF total
 - Approved as part of a master sign plan with Site Plan Review

PROJECT SIGNS (COR 1, 3, 4A, 4B, 4C)

- Freestanding on-premise area identification sign for single-family, multi-family, commercial, industrial, or office park developments.
- 1 sign per street frontage per parcel (including wall and project signs).
- COR-1, COR-3, & COR-4a/b/c
 - 6 SF max. face area, 2 faces max.
 - Sign board has 32 SF max. area and has architectural requirements
 - Readable faces must be perpendicular to the adjacent street
 - 6 feet max. height
 - Sign only allowed if the business is setback at least 6 feet from the right-of-way.



PROJECT/GROUND SIGNS (COR-2 & COR-2B)

- 1 sign per street frontage per parcel (including wall and project signs).
- 100 SF max. face area for single signs
- 150 SF max. face area for shared signs along common driveways
- 6 feet max. height

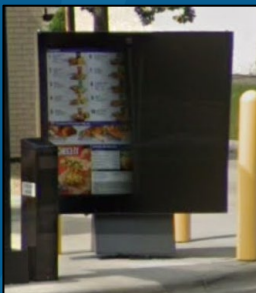


MENU BOARDS

- COR-2 & COR-2b
 - 1 per drive-through lane with only 1 face
 - 40 SF max. face area & 3 feet max. face height
 - No advertising messages allowed
 - Menu boards count toward sign allowances.
- B-1, B-2, & B-3
 - 1 per drive-through lane with only 1 face
 - 50 SF max. face area; no max. face height
 - No advertising messages allowed.



Caribou Coffee,
Ramsey COR



Taco Bell, Anoka



Dairy Queen, Anoka



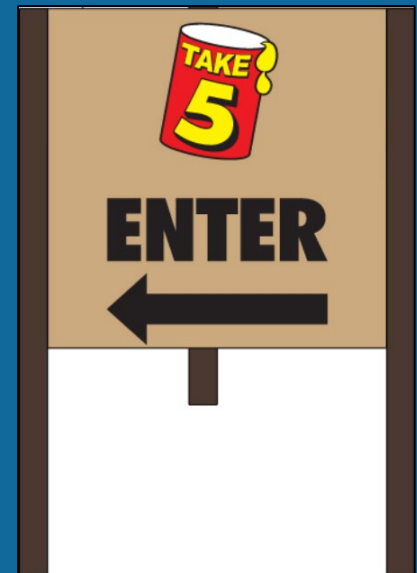
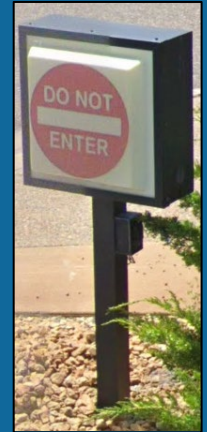
McDonald's, Anoka



Caribou Coffee,
Ramsey Hwy. 47

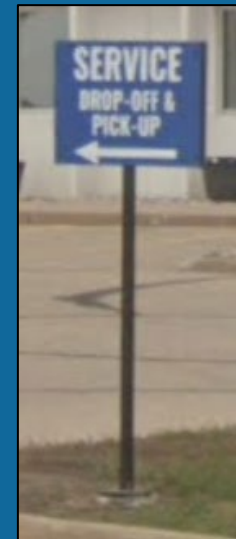
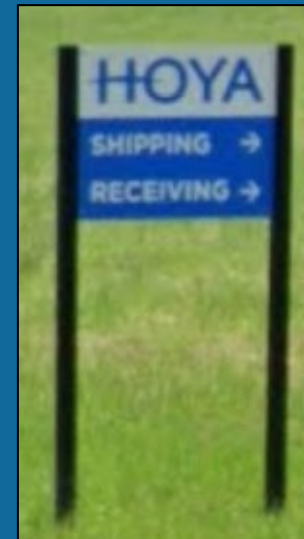
DIRECTIONAL SIGNS (COR-2 & COR-2B)

- Parking Lot Directional Signs
 - 1 per parking lot entrance/exit
 - 4 SF max. face area
 - 5 feet max. height
- Parking Lot Instructional Signs
 - 8 SF max face area
 - 7 feet max. height



DIRECTIONAL SIGNS – CHAPTER 117

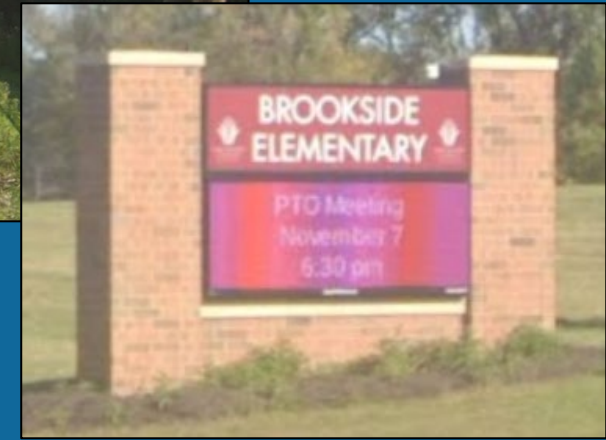
- Designed for on-site direction and instruction to guide persons to facilities intended to serve the public.
- 4 SF max. face area.



INSTITUTIONAL AND RECREATIONAL IDENTIFICATION SIGNS – CHAPTER 117



- 1 ground sign per parcel to identify the civic, philanthropic, educational, public or religious organization or recreational use occupying the parcel.
- For 1st ground sign:
 - 100 SF max. for one face
 - 200 SF max. total for all faces
 - 25 feet max. height
- For 2nd ground sign (if there is a 2nd entrance or 2nd street frontage):
 - 50 SF max. for one face area
 - 100 SF max. total for all faces
 - 12.5 feet max. height



INSTITUTIONAL ATTRACTION BOARDS —

CHAPTER 117

- 1 wall or ground sign per principal building.
- Must be located on the subject property.
- 15-foot minimum setback from all roadways & driveways.
- 50 SF max. for one face
- 100 SF max. total for all faces
- 15 feet max. height



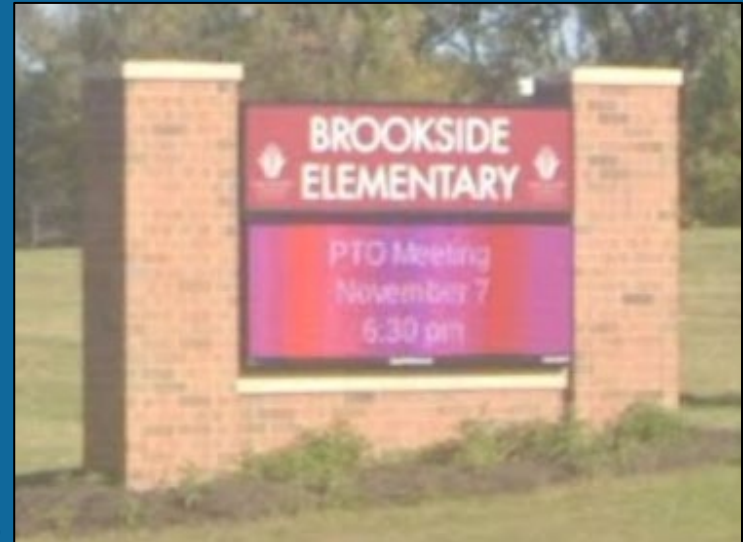
PYLON SIGNS

- No definition in Chapter 117 or COR Framework
- Freestanding pylon signs over 6 feet in height are prohibited in the COR, although pylon signs have been permitted through Site Plan Review resolutions.
- Staff suggests creating a definition for pylon signs to align with nearby cities and industry standards.



MONUMENT SIGNS

- No definition in Chapter 117 or COR Framework
- Staff suggests creating a definition for monument signs to align with nearby cities and industry standards.



WHAT ARE THE CURRENT PROCEDURES FOR NEW CONSTRUCTION?

- Signage in the COR is typically approved as a package by Planning Commission and City Council, alongside site plans for new projects.
- Freestanding signs require separate permits from an overall building permit for new construction.
- Sign permits are required for changing panels on cabinet signs, even if the cabinet size remains the same.

WHAT ARE THE CURRENT SIMILARITIES?

- All zoning districts have a maximum square footage for sign area, based on the zoning district.
- Maximum height for wall signs in most zoning districts.
- Freestanding signs in all zoning districts require separate permits from the overall building permit for new construction.

WHAT ARE THE CURRENT DIFFERENCES?

- COR-1, 3, 4a, 4b, & 4c allow much less freestanding signage (6 SF per sign face) than other districts (32 to 100 SF per sign face)
- Signage in the COR is usually reviewed and approved by Planning Commission and City Council as a sign package, while signage in other districts is reviewed and approved administratively.
- Several inconsistencies in freestanding signage terms and definitions between zoning districts.

WHAT ARE THE CURRENT CHALLENGES?

- Frequent concern from applicants regarding COR signage regulations being too stringent and complicated.
- Inconsistent language across zoning districts.
- COR Framework states that comprehensive sign plans shall be approved by the Zoning Administrator (staff).
- Highway 10 frontage rule conflicts with COR's prohibition on pylon signs exceeding 6 feet in height.
- The current sign code refers to obsolete zoning districts (E-1, E-2, & COR-5).
- No code language for tenant turnover or rebranding.
- Vague code language for PUD, PI, P, or CL districts.



TABLE OF CURRENT FREESTANDING SIGN REGULATIONS

	MR, RR, R-1a/b/c, R-2, R-3	B-1, B-2, & B-3	I-1 & I-2 (E-1 & E-2)	COR-1 & COR-3	COR-2 & COR-2b	COR- 4a/b/c	PUD, PI, P, & CL
Max. # of Freestanding Signs	1 per vehicular access to development	None	None	1 per street frontage**	1 per street frontage**	1 per street frontage**	1 per vehicular access or street frontage
Max. Sign Area per Face	32 SF	100 SF*	100 SF*	6 SF	100 SF	6 SF	100 SF
Max. Sign Area - Total	32 SF (1-sided only)	200 SF*	200 SF*	12 SF	200 SF	12 SF	200 SF
Height Maximum	Not specified	25 feet*	25 feet*	6 feet	6 feet	6 feet	25 feet
Review & Approval***	Staff	Staff	Staff	PC, CC, & Staff	PC, CC, & Staff	PC, CC, & Staff	PC, CC, & Staff

“SF” means “square feet”.

Menu boards and directional signs are omitted from this table for clarity.

* These figures represent the first allowable sign, outside of the Hwy. 10 overlay.

** Most buildings in the COR have multiple signs per tenant, approved through a sign package.

*** Sign reviews must be content-neutral, with a sole focus on size and placement.

RECOMMENDED ACTION

Provide direction to Staff to develop clear, consistent, and simplified regulations for freestanding signage in all zoning districts.



SIGN CODE UPDATE
DISCUSSION #3: TEMPORARY SIGNAGE

Planning Commission Meeting
November 21, 2024

GOALS OF UPDATING THE SIGN CODE

- Consistency in terms and definitions
- Clear purpose and intent of the sign code
- Clear distinctions between what sign types and sizes are allowed in each zoning district
- Consistency in interpretation and administration
- Reorganization of regulations from Chapter 117 and the COR Framework
- Streamlining processes
- Easier to read and understand for all users

WHAT COUNTS AS A TEMPORARY SIGN?

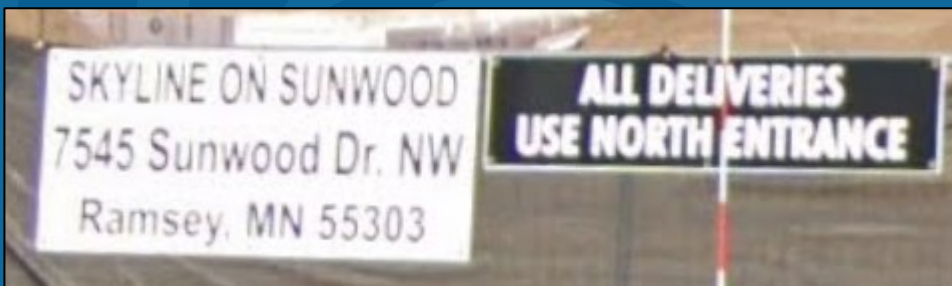
Chapter 117

- Balloons
- Gas Filled Figures
- Streamers
- Whirling Devices
- Revolving Searchlights
- Real Estate Signs
- Construction Signs
- Portable Signs
- Sandwich Board/"A" Frame
(prohibited outside the COR)
- Pennants
- Banners
- Flags

COR Framework

- Sandwich Board/"A" Frame
- Temporary Wall Signage (Banners)
- Real Estate & Leasing Signs

EXAMPLES OF ALLOWED TEMPORARY SIGNS IN THE COR



EXAMPLES OF ALLOWED TEMPORARY SIGNS OUTSIDE OF THE COR



EXAMPLES OF PROHIBITED TEMPORARY SIGNS IN THE COR



EXAMPLES OF PROHIBITED TEMPORARY SIGNS OUTSIDE OF THE COR



EXAMPLES OF ALLOWED NON-STANDARD TEMPORARY SIGNS OUTSIDE OF THE COR

Permitted up to 4 weeks per year, for 1 week at a time.



PENNANTS OUTSIDE OF THE COR

- Permitted in commercial zoning districts, as long as they are securely anchored and maintained in good repair.
- If a pennant is damaged, the property owner must remove or replace it to maintain code compliance.



FLAGS OUTSIDE OF THE COR

- Permitted in all zoning districts.
- However, the total square footage area of any flags uses as advertising copy or as attention getting devices for commercial purposes shall be considered permanent signage and counted towards the total allowable sign area for that parcel.
- Flag height cannot exceed 25 feet.



SANDWICH BOARDS/“A” FRAME SIGNS

- Only allowed in the COR
- 1 max. sign per business, located within 5 feet of the business entrance
- Can only be displayed during business hours – must be removed when business is closed
- Max. width of 2 feet & max. height of 3 feet (6 SF per face)
- At least 5 feet of pedestrian access must be maintained
- Cannot be secured to any public fixture



WHAT ARE THE CURRENT PROCEDURES FOR TEMPORARY SIGN PERMITS IN THE COR?



- The COR Framework only allows these temporary signs:
 - sandwich boards
 - standard temporary signs (black signs with neon-colored letters)
 - temporary wall signage (banners)
 - real estate/leasing signs – 32 SF max.
- Location must be fully on private property, with the permission of the property owner.
- Any sign in the right-of-way or installed without the property owner's permission is subject to removal.
- Max. of 2 temporary signs per parcel for single-tenant
- Max. of 3 temporary signs per parcel for multi-tenant

WHAT ARE THE CURRENT PROCEDURES FOR TEMPORARY SIGN PERMITS OUTSIDE OF THE COR?



- Temporary Highway 10 Construction Provision to remain in place, and Staff will discuss this item closer to its sunset date of December 31, 2025.
- Location must be fully on private property, with the permission of the property owner.
- Any sign in the right-of-way or installed without the property owner's permission is subject to removal.
- Max. of 2 temporary signs per parcel for single-tenant
- Max. of 3 temporary signs per parcel for multi-tenant

WHAT ARE THE CURRENT SIMILARITIES?

- All temporary signs in Ramsey must be located on private property and cannot be located in public right-of-way.
- Most zoning districts allow for temporary signs, as long as code requirements are met and permits are obtained.
- Most zoning districts have time limits for how long temporary signs can be posted.

WHAT ARE THE CURRENT DIFFERENCES?

- COR-1, 4a, 4b, & 4c only allow sandwich boards, temporary banners, and real estate/leasing signs.
- COR-2, 2a, & 3 allow sandwich boards, temporary banners, real estate/leasing signs, and freestanding temporary signs (though not clearly defined).
- All non-COR districts allow for more temporary signage, as long as proper permits are obtained.
- Some inconsistencies in temporary signage terms and definitions between zoning districts.

WHAT ARE THE CURRENT CHALLENGES?

- Inconsistent language across zoning districts.
- Current code language complicates enforcement efforts.
- Very few businesses or residents obtain permits for temporary signs.
- Temporary signs are often abandoned and left in various states of disrepair after installation.
- Temporary signs are often installed in public right-of-way, which is not allowed by Sec. 117-465(a)(2) of City Code.
- Signs less than 15 SF in area, and all residential temporary signs do not currently require permits, but are often installed incorrectly and often do not meet code requirements.



TABLE OF CURRENT TEMPORARY SIGN REGULATIONS

	MR, RR, R-1a/b/c, R-2, R-3	B-1, B-2, & B-3	I-1 & I-2 (E-1 & E-2)	COR-1	COR-2 & COR-2b	COR-3	COR- 4a/b/c	PUD, PI, P, & CL
Max. # of Temporary Signs	2 per parcel	2 per parcel (single-tenant) 3 per parcel (multi-tenant)		1 per parcel	1 per parcel	1 per parcel	1 per parcel	2 per parcel
Max. Sign Area per Face	50 SF	50 SF	50 SF	6 SF	6 SF	6 SF	6 SF	50 SF
Max. Sign Area - Total	100 SF	100 SF	100 SF	12 SF	12 SF	12 SF	12 SF	100 SF
Height Maximum	Not specified	Not specified	Not specified	3 feet	3 feet	3 feet	3 feet	Not specified
Duration	12 weeks, with possible 8 week extensions			Only during business hours, year-round				12 weeks, with possible 8 week extensions
Review & Approval*	None	Staff	Staff	Staff	Staff	Staff	Staff	Staff

“SF” means “square feet”.

* Sign reviews must be content-neutral, with a sole focus on size and placement.

RECOMMENDED ACTION

Provide direction to Staff to develop clear, consistent, and simplified regulations for temporary signage in all zoning districts.



SIGN CODE UPDATE
DISCUSSION #3: ADDITIONAL
WALL SIGNAGE

Planning Commission Meeting
November 21, 2024

GOALS OF UPDATING THE SIGN CODE

- Consistency in terms and definitions
- Clear purpose and intent of the sign code
- Clear distinctions between what sign types and sizes are allowed in each zoning district
- Consistency in interpretation and administration
- Reorganization of regulations from Chapter 117 and the COR Framework
- Streamlining processes
- Easier to read and understand for all users

WHAT COUNTS AS ADDITIONAL WALL SIGNAGE?

Chapter 117

- Window Signs
- Canopies
- Marquees
- Projecting Signs (prohibited outside the COR)
- Service Bay Identification Signs
- Fuel Pump Island Identification Signs

COR Framework

- Window Signs
- Canopies
- Marquees
- Projecting Signs
- Wall-Mounted Building Directory Signs
- Wall-Mounted Menus
- Awnings

WINDOW SIGNS (B-1, B-2, B-3, I-1, I-2)

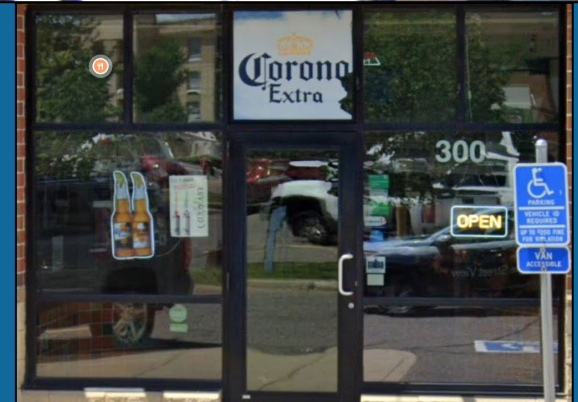
- Total sign area may not exceed 30% of the window area.
- Permits not required, but code requirements still apply.



WINDOW SIGNS (COR)

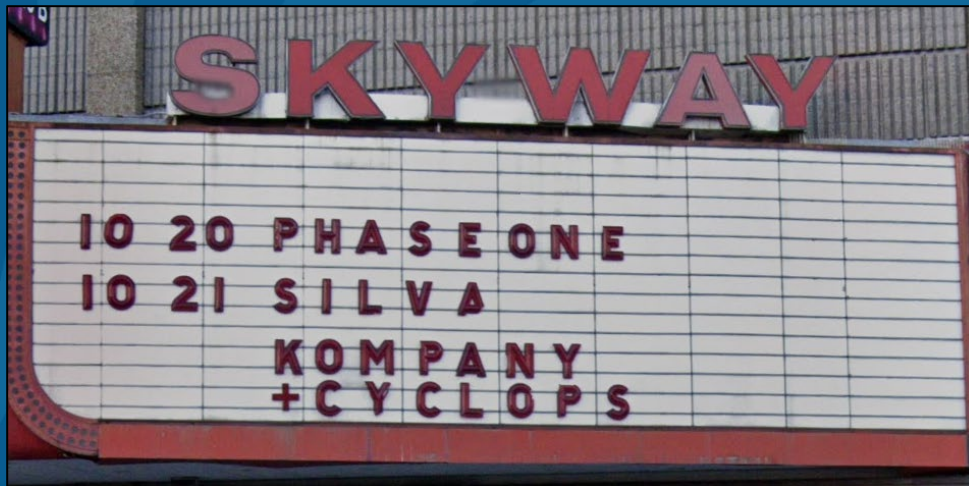
- COR-1, 3, 4a, 4b, 4c
 - 1 maximum per building, regardless of street frontage or number of tenants.
 - Max. sign area of 10% of window area or 4 SF, whichever is less.
 - Window signs are deducted from allowable wall sign area.

- COR-2 & 2a
 - 1 maximum per building, regardless of street frontage or number of tenants.
 - Max. sign area of 30% of window area
 - Window signs are deducted from allowable wall sign area.



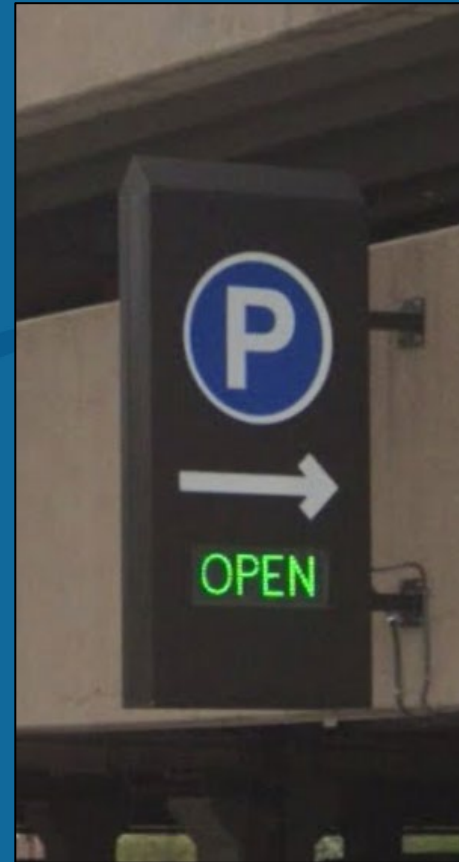
CANOPIES & MARQUEES (BUSINESS, INDUSTRIAL, & COR DISTRICTS)

- 1 sign per wall per street frontage in the COR.
- No maximum number of signs outside of the COR.
- Total sign area and placement must follow the same standards as wall signs in their respective zoning district.
- Multi-tenant buildings can split up the total wall sign area between each tenant.
- Canopy or marquee height cannot exceed the parapet or eave height.
- Canopies and marquees count toward wall sign allowance.
- No clear definition of “canopy” or “marquee”.

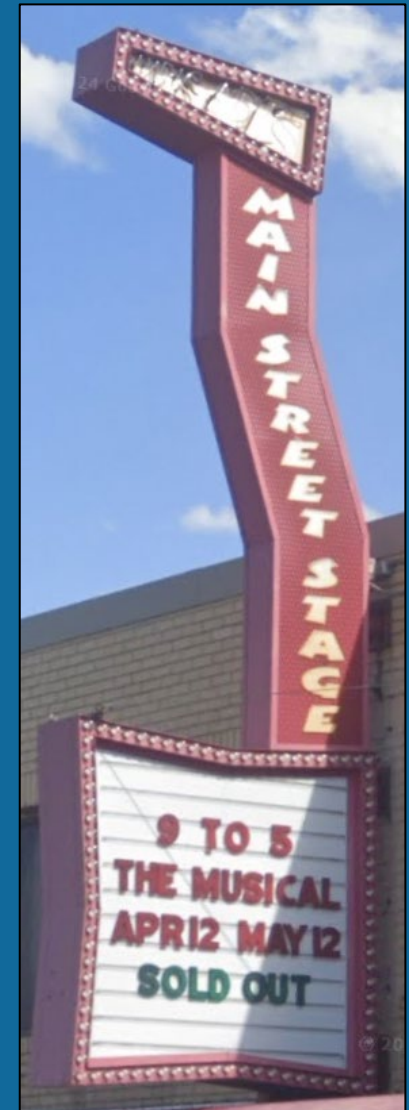


PROJECTING SIGNS (COR)

- 1 projecting sign per business.
- Granted only to ground floor commercial businesses.
- 32 SF max. face area
- 3 feet max. width
- Minimum 10 feet vertical clearance between the ground and sign's lowest edge.
- Max. height shall not exceed:
 - Wall height for 1-story buildings
 - Sill height or bottom of any 2nd story window for multi-story buildings.
- Projecting signs count toward wall sign allowance.
- Note: projecting signs are prohibited outside of the COR.



Anoka County Courthouse
Parking Garage, Anoka



Main Street Stage, Anoka

SERVICE BAY IDENTIFICATION SIGNS (B-1, B-2, B-3)



- No more than 1 per service bay.
- May be located on the outermost wall of any principal building adjacent to a service bay entrance.
- Max. height of the parapet line.
- Cannot include advertising of any kind.



FUEL PUMP ISLAND IDENTIFICATION SIGNS (B-1, B-2, B-3)



- Signs should include:
 - Type of service offered
 - Price of gasoline
 - Direction to customers
 - Other relevant information pertaining to the facility
- Sign area counts against the max. allowable sign area for the parcel.
- Unclear if this pertains to price signs or the pump islands themselves.



WALL-MOUNTED DIRECTORY SIGNS (COR)

- Intended to list all building tenants, including ground and upper stories.
- 1 allowed per building entrance, located next to the entrance.
- 3 SF max. area
- 6 inch max. projection from the wall
- No taller than the parapet, eave, or building façade.
- 12 inch max. height for letters, numbers, or graphics on the directory.
- Directory signs are allowed in addition to other permitted wall signage.



WALL-MOUNTED MENUS (COR)

- Intended to include a copy of the table menu for restaurants in the COR.
- 1 menu allowed, located next to the main entrance.
- The menu should be contained in a shallow wood or metal case, clearly visible through a glass front.
- 2 SF max. area, and 5 feet max. height
- The menu may be illuminated.
- Menu signs are allowed in addition to other permitted wall signage.



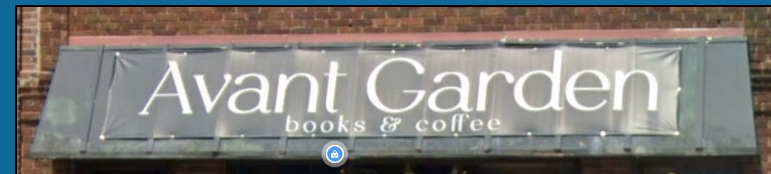
P.F. Chang's, Maple Grove



Clive's Roadhouse, Blaine

AWNING SIGNS (COR)

- Allowed for ground floor tenants only.
- If acting as the main sign:
 - It shall not be in addition to another wall sign
 - It cannot exceed 24 SF in area
 - The lettering, numbers, and graphics cannot exceed 12 inches in height.
- If acting as an auxiliary sign:
 - It shall be located on the valance only
 - It cannot exceed 4 SF in area
 - The lettering, numbers, and graphics cannot exceed 4 inches in height.
- Max. of 2 awning signs per business.



WHAT ARE THE CURRENT SIMILARITIES?

- All zoning districts have a maximum percentage of wall sign area, based on the front façade of a building.
- Canopies and marquees are included in wall signage allowances for all zoning districts.
- All multi-tenant buildings are guided to install proportionate wall signage for each tenant.
- Maximum height for wall signs in all zoning districts, usually at a building's roofline.
- 10% bonus area in most districts for applied letters in lieu of box, cabinet, or channelized signage.
- Wall signs in all zoning districts require separate permits from the overall building permit for new construction.

WHAT ARE THE CURRENT DIFFERENCES?

- Signage in the COR is usually reviewed and approved by Planning Commission and City Council as a sign package, while signage in other districts is reviewed and approved administratively.
- Wall-mounted directories and menus do not count toward allowable wall signage, in comparison to nearly all other signage types.
- Several wall signage terms lack clear definitions.
- Several signage types are only allowed in certain zoning districts, when the designated uses are allowed in other zoning districts.

WHAT ARE THE CURRENT CHALLENGES?

- Frequent concern from applicants regarding COR signage regulations being too stringent and complicated.
- Inconsistent language across zoning districts.
- Unclear definitions for certain sign types.
- COR Framework states that comprehensive sign plans shall be approved by the Zoning Administrator (staff).
- The current sign code refers to obsolete zoning districts (E-1, E-2, & COR-5).
- No code language for tenant turnover or rebranding.
- No code language for PUD, PI, P, or CL districts.



TABLE OF CURRENT WALL SIGN REGULATIONS

	B-1, B-2, & B-3	I-1 & I-2 (E-1 & E-2)	COR-1 & COR-3	COR-2 & COR-2b	COR-4a, COR-4b, COR-4c	PUD, PI, P, & CL
Max. # of Wall Signs	None	None	1 per tenant per street frontage**	1 per tenant per street frontage**	1 per tenant per street frontage**	None
Total Sign Area	15% of front façade	15% of front façade	15% of front façade*	15% of front façade	5% of front façade	No specific requirements
Sign Placement	Any building façade	Any building façade	Any façade, with at least 50% on front	Any façade, with at least 50% on front	Any façade, with at least 50% on front	No specific requirements
Height Maximum	Height of parapet/eaves	Height of parapet/eaves	50% at ground floor; all signs at height of parapet/eaves	Height of parapet/eaves	50% at ground floor; all signs at height of parapet/eaves	No specific requirements
Review & Approval***	Staff	Staff	PC, CC, & Staff	PC, CC, & Staff	PC, CC, & Staff	PC, CC, & Staff

* 15% for single-tenant buildings, 5% for multi-tenant buildings.

** Most buildings in the COR have multiple signs per tenant, approved through a sign package.

*** Sign reviews must be content-neutral, with a sole focus on size and placement.

TABLE OF ALLOWABLE WALL SIGN TYPES

	B-1, B-2, & B-3	I-1 & I-2 (E-1 & E-2)	COR-1 & COR-3	COR-2 & COR-2b	COR-4a, COR-4b, COR-4c	PUD, PI, P, & CL
Window Signs	Yes	Yes	Yes	Yes	Yes	Unclear
Canopies & Marquees	Yes	Yes	Yes	Yes	Yes	Unclear
Projecting Signs	No	No	Yes	Yes	Yes	Unclear
Service Bay ID	Yes	Unclear	Unclear	Unclear	Unclear	Unclear
Fuel Pump Island ID	Yes	Unclear	Unclear	Unclear	Unclear	Unclear
Directories	Unclear	Unclear	Yes	Yes	Yes	Unclear
Menus	Unclear	Unclear	Yes	Yes	Yes	Unclear
Awnings	Unclear	Unclear	Yes	Yes	Yes	Unclear

* 15% for single-tenant buildings, 5% for multi-tenant buildings.

** Most buildings in the COR have multiple signs per tenant, approved through a sign package.

*** Sign reviews must be content-neutral, with a sole focus on size and placement.

RECOMMENDED ACTION

Provide direction to Staff to develop clear, consistent, and simplified regulations for additional wall signage in all zoning districts.

DIVISION 8. SIGNS

Subdivision I. In General

Sec. 117-457. Purpose.

The purpose of this division is to protect and promote the general welfare, health, safety and order within the city through the establishment of a comprehensive and impartial series of standards, regulations and procedures governing the erection, use and/or display of devices, signs or symbols serving as a visual communicative media to persons situated within or upon public rights-of-way or properties. The provisions of this division are intended to encourage creativity, a reasonable degree of freedom of choice, an opportunity for effective communication and a sense of concern for the visual amenities on the part of those designing and displaying communicative media for the types regulated by this division, while at the same time assuring that the public health and welfare is not endangered.

(Code 1978, § 9.12.01; Ord. No. 94-02, 2-28-1994; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Sec. 117-458. Substitution clause.

The owner of any sign that is otherwise allowed by this division may substitute noncommercial speech in lieu of any other commercial speech or noncommercial speech. The owner of any sign that is otherwise allowed by this division may substitute commercial speech in lieu of any other commercial speech or noncommercial speech. This substitution of copy may be made without any additional approval or permitting. The purpose of this division is to prevent any inadvertent favoring of commercial speech over noncommercial speech, favoring of noncommercial speech over commercial speech, favoring any particular commercial speech over any other commercial speech, or favoring of any particular noncommercial speech over any other noncommercial speech. This division prevails over any more specific provision to the contrary.

Sec. 117-459. Variations.

Request for variations from the provisions of this division shall be processed by the applicant applying to the zoning administrator for a conditional use permit, which conditional use permit procedure shall be as prescribed in section 117-50.

(Code 1978, § 9.12.24; Ord. No. 94-02, 2-28-1994; Ord. No. 03-31, 9-15-2003; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Sec. 117-460. Conflict.

If any portion of this division is found to be in conflict with any other provision of any zoning, building, fire, safety or health ordinance of the city, the provision that establishes the higher standard shall prevail.

(Code 1978, § 9.12.25; Ord. No. 94-02, 2-28-1994; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Sec. 117-461. Violations.

- (a) When, in the opinion of the zoning administrator, a violation of this Code exists, the zoning administrator shall issue a written order to either the owner of the sign, or the owner of the property, or tenant leasing the property, on which the sign is placed. The order shall specify those sections of this Code involved, describe the violation and shall direct that the violation be corrected within five days from the date of the order, unless otherwise specified by the zoning administrator. If the violation is not corrected, the violation will be penalized through the administrative citation or removal, whichever is appropriate.
- (b) If the zoning administrator or building official finds that a sign is abandoned or is structurally, or electrically defective, or in any way endangers the public, the zoning administrator or building official shall issue a written order to the owner of the sign and occupant of the premises stating the nature of the violation and requiring repair or removal of the sign within 60 days of the date of the order.

(Code 1978, § 9.12.21; Ord. No. 94-02, 2-28-1994; Ord. No. 03-31, 9-15-2003; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Sec. 117-462. Removal of signs by the zoning administrator.

- (a) The zoning administrator may cause the removal of any illegal sign, any sign remaining after a business permanently closes, or any sign not properly maintained in cases of emergency, or after failure to timely comply with written orders for removal or repair. After removal or demolition of the sign, a notice shall be mailed to the sign owner and owner of the property where the sign was located stating the nature of the work and the date on which it was performed and demanding payment of the costs as certified by the zoning administrator together with an additional 50 percent for inspection and incidental costs.
- (b) If the amount specified in the notice is not paid within 30 days after mailing of the notice, it shall become a lien against the parcel where the sign was located and shall be certified as an assessment against the property together with ten percent interest for collection in the same manner as the real estate taxes.
- (c) The owner of the parcel upon which the sign is located shall be presumed to be the owner of all signs thereon unless facts to the contrary are brought to the attention of the zoning administrator.
- (d) In case of emergency, the zoning administrator or building official may cause the immediate removal of a dangerous or defective sign without notice. Signs removed in this manner must present a hazard to the public safety as defined in the state building code.

(Code 1978, § 9.12.22; Ord. No. 94-02, 2-28-1994; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Sec. 117-463. General restrictions.

- (a) *Address sign.* One address sign shall be required per main building in all districts.
- (b) *Bench sign.* Bench signs shall be permitted only at bus stops.
- (c) *Ground sign.* A ground sign shall not project higher than 25 feet as measured from base of sign or grade of the nearest adjacent roadway, whichever is lower. Any ground sign within 50 feet of any intersection of street right-of-way lines and/or driveway entrances shall have a minimum vertical clearance of 12 feet above the centerline of the pavement unless it can be shown that it can comply with subsections (e)(2)a and b of this section.

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- (d) *Canopies or marquees.* Canopies and marquees shall be considered to be an integral part of the structure to which they are an accessory. Signs may be attached to a canopy or marquee, but such structures shall not be considered as part of the wall area and thus shall not warrant additional sign area.
- (e) *Location.*
- (1) No sign other than governmental signs shall be erected or temporarily placed within any street or public right-of-way or upon any public easement.
 - (2) A permit for a sign to be located within 50 feet of any street or highway regulatory or warning sign, or any traffic sign or signal, or of any crossroad or crosswalk, will not be issued unless:
 - a. The sign will not interfere with the ability of drivers and pedestrians to see any street or highway sign, or any traffic sign or signal, or any crossroad or crosswalk; and
 - b. The sign will not distract drivers nor offer any confusion to any street or highway, sign, or any traffic sign or signal.
 - (3) A sign shall not be located so as to extend over any lot line or within 15 feet of any point of vehicular access from a parcel to a public roadway.
- (f) *Dynamic display and illumination.*
- (1) Based on findings conducted by scientific studies, the city finds that dynamic displays should be allowed on signs with appropriate regulation in order to minimize their proliferation and their potential threats to public safety.
 - (2) Regulations. Dynamic displays on signs are subject to the following conditions:
 - a. Size. On-premise signs may include dynamic displays. Dynamic display signs shall not exceed the size allowed by this chapter. Dynamic displays are not in addition to the size allowed for static signs.
 - b. Frequency of display change. A dynamic display may not change more often than once every three seconds, and no part of the display may include flashing or scrolling text. The images display must be static, and the transition from one display to another must be instantaneous without special effects. The dynamic display shall not be allowed to project full-motion video. Subtle transition animations shall be allowed.
 - c. Brightness. No sign may be brighter than is necessary for clear and adequate visibility, or that it interferes with the effectiveness of a traffic sign or signal, or that it distracts a driver from motor vehicle operation.
 - d. Troubleshooting. Dynamic displays must be designed and equipped to freeze the device in one position if a malfunction occurs. The display must also be equipped with a means to immediately discontinue the display if it malfunctions, and the sign owner must immediately stop the dynamic display when notified by the city that it is not complying with the standards of this section.
- (g) *Institutional and recreational identification sign.* One wall and/or ground sign shall be permitted to identify the civic, philanthropic, educational, public or religious organization or recreational use occupying the parcel. There shall not be more than one ground sign for each parcel. The gross surface area of a ground sign shall not exceed 100 square feet for each exposed face nor exceed an aggregate gross surface area of 200 square feet. Such facilities having more than one point of entrance or street frontage may erect secondary identification signs not to exceed 50 square feet for each exposed face at the additional entrance points or street frontages.
- (h) *Institutional attraction boards.* There shall not be more than one institutional attraction board for each principal building and it may be either wall or ground type or constructed as a part of the institutional

identification sign. The gross surface area of an attraction board shall not exceed 50 square feet for each exposed face nor exceed an aggregate gross surface area of 100 square feet. An attraction board shall not be located so as to extend over any lot line or within 15 feet of any point of vehicular access from any parcel to a public roadway. Attraction boards shall not exceed 15 feet in height as measured from the base of the sign or building to which the sign is to be affixed or the grade of the nearest adjacent roadway, whichever is higher.

- (i) *Pennants.* The use of pennants is permitted in any commercial district provided the pennants are securely anchored and maintained in good repair, including replacement or removal when weather damage is evident. The zoning administrator, or his designee, shall have the authority to identify and notify property owners and/or occupants of the parcel on which the pennants have been determined to be in violation of this Code. Failure to remove or replace the pennants within ten days of notification shall be sufficient cause for the zoning administrator or his designee to remove said pennants. The property owner shall be billed for all costs incurred by the city in administering this subdivision.
- (j) *Banners.* The use of banners is permitted in any commercial district as permanent wall signage provided the banner is securely anchored and maintained in good repair, including replacement or removal when weather damage is evident. The square footage dedicated to banners is limited to 50 percent of the total square footage allowance for wall signs. Facilities choosing to utilize wall banners in addition to other permanent wall signage shall be required to obtain a separate sign permit for the maximum square footage allowed for banners and payment of the permanent sign fee.
- (k) *Flags.* The display of flags shall be permitted in all districts. However, the total square footage area of any flags used as advertising copy or as attention getting devices for commercial purposes shall be considered as permanent signage and counted towards the total allowable sign area permitted by this section for the parcel on which the flag is displayed. Flag height is restricted to 25 feet.
- (l) *Directional signs.* Directional or instructional signs are restricted to on-site direction and instruction, with the exception of governmental signs, temporary real estate signs and public event signs, and shall not exceed four square feet in size. Such signs shall only provide direction or instruction to guide persons to facilities intended to serve the public.
- (m) *Maintenance.*
 - (1) The surface and structure of all signs must be kept refinished as necessary to prevent the sign surface from becoming unkempt in appearance. The zoning administrator shall use the following guidelines to determine if the sign is unkempt: evidence of rust, peeling paint, structural damage, message damage, and/or weathering.
 - (2) When any sign for which a permit is required is removed, the zoning administrator shall be notified and the entire sign and its components shall be removed.
 - (3) The permit owner shall be responsible for all of the requirements of this section, including the liability for expense of removal and maintenance incurred by the city.
- (n) *Sign content.* No sign shall contain obscene images or statements in violation of Minn. Stats. § 617.241.

(Code 1978, § 9.12.03; Ord. No. 94-02, 2-28-1994; Ord. No. 03-31, 9-15-2003; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008; Ord. No. 12-20, § 1, 11-27-2012)

Sec. 117-464. Prohibited signs.

- (a) *"A" frame or sandwich board signs.* "A" frame or sandwich board signs are prohibited.
- (b) *Advertising device signs.* Advertising device signs are prohibited except as provided for in section 117-465.

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- (c) *Whirling devices, searchlights, streamers, balloons and other gas-filled figures.* Whirling devices, searchlights, streamers, balloons, and other gas filled figures, are prohibited except as a temporary sign as provided for in section 117-465.
 - (d) *Flashing or scrolling signs, devices or lights.* Flashing signs, devices, or lights are not permitted in any district except as provided for in section 117-463(f).
 - (e) *Portable signs.* Portable signs are prohibited except as temporary signs as provided for in section 117-465.
 - (f) *Projecting signs.* No projecting sign shall be permitted in any district.
 - (g) *Roof signs.* Roof signs are prohibited in any zoning district.
 - (h) *Signs on parked vehicles.* Signs painted or mounted on or attached to vehicles, trailers or equipment where the apparent primary purpose of the vehicle or equipment is to display said sign are prohibited. However, this is not in any way intended to prohibit signs placed on or affixed to vehicles and trailers, such as lettering on motor vehicles, where the sign is incidental to the primary use of the vehicle, trailer and/or any other type of mobile equipment.
 - (i) *Signs on trees and utility poles.* Signs which are attached or otherwise affixed to trees or other vegetation or utility poles are prohibited.
 - (j) *Signs painted on walls.* Signs painted on an exterior wall, fascia, parapet or a chimney of a building or on a fence are prohibited.
 - (k) *Signs which imitate traffic control devices.* Signs which imitate, interfere with, obstruct the view of, or can be confused with any authorized traffic control sign, signal, or other device are prohibited.
 - (l) *Billboards.* No billboards shall be permitted in any zoning district of the city, except as otherwise provided in this division and except that off-premise signs may be located on adjacent parcels or at shared entrances. Shared entrances shall be encumbered by a recordable easement, filed with the Anoka County Recorder.
- (Code 1978, § 9.12.04; Ord. No. 94-02, 2-28-1994; Ord. No. 03-31, 9-15-2003; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008; Ord. No. 12-20, § 1, 11-27-2012)

Sec. 117-465. Temporary signs.

- (a) Temporary signs are defined as signs which are erected or displayed for a limited period of time and not affixed to a state building code approved structure. A sign is considered temporary if it is not intended to remain on the property permanently and has not received a permanent sign permit and/or is not intended to be constructed per the state building code.
 - (1) *Duration.* Temporary signs shall be permitted for up to six weeks per year per parcel, or per business on multitenant business parcels. The six-week limit may be extended up to four weeks if there have been no sign violations in the past year by the entity who erects the sign.
 - a. *Temporary Highway 10 construction provision (city-wide).* The timeframes described above shall be permitted up to 12 weeks and may be extended in eight-week periods if there have been no sign violations in the past year by the entity who erects the sign and if the sign is in good repair. This temporary provision expires on December 31, 2025.
 - (2) *Location.* Temporary signs must be located fully on private property, with the permission of the property owner. The city will remove any signs in the public right-of-way, or erected without permission from the property owner.
 - (3) *Number.* All properties are limited to two temporary signs per parcel. In locations where there are multiple businesses on one parcel (a multitenant facility), three signs are permitted.

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- (4) *Size.* Temporary signs shall be limited to 50 square feet in size.
 - (5) *Permits and fees.* All temporary signs shall be required to obtain a temporary sign permit. The temporary sign permit application shall specify the exact times and dates the temporary sign is to be erected, the size of the sign, the location of the sign, contact information, and other information deemed necessary by the zoning administrator to determine that the temporary sign is erected within applicable code. The temporary sign permit shall be clearly displayed on the temporary sign. The fee for the temporary sign permit shall be established by ordinance as part of the rates and charges. The fee shall only be collected for the first permit per parcel or per business in a multi-tenant facility. The provisions of this division apply to all temporary signs, and appropriate penalties for violations will be assessed, as outlined in section 117-461.
 - a. *Exemptions from temporary sign Permit.* Signs less than 15 square feet in size and all temporary signs in residential districts (R-1 Residential, R-2 Residential, R-3 Residential) are exempt from temporary sign permitting requirements.
 - (6) *Dynamic display.* Temporary signs may consist of dynamic display, provided all standards of section 117-463(f) are complied with.
- (b) Balloons, gas filled figures, streamers, whirling devices and revolving searchlights or any such attention-getting device that is not specifically a sign may be permitted up to four weeks per year, for one week at a time.
- (Code 1978, § 9.12.05; Ord. No. 94-02, 2-28-1994; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008; Ord. No. 10-11, § 2, 7-27-2010; Ord. No. 12-20, § 1, 11-27-2012; Ord. No. 23-19, § 2, 1-9-2024)

Secs. 117-466. Other temporary signs.

- (a) *Real estate signs.* One temporary real estate sign constructed of durable materials located on the premises is permitted for sale or lease of building or vacant lot for each street frontage.
 - (b) *Construction signs.* One temporary construction sign constructed of durable materials located on the premises is permitted on each street frontage of a development under construction.
- (Ord. No. 12-20, § 1, 11-27-2012)

Secs. 117-467. Unified development signs.

- (a) *General provisions.* A unified development is a development that consists of multiple parcels of similar zoning district and bound by major roadways consisting of arterial or collector designation or higher. Signs for multi-tenant commercial and employment developments may be erected to include off-premise copy under the following conditions:
 - (1) The sign must identify the development at the top of the sign and may include provisions for individual users within the development.
 - (2) The sign must be located within 500 feet of the development and may not be separated from the development by an arterial road.
 - (3) The sign must not exceed 250 square feet per face (500 square feet aggregate) and 30 feet in height.
 - (4) The sign may include dynamic display not to exceed 100 square feet per face (200 square feet aggregate).
 - (5) The sign will not be included in the total signage permitted for the property in which it is located.

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- (6) The general location of area identification signs for commercial and employment districts must be approved by the planning commission as part of a master sign plan approved as part of site plan approval.

(Ord. No. 12-20, § 1, 11-27-2012)

Sec. 117-468. Off-premise digital billboard signs.

- (a) *Findings, purpose, and intent.* The city council finds it necessary for the promotion and preservation of the health, safety, welfare, and aesthetics of the community that the construction, location, size, conspicuity, brightness, legibility, operational characteristics, and maintenance of off-premises digital billboard signs be controlled. Off-premises digital billboard signs have a direct and substantial impact on traffic safety, pedestrian safety, community aesthetics and property values. If left uncontrolled, off-premises digital billboard signs, designed to catch the eye of persons in their vicinity and hold it for extended periods of time, including video display signs, constitute a serious traffic safety threat. The city council intends by this subsection to establish a legal framework for off-premises digital billboard sign regulation in the city to facilitate an easy and agreeable communication between people while protecting and promoting the public health, safety, welfare and aesthetics of the community. It is not the purpose or intent of this subsection to prefer or favor commercial messages or speech over noncommercial messages or speech or to discriminate between types of noncommercial speech or the viewpoints represented therein. Rather, the purpose of the off-premises digital billboard sign regulations promulgated in this subsection is:
 - (1) To eliminate potential hazards to motorists and pedestrians using the public streets, sidewalks, and rights-of-way;
 - (2) To safeguard and enhance property values;
 - (3) To control nuisances;
 - (4) To preserve and improve the appearance of the city through adherence to aesthetic principles, in order to create a community that is attractive to residents and to nonresidents who come to live, visit, work, or trade;
 - (5) To eliminate excessive and confusing sign displays;
 - (6) To encourage signs which by their design are integrated with and harmonious to the surrounding environment and the buildings and sites they occupy;
 - (7) To maintain the character of the mainstreet core downtown but allow local businesses the opportunity to reach a wider audience by advertising along Highway 10; and
 - (8) To promote the public health, safety, and general welfare.
- (b) *Location of off-premises digital billboard signs.* Notwithstanding anything to the contrary contained within this Code, off-premises digital billboard signs may be located only within the off-premises digital billboard sign overlay district. Off-premises digital billboard signs are prohibited in all zoning districts of the city other than the off-premises digital billboard sign overlay district. Off-premises digital billboard signs located in the off-premises digital billboard sign overlay district must comply with all Code requirements for permitted off-premises digital billboard signs.
 - (1) *Permitted districts.* The off-premises digital billboard sign overlay district shall commence along Highway 10 within 250 feet of the Highway 10 centerline within the Ramsey city limits. Off-premises digital billboard signs are not allowed in any residential or planned unit development (PUD) zoning district.

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- (2) *Number of off-premises digital billboard signs.* A total of three off-premises digital billboard signs shall be permitted within the entirety of the off-premises digital billboard sign overlay district.
 - (3) *Separation distance between off-premises digital billboard signs.* Off-premises digital billboard signs shall have a separation distance of at least two miles between each site in which they are located.
 - (4) *Size.* Off-premises digital billboard signs shall not exceed 700 square feet in surface area per sign surface.
 - (5) *Number of surfaces.* Off-premises digital billboard signs shall not contain more than two sign surfaces. Said sign surfaces shall face in opposite directions with an interior angle not to exceed 45 degrees.
 - (6) *Height.* Off-premises digital billboard signs shall not exceed 50 feet in height as measured from the established grade of the site upon which the off-premises signs and digital billboards is located.
 - (7) *Conditional use.* Off-premises digital billboard signs shall be processed in accordance with the procedures established for conditional use permits in section 117-51.
- (c) *Off-premises digital billboard sign overlay district performance standards:* The off-premises digital billboard sign overlay district is hereby established as a separate zoning district within the city. Within the off-premises digital billboard sign overlay district, off-premises digital billboard signs are permitted subject to the following conditions:
- (1) No off-premises digital billboard signs shall be erected that, by reason of position, shape, movement, or color, interferes with the proper functioning of a traffic signal or which constitutes a traffic hazard.
 - (2) Off-premises digital billboard signs shall not be located so as to extend over any property line or within a drainage and utility easement, or within 15 feet of any point of vehicular access from a parcel to a public roadway.
 - (3) Off-premises digital billboard signs must have an architecturally enhanced base.
 - (4) Off-premises digital billboard signs must have minimum display duration of seven seconds. Such display shall contain static messages only; change from one static message to another shall be instantaneous without any special effects, through dissolve or fade transitions, or with the use of another subtle transition technique that does not have the appearance of moving text or images.
 - (5) Off-premises digital billboard signs must be rectangular in shape and all messages must be contained within the off-premises digital billboard frame.
 - (6) All off-premises digital billboard signs shall have ambient light monitors installed as part of the off-premises digital billboard sign and shall, at all times, allow such monitors to automatically adjust the brightness level of the electronic sign based on light conditions.
 - (7) Off-premises digital billboard signs shall meet the following brightness standards:
 - a. Off-premises digital billboard signs shall not exceed 7,500 nits (candelas per square meter) between the hours of civil sunrise and civil sunset and shall not exceed 500 nits (candelas per square meter) between the hours of civil sunset and civil sunrise as measured from the face of the sign. The light level shall not exceed 0.3-foot candles above ambient light as measured from a pre-set distance depending on sign size. Measuring distance shall be determined using the following equation: the square root of the message center sign area multiplied by 100. Example: 12 square foot sign $\sqrt{(12 \times 100)} = 34.6$ feet measuring distance.
 - (8) Off-premises digital billboard signs shall have a fully functional monitoring off switch system that shuts the dynamic display off-premises sign off when the display deteriorates, in any fashion, five percent or greater until the dynamic display sign has been repaired to its fully functional factory specifications.
 - (9) Off-premises billboard signs must be part of the State of Minnesota's public safety alert system.

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- (10) Applicants for an off-premises digital billboard signs permit shall enter into an agreement with the city to provide the city no less than 20 hours (provided in 9,000 eight-second spots) per month per dynamic display off-premises sign face in the city for community and public service messages at such times as shall be reasonably determined by the city. This agreement must be approved by the city council before a permit for the construction or conversion of an off-premises signs and digital billboard may be issued by the building official.

(Ord. No. 22-19, § 2, 6-28-2022)

Secs. 117-469—117-483. Reserved.

Subdivision II. Permit

Sec. 117-484. Required; exemptions.

- (a) All permanent signs shall obtain a permit prior to installation. This permit is reviewed by the zoning administrator and the building official, or their assigns, for conformance with the regulations described herein. Temporary signs shall obtain a permit in accordance with section 117-465.
- (b) Exemptions. The exemptions permitted by this section shall apply only to the requirement of a permit and fee and shall not be construed as relieving the installer of the sign, or the owner of the property upon which the sign is located, from conforming with the other provisions of this division.
- (1) A window sign not exceeding 30 percent of the window area.
 - (2) Holiday decorations temporarily displayed on traditionally accepted civic, patriotic, or religious holidays.
 - (3) On-premises address or nameplate identification signs having a sign area of four square feet or less.
 - (4) Memorial plaques or tablets, grave markers, statutory, or other remembrances of persons or events that are noncommercial in nature.
 - (5) Interior signs which are fully located within the interior of any building or stadium, or within an enclosed lobby or court of any building, or in the lobby or entrance of any theater which are intended solely for information relating to the interior operation of the building in which they are located.
 - (6) Pennants.
 - (7) Noncommercial speech signs, as exempted in the Minnesota Statutes.

(Code 1978, §§ 9.12.14, 9.12.16; Ord. No. 94-02, 2-28-1994; Ord. No. 03-31, 9-15-2003; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008; Ord. No. 10-11, § 2, 7-27-2010)

State law reference(s)—Exemptions for noncommercial signs, Minn. Stats. § 211B.045.

Sec. 117-485. Application.

Application for permits shall be made upon forms provided by the zoning administrator and shall state or have attached thereto the following information:

- (1) The names, addresses, and telephone numbers of the applicant, the owner of the parcel on which the sign is to be erected or affixed, the owner of the sign, and the person to be erecting or affixing the sign.
- (2) Type of sign.

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- (3) Type of construction materials to be used.
 - (4) Location of building, structure or parcel to which, or upon which, the sign is to be attached or erected.
 - (5) Position of the sign or other advertising structures in relation to the nearest buildings, structures, public streets, rights-of-way and property lines, along with location and square footage areas for all existing signs on the same premises. The drawing showing such position shall be prepared "to scale."
 - (6) Blueprint or ink drawing of the plans and specifications, and method of construction or attachment to the building or in the ground, including all dimensions, locating all light sources, wattage, type and color of lights and details of any light shields or shades.
 - (7) Copy of stress sheets and calculations, showing the structure is designated for dead load and wind velocity in the amount required by this division and all other ordinances of the city, if required by the zoning administrator or building official. The zoning administrator or building official may require additional information concerning safety.
 - (8) An agreement with the city which would authorize and direct the city to remove the sign and sign structure, at the expense of the applicant, where maintenance is required and the maintenance is not furnished, but only after a notice of 60 days specifying the maintenance required by the city.

(Code 1978, § 9.12.17; Ord. No. 94-02, 2-28-1994; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008;)

Sec. 117-486. Administration.

The zoning administrator shall process applications for permits. The building official is empowered, upon presentation of proper credentials, to enter or inspect any building, structure, or parcel in the city for the purpose of inspection of a sign and its structural and electrical connections to ensure compliance with all applicable codes and ordinances.

(Code 1978, § 9.12.20; Ord. No. 94-02, 2-28-1994; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Sec. 117-487. Permit issuance or denial.

- (a) The zoning administrator shall issue a permit for the erection, alteration, or relocation of a sign within 14 days of receipt of a completed application and nonrefundable application fee provided that the sign complies with all applicable laws and regulations of the city.
- (b) When a permit is denied, written notice shall be provided to the applicant along with a brief statement of the reasons for denial. The zoning administrator or building official may suspend or revoke an issued permit for any false statement or misrepresentation of fact in the application.

(Code 1978, § 9.12.18; Ord. No. 94-02, 2-28-1994; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Sec. 117-488. Permit fees.

The permit fee for permanent and temporary signs shall be as provided by ordinance.

(Code 1978, § 9.12.15; Ord. No. 94-02, 2-28-1994; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

State law reference(s)—Fees, Minn. Stats. § 462.353, subds. 4, 4a.

Sec. 117-489. Fee refunds and permit expiration; commencing work without permit.

- (a) If an issued permit is withdrawn by the applicant within 90 days of issuance, and if no inspections have been made and no work authorized by the permit has been performed, 50 percent of the permit fee may be refunded to the applicant.
- (b) A permit issued by the zoning administrator becomes null and void if work is suspended or abandoned or not completed within six months of issuance, but may be reinstated with an additional payment of one-half of the original fee.
- (c) Any sign installed or placed on any parcel prior to receipt of a permit, the specified permit fee shall be doubled. However, the payment of the doubled fee shall not relieve any person of any other requirement or penalties prescribed in this section.

(Code 1978, § 9.12.19; Ord. No. 94-02, 2-28-1994; Ord. No. 03-31, 9-15-2003; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Secs. 117-490—117-516. Reserved.

Subdivision III. District Regulations

Sec. 117-517. District regulations.

In addition to those signs permitted or required in all districts as described in sections 117-463 and 117-465, the following signs are permitted in each specific district and shall be regulated as to size, location and character according to the requirements herein set forth.

(Code 1978, § 9.12.06; Ord. No. 94-02, 2-28-1994; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Sec. 117-518. Residential type districts.

- (a) *Area identification signs.* One sign per vehicular access to a development, not to exceed 32 square feet in area is permitted.
- (b) *Temporary signs.* Temporary signs are permitted in accordance with section 117-465.
- (c) *Home occupation signs.* Home occupations signs may be permitted in accordance with section 117-351.

(Code 1978, § 9.12.07; Ord. No. 03-31, 9-15-2003; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Sec. 117-519. Business type districts.

- (a) *Business use signs.*
 - (1) *Wall, canopy or marquee sign.* Total sign area may not exceed 15 percent of the front building facade. Businesses in multitenant buildings shall be allowed the proportionate share of the total wall sign area. The total wall signage permitted may be distributed on any other building facade. Sign height shall not exceed the top of the parapet wall or, if no parapet wall, sign height shall not exceed the height of the eaves. A wall, canopy or marquee sign may be located on the outermost wall of any principal building but shall not project more than 16 inches from the wall to which the sign is to be affixed. The gross surface area of a wall, canopy or marquee sign may be increased by ten percent if such wall sign:

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- a. Consists only of individual, outlined alphabetic, numeric and/or symbolic characters without background except that provided by the building surface to which the sign is to be affixed; and
 - b. Illumination, if any, is achieved through shielded illumination, shielded silhouette lighting, or shielded spot lighting but not any lighting where the light source is visible or exposed on the face or sides of the characters.
- (2) *Ground sign.* There shall not be more than one ground sign for each parcel or per road frontage on parcels with more than one road frontage, not to exceed an aggregate of two ground signs. The gross surface area of a ground sign shall not exceed 100 square feet for each exposed face nor exceed an aggregate gross surface area of 200 square feet. For parcels qualifying for two ground signs, the second ground sign shall not exceed 50 square feet for each exposed face nor exceed an aggregate gross surface area of 100 square feet and may not exceed 12.5 feet in height as measure in section 117-463(c) of this section.
 - (3) *Service bay identification signs.* Service bay identification signs providing direction or instruction to persons using the facility and containing no advertising material of any kind shall be subject to the following:
 - a. All service bay identification signs shall be wall signs.
 - b. There shall not be more than one service bay identification sign for each service bay located on the parcel.
 - c. A service bay identification sign may be located on the outermost wall of any principal building adjacent to a service bay entrance.
 - d. A service bay identification sign shall not project higher than the parapet line of the wall to which the sign is to be affixed.
 - (4) *Fuel pump island identification sign.* Fuel pump island identification signs indicating the type of service offered; the price of gasoline; and other relevant information, within reason, pertaining to the facility; or direction to persons using the facility shall be subject to the following: The gross surface area of a service island identification sign shall be counted against the maximum allowable sign area for the subject parcel.
 - (5) *Menu board.* Menu board for drive-up or walk-up lane of a drive-in business are allowed up to a maximum of 50 square feet of total signage. Menu boards are allowed a message on one side only and cannot contain an advertising message.
 - (6) *Directional signs.*
 - a. Directional or instructional signs are permitted in accordance with section 117-463(l).
 - b. Parking lot directional signs designating parking area entrances and exits are limited to one sign for each entrance and/or exit and shall not exceed four square feet for each exposed face. Parking lot directional signs shall not project higher than five feet in height, as measured from the established grade of the parking area to which such signs are accessory.
 - c. Parking lot instructional signs designating the conditions of use or identifying parking areas shall not exceed eight square feet and shall not project higher than ten feet in height for wall signs and seven feet in height for ground signs, as measured from the established grade of the parking area to which such signs are accessory.
 - d. Window signs are restricted to 30 percent of the area of the window in which the sign is to be displayed.

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- (b) *Shopping center signs.* In accordance with section 117-54, the developer shall submit a sign plan for approval, drawn to scale with elevations, at the time application is made for site plan approval. The sign plan shall include but not be limited to the following information: number of signs, type of signs, sign sizes, type of construction materials, sign messages, and proposed sign locations.
 - (c) *Permitted freestanding signs* under previous section 117-519(a) (business use signs), and located within the Highway 10 Signage Overlay District as defined by this section and not further regulated by the Mississippi River Corridor Critical Area Overlay District, shall be allowed to a height of not more than 75 feet and an area of not greater than 150 square feet (for a single-user sign) or 300 square feet (for a multi-user sign). Signs permitted under this section shall have a monument style base constructed of materials that are consistent with the principal building to a minimum height of six feet.

(Code 1978, § 9.12.08; Ord. No. 94-02, 2-28-1994; Ord. No. 03-31, 9-15-2003; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008; Ord. No. 10-11, § 2, 7-27-2010; Ord. No. 13-15, § 2, 8-27-2013; Ord. No. 22-20, § 3, 7-26-2022)

Sec. 117-520. E-1 and E-2 Employment Districts.

- (a) *Wall, canopy or marquee sign.* Total sign area may not exceed 15 percent of the front building facade. Sign height shall not exceed the top of the parapet wall or, if no parapet wall, sign height shall not exceed the height of the eaves. A wall, canopy or marquee sign may be located on the outermost wall of any principal building but shall not project more than 16 inches from the wall to which the sign is to be affixed. Where a principal building is devoted to two or more permitted uses, the operator of each such use may install a wall sign upon his proportionate share of the building wall to which the sign is to be affixed. The maximum gross surface area of each such wall sign shall be determined by calculating the proportionate share of the area of the building wall, including doors and windows to which the sign is to be affixed and applying such proportion to the total permitted wall sign aggregate gross surface area for the building. The gross surface area of a wall sign may be increased by ten percent if such wall sign:
 - (1) Consists only of individual, outlined alphabetic, numeric, and/or symbolic characters without background except provided by the building surface to which the sign is to be affixed; and
 - (2) Any illumination, if any, is achieved through shielded illumination, shielded silhouette lighting, or shielded spot lighting but not any lighting where the light source is visible or exposed on the face or sides of the characters.
- (b) *Ground signs.* There shall not be more than one ground sign for each parcel or per road frontage on parcels with more than one road frontage, not to exceed an aggregate of two ground signs. The gross surface area of a ground sign shall not exceed 100 square feet for each exposed face nor exceed an aggregate gross surface area of 200 square feet. For parcels qualifying for two ground signs, the second ground sign shall not exceed 50 square feet for each exposed face nor exceed an aggregate gross surface area of 100 square feet and may not exceed 12.5 feet in height as measured in section 117-463(c) of this section.
- (c) *Directional signs.*
 - (1) Directional or instructional signs are permitted in accordance with section 117-463(l).
 - (2) Parking lot directional signs designating parking area entrances and exits are limited to one sign for each entrance and/or exit and shall not exceed four square feet for each exposed face. Parking lot directional signs shall not project higher than five feet in height, as measured from the established grade of the parking area to which such signs are accessory.
 - (3) Parking lot instructional signs designating the conditions of use or identification of parking areas shall not exceed eight square feet and shall not project higher than ten feet in height for wall signs and

seven feet in height for ground signs, as measured from the established grade of the parking area to which such signs are accessory.

- (d) *Window signs.* Window signs shall not exceed 30 percent of the area of the window in which the sign is proposed to be displayed.

(Code 1978, § 9.12.09; Ord. No. 94-02, 2-28-1994; Ord. No. 03-31, 9-15-2003; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008; Ord. No. 17-01, § 2, 1-10-2017)

Sec. 117-521. Business and industrial park signs.

- (a) *Park identification signs.* Industrial or business park signs shall be permitted to contain the following information: the name and address of the park, the management or the developer thereof, and the names of the individual businesses located within said park. Park identification signs shall contain no advertising material of any kind, and shall be subject to the following:

- (1) All industrial and business park signs shall be ground or wall signs.
- (2) There shall not be more than one industrial or business park sign for each point of vehicular access to an office or industrial park.
- (3) The gross surface area of an industrial or business park sign shall not exceed 100 square feet in gross surface area for each exposed face nor exceed an aggregate gross surface area of 200 square feet.
- (4) A ground industrial or business park sign shall not project higher than ten feet, as measured from base of sign or grade of the nearest adjacent roadway, whichever is higher.

- (b) *Park member identification signs.*

- (1) There shall not be more than one wall sign for each principal building or tenant or use within a building, except where the building abuts two or more streets, additional such signs, one oriented to each abutting street, shall be permitted.
- (2) There shall not be more than one ground sign for each principal building.
- (3) The gross surface area of a wall sign shall not exceed 15 percent of the occupant's proportionate share of the building wall to which the sign is to be affixed. A wall sign shall not project higher than the parapet line of the wall to which the sign is to be affixed.
- (4) The gross surface area of a ground sign shall not exceed 100 square feet for each exposed face nor exceed an aggregate gross surface area of 200 square feet.
- (5) A ground sign shall not project higher than ten feet, as measured from base of sign or grade of the nearest adjacent roadway, whichever is higher.

(Code 1978, § 9.12.10; Ord. No. 94-02, 2-28-1994; Ord. No. 03-31, 9-15-2003; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Sec. 117-522. Construction specifications.

- (a) All signs permitted by this division in excess of 16 square feet shall be painted, lettered, or faced to the workmanship standards and best commercial practices of companies normally engaged in the business of providing commercial signs, using materials designed and marketed specifically for use on outdoor signs.

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- (b) In addition to complying with the provisions of this division, all signs shall be constructed in accordance with the applicable provisions of the 1991 Edition of the Uniform Sign Code and State Electrical Code and as subsequently amended.
 - (c) All signs shall be located in such a way that they maintain horizontal and vertical clearance of all electrical power lines and communication lines.
 - (d) All signs and their supporting structures shall maintain clearance and non-interference with all surface and underground facilities and conduits for water, sewage, gas, electricity, or communications equipment or lines. In addition, the placement of all signs and their supporting structures shall not interfere with natural or artificial drainage or surface or underground water.
 - (e) All signs, except those attached flat against the wall of a building, shall be constructed to withstand minimum wind loads as follows:
 - (1) Solid signs: 30 pounds per square foot per face of the sign.
 - (2) Open signs: 36 pounds per square foot of the total face area of the letters and other sign surfaces, or ten pounds per square foot of the gross surface area of the sign, whichever is greater.

(Code 1978, § 9.12.12; Ord. No. 94-02, 2-28-1994; Ord. No. 03-31, 9-15-2003; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Secs. 117-523—117-554. Reserved.

Overall Framework - Signage

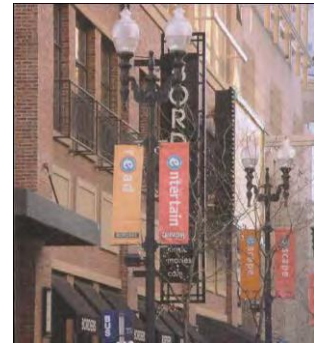
Overview

Signage within The COR should provide a system for clear wayfinding for all modes of transportation and should ensure successful business operation while maintaining the design aesthetic of this unique project. These sign standards are intended to allow flexibility and creativity while maintaining the design concepts of The COR. Due to the distinctive nature of The COR, the sign standards from the City Code are not applicable and signage shall be allowed as prescribed by the Design Framework. A Master Sign Plan identifies the location of key sign locations (see Figure 5: Signage Plan).

Guideline Recommendations

The COR development manager shall prepare a Master Sign Plan for the public elements of the project, which are in compliance with the design framework and will be adopted by reference. The Master Sign Plan will specifically address public signs including:

- The three (3) off-site community signs
- Banner signs on light poles
- Signage for public parks
- Signage for public parking ramps
- Signage for public buildings
- Community kiosks



Objectives

Signage should be used as a tool to help identify businesses and neighborhoods with The COR and should have elements that are focused on the pedestrian nature of The COR as well as the signage needs for businesses.

- Signage and lighting which is integrated into the design of the building is encouraged.

Definitions

Awning Sign means a sign incorporated into or attached to an awning.

Community sign means an off-site sign identifying the development name and key tenants. Community signs may also include public information. Reader boards are allowed to be incorporated into community signs within The COR. Gateway and kiosk signs are part of this category.

Temporary Sign means a sign which is erected or displayed for a limited period of time and not affixed to a Minnesota State Building Code approved structure.

Project sign means a freestanding area identification sign which identifies a single-family or multifamily residential subdivision, a commercial development or an industrial park or office park and which is located on the same site as the development it identifies. A site shall be identified as the block in which the use is located.

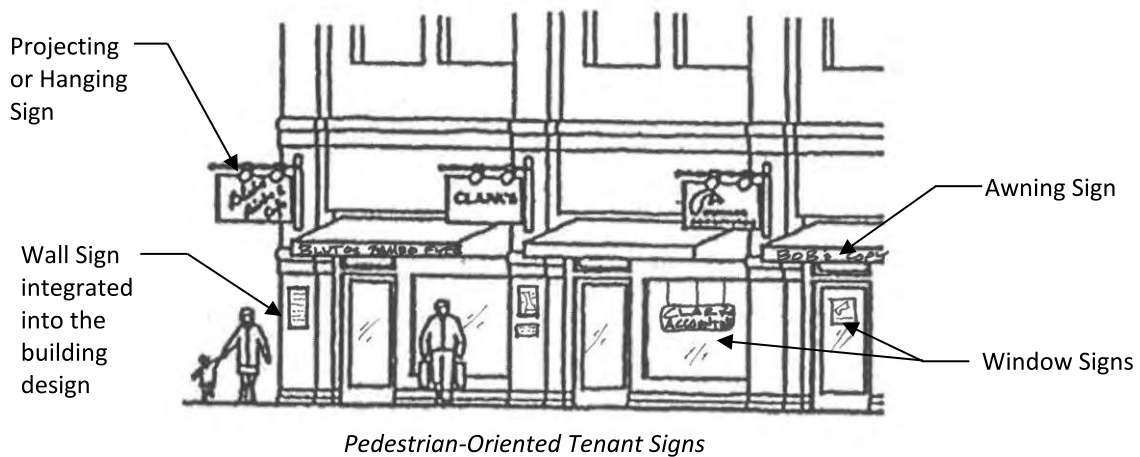
Projecting sign means any sign, all or any part of which extends beyond the surface of the building or wall by more than 16 inches.

Public Realm/Streetscape sign means any sign erected and maintained by public officials or public agencies, or approved and authorized for use by state or local governmental authorities.

Sandwich Board Signs means a self-supporting, freestanding temporary sign with only two (2) sides that are situated adjacent to a business with the intent to attract pedestrian traffic to businesses. Sandwich board signs are not meant to be read by vehicular traffic.

Wall sign means any sign which is affixed to a wall of any building. This definition includes individual letter signs and signs on mansards.

Window sign means a sign installed inside a window, or any sign placed within a building for the purpose of being visible from the public right-of-way. This does not include merchandise on display.



Standards

Public Realm/Streetscape Signs

The pedestrian oriented nature of The COR requires unique signage that will build on the design concepts for The COR. These types of signs include banner signs on the streetlights, kiosks, street signs, wayfinding signs, signage for public parking ramps, etc. As the design concept for The COR has been refined, so has the signage plan. The Master Sign Plan is included as Appendix B. Size, location, and construction specifications of these signs shall be determined by the Master Sign Plan, which must be approved by the City Council, after a recommendation by the Planning Commission. Careful foresight has been given to size of signs based on needs of the adjacent roadways in order to maintain adequate safety standards that may otherwise be compromised by poor design. Roadways with higher speeds warrant larger lettering to maintain safe travel.

Community and Gateway signs

Community signs include are planned to include three (3) signs on Highway 10, as shown on the Signage Plan (see Figure 5: Signage Plan). The signs include the existing Community Sign near the future transit plaza, the sign at the northwest corner of Highway 10 and Ramsey Boulevard and the planned sign at the northwest corner of Highway 10 and Armstrong Boulevard.

Gateway signs are planned at multiple locations at entrances to The COR from major roadways, as shown on the Signage Plan. General gateway signs may identify The COR only. Retail Gateway signs may include provisions for off-premise, tenant sign panels.

These off-site signs, part of a unified development, are allowed as shown on the signage plan and shall have consistent materials and colors. Community and Gateway Signs shall conform to the design of the Master Sign Plan. Tenants within the unified development shall be allowed to utilize tenant panels on the Community and Retail Gateway Signs.

Amendments to the Master Sign Plan and Approved Community Signs. As the Master Sign Plan is adopted as part of the zoning ordinance, and has the effect of being a zoning ordinance, amendments to the Master Sign Plan must be processed by Ordinance and approved by City Council after review and recommendation by the Planning Commission.

Sign Type	Allowable Size	Architecture	Allowable Height
Community Sign	300 Square Feet	Per Appendix B	30 Feet *
Gateway Sign	50 Square Feet	Per Appendix B	10 Feet
Retail Gateway Sign	150 Square Feet	Per Appendix B	12 Feet
Community Kiosk	32 Square Feet	Per Appendix B	10 Feet*
Parking Ramp Signage	100 Square Feet	Per Appendix B	(Wall Signage)

* From highest point of adjacent road centerline



Desirable signs are designed to be architecturally compatible with buildings within the development and other signage within the development

Project Signs

Project signs are permitted within all COR sub-districts.

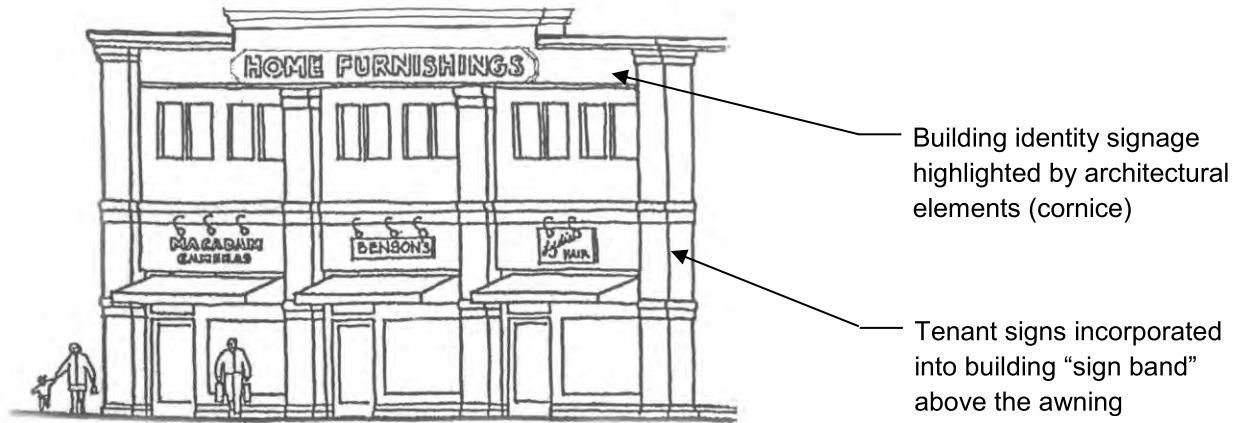
One (1) freestanding sign is allowed per building, provided that the following standards are met:

- A. The building in which the advertising business is located, shall be set back a minimum of six (6) feet from a public street right-of-way.
- B. The area of each face of the signboard shall not exceed six (6) square feet and the signboard shall not have more than two (2) readable faces. The signboard may exceed six (6) square feet, but not more than 32 square feet, provided that the sign consists of individual letters, without internally illuminated box letters. Lighting may be achieved through 'halo' lighting effects.
- C. The height of the top of the signboard, or of any posts, brackets, or other supporting elements shall not exceed six (6') feet from the ground.
- D. The signboard shall be constructed of wood, acrylic, aluminum or metal and shall be architecturally compatible with the style, composition, materials, colors and details of the building.
- E. No part of the sign shall encroach on the right-of-way and its location shall not interfere with pedestrian or vehicular circulation.
- F. Limited to one (1) sign per building and shall not be in addition to wall-mounted, applied letter or projecting signs.

- G. The readable faces of the sign shall be perpendicular to the adjacent street.

In the COR2 District, the following signage shall be allowed:

- A. Ground sign. There shall not be more than one (1) ground sign for each parcel. The gross surface area of a ground sign shall not exceed one hundred (100) square feet for each exposed face nor exceed an aggregate gross surface area of two hundred (200) square feet. Ground signs may be shared and combined at areas of shared entrances for multiple users. Shared ground signs shall not exceed 150 square feet. A shared sign shall be allowed for each entrance to the site (defined as bordered by public streets).
- B. Menu board. One (1) on-site menu board per drive-up or walk-up lane of a drive-in restaurant up to a maximum of thirty-two (32) square feet each and a maximum height of three (3) feet. Menu boards are allowed a message on one (1) side only and cannot contain an advertising message.
- C. Directional signs.
 - 1. Directional or instructional signs are permitted in accordance with Section 117-463(I).
 - 2. Parking lot directional signs designating parking area entrances and exits are limited to one (1) sign for each entrance and/or exit and shall not exceed four (4) square feet for each exposed face. Parking lot directional signs shall not project higher than five feet (5') in height, as measured from the established grade of the parking area to which such signs are accessory.
 - 3. Parking lot instructional signs designating the conditions of use or identification parking areas shall not exceed eight (8) square feet and shall not project higher than ten (10) feet in height for wall signs and seven (7) feet in height for ground signs, as measured from the established grade of the parking area to which such signs are accessory.



Wall Signs

Wall signs are permitted within all COR sub-districts.

Wall signs shall be permitted on one (1) wall, except that lots with frontage on more than one (1) street may have signage on one (1) wall per street frontage.

Within the COR1, COR3, COR4 and COR5 districts, the following standards apply:

- A. Wall-mounted or painted signs, provided the following standards are met:
 1. The sign shall be affixed to the front facade of the building, and shall project outward from the wall to which it is attached no more than six inches (6").
 2. Single Tenant Buildings. Each building shall be allowed one (1) wall sign per street frontage. Signage must be located on the street elevation. The area of the sign shall not exceed fifteen (15%) percent of the ground floor building facade area. Individual signs may not exceed.
 - a. Each building shall be allowed wall signage on the street frontage elevation. For buildings with multiple street frontages, the allowable signage is per street frontage. Signage must be located on the street elevation.
 - b. Each building is allowed wall signage that shall not exceed 5% of the wall area of the building façade adjacent to the street. Individual signs may not exceed 50 square feet.
 - c. Tenant signage must be located on the tenant lease space.
 - d. At least fifty (50%) percent of the allowed signage must be allocated to ground floor tenants and located on the ground floor.
 - e. Signage is limited to a maximum of one (1) sign per business/tenant, except that tenants with frontage on multiple streets may be permitted to have signage on each street frontage.
 - f. Multi-tenant buildings must have wall signs of similar design. Sign permits for
 3. Multi-Tenant Buildings.
 - a. Each building shall be allowed wall signage on the street frontage elevation. For buildings with multiple street frontages, the allowable signage is per street frontage. Signage must be located on the street elevation.
 - b. Each building is allowed wall signage that shall not exceed 5% of the wall area of the building façade adjacent to the street. Individual signs may not exceed 50 square feet.
 - c. Tenant signage must be located on the tenant lease space.
 - d. At least fifty (50%) percent of the allowed signage must be allocated to ground floor tenants and located on the ground floor.
 - e. Signage is limited to a maximum of one (1) sign per business/tenant, except that tenants with frontage on multiple streets may be permitted to have signage on each street frontage.
 - f. Multi-tenant buildings must have wall signs of similar design. Sign permits for

tenants in multi-tenant buildings shall only be permitted by the City after the building owner has submitted a comprehensive sign plan approved by the Zoning Administrator. The comprehensive sign plan for the building shall include similar design standards including sign material, color, style, spacing and size.

4. Signs for buildings facing Highway 10. Single or multi-tenant buildings that have frontage on Highway 10 or are separated from Highway 10 only by other public right-of-way, shall be allowed to have signage on that street elevation that is up to fifteen (15%) percent of the wall area of that building façade with no maximum square footage.
- B. Wall-mounted building directory signs identifying the occupants of a commercial building, including upper story business uses, provided the following standards are met:
1. The sign is located next to the entrance.
 2. The sign shall project outward from the wall to which it is attached no more than six inches (6”).
 3. The sign shall not extend above the parapet, eave, or building facade.
 4. The height of the lettering, numbers, or graphics shall not exceed twelve inches (12”).
 5. One (1) such sign is allowed per public building entrance and is allowed in addition to other permitted wall signage.
- C. Applied letters may substitute for wall-mounted signs, if constructed of painted wood, painted cast metal, bronze, brass, acrylic or black anodized aluminum. The height of applied letters shall not exceed 12 inches.
- D. Logos are considered signs and shall be included in the maximum allowable sign area.
- E. Window or door signs, provided that the following standards are met:
1. The sign shall not exceed ten percent of the window or door area or four (4) square feet, whichever is less.
 2. The sign shall be silk screened, hand painted, applied letters/graphics, neon tubing or other sign technologies that meet these standards.
 3. Limited to one (1) sign per business, applied on either the window or the door, but not on both.
 4. The sign shall not have an opaque backing of any type although smoked glass is allowed.
 5. Window signage (includes graphics) shall be permitted on the same building walls that have, or are allowed to have, wall signage pursuant to Item A above. Window signage

shall be deducted from the allowable wall signage area.

Within the COR2 district, where more conventional suburban development is expected, rather than the neo-traditional development planned for the other COR sub-districts, the following standards apply:

- A. Wall, canopy or marquee sign. Total sign area may not exceed 15 percent of the front building facade. At least 50 percent of the signage area must be placed on the measured wall with remaining signage area, if desired, distributed on any other wall. Sign height shall not exceed the top of the parapet wall or, if no parapet wall, sign height shall not exceed the height of the eaves. The gross surface area of a wall, canopy or marquee sign may be increased by ten percent if such wall sign:
 1. Consists only of individual, outlined alphabetic, numeric and/or symbolic characters without background except that provided by the building surface to which the sign is to be affixed;
 2. Illumination, if any, is achieved through shielded illumination, shielded silhouette lighting, or shielded spot lighting but not any lighting where the light source is visible or exposed on the face or sides of the characters; and
 3. A wall, canopy or marquee sign may be located on the outermost wall of any principle building but shall not project more than 16 inches from the wall to which the sign is to be affixed. A wall sign shall not project higher than the parapet line of the wall to which the sign is to be affixed.
- B. Window signs are restricted to 30 percent of the area of the window in which the sign is to be displayed.

In all COR sub-districts, restaurants and cafes shall be permitted one (1) wall-mounted display featuring the actual menu as used at the dining table, to be contained within a shallow wood or metal case and clearly visible through a glass front. The display case shall be attached to the building wall, next to the main entrance, at a height of approximately five feet (5'), shall not exceed a total area of two square feet, and may be lighted. This signage is allowed in addition to other permitted wall signage.

Projecting Signs

Projecting signs are permitted within all COR sub-districts.

Projecting signs, including graphics or icon signs, mounted perpendicular to the building wall, are encouraged in all sub-districts, provided the following standards are met:

- A. The sign area shall not exceed thirty-two (32) square feet.
- B. The distance from the ground to the lower edge of the signboard shall be ten feet or greater.
- C. The height of the top edge of the signboard shall not exceed the height of the wall from which the sign projects, if attached to a single story building, or the



height of the sill or bottom of any second story window, if attached to a multistory building.

- D. The distance from the building wall to the signboard shall not exceed six inches (6").
- E. The width of the signboard shall not exceed three (3) feet.
- F. Limited to one (1) sign per business. Projecting sign area shall be deducted from the allowable wall signage area.
- G. Granted to ground floor commercial uses only.

Awning Signs

Awning signs are allowed in all COR sub-districts. Awning signs are allowed for ground floor uses only, provided that the following standards are met:

- A. If acting as the main business sign, it shall not exceed 24 square feet in area.
- B. If acting as an auxiliary business sign, it shall be located on the valance only, shall not exceed four (4) square feet in area, and the height of the lettering, numbers, or graphics shall not exceed four inches (4").
- C. Limited to two such signs per business, per frontage.
- D. If acting as the main business sign, it shall not be in addition to a wall-mounted or applied letter sign.

Sandwich Board Signs

Sandwich board signs are permitted within all COR sub-districts.

- A. One (1) sandwich board sign per business is permitted in any business, commercial and mixed use district and shall be located within five feet (5') of the main building entrance to the business it advertises.
- B. Sandwich board signs shall be displayed only during open business hours and must be removed daily.
- C. Sandwich board signs shall be no more than a total of two feet (2') in width and three feet (3') in height
- D. Sandwich board signs must leave a minimum of five feet (5') of clearance for pedestrian access if placed on a public or private sidewalk. Sandwich board signs may not hinder the ability of persons to access vehicles parked at the curb and/or access to a building.



- E. Acceptable materials for sandwich board signs shall include the following: metal, wood synthetic materials such as a chalk board and whiteboard. Sandwich board signs shall not be illuminated, nor shall they contain moving parts, or have balloons, streamers, stringers, pennants or similar adornments attached to them. Sandwich board signs shall be maintained in a good appearance at all times.
- F. No sandwich board sign shall be secured, tethered or installed on traffic devices, utility equipment, street furniture, street lights, or any other public fixture.
- G. Sandwich board signs are temporary signs and shall not be counted towards the total sign area of the site for permanent signage.

Temporary Signs

Temporary signs are allowed per Section 117-465 (Temporary signs) of the Zoning Ordinance, except as noted below:

- A. Freestanding temporary signs shall only be allowed in the COR2 and COR3 Districts.
- B. In all other COR districts, temporary signs shall be limited to temporary sandwich board signs or temporary wall signage, without interchangeable letters.
- C. Real estate and leasing signs shall be exempt from temporary and permanent sign regulations, provided that these signs do not exceed thirty-two (32) square feet.

Off-Site Signs

Off-site signs are prohibited except for wayfinding and community signage specifically allowed by the Design Framework.

Table 2

Sign Standards					
Development Standard	COR1	COR2	COR3	COR4	COR5
Project Signs					
Number of signs allowed	1*	1*	1*	1*	1*
Size of Sign (maximum)	6 sq. ft./6 feet high***	100 sq. ft./6 feet high	6 sq. ft./6 feet high***	6 sq. ft./6 feet high	6 sq. ft./6 feet high
Menu Board**	N/A	1 per drive-through lane/40 sq. ft. max.	N/A	N/A	N/A
Directional Sign	N/A	Per 117-463(l)	N/A	N/A	N/A
Wall Sign					
Number of signs allowed	1*	1*	1*	1*	1*
Size of Sign					
Single Tenant Building	15% of the ground floor façade area, - or- 15% of the front façade area when facing Highway 10.	15% of façade area	15% of the ground floor façade area,	5% of the ground floor façade area,	5% of the ground floor façade area,
Multi-Tenant Buildings	15% of the façade area,	15% of façade area	15% of the façade area,	15% of the façade area,	15% of the façade area,
Building Facing Highway 10	15% of the façade area	15% of façade area	15% of the façade area	15% of the façade area	15% of the façade area
Window Sign					
Number of signs allowed	1	1	1	1	1
Size of Sign	10% of area of window or 4 sq. ft., whichever is less. Deducted from allowable wall sign area.	30% of area of window. Deducted from allowable wall sign area.	10% of area of window or 4 sq. ft., whichever is less. Deducted from allowable wall sign area.	10% of area of window or 4 sq. ft., whichever is less. Deducted from allowable wall sign area.	10% of area of window or 4 sq. ft., whichever is less. Deducted from allowable wall sign area.
Directory Sign					
Number of signs allowed	1 per building entrance	1 per building entrance	1 per building entrance	1 per building entrance	1 per building entrance
Size of Sign	3 sq. ft. maximum	3 sq. ft. maximum	3 sq. ft. maximum	3 sq. ft. maximum	3 sq. ft. maximum
Projecting Sign					
Number of signs allowed	1*	1*	1*	1*	1*
Size of Sign	6 sq. ft./3 feet wide	6 sq. ft./3 feet wide	6 sq. ft./3 feet wide	6 sq. ft./3 feet wide	6 sq. ft./3 feet wide
Awning Sign					
Number of signs allowed	2 per business	2 per business	2 per business	2 per business	2 per business
Size of Sign	24 sq. ft./max. letter height 12-inches for main business sign or 4 sq. ft./max letter height 4-inches if auxiliary. Area is deducted from allowable wall sign area.	24 sq. ft./max. letter height 12-inches for main business sign or 4 sq. ft./max letter height 4-inches if auxiliary. Area is deducted from allowable wall sign area.	24 sq. ft./max. letter height 12-inches for main business sign or 4 sq. ft./max letter height 4-inches if auxiliary. Area is deducted from allowable wall sign area.	24 sq. ft./max. letter height 12-inches for main business sign or 4 sq. ft./max letter height 4-inches if auxiliary. Area is deducted from allowable wall sign area.	24 sq. ft./max. letter height 12-inches for main business sign or 4 sq. ft./max letter height 4-inches if auxiliary. Area is deducted from allowable wall sign area.

*One (1) sign is allowed per street frontage (either wall or project)

**Restaurants and cafes in all districts are allowed one (1) wall mounted menu board not to exceed 2 sq. ft. in addition to other permitted wall signage.

***See Page 32, 'Project Signs' for allowances up to 32 square feet.

Additional standards

- A. Businesses with service entrances may identify these with one (1) wall-mounted or applied letter sign not exceeding two square feet.
- B. One (1) directional sign, facing a rear parking lot. This sign may be any type of permitted sign other than a freestanding sign, but shall be limited to four (4) square feet in area.

Creative Sign Standards

- A. *Purpose.* This section establishes standards and procedures for the design, review, and approval of creative signs. The purposes of this creative sign program are to:
 - 1. Encourage signs of unique design, and that exhibit a high degree of thoughtfulness, imagination, inventiveness, and spirit; and
 - 2. Provide a process for the application of sign regulations in ways that will allow creatively designed signs that make a positive visual contribution to the overall image of the city, while mitigating the impacts of large or unusually designed signs.
- B. *Applicability.* An applicant may request approval of a sign permit for a creative sign to authorize onsite signs that employ standards that differ from the other provisions of this chapter but comply with the provisions of this section.
- C. *Application Requirements.* A sign permit application for a creative sign shall include all information and materials required by the City.
- D. *Procedure.* A sign permit application for a creative sign shall be subject to review and approval by the City as part of the Site Plan review process. When the creative sign is proposed after site plan review is complete, a creative sign may be approved by the Zoning Administrator when the proposed sign is fifty square feet or less, and shall be approved by the City Council when the sign is larger than fifty square feet.
- E. *Design Criteria.* In approving an application for a creative sign, the review authority shall ensure that a proposed sign meets the following design criteria:
 - 1. Design Quality. The sign shall:
 - a. Constitute a substantial aesthetic improvement to the site and shall have a positive visual impact on the surrounding area;
 - b. Be of unique design, and exhibit a high degree of thoughtfulness, imagination, inventiveness, and spirit; and
 - c. Provide strong graphic character through the imaginative use of graphics, color, texture, quality materials, scale, and proportion.
 - 2. Contextual Criteria. The sign shall contain at least one (1) of the following elements:
 - a. Classic historic design style;

- b. Creative image reflecting current or historic character of the City;
 - c. Inventive representation of the use, name, or logo of the structure or business.
3. Architectural Criteria. The sign shall:
- a. Utilize or enhance the architectural elements of the building; and
 - b. Be placed in a logical location in relation to the overall composition of the building's façade and not cover any key architectural features and details of the façade.
4. Neighborhood Impacts. The sign shall be located and designed not to cause light and glare impacts on neighboring residential uses.

Prohibited signs

The following signs are prohibited:

- A. Box signs or cabinet signs, whether on a wall, projecting or on canopies are prohibited except for logo signs permitted as part of an overall sign plan.
- B. Signs employing mercury vapor, low pressure and high pressure sodium and metal halide lighting; plastic panel rear-lighted signs.
- C. Signs on roofs, dormers, and balconies.
- D. Billboards.
- E. Signs painted or mounted upon the exterior side or rear walls on any principle or accessory building or structure, except as otherwise permitted hereunder.
- F. Free standing pylon signs over six (6) feet in height, except community signs.
- G. Back-lit awnings.
- H. Interchangeable letter boards or panels.
- I. Flashing signs.
- J. Off-premises signs, except community signs.