

City of Ramsey
Agenda
City Council Work Session
Tuesday, April 8, 2025

5:30 pm
Lake Itasca Room, 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. **Topics for Discussion**
 1. Sign Code Update - Discussion
 2. Newsletter Articles - Councilmember Corner
 3. Coffee with a Councilmember

3. **Topics for Future Discussion**
 1. Review Future Topics/Calendar

4. **Mayor/Council/Staff Input**

5. **Adjournment***

***Note: the City Council may motion to recess this Work Session meeting and reconvene after the regular City Council meeting if items on the agenda are not completed.**

CC Work Session**Meeting Date:** 04/08/2025**Primary Strategic Plan Initiative:** Create a positive image for residential neighborhoods, business districts and key corridors.**Information****Title:**

Sign Code Update - Discussion

Purpose/Background:

The Sign Code is intended to work in tandem with Zoning and Building Codes to regulate all types of signage in the City of Ramsey. The current Sign Code is split between two documents: Chapter 117 of Ramsey City Code, and the COR Design Framework. These separate Codes have been updated for various issues and topics over the years, but sign regulations have not had a major overhaul since 1994, with a smaller restructuring in 2008. The existing Code is hard to navigate, has many inconsistent and undefined terms, has some complex and burdensome regulations, and lacks other necessary regulations to address new types of signage. Behind the scenes, City Staff have met weekly to discuss various aspects of the existing Code and determine what should be kept, modified, or deleted in the proposed Code. These meetings include representatives from the Building Inspection and Economic Development divisions of Community Development, and they center around the strengths, weaknesses, and opportunities of the existing Code while addressing Ramsey's vision for the future.

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.

Over the past few months, starting in September 2024, the Planning Commission has also had several meetings discussing various topics and sections of the Sign Code. Feedback has been incorporated into the draft Code. Staff intend to meet with City Council at an upcoming work session before formally introducing the Sign Code Ordinance to gain clarity on the City's vision for certain regulations and processes for reviewing and approving various types of signage.

The attached draft is color-coded to show where the language came from for transparency.

- Existing text to be retained is noted in black font.
- New text to be added is noted in blue font.
- Text that is rephrased or restructured, but that retains the general intent of current regulations, is noted in gold font.
- Text that is proposed for deletion is noted in red strike-through font.

Much of the language is retained from the existing Code, with some rearrangements and consolidations of duplicated language. There is also a substantial amount of new language added to the Code. These sections were created by City Staff and cross-referenced with various Codes of nearby cities. There are several portions that are proposed for deletion. The current draft has several parts shown in a red strike-through font for transparency that Staff did not propose to keep certain portions of Code language. The final Ordinance that will be presented to City Council on April 22nd will be in black typeface with all deleted text removed for clarity.

As was the case with the Zoning Code update in 2023, most properties will not experience any negative impacts as bulk standards will remain essentially the same or become slightly less restrictive. Some properties may experience changes that will result in an existing sign on the property being considered "legal nonconforming." This designation allows the sign to continue operating as-is, while ensuring that any expansion or intensification of the sign follows the new Code requirements.

The primary questions needing answers from City Council include the following:

1. Should temporary signs require permits to enforce location and duration of placement?
2. Should the City create a separate type of permit for temporary signs intended to be placed in the right-of-way? (Examples include directional signage for a short-term special event, such as Game Fair or Parade of Homes.)
3. How should City Staff approach code enforcement for temporary signs? (proactive, reactive, or a combination method)

Notification:

A public hearing notice was published in the Anoka County UnionHerald to advertise the March 27th Public Hearing held by the Planning Commission. Additionally, Staff wrote a Ramsey Resident article, which can be found on Page 10 of the March/April edition, explaining the reasons for updating the code and stating the public hearing date.

Funding Source:

The Sign Code Update is being handled through Staff's normal duties. All work has been done in-house without the use of consultants, aside from assistance by the City Attorney.

Recommendation:

At their regular meeting on March 27th, Planning Commission unanimously voted to recommend approval of the Sign Code Update. The final draft code will be updated with City Council's consensus and input after the Work Session.

Action:

Provide consensus and feedback on the Sign Code Update.

Fiscal Impact

Attachments

Ordinance #25-07

Draft Sign Code

Existing Sign Regulations - Chapter 117

Existing Sign Regulations in the COR Framework

Form Review

Inbox

Brian Hagen

Form Started By: Adam Martin

Final Approval Date: 04/03/2025

Reviewed By

Brian Hagen

Date

04/03/2025 08:53 AM

Started On: 03/26/2025 08:37 AM

**ORDINANCE #25-07
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

**AN ORDINANCE AMENDING CHAPTER 117 AND THE COR DESIGN
FRAMEWORK AND CREATING CHAPTER 108 FOR SIGN REGULATIONS
OF THE CITY CODE OF RAMSEY, MINNEOSTA**

The City Council of Ramsey ordains:

SECTION 1. AUTHORITY

This ordinance is adopted pursuant to and under the authority of the City Charter of the City of Ramsey.

SECTION 2. AMENDMENT TO SECTION 106-120 PERTAINING TO A ZONING MAP AMENDMENT.

Part 1: The current City Code Chapter 117 Sections 117-457 through 117-554 (inclusive) are hereby repealed.

Part 2: Chapter 117 is hereby renamed “Subdivisions, Tree Preservation, Grading, and Drainage.”

SECTION 3. CREATION OF CHAPTER 108 “SIGN CODE”

A new chapter, Chapter 108, is hereby established and entitled “Sign Code.” Contents of the new chapter are found in Attachment A to this Ordinance.

SECTION 4. SUMMARY

The following official summary of Ordinance #25-07 has been approved by the City Council of the City of Ramsey as clearly informing the public of the intent and effect of the Ordinance: Ordinance #25-07 repeals portions of Chapter 117 pertaining to Signs. In its place, a new chapter, Chapter 106, is created entitled “Sign Code.”

SECTION 5. EFFECTIVE DATE

This ordinance becomes effective 30 days after its passage and publication, subject to City Charter Section 5.04.

1 Black Text = Carried over verbatim
2 Gold Text = Partially verbatim, paraphrased, or combined carried over paragraphs.
3 Red Text = Text deleted from a carried over paragraph
4 Blue Text = New text
5

6 **Chapter 108 – Signs**

7 **Article I. In General**

8 Sec. 108-100 – Title.

9 This chapter may be known, cited, and referred to as the “Ramsey Sign Code” or “sign code,”
10 except as referred to herein where it may be known as “this chapter”.

11 Sec. 108-101 – Authority.

12 This chapter is enacted pursuant to the authority granted by the Municipal Planning Act, Minn.
13 Stats. §§ 462.351 to 462.364, as amended from time to time.

14 Sec. 108-102 – Purpose.

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

24 Sec. 108-103 – Coordination with other codes.

25 This chapter supersedes and replaces previous sign code language in the COR Design Frame-
26 work. This chapter is intended to work in tandem with the adopted city zoning code, state build-
27 ing codes, state fire codes, Minnesota Statute, and any locally-adopted optional chapters as
28 amended from time to time. It is also intended to work in tandem with the regulations set forth
29 from the local watershed management organization. Nothing in this chapter is intended to pre-
30 clude or supersede any requirements in those codes or regulations.

31 Sec. 108-104 – Rules of construction and interpretation.

32 (1) *Conflicting conditions.* Where the conditions imposed by any provision of this chapter are
33 either more or less restrictive than comparable conditions by another provision of this
34 chapter or by other chapters of this Code, rule or regulation of the city, the provision
35 which imposes the more restrictive condition, standard, or requirement shall prevail.

36 (2) *Language rules of construction.* The language set forth in the text of this chapter shall be
37 interpreted in accordance with the following rules of construction:

38 a. All measured distances expressed in feet shall be the nearest tenth of a foot. All
39 distances unless otherwise specified shall be measured horizontally.

-
- 1 b. The present tense includes the past and future tenses; and the future tense in-
 - 2 cludes the present tense.
 - 3 c. The singular number includes the plural; and the plural number includes the sin-
 - 4 gular.
 - 5 d. The words "shall" and "must" are mandatory and the words "should" and "may"
 - 6 are permissive.

7 Sec. 108-105 – Definitions

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

12 *Abandoned sign* means a sign which no longer identifies or advertises a bona fide business,
13 lesser, service, owner, product, or activity, and/or for which no legal owner/business/lesser can
14 be found.

15 ~~Address sign means identification numbers only, whether written or in numerical form.~~ Defini-
16 tion moved to Chapter 105.

17 *Athletic field sign* means any scoreboard located on the interior-facing side of athletic field
18 fences or facilities.

19 *Area identification sign* means a freestanding or wall sign which identifies ~~a single family or mul-~~
20 ~~tifamily residential subdivision, a commercial development or an industrial park or office park~~
21 ~~and which is located on the same parcel as the development it identifies.~~ the name of any of the
22 following:

- 23 (1) A residential subdivision;
- 24 (2) A multiple residential complex consisting of three or more structures;
- 25 (3) A business or industrial structure containing two or more independent concerns;
- 26 (4) A single business or industrial complex consisting of three or more separate structures
27 existing on individual platted lots or as a planned unit development;
- 28 (5) A mobile home court;
- 29 (6) Any integrated combination of such developments or structures; or
- 30 (7) A shopping center.

31 Such signs shall identify an area or complex and may also name the principal business in
32 the building or development.

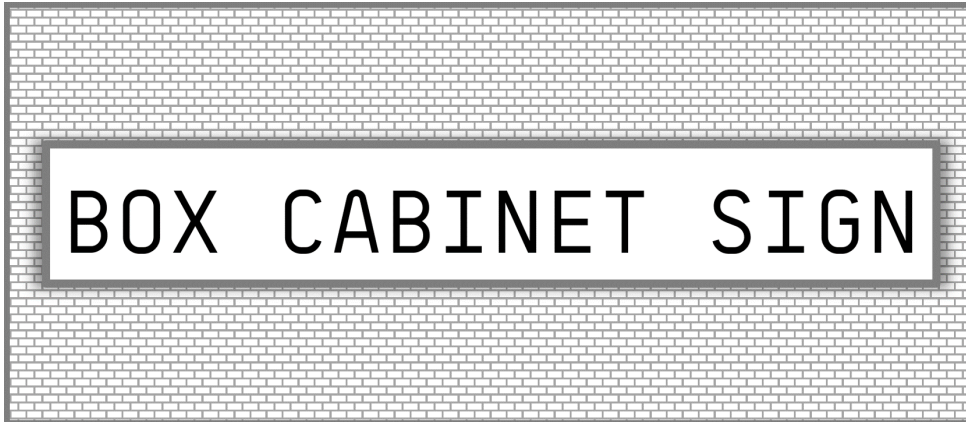
33 ~~Advertising device sign~~ *Attention-getting device* means a non-standard sign or an object or de-
34 vice other than a sign that has as its purpose to promote, advertise, or sell a product or service
35 obtainable on the premises upon which the sign object or device is located, and not to identify
36 the premises.

37 *Awning* means a hood or cover which projects from the wall of a building.

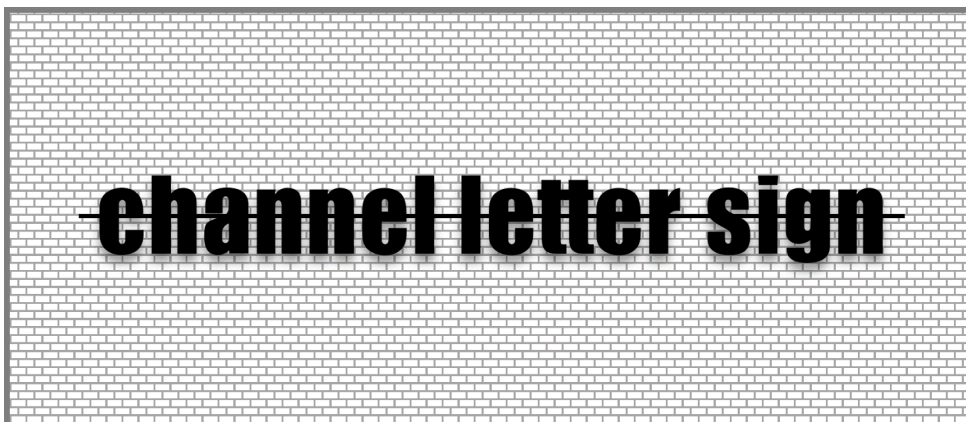
38 *Awning sign* means a sign attached or affixed to an awning.

39 *Banner* means a sign made of fabric or non-rigid material with no enclosing framework.

-
- 1 *Bench sign* means a sign which is affixed to a bench.
- 2 *Billboard* means a sign which directs attention to a business, establishment, product, service,
3 interest, activity or entertainment, ~~or attraction sold, offered or existing elsewhere than upon~~ not
4 exclusively related to the premises where such sign is located.
- 5 *Box cabinet sign* means an exterior sign that is constructed to be substantially supported by a
6 separate box-like structure, with each segment of the sign message attached to one or a group
7 of supports, and with or without internal illumination.

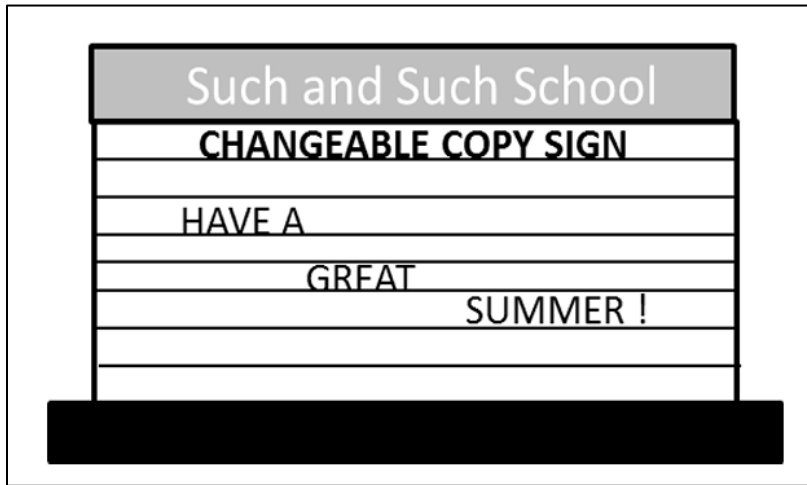


- 8
- 9 *Business directory sign* means a freestanding or wall sign which identifies the names of the spe-
10 cific businesses located in a shopping center or business or industrial park and which is located
11 on the parcel of the center so identified.
- 12 ~~*Business sign* means a sign relating in its subject matter to the parcel on which it is located, or~~
13 ~~to products, accommodations, services or activities on the parcel on which it is located.~~
- 14 *Canopy* means a permanent roof-like structure of rigid materials.
- 15 *Canopy sign* means a sign attached or affixed to a canopy.
- 16 *Channel letter* means a custom-made three-dimensional metal or plastic letter, number, or sym-
17 bol, with or without internal illumination, that is used in exterior signage.



18

1 ~~Attraction board manual~~ (Changeable copy sign) or reader board sign means a sign or portion
2 thereof with characters, letters or illustrations that can be changed or rearranged on which the
3 copy is changed manually without altering the face or the surface of the sign.



4
5 *Directional or instructional sign* means a sign providing no advertising of any kind, which pro-
6 vides direction or instruction to guide persons to facilities intended to serve the public, including
7 but not specifically limited to those signs identifying restrooms, public telephones, public walk-
8 ways, affiliation with motor clubs, acceptance of designated credit cards, and other similar signs
9 providing direction or instruction to persons using a facility but not including those signs acces-
10 sory to parking areas.

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

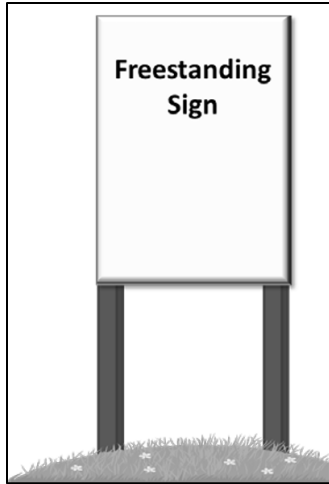
12 *Electronic messaging center* (~~dynamic display~~) means any characteristic of a sign that appears
13 to have movement or that appears to change, caused by any method other than physically re-
14 moving and replacing the sign or its components, whether the apparent movement or change is
15 in the display, the sign structure itself, or any other component of the sign. This includes a dis-
16 play that incorporates a technology or method allowing the sign face to change the image with-
17 out having to physically or mechanically replace the sign face or its components. This also in-
18 cludes any rotating, revolving, moving, flashing, blinking, or animated display and any display
19 that incorporates rotating panels, LED lights manipulated through digital input or any other
20 method of technology that allows the sign face to present a series of images or displays.

21 *External illumination* means illumination of a sign which is affected by an artificial source of light
22 which is not contained within the sign itself.

23 *Feather sign* means a freestanding temporary sign consisting of a piece of flexible cloth, plastic
24 or other similar material that is attached lengthwise to a single pole and designed to flutter or
25 wave in the wind.

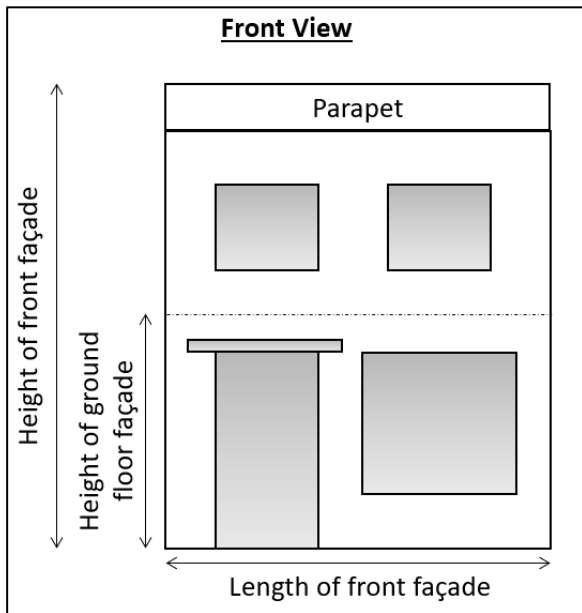
26 ~~Flashing or scrolling signs or lights means a sign or lighting, other than a manual changeable~~
27 ~~copy sign, including dynamic display, which contains an intermittent or sequential flashing light~~
28 ~~source used primarily to attract attention.~~

29 *Freestanding sign* means a sign that is self-supporting and affixed to a frame structure and not
30 attached to a building. Freestanding signs include monument signs and pylon signs.

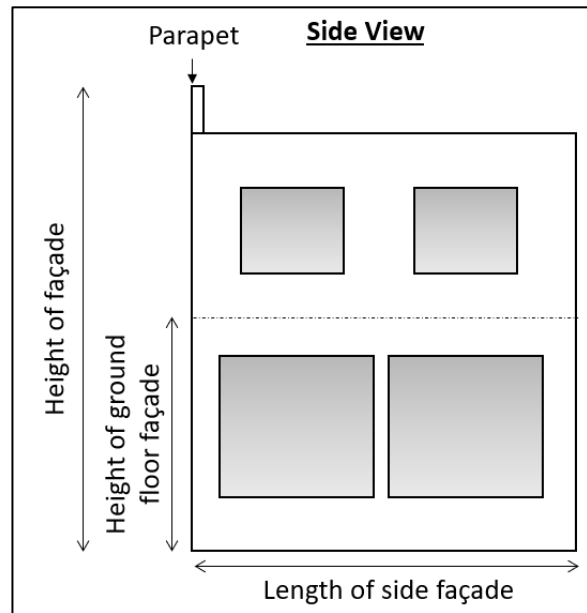


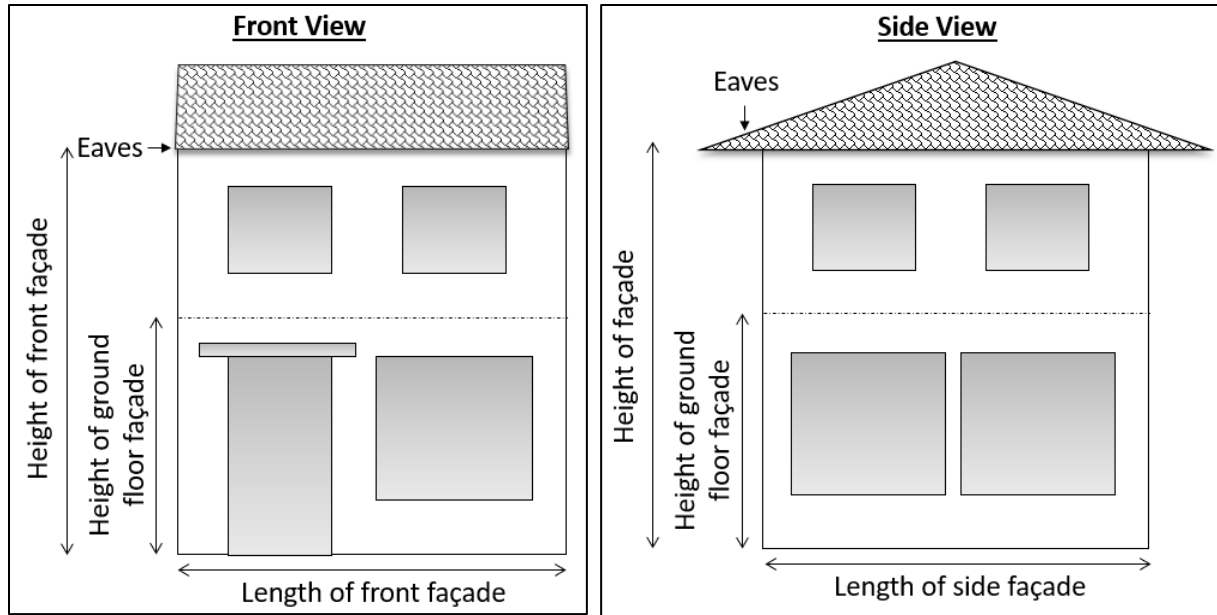
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2 *Front façade* means the vertical face of a building oriented along or toward the street to which
 3 the building is addressed. The area of the front façade is calculated by multiplying the length of
 4 the wall facing the street, as measured from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



7





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2 *Governmental sign* means a sign which is erected by a governmental unit.

3 ~~*Ground sign* means a sign supported by structures or supports or upon the ground and not at-~~
 4 ~~ached or dependent for support from any building.~~

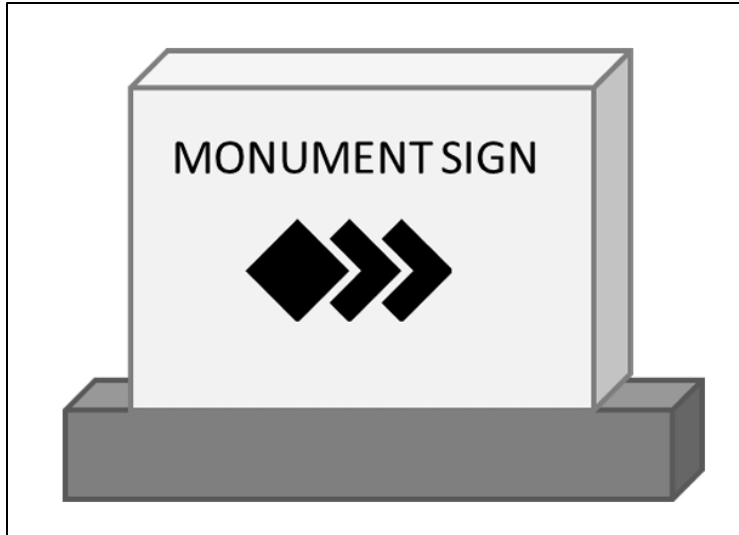
5 *Highway 10 Signage Overlay District* means a district for purposes of allowing additional sign-
 6 age in a specified area due to limited visibility created by overpasses on Highway 10, described
 7 as all commercially zoned property located within 750 feet of the centerline of Highway 10 be-
 8 tween the eastern border of the City of Ramsey and the centerline of Llama Street. Parcels lo-
 9 cated within the COR Zoning District are excluded from this overlay district, as sign regulations
 10 for that district are located in a separate section of the City Code.

11 *Illuminated sign* means any sign which is illuminated by an artificial light source.

12 *Mansard* means a sloped roof or roof-like facade architecturally comparable to a building wall.

13 *Marquee* means a permanent roof-like structure of rigid materials supported by and extending
 14 from the facade of a building.

15 *Monument sign* means a freestanding sign not supported by exposed posts or poles which is
 16 architecturally designed and located directly at grade.



1

2 *Motion sign* means any sign which revolves, rotates or has any moving parts.

3 *Nameplate/identification sign* means a sign which bears the name and/or address of the occu-
4 pants of the building.

5 *Nonconforming sign, illegal*, means a sign which unlawfully existed prior to the adoption of the
6 ordinance from which this chapter is derived.

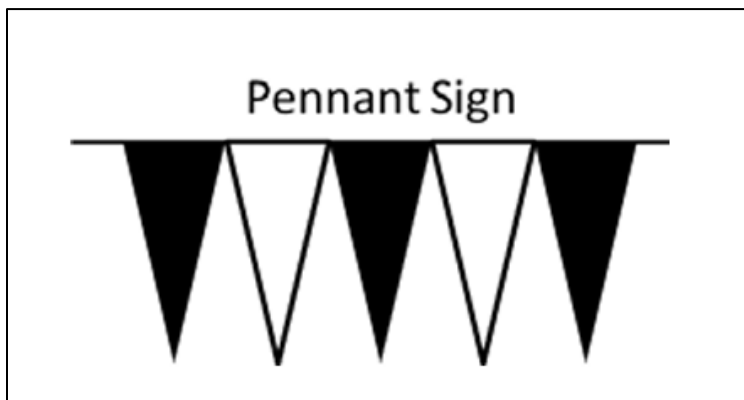
7 *Nonconforming sign, legal*, means a sign which lawfully existed prior to the adoption of the ordi-
8 nance from which this chapter is derived, but does not conform to the newly enacted require-
9 ments of this chapter.

10 *Obsolete Sign Copy* means an abandoned sign that no longer advertises or identifies a use con-
11 ducted on the property on which said sign is erected.

12 *Off-premise sign Sign, advertising* means a sign which directs attention to a business, commod-
13 ity, service, activity or entertainment not necessarily conducted, sold or offered upon the prem-
14 ises where such sign is located.

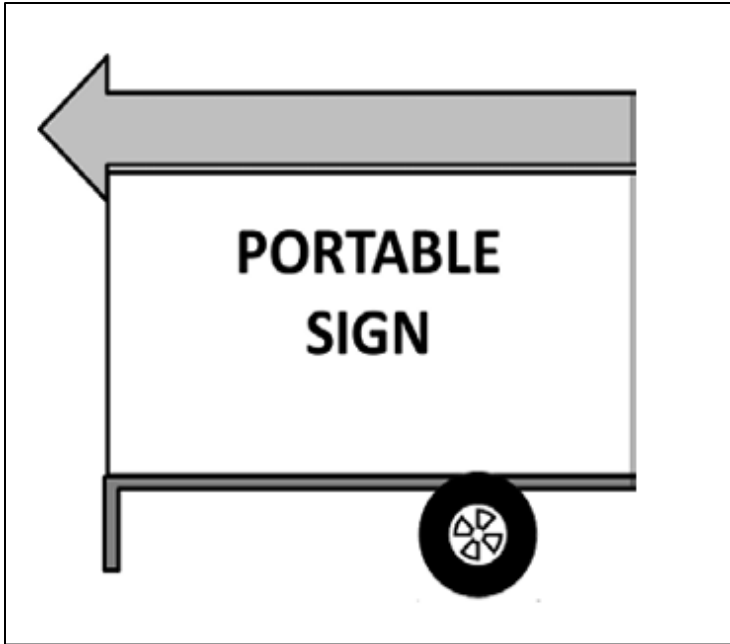
15 *Parapet* means a low protective wall along the edge of a roof.

16 *Pennants* means attention-getting devices which resemble flags and are of non-permanent pa-
17 per, cloth or plastic-like consistency.

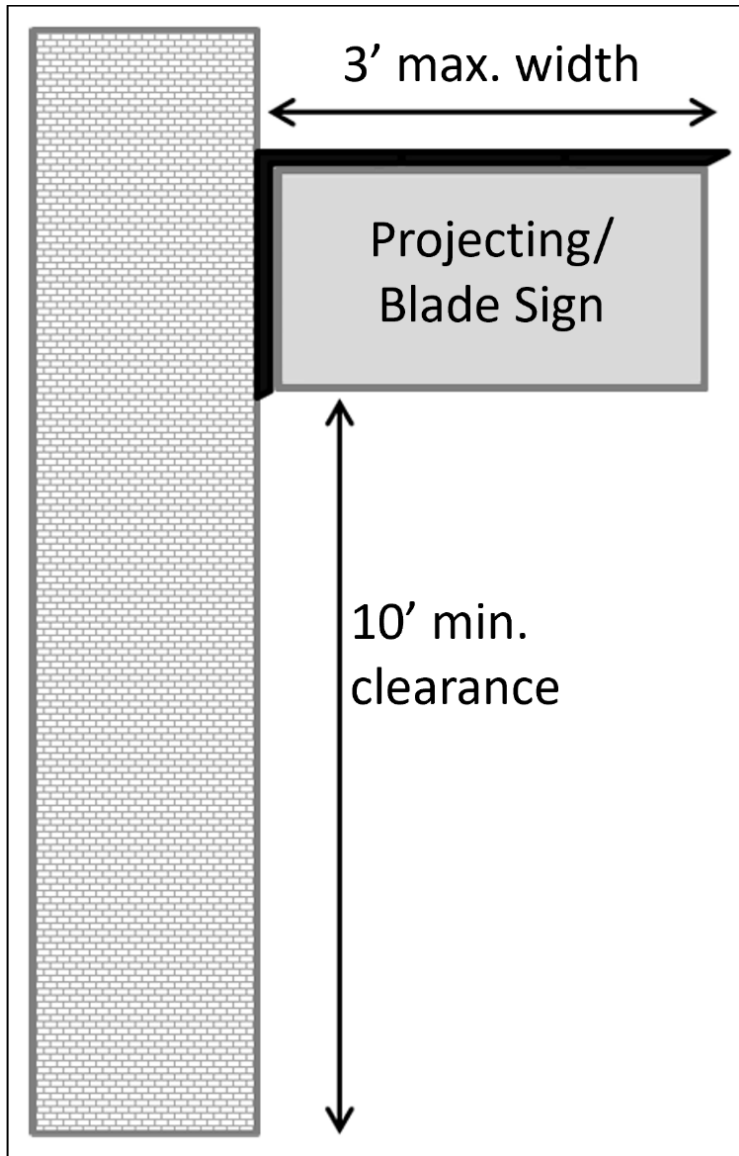


18

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- 1 *Permanent sign* means any sign which is not defined as a temporary sign.
 - 2 *Political sign* means a temporary sign used in connection with any local, state or national elec-
 - 3 tion or referendum, [as regulated by State law](#).
 - 4 *Portable sign* means any sign designed to be removed and not permanently affixed to the
 - 5 ground or a structure or a building.

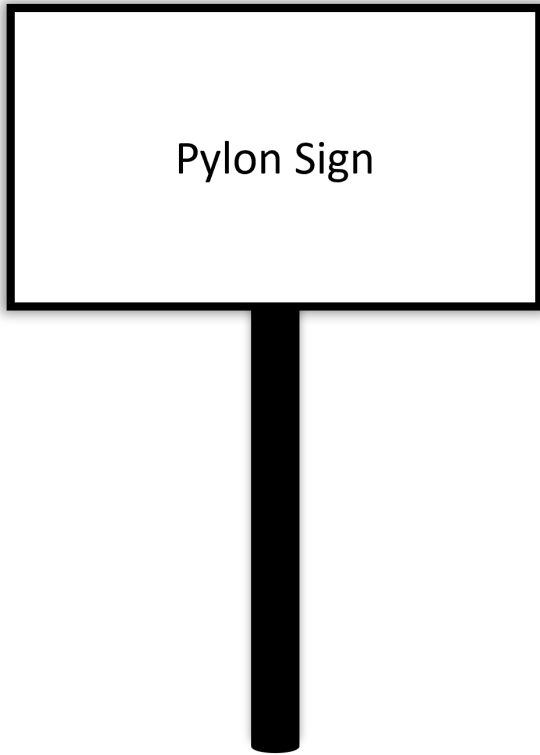


- 6
- 7 [Principal business](#) means any commercial or industrial business operating on a property zoned
- 8 [for commercial or industrial land uses](#).
- 9 *Projecting sign (or blade sign)* means any sign, all or any part of which extends beyond the sur-
- 10 face of the building or wall by more than 16 inches.



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2 *Pylon sign* means any permanent, freestanding sign mounted on posts or columns.

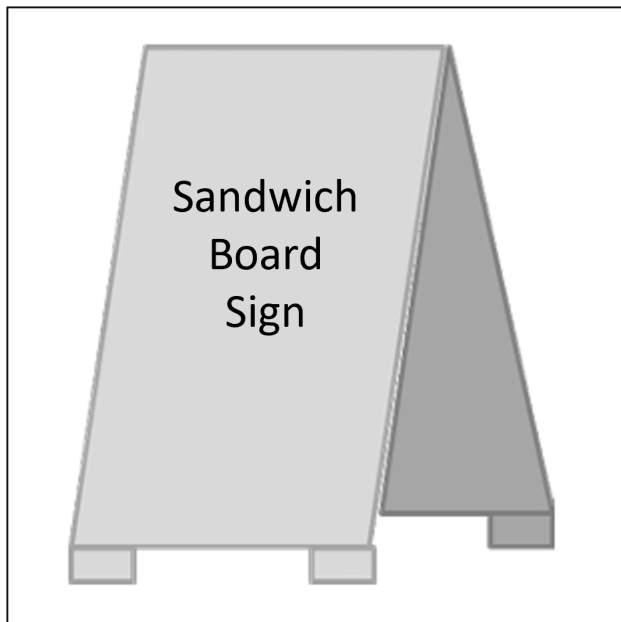


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2 *Raceway* means a separate structure attached to a wall upon which channel letters can be
3 mounted.

4 *Roof sign* means any sign erected upon the roof of a structure to which it is affixed.

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



8

1 *Sign* means any letter, word or symbol, device, poster, picture, statuary, reading matter, or rep-
2 resentation in the nature of an advertisement, announcement, message or visual communica-
3 tion, whether painted, posted, printed, affixed or constructed, which is displayed **outdoors to di-**
4 **rect the attention of the public** for informative or communicative purposes. **Such communication**
5 **located completely within an enclosed building and not exposed to view from a street shall not**
6 **be considered a sign. Murals shall also not be considered signs.**

7 *Sign area* means that area within the marginal lines of the surface which bears the advertise-
8 ment, or in the case of messages, figures or symbols attached directly to any part of a building,
9 that area which is included in the smallest geometric shape which can be made to circumscribe
10 the message, figure or symbol displayed thereon. The stipulated maximum sign area for a free
11 standing or ground sign refers to a single facing.

12 *Sign, maximum height of,* means the vertical distance measured from the grade to the top of
13 such a sign.

14 *Sign, minimum height of,* means the vertical distance measured from the nearest finished grade
15 to the lower limit of such sign.

16 *Street frontage* means the proximity of a parcel of land to one or more streets.

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

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

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

25 Sec. 108-106 – Applicability and compliance.

26 **From and after the effective date of the ordinance from which this chapter is derived, the use of**
27 **all signs in the city shall be in conformity with the provisions of this chapter and after the lawful**
28 **issuance of all required permits.**

29 Sec. 108-110 – Administration.

30 The zoning administrator, **as defined in Section 106-105 of Ramsey City Code,** shall process
31 applications for **sign** permits. The building official, **or their designee,** is empowered, upon
32 presentation of proper credentials, to enter or inspect any building, structure, or parcel in the city
33 for the purpose of inspection of a sign and its structural and electrical connections to ensure
34 compliance with all applicable codes and ordinances.

35 Sec. 108-130 – Enforcement.

36 (1) Any violation of this chapter may be enjoined by the council through proper legal chan-
37 nels.

38 (2) In case any sign or sign structure is proposed to be erected, reconstructed, altered, con-
39 verted, maintained or used in violation of this chapter, the council, in addition to other

1 remedies, may institute in the name of the city any appropriate action or proceeding to
2 prevent, restrain, correct or abate such sign or sign structure, or to prevent, in or about
3 such premises, any act, conduct, business, or use constituting a violation, as prescribed
4 in chapter 2.

5 (3) Violation of any provision of this chapter is considered a misdemeanor. Each day a viola-
6 tion continues shall constitute a separate offense.

7 (4) Appeals are provided in the same manner as prescribed in chapter 2.

8 (5) The City will remove any signs in the public right-of-way, or erected without permission
9 from the property owner.

10 ~~(6) When, in the opinion of the zoning administrator, a violation of this Code exists, the zon-~~
11 ~~ing administrator shall issue a written order to either the owner of the sign, or the owner~~
12 ~~of the property, or tenant leasing the property, on which the sign is placed. The order~~
13 ~~shall specify those sections of this Code involved, describe the violation and shall direct~~
14 ~~that the violation be corrected within five days from the date of the order, unless other-~~
15 ~~wise specified by the zoning administrator. If the violation is not corrected, the violation~~
16 ~~will be penalized through the administrative citation or removal, whichever is appropriate.~~

17 (7) If the zoning administrator or building official finds that a sign is abandoned ~~or an obso-~~
18 ~~lete sign copy that no longer advertises or identifies a use conducted on the property,~~ or
19 is structurally or electrically defective, or in any way endangers the public, the zoning ad-
20 ministrador or building official shall issue a written order to the owner of the sign and oc-
21 cupant of the premises stating the nature of the violation and requiring repair or removal
22 of the sign ~~within 90 days of the use ceasing operations on the property, or within 60~~
23 ~~days after written notification from the zoning administrator, whichever is sooner.~~ If the
24 owner of the sign does not remit payment for such removal within ~~30~~ 60 days after re-
25 moval of signs, the City may take whatever actions are allowed by law to collect such
26 amount, including imposing a lien on the property upon which the sign is located.

27 (8) The zoning administrator may cause the removal of any illegal sign, any sign remaining
28 after a business permanently closes, or any sign not properly maintained in cases of
29 emergency, or after failure to timely comply with written orders for removal or repair. Af-
30 ter removal or demolition of the sign, a notice shall be mailed to the sign owner and
31 owner of the property where the sign was located stating the nature of the work and the
32 date on which it was performed and demanding payment of the costs as certified by the
33 zoning administrator together with an additional 50 percent for inspection and incidental
34 costs.

35 ~~(9) If the amount specified in the notice is not paid within 30 days after mailing of the notice,~~
36 ~~it shall become a lien against the parcel where the sign was located and shall be certi-~~
37 ~~fied as an assessment against the property together with ten percent interest for collec-~~
38 ~~tion in the same manner as the real estate taxes.~~

39 (10) The owner of the parcel upon which the sign is located shall be presumed to be the
40 owner of all signs thereon unless facts to the contrary are brought to the attention of the
41 zoning administrator.

42 (11) In case of emergency, the zoning administrator or building official may cause the imme-
43 diate removal of a dangerous or defective sign without notice. Signs removed in this
44 manner must present a hazard to the public safety as defined in the state building code.

45 Sec. 108-140 – Nonconformities.

46 (1) *Regulations.*

-
- a. Notwithstanding any other provisions of this chapter, a legally established nonconforming permanent sign may continue, including through repair, replacement (including replacement of an individual panel for tenant turnover), restoration, maintenance, or improvement, but not including expansion, only in compliance with the provisions of this section.
 - b. Whenever a lawful nonconforming use of a sign is discontinued for a continuous period of one year, any future use of said sign shall be made to conform with the provisions of this chapter.
 - c. A legally established nonconforming sign must not resume if the sign is destroyed by fire or other peril to the extent of greater than 50 percent of its market value, and no sign permit has been applied for within 180 days of when the property is damaged. In this case, the city may impose reasonable conditions upon a sign permit in order to mitigate any newly created impact on adjacent property. Any subsequent sign shall be a conforming sign.

(2) *Expansion.*

- a. For purposes of this sign code, expansion means:
 - i. An increase to the sign area that increases the level of nonconformity;
 - ii. An increase to the height of the sign that increases the level of nonconformity;
 - iii. An increase to the dimensions of the sign cabinet or increase in the depth of the sign; or
 - iv. Removal of the sign and installation of the sign at a new location.
- b. A legally established nonconforming sign may not be expanded except to bring the sign into compliance with this sign code.

(3) *Creation of nonconformities by public action.*

- a. Where there exists as of the date of adoption of this section a conforming sign and a subsequent taking by a governmental body occurs under eminent domain or negotiated sale which renders such sign in violation of one or more provisions of this chapter, such sign becomes a legal non-conformity and may be used thereafter only in accordance with the provisions of this section.
- b. The planning commission may consider government taking as a practical difficulty used with a request for a variance to a setback regulation for pre-existing signs.

(4) Additional standards for nonconformities within the Mississippi River Corridor Critical Area Overlay District are found in section 106-910.

Article II. Applications and procedures.

Sec. 108-200 – Purpose.

The following sections set forth standards and regulations for permit requirements for all types of signage.

Sec. 108-210 – Permitted and prohibited signs.

All permanent signs shall obtain a permit prior to installation. The following table establishes whether a type of sign is allowed or prohibited, and further establishes the permitting requirements for allowed types of signs:

Allowed without a permit	Allowed with a permit	Allowed with a building permit	Prohibited
Replacement of a sign panel without modification of the sign cabinet	Wall, blade, and projecting signs (including box cabinet, channel letter, typeface on awnings and canopies, and business directory and area identification signs installed on walls)	Athletic field signs, including scoreboards installed inside or outside of a building	Attention-getting devices Advertising device sign except in accordance with the standards of this chapter
Flags	Freestanding pylon and monument signs under 7 feet in height	Freestanding pylon and monument signs equal to or over 7 feet in height	Whirling devices, searchlights, streamers, balloons, and other gas-filled figures, except in accordance with the standards of this chapter
Fuel pump island identification signs	Directional signs	Off-premises digital billboard signs, in accordance with the standards of this chapter	Bench signs.
Pennants	Menu boards		Flashing or scrolling signs, devices, and lights
Service bay identification signs	Typeface on awnings and canopies		Motion signs
Window signs not exceeding 30 percent of the window area	Banners		Portable signs, except in accordance with the standards of this chapter
Holiday decorations temporarily displayed on traditionally accepted civic, patriotic, or religious holidays	Temporary signs (including sandwich board signs, feather signs)		Roof signs
Interior signs which are fully located within the interior of any building, athletic field 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	Real estate and construction signs		Signs on parked vehicles

information relating to the interior operation of the building in which they are located			
Memorial plaques or tablets, grave markers, statutory, or other remembrances of persons or events that are noncommercial in nature			Signs on trees and utility poles
On-premises address or nameplate identification signs having a sign area of 4 square feet or less			Signs painted on walls
Noncommercial speech signs, as exempted in Minnesota Statutes.			Signs which imitate traffic control devices
			Billboards
<p>Note 1: any type of signage not listed above is deemed prohibited.</p> <p>Note 2: all types of signage listed in this table must follow all applicable standards, regardless if a permit is required for installation.</p> <p>Note 3: this table only applies to requirements for sign and building permits. Separate electrical permits may still be required.</p>			

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2 Sec. 108-220 – Permitting requirements for temporary signs.

3 All temporary signs requiring a permit must submit a sign permit application with the following
4 information:

5 (1) The names, addresses, email addresses, and telephone numbers of the following parties:
6

- 7 a. The applicant,
- 8 b. The owner of the parcel on which the sign is to be erected or affixed,
- 9 c. The owner of the sign, and
- 10 d. The person to be erecting or affixing the sign.

11 (2) Address of the property where the sign will be installed.

12 (3) Type of sign.

13 (4) Dimensions of the sign.

14 (5) Height of the sign.

15 (6) Duration of sign placement.

16 (7) A scaled site plan showing the proposed sign location, existing signs located on the subject property, nearby buildings and structures, public streets, rights-of-way, public easements, and property lines.

17 (8) Detailed schematics of the sign, including plans and specifications for the method of construction and attachment to the ground.

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1 Sec. 108-230 – Permitting requirements for permanent signs allowed with a permit.

2 All permanent signs requiring a permit must submit a sign permit application with the following
3 information:

4 (1) Wall signs, including banners, blade/projecting signs, typeface on awnings and cano-
5 pies, and all business directory signs, area identification signs, and menu boards in-
6 stalled on walls.

7 a. The names, addresses, email addresses, and telephone numbers of the follow-
8 ing parties:

9 i. The applicant,

10 ii. The owner of the parcel on which the sign is to be erected or affixed,

11 iii. The owner of the sign, and

12 iv. The person to be erecting or affixing the sign.

13 b. Address and location of the property where the sign will be installed.

14 c. Type of sign (box cabinet, channel letter, etc.).

15 d. Dimensions of the sign.

16 e. Dimensions of the wall to which the sign will be attached.

17 f. Placement of the sign on the wall to which it will be attached.

18 g. Height of the sign.

19 h. Detailed schematics of the sign, including plans and specifications for the method
20 and materials of construction and attachment to the building.

21 i. Detailed specifications of sign illumination, including the source and type of illu-
22 mination, wattage, and any light shields and shades.

23 (2) Freestanding signs under 7 feet in height, including directional signs, freestanding menu
24 boards, and real estate and construction signs.

25 a. The names, addresses, email addresses, and telephone numbers of the follow-
26 ing parties:

27 i. The applicant,

28 ii. The owner of the parcel on which the sign is to be erected or affixed,

29 iii. The owner of the sign, and

30 iv. The person to be erecting or affixing the sign.

31 b. Address and location of the property where the sign will be installed.

32 c. Type of sign (pylon or monument).

33 d. Dimensions of the sign.

34 e. Height of the sign.

35 f. A scaled site plan showing the proposed sign location, existing signs located on
36 the subject property, nearby buildings and structures, public streets, rights-of-
37 way, public easements, and property lines.

38 g. Detailed schematics of the sign, including plans and specifications for the method
39 and materials of construction and attachment to the ground.

40 h. Detailed specifications of sign illumination, including the source and type of illu-
41 mination, wattage, and any light shields and shades.

42 Sec. 108-240 – Permitting requirements for permanent signs allowed with a building permit.

43 All permanent signs requiring a building permit must submit a sign permit application with the
44 following information:

1 (1) Freestanding signs equal to or over 7 feet in height.

- 2 a. The names, addresses, email addresses, and telephone numbers of the follow-
- 3 ing parties:
 - 4 i. The applicant,
 - 5 ii. The owner of the parcel on which the sign is to be erected or affixed,
 - 6 iii. The owner of the sign, and
 - 7 iv. The person to be erecting or affixing the sign.
- 8 b. Address and location of the property where the sign will be installed.
- 9 c. Type of sign (pylon or monument).
- 10 d. Dimensions of the sign.
- 11 e. Height of the sign.
- 12 f. A lot survey showing the proposed sign location, existing signs located on the
- 13 subject property, nearby buildings and structures, public streets, rights-of-way,
- 14 public easements, and property lines.
- 15 g. Detailed schematics of the sign.
- 16 h. Detailed specifications of sign illumination, including the source and type of illu-
- 17 mination, wattage, and any light shields and shades.
- 18 i. Construction documents showing the dimensions, materials, and required details
- 19 of construction including loads, stress, and anchors. These documents shall be
- 20 signed and stamped by a licensed design professional.

21 Sec. 108-250 – Electrical permit requirements.

22 All electronic messaging centers and illuminated signs must obtain an electrical permit, in ac-
23 cordance with Minnesota Electrical Code. Required electrical permits are in addition to any
24 other permitting requirements set forth in this chapter.

25 Sec. 108-260 – Permit fees.

26 A set fee established by an annual fee schedule shall be paid to the city at the time the sign per-
27 mit application is made.

28 **Article III. Standards and regulations.**

29 Sec. 108-300 – Purpose.

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

32 Sec. 108-301 – Bulk standards.

33 Minimum and maximum dimensional standards for signs for each zoning district are established
34 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- 2B	PI, P, CL, PUD
	Residential uses	Nonresidential uses					
<i>Wall, blade, and projecting signs (including box cabinet, channel letter, typeface on awnings and canopies, and business directory and area identification signs installed on walls)</i>							

Maximum 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 sign	Only per Home Occupation standards in Section 106-425(2)	15% of the front façade	50 100 square feet	15% of the front façade	15% of the front façade	50 100 square feet	50 100 square feet	15% of the front façade
Maximum height	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	Height of the parapet or eaves, whichever is less
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 at least 50% a portion on the ground floor above or adjacent to the tenant entrance	Any building façade, with at least 50% a portion on the ground floor above or adjacent to the tenant entrance	Any building façade
Are box cabinet signs allowed?	No	No	No	Yes	Yes	No	No	Yes
Are blade or projecting signs allowed?	No	No	Yes	No Yes	No Yes	Yes	Yes	No Yes

1

	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-2B	PI, P, CL, PUD
	Residential uses	Nonresidential uses					

<i>Freestanding signs (monument and pylon)</i>								
Maximum sign area*	Not allowed	32 square feet per face; 64 square feet total	6 32 square feet per face; 64 square feet total	100 square feet per face; 200 square feet total	100 square feet per face; 200 square feet total	6 32 square feet per face; 64 square feet total	6 100 square feet per face; 200 square feet total	100 square feet per face; 200 square feet total
Maximum height*	Not allowed	6 feet	6 feet	25 feet	25 feet	6 feet	6-25 feet	25 feet
Maximum number of signs per parcel	Not allowed	1 per street frontage	1 per street frontage	1 per street frontage	1 per street frontage	1 per street frontage	1 per street frontage	1 per street frontage
Are pylon signs allowed?	No	Yes	No	Yes	Yes	No	Yes	Yes
*Note: Some parcels within the Highway 10 Signage Overlay District have larger maximum sign area and height regulations. Refer to the Performance Standards section for these standards.								

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	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-2B	PI, P, CL, PUD	
	Residential uses	Nonresidential uses						
<i>Freestanding area identification and business directory signs (monument and pylon)</i>								
Maximum sign area*	32 square feet per face; 64 square feet total	32 square feet per face; 64 square feet total	6 32 square feet per face; 64 square feet total	100 square feet per face; 200 square feet total	100 square feet per face; 200 square feet total	6 32 square feet per face; 64 square feet total	6 100 square feet per face; 200 square feet total	100 square feet per face; 200 square feet total
Maximum height*	6 feet	6 feet	6 feet	25 feet	25 feet	6 feet	6-25 feet	25 feet
Maximum number of signs per parcel	1 per vehicular access to a development	1 per street frontage	1 per street frontage	1 per street frontage	1 per street frontage	1 per street frontage	1 per street frontage	1 per street frontage

Are pylon signs allowed?	No	Yes	No	Yes	Yes	No	Yes	Yes
*Note: Some parcels within the Highway 10 Signage Overlay District have larger maximum sign area and height regulations. Refer to the Performance Standards section for these standards.								

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Sec. 108-302 – Performance standards.

(1) General performance standards.

- a. The following performance standards apply in addition to the specific performance standards for a specific type of sign.
 - i. No sign other than governmental signs shall be erected or temporarily placed within any street, public right-of-way, or any public easement, except for directional signs as specified within this chapter.
 - ii. No sign shall 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.
 - iii. No sign shall distract drivers nor offer any confusion to any street or highway, sign, or any traffic sign or signal.
 - iv. No sign shall extend over any lot line.
 - v. No sign shall be located within 15 feet of any point of vehicular access from a parcel to a public roadway.
 - vi. All signs must be located fully on private property, with the permission of the property owner. It is the property owner’s responsibility to locate property lines to ensure compliance with this section.

(2) 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 16 inches 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.
- f. Wall signs may be internally or externally illuminated, provided that the light source is not visible or exposed on the face or sides of the characters.
- g. Building directory signs attached to an exterior wall count toward allowable wall signage.
- h. Signage attached to a motor fuel station canopy counts toward allowable wall signage.

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- 1 i. Wall signs are not allowed on any of the following uses in any zoning district, ex-
2 cept those explicitly allowed in accordance with home occupation performance
3 standards in Section 106-425(2) of City Code:
4 i. single-family detached dwellings,
5 ii. detached townhome dwellings (including villas, cottage homes, and the
6 like),
7 iii. attached townhouse dwellings,
8 iv. two-family attached dwellings,
9 v. accessory dwelling units (ADUs),
10 vi. any detached accessory structure built in conjunction with any of the uses
11 listed in Items i-v in this section above.

12 (3) Projecting and blade signs.

- 13 a. The total area of each sign face counts toward the allowable area for wall sign-
14 age.
15 b. Each face of the projecting or blade sign must not exceed 32 square feet in area.
16 c. Projecting signs must not exceed 3 feet in width.
17 d. All projecting and blade signs must maintain a minimum vertical clearance of 10
18 feet between the ground and the sign's lowest edge.
19 e. Projecting and blade signs may be internally or externally illuminated, provided
20 that the light source is not visible or exposed on the face or sides of the charac-
21 ters.

22 (4) Awnings and canopies.

- 23 a. The area of all typeface applied to awnings and canopies, including all letters,
24 numbers, symbols, and logos, counts toward the allowable area for wall signage.

25 (5) Marquees

- 26 a. The total sign area and placement of marquees must follow the same standards
27 as wall signs.
28 b. Marquees may be internally or externally illuminated, provided that the light
29 source is not visible or exposed on the face or sides of the characters.

30 (6) Freestanding signs.

- 31 a. Signs may be shared and combined at areas of shared entrances, cross-access
32 easements and/or street frontages for multiple users. A written agreement or a
33 signed leasing document must be provided to City staff alongside a permit appli-
34 cation to ensure all parties utilizing the shared sign are permitted to do so on the
35 subject property by the property owner. Shared freestanding signs installed in
36 lieu of a standalone freestanding sign, including monument and pylon signs, shall
37 not exceed 150 square feet per sign face and shall not exceed 300 square feet in
38 total sign face area.
39 b. Freestanding building directory signs count toward allowable freestanding sign-
40 age.
41 c. Any freestanding sign within 25 feet of any street right-of-way lines or driveway
42 entrances shall have vertical clearance for proper visibility by motorists on all af-
43 fected roadways.
44 d. No freestanding sign may be constructed or installed upon a property that does
45 not have a principal structure.
46 e. Signs affixed to knee walls, retaining walls, or similar structures count toward al-
47 lowable freestanding signage.

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- 1 f. Scoreboards shall be permitted on properties used for recreational purposes.
- 2 g. Freestanding signs may be internally or externally illuminated, provided that the
- 3 lighting meets all standards in Section 106-310 of City Code.
- 4 h. Freestanding signage within the B-1, B-2, B-3, I-1, or I-2 zoning districts and
- 5 within the Highway 10 Signage Overlay District, as defined in Section 106-970 of
- 6 City Code, can be constructed with the following standards:
- 7 i. Maximum sign area: 150 square feet per face; 300 square feet total
- 8 ii. Maximum height: 75 feet
- 9 i. Monument signs.
- 10 i. In the COR, the signboard shall be constructed of wood, acrylic, alumi-
- 11 num or metal and shall be architecturally compatible with the style, com-
- 12 position, materials, colors and details of the building.
- 13 ii. In all districts outside of the COR, the signboard shall be constructed of
- 14 durable materials and shall be architecturally compatible with the building.
- 15 j. Pylon signs.
- 16 i. In the COR, the signboard and base of the pylon shall be constructed with
- 17 wood, acrylic, aluminum or metal and shall be architecturally compatible
- 18 with the style, composition, materials, colors and details of the building.
- 19 ii. In all districts outside of the COR, the signboard and pylon shall be con-
- 20 structed of durable materials and shall be architecturally compatible with
- 21 the building.
- 22 (7) Window signs.
- 23 a. Window signs include signs located within any glass along the exterior of a build-
- 24 ing, or otherwise intentionally designed to be seen on the exterior of a building.
- 25 This includes signs placed on doors, storefront, and clerestory windows.
- 26 b. ~~Window signs shall not exceed the following maximum standards:~~
- 27 i. ~~Maximum sign area:~~
- 28 ~~1. All uses in the Residential, Business, Industrial, COR-2, COR-2B,~~
- 29 ~~PI, P, CL, and PUD zoning districts: no more than 30% of the win-~~
- 30 ~~down area.~~
- 31 ~~2. All uses in the COR-1, COR-3, COR-4A, COR-4B, and COR-4C~~
- 32 ~~zoning districts: no more than 10% of the window area or 4 square~~
- 33 ~~feet, whichever is less, and no more than 1 window sign per build-~~
- 34 ~~ing.~~
- 35 c. Window signs are allowed without permits, as long as they are kept in good con-
- 36 dition and installed on the interior side of a window.
- 37 d. Signs showing the hours of operation for a business are exempt from window
- 38 sign requirements.
- 39 e. No electronic messaging center signs, internally illuminated signs, or other inter-
- 40 nally illuminated attention-getting devices may be placed in any window, except
- 41 for the following:
- 42 i. signs showing whether a business is open or closed,
- 43 ii. signs showing the hours of operation for a business.
- 44 (8) Menu boards.
- 45 a. Menu boards are intended to list products or services available for purchase at a
- 46 business, through a drive-through lane, or through a walk-up window (ex. Food
- 47 and beverages offered at restaurants; services offered at car washes; etc.).

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- 1 b. Menu boards may be internally or externally illuminated, provided that the light
2 source is not visible or exposed on the face or sides of the characters.
- 3 c. Menu boards may be freestanding or attached to an exterior wall.
- 4 d. Menu boards must be one-sided.
- 5 e. Menu boards adjacent to walk-up windows or business entrances must not ex-
6 ceed 3 square feet in size
- 7 f. Drive-through lanes may have up to 50 square feet in menu board area. The al-
8 lowable area can be used in one sign or divided into multiple signs, as long as
9 the cumulative total does not exceed 50 square feet per drive-through lane.
- 10 g. All menu boards must not exceed 6 feet in height.
- 11 h. Menu boards adjacent to drive-through lanes may utilize electronic messaging
12 centers, provided that all standards are met for both menu boards and electronic
13 messaging centers.
- 14 i. Temporary signs shall not be attached to menu boards, nor shall menu boards
15 be designed to allow for temporary signs to be attached for special promotions,
16 events, or any other reason.
- 17 j. ~~No advertising messages are allowed.~~
- 18 ~~Wall-mounted building directory signs. (Standards combined with Wall Signs.)~~
- 19 k. ~~Building directory signs are intended to list all tenants of the building to which the~~
20 ~~sign is affixed.~~
- 21 l. ~~Building directory signs may be internally or externally illuminated.~~
- 22 m. ~~Building directory signs shall not project more than 6 inches from the building~~
23 ~~wall.~~
- 24 n. ~~All letters, numbers, symbols, and logos on the building directory shall not ex-~~
25 ~~ceed 12 inches in height.~~
- 26 (9) Directional signs.
- 27 a. Directional signs are intended to guide pedestrian, vehicular, and freight traffic
28 through parking lots to building entrances, drive-through lanes, loading zones,
29 docks, or other similar destinations within a development.
- 30 b. Directional signs must not exceed 4 square feet in sign area, with at least 50 per-
31 cent of the sign area dedicated to the directional message.
- 32 c. Directional signs must not exceed 6 feet in height, unless they are affixed to
33 other required infrastructure (such as light poles) to uniquely identify a portion of
34 a parking lot for navigational purposes.
- 35 d. Directional signs ~~must not~~ may be placed within a public easement, provided that
36 any sign constructed within an easement is subject to removal at the property
37 owner's expense in the event work in the easement is needed.
- 38 e. The total number of directional signs shall not exceed the number of parking lot
39 entrances plus the number of drive aisles within the parking lot.
- 40 (10) Service bay identification signs.
- 41 a. Each service bay may have one identification sign on the outermost wall of any
42 principal building adjacent to a service bay entrance.
- 43 b. If the identification sign only includes a number to identify the door or service
44 bay, it shall not count toward the allowable wall sign area for the building.
- 45 c. If the identification sign includes any information in addition to a number, such as
46 a product, service, brand name, or other information, it shall count toward the al-
47 lowable wall sign area for the building.

1 (11) Fuel pump island identification signs.

- 2 a. All fuel pumps shall display the following information:
- 3 i. The type of service offered
- 4 ii. The price of gasoline, diesel, ethanol, or other product sold and dis-
- 5 pensed at the fuel pump
- 6 iii. General direction to customers using the fuel pump
- 7 iv. Other relevant information pertaining to the facility.
- 8 b. The sign area counts toward the maximum allowable sign area for the parcel on
- 9 which it is located.

10 (12) Electronic messaging centers.

- 11 a. Electronic messaging centers can be used as all or part of any allowable free-
- 12 standing or wall sign in the Business, Industrial, COR, PUD, Public/Institutional,
- 13 Parks, and Closed Landfill zoning districts. Electronic messaging centers are not
- 14 allowed in Residential zoning districts, except in conjunction with the following
- 15 principal uses:
- 16 i. Assisted living, memory care, and nursing home facilities.
- 17 ii. Multiple-family and/or senior living dwellings.
- 18 iii. Governmental or public facilities or utilities.
- 19 iv. Religious institutions.
- 20 b. All electronic messaging centers shall meet the following display standards:
- 21 i. No sign may be brighter than is necessary for clear and adequate visibil-
- 22 ity, or that it interferes with the effectiveness of a traffic sign or signal, or
- 23 that it distracts a driver from motor vehicle operation.
- 24 ii. All electronic messaging centers shall be equipped with a mechanism that
- 25 automatically adjusts the brightness to ambient lighting conditions (e.g.,
- 26 dusk).
- 27 iii. The display shall not change more than once every 3 7 seconds.
- 28 iv. The display shall not include animations, flashing ~~or scrolling~~ text, full-mo-
- 29 tion video, special effects, or other non-static images. Scrolling text is al-
- 30 lowed, provided that scrolling may not occur at a rate faster than one
- 31 word per second, where words contain an average of five characters
- 32 each.
- 33 v. The display must be one static image at a time, and the transition from
- 34 one display to another must be instantaneous without special effects.
- 35 ~~Subtle transition animations shall be allowed.~~
- 36 vi. The electronic messaging center must be designed and equipped to
- 37 freeze on one display if a malfunction occurs. The electronic messaging
- 38 center must also be equipped with a means to immediately discontinue
- 39 the display if it malfunctions, and the sign owner must immediately stop
- 40 the dynamic display when notified by the city that it is not complying with
- 41 the standards of this section.

42 (13) Temporary signs.

- 43 a. A sign is considered temporary if it is not intended to remain on the property per-
- 44 manently and has not received a permanent sign permit and/or is not intended to
- 45 be constructed per the state building code.
- 46 b. *Duration.* Temporary signs shall be permitted for up to six weeks per year per
- 47 parcel, or per business on multitenant business parcels. The six-week limit may

1 be extended up to four weeks if there have been no sign violations in the past
2 year by the entity who erects the sign.

- 3 i. *Temporary Highway 10 construction provision (city-wide)*. The timeframes
4 described above shall be permitted up to 12 weeks and may be extended
5 in eight-week periods if there have been no sign violations in the past
6 year by the entity who erects the sign and if the sign is in good repair.
7 This temporary provision expires on December 31, 2025.

8 c. *Location*. Temporary signs must be located fully on private property **on which the
9 business is located**, with the permission of the property owner. The city will re-
10 move any signs in the public right-of-way, or erected without permission from the
11 property owner. **Off-premise temporary signs are only allowed in conjunction with
12 a special event permit.**

13 d. *Number*. All properties are limited to two temporary signs per parcel. In locations
14 where there are multiple businesses on one parcel (a multitenant facility), three
15 signs are permitted.

16 e. *Size*. Temporary signs shall be limited to 50 square feet in size.

17 f. *Height*. **Freestanding temporary signs shall not exceed 7 feet in height, unless
18 specifically regulated elsewhere in this section.**

19 g. ~~*Permits and fees*. All temporary signs shall be required to obtain a temporary
20 sign permit. The temporary sign permit application shall specify the exact times
21 and dates the temporary sign is to be erected, the size of the sign, the location of
22 the sign, contact information, and other information deemed necessary by the
23 zoning administrator to determine that the temporary sign is erected within appli-
24 cable code. The temporary sign permit shall be clearly displayed on the tempo-
25 rary sign. The fee for the temporary sign permit shall be established by ordinance
26 as part of the rates and charges. The fee shall only be collected for the first per-
27 mit per parcel or per business in a multi-tenant facility. The provisions of this divi-
28 sion apply to all temporary signs, and appropriate penalties for violations will be
29 assessed, as outlined herein.~~

- 30 i. ~~*Exemptions from temporary sign permit*. Signs less than 15 square feet in
31 size and all temporary signs in residential districts (R-1, R-2, and R-3) are
32 exempt from temporary sign permitting requirements.~~

33 h. *Maintenance*. All temporary signs must be securely anchored and maintained in
34 good repair, including replacement or removal when weather damage is evident.
35 The zoning administrator, or his designee, shall have the authority to identify and
36 notify property owners and/or occupants of the parcel on which the temporary
37 sign has been determined to be in violation of this Code. Failure to remove or re-
38 place the temporary sign within ten days of notification shall be sufficient cause
39 for the zoning administrator or his designee to remove said temporary sign. The
40 property owner shall be billed for all costs incurred by the city in administering
41 this subdivision.

42 i. *Temporary electronic messaging centers*. Temporary electronic messaging cen-
43 ters are only permitted in accordance with a special event permit. Permitted tem-
44 porary **electronic messaging centers** may consist of dynamic display, provided all
45 standards **for electronic messaging centers** are complied with.

46 j. *"A" frame or sandwich board signs*. **"A" frame or sandwich board signs are pro-
47 hibited in all non-COR zoning districts.** "A" frame or sandwich board signs are

permitted within all COR zoning districts, provided that the following standards are met:

- i. One sandwich board sign is permitted per business, **leasing office, or standalone commercial use**, to be placed within 5 feet of its main entrance.
 - ii. Sandwich board signs **shall only be** displayed during the **hours of operation for the business, leasing office, or commercial use**, and the sign must be **removed from the outdoor environment** daily.
 - iii. Sandwich board signs shall be no more than 2 feet wide and 3 feet tall, **and shall not exceed 6 square feet per sign face area**.
 - iv. Sandwich board signs must leave a minimum of 5 feet of clearance for pedestrian access if placed on a public or private sidewalk. Sandwich board signs **must** not hinder the ability of **pedestrians to access building entrances, ADA parking stalls or loading spaces**, or vehicles parked at the curb. **Sandwich board signs must also not hinder vehicular traffic patterns or sight triangles at intersections or driveways**.
 - v. Acceptable materials for sandwich board signs shall include the following: metal, wood, **durable plastic designed to be weighed down internally**, synthetic materials such as a chalk board or 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.
 - vi. No sandwich board sign shall be secured, tethered or installed on traffic devices, utility equipment, street furniture, street lights, or any other public fixture.
 - vii. Sandwich board signs are temporary signs **and shall count toward the allowable temporary signage for the parcel on which it is placed, or to which it is adjacent, if placed in the public right-of-way**.
- k. *Pennants*. The use of pennants is permitted in any commercial district provided the pennants **comply with all standards in this section. ~~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.~~**
- l. *Banners*. The use of banners is permitted in any commercial district as permanent wall signage provided the banner **complies with all standards in this section. ~~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.

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- 1 m. *Feather signs.* The use of feather signs is permitted in any commercial district
2 provided that the feather sign complies with all standards in this section. The
3 height of feather flags shall not exceed 7 feet. Feather signs that use spike bases
4 that anchor to the ground shall not be placed within utility easements.
- 5 n. *Flags.* The display of flags shall be permitted in all districts. However, the total
6 square footage area of any flags used as advertising copy or as attention getting
7 devices for commercial purposes shall be considered as permanent signage and
8 counted towards the total allowable sign area permitted by this section for the
9 parcel on which the flag is displayed. Flag height is restricted to 25 feet.
- 10 o. *Real estate and leasing signs.* One temporary real estate or leasing sign con-
11 structed of durable materials located on the premises is permitted for sale or
12 lease of a building or vacant lot for each street frontage, provided such sign does
13 not exceed 32 square feet in area.
- 14 p. *Construction signs.* One temporary construction sign constructed of durable ma-
15 terials located on the premises is permitted on each street frontage of a develop-
16 ment under construction, provided such sign does not exceed 32 square feet in
17 area.
- 18 q. *Other temporary signs and attention-getting devices.* Balloons, gas filled figures,
19 streamers, whirling devices and revolving searchlights or any such attention-get-
20 ting device that is not specifically a sign may be permitted up to four weeks per
21 year, for one week at a time. Each one-week period may be consecutive, pro-
22 vided that the attention-getting device complies with all applicable codes.

23 Sec. 108-303 – Construction and maintenance standards.

24 All signs shall comply with the construction and maintenance standards set forth in this section.

- 25 (1) *Construction design.* All signs shall be designed to withstand wind and seismic loads in
26 accordance with the latest City-adopted edition of the Minnesota State Building Code
- 27 (2) *Attachments.* All signs attached to masonry, concrete or steel shall be safely securely
28 fastened by means of metal anchors, bolts or approved expansion screws sufficient in
29 size and anchorage to safely support the loads applied.
- 30 (3) *Clearance.* All signs and their supporting structures shall maintain clearance and non-
31 interference with all surface and underground facilities and conduits for water, sewage,
32 gas, electricity, or communications equipment or lines. In addition, the placement of all
33 signs and their supporting structures shall not interfere with natural or artificial drainage
34 or surface or underground water. Additionally, all signs shall be located in such a way
35 that they maintain horizontal and vertical clearance of all electrical power lines and com-
36 munication lines.
- 37 (4) *Maintenance.*
- 38 a. The surface and structure of all signs must be kept refinished as necessary to
39 prevent the sign surface from becoming unkempt in appearance. The zoning ad-
40 ministrator shall use the following guidelines to determine if the sign is unkempt:
41 evidence of rust, peeling paint, structural damage, message damage, and/or
42 weathering.
- 43 b. When any sign for which a permit is required is removed, the zoning administra-
44 tor shall be notified and the entire sign and its components shall be removed.

1 c. The permit owner shall be responsible for all of the requirements of this section,
2 including the liability for expense of removal and maintenance incurred by the
3 city.

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

8 ~~(6) In addition to complying with the provisions of this division, all signs shall be constructed~~
9 ~~in accordance with the applicable provisions of the 1991 Edition of the Uniform Sign~~
10 ~~Code and State Electrical Code and as subsequently amended.~~

11 Sec. 108-310 – Off-premises digital billboard signs.

12 (1) *Findings, purpose, and intent.* The city council finds it necessary for the promotion and
13 preservation of the health, safety, welfare, and aesthetics of the community that the con-
14 struction, location, size, conspicuity, brightness, legibility, operational characteristics,
15 and maintenance of off-premises digital billboard signs be controlled. Off-premises digi-
16 tal billboard signs have a direct and substantial impact on traffic safety, pedestrian
17 safety, community aesthetics and property values. If left uncontrolled, off-premises digi-
18 tal billboard signs, designed to catch the eye of persons in their vicinity and hold it for ex-
19 tended periods of time, including video display signs, constitute a serious traffic safety
20 threat. The city council intends by this subsection to establish a legal framework for off-
21 premises digital billboard sign regulation in the city to facilitate an easy and agreeable
22 communication between people while protecting and promoting the public health, safety,
23 welfare and aesthetics of the community. It is not the purpose or intent of this subsection
24 to prefer or favor commercial messages or speech over noncommercial messages or
25 speech or to discriminate between types of noncommercial speech or the viewpoints
26 represented therein. Rather, the purpose of the off-premises digital billboard sign regula-
27 tions promulgated in this subsection is:

- 28 a. To eliminate potential hazards to motorists and pedestrians using the public
29 streets, sidewalks, and rights-of-way;
- 30 b. To safeguard and enhance property values;
- 31 c. To control nuisances;
- 32 d. To preserve and improve the appearance of the city through adherence to aes-
33 thetic principles, in order to create a community that is attractive to residents and
34 to nonresidents who come to live, visit, work, or trade;
- 35 e. To eliminate excessive and confusing sign displays;
- 36 f. To encourage signs which by their design are integrated with and harmonious to
37 the surrounding environment and the buildings and sites they occupy;
- 38 g. To maintain the character of the main-street core downtown but allow local busi-
39 nesses the opportunity to reach a wider audience by advertising along Highway
40 10; and
- 41 h. To promote the public health, safety, and general welfare.

42 (2) *Location of off-premises digital billboard signs.* Notwithstanding anything to the contrary
43 contained within this Code, off-premises digital billboard signs may be located only
44 within the off-premises digital billboard sign overlay district. Off-premises digital billboard
45 signs are prohibited in all zoning districts of the city other than the off-premises digital
46 billboard sign overlay district. Off-premises digital billboard signs located in the off-

1 premises digital billboard sign overlay district must comply with all Code requirements for
2 permitted off-premises digital billboard signs.

- 3 a. *Permitted districts.* The off-premises digital billboard sign overlay district shall
4 commence along Highway 10 within 250 feet of the Highway 10 centerline within
5 the Ramsey city limits. Off-premises digital billboard signs are not allowed in any
6 residential or planned unit development (PUD) zoning district.
- 7 b. *Number of off-premises digital billboard signs.* A total of three off-premises digital
8 billboard signs shall be permitted within the entirety of the off-premises digital bill-
9 board sign overlay district.
- 10 c. *Separation distance between off-premises digital billboard signs.* Off-premises
11 digital billboard signs shall have a separation distance of at least two miles be-
12 tween each site in which they are located.
- 13 d. *Size.* Off-premises digital billboard signs shall not exceed 700 square feet in sur-
14 face area per sign surface.
- 15 e. *Number of surfaces.* Off-premises digital billboard signs shall not contain more
16 than two sign surfaces. Said sign surfaces shall face in opposite directions with
17 an interior angle not to exceed 45 degrees.
- 18 f. *Height.* Off-premises digital billboard signs shall not exceed 50 feet in height as
19 measured from the established grade of the site upon which the off-premises
20 signs and digital billboards is located.
- 21 g. *Conditional use.* Off-premises digital billboard signs shall be processed in ac-
22 cordance with the procedures established for conditional use permits in Section
23 [106-230 of City Code 117-51](#).

24 (3) *Off-premises digital billboard sign overlay district performance standards:* The off-prem-
25 ises digital billboard sign overlay district is hereby established as a separate zoning dis-
26 trict within the city. Within the off-premises digital billboard sign overlay district, off-prem-
27 ises digital billboard signs are permitted subject to the following conditions:

- 28 a. No off-premises digital billboard signs shall be erected that, by reason of position,
29 shape, movement, or color, interferes with the proper functioning of a traffic sig-
30 nal or which constitutes a traffic hazard.
- 31 b. Off-premises digital billboard signs shall not be located so as to extend over any
32 property line or within a drainage and utility easement, or within 15 feet of any
33 point of vehicular access from a parcel to a public roadway.
- 34 c. Off-premises digital billboard signs must have an architecturally enhanced base.
- 35 d. Off-premises digital billboard signs must have minimum display duration of seven
36 seconds. Such display shall contain static messages only; change from one
37 static message to another shall be instantaneous without any special effects,
38 through dissolve or fade transitions, or with the use of another subtle transition
39 technique that does not have the appearance of moving text or images.
- 40 e. Off-premises digital billboard signs must be rectangular in shape and all mes-
41 sages must be contained within the off-premises digital billboard frame.
- 42 f. All off-premises digital billboard signs shall have ambient light monitors installed
43 as part of the off-premises digital billboard sign and shall, at all times, allow such
44 monitors to automatically adjust the brightness level of the electronic sign based
45 on light conditions.
- 46 g. Off-premises digital billboard signs shall meet the following brightness standards:

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- 1 i. Off-premises digital billboard signs shall not exceed 7,500 nits (candelas
2 per square meter) between the hours of civil sunrise and civil sunset and
3 shall not exceed 500 nits (candelas per square meter) between the hours
4 of civil sunset and civil sunrise as measured from the face of the sign.
5 ii. The light level shall not exceed 0.3-foot candles above ambient light as
6 measured from a pre-set distance depending on sign size. Measuring dis-
7 tance shall be determined using the following equation: the square root of
8 the message center sign area multiplied by 100. Example: 12 square foot
9 sign $\sqrt{(12 \times 100)} = 34.6$ feet measuring distance.
10 h. Off-premises digital billboard signs shall have a fully functional monitoring off
11 switch system that shuts the dynamic display off-premises sign off when the dis-
12 play deteriorates, in any fashion, five percent or greater until the dynamic display
13 sign has been repaired to its fully functional factory specifications.
14 i. Off-premises billboard signs must be part of the State of Minnesota's public
15 safety alert system.
16 j. Applicants for an off-premises digital billboard signs permit shall enter into an
17 agreement with the city to provide the city no less than 20 hours (provided in
18 9,000 eight-second spots) per month per dynamic display off-premises sign face
19 in the city for community and public service messages at such times as shall be
20 reasonably determined by the city. This agreement must be approved by the city
21 council before a permit for the construction or conversion of an off-premises
22 signs and digital billboard may be issued by the building official.

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

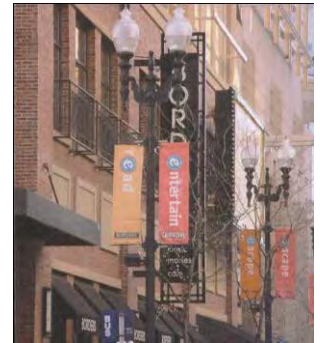
Overview

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.

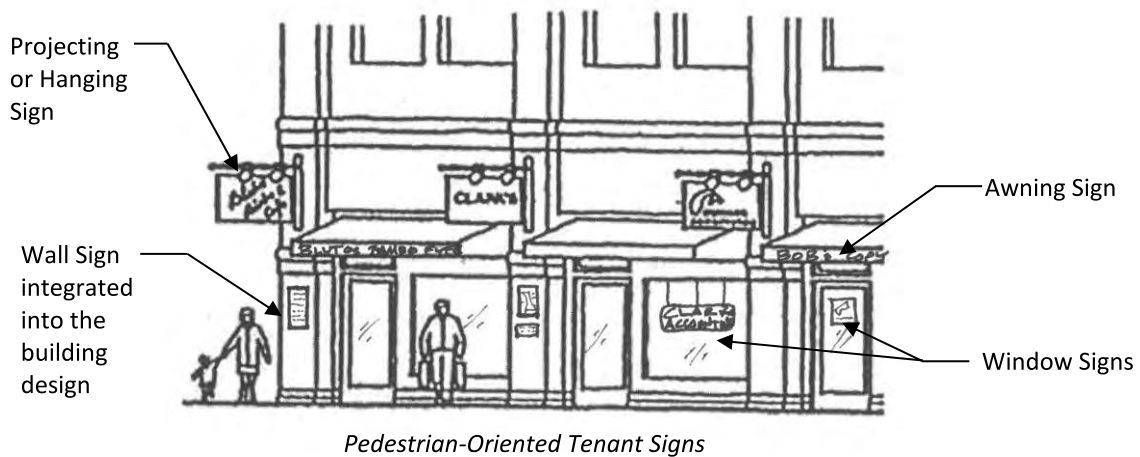
Projecting sign means any sign, all or any part of which extends beyond the surface of the building or wall by more than 16 inches.

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.

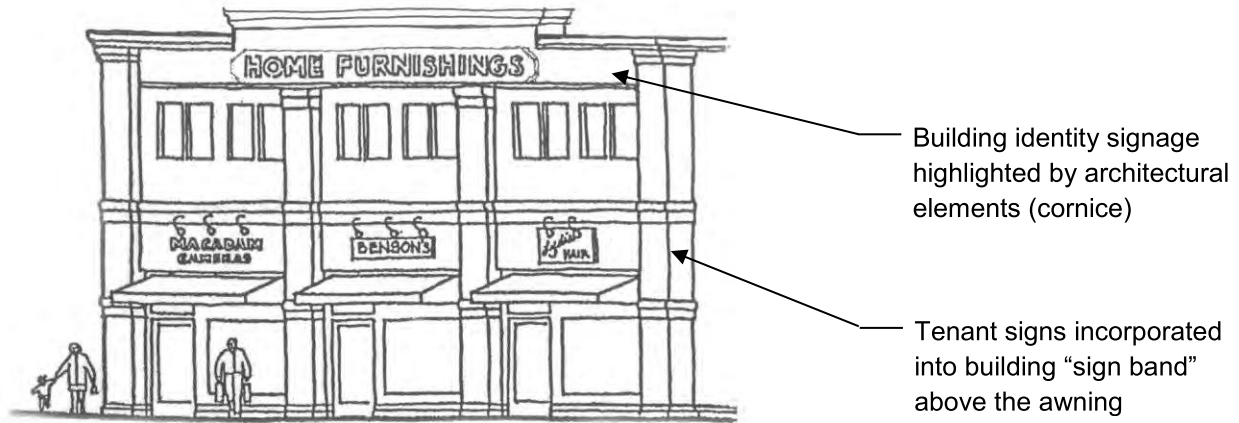
One (1) freestanding sign is allowed per building, provided that the following standards are met:

- 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(l).
 - 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.

CC Work Session

Meeting Date: 04/08/2025

Primary Strategic Plan Initiative: Not Applicable

Information

Title:

Newsletter Articles - Councilmember Corner

Purpose/Background:

Councilmembers Buscher and Riley requested this discussion.

We publish six bi-monthly newsletters each year, and mail them to each property within the city. Newsletters are generally delivered on or about the first of January, March, May, July, September and December. They include approximately 15 pages of articles relevant to city operations within the two month coverage period (i.e. EAB infected tree removal efforts in the winter months, fire hydrant flushing, etc.). It has been suggested that each councilmember has an opportunity to submit an article on a topic of interest to them. When considering the size of the newsletter and the commitment to writing an article, staff thought that if the council was supportive of this idea, the six annual newsletters could rotate on this opportunity. This would mean that each councilmember would have an opportunity once a year to submit an article. The article could be up to 300 words as this would allow the article to be incorporated into the newsletter without taking away space for other informational articles prepared by staff. The Mayor has been offered the opportunity to submit an article in each newsletter in lieu of the space that historically was reserved for the "Administrator's Corner."

Topics for these articles would be at each councilmember's discretion. However, some parameters should be recognized. For example, the articles should be a general topic relevant to the City of Ramsey. They could include a recent decision made by the city council that you are proud of, encouraging public involvement in an upcoming process where public input is desired to help shape the community (i.e. comprehensive plan amendment). They should not be used as an opportunity to express disagreement on politically biased decisions, disagreement with your peers on council about recent local decisions or campaign efforts to name a few.

If this suggestion is supported, staff would need commitment from the council that when it is your opportunity you submit an article that is approximately 300 words, and it is submitted by the deadline which is the first of each month preceding when the newsletter is distributed.

Recommendation:

Staff does not have a recommendation on this matter outside of topics remaining positive and neutral.

Outcome/Action:

Provide direction to staff on whether councilmember articles will be included in future newsletters.

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	04/03/2025 08:54 AM
Form Started By: Brian Hagen		Started On: 04/01/2025 04:37 PM

Final Approval Date: 04/03/2025

CC Work Session

Meeting Date: 04/08/2025

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

Information

Title:

Coffee with a Councilmember

Purpose/Background:

Councilmembers Buscher and Riley requested this discussion.

Generally speaking, events of this nature are used as an opportunity for the public to have a dedicated timeframe to meet with elected officials. This would occur outside our regular council meetings, and could either be a morning or evening session. Items to consider would be location, consistent meeting times, frequency, who attends from council (cannot violate open meeting laws), purchase of snacks/beverages.

Time Frame/Observations/Alternatives:

If supported, staff would prepare advertisement fliers for the event to share pertinent information about date, time, location, etc.

Recommendation:

Staff have no recommendation.

Outcome/Action:

Provide consensus direction on hosting such events.

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	04/03/2025 08:55 AM
Form Started By: Brian Hagen		Started On: 04/01/2025 04:39 PM
Final Approval Date: 04/03/2025		

CC Work Session

Meeting Date: 04/08/2025

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

Information

Title:

Review Future Topics/Calendar

Purpose/Background:

The first attachment is the current list of future topics for work session discussions. Items are drawn from Council requests at meetings, or are related to topics that have been identified in the City's strategic plan. Tentative dates have been assigned. The second attachment includes Councilmember initiatives for future work session topics. Those items are up for discussion and, with consensus, will be added to the future topics list.

Recommendation:

For Council review - no formal action necessary.

Outcome/Action:

For Council review.

Attachments

Future Topics List

Councilmember Topic Requests

Form Review

Inbox

Brian Hagen

Form Started By: Katie Schmidt

Final Approval Date: 04/02/2025

Reviewed By

Brian Hagen

Date

04/02/2025 03:56 PM

Started On: 04/02/2025 08:35 AM

	<u><i>Tentative City Council Future Work Session Topics</i></u>	
Proposed Date	Topic	Minutes (Estimate)
2025		
April 22	Sale of Highway 10 RALF Properties	30
April 22	Cannabis Licensing – CM: KB, RH	
May 13	Strategic Plan	
May	City Engineer/Public Works Director Role Separation	
May	Animal Ordinance	
May 27	Discuss format for City Adm. Perf. Evaluation	10
June 10	City Administrator Performance Evaluation	30
June/July	Consider Accepting Community Art Plan Donation	
6/24	Audit	
7/08	Budget	
7/22	Budget	
8/12	Budget	
8/26	Budget	
9/09	Budget	
TBD	Pollpad Update	
TBD	Fire Department Staffing	
TBD	Trades Expo – CM: KB, CR	
TBD	Subdivision Code	
TBD	Hwy 10 Pedestrian Overpass	
TBD	City Facility Safety Improvements	
TBD	Prevailing Wage Policy – CM: KB, EP	
TBD	Veterans Park Discussion – CM: KB, EP	
TBD	Quarterly Police & Fire Updates – CM: KB, CR	
TBD	Public Safety Deep Dive – CM: KB, CR	
TBD	Quarterly Updates on Outside Committees – CM: KB, CR	

	<u><i>Councilmember Initiatives for Future Work Session Topics</i></u>
Proposed by CM	Topic
Buscher	Wage Theft Enforcement