

City of Ramsey
Agenda
Regular Planning Commission
Thursday, February 27, 2025

7:00 pm

Council Chambers, 7550 Sunwood Drive NW

Remote Attendance available at www.cityoframsey.com/meetings.
Those joining remotely and requesting to speak are asked to use a webcam when speaking.

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Citizen Input**
- 4. Approve Agenda**
- 5. Consent Agenda**
 1. Approve the Planning Commission Meeting Minutes for December 19th, 2024 & January 23rd, 2025
- 6. Public Hearing**
 1. PUBLIC HEARING: Code Amendments to Chapters 2, 10, 26, 105, 106, and 109
- 7. Commission Business**
 1. Continue discussion on the Sign Code Update pertaining to Electronic Messaging Centers and Wall, Freestanding, and Additional Types of Signage
- 8. Commission/Staff Input**
- 9. Adjournment**

Regular Planning Commission

Meeting Date: 02/27/2025

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

Information

Title:

Approve the Planning Commission Meeting Minutes for December 19th, 2024 & January 23rd, 2025

Purpose/Background:

The purpose of this case is to approve the Planning Commission Meeting Minutes for December 19th, 2024 & January 23rd, 2025.

Recommendation:

Approval

Outcome/Action:

Approval

Attachments

PC January Minutes
PC December Minutes

Form Review

Inbox

Brian Hagen

Form Started By: Abdi Sahal

Final Approval Date: 02/20/2025

Reviewed By

Brian Hagen

Date

02/20/2025 08:14 AM

Started On: 02/12/2025 03:49 PM

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

The Ramsey Planning Commission conducted a regular meeting on Thursday, January 23, 2025, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Cheri Gengler
 Commissioner Bruce Anderson (virtual attendee)
 Commissioner Randy Bauer
 Commissioner Tom Hunt
 Commissioner Gary VanScoy

Members Absent: None

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

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Chairperson Gengler led the group in the Pledge of Allegiance.

3. CITIZEN INPUT

None.

4. APPROVAL OF AGENDA

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

A roll call vote was performed:

Commissioner Hunt	aye
Commissioner VanScoy	aye
Commissioner Bauer	aye
Commissioner Anderson	aye
Chairperson Gengler	aye

Motion Carried.

5. CONSENT AGENDA

None.

6. PUBLIC HEARINGS

6.01: Public Hearing: Consider a Preliminary Plat and Variance Request for Riverstone South 6th Addition (Project No. 24-127); Case of Development Consulting Services, LLC

Public Hearing

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

Presentation

Senior Planner Anderson presented the staff report stating that staff recommends approving both the variance for cul-de-sac length and the preliminary plat for Riverstone South 6th Addition. He provided additional details on public comments received from a neighboring property owner who had concerns about stormwater management and whether runoff would come onto adjacent properties and felt too much housing was being developed overall in the general area.

Commissioner Bauer asked if this area was included in the long-range plan for Riverstone South as housing.

Senior Planner Anderson replied that this area was part of the Riverstone South Preliminary Plat as an outlot, but the details as to how the outlot would be subdivided were not shown. He stated that the development of this area was included in the environmental assessment worksheet that was completed.

Commissioner VanScoy asked if this request meets all the minimum standards of the R1-B zoning district and noted that it sounds like the City recommended the cul-de-sac rather than an intersection.

Senior Planner Anderson stated that there are a few tweaks to lots that are required, as noted in the staff review comments.

Citizen Input

John Dobbs, applicant, stated that they were not sure what they would want to do with this outlot but have decided to proceed with single-family homes. He stated that the 50-foot buffer was contemplated long ago to provide a buffer between the housing types.

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

A roll call vote was performed:

Commissioner Anderson	aye
Commissioner Bauer	aye
Commissioner VanScoy	aye
Commissioner Hunt	aye
Chairperson Gengler	aye

Motion Carried.

Chairperson Gengler closed the public hearing at 7:21 p.m.

Commission Business

Motion by Commissioner Bauer, seconded by Commissioner VanScoy, to adopt Resolution #25-026 Approving a Variance for Cul-de-Sac Length.

A roll call vote was performed:

Commissioner Hunt	aye
Commissioner VanScoy	aye
Commissioner Bauer	aye
Commissioner Anderson	aye
Chairperson Gengler	aye

Motion Carried.

Motion by Commissioner Anderson, seconded by Commissioner Hunt, to recommend that City Council adopt Resolution #25-027 Approving the Preliminary Plat for Riverstone South 6th Addition.

A roll call vote was performed:

Commissioner Anderson	aye
Commissioner Bauer	aye
Commissioner VanScoy	aye
Commissioner Hunt	aye
Chairperson Gengler	aye

Motion Carried.

**6.02: Public Hearing: Northstar Truck and RV Parking – Rezoning and Site Plan Review
– 15861 Jarvis Street NW**

Public Hearing

Chairperson Gengler called the public hearing to order at 7:22 p.m.

Presentation

Planning Manager Larson presented the staff report stating that staff recommends approval of the PUD and associated site plan, contingent upon staff's review comments.

Commissioner Bauer referenced 3.5 within Section 3 and asked if there would be a possibility that the definitions used by Ramsey and Elk River could be different which could create a conflict.

Planning Manager Larson replied that the definitions are very similar. He stated that the Ramsey definition would be used on the Ramsey side and the Elk River definition would be used on the Elk River side of the property.

Commissioner Hunt asked if the goal is for the requirements to line up for both the Ramsey and Elk River sides to avoid the situation in which vehicles are just moved to the other side of the line.

Planning Manager Larson confirmed that is correct.

Commissioner VanScoy asked if Elk River has the same process for a PUD.

Planning Manager Larson confirmed that the process is similar for Elk River and that Elk River is also using a PUD for this property.

Commissioner Hunt asked if the requirement to remove the salvage vehicles and car dealership overflow parking has been well received by the applicant.

Planning Manager Larson replied

Councilmember Peters asked if the PUD would run with the current owner of the property.

Planning Manager Larson replied that the PUD would run with the land as it is a zoning district.

Commissioner VanScoy asked if there have been any comments received from surrounding property owners.

Planning Manager Larson commented that both Ramsey and Elk River mailed public hearing notices to residents for both meetings. He stated that while he has not received calls lately, the City received quite a few calls when the business opened, which started the code enforcement action. He stated that the applicant has done a lot of work on the site, and it does look a lot nicer than it did one year ago.

Citizen Input

Nikolai Vladika, 11824 Winnetka Ave N, Champlin, MN noted a condition that requires current license plates and commented that in the trucking industry license plates are very expensive and sometimes they have a backup truck. He explained that within a trucking company, you can move the plates from one vehicle to another. He asked if that condition could be modified. He stated that he was involved in the property from the beginning but has become more involved. He asked for duplicate copies of paperwork that has been sent from the City. He stated that they have requested a container/shack on the Elk River side in order to have a security guard onsite to ensure people are parking in the right spot and handle any conflicts that could arise. He stated that they have not yet heard a response from Elk River on that request. He commented on the difficulty of this property being split between two cities and stated that they would like to move forward as they are still in the same spot they were one year ago and are losing money on this project.

Commissioner Bauer asked if 5.1 could be modified to state automobiles have to have current licenses but perhaps the trucks could be addressed separately to allow the sharing of license plates between operable trucks.

Planning Manager Larson commented that he would research that with the licensing department to ensure he is not contradicting state law while also ensuring a truck is not parked there for 20 years.

Nikolai provided information on license requirements of different states and for commercial semi-trucks.

Chairperson Gengler referenced the upgrades to the site with fencing and plantings and asked if that is a requirement of the PUD or a suggestion.

Planning Manager Larson replied that is part of the site plan which is then referenced in the PUD.

Chairperson Gengler asked if the applicant agrees with those upgrades to the site related to fencing and trees.

Nikolai stated that they could add trees and higher fencing but requested that a portion of the setback be reduced from 60 feet.

Planning Manager Larson displayed the site plan and identified the 60-foot buffer yard with fence and landscaping, noting that does meet the City Code. He noted that the 60 feet is a small portion of the site from north to south which has over 200 parking spaces. He stated that if they were going to consider a variance to that setback, it would need to be noticed to the adjacent property owner and there would be additional impacts to the stormwater management, which is already tight if there were additional hardcover.

Councilmember Peters asked if the regular-sized passenger vehicles would have current registration and licensing.

Nikolai commented that he understands the requirement.

Chairperson Gengler commented on the security shack that was mentioned and asked if that would need to be added to the PUD or whether that would be separate because it would be proposed in Elk River.

Planning Manager Larson stated that the site plan could be updated to show the location of the shack.

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

A roll call vote was performed:

Commissioner Hunt	aye
Commissioner VanScoy	aye
Commissioner Bauer	aye
Commissioner Anderson	aye
Chairperson Gengler	aye

Motion Carried.

Chairperson Gengler closed the public hearing at 7:54 p.m.

Commission Business

Chairperson Gengler commented that this makes sense as a way to bring this into alignment and align regulations between the two cities.

Commissioner VanScoy commented that this is a very unique case, and he likes the idea of the two cities working together to find this solution.

Motion by Commissioner VanScoy, seconded by Commissioner Hunt, to recommend that City Council approve of the Planned Unit Development and Site Plan Review.

Further discussion

Commissioner Anderson asked if the comments and questions that came forward tonight would be brought forward to the City Council or whether this should be tabled. Planning Manager Larson stated that he would research the licensing requirements and bring that to the City Council. He stated that the shack can be added to the site plan and the applicant requested copies of paperwork to be sent to them directly. He did not see a reason to table the request. The Commission confirmed its support for keeping the setback at 60 feet.

A roll call vote was performed:

Commissioner Anderson	aye
Commissioner Bauer	aye
Commissioner Van Scoy	aye

Commissioner Hunt aye
Chairperson Gengler aye

Motion Carried.

7. COMMISSION BUSINESS

7.01: Continue Discussion on the Sign Code Update Pertaining to Definitions for Wall, Freestanding, Temporary and Other Types of Signage

Presentation

City Planner Martin presented the Staff Report stating that the discussion tonight focuses on definitions for signage.

Commission Business

Commissioner Anderson commented that staff have done a remarkable job on this to make things clearer.

Chairperson Gengler acknowledged the great work that staff have done on the sign ordinance.

City Planner Martin noted a few terms highlighted in yellow that will be tackled with the electronic message center table, which he will bring forward at the next meeting.

8. COMMISSION / STAFF INPUT

Planning Manager Larson noted some items that will appear on the February agenda. He stated that two new members would join the Commission in April and therefore quorum will be an important issue for the next few meetings until the new members join.

9. ADJOURNMENT

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

A roll call vote was performed:

Commissioner Hunt aye
Commissioner VanScoy aye
Commissioner Bauer aye
Commissioner Anderson aye
Chairperson Gengler aye

Motion Carried.

The regular meeting of the Planning Commission adjourned at 8:06 p.m.

Respectfully submitted,

Todd Larson
Planning Manager

ATTEST:

Abdihafid Sahal
Planning Assistant

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

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

The Ramsey Planning Commission conducted a regular meeting on Thursday, December 19, 2024, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Cheri Gengler
 Commissioner Bruce Anderson
 Commissioner Randy Bauer (arrived at 7:02 p.m.)
 Commissioner Tom Hunt
 Commissioner Eric Peters

Members Absent: Commissioner Ryan Heineman
 Commissioner Gary VanScoy

Also Present: Planning Manager Todd Larson
 City Planner Adam Martin
 Senior Planner Chris Anderson

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Chairperson Gengler led the group in the Pledge of Allegiance.

3. CITIZEN INPUT

None.

4. APPROVAL OF AGENDA

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

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

5. CONSENT AGENDA

5.01: Approve the November 21, 2024 Planning Commission Meeting Minutes

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

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

Commissioner Bauer arrived.

6. PUBLIC HEARINGS/COMMISSION BUSINESS

6.01: Public Hearing: Centra Homes – Variance to Side Yard Right-of-Way – 7597 147th Lane NW

Public Hearing

Chairperson Gengler called the public hearing to order at 7:03 p.m.

Presentation

Planning Manager Larson presented the staff report stating that staff recommends approval of the variance.

M Commissioner Peters asked if building the garage closer to the street would cause any issues with the line of sight for pedestrians or vehicles.

Planning Manager Larson replied that the deck would not be constructed close to the street and explained that under different circumstances the house and deck could be closer to the street.

Commissioner Anderson asked for clarification on the 12.5 feet.

Planning Manager Larson replied that the red line in the map is the property line and the front corner of the garage to the property line is the closest point at 12.3 feet.

Commissioner Anderson stated that if the road were built, he would assume there would need to be a sidewalk and asked if there would be enough room.

Planning Manager Larson confirmed that there would be sufficient space. He stated that when he mentions road he actually means the edge of the right-of-way, not the curb.

Citizen Input

Paul Tibone, Centra, stated that he was present to address any questions.

Commissioner Anderson stated that he lives near this property and can see the end of the road. He asked if there were any concerns with a street going through near this property.

Mr. Tibone replied that he would not have any concerns as if this were normal circumstances this would still be a setback of 31 feet which would exceed the 21-foot requirement for a corner lot.

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

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

Chairperson Gengler closed the public hearing at 7:11 p.m.

Commission Business

Motion by Commissioner Hunt, seconded by Commissioner Anderson, to adopt Resolution #24-361 Approving a Variance to Side Yard Right-of-Way Setback in Garden View.

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

6.02: Public Hearing: Consider the Preliminary Plat for Emerald Estates, Located along 181st Avenue, West of Xenolith Street (Project No. 24-123); Case of Landform Professional Services, LLC

Public Hearing

Chairperson Gengler called the public hearing to order at 7:12 p.m.

Presentation

Senior Planner Anderson presented the staff report stating that staff recommends approval of the Preliminary Plat, contingent upon compliance with staff's review comments.

Commissioner Bauer commented that it would seem if they followed the recommendation of the County to construct a road that would impact the buildable area of the lots. He commented that separate driveways would seem to be more feasible.

Senior Planner Anderson confirmed that is accurate. He stated that if there were a service road, lots 12 and 13 may very well be rendered not buildable.

Citizen Input

Eric Luth, Landform, spoke in representation of the applicant. He stated that a memorandum was included in the packet which responded to the comments of the County.

Chairperson Gengler asked if the applicant has looked at the suggestion for pairing driveways.

Mr. Luth stated that because these are custom-built, they would prefer to allow property owners to choose the location of their driveway and noted that typically there is a spacing of 100 feet between

driveways. He stated that they do not see this as an issue of safety as placing two driveways right next to each other creates more of a safety issue.

Commissioner Anderson commented that safety is extremely important on a 55-mph roadway and referenced the comments from the County. He asked why they could not use a frontage road to connect the driveways. He stated that he does not like the idea of 13 additional driveways on this road.

Mr. Luth replied that a frontage road would severely compromise lots 12 and 13 and adding a frontage road would add more impervious surface that would need to be treated. He stated that would also require mass grading, where they are attempting to build into the lots individually to preserve the natural environment as much as possible. He stated that properly spacing driveways per MnDOT rules is safer than collecting everything into one location where vehicles would enter and exit at one time.

Frank Scharber, 17820 Gibbon Street NW, commented that he lives directly south of this property and had concern with the narrow lots. He commented that there are a lot of wetlands and hills that drain into the wetlands. He asked if there was an environmental study to ensure the septic systems would not impact the wetlands.

Senior Planner Anderson replied that any installed septic system needs to meet the state requirements as well as requirements of City Code to ensure septic tanks are pumped every three years with an inspection to ensure everything is functioning properly.

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

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

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

Commission Business

Commissioner Hunt recognized that there were concerns with safety in the prior review. He was unsure that the best option would be a frontage road as that would severely impact the development.

Senior Planner Anderson commented that the County provided two sets of review comments, related to the sketch plan and this case. He noted that the second set of comments were a reiteration of the previous comments. He stated that the County stopped short of saying it was a requirement as there is nothing in their policies that state that shall be done. He stated that City engineering staff deferred to the comments of Anoka County.

Commissioner Peters commented that he lives on a road that has a speed limit of 55 mph and there are driveways on that road that do not pair and there are no issues. He commented that this road does seem narrow and with the amount of development that will most likely occur in that area,

perhaps the road would be widened on the other side as part of that development. He stated that there are many 55 mph roads in Ramsey with driveways.

Commissioner Anderson commented that he could not support this proposal because of his concerns with safety. He stated that the City needs to ensure that development occurs in a safe manner for those that live here and those that drive on the roads.

Chairperson Gengler commented that the turnarounds are helpful as people will not be backing out of the driveways. She commented that if this area were to become more populated there would need to be additional improvements as part of that future development.

Senior Planner Anderson stated that staff did review the average daily trips (ADT) for this road, which is about 3,000 and therefore is on the very low end. He also provided details on crash data noting that the majority were single-vehicle accidents. He stated that there is the same scenario to the east and west and therefore it did not seem that adding 13 lots would cause an issue of safety.

Commissioner Bauer stated that while he understands the concern of Commissioner Anderson, these lots meet all Code requirements and there is nothing that would require shared access or frontage roads, therefore he would have a hard time denying this as it meets all requirements.

Motion by Commissioner Peters, seconded by Commissioner Bauer, to recommend that City Council adopt Resolution #25-003 Approving the Preliminary Plat for Emerald Estates, contingent upon compliance with staff's review comments.

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

7. COMMISSION BUSINESS

7.01: Discuss the Sign Code Update Pertaining to Electronic Messaging Center (EMCs)

City Planner Martin presented the Staff Report asking the Commission to provide direction to staff to develop clear, consistent, and simplified regulations for electronic messaging centers in all zoning districts.

Commissioner Bauer recalled discussion about the digital signs on Highway 10 and believed the minimum message time was longer than three seconds. He stated that if there was a good rationale for seven seconds in that case, perhaps it would make sense for that to be the duration throughout the community for consistency. He commented that he would think there is already a restriction on the allowed size of signage for a business and therefore the EMC would fall under that and did not see a reason to have a specific size restriction for an EMC that would be different than a standard sign.

Commissioner Anderson agreed. He asked if there have been requests or complaints about the current signage requirements.

City Planner Martin replied that there have not been many specific questions related to EMCs. He noted that generally there is concern for brightness on a busy street or near a residential area.

Chairperson Gengler commented that there was an EMC sign that shot into her backyard and the bedrooms of her neighbor's home. She stated that they reached out to the business and the brightness was dimmed in the evening hours. She believed it would be good to have some type of standard, requiring a dimmer light if the sign is adjacent to residential.

Commissioner Anderson commented that he thought there were already limitations on brightness during the evening hours and flashing when adjacent to residential.

City Planner Martin replied that those standards do not exist at this time. He stated that there are general lighting standards, and that language could carry over.

Commissioner Anderson asked if those type of restrictions were discussed for the Highway 10 signs, as he would consider those to be EMCs.

City Planner Martin replied that those are considered off-premise signage and have their own set of regulations.

Commissioner Anderson asked why they would want different standards if they are trying to simplify.

Planning Manager Larson replied that the Highway 10 signs are billboards that have state regulation, whereas EMC signs are left to City regulation. He noted that currently most of the EMC signs do not meet City requirements, so the discussion is whether they want to change the standards or follow the path of enforcement.

Commissioner Anderson stated that he does not like flashing, but he does not mind scrolling messages.

Commissioner Hunt stated that he also does not have a problem with scrolling or different transitions between messages.

Commissioner Anderson asked how staff would define flashing.

City Planner Martin replied that there is not a current definition for flashing. He noted that this is the last type of sign he had to discuss with the Commission and asked if there was input from the Commission on any other type of signage they would want to discuss.

Commissioner Peters asked about signage on vehicles.

City Planner Martin replied that is becoming increasingly more common and while City Code currently prohibits that, it would also be difficult to enforce.

Commissioner Anderson stated that until the Code is changed, he would recommend enforcement of the existing regulations.

Commissioner Hunt asked when new regulations would go into effect.

City Planner Martin replied that the plan is to present the draft changes to the Commission in January and stated that he would also present this information to the Economic Development Authority (EDA) to gain a business community perspective. He explained that it would then move forward to the Council in perhaps March with final adoption in early summer.

Commissioner Anderson stated that he will be interested in the input of the EDA.

City Planner Martin asked if the Commission would want three categories for signage such as the COR, Highway 10, and other.

Commissioner Bauer agreed that those categories would make the most sense, especially as the Highway 10 projects are completed and there are no longer stoplights it will be critical for those businesses to continue to be visible to traffic.

Commissioner Anderson asked if taller signs should be allowed for the highway and if so, the highway would need its own category. He stated that he could support the standards for the COR and the remainder of the city being the same.

City Planner Martin asked if there should be a restriction on a residential subdivision or using an EMC for its entrance signage.

Senior Planner Anderson stated that it is not uncommon for the subdivision to have its name at the entrance of the development.

The Commission agreed that they would want to limit that type of signage to traditional signage and not allow an EMC for that purpose.

City Planner Martin commented that Stoney River has an EMC. He asked if the Commission would support EMCs as temporary signs, using the example of signage that is used during events such as the Renaissance Festival.

Chairperson Gengler stated that perhaps that could be allowed for special events rather than as temporary signage.

8. COMMISSION / STAFF INPUT

Chairperson Gengler recognized that this is the last meeting for Commissioner Peters as he will be joining the City Council and thanked him for his service on the Commission. She recognized that Commissioner Heineman will also be moving on to the position of Mayor.

Commissioner Peters commented that his son is in attendance on break from college and was recognized on the Dean's list. He stated that his time on the Commission has been tremendous and believed that commissions and boards help to serve as an incubator for those that eventually want to become elected officials, noting all of the information he has learned throughout his time serving. He looked forward to serving on the Council as well as the great work the Commission will continue to do. He also thanked City staff for always addressing his questions.

Commissioner Anderson stated that while they may not always agree, he appreciates the value that Commission Peters has brought to the Commission. He noted that this will be his last in person meeting for a few months as he will head south next week, but will plan to attend virtually.

Planning Manager Larson noted items that will appear on the January agenda. He noted that because there will be two vacancies and there are not any current applications, attendance will be important in the coming months. He also read a statement from Councilmember Woestehoff who was unable to attend, thanking the Commission and expressing his appreciation for his time as Council Liaison.

Commissioner Bauer stated that Commissioner VanScoy apologizes for his late absence as he was required to assist at the church to prepare for the Christmas Eve service as they just received the Certificate of Occupancy. He appreciated the initiative of staff to review all of the Codes to bring them up to date, eliminate duplication, and develop consistency.

9. ADJOURNMENT

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

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

The regular meeting of the Planning Commission adjourned at 8:22 p.m.

Respectfully submitted,

Todd Larson
Planning Manager

ATTEST:

Abdihafid Sahal
Planning Assistant

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

Regular Planning Commission**Meeting Date:** 02/27/2025**Primary Strategic Plan Initiative:** Promote economic growth and development.**Information****Title:**

PUBLIC HEARING: Code Amendments to Chapters 2, 10, 26, 105, 106, and 109

Purpose/Background:

This case is generally related to the Zoning Code update adopted in late 2023. That large re-write of the Zoning Code (the creation of Chapter 106) eliminated the concept of zoning permits. A zoning permit was an administrative permit that required applicants to have a plan review of various things on their property that fell below the threshold for a building permit. There were several problems with the old zoning permit program--mainly the lack of any inspection to ensure the permitted improvement was done according to plan. A zoning permit, or something like it, is present in other places in City Code: Chapter 10 - Animals (beekeeping and horses) and Chapter 105 - Buildings and Building Regulations (small swimming pools). Additionally, there are places that referenced Chapter 117 when it contained the Zoning Code that need to be redirected to Chapter 106 (found in Chapters 2, 26, and 109).

While working in Chapters 10 and 105, staff is proposing to fix some language for clarity. Also in Chapter 105, an old provision for swimming pool design is proposed to be removed relating to a complete perimeter patio or deck. This requirement does not allow the construction of an infinity edge pool and has hampered pool designs for our residents. The patio or decking may have had an origin in emergency response, but there is no provision in the Fire Code or Building Code for it. The Fire Department has no objection to removing this requirement as they have methods for water rescues that do not require a patio or deck all the way around a pool.

In Chapter 106 - Zoning Code, staff is proposing a few amendments:

Required Sureties and Financial Guarantees: When a building is constructed, the Certificate of Occupancy cannot be withheld due to most site improvements not being completed (landscaping, paving, lighting, etc.). The way to ensure that they get done is to hold a letter of credit or cash that is released once finished. The current standard is 125 percent of the cost estimates of all site improvements. This can be a large financial burden on a business. Instead, staff is proposing to only require a guarantee of 75 percent of the estimated costs that are on private property. The 75 percent number has been used on various projects in recent years. Any improvements that extend into the public rights-of-way (such as a driveway apron or utility connections) will remain at 125 percent. Additionally, common practice has been to allow for reductions along the way, but that process was not outlined in City Code.

Bulk Standards (Residential): In the previous Zoning Code, there was an arterial roadway (generally Highways 10 and 47 and all County Roadways) that had a setback measurement of 60 feet from centerline and then the required front/side/rear setback measurement. The intent was so that the State or County could have the desired 60-foot half right-of-way preserved if the property is unplatted. In an attempt to simplify this rule, the measurement was changed to the property line and that put many platted properties out of conformance. In theory, the County and State will get their necessary right-of-way at the time of platting, so the protection provision isn't necessary in the R- districts. The proposed change will add some additional buffer space from the busier roadways and bring properties back into conformance.

Planned Unit Developments - Purpose: The intent of a PUD is to accommodate all land uses that are consistent with the Comprehensive Plan. Adding *institutional* and *industrial* to the list should make it clearer.

Notification:

A public hearing notice was placed in the legal section of the February 14 Anoka Union Herald Newspaper.

Time Frame/Observations/Alternatives:

Alternatives to consider:

1. Recommend approval of the ordinance as presented.
2. Recommend approval with modifications to the ordinance.
3. Recommend denial of the ordinance in order to keep the existing language in place.

Funding Source:

Costs associated with this work are a part of staff's typical duties.

Recommendation:

Staff recommends approval of the Code Amendments.

Outcome/Action:

Motion to recommend approval of Code Amendments in Chapters 2, 10, 26, 105, 106, and 109

Attachments

Draft Ordinance #25-05

Form Review

Inbox

Brian Hagen

Form Started By: Todd Larson

Final Approval Date: 02/20/2025

Reviewed By

Brian Hagen

Date

02/20/2025 08:20 AM

Started On: 01/27/2025 08:51 AM

ORDINANCE #25-05

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

AN ORDINANCE AMENDING CHAPTERS 2, 10, 26, 105, 106, AND 109 OF CITY CODE

The City of Ramsey ordains:

Underlined text is inserted into the Charter.

~~Strikethrough~~ text is deleted from the Charter.

SECTION 1. AUTHORITY

This Ordinance is adopted pursuant to the authority of the City Charter of the City of Ramsey and such authority as it is given under Minnesota Statutes Section 410.12, subdivision 7.

SECTION 2.

The following sections of City Code are amended as follows:

Sec. 2-159. Duties, responsibilities and objectives.

- (a) *Planning commission.* The primary objective of the planning commission is to advise the city council on land use concerns and other duties conferred upon it by this chapter or the city council. In addition, the planning commission shall serve as the planning agency and shall have the powers and duties given such agencies by Minn. Stats. §§ 462.351 to 462.364. The planning commission shall also serve as and be given the powers of the board of appeals and adjustment. Appeals to the board of appeals and adjustment may be taken by any affected person upon compliance with the procedures established ~~by~~ in the zoning ~~code ordinance~~. The primary objective of the board of adjustment and appeals shall be to hear and decide appeals where it is alleged that there is an error in any order, requirement, decision, or determination made by an administrative officer in the enforcement of the zoning ~~code ordinance~~ as well as to review and approve/deny variances from the provisions of the zoning code, subdivision code, and sign code as well as dimensional standards in Chapter 10 – Animals and Chapter 109 – Mobile Homes and Mobile Home Parks ~~chapter 117~~ where strict enforcement would cause practical difficulties because of circumstances unique to the individual property under consideration. The planning commission shall be given the powers and duties given such agencies by Minn. Stats. § 462.357. The planning commission shall also be given the powers to consider appeals by owners of land within the official map area who have been denied a land use permit, other than those permits explicitly denied by the City Council ~~zoning permit~~, approval for a building on land, or any other city action taken pursuant to the zoning code ~~section 117-4~~ which may affect the landowner's land. The appeal procedures shall be pursuant to Minn. Stats. § 462.359 ~~and section 117-4~~.

Sec. 10-1(b)(4) Horses.

- a. Intent and purpose of section provisions. The intent of this section is to establish regulations for maintaining horses as defined in subsection (b) of this section exclusively on property. Section 10-3 (barns and stables) also applies to this article. The purpose of this section is:
 - 1. To prohibit the maintaining of horses on lots or parcels of record less than one and one-half acres in size;
 - 2. ~~To require the filing with the city of a sketch drawing prior to maintaining a horse; and~~
 - 3. To ensure proper handling, treatment and maintenance of horses.
- b. Horse defined. As used in this section, the term "horse" shall mean any stallion, mare, gelding, foal, pony, donkey, ass, burro, mule or animal of horse kind.
- c. Acreage requirements. The following chart prescribes the number of horses that can be maintained on lots of record of sizes as shown. The lease of property contiguous to the lot of record is eligible to meet acreage requirements provided the lot of record is at least one and one-half acres in size and evidence of a current lease is provided to the city:

Acreage	Number of Horses Permitted	Comments
Less than 1.5 acres	0	Not permitted.
1.5—3.0 acres	2	Sketch drawing required in property file.
Over 3 acres	2+ <u>plus 1 additional horse for each full acre over 3 acres.</u>	One additional horse for each full acre over 3 acres.

- ~~d. Sketch drawing required prior to maintaining and boarding a horse or horses on any parcel of land three acres or more in size, the landowner shall provide a sketch drawing to the city.~~
 - ~~1. Required sketch drawing information shall include:

 - ~~i. Name and address of the fee owner of the subject property where the horses are to be maintained and the name and address of occupant of subject property.~~
 - ~~ii. Legal description of subject property.~~
 - ~~iii. Acreage of subject property and acreage of enclosed roaming area.~~
 - ~~iv. Number of horses to be maintained on subject property.~~
 - ~~v. Sketch drawing showing, to scale:

 - ~~(A) Location of all buildings on subject property;~~
 - ~~(B) Fenced in horse pasture area;~~
 - ~~(C) Location and distance from subject property of all adjacent property's buildings; and~~
 - ~~(D) Area on subject property where manure will be stored if the number of horses exceeds one horse per one half acre of enclosed roaming area.~~~~~~

Sec. 10-1(b)(5) Beekeeping. Bee hives ~~must~~ may be maintained in conformance with the following: ~~on a parcel with the issuance of a zoning permit.~~

- a. Hives may only be located on lots with an existing use.
- b. The number of allowed hives shall be based on property size:

Lot Size	Number of Hives
0.25 acres or less	Up to 4 hives
0.25—0.99 acres	Up to 8 hives
1.00—1.99 acres	Up to 20 hives
2.00—3.99 acres	Up to 40 hives
4 acres or larger	Up to 40+ <u>no limit to the number of hives</u>
(Up to 5 frame Nucleus colonies do not have quantity limits.)	

- c. No hive shall exceed 20 cubic feet in volume.
- d. No hive shall be located closer than three feet from any property line or within any easement, whichever is more restrictive.
- e. No hive shall be located closer than ten feet from a neighboring, inhabited structure.
- f. A constant supply of water shall be supplied or available to all hives.
- g. A flyway barrier at least six feet in height shall shield any part of a property line that is within 25 feet of a hive. The flyway barrier shall consist of 100 percent opaque fencing, dense, year-round (coniferous) vegetation, existing structures, or combination thereof, and shall extend at least 25 feet beyond the hive.
- h. Colonies shall be maintained in moveable frame hives with adequate space and management techniques to prevent overcrowding and swarming.
- i. In any instance in which a colony exhibits unusually aggressive characteristics by stinging or attempting to sting without due provocation or exhibits an unusual disposition towards swarming, it shall be the duty of the beekeeper to requeen the colony. Queens shall be selected from stock bred for gentleness and nonswarming characteristics.

~~j. — Beekeeping zoning permit process.~~

- ~~1. — Application. The application for a zoning permit shall contain the following information; name, address, and telephone number of applicant; the address of the location, and a sketch plan of the premises where the bee hives will be maintained include how the owner will demonstrate compliance with the standards of this section.~~
- ~~2. — Processing application. The application must be filed with the zoning administrator together with the permit fee.~~

- ~~3. Term and transfer. The zoning permit shall be valid without renewal provided that the applicant complies with the terms of the zoning permit. Zoning permits under this chapter may not be transferred from person to person or from place to place.~~
- ~~4. Revocation. The council may revoke any license issued under this article upon adequate notice and a hearing before the council, if requested, on the following grounds: Any violation of this Code; material misstatement or misrepresentation in application for permit or renewal thereof; failure to keep the permittee's premises in an orderly, aesthetically pleasing manner as prescribed by the council and/or its designated representative; failure to comply with the terms of the permit.~~

Sec. 26-60. - Definitions.

City Code section ~~117-1~~ [106-105](#) (definitions) is hereby incorporated into this article.

Sec. 105-55 Accessory uses and buildings.

(a) Swimming pools and spas.

(1) Setback requirements.

- a. Swimming pools and spas shall be set back a minimum of ten feet from all adjoining lots. For corner lots, swimming pools and spas shall meet the required side yard setback for [accessory structures buildings](#) in the applicable zoning district [as described in the zoning code \(section 117-110\(d\)\)](#). Swimming pools and spas may not extend closer to the front lot line of the parcel than the principal structure located on said parcel, except that on residential parcels of one acre or more in size, a swimming pool or spa may be constructed closer to the front lot line than the principal structure, provided that such swimming pool or spa can maintain a 200-foot setback from the property line.
- b. A swimming pool or spa may not be located closer than four feet to the principal structure located on the parcel where the swimming pool or spa is to be constructed.
- c. No swimming pool or spa may be constructed within 20 feet of any portion of an on-site sewer system or any private water well.
- d. No person shall build, construct, locate or install a swimming pool and walkway or spa within any easement.

(2) Fencing.

- a. *Temporary fencing.* During the construction of any in-ground swimming pool or spa, the construction area must be secured with a portable fence which is not less than four feet in height.
 1. Temporary fencing shall be flush with the ground and securely anchored.
 2. Supportive posts shall be placed no more than eight feet apart.
- b. *Permanent fencing.*
 1. All aboveground swimming pools that have a minimum side-wall height of four feet need not be fenced, but shall have removable steps, which steps shall be removed when the swimming pool is unattended. In the event that an accessory deck to the swimming pool is constructed, which is adjacent to any part of the swimming pool,

said deck shall include, on its entire outside perimeter, a 36-inch-high guard rail. The guard rail shall be constructed so that no open space within it is wider than six inches.

2. All in ground swimming pools shall require that the area be secured by a permanent fence at least four feet in height.
3. All outdoor spas shall have either a fence as described in subsection (c)(2)b.1 of this section, or a secured cover.
4. All permanent fencing shall have self-closing and self-latching gates.

(3) *Noise.*

- a. The swimming pool or spa shall be designed, constructed and sited in such a way as to limit noise generated by its mechanical equipment, so as not to create a nuisance and/or affect the reasonable use and enjoyment of adjacent property owners.
- b. The swimming pool and/or spa shall be sited on the parcel so that its mechanical equipment, including heating and filtering equipment, is located at least 30 feet from the inhabited portion of neighboring residential structures.

(4) *Pool ~~walkway deck and deck drains.~~ ~~Unobstructed deck areas not less than 48 inches wide shall be provided to extend entirely around each in ground swimming pool. Swimming pool decks shall be constructed above, but not more than nine inches above, the normal water line. The required deck area shall be constructed of impervious material. The deck shall have a pitch of at least one fourth inch to the foot, designed so as to prevent back drainage into the pool.~~ If deck drains are provided, drain pipe lines shall be at least two inches in diameter; drain openings shall have an open area of at least four times the cross sectional area of the drain pipe. Deck drains shall not be connected to the re-circulation system pipe.*

(5) *Swimming pool drainage.* To the extent feasible, back flush water or water from pool drainage shall be on the owner's property or into approved public drainage ways. Water shall not drain onto adjacent or nearby private land. Water must not be chemically treated within one week prior to drainage.

(6) *Lighting.* Lights used in conjunction with a swimming pool and/or spa shall be located and constructed so as to deflect away from adjacent property and in such a manner that they do not create a nuisance or affect the reasonable use and enjoyment of adjacent property.

(7) ~~*Administration and permits.* Swimming pools or spas that are less than 5,000 gallons shall be allowed without the issuance of a building permit; however, a zoning permit must be obtained prior to the swimming pool or spa being constructed, installed, or moved onto a property.~~

~~a.—Application for a pool/spa permit shall be made on a form supplied by the city, and shall contain all information as stated on the application, including, but not limited to, the following:~~

- ~~1.—Legal description and the fee owner of the parcel on which swimming pool/spa is proposed to be constructed.~~
- ~~2.—Proposed location of swimming pool or spa on the parcel.~~
- ~~3.—Parcel dimensions.~~
- ~~4.—Location of any on-site sewage disposal system and/or location of any private water well.~~
- ~~5.—Side, front and rear yard setbacks.~~
- ~~6.—All easements.~~

~~b. All site plans showing the information listed in subsection (a) of this section shall be drawn to scale, and shall be signed by the parcel's fee owner.~~

- (8) *Construction methods.* Due precautions shall be taken during the construction of a swimming pool or spa to avoid damage, hazards, or inconvenience to adjacent or nearby property, and to ensure that proper care is taken in stock piling excavated material in order to avoid erosion, dust, or other infringement onto adjacent property.

Sec. 106-202. Required sureties and financial guarantees.

Upon approval of a land use application or administrative site plan review where a new building and/or site improvements are being constructed or reconstructed, the city shall be provided with a cash escrow, cash bond, and/or letters of credit prior to the issuing of building permits or initiation of work on the proposed improvements or development. This security shall guarantee conformance and compliance with the conditions of the approval and the provisions of this Code.

- (1) The security shall be in the amount equal to 75 percent (improvements on private property) and 125 percent (improvements in public right-of-way) the applicant's estimated costs of labor and materials for the proposed improvements or development.
- (2) The city shall hold the security until completion of the proposed improvements or development and a certificate of occupancy indicating compliance with the provisions of the land use application and this chapter has been issued by the building official. A maintenance period of two years for landscaping improvements may be collected as established by the annual fee schedule. Periodic reductions may be requested by the applicant no more frequently than once per month, provided the initial reduced amount is at least 40 percent of the original estimated costs and subsequent reductions of at least 10 percent the original estimated costs.
- (3) Failure to comply with the conditions of the land use application approvals and the provisions of this chapter shall result in forfeiture of the security.
- (4) *Landscape escrow for single-family lots.* A landscape escrow, in an amount to be determined by the annual fee schedule, shall be deposited for all required landscaping, including topsoil, sod, and trees, which is not established at the time of issuance of a certificate of occupancy. Installation of required landscaping, including topsoil, established groundcover, and trees, shall be completed within six months of the issuance of the certificate of occupancy, weather permitting. The city may draw upon the escrow to install the required landscaping if said work is not completed within six months of the date of issuance of the certificate of occupancy.
- (5) *Driveway escrow for single-family or townhome lots.* A driveway escrow, in an amount to be determined by the annual fee schedule, shall be deposited for all required driveways not installed at the time of issuance of a certificate of occupancy. Installation of required driveways shall be completed within six months of the issuance of the certificate of occupancy, weather permitting. The city may draw upon the escrow to install the required driveway if said work is not completed within six months of the date of issuance of the certificate of occupancy.

Sec. 106-430 Bulk Standards

	MR	RR	R-1A	R-1B	R-1C	R-2	R-3
Setbacks from arterial roadways	60	60 <u>40</u>	60 <u>30</u>	60 <u>30</u>	60 <u>30</u>	60 <u>30</u>	60 <u>30</u>

Sec. 106-711(a) Purpose.

The intent of this district is to provide for a range of retail and service commercial, office, [institutional](#), [industrial](#), and residential uses that are organized and planned in a comprehensive manner that cannot otherwise be achieved through standard business or residential districts. The district is created for development seeking alternative regulations that embody principals to promote a better integration of uses that might typically be separated and to provide for an adequate mixture of commercial and residential uses. This district will provide flexibility in land development, diversity in housing types and prices, efficiency in use of public infrastructure, the conservation of energy, preservation of unique land characteristics, preservation of natural areas, and efficient use of land, open space, and public facilities.

Sec. 109-1. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Mobile home means a manufactured home that does not meet the requirements of a manufactured home and the requirements for erection of a manufactured home ~~as described by chapter 117~~.

Sec. 109-2. - Variances.

Variances from the strict enforcement of this chapter may be granted in accordance with the procedures and requirements of [the zoning code section 117-53](#).

SECTION 3. SUMMARY

The following official summary of Ordinance #25-05 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 #25-25 amends Chapters 2, 10, 26, 105, 106, and 109 of City Code pertaining to the elimination of Zoning Permits (or similar), updated Code references, updated regulations regarding swimming pools, updated language for clarification, and updated language pertaining to financial sureties in development projects.”

SECTION 4. EFFECTIVE DATE

This ordinance becomes effective 30 days after its passage and publication pursuant to City of Ramsey Charter Section 5.04.

PASSED by the City Council of the City of Ramsey, Minnesota, the 25th day of March, 2025.

Mayor

ATTEST:

City Clerk

Regular Planning Commission**Meeting Date:** 02/27/2025**Primary Strategic Plan Initiative:** Identify and implement operational efficiencies, cost savings and additional funding sources.**Information****Title:**

Continue discussion on the Sign Code Update pertaining to Electronic Messaging Centers and Wall, Freestanding, and Additional Types of Signage

Purpose/Background:

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

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

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

Following the Planning Commission's previous meetings on October 24th, November 21st, and December 19th, 2024, and January 14th, 2025, it was the consensus of the Commission to draft Code language pertaining to definitions and regulations for all types of signage for the Commission to review and give recommendations. The draft code is attached to this case for reference and review. The new sign code will be located in a new chapter, Chapter 108, of Ramsey City Code. All proposed code sections within Chapter 108 are preliminary.

Staff have three topics within the sign regulations that need discussion and guidance from the Planning Commission. These include the following:

1. Should we change or eliminate window signage regulations? Alternately, should we enforce existing regulations?
 - Currently, window signs in the COR are limited to 10% of the window area or 4 square feet, whichever is less, and are further limited to 1 window sign per building. Many commercial buildings in the COR do not follow these regulations, with several multi-tenant buildings having window signs in most or all of the tenant's respective windows. Most of these signs were installed without obtaining permits, though it should be noted that Staff has not received formal complaints regarding these signs. Staff is seeking guidance on whether to continue regulating (and enforcing the current regulations) for window signage, or to modify or strike window signage regulations from the new code.
2. Should we change or eliminate the requirements for electronic messaging centers (EMCs) pertaining to duration of display, transitions between displays, and animations? Alternately, should we enforce existing regulations?
 - The current code states that on-premise EMCs shall not change their display more frequently than once every 3 seconds. This standard varies across cities in the metro, though nearly every city has a

minimum duration of 4 seconds or longer; Ramsey currently has the shortest duration. The general consensus (including codes from Elk River, Shakopee, Lino Lakes, and Prior Lake) is no more than 8 seconds between display changes. Off-premise EMCs in Ramsey are currently required to not change their displays more frequently than once per 7 seconds. Staff is seeking guidance on whether to retain the 3 second minimum, increase the minimum to 7 seconds in accordance with off-premise EMC regulations, or make another change to display frequency.

- The current code also states that transitions between displays must be instantaneous without special effects, meaning that an EMC changes from one static display to another static display without any movement, such as those commonly seen in PowerPoint presentations. This standard is very common among peer cities in the metro, though it is rarely followed in Ramsey. Staff is seeking guidance on whether to retain and enforce the current regulation, or to change it to allow for non-instant transitions.
- The current code also states that no EMC display may include flashing or scrolling text, or full-motion video. This is also quite common among peer cities in the metro, though it is rarely complied with in Ramsey. Staff is seeking guidance on whether to retain and enforce the current regulation, or to change it to allow for some movement and/or scrolling text.

3. Lastly, Staff is seeking guidance on temporary signage regulations, which were not included in the attached document.

- Ramsey's current regulations are generally in alignment with peer cities, though our code does not address newer types of temporary signage, such as plastic sandwich boards and feather signs. Additionally, proactive code enforcement has been discouraged in recent years by City Council. Lastly, businesses rarely obtain permits to install temporary signs, meaning that several temporary signs posted throughout Ramsey are not following current code requirements. It is also quite common to see non-permitted temporary signs placed in the right-of-way, which is not allowed. This has prompted Staff to seek guidance from the Planning Commission and City Council on how to proceed with temporary signage regulations.

After all sections of the code have been drafted and reviewed, Staff will bring forward a comprehensive document for the Commission to review and make a formal recommendation to City Council. This is anticipated for a Public Hearing to be held at the Planning Commission's meeting on March 27th.

Notification:

Notification is not required for this stage. However, Staff wrote an article for the March/April edition of the Ramsey Resident to explain the Sign Code Update. This article includes a Public Hearing notice for Planning Commission's full Sign Code review to be held on March 27th. A Public Hearing notice will also be posted in the Anoka County UnionHerald.

Funding Source:

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

Recommendation:

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

Outcome/Action:

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

Attachments

Draft Code - Definitions and Regulations

Sign Regulations - Chapter 117 (Existing)

Sign Regulations in the COR Framework (Existing)

Form Review

Inbox

Brian Hagen

Form Started By: Adam Martin

Final Approval Date: 02/20/2025

Reviewed By

Brian Hagen

Date

02/20/2025 08:14 AM

Started On: 02/13/2025 08:41 AM

Black Text = Carried over verbatim

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

Red Text = Text deleted from a carried over paragraph

Blue Text = New text

Chapter 108 – Signs

Article I. In General

Sec. 108-105 – Definitions

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

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

~~Address sign means identification numbers only, whether written or in numerical form.~~ Definition moved to Chapter 105.

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

Area identification sign means a freestanding or wall 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 parcel as the development it identifies.~~ the name of any of the following:

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

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

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

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

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

Bench sign means a sign which is affixed to a bench.

Billboard means a sign which directs attention to a business, commodity, service, entertainment, or attraction sold, offered or existing elsewhere than upon the same lot or parcel where such sign is displayed.

Box cabinet sign means an exterior sign that is constructed to be substantially supported by a separate box-like structure, with each segment of the sign message attached to one or a group of supports, and with or without internal illumination.

Business directory sign means a freestanding or wall sign which identifies the names of the specific businesses located in a shopping center or business or industrial park and which is located on the parcel of the center so identified.

~~Business sign means a sign relating in its subject matter to the parcel on which it is located, or to products, accommodations, services or activities on the parcel on which it is located.~~

Canopy means a permanent roof-like structure of rigid materials.

Canopy sign means a sign attached or affixed to a canopy.

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

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

Directional or instructional sign means a sign providing no advertising of any kind, which provides direction or instruction to guide persons to facilities intended to serve the public, including but not specifically limited to those signs identifying restrooms, public telephones, public walkways, affiliation with motor clubs, acceptance of designated credit cards, and other similar signs providing direction or instruction to persons using a facility but not including those signs accessory to parking areas.

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

Electronic messaging center ~~(dynamic display)~~ means any characteristic of a sign that appears to have movement or that appears to change, caused by any method other than physically removing and replacing the sign or its components, whether the apparent movement or change is in the display, the sign structure itself, or any other component of the sign. This includes a display that incorporates a technology or method allowing the sign face to change the image without having to physically or mechanically replace the sign face or its components. This also includes any rotating, revolving, moving, flashing, blinking, or animated display and any display that incorporates rotating panels, LED lights manipulated through digital input or any other method of technology that allows the sign face to present a series of images or displays.

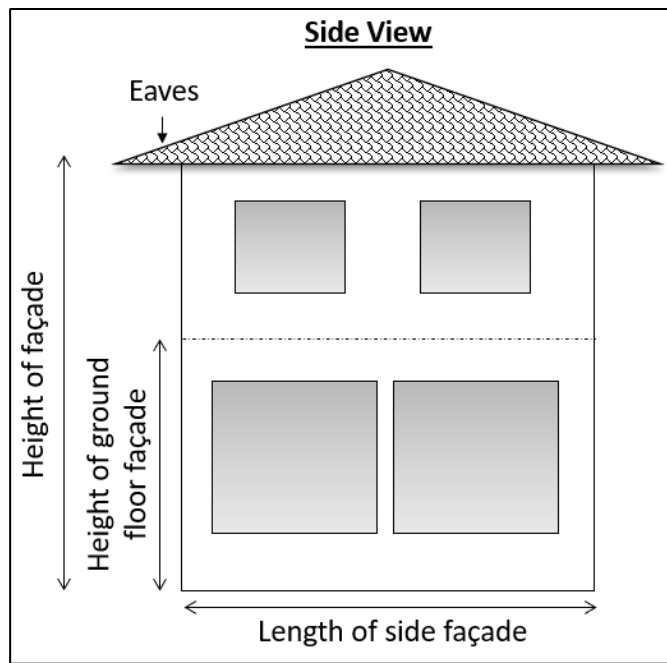
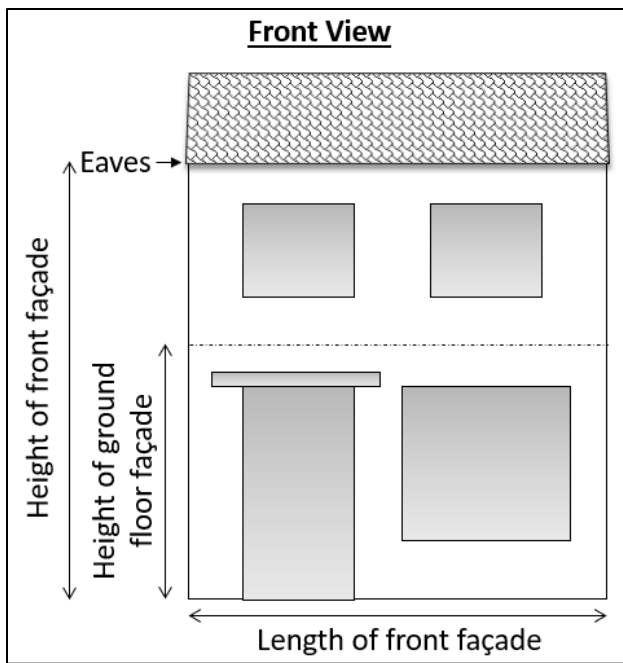
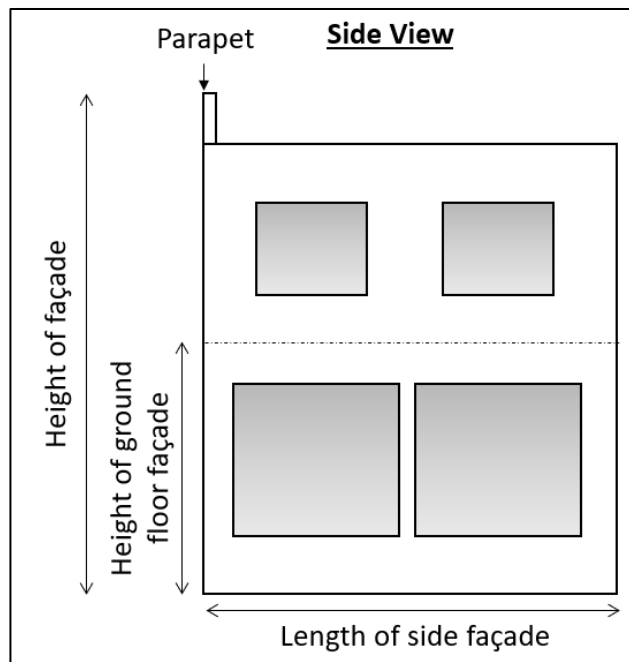
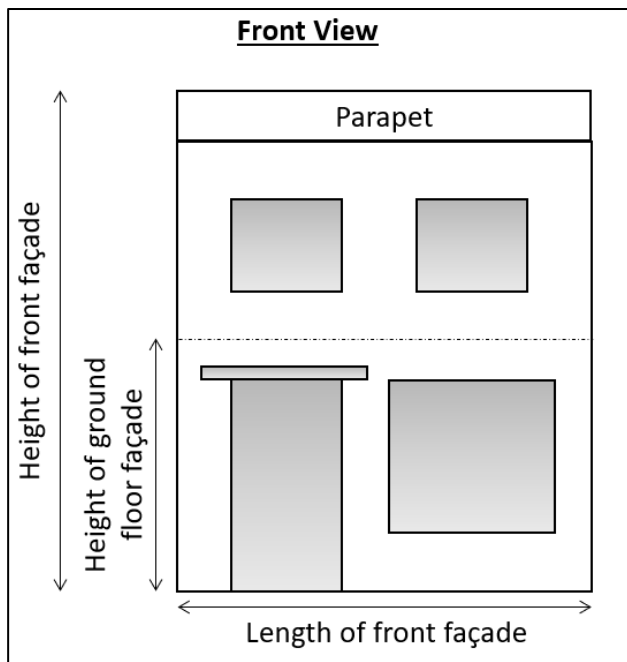
External illumination means illumination of a sign which is affected by an artificial source of light which is not contained within the sign itself.

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

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

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

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



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

~~*Ground sign* means a sign supported by structures or supports or upon the ground and not attached or dependent for support from any building.~~

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

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

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

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

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

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

Nameplate/identification sign means a sign which bears the name and/or address of the occupants of the building.

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

Nonconforming sign, legal, means a sign which lawfully existed prior to the adoption of the ordinance from which this chapter is derived, but does not conform to the newly enacted requirements of this chapter.

Off-premise sign ~~Sign, advertising~~ means a sign which directs attention to a business, commodity, service, activity or entertainment not necessarily conducted, sold or offered upon the premises where such sign is located.

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

Pennants means attention-getting devices which resemble flags and are of non-permanent paper, cloth or plastic-like consistency.

Permanent sign means any sign which is not defined as a temporary sign.

Political sign means a temporary sign used in connection with any local, state or national election or referendum, as regulated by State law.

Portable sign means any sign designed to be removed and not permanently affixed to the ground or a structure or a building.

Principal business means any commercial or industrial business operating on a property zoned for commercial or industrial land uses.

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.

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

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

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

Sign means any letter, word or symbol, device, poster, picture, statuary, reading matter, or representation in the nature of an advertisement, announcement, message or visual communication, whether painted, posted, printed, affixed or constructed, which is displayed outdoors to direct the attention of the public for informative or communicative purposes. Such communication located completely within an enclosed building and not exposed to view from a street shall not be considered a sign.

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

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

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

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

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.~~

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

Article II. Applications and procedures.

- This is where I will be adding code items for permitting, reference to fee schedule, and references to building code. These items will be added for the March 27th Planning Commission public hearing.

Article III. Standards and regulations.

Sec. 108-300 – Purpose.

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

Sec. 108-301 – Bulk standards.

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

	MR, RR, R-1A, R-1B, R-1C, R-2		R-3, COR-4A, COR-4B, COR-4C	B-1, B-2, B-3	I-1, I-2	COR-1, COR-3	COR-2, COR-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	Any building façade, with at least 50% a portion on the	Any building façade

						ground floor above or adjacent to the tenant entrance	ground floor above or adjacent to the tenant entrance	
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

	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						

Freestanding signs (monument and pylon)

Maximum sign area*	Not allowed	32 square feet per face; 64 square feet total	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	32 square feet per face; 64 square feet total	32 square feet per face; 64 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.

	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						

Freestanding area identification and business directory signs (monument and pylon)

Maximum sign area*	32 square feet per face; 64	32 square feet per face; 64 square feet total	32 square feet per face; 64	100 square feet per face;	100 square feet per face;	32 square feet per face; 64	32 square feet per face; 64	100 square feet per face; 200 square feet total
--------------------	-----------------------------	---	-----------------------------	---------------------------	---------------------------	-----------------------------	-----------------------------	---

	square feet total		square feet total	200 square feet total	200 square feet total	square feet total	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.								

Sec. 108-302 – Performance standards.

(1) Wall signs.

- a. For a sign which is framed, outlined, or otherwise prepared and intended to provide a background for a sign display, the sign face area and dimensions shall include the entire portion within such background or frame.
- b. For a sign comprised of individual letters, figures, or elements on a wall or similar surface of the building or structure, the area and dimensions of the sign face shall encompass the total area of each letter, figure, or element used in the sign.
- c. For wall signs that utilize backer boards as a design element, the backer board should only be used to the extent needed for supporting the sign.
- d. All wall signs designed to be affixed flat against an exterior wall or raceway shall not project more than 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.
- i. Wall signs are not allowed on any of the following uses in any zoning district, except those explicitly allowed in accordance with home occupation performance standards in Section 106-425(2) of City Code:
 - i. single-family detached dwellings,
 - ii. detached townhome dwellings (including villas, cottage homes, and the like),
 - iii. attached townhouse dwellings,
 - iv. two-family attached dwellings,
 - v. accessory dwelling units (ADUs),
 - vi. any detached accessory structure built in conjunction with any of the uses listed in Items i-v in this section above.

(2) Projecting and blade signs.

- a. The total area of each sign face counts toward the allowable area for wall signage.
- b. Each face of the projecting or blade sign must not exceed 32 square feet in area.
- c. Projecting signs must not exceed 3 feet in width.
- d. All projecting and blade signs must maintain a minimum vertical clearance of 10 feet between the ground and the sign's lowest edge.
- e. Projecting and blade 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.

(3) Awnings and canopies.

- a. The area of all typeface applied to awnings and canopies, including all letters, numbers, symbols, and logos, counts toward the allowable area for wall signage.
- (4) Marquees
- a. The total sign area and placement of marquees must follow the same standards as wall signs.
 - b. Marquees may be internally or externally illuminated, provided that the light source is not visible or exposed on the face or sides of the characters.
- (5) Freestanding signs.
- a. Freestanding 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. It is the property owner's responsibility to locate property lines to ensure compliance with this section.
 - b. Signs may be shared and combined at areas of shared entrances, cross-access easements and/or street frontages for multiple users. A written agreement or a signed leasing document must be provided to City staff alongside a permit application to ensure all parties utilizing the shared sign are permitted to do so on the subject property by the property owner. Shared freestanding signs installed in lieu of a standalone freestanding sign, including monument and pylon signs, shall not exceed 150 square feet per sign face and shall not exceed 300 square feet in total sign face area.
 - c. Freestanding building directory signs count toward allowable freestanding signage.
 - d. Any freestanding sign within 25 feet of any street right-of-way lines or driveway entrances shall have vertical clearance for proper visibility by motorists on all affected roadways.
 - e. No freestanding sign may be constructed or installed upon a property that does not have a principal structure.
 - f. Signs affixed to knee walls, retaining walls, or similar structures count toward allowable freestanding signage.
 - g. Scoreboards shall be permitted on properties used for recreational purposes.
 - i. A conditional use permit shall be required for properties not owned by the City.
 - ii. Advertising is permitted as an accessory use.
 - h. Freestanding signs may be internally or externally illuminated, provided that the lighting meets all standards in Section 106-310 of City Code.
 - i. Freestanding signage within the B-1, B-2, B-3, I-1, or I-2 zoning districts and within the Highway 10 Signage Overlay District, as defined in Section 106-970 of City Code, can be constructed with the following standards:
 - i. Maximum sign area: 150 square feet per face; 300 square feet total
 - ii. Maximum height: 75 feet
 - j. Monument signs.
 - i. In the COR, 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.
 - ii. In all districts outside of the COR, the signboard shall be constructed of durable materials and shall be architecturally compatible with the building.
 - k. Pylon signs.
 - i. In the COR, the signboard and base of the pylon shall be constructed with wood, acrylic, aluminum or metal and shall be architecturally compatible with the style, composition, materials, colors and details of the building.
 - ii. In all districts outside of the COR, the signboard and pylon shall be constructed of durable materials and shall be architecturally compatible with the building.
- (6) Window signs.
- a. Window signs include signs located within any glass or glazed area along the exterior of a building, or otherwise intentionally designed to be seen on the exterior of a building. This includes signs placed on doors, storefront, and clerestory windows.
 - b. Window signs shall not exceed the following maximum standards:

- i. Maximum sign area:
 - 1. All uses in the Residential, Business, Industrial, COR-2, COR-2B, PI, P, CL, and PUD zoning districts: no more than 30% of the window area.
 - 2. All uses in the COR-1, COR-3, COR-4A, COR-4B, and COR-4C zoning districts: no more than 10% of the window area or 4 square feet, whichever is less, and no more than 1 window sign per **building nonresidential tenant**.
 - c. Signs showing the hours of operation for a business are exempt from window sign requirements, provided they do not cover more than 30 percent of the window area.
 - d. No electronic messaging center signs, internally illuminated signs, or other internally illuminated attention-getting devices may be placed in any window, except for the following:
 - i. signs showing whether a business is open or closed,
 - ii. signs showing the hours of operation for a business.
- (7) Menu boards.
 - a. Menu boards are intended to list products or services available for purchase at a business, through a drive-through lane, or through a walk-up window (ex. Food and beverages offered at restaurants; services offered at car washes; etc.).
 - b. Menu boards may be internally or externally illuminated, provided that the light source is not visible or exposed on the face or sides of the characters.
 - c. Menu boards may be freestanding or attached to an exterior wall.
 - d. Menu boards must be one-sided.
 - e. Menu boards adjacent to walk-up windows or business entrances must not exceed 3 square feet in size
 - f. Drive-through lanes may have up to 50 square feet in menu board area. The allowable area can be used in one sign or divided into multiple signs, as long as the cumulative total does not exceed 50 square feet.
 - g. All menu boards must not exceed 6 feet in height.
 - h. Menu boards adjacent to drive-through lanes may utilize electronic messaging centers, provided that all standards are met for both menu boards and electronic messaging centers.
 - i. Temporary signs shall not be attached to menu boards, nor shall menu boards be designed to allow for temporary signs to be attached for special promotions, events, or any other reason.
 - ~~j. No advertising messages are allowed.~~
- ~~(8) Wall-mounted building directory signs. (Standards combined with Wall Signs.)~~
 - ~~a. Building directory signs are intended to list all tenants of the building to which the sign is affixed.~~
 - ~~b. Building directory signs may be internally or externally illuminated.~~
 - ~~c. Building directory signs shall not project more than 6 inches from the building wall.~~
 - ~~d. All letters, numbers, symbols, and logos on the building directory shall not exceed 12 inches in height.~~
- (9) Directional signs.
 - a. Directional signs are intended to guide pedestrian, vehicular, and freight traffic through parking lots to building entrances, drive-through lanes, loading zones, docks, or other similar destinations within a development.
 - b. Directional signs must not exceed 4 square feet in sign area.
 - c. Directional signs must not exceed 6 feet in height, unless they are affixed to other required infrastructure (such as light poles) to uniquely identify a portion of a parking lot for navigational purposes.
 - d. The total number of directional signs shall not exceed the number of parking lot entrances plus the number of drive aisles within the parking lot.
- (10) Service bay identification signs.
 - a. Each service bay may have one identification sign on the outermost wall of any principal building adjacent to a service bay entrance.
 - b. If the identification sign only includes a number to identify the door or service bay, it shall not count toward the allowable wall sign area for the building.

- c. If the identification sign includes any information in addition to a number, such as a product, service, brand name, or other information, it shall count toward the allowable wall sign area for the building.

(11) Fuel pump island identification signs.

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

(12) Electronic messaging centers.

- a. Electronic messaging centers can be used as all or part of any allowable freestanding or wall sign in the Business, Industrial, COR, PUD, Public/Institutional, Parks, and Closed Landfill zoning districts. Electronic messaging centers are not allowed in Residential zoning districts, except in conjunction with the following principal uses:
 - i. Assisted living, memory care, and nursing home facilities.
 - ii. Multiple-family and/or senior living dwellings.
 - iii. Governmental or public facilities or utilities.
 - iv. Religious institutions.
- b. All electronic messaging centers shall meet the following display standards:
 - i. 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.
 - ii. All electronic messaging centers shall be equipped with a mechanism that automatically adjusts the brightness to ambient lighting conditions (e.g., dusk).
 - iii. The display shall not change more than once every 3 seconds.
 - iv. The display shall not include animations, flashing or scrolling text, full-motion video, special effects, or other non-static images.
 - v. The display must be one static image at a time, and the transition from one display to another must be instantaneous without special effects.
 - vi. The electronic messaging center must be designed and equipped to freeze on one display if a malfunction occurs. The electronic messaging center 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.

(13) Temporary signs. – to be added for the March 27th Planning Commission public hearing.

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.

-
- (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.

-
- (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.

-
- (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.

-
- (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.

-
- (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.

-
- (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.

-
- (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:

-
- 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.

-
- (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.

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

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

Secs. 117-523—117-554. Reserved.

Overall Framework - Signage

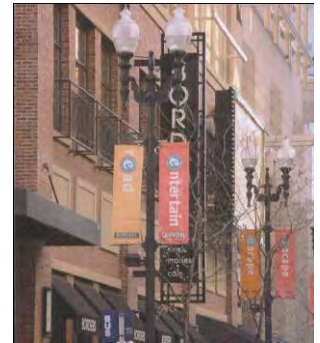
Overview

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

Guideline Recommendations

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

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



Objectives

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

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

Definitions

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

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

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

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

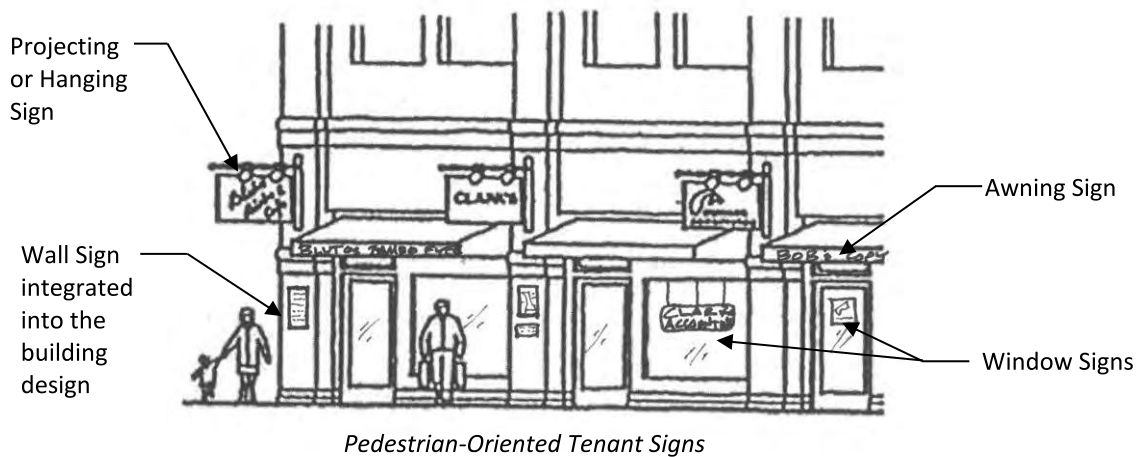
Projecting sign means any sign, all or any part of which extends beyond the surface of the building or wall by more than 16 inches.

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

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

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

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



Standards

Public Realm/Streetscape Signs

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

Community and Gateway signs

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

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

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

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

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

* From highest point of adjacent road centerline



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

Project Signs

Project signs are permitted within all COR sub-districts.

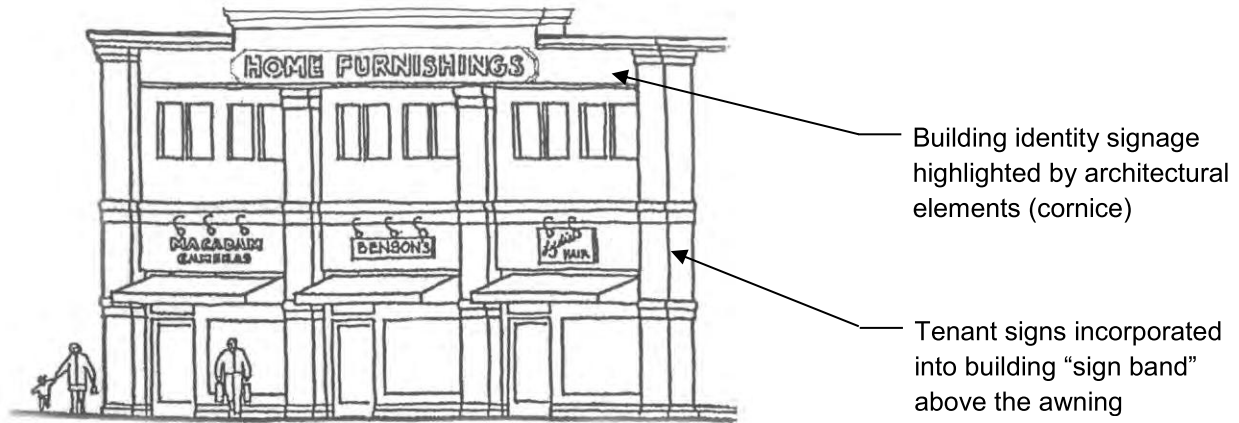
One (1) freestanding sign is allowed per building, provided that the following standards are met:

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

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

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

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



Wall Signs

Wall signs are permitted within all COR sub-districts.

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

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

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

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

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

shall be deducted from the allowable wall signage area.

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

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

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

Projecting Signs

Projecting signs are permitted within all COR sub-districts.

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

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



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

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

Awning Signs

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

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

Sandwich Board Signs

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

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



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

Temporary Signs

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

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

Off-Site Signs

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

Table 2

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

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

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

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

Additional standards

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

Creative Sign Standards

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

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

Prohibited signs

The following signs are prohibited:

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