



**ST. FRANCIS PLANNING COMMISSION**

**ISD #15 DISTRICT OFFICE BUILDING  
4115 AMBASSADOR BLVD.  
MARCH 16, 2011**

**7:00 PM**

**AGENDA**

1. Call to Order/Pledge of Allegiance
2. Roll Call
3. Adopt Agenda                      March 16, 2011
4. Approve Minutes                  February 16, 2011
5. Oath of Office – Roni Ronyak
6. Public Comment

**Public Hearings**

7. Sign Ordinance Amendment

**Regular Business Items**

8. Sign Ordinance Performance Standards Review
9. Goal Setting - 2011
10. Discussion by Planning Commissioners
11. Adjournment

There may be a quorum of St. Francis Council Members present at this meeting.

**CITY OF ST. FRANCIS  
ST. FRANCIS, MN  
PLANNING COMMISSION MINUTES  
February 16, 2011**

1. **Call to Order:** The Planning Commission meeting was called to order at 7:00 pm by Chairman Rich Skordahl.
2. **Roll Call:** Present were Chairman Rich Skordahl, Commission Members Ray Steinke, Greg Zutz, Wm Murray, John Hanes, Todd Gardner, City Planner Nate Sparks, NAC (Northwest Associated Consultants), Kathy Lind Planning Commission Secretary and Mayor Jerry Tveit.
3. **Adopt Agenda:** Motion by Zutz second by Steinke to adopt the February 16, 2011 Planning Commission Agenda. Motion carried 6-0.
4. **Approve Minutes:** Motion by Steinke second by Murray to approve the November 17, 2010 Planning Commission Minutes. Motion carried 6-0.
5. **Public Comment:** None.
6. **Election of Officers.** Motion by Steinke second by Zutz to appoint Rich Skordahl as the Planning Commission Chairman. Motion by Steinke second by Murray to appoint Todd Gardner as the Planning Commission Vice Chairman. Motion carried 5-0 with John Hane abstaining.
7. **Parking & Driveway Ordinance Public Hearing.**

The Public hearing to discuss the Parking & Driveway Ordinance amendments opened at 7:12pm. Closed at 7:13pm. Motion by Hane second by Steinke to make recommendation to the City Council on the below 5 amendments. Motion carried 6-0.

1. Pages 2 & 3 - Section 10-19-3-1 regarding disability parking to be clarified to defer to all federal and state standards, whichever is most restrictive.
2. Pages 3 & 4 - Section 10-19-4-B-5 & 10-19-4-B-11 regarding driveway standards restricts paved driveways to being just concrete and/or bituminous. Paver stone or similar driveways may become more prevalent as general storm water ordinances become more restrictive. These types of driveways should be included to ensure they are not inadvertently discouraged.
3. Page 5 - Section 10-19-4-B-21 reflects proposed requirements to Rural Residential and Marginal Land PUD zoned properties to have their own driveways paved. The secondary driveway should not be required to be paved except for the portion within the public right-of-way. This policy change would only impact properties in existing platted Rural Residential and Marginal Land PUD subdivisions that are on paved roads.

4. Page 7 - Section 10-19-7, Proof of Parking is proposed to be allowed as a conditional use. Previously, the city would review this type of request with a site plan review, however, now City policy is that such reviews are only necessary in conjunction with a CUP, Variance, or PUD. Therefore, the proof of parking is recommended to be moved into such a class to allow for a necessary review by City Council.
  5. Page 7 - Section 10-19-8-A, Curb Cuts is proposed to be renamed “Curb Cuts & Property Access Points”. Residents in the rural area have expressed confusion on whether or not this section applied to them. Thus, a clarification in the name is proposed.
- 8. Sign Ordinance Review.** The Planning Commission has had series of discussions regarding modifications to the sign ordinance due to it being out of date in terms of content, neutrality and with non-conformities. There were also issues regarding enforceability especially in regards to temporary signage. Sparks provided a draft ordinance that has been updated based on past recommendations of this commission. After reviewing the draft submitted, the commission had a consensus on the following.
1. Temporary signs. The commission feels that the only way to enforce the time limit allowed on temporary signs was to require a permit, preferably at no cost.
  2. Banner sign regulations. The Planning Commission discussed creating a limit on the number of banners allowed per building using the same limits as identified in Cambridge’s ordinance. Banners do not currently require a permit, but any banner on the ground or staked to the ground (not fully attached to a building) would be treated as a temporary sign and require a permit.
  3. There was a brief discussion regarding illuminated signs. Illuminated signs are not currently governed by the sign ordinance but more by the lighting/nuisance ordinance.
- Sparks will make the recommended changes and submit to the City Administrator to review and approve. Once approved, the recommended changes to the sign ordinance will be back to the Planning Commission for a public hearing.
- 9. Goal Setting - 2011**  
Chairman Skordahl feels this commission has always worked in a more re-active way and tasked the commission members to think of any specific goals or issues they would like to address for the upcoming year and present their ideas at the next Planning Commission meeting.
- 10. Discussion by Planning Commissioners:** None
- 11. Adjournment.** Motion by Hane second by Murray to adjourn the Planning Commission meeting at 7:56pm. Motion carried 6-0.



## **PLANNING REPORT**

TO: St. Francis Planning Commission  
Matt Hysten, City Administrator

FROM: Nate Sparks, Consulting Planner

MEETING DATE: March 16, 2011

RE: Sign Ordinance Amendments Public Hearing

### **BACKGROUND**

The Planning Commission has been researching and reviewing potential changes to the sign ordinance. At the February meeting, the final changes and some clarifications were discussed prior to the holding of a public hearing. Some of the proposed revisions were required due to the existing ordinance being out of date in terms of content neutrality and with non-conformities. Other revisions were required due to changes in the zoning districts upon completion of the comprehensive plan. There are also issues with the current ordinance in regards to enforceability especially in regards to temporary signage. The changes to the ordinance are represented in the draft by the strikethroughs and italicized text.

### **CONTENT NEUTRALITY / NON-CONFORMITIES / ENFORCEABILITY**

The draft sign ordinance includes content neutral language. The types of signs were rewritten to avoid regulation unrelated to the time, place, and manner of signs. Also included was a correction to the non-conformities section to make the ordinance consistent with Minnesota State Statutes.

Another topic of discussion was overall enforceability. The draft ordinance attempts to tackle several loopholes that were present in the ordinance. Temporary signs are required to receive permits and governmental units are no longer exempted from the ordinance.

### **TEMPORARY & BANNER SIGNS**

Temporary and banner sign enforcement is an issue in many cities. Attempting to strike a balance between the practical purposes of such signage and the appearance of the City is important. In St. Francis, temporary signs are defined as: "Signs which are erected or displayed for a limited period of time. Unless otherwise stipulated by the Council, temporary signs are limited to not longer than ten (10) calendar days." This language is very difficult to enforce because it there is no process to establish when the ten days has started or when it is completed. The City would need to document 11 consecutive days of the sign being up prior to being able to successfully seek enforcement. At which point the

property owner could possibly take the sign down and put it back up and get a new ten days. Banners are regulated in the ordinance as temporary signs.

### *BANNER SIGN REGULATIONS*

The Planning Commission reviewed ordinances in several area cities to compare methods for regulating banner signs. Princeton uses the same language St. Francis currently has with the 10 day allowance and no permit required. Lindstrom allows banners for 14 days at a time and requires a permit. East Bethel allows one at a time up to three per year for 10 days each with a permit. Cambridge allows 2 banners up to 100 square feet each on a building at a time without a permit and one 48 square foot ground banner may replace one of the two on the building in certain circumstances. Ramsey allows banners up to 50% of the allowed wall signage to be attached to a building with a permit. Big Lake has a more complex formula where 3 per lot up to 32 square feet in area each are allowed without a permit 21 days per month but with a permit they are allowed year round. The Planning Commission discussed creating a limit on the number of banners allowed per building and using the similar limits as identified in the Cambridge ordinance.

### *PORTABLE TEMPORARY SIGN REGULATIONS*

The Planning Commission also reviewed several different methods for regulating temporary signs. Some cities like East Bethel, North Branch, and Otsego prohibit such signs in most all cases. As with banner signs, many cities seek to limit the duration of display via a permitting process. Big Lake requires a permit to display one per parcel up to 60 days a year. Cambridge is similar but up to 120 days a year. Elk River allows one per parcel at a time up to 90 days a year in 30 day intervals with a permit required for each interval. Wyoming is similar with an allowance of 3 15 day permits a year. The size allowed is typically 32 square feet (Big Lake, Cambridge, Wyoming) with some exceptions. Ramsey allows up to 50 square feet and Elk River allows 48.

Multi-tenant buildings often create issues for cities. Many simply allow one per building or parcel. Others allow extra for such situations. Ramsey allows three per multi-tenant building versus two per single tenant. Currently, St. Francis does not differentiate. The Planning Commission came up with a possible method to allow more for multi-tenant structures that would be to take a nominal distance and allow one per every 150 feet for multi-tenant structures.

### *WINDOW SIGNS*

The Planning Commission also discussed window signage. A consensus was reached that signage should be limited to 75% coverage of the window and that no permit was required. Draft language to that effect was included in the ordinance.

## **ENFORCEMENT AND PERMITTING**

Currently, the City does not require permits for temporary signage. This will result in a potential new fee. The fee would, ostensibly, cover the costs of enforcing and administering the program. The Planning Commission may wish to advise the Council on possibly delaying implementation of the program or how to approach fees. If passed, as is, all current temporary signs would need to be down in 10 days, following the old ordinance, and the new program would be implemented requiring permitting afterwards. The current fee for a sign permit is \$75.

## **RECOMMENDED ACTION**

The Planning Commission should discuss the final draft of the ordinance and any comments from the public and forward the ordinance on to Council with any changes desired.

## CHAPTER 23

### SIGNS

#### SECTION:

- 10-23-1: Purpose and Intent
- 10-23-2: Exempt Signs
- 10-23-3: Prohibited Signs
- 10-23-4: Signs Not Requiring Permits
- 10-23-5: ~~Construction Sign Specifications~~ *General Sign Requirements*
- 10-23-6: Maintenance of Signs
- 10-23-7: Non-Conforming Signs
- 10-23-8: District Regulations
- 10-23-9: Administration
- 10-23-10: *Severability*

**10-23-1: PURPOSE AND INTENT:** The purpose of this chapter 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 visual communicative media to persons situated within or upon public right-of-way or private properties. The provisions of this Section 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, displaying or otherwise utilizing needed communicative media of the types regulated by this Section; while at the same time assuring that the public is not endangered, annoyed or distracted by the unsafe, disorderly, indiscriminate or unnecessary use of such communicative facilities.

**10-23-2: EXEMPT SIGNS:** The following signs are exempt from the requirements of this Section:

- A. ~~Informational signs not exceeding two square feet in area, displayed strictly for the convenience of the public, including signs which identify rest rooms, waste receptacles, addresses, door bells, mailboxes or building entrances.~~
- B. ~~Memorial plaques, cornerstones, and historical tablets.~~ *Memorial plaques, building identification signs, and building cornerstones when cut or carved into a masonry surface or made an integral part of the building or structure.*

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- C. ~~Wall or window occupational signs giving the name or profession of a business, providing the sign does not exceed four (4) square feet in area.~~
- D. ~~Public signs, street signs, warning signs, railroad crossing signs, signs of public service companies for the purpose of safety or private directional signs of not over four (4) square feet. *Directional, warning, or informational signs authorized by federal, state, or municipal governments with proper jurisdiction.*~~
- E. ~~Other signs of a temporary nature, not specifically covered by this Section for a period of time not to exceed ten (10) calendar days.~~
- F. ~~Signs erected by a governmental unit or a public school district. *Official notices authorized by a court, public body, or public safety official.*~~

**10-23-3: PROHIBITED SIGNS:** The following signs are prohibited within the City:

- A. Sign attached to any tree, public sign or utility poles.
- B. Sign constructed of a material not of a permanent nature.
- C. Above roof signs. Projecting signs shall project no further than two (2) feet from the wall to which they are anchored. No sign, or portion thereof, shall project over public property.
- D. Sign which by reason of position, movement, shape, illumination or color would constitute a traffic hazard to oncoming traffic.
- E. Sign noticeably moving as a result of normal wind pressure.
- F. Sign containing obscene language or graphics.
- G. Abandoned signs which no longer identify or adverse a bona fide business, service, product, or activity or for which a legal owner can be found.
- H. Banners, pennants, festoons, and search-lights except as a permitted temporary special event sign *and as identified in 10-23-5-H.*
- I. Signs imitating or resembling official traffic or governmental signs or signage.
- J. Signs placed on vehicles or trailers which are parked or placed for the primary purpose of displaying said sign except for portable signs or lettering on buses, taxis, or vehicles operating during the normal course of business.

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- K. Any sign placed within thirty (30) feet of any intersection that may obstruct motorist or pedestrian visibility.
- L. ~~Flashing Signs. Signs which blink, flash, or are animated.~~

**10-23-4: SIGNS NOT REQUIRING PERMITS:** The following signs are exempt from permit requirements but must otherwise be in conformance with all requirements of this Section.

A. ~~Construction signs. having a sign area of sixty-four (64) square feet or less.—A non-illuminated sign not exceeding thirty-two (32) square feet in the R-1 and R-2 District and sixty-four (64) square feet in area in all other districts may be placed on the site where an open building permit has been issued. The sign shall be removed within two (2) years of the date of issuance of the building permit or when the building permit has been finalled or expired, whichever is sooner.~~

B. ~~Directional/Informational signs having a sign area of four (4) square feet or less. Directional signs, on-site. On site-directional signs, not exceeding two (2) square feet in area, intended to facilitate the movement of pedestrians and vehicles within the site, identify restrooms, waste receptacles, addresses, door bells, mailboxes, or building entrances upon which signs are located. Such signs shall be limited to two (2) per site in R-1 and R-2 Districts and four (4) per site for all other districts.~~

C. ~~Holiday decorations.~~

D. ~~Nameplates having a sign area of four (4) square feet or less.—Identification Signs. Signs in all non-residential districts which identify the business, owner, manager, or resident providing the sign does not exceed four (4) square feet in area and is attached to a wall or placed in a window. Such a sign may be placed on a residential property with a permitted home occupation.~~

E. ~~Political signs in compliance with State Statutes governing campaign signage. Non-commercial speech. Notwithstanding any other provisions of this sign ordinance, all signs of any size containing non-commercial speech may be posted from June 25 in any general election year until ten (10) days following the general election and thirteen (13) weeks prior to any special election until ten (10) days following the special election.~~

F. Private sale or event signs. One sign not to exceed four (4) square feet in area may be placed on the site of a rummage sale or similar event. Any sign shall be removed at the termination of the sale or similar event.

G. ~~Real Estate signs having a sign area of six (6) square feet or less.—Individual property sale, lease, or rental signs. Any property that is currently for sale or rent may~~

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*place one sign per street frontage. Such signs must be removed within ten (10) days after the sale or rental of the property. Such signs shall not exceed six (6) square feet in area in all residential districts and thirty-two (32) square feet in area in all other districts.*

*H. "No Trespassing" and "No Hunting" signs and similar warning or restrictive signs, not to exceed two square feet in area, may be placed upon private property by the owner.*

**10-23-5: CONSTRUCTION SIGN SPECIFICATIONS GENERAL REQUIREMENTS:** All signs within the City shall be subject to the following standards:

**A. Compliance with Building and Electrical Codes:** All signs shall be ~~constructed in accordance~~ *erected pursuant to* with the requirements of the State Building Code.

**B. Anchorage Requirements:**

1. No sign shall be suspended by non-rigid attachments that will allow the sign to swing in a wind.
2. All freestanding signs shall have self-supporting structures permanently attached to concrete foundations.
3. All portable signs on display shall be braced or secured to prevent motion.
4. *No sign shall be attached to hang from any building until all necessary wall attachments have been approved by the Building Official.*

**C. Sign Wind Resistance Requirements:**

1. Solid signs, other than wall signs, shall be designed to withstand a wind load of seventeen (17) pounds per square foot on any face, having a height less than thirty (30) feet and to withstand a wind load of twenty-two (22) pounds per square foot on any surface having a height in excess of thirty (30) feet in height.
2. Skeleton signs, other than wall signs, shall be designed to withstand a wind load of seventeen (17) pounds per square foot on the total face area of the letters and all other sign surfaces less than thirty (30) feet in height and to withstand a wind load of twenty-two (22) pounds per square foot on all portions in excess of thirty (30) feet in height.

**D. Additional Sign Construction and Placement Requirements:**

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1. No sign shall be erected, constructed or maintained so as to obstruct any fire escape, required exit, window or door opening used as a means of egress.
2. No sign shall be attached in any form, shape, or manner which will interfere with any opening required for ventilation, except that signs may be erected in front of and may cover transom windows when not in violation of the provisions of the current Building or Fire Codes.
3. Signs shall be located in such a way as to maintain horizontal and vertical clearance of all overhead electrical conductors in accordance with present Electrical Code specifications.
4. Lighting shall be directed away from road rights-of-way and adjacent dwellings.
5. Freestanding signs in all districts shall have a minimum setback of ten (10) feet from any public right-of-way measured to any portion of the sign, and a minimum clearance of ten (10) feet over any vehicular or pedestrian use area. No freestanding sign shall be located within twenty-five (25) feet of any intersection of street right-of-way lines and/or driveway entrances.
6. *Except as otherwise permitted by this ordinance, no signs other than governmental signs shall be erected or temporarily placed within any right-of-way or upon any public lands or easements.*
7. *When a free standing sign or sign structure is constructed so that the sign faces are not back to back, the angle shall not exceed ten degrees. If the angle is greater than ten degrees, the total area of both sides added together shall not exceed the maximum allowable sign area for that district.*

### **E. Temporary Signs:**

1. *An on-site temporary, portable sign may be used for a period of time not to exceed 120 days per calendar year per parcel of record in the commercial and industrial zoning districts provided:*
  - a. *Such temporary, portable signs shall not exceed thirty-two (32) square feet in area and six (6) feet in height and shall not be placed closer than ten (10) feet from any street right-of-way or property line.*

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- b. *Any temporary, portable sign shall require a permit issued by the City to the property owner specifying the duration of time to be displayed.*
  - c. *No temporary, portable sign shall occupy required parking spaces.*
  - d. *In the case of multi-tenant structures, one sign may be placed every 150 feet of street frontage rather than one sign per parcel. Each 150 feet is granted 120 days for display.*
2. *One sandwich board sign per business may be allowed in the business districts without a permit and without using the time period allotted for temporary, portable signs provided:*
- a. *The sign is placed within fifteen (15) feet of the entrance of the business.*
  - b. *The sign shall be placed on private property and may be placed on a private sidewalk provided there is five (5) feet of clearance for pedestrians.*
  - c. *The sign may not obstruct safety, visibility, or traffic.*
  - d. *The sign shall be freestanding, not attached to any other structure or device, not be illuminated, greater than 3 ½ feet in height, greater than 2 feet in width, or greater than 2 feet in depth.*
  - e. *The sign shall be only displayed during business hours.*

**F. *Electronic Message Board Signs.*** *Signs displaying electronic, scrolling text-based messages may be permitted in commercial and industrial districts provided that the electronic message board component of any sign is no greater than forty (40) square feet in area.*

**G. *Business and Industrial Window Signs.*** *Window signs are permitted in the industrial and business districts provided each sign does not occupy more than 75% of the window area.*

**H. *Banner signs.*** *Banner signs and similar products attached to a building shall be allowed without a permit as follows:*

1. *Signage shall be well secured to prevent it from blowing in the wind.*
2. *No more than two (2) signs shall be allowed at any one time.*

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3. *Each sign shall be less than 100 square feet in area.*
4. *Such signage shall be only allowed in the industrial and business districts.*

*I. **Ground Banner Signs.** Banner signs may be allowed on the ground up to 48 square feet in area but each ground banner sign shall count towards one of the two allowed building banner signs and shall conform to all standards set forth for portable temporary signs in 10-23-5:E-1 and shall require a permit.*

**10-23-6: MAINTENANCE OF SIGNS:** All signs shall be maintained by the owner in a safe condition. A sign shall be repainted whenever its paint begins to fade, chip, or discolor.

**10-23-7: NON-CONFORMING SIGNS:** Any sign legally existing on the effective date of this Section which does not conform to the requirements set forth in this Section shall become a non-conforming sign. *No non-conforming sign shall be enlarged or altered in such a fashion that increases its non-conformity.* Non-conforming signs shall be subject to the following requirements of Chapter 15 of the Zoning Ordinance.

- A. ~~Any non-conforming temporary or portable sign existing on the effective date of this Section shall be made to comply with the requirements set forth herein and shall be removed within sixty (60) days after the effective date of this Section.~~
- B. ~~A lawful sign on the effective date of this Section or of amendments thereto that does not conform to these provisions shall be regarded as a non-conforming sign.~~

**10-23-8: DISTRICT REGULATIONS:** The following signs are permitted in their respective Zoning District:

**A. A-1, A-2, and A-3:**

1. All signs not requiring permits as set forth in this Section.
2. One (1) permanent area identification sign per neighborhood, subdivision, or development, not to exceed thirty-two (32) square feet in sign area and six (6) feet in height. The area identification sign shall be placed on the same premises as the development which it identifies.
3. For ~~permitted~~ *legally established* non-residential uses, one (1) freestanding sign not to exceed thirty-two (32) square feet and six (6) feet in height, shall be permitted. One (1) wall business sign, not to exceed twenty (20) square feet, shall also be permitted. The freestanding sign

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and wall business signage shall be placed on the same premises as the business in which it identifies.

4. Signage requirements for Home Occupations shall be as follows: one (1) freestanding sign not to exceed twenty (20) square feet in sign area and six feet in height, and one (1) business wall sign not to exceed twenty (20) square feet in sign area.

### B. **RR and ML-PUD:**

1. All signs not requiring permits as set forth in this Section.
2. One (1) permanent area identification sign per neighborhood, subdivision, or development, not to exceed thirty-two (32) square feet in sign area and six (6) feet in height. The area identification sign shall be placed on the same premises as the development which it identifies.
3. For ~~permitted~~ *legally established* non-residential uses, one (1) freestanding sign not to exceed thirty-two (32) square feet and six (6) feet in height, shall be permitted. One (1) wall business sign, not to exceed twenty (20) square feet, shall also be permitted. The freestanding sign and wall business signage shall be placed on the same premises as the business in which it identifies.
4. Signage requirements for Home Occupations shall be as follows: one (1) freestanding sign not to exceed twenty (20) square feet in sign area and six (6) feet height, and one (1) business wall sign not to exceed twenty (2) square feet in sign area.

### C. **R-1 and R-2:**

1. All signs not requiring permits as set forth in this Section.
2. One (1) permanent area identification sign per neighborhood, subdivision, or development, not to exceed thirty-two (32) square feet in sign area and six (6) feet in height. The area identification sign shall be placed on the same premises as the development which it identifies.
3. For ~~permitted~~ *legally established* non-residential uses, one business wall sign, not to exceed four (4) square feet, shall be permitted.
4. For ~~permitted~~ *legally established* institutional uses, such as religious institutions, nursing homes, medical establishments and schools, one (1)

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freestanding sign per street frontage identifying said institution or institutional complex shall be permitted. The freestanding sign shall not exceed sixty (60) square feet in sign area and ten (10) feet in height. One business wall sign, not to exceed twenty (20) square feet in sign area, shall be permitted for each structure.

5. Signage requirements for home occupations shall be as follows: one (1) freestanding sign not to exceed four (4) square feet in sign area and six (6) feet in height, and one (1) business wall sign not to exceed four (4) square feet in sign area.

### D. **R-3 and R-4:**

1. All signs not requiring permits as set forth in this Section.
2. One (1) permanent area identification sign per *frontage with access to a* neighborhood, subdivision, development or multi-family complex, not to exceed thirty-two (32) square feet in the sign area and six (6) feet in height, shall be permitted. The area identification sign shall be placed on the same premises as the development which it identifies.
3. For ~~permitted~~ *legally established* non-residential uses, one business wall sign, not to exceed four (4) square feet in sign area, shall be permitted.
4. For ~~permitted~~ *legally established* institutional uses, such as religious institutions, nursing homes, medical establishments, and schools, one (1) freestanding sign per street frontage identifying said institution or institutional complex shall be permitted. The freestanding sign shall not exceed sixty (60) square feet in sign area and ten (10) feet in height. One business wall sign, not to exceed twenty (2) square feet in sign area, shall be permitted for each structure.
5. Signage requirements for home occupations shall be as follows: one (1) freestanding sign not to exceed four (4) square feet in sign area and one (1) business wall sign not to exceed four (4) square feet in sign area.

### E. **PUD:**

1. All signs not requiring permits as set forth in this Section.
2. Signage requirements shall be established at the time the PUD is approved by the City. All applicants shall submit a signage plan for the proposed development.

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**F. B-2 and B-3:**

1. All signs not requiring permits as set forth in this Section.
2. One (1) permanent area identification sign per neighborhood, subdivision, or development, not to exceed thirty-two (32) square feet in sign area and six (6) feet in height, shall be permitted. The area identification sign shall be placed on the same premises as the development which it identifies.
3. One (1) freestanding sign per street frontage is permitted. The total area of a freestanding sign for a building having one street frontage shall not exceed eighty (80) square feet. Where a building site has two (2) or more street frontages, only one (1) freestanding sign of the above size shall be permitted. Each permitted freestanding sign in excess of one (1), shall have a sign area not to exceed thirty-six (36) square feet. The maximum height of a freestanding sign shall be twenty-five (25) feet.
4. For ~~permitted~~ *legally established* institutional uses, one (1) freestanding sign per street frontage identifying said institution or institutional complex shall be permitted. The freestanding sign shall not exceed sixty (60) square feet in sign area and ten (10) feet in height.
5. One business wall sign shall be permitted according to the following: The total area of all wall signs on any wall of a building shall not exceed fifteen (15) percent of the wall area of that wall when said wall area does not exceed five hundred (500) square feet. When said surface area exceeds five hundred (500) square feet, then the total area of such wall sign shall not exceed seventy-five (75) square feet plus five (5) percent of the wall area in excess of five hundred (500) square feet, provided that the maximum sign area for any wall sign shall be three hundred (300) square feet. Wall area shall be computed individually for each tenant in a multi-tenant building based on the exterior wall area of the space that tenant occupies.

**G. I-1 and I-2:**

1. All signs not requiring permits as set forth in this Section.
2. One permanent area identification sign per neighborhood, subdivision, or development, not to exceed thirty-two (32) square feet in sign are and six (6) feet in height. The area identification shall be placed on the same premises as the development which it identifies.

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3. One (1) freestanding sign per street frontage is permitted. The total area of a freestanding sign for a building having one (1) street frontage shall not exceed eighty (80) square feet. Where a building site has two (2) or more street frontages, only one (1) freestanding sign of the above size shall be permitted. Each permitted freestanding sign in excess of one, shall have a sign area not to exceed thirty-six (36) square feet. The maximum height of a freestanding sign shall be twenty-five (25) feet.
4. One business wall sign shall be permitted according to the following: The total area of all signs on any wall of a building shall not exceed fifteen (15) percent of the wall area of that wall when said wall area does not exceed five hundred (500) square feet. When said surface area exceeds five hundred (500) square feet, then the total area of such wall sign shall not exceed seventy-five (75) square feet plus five (5) percent of the wall area in excess of five hundred (500) square feet, provided that the maximum sign area for any wall sign shall be three hundred (300) square feet. Wall area shall be computed individually for each tenant in a multi-tenant building based on the exterior wall area of the space that tenant occupies.

### H. I-3:

1. All signs not requiring permits as set forth in this Section.
2. One (1) permanent area identification sign per neighborhood, subdivision or development, not to exceed thirty-two (32) square feet in sign area and six (6) feet in height, shall be permitted. The area identification sign shall be placed on the same premises as the development which it identifies.
3. One (1) freestanding sign per street frontage is permitted. The total area of a freestanding sign for a building having one street frontage shall not exceed eighty (80) square feet. Where a building site has two or more street frontages, only one freestanding sign of the above size shall be permitted. Each permitted freestanding sign in excess of one shall have a sign area not to exceed thirty-six (36) square feet. The maximum height of a freestanding sign shall be twenty five (25) feet.
4. One business wall sign shall be permitted according to the following: The total area of all signs on any wall of a building shall not exceed fifteen (15) percent of the wall area of that wall when said wall area does not exceed five hundred (500) square feet. When said surface area exceeds five hundred (500) square feet, then the total area of such wall sign shall not exceed seventy-five (75) square feet plus five (5) percent of the wall area in excess of five hundred (500) square feet, provided that the maximum sign area for any wall sign shall be three hundred (300) square feet. Wall

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area shall be computed individually for each tenant in a multi-tenant building based on the exterior wall area of the space that tenant occupies.

### I. **Conservancy:**

1. All signs not requiring permits as set forth in this Section.
2. One (1) permanent identification sign, not to exceed fifty (50) square feet in sign area and six (6) feet in height shall be permitted *per frontage with access to the site*. The identification sign shall be placed on the same premises as the use in which it identifies.

### J. **B-1:**

1. All signs not requiring permits as set forth in this Section.
2. One (1) permanent area identification sign per neighborhood, subdivision, or development, not to exceed thirty-two (32) square feet in sign area and six (6) feet in height shall be permitted. *The area identification sign shall be placed on the same premises as the development which it identifies.*
3. One (1) freestanding sign per lot is permitted. The total area of the freestanding sign shall not exceed sixty-four (64) square feet for lots with a lot width of one hundred (100) feet or more than thirty-six (36) square feet for lots with a lot width of less than one hundred (100) feet. The maximum height of a freestanding sign shall be twenty (20) feet.
4. For ~~permitted~~ *legally established* institutional uses, one (1) freestanding sign per street frontage identifying said institution or institutional complex shall be permitted. The freestanding sign shall not exceed sixty (60) square feet in sign area and ten (10) feet in height.
5. One business wall sign shall be permitted according to the following: The total area of all wall signs on any wall of a building shall not exceed fifteen (15) percent of the wall area of that wall when said wall areas does not exceed five hundred (500) square feet. When said surface area exceeds five hundred (500) square feet, provided that the maximum sign area for any wall sign shall be three hundred (300) square feet. Wall area shall be computed individually for each tenant in a multi-tenant building based on the exterior wall area of the space that tenant occupies.

### 10-23-9: **ADMINISTRATION:**

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A. **Application Process:** An application for a sign permit shall be made upon forms to be provided by the City. Said form is to be completed and returned to the City and shall include the following information:

1. The name and address of the applicant: location of the building, structure or lot on which the sign is to be erected, the position of the sign in relation to nearby buildings or structures, the name of the person that will be erecting the sign, and the written consent of the owner of the land if different from the applicant.
2. A site plan including a drawing of the plans, specifications, and method of construction or attachment to a structure or the ground.
3. A copy of the stress sheets and calculations, showing that the sign is designed to withstand the required wind load.
4. A sketch plan showing the signs size, manner of construction, type of sign, construction materials, *other signs on the site*, and any other information as requested by the City.
5. Signs that meet the requirements of this Section may be issued by City Staff. Applications for signs that do not meet the requirements of this Section shall be reviewed by the Planning Commission and the City Council According to the procedures set forth in this Section.

B. **Sign Permit Fees:** Every applicant shall pay a fee for each sign regulated by this Section, before being granted a permit. Permit fees shall be subject to the following requirements:

1. The Council shall establish the permit fees on the City's fee schedule.
2. Any substantial alteration or relocation of a sign shall constitute a new sign, requiring an additional permit fee.
3. A double fee shall be charged if a sign is erected without first obtaining a permit for such sign. The Council may also require a sign to be removed, altered, or relocated, at the owner's expense, if placed prior to securing the required permit. If the owner fails to remove or alter the sign so as to comply with the provisions set forth in the Section, within ten (10) calendar days following receipt of a letter from the City stating the violations, such signs may be removed by the City, the cost incident thereto being levied as a special assessment against the property upon which the sign is located.

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- C. **Inspections:** All sign installations for which a permit is required, shall be subject to inspection and acceptance by the City.
- D. **Revocation of Permit:** The City may revoke a sign permit upon failure of the holder thereof to comply with the provisions of this Section. Any party aggrieved by such revocation may appeal the action to the Council, within ten (10) calendar days after the revocation.
- E. **Expiration of Permit:** The permit shall expire if the sign is not erected within 180 days after issuance of said permit. No permit fees collected for the Sign shall be refunded to the applicant.
- F. **Removal of Signs by the City:** The City may cause the removal of any illegal sign 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 a sign, the following conditions shall be in effect:
1. Written 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. The City shall require payment of the costs associated with the removal, with an additional fifty (50) percent added for inspection, administrative and incidental costs.
  2. If the amount specified in the notice is not paid within thirty (30) days after mailing of the notice, it shall become a lien against the property where the sign was located and shall be certified as an assessment against the property together with ten (10) percent interest for collection in the same manner as the real estate taxes.
  3. The owner of the property 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 City, as in the case of a leased sign.
  4. For purposes of removal, a sign shall be deemed to include all sign embellishments and structure designed specifically to support the sign.
  5. In the case of an emergency, the City may cause the immediate removal of a dangerous or defective sign without notice. Signs removed in this manner shall present a hazard to the Public Safety as defined by the State Building Code.

**SECTION 10-23-10: SEVERABILITY:** *If any section, subsection, clause, or phrase of this sign ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this Chapter. The City Council hereby*

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*declares that it would have adopted the sign ordinance in each section, subsection, sentence, or phase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid.*



## **PLANNING REPORT**

TO: St. Francis Planning Commission  
Matt Hylan, City Administrator

FROM: Nate Sparks, Consulting Planner

MEETING DATE: March 16, 2011

RE: Sign Ordinance Performance Standards Survey

### **BACKGROUND**

A comment received by the Planning Commission from the Chamber of Commerce was to review City standards against the standards of other cities. The Planning Commission discussed having a brief initial review into how St. Francis compares with other area cities and cities similarly situated in regards to distance from Minneapolis.

### **WALL SIGNS**

Wall signs are usually regulated one of two ways: (1) percentage of façade or (2) maximum area. St. Francis generally utilizes method #1 and allows 15% of the façade for signage. The cities in the survey utilizing this method are either 10% or 15%.

### **FREESTANDING SIGNS**

Free standing signs are regulated in many ways and are usually adjusted by district. Highway commercial districts allow more than a downtown district. St. Francis generally regulates this signage on the basis of sign area and caps the sign area at 80 square feet. Other cities use a range of sizes from 80 to 150 square feet depending on district. The larger signs are generally on four lane highways. Norwood Young America, located on Highway 212 which is similar to Highway 47 allows only 60 square feet on its major roadways. Isanti allows up to 100 square feet but is on Highway 65.

### **RECOMMENDED ACTION**

If the Planning Commission would like some more research into this matter, please let City Staff know.

# BUSINESS SIGN AREA SURVEY

City	Wall Signs	Freestanding Signs	Comments
Cambridge	Varies. Maximum area dependent upon area of freestanding signage. Maximum 125 s.f.	Varies by classification of abutting street and speed limit (20-175 s.f). Maximum area also dependent upon area of wall signage.	Combined area of all signs may not exceed 18 percent of front building façade.
East Bethel	Varies by district. Maximum 200 s.f..	Varies by district. Maximum 100 s.f.	Combined total of all signs may not exceed 4 x front footage of building.
Elk River	Varies by district. Maximum 200 s.f.	Varies by district. Maximum 150 s.f.	
Elko New Market	Maximum 15 percent of front building facade up to 200 s.f.	Varies by district (80-150 s.f.)	
Ham Lake	Maximum 100 s.f	Maximum 200 s.f	
Isanti	Maximum 1 s.f. per lineal foot of building	Maximum 100 s.f.	Combined area of all signs may not exceed 6 x the lineal frontage of the lot.
Jordan	Varies by lot size (100-300 s.f.).	Varies by lot size (100-300 s.f.).	
Mayer	15 percent of building face.	Maximum 150 s.f.	
Montrose	Varies. Maximum area dependent upon area of freestanding signage.	Varies. Maximum area dependent upon area of wall signage.	Combined area of all signs may not exceed 250 s.f. or 15 percent of front building facade, whichever is less.
North Branch	Maximum 10 percent of wall area.	Graduated scale based on building floor area. Up to 250 s.f. for buildings above 24,000 s.f.	
Norwood Young America	Maximum 10 percent of building face.	48 s.f. except if located along a major arterial street (60 s.f. allowed).	
Ramsey	Maximum 15 percent of building facade.	Maximum 100 s.f.	