



Norwood Young America Planning Commission
6:00 p.m., Wednesday, February 2, 2022
Norwood Young America City Council Chambers, 310 Elm St. W.

AGENDA

1. Call to Order
Pledge of Allegiance
2. Adoption of Agenda
3. Appointment of Officers and Representatives to Commissions
4. Approve Minutes of January 4, 2022 meeting
5. Introductions, Presentations, and Public Comment
(Citizens may address the Planning Commission about any non-agenda item of concern. Speakers must state their name, address, and limit their remarks to three minutes. The Planning Commission will take no official action on these items but may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting.)
6. Business
 - A. Discuss - Accessory Structure Height
 - B. Discuss - Sign Code Update
8. Miscellaneous
 - A. January Building Permit Report
9. Commissioner's Reports
10. Adjourn

**Jerry
Barr**

**Mike
Eggers**

**Bill
Grundahl**

**Paul
Hallquist**

**Bob
Smith**

**Craig
Heher
Council
Liaison**

UPCOMING MEETINGS

February 9, 2022	EDC Commission	6:00pm
February 9, 2022	Safety Committee	2:00pm
February 14, 2022	Personnel Committee	5:00pm
February 14, 2022	City Council	6:00pm
February 15, 2022	Finance Committee	3:00pm
February 15, 2022	Parks & Rec Commission	4:45pm
February 17, 2022	Senior Advisory Commission	9:00am
February 28, 2022	EDA/City Council	6:00pm
March 1, 2022	Planning Commission	6:00pm

*Norwood Young America
Planning Commission Minutes
January 4, 2022*

Present: Commissioners Jerry Barr, Mike Eggers, Bill Grundahl (6:07), Paul Hallquist, Craig Heher, and Bob Smith.

Absent: None.

Staff: Economic Development and Marketing Director Karen Hallquist and Planning Consultant Cynthia Smith Strack.

Public: Council Member Alan Kruger.

1. Call to Order.

The meeting was called to order by Chair Heher at 6:00 pm. All present stood for the Pledge of Allegiance.

2. Adoption of Agenda.

Chairperson Heher introduced the agenda. No changes were proposed.

Motion – Eggers, second Smith to approve the agenda as presented. The agenda was approved 6-0.

3. Appoint Officers and Representatives to Commissions.

Chairperson Heher introduced the agenda.

Motion – Smith, second Eggers to appoint Craig Heher as Committee Chair. No other nominations received. Motion carried 5-0.

Motion – Eggers, second Barr to appoint Bob Smith as Committee Vice Chair. No other nominations received. Motion carried 5-0.

Motion – Hallquist, second Smith to appoint staff as Secretary, similar to previous years. No other nominations received. Motion carried 5-0.

Motion – Smith, second Hallquist to appoint Bill Grundahl as PC Liaison to Parks and Recreation Committee. No other nominations received. Motion carried 5-0.

Motion – Smith, second Barr to appoint Mike Eggers as PC Liaison to Economic Development Commission. No other nominations received. Motion carried 5-0.

4. Approval of Minutes from the Regular Meeting December 7, 2021.

Heher introduced the minutes from the December 7, 2021 regular meeting.

Motion – Smith to approve the December 7, 2021 regular meeting minutes as presented. Second by Hallquist. With all in favor the regular meeting minutes were approved 6-0.

5. Public Comment.

None.

6. New Business.

A. Potential Code Amendment Pertaining to Accessory Structure Heights.

Chairperson Heher introduced the business item.

Strack noted The Planning Commission has a 2022 goal of examining accessory structure height requirements and inconsistencies in the code relating thereto. The City Council approved the goal at its December 27th meeting.

Strack referenced items in the packet and noted the code includes language in Section 1245.04 that limits sidewall heights of accessory structures to 10 feet and overall heights to 18 feet. However, individual zoning classifications provide for accessory structure heights of up to 25 feet.

Strack requested discussion pertaining to accessory structure heights noting following input it is intended for the Council to be advised of Commission direction prior to drafting an amendment or holding a public hearing.

Attached please find accessory structure requirements and accessory structure heights allowed within individual zoning classifications.

Heher opined increasing allowable height in commercial and industrial districts which allowed for principal structures of 35' and 45' seemed acceptable. He further opined that residential districts maybe could have taller heights but he would like to see them not exceed two-thirds the height of the dwelling. Heher noted the Commission had entertained variances to accessory structure heights in the past primarily in commercial/industrial districts but also in residential districts.

Smith concurred with Heher but supported maximum accessory structure height 25 feet in residential districts. Smith opined industrial district accessory structure heights should be increased.

Eggers, Barr, Hallquist, and Grundahl concurred.

Strack will bring recommendation to future City Council work session.

B. Sign Code Amendment Discussion.

Chairperson Heher introduced the agenda item.

Strack noted The Planning Commission has a 2022 goal of examining sign code standards after a few variance requests were reviewed. The City Council approved the goal at its December 27th meeting.

Strack referenced a marked-up version of the sign code included in the packet. Most suggested changes provided for initial discussion were to clarify existing definitions and standards.

Strack introduced potential changes to the definitions of: government sign, illuminated sign, monument sign, portable sign, and pylon sign.

Strack suggested a change to a standard pertaining to illuminated signs that requires an automatic shutoff as this has been the subject of discussion with sign manufacturers in the past.

Strack suggested changes to the standards for temporary signs which require all such signs, including real estate signs, election signs, banners, grand opening signage, etc. be registered with the City since that has not been the practice.

She also suggested expanding the size allowance for temporary signs to better reflect what was actually occurring.

Strack provided items for discussion pertaining to dynamic signs, including: restricting the number of dynamic display signs to one per parcel and, in exchange, providing for a larger percentage of a sign to be a dynamic display. Currently 35% of a sign in the C-2, C-3, B-1, and I-1 districts can be a dynamic display. The 35% limitation has been the subject of several discussions with business owners and sign companies in the past. Strack proposed 75% of a sign in the C-2 District and 50% of a sign in the C-3, B-1, and I-1 Districts.

Another subject of repeated discussion was noted as current standards which limit the amount that must elapse between screen display changes. Current code allows dynamic signs adjacent to roadways with speed limits of 55 or more to change only once every ten minutes. A common standard in other communities is once every 20 seconds. Strack suggested the existing table be removed and replaced with a single standard of 20 seconds between copy changes.

Strack requested discussion from the PZC related to minimum letter height sizes. She noted in the past the current letter size heights like 15 inches for roadways over 55 speed limit combined with the 35% maximum dynamic display size were often discussed.

Strack reviewed potential reformatting of standards pertaining to monument signs and pylon signs to make the current standards more clear.

Finally Strack suggested changing the number of wall signs per building face from one sign to two signs while capping the total number at four signs. She noted establishments with accessory uses, such as a convenience store with car wash, often want to place directional signage on front building walls and the current standard is problematic.

The Commission discussed potential changes and favored updated definitions, reformatting of monument and pylon performance standards, and changes to dynamic displays. The PZC recommended retaining sign letter height language at this time.

The draft changes will next be presented at Council work session.

C. Ground Mounted Accessory Solar Discussion.

Heher introduced the agenda item.

Strack noted staff have recently had inquiries pertaining to ground mounted solar arrays as an accessory use in commercial/industrial districts. Strack stated current code does not allow ground mounted solar as an accessory use. Solar must be roof mounted or building integrated in all zoning districts.

Strack requested input.

Heher opined that when solar language was approved Commissioners and Council Members were skeptical of ground mounted solar arrays as either principal or accessory uses, especially in residential districts. Heher asked for input.

Smith noted he may be in favor of providing for ground mounted accessory solar uses in some situations.

Eggers, Barr, and Grundahl were skeptical of allowing ground mounted solar. Eggers noted structures affixed to building walls and wire canopies along with ground mounts themselves.

Hallquist noted he supported ground mounted solar for commercial/industrial uses provided it was accessory and not a principal use.

Heher opined that if allowed in commercial or industrial districts the arrays should be located in the rear yard versus a front or side yard.

Commissioner comments will be forwarded to Council for work session discussion.

D. Joint Commission Meeting – January 12, 2022.

Chairperson Heher noted prior to the Covid 19 pandemic a Joint Commission of the City Council, Planning Commission, Economic Development Commission, Parks and Recreation Commission, Chamber of Commerce and Willkommen Heritage and Preservation Society met on quarterly basis. The Council has decided to reinstate the meeting starting January 12, 2022. The agenda is to include a review of the Downtown Implementation Plan, NYA's 2021-2026 Strategic Plan, and ideas/concerns/projects that need to be addressed in the City.

E. Call for Special Meeting January 24, 2022.

Chairperson Heher introduced the agenda item.

Strack noted two concept plans were prepared for review by the PZC and the City Council. The first pertained to building/grounds improvements at ISD 108 Central Schools resulting from a recently approved voter issue. The second related to a residential subdivision of an outlot of the Meadows subdivision. Both concepts were ready for review and the Mayor had suggested a joint meeting on January 24, 2022 during a regular City Council meeting.

Commissioners were to confirm a quorum and call for a special meeting.

Motion – Smith to call for special meeting Monday, January 24, 2022. Second by Eggers. With all in favor the regular meeting minutes were approved 6-0.

7. Old Business.

None

8. Miscellaneous.

A. December Building Permit Report.

The December building permit report was received.

9. Commissioner Reports.

Grundahl, Eggers, Smith, Hallquist, and Barr did not have updates. Heher provided summaries of previous Council meetings.

10. Adjourn

Motion – Grundahl, Second Smith to adjourn the meeting. With all in favor the meeting adjourned at 6:52 p.m.

Drafted by,

Cynthia Smith Strack



To: Chairperson Heher
Members of the Planning Commission
Administrator Aukrust

From: Cynthia Smith Strack, Consulting Planner

Date: February 2, 2022

Re: Sign Code Repeal and Replace

BACKGROUND

The Planning Commission, with Council consent, began discussing an update to the sign code. The review follows variance requests and PZC Commissioners discussions. The Commission reviewed potential changes at its January meeting and the City Council is reviewing them at their January 24th work session. An update from the work session will be provided at the Commission meeting.

In summary the proposed changes:

1. Include potential changes to the definitions of: government sign, illuminated sign, monument sign, portable sign, and pylon sign to provide clarity.
2. Remove a requirement for illuminated signs to have an automatic shutoff as this has been the subject of discussion with sign manufacturers in the past.
3. Change to standards for temporary signs which require all such signs, including real estate signs, election signs, banners, grand opening signage, etc. be registered with the City since that has not been the practice.
4. Expand the size allowance for temporary signs to better reflect what is actually occurring.
5. Adjust language pertaining to dynamic signs, including: restricting the number of dynamic display signs to one per parcel and, in exchange, providing for a larger percentage of a sign to be a dynamic display. Currently 35% of a sign in the C-2, C-3, B-1, and I-1 districts can be a dynamic display. The 35% limitation has been the subject of several discussions with business owners and sign companies in the past. Proposed is 75% of a sign in the C-2 District and 50% of a sign in the C-3, B-1, and I-1 Districts.
6. Replace current standards which limit the amount that must elapse between screen display changes. For example, current code allows dynamic signs adjacent to roadways with speed limits of 55 or more to change only once every ten minutes. A common standard in other communities is once every 20 seconds. It is suggested an existing table be removed and replaced with a single standard of 20 seconds between copy changes.
7. Retain minimum sign letter height sizes is also addressed. In the past the current letter size heights, like 15 inches for roadways over 55 speed limit, combined with the 35% maximum dynamic display size were often discussed with sign applicants. The Commission favors retaining letter height requirements while increase percentages of signs that can include dynamic displays.

8. Reformat standards pertaining to monument signs and pylon signs to make the current standards more clear.
9. Change the number of wall signs per building face from one sign to two signs while capping the total number at four signs is suggested. Establishments with accessory uses, such as a convenience store with car wash, often want to place directional signage on front building walls and the current standard is problematic.

Attached please find a draft ordinance marked up with proposed standards.

ACTION

The Planning Commission is to affirm proposed revisions. If appropriate a MOTION to call for a public hearing for the March 1, 2022 meeting is in order.

**CITY OF NORWOOD YOUNG AMERICA
ORDINANCE NO. ____**

**AN ORDINANCE REPEALING AND REPLACING SECTION 1260 OF THE
CITY CODE RELATING TO SIGNS**

I. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS CHAPTER 12, SECTION 1260 OF THE CITY CODE SHALL BE REPEALED AND REPLACED WITH EXHIBIT A, ATTACHED HERETO.

II. EFFECTIVE DATE: THIS ORDINANCE IS EFFECTIVE UPON ITS ADOPTION AND PUBLICATION AS PRESCRIBED BY LAW.

Adopted by the City of Norwood Young America on the ____ day of _____, 2022.

Attest:

Carol Lagergren, Mayor

Angela Brumbaugh, City Clerk

Adopted:
Published:

EXHIBIT A

ORDINANCE 22-__

Section 1260 – Signs

1260.01 Purpose and Intent. The purpose of the sign ordinance is to establish regulations that govern the use, approval, construction, change, replacement, location and design of signs and related informational tools within the city. The sign ordinance is not intended to and does not restrict, limit, or control the content or message of signs. The sign ordinance has a number of specific purposes:

1. To encourage the effective use of signs as a means of communication.
2. To promote health, safety, and welfare by limiting hazardous or distracting signage.
3. To ensure and improve pedestrian and traffic safety.
4. To protect, conserve, and enhance property values.
5. To enhance the attractiveness and economic wellbeing of Norwood Young America as a place to live and conduct business.
6. To encourage creative and well-designed signs that contribute in a positive way to the city's visual environment, express local character, and help develop a distinctive pedestrian image in the city.
7. To recognize that signs are a necessary form of communication and provide flexibility within the sign review and approval process to allow for unique circumstances.
8. To create a framework for a comprehensive and balanced system for sign regulation, to facilitate an easy and pleasant communication between people and their environment, and to avoid the visual clutter that is potentially harmful to traffic and pedestrian safety, property values, business opportunities, and overall community appearance.
9. To encourage and, to the maximum extent feasible, require that all signs within the city be brought into compliance with the terms of the sign ordinance.

1260.02 Definitions

Abandoned Sign: A sign (including any structure whose primary function is to support such Sign) a) whose display surface remains blank for a period exceeding sixty (60) days; b) which pertains to a time, building, event or purpose that passed or ceased to apply more than sixty (60) days prior to the then applicable date; or c) that has remained for more than sixty (60) days after demolition of the building that it served.

Address Sign: A sign including postal identification numbers, whether written or in number form, and, optionally, the name of a building occupant.

Awning Sign: A Sign permanently affixed to an awning providing a shelter or cover over the approach to any building entrance or shading a window area.

Banner: A Temporary Sign made out of flexible paper, cloth or plastic-like material.

Building Face: That portion of any exterior elevation of a building or other structure extending from grade to the top of a wall and the entire width of that particular building or structure elevation.

Canopy and Marquee: A roof-like structure projecting over the entrance to a building.

Commercial Speech: speech advertising a business, profession, commodity, service, or entertainment.

Development: A commercial use of three or more principal structures with common characteristics, as determined by the City, or a platted residential use of twenty (20) or more lots with common characteristics, as determined by the City. Common characteristics may include shared access, similar architecture, single ownership or history or site plan review approval.

Directional Sign: A Sign erected on a property by the owner of such property solely for the purpose of guiding vehicular and pedestrian traffic, which does not contain any commercial speech.

Dynamic Sign: A Sign or portion thereof that appears to have movement or that appears to change using any method other than a person physically removing and replacing the Sign or its components. 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, "digital ink" or any other method or technology that allows the sign face to present a series of images or displays.

Freestanding Sign: A Sign which is placed in the ground, **non-movable**, and not affixed to any part of any structure.

Government Sign: A Sign **erected and maintained pursuant to and in discharge of any governmental functions or required by law, ordinance, or other governmental regulation** which is erected or maintained by a governmental unit.

Illuminated Sign: A Sign **lighted by or exposed to artificial lighting either by lights on or in the sign or directed toward the sign. or portion thereof that: 1) incorporates an artificial light source as part of the Sign including, but not limited to, a Sign with LED lights, neon lights or an interior light; or 2) a Sign that has an artificial light source directed upon it.**

Marquee Sign: A Sign that is permanently attached to a marquee.

Monument Sign: Any one-sided or two-sided free-standing Sign, **other than a pylon sign**, in which the entire bottom of the structure is in contact with or is close to the ground and is independent of any other structure. **with its entire Sign Area mounted on the ground or mounted on a base at least eighty percent (80%) as wide as the Sign Area.**

Mural: A work of graphic art painted or applied to a wall of a building or other structure which contains no commercial speech.

Non-Commercial Speech: Dissemination of messages not classified as Commercial Speech which include, but are not limited to, messages concerning political, religious, social, ideological, public service, and informational topics.

Nonconforming Sign: A Sign lawfully existing prior to the adoption of this ordinance but does not conform to the newly enacted requirements of the ordinance.

Off-Site Sign: A sign, including the supporting sign structure, advertising a business, commodity, **entertainment**, or service which is not located or performed on the premises on which the sign is located; commonly known as a "billboard."

Portable Sign: A sign designed to move from one location to another, not permanently attached to a **building, a structure**, the ground or any other surface.

Pylon Sign: Any free-standing sign mounted on supported by a column-like structure, posts or poles set firmly in or below the ground surface so that the sign face is six feet or more above grade.

Roof Sign: A sign erected or painted upon or above a roof or parapet of a building.

Scoreboard: A sign displayed at an athletic field and in conjunction with the activities occurring at the athletic field.

Shielded Light Source: Shall have the meaning associated with the nature of the light source, as follows: 1) For an artificial light source directing light upon a Sign, Shield Light Source shall mean a light source diffused or directed so as to eliminate glare and housed to prevent damage or danger. 2) For light source located within a Sign, Shielded Light Source shall mean a light source shielded with a translucent material of sufficient opacity to prevent the visibility of the light source. 3) For a light source designed to directly display a message (e.g. LED and neon lighting), Shielded Light Source means a light source specifically designed by its manufacturer for outdoor use.

Sidewalk Sign: A temporary, freestanding, Portable Sign placed at ground level, with no moving parts or flashing lights, displayed on a public or private sidewalk adjacent to and directly in front of a business.

Sign: Any letter, symbol, device, poster, picture, statuary, reading matter or representation in the nature of any advertisement, announcement, message, or visual communication, whether painted, pasted, printed, affixed or constructed, which is displayed outdoors for informational or communicative purposes and is visible to members of the public who are not on the premises on which it is located.

Sign Area: The entire area within a continuous perimeter enclosing the extreme limits of the Sign message and background. However, such perimeter shall not include any structural elements lying outside of such sign and not forming an integral part of the Sign. The area of a Sign within a continuous perimeter shall be computed by means of the smallest circle, rectangle or triangle that will encompass the extreme limits of the writing, representation, emblem or other display, together with any material or color forming an integral part of the background of the display or used to differentiate the sign from the building façade against which it is placed.

Special Events Sign: A Temporary Sign displayed before or during a one-time, special, or annual event or a holiday.

Temporary Sign: A Sign displayed concurrent with a specific event or occurrence for a limited duration, after which the Sign is to be removed, which does not necessarily meet the structural requirements for a permanent sign.

Wall Sign: Any Sign which is affixed to the wall of any building or structure.

1260.03 Jurisdiction. No sign permit shall be issued for any lot, tenant, or development after the effective date of and which is not in substantial conformity with the provisions of these regulations. Nor shall any sign, except as hereinafter specified, be erected, substantially improved, converted, enlarged, moved, or structurally altered without conforming with the provisions of these regulations. The lawful use of a sign existing at the time of the enactment of this chapter may be continued although such use may not conform to the regulations herein. For those signs permitted before the adoption of these regulations, such signs shall be classified and governed as nonconforming structures under this Chapter.

1260.04 Permit Required. Except as herein exempted, no person firm or corporation shall maintain, install, erect, relocate or modify any sign in the City without first obtaining a permit therefore. The fee for the permit shall be based on the chart of fees as adopted by the City Council by Ordinance from time to time, and shall be determined by the Building Inspector.

The permit shall include two sets of plans drawn to scale that show in sufficient detail the following:

- A. The proposed sign and its relationship to the other principal buildings on the lot and on adjacent properties.
- B. The size and height of the sign.
- C. The elevation of the centerline of the roadway upon which the sign is oriented, when applicable.
- D. Material of the sign and supporting pole.
- E. Drawing of any landscape or other background.
- F. Any other information required by the Building Inspector to accurately review the application for conformance to the code. Including but not limited to a certified land survey.

1260.05 Registration Required. Those signs permitted within this section, not requiring a permit which must be registered with the City, shall include the following information.

- A. Name of the person or company responsible for the sign.
- B. Address of the responsible party.
- C. Number of signs and their location(s).
- D. Dates signs will be posted.
- E. Description of the sign including the size, height and copy of any text or graphics shown on the sign.

1260.06 Variance. A variance may be sought from this regulation in accordance with the variance procedure outline in Section 1210.04 of this Chapter.

1260.07 Maintenance and Continuation. All signs shall be constructed in such manner and of such material as to be safe and substantial. The exposed backs of all signs and sign structures shall be painted a neutral color. Signs determined by the Zoning Administrator to be in a state of disrepair shall be considered a nuisance pursuant to Chapter 6 of the City Code. Any Abandoned Sign or Sign that no longer advertises or identifies a business in operation, a service rendered, or a product sold shall be taken down and removed by the owner, agent or person having the beneficial use and/or control of the buildings or structure upon which the sign may be found. Any sign found to be in violation of this Section shall be enforced in the same manner as described in Chapter 6, Section 610 – General Abatement Procedures.

1260.08 General Provisions Applicable to All Districts.

Subd. 1 Prohibited Signs. The following signs are prohibited in all districts:

- A. Signs in, upon, or projecting into any public right-of-way or easement, excepting Government Signs.
- B. Signs containing statements, words, or pictures of an obscene, indecent, or immoral character, or such as would offend public morals or decency..
- C. Any type of sign painted, attached, or in any manner affixed to trees, rocks, or similar natural surfaces.
- D. Roof Signs.
- E. Signs which interfere with the ability of vehicle operators or pedestrians to see traffic signs or signals, or which impedes the vision of traffic by vehicle operators or pedestrians.
- F. Signs that contain or are an imitation of an official traffic sign or signal or include the terms “stop”, “look”, “caution”, “danger”, “warning” or similar words, phrases, symbols, or characters in such a manner as to interfere with, mislead or confuse motorists.
- G. Signs which obstruct any window, door, fire escape or opening intended to provide ingress or egress to any structure or building.
- H. Portable Signs, except for sidewalk signs expressly permitted within.
- I. Any Sign not in conformance with these regulations, other than a Non-Conforming Sign.
- J. Any other Sign not expressly permitted by the provisions of these regulations.

Subd. 2 Illuminated Signs. Each Illuminated Sign shall:

- 1. Have a Shielded Light Source
- 2. Not exceed a maximum light intensity of .5 foot-candles at each property line:

3. Not cause beams or rays of light to be directed at any portion of the road or of such intensity or brilliance as to cause glare or impair vision of a driver of any motor vehicle; and
4. Be equipped with (i) an automatic dimmer control. ~~to produce the illumination change required by Section 1260.08, Subd. 2.A.2 above and (iii) a means to immediately turn off the display or lighting if the illuminated sign malfunctions.~~

Subd. 3 Address Signs. To aid emergency personnel, postal delivery, and the navigation of traffic, one address sign shall be required per residential and commercial building in all districts. No permits or registration is required.

Subd. 4 Scoreboards. One scoreboard up to 450 square feet per playing field, located in a public or private park, shall be permitted.

Subd. 5. Temporary Signs. The following regulations apply to Temporary Signs within the City. If they are not removed by the date specified, the signs may be taken down by the City and the cost of removal charged to the sign's owner or registrant.

- A. *Signs Containing Non-Commercial Speech.* Subject to Minnesota Statute Section 211B.045, as it may be amended from time to time, and notwithstanding the other provisions contained in this Section 1260, Signs containing Non-Commercial Speech may be posted beginning forty six (46) days before a primary election in a general election year until ten (10) days following the general election. No permit or registration is required for this type of sign.
- B. *Banners.* Banners may be displayed for one-time or special events for up to forty-five (45) days. Banners may be up to forty (40) square feet in area. ~~They must be registered with the City under the guidelines established in this chapter and removed within five (5) business days of the closing date listed on the registration permit.~~
- C. *Grand Openings.* Air inflated devices, Banners exceeding forty (40) square feet in area, non-mechanical whirling devices, spotlights, or any sign resembling the same may be permitted for a period of one (1) week in conjunction with a grand opening, meaning the initial commencement of a business. Such signs are prohibited at all other times.
- D. *Special Events.* Special Event Signs may be permitted with the following conditions:
 1. Non-Residential property: Special Event Signs may be erected and maintained on non-residential property for a period not to exceed thirty (30) days prior to the date of the event and shall be removed within five (5) business days following the event.
 2. Residential property: Special Event Signs, not exceeding four (4) square feet, may be erected on residential property for a period not to exceed five (5) days and shall be removed within one (1) day following the event.
- E. *Property for Sale or Lease.* A sign may be placed upon property in and District while it is for sale or for lease. Only one (1) sign shall be permitted per street frontage with the following conditions:
 1. Each such Sign shall be removed within seven (7) days following the date of leasing or sale.
 2. The maximum Sign Area for each such Sign is as follows:
 - a. R-1, R-2, R-3, T-A Districts- ~~eighteen (18) nine (9)~~ square feet
 - b. R-4, RC-1 Districts- ~~thirty-two (32) eighteen (18)~~ square feet
 - c. Commercial and Industrial Districts- ~~sixty-four (64) thirty-two (32)~~ square feet
 3. No such Sign shall exceed ~~ten (10) eight (8)~~ feet in height.
 4. Subdivision developments which have more than two sites remaining available may place one sign at each entry point. Such signs shall not be greater than ~~sixty four (64) thirty-two (32)~~ square feet and not to exceed eight (8) feet in height.
- F. *Construction.* One sign may be installed at a construction site in any district for the period of the construction subject to the following conditions:
 1. ~~The Sign must be registered with the City under the guidelines established in this chapter.~~
 2. The Sign shall be removed within five (5) days of the closing listed on the registration permit or end of construction period, whichever is sooner.

3. No such Sign shall exceed twenty-four (24) square feet or eight (8) feet in height.

Subd. 6 Off-Site Signs. Off-Site signs are not allowed in any district, except that on Off-Site sign lawfully existing prior to January 23, 2017 shall be considered a Nonconforming Sign, subject to Section 1215 of the Zoning Code.

Subd. 7 Dynamic Signs. Dynamic Signs may be permitted with the following conditions:

- A. Dynamic displays are permitted as follows:
 1. **A maximum of one dynamic display per parcel is allowed.**
 2. R-1, R-2, R-3 and R-4 Districts: only on monument signs for conditionally permitted uses. Dynamic displays may occupy no more than 35 percent of the Monument Sign Area.
 3. C-2 District: on monument and pylon signs for any permitted or conditionally permitted use, occupying up to **75 35** percent of the Sign Area, and on permitted Off-site Signs, occupying up to 100 percent of the Sign Area.
 4. C-3 District: on monument and wall signs for any permitted or conditionally permitted uses, occupying up to **50 35** percent of the Sign area.
 5. B-1 and I-1 Districts: only on monument and pylon signs for any permitted or conditionally permitted use, occupying up to **50 35** percent of the Sign Area, and on permitted Off-Site Signs, occupying up to 100 percent of the Sign Area.
- B. Dynamic displays may not change or move more often than **one time every twenty (20) seconds** the following, except ~~one for which~~ **when** changes are necessary to correct hour-and minute, date, or temperature information.:

Speed Limit	Maximum number of changes
25-34	Once every two (2) minutes
35-54	Once every five (5) minutes
55 and over	Once every ten (10) minutes

- C. Time, date, or temperature information is considered one dynamic display and may not be included as a component of any other dynamic display.
- D. **A display of time, date, or temperature must remain for at least the minimal allowable display time for the district in which it is located before changing to a different display, but the time, date, or temperature information itself may change no more often than once every three (3) seconds.**
- ~~E. The images and messages displayed must be static, and the transition from one static display to another must be instantaneous without any special effects.~~
- G. The images and messages displayed must be complete in themselves, without continuation in content to the next image or message or to any other sign.
- H. Every line of copy and graphics in a dynamic display must be at least seven inches in height on a road with a speed limit of 25 to 34 miles per hour, nine inches on a road with a speed limit of 35 to 44 miles per hour, 12 inches on a road with a speed limit of 45 to 54 miles per hour and 15 inches on a road with a speed limit of 55 miles per hour or more.
- I. Dynamic displays must be designed and equipped to freeze the device in one position if a malfunction occurs. The displays 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 ordinance.
- J. Dynamic displays must comply with the brightness standards contained in Section 1260.08, Subd. 2.

Subd. 8. Interior Building Signs. Unless specifically named in this ordinance, signs which are located on the interior of a building shall be exempt from the provisions of this ordinance.

1260.09 District Regulations. Signs herein designated shall be permitted in each specified District and shall conform as to size, location, and character according to the requirements herein set forth.

Subd. 1 Residential District (R-1, R-2 and R-3) Regulations. The following signs are permitted within the residential districts.

- A. Address Sign: One sign not to exceed two (2) square feet in area for each dwelling unit.
- B. Monument Signs: One Monument Sign per street frontage, not to exceed two (2) Monument Signs, shall be permitted for each lot and development entrance located on a collector or arterial roadway. Such sign shall not exceed forty-eight (48) square feet in area and shall not exceed twelve (12) feet in width and six (6) feet in height. No Sign shall be placed closer than five (5) feet to any public right-of-way.
- C. Directional Signs: Directional Signs for non-single-family uses are allowed up to three (3) per lot. The Sign Area of each such Sign shall not exceed four (4) square feet or four (4) feet in height.

Subd. 2 Multiple Family Residential District (R-4) Regulations. The following signs are permitted within the Multiple Family Residential District:

- A. Address Sign: One sign not to exceed four (4) square feet in area for each building.
- B. Monument and Wall Signs: Each lot and development entrance located on a collector or arterial roadway shall be permitted one Monument Sign per street frontage, not to exceed two (2) Monument Signs. Each lot located on a local roadway shall be permitted one Monument Sign. Such Sign shall not exceed forty-eight (48) square feet in area and shall not exceed twelve (12) feet in width and six (6) feet in height. No Sign shall be placed closer than five (5) feet to any public right-of-way. In addition to any Monument Sign, one Wall Sign shall be permitted on each Building Face, not to exceed two Wall Signs per Building. The Sign Area of each such Wall Sign shall not exceed 5% of the Building Face on which it is located.
- C. Directional Signs: Directional Signs are allowed up to three (3) per lot. The Sign Area of each such Sign shall not exceed four (4) square feet or four (4) feet in height.

Subd. 3 Downtown Districts (C-3) Regulations. The following signs are permitted within the Downtown Districts.

- A. Address Sign: One sign not to exceed four (4) square feet in area for each building.
- B. Monument Signs: Where a building does not cover the full area of the property, one Monument Sign is allowed per lot. The Sign Area of any such Monument Sign shall not exceed thirty-two (32) square feet and shall not exceed ten (10) feet in width or six (6) feet in height.
- C. Wall Signs: One Wall Sign shall be permitted per Building Face, not to exceed three Wall Signs per building. For multi-tenant buildings, one Wall Sign per tenant is allowed provided that the Building Face coverage limitation set forth below is met. *(Amended by Ord 311, 10-22-18)*
 - 1. A maximum of 10% of the Building Face may be used for a Wall Sign.
 - 2. Signs shall not project above the roof level.
- D. Sidewalk Signs: Sidewalk Signs shall be permitted on the premises of a business, provided the following provisions are followed:
 - 1. Only one sidewalk sign per business is allowed.
 - 2. Signs shall be displayed during business hours only.
 - 3. Maximum allowable sign size, including the frame and support structure, shall not exceed 6-square feet. Two sides of the sign may contain graphics and/or text. The maximum depth or spread of the sign shall not exceed 2 feet.
 - 4. Quality of said signs shall be of professional craftsmanship only
 - 5. Signs shall not create any hazards or interfere with pedestrian or vehicular traffic.
 - 6. Signs shall be placed only on the business property or on sidewalks directly abutting the business property.
- E. Awning Signs: One Awning Sign is allowed per lot, provided the Sign Area does not exceed eight (8) square feet. The Sign Area of any Awning Sign shall reduce, square foot for square foot, the Sign Area of any permitted Wall Signs on the same building face. Awnings shall have a minimum clearance of

eight (8) feet above a public sidewalk or right-of-way and be an integral part of the awning, not projecting above or below the vertical awning face.

Subd. 4 RC-1, C-2, B-1 and I-1 Regulations. The following uses are permitted within the RC-1, C-2, B-1 and I-1 Districts.

- A. Address Sign: One sign not to exceed four (4) square feet in area for each building.
- B. **Monument Signs.**
 - 1. One Monument Sign facing each street frontage may be permitted per lot and development entrance.
 - 2. The Sign Area of any such Monument Sign facing a local or collector street shall not exceed sixty (60) square feet.
 - 3. ~~A The Monument Sign facing a local or collector street shall not exceed twelve (12) feet in width or six (6) feet in height, except when adjacent to a major arterial.~~
 - 4. The Sign total Area of any such Monument Sign facing an ~~major arterial street~~ shall not exceed eighty (80) square feet. ~~and~~
 - 5. ~~A Sign facing an arterial street shall not exceed fifteen (15) feet in width and eight (8) feet in height.~~
 - 6. No Monument Sign shall be placed closer than five (5) feet to any public right-of-way line.
 - 7. ~~For Multi-tenant buildings.~~
 - a. One Monument Sign per street entry lot is allowed.
 - b. **Monument Signs facing a local or collector street shall not exceed a The total Sign Area of each such Monument Sign shall not exceed eighty (80) square feet and any one tenant may not occupy a Sign Area greater than forty (40) square feet.** , with a maximum Sign Area of forty (40) square feet per tenant, except when adjacent to a major arterial.
 - c. **Monument Signs facing an arterial street** ~~The total area of any such multi-tenant Sign facing a major arterial shall not exceed a total Sign Area of one hundred (100) square feet, and any one tenant may not occupy a sign area greater than fifty (50) square feet. with a maximum Sign Area of fifty (50) square feet per tenant.~~
- B. Wall Signs: **Two One Wall Signs** shall be permitted per Building Face, not to exceed four three Wall Signs per building. For multi-tenant buildings, one Wall Sign per tenant is allowed provided that the Building Face coverage limitation set forth below is met. (*Amended by Ord 311, 10-22-18*)
 - 1. A maximum of 10% of the Building Face may be used for a Wall Sign.
 - 2. Signs shall not project above the roof level.
- C. **Pylon Signs:**
 - 1. One Pylon Sign facing each street frontage may be permitted per lot and development entrance.
 - 2. The Sign Area of any Pylon such-Sign facing a local or collector street shall not exceed forty-eight (48) square feet.
 - 3. **The Sign Area dimensions of a Pylon Sign facing a local or collector street and** shall not exceed twelve (12) feet in width or six (6) feet in height.
 - 4. **The Sign Area of a Pylon Sign facing an arterial street, except when adjacent to a major arterial.** ~~The total area of any such Pylon Sign facing a major arterial shall not exceed sixty (60) square feet.~~
 - 5. **The Sign Area dimensions of a Pylon Sign facing an arterial street and** shall not exceed fifteen (15) feet in width and eight (8) feet in height.
 - 6. No Pylon Sign shall be placed closer than five (5) feet to any public right-of-way line.
 - 7. ~~For Multi-tenant buildings.~~
 - a. One Pylon Sign per lot is allowed.
 - b. **The Sign Area of a Pylon Sign facing a local or collector street** ~~The Sign Area of each such-Sign shall not exceed sixty (60) square feet and any one tenant may not occupy a Sign Area greater than thirty (30) square feet.~~

- c. **The Sign Area of a Pylon Sign facing an arterial street, with a maximum Sign Area of thirty (30) square feet per tenant, except when adjacent to a major arterial. The total area of any such multi-tenant Sign facing a major arterial shall not exceed eighty (80) square feet, and any one tenant may not occupy a Sign Area greater than forty (40) square feet. with a maximum Sign Area of forty (40) square feet per tenant.**
- 8. The height of any Pylon Sign shall not exceed **thirty-five (35) feet** as measured from the elevation of the centerline of the roadway upon which the sign is orientated. ~~The maximum actual sign height shall be no more than forty (40) feet. The sign shall not be raised up by use of a natural or manmade material so as to create a base for the placement of the sign resulting in a height greater than thirty (30) feet as measured from the elevation of the centerline of the roadway.~~
- D. Directional Signs: Each lot is permitted up to four (4) Directional Signs per driveway or vehicle entrance onto the property. The Sign Area of each such Sign shall not exceed four (4) square feet or four (4) feet in height.

1260.10 Substitution Clause. The owner of any Sign that is otherwise allowed under this Section may substitute Non-Commercial Speech for any other Commercial or Non-Commercial Speech without any additional approval or permitting, notwithstanding any provision to the contrary.

1260.11 Severability. If any part, clause, provision, or portion of this Section is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Section shall not be affected thereby.



To: Chairperson Heher
Members of the Planning Commission
Administrator Aukrust

From: Cynthia Smith Strack, Consulting Planner

Date: February 1, 2022

Re: Accessory Structure Height Standards Discussion

BACKGROUND

The Planning Commission, with Council consent, began discussing maximum accessory structure heights and an internal inconsistency with the zoning code. The review follows variance requests and PZC Commissioners discussions. The Commission reviewed potential changes at its January meeting and the City Council is reviewing them at their January 24th work session. An update from the work session will be provided at the Commission meeting.

At the January 4, 2022 meeting the Commission suggested adjustments that:

1. Provide for residential accessory structures to be up to two-thirds the height of the principal structure on the lot.
2. Providing for accessory structures heights exceed 25 feet in commercial and industrial zones where building heights can be up to 40 feet.

Attached please find sample ordinance language pertaining to the recommendations discussed.

ACTION

The Planning Commission is to affirm proposed revisions. If appropriate a MOTION to call for a public hearing for the March 1, 2022 meeting is in order.

**CITY OF NORWOOD YOUNG AMERICA
ORDINANCE NO. [REDACTED]**

**AN ORDINANCE AMENDING CHAPTER 1230 AND SECTION 12405.04
OF THE CITY CODE PERTAINING TO MAXIMUM ACCESSORY
STRUCTURE HEIGHT.**

I. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS:

II. SECTION 1230.04, SUBD. 5(D) R-1 LOW DENSITY SINGLE FAMILY RESIDENTIAL DISTRICT SHALL BE AMENDED AS FOLLOWS:

D. Building Height: 35 feet (principal structure)
The lesser of 25 feet or two-thirds of the height of the principal structure (accessory structure)

III. SECTION 1230.05, SUBD. 5(D) R-2 MEDIUM DENSITY SINGLE FAMILY RESIDENTIAL DISTRICT SHALL BE AMENDED AS FOLLOWS:

D. Building Height: 35 feet (principal structure)
The lesser of 25 feet or two-thirds of the height of the principal structure (accessory structure)

IV. SECTION 1230.06, SUBD. 5(D) R-3 MEDIUM DENSITY MIXED RESIDENTIAL DISTRICT SHALL BE AMENDED AS FOLLOWS:

D. Building Height: 35 feet (principal structure)
The lesser of 25 feet or two-thirds of the height of the principal structure (accessory structure)

V. SECTION 1230.07, SUBD. 5(D) R-4 MULTIPLE FAMILY RESIDENTIAL DISTRICT SHALL BE AMENDED AS FOLLOWS:

D. Building Height: 35 feet (principal structure)
The lesser of 25 feet or two-thirds of the height of the principal structure (accessory structure)

VI. SECTION 1230.08, SUBD. 5(D) RC-1 RESIDENTIAL NEIGHBORHOOD COMMERCIAL DISTRICT SHALL BE AMENDED AS FOLLOWS:

D. Building Height: 35 feet (principal structure)
The lesser of 25 feet or two-thirds of the height of the principal structure (accessory structure)

VII. SECTION 1230.09, SUBD. 6(D) C-2 GENERAL COMMERCIAL DISTRICT SHALL BE AMENDED AS FOLLOWS:

D. Building Height: 35 feet (principal structure)
The lesser of 25 feet or two-thirds of the height of the principal structure (accessory structure)

VIII. SECTION 1230.10, SUBD. 5(D) C-3 DOWNTOWN DISTRICTS SHALL BE AMENDED AS FOLLOWS:

D. Building Height: 35 feet (principal structure)
The lesser of 25 feet or two-thirds of the height of the principal structure (accessory structure)

IX. SECTION 1230.11, SUBD. 6(D) B-1 BUSINESS INDUSTRIAL DISTRICT SHALL BE AMENDED AS FOLLOWS:

D. Building Height: 40 feet (principal structure)
~~25 feet~~ Two-thirds of the height of the principal structure (accessory structure)

X. SECTION 1230.12, SUBD. 5(D) I-1 LIGHT INDUSTRIAL DISTRICT SHALL BE AMENDED AS FOLLOWS:

D. Building Height: 40 feet (principal structure)
~~25 feet~~ Two-thirds of the height of the principal structure (accessory structure)

XI. SECTION 1245.04, SUBD. (M) PERTAINING TO ACCESSORY STRUCTURE HEIGHTS SHALL BE AMENDED AS FOLLOWS:

M. *Maximum Height.* ~~Sidewall height for detached accessory structures may not exceed ten (10) feet. Total detached accessory structure height may not exceed eighteen (18) feet as measured from the ground level to the highest point of the roof. Where these standards conflict with other standards, the strictest rule~~ Standards pertaining to accessory structure height contained in individual zoning districts shall apply.

XII. EFFECTIVE DATE: THIS ORDINANCE IS EFFECTIVE UPON ITS ADOPTION AND PUBLICATION AS PRESCRIBED BY LAW.

Adopted by the City of Norwood Young America on the ____ day of _____, 2022.

Attest:

Carol Lagergren, Mayor

Angela Brumbaugh, City Clerk

Adopted:

Published: