

 **DRAFT**

**THE MEETING FOR THE PLANNING COMMISSION BOARD HELD ON FEBRUARY 22, 2021,  
AT 7:00 P.M., AT THE CITY HALL COUNCIL CHAMBERS**

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The meeting was called to order at 7:00 P.M., by Andrea Gerrard. Members present were Eldon Johnson, Scott Moller, Victoria Hallin (per Zoom), and Gene Stoeckel (Princeton Twsp. Rep). Staff present were Mary Lou DeWitt (Comm. Dev. Zoning Specialist) and Stephanie Hillesheim (Comm. Dev. Manager).

Absent was Dan Erickson.

**APPROVAL OF MINUTES OF REGULAR MEETING ON JANUARY 25, 2021**

MOLLER MOVED, SECOND BY JOHNSON, TO APPROVE THE MINUTES OF JANUARY 25, 2021. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

**AGENDA ADDITIONS / DELETIONS:**

DeWitt added on the New Business, Plastic Products, Co signage.

HALLIN MOVED, SECOND BY JOHNSON, TO ADD TO NEW BUSINESS, ITEM A, PLASTIC PRODUCTS SIGNAGE. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

**PUBLIC HEARING:** None

**OLD BUSINESS:**

**A. Interim Use Permit for 602 Rum River Drive South**

DeWitt explained that the Interim Use Permit for 602 Rum River Drive South to allow Dog Daycare, Training, Grooming Facility as well as Kennel with overnight boarding. The public hearing for this was held at the Planning Commission meeting on January 25, 2021 and the Planning Commission approved the application and forward the recommendation to the City Council for final approval. This was suppose to be on the City Council agenda for February 11<sup>th</sup>, 2021 meeting, but the applicant removed it from the agenda. The applicant's finances to purchase the site changed and he was not able to follow through with the purchase. If in the future he is able to purchase the site, he would need to reapply for the Interim Use Permit and follow through the same application process.

**NEW BUSINESS:**

**A. Plastic Products Co. Monument Signage**

Mary Lou DeWitt, Comm. Dev. Zoning Specialist Memo:

**Request:** Plastic Products Co. Inc. has hired Albrecht Signs to design a monument sign for their

location at 610 County Road 18 South. The property is located in the MN-1 Industrial District and only one monument sign is allowed per lot. The monument sign will be internally lit with LED lights with a maximum of 100 square feet sign area and a maximum height of 8 feet, which does follow the Zoning Ordinance. Placement of the sign is on the southwest entrance of lot PID #24-033-0480 with a setback of 15' feet which will be out of the clear view area and not inflict with the drivers view of entering or existing the site.

The second sign that will be on the property site of PID #24-033-0390 on the northwest entrance of the site that will be a directional employee entrance sign. On directional signs in parking lots they should be less then nine square feet in area. The proposed sign is 4' x 5' square feet that would be a total of 20' square feet. The Planning Commission may, in its discretion, issue a permit authorizing construction of freestanding signage.

**Monument Sign** – a sign where the extent of the sign surface is attached to the ground or a foundation in the ground; and where there are no poles, braces, or other visible means of support other than attachment to the ground.

**Directional sign, on premise** – an on-premise sign giving directions, instructions, or facility information and which may contain the name or logo of an establishment, but no advertising copy, e.g., parking or exist and entrance signs.

**Signs Requiring Planning Commission Approval:** The granting of a permit will be subject to the following conditions:

The signage requested fall under the monument signs restrictions. If the Planning Commission is in approval of the signage, the following conditions should be considered:

1. The proposed monument sign area cannot exceed 100 square feet sign area and maximum height of 10 feet.
2. The directional sign cannot be larger than the 4' x 5' square feet.
3. The placement of the signs should not be any closer to the road then what is shown on the diagram.
4. The monument sign and the directional sign will each have LED internally lit lighting.
5. Gopher One needs to be contacted prior to digging.
6. A Building Permit must be approved prior to installation of the sign.

\*\*\*\*\*End of Staff Memo\*\*\*\*\*



The Planning Commission supported both signs. The directional sign should not be an issue on the size and placement.

JOHNSON MOVED, SECOND BY MOLLER, TO APPROVE THE MONUMENT SIGN AND THE DIRECTIONAL SIGN FOR PLASTIC PRODUCTS, CO. LOCATED AT 610 COUNTY ROAD 18 SOUTH WITH THE FOLLOWING CONDITIONS:

1. THE PROPOSED MONUMENT SIGN AREA CANNOT EXCEED 100 SQUARE FEET SIGN AREA AND MAXIMUM HEIGHT OF 10 FEET.
2. THE DIRECTIONAL SIGN CANNOT BE LARGER THAN THE 4' X 5' SQUARE FEET.
3. THE PLACEMENT OF THE SIGNS SHOULD NOT BE ANY CLOSER TO THE ROAD THEN WHAT IS SHOWN ON THE DIAGRAM.
4. THE MONUMENT SIGN AND THE DIRECTIONAL SIGN WILL EACH HAVE LED INTERNALLY LIT LIGHTING.
5. GOPHER ONE NEEDS TO BE CONTACTED PRIOR TO DIGGING.
6. A BUILDING PERMIT MUST BE APPROVED PRIOR TO INSTALLATION OF THE SIGN.

UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

**COMMUNICATION AND REPORTS:**

**A. Verbal Report**

**1) Tablet Training**

Hillesheim did not have the tablets ready and was considering to create a separate email address for each member that would be only for Planning Commission correspondence. To have a City email address there would be a charge and she will ask the Finance Department if that will be okay. She will have the tablets ready by the end of the week to pick-up.

**2) City Council Minutes for January, 2021**

The Planning Commission Board had no comments.

MOLLER MOVED, SECOND BY HALLIN, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 7:35 P.M.

ATTEST:

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Andrea Gerrard, Vice Chair

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Mary Lou DeWitt, Comm. Dev. Zoning Specialist