

**OSSEO PLANNING COMMISSION MINUTES
REGULAR MEETING
July 17, 2017**

1. CALL TO ORDER

The regular meeting of the Osseo Planning Commission was called to order by Chair Plzak at 6:00 pm, Monday, July 17, 2017.

2. ROLL CALL

Present: Commission members Dee Bonn, Deanna Burke, Neil Lynch, Michael Olkives, Alden Webster, and Chair Barbara Plzak

Absent: Commissioner Ken Zopfi

Others present: City Planner Nancy Abts

3. APPROVAL OF AGENDA

A motion was made by Bonn, seconded by Burke, to approve the Agenda as presented. The motion carried 6-0.

4. APPROVAL OF MINUTES

A. Approve April 17, 2017, Minutes

A motion was made by Lynch, seconded by Webster, to approve the April 17, 2017, minutes. The motion carried 6-0.

5. PUBLIC COMMENTS

Chair Plzak advised this is the time for public comments for items that are not on the agenda for tonight's meeting. There were no comments from the public.

6. PUBLIC HEARINGS

A. Consider Zoning Ordinance Amendment to §153.090-097 "SIGNS" and CHAPTER 153: (ZONING) APPENDIX C "DISTRICT SIGN REGULATIONS"

Abts stated the City is proposing an update to Osseo's sign code. These changes will update the code in regards to recent legal changes. Changes will also better organize the sign code and to facilitate code enforcement. The sign code has been added to, but not substantially revised, since its adoption in 1994.

Abts reported the sign code is part of the City's Zoning Ordinance. Because of this, a Public Hearing must be held prior to any changes. Most changes to the sign code are changes to language, not to the effect the code has on signs. Big changes to the size or types of signs allowed are not proposed. However, the way to determine the total amount of signage a property can display has changed. It is now based on the type of property or its size only; there are no longer requirements based on a sign's message. For example, Address Signs, For Sale/Lease Signs, Motor Fuel Station Signs, etc.—are not included in the update. The

proposed changes are not based on the type of content on the sign. Instead they focus on the “type of sign” on the basis of size, construction, and location.

Abts explained the introduction to the ordinance, the *Findings, Purpose and Intent, and Effect* section, has been updated to reflect new legal standards. The wording and organization is also clarified and condensed in the new ordinance. Some of the procedures used to administer the ordinance will also change. Under the existing sign code, certain small signs and certain types of signs do not require permits. The proposed changes clarify and somewhat increase the types of signs that do not need a permit. The proposed changes allow small and simple signs like lower-level window signs, banners, and small freestanding signs to be posted on private property without a permit. This recognizes that most businesses do not often apply for permits for these types of signs. It also facilitates free speech. Whether or not a permit is required, signs still must comply with the ordinance. Staff requested the Planning Commission hold a Public Hearing and recommend the City Council approve the proposed changes to the zoning ordinance.

Olkives asked how signage square footage would work for multiple businesses in one building. He questioned if the total signage allowed would be divided by the number of businesses in one building. Abts explained the City has not typically been involved in allocating signage per tenant, but rather has left this up to the landlord to work out with the tenants.

Lynch clarified that it was the landlord’s responsibility to ensure the building did not go over the allowable sign square footage on the building. Abts reported this was the case and provided further details on how the City contacted landlords and tenants regarding signage concerns.

A motion was made by Bonn, seconded by Lynch, to open the Public Hearing. The motion carried 6-0.

A motion was made by Lynch, seconded by Bonn, to close the public hearing at 6:30 p.m. The motion carried 6-0.

Abts commented further on the City permitting requirements for smaller signs.

A motion was made by Bonn, seconded by Webster, to recommend the City Council approve the proposed changes to the zoning ordinance. The motion carried 4-2 (Olkives and Lynch opposed).

7. OLD BUSINESS – None
8. NEW BUSINESS – None
9. REPORTS OR COMMENTS: Staff, Chair & Commission Members
 - A. Healthy Communities Update

Abts indicated the Healthy Communities initiative continues in Osseo. She anticipated a demonstration project would be held in the coming months.

10. ADJOURNMENT

A motion was made by Webster, seconded by Lynch, to adjourn the meeting at 6:36 pm. The motion carried 6-0.

Respectfully submitted,

Heidi Guenther
TimeSaver Off Site Secretarial, Inc.