



DATE: August 22, 2022

TO: Honorable Mayor and City Councilmembers
Dave Perrault, City Administrator

FROM: Jessica Jagoe, Community Development Director

SUBJECT: **Planning Case #22-0014 – Public Hearing Required**
Applicant: Delkor Systems, Inc.
Property Location: 4200 Round Lake Road
Request: Planned Unit Development Amendment

Budgeted Amount:	Actual Amount:	Funding Source:
N/A	N/A	N/A

Council Should Consider the Following:

Hold the required public hearing for Planning Case 22-014 an application for a Planned Unit Development Amendment for the property located at 4200 Round Lake Road (“Subject Property”) to install additional signage for the tenants, Delkor Systems, Inc. and Colder Products Company, on the southwest elevation of the Gateway Interstate building. The City Council will be asked to make a formal decision regarding the application under Agenda Item 9A.

Background

1. Overview of Request

Delkor Systems, Inc. (“Applicant”), on behalf of Scannell Properties, LLC has submitted a land use application for a Planned Unit Development Amendment, proposing additional wall signage on the southwest elevation of the Gateway Interstate building. The original Preliminary/Final Plat, Planned Unit Development, Conditional Use Permit, and Site Plan Review approvals from October 12, 2020, for the Subject Property did not include signage. It was stated in the approvals that a separate sign permit would be required for all proposed signage and that all proposed signage shall meet the requirements of Sign District 6. In July of 2021, it was determined that Sign District 6 would allow for a single wall sign for each tenant under 60 square feet on each of the corresponding tenant building elevations. The applicant is proposing additional signage on the southwest elevation.

2. Site Data

Future Land Use Plan:	Light Industrial and Office
Existing Land Use:	Undeveloped
Zoning:	GB, Gateway Business District
Size:	25.81 Acres

Approvals

1. Planned Unit Development Amendment

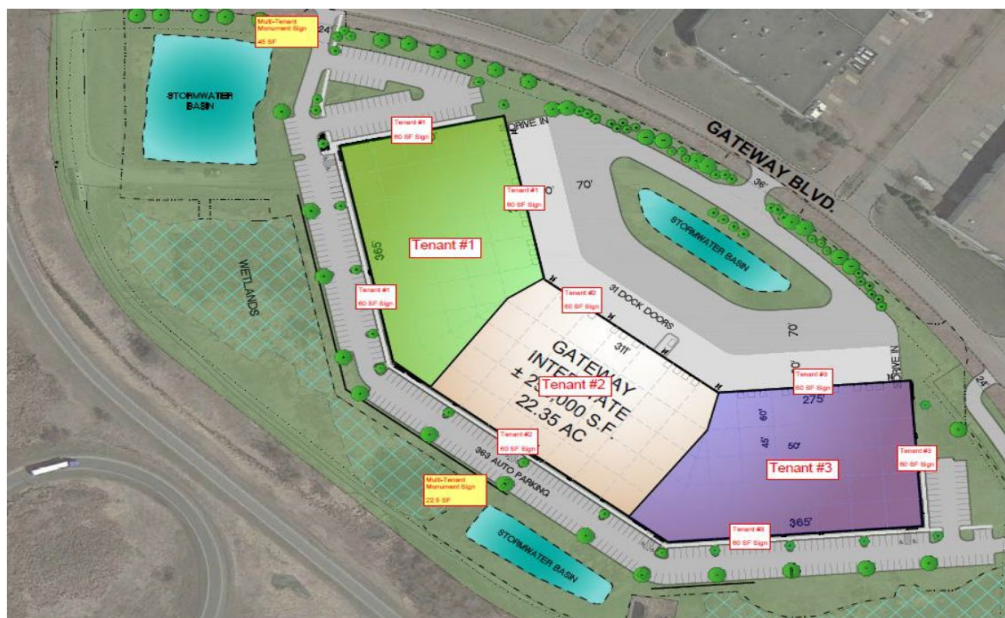
A Planned Unit Development (PUD) Amendment to alter the conditions of approval in the original Planned Unit Development, Conditional Use Permit, and Site Plan for the Gateway Interstate building located at 4200 Round Lake Road.

Plan Evaluation

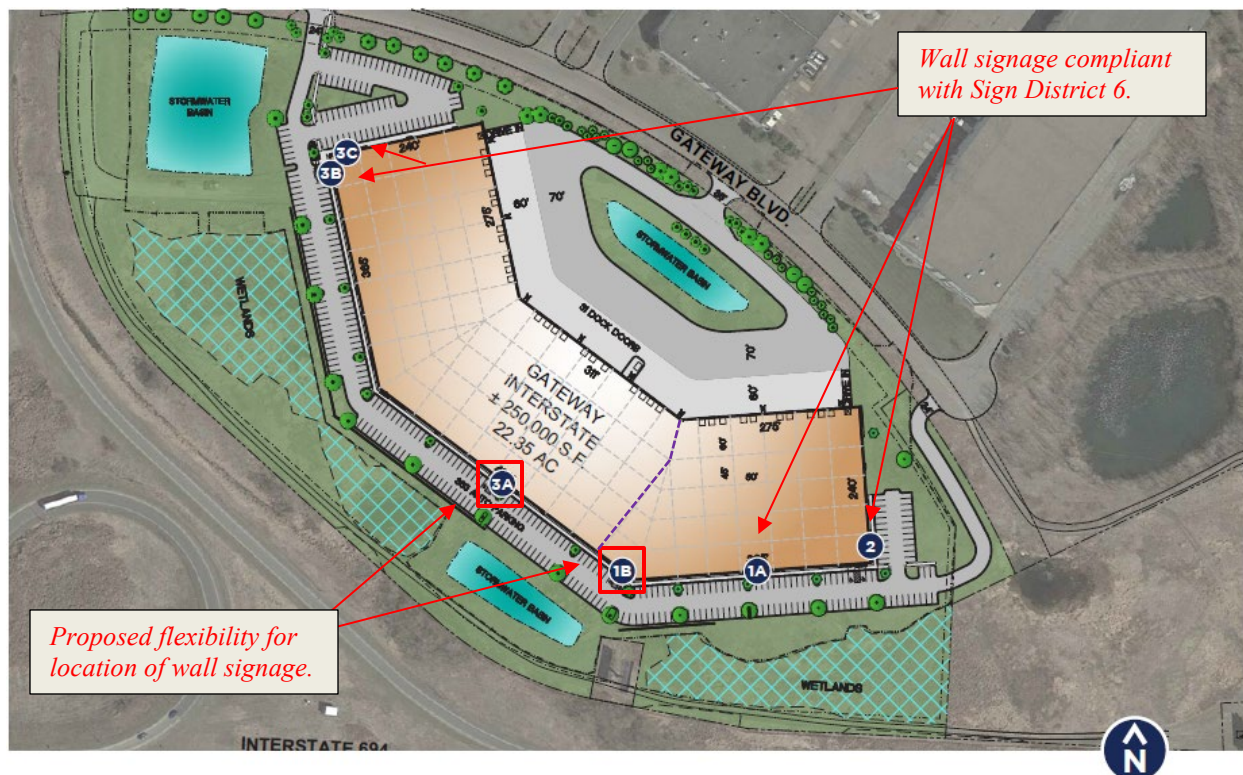
Chapter 12, Sign Code

A. Wall Signs – Flexibility Requested

The original PUD for the Subject Property did not include a request for flexibility on signage. A condition of approval stated that all proposed signage shall meet the requirements of Sign District 6. Installation of future signage would be reviewed by planning staff as part of the permit process for verification of compliance with sign regulations. The administratively approved signage plan for the Gateway Interstate building included one wall sign per corresponding building elevation for each tenant. At the time of approvals, the owner of the building, Scannell Properties, was proposing three tenants in the shell building. The maximum allowed wall signage translated to three wall signs per tenant on the northwest and southwest sides of the building and two wall signs for the tenant in the center of the building. The original sign plan is pictured below.



The final buildout of the building is for two tenants. The Applicant is now proposing an additional wall sign on the building's southwest elevation. The two tenants, Delkor Systems, Inc. and Colder Products Company (CPC), share the southwest elevation of the building. Delkor's main entrance is located on the southwest elevation of the building. The proposed sign plan is pictured below.



The Applicant is seeking flexibility for the location of wall signage. The two tenants are proposing that each would continue to install three wall signs. However, two of those wall signs would be installed on the same building elevation (i.e. rear elevation). Under the proposed signage plan, the tenants would no longer be installing a wall sign on the north/northeast elevation (i.e. front elevation). As proposed, the total square footage of wall signage for the tenants remains the same. The Applicant has noted that they shall accept all other city standards for the signage on the building. Properties in Sign District 6 are allowed wall signs up to 60 square feet. All of the proposed square footages are under 60 square feet and comply with the sign district requirements. All proposed signage is noted to be internally lit. The signage plans are shown in Attachment D.

At their August 3rd meeting, the Planning Commission discussed the handling of future wall signage on the north elevation in the event either a current and/or a new tenant may want to add a wall sign along Gateway Boulevard. The general consensus of the Commission was that the Subject Property should be granted flexibility solely for location of wall signage as requested. Their recommendation is that no flexibility under this review is granted for the number or square footage of wall signs. Therefore, the tenants would be held to three wall signs up to 60 square feet each and that future changes to the master sign plan would trigger a PUD Amendment. To address this intent, the Commission included Condition 4 in their recommendation to the City Council.

B. Sign Standard Adjustments, Section 1260.01

The Applicant requests flexibility for the location of wall signage. City Code Section 1260.01, Sign Standard Adjustments states “adjustments to the requirements and standards for the height, number, type, lighting, area, and/or location of a sign or signs established by this Chapter may be approved with a Site Plan Review or a Planned Unit Development process.” In order to approve an adjustment, the City Council will need to make a determination that the following criteria in the sign code has been satisfied:

1. Subd. 1 There are site conditions which require a sign adjustment to allow the sign to be reasonably visible from a street immediately adjacent to the site.

According to the Applicant, the sign adjustment is required to identify and orientate customers to tenant entrances. Both tenants have entrances on the southwest elevation of the building and they are concerned with visitors misidentifying their location.

2. Subd. 2 The sign adjustment will allow a sign of exceptional design or a style that will enhance the area or that is more consistent with the architecture and design of the site.

The Applicant has stated the proposed wall signage design will be complimentary of the colors and features of the building.

3. Subd. 3 The sign adjustment will not result in a sign that is inconsistent with the purpose of the zoning district in which the property is located or the current land use.

According to the Applicant, the proposed wall signage is consistent with the zoning district and 2040 Comprehensive Plan.

Application Review

1355.04 Procedural Requirements for Specific Applications

A public hearing for a PUD Amendment request is required before the request can be brought before the City Council. The applicant or its representative shall be given the opportunity to appear before the Planning Commission to answer questions or give explanations regarding the proposal. Upon completion of the public hearing and its study and consideration of the application, the Planning Commission shall submit its written report, containing its findings, conclusions, and recommendations as to the application, to the City Council.

Under Section 1355.06 subd.4, an application for an amendment shall be administered in the same manner as required for a new application. Any structural alteration, enlargement or intensification change in site plan, or similar change not specially permitted, shall require City Council action and all procedures shall apply as if a new application were being requested; provided, however, that when such changes are deemed to be insignificant by the Zoning Administrator, the requirements of a public hearing may be waived.

Public Notice and Comments

Notice was republished in the *Pioneer Press* on August 11, 2022. Notice was prepared by the City and mailed to property owners within 1,000 feet of the subject property. The City has not received any public comments regarding this case from this notification.

Attachments

- A. Land Use Application
- B. Location Map
- C. Narrative
- D. Proposed Sign Plan – Gateway Interstate
- E. Proposed Sign Plan – CPC
- F. Public Hearing Presentation
- G. Planning Commission Memo
- H. Draft Planning Commission Minutes