

Chair Vijums moved and Commissioner Weber seconded a motion to recommend approval of Planning Case 23-007 as amended for a Site Plan Review at 1273 West County Road E and Zoning Code Amendment to Section 1305.04 – Definitions, Section 1320.05 – Land Use Chart and Section 1325.02 – Accessory Uses based on the findings of fact and the submitted plans, as amended by the conditions in the April 5, 2023, report to the Planning Commission. The motion carried unanimously (7-0).

B. Planning Case 23-005; 4300 Round Lake Road W and 1987 Gateway Boulevard – Site Plan Review – Public Hearing Not Required

Community Development Director Jagoe stated the Applicant has submitted a land use application for a Site Plan Review, seeking flexibility on the size wall signs at two Delkor office buildings. The two buildings are located in Sign District 7, which allows a wall sign with a maximum size of 45 square feet. The Applicant is proposing one (1) 60 square foot wall sign on the western elevation of each building.

Community Development Director Jagoe explained at its January 17, 2023 meeting, the City Council considered a request for a Concept Plan Review for the proposed wall signs. At this meeting, the Council expressed general support for the requested flexibility in wall sign size. At this meeting, Planning Staff presented the City Council with a second option to amend the Sign Code. The City Council briefly discussed the undertaking of amending the sign ordinance. Given the Applicant's desired timeline for sign installation, they are pursuing the application for Site Plan Review based on the Council's feedback.

Community Development Director Jagoe reported the Applicant was recently approved for a Planned Unit Development Amendment at a third location they occupy at 4200 Round Lake Road. At their August 22, 2022 meeting, the City Council approved a request for wall signage with a 60-square-foot copy area on three elevations at the new Gateway building subject to sign standards under Sign District 6. The Applicant has indicated the proposed signage would be consistent and conform to the approvals at 4200 Round Lake Road.

Community Development Director Jagoe indicated the Applicant is proposing 60 square foot signage that will match the wall signs at their 4200 Round Lake Road location. Planning Staff would add that the new construction of the Gateway Interstate building at 4200 Round Lake Road was approved on October 12, 2020 as part of a Planned Unit Development that included sign district flexibility. The sign flexibility that the Applicant is seeking under this proposal for the Subject Properties would be initiated through the Site Plan Review process. The review process type is different because the Subject Properties are existing buildings that are operating in accordance with city code requirements under the Gateway Business Zoning District as allowed without a Planned Unit Development. A Planned Unit Development is an overlay district

utilized on land use reviews for residential and commercial subdivisions, new developments, or redevelopments that will function as one entity or may include flexibility to design standards. Not all properties in the City function as part of a Planned Unit Development. Rather there are historical uses (i.e. permitted use, conditional use, special use, legal nonconforming, etc.) that are allowed to continue until such time that there is a change in use or modification to the site or building that triggers an additional zoning/land use review.

Community Development Director Jagoe reviewed the site data, surrounding area, the Plan Evaluation and provided the Findings of Fact for review:

1. The Applicant has submitted an application for Site Plan Review to install 60 square foot wall signage on the western elevations of two Delkor office buildings at the subject properties, 4300 Round Lake Road W and 1987 Gateway Boulevard.
2. The Subject Properties are located in the Gateway Business District and are guided as Light Industrial & Office on the 2040 Land Use Plan.
3. 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 as described for in Section 1320 and 1355 of the Zoning Code.
4. Flexibility through the Site Plan Review process has been requested for the size of the proposed wall signs.
5. The proposed signage plan does not conflict with the general purpose and intent of the Zoning Code or the Comprehensive Development Plan for the City.
6. The application is not anticipated to create a negative impact on the immediate area or the community as a whole.
7. The proposed plan will not produce any permanent noise, odors, vibration, smoke, dust, air pollution, heat, liquid, or solid waste, and other nuisance characteristics.
8. A public hearing is not required for Site Plan Review.

Community Development Director Jagoe reviewed the options available for Planning Case 23-005 to the Planning Commission on this matter:

1. Recommend Approval with Conditions
 1. That the project shall be completed in accordance with the plans submitted. Any significant changes to these plans, as determined by the Community Development Director, shall require review and approval by the Planning Commission and City Council.
 2. A separate sign permit shall be required for all proposed signage.
 3. All signage shall meet all other requirements of Sign District 7.
2. Recommend Approval as Submitted
3. Recommend Denial
4. Table

Chair Vijums opened the floor to Commissioner comments.

Chair Vijums asked if the City was proposing to change the recommended sign sizes or dimensions, or would variances be considered over time.

Community Development Director Jagoe described the process that was laid out for the applicant noting a Site Plan Review was before the Planning Commission at this time and not an Ordinance Amendment for the sign code.

Chair Vijums questioned if the proposed sign was 60 square feet in size.

Kevin Weiss, 4300 Round Lake Road West, reported both signs would be 60 square feet in size, which was identical to the signs at 4200 Round Lake Road.

Community Development Director Jagoe explained the signs at 4200 Round Lake Road were approved as part of the Gateway Interstate Building.

Commissioner Bjorklund stated he liked that the new sign size would allow the property to be seen from the freeway and would create unification. He indicated he would like to see the site having identification signs installed on the site.

Mr. Weiss commented site would have directional signs on the building.

Commissioner Wicklund explained he believed the criteria for the sign code has been satisfied and for this reason he would be supporting the request.

Chair Vijums stated because similar signage was approved for an adjacent building, he would be supporting this request.

Community Development Director Jagoe commented further on how the proposed signage would be consistent between the Delkor buildings.

Commissioner Bjorklund recommended a finding be stated to this effect.

Chair Vijums suggested this finding read: the proposed signage would conform and unify the existing Delkor signage.

Commissioner Bjorklund moved and Commissioner Weber seconded a motion for Findings of Fact Item 9 to read: The proposed signage would conform and unify the existing Delkor signage. The motion carried unanimously (7-0).

Commissioner Wicklund moved and Commissioner Collins seconded a motion to recommend approval of Planning Case 23-005 for a Site Plan review at 4300 Round lake Road W and 1987 Gateway Boulevard based on the findings of fact as amended and the submitted plans, as amended by the conditions in the April 5, 2023, report to the Planning Commission. The motion carried unanimously (7-0).

- C. **Planning Case 23-006; 3610 Snelling Avenue N – Site Plan Review – *Public Hearing Not Required***