

CITY OF MEDINA PLANNING COMMISSION

Meeting Minutes

Tuesday, August 11, 2009

1. Call to Order: Commissioner R. Reid called the meeting to order at 7:00 p.m.

Present: Planning Commissioners, Jim Simons, Robin Reid, Victoria Reid, Michele Litts, and Mary Verbick.

Absent: Charles Nolan and Beth Nielsen

Also Present: City Planner Dusty Finke

2. Public Comments on Items not on the Agenda:

No public comments.

3. Update from City Council Proceedings:

Weir presented the update that the Council:

- Questioned the costs for the proposed \$300,000.00 Field House for Hamel Legion Park that came in at \$425,000.00. The Council learned it was the paved pedestrian path, re-sighting of the disabled parking access, the 24 foot wide emergency road to the building, soil borings and wiring for future ball field lights that escalated costs. Council directed staff to draft a resolution to approve a CUP for the Field House, to include only conduit for future ball field lighting and to further negotiate with the Fire Marshal to reduce the width of the emergency road, as recommended by the Planning Commission;
- Directed staff to rework the proposed 2010 budget to accommodate the \$10,000.00 a year operating costs of the Field House;
- Approved plans, specifications, and project for a mill and overlay on Willow Drive between Hamel Road and Willow Drive. Twenty percent of the cost was recommended to be assessed to benefiting properties along that stretch of Pioneer Drive;
- Voted to have the City take over the ownership of the German Liberal Cemetery by November 1, 2010;
- Appointed Associate Planner Dusty Finke to City Planner;
- Directed staff to develop a job description for a temporary, part-time planner who can assist with ordinance writing;
- Heard a report from our summer intern on ways the City can encourage economic development;
- Approved an agreement with Bonestroo for Consulting Services to prepare a master plan for Hamel Legion Park;

- Reviewed general policies of the proposed new suburban residential ordinance and gave staff directions to build in more flexibility and to limit institutional uses to R-3, R-4, and R-5 with a 40,000 square foot cap. The ordinance will return to the Council September 15th, 2009.

4. Planning Department Report:

Finke updated the Commission on future projects and ordinances.

5. Approval of July 14, 2009 Planning Commission Minutes:

Motion by Verbick, seconded by V. Reid to approve the July 14, 2009 minutes with recommended changes. Motion carried unanimously. (Absent: Nolan and Nielsen)

6. Public Hearing – Woodridge Church – 1500 County Road 24 – Conditional Use Permit Amendment and Interim Use Permit for the construction of a 14,097 square foot addition to the existing church

Application was withdrawn and the public hearing was not opened.

7. Public Hearing – Ordinance Amendment – Chapter 8 of Medina’s City Code Pertaining to the allowed types of signs in the residential and public/semi-public zoning districts

Finke presented the history and changes recommended to the sign ordinance relating to the residential and public/semi-public zoning district. He explained the sign area is the area of the text and symbols. Dynamic signage was discussed and clarified. Font size was discussed and Finke felt it was somewhat self regulating. Simons asked if a sign had different size letters on it would the smallest letters have to meet the minimum font size. Finke explained all letters would need to meet the minimum font size.

The Commission reviewed existing City Park signs and their font sizes. V. Reid felt it’s not just the size of the font but the background and amount of letters on a sign.

Finke asked if the Commission was supportive in allowing pylon signs within the district. The Commission agreed pylon signs were acceptable.

Finke explained the maximum sign height recommended for residential is six feet and in the public/semi-public zoning district eight feet is recommended. Monument signs would be allowed to be a height of ten feet in PS districts.

The types of materials should be made of was discussed and the Commission concluded to allow natural materials and natural looking materials. V. Reid said the Morningside neighborhood sign

is made of wood and has carved letters. The sign is not a good example. The Commission discussed and felt it was because the sign does not have color. Finke said he would look in the existing code to see if the ordinance requires color.

Verbick asked which existing signs were out of compliance. Finke reviewed existing signage samples.

Finke asked for clarification from the Commission regarding font size. The Commission recommended not having a regulation on font size, except dynamic signs.

Simons said it will be difficult to draft an ordinance without bringing existing signs out of compliance.

Finke asked the Commission to consider the types of signs in the residential district such as subdivision entrance signs. The Commission was satisfied with the recommended changes. Simons asked for the definition of a monument sign vs. a gate. He didn't think putting up a gate with an address on it made it a monument sign. Finke clarified an address sign is exempt and allowed.

Weir commented she has concern with language on page 3 of 5 of the draft ordinance Section 815.21.Subd.2. "Maintenance." The words "long grass" could be prairie grasses or decorative grasses which the City is seeing more and more of. She felt the words "long grass" was too general.

The Commission discussed the damage to the posts on the sign at Foxberry Farms. Finke explained the sign is nonconforming and is required to have landscaping around the sign, which would have prevented the weed whipping damage.

R. Reid suggested taking out "long grass" under the maintenance section and Verbick said the language "keep maintained" could be used. The Commission recommended staff work on changing the language.

Verbick asked for clarification of "no sign other than a governmental sign shall be erected or temporarily placed within any street right-of-way or upon any public easement." Finke clarified language.

Simons thought it may be easier to point out materials the City doesn't want rather than materials allowed. Finke said there are unnatural materials more durable than natural materials. The Commission agreed and requested that staff do additional research.

V. Reid asked if staff had seen regulations requiring signs to be horizontal rather than vertical. The Commission discussed vertical signs as they relate to area. V. Reid asked if the Commission was supportive of staff drafting regulations to require horizontal style signs rather than vertical. R. Reid said she felt the height limitations force most of them to be designed horizontal. V. Reid said she finds the horizontal signs more attractive and recommended the sign ordinance have

requirements to achieve a more horizontal style. Finke clarified her recommendation asking if the ordinance had a “width must exceed the height” requirement.

Weir stated the Park Commission strongly favors the horizontal style signs.

Finke talked about the size limitation and the square feet recommended. He explained 15 square feet was the recommendation. The Commission reviewed the Park Signs to get a general idea of sign area on a sign.

Public Hearing was opened at 7:54 p.m.

Public Hearing was closed at 7:56 p.m.

Motion by Verbick, seconded by Litts to approve the ordinance amendment with recommended changes. (Absent: Nolan and Nielsen)

8. City Council Meeting Schedule: Commission discussed.

9. Adjourn: **Motion by Simons, seconded by V. Reid to adjourn** at 7:57 p.m. Motion carried unanimously. (Absent: Nolan and Nielsen)