

## AGENDA

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1. ROLL CALL: Harris, Allen, Montemayor, Carlson Weinberg, Ulbrich
2. CONSIDERATION OF MINUTES
  - A. February 20, 2025 Planning Commission Meeting Minutes
3. PUBLIC HEARINGS
  - A. Zoning Text Amendment to the Robbinsdale sign ordinance
4. OLD BUSINESS
5. NEW BUSINESS
6. OTHER BUSINESS
7. INFORMATION ONLY
8. ADJOURNMENT

## MINUTES

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### ROLL CALL

Present: Chair Harris, Allen, Montemayor, Carlson Weinberg, Ulbrich

Absent:

Staff: Heather Rand, Community Development Director; Will Bucheger, Assistant Planner

### CONSIDERATION OF MINUTES

#### A. January 16, 2025 Planning Commission Meeting Minutes

Commissioner Carlson Weinberg MOVED, seconded by Commissioner Allen to approve the meeting minutes from the January 16th, 2025 Planning Commission meeting. The vote was unanimous and the motion carried.

### PUBLIC HEARINGS

#### A. Conditional Use Permit for 3819 West Broadway

Bucheger gave a staff presentation discussing that US Internet is requesting a Conditional Use Permit to be able to operate a private utility building at 3819 West Broadway. He explained that US Internet specializes in fiber optic internet service and wishes to be able to use this property at a facility to branch out their product to the community and surrounding areas. He spoke that the proposal is for a 3935-square-foot building with a rear yard parking lot for their operation. Staff review of the plan set noticed that the Transit Overlay District setback from West Broadway was not being met. The applicant has submitted a Variance application to abstain from this district's setback standards. He spoke that staff are recommending approval of this project.

Commissioner Ulbrich asked if the generator would be powered by natural gas or propane.

Applicant Tim Martin spoke that the generator would be powered by gas.

Tim Martin stepped forward and spoke about the need of this parcel to expand their operation in the area to provide high-speed internet for residents and surrounding communities.

Commissioner Carlson Weinberg MOVED, seconded by Commissioner Ulbrich to open the public hearing at 7:21pm. The vote was unanimous and the motion carried.

Brian Walker of Pro Life Action Ministries stepped forward and spoke of his approval and overall pleasure with the process of this application. He did ask when demolition/construction would take place and how they would ensure damage or runoff does not occur to surrounding properties.

Tim Martin spoke that the demolition would happen around the third fiscal quarter and the actual construction would be done in 60–90 days. He then stated that they would follow proper construction control standards, so no run off would occur.

Commissioner Carlson Weinberg MOVED, seconded by Commissioner Ulbrich to close the public hearing at 7:23pm. The vote was unanimous and the motion carried.

Commissioner Allen MOVED, seconded by Commissioner Harris to approve the recommendation presented by staff. The vote was unanimous and the motion carried.

## B. Variance Request for 3819 West Broadway

Bucheger made a staff presentation for the US Internet variance request for the purpose of constructing a building 30ft. away from the front yard property line adjacent to West Broadway. He stated that staff review of the US Internet CUP application revealed that they are not meeting the required front yard setback requirements per the Transit Overlay District (TOD) and will require a variance. US Internet desires their building to be setback 30ft. from the front yard property line over safety concerns of the building and subsequent equipment inside. He said that if they follow the current standards for the TOD, it could cause an unfortunate accident next to a highly utilized street. He spoke that staff are recommending approval of this variance.

Commissioner Carlson Weinberg MOVED, seconded by Commissioner Allen to open the public hearing at 7:31pm. The vote was unanimous and the motion carried.

No one stepped forward.

Commissioner Harris MOVED, seconded by Commissioner Carlson Weinberg to close the public hearing at 7:31pm. The vote was unanimous and the motion carried.

Commissioner Allen MOVED, seconded by Commissioner Carlson Weinberg to approve the recommendation presented by staff. The vote was unanimous and the motion carried.

## C. Zoning Text Amendment

Director Rand stepped forward and gave a staff presentation on a zoning text amendment to provide zoning guidance for adult-use cannabis and low-potency hemp product businesses scheduled for possible state licensing in mid to late 2025.

Harris asked if this proposed language would create any changes to existing businesses operating in the city.

Rand explained that low-potency hemp licenses would still be allowed, though the council has directed staff to assist businesses in this process.

Ulbrich asked if the current setbacks would prohibit any business inside the city, like the smoke shop next to the Subway.

Bucheger stated that they would not be permitted to acquire a license from this proposed text amendment.

Rand said that a variance could be permitted if an application is presented to the city.

Commissioner Ulbrich MOVED, seconded by Commissioner Carlson Weinberg to open the public hearing at 7:58pm. The vote was unanimous and the motion carried.

No one stepped forward.

Commissioner Carlson Weinberg MOVED, seconded by Commissioner Allen to close the public hearing at 7:58pm. The vote was unanimous and the motion carried.

Commissioner Carlson Weinberg MOVED, seconded by Commissioner Ulbrich to approve the recommendation presented by staff. The vote was unanimous and the motion carried.

**OLD BUSINESS**

**NEW BUSINESS**

Rand discussed that staff are working on updates to our sign ordinance and that hopefully the Planning Commission will be reviewing changes soon. She then gave updates on the Blue Line Project.

Harris asked the process for electing a new chair and vice chair for the Planning Commission.

Rand explained the process and asked for a motion for nominations.

Commissioner Carlson Weinberg MOVED, seconded by Commissioner Ulbrich to nominate Lucas Harris as the chair and Rebecca Allen as the vice-chair for the Planning Commission. The vote was unanimous and the motion carried.

### **OTHER BUSINESS**

### **INFORMATION ONLY**

### **ADJOURNMENT**

Commissioner Carlson Weinberg MOVED, seconded by Commissioner Ulbrich to adjourn the meeting at 8:04pm. The vote was unanimous and the motion carried.

TO: Planning Commission  
PREPARED BY: Will Bucheger, Assistant Planner  
DATE: April 17, 2025  
RE: Zoning Text Amendment to Robbinsdale sign ordinance

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**Background:**

This zoning text amendment proposes to create updated language within the City Code Sign Ordinance. The main purpose of this amendment is to better show the intentions of the city for regulating signs in residential districts and to allow the use of real estate signs inside Robbinsdale. Within residential districts, staff are desiring to create language to allow the inclusion of small non-commercial portable signs for residential use without requiring a permit through the city. City staff would also like to include new language to prohibit banner signs in all residential districts aside from the R-B district.

**Analysis:**

The purpose of the Robbinsdale sign ordinance is to protect and preserve the integrity of residential areas, to reduce traffic and safety hazards, to promote an aesthetically pleasing environment, to promote equity in sign communication, and to otherwise implement the goals, objectives, and policies of the comprehensive municipal plan by the application of uniform regulations and exterior signage standards. It is not the intent of this section to impose content-based restrictions on signs within the city.

City staff are proposing updates to the sign code to explicitly prohibit banner signs in residential areas, aiming to better preserve the character and visual appeal of these neighborhoods. Additionally, the proposed amendment would shift the authority to approve banner signs in the public right-of-way from the City Council to the City Manager.

Though staff feel that while banner signs in residential areas conflict with the zoning, small noncommercial portable style signs should be allowed in residential districts since they do not create adverse effects. Staff, however, would recommend a cumulative square footage maximum so residents cannot place too many small signs in yards. Staff are recommending a 15 square foot cumulative maximum for these types of signs. Staff would also recommend restrictions on the amount and height of these signs as well. Staff are recommending a 3-foot height limit as well as a maximum total of 3 non-commercial signs per residential property.

Finally, staff noticed that the Robbinsdale sign ordinance is devoid of any mention of real estate signs. This zoning text amendment would include real estate signs in the Special Provisions section of the Sign code to allow their use so property owners can advertise the sale of their property.

The following is the current city code language with the proposed new language shown bold and underlined, any proposed language to be removed has been strike through.

**Section 410 – Signs**  
**410.01. Title.**

This section may be referred to as the Robbinsdale sign ordinance.

#### **410.03. Purpose.**

This section is adopted to protect and promote the public health, safety, and general welfare. It is the intent of this section to protect and preserve the integrity of residential areas, to reduce traffic and safety hazards, to promote an aesthetically pleasing environment, to promote equity in sign communication, and to otherwise implement the goals, objectives, and policies of the comprehensive municipal plan by the application of uniform regulations and exterior signage. It is not the intent of this section to impose content-based restrictions on signs within the city.

(Amended, Ord. No. 20-12)

#### **410.05. Definitions.**

Subdivision 1. For the purposes of this section the terms defined in this subsection have the meanings given to them. Where a question arises regarding the definition of a term not defined herein, the definition of the term has the meaning given by the zoning code. (Appendix A)

Subd. 2. "Advertising sign" means a sign that is used to advertise business, professions, uses, products, goods, or services (including entertainment) not related to the premises at which the sign is located.

Subd. 3. "District" means a zoning district established and defined by the zoning code.

(Amended, Ord. No. 20-12)

Subd. 4. "Enforcement officer" means an individual appointed by the city manager responsible for administering and enforcing this section.

Subd. 5. "Establishment" means any of the following:

- (a) A distinct business entity situated as the sole occupant of a single structure.
- (b) A distinct business entity, with a separate exterior entrance, located in a separate structure attached to other structures by common walls or facade, or attached by means of an enclosed arcade.
- (c) A distinct business entity contained within a multiple tenant structure, possessing a single, common entrance for all establishments, or
- (d) A distinct business entity contained within a single structure, not separated by walls or other physical barriers, where the business entity is made distinct by its existence as a separate leasehold, by its operation by separate entrepreneurs, or by its singularity of purpose.

Subd. 6. "Exempt sign" means a sign that is designated as being exempt from requirements of 410.09 and described in 410.11. (Added, Ord. No. 20-12)

Subd. 7. "Flashing sign" means a sign illuminated by lights that are varied in intensity or color and that is capable of rapidly changing copy or images in intervals of less than one hour; the term does not include time and temperature or electronic message center signs governed by subsection [410.07](#). (Amended, Ord. No. 07-07)

Subd. 8. "Exterior sign" means a sign which is erected exterior to a structure. The term does not include signs erected interior to a structure in such a manner as to be visible from the exterior.

Subd. 9. "Free-standing sign" means a stationary or portable self-supporting sign.

Subd. 10. "Ground elevation" means the average curb elevation along the street frontage upon which a free-standing sign is to be erected, or a roof or wall sign is to face.

Subd. 11. Non-conforming sign means any of the following:

(a) Legal - means a sign lawfully in existence that does not conform with the provisions of this section; and

(b) Illegal - means a sign that does not conform to the provisions of this section.

Subd. 12. "Message center sign" means a sign that is remotely programmable to change copy or messages, and which is equal to less than one-half of the available wall or ground sign in which it is included, and which, in no case, is larger than 25 square feet. The sign may include letters or numbers, but it cannot create the effect of movement, or change messages in intervals of less than one hour except that public transit message center signs may change messages more frequently. Examples of message center signs include signs which display scheduled worship services, events in churches, gasoline prices or movie marquee information. A message center

sign's light intensity shall be limited to one-foot-candle as measured anywhere on any abutting parcel or right-of-way. (Added, Ord. No. 07-07) (Amended, Ord. 14-08)

Subd. 13. "Off-site directional sign" means a sign directing visitors to a specific property but not located on the said property. (Added, Ord. No. 01-06)

Subd. 14. "Roof sign" means a sign mounted on a building roof. A sign mounted on a roof in such a manner that it extends more than one foot below eave height or the top of a parapet wall is both a roof sign and a wall sign for the purposes of applying the provisions of subsection [410.09](#). (Amended, Ord. No. 07-07)

Subd. 15. "Shingle sign" means a three-dimensional sign that projects from the front of a building façade over a sidewalk, but not over a street or alley. Generally, the sign is perpendicular to the plane of the building façade. (Added, Ord. No. 07-07)

Subd. 16. "Sign" means letters, words, symbols, poster, billboard, picture, device, reading matter, or representation in the nature of an advertisement, announcement, message, or visual communication whether painted, printed, posted, affixed, digital, video, constructed, or displayed for purposes of information or communication: the term includes structural supports, uprights, bracing, and framework and architectural or graphic features that are intrinsically associated with a particular product, good, service, business, firm, corporation, or profession. (Amended, Ord. No. 07-07)

Subd. 17. "Sign area" means the physical area of a sign constituted of the face upon which the advertisement is borne. In the case of signs constituted of individual figures, symbols, or components attached directly to a building wall or other integral construction feature of a building, sign area is that area included in the smallest square or rectangular geometric figure that can be drawn to circumscribe the entire message or communication. The permitted sign area for a sign applies to the area of each individual face when a sign displays no more than two faces. When a sign displays more than two faces, the maximum area of each sign face may not exceed the amount determined by multiplying the stipulated sign area by two and dividing by the total number of sign faces proposed. (Amended, Ord. No. 07-07)

Subd. 18. "Sign face" means a separate planar or curved surface created by a sign upon which an advertisement is borne: when a sign is constituted of more than one planar surface bearing advertising, separate planar surfaces intersecting at greater than 160 degrees interior angle constitute a single face. (Amended, Ord. No. 07-07)

Subd. 19. "Teardrop banner" means a free-standing fabric banner attached to a ground mounted frame or pole that causes the banner to remain taut in the absence of wind. (Added, Ord. No. 16-11; Amended, Ord. No. 20-12)

Subd. 20. "Wall sign" means a sign that is affixed to the wall of a building, including signs attached to windows, doors, marquees, canopies, or parapet walls: a sign affixed to a wall in such a manner that it extends more than one foot above eave height or the top of a parapet wall is both a wall sign and a roof sign for the purposes of applying the provisions of section 410.09 of this section. (Amended, Ord. No. 07-07)

#### **410.07. General provisions.**

##### **Subdivision 1. Permit required.**

Except as provided in subsection [410.11](#) and 410.29, all exterior signs proposed to be erected in the city require a permit. The permit number and date of the permitted sign's erection must be prominently displayed on the sign structure. (Amended, Ord. No. 20-12)

##### **Subd. 2. Construction.**

A sign may not be attached to or supported by rocks, fences, trees, or utility poles. A sign may not be erected so as to interfere with utility wires or supports thereof. Signs must be constructed in conformance with the 1997 edition of the Uniform Sign Code promulgated by the International Conference of Building Officials which is adopted by reference. Electric signs must conform with the electrical code and require an electrical permit. (Amended, Ord. No. 07-07; Amended Ord. No. 20-12)

##### **Subd. 3. Motion.**

A sign may not display any moving parts. Signs, except barber poles, may not rotate. A sign may not be subject to visible movement from normal wind pressure.

Subd. 4. Illumination.

A sign may not be illuminated by flashing or intermittent lights. Electronically or electrically-controlled time and temperature signs and message centers that display changing copy by means of a lamp bank of relatively constant light intensity are exempt from this subdivision, however, such message center signs may not flash, blink, flicker or exhibit rapidly changing information, or create the effect of movement. Light from illuminated signs must be shielded to prevent direct reflection onto adjacent private property or a public right-of-way. A sign may not be illuminated in such a manner as to imitate an official traffic control device, nor may the intensity of illumination of a sign obstruct the visibility of an official traffic control device. Incandescent light bulbs utilized for illumination of signs are limited to a maximum of 20 watts per bulb when mounted on the exterior of a sign. Signs located on property abutting residential property, except time and temperature signs and public transit message center signs, may not be illuminated between the hours of 11 o'clock p.m. and six o'clock a.m. The provisions of this subdivision apply to an interior sign visible from the exterior, the provisions of subsection [410.05](#), subdivision 8 notwithstanding. (Amended, Ord. No. 07-01, Ord. No. 14-08)

Subd. 5. Projection.

A wall sign may not project more than 18 inches from the surface to which it is affixed. A sign, except for wall signs possessing a maximum projection of 18 inches or affixed to a canopy or marquee, may not project over public right-of-way or a public or private access route (sidewalk, etc.). A sign that projects over public right-of-way or public or private access routes must be located a minimum of eight feet above surface grade. Shingle signs are exempt from this section. (Amended, Ord. No. 07-07)

Subd. 6. Height.

A wall sign may not exceed the building eave in height. A roof sign may not be erected the top of which measures more than 30 feet in height when measured from ground elevation. A free-standing sign may not exceed 30 feet in height when measured from ground elevation.

Subd. 7. Setback and placement.

Except for traffic control or traffic directional signs, signs in the B- 1, B-2, B-3, B-4, and B-W zoning districts must be located behind the required front building setback in the district in which the premises are located. Except for traffic control or traffic directional signs, signs in the R- 1, R-2, R-3, and R-B zoning districts must be located not closer than five feet from a property line. A wall sign possessing a maximum projection of 18 inches will not be considered as encroachment on any required setback. A free-standing sign may not be erected within 15 feet of a street intersection, as measured from the street surfaces. No sign, except that of a governmental agency, may be erected or placed in a public right-of- way without the approval of the city council. Signs may not be placed in such a manner as to create a hazard to public health or safety, nor may a sign by reason of its placement obstruct the visibility of any traffic control device. A sign may not be placed so as to prevent free egress from or access to any door, window, or fire escape. A sign may not be affixed to any stand pipe or fire escape or be placed so as to obscure emergency equipment or information (e.g. fire extinguishers, fire hoses, first aid kits, alarms, emergency procedures, etc.), or to obstruct a fire lane. (Amended, Ord. No. 20-12)

Subd. 8. Number of faces and sign area.

A single sign may display any number of faces. The permitted sign area applies to the area of each individual face when a sign displays no more than two faces. When a sign displays more than two faces, the maximum area of each sign face may not exceed the amount determined by multiplying the stipulated sign area by two and dividing by the total number of sign faces proposed; i.e.,  $a = 2x \div y$  where "a" represents the maximum area of an individual sign face, "x" represents the maximum permitted area of the sign, and "y" represents the total number of faces proposed for a given sign.

Subd. 9. Obscene material.

A sign may not display material determined to be obscene, as defined by law.

Subd. 10. Maintenance and repair.

Signs must be properly maintained and kept in a safe state of repair. Signs must be maintained free of peeling or chipping paint or rust. A sign structure that is determined to be rotted, deteriorated, defaced, or otherwise hazardous must be repaired or replaced by the owner of the sign upon written notification by the enforcement officer.

**410.09. Zoning district provisions.**

Subdivision 1. Residential districts.

Except as provided for in subsection [410.11](#) special provisions, signs ~~may not be~~ erected in the R-1, R-2, or R-3 residential zoning districts **must comply with the following:** (Amended, Ord. No. 07-07)

**(a) Type.**

**Properties may only install noncommercial portable yard signs as regulated by clauses (b) and (c).**

**(b) Size.**

**Properties have a 15 square foot cumulative maximum for signs. Signs will have a height limit of 3 feet from the ground and a maximum width of 2 feet.**

**(c) Number.**

**A property may be allowed to have a maximum of three signs in total.**

Subd. 2. Residential-business district.

Except as provided for in subsection [410.11](#) signs erected in the R-B residential district must comply with the following:

(a) Type.

An establishment may erect wall signs or freestanding signs, or combinations thereof as regulated by clauses (b) and (c). (Amended, Ord. No. 07-07)

(b) Number.

An establishment may erect any number of wall signs provided that the total area of all wall signs erected along any one building wall may not exceed the total permitted area established by clause (c). An establishment may also erect a maximum of one free-standing sign along each building wall. For the purposes of this section building walls lying upon the same planar surface or parallel planar surfaces facing the same direction are considered one wall; and building walls lying upon separate planar surfaces but intersecting at greater than 160 degrees interior angle are considered one wall. (Amended, Ord. No. 07-07)

(c) Size.

(1) The cumulative area of wall signs erected on one building wall may not exceed 25 square feet plus one square foot of area for each additional one foot that the required sign setback is exceeded, up to a maximum of 50 square feet of sign area.

(2) The maximum size of a free-standing sign is 25 square feet of sign area plus one square foot of sign area for each additional one foot that the building wall, or street frontage, if greater, along which the sign is erected exceeds 50 feet in length, up to a maximum of 50 square feet of sign area. (Amended, Ord. No. 07-07)

(3) The total area of all signs erected upon and along an individual building wall may not exceed 75 square feet. (Amended, Ord. No. 07-07)

Subd. 3. Business districts.

Except as provided for in subsection [410.11](#) signs erected in the B-1, B- 2, B-3, B-4, and B-W zoning districts must comply with the following:

(a) Type.

An establishment may erect wall signs or free-standing signs, or combinations thereof as regulated by clauses (b) and (c). (Amended, Ord. No. 07-07)

(b) Number.

An establishment may erect any number of wall signs provided that the total area of all wall signs does not exceed the total permitted area established by clause (c). An establishment may

erect a maximum of one free-standing sign along each building wall. Building walls lying upon the same planar surface or parallel planar surfaces facing the same direction are considered one wall; and building walls lying upon separate planar surfaces but intersecting at greater than 160 degrees interior angle are considered one wall. (Amended, Ord. No. 07-07)

(c) Size.

(1) The cumulative area of all wall signs erected on one building wall may not exceed 50 square feet plus one square foot of area for each additional one foot that the required sign set back is exceeded, up to a maximum of 100 square feet of sign area.

(2) The maximum size of a shingle sign is six square feet and there shall be a minimum of ten feet clearance between the sign and the sidewalk. (Amended, Ord. No. 07-07)

(3) The maximum size of a free-standing sign is 50 square feet of sign area plus one square foot of sign area for each additional one foot that the building wall, or street frontage if greater, along which the sign is erected exceeds 50 feet in length, up to a maximum of 100 square feet of sign area.

(4) The total area of all signs erected upon and along an individual building wall may not exceed 150 square feet.

**410.11. Special provisions.**

Subdivision 1. The signs described in this subsection are permitted in all zoning districts and are exempt from the provisions of Section 410.09. These signs remain subject to the specified restrictions noted in each subsection. (Amended, Ord. No. 20-12)

Subd. 2. Safety, warning, and hazard signs.

Signs required by the Minnesota Occupational Safety and Health Administration (OSHA), or its federal counterpart, are exempt signs. Such signs must conform to the size and placement standards established by OSHA, or if no standards have been adopted, then the sign shall conform to size and placement specifications of the enforcement officer. Such signs are not included in the maximum number of signs allowed under subsection [410.09](#). (Amended, Ord. No. 20-12)

Subd. 3. Signs of ten square feet or less in area provided that placement of such signs is limited to one such sign for each street frontage from which either a principal or service entrance to the building is provided. Such signs are not included in the maximum number of signs allowed under subsection [410.09](#). (Amended, Ord. No. 20-12)

Subd. 4. Signs located within buildings or interior common space within multiple tenant structures, except for window signs regulated elsewhere in this code. (Amended, Ord. No. 20-12)

Subd. 5. Signs which are integrally attached to or part of: (Amended, Ord. No. 20-12)

(1) Waste roll-offs, dumpsters, garbage cans, portable storage units or other similar equipment owned and maintained by a commercial business for the purpose of waste collection or temporary storage; and (Added, Ord. No. 20-12)

(2) Personal property or motor vehicles such as, but not limited to, passenger vehicles, snowmobiles, all-terrain vehicles, trucks, semi-tractors and trailers, recreational vehicles, fish houses, boats, boat lifts, and trailers; and (Added, Ord. No. 20-12)

(3) Construction materials or equipment; and (Added, Ord. No. 20-12)

(4) Provided that none of these signs include off-site advertising. (Added, Ord. No. 20-12)

Subd. 6. Signs which are affixed on city owned property, which have been approved by the city council or the city manager. Such sign may include signs affixed to ballpark fences by a sponsoring entity. (Amended, Ord. 05-01; Ord. 05-09; Ord. 10-14; Ord. No. 20-12)

Subd. 7. Signs which are affixed on property owned by a county, state or federal governmental body, or a public school district, unless specifically prohibited by this section. (Amended, Ord. No. 20-12)

Subd. 8. Signs required by law. (Amended, Ord. No. 20-12)

Subd. 9. Signs erected within a public right-of-way that are approved by the appropriate governmental agency with authority over the right-of-way. (Amended, Ord. No. 20-12)

Subd. 10. Historic plaques.

Historic plaques, building names or dates, placed by recognized historical agencies, provided such signs shall not be placed or maintained in the public right-of-way without City Council approval, shall not be illuminated, and shall not exceed ten (10) square feet in area. Such signs are exempt from the maximum number of signs allowed under subsection [410.09](#). (Amended, Ord. No. 20- 12)

Subd. 11. **Commercial** portable signs, pennants; temporary permits.

A **commercial** sign of a portable nature, pennant, teardrop banner or similar sign may not be erected in any zoning district, except by temporary permit issued by the building department as outlined in subsection [410.29](#). temporary permits are valid for a period not to exceed ten days. A temporary permit for a sign may not be renewed more than twice. Temporary permits for a **commercial** portable sign, pennant, teardrop banner, etc. may not be issued to the same premises for the same type of sign more than three times in any 12 month period. For the purpose of this subsection a renewal constitutes a separate permit and each separate sign represents a separate permit request. Teardrop banners are not allowed in the DD-1, DD-2 or other properties within the downtown architectural design guidelines overlay district. The signs are not included in the maximum number or maximum permitted sign area allowed under subsection [410.09](#), but such signs are otherwise subject to all restrictions applied under that subsection. A temporary permit application must include a site plan showing the proposed location of the sign and its proximity to property lines, sidewalks, driveways and other features as needed for review by staff. A temporary sign permit request may be denied by city staff if: (Amended, Ord. Nos. 90-18, Sec. 2; 09-10; 16- 11; 20-12)

(a) The proposed location interferes with a visibility triangle as described in Section 510.25; (Amended, Ord. No. 16-11)

(b) The proposed sign occupies required parking or a fire lane; (Amended, Ord. No. 16-11)

(c) The proposed sign is located in public right-of-way; or (Amended, Ord. No. 16-11)

(d) Strong winds or other forces could bend the sign into an adjacent right-of-way. (Amended, Ord. No. 16-11)

Exceptions: A temporary sign of five square feet or less approved by the City Council for a period not exceeding ten days. Such signs may be placed on an off-site private or public location with the permission of the property owner or agency. This exemption does not apply to off-site advertising signs. (Added, Ord. No. 09-10; Amended, Ord. No. 20-12)

Subd. 12. Banners.

Banners may be displayed in any B, R-B or DD district or public right-of-way. **Banners are prohibited in all residential districts, except R-B. Permitted banners are allowed** subject to the following conditions: (Added, Ord. No. 09-10)

(a) A banner(s) may be displayed on up to 30 different days annually by administrative permit provided the banner is maintained in good repair, not faded or torn. The permit and permit application must include banner locations. Permitted banners shall be attached to building walls, canopies or parapets. In no case may banners extend above a roof line. Permitted banners shall be no larger than 50 square feet. (Added, Ord. No. 09-10; Amended Ord. No. 20-12)

(b) Banners may be authorized by the City Council for a time period exceeding 30 days. (Added, Ord. No. 09-10)

(c) A banner may be displayed at an off-site location or right-of-way with approval by the ~~City Council~~ **City Manager** for a period not exceeding ten days provided: (Added, Ord. No. 09-10; Amended Ord. No. 20-12)

(1) The banners must be securely fastened to buildings, structures or fences in conformance with subdivision 13(a) of this code; (Added, Ord. No. 09-10)

(2) The banners must be individually approved for specific locations; (Added, Ord. No. 09-10)

(3) There may be no more than one banner per location; (Added, Ord. No. 09-10)

(4) Banners shall be no larger than 50 square feet; and (Added, Ord. No. 09-10)

(5) Off-premises advertising signs are not permitted. (Added, Ord. No. 20-12)

Subd. 13. Street spanning community event banners.

Community event banners may be displayed spanning the West Broadway public right-of-way between the south edge of 41<sup>st</sup> Avenue North and the north edge of 42<sup>nd</sup> Avenue North subject to the following conditions: (Added, Ord. No. 11-09)

(a) A banner promoting a noncommercial, community-wide event open to the general public may be displayed on a City-owned banner wire spanning West Broadway with approval by the City Council; and (Added, Ord. No. 11-09)

(b) Banners may only be authorized for City special events, City partnership events and "not for profit organizations" that are promoting a public event of substantial community-wide interest; and (Added, Ord. No. 11-09)

(c) All banners must conform to administrative guidelines prepared by the City Manager and adopted and amended by Council resolution including, but not limited to the following: (Added, Ord. No. 11-09)

- (1) Application process;
- (2) Banner material and size specifications;
- (3) Design and content approval process;
- (4) Scheduling and conflict resolution;
- (5) Exceptions; and

(Added, Ord. No. 11-09)

(d) Cost/fees/procedures: (Added, Ord. No. 11-09)

(1) A banner application and banner policy and procedure form must be obtained from the City Clerk's office and completed by the party making the request and returned to the City Clerk's office no less than 30 days prior to the date requested to hang the banner; (Added, Ord. No. 11-09)

(2) A diagram showing the exact text and artwork for the banner must be included with the application; (Added, Ord. No. 11-09)

(3) The fee for the banner installation and any insurance requirement shall be set by Appendix B; (Added, Ord. No. 11-09)

(4) All approved banners must be delivered to the police/fire building by noon the Friday prior to the Monday hang date. Late fees shall be set by Appendix B. (Added, Ord. No. 11-09)

(5) Banners must be picked up from the police/fire building within seven days after the display week(s). The City assumes no responsibility for banners and any banners left more than one week may be discarded; and (Added, Ord. No. 11-09)

(e) City staff has the authority to refuse the placement of cross-street banners which, because of previous use, are in poor condition; and (Added, Ord. No. 11-09)

(f) City staff may remove any banner in the event that it becomes a danger to public safety, due to banner deterioration, storms, high winds, etc. (Added, Ord. No. 11-09)

(Deleted, Ord. No. 20-12)

#### **Subd. 14. Real estate signs.**

**Real estate signs shall be regulated as follows:**

**(a) A real estate sign which does not exceed ten square feet in area and ten feet in height is exempt from the required yard restrictions aside from setback standards.**

**(b) A real estate sign may only be displayed on the property on which the sign is advertising the sale, lease, or rental of.**

**(c) A real estate sign may only be displayed until the advertised property is sold, leased or rented.**

**(d) Strong winds or other forces should not be able to bend the sign into an adjacent right-of-way.**

#### **410.13. Multiple tenant structures.**

Subdivision 1. General rule.

Structures containing multiple tenants or establishments or structures connected to other structures must conform to the provisions of this subsection, in addition to the applicable district

provisions contained in subsection [410.09](#).

Subd. 2. Structures with common entrance.

Establishments contained within a multiple tenant structure, for which a common exterior entrance for all tenants is provided, are collectively limited to the same types, numbers, and sizes of signs permitted for an establishment contained in a single tenant structure.

Subd. 3. Structures connected by common walls or facade.

Establishments contained within structures connected to other structures by means of common walls or a common facade but each possessing a separate exterior entrance, may display the same number, sizes, and types of signs that would be permitted for establishments contained within separate structures. In the case of establishments contained in shopping centers, each establishment may erect only wall signs and roof signs in conformance with the applicable district provisions. However, one free-standing sign to serve the entire center may be erected along each building wall of the shopping center. The maximum size of such free-standing sign is 50 square feet of sign area plus one square foot of sign area for each additional one foot that the building wall, or street frontage if greater, along which the sign is to be erected exceeds 50 feet in length, up to a maximum of 200 square feet of sign area. Establishments located in structures connected by common walls or a common facade shall only be permitted to have individual wall signs when all of the wall signs on the structure are consistent in design, materials and character. Individual wall signs may be placed on a sign raceway comprised of individual block letters or script, and may include a logo, located on a plane parallel to the sign raceway. Said letters and logo may be interior illuminated. Signs that do not conform to the above, must be compliant with a sign policy adopted for the shopping center that is approved by the City Council. In the case where proposed signs do not conform with the aforementioned requirements, and if the shopping center does not have an integrated sign policy that has been approved by the City Council, then each establishment's sign must be approved by the City Council. For the purpose of this section a "shopping center" means a commercial area (i) planned and developed as an integrated whole with an undivided or unsegregated parking area serving the entire center, or (ii) advertised or promoted as a shopping center. (Amended, Ord. No. 12-06)

**410.15. Public service facility signs.**

Signs provided in conjunction with a public service facility are exempt from the requirements of section 410.09. Public service facilities include, but are not limited to, the provision of benches and trash receptacles for public use on public or private property. The provision of signs in conjunction with such public service facility requires the approval of the city council. The city council, in approving such signs, may stipulate conditions it deems necessary to insure consistency with the purpose and intent of this section. The city council may revoke the approval of such signs for cause. The total sign area of signs placed in conjunction with any individual public service facility may not exceed a total of 12 square feet. The signs are not included in the maximum number of signs allowed under subsection [410.09](#). (Amended, Ord. No. 07-07)

**410.17. Off-site directional signs.**

Off-site directional signs surrounded predominately by R-1 and R-2 zoned property may be permitted within the city. A maximum of two sites for the installation of such an off-site sign shall be permitted provided that the site is located in the public right-of-way, or on private property immediately adjacent to a collector, arterial, or minor arterial road. Each site may contain a single or double-faced sign. Double-faced signs means two signs placed back to back on a single pole. Approval of the proposed sign(s) and its/their location(s) must be obtained from the governing transportation jurisdiction or property owner and the city. Such sign(s) shall be designed and maintained per section 841.07. No sign permit shall be required. However, a fee will be charged for installation, review and approval. City approval shall include approval of a license pursuant to section 841 of the city code. No more than two off-site directional signs are allowed for any property. (Added, Ord. No. 01-06; Amended, Ord. No. 02-11; Ord. No. 07-07; Ord. No. 20-12)

**410.19. Non-conforming uses.**

A legal non-conforming use may display signs in conformance with the provisions for the most restrictive district in which the use may be permitted by the zoning code.

**410.21. Discontinuance of uses.**

Signs must be removed by the property owner within seven days of the discontinuance of the use, establishment, produce, or service. (Amended, Ord. No. 20-12)

**410.23. Non-conforming signs.**

Any premises determined to be non-conforming regarding the maximum number of signs permitted to be displayed, may erect no additional signs requiring a permit under subsection [410.07](#) unless it first reduces the existing total number of signs on the premises by an amount equal to the number of new signs proposed for erection. (Ed. note: All non-conforming signs were to have been made conforming by December 31, 1983 or the subject of a variance after that date.) (Amended, Ord. No. 20-12)

**410.25. Expansion of non-conforming signs - special permit.** (Added, Ord. No. 90-18, Sec. 1) Subdivision 1. Permit.

Notwithstanding the provisions of subsections [410.15](#) and 410.23, the city council may issue a special permit to permit the expansion of a non-conforming sign if it finds any of the following requirements have been satisfied: (Amended, Ord. No. 07-07)

(a) The sign for which the special permit is requested is non-conforming by reason of subsection [410.15](#). (Amended, Ord. No. 07-07)

(b) At the time the sign was made non-conforming it was located upon property which was then zoned community business district B-4. (Amended, Ord. No. 07-07)

(c) The proposed expansion involves only the addition of one additional sign face to the back of the existing sign. (Amended, Ord. No. 07-07)

(d) The additional sign structure shall be no larger in any dimension than the existing sign structure, and shall not extend beyond the rectangular sign face of either sign. (Amended, Ord. No. 07-07)

(e) The additional sign shall be located parallel to the existing sign and each sign shall substantially shield the back of the other from public view; or

(f) The additional sign will not be detrimental to the public health, safety or welfare, nor will it detract from the general aesthetic appearance of the area.

Subd. 2. Permit fee.

Fees are set by Appendix B.

Subd. 3. Conditions.

The city council may place conditions upon the permit which it deems to be appropriate under the circumstances.

Subd. 4. Effect of special permit on non-conformity.

The special permit is intended only to permit the expansion of a legal non-conforming sign. Following issuance of the special permit, the existing sign and its expansion will be deemed lawful. (Amended Ord. No. 20-12)

Subd. 5. Other permits and licenses.

The special permit is in addition to all other permits, licenses and approvals required under this code for the erection of signs. (Amended Ord. No. 20-12)

**410.27. Building addresses.**

Structures fronting upon a public or private right-of-way must at all times conspicuously display the address number of the subject premises. If the structure also abuts an alley, building numbers must also be attached in a conspicuous location to the alley side of the structure. If a garage or similar accessory building obstructs the view of the main structure from the alley, the building numbers for the structure must be placed in a conspicuous location on the garage or accessory building. Address numbers are issued by the enforcement officer or upon the request of the owner of the subject premises. No address number may be changed except upon the order or approval of the enforcement officer. Upon notification of a change in address number for a structure, the owner thereof must immediately replace the posted address number with the

correct new number. The enforcement officer must maintain a permanent, public record of all issued address numbers. Address numbers must measure a minimum of four inches in height and may not exceed one foot in height. When address numbers are proposed to exceed one foot in height, the address numbers are considered as an exterior sign subject to applicable regulations of this section. For address numbers measuring less than one foot in height no sign permit is required. (Amended Ord. No. 20-12)

#### **410.29. Sign permits.**

Subdivision 1. **Commercial** Portable signs, pennants, and banners require a temporary permit as provided in subsection [410.11](#), subdivision 12. (Amended, Ord. No. 90-18, Sec. 3; Deleted, Ord. No. 20-12)

The owner of a sign may change the display surface or sign face on a previously approved and erected sign or complete replacement of a sign when such change or replacement would be consistent with a previously issued sign permit or a sign considered to be a legal nonconformity and would not require compliance with applicable building codes, unless such sign has been deemed abandoned. (Added, Ord. No. 20-12)

##### Subd. 2. Application.

Application for a regular sign permit, special sign permit, or temporary sign permit is made to the enforcement officer upon an approved application form, accompanied by required supporting information and fees. (Amended, Ord. No. 90-18, Sec. 3)

##### Subd. 3. Fees.

Fees are set by Appendix B.

#### **410.31. Sign hanger license.**

##### Subdivision 1. License required.

A person engaged in the business or occupation of sign hanging or repair may not install, reconstruct, alter, repair, or remove an exterior sign requiring a permit without first having obtained a license.

##### Subd. 2. License application.

Application for a sign hanger's license is filed with the city clerk upon an approved application form, accompanied by required supporting information and fees.

##### Subd. 3. License validity.

Sign hanger licenses expire annually on December 31. Licenses will not be issued to a minor. Licenses are not transferable.

##### Subd. 4. License fee.

The annual fee for a sign hanger's license is fixed by Appendix B. A license application will not be accepted nor a license issued unless the fee is paid. The license fee may not be prorated.

##### Subd. 5. Insurance required.

The applicant must provide a certificate of insurance with the city with public liability insurance of not less than \$1,000,000 combined single limit issued by an insurance company authorized to do business in the state of Minnesota. Application for the license is made to the city council and the license will be granted upon proof of the applicant's qualifications conditioned upon compliance with this chapter. The annual license fee is fixed by Appendix B. Licenses expire annually on December 31. Licenses are issued by the city clerk. Licenses are not transferable. The annual license fee is paid to the city clerk at the time of filing the application. License fees may not be prorated. (Amended, Ord. No. 03-22)

#### **410.33. Variances, amendments, appeals.**

Variances from the literal provisions of this section and appeals from administrative decisions made under this section are made pursuant to the provisions of section 535 of the zoning code (Appendix A to this code) except that amendments are approved by a majority vote of the city council.

#### **410.35. Miscellaneous provisions.**

##### Subdivision 1. Substitution Clause.

The owner of any sign which is otherwise allowed by this section may substitute

noncommercial copy in lieu of any other noncommercial or commercial copy. This substitution of copy may be made without any additional approval or permitting. The purpose of this provision is to prevent any inadvertent favoring of commercial speech over noncommercial speech, or favoring of any particular noncommercial message over any other noncommercial message. This provision prevails over any more specific provision to the contrary. (Added, Ord. No. 20-12)

**Subd. 2. Process and enforcement.**

(a) Administration: Provisions of this section shall be administered and enforced by the city manager. Their duties shall include: (Added, Ord. No. 20-12)

(1) Determining whether all sign permit applications comply with the terms of this section. (Added, Ord. No. 20-12)

(2) Conducting site inspections to determine compliance with the terms of this inspection. (Added, Ord. No. 20-12)

**(b) Unlawful signs.**

Signs placed upon public property, or within the public right-of-way, or in violation of the terms of this section, shall be immediately determined to be abandoned under this section. Abandoned signs shall be subject to removal by the city. Upon removal, the city manager, or their designee, shall mark the date of removal of the sign and hold it for 30 days at the city's offices. The owner of the sign may collect the sign from the city's offices at any point during that time. If the sign is not retrieved within 30 days, the city may destroy the sign. (Added, Ord. No. 20-12)

**(c) Violations.**

(1) Violations; separate offence.

Each day that the violation continues shall constitute a separate offense. Violations of this ordinance shall be deemed a misdemeanor and subject to legal action including, but not limited to, Administrative Penalties as described in Section 117 of the city code. (Added, Ord. No. 20-12)

**410.37. Severability.**

The provisions of this section are severable from one another. If any section, subsection, sentence, clause, or phrase of this section is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this section. The city council hereby declares that it would have adopted each section, subsection, sentence, or phrase hereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases were to be declared invalid. (Added, Ord. No. 20-12)

**410.39. Elections.**

All non-commercial signs of any size may be posted in any number from 46 days before the state primary in a state general election year until ten days following general election, and 13 weeks prior to any special election until ten days following the special election, consistent with Minnesota Statutes, section 211B.045. Sign installation shall comply with the Fair Campaign Practices Act contained in Minnesota Statutes, chapter 211B. (Added, Ord. No. 20-12)

**PUBLIC HEARING:**

Notice of this public hearing was published in the city's official newspaper and posted on the city's bulletin board 10 days prior to this meeting. City staff have received no inquiries from residents at the time of this report.

**ATTACHMENTS:**

A. Public Hearing Notice.

**Recommendation:**

1. Hold the public hearing.
2. Motion to recommend that the City Council approve the text amendment to Section 410 Signs to permit the changes brought forward by city staff.

**Attachments:**

1. Public Hearing Notice

City of Robbinsdale

Public Hearing Notice

**NOTICE IS HEREBY GIVEN** that there will be a meeting of the Planning Commission of the City of Robbinsdale, Minnesota on **Thursday, April 17<sup>th</sup>, 2025, at 7:00 p.m.** for consideration of a Zoning Text Amendment to alter the city codes sign ordinances. The meeting will be held in the City Council Chambers at Robbinsdale City Hall, 4100 Lakeview Ave. N, Robbinsdale MN 55422.

Any and all persons desiring to be heard shall be given an opportunity at the above stated time. Residents seeking further information on the public hearing should contact Assistant Planner Will Bucheger at 763-531-1269 or [wbucheger@robbinsdalemn.gov](mailto:wbucheger@robbinsdalemn.gov).

By: Will Bucheger, Assistant Planner