



AGENDA – REGULAR MEETING
6:00 p.m., April 17, 2016

Planning Commission

- 1. CALL TO ORDER**
- 2. OATH OF OFFICE FOR NEW PLANNING COMMISSION MEMBERS**
 - A. Planning Commission Member Neil Lynch
- 3. ROLL CALL (Quorum is 4)**
- 4. APPROVAL OF AGENDA (Unanimous additions required)**
- 5. APPROVAL OF MINUTES (Unanimous additions required)**
 - A. Planning Commission Minutes of January 17, 2016
- 6. PUBLIC COMMENTS**
- 7. PUBLIC HEARINGS**
- 8. OLD BUSINESS**
- 9. NEW BUSINESS**
 - A. Comprehensive Planning Update—WSB & Associates
 - B. Discuss Sign Code Update
- 10. REPORTS OR COMMENTS: Staff, Chair, & Commission Members**
 - A. Healthy Communities Project Update
 - o Walking/Biking Audit: Friday, April 20 (Thursday, May 4 Rain Date)
- 11. ADJOURNMENT**

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

1. CALL TO ORDER

The regular meeting of the Osseo Planning Commission was called to order by Vice Chair Webster at 6:00 p.m., Monday, January 17, 2017.

2. OATH OF OFFICE FOR NEW PLANNING COMMISSION MEMBERS

A. Planning Commission Member Neil Lynch

Planning Commissioner Neil Lynch was not in attendance at this meeting.

B. Planning Commission Member Deanna Burke

Abts administered the Oath of Office to Planning Commission Member Deanna Burke.

C. Planning Commission Member Alden Webster

Abts administered the Oath of Office to Planning Commission Member Alden Webster.

3. ELECTION OF PLANNING COMMISSION OFFICERS

A. Chair

Abts requested the Planning Commission elect a Chair for 2017.

A motion was made by Webster, seconded by Bonn, to elect Barbara Plzak Chair of the Planning Commission for 2017. The motion carried 6-0.

B. Vice Chair

Abts requested the Planning Commission elect a Vice Chair for 2017.

A motion was made by Bonn, seconded by Webster, to elect Alden Webster Vice Chair of the Planning Commission for 2017. The motion carried 6-0.

4. ROLL CALL

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

Absent: Commission member Neil Lynch.

Others present: Harold E. Johnson, City Planner Nancy Abts

5. APPROVAL OF AGENDA

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

6. APPROVAL OF MINUTES

A. Approve October 17, 2016, Minutes

A motion was made by Zopfi, seconded by Burke, to approve the October 17, 2016, minutes. The motion carried 6-0.

7. 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.

8. PUBLIC HEARINGS

A. Consider Rezoning 3 Central Avenue

Abts stated the Commission is asked to initiate rezoning of the property at 3 Central Avenue to allow construction of a Gateway Sign. The rezoning would be done as an amendment to Chapter 153 Appendix D "Zoning Map". The amendment will change the property at 3 Central Avenue zoning from M (Manufacturing and Industrial District) to PI (Public Institution District). Staff reviewed the request in further detail and recommended approval or the rezoning.

Burke questioned how the City Council was going to fund the Gateway Sign. Abts stated the Council has approved a Gateway Sign and was working on fundraising. She indicated the City still had a need for additional funding at this time.

Webster anticipated the 2017 budget may be impacted by the Gateway Sign if the City were not able to secure enough funds.

A motion was made by Olkives, seconded by Webster, to open the Public Hearing at 6:15 p.m. The motion carried 6-0.

A motion was made by Bonn, seconded by Burke, to close the public hearing at 6:16 p.m. The motion carried 6-0.

A motion was made by Olkives, seconded by Burke, to recommend the City Council approve rezoning 3 Central Avenue from M-Manufacturing and Industrial to PI-Public Institution. The motion carried 6-0.

9. OLD BUSINESS

10. NEW BUSINESS

A. Review "Development Checklist"

Abts explained developers and business owners who want to come to Osseo will probably need some permits and approvals before they can 'open up shop'. To help explain the many requirements, the attached "Development Checklist" has been created. The brochure can be provided to those seeking to do business in or with the City. Staff can use the checkboxes to show potential businesses what might be needed. The approvals described in the brochure

might not be familiar to Planning Commission members. Many of these items are handled by City employees. There are clear criteria in place for permits (in State or Local codes). So, these are handled without action from the Planning Commission or City Council. As a reminder, the “Pyramid of Discretion” illustrates that the City has the least amount of discretion when issuing permits. Staff requested the Commission review the Development Checklist brochure and provide input.

Olkives thanked staff for pulling all of this information together for potential developers.

Bonn agreed and stated she thought the brochure was very well done.

11. REPORTS OR COMMENTS: Staff, Chair & Commission Members

A. Comprehensive Planning Update & “Community Visioning Meeting” Invitation

Abts stated since the Planning Commission last met in October, several Comp Plan actions have occurred. The City Council accepted a proposal for Comprehensive Planning Services from WSB and Associates. A Steering Committee for the project has been appointed, and the Steering Committee has held its first meeting. The Healthy Communities Leadership Team has also begun to hold meetings. The group is funded through a grant from the County and the Department of Health’s Statewide Health Improvement Program (SHIP). Some of the Healthy Communities work will contribute to the Comprehensive Plan. She invited everyone who lives, works, or visits in Osseo is invited to the Community Visioning Meeting. The meeting will be from 6:00 to 8:00 pm on Thursday, January 26. Bring your family, your friends, your neighbors, and your coworkers. Staff encouraged everyone to assist the City with brainstorming a vision for the community’s future.

Olkives was pleased by the attendance at the first Comprehensive Planning meeting. He believed there was a good representation of the entire community on the committee.

12. ADJOURNMENT

A motion was made by Bonn, seconded by Burke, to adjourn the meeting at 6:29 pm. The motion carried 6-0.

Respectfully submitted,

Heidi Guenther
TimeSaver Off Site Secretarial, Inc.

OSSEO COMPREHENSIVE PLAN CHECK-IN

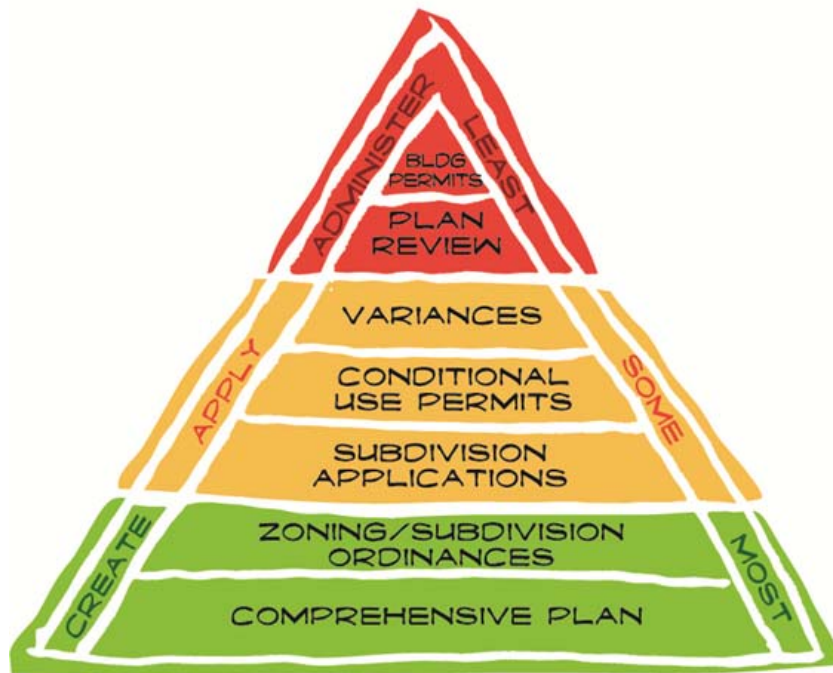
Planning Commission, April 17 2017

Summary



- A Comp Plan: What does it all mean?
- Where have we been?
 - ▣ Guiding vision statement
 - ▣ Engagement efforts
 - ▣ Plan section work to date
- Where are we going?
 - ▣ Draft action items – the “to-do list”

Why do a Comp Plan?



A city has its broadest discretion to **create** policy, law and direction through a comprehensive plan

A comprehensive plan is the foundation upon which more specific laws and policies are applied and administered.

Taking the long view



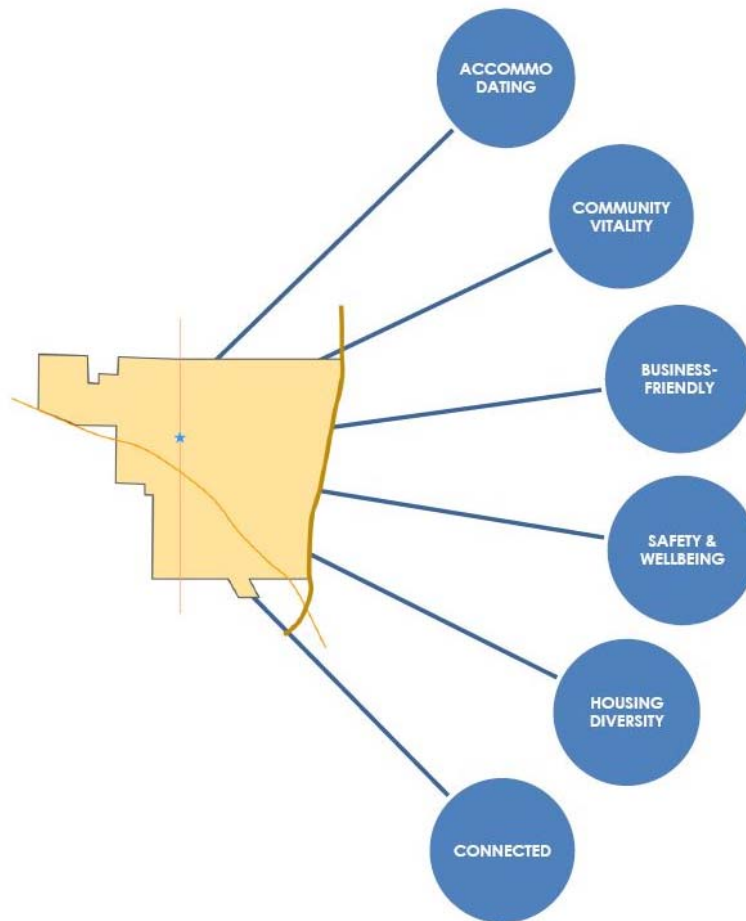
- Comprehensive Planning allows us to plan ahead for people, buildings and businesses who are not here yet
- This forward-thinking viewpoint gets translated into City policy in the present
 - ▣ Zoning and City Code revisions
 - ▣ Resolutions
 - ▣ Grant opportunities
 - ▣ Partnerships and programs



Where have we been?

Guiding Vision

Osseo is an **accommodating, business-friendly** and **connected** city that promotes **community vitality** and **housing diversity** while supporting the **safety & wellbeing** of all who live, work and visit here.



<i>Vision Theme</i>	<i>What we heard from the community:</i>
Accommodating	Osseo strives for spaces, places, and services that cater to people in all stages of life.
Community Vitality	Osseo continues to be a lively community that attracts visitors and new residents and families.
Business-Friendly	Osseo encourages businesses to locate and flourish within the city.
Safety & Wellbeing	Osseo is a safe and healthy community for all families and individuals who live, work and visit here.
Housing Diversity	Osseo supports a wide spectrum of housing types and options that meet the needs of the community at all stages and income levels
Connected	Osseo supports excellent access to services and key destinations both inside and outside the city.

Engagement Efforts



- Lion's Roar (September 2016)
- Community Visioning Meeting (January 2017)
 - ▣ Key strategies exercise
 - ▣ Small group discussions
- Steering Committee feedback
- MySidewalk – not widely used, but more views when same content posted on City's Facebook

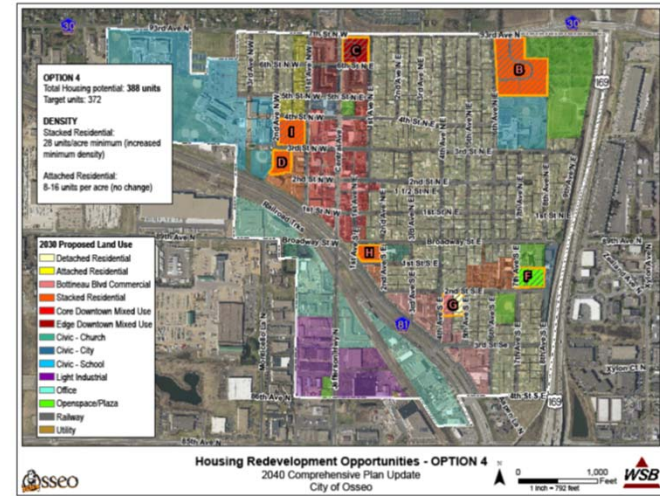
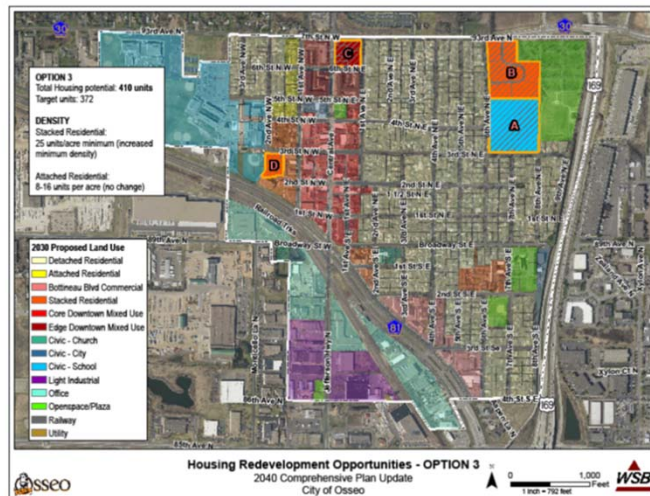
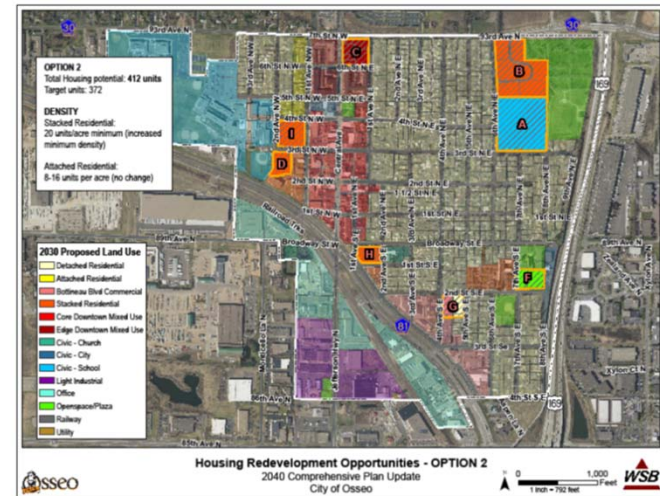
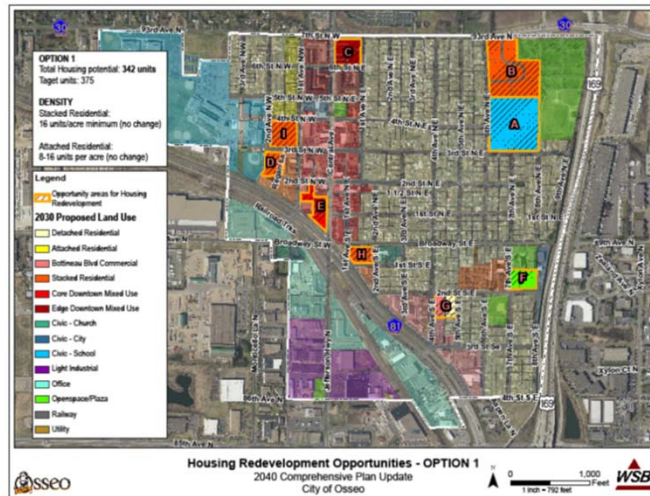
Plan section work to date



□ Housing

- Evaluation of housing goals and objectives from 2030 plan
- Discussion of mixed use
- Presentation of multiple options for housing development to meet Met Council growth forecast
 - Must guide enough land to add **372 new households**

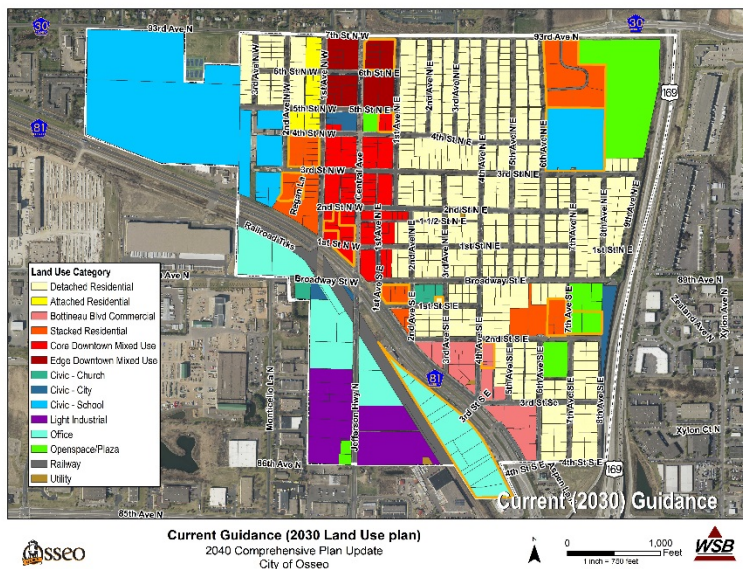
Housing Options Exercise



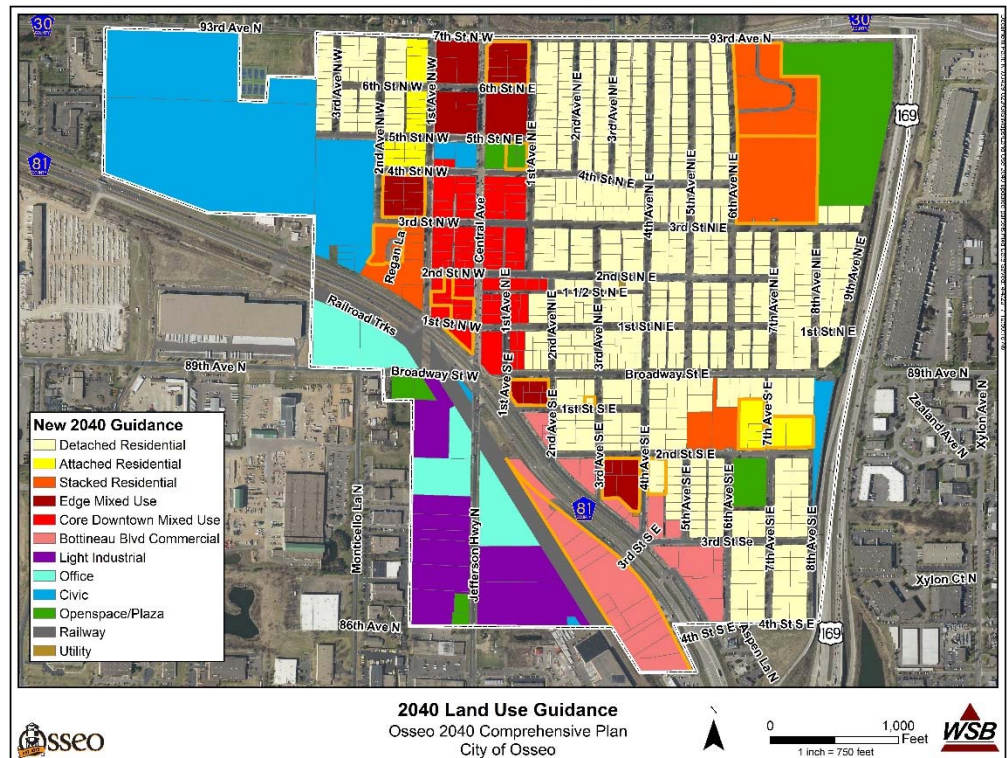
Plan section work to date

Land Use

2030 Land Use Plan map



2040 Land Use Plan DRAFT map

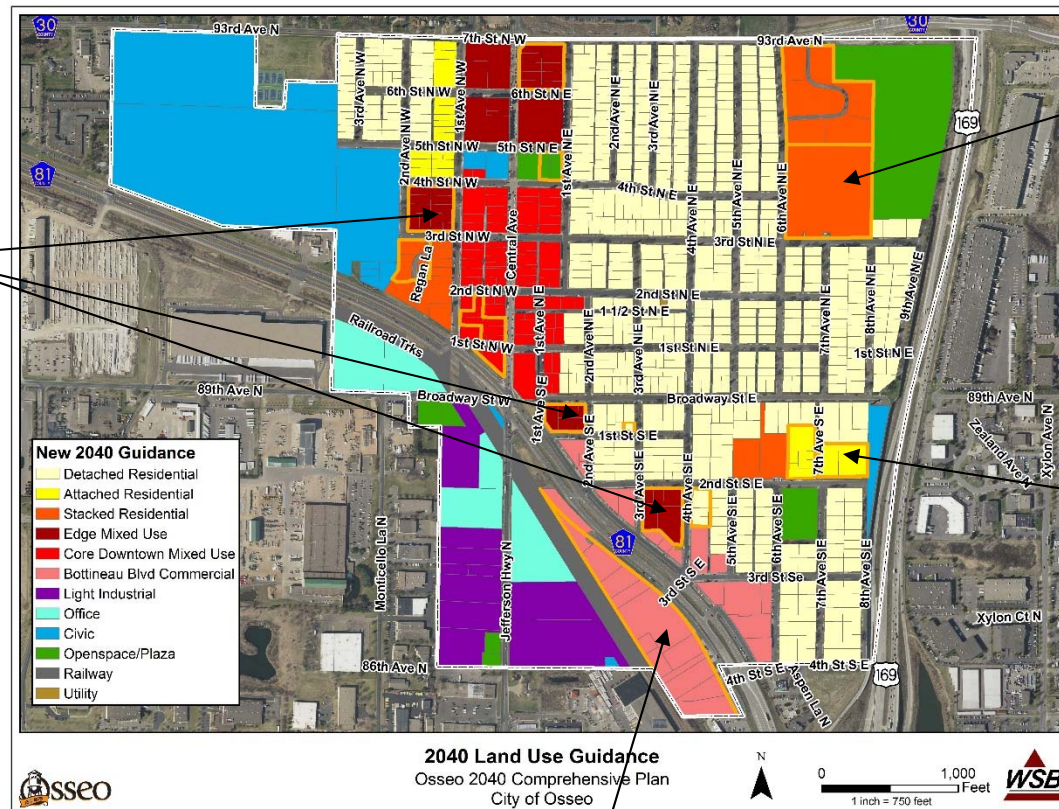


2040 Draft Map updates

Adding three new areas of Edge Mixed Use to allow for integration of commercial into residential

Re-guiding old elementary school site from Institutional to Stacked Residential

Guiding vacant portion of St. Paul's church lot as Attached Residential



Area between 81 & the railroad is changed from Office to Bottineau Commercial

Land Use



□ **Other Land Use updates**

- ▣ Draft plan allows for 550 new housing units if all areas are developed or redeveloped at given densities
- ▣ Land Use district language
 - Some modifications, but very similar to 2030 plan
 - No new Districts
 - Civic district being “collapsed”

Land Use

2030 Plan Densities

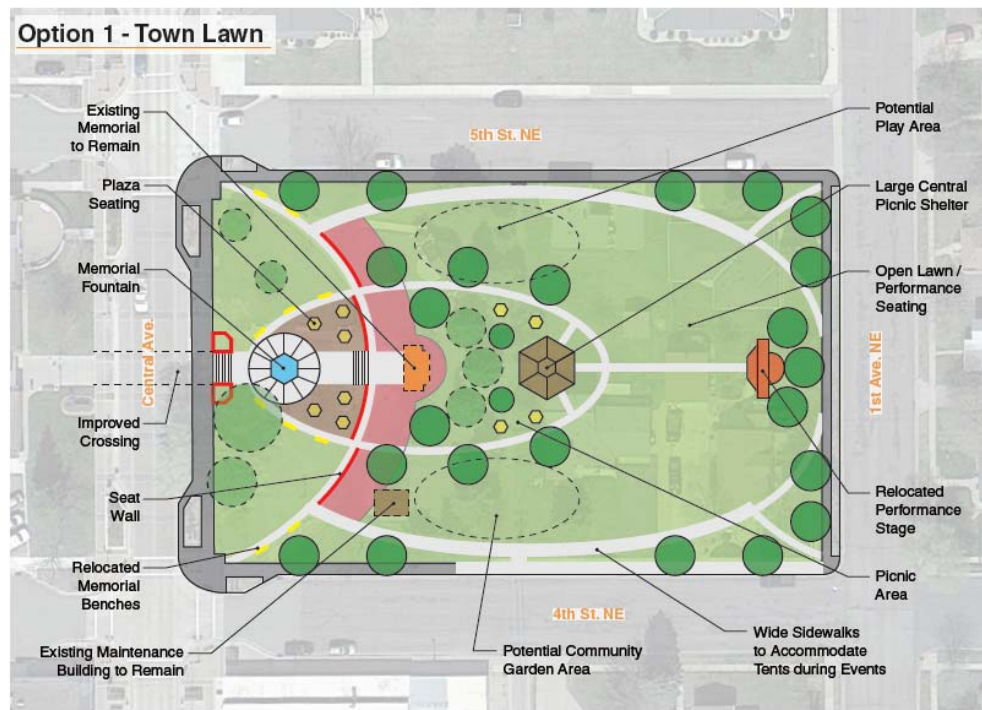
Land Use	Density Range
Detached Residential	3 – 8 units per acre
Attached Residential	8 – 16 units per acre
Stacked Residential	16+ units per acre

2040 Plan Densities

Land Use	Density Range
Detached Residential	4 – 8 units per acre
Attached Residential	9 – 16 units per acre
Stacked Residential	20 – 40 units per acre

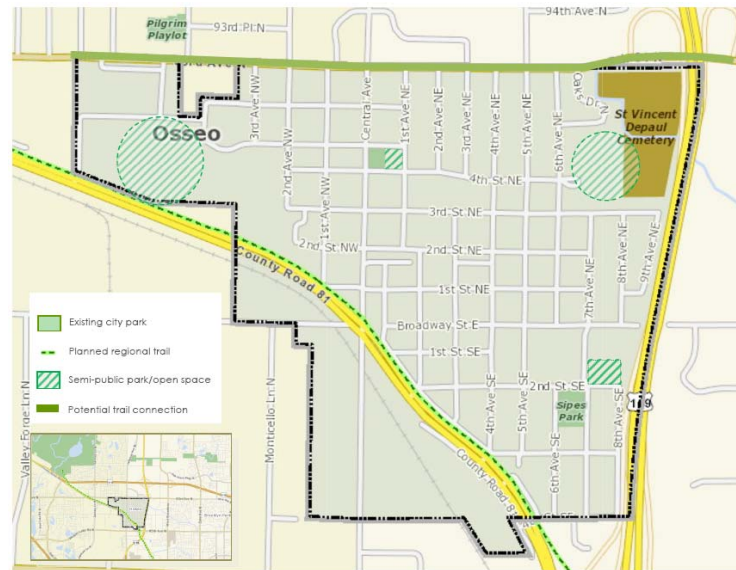
Plan section work to date

- Parks planning
 - Boerboom Park concept & feedback with Steering Committee



Plan section work to date

- Parks planning
 - ▣ Discussion of regional park & trail connections and “missing links” in the community



- Leads into next topic (Transportation)



Where are we going?

Action Steps



- A good comprehensive plan should create a To Do list and lay the groundwork for policy changes
- A good plan should be explicit about those action steps in the plan itself
- Some preliminary implementation items/Action Steps have already been identified

Action Steps



- Draft Action Steps identified:
 - Update Osseo's subdivision ordinance
 - Examine re-guided areas for needed Zoning map updates
 - Make certain that Zoning districts can accommodate densities indicated in Land Use districts
 - Evaluate the potential for accessory dwelling unit ordinance
 - Evaluate potential for a north-south trail connection through Osseo



Osseo Planning Commission Meeting Item

Agenda Item:	Discuss Sign Code Update
Meeting Date:	April 17, 2017
Prepared by:	Nancy Abts, City Planner
Attachments:	Proposed <i>Findings, Purpose and Intent, and Effect</i> language Summary of proposed district regulations

Policy Consideration:

The City is preparing to update Osseo's sign code. The Sign Code is part of the City's Zoning Ordinance. The Planning Commission should review the intent of the sign code and draft sign requirements for each Zoning District and provide input.

City Goals Met By This Action:

5. Continue to give Staff the necessary tools to do their jobs effectively and efficiently
8. Update the City Code
14. Promote a healthy and high quality standard of living

Previous Action or Discussion:

Changes to the sign code were discussed in September and October of 2016. A working group including EDA and Planning Commission members has met to discuss general issues relating to signs in the City.

Background:

Most changes to the sign code will be changes to the language. Big changes to the size or types of signs allowed are not planned. However, the wording and organization can be clarified and the introduction to the ordinance, the ***Findings, Purpose and Intent, and Effect*** section, can be improved. (Changes to other sections are also planned.)

These other changes will focus on how the code describes and allows different signs. The current ordinance provides different requirements for different types of signs—Address Signs, For Sale/Lease Signs, Motor Fuel Station Signs, etc. The proposed changes to the ordinance 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**. Possible regulations based on individual Zoning Districts are summarized in the attached sheet.

Budget or Other Considerations:

Before changes are approved to the Sign Code, a public hearing will be held at a future Planning Commission meeting. This is because the Sign Code is part of the Zoning Ordinance.

Recommendation/Action Requested:

Staff recommends the Planning Commission discuss the proposed changes to the Sign Code.

CURRENT:

§ 153.090 PURPOSE AND INTENT.

This subchapter is established to protect health, safety, general welfare, and order within the city through the establishment of a comprehensive and impartial series of standards, regulations, and procedures governing the type, numbers, size, structure, location, height, lighting, erection, use, and display of devices, signs, or symbols serving as visual communication media to persons situated within or upon public rights-of-way or properties. The provisions of this subchapter are intended to encourage opportunity for effective, orderly communication by reducing confusion and hazards resulting from unnecessary or indiscriminate use of communication facilities.

(1997 Code, § 25.11) (Ord. passed 11-14-1994)

[http://library.amlegal.com/nxt/gateway.dll/Minnesota/osseo_mn/cityofosseominnesotacodeofordinances?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:osseo_mn](http://library.amlegal.com/nxt/gateway.dll/Minnesota/osseo_mn/cityofosseominnesotacodeofordinances?f=templates$fn=default.htm$3.0$vid=amlegal:osseo_mn)

PROPOSED:

I. General Provisions

A. Findings, Purpose and Intent, and Effect

1. Findings: The city council hereby finds as follows:

- a. Signs provide an important medium through which individuals may convey a variety of messages.
- b. Exterior signs have a substantial impact on the character and quality of the environment.
- c. Signs can create traffic hazards, aesthetic concerns and detriments to property values, thereby threatening the public health, safety and welfare.
- d. The city's zoning regulations include the regulation of signs in an effort to provide adequate means of expression and to promote the economic viability of the business community, while protecting the city and its citizens from a proliferation of signs of a type, size, location and character that would adversely impact the aesthetics of the community and threaten its health, safety and welfare. The regulation of the physical characteristics of signs within the city has a positive impact on traffic safety and the appearance of the community.

2. Purpose and Intent: It is not the purpose or intent of this section to regulate the message displayed on any sign, except as provided for in section ####, nor is it

the purpose or intent of this section to regulate any building design or any display not defined as a sign, or any sign which cannot be viewed from outside a building. The purpose and intent of this section is to:

- a. Regulate the number, location, size, type, illumination and other physical characteristics of signs within the city in order to promote the public health, safety and welfare.
 - b. Maintain, enhance and improve the aesthetic environment of the city by preventing visual clutter that is harmful to the appearance of the community.
 - c. Improve the visual appearance of the city while providing for effective means of communication, consistent with constitutional guarantees and the city's goals of public safety and aesthetics.
 - d. Provide for fair and consistent enforcement of the sign regulations set forth herein under the zoning authority of the city.
3. Effect: A sign may be erected, mounted, displayed or maintained in the city if it is in conformance with the provisions of these regulations. The effect of this section, as more specifically set forth herein, is to:
 - a. Allow a wide variety of sign types in non-residential zones, and a more limited variety of signs in residential zones, subject to the standards set forth in this section.
 - b. Allow certain small, unobtrusive signs incidental to the principal use of a site in all zones when in compliance with the requirements of this section or when required by federal, state or local law.
 - c. Prohibit signs whose location, size, type, illumination or other physical characteristics negatively affect the environment and where the communication can be accomplished by means having a lesser impact on the environment and the public health, safety and welfare.
 - d. Provide for the enforcement of the provisions of this section
4. Severability: If any subsection, sentence, clause, or phrase of this section is for any reason held to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this section. The city council hereby declares that it would have adopted this section in each subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more subsections, sentences, clauses, or phrases be declared invalid.

Zoning District		Sign Size: Proposed & Current Requirements							Prohibited Signs: Proposed
		Max. Sign Area of a Single Sign*	<i>Current SINGLE SIGN Area Requirements</i>	Max. Height of a Permanent Freestanding Sign	<i>Current Height Requirements</i>	Cumulative Max. Area of All (Nonexempt) Signs	<i>Current TOTAL SIGNAGE Area Requirements</i>	Max. Cumulative Percentage of Freestanding Signage	<i>Prohibited Signs</i>
R e s i d e n t i a l	R-1*	8 square feet	<i>2 square feet</i>	6 feet	<i>15 feet</i>	16 square feet	<i>Varies by "type" of sign: E.g., Nameplate, Rummage Sale, For Sale/Rent, Address Signs, etc.</i>	88%	Banner signs. Inflated signs. Bench signs. Canopy signs. Electronic message display signs. Flashing signs. Illuminated signs, except where specifically allowed. Off-Premise signs. Portable Signs.
	R-2*	8 square feet (and, one sign of up to 32 square feet within 30 feet of a traveled public road right of way)	<i>6 square feet</i>	6 feet	<i>6 feet</i>	100 square feet	<i>Varies by "type" of sign</i>	75%	Inflated signs. Bench signs. Canopy signs. Electronic message display signs. Flashing signs. Illuminated signs, except where specifically allowed. Off-Premise Signs. Portable Signs.
	*Legal Nonresidential Uses in Residential Districts	32 square feet	<i>12 square feet</i>	8 feet	<i>8 feet</i>	100 square feet	<i>Varies by "type" of sign</i>	75%	<i>No signs which are specifically prohibited in the R-1 zoning district may be erected upon a property that contains a legal nonresidential use in a residential district</i>
C o m m e r c i a l	CBD	75 square feet	<i>50 square feet (wall & freestanding); others vary</i>	10 feet	<i>8 feet</i>	2 square feet per linear foot of building frontage facing public ROW	<i>1 sq. ft. per linear foot of wall for wall sign; 50 sq ft freestanding; other signs also allowed at varying sizes</i>	25%	Electronic message display signs. Flashing signs. Off-Premise signs. Portable signs. Shimmering signs.
	C-2 NORTH, C-2 SOUTH, M	150 square feet	<i>200 square feet (wall); 75 (freestanding); others vary</i>	15 feet	<i>15 feet</i>	4 square feet per linear foot of building frontage along the principal building's Front Setback	<i>2 sq. ft. per linear foot of wall for wall sign; 75 sq ft freestanding; other signs also allowed at varying sizes</i>	50%	Inflated signs. Flashing signs. Off-Premise signs. Shimmering signs.
	Undeveloped Lots in non-residential districts	40 square feet	<i>none</i>	10 feet	<i>none</i>	40 square feet	<i>none</i>	100%	Inflated signs. Electronic message display signs. Flashing signs. Off-Premise signs. Portable signs. Shimmering signs.
	PI	150 square feet	<i>none</i>	15 feet	<i>none</i>	10% of lot area	<i>none</i>	100%	Bench signs. Canopy signs. Flashing signs.

*, ** The maximum sign area of a single sign may not be larger than the cumulative maximum sign area of all nonexempt signs or freestanding signs. This includes instances where the cumulative maximum or freestanding sign area calculation prohibits any single sign from meeting the maximum sign area, in which case, the more restrictive requirement limiting total cumulative sign area shall apply.