

**MINUTES**  
**MAPLE PLAIN PLANNING COMMISSION MEETING**  
**MAPLE PLAIN CITY HALL**  
**April 5, 2018**  
**6:00 PM**

**1. CALL TO ORDER**

**Planning Commission Chair Michele Bliss called the meeting to order at 6:00 p.m.**

Present: Planning Commission Chair Michele Bliss, Planning Commissioners Mardelle DeCamp, Barbara Korri, and Stephen Shurson. Also Present: Councilmember Caitlin Cahill, City Planner Mark Kaltsas and Assistant to the City Administrator Nicole Kathman.

Absent: Planning Commissioner Barb Rose

**2. PLEDGE OF ALLEGIANCE**

**3. ADOPT THE AGENDA**

**Motion by Planning Commissioner Shurson, seconded by Planning Commissioner DeCamp, to adopt the agenda. Motion passed, 4-0.**

**4. APPROVAL OF PLANNING COMMISSION MEETING MINUTES**

A. Planning Commission Meeting Minutes – March 1, 2018

**Motion by Planning Commissioner Korri, seconded by Planning Commissioner DeCamp, to approve the March 1, 2018 Planning Commission Meeting minutes. Motion passed, 4-0.**

**5. OLD BUSINESS**

A. Zoning Ordinance Text Amendment – Signs

City Planner Mark Kaltsas provided an overview stating that the Design Guidelines are referenced in the City's sign ordinance signifying that all signs in the City must follow the Design Guidelines. This means that currently no internally lit signs are permitted in Maple Plain. Kaltas opened up the discussion and asked based on recent applications, variances, and past discussion if internally lit signage with channelized lettering should be allowed in the City and where. Kaltsas also shared that based on the feedback from City Council and Planning Commission he attempted to draft ordinance language that distinguished Highway 12 properties from the rest of the City, but he found it difficult to differentiate. Kaltsas noted

the reason is that many properties that are not directly on Highway 12 still have Highway 12 visibility.

Planning Commission Chair Bliss shared that she was uncomfortable distinguishing Highway 12 physical frontage from the rest of the city. Bliss also stated that it would be best to have unity for the City.

Planning Commissioner DeCamp stated that Planning Commission also needs to consider what types of businesses are desired in Maple Plain, that is, local or national. DeCamp expressed that the City needs to be business friendly in regards to signage.

Kaltsas pointed out that the language up for discussion is only to add an additional option internally lit signage with channelized lettering which increases flexibility for businesses.

Kaltsas clarified that even though the Design Guidelines differentiate the three mixed use districts in regards to signage, the City Code does not therefore the strictest provision of prohibiting internally lit signs is followed. Additionally, Kaltsas explained that because the City Code states that industrial zoned properties follow the design guidelines for signage, but the Industrial district is not included in the guidelines, the strictest provision of prohibiting internally lit signs is followed.

Planning Commissioner Shurson stated he was okay with allowing internally lit signage with channelized lettering in all areas of the City with the exception of Mixed Use- Downtown.

Planning Commissioner DeCamp asked the Commission if there is a difference between the north side of Highway 12 and the south side of Highway 12 near the downtown area. Bliss and Shurson stated they viewed them as different with Shurson noting those on the south side, that is, the downtown businesses are oriented towards Main St.

Planning Commissioner Shurson asked if there was interest to loosen up the sign regulations for the Industrial district beyond internally lit signage with channelized lettering. The consensus of the Planning Commission was to only allow internally lit signage in the Industrial district if it had channelized lettering similar to the mixed-use districts.

**Motion by Planning Commissioner Shurson, seconded by Planning Commissioner Korri to recommend adoption of changes to the sign ordinance that allow internally illuminated signage with channelized lettering in the Industrial, Mixed-Use Budd Avenue, and Mixed-Use Gateway. Motion passed, 4-0.**

Assistant to the City Administrator Kathman stated that the May Planning Commission meeting needs to be rescheduled due to City Administrator Schoen and herself being out of town for a conference. The date of Thursday, May 10 was proposed, but did not work for multiple Planning Commissioners. The Planning Commission shared that Tuesday, May 8<sup>th</sup> would work as an alternate.

## **6. ADJOURN**

**Motion by Planning Commissioner DeCamp, seconded by Planning Commissioner Korri, to adjourn the meeting. Motion passed, 4-0. Meeting adjourned at 6:57 pm.**