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Meeting Announcement and Agenda of the Cambridge Planning Commission  
City Hall Council Chambers  
Regular Meeting, Tuesday, September 3, 2019, 7:00 pm

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Members of the audience are encouraged to follow the agenda. When addressing the Commission, please state your name and address for the official record.

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**AGENDA**

1. Call to Order and Pledge of Allegiance
2. Approval of Agenda (p. 1)
3. Approval of Minutes
  - A. July 2, 2019 Regular Meeting (p. 3)
4. Public Comment: For items not on the agenda; speakers may not exceed 5 minutes each.
5. New Business
  - A. **PUBLIC HEARING** - Variance for an accessory structure at 2265 E. Rum River Dr. S. **(Application Withdrawn)**
  - B. **PUBLIC HEARING** - Future Land Use Map amendment (RIC properties) **(Request Withdrawn)**
  - C. **PUBLIC HEARING** – Zoning Code Amendment to Title XV Land Usage, Chapter 156 Zoning, Section 156.078 Residential structures, minimum requirements (roofing and siding) (p. 6)
  - D. **PUBLIC HEARING** - Variance for an accessory structure at 548 1<sup>st</sup> Ave W (new library site) (p. 19)
  - E. Window Clings Discussion (p. 28)
  - F. Off Premise Sign Request (p. 36)
6. Other Business/Miscellaneous
  - A. City Council Update
  - B. Parks, Trails, and Recreation Commission (PTRC) Update
7. Adjourn

Notice to the hearing impaired: Upon request to City staff, assisted hearing devices are available for public use.

Accommodations for wheelchair access, Braille, large print, etc. can be made by calling City Hall at 763-689-3211 at least three days prior to the meeting.

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**Cambridge Planning Commission Meeting Minutes**  
**Tuesday, July 2, 2019**

A regular meeting of the Cambridge Planning Commission was held on Tuesday, July 2, 2019, at Cambridge City Hall Council Chambers, 300 3rd Avenue NE, Cambridge, Minnesota, 55008.

Members Present: Chair Julie Immel, Vice Chair Monte Dybvig, Member Aaron Berg, Member Robert Boese, Member Marisa Harder-Chapman, Member Arianna Weiler and Council Appointee Marlys Palmer.

Members Absent: All members were present.

Staff Present: Community Development Director Marcia Westover.

**Call to Order & Pledge of Allegiance**

Immel called the meeting to order at 7:00 pm and led the Pledge of Allegiance.

**Approval of the Agenda**

Palmer moved, seconded by Dybvig, to approve the agenda as presented. Motion carried unanimously.

**Approval of Minutes**

Berg moved, seconded by Boese, to approve the June 4, 2019 minutes as presented. Motion carried unanimously.

**Public Comment**

Immel opened the public comment period at 7:01 pm and, without any comments, closed the public comment period at 7:02 pm.

**New Business**

***PUBLIC HEARING – Cynthia Erikson Easement Variance for a Lot Line Adjustment***  
***855 Elin's Lake Road SE***

Westover stated Cynthia Erikson currently owns two adjacent parcels, 855 Elin's Lake Road SE and 2732 Garfield Place S. Ms. Erikson built a house at 855 Elin's Lake Road SE and the property on Garfield Place S. is vacant. Ms. Erikson is selling the vacant Garfield Place S. property, but would like to adjust the lot line between the two parcels before she sells.

Westover explained the lot line is proposed to be adjusted slightly to accommodate a larger back yard for the 855 Elin's Lake Road SE property. When this property line is moved, the existing drainage and utility easements are no longer necessary and need to be vacated. New drainage and utility easements will be reinstated/conveyed with the new lot line as shown on the Lot Line Adjustment

sheet prepared by LHB Surveying. Westover stated drainage and utility easements along property lines are required standards for all parcels within the city.

Westover stated the Lot Line Adjustment prepared by LHB Surveying will be reviewed administratively by City staff and then recorded at the Isanti County Recorder's office. The Planning Commission must hold a public hearing for any easement no longer necessary as part of a lot line adjustment.

Immel opened up public hearing at 7:04 pm. Hearing no comments, the public hearing was closed at 7:05 pm.

The Commissioners discussed and confirmed that there are no existing utilities running through this existing easement, there is room to build a house on this parcel since the 75 foot width requirement in the shoreline zoning district is met, and there will be room for adding future utilities.

Boese moved, seconded by Dybvig, to recommend the City Council approve the Resolution as presented, allowing the vacation of the drainage and utility easements for 855 Elin's Lake Road SE. Motion carried unanimously.

### **Comprehensive Plan Review – Chapters 4 & 5**

Westover explained that as part of the updated 2017 Comprehensive Plan process, it was determined that staff and the Planning Commission would review the goals and policies of the plan on a regular basis. This review is of Chapter 4 (Transportation) and Chapter 5 (Utilities and Community Facilities).

Westover stated staff is following the recommendation from Stantec, the consulting group that helped the City update the Comp Plan in 2017, to review the Comp Plan goals and policies to help the Commissioners keep these goals fresh in their minds as they discuss and decide on issues that are brought before them for review. The goals and policies may change over the years as the City grows.

The Commissioners and Westover reviewed the goals and policies together, had good discussion and made no changes.

### **Other Business/Miscellaneous**

#### ***City Council Update***

Palmer updated the Commission on the last City Council meeting. Palmer shared the success of the Love Your City and the Third Thursday events and felt these opportunities have resulted in positive comments from Cambridge citizens.

Westover stated the Council approved the Interim Use Permit (IUP) renewal resolutions for North Metro Auto Sales and Valder's Vehicles, the accessory structure variance resolution for Ryan Nelson and the ordinance for mobile food carts/food vendors.

#### ***Parks Commission Update***

Westover stated the last Parks, Trails, and Recreation Commission was a parks bus tour by the Parks Commission. Westover stated the splash pad concept is still being researched and discussed by staff.

**Adjournment**

Being no further business before the Cambridge Planning Commission, Dybvig moved, seconded by Berg, to adjourn the regular meeting at 8:04 pm. Motion carried unanimously.

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Julie Immel  
Cambridge Planning Commission Chair

ATTEST:

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Marcia Westover, Community Development Director

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Prepared by: Marcia Westover

**Background**

Staff has noted an increase in requests for metal roofs for residential properties. We are looking for clarification in the code on whether or not to allow metal roofing materials. We would also like to clarify the siding materials allowed. Our current code language reads:

Section 156.078 Residential Structures

(A) All single family dwellings shall:

(7) Have a residential appearance including a residential type siding and roofing materials.

This language is ambiguous and needs to be changed to allow or deny specific materials.

- Should only asphalt shingles be allowed? Asphalt shingles are common and typical of a residential property and residential neighborhood.
- Should exposed fastener metal roofs be allowed? Exposed fastener metal roofs are common for agricultural buildings in rural areas and industrial buildings, but are being marketed and sold for new homes as well.
- Should standing seam metal roofs be allowed? Standing seam metal roofing materials are also being marketed and sold for residential properties but are more commonly used on industrial or commercial buildings. Standing seam metal has a modern look (fasteners are hidden) and may be more acceptable in a residential setting.
- Should only vinyl, composite wood, and stucco be allowed for siding? These are the most common materials used for residential properties.
- Should sheet metal be allowed for siding? If so, should we specify exposed fasteners versus standing seam metal? While not a traditional residential siding material, it is being marketed for this purpose.
- Should metal/steel lap siding be allowed for siding? This material looks very similar to vinyl siding.

The Planning Commission recently discussed exterior materials for commercial and industrial properties. Standing seam metal is allowed for a roof material for commercial and industrial properties. Exposed metal fastener roofs are not permitted. Metal is also not permitted as a siding material. A variance must be sought if metal is requested as an exterior siding material.

The residential materials code language should be more specific. Below is an example amendment and it may be modified by the Commission:

Section 156.078 Residential Structures

(B) All single family dwellings shall:

(7) Have a residential appearance including ~~a residential type siding and roofing materials~~ with asphalt roof shingles and vinyl, composite wood, steel lap or stucco siding materials. All other materials must receive a variance from the Planning Commission and City Council.

**Planning Commission Action:**

Provide direction to staff on the code language amendment.

Motion on the attached Ordinance NO. XXX to amend Title XV Land Usage, Chapter 156 Zoning, Section 156.078 Residential Structures, as may be amended by the Commission.

**Attachments**

1. Draft Ordinance
2. Photos of existing homes in Cambridge
3. Standing seam metal roof photos
4. Exposed fastener metal roof photos
5. Sheet metal siding photos
6. Steel lap siding photos

## Ordinance 702

*An Ordinance of the City of Cambridge, Minnesota, amending Title XV Land Usage, Chapter 156 Zoning, Section 156.078 Residential Structures*

The City Council of the City of Cambridge does hereby amend Title XV Land Usage, Chapter 156 Zoning, Section 156.078 Residential Structures as follows:

### § 156.078 RESIDENTIAL STRUCTURES

(A) All single family dwellings shall:

(7) Have a residential appearance including a residential type siding and roofing materials with asphalt roof shingles and vinyl, composite wood, steel lap or stucco siding materials. All other materials must receive a variance from the Planning Commission and City Council.

(C) Repairs. If repairs or improvements to the exterior of any residential dwelling are made, all siding and roofing materials shall match as close as possible and use the same materials as to the existing structure.

This Ordinance shall be in full force after its passage and publication. Passed by the City Council of the City of Cambridge, Minnesota, this 16<sup>th</sup> day of September, 2019.

\_\_\_\_\_  
James A. Godfrey, Mayor

ATTEST:

\_\_\_\_\_  
Linda J. Woulfe, City Administrator

### Summary Publication of Ordinance

Ordinance 702 amends Title XV Land Usage, Chapter 156 Zoning, Section 156.078 Residential Structures to clarify permitted building materials. Asphalt shingles for roofing materials and vinyl, composite wood, steel lap or stucco for siding materials are permitted. If repairs to an existing structure are made, they must match and use the same materials.



ATTEST:

\_\_\_\_\_  
Linda J. Woulfe, City Administrator

Date of Publication: September 26, 2019



Ⓐ Property in Cambridge



③ Property in Cambridge  
Exposed fasteners

11





© Property in Cambridge  
Standing seam





Standing Seam Metal Roof examples

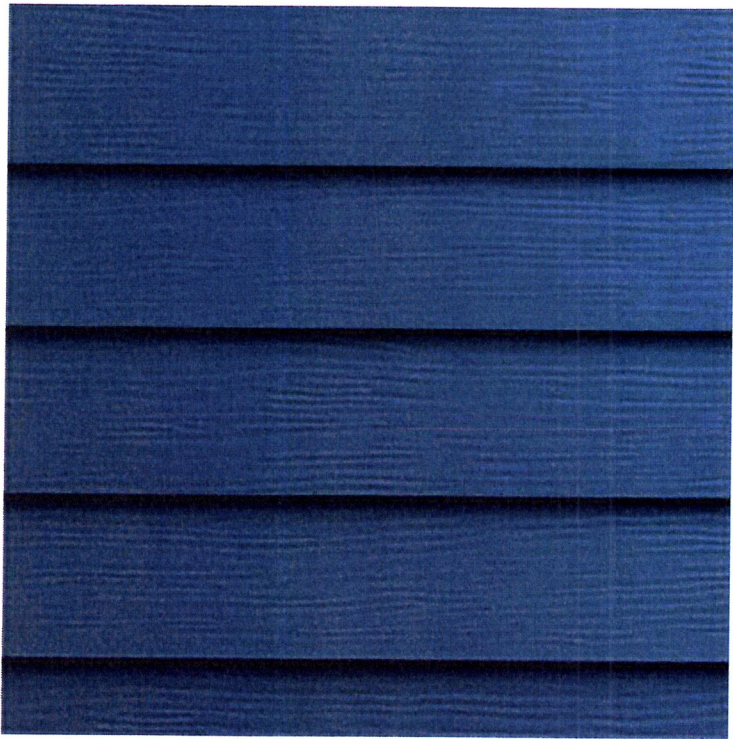


Exposed fastener metal roof examples





Sheet metal siding



Steel lap siding

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Prepared by: Marcia Westover

**Background**

Baas Properties, LLC, in coordination with the City of Cambridge is requesting a variance for a garage at the new library located at 548 1<sup>st</sup> Avenue W. Demolition and construction activities have recently begun on the new library facility. During the planning stages, a garage was identified as a need for the new library. The planners/designers tried to find a location on the lot suitable without the need for a variance. However, due to the shape of the lot, the existing building location, and its proximity to adjacent parcels, the proposed location best fits the library's needs.

A garage is requested for vehicles to be sheltered from the elements when delivering books. Snow, rain, and sun can be harmful to the books being brought into the library. There is an existing garage on the west side of the property, but it is 100+ feet to the building and in poor condition. The planners/designers also looked at placing a new garage on the east side of the property, north of the building. However, this location would reduce the amount of existing parking spaces.

The proposed location of the garage is tucked behind the existing building and shielded by an adjacent neighbor's fence. It is the most useable, yet least visible location for the existing property and the garage will not be in a front or side yard. The existing parking and drive on the east side of the building makes this the most feasible area for the main entrance, therefore allowing library vehicles entrance into the proposed garage.

The proposed garage would be 5.3 feet from the rear property line. The minimum required setback in an R-3 Multiple Family zoning district is 20 feet.

The purpose of the Variance process is to review applications on a case by case basis to determine whether relief may be granted from unforeseen particular applications of the zoning code that create practical difficulties. In considering an application for a variance, the Planning Commission shall recommend the approval of the variance only upon the finding that the application complies with the standards set forth below.

- (1) *General standard. No variance shall be granted unless the applicant shall establish that conforming to the strict letter of the provisions of this chapter would create practical difficulties.*

**Staff finds that the applicant has established that conforming to the city code does create practical difficulties. Due to the existing lot shape/size and the existing building setback and location, adding a functional garage for library purposes is difficult. Meeting the code requirement setbacks would reduce parking spaces, reduce future expansion/open space goals, and creates a garage that is not functional for the library if not attached to the building.**

- (2) *"Practical difficulties", as used in conjunction with the granting of a variance, means that the property owner proposes to use the property in a reasonable*

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*manner not permitted by the Zoning Ordinance; the plight of the landowner is due to circumstances unique to the property not created by the landowner, and the variance, if granted, will not alter the essential character of the area.*

**Staff finds that the plight of the landowner is due to circumstances unique to the property since there is an existing building being redeveloped on an irregularly shaped lot. Staff noted that the location of the proposed garage will not alter the character of the area. The garage will not create a visual blight for the neighborhood and will not alter any existing yards since the fence and single family yards have been established for many years.**

- (3) *Harmony. Variances shall only be permitted if they are in harmony with the general purposes and intent of the Zoning Ordinance and Comprehensive Plan.*

**Staff finds that the proposed garage is in harmony with the purposes and intent of the Zoning Ordinance and Comprehensive Plan. While the setbacks could be met if the garage was placed in an alternate location, then required parking spaces would be in jeopardy. In addition, the overall redevelopment vision of the site may diminish.**

- (4) *Economic Considerations. Economic considerations alone shall not constitute a practical difficulty; The alleged hardship shall not include the inability of the property owner to realize a greater profit than if the variance were not granted.*

**Staff finds that economic consideration is not the main reason for this request. The owner has tried to develop alternate sites for the garage, however with the existing building layout and irregular lot shape, this is the most logical location for the garage with the need for the books to be out of the elements during delivery.**

- (5) *No other remedy. There are no less intrusive means other than the requested variance by which the alleged hardship can be avoided or remedied to a degree sufficient to permit a reasonable use of the lot.*

**Staff finds there are no less intrusive means than the requested variance to avoid potential parking space issues or future redevelopment issues.**

- (6) *Variance less than requested. A variance less than or different from that requested may be granted when the record supports the applicant's right to some relief but not to the relief requested.*

**Staff finds the garage can be moved to another location on the lot but with concerns for parking and open space.**

- (7) *Essential character of the area. In considering whether a proposed variance will have an effect on the essential character of the area, the following factors shall be considered:*

- (a) *Would the variance be materially detrimental to the public welfare or materially injurious to the enjoyment, use, development or value of property or improvements permitted in the vicinity;*
- (b) *Would the variance materially impair an adequate supply of light and air to the properties and improvements in the vicinity;*
- (c) *Would the variance substantially increase congestion in the public streets due to traffic or parking;*
- (d) *Would the variance unduly increase the danger of flood or fire;*
- (e) *Would the variance unduly tax public utilities and facilities in the area; and*
- (f) *Would the variance endanger the public health or safety.*

**Staff finds that granting of the proposed variance would not alter the essential character of the area. The location of the garage will not impair the existing neighborhood enjoyment of their property nor endanger the public.**

**Planning Commission Action:**

Motion on the attached Resolution to approve the variance for a garage to be 5.3 feet from the rear property line.

**Attachments**

1. Draft Resolution
2. Applicant submittal (Variance Exhibit)

**Resolution No. R19-XXX**

**RESOLUTION APPROVING THE APPLICATION FOR A VARIANCE FOR AN  
ACCESSORY STRUCTURE  
(548 1<sup>st</sup> Ave W, new library location)**

**WHEREAS**, Baas Properties LLC, owner of the property at 548 1<sup>st</sup> Ave W, Cambridge, Minnesota, has applied for a Variance from the provisions of the City Code Section 156.038 Residence Districts, on the following described property; and

The land and building located at 548 1<sup>st</sup> Ave W and 631 2<sup>nd</sup> Ave NW, Cambridge MN 55008 (PID Nos. 15.041.1910, 15.041.2000 and 15.041.2110), together with all hereditaments and easements, appurtenant thereto, legally described as:

Parcels No. 1 and 2:

Lots Sixty-four (64) and Sixty-five (65), Auditor's Subdivision Number Eight (8), of the Village (now City) of Cambridge, excepting those parts thereof lying and being East of the West line of North Dellwood Street (formerly Superior Street) as now located.

Parcel No.3:

Lot Sixty-six (66) and the South Half (S 1/2) of Lot Sixty-seven (67), Auditor's Subdivision Number Eight (8), of the Village (now City) of Cambridge.

Parcel No.4:

The South 35 feet of the East Half of North Half (E 1/2 of N 1/2) of Lot Sixty-seven (67) of Auditor's Subdivision Number 8 in the Village (now City) of Cambridge, as measured at right angles to the South line of said N 1/2 of Lot 67.

Parcel No.5:

Lot Sixty-eight (68), except the North 120 feet thereof, in Auditor's Subdivision No. 8, of the Village (now City) of Cambridge.

Parcel No.6:

Lot Sixty-nine (69), in Auditor's Subdivision Number Eight (8), of the Village (now City) of Cambridge.

Parcel No. 7:

Lot Seventy (70), in Auditor's Subdivision Number Eight (8), of the Village (now City) of Cambridge.

Parcel No.8:

Lot Seventy-one (71) except the North 150 feet thereof, Auditor's Subdivision Number Eight (8), of the Village (now City) of Cambridge.

Parcel No.9:

Lot Seventy-two (72), Auditor's Subdivision Number Eight (8), of the Village (now City) of Cambridge, except the North 150 feet thereof, and further excepting all that part thereof lying and being Westerly of the Easterly right-of-way line of North Fern Street, as now located.

Parcel No. 10:

Lot Seventy-three (73), Auditor's Subdivision Number Eight (8), of the Village (now City) of Cambridge, excepting all that part thereof lying and being Westerly of the Easterly right-of-way line of North Fern Street, as now located.

Parcel No. 11:

That part of Lot Seventy-two (72), Auditor's Subdivision Number 8 of the Village (now City) of Cambridge, described by metes and bounds as follows: Commencing at the Northeast corner of said Lot 72; thence West following the South line of Sidney Street, now Second Avenue NW, a distance of 9 rods to the Northwest corner of said Lot 72; thence South following the West line of Lot 72, a distance of 150 feet; thence East and parallel to the North line of said Lot 72, a distance of 9 rods, more or less, to the East line of Lot 72; thence North following the east line of said Lot 72, 150 feet to the point of beginning and there terminate, EXCEPT THEREFROM the above-described parcel those portions thereof deeded to the Village (now City) of Cambridge by instrument dated December 23, 1954, and recorded in Book"44" of Deeds, page 316, and to A. W. Johnson by instrument dated December 31, 1955, recorded in Book"43" of Deeds, page 614.

**WHEREAS**, Baas Properties has requested to allow an accessory structure attached to the principal building that is 5.3 feet from the rear property line; and

**WHEREAS**, City Code Section 156.038 Residence Districts, identifies structures are required to have a 20-foot rear yard setback in the R-3 Multiple Family Residence District; and

**WHEREAS**, City Code Section 156.080 Accessory Building and Structure Requirements states that an accessory building shall be considered an integral part of the principal building if is connected to the principal building, therefore the accessory structure setbacks do not apply; and

**WHEREAS**, The Planning Agency of the City has completed a review of the application and has made a report pertaining to said request, a copy of which has been presented to the City Council; and

**WHEREAS**, The Planning Commission of the City, on the 3rd day of September, 2019, following proper notice, held a public hearing regarding the request, and following said public hearing, adopted a recommendation that the request for Variance approval be granted; and

**WHEREAS,** The City Council finds the seven (7) required standards to approve a variance request have been satisfied as follows:

- (1) *General standard. No variance shall be granted unless the applicant shall establish that conforming to the strict letter of the provisions of this chapter would create practical difficulties.*

Staff finds that the applicant has established that conforming to the city code does create practical difficulties. Due to the existing lot shape/size and the existing building setback and location, adding a functional garage for library purposes is difficult. Meeting the code requirement setbacks would reduce parking spaces, reduce future expansion/open space goals, and creates a garage that is not functional for the library if not attached to the building.

- (2) *“Practical difficulties”, as used in conjunction with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by the Zoning Ordinance; the plight of the landowner is due to circumstances unique to the property not created by the landowner, and the variance, if granted, will not alter the essential character of the area.*

Staff finds that the plight of the landowner is due to circumstances unique to the property since there is an existing building being redeveloped on an irregularly shaped lot. Staff noted that the location of the proposed garage will not alter the character of the area. The garage will not create a visual blight for the neighborhood and will not alter any existing yards since the fence and single family yards have been established for many years.

- (3) *Harmony. Variances shall only be permitted if they are in harmony with the general purposes and intent of the Zoning Ordinance and Comprehensive Plan.*

Staff finds that the proposed garage is in harmony with the purposes and intent of the Zoning Ordinance and Comprehensive Plan. While the setbacks could be met if the garage was placed in an alternate location, then required parking spaces would be in jeopardy. In addition, the overall redevelopment vision of the site may diminish.

- (4) *Economic Considerations. Economic considerations alone shall not constitute a practical difficulty; The alleged hardship shall not include the inability of the property owner to realize a greater profit than if the variance were not granted.*

Staff finds that economic consideration is not the main reason for this request. The owner has tried to develop alternate sites for the garage, however with the existing building layout and irregular lot shape, this is the most logical location for the garage with the need for the books to be out of the elements during delivery.

- (5) *No other remedy. There are no less intrusive means other than the requested variance by which the alleged hardship can be avoided or remedied to a degree*



*sufficient to permit a reasonable use of the lot.*

Staff finds there are no less intrusive means than the requested variance to avoid potential parking space issues or future redevelopment issues.

- (6) *Variance less than requested. A variance less than or different from that requested may be granted when the record supports the applicant's right to some relief but not to the relief requested.*

Staff finds the garage can be moved to another location on the lot but with concerns for parking and open space.

- (7) *Essential character of the area. In considering whether a proposed variance will have an effect on the essential character of the area, the following factors shall be considered:*

(a) *Would the variance be materially detrimental to the public welfare or materially injurious to the enjoyment, use, development or value of property or improvements permitted in the vicinity;*

(b) *Would the variance materially impair an adequate supply of light and air to the properties and improvements in the vicinity;*

(c) *Would the variance substantially increase congestion in the public streets due to traffic or parking;*

(d) *Would the variance unduly increase the danger of flood or fire;*

(e) *Would the variance unduly tax public utilities and facilities in the area; and*

(f) *Would the variance endanger the public health or safety.*

Staff finds that granting of the proposed variance would not alter the essential character of the area. The location of the garage will not impair the existing neighborhood enjoyment of their property nor endanger the public.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of Cambridge, Minnesota, approves the variance request to allow Baas Properties, LLC to build the accessory structure 5.3 feet at the closest point to the rear yard property line.

Adopted by the Cambridge City Council  
this 16<sup>th</sup> day of September 2019.

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James Godfrey, Mayor

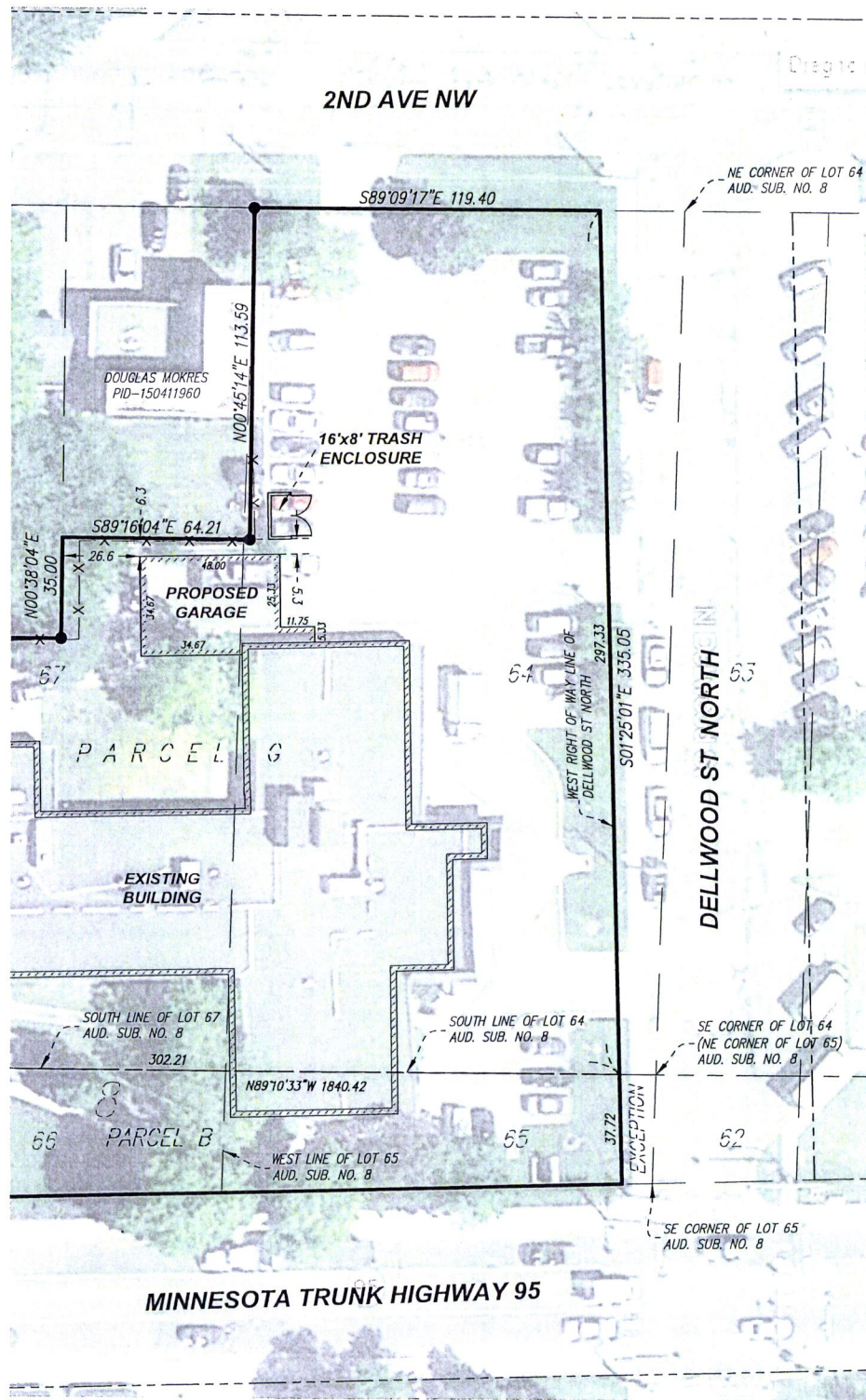
ATTEST:

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Linda J. Woulfe, City Administrator

# Variance Exhibit

Prepared for: B.J. Baas Builders, Inc.

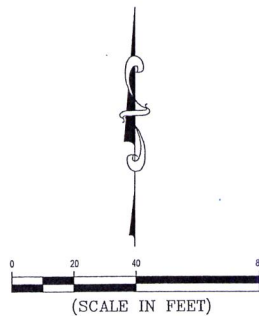


### CERTIFICATION

I HEREBY CERTIFY THAT THIS SURVEY WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

*[Signature]*  
KYLE J. RODDY, MN LIC. NO. 42627

DATED: 8/9/19



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324 Garfield St S | Cambridge, MN 55008 | 763.689.4042

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Prepared by: Carri Levitski

**Background**

Currently, our City Code regulates window clings. The following is our code language:

*Window signs are restricted to 30% of the area of the window(s) in which the sign is to be displayed and are in addition to those otherwise permitted on the principal structure. All window signs shall be applied to the interior of the windows except for temporary painted messages on the exterior. Window clings or window graphics must be transparent and allow visibility into the building at night so emergency responders can see inside.*

Staff enforces property maintenance only on a complaint basis due to limited resources. A new business owner approached the city and asked if they could cover their front window with window clings to help advertise their business. I informed the business owner of the current regulations. The business owner did not understand why the City wasn't enforcing current regulations and supplied many examples of where we are not enforcing the current regulations.

Following bringing the number of violations to my attention, letters were sent to all businesses that had more than 30% covered. Almost every business owner contacted me with concern and communicated their disagreement with this code requirement. With the push back from the local businesses, and the fact we have not discussed window clings in quite some time, we decided to bring this topic to the Planning Commission for their consideration. Local businesses were informed and invited to attend the meeting to voice their concerns.

We reached out to numerous communities to find out how they regulate window clings. You can see from the table below most cities have regulations in place, however, when asked if they enforce this code, almost every city responded they did not enforce their regulations. It begs the question whether or not this is a code requirement that is needed or at a minimum be looked at to determine if we can install other parameters. Some things to consider in your discussion are:

- Do you want to limit the amount of window space clings are allowed?
- Do you want to allow visual effect versus advertising?
- Do you want to limit window clings to the interior or exterior of the window?
- Many businesses indicated they use window clings in lieu of blinds, is this acceptable?
- If you would like to limit the amount of coverage, how would you like to determine the amount? Per window, or total square feet of all windows?

Community	Percentage of Window Covered	Is the Code Enforced?
Isanti	90%	Does not enforce
Spring Lake Park	30%	Does not enforce

**Planning Commission  
Item 5E – Window Clings**

**September 3, 2019**

Albertville	20%	Does not enforce
Waite Park	20%	Does not enforce
St. Francis	75%	Does not enforce
St. Anthony	50%	Does not enforce
Baxter	10%	Does not enforce
Vadnais Heights	50%	Only regulates new businesses, complaints, or egregious clings
Mora	Does not regulate	
Coon Rapids	40%	Does not enforce
Lino Lakes	Does not regulate	
Blaine	25%	Does not enforce
Fairbault	50%	Not allowed in historic downtown district to protect the unique architectural character and historic value
Hastings	Does not regulate	
White Bear Lake	Temporary – 50% Permanent – 33%	Only responds to complaints
Monticello	50%	Does not enforce
North Branch	Does not allow	Does not enforce
Mounds View	50%	Does not enforce
Princeton	25%	Does not enforce

**Commission Action:**

Discuss current regulations and give direction to staff if you would recommend changing the current code requirements.

**Attachments**

1. Picture examples of current businesses















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Prepared by: Carri Levitski

**Background**

The City Code does not allow permanent off-premise or way finding signs. As with all code enforcement, staff enforces on a complaint only basis. Staff received a complaint on Common Grounds new off-premise (way finding) sign located on the Cambridge-Isanti School District property on the NW corner of Cypress St N and Highway 95. Staff contacted Common Ground and informed them of the complaint. After discussions with Common Ground representatives, staff recommended them to write a letter requesting a code amendment.

Currently, our City Code regulates temporary off premise signs:

(6) *Temporary off-premises signage shall be allowed as follows:*

(a) *The property where the sign is placed must use the temporary sign allotment for that property.*

(b) *Any business inside or outside the City limits may apply for a temporary off-premise sign on a commercially zoned property in the B-1, B-1A, B-2 zoning districts. These signs will be allowed in the BT district only if the use of the property is commercial and not residential.*

(c) *Temporary off-premises signs shall be limited to 32 sq. ft. in size.*

(d) *Permits are required for signage.*

(e) *Temporary off-premises signs for non-profits and civic organizations that are located within the City of Cambridge are allowed provided:*

1) *A maximum of four temporary signs per event can be located in any zoning district.*

2) *The temporary sign must be legible.*

3) *Maximum size is 32 square feet.*

4) *Signs must not be placed in City, County, or State rights-of-way and must not be located in any intersection's line of site triangle.*

5) *Signs shall be allowed for a maximum of 30-days per event and only one non-profit or civic organization temporary sign is allowed on a property at one time.*

6) *Non-profit or civic organization temporary signs do not count towards a business's temporary sign allotment for the property.*

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7) *There shall be no fees for non-profit or civic organizations signs, but permits are required for signage.*

8) *At the time of the temporary sign permit application, a non-profit must prove their non-profit status by attaching a copy of their non-profit designation (e.g. 501 (c) letter).*

(f) *Non-profit or civic organization temporary signs are allowed on the property owned by the organization provided all the items in Section 5 (e) listed above are met.*

(7) *Seasonal Use Signs shall be allowed as follows:*

(a) *A use whose operation is dependent on the climactic conditions of a particular season shall be allowed one sign.*

(b) *The sign shall be allowed for 60 days in one calendar year.*

(c) *Said sign shall only be allowed on a commercially zoned property that is within 250 feet of the property line of the seasonal use.*

(d) *Seasonal use signs shall be limited to 32 sq. ft. in size.*

Way finding signs for government agencies along with schools and churches are very common in communities. It helps individuals visiting government agencies, schools and churches to find the location when they are not familiar with a certain area. Churches and schools are often located in residential areas and are not visible from the main thoroughfares. MnDOT will also place these types of signs in the right-of-way. In this situation, the way finding sign is on private school district property and not in the right-of-way.

**Commission Action:**

Discuss current regulations and give direction to staff if you would recommend amending the sign code to allow way finding signs for government agencies, schools, and churches on private properties.

**Attachments**

1. Common Grounds request for amendment
2. Photos of existing way finding signs within city limits

Common Ground: A United Methodist Community is petitioning for an “Exemption for churches” to allow for an off-premises replacement sign installation on Cambridge Isanti School District property at the corner of Cypress Ave. N. and Highway 95. The decision to petition the City of Cambridge was made at an Administrative Council meeting of the church on August 13, 2019.

#### History of the sign:

- The original sign was in place for approximately 25 plus years, was located on school district property and was a directional sign to “Cambridge United Methodist Church”.
- Cambridge United Methodist Church recently changed its name to “Common Ground: A United Methodist Community. In addition to the name change, there was also a change in the church logo.
- Earlier this year, a member of our church contacted a representative of the City of Cambridge as to the steps needed to install a replacement sign. The church member said he was advised to contact MnDOT. The MnDOT representative examined a map of the area and determined the original sign was on school district property, thus we would have to obtain school district permission to replace the sign. The only requirement was that the replacement sign could not be taller than existing street/highway signs.
- This author contacted Mark Eisenbacher, head of buildings and grounds for the school district, who after consulting with the school district attorney, gave permission for the sign replacement to occur. Mr. Eisenbacher asked that we contact Gopher State to make sure no utilities would be damaged by replacing the sign. This was done by Jill Reller of Signs by Jill, who also removed the existing sign and installed the replacement sign.
- The Administrative Assistant for our church was soon thereafter contacted by Ms. Levitski of the City advising that a complaint was received claiming that the new sign was hindering the view of traffic at the intersection and because it was an off-premises replacement sign for a grandfathered in sign, it must be removed.

#### Common Ground: A United Methodist Community’s position:

- We believe it is common in other communities for churches to have directional signs off premises when those churches are in residential areas, such as our church. This may be particularly important for persons who are not familiar with the community and who are looking to find a specific church in order to attend a funeral or wedding.
- The new sign does not hinder the view of traffic and if anything, is a significant improvement over the original sign in that regard.
- The sign is a friendly and helpful feature for persons in navigating and connecting to the community. Subsequently, we believe that a professionally designed and installed sign, such as the one in question, is a positive reflection of the City to its residents and visitors. We also believe the positive reflection of the City is further enhanced when such signs provide the names and locations of houses of worship existing in the community.











