



**City of Newport
Planning Commission Workshop Minutes
November 12, 2015**

1. CALL TO ORDER

Chairperson Mahmood called the meeting to order at 6:00 P.M.

2. ROLL CALL -

Commissioners present – Anthony Mahmood, Matt Prestegaard, Kevin Haley, Marvin Taylor, David Tweeten

Commissioners absent –

Also present – Deb Hill, City Administrator; Renee Eisenbeisz, Executive Analyst; Sherri Buss, TKDA Planner; Tom Ingemann, Council Liaison

3. DISCUSSION REGARDING PROPOSED AMENDMENTS TO SECTION 1380, SIGNS

Sherri Buss, TKDA Planner, presented on this item as outlined in the November 12, 2015 Planning Commission packet. The Planning Commission discussed Sections 1380.01-1380.09(A), Item 2. Below are the key discussion points and requested changes:

- **Section 1380.08(E)** - Change this language to prohibit signs in the right-of-way.
- **Section 1380.09 -**
 - **Temporary Signs** - Change the language to allow temporary signs for 30 days instead of 14 days without a permit. Also, remove the requirement for how many times per year. Finally, add sandwich signs to this section.
 - **Wall Signs** - Add language to allow one wall sign for each business.
 - **Permanent Freestanding Signs** - Change the height from 35 feet to 12 feet.
 - **Portable Signs** - Change the language to increase the square footage from 15 square feet to 40 square feet and require a permit only if the portable sign has electrical components. Also, add language stating that it can't be in the right-of-way or public easements.
 - **Canopy and Marquee Signs** - Remove the language regarding it warranting additional sign area.
 - **Window Signs** - Change the language to allow window signs without a permit and to cover 80% of the window. Also, add language requiring them to be in good repair.
- **Section 1380.13** - Add stone to the list of allowed materials in Section A.
- **Section 1380.14** - Remove this Section and just put that applicants need to comply with electrical codes.

The public hearing for these changes will be January 14, 2016.

4. DISCUSSION REGARDING BUILDING MATERIALS

Sherri Buss, TKDA Planner, presented on this item as outlined in the November 12, 2015 Planning Commission packet. The Planning Commission directed staff to draft building material standards similar to Maplewood's ordinance for commercial and mixed-use districts. Additionally, the Planning Commission requested that staff add language regarding the maintenance and upkeep of building exteriors. The public hearing for these changes will be January 14, 2016.

5. DISCUSSION REGARDING PROPOSED ZONING AMENDMENTS

Executive Analyst Eisenbeisz presented on this item as outlined in the November 12, 2015 Planning Commission packet. The Planning Commission directed staff to change the language in Section 1330.05, Subd. 10 regarding trash enclosures to match the language in Section 1350.18, Item F. The public hearing for these changes will be January 14, 2016.

6. ADJOURNMENT

Signed: _____
Anthony Mahmood, Chairperson

Respectfully submitted,

Renee Eisenbeisz
Executive Analyst