

**MAHTOMEDI PLANNING COMMISSION  
MEETING MINUTES  
JANUARY 11, 2023**

Chairperson Rogosheske convened the regular Planning Commission meeting at 6:30 p.m. with the following members in attendance: Dan Soler, Greg Maples, Chantell Knauss, Tony Chesak, and Peter Frank. Also in attendance were City Planner Hannah Rybak, Clear Channel Outdoor representative Matthew Weiland, and Office Assistant Luann Tembreull. Commissioner Smieja was absent with prior notice.

**APPROVAL OF THE AGENDA**

Commissioner Soler moved, and Commissioner Frank seconded the motion to approve the agenda as presented. The motion was unanimously approved.

**APPROVAL OF THE SEPTEMBER 14, 2022 REGULAR PLANNING COMMISSION MEETING MINUTES**

Commissioner Knauss moved, and Commissioner Chesak seconded the motion to approve the minutes of the September 14, 2022 regular Planning Commission meeting as written. The motion was approved.

**4. PUBLIC HEARING**

- 4a. CONSIDER APPROVAL – Request from Clear Channel Outdoor LLC, on behalf of property owner, FedEx Ground Packaging Inc. for a Conditional Use Permit to update the existing billboard at the southwest corner of the subject property to an electronic display at 7 Long Lake Road and described as PID 31.030.21.34.0021.**

Planner Rybak introduced the item and provided a power point presentation. She said the applicant is requesting a conditional use permit in order to convert their existing billboard located at 7 Long Lake Road to an electronic graphic display. The property is owned by FedEx Ground Packaging and the existing billboard is located on the southwest corner of the property and overlooks Interstate 694.

The property is zoned PUD with underlying IB – Industrial Business Park. This request would modernize the sign and allow the message to be updated electronically. Clear Channel Outdoor has even offered the use of the electronic graphic display by the City of Mahtomedi for up to 20 hours a month for community messaging.

There are no changes proposed to the height or location of the sign.

All requirements are being met to approve granting this Conditional Use Permit.

**4a. (Continued)**

Based on the Conditional Use permit criteria, staff recommends approval, as submitted, of the requested Conditional Use Permit to allow for the existing billboard at 7 Long Lake Road to be upgraded to an electronic graphic display, subject to the following conditions:

1. The City of Mahtomedi Sign Permit shall be issued ahead of the upgrade of the billboard to electronic graphic display.
2. The electronic graphic display sign shall adhere to all relevant requirements found within the Zoning Code at all times:
  - a. An electronic graphic display may not change for more often than once every ten (10) seconds, except one for which changes are necessary to correct hour and minute, date, or temperature information. Time, date, or temperature information is considered one electronic graphic display and may not be included as a component of any other electronic graphic display. A display of time, date or temperature must remain for at least ten (10) seconds before changing to a different display, but the time, date, or temperature information itself may change no more often than once every three (3) seconds;
  - b. Electronic graphic display signs shall have messages that change instantaneously, and do not fade, dissolve, blink or appear to simulate motion in any way.
  - c. The images and messages displayed must be complete in themselves, without continuation in content to the next image or message or to any other sign.
  - d. Electronic graphic display must be designed and equipped to freeze the display in one position if a malfunction occurs. The displays must also be equipped with a means to immediately discontinue the display if it malfunctions, and the sign owner must immediately stop the dynamic display when notified by the city that it is not complying with the standards of this ordinance.
  - e. The sign must not exceed a maximum illumination of 5,000 nits (candelas per square meter) during daylight hours and a maximum illumination of 500 nits (candelas per square meter) between dusk to dawn as measured from the sign's face at a maximum brightness.
  - f. Electronic graphic display signs must have an automatic dimmer control to produce a distinct illumination change from a higher illumination level to a lower level for the time period between one half-hour before sunset and one half-hour after sunrise.
  - g. Audio speakers or any form of pyrotechnics as defined in the Subdivision are prohibited in association with an advertising sign.
  - h. No portion of any advertising sign may fluctuate in light intensity or use intermittent, strobe or moving light or light that changes in intensity in sudden

**4a. (2h. continued)**

transitory bursts, streams, zooms, twinkles, sparkles or in any manner that creates the illusion of movement.

Applicant, Matthew Weiland, Representative for Clear Channel Outdoor thanked Planner Rybak for her presentation and stated that the electronic graphic display sign will be operated in compliance with City Code requirements.

There being no questions of the commission for the applicant or planner, Chair Rogosheske opened the public hearing at 6:40 p.m.

Hearing none, Chair Rogosheske closed the public hearing at 6:41 p.m.

Upon motion by Commissioner Soler, seconded by Commissioner Maples, all members voting in favor, the Commission recommends the City Council approve a resolution approving a conditional use permit for the installation of an electronic graphic display sign at the property located at 7 Long Lake Road.

**CITY OF MAHTOMEDI  
WASHINGTON COUNTY, MINNESOTA  
RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR THE  
INSTALLATION OF AN ELECTRONIC GRAPHIC DISPLAY SIGN AT THE  
PROPERTY LOCATED AT 7 LONG LAKE ROAD, PID 31.030.21.34.0021**

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**WHEREAS**, the City of Mahtomedi received a request from the Applicant, Clear Channel Outdoor, LLC, on behalf of Property Owner, FedEx Ground Packaging System, on December 14, 2022 for a conditional use permit to allow an existing billboard to be converted to an electronic graphic display at the property located at 7 Long Lake Road. The property is legally described as:

LOT 1, BLOCK 1, NORTHEAST METRO BUSINESS PARK 2<sup>ND</sup> ADDITION, WASHINGTON COUNTY,  
MINNESOTA

**WHEREAS**, a conditional use permit is required to allow the installation of an electronic graphic display sign within the IB Industrial/Business Park District; and

**WHEREAS**, the proposed electronic graphic display sign will replace the existing printed panels on an existing billboard; and

**WHEREAS**, the proposed electronic graphic display sign complies with all related zoning requirements for electronic signs; and

**WHEREAS**, the Planning Commission reviewed and considered the request based on the related documents shown in the Application at their regular meeting on January 11, 2023; and

**WHEREAS**, the City Council reviewed and considered the reports, documents, testimony, and other materials presented; and

**WHEREAS**, the City Council can approve a conditional use permit if it finds that the standards for granting a conditional use permit as described in Chapter 11, Section 8.21 C.1 a through f of the Mahtomedi City Code have been met.

**NOW THEREFORE BE IT RESOLVED** that the City Council of the City of Mahtomedi approves the Applicants' request for a conditional use permit for an electronic graphic display sign.

The requested conditional use permit is consistent with all the standards for granting a conditional use permit as described in Section 11.01, Subdivision 8.21, C., 1, a through f of the Mahtomedi Zoning Ordinance. More specifically, the City Council finds that the requested conditional use permit is justified for the following reasons:

1. The proposal conforms to the District and conditional use provisions and all general regulations of the Ordinance;
2. The proposal does not involve any element or cause any conditions that may be dangerous, injurious, or noxious to any other property or persons;
3. The proposed electronic graphic display sign is sited, oriented and landscaped to produce a harmonious relationship of buildings and grounds to adjacent buildings and properties;
4. The proposed electronic graphic display sign produces a total visual impression and environment which is consistent with the environment of the District and neighborhood in which it is located;
5. The proposal promotes the objectives of this Ordinance and the overall Comprehensive Land Use Plan of the City;

**NOW THEREFORE BE IT FURTHER RESOLVED** that the Applicant must meet the following conditions for conditional use permit approval:

1. A City of Mahtomedi Sign Permit shall be issued ahead of the upgrade of the billboard to electronic graphic display.
2. The electronic graphic display sign shall adhere to all relevant requirements found within the Zoning Code at all times:
  - a. An electronic graphic display may not change for more often than once every ten (10) seconds, except one for which changes are necessary to correct hour and minute, date, or temperature information. Time, date, or temperature information is considered one electronic graphic display and may not be included as a component of any other electronic graphic display. A display of time, date, or temperature must remain for at least ten (10) seconds before changing to a different display, but the time, date, or temperature information itself may change no more often than once every three (3) seconds;
  - b. Electronic graphic display signs shall have messages that change instantaneously, and do not fade, dissolve, blink, or appear to simulate motion in any way.
  - c. The images and messages displayed must be complete in themselves, without continuation in content to the next image or message or to any other sign.
  - d. Electronic graphic displays must be designed and equipped to freeze the display in one position if a malfunction occurs. The displays

must also be equipped with a means to immediately discontinue the display if it malfunctions, and the sign owner must immediately stop the dynamic display when notified by the city that it is not complying with the standards of this ordinance.

- e. The sign must not exceed a maximum illumination of 5,000 nits (candelas per square meter) during daylight hours and a maximum illumination of 500 nits (candelas per square meter) between dusk to dawn as measured from the sign's face at maximum brightness;
- f. Electronic graphic display signs must have an automatic dimmer control to produce a distinct illumination change from a higher illumination level to a lower level for the time period between one half-hour before sunset and one half-hour after sunrise.
- g. Audio speakers or any form of pyrotechnics as defined in this Subdivision are prohibited in association with an advertising sign.
- h. No portion of any advertising sign may fluctuate in light intensity or use intermittent, strobe or moving light or light that changes in intensity in sudden transitory bursts, streams, zooms, twinkles, sparkles or in any manner that creates the illusion of movement.

Adopted by the City Council of the City of Mahtomedi on January 17, 2023.

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Judson Marshall, Mayor

Attested:

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Jerene Rogers, City Clerk

**5. STAFF REPORT – 2023 Commission Meeting Schedule**

Office Assistant, Luann Tembreull stated that the Commission has held its planning meetings on the second Wednesday of each month, and requested approval of the 2023 meeting schedule.

Commissioner Knauss stated that the proposed March 8<sup>th</sup> meeting is during the Mahtomedi School Districts spring break and suggested that the March meeting date be moved to another day.

Upon motion by Commissioner Knauss, seconded by Commissioner Soler, all members voting in favor, the Commission approved the amended 2023 Planning Commission meeting schedule with the change of the March 8<sup>th</sup> meeting be moved to Wednesday, March 15<sup>th</sup>.

**6. UPDATE – CITY COUNCIL AND OTHER COMMISSION ACTIVITIES AND INFORMATIVE ITEMS**

**7. ADJOURNMENT**

There being no further discussion, Commissioner Knauss moved, and Commissioner Maples seconded the motion to adjourn the regular Planning Commission meeting at 6:50 p.m. The motion was unanimously approved.

Respectfully submitted by Luann Tembreull, Office Assistant.

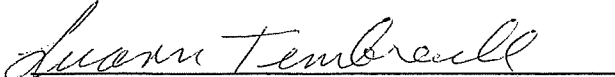
**APPROVED:**



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**ALEX ROGOSHESKI**  
**CHAIRPERSON**

**ATTESTED:**



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**LUANN TEMBREULL**  
**OFFICE ASSISTANT**