

PLANNING COMMISSION
February 13, 2024 Meeting Minutes

Pursuant to due call and notice, the Thief River Falls Planning Commission met in the Thief River Falls City Council Chambers on Tuesday, February 13, 2024, at 5:00 P.M. Board Members present: Averill, Lee, Lindberg, Lorenson, Narverud, Nelson, Shaffer, Sjoberg.

Absent: Reierson

Others present: Sparby, Baker.

APPROVE AGENDA:

Sjoberg called the February 13, 2024, Planning Commission meeting to order. Lee approved the agenda; Nelson seconded the motion.

APPROVE MINUTES OF JANUARY 9, 2024, MEETING:

Averill made a motion to approve the January 9, 2024, Planning Commission meeting minutes. Shaffer seconded the motion, which was carried unanimously.

2023 PLANNING COMMISSION & BUILDING PERMIT SUMMARY:

The Planning Commission reviewed the summary of action items that were discussed in 2023 which included Conditional Use Permits, Code Changes, Rezonings, Comprehensive Plan Amendments, Building Permits etc.

This will be done yearly to be reviewed in January.

AMENDMENT TO EXCLUDED SIGN ORDINANCE SECTION 152.087 (B):

The Planning Commission reviewed the proposed language change for City Code 152.087 (B). The current city code states, "Signs of duly constituted governmental body, including traffic signs or similar regulatory devices, legal devices, or warnings at railroad crossings are excluded."

The proposed language change states: "Traffic signs or similar regulatory devices, legal devices, or warnings at railroad crossings of a duly constituted governmental body are excluded. All other signs of a duly constituted governmental body not excluded herein shall be subject to a conditional use permit.

Narverud made a motion to call for a public hearing on the proposed language change at the March 12th Planning Commission meeting. Lindberg seconded.

AMENDMENT TO GENERAL BUSINESS DISTRICT C-2 YARD REQUIREMENTS ORDINANCE SECTION 152.095 (D) (3):

The Planning Commission reviewed the proposed language change for City Code 152.095 (D) (3).

The current city code states:

"All signs, except directional and temporary signs, shall be subject to the same setback and yard requirements as all other permitted accessory uses. In the case of a corner lot, all signs, except directional and temporary signs, shall abide by the front yard setback for both sides abutting a public street. All directional, temporary, and freestanding signs shall be set back a minimum of six feet from the lot line or, where adjacent to a frontage street, six feet from the interior edge of the frontage street."

The proposed language change states:

"All signs, except directional and temporary signs, shall be subject to the same setback and yard requirements as all other permitted accessory uses. In the case of a corner lot, all signs, except directional and temporary signs, shall abide by the front yard setback for both sides abutting a public street. All directional, temporary, and freestanding signs shall be set back a minimum of six feet from

the lot line, road right of way, or where adjacent to a frontage street, six feet from the interior edge of the frontage street, whichever distance is further.

Lee made a motion to call for a public hearing on the proposed language change at the March 12th Planning Commission meeting. Averill seconded.

**CITY CODE AMENDMENT TO CITY CODE SECTION 152.095 (F) (6) (G)
FREESTANDING BUSINESS SIGN REQUIREMENTS IN DOWNTOWN FRINGE
DISTRICT C-4:**

The Planning Commission reviewed the proposed language change for City Code 152.095 (F)(6)(G).

The current city code states:

“The signpost shall be set back not less than two feet from the lot line.”

The proposed city code states:

“All directional, temporary, and freestanding signs shall be set back a minimum of six feet from the lot line, road right of way, or where adjacent to a frontage street, six feet from the interior edge of the frontage street, whichever distance is further.” After discussion and a review by Sparby, no amendments will be made.

OTHER:

Baker asked the commission if they preferred getting the meeting agenda packet in the mail or if they would like it emailed. The commission agreed that they liked receiving the packet by mail.

Baker stated that he is looking into creating a complete street policy. A complete street policy is an approach to planning, designing, building, operating, and maintaining streets that enables safe access for all people who need to use them, including pedestrians & cyclists, motorists and transit riders of all ages and abilities.

ADJOURNMENT:

Nelson made a motion to adjourn the meeting at 5:45 P.M. Lee seconded the motion, which carried.