

**City of Pine Island  
Planning and Zoning Commission**

**Agenda**

**Tuesday – May 8<sup>th</sup> 2012**

**7:00 PM**

Second Floor – City Hall  
250 South Main Street

- I. Roll Call
- II. Pledge of Allegiance.
- III. Minutes of April 10<sup>th</sup>, 2012.
- IV. Public Hearing - Preliminary and final plat “Progressive Commercial Park”.
- V. Review City Code Chapter 11 - Sections 11.71 Signs and 11.72 Billboards.
- VI. Adjourn.

**City of Pine Island**  
**Planning and Zoning Commission**  
**Minutes**  
**Tuesday, April 10<sup>th</sup>, 2012**  
**7:00 PM – City Hall**

Roll Call: Meeting called to order by Chairman Hames at 7:00 PM

Present: Roy Larson, Grant Friese, Ken Hames and Harlan Pahl.

Absent: T.J. Schutz.

Also present John Anderson, Council Liaison Rod Steele and Abraham Algadi.

Minutes of March 13<sup>th</sup> 2012. Motion by Pahl and second by Larson approved 4-0-0.

Motion by Friese and second by Pahl to add approval of TIF 1-14 Resolution. Motion carried 4-0-0.

John Anderson went over added districts to the sign code and stated that the language was updated to reflect the newly adopted zones in the city's zoning map and Chapter 11.

He also went over billboard regulation and added that billboards are allowed in similar highway compatible districts as in the previous. He pointed out that billboards are being allowed on County roads even though the code states that billboards are only allowed on Trunk Highway 52. This provision needs clarification from the Commission either allow on county roads and US 52 or define the roads to include regional arterials. P&Z Commission agreed to proposed language allowing them on regional arterials instead of county roads.

Sign code review – P&Z discussed adoption schedule and agreed to hold the Public Hearing for 11.71 amendments during the June 12<sup>th</sup> meeting.

TIF Plan approval: Motion by Friese and second by Larson to declare that TIF Plan for District 1-14 is in compliance with the City of Pine Island Comprehensive Plan. Motion to approve Resolution 12-001 was approved 4-0-0.

There being no more business to come before the Commission, meeting adjourned at 8:10 PM

Respectfully Submitted,

Abraham Algadi



# PROGRESSIVE COMMERCIAL PARK

## GRADING & GENERAL NOTES:

- IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO ENSURE THAT SEDIMENT DOES NOT LEAVE THIS SITE. IT IS REQUIRED THAT THE CONTRACTOR INSTALL A STABILIZED VEHICLE EXIT TO KEEP SEDIMENT TRACKING TO A MINIMUM. THE CONTRACTOR SHALL ASSUME COMPLETE RESPONSIBILITY UNTIL ACCEPTANCE OF THE WORK BY THE OWNERS.
- ANY DEPOSITING OF SEDIMENT OR DEBRIS ON NEW OR EXISTING PAVEMENT, OR IN EXISTING STORM SEWERS SHALL BE REMOVED AFTER EACH RAIN AND AFFECTED AREAS CLEANED. ANY TRACKING OF SEDIMENT OR DEBRIS FROM CONSTRUCTION TRAFFIC ONTO PUBLIC RIGHT OF WAY SHALL BE REMOVED BY THE END OF EACH WORK DAY AND AFFECTED AREAS CLEANED.
- ALL PROPOSED ELEVATIONS ARE TOP OF PAVING OR FINISHED GRADE, UNLESS NOTED OTHERWISE. PROPOSED ELEVATIONS ARE INTENDED TO PROVIDE POSITIVE DRAINAGE TOWARDS CATCH BASINS AND/OR OUTLETS. THE CONTRACTOR SHALL BE RESPONSIBLE TO PROVIDE THE REQUIRED ELEVATIONS, WHICH WILL PROMOTE POSITIVE DRAINAGE THROUGHOUT THE PROJECT SITE.
- SEDIMENT CONTROL BEST MANAGEMENT PRACTICES (BMP'S), WHICH PREVENT SEDIMENT FROM ENTERING A WATER OF THE STATE, SHALL BE ESTABLISHED BEFORE LAND DISTURBING OPERATIONS BEGIN AND SHALL REMAIN IN PLACE UNTIL FINAL STABILIZATION HAS BEEN ESTABLISHED.  
SILT FENCE - MNDOT STANDARD PLATE  
INLET PROTECTION - MNDOT STANDARD PLATE  
TEMPORARY ROCK CONSTRUCTION ENTRANCE - MNDOT STANDARD PLATE  
CULVERT END RIPRAP - MNDOT STANDARD PLATE  
CONCRETE WASH OUT AREA - WSN STANDARD PLATE
- THE CONTRACTOR SHALL INSPECT THE CONSTRUCTION SITE ONCE EVERY SEVEN DAYS AND WITHIN 24 HOURS AFTER RAIN EVENTS FOR DAMAGE TO EROSION CONTROL DEVICES. IF DAMAGED OR INEFFECTIVE EROSION CONTROL DEVICES ARE DISCOVERED, THEY SHALL BE REPAIRED OR REPLACED. THE CONTRACTOR SHALL MAINTAIN INSPECTION RECORDS, WHICH INCLUDE DATE AND TIME OF INSPECTIONS, DATES OF RAINFALL EVENTS, FINDINGS OF INSPECTIONS, CORRECTIVE ACTIONS TAKEN (INCLUDING DATES AND TIMES), AND DOCUMENTATION OF ANY CHANGES TO THE TEMPORARY OR PERMANENT EROSION CONTROL PLANS MADE DURING CONSTRUCTION.
- IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THE LOCATION AND ELEVATION OF ALL UTILITIES PRIOR TO THE BEGINNING OF CONSTRUCTION.
- THE CONTRACTOR SHALL NOTIFY ALL APPROPRIATE ENGINEERING DEPARTMENTS AND UTILITY COMPANIES 72 HOURS PRIOR TO CONSTRUCTION. ALL NECESSARY PRECAUTIONS SHALL BE TAKEN TO AVOID DAMAGE TO EXISTING UTILITIES.
- THE SITE HAS NOT NECESSARILY BEEN DESIGNED TO BALANCE THE ON-SITE MATERIALS. THE CONTRACTOR IS RESPONSIBLE FOR DETERMINING THE EARTHWORK QUANTITY ON THIS SITE. EXCESS MATERIAL, IF ANY SHALL BE DISPOSED OF OFF-SITE. THE CONTRACTOR SHALL IMPORT SUITABLE MATERIAL AS NEEDED.
- TEMPORARY STABILIZATION - TOPSOIL STOCK PILES AND DISTURBED SOIL AREAS OF THE SITE WHERE CONSTRUCTION ACTIVITY TEMPORARILY CEASES FOR AT LEAST 7 DAYS WILL BE STABILIZED WITH TEMPORARY SEEDING AND MULCH NO LATER THAN 7 DAYS FROM THE LAST CONSTRUCTION ACTIVITY IN THAT AREA. THE TEMPORARY SEED SHALL BE RYE (GRAIN) APPLIED AT THE RATE OF 100 LBS PER ACRE. AFTER SEEDING, EACH AREA SHALL BE MULCHED WITH TWO (2) TONS PER ACRE OF STRAW. THE STRAW MULCH IS TO BE TACKED INTO PLACE BY A DISK WITH THE BLADES SET NEARLY STRAIGHT.
- ALL EROSION CONTROL AND SILTATION CONTROL SHALL COMPLY WITH THE SITE'S SWPPP, THE MINNESOTA POLLUTION CONTROL AGENCY (MPCA) WATER QUALITY IN URBAN AREAS MANUAL AND THE REGULATIONS OF THE CITY.
- PROVIDE A 2 FOOT TAPER SECTION ON ALL CURB TERMINI UNLESS OTHERWISE NOTED.
- SAFETY NOTICE TO CONTRACTORS: IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, THE CONTRACTOR WILL BE SOLELY AND COMPLETELY RESPONSIBLE FOR CONDITIONS ON THE JOB SITE, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY DURING PERFORMANCE OF THE WORK. THIS REQUIREMENT WILL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS. THE DUTY OF THE ENGINEER OR THE DEVELOPER TO CONDUCT CONSTRUCTION REVIEW OF THE CONTRACTOR'S PERFORMANCE IS NOT INTENDED TO INCLUDE REVIEW OF THE ADEQUACY OF THE CONTRACTOR'S SAFETY MEASURES IN, ON OR NEAR THE CONSTRUCTION SITE.
- ALL DISTURBED PERVIOUS AREAS SHALL BE SEEDED UNLESS OTHERWISE NOTED. ALL EXPOSED SOIL AREAS MUST BE STABILIZED AS SOON AS POSSIBLE TO LIMIT SOIL EROSION BUT IN NO CASE LATER THAN SEVEN (7) DAYS AFTER THE CONSTRUCTION ACTIVITY IN THAT PORTION OF THE SITE HAS TEMPORARILY OR PERMANENTLY CEASED.
- AN NPDES PERMIT SHALL BE APPLIED FOR BY THE OWNER AND CONTRACTOR IF DISTURBED AREA EXCEEDS 1 ACRE. AN NPDES PERMIT WILL BE REQUIRED FOR THIS PROJECT.
- STORM WATER RUNOFF WILL BE DIRECTED TO A FILTRATION BASIN LOCATED IN THE SOUTHEAST CORNER OF THE PLAT. THE FILTRATION BASIN DISCHARGES INTO UN-NAMED DITCHES THAT EVENTUALLY DRAIN TO THE MIDDLE FORK ZUMBRO RIVER. (AN IMPAIRED STREAM RECEIVING WATER IS WITHIN 1 MILE OF SITE)

### EXISTING TOPOGRAPHIC LINES

---	CENTER LINE
○-○-○	FENCE CHAIN LINK
□-□-□	FENCE WOOD
×-×-×	FENCE BARB WIRE
—○—	SANITARY SEWER
—SS—	SANITARY SEWER SERVICE
—DT—	STORM SEWER
—UGC—	STORM SEWER DRAIN TILE
—UGE—	UNDERGROUND CABLE TV
—FOC—	UNDERGROUND ELECTRIC
—GAS—	UNDERGROUND FIBER OPTIC
—UGT—	UNDERGROUND GAS
—J—	UNDERGROUND TELE
—WS—	WATERMAIN
—WS—	WATERMAIN SERVICE

### EXISTING TOPO SYMBOLS

✉	MAILBOX
🌳	TREE DECIDUOUS
○SB	SOIL BORING

### EXISTING UTILITY PRIVATE SYMBOLS

⊞	ELEC PEDESTAL
⊞	TELE PEDESTAL
⊞TV	TV PEDESTAL

### EXISTING UTILITY MUNICIPAL SYMBOLS

⊙	SANITARY MANHOLE
⊙	SANITARY CLEANOUT
⊞	STORM CATCH BASIN
⊞	WATER HYDRANT
⊞	WATER CURB STOP
⊞	WATER VALVE

### PROPOSED UTILITY MUNICIPAL SYMBOLS

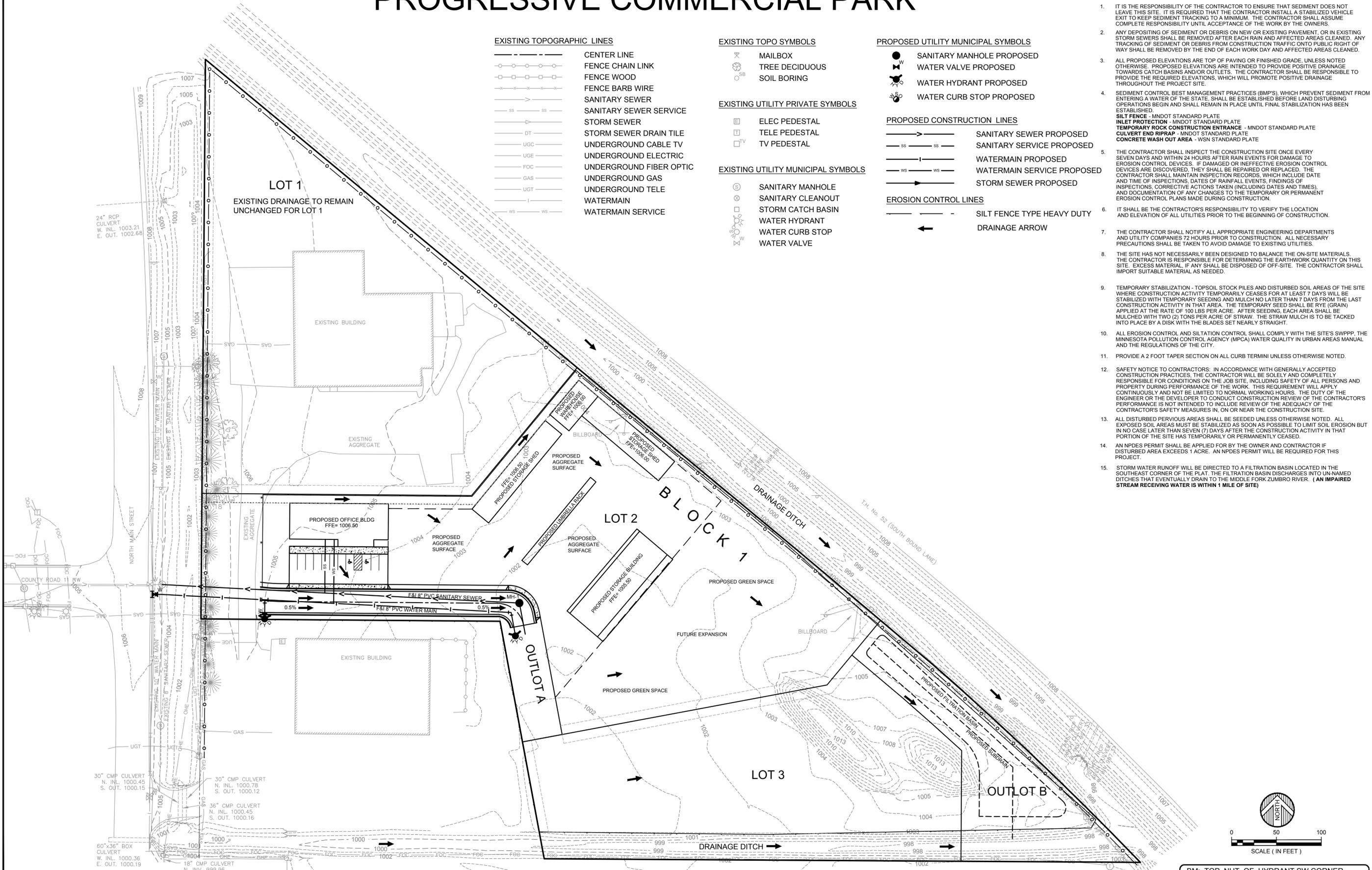
⊙	SANITARY MANHOLE PROPOSED
⊞	WATER VALVE PROPOSED
⊞	WATER HYDRANT PROPOSED
⊞	WATER CURB STOP PROPOSED

### PROPOSED CONSTRUCTION LINES

—SS—	SANITARY SEWER PROPOSED
—SS—	SANITARY SERVICE PROPOSED
—WS—	WATERMAIN PROPOSED
—WS—	WATERMAIN SERVICE PROPOSED
—	STORM SEWER PROPOSED

### EROSION CONTROL LINES

—	SILT FENCE TYPE HEAVY DUTY
←	DRAINAGE ARROW



BM: TOP NUT OF HYDRANT SW CORNER  
INTERSECTION OF CO.RD.11 AND MAIN STREET.  
ELEV. 1007.25

ALABAMA, AL	ARCHITECTS	WISSETH SMITH NOLTING
BALTIMORE, MD	ENGINEERS	
BIRMINGHAM, AL	ENVIRONMENTAL SERVICES	
CHICAGO, IL	LAND SURVEYORS	
CROOKSTON, MN	WATER RESOURCES	
GRAND FORKS, ND		
MINNEAPOLIS, MN		
ROCKFORD, IL		
ST. LOUIS, MO		
WISCONSIN, WI		

DATE: 06/03/2012	REVISIONS DESCRIPTION
SCALE: AS SHOWN	
DRAWN BY: T.E.R.	
CHECKED BY: C.N.B.	
JOB NUMBER: 1002R0027	

PROGRESSIVE COMMERCIAL PARK	SHEET NO. 2
CITY OF PINE ISLAND	
PINE ISLAND, MINNESOTA	
UTILITY, GRADING AND EROSION CONTROL PLAN	SHEET 2 OF 2

# PROGRESSIVE COMMERCIAL PARK

## INSTRUMENT OF DEDICATION

KNOW ALL PERSONS BY THESE PRESENTS: That Progressive Tool and Manufacturing Company, a Minnesota corporation, and Zwank, LLC, a Minnesota limited liability company, are the owners of the following described property:

That part of the Southeast Quarter of the Southwest Quarter of Section 29, Township 109 North, Range 15 West, Goodhue County, Minnesota, described as follows:

Commencing at the southeast corner of said Southwest Quarter; thence North 89 degrees 39 minutes 36 seconds West, Minnesota State Plane Grid Bearing, along the south line of said Southwest Quarter 186.44 feet to the westerly right-of-way line of Trunk Highway No. 52, as shown on MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 25-17 and to the point of beginning; thence northwesterly 319.10 feet along said westerly right-of-way line, along a curve, not tangent to the last described course, concave southwesterly, having a central angle of 4 degrees 54 minutes 58 seconds, a radius of 3718.98 feet and a chord bearing of North 46 degrees 26 minutes 17 seconds West; thence northwesterly along said right-of-way line, along a Euler Spiral Curve being 100.00 feet southwesterly of and parallel with the Euler Spiral on the existing acquisition line defined by a central angle (theta sub s) of 1 degree 30 minutes 00 seconds, a spiral length of 200.00 feet and a degree of curve of 1 degree 30 minutes 00 seconds, the chord of said spiral curve offset bears North 49 degrees 54 minutes 01 second West, 197.38 feet; thence North 50 degrees 23 minutes 49 seconds West along said westerly right-of-way line 857.04 feet; thence South 00 degrees 27 minutes 36 seconds West along said westerly right-of-way line, said westerly right-of-way line also being a line 50.00 feet westerly of and parallel with the center line of the main track the old Chicago North Western Railroad, a distance of 622.48 feet to the south line of that certain property described in Warranty Deed No. 416058, on file at the County Recorder's office, said Goodhue County; thence South 89 degrees 32 minutes 24 seconds East along said south line a distance of 333.44 feet to the east line of that certain property described in Quit Claim Deed No. 347416, on file at said County Recorder's office; thence South 10 degrees 34 minutes 34 seconds East along said east line a distance of 268.79 feet to the south line of said Southwest Quarter; thence South 89 degrees 39 minutes 36 seconds East along said south line a distance of 664.71 feet to the point of beginning.

Said tract contains 8.80 acres more or less.

Have caused the same to be surveyed and platted as PROGRESSIVE COMMERCIAL PARK and do hereby dedicate to the public for public use the easements as created by this plat.

In witness whereof said Progressive Tool and Manufacturing Company, a Minnesota corporation, has caused these presents to be signed by its proper officer this \_\_\_\_ day of \_\_\_\_\_, 2012.

**OWNER:**  
Progressive Tool and Manufacturing Company

\_\_\_\_\_  
State of Minnesota  
County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2012, by \_\_\_\_\_, \_\_\_\_\_ of Progressive Tool and Manufacturing Company, a Minnesota corporation, on behalf of the corporation.

\_\_\_\_\_  
Notary Public  
\_\_\_\_\_  
County, Minnesota  
My Commission Expires: \_\_\_\_\_

In witness whereof said Zwank, LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer this \_\_\_\_ day of \_\_\_\_\_, 2012.

**OWNER:**  
Zwank, LLC

\_\_\_\_\_  
State of Minnesota  
County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2012, by \_\_\_\_\_, \_\_\_\_\_ of Zwank, LLC, a Minnesota limited liability company, on behalf of the company.

\_\_\_\_\_  
Notary Public  
\_\_\_\_\_  
County, Minnesota  
My Commission Expires: \_\_\_\_\_

## SURVEYOR'S CERTIFICATE

I, Peter G. Oetliker, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Peter G. Oetliker, Licensed Land Surveyor  
Minnesota License No. 41887

State of Minnesota  
County of Olmsted

The foregoing Surveyor's Certificate was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by Peter G. Oetliker, Minnesota License Number 41887.

\_\_\_\_\_  
Notary Public  
Olmsted County, Minnesota  
My Commission Expires: \_\_\_\_\_

## CITY APPROVAL

I hereby certify that proper evidence of title has been presented to and examined by me, and I hereby approve this plat as to form and execution.  
Dated this \_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Pine Island City Attorney

Reviewed this \_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Pine Island City Engineer

Approved by the Planning Commission of the City of Pine Island, Minnesota, at a meeting thereof on the \_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

We do hereby certify that on the \_\_\_\_ day of \_\_\_\_\_, 2012, the accompanying plat was duly approved by the City Council of Pine Island.

\_\_\_\_\_  
Paul Perry  
Mayor

\_\_\_\_\_  
Abraham Algadi  
City Clerk

## COUNTY SURVEYOR

Pursuant to Minnesota Statutes, Section 389.09, and Goodhue County Ordinance No. 2-78, this plat has been approved this \_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Lisa M. Hanni, LS  
Goodhue County Surveyor

## COUNTY TREASURER / AUDITOR

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable for the year 2012 on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this \_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Goodhue County Treasurer / Auditor

## COUNTY RECORDER

I hereby certify that this instrument was filed in the office of the County Recorder for record this \_\_\_\_ day of \_\_\_\_\_, 2012, at \_\_\_\_ o'clock \_\_\_\_ m. and was duly recorded as document number \_\_\_\_\_, file number \_\_\_\_\_.

\_\_\_\_\_  
Goodhue County Recorder  
By \_\_\_\_\_, Deputy

# PROGRESSIVE COMMERCIAL PARK

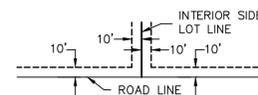


ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE GOODHUE COUNTY COORDINATE SYSTEM (NAD83 - 1996 ADJUST.)

- = DENOTES FOUND IRON MONUMENT
- = DENOTES 1/2 INCH DIAMETER BY 18 INCH LONG IRON PIPE MONUMENT SET AND MARKED RLS # 41643

- = DENOTES RIGHT OF CONTROLLED ACCESS DEDICATED TO THE STATE OF MINNESOTA
- - - - = DENOTES EXISTING EASEMENT

DRAINAGE AND UTILITY EASEMENTS ARE AS SHOWN BELOW



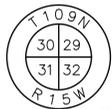
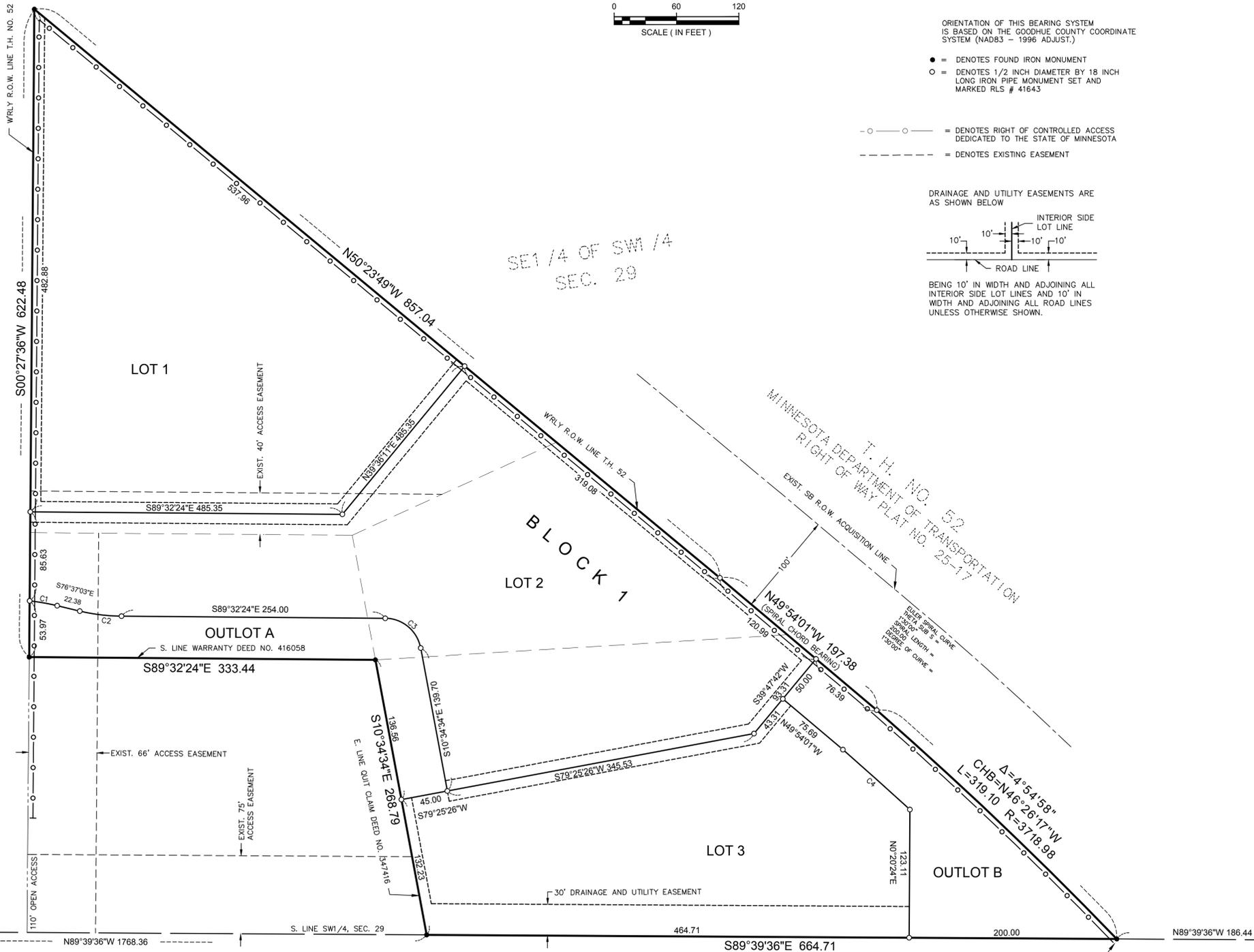
BEING 10' IN WIDTH AND ADJOINING ALL INTERIOR SIDE LOT LINES AND 10' IN WIDTH AND ADJOINING ALL ROAD LINES UNLESS OTHERWISE SHOWN.

T. H. NO. 52 ACCESS  
MINNESOTA DEPARTMENT OF TRANSPORTATION  
RIGHT OF WAY PLAT NO. 25-17

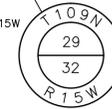
COUNTY RD. 11

SE 1/4 OF SW 1/4  
SEC. 29

T. H. NO. 52  
MINNESOTA DEPARTMENT OF TRANSPORTATION  
RIGHT OF WAY PLAT NO. 25-17



SW COR. SW 1/4  
SEC. 29, T109N, R15W  
CIM



SE CORNER SW 1/4  
SEC. 29, T109N, R15W  
PIPE

	L	A	R	CH	CHB
C1	26.96	7°01'21"	220.00	26.95	S 80°07'44" E
C2	40.60	12°55'21"	180.00	40.51	S 83°04'44" E
C3	48.24	78°57'50"	35.00	44.51	S 50°03'29" E
C4	86.42	1°20'58"	3668.98	86.41	N 48°12'53" W



ARCHITECTS  
ENGINEERS  
ENVIRONMENTAL SERVICES  
LAND SURVEYORS  
WATER RESOURCES

ALEXANDRIA, MN  
BAXTER, MN  
BEMIDJIE, MN  
CROOKSTON, MN  
GRAND FORKS, ND  
RED WING, MN  
ROCHESTER, MN

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## **SEC. 11.71 SIGNS.**

### **Subd. 1 Purpose.**

The sign regulations contained herein are intended to control the use of publicly visible displays or graphics in order to:

- A. Equitably distribute the privilege of using the public environs to communicate private information.
- B. Safeguard the public use and nature of the streets and sidewalks.
- C. Enhance the visual environment, of the City.

### **Subd. 2 Excluded Signs.**

The following shall be deemed to be excluded from the definition of "sign" as it applies to this section:

- A. Any sign with an area of one square foot or less.
- B. Signs on store windows, but in no case shall exceed twenty five percent (25%) of the window area.
- C. Signs of a duly constituted governmental body, including traffic or similar regulatory devices, legal devices, or washings at railroad crossings.
- D. Publicly owned memorial tablets or signs.
- E. Signs required to be maintained by law or governmental order, rule or regulation; provided, that they do not exceed forty-eight (48) square feet.
- F. Signs directing traffic on private property, but bearing no advertising matter.
- G. Signs displayed for the direction or convenience of the public, including signs which identify rest rooms, location of public telephones, public entrances, freight entrances, or the like, with a total surface area not to exceed six square feet per sign on any lot or parcel.
- H. Signs not exceeding forty-eight (48) square feet in area relating to active construction projects.
- I. Yard sale signs; provided that no person shall attach in any way posters, notices or advertisements to utility poles, meter posts, or trees in or along any street right-of-way within the City, and that no person shall put up any notice upon any building, wall or fence or other property of another person without having first obtained the consent of the owner of such property. The maximum time limit for all yard sale or garage sale signs is ten consecutive days.
- J. Gasoline price signs; provided the total area of such signs is less than twelve (12) square feet.
- K. At gasoline stations, up to two advertising signs of less than twenty (20) square feet each, which are located at least ten feet from the property boundary.
- L. Temporary signs, provided they conform to Subdivision 6 of this section.

### **Subd. 3 Measurement of Sign Area.**

Sign area shall be calculated as follows:

#### **A. Attached and Suspended Signs.**

1. The area of an attached sign where the sign consists of letters, numerals, or symbols painted on or affixed to a wall shall be the entire area within a continuous perimeter enclosing the extreme limits of the message delineated by said letters, numerals or symbols.

2. The area of an attached or suspended sign where the letters, numerals, or symbols are on a sign surface which is hung or affixed to a structure shall be the total area of the hung or affixed surface.

**B. Freestanding Signs.** The area of a freestanding sign shall be the sum total of the areas of all surfaces (excluding poles) visible from the public right-of-way or other area from which the sign is intended to be viewed. Only one display face shall be measured in computing total sign area where the sign faces are arranged to be viewed one at a time.

### **Subd. 4 Sign Permits.**

**A.** No sign that was not in existence or "in place" on September 27, 1996, shall hereafter be displayed, nor shall any existing sign be enlarged, relocated, changed or modified until a zoning permit for the same has been obtained in accordance with this section and all other applicable regulations. Maintenance, repair or restoration of non-conforming signs must be in accordance with Subdivision 8 of this section and require a permit.

**B.** Every application for such permit shall include the exact area, size, structure, design and location proposed for the sign.

### **Subd. 5 Prohibited Signs.**

The following signs shall not be allowed:

**A.** A sign which copies or imitates or in any way approximates an official highway sign or carries the words "STOP" or "DANGER"; or any sign which obscures a sign displayed by public authority for the purpose of giving traffic instruction or direction or other public information.

**B.** A sign which displays flashing or intermittent lights or lights of changing degrees or intensity unless each interval in the cycle is five seconds or more and the sign does not constitute a traffic hazard.

**C.** A sign which obstructs any window or door opening used as a means of egress or prevents free passage from one part of a roof to any other part thereof. A sign which interferes with an opening required for legal ventilation.

**D.** A sign in a public right-of-way that in any way interferes with normal or emergency use of that right-of-way. Any sign allowed in a public right-of-way may be ordered removed by the City Administrator upon thirty (30) days notice if the normal or emergency use of that right-of-way is changed to require its removal.

E. A sign or illumination that causes any direct glare into or upon a public right-of-way or building other than the building to which the sign is intended.

F. A sign that violates any provision of any State law or Federal law relative to outdoor advertising.

G. Any advertising sign located within six hundred feet (600') of any interchange or intersection at grade, or any interstate, freeway or highway, to the nearest point of said intersection right-of-way.

H. Moving signs, except revolving signs, pennants, streamers, as provided in Subdivision 6, below, and A-frames, small balloons, string lights, strip lighting outlining structures and used to attract attention for commercial purposes.

I. Signs attached or mounted on abandoned, unlicensed, or inoperative vehicles.

#### **Subd. 6 Temporary Signs.**

A. Regardless of the status of conformity of all other on-premise signs, two temporary signs shall be allowed in all C-1, C-2, C-3, AG, I-1, I-2, BP, RR, PI and POS districts, provided the following:

1. Each sign is less than twenty (20) square feet in area;
2. Each sign is an attached on-premise sign;
3. That such signs are displayed no more than fourteen (14) consecutive days;
4. That no establishment may display a temporary sign more than four (4) times per calendar year.

B. The establishment wishing to display such sign shall contact the office of the Zoning Administrator prior to displaying, to give notice of the intent, and the period during which the sign will be displayed. No permit is required.

#### **Subd. 7 Non-Conforming Signs.**

A. **Generally.** In cases where signs existing as a non-conforming use on property exceed the total allowable sign area, no additional signs shall be permitted for an establishment. If the size or configuration of the parcel or building is changed, signs of the resulting properties shall be required to conform to the sign regulations applicable to the newly created parcel or parcels at the time such change becomes effective.

B. **Maintenance.** All non-conforming signs shall be maintained and repainted and shall not be maintained in such manner as to increase the degree of non-conformity. A non-conforming sign may be repaired provided it is not damaged in excess of fifty percent (50%) of its replacement value. Such damaged sign may not be expanded or relocated. It may not be reconstructed or moved without being made to comply in all respects with the provisions of this section. In cases where a "marquee" non-conforming sign exists with plexiglass faces, these faces may be changed if damaged or if the sign message is desired to be changed.

#### **Subd. 8 Damaged or Unsafe Signs.**

The Zoning Administrator shall require the immediate repair or removal of any sign(s) or sign structure(s) which has been damaged or has deteriorated so as to become a public hazard. Such sign(s) or sign structure(s) may be restored to their original condition within thirty (30) days of written notice, or owner(s)/tenant(s) will be ordered to remove the sign(s) or eliminate hazardous condition(s). If the subject sign(s) are nonconforming, such restoration shall be in accordance with Subdivision 7 of this section.

**Subd. 9 Non-Conforming Sign Removal.**

Upon vacating premises, a tenant, or in tenant's absence, the owner, shall remove all non-conforming signs, sign supports and attendant hardware, within thirty (30)(days from the day the premises is vacated.

**Subd. 10 Conforming Sign Removal.**

All conforming signs, sign supports, and attendant hardware not used by a new tenant or new owner shall be removed by new owner(s)/tenant(s) within three months of the premises being vacated.

**Subd. 11 Permitted Signs.**

Signs shall be permitted which are in accordance with:

- A. The general provisions of this section.
- B. The district sign regulations of this section for the district in which such signs are located.
- C. All applicable provisions of the Building Code as adopted, and all amendments thereto.
- D. All applicable County and State regulations.

**Subd. 12 (AG) - Agriculture District.**

A. The following shall apply:

Permitted Signs	Permit Required	Square	Maximum Size Feet
Business	Yes	100	
Home Occupation	Yes	4	
Directional	Yes		2
Temporary	See Subdivision 6	100	
Agricultural Product	Yes	100	
Real Estate	Yes		20
Identification	Yes		30
Public Service	Yes		30

**B. Location.** No sign shall be placed on the property line or public right-of-way. On corner lots all signs must be located at least five feet from the property line.

**C. Height Limitation.** No sign shall exceed thirty -five feet (35') in height, nor shall any attached sign extend above the height of the building to which it is attached.

**D. Special Sign Regulations.** No signs shall be permitted except on the premises being advertised.

**E. Temporary Signs.** Temporary signs, subject to review by the Zoning Administrator according to Subdivision 6 of this section.

**Subd. 13 (R-1, R-2, R-3 and R-4) - Residential Districts.**

**A.** The following shall apply in the R-1, R-2, R-3 and R-4 Residential Districts:

<u>Permitted Signs</u>	<u>Permit Required</u>	<u>Square Feet</u>	<u>Maximum Size</u>
Real Estate Identification	No		6
Directional	Yes	50	
Home Occupation	Yes	4	2
Temporary	See Subdivision 6		2
Public Service	Yes		20
Professional	Yes	15	

**B. Location.** No sign shall be placed on the property line or public right-of-way. On corner lots all signs must be located at least five feet from the property line.

**C. Height Limitation.** No sign shall exceed eight feet in height.

**D. Special Sign Regulations.** Home occupation signs must be attached signs.

**E. Lighting.** Unshielded light sources shall not be directly visible from surrounding properties and all lighting shall be subdued.

**F. Temporary Signs.** Temporary signs, subject to review by the Zoning Administrator according to Subdivision 6 of this section.

**Subd. 14 (C-1) - Central Business District.**

**A.** The following shall apply:

<u>Permitted Signs</u>	<u>Permit Required</u>	<u>Square Feet</u>	<u>Maximum Size</u>
Real Estate	No	All	attached frontage signs shall not exceed 100 square feet; the sign height shall not exceed 50% of the total sign width; the width of a sign shall not exceed the width of the building frontage;
Business	Yes		on building sides or rear shall not exceed 50% of all restrictions. Free standing signs shall not exceed a maximum height of 16 feet and a maximum of 75 square feet.
Identification	Yes		
Temporary	No	signs	
Directional	Yes	frontage	
Public Service	Yes	20	

**B. Location.** No sign shall be placed on the property line or public right-of-way. On corner lots all signs must be located at least five feet from the property line.

**C. Height Limitation.** No freestanding sign shall exceed sixteen feet (16') in height, nor shall any attached sign extend above the height of the building to which it is attached.

**D. Minimum Freestanding Sign Clearance.** No freestanding sign shall be less than nine feet (9'), measured from ground level to the lowest edge of said sign.

**E. Number of Signs Permitted.** Excluding public service signs, a maximum of two (2) signs except a corner lot occupied by a single establishment shall be allowed up to three (3) signs, as defined herein.

**F. Projected Signs.** Shall not exceed twenty-four (24) square feet in size, and no less than eight feet (8') from the ground level to the lowest edge of said sign.

**G. Freestanding Signs.** On lots with public street right-of-way frontage of between one hundred feet (100') and one hundred and fifty feet (150'), and a building setback of at least fifteen feet (15'), one (1) freestanding sign will be allowed.

**H. Temporary Signs.** Temporary signs, subject to review by the Zoning Administrator, according to Subdivision 6 of this section.

**I. Special Sign Regulations for Gasoline Service Stations.** Gasoline service stations are allowed a total area of signs not to exceed one hundred and thirty (130) square feet and the following types of signs:

**1. Freestanding Signs for Service Stations.** In addition to Subparagraph G, above, a service station or a parcel with at least two hundred feet (200') of street frontage shall be permitted one freestanding sign not to exceed sixteen feet (16') in height nor exceed seventy-five (75) square feet in area. Such sign posts/support structure shall be located five feet (5') or more from any street right-of-way. However, no sign copy shall extend into the public right-of-way.

**Subd. 15 (C-2 & C-3) - Highway & Neighborhood Commercial Districts.**

A. The following shall apply:

Permitted Signs	Permit Required	Total	Maximum Size Square Feet of Sign Area
Real Estate	No		15
Business	Yes	Total	attached sign area shall not exceed 2.5 times the width the building frontage or 100 square feet, whichever is less.
Identification	Yes	of	
Temporary	No		
Directional	No		
Public Service	Yes		30

**1. Freestanding Sign.** Only one freestanding business sign is permitted per establishment with maximum height of thirty-five feet (35'), maximum size of two hundred (200) square feet, and minimum setback of five feet (5') from public right-of-way.

**B. Number of Signs Permitted.** Excluding public service signs, a maximum of three (3) signs per establishment shall be allowed as defined herein.

**C. Special Sign Regulations.** All signs must be attached signs with the following exceptions:

**1. Identification Signs.** Freestanding group identification signs announcing the name of churches, social organizations, and the time and place of meetings of civic clubs shall be permitted at the major entrances to the City. Such free-standing signs shall not exceed thirty feet (30') in height nor fifty (50) square feet in total area. Groupings of signs along the entrance routes to the City shall be designed as an integrated unit, shall be landscaped and shall follow location requirements set forth above.

**D. Required Frontage.** More than one (1) business may advertise on the same sign in shopping centers, subject to the limitations set forth in this subdivision.

**Subd. 16 (I-1, I-2 & BP) - Industrial and Business Park Districts.**

**A.** The following shall apply:

<u>Permitted Signs</u>	<u>Permit Required</u>	<u>Total</u>	<u>Maximum Size Square Feet of Sign Area</u>
Real Estate	No	A	maximum of one square foot of sign area for each linear front feet of lot, not to exceed a Maximum of 150 square feet of area.
Business	Yes		
Advertising	Yes	sign	

However, if the sign is affixed flat against the building and does not extend above or beyond the dimensions of the building, then a maximum of two (2) square feet of sign area for each one and one-half (1 1/2) linear front feet of lot not to exceed a maximum of four hundred and fifty (450) square feet of sign area shall be allowed.

Temporary Identification	No	
Public Service	Yes	50

**B. Location.** All freestanding signs shall be five feet (5') or more from any street right-of-way.

**C. Height Limitations.** No sign shall exceed thirty-five feet (35') in height. Unless the sign is affixed flat against the building and does not extend above or beyond the dimensions of the building, subject to the limitations in this Subdivision.

**D. Number of Signs Permitted.** Excluding public service signs, a maximum of three (3) signs per building shall be allowed as defined herein.

**E. Special Sign Regulations.** All signs must be attached signs with the following exceptions:

**1. Freestanding Signs.** Uses permitted in this district may also erect one freestanding sign. Such freestanding sign shall not exceed thirty-five feet (35') in height nor one hundred and fifty (150) square feet in area.

**2. Industrial Parks.** An industrial park in this district shall be permitted one freestanding identification sign. Such freestanding identification sign may list the names of the tenants as

well as the name of the industrial area, its owners and developer. Such signs shall not exceed thirty-five feet (35') in height nor one hundred and fifty (150) square feet in area. Such signs shall follow location requirements set forth above.

**3. Identification Signs.** Freestanding group identification signs announcing the name of churches, social organizations, and the time and place of meetings of civic clubs shall be permitted at the major entrances of the City. Such freestanding signs shall not exceed thirty feet (30') in height nor fifty (50) square feet in total area. Groupings of signs along the entrance routes to the City shall be designed as an integrated unit and shall be landscape

**4. Freestanding Advertising Signs.** Freestanding advertising signs shall be allowed in this district provided not more than one sign is allowed per establishment. These signs preclude the use of freestanding business signs of any future business/industry locating on such parcel. Such freestanding advertising sign shall not be allowed if present use of property already has a freestanding sign on such parcel.

**Subd. 17 (RR) - Regional Recreational District.**

A. The following shall apply:

Permitted Signs	Permit Required	Total	Maximum Size Square Feet of Sign Area
Real Estate	No	A	maximum of one square foot of sign area for each linear front feet of lot, not to exceed a Maximum of 150 square feet of area.
Business	Yes		
Advertising	Yes	sign	

However, if the sign is affixed flat against the building and does not extend above or beyond the dimensions of the building, then a maximum of two (2) square feet of sign area for each one and one-half (1 1/2) linear front feet of lot not to exceed a maximum of four hundred and fifty 450 square feet of sign area shall be allowed.

Temporary Identification	No		
Public Service	Yes		50

**B. Number of Signs Permitted.** Excluding public service signs, One sign is allowed per lot, except that one additional sign shall be allowed when there is more than one (1) entrance from a major collector or arterial street.

**C. Height Limitations.** No sign shall exceed thirty -five feet (35') in height. Unless the sign is affixed flat against the building and does not extend above or beyond the dimensions of the building, subject to the limitations in this Subdivision.

**D. Freestanding Signs.** Uses permitted in this district may erect one (1) freestanding sign. Such freestanding sign shall not exceed one hundred ( 100) square feet in area and the sign shall be a monument type with a maximum height not to exceed ten feet (10').

**1. Location.** All freestanding signs shall be five feet (5') or more from any street right-of-way.

**E. Changeable Copy Signs.**

1. Within the allowed area of a freestanding sign, a maximum of forty (40) square feet of non-electronic changeable copy shall be allowed per frontage to a major collector or arterial street.

2. Wall, Canopy, Or Marquee Signs:

a. For single occupancy buildings, not more than one sign shall be allowed on one facade fronting a public street, except in the case of a corner lot or through lot where one additional one hundred (100) square foot wall sign may be installed on a second facade fronting a public street.

b. Additional signs not to exceed forty eight (48) square feet shall be allowed for each building entrance.

**Subd. 18 (PI) - Public/Institutional District.**

A. The following shall apply:

Permitted Signs	Permit Required	Total	Maximum Size Square Feet of Sign Area
Real Estate	No	A	maximum of one square foot of sign area for each linear front feet of lot, not to exceed a Maximum of 100 square feet of area.
Business	Yes		
Advertising	Yes	sign	

However, if the sign is affixed flat against the building and does not extend above or beyond the dimensions of the building, then a maximum of two square feet of sign area for each one and one-half linear front feet of lot not to exceed a maximum of four hundred and fifty (450) square feet of sign area shall be allowed.

Temporary Identification	No		
Public Service	Yes	50	

**B. Number of Signs Permitted.** Excluding public service signs, One sign is allowed per lot, except that one additional sign shall be allowed when there is more than one entrance from a major collector or arterial street.

**C. Height Limitations.** No sign shall exceed thirty-five feet (35') in height. Unless the sign is affixed flat against the building and does not extend above or beyond the dimensions of the building, subject to the limitations in this Subdivision.

**D. Freestanding Signs.** Uses permitted in this district may erect one (1) freestanding sign. Such freestanding sign shall not exceed one hundred (100) square feet in area and the sign shall be a monument type with a maximum height not to exceed ten feet (10').

1. **Location.** All freestanding signs shall be five feet (5') or more from any street right-of-way.

**E. Changeable Copy Signs.**

1. Within the allowed area of a freestanding sign, a maximum of forty (40) square feet of non-electronic changeable copy shall be allowed per frontage to a major collector or arterial street.

2. Wall, Canopy, Or Marquee Signs:

a. For single occupancy buildings, not more than one sign shall be allowed on one facade fronting a public street, except in the case of a corner lot or through lot where one additional one hundred (100) square foot wall sign may be installed on a second facade fronting a public street.

b. Additional signs not to exceed forty eight (48) square feet shall be allowed for each building entrance.

**Subd. 19 (POS) - Parks and Open Space District.**

A. The following shall apply:

Permitted Signs	Permit Required	Total	Maximum Size Square Feet of Sign Area
Real Estate	No	A	maximum of one square foot of sign area for each linear front feet of lot, not to exceed a Maximum of 100 square feet of area.
Business	Yes		
Advertising	Yes	sign	

However, if the sign is affixed flat against the building and does not extend above or beyond the dimensions of the building, then a maximum of two square feet of sign area for each one and one-half linear front feet of lot not to exceed a maximum of four hundred and fifty (450) square feet of sign area shall be allowed.

Temporary Identification	No		
Public Service	Yes	Yes	50

**B. Number of Signs Permitted.** Excluding public service signs, One sign is allowed per lot, except that one additional sign shall be allowed when there is more than one entrance from a major collector or arterial street.

**C. Height Limitations.** No sign shall exceed thirty-five (35') in height. Unless the sign is affixed flat against the building and does not extend above or beyond the dimensions of the building, subject to the limitations in this Subdivision.

**D. Freestanding Signs.** Uses permitted in this district may erect one (1) freestanding sign. Such freestanding sign shall not exceed one hundred (100) square feet in area and the sign shall be a monument type with a maximum height not to exceed ten feet (10').

1. **Location.** All freestanding signs shall be five feet (5') or more from any street right-of-way.

**E. Changeable Copy Signs.**

1. Within the allowed area of a freestanding sign, a maximum of forty (40) square feet of non-electronic changeable copy shall be allowed per frontage to a major collector or arterial street.

**2. Wall, Canopy, Or Marquee Signs:**

**a.** For single occupancy buildings, not more than one sign shall be allowed on one facade fronting a public street, except in the case of a corner lot or through lot where one additional one hundred (100) square foot wall sign may be installed on a second facade fronting a public street.

**b.** Additional signs not to exceed forty eight (48) square feet shall be allowed for each building entrance.

**Subd. 20 Violation.**

A violation of any provision of this section by an owner, occupant or any other person constitutes a misdemeanor punishable by a fine not more than seven hundred dollars (\$700.00) or imprisonment for not more than ninety (90) days, or both. Each day a violation exists constitutes a separate offense.

**Subd. 21 Repealer.**

All ordinances or City Code provisions in conflict with these provisions are hereby repealed.

**Subd. 22 Validity.**

In case any provision of this section is held invalid by a court of competent jurisdiction, invalidity shall extend only to the provision affected and other provisions of this section shall continue in full force and effect.

**Subd. 23 Applications.**

All applications for permits shall be made to the Zoning Administrator on a form prescribed by the City. The Zoning Administrator shall enforce the provisions of this section and grant all permits issued hereunder. Any person aggrieved by the decision of the Zoning Administrator shall have the right to file an appeal with the Planning Commission, which shall review the application, hear all evidence pertaining thereto as it deems fit and proper under the circumstances and either grant or deny the permit accordingly. All appeals to the Planning Commission shall be made within ten days after the decision in writing is made by the Zoning Administrator.

**Subd. 24 Permits.**

All sign and billboard permits issued under the provisions of this section and of section 11.72 shall expire within one year from the date of issue, unless applicant submits for a six (6) months extension in writing prior to the expiration date.

## **SEC. 11.72 BILLBOARDS.**

### **Subd. 1 Purpose.**

The purpose of this section is to establish regulations governing all billboards in the City. The billboard regulations are intended to permit it an efficient, effective and aesthetic means to communicate using off-premise signage while recognizing the need to maintain an attractive and appealing appearance in the community, including appearance along streets and property used for commercial, industrial, institutional and public development and the air space above and between such development. These regulations are intended to permit adequate signage for effective communication while minimizing or preventing visual clutter and visual pollution which can be caused by this signage.

### **Subd. 2 Definitions.**

The terms "advertising sign" or "billboards" or posters and bulletins sometimes referred to as off-premises signs, painted or printed posters and painted or printed bulletins shall mean a sign which is erected and in use for the purpose of selling advertising space or which advertises products, events, goods or services, any part of which is not exclusively related to the premises on which the sign(s) is located.

### **Subd. 3 General Provisions.**

**A.** A billboard is a structure or part of a structure for the purpose of applying yard regulations, except that billboards and their super structures may extend into the required yard areas a distance not to exceed eighteen inches (18"), and billboards cannot be placed on the front or side walls of buildings.

**B.** Flashing signs on billboards are not permitted in any district.

**C.** Illuminated signs or devices giving off an intermittent steady or rotating beam consisting of a collection or concentration of rays of light shall not be permitted in any district. This includes, but is not limited to, search lights, beacons, strobe lights and the like.

**D.** No billboard shall be placed on a rooftop.

**E.** Changing billboards are permitted, including those signs which display any one of or a combination of the following: time, temperature and stock market indices.

**F. Maintenance.** All billboards and their components shall be kept in good repair in a safe, neat, clean and attractive condition. Signs in good repair are not corroded, do not have deteriorated paint or finished surfaces nor do they have loose members, broken parts, or similar deterioration.

### **Subd. 4 Regulations.**

The following regulations shall apply to billboards, painted bulletins, painted posters and similar off-premises signs:

**A.** Billboards are permitted in the following zoning districts: C-2, I-1, I-2 and BP districts. Billboards are prohibited in all other zoning districts.

**B.** Billboards may be located only on Principal Arterials (US Highway 52) and Regional Arterials, as designated in the Pine Island Comprehensive Plan.

C. No billboards may be located within three hundred feet (300') of an existing residential use or the R-1, R-2, R-3 and R-4 residential zoning districts, and C-1 Central Business District.

D. No billboards may be located within one thousand five hundred feet (1,500') of another billboard on either side of public right-of-way.

E. Distance requirements under this section shall be measured from the point of the billboard closest to the reference point along a straight line parallel to the ground level to the reference point. Reference point means the lot line of the residential use in the residential zone or other billboard for which distance requirements apply under this section.

F. All billboards constructed shall comply with setback requirements specified for structures under provisions of Chapter 11 Land Use Regulation (Zoning) of the City Code.

G. Billboards must be freestanding and are prohibited on rooftops, walls or structures.

H. The maximum sizes for billboards, including all extensions, is four hundred and fifty (450) square feet along Regional Arterials, and seven hundred and fifty (750) square feet along Principal Arterials (US Highway 52).

I. The maximum height for billboards shall be no more than thirty-five (35'), including extensions, as measured from ground level to the highest point of billboard.

#### **Subd. 5 Non-Conforming Billboards.**

A. All existing billboards, painted bulletins, painted posters and similar off-premises signs which are not in conformance with the provisions of this section are subject to the following requirements:

1. A sign permit for a billboard shall not be issued for new construction on a lot where there is already a non-conforming billboard unless that existing billboard is removed and a new billboard is made to conform with the requirements of this section.

2. Billboards which have been destroyed or damaged, or in need of maintenance or repair, and the cost of such repair exceeds fifty percent (50%) of the market replacement value of such billboard, must be removed or made to conform with the requirements of this section.

3. The owner of a non-conforming billboard who wishes to replace it, modify it, or undertake any work requiring a sign permit for it must first obtain a special permit which may be granted only if the following conditions are met:

a. The non-conforming billboard cannot physically be made to conform with the requirements of this section or the billboard is non-conforming due to location in certain zoning districts; and

b. Items 1 and 2, above, do not apply; and

c. The new or modified billboard is at the same or another allowed location; and

d. The new or modified billboard is brought into greater conformance with the requirements of this section.

**B.** In determining greater conformance as a condition for granting a special permit, the new billboard must meet or exceed the following percentages of conformance otherwise required for at least four of the five following standards:

<b>Category</b>	<b>Existing (2)</b> <u>Location</u>	<b>New</b>	<b>(2)</b> <u>Location</u>
Spacing between signs	75%		75%
Setback	67%		80%
Size                    100%		100%	
Height *	100%	100%	
Distance from residence	67%		75%

\* Location means the legal lot of description of record.

**C.** In no event may the new billboard meet a percentage of compliance for any of the categories listed above that is less the percentage of compliance of the existing billboard. If a permit is granted under this provision, the existing non-conforming billboard must be totally removed prior to construction of the new billboard.

**Subd. 6 Permits.**

**A.** All sign and billboard permits issued under the provisions of this section and of section 11.71 shall expire within one (1) year from the date of issue, unless applicant submits for a six (6) months extension in writing prior to the expiration date.

**B.** Owner/tenant/contractor and/or other authorized personnel are required to obtain a building permit prior to the construction/installation of any billboard.