

City of Winsted  
Planning Commission  
City Council Chambers  
January 16, 2013  
6:00 p.m.

Present: JoLynn Cafferty  
Marvin Ebensperger  
Max Fasching  
Mike Guggemos  
Allison Moses  
Council Member Ollig

Staff Present: Brad Martens, City Administrator

1) Call the Meeting to Order

Mr. Ebensperger called the meeting to order at 6:00 p.m.

2) Approval of Minutes

**Mr. Fasching motioned to approve the minutes from the Planning Commission Meeting on December 10, 2012. Ms. Cafferty seconded the motion. Motion carried 5-0.**

3) No Public Hearings

4) Old Business

**a) Sign Ordinance**

The Planning Commission members reviewed the draft Sign Ordinance language provided by John Anderson, Municipal Development Group, in depth and discussed the following changes or had the following questions regarding the language to be forwarded to Mr. Anderson for amending or clarification.

- **In Section E.** "Except as otherwise provided in this section, no sign or structure shall be erected, constructed, altered, rebuilt, relocated or existing sign structure expanded a permit has been issued by the Zoning Administrator or designee.", a word is missing in the first sentence "...existing sign structure expanded \_\_\_\_\_ a permit has..." Should the word be unless/after/until?
- **In Section E.1.** "The content of the message or speech displayed on the sign shall not be reviewed or considered in determining whether to approve or deny a sign permit.", the Planning Commission is confused on this statement because it is in direct conflict with language later limiting profanity and off premises advertising. Does the ordinance need this statement?
- **In Section F.9.** "Temporary signs pertaining only to a property upon which it is displayed. Such signs shall not exceed ten (10) square feet for residential property or forty (40) square feet for other properties. One (1) sign shall be permitted for each lot and must be removed within thirty (30) days", it was brought up that in the last sentence the word "lot" should be replaced with "street frontage" as that is what is referred to throughout the document. Another question on the wording is, does it mean a thirty (30) day period per year or can you have a sign up for thirty (30) days, take it down for a day and put it back up?
- **In Section G.4.** that speaks about prohibited signs on municipal property, language needs to be drafted to allow for more signs on City property. Examples of when signs need to be on City property are the Women's Expo signs (that is a Chamber of Commerce sponsored event) and also banners placed at ball fields by the Little League to show sponsors.
- **In Section G.6.,** change "Signs placed on vehicles or trailers which are parked or placed for the primary purpose of displaying said sign." to "Signs greater than forty (40) square feet placed on vehicles..." This would allow for some of this type of sign throughout the city, but not large trailers.
- **In Section G.9.,** the Planning Commission would like to allow flashing signs in areas other than R-1 Single Family Residential Districts, R-2 Multiple Family Residential Districts, and R-M Manufactured Home Districts.
- **Section G.14.** can be deleted because the Planning Commission wants to allow off premises signs.

- **Section G.15. Multivision Signs** - The Planning Commission wants to know why it is recommended to prohibit these signs.
- **Section G.16. Shimmering Signs** - The Planning Commission wants to know why it is recommended to prohibit these signs.
- **Section G.17. Video Display Signs** – The Planning Commission wants to know why it is recommended to prohibit these signs.
- **In Section H.11.b.**, in the second sentence, should “residential properties” be changed to R-1 Single Family Residential Districts, R-2 Multiple Family Residential Districts, and R-M Manufactured Home Districts?
- **Section H.11.c.**, this section can be deleted.
- **In Section H.11.e.**, Delete “Off-premises” and begin with Portable.
- **In Section H.12.** “Wall Sign: Wall signs may not extend more than eighteen inches (18”) from the wall they are attached to. Wall signs may not exceed more than twenty percent (20%) of the wall area that they are affixed to.” Does this need to be further defined so the allowing signs to extend 18” means only out from the wall and not above the wall?
- **In Section H.15.** “Awning Sign: There is a minimum of eight feet (8') of clearance under the base of the awning sign to the ground below.”, should this paragraph start with “Allowed provided” there is a minimum...
- **Section H.19.** can be deleted. The Planning Commission would rather have this limited by regular guidelines for space.
- **In Section H.20.** “Address Signs. Except for farm buildings, at least one address sign identifying the correct property number shall be required on each principal building in all districts. The number shall be at least three inches (3”) in height.”, extend this paragraph to be “...in height and of a contrasting nature to be visible from the property line.”
- **In Section 24.c.** “Electronic graphic display or dynamic display signs may be used for all or part of an on-premises sign that displays a commercial or noncommercial message. Electronic graphic display or dynamic display signs may not display off-premises commercial advertising.”, delete ...”signs may not display off-premises commercial advertising.”
- **In Section 24.f.** “As measured at the property line, the maximum light emanation from an electronic graphic display or dynamic display sign shall be no greater than zero point two (.2) foot candles, where did the 0.2 foot candles number come from? Why is the number 0.2?”

Mr. Martens stated that he would forward these questions and amendments to Mr. Anderson. The Planning Commission discussed that after Mr. Anderson made the requested amendments and answered the Planning Commission’s questions, the Planning Commission would review the ordinance again at the February, 2013 meeting. The ordinance would then be sent to the Chamber of Commerce for review prior to the March, 2013 Planning Commission meeting.

## 5) New Business

### a) Winsted Pride Awards

The Planning Commission members reviewed and discussed judging criteria suggestions that had been submitted to Mr. Ebensperger in order to create a new judging criteria form. They discussed that the criteria should be worded to allow for the Pride Award to be awarded based on the maintenance of a person’s property and not necessarily awarded to only those properties that have had improvements made to them.

Mr. Ebensperger and Mr. Guggemos stated that they would work together to create a new form based on the discussion from this meeting and bring that form back to the Planning Commission for further review.

### b) Informal Variance Request

Mr. Martens stated that there was a request for an initial review of the possibility of subdividing the property at 211 McLeod Avenue into two (2) separate parcels. Although a process exists for subdividing a property into two (2) parcels, the existing structures on the property would not meet setback requirements as required by Ordinance, so a variance would need to be approved.

Mr. Martens stated that it is estimated that a twenty-six (26) foot gap exists between the structure on the north and the structure on the south of the property. The property is zoned C-2 Highway Commercial District.

Mr. Martens stated that the property owner has someone interested in purchasing the building on the northern portion of the property.

The Planning Commission members discussed the possibility of the property being subdivided and stated that parking and access to the structure on the south would be an issue. Mr. Martens stated that he would look at the performance standards as required by the Ordinance to see if a variance request is feasible.

6) Other Business

**a) Planning Commission Allison Moses**

Mr. Martens welcomed new Planning Commission member Allison Moses.

**b) Resignation of Planning Commission Member Max Fasching**

Mr. Martens stated that Mr. Fasching will be resigning from the Planning Commission because he will be appointed as a City Council member. The Planning Commission thanked Mr. Fasching for his service.

7) Adjournment

**Ms. Moses motioned to adjourn the meeting. Mr. Fasching seconded the motion. Motion carried 5-0. The meeting adjourned at 8:10 p.m.**

*Brad Martens*

Brad Martens,  
City Administrator  
City of Winsted

ATTEST:

*Raquel Kirchoff*

Raquel Kirchoff,  
Administrative Assistant  
City of Winsted