



Memorandum

To: Mayor Nelson and Members of the City Council
From: Daniel R. Buchholtz, ICMA-CM, Administrator, Clerk/Treasurer
Date: August 17, 2026
Subject: Spring Lake Park High School Stadium Video Display – Conditional Sign Permit Approval

Spring Lake Park Schools has submitted a sign permit application for the new video scoreboard installed at the Spring Lake Park High School athletic complex, 1100 81st Avenue NE. The application identifies Nevco as the contractor and describes the project as a new video scoreboard for the athletic complex.

Ordinance No. 512 establishes standards for secondary school stadium video displays and requires City Council approval of the permanent sign permit. The ordinance regulates the size and location of the display, hours of operation, brightness, illumination, glare, testing and ongoing compliance.

Staff recommends conditional approval of the sign permit so the School District can complete the remaining permit and compliance requirements without returning to the Council for another sign permit approval. The School District will still need to obtain the required building permit and provide any structural plans, wind-load calculations, electrical plans, foundation information or other materials requested by the Building Official.

The ordinance generally requires a photometric plan prepared by a qualified lighting professional, but allows the City Council to waive or reduce that requirement if sufficient information is available to reasonably evaluate compliance. Any waiver would not relieve the School District from meeting the ordinance's illumination, glare and operating standards, and the City may still require field testing if needed.

Before regular operation, the School District must also provide documentation confirming that the approved brightness settings, ambient-light sensor, automatic dimming controls and related safeguards have been properly programmed and are operational.

Conditional approval should therefore be subject to issuance of the required building permit, completion of final staff review and issuance of the sign permit, and compliance with Ordinance No. 512 and all other applicable City Code requirements. If the Council waives or reduces the photometric plan requirement, the display would remain subject to the ordinance's illumination and glare standards and any testing or adjustments required.

If you have any questions, please do not hesitate to contact me at 763=784-6491.