

ST. JAMES PLANNING COMMISSION

TO: Planning Commission Members
FROM: Brianna Sanders, Zoning Administrator
DATE: September 29, 2025
RE: Sign Permit – 1101 Moulton and Parsons Dr

Applicant

MAYO CLINIC ST JAMES
CONTACT: ELLIE WOLLE @ ROBERT W CARLSTROM INC
ADDRESS – 906 10TH AVE SOUTH

Request

The applicant is requesting a sign permit to replace one free-standing sign with illumination and erect one new free-standing sign. The sign will display the organizational name of “Mayo Clinic Health Systems” with directional signs.

Proposal

Applicant desires to erect two free standing signs.

Location

The property is located in a Highway Commercial Business District (B-4). The surrounding zoning designations include B-4 (north, east, south, west)

Existing Land Use

The parcel was being used for a hospital facility.

City Code

Section 156.002 defines an on-premise sign, which is proposed, as a sign advertising a business, commodity, service, or entertainment, offered upon the same premises on which the sign is located.

§ 156.033 SIGNS.

(C) *Permit required for signs.* A permit shall be required to erect any sign in the city, unless exempted above. No sign shall be erected by any person until the plan for the proposed sign has been received by the Planning and Zoning Commission, and approved by the Council. Permit fees shall be determined by the Council.

(N) *Monument signs.*

(1) *Definition.* A freestanding sign, in which the entire base of the sign structure is in contact with the ground, providing a solid, and continuous, background for the sign face that is the same width as the sign from the ground to the top of the sign. The base of the sign shall be constructed of a permanent material, such as concrete block or stone, shall be considered a **MONUMENT SIGN**.

(2) *Metal shroud.* A piece of metal which is used to conceal, and screen, the support structure of a monument sign.

(3) *Monument sign area.* The advertising area of a monument sign.

(4) *Prohibited signs.* The following signs are prohibited by this section:

(a) Signs that resemble any official marker erected by a government agency by reason of position, shape, or color, which interferes with the proper function of a traffic sign, signal, or be misleading to vehicular traffic;

(b) Signs within a public right-of-way or easement, except for signs installed by governmental entities;

(c) Signs attached to rocks, trees, fences, or utility poles. Signs on fences denoting safety hazards will be allowed;

(d) Signs of a rotating beam or flashing illumination;

(e) Signs advertising by letters, words, or figures painted upon any sidewalk within the city;

(f) Advertising signs painted on any exterior building surface;

(g) Rotating signs;

(h) Signs painted, or attached, to vehicles where the vehicle is parked on a property, and not intended to be moved for a period of 48 hours, or more. At all times, vehicles containing advertising and/or signage shall not be parked along the property frontage;

(i) Roof signs;

(j) Temporary signs which advertise a business, product, or service which is not produced, or conducted, on the zoning lot upon which the sign is located; and

(k) Signs which project over the public right-of-way.

(5) *Construction of monument signs.* Monument signs shall be constructed with the entire bottom of the sign structure in contact with the ground. The bottom two feet of the sign shall either be Kasota stone, precast concrete, brick, or landscaping masonry blocks that are earth tone colors, unless otherwise provided for. A solid, continuous background area should be provided from the ground to the top of the sign via a combination of either Kasota stone, precise concrete, brick, stone, landscaping blocks, or metal shroud which matches the appearance, and color, of the principal building.

(6) *Ground area.* The ground area around the base, or base of the sign, of the monument in ground/pylon sign shall be landscaped with shrubs and ground cover equal to the area of 50% of the sign base. The landscaping shall consist of shrubs and ground covers that can withstand the environmental conditions of the site, and will provide season interest.

(7) *Business and industrial districts.* Monument signs will be permitted in business and industrial districts within the city when in compliance with all other zoning provisions and regulations. The maximum total signage area of all signs and franchise architecture should not exceed more than two times the front lineal footage of the lot.

(8) *Dimensions, placement of monument signs.*

(a) Monument signs greater than eight feet in height shall be constructed with the entire bottom of the sign structure in contact with the ground. The bottom two feet of such signs shall be Kasota stone, precast concrete, brick, or landscaping masonry blocks that are earth tone colors. A solid continuous background area should be provided from the ground to the top of the sign either in combination of Kasota stone, precise concrete, brick, stone, landscaping blocks, or metal shroud which matches the appearance, and color, of the principal building.

(b) Monument sign height may be 10% of the front lineal frontage of a lot with not less than ten feet required, or more than 15 feet permitted.

(c) No more than one monument sign shall be permitted per zoning lot except through lots.

(d) The square foot area of the sign shall not exceed the front lineal frontage of the zoning lot.

(e) The sign face shall occupy at least 50% of the monument sign.

(f) A landscaping area shall be provided around the base of the sign in accordance with this section.

(g) The sign shall not encroach upon any road right-of-way, and monument signs shall observe the setback regulations set forth within each zoning district.

(h) Multi-tenant business centers will be allowed to have one joint identification monument sign.

(Prior Code, § 11.70) (Ord. 165, second series, passed 7-5-2000; Ord. 207, second series, passed 9-4-2007; Ord. 26, third series, passed 9-18-2012; Ord. 024, fourth series, passed 5-21-2024)

Recommendations

Staff recommends approval.

Exhibits

Exhibit 7 - Sign Permit Application

CITY OF ST. JAMES

APPLICATION FOR A SIGN PERMIT

Sketch Plan information to be provided:

1. North arrow and parcel boundaries drawn to scale (preferably 1"=100')
2. Location of existing buildings, their size, use, and setbacks from parcel boundary lines, existing signage on site, existing driveway locations, existing streets/roads on or immediately adjacent to the parcel, existing easements, power utility poles/underground utility lines on or serving the parcel, and existing parcel areas
3. Location of proposed signage, the type of signage carrier (freestanding, attached to building), the message display area, a description of any proposed lighting if external lighting sources are to be used, the location of the lighting source, and distances of all signage elements from parcel boundary lines;
4. A line drawing of the new sign, message display area, with dimensions
5. Identification of adjacent landowners

Information supplied was: ☐ complete ☐ incomplete _____ initialed by City Staff

The above information and attached drawing of request are true and correct to the best of my knowledge.

Date

Signature of Person Filing Application

Last revised 2/13/2023



Current Sign to be replace



