

# ST. JAMES PLANNING COMMISSION

**TO:** Planning Commission Members  
**FROM:** Brianna Sanders, Zoning Administrator  
**DATE:** June 30, 2025  
**RE:** Sign Permit – 207 Tiell Dr

## **Applicant**

SPLASHPAD COMMITTEE  
ADDRESS – 207 TIELL DR

## **Request**

The applicant is requesting a sign permit to erect two free-standing signs. One will include the rules and regulations to use the splash pad. The second will display the name "City of St. James Splash Pad" as well as a list of the donors that made the splash pad possible.

## **Proposal**

Applicant desires to erect two free standing signs near the Splash Pad. The sponsor sign will be 6ft by 6ft and the rules sign will be 3ft by 6ft. The total surface area of the signs will be approximately 54 sqft. The sign would be approx. 45' from the edge of the road or 67' from the middle of the road.

The City Code requires a setback from the County Roads of 50 ft.

## **Location**

The property is the location of the municipal swimming pool and splash pad. This parcel is owed by the City of St. James and is part of the city's park system.

## **Existing Land Use**

The parcel was being used for a splash pad.

## **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.

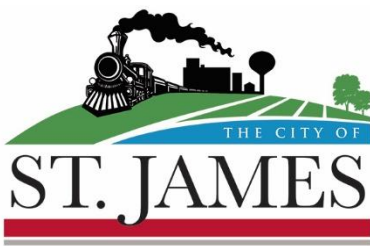
(Prior Code, § 11.70) (Ord. 165, second series, passed 7-5-2000; Ord. 207, second series, passed 9-4-2007; Ord. 26, third series, passed 9-18-2012; Ord. 024, fourth series, passed 5-21-2024)

### **Recommendations**

Staff recommendation is approval

### **Exhibits**

Exhibit 7 - Sign Permit Application



# CITY OF ST. JAMES

## APPLICATION FOR A SIGN PERMIT

EXHIBIT 7

Name of Applicant: Splash Pad Committee

Address: 207 Tiell Dr

City/State/Zip: St. James, MN 56081

Phone Number: 507-848-7126 - Travis Elg Committee Chair

Address of Sign (if different from above): \_\_\_\_\_

- ☐ Wall sign
- ☐ Wall sign with illumination (lights)
- ☒ Free-standing or monument sign
- ☐ Free-standing or monument sign with illumination (lights)

Application Permit Fee (\$50.00): ☐ PAID \_\_\_\_\_ Initial by City Staff

The information below can be found on <https://beacon.schneidercorp.com>

Legal Description of Property: TIELL SUBD LOTS 1-5

Parcel ID 206101200

Evidence of ownership or enforceable option: ☐ submitted ☐ not submitted

Current Zoning District of Property: (2001) CITY OF ST JAMES-0840

Provide a brief narrative description of the existing signage on-site and of the signage improvements proposed in this application (use a separate sheet of paper if needed): \_\_\_\_\_

The splash pad committee is looking to put up two signs for the splash pad. One will include the rules and regulations to use the splash pad. The second will display the name "City of St. James Splash Pad" as well as a list of the donors that made the splash pad possible.

Applicant has provided a photo or drawing of sign. ☒ complete ☐ incomplete

Sketch Plan Submitted on: 06 / 24 / 2025 Value of proposed work: \$1,200

Dimensions of Sign: Sponsor sign is 6x6, (S) on diagram and the rules sign will be 3x6, (R) on diagram

Sketch Plan information to be provided:

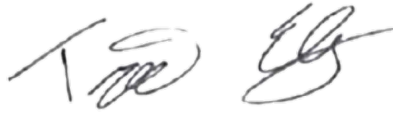
1. North arrow and parcel boundaries drawn to scale (preferably 1"=100')
2. Location of existing buildings, their size, use, and setbacks from parcel boundary lines, existing signage on site, existing driveway locations, existing streets/roads on or immediately adjacent to the parcel, existing easements, 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.

6-24-25

Date



Signature of Person Filing Application

Welcome to the

# Splash Pad

**Open 9AM to 9PM Daily**

**NO LIFE GUARD ON DUTY**

## **RULES FOR FUN**

### **Safety**

- Do not bring food, drinks or glass onto the splash pad.
- Animals are not allowed on the splash pad.
- Running, pushing, or rough play is not allowed.
- No rollerblades, skateboards, or bicycles on the splash pad.
- Climbing on water play equipment is prohibited.

### **Health & Sanitation**

- Do not drink water from the water features.
- Do not use the splash pad if ill.
- Shower before entering.
- NO diaper changing in the splash pad area.
- Children in diapers must wear swim diapers.
- No smoking.

**Please Play Safely!**  
**FOR EMERGENCIES DIAL 911**



1 / 1







**Big Wave Sponsors - \$25,000**



**MAYO CLINIC**  
HEALTH SYSTEM

**Big Splash Level**

*\$10,000 - \$15,000*

St. James Sertoma  
*Statewide Health Improvement Partnership*

Centerpoint Energy

SHIP Grant  
*Bench/Shade & Fountain*

**Rapids Level**

*\$5,000 - \$9,999*

St. James Area Foundation

Mayberry Realty  
Smithfield

First National Bank  
St. James/First Realty

C & B Operations  
Odell Windfarm

**Stream Level**

*\$1,000 - \$4,999*

Convention & Visitor Bureau  
American Legion Post #33  
Romsdahl Companies  
Superfair Foods  
Dartar Sportsmans Club  
Wilcon Construction  
Bob & Judy Harder  
Odin State Bank  
ICS  
St. James Rotary  
David & Carolyn Krause  
Olsen Truck Service Center

Tri-County Seed  
Citizens Bank - LaSalle  
Lewisville Legion  
Gillette Pepsi  
South Central Electric  
Gene & Julie Hildebrandt  
Steinle Law  
Jim Neid  
Fraternal Order of Eagles #3420  
St. James Lions Club  
Eagles Auxiliary  
Margaret Maire



1 / 1



