

**MEETING MINUTES OF THE
PLANNING & ZONING COMMISSION
TWIN OAKS, MISSOURI
TUESDAY, AUGUST 24, 2021**

The Planning and Zoning Meeting was called to order at 6:31 p.m.

Members:	Frank Venturella, Chairman	X	Joe Krewson	
	Roger Loesche		Craig Cwiklowski	X
	Jeff Graves	X	Lisa Eisenhauer, Alderman	X
	Ray Slama	X	Shazia Brown	X
	Russ Fortune, Mayor	X		

Commissioner Brown arrived at 6:35 p.m.

Also in attendance were: Paul Rost, City Attorney; Frank Johnson, City Clerk/Administrator.

APPROVAL OF THE AGENDA

Commissioner Graves moved, seconded by Alderman Eisenhauer, to approve the Agenda. Motion passed with the unanimous consent of the Commission.

APPROVAL OF THE CONSENT AGENDA

Commissioner Slama moved to approve the Consent Agenda consisting of the Meeting Minutes from June 22, 2021. Commissioner Cwiklowski seconded the motion and on voice vote, the motion was announced passed.

OLD BUSINESS

Consideration of Amendments to Sections 410 of the City of Twin Oaks Municipal Code Pertaining to Sign Regulations and Related Text.

Chairman Venturella began the meeting by reviewing the previous discussions concerning the sign code and stating the process for that night's meeting. Chairman Venturella stated that the goal is for the Commission to review all of the regulations on signs in commercial zones.

Chairman Venturella recommended eliminating the restriction limiting the number of colors that can be used for certain kinds of permanent and temporary signs. City Clerk/Administrator Johnson noted that this only applies to businesses that aren't subject to a master sign plan. Commissioner Slama stated that he felt the master signage plan process grants a lot of flexibility and that it's not fair to businesses that aren't part of a larger development since they cannot apply for a master signage plan. The commission also discussed issues with how this regulation has been enforced over the years and why it may have been put into place.

Alderman Eisenhauer stated that she did not have any issues with removing the regulations, but she would be worried about a sign with bright neon colors. City Attorney Rost stated that it can be difficult for cities to properly define neon colors, giving the example of how even bright yellows or oranges can be considered "earth tones" in some contexts. City Clerk/Administrator Johnson

noted that there is a later provision of the sign code that provides a general requirement for sign colors to be “harmonious.” City Attorney Rost stated that, as the city is small and largely built out, such a provision is probably sufficient. City Clerk/Administrator Johnson stated that he would work with the City Attorney to identify ways other cities in the region deal with this issue.

Following the discussion, the Commission recommending removing the limitation on sign colors in sub-sections (1)(a), (1)(b), (1)(c), (1)(d), (2)(a), (2)(b), and (2)(d) of section 410.050(A).

Next, City Attorney Rost recommended that the regulation on the location for wall signs and windows sign be changed to specify that the signs need to be located “at” the main entrance to a business instead of “above.” City Attorney Rost also recommended that the regulation on internal site signs be revised to allow for two signs instead of one.

The Commission then discussed several issues around the regulation of temporary signs. Commissioner Slama noted that enforcement of regulations concerning banners and windows signs has historically been difficult for the City. Chairman Venturella stated that the regulations on window signs does not seem to limit the size. The Commission discussed several options for imposing a limit on the size and quantity of temporary window signs. Alderman Eisenhower suggested that the City could set a maximum size that is a percentage of the overall window space. She stated that the limit could be set fairly high so that it is not overly restrictive while still not allowing a sign that completely fills a window. City Clerk Johnson stated that the percentage could be based on the window space available on a given elevation of a building, but that he and City Attorney Rost would look into options and provide a recommendation on changes at the next meeting.

The Commission next discussed Section 410.070 on prohibited signs. City Clerk Johnson noted that there are potentially issues with the Village of Twin Oaks apartments and the regulations prohibiting strings of lights that are not seasonal decorations. Mayor Fortune stated that the apartment management agreed to adopt this prohibition as part of their own policies, so they should be able to enforce any violations. Aldermen Eisenhower asked if it should be revised to allow white string lights in order to allow property owners to keep some lights up year round.

Following this, the Commission discussed the regulations on portable signs. City Attorney Rost stated that he had attempted to revise this section for greater clarity, but added that he needed further information from the Commission on their exact intent with this section. The Commission discussed some of the historical reasons that may have prompted the regulations and whether they should apply to graphic wraps on vehicles. Commissioner Cwiklowski asked how it applied to vehicles that may be parked in a spot permanently. Commissioner Slama stated that those situations could be handled through the City’s parking regulations, which do not allow overnight parking. City Attorney Rost stated that he recommended focusing more on trailer signs that can be attached to a vehicle hitch and moved around. Chairman Venturella asked if the regulations could be simplified by removing some of the detail on when such signs are allowed. City Attorney Rost stated that the entirety of Section 410.080 could be removed and “portable signs” be included under the list of prohibited signs in Section 410.070. The definition of portable sign could then be modified so that it only applies to signs that are designed to be readily moved or relocated, such as signs placed on trailers, and not to vehicle wraps or similar.

The Commission then reviewed the regulations on maintenance and safety. Commissioner Brown asked if the steps on how property owners are notified about potential violations could be simplified. City Clerk/Administrator Johnson stated that the detail is helpful for creating a clear paper trail if there is a problem with resolving the violation.

Lastly, City Attorney Rost reviewed several proposed changes to the section on non-conforming signs to make the regulations more concise and in line with other municipalities. There were no additional comments or questions from the Commission.

City Attorney Rost recommended the Board save the section on electronic changeable message signs for their next meeting, as it is the last major part of the regulations that need to be reviewed.

ADJOURNMENT

Mayor Fortune moved, seconded by Alderman Eisenhower, to adjourn the meeting. Upon voice vote, the motion was announced passed. The meeting adjourned at 7:54 p.m.

Frank Venturella, Chairman
Planning & Zoning Commission

Date of Approval

ATTEST:

Frank Johnson, City Clerk/Administrator