

## 1. Agenda And Items

### Documents:

02-17-26 PLANNING COMMISSION AGENDA.PDF  
ITEM 2.1 DRAFT PLANNING MINUTES 01-20-26.PDF  
ITEM 3.1 SIGN ORDINANCE.PDF  
ITEM 3.2 CONSTRUCTION SITES.PDF



# PLANNING COMMISSION AGENDA

Tuesday, February 17, 2026

7:00 PM

Otsego Prairie Center

The Planning Commission advises the City Council in matters relating to land use and development of the City. The Planning Commission participates in establishment of the Comprehensive Plan, Zoning Ordinance, Subdivision Ordinance, and other development related policies and controls. The Planning Commission also reviews development proposals, including conduct of public hearings when required by law, and makes recommendations to the City Council.

Members of the public are invited to attend in person at the Otsego Prairie Center (8899 Nashua Avenue NE) or may view the meeting on the internet via Zoom.com using the links or dial-in number below. Persons wishing to provide comments or ask questions for public hearing items must be physically present at the Otsego Prairie Center or submit written comments in advance of the Planning Commission meeting.

Join Zoom Meeting: [Join Zoom \(link\)](#)

Meeting ID: 894 1757 9117    Passcode: 251611    Dial in 1-312-626-6799

Call to Order

Roll Call

1. Announcements:
2. Consider the following Minutes:
  - 2.1 Planning Commission January 20, 2026
3. Planning Items:
  - 3.1 Zoning Ordinance; Sign Ordinance
  - 3.2 City Code; Property Maintenance, Construction Sites
4. Updates:
  - 4.1 Updates on City Council actions
  - 4.2 Updates on future Planning Commission Items

**NOTES:**

Public Hearings: The City of Otsego expects respectful participation. Speakers are to be courteous in their language and deportment, and to confine their remarks to those facts that are germane and relevant to the question or matter under discussion. Please remember that this is a public business meeting, available for viewing on the internet by members of the public, including children. Consistent with FCC rules, obscenity, and profane or indecent language will not be tolerated by the Chair. Anyone wishing to address the Commission should raise their hand. Please make your comments from the podium and identify yourself by your first and last name and your address for the record. Please limit your comments to three minutes.

Information: The Planning Commission has been provided background information for agenda items in advance by City staff. Decisions are based on this information, as well as the Comprehensive Plan, City Code, City policy and practices, input from the public and a commissioner's personal judgment.

City Council: There may be a quorum of the City Council in attendance at this meeting only for the purpose of observation and to receive information.

Mobile Devices: Please silence all cell phones and mobile devices.

Final Decision: The City Council makes all final decisions regarding land use policies, ordinances, and development applications. Please refer to information regarding City Council agendas as to when specific matters will be considered by the City Council for action.

**OTSEGO PLANNING COMMISSION MEETING  
OTSEGO PRAIRIE CENTER  
January 20, 2026  
7:00 PM**

Call to Order:

Chair Alan Offerman called the meeting to order at 7:00 p.m.

Roll Call: Chair Alan Offerman, Vice Chair Aaron Stritesky, Commissioners, Charles Foster, Laurie Jones, Tracy Kincanon, Jill Metzger, and Vern Heidner (arrived 7:11 p.m.)

Also Present: Councilmember Dunlap and Mayor Stockamp (via zoom)

Staff: City Planner Daniel Licht and Deputy Clerk Katie Kalland

1. Announcements

No announcements.

2. Consider the Following Minutes

2.1 October 20, 2025, Planning Commission Meeting

**Commissioner Metzger motioned to approve October 20, 2025, minutes as written. Commissioner seconded Foster. All in favor. Motion carried 6-0.**

3. Public Hearing Item

3.1 Foss Swim School

City Planner Licht gave the planning report.

Duane Boris, 10050 Crosstown Circle, Suite 350, Eden Prairie, applicant, was present and agreed with the planning report.

Chair Offerman opened the public hearing at 7:08 p.m.

No one from the public spoke.

Chair Offerman closed the public hearing at 7:08 p.m.

Commissioner Foster asked about parking and if the site will accommodate the need. City Planner Licht stated that the site will provide more parking than required by the zoning ordinance.

**Vice Chair Stritesky motioned to recommend approval of a preliminary plat for Great River Centre of Otsego Eighth Addition subject the 12 conditions list on the planning report dated January 14, 2026. Seconded by Commissioner Jones. Motion carried 6-0. Commissioner Heidner abstained.**

4. Zoning Ordinances; Fences

City Planner Licht gave the planning report. Commissioners agreed with the revisions for clarity.

5. Zoning Ordinances; Accessory Buildings

City Planner Licht gave the planning report. Commissioner Foster asked what would happen if a larger lot were subdivided in the future. City Planner Licht said it could be looked at on a case-by-case basis to either require removal or allow to continue as a non-conforming structure. Commissioners agreed with the revisions for clarity.

5. Updates

5.1 Updates on City Council actions

Councilmember Dunlap updated the Planning Commission on recent City Council actions.

5.2 Updates on future Planning Commission Items

City Planner Licht updated the Planning Commission on upcoming planning items.

6. Adjourn

**Commissioner Kincannon motioned to adjourn. Seconded by Commissioner Metzger. All in favor. Motion carried 7-0.**

**Adjourned at 7:31 p.m.**

*Respectfully submitted by Katie Kalland, Deputy Clerk*



3601 Thurston Avenue  
Anoka, MN 55303  
763.231.5840  
TPC@PlanningCo.com

**MEMORANDUM**

TO: Otsego Planning Commission  
FROM: D. Daniel Licht  
DATE: 12 February 2026  
RE: Otsego – Zoning Ordinance; Sign Regulations  
TPC FILE: 101.01

**BACKGROUND**

City staff has initiated a review of the Zoning Ordinance, Subdivision Ordinance, and/or City Code to address issues identified in the course of ongoing administration of the City’s development regulations and review of development applications. This memorandum forwards a comprehensive revision of Chapter 37 of the Zoning Ordinance regulating signs.

Exhibits:

- Draft ordinance

**ANALYSIS**

The adoption of sign regulations can be one of the most legally challenging topics within the Zoning Ordinance. The regulations to be adopted cannot regulate the content of signs allowed within the City to avoid conflict with First Amendment free speech protections of the United States Constitution. Essentially, if it is necessary to read the content of the sign to determine if it complies with the Zoning Ordinance the regulation is not legitimate. The regulations can only address time, place, and manner aspects of the sign.

Therefore, in order to address that a sign advertising a property for sale or lease is allowed specific signage, the regulation must state that “when a property is offered for sale or lease, the following sign is allowed”. The sign that is allowed can display whatever message is desired, but the person placing the sign must demonstrate that the property is in fact offered for sale or lease. The regulations can also distinguish the physical characteristics of signs (area, height,

and number) by zoning district or for specific land use activities, such as multiple family buildings or motor fuel facilities within certain zoning districts.

The proposed revisions to the Zoning Ordinance provisions regulating signs do not proposed to alter the number, area, height, etc. of allowed signs. Rather the proposed amendments are focuses on reorganization of the sign provisions into the following categories:

- Signs allowed without a permit
- Agricultural district signs
- Residential District signs
- Business and mixed use district signs
- Industrial district signs
- Institutional district signs
- Prohibited signs

As with the current Zoning Ordinance text, there is a section of general provisions applicable to all signs addressing characteristics such as setbacks, illumination, construction, determining area and height, etc. Important in the general provisions section is that all signs are considered to be accessory uses; no off-premises signs or billboards are allowed in Otsego and not signs other than those placed by government jurisdictions are allowed in public rights-of-way.

Planned Unit Development Districts are addressed in the sign regulations with the proposed amendment stating that the standards of the most applicable zoning district apply to a PUD District, but that these standards may be modified in accordance with Planned Unit Development procedures.

Other items City staff would like to highlight within the proposed ordinance amendments:

- Provisions for a freestanding sign for multiple family dwelling uses within residential districts is added.
- It is recommended that an allowance for a four square foot sign for residential properties with an approved home occupation be provided. City staff believes that this sign will aid in identification of the home business and reduce traffic within a neighborhood setting.
- The allowances for wall signs have been revised for business, mixed use, and industrial districts. The current zoning ordinance allows all wall signs to have a total area of 15 percent of the area of building elevations facing streets. City staff is proposing to revise the provisions to allow wall signs on any building elevation not facing an abutting residential district up to 15 percent of the wall area. This will allow businesses greater flexibility to locate signs where they believe they will be most effective. This change is consistent with the sign allowances the City granted for the Otsego Waterfront, Otsego Waterfront East, and Great River Centre of Otsego Planned Unit Development Districts.

- The allowed area of individual wall signs for industrial buildings larger than 100,000 square feet is proposed to be increased from 100 square feet to 200 square feet. This would be the same area allowed for any industrial building within the defined Freeway Sign Corridor. The intent of the change is to allow the area of wall signs to be congruent to the scale of the larger building.
- Use of electronic changeable displays remains limited to uses within the INS, Institutional District. Existing uses within this district include City facilities, ISD 728 schools, Kaleidoscope Charter School, and religious institutions.
- Off-premises signs, including billboards, remain prohibited as noted above.

## **CONCLUSION**

City staff is presenting the proposed amendments to the sign regulations within the Zoning Ordinance for discussion by the Planning Commission at their meeting on 17 February 2026. City staff is looking for comments and questions regarding the proposed amendments and direction for any changes. Pending the Planning Commission discussion, the City would proceed to formally consider the amendments at a public hearing to be noticed for a future meeting.

- c. Adam Flaherty, City Administrator/Finance Director  
Audra Etzel, City Clerk  
David Kendall, City Attorney

**CITY OF OTSEGO  
COUNTY OF WRIGHT  
STATE OF MINNESOTA**

**ORDINANCE NO: 2026-XX**

**ORDINANCE AMENDING THE ZONING ORDINANCE REGARDING SIGNS:**

THE CITY COUNCIL OF THE CITY OF OTSEGO DOES HEREBY ORDAIN:

**Section 1.** Title 11, Chapter 37 of the City Code (Zoning Ordinance – Signs) is hereby repealed in its entirety and amended to read as follows:

**CHAPTER 37  
SIGNS**

**SECTION:**

- 11-37-1: Findings, Purpose, and Effect
- 11-37-2: Permit Required
- 11-37-3: General Provisions
- 11-37-4: Signs Allowed Without Permit
- 11-37-5: Agricultural District Signs
- 11-37-6: Residential District Signs
- 11-37-7: Business and Mix Use District Signs
- 11-37-8: Industrial District Signs
- 11-37-9: Institutional District Signs
- 11-37-10: Planned Unit Development Signs
- 11-37-11: Prohibited Signs

**11-37-1: FINDINGS, PURPOSE, AND EFFECT:**

A. Findings: The City Council hereby finds as follows:

1. Exterior signs have a substantial impact on the character and quality of the environment.
2. Signs provide an important medium through which individuals may convey a variety of messages.
3. Signs can create traffic hazards, aesthetic concerns and detriments to property values, thereby threatening the public health, safety and welfare.
4. This Code has included the regulation of signs in an effort to provide adequate means of expression and to promote the economic viability of the business community, while protecting the City and its citizens from a proliferation of signs of a type, size, location and character that would adversely impact the aesthetics of the community and threaten the health, safety and welfare of the community. The regulation of physical characteristics of

signs within the City has had a positive impact on traffic safety and the overall appearance of the community.

- B. Purpose And Intent: It is not the purpose or intent of this chapter to regulate the message displayed on any sign; nor is it the purpose or intent of this chapter to regulate any building design or any display not defined as a sign, or any sign which cannot be viewed from outside a building. The purpose and intent of this chapter is to:
1. Regulate the number, location, size, type, illumination and other physical characteristics of signs within the City in order to promote the public health, safety, and welfare.
  2. Maintain, enhance and improve the aesthetic environment of the City by preventing visual clutter that is harmful to the appearance of the community.
  3. Improve the visual appearance of the City, while providing for effective means of communication, consistent with constitutional guarantees and the City's goals of public safety and aesthetics.
  4. Provide for fair and consistent enforcement of the sign regulations set forth herein under the zoning authority of the City.
- C. Effect: A sign may be erected, mounted, displayed or maintained in the City if it is in conformance with the provisions of this chapter. The effect of this chapter, as more specifically set forth herein, is to:
1. Allow a wide variety of sign types in commercial zones and a more limited variety of signs in other zones, subject to the standards set forth in this chapter.
  2. Allow certain small, unobtrusive signs incidental to the principal use of a site in all zoning districts, subject to the standards set forth in this chapter.
  3. Prohibit signs whose location, size, type, illumination or other physical characteristics negatively affect the environment and where the communication can be accomplished by means having a lesser impact on the environment and the public health, safety and welfare.
  4. Provide for the administration and enforcement of the provisions of this chapter.

**11-37-2: PERMIT REQUIRED:**

- A. No sign shall be erected or existing sign structure expanded without first securing an administrative permit in accordance with Chapter 8 of this title from the City, except when changing only the copy of the sign without altering the area, height or location of the sign as provided for by section 11-37-2.C of this chapter or as allowed by Section 11-37-4 of this chapter.
- B. Application for a permit shall include the following additional information unless waived by the Zoning Administrator:

1. Type, area, and height of sign (e.g., wall or freestanding sign).
  2. A site plan to scale showing the location of lot lines, easements, structures, buildings, parking areas, existing and proposed freestanding signs, and any other physical features.
  3. Plans, location, and specifications and method of construction and attachment to the buildings for existing and proposed wall signs.
  4. Copy of stress sheets and calculations showing that the structure is designed for dead load and wind pressure in any direction in the amount required by this and all other laws and ordinances of the City.
  5. Any electrical permit required and issued for the sign.
  6. A detailed description of any electronic or electrical components that are proposed to be added to the sign.
  7. Other information to demonstrate compliance with this and all other ordinances of the City.
- C. The owner of any sign that is otherwise allowed by this chapter may substitute noncommercial copy in lieu of any other commercial or noncommercial copy. This substitution of copy may be made without any additional approval or permitting. The purpose of this provision is to prevent any inadvertent favoring of commercial speech over noncommercial speech, or favoring of any particular noncommercial message over any other noncommercial message. This provision prevails over any more specific provision to the contrary.

**11-37-3: GENERAL PROVISIONS:** The construction and placement of all signs shall be subject to the following provisions:

- A. Accessory Structures. All signs shall be accessory structures.
- B. Right-of-Way. No signs, other than those of governmental jurisdictions, shall be permitted within public rights-of-way or roadway easements.
- C. Minimum Setback:
  1. No sign or sign structure, unless otherwise regulated by this chapter, shall be closer to any lot line than ten feet (10').
  2. No sign shall be located within the visibility triangle required by section 11-16-4 of this title
- D. Easements. No sign shall be placed within any drainage or utility easement.
- E. Natural Features. No signs, guys, stays or attachments shall be erected, placed or maintained on

rocks, fences, or trees, nor interfere with any electric light, power, telephone or telegraph wires or the supports thereof, with the exception of signs necessary for security, or to preserve public safety, as determined by the City Council.

F. Obstructions. No sign shall be permitted to obstruct any window, door, fire escape, stairway or opening intended to provide light, air, ingress or egress of any building or structure.

G. Approval Required:

1. No sign shall be attached or be allowed to hang from any building until all necessary wall and roof attachments have been approved by the Building Official.
2. The installation of electrical signs shall be subject to the State Electrical Code and all electrical service to such sign shall be underground.

H. Area Calculation:

1. The area within the frame of a sign shall be used to calculate the square footage except that the width of a frame exceeding twelve inches (12") shall constitute sign face, and if such letters or graphics be mounted directly on a wall or fascia or in such way as to be without a frame the dimensions for calculating the square footage shall be the area in a plane figure bounded by straight lines connecting the outermost points thereof. Each surface utilized to display a message or to attract attention shall be measured as a separate sign and shall be calculated in the overall square footage.
2. A freestanding sign or sign structure constructed so that the faces are not back to back, shall not have an angle separating the faces exceeding twenty degrees (20°) unless the total area of both sides added together does not exceed the maximum allowable sign area for that district.

I. Height:

1. The top of a wall sign, including its structure, if any, shall be no higher than the roof of the building to which such sign may be attached.
2. Freestanding Signs:
  - a. The height of the sign shall be measured from the ground at the base to the highest-most part of the structure.
  - b. Within commercial, industrial, or institutional districts, properties with an elevation below that of the centerline of the adjacent street, measured at the closest distance between the sign location and centerline of the street, the height of a freestanding sign may increase to be not more than the allowed height of a freestanding sign within the applicable district above the centerline elevation of the street with a total height not to exceed more than ten feet (10') above the maximum height of the applicable district.

- J. Materials: All exterior mounted signs shall be constructed of high quality materials, durable and resistant to fading, cracking, chipping, peeling, or other forms of extreme wear; signs shall not be applied with paint directly onto the exterior surface of a building.
- K. Illumination:
1. Illuminated signs shall comply with section 11-16-6 of this title and shall be shielded to prevent lights from being directed onto residential property, or at oncoming traffic in such brilliance that it impairs the vision of the driver. Nor shall such signs interfere with or obscure an official traffic sign or signal. This includes indoor signs which are visible from public streets and highways.
  2. No sign may be illuminated in any way so as to exceed a maximum intensity of five thousand (5,000) nits during daylight hours or five hundred (500) nits from sunset to sunrise measured at the sign face at maximum brightness.
  3. Signs using fluorescent, neon or incandescent light sources shall not exceed twelve (12) watts per square foot of sign surface area.
  4. All signs installed after October 22, 2012, shall be equipped with a mechanism that automatically adjusts the brightness to ambient lighting conditions to conform to the requirements of this chapter.
  5. The owner of any illuminated sign shall provide certification as to compliance with this section to the City upon request by the Zoning Administrator.
- L. Projecting Signs. Projecting signs may be allowed in commercial districts provided that:
1. The sign shall not project more than five feet (5') beyond the wall to which it is mounted, may not project over any vehicular drive aisle or traveled portion of a public or private street and project over a public right-of-way.
  2. There shall be a minimum of eight feet (8') of clearance under the base of the sign to the ground below.
  3. The area of the projecting sign shall not exceed twenty four (24) square feet.
- M. Freeway Sign Corridor. The boundaries of a freeway sign corridor for uses within business, mixed use, and industrial districts regulated by sections 11-37-7 and 11-37-8 of this chapter shall be defined as follows:
1. I-94 Corridor. Those properties, or portions thereof, located within two thousand six hundred forty feet (2,640') of the I-94 right-of-way.
  2. TH 101 Corridor. Those properties, or portions thereof, meeting at least one (1) of the following criteria:

- a. Located within six hundred sixty feet (660') of the right-of-way for TH 101, between the rights-of-way of Quaday Avenue and TH 101, or between the rights-of-way of Queens Avenue and TH 101, whichever is most restrictive.
- b. Those properties abutting the east right-of-way line of Queens Avenue between 53rd Street (CSAH 36) and 70th Street (CSAH 37).
- c. Those properties developed with convenience food, hotel, motor fuel and restaurant uses located between the rights-of-way of Parrish Avenue (CSAH 42), River Road (CSAH 42), and Quaday Avenue west of TH 101, or located between the rights-of-way of River Road (CSAH 42) and Queens Avenue east of TH 101.

**11-37-4: SIGNS ALLOWED WITHOUT A PERMIT:** The following signs may be installed and displayed upon a property without issuance of a sign permit in addition to the signs allowed by zoning district in accordance with this chapter:

- A. General Signs. One (1) sign not to exceed sixteen (16) square feet and a height of eight feet (8').
- B. Address Signs. One (1) wall sign upon an elevation of the building facing the street from which the property is addressed as required by Title 9, Chapter 8 of this code.
- C. Election Period Signs. All noncommercial signs of any area or in any number may be displayed from August 1 until ten (10) days following the Tuesday after the first Monday of November of each year.
- D. Window Signs. Window signs shall be allowed subject to the sign area allowances of the respective zoning districts; sign(s) shall not exceed twenty five percent (25%) of the total area of the window in which they are displayed.
- E. Public Signs. Any signs in the public interest erected by, or on the order of public jurisdictions in the performance of their public duty, such as directional signs, regulatory signs, warning signs, informational signs, whether or not such signs are in the public rights-of- way.
- F. Utilities. All warning signs posted by public utilities including, but not limited to, electric, natural gas, telephone, cable, or fiber.
- G. Real Estate. The following signs may be displayed when a single property is being offered for sale or lease:
  - 1. Residential Districts. One (1) freestanding sign not to exceed twelve (12) square feet in area and a height of six feet (6') shall be allowed in each yard abutting a public right-of-way.
  - 2. Other Districts. Two (2) signs not to exceed thirty two (32) square feet in area, erected up to a height of eight feet (8') when freestanding, for each yard abutting a public street.

H. Land Development. The following signs shall be allowed temporarily upon approval of a preliminary plat for a subdivision having not less than three (3) lots or approval of site and building plans, a conditional use permit, or an interim use permit for development of one (1) commercial, industrial, or institutional use provided that:

1. One (1) sign shall be allowed per project or subdivision or one (1) sign for each frontage to a collector or arterial street, whichever is greater.
2. The sign area not exceed sixty four (64) square feet.
3. The height of the sign shall not exceed eight feet (8') if free standing.
4. The following additional signs shall be allowed to be displayed on residential properties used as model homes as provided for by Chapter 20 of this title:
  - a. One (1) freestanding sign shall be allowed.
  - b. The sign area shall not to exceed thirty two (32) square feet.
  - c. The height of the sign shall not exceed eight feet (8').
  - d. Not more than three (3) flags with a maximum area of sixteen (16) square feet per face per flag and maximum height of twenty four feet (24') shall be allowed upon lots within the subdivision.
5. The signs allowed by this section 11-37-4.H shall only be displayed for the following duration, unless extended by the Zoning Administrator:
  - a. Subdivisions. A period not to exceed three (3) years from the date of approval of the most recent final plat of a preliminary plat or until a building permit has been issued for one hundred percent (100%) of the lots within a final plat or subsequent phases of the same preliminary plat of a subdivision, whichever occurs first.
  - b. Commercial, Industrial, or Institutional Uses. A period not to exceed two (2) years from the date of approval required by this title or until a certificate of occupancy has been issued for the principal building for the use, whichever occurs first.

**11-37-5: AGRICULTURE DISTRICT SIGNS.** In addition to the signs allowed by section 11-37-4 of this chapter, the following signs are allowed within agriculture zoning districts established by chapter 50 of this title:

- A. One (1) wall or freestanding sign is allowed, provided, that:
1. The sign area shall not exceed sixty four (64) square feet.
  2. The maximum height of a freestanding sign shall not exceed eight feet (8').

- B. Forestry, nursery, greenhouse, tree farm, and farm winery uses shall be allowed the following signs:
  - 1. Wall Signs:
    - a. One (1) wall sign is allowed.
    - b. The sign area shall not exceed one hundred (100) square feet.
  - 2. Freestanding Signs:
    - a. One (1) freestanding sign is allowed.
    - b. The sign area shall not exceed one hundred (100) square feet, except that within the freeway sign corridor established by section 11-37-3.M of this chapter the sign area shall not exceed two hundred (200) square feet.
    - c. The height of the sign shall not exceed twenty feet (20'), except that within the freeway sign corridor established by section 11-37-3.M of this chapter, the height of the sign shall not exceed fifty feet (50').
  - 3. One (1) additional sign shall be allowed in addition to the signs allowed by sections 11-37-5.A and 11-37-5.B of this section, subject to the following provisions:
    - a. The sign area shall not exceed thirty two (32) square feet.
    - b. The height of the sign shall not exceed eight feet (8') if freestanding.
    - c. The sign shall be displayed for not more than thirty (30) days within one (1) calendar year, except by interim use permit.
- C. Subdivisions. One (1) freestanding sign shall be allowed at each intersection of a collector or arterial street for a subdivision having three (3) or more lots or a lot having three (3) or more principal buildings, provided that:
  - 1. The sign area shall not exceed thirty two (32) square feet.
  - 2. The height of the sign shall not exceed eight feet (8').

**11-37-6: RESIDENTIAL DISTRICT SIGNS.** In addition to the signs allowed by section 11-37-4 of this chapter, the following signs are allowed within residential zoning districts established by Chapter 50 of this title:

- A. Properties With Multiple Family Dwellings:
  - 1. Wall Signs:

- a. Wall signs may be located on any elevation of a principal building except that facing a side or rear lot line abutting a residential district.
  - b. The total area of wall signs displayed on a single building elevation shall not exceed fifteen percent (15%) of the area of said building elevation.
  - c. The area of an individual sign shall not exceed one hundred (100) square feet.
2. Freestanding Signs:
- a. One (1) freestanding sign shall be allowed.
  - b. The sign area shall not exceed sixty four (64) square feet.
  - c. The height of the sign shall not exceed fifteen feet (15').
- B. Home Occupations. A property with a home occupation as allowed by chapter 28 of this chapter shall be allowed one (2) sign, subject to the following:
- 1. The sign area shall not exceed four (4) square feet.
  - 2. The height of the sign shall not exceed six feet (6') if free standing.
- C. Subdivisions. One (1) freestanding sign shall be allowed at each intersection of a collector or arterial street for a subdivision having three (3) or more lots or a lot having three (3) or more principal buildings, provided that:
- 1. The sign area shall not exceed thirty two (32) square feet.
  - 2. The height of the sign shall not exceed eight feet (8').

**11-37-7: BUSINESS AND MIXED USE DISTRICT SIGNS.** In addition to the signs allowed by section 11-37-4 of this chapter, the following signs are allowed within business and mixed use zoning districts established by Chapter 50 of this title:

- A. Wall Signs:
- 1. Wall signs may be located on any elevation of a principal building except that facing a side or rear lot line abutting a residential district.
  - 2. The total area of wall signs displayed on a single building elevation shall not exceed fifteen percent (15%) of the area of said building elevation.
  - 3. The area of an individual sign shall not exceed one hundred (100) square feet; within the freeway sign corridor established by section 11-37-3.M of this chapter or buildings with a floor area larger than one hundred thousand (100,000) square feet the sign area shall not exceed two hundred (200) square feet.

B. Freestanding Signs:

1. One (1) freestanding sign shall be allowed per property, except as may be allowed by this chapter.
2. The sign area shall not exceed one hundred (100) square feet; within the freeway sign corridor established by section 11-37-3.M of this chapter the sign area shall not exceed two hundred (200) square feet.
3. The height of the sign shall not exceed twenty feet (20'); within the freeway sign corridor established by section 11-37-3.M of this chapter the height of the sign shall not exceed fifty feet (50').

C. Abutting Collector/Arterial Streets. One (1) additional freestanding sign shall be allowed for properties abutting an arterial or collector street, but to which there is no driveway access, subject to the following:

1. The sign shall be located in a yard abutting the street to which the lot has access.
2. The sign area shall not exceed sixty four (64) square feet.
3. The height of the sign shall not exceed fifteen feet (15').

D. Abutting Properties. Separate commercial uses on abutting properties with a common lot line may locate one (1) shared freestanding sign in lieu of the individual freestanding signs allowed by section 11-37-7.B of this chapter, provided that:

1. One (1) freestanding sign shall be allowed, except as may be allowed by this chapter.
2. The sign area shall not exceed two hundred (200) square feet; within the freeway corridor district the sign area shall not exceed two hundred (400) square feet.
3. The height of the sign shall not exceed thirty feet (30'); within the freeway corridor district, the height of the sign shall not exceed sixty feet (60').
4. An agreement addressing construction, maintenance, and repair responsibilities and access rights is established and filed with the Wright County Recorder against the titles of the two (2) properties involved in the collocated freestanding sign prior to issuance of a sign permit. Amendment or cancellation of the agreement shall be allowed only upon written approval by the Zoning Administrator.

E. Motor Fuel Facilities: Signs for motor fuel facilities shall allowed the following additional signs:

1. Within a freestanding sign, an additional area not to exceed twenty four (24) square feet shall be allowed for continuous display (no flashing, scrolling, or other animation) of electronic or nonelectronic changeable copy identifying current fuel prices in accordance

with Minnesota state statutes section 239.751.

2. Canopy. One (1) wall sign not to exceed four eight (48) square feet shall be allowed on canopy elevations not facing a residential district.
- F. Subdivisions. One (1) freestanding sign shall be allowed at each intersection of a collector or arterial street for a subdivision having three (3) or more lots or a lot having three (3) or more principal buildings, provided that:
1. The sign area shall not exceed two hundred (200) square feet.
  2. The height of the sign shall not exceed fifteen feet (15').
  3. An association or other form of deed restriction and ownership deemed acceptable by the City Attorney involving all the properties within the designated area assigning responsibility for perpetual maintenance and all costs associated with the sign(s) shall be required and recorded with each property.
- G. Temporary Signs. One (1) sign shall be allowed upon a property on a temporary basis subject to the following provisions:
1. The sign area shall not exceed thirty two (32) square feet.
  2. The sign height shall not exceed eight feet (8') if freestanding.
  3. The sign shall be displayed for not more than thirty (30) days within one (1) calendar year, except by interim use permit.

**11-37-8: INDUSTRIAL DISTRICT SIGNS.** In addition to the signs allowed by section 11-37-4 of this chapter, the following signs are allowed within industrial zoning districts established by Chapter 50 of this title:

- A. Wall Signs:
1. Wall signs may be located on any elevation of a principal building except that facing a side or rear lot line abutting a residential district.
  2. The total area of wall signs displayed on a single building elevation shall not exceed fifteen percent (15%) of the area of said building elevation.
  3. The area of an individual sign shall not exceed one hundred (100) square feet; within the freeway sign corridor established by section 11-37-3.M of this chapter the sign area shall not exceed two hundred (200) square feet.
- B. Freestanding Signs:
1. One (1) freestanding sign shall be allowed per property, except as may be allowed by this

chapter.

2. The sign area shall not exceed one hundred (100) square feet; within the freeway sign corridor established by section 11-37-3.M of this chapter the sign area shall not exceed two hundred (200) square feet.
  3. The height of the sign shall not exceed twenty feet (20'); within the freeway sign corridor established by section 11-37-3.M of this chapter the height of the sign shall not exceed fifty feet (50').
- C. Abutting Collector/Arterial Streets. One (1) additional freestanding sign shall be allowed for properties abutting an arterial or collector street, but to which there is no driveway access, subject to the following:
1. The sign shall be located in a yard abutting the street to which the lot has access.
  2. The sign area shall not exceed sixty four (64) square feet.
  3. The height of the sign shall not exceed fifteen feet (15').
- D. Abutting Properties. Separate commercial uses on abutting properties with a common lot line may locate one (1) shared freestanding sign in lieu of the individual freestanding signs allowed by section 11-37-8.B of this chapter, provided that:
1. One (1) freestanding sign shall be allowed, except as may be allowed by this chapter.
  2. The sign area shall not exceed two hundred (200) square feet; within the freeway corridor district the sign area shall not exceed two hundred (400) square feet.
  3. The height of the sign shall not exceed thirty feet (30'); within the freeway corridor district, the height of the sign shall not exceed sixty feet (60').
  4. An agreement addressing construction, maintenance, and repair responsibilities and access rights is established and filed with the Wright County Recorder against the titles of the two (2) properties involved in the collocated freestanding sign prior to issuance of a sign permit. Amendment or cancellation of the agreement shall be allowed only upon written approval by the Zoning Administrator.
- E. Motor Fuel Facilities: Signs for motor fuel facilities shall allowed the following additional signs:
1. Within a freestanding sign, an additional area not to exceed twenty four (24) square feet shall be allowed for continuous display (no flashing, scrolling, or other animation) of electronic or nonelectronic changeable copy identifying current fuel prices in accordance with Minnesota state statutes section 239.751.
  2. Canopy. One (1) wall sign not to exceed four eight (48) square feet shall be allowed on canopy elevations not facing a residential district.

F. Subdivisions. One (1) freestanding sign shall be allowed at each intersection of a collector or arterial street for a subdivision having three (3) or more lots or a lot having three (3) or more principal buildings, provided that:

1. The sign area shall not exceed two hundred (200) square feet.
2. The height of the sign shall not exceed fifteen feet (15').
3. An association or other form of deed restriction and ownership deemed acceptable by the City Attorney involving all the properties within the designated area assigning responsibility for perpetual maintenance and all costs associated with the sign(s) shall be required and recorded with each property.

G. Temporary Signs. One (1) sign shall be allowed upon a property on a temporary basis subject to the following provisions:

1. The sign area shall not exceed thirty two (32) square feet.
2. The sign height shall not exceed eight feet (8') if freestanding.
3. The sign shall be displayed for not more than thirty (30) days within one (1) calendar year, except by interim use permit.

**11-37-10: INSTITUTIONAL DISTRICT SIGNS.** In addition to the signs allowed by section 11-37-4 of this chapter, the following signs are allowed within the INS, Institutional District:

A. Wall Signs:

1. Wall signs may be located on any elevation of a principal building.
2. There shall be no limit as to the area of wall signs.

B. Freestanding Signs:

1. One (1) freestanding sign shall be allowed per for each yard abutting a public street to which the property has access.
2. Sign Area:
  - a. The sign area shall not exceed one hundred (100) square feet.
  - b. The freestanding sign may include electronic changeable copy, provided that:
    - (1) Operation: The operation of the electronic sign shall require issuance of a license pursuant to title 4, chapter 11 of this code.

(2) Location:

- (a) The sign shall be displayed only in a yard abutting an arterial, residential collector, or commercial/industrial collector street as defined by the Comprehensive Plan.
- (b) The sign shall be set back a minimum of fifty feet (50') from any side or rear lot line abutting a residential district.

(3) Sign Structure:

- (a) The electronic display shall be incorporated as part of the freestanding sign allowed by subsection 11-37-10.B.1 and 2 of this section.
- (b) The sign, including the electronic display, shall be a monument structure constructed with a base constructed of brick, stone, or decorative masonry equal to at least 40 percent of the sign area extending horizontally for a minimum of the entire width of the sign face, but shall not be counted toward the sign area and shall not contain any sign copy.

3. The height of the sign shall not exceed twenty feet (20').

E. Temporary Signs. One (1) sign shall be allowed upon a property on a temporary basis subject to the following provisions:

- 1. The sign area shall not exceed thirty two (32) square feet.
- 2. The sign height shall not exceed eight feet (8') if freestanding.
- 3. The sign shall be displayed for not more than twenty one (21) days within one (1) calendar year, except by interim use permit.

**11-37-11: PLANNED UNIT DEVELOPMENT SIGNS.** Signs allowed within a PUD, Planned Unit Development District shall be those of the most closely related conventional zoning district being considered presumptively appropriate, but may be departed from through approval of a PUD District ordinance or PUD Development Stage Plan as provided for by Chapter 36 of this title.

**11-37-12: PROHIBITED SIGNS:** The following signs are prohibited and shall not be installed or displayed upon any property:

A. Any sign, signal, marking or device that purports to be or is an imitation of or resembles any official traffic control device or railroad sign or signal, or emergency vehicle signs, or which attempts to direct the movement of traffic or which hides from view or interferes with the effectiveness of any official traffic control device or any railroad sign or signal unless required by this chapter or this Code.

- B. All signs over two hundred (200) square feet in area, except within the INS District.
- C. Off premises signs.
- D. Balloon signs.
- E. Content classified as "obscene" as defined by Minnesota Statutes section 617.241.
- F. Dynamic display signs, including but not limited to electronic changeable copy, electronic graphic display, and/or video display signs except as specifically allowed by this chapter.
- G. Flashing signs.
- H. Motion signs.
- I. Multivision signs.
- J. Roof signs.
- K. Rotating signs.
- L. Shimmering signs.
- M. Signs painted, attached or in any other manner affixed to trees or similar natural surfaces, or attached to utility poles, bridges, towers, or similar public structures.
- N. Portable signs including signs on or attached to equipment such as vehicles, semi-truck trailers, or other portable trailers where signing is a principal use of the equipment on either a temporary or permanent basis.
- O. Any sign within public rights-of-way except those signs installed at the direction of the Minnesota Department of Transportation, Wright County, or the City of Otsego.

**Section 2.** This Ordinance shall become effective immediately upon its passage and publication.

(Remainder of page intentionally blank signatures follow)

**ADOPTED** by the Otsego City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

**MOTION BY:**  
**SECONDED BY:**  
**IN FAVOR:**  
**OPPOSED:**

**CITY OF OTSEGO**

\_\_\_\_\_  
Jessica L. Stockamp, Mayor

ATTEST:

\_\_\_\_\_  
Audra Etzel, City Clerk



3601 Thurston Avenue  
Anoka, MN 55303  
763.231.5840  
TPC@PlanningCo.com

**MEMORANDUM**

TO: Otsego Planning Commission  
FROM: D. Daniel Licht  
DATE: 12 February 2026  
RE: Otsego – City Code; Construction Sites  
TPC FILE: 101.01

**BACKGROUND**

City staff has been prompted to review regulations for construction sites, including residential plats and single family lots. Existing regulations adopted as part of the City Code and Engineering Manual address a range of property maintenance and public nuisance issues.

Allowed construction can be understood to be in violation of these regulations or the regulations are written too constrictively to allow common activities. Application and interpretation of the City Code is at the discretion of the City and the City Council appoints City staff to administer its provisions. For development and construction, responsibility for administration of the City Code is assigned to the Zoning Administrator, City Engineer, and Building Official.

City staff has drafted of proposed amendment language to various sections of the City Code. The proposed amendments primarily provide clarification as to the existing of the City Code as interpreted by City staff. The review of these sections and proposed amendments, therefore, provides the Planning Commission and City Council the opportunity to consider if the existing practices reflect desired City standards. The proposed amendments are attached to this memorandum with text to be deleted ~~stricken~~ and added text double underlined.

The proposed amendments have been reviewed by the City Council Administrative Subcommittee at their meeting on 11 February 2026 and recommends approval. The Planning Commission will consider the proposed amendments at its meeting on 17 February 2026. The Public Works Subcommittee will consider the proposed amendments, as well as the recommendations of the Administrative Subcommittee and Planning Commission, at their meeting on 18 February 2026.

A public hearing is not required to be held by the Planning Commission to consider amendments to Title 1 through Title 10 of the City Code (or Engineering Manual and no public hearing has been noticed. The Planning Commission may elect to hold a public hearing at a future meeting or persons wishing to comment may submit written comments prior to City Council consideration of the proposed amendments.

Exhibits:

- Construction Hours Survey
- Draft Ordinance amending the City Code
- Draft Resolution amending the Engineering Manual

## **ANALYSIS**

**Construction Sites.** The primary impetus for review of these regulations is application to construction sites. City staff considers a construction site to be the area within a plat where grading or street and utility construction is occurring and construction of buildings upon individual lots or a group of lots within a plat. Language is proposed to be added to several sections of the City Code to clarify and define a construction site for the purpose of applying the regulations or exceptions thereof.

**Public Nuisances.** Section 5-1-5.G of the City Code outlines situations of outdoor storage constituting a hazard to public health and safety. Included in this list includes various construction materials. The intent of the provision is to address long-term problems. Active construction sites for which these materials are being utilized towards completion of site work ultimately resolving any issue are address by the clause in the existing text of "...awaiting use and stored for a reasonable time...". City staff proposes to add an additional clause stating that the reasonable time is determined at the discretion of the Zoning Administrator.

**Property Maintenance.** Provisions regarding maintenance of developed and undeveloped properties was expanded upon during the Great Recession to address widespread vacant lots and outlots within residential subdivisions. The provisions provided that vacant lots or outlots less than one acre were allowed to keep vegetation maintained to a height not to exceed 12 inches. Lots or an outlot(s) with a combined area of one acre or more have no limit as to the maximum height of vegetation. All undeveloped properties are required to be maintained to prevent growth of noxious weeds, which are those plants specifically defined by the State as public nuisances. The proposed changes to this section include specifying that an undeveloped lot or outlot does not have a principal use constructed on it and elimination of a maintenance requirement for the area abutting developed lots. The latter change is based on the regular occurrence of developed lots abutting outlots typically owned by the City that encompass wetlands, wetland buffers, or storm basins that are not maintenance except for noxious weeds.

**Construction Maintenance.** Section 5-1-5.M of the City Code establishes provisions for construction site maintenance. These provisions are proposed to be relocated to Title 9, Chapter 1 of the City Code to be included with other building related provisions.

The construction maintenance provisions are also to be revised to specify that outdoor storage of construction materials being used may be stored outside. Materials would include lumber, siding, roofing, dirt, rocks, sand, gravel etc. The principal requirement for having these materials stored outside is that erosion control as required by Title 6, Chapter 9 of the City Code is provided, which is subject to approval by the City Engineer.

**Construction Days/Hours.** The City, through the City Code and Engineering Manual, establishes limits on the days and hours for construction activity. The regulations are organized around land development activities, new building construction, and modification or repair of existing buildings. The intent of the regulations is to ensure that construction activity, whether new development or within established neighborhoods, occurs in a manner compatible with surrounding properties. City staff surveyed surrounding cities regarding regulation of construction hours and found Otsego’s to be generally more restrictive and no change is recommended to the allowed construction hours.

	City Code Building Permit		Engineering Manual Land Development
	New Home	Existing Home	
Monday-Friday	7:00AM – 7:00PM	7:00AM – 10:00PM	7:00AM – 7:00PM
Saturday	8:00AM – 5:00PM	7:00AM – 10:00PM	8:00AM – 5:00PM
Sunday	Not Allowed	8:00AM – 10:00PM	Not Allowed
Holidays	No Work Any Federal Holiday	--	--

The City Code currently states that new construction is not allowed on Federal Holidays, which would include any such designated holiday. While City government generally does not have operations on these dates, the private sector may typically work on certain of these dates. The surrounding cities of Albertville, Dayton, Elk River, Monticello, Rogers, and St. Michael were contacted and found that none prohibit work on federal holidays. In order to provide greater clarity regarding construction on holidays, and to resolve to some extent the issue with enforcement, City staff recommending amendments to the City Code and Engineering Manual to prohibit work on fewer specific Federal holidays as follows:

Current Holidays	Proposed Holidays
New Year's Day	New Year's Day
Martin Luther King, Jr. Day	Memorial Day
Presidents Day	Independence Day
Memorial Day	Labor Day
Independence Day	Thanksgiving Day
Labor Day	Christmas Day
Indigenous Peoples Day	
Thanksgiving Day	
Christmas Day	

When the City is not open for operations, Building Department staff are not available for inspections. City staff is also not available to respond to complaints. Wright County Sheriff's Office has been contacted with complaints in the past regarding construction activity, which to respond would require diverting resources away from their typical duties. The proposed changes to allowed holiday work minimizes dependence on the Wright County Sheriff's Office for this purpose.

**Sidewalks.** Section 10-8-5.D of the Subdivision Ordinance outlines design standards for installation of sidewalks and trails within new plats.

*D. Sidewalks And Trails:*

- 1. Pedestrian Movement: The subdivider shall provide for adequate pedestrian movement within the subdivision, along the subdivision, and to adjoining property which shall be provided in compliance with the Comprehensive Plan, policies established by the City Council, and this section.*
- 2. Sidewalks:*
  - a. Concrete sidewalks shall be constructed along one side of all local residential streets.*
  - b. Concrete sidewalks shall be constructed along both sides of residential minor collector streets and commercial/industrial/institutional streets, except where a trail is determined to be required by the City.*
  - c. A sidewalk shall not be required along cul-de-sac streets unless necessary to provide access to a public park, open space, or other sidewalk or trail.*
- 3. Trails: Trails shall be constructed along collector streets, arterial streets, and other roadways as designated by the Comprehensive Plan.*
- 4. Compliance: Construction of sidewalks or trails shall be in compliance with the specifications established by the Engineering Manual, subject to approval of the City Engineer.*

Section 10-5-8.D.2.a of the Subdivision Ordinance states that a sidewalk is required along one side of all local residential streets. Section 10-5-8.D.2.c of the Subdivision Ordinance modifies this provision exempting cul-de-sac streets from providing a sidewalk on one side unless necessary to provide a connection to a destination or other sidewalk and trail.

Since this provision was adopted on 14 October 2002, the City has only required a sidewalk to be constructed along a cul-de-sac street when connecting directly to a designation such as a public park or school or a connection to a trail along a major collector or arterial street. The City has not required a sidewalk along a cul-de-sac street to provide a through connection between blocks to another local residential street.

City staff is proposing to add a clause that sidewalks are only to be required on cul-de-sac streets when determined necessary “by the City Council” as part of the subdivision review process for clarity.

### **RECOMMENDATION**

City staff recommends approval of the proposed amendments of the City Code and Engineering Manual as presented. The proposed amendments provide clarify as to the interpretation of existing practices concerning land development actives. The existing regulations, as well as the proposed amendments, are consistent with the purpose to balance the interests of residents within developing areas and the businesses working to complete projects in a timely and efficient manner.

### **POSSIBLE ACTIONS**

- A. Motion to recommend City Council approval of amendments to the City Code and Engineering Manual concerning construction activities.
- B. Motion to table.
- c. Adam Flaherty, City Administrator/Finance Director  
Audra Etzel, City Clerk  
Ron Wagner, City Engineer  
Kevin Lamson, Streets Supervisor  
Jason Coombe, Building Official  
David Kendall, City Attorney

City	Hours	Days	Notes
Albertville	7 to 7	M-Fri.	No Sunday
	8 to 6	Saturday	
	7 to sunset		Homeowners
Cannon Falls	7 to 6	M-Sat.	No Sunday
Dayton	7 to 7	M-Fri.	
	8 to 4	Sat. & Sun.	Includes Holidays
Elk River	6 to 8	M-Fri.	
	8 to 5	Saturday	No Sunday
Maple Grove	7 to 9	M-Fri.	
	8 to 9	Sat. & Sun.	
Monticello	7 to 10	Every Day	
Oak Park Heights	7 to 10	M- Sat.	No Sunday
Red Wing	7 to 10	Every Day	
Rogers	7 to 9	Every Day	
St. Michael	7 to 7	M-Fri.	
	8 to 6	Saturday	
Woodbury	6 to 10	Every Day	Any/All noise

CITY OF OTSEGO  
COUNTY OF WRIGHT  
STATE OF MINNESOTA

ORDINANCE NO.: 2026-XX

ORDINANCE AMENDING THE CITY CODE REGARDING CONSTRUCTION SITES.

THE CITY COUNCIL OF THE CITY OF OTSEGO DOES HEREBY ORDAIN:

**Section 1.** Section 5-1-5.G of the City Code (Health, Sanitation and Environment – Public Nuisances) is hereby amended to read as follows:

- G. Accumulations Attracting Vermin And Pests: Accumulations in the open of broken or unused metal, wood, lumber, cement, electrical fixtures, plumbing fixtures, building materials (but excluding building materials awaiting use and stored for a reasonable period of time as determined by the Zoning Administrator for allowable or necessary for construction of an allowed use or an improvement presently in progress on the same premises or a construction site regulated by Section 9-1-4 of this code, discarded or unused machinery, household appliances, automobile bodies, trash, debris, rubbish, or other material, in a manner conducive to the harboring of rats, mice, snakes, or other vermin, or the rank growth of vegetation in violation of this code among the items so accumulated, or items accumulated in a manner creating fire, health, or safety hazards.

**Section 2.** Section 5-1-5.M of the City Code (Health, Sanitation and Environment – Public Nuisances) is hereby repealed in its entirety with subsequent sections renumbered accordingly.

**Section 3.** Section 5-2-3.H.3 of the City Code (Health, Sanitation and Environment – Property Maintenance) is hereby amended to read as follows.

3. Outlots and undeveloped parcels or lots shall comply with the following:
- a. ~~The An~~ outlot or parcel or lot not undeveloped parcel(s) with a principal use shall be planted with a seed mixture approved by the Zoning Administrator and maintained to prevent growth of noxious weeds prohibited by subsection D1 of this section.
  - b. For an outlot, parcel, or lot ~~or undeveloped parcel(s) not developed with a principal use~~ consisting of:
    - (1) A contiguous tract of less than one (1) acre shall be exempt from ~~subsection B3~~ section 5-2-3.B.3 of this section and shall be maintained to a height not to exceed twelve inches (12"); ~~provided, that a physical barrier exists to separate the parcel from adjacent properties.~~

- (2) A contiguous tract of one (1) acre or more shall be exempt from ~~subsection B3~~section 5-2-3.B.3 of this section if a physical barrier exists to separate the parcel from adjacent properties.
  - ~~(3) A transition strip of land measuring ten feet (10') on that property that is maintained in compliance with subsection B3 of this section is required next to the abutting properties if a physical barrier separating the properties does not exist.~~
- c. ~~For the purposes of this chapter, a physical barrier shall meet one of the following criteria:~~
- ~~(1) The properties are separated by a public right of way, wetland, water body, floodplain, public open space, park, or other such similar publicly reserved and development restricted area with a minimum width of thirty feet (30') across its entire length.~~
  - ~~(2) The abutting land use is a nonresidential use allowed in the district in which it is located.~~
- d. The Zoning Administrator may, at ~~his~~their discretion, provide additional exceptions from the requirements of ~~subsection B3~~section 5-2-3.B.3 of this section where the physical characteristics and conditions of the outlot, ~~or undeveloped parcel or lots(s) not developed with a principal use~~ make property maintenance prohibitive or where such actions may result in erosion.

**Section 4.** Title 9, Chapter 1 of the City Code (Building and Development) is hereby amended to add the following provisions with subsequent sections renumbered accordingly:

**9-1-4: CONSTRUCTION SITE MAINTENANCE.** Builders and property owners shall be responsible at all times for maintenance of construction sites for which a building permit has been issued in accordance with the following provisions:

- 1. For the purposes of this section, a construction site shall include the lot or parcel for which the building permit has been issued and any other lot(s) or parcel(s) either under common ownership and/or within the same preliminary plat.
- 2. All debris, paper, construction material waste, scrap construction material, and other trash on the construction site shall be stored in a building or in a container so as to prohibit the waste from being scattered by wind or rain or accessed by rodents and other vermin.
- 3. Outdoor Storage:
  - a. All materials associated with the construction site, including equipment, shall be stored within the construction site.
  - b. Outdoor storage of materials associated with the construction site shall not obstruct access to the structure under construction or create a public safety hazard.

- c. Materials associated with the construction site shall not be stored within the public right-of-way.
- 4. Stockpiles of dirt, rock, gravel and a concrete wash out may be located within the construction site, subject to approval of the City Engineer.
- 5. Erosion control shall be installed and maintained in accordance with section title 6, chapter 9 of this code, subject to approval of the City Engineer.
- 6. All loading and unloading of materials and/or equipment is limited to the construction site and adjacent public right-of-way.
- 7. Damage to landscaping or other property on an abutting or adjacent property as a result of construction activities shall be replaced and restored to its original condition at the builder's or property owner's expense.
- 8. The construction site must be cleared of all debris in accordance with this section at the conclusion of each workday.

**Section 5.** Section 9-1-3.A.3 of the City Code (Building and Development) is hereby amended to read as follows:

- 3. No work shall be allowed on Sundays or the following official Federal holidays:
  - a. New Year's Day.
  - b. Memorial Day.
  - c. Independence Day.
  - d. Labor Day.
  - e. Thanksgiving Day.
  - f. Christmas Day.

**Section 6.** Section 9-1-3.C of the City Code (Building and Development) is hereby amended to read as follows:

- C. The building official may, in cases of emergency, grant permission to repair at any time when ~~he~~ finds they find that such repair work will not affect the health and safety of the persons in the vicinity.

**Section 7.** Section 10-8-3.D of the City Code (Subdivision Ordinance – Design Standards) is hereby amended to read as follows:

- D. Sidewalks And Trails:

1. Pedestrian Movement: The subdivider shall provide for adequate pedestrian movement within the subdivision, along the subdivision, and to adjoining property which shall be provided in compliance with the Comprehensive Plan, policies established by the City Council, and this section.
2. Sidewalks:
  - a. Concrete sidewalks shall be constructed along one side of all local residential streets.
  - b. Concrete sidewalks shall be constructed along both sides of residential minor collector streets and commercial/industrial/institutional streets, except where a trail is determined to be required by the City.
  - c. ~~A sidewalk shall not be required along cul-de-sac streets unless necessary to provide access to a public park, open space, or other sidewalk or trail.~~
3. Trails: Trails shall be constructed along collector streets, arterial streets, and other roadways as designated by the Comprehensive Plan.
4. Cul-De-Sac Streets: A sidewalk or trail shall not be required to be constructed along cul-de-sac streets unless determined to be necessary by the City Council to provide access to a public park, open space, public school, other destination, or as part of the overall trail system.
45. Compliance: Construction of sidewalks or trails shall be in compliance with the specifications established by the Engineering Manual, subject to approval of the City Engineer.

**Section 8.** This Ordinance shall become effective immediately upon its passage and publication.

*(Remainder of page intentionally blank signatures follow)*

**ADOPTED** by the Otsego City Council this \_\_\_\_ day of \_\_\_\_\_, 2026.

**MOTION BY:**  
**SECONDED BY:**  
**IN FAVOR:**  
**OPPOSED:**

**CITY OF OTSEGO**

\_\_\_\_\_  
Jessica L. Stockamp, Mayor

ATTEST:

\_\_\_\_\_  
Audra Etzel, City Clerk

CITY OF OTSEGO  
COUNTY OF WRIGHT  
STATE OF MINNESOTA

RESOLUTION NO: 2026-XX

AMENDING THE ENGINEERING MANUAL REGULATING CONSTRUCTION HOURS

WHEREAS, Section X.10 of the Engineering Manual establishes limits on construction hours; and

WHEREAS, the City has identified a need to revise the construction hours for consistency with the City Code and to better balance the need to complete work with the potential for negative impacts to adjacent land uses; and

WHEREAS, said CAFR and the documents summarizing the audit process have been distributed to and discussed with the City Council on June 10, 2019.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OTSEGO, MINNESOTA THAT:

1. Section X.10 of the Engineering Manual is hereby repealed with subsequent sections renumbered accordingly:

~~10. Work shall not commence before 7:00 a.m. nor extend beyond 7:00 p.m. Monday through Friday. On Saturdays, the hours will be from 8:00 a.m. to 5:00 p.m. No work is to be done on Sundays without prior written authorization. Hours and days of work may be modified based on need.~~

2. The Engineering Manual is hereby amended to add the following provisions:

**XI. Construction Hours.**

1. Grading, excavation, paving, other street and utility construction, or other activities related to private land development regulated by this engineering manual shall occur only between the following hours:

a. Monday through Friday: Seven o'clock (7:00) A.M. to seven o'clock (7:00) P.M.

b. Saturday: Eight o'clock (8:00) A.M. to five o'clock (5:00) P.M.

2. No work regulated by this engineering Manual shall be allowed on Sundays or the following official Federal holidays:

a. New Year's Day.

b. Memorial Day.

c. Independence Day.

d. Labor Day.

e. Thanksgiving Day.

f. Christmas Day.

4. *The City Engineer may, in cases of emergency, grant permission to repair at any time when they find that such repair work will not affect the health and safety of the persons in the vicinity.*

*(remainder of page blank signatures follow)*

**ADOPTED** by the Otsego City Council this \_\_\_\_ day of \_\_\_\_\_, 2026.

**MOTION BY:**  
**SECONDED BY:**  
**IN FAVOR:**  
**OPPOSED:**

**CITY OF OTSEGO**

---

Jessica L. Stockamp, Mayor

ATTEST:

---

Audra Etzel, City Clerk