



COMMUNITY DEVELOPMENT

2660 Civic Center Drive ❖ Roseville, MN 55113 Phone: (651) 792-7005 ❖ Fax: (651) 792-7070

MASTER SIGN PLAN APPLICATION

CITY CODE SECTION 1010.03 - www.cityofroseville.com

RESIDENTIAL APPLICATION FEE: \$250 + \$5.00*

COMMERCIAL APPLICATION FEE: \$350 + \$7.00* \$357.00

Fee should be made payable to City of Roseville upon submittal of application.
*2% technology fee is added to all permits as of January 1, 2017.

Please complete the application by typing or printing in ink. Use additional paper if necessary.

1. Property Owner Information:

Last name: DAHL First name: CHRIS
Address: City/State/Zip:
Phone number: Email address:

2. Applicant Information: (if different from above)

Company name: 724 Associates, LLLP
Last name: First name:
Address: 1935 County Road B2 City/State/Zip: Roseville, MN 55113
Phone number: 952-936-9999 Email address:

3. Address of Property Involved: (if different from above)

1935 County Road B2

4. Additional Required Information:

- a. Site plan illustrating on-site improvements and location of proposed signage
b. Sign details including sign dimensions, area calculations, and construction specifications for each sign being contemplated, as well as elevations showing wall signs and/or freestanding signs as appropriate

5. Signature(s): By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

Property Owner:

Date:

Applicant: [Signature]

Date: 8/1/17

Master Sign Plan Regulations: (from §1010.11 of the Roseville City Code)

- A. Purpose: The purpose of a Master Sign Plan is to establish a fair and equitable process for complex signage situations that accommodate the need for a well-maintained, safe, and attractive community, and the need for effective communications including business identification.
- B. Effect of Master Sign Plan: Upon approval of a Master Sign Plan, all future signs shall conform to the Master Sign Plan. Modifications to the provisions of the Master Sign Plan may be granted only with the approval of an amended Master Sign Plan.
- C. Required: A Master Sign Plan is required for the following:
 - 1. Building complexes
 - 2. Multi-tenant structures
 - 3. Covered mall buildings, shopping centers, or strip malls
 - 4. Planned unit developments
 - 5. Area identification signs
 - 6. Churches/places of worship/institutions/schools
 - 7. Unified Development (Ord. 1425, 6-18-2012)
- D. Guideline: Where applicable the underlying signage requirements of Section 1010.05 shall be used as the minimum base standard for signage in the proposed Master Sign Plan.
- E. Criteria: To assist property owners and their tenants with signage needs, the City has established the following criteria that shall be used in developing, reviewing, and approving each Master Sign Plan.
 - 1. Location: No freestanding sign shall be located closer than 5 feet to a property line, roadway easement, or other public easement. No freestanding sign shall be erected that, by reason of position, shape, or color, would interfere in any way with the proper functioning or purpose of a traffic sign or signal. No freestanding sign shall be located within the Traffic Visibility Triangle. No freestanding sign shall impede/impair traffic.
 - 2. Quality: All signage shall improve the aesthetics or functional use of the site. All freestanding signs shall include materials that complement the architectural design/existing building materials, including but not limited to face brick, natural or cut stone, integrally colored concrete masonry units/rock faced block, glass, pre-finished metal stucco or similar cementation coating, and/or factory finished metal panels. Landscaping may be integrated into any freestanding sign.
 - 3. Type: All types of signs are permitted except those prohibited by Section 1010.03C of this Chapter.
 - 4. Size: The size of all signage (building wall and free-standing) shall be limited to 2 times the maximum allowed under Section 1010.05 of this Chapter. (Ord. 1425, 6-18-2012)
 - 5. Height: The height of any free-standing sign shall be limited to 40 feet. (Ord. 1425, 6-18-2012)
 - 6. Number: The number of freestanding signs shall be reasonably related to the number of access points to public streets and/or the number of tenants within the multi-tenant structure.
- F. Master Sign Plan Process: The following has been established by the City of Roseville for reviewing and approving Master Sign Plans:
 - 1. Application Requirements: The property owner, his/her agent/manager, a design, architectural, or consulting firm, or a sign company, acting on behalf thereof, shall submit a completed Master Sign Plan Application to the Community Development Department. A

completed application includes completion of the application form, submittal of all applicable proposed plans and specifications, and the submittal of the required fee as set forth in Chapter 314 of this Code.

2. Submittal Review: Upon submittal of a Master Sign Plan application, the Community Development Department will review the information provided for completeness and determine whether modifications and/or clarification is necessary. Once an application has been determined complete, the Community Development Department will set the administrative hearing before the Master Sign Plan Committee (MSPC).
 3. Establishment of Administrative Hearing and Notice: The Community Development Department will provide notice (postcard) to the applicant and contiguous/effected property owners not less than one week prior to a Master Sign Plan hearing. The Community Development Department may notify additional property owners if a determination is made that such additional notification is merited.
 4. Hearing and Approval: The MSPC shall hold an administrative hearing for each Master Sign Plan proposal, take public comment, and provide a recommendation to the Community Development Director or Designee for approval. The Community Development Director or Designee shall make the final decision and provide written approval of a Master Sign Plan to the applicant.
- G. Appeal: Should the applicant or a contiguous property owner object to the Community Development Director or Designee decision on the Master Sign Plan, an appeal may be filed within 10 days following the administrative decision by the Community Development Director or Designee. The appeal shall follow the requirements listed in Section 1009.08 of this Code

City of Roseville
651-792-7000

10/04/2017 1:00 PM
Receipt No. 00516433

signplan
Master Sign Pl
an 357.00

Receipt Total 357.00

Cash 0.00
Check 357.00 Check #2053
Charge 0.00

Business Solutions Consulting
14400 43rd Ave N

Cashier: leslie [REDACTED]
Station: RVFIN301



COMMUNITY DEVELOPMENT DEPARTMENT

October 4, 2017

724 Associates LLP
Attn: Curt
1935 County Road B2
Suite 440
Roseville, MN 55113

Re: 1935 County Road B2 - Master Sign Plan

On September 12, 2017, the Roseville Master Sign Plan Committee held the administrative hearing to review and consider the Master Sign Plan (MSP) at 1935 County Road B2. No adjacent property owners or citizens were present to address the committee and the City Planner did not receive any calls, email, or letters concerning the proposal.

The MSP Committee has reviewed the proposal and approves the following as the MSP for 1935 County Road B2:

WALL SIGN REQUIREMENTS

- Advertising, flashing, pulsating, rotating light (or lights), rooftop, banners, mobile signs, and portable signs shall be prohibited, as well as other prohibited signs covered under Section 1010 of the Roseville City Code.
- The office building will be permitted up to 504 square feet of wall signage (288 lineal feet x sign ratio of 1.75).
- Wall signs meeting the total square footage allowed can be installed on west and south facades on the continuous façade band; size and location to be determined at the discretion of the landlord.
- If all caps are used in sign, letters shall not exceed 36 inches in height. If sign is on two lines the total sign height shall not exceed 48 inches. Ascenders and descenders of lower case letters and logos shall not exceed 48 inches in height.
- Letters shall be directly mounted on a raceway. Raceway color must match the building exterior color, which shall be provided by the landlord.
- Wall signs (including identity logos and/or symbols) shall be 5-1/2 inch maximum return depth and shall be internally face illuminated with LED contained fully within the depth of the letter, no exposed lighting. Faces shall consist of 3/16 inch translucent acrylic or lexan with 1 inch trim.
- Sign material shall be limited to metal and acrylic with UV inhibitors. All materials shall be made of high quality durable materials and finishes, and be of the highest quality fabrication.
- All applications for wall signs shall be accompanied by a graphic that provides the City with existing and proposed wall sign totals.
- No sign, or any portion thereof, shall project above the parapet or top wall portion upon which it is mounted.

FREESTANDING SIGN REQUIREMENTS

- The property will be allowed two freestanding signs meeting the following requirements:
 - The existing freestanding monument sign will be permitted to include 10 magnetic tenant faces per side of the existing sign.
 - A future new freestanding sign in the general location of the existing sign shall be allowed to a height of 25 feet and allowed up to 100 square feet (per side) of tenant signage in separate/equal panels. This sign shall include a minimum 3 foot tall brick, block or stone base and overall plans shall be approved by the Planning Division.
 - A future monument sign no greater than 8 feet in height and including no greater than 50 square feet of tenant signage (per side) of tenant signage in separate/equal panels shall be allowed. This sign shall be setback a minimum of 10 feet from the property line adjacent to Prior Avenue. The sign shall include a minimum 3 foot tall brick, block or stone base and overall plans shall be approved by the Planning Division.
 - Address and building identification shall not be calculated in the total square footage of any sign.

OTHER REQUIREMENTS

- All leasing information shall be incorporated into the freestanding sign and any existing “for lease” sign on the premises or building shall be removed.
- A sign permit is required for the installation of all signs on the premises.

Should you have any questions or comments, regarding temporary signs, please feel free to call or email me at 651-792-7074 or thomas.paschke@ci.roseville.mn.us.

Respectfully,

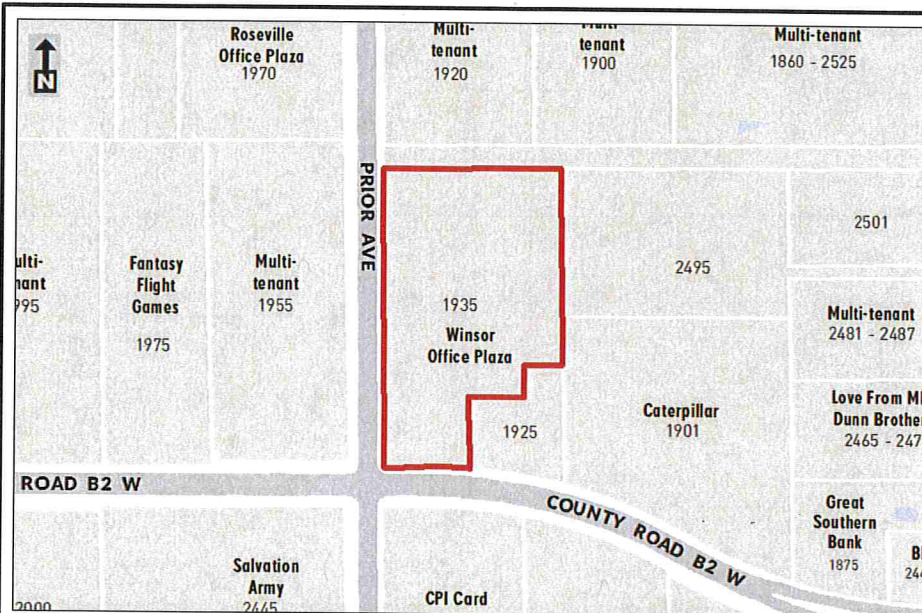
CITY of ROSEVILLE


Thomas Paschke
City Planner

MASTER SIGN PLAN ADMINISTRATIVE HEARING NOTICE

«PrimaryTaxName1»
 «PrimaryTaxName2»
 «PrimaryTaxAddress»
 «PrimaryTaxCityStateZIP»

You are receiving this administrative hearing notice because you own property directly adjacent to 1935 County Road B2.



Prepared by: Community Development Department

September 6, 2017

WHAT, WHEN, & WHERE:
 The Master Sign Plan Committee will meet at 3:30 pm on **Tuesday, September 12, 2017**, in the Roseville City Hall Aspen Room. The purpose of this meeting is to conduct the administrative hearing regarding a proposed Master Sign Plan at 1935 County Road B2.

APPLICANT: 724 ASSOCIATES, LLP
SITE ADDRESS: 1935 COUNTY ROAD B2
MSP FILE: 17-03

About the Master Sign Plan Process

Purpose of Master Sign Plan (MSP): The Master Sign Plan process has been created to afford property owners flexibility in designing site and building signage, and to allow adjacent property owners the opportunity to review/comment on signage proposals prior to their approval. The purpose of a MSP is to afford qualifying properties a mechanism to develop an all-encompassing signage plan to assist property owners and their tenants with signage needs. The MSP is looked upon as fair and equitable process for complex signage situations that accommodate the need for a well maintained, safe, and attractive community, and the need for effective communication including business identification. The "plan" addresses current and future wall and freestanding signage needs/desires, and in some instances directional signage

Purpose of Administrative Hearing: The purpose of the hearing is to gather and comments and concerns regarding a given MSP and determine whether modifications to the proposal shall be made prior to approval. The Master Sign Plan Committee will either approve an acceptable plan at the meeting or at a later date with notice of this decision provided to those in attendance.

Current Plan Proposal: The current plan proposed by Team Properties, Inc. seeks to add a freestanding dynamic sign on the premises and limit wall signage to the existing tenant sign on the south. All signage meets the base minimum standard under the Zoning Code and the Master Sign Plan will support the proposal as well as future allowances within the constraints of the criteria established under the Code.

How to Get Involved: Call or email Thomas Paschke, City Planner, at 651-792-7074 or thomas.paschke@ci.roseville.mn.us prior to the hearing. Mail a letter or fax it to 651-792-7070. Attend the hearing and address the Committee.

MASTER SIGN PLAN

EFFECTIVE 8/1/17

PROPERTY:

WINSOR OFFICE PLAZA
1935 CTY RD B2
ROSEVILLE, MN 55113

LANDLORD CONTACT INFORMATION:

724 ASSOCIATES, LLLP
1935 CTY RD B2, SUITE 440
ROSEVILLE, MN 55113
(612) 670-0576 / Curt.bsc@gmail.com

TOTAL ALLOWED WALL SIGNAGE ON BUILDING: 400 SQ FT

INTENT

The signage criteria is intended to control the size and quality of the signs in order to maintain uniformity and consistency. In the event of any conflict between the following signage requirements and local government ordinances, the more stringent will prevail.

All sign packages must be submitted to the landlord, and must show locations, sizes, styles, materials, types of illumination, and installation details. Upon approval, Landlord will issue a letter of approval to the tenant for use in obtaining a sign permit from the city. A sign permit must be obtained through the City of Roseville prior to the installation of any signage.

The cost of the fabrication, permitting, and installation shall be the responsibility of each individual tenant. Sign construction is to be completed in compliance with local building code requirements and sign ordinances, and the criteria contained in this plan. Tenant is responsible for all 120v primary connections. Upon vacating the property, it is the tenant's sole responsibility to have all signage removed and to restore the wall to its original condition with the terms set forth below.

EXTERIOR BUILDING SIGNAGE SPECIFICATIONS

1. Tenant signage shall consist of store identification only. Copy is restricted to the Tenant's proper name and major product or service offered. The use of Tenant logos will be considered on an individual basis and must be approved by the Landlord.
2. Tenant will be allocated an area on the exterior of the office center for their signs on the south or west wall elevation at the discretion of the landlord. This area will be part of a continuous fascia band. Each tenant's signage shall not exceed the total linear feet of allowed sign space determined by landlord.

UPDATED


ROSEVILLE
COMMUNITY DEVELOPMENT DEPARTMENT

September __, 2017

724 Associates LLP
Attn: Curt
1935 County Road B2
Suite 440
Roseville, MN 55113

Re: 1935 County Road B2 - Master Sign Plan

Below is the draft approval for the MSP at the above addresses:

WALL SIGN REQUIREMENTS

- Advertising, flashing, pulsating, rotating light (or lights), rooftop, banners, mobile signs, and portable signs shall be prohibited, as well as other prohibited signs covered under Section 1010 of the Roseville City Code.
- The office building will be permitted up to 504 square feet of wall signage (288 lineal feet x sign ratio of 1.75).
- Wall signs meeting the total square footage allowed can be installed on east and south facades between the roofline and 4th floor windows or between the 3rd and 4th floor windows – at the discretion of the landlord.
- If all caps are used in sign, letters shall not exceed 36 inches in height. If sign is on two lines the total sign height shall not exceed 48 inches. Ascenders and descenders of lower case letters and logos shall not exceed 48 inches in height.
- Letters shall be directly mounted on a raceway. Raceway color must match the building exterior color, which shall be provided by the landlord.
- Wall signs (including identity logos and/or symbols) shall be 5-1/2 inch maximum return depth and shall be internally face illuminated with LED contained fully within the depth of the letter, no exposed lighting. Faces shall consist of 3/16 inch translucent acrylic or lexan with 1 inch trim.
- Sign material shall be limited to metal and acrylic with UV inhibitors. All materials shall be made of high quality durable materials and finishes, and be of the highest quality fabrication.
- All applications for wall signs shall be accompanied by a graphic that provides the City with existing and proposed wall sign totals.
- No sign, or any portion thereof, shall project above the parapet or top wall portion upon which it is mounted.

MASTER SIGN PLAN

EFFECTIVE 8/1/17

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INTENT

The signage criteria is intended to control the size and quality of the signs in order to maintain uniformity and consistency. In the event of any conflict between the following signage requirements and local government ordinances, the more stringent will prevail.

All sign packages must be submitted to the landlord, and must show locations, sizes, styles, materials, types of illumination, and installation details. Upon approval, Landlord will issue a letter of approval to the tenant for use in obtaining a sign permit from the city. A sign permit must be obtained through the City of Roseville prior to the installation of any signage.

The cost of the fabrication, permitting, and installation shall be the responsibility of each individual tenant. Sign construction is to be completed in compliance with local building code requirements and sign ordinances, and the criteria contained in this plan. Tenant is responsible for all 120v primary connections. Upon vacating the property, it is the tenant's sole responsibility to have all signage removed and to restore the wall to its original condition with the terms set forth below.

EXTERIOR BUILDING SIGNAGE SPECIFICIATIONS

1. Tenant signage shall consist of store identification only. Copy is restricted to the Tenant's proper name and major product or service offered. The use of Tenant logos will be considered on an individual basis and must be approved by the Landlord.
2. Tenant will be allocated an area on the exterior of the office center for their signs at the discretion of the landlord, located between the roofline and 4th story windows or between 3rd and 4th story windows on south elevation. This area will be part of a continuous fascia band. Each tenant's signage shall not exceed the total linear feet of allowed sign space determined by landlord.

TEMPORARY SIGNAGE ANNOUNCING A NEW TENANT

1. Subject to Landlord's prior written approval, Tenant may display a temporary fascia mounted banner or signage announcing the Tenant's name and, if desired, Tenant's opening date, for up to a maximum of thirty (30) days. All temporary signage shall be professionally constructed and shall not exceed the dimension standards described in B.2, B.3, B.4 and B.5 herein. Landlord retains full authority to approve or reject temporary signage design, construction and installation. If applicable, Tenant shall acquire a temporary sign permit and approval from all governing bodies prior to installing any temporary signage. Said temporary signage shall be removed the earlier of thirty (30) days following the installation of the temporary sign or the completion and installation of the permanent exterior signage.

PROHIBITED SIGNS

1. The following types of signs or sign components shall be PROHIBITED.
2. Moving or rotating signs.
3. Signs employing moving or flashing lights.
4. Illuminated sign cabinets with painted plastic faces or non-illuminated sign letters.
5. Signs employing luminous, vacuum-formed type plastic letters.
6. Signs, letters, symbols or identification of any nature painted directly on the surface's exterior to the premises.
7. Signs employing unedged or uncapped plastic letters or letters with no returns and exposed fastenings.
8. Cloth, vinyl, wood, paper or cardboard signs, stickers, decals or painted signs around or on the exterior surfaces (including doors and/or windows and fascia) of the premises.
9. Free-standing signs, port-a-signs, tenant signs.
10. Rooftop signs, advertising and/or promotional balloons.
11. Signs employing noise-making devices and components.
12. Signs exhibiting the names, stamps or decals of the sign manufacturer or installer.

PROCEDURES FOR OBTAINING APPROVALS FOR SIGN DRAWINGS

1. Prior to the commencement of construction of any sign, Tenant shall submit by email drawings and specifications for the proposed sign work. The drawings will clearly show the location and dimensions of the sign on the fascia of building, graphics, material, layout design, color and construction and attachment details.
2. Landlord will return one set of drawings to the Tenant. The drawings will either be marked "Approved as Noted" or "Disapproved". Sign drawings that have been disapproved are to be re-designed and re-submitted to Landlord for approval.
3. Signs once approved by Landlord must also be sent to the City of Roseville for approval.
4. All permits for signs and their installation shall be obtained by the Tenant or its representative. All signs and their installation shall comply with all applicable sign, building and electrical ordinances and codes.

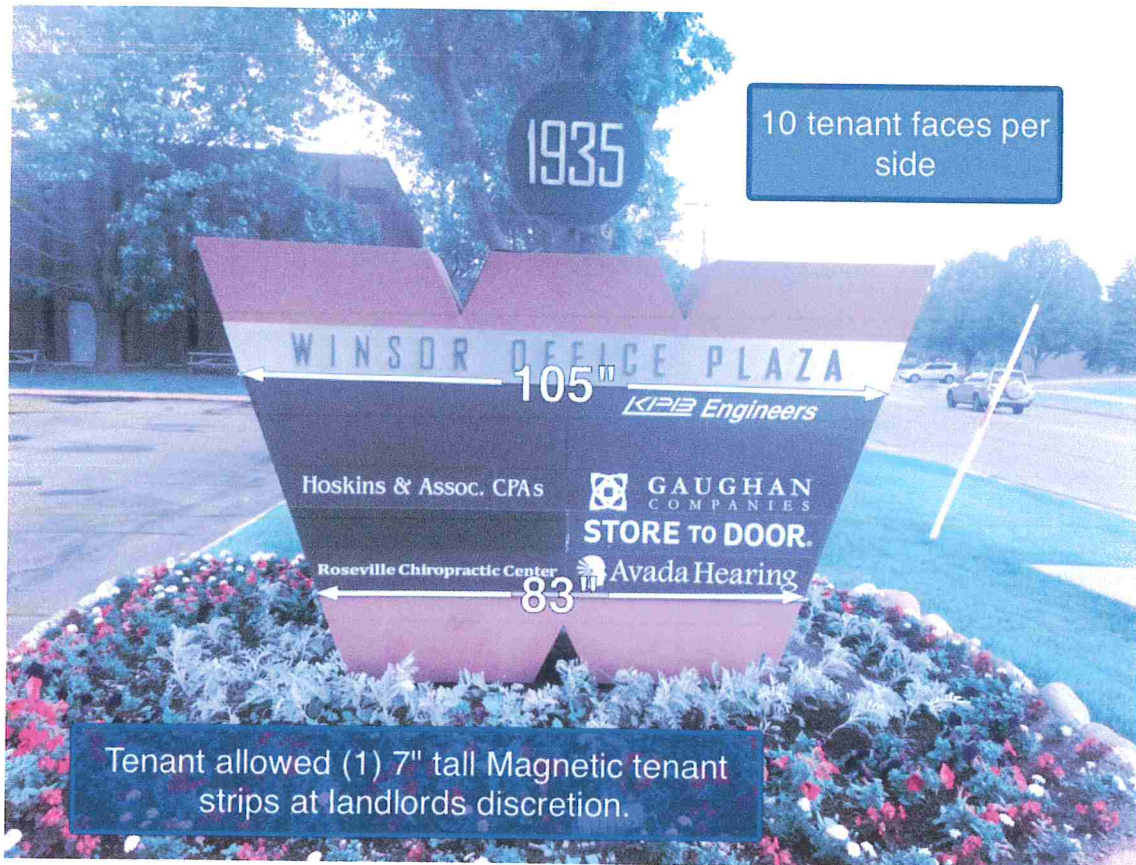
3. If all caps are used, letters shall not exceed thirty-six (36") inches in height. If sign is on two lines, the total sign height shall not exceed 48". Ascenders and descenders of lower case letters, and logos may not exceed a total of forty (48") inches in height.
4. Tenant's sign shall be centered vertically and horizontally on the exterior fascia band except where approved or specified by Landlord.
5. Letter styles of Tenant's copy will be determined by the Tenant.
6. Letters shall be directly mounted on a raceway. Raceway color must match building color, which will be provided by Landlord.
7. Letters shall be 5-1/2" maximum return depth and shall be internally face illuminated with LED contained fully within the depth of the letter, no exposed lighting. Faces shall consist of 3/16" translucent acrylic or lexan with 1" edge trim.
8. The sign attachment devices must be non-corrosive fasteners.
9. All penetrations of the building structure and exterior fascia band required for sign installation shall be sealed in water-tight condition. If at any time during Tenant's occupancy of the leased premises, water is found to be leaking into the building structure via penetrations from Tenant's sign, then Tenant shall cause its sign contractor or others to make the necessary repairs to stop water leakage, said work to be done at Tenant's expense. Tenant shall be liable for any and all damage resulting from such water leakage.
10. Tenant shall be responsible for the maintenance of all signs. In the event that Tenant fails to adequately maintain its sign, Landlord may do so at Tenant's expense.

MONUMENT SIGNAGE SPECIFICIATIONS

1. Landlord will allocate tenant panel space at their discretion.
2. Copy made from 3M or like quality vinyl, and/or outdoor rated digital prints are allowed. No other forms of copy are allowed.
3. Monument signage shall consist of tenant identification only. Copy is restricted to the Tenant's proper name and logo. The use of Tenant logos will be considered on an individual basis and must be approved by the Landlord. Copy is restricted to white lettering on black background.
4. Upon vacating the property, it is the tenant's sole responsibility to have pylon sign faces removed.

DOOR & WINDOW SIGNAGE

1. No Signage is allowed on entry/exit doors to the building or building windows.





Signs allowed anywhere on this wall elevation pending landlord approval.



Signs allowed in designated area above