



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.ci.roseville.mn.us

- RESIDENTIAL APPLICATION FEE: \$250
COMMERCIAL APPLICATION FEE: \$350

Fee should be made payable to City of Roseville upon submittal of application.

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

1. Property Owner Information:

Last name: HR, LLC First name:
Address: 103 15th Ave NW - Suite 200 City/State/Zip: Willmar, MN 56201
Phone number: 320-235-7207 Email address: kathy@tpimn.com

2. Applicant Information: (if different from above)

Company name: Cities Edge Architects
Last name: Messner First name: Jesse
Address: 103 15th Ave NW - Suite 300 City/State/Zip: Willmar, MN 56201
Phone number: 608-643-4100 Email address: jmessner@citiesedgearchitects.com

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

2750 Cleveland Ave

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: [Signature]

Date: 1/30/15

Applicant: [Signature]

Date: 1/30/15

Master Sign Plan Regulations: (from §1010.03D of the Roseville City Code)

1. **Purpose:** The purpose of the Master Sign Plan is to establish fair and equitable criteria 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.
2. **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 a new Master Sign Plan.
3. **Required:** A Master Sign Plan is required for:
 - a. Building complexes
 - b. Multi-tenant structures
 - c. Covered mall buildings, shopping centers, or strip malls
 - d. Planned Unit Developments
 - e. Area identification signs
 - f. Churches/places of worship/institutions/schools
4. **Criteria:** The following criteria should be used when developing a Master Sign Plan.
 - a. **Guideline:** If possible, the underlying zoning district regulations (pertaining to signage and listed in Section 1010.09) should be used as a guideline with minimum variations as needed to meet the intent of this Chapter.
 - b. **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.
 - c. **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.
 - d. **Type:** All types of signs are permitted except those prohibited by Section 1010.02C.
 - e. **Size:** The size of all signage (building wall and freestanding) shall be limited to 1.5 times the maximum allowed under Section 1010.08 (Wall Signage).
 - f. **Height:** The height of any freestanding sign shall be limited to a height of 40 feet.
 - g. **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.
5. **Approval Process:** Submittal of a Master Sign Plan application, appropriate/applicable information, and fee (\$250 residential and \$350 commercial/industrial) is required with the Office of Community Development. The Planning Division shall hold an administrative hearing and take appropriate action on requests for Master Sign Plan approvals. The following shall apply:
 - a. The City Planner shall schedule an administrative hearing before a subset of the Development Review Committee, including the Community Development Director, Permits Coordinator, City Planner, Associate Planner and/or City Department representatives as determined by the Community Development Director, hereinafter referred to as the Master Sign Plan Committee (MSPC) the time and place for which shall be set by the City Planner, to consider the proposed Master Sign Plan with respect to the criteria in Section 1010.03D4 of this title.
 - b. The applicant and contiguous/affected property owners shall be notified by the City Planner of such time and place in writing not less than 10 days prior to such hearing. The City Planner may notify additional property owners if a determination is made that such additional notification is merited.
 - c. The MSPC shall hold the administrative hearing as scheduled by the City Planner.
 - d. The MSPC shall render and forward a recommendation to the Community Development Director or Designee for approval and the Community Development Director or Designee shall make the final decision.
 - e. Should the applicant or a contiguous property owner object to the decision of the Community Development Director or Designee 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 be made in writing and shall be addressed to the City Manager. The City Council shall take up the appeal at a regular meeting within 45 days on the appeal. The Master Sign Plan appeal shall follow notice requirements and other procedures contained in Chapter 108 of the Title.

City of Roseville
651-792-7000

02/02/2015 11:49
Receipt No. 00401064

signplan
Master Sign Pl
an 350.00

Receipt Total 350.00

Cash 0.00
Check 350.00 Check #410026
Charge 0.00

HAMPTON INN

Cashier: jill.hughes
Station: RVFIN301



RAMAKER
& ASSOCIATES, INC.



CITIES EDGE
ARCHITECTS

LETTER OF TRANSMITTAL

DATE: 01/30/15	JOB NO: 24277
RE: Roseville Home 2	

TO:
Roseville Community Development
2660 Civic Center Drive
Roseville, MN 55113

COPY:

WE ARE SENDING YOU:

- | | | | | |
|--|--------------------------------------|---|------------------------------------|--|
| <input type="checkbox"/> ATTACHED | <input type="checkbox"/> REPORT | <input type="checkbox"/> CHANGE ORDER | <input type="checkbox"/> CONTRACT | <input type="checkbox"/> COMPUTER DISK |
| <input type="checkbox"/> SHOP DRAWINGS | <input type="checkbox"/> PRINT/PLANS | <input type="checkbox"/> SPECIFICATIONS | <input type="checkbox"/> ESTIMATES | <input type="checkbox"/> OTHER (SEE BELOW) |

COPIES	DATE	DESCRIPTION
	01/30	EXTERIOR ELEVATIONS
	01/30	ARCHITECTURAL SITE PLANS
1	01/30	APPLICATION
1	01/30	CHECK

THESE ARE TRANSMITTED AS CHECKED BELOW:

- | | | | |
|--|---|---------------------------------------|--|
| <input checked="" type="checkbox"/> FOR APPROVAL | <input type="checkbox"/> APPROVED AS SUBMITTED | <input type="checkbox"/> AS REQUESTED | <input type="checkbox"/> APPROVED AS NOTED |
| <input type="checkbox"/> FOR REVIEW AND COMMENT | <input type="checkbox"/> FOR REVIEW AND SIGNATURE | <input type="checkbox"/> FOR YOUR USE | <input type="checkbox"/> FOR BIDS DUE |

REMARKS:

Jesse Messner

CORPORATE HEADQUARTERS
1120 Dallas St., Sauk City, WI 53583
Voice: (608) 643-4100 ▲ Fax: (608) 643-7999
Email: ramaker@ramaker.com ▲ Web: www.ramaker.com

WILLMAR OFFICE
103 15th Ave. NW, Suite 300, Willmar, MN 56201
Voice: (320) 235-7775 ▲ Fax: (320) 235-8673
Email: info@citiesedgearchitects.com



January 30, 2015

City of Roseville
Community Development
2660 Civic Center Drive
Roseville, MN 55113

SUBJECT: MASTER SIGN PLAN APPLICATION

Dear Mr. Thomas Paschke:

Attached please find our Master Sign Plan. Per our discussions we are requesting a variance for the monument sign located on the Northeast corner of the Hampton Inn at the entrance from Iona Lane. This sign is located within the 5 foot minimum separation requirement from the easement; it is however outside of the easement as requested by yourself and the City Engineer.

Please see the following attached sheets of the submittal for building and site signage:

- A001 – Site Plan
- A201 – 29639 Hampton Inn
- A201 – 24277 Home2
- A202 – 24277 Home2

Also included is the commercial application fee.

If you have any questions or comments, please do not hesitate to contact our office.

Sincerely,

CITIES EDGE ARCHITECTS

Jesse R. Messner
Project Manager

Enclosures

cc: Kathy Aamot – TPI Hospitality
Marc Culver, P.E. – Roseville City Engineer