



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

RECEIVED
JUN 02 2015
BY: *[Signature]*

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: CSM Investors, Inc. _____ First name: _____
 Address: 500 Washington Avenue South _____ City/State/Zip: Minneapolis, MN 55415 _____
 Phone number: (612)395-7082 _____ Email address: smarlow@csmcorp.net _____

2. Applicant Information: (if different from above)

Company name: CSM Corporation _____
 Last name: Marlow _____ First name: Sara _____
 Address: (same) _____ City/State/Zip: (same) _____
 Phone number: _____ Email address: _____

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

2100 West County Road C, Roseville MN

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: 5-12-15 _____

Applicant: *[Signature]* _____

Date: 5-12-15 _____

RECEIVED
FIM 05 30P
BY _____

X

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

06/02/2015 13:16
Receipt No. 00415230

signplan
Master Sign Pl
an 350.00

Receipt Total 350.00

Cash 0.00
Check 350.00 Check #635577
Charge 0.00

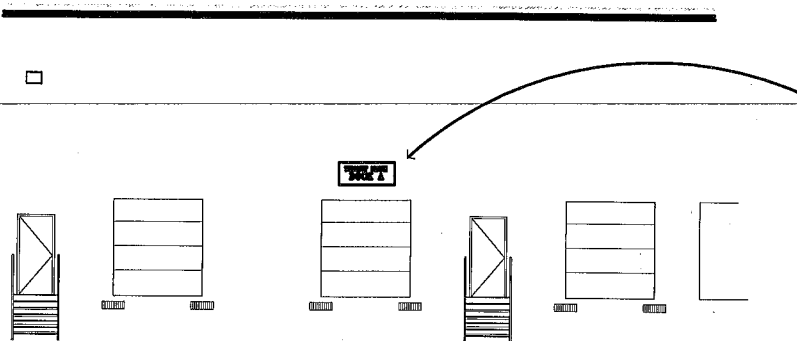
CSM

Cashier: jill.hughes
Station: RVFIN301

GATEWAY BUSINESS CENTER

ROSEVILLE, MINNESOTA

SIGNAGE CRITERIA



5'-0" WIDE x 2'-0" HIGH
x .125 THICK PAINTED
ALUMINUM SIGN PANEL. WITH 6"
MAXIMUM HEIGHT VINYL OR
STENCILED LETTERS.

MOUNT 16" ABOVE AND
CENTERED OVER DOOR OPENING.

PAINT COLOR:
BENJAMINE MOORE #269

PARTIAL ELEVATION OVERHEAD DOOR IDENTIFICATION



CSM

500 Washington Avenue South, Suite 3000
Minneapolis, MN 55415
Bus: (612) 395-7000 Fax: (612) 395-7002

DEVELOPING REAL ESTATE FOR PEOPLE,
BUSINESS & COMMUNITIES

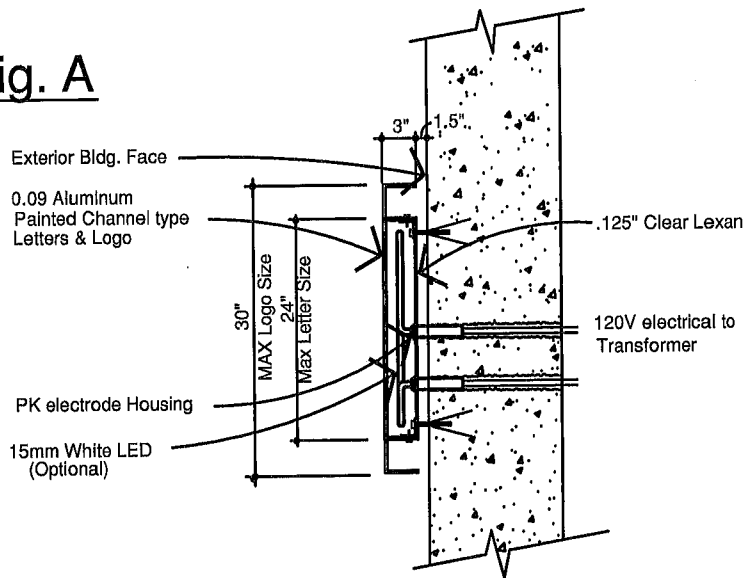
PAGE 4 of 5
4/21/14

GATEWAY BUSINESS CENTER

ROSEVILLE, MINNESOTA

SIGNAGE CRITERIA

Fig. A



SIGNAGE NOTES

1. LOGO: MAX SIZE: 3'-0" LONG x 2'-6" HIGH
MAX. AREA: 8 SQUARE FEET
COLOR: MAY MATCH TENANT'S COLOR CRITERIA
LIGHTING: MAY BE INTERIOR ILLUMINATED
WITH FACE LIGHTED.
- 2 TENANT NAME: SINGLE LINE SHALL BE 24" MAX. HEIGHT
MULTIPLE LINES SHALL BE NO HIGHER THAN
30" HEIGHT WITH CHARACTERS NOT EXCEEDING 30".
LETTER TYPE: EVERSE CHANNEL METAL LETTERS
COLOR: CLEAR ANODIZED ALUMINUM
(HALO/BACK LIGHTING OPTIONAL)



CSM

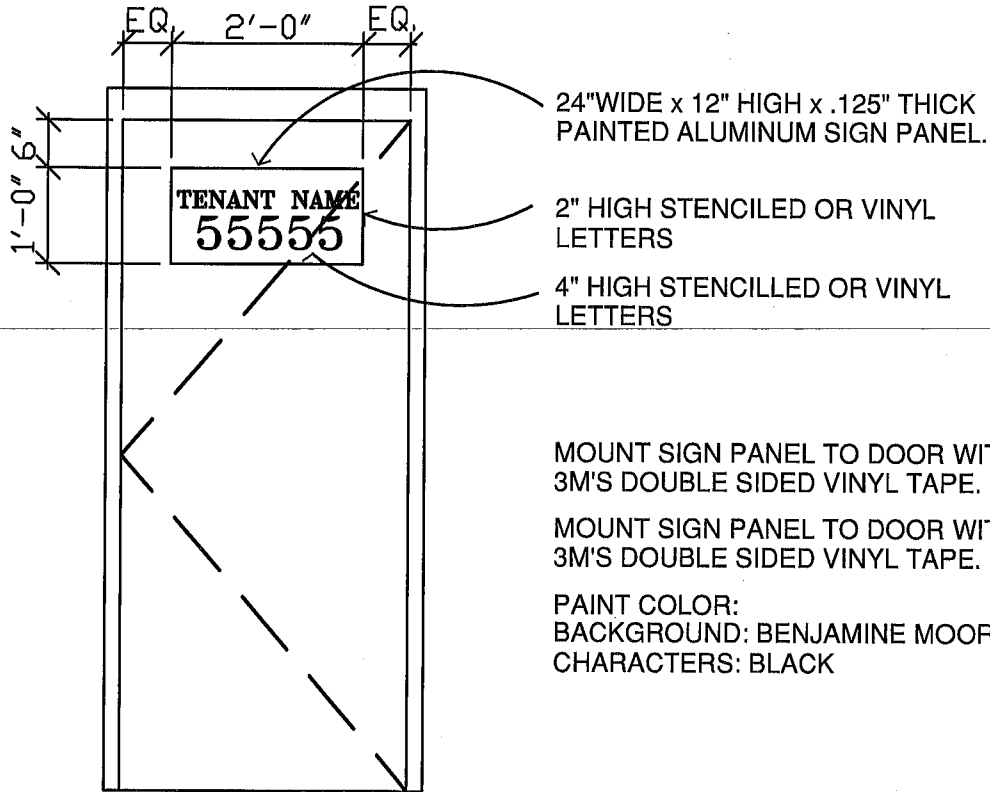
500 Washington Avenue South, Suite 3000
Minneapolis, MN 55415
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BUSINESS & COMMUNITIES

GATEWAY BUSINESS CENTER

ROSEVILLE, MINNESOTA

SIGNAGE CRITERIA



EXTERIOR SERVICE DOOR ELEVATION FOR SERVICE AND MAN DOORS IN TRUCK COURT AREA



CSM

500 Washington Avenue South, Suite 3000
Minneapolis, MN 55415
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BUSINESS & COMMUNITIES

GATEWAY BUSINESS CENTER

ROSEVILLE, MINNESOTA

SIGNAGE CRITERIA

GENERAL NOTES

- 1) TENANT SHALL BE RESPONSIBLE FOR THE PURCHASE, INSTALLATION AND MAINTAINENCE OF ALL SIGNS DESCRIBED IN THIS CRITERIA PACKAGE.
- 2) TENANT SHALL OBTAIN OWNER'S APPROVAL AND CITY PERMITS PRIOR TO ANY SIGNAGE INSTALLATION.
- 3) TENANT MAY SOLICIT BIDS FROM ANY SIGN MANUFACTURER OF TENANT'S CHOICE.
- 4) ~~OWNER RESERVES THE RIGHT TO APPROVE ANY ALTERNATE SIGNAGE WHEN DEEMED APPROPRIATE AT THE OWNER'S SOLE DISCRETION.~~
- 5) SIGNAGE ON THE BUILDING FRONT SHALL BE AS DESCRIBED ON PAGE 2 AND 3.
- 6) DOCK AND DRIVE-IN DOORS SHALL BE IDENTIFIED AS DESCRIBED ON PAGE 4. THIS SIGNAGE MAY BE PROVIDED AT THE TENANT'S DISCRETION-IT IS NOT REQUIRED BY THE OWNER.
- 7) SERVICE AND MAN DOORS IN THE TRUCK DOCK AREA SHALL BE IDENTIFIED AS DESCRIBED ON PAGE 5. THIS SIGNAGE MAY BE PROVIDED AT THE TENANT'S DISCRETION-IT IS NOT REQUIRED BY THE OWNER.

SUBMITTALS

- 1) TENANT SHALL SUBMIT TO THE OWNER, TWO COPIES OF ALL SIGN FACE LAYOUTS, AND THE LOCATION OF ALL SIGNS ON THE BUILDING, FOR APPROVAL.
- 2) TENANT OR THE TENANT'S SIGN CONTRACTOR SHALL SUBMIT SIGNAGE PLANS TO THE CITY, AS REQUIRED BY THE CITY, FOR PERMITS.



CSM

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Minneapolis, MN 55415
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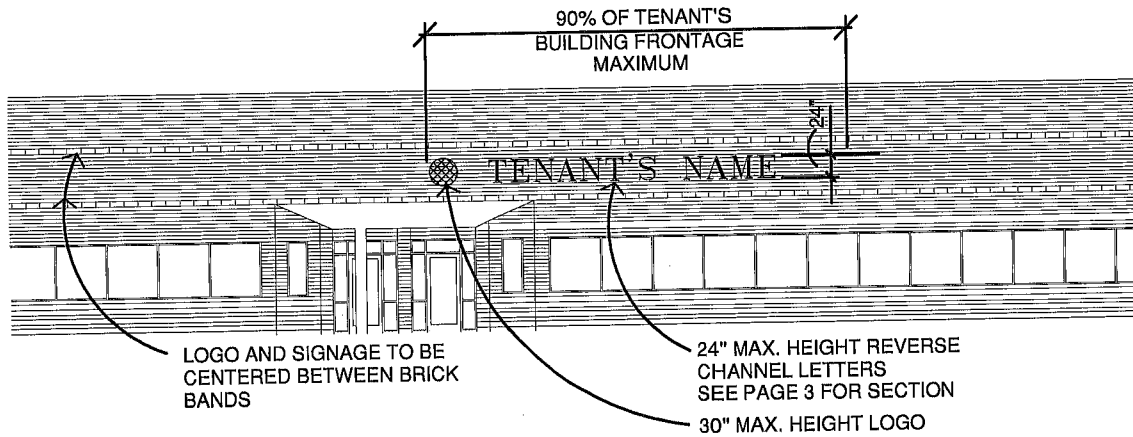
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BUSINESS & COMMUNITIES

PAGE 1 of 5
4/21/14

GATEWAY BUSINESS CENTER

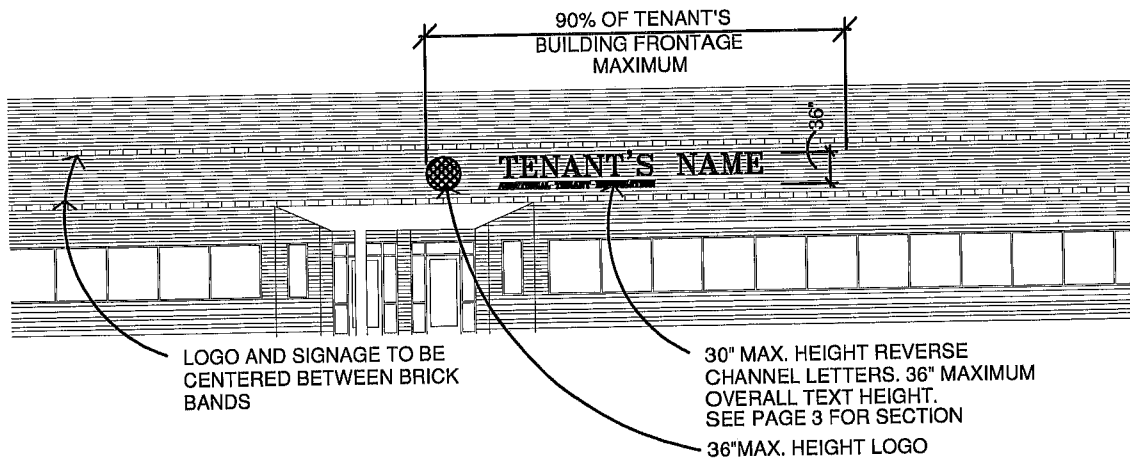
ROSEVILLE, MINNESOTA

SIGNAGE CRITERIA



PARTIAL ELEVATION

SINGLE LINE



PARTIAL ELEVATION

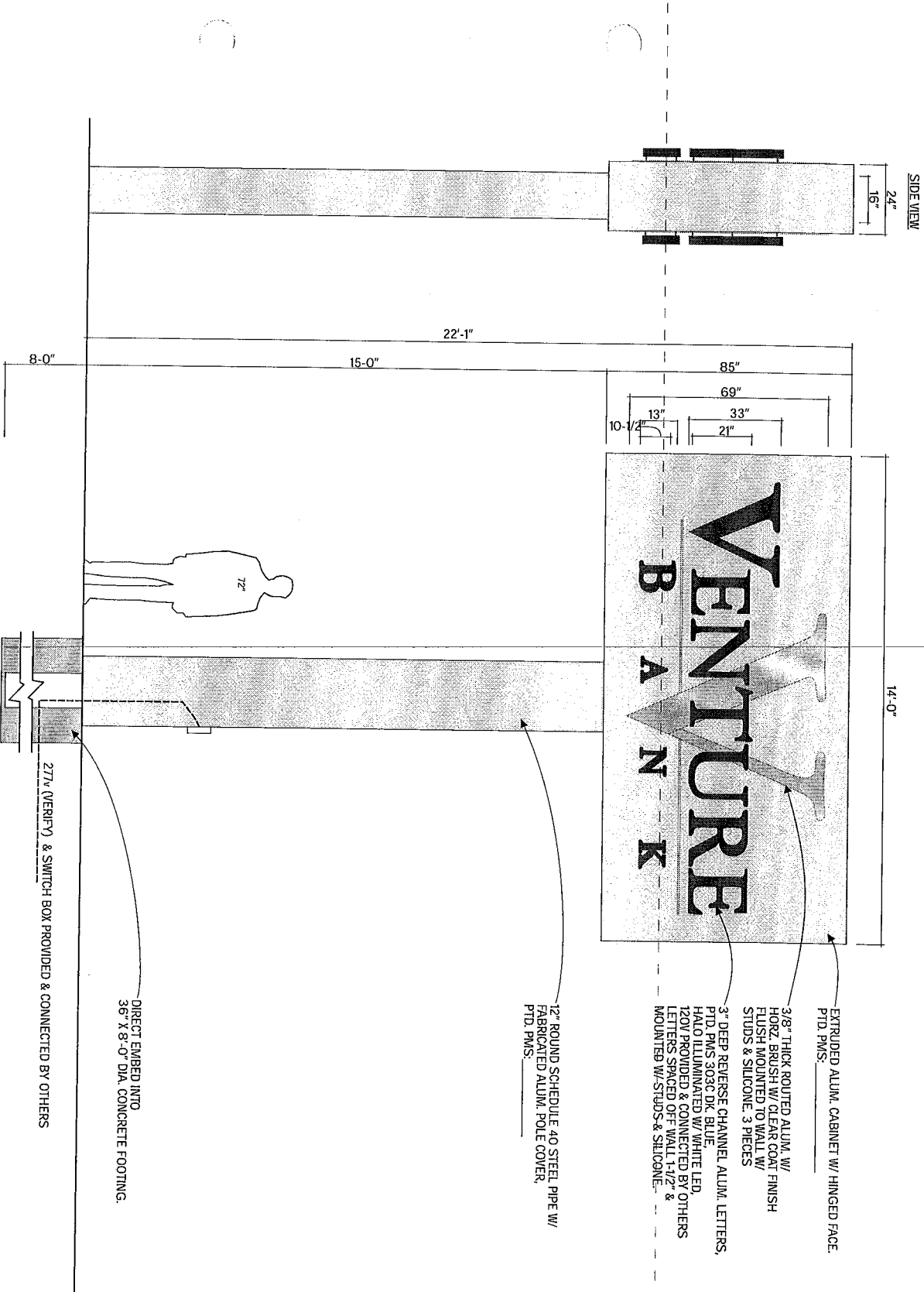
MULTIPLE LINES



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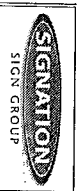
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BUSINESS & COMMUNITIES



1
2

LAYOUT: D/F PYLON W/ HALO ILLUMINATED CHANNEL LETTERS & FLAT CUT OUTS. QTY: 1

ARTWORK PROVIDED
SCALE: 3/8" = 1'-0"



4840 Shingle Creek Pkwy, #31
Brookville, Center, MO 64600
PHONE (783) 561-1005
FAX (783) 561-1004

JOB NUMBER

DATE
04/21/15

SALES
DOUG G

DESIGN
JAMES C

CLIENT
VENTURE BANK,
ROSEVILLE

FILE SAVED AS
VENTURE BANK/
ROSEVILLE/EXTIOR SIGNAGE

REVISION

1 04/29/15 LPR

2 05/07/15 LPR

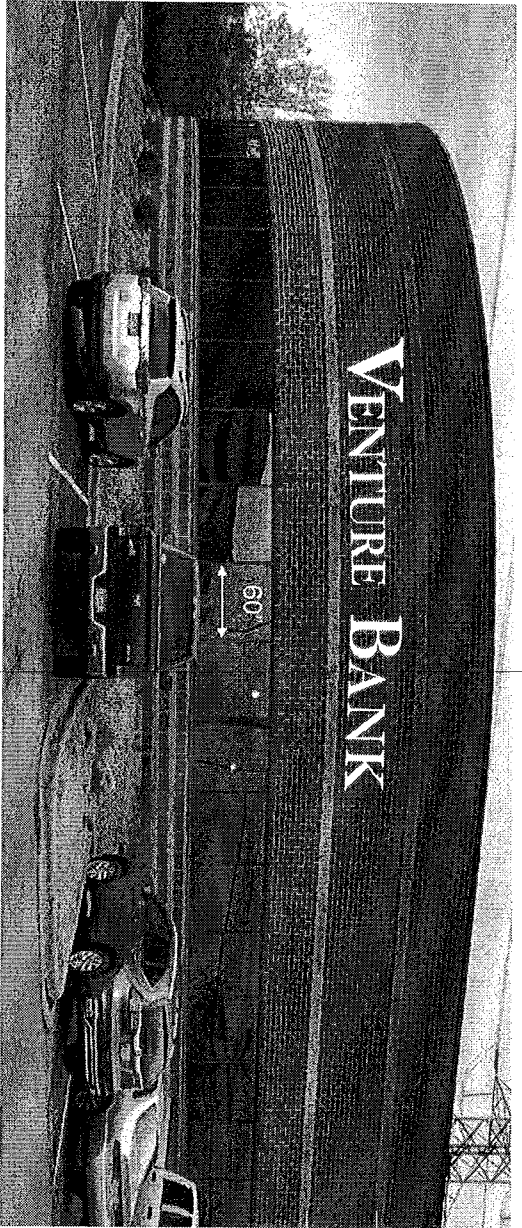
3 05/08/15 LPR

SIGN & DATE HERE IF
OK TO BEGIN PRODUCTION

SIGN & DATE HERE IF
OK TO BEGIN PRODUCTION
AFTER REVISIONS ARE MADE

All drawings included on this page
are owned and the property of
SIGNATTON SIGN GROUP
All written notes have precedence
over all scaled dimensions.

2



56"

1

ELEVATION: HALO ILLUMINATED REVERSE CHANNEL LETTERS

SCALE: 1/8"=1'-0"

42"
30"
VENTURE BANK

3" DEEP FABRICATED ALUM. REVERSE CHANNEL LETTERS, PAINTED WHITE HALO ILLUMINATED W/ WHITE LED, 120V PROVIDED & CONNECTED BY OTHERS. LETTERS SPACED OFF WALL 1-1/2" & MOUNTED W/ STUDS & SILICONE.

30' - 3"

2

LAYOUT: REVERSE CHANNEL LED ILLUMINATED LETTERS, QTY: 1
108 SQ. FT.

ARTWORK PROVIDED
SCALE: 3/8"=1'-0"



6840 Shingle Creek Pkwy, #31
Brooklyn Center, MN 55430
PHONE (763) 561-1005
FAX (763) 561-1004

JOB NUMBER

DATE

04/21/15

SALES
DOUG G

DESIGN
JAMES C

CLIENT
VENTURE BANK,
ROSEVILLE

FILE SAVED AS
VENTURE BANK/
ROSEVILLE/EXTERIOR SIGNAGE

REVISION

1 04/29/15 LPR

2 05/07/15 LPR

3 05/08/15 LPR

SIGN & DATE HERE IF
OK TO BEGIN PRODUCTION

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OK TO BEGIN PRODUCTION
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are owned and are property of
SIGNATION SIGN GROUP
All within sites have precedence
over all scaled dimensions.

1

LONG LAKE ROAD

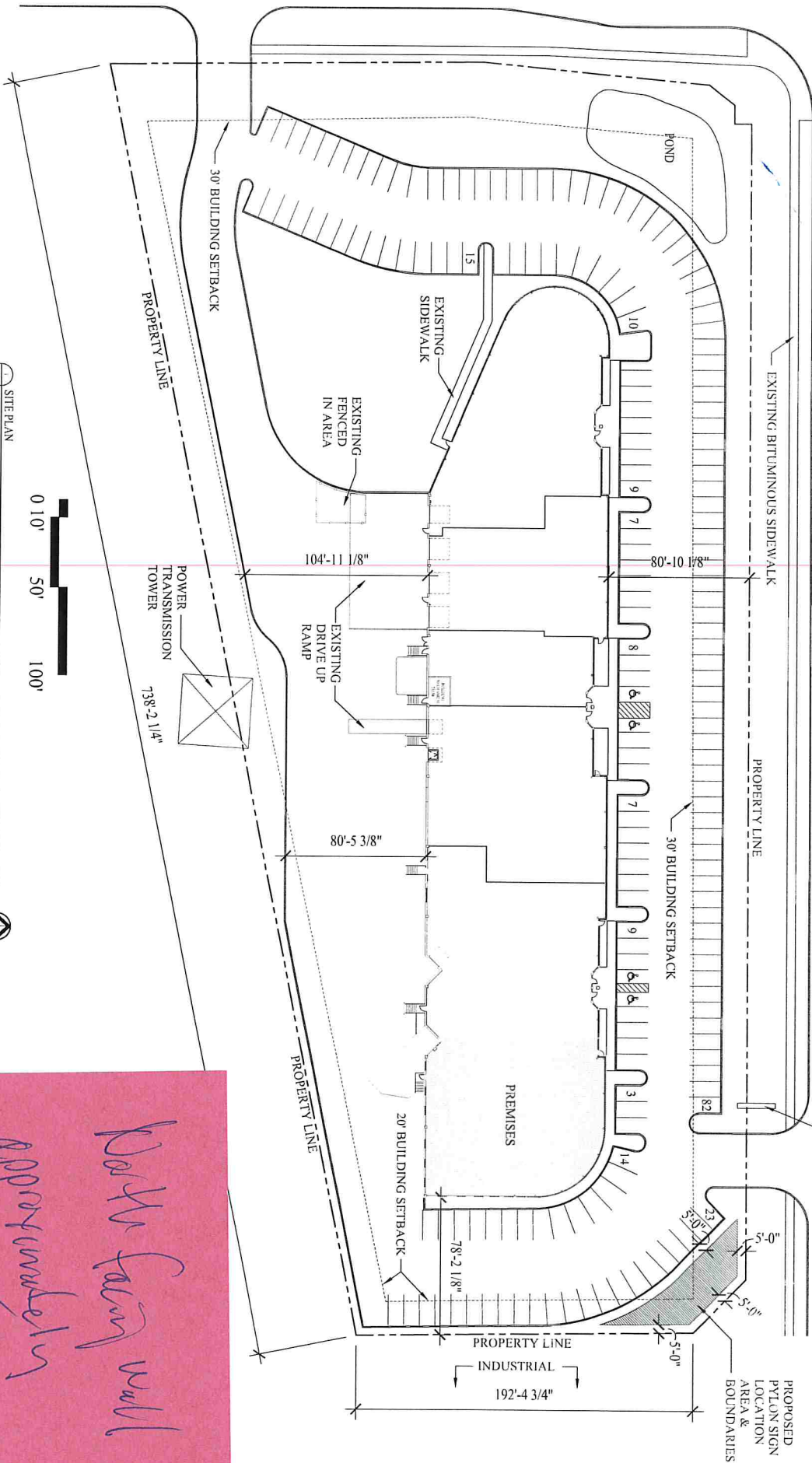
INDUSTRIAL

GATEWAY BUSINESS CENTER
GATEWAY BUSINESS CENTER
2108 - 2190 COUNTY ROAD C
ROSELILLE, MN

SITE PLAN



DATE: [blank]
DRAWN BY: [blank]



COUNTY ROAD C

INDUSTRIAL

PREMISES

EXISTING MONUMENT SIGN

PROPOSED
PYLON SIGN
LOCATION
AREA &
BOUNDARIES

PROPERTY LINE

INDUSTRIAL

192'-4 3/4"

20' BUILDING SETBACK

30' BUILDING SETBACK

PROPERTY LINE

PROPERTY LINE

30' BUILDING SETBACK

POND

EXISTING
FENCED
IN AREA

EXISTING
SIDEWALK

EXISTING BITUMINOUS SIDEWALK

EXISTING
DRIVE UP
RAMP

POWER
TRANSMISSION
TOWER

138'-2 1/4"

104'-11 1/8"

80'-5 3/8"

78'-2 1/8"

82

23

5

5

5

5

5

5

5

5

5

5

5

5

5

5

5

5

5

5

5

*Both family will
approximately
525
includes 4th
corner*



COMMUNITY DEVELOPMENT DEPARTMENT

July 27, 2015

Ms. Sara Marlow
CSM Corporation
500 Washington Avenue South
Minneapolis, MN 55415

Re: 2100 County Road C - Master Sign Plan Draft

On Thursday, July 23, 2015, the Roseville Master Sign Plan (MSP) Committee held the required hearing regarding the Master Sign Plan request by CSM for 2100 County Road C. 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. Similarly, there were no questions or concerns raised by Committee Members.

The MSP Committee has reviewed the proposal and approves the following as the MSP for Gateway Business Center, 2100 County Road C:

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.
- Wall signs shall be limited a lineal footage of 525 feet (north facing wall and ½ of each curve end) and a signage multiplier of 1.5 (sq. ft.) for a total wall signage allowance of 788 sq. ft. Each tenant shall use a multiplier of 1.25 per lineal foot of tenant frontage. The remaining .25 per lineal foot shall be used as a landlord digression.
- Wall signs meeting the total square footage allowed can be installed on all sides of the building.
- Wall signs and logos shall be centered between the brick band on the exterior elevation.
- Two types of wall signs shall be allowed:
 - **Single line signs:**
 - 24 inch maximum letter height
 - Reverse channel metal letters
 - Clear anodized aluminum color
 - Halo/black lighting optional
 - 30 inch maximum logo height
 - May be internally illuminated
 - **Multiple line signs:**
 - 30 inch maximum letter height
 - 36 inch maximum overall text height
 - Reverse channel metal letters
 - Clear anodized aluminum color
 - Halo/black lighting optional
 - 36 inch maximum logo height

- 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 the 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 existing freestanding monument sign is allowed to remain and continue to identify the site development – Gateway Business Center. The sign shall be allowed, if the property owner/landlord so chooses in the future, to be replaced or modified to increase height to a maximum of 8 feet and increase the length to a maximum of 10 feet. The maximum signage on the freestanding monument sign shall be limited to 50 sq. ft. A 2 foot tall brick base of larger shall be included with any replacement or modification.
- A new sign shall be allowed to be erected in the northeast corner of the property. This sign shall be placed a minimum of 10 feet from the property line; shall have a maximum height of 22 feet; shall be limited to a sign cabinet of no greater than 100 sq. ft.; and shall include a pole wrap or shroud a minimum of 48 inches wide to cover pole.

OTHER REQUIREMENTS

- Any leasing information shall be incorporated into the development identification freestanding monument sign (such as contact name and number), which shall not count against the sign total. A “for lease” sign can be attached to the exterior of the building, which sign shall not be a banner or vinyl material, and not exceed 32 sq. ft. Said leasing information shall be reviewed and approved by the Planning Division. All existing freestanding leasing signs shall be removed within 30-days of MSP approval.
- 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

ParcelID	PrimaryTaxName1	PrimaryTaxName2	PrimaryTaxAddress	PrimaryTaxCity/State/ZIP
082923110011	Csm Investors Inc ✓		500 Washington Ave S Ste 3000	Minneapolis MN 55415-1151
082923110012	John R Johnson	Pearl L Johnson	2540 Kenzie Terr Apt 322	Saint Anthony MN 55418-4170
082923110015	Dolphin Real Estate Managemen ✓		17 Washington Ave Ste 500	Minneapolis MN 55401-0652
082923120001	Shh Medical Office Properties Trust ✓		Po Box 06019	Chicago IL 60606-0019
082923110017	Burlington Northern Railroad ✓	Continental Plaza Bldg	777 Main St Ste 2680	Fort Worth TX 76102-5304
	Community Development Dept ✓	City of Roseville	2660 Civic Center Drive	Roseville MN 55113

MR SP 15-02

Sent July 2/2015
from 12



COMMUNITY DEVELOPMENT DEPARTMENT

June __, 2015

Ms. Sara Marlow
CSM Corporation
500 Washington Avenue South
Minneapolis, MN 55415

Re: 2100 County Road C - Master Sign Plan Draft

Below are the draft plan requirements for the above addressed property:

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.
- Wall signs shall be limited a lineal footage of 525 feet (north facing wall and 1/2 of each curve end) and a signage multiplier of 1.5 (sq. ft.) for a total wall signage allowance of 788 sq. ft. Each tenant shall use a multiplier of 1.25 per lineal foot of tenant frontage.
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- No sign, or any portion thereof, shall project above the parapet or top wall portion upon which it is mounted.

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- The existing freestanding monument sign is allowed to remain and continue to identify the site development – Gateway Business Center. The sign shall be allowed, if the property owner so chooses in the future, to be replaced or modified to increase height to a maximum of 8 feet and increase the length to 10 feet, and allow up to 50 square feet of signage. The sign can also include tenants that occupy the building and increase leasing information as required below.
- A new sign to be erected in the northeast corner of the property, which sign shall be placed a minimum of 10 feet from the property line; shall have a maximum height of 22 feet; shall be limited to a sign cabinet of no greater than 100 sq. ft.; and include a pole wrap or shroud 1/3 the length of the sign cabinet.

OTHER REQUIREMENTS

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Respectfully,

CITY of ROSEVILLE



*Thomas Paschke
City Planner*