



February 14, 2013

Mr. Thomas Paschke  
City Planner  
City of Roseville  
2660 Civic Center Drive  
Roseville, MN 55113

Dear Mr. Paschke:

Enclosed is the completed Master Sign Plan Application for the property at 1500 West Highway 36, Roseville, MN 55113. All of the signage referenced in this application is already in place at the property, with the exception of a new 4'x8' sign panel for the leasing sign (sign K as referenced below), for which we have already submitted a permit application. The location of each sign is indicated on the enclosed site plan. Sign details are as follows:

*Sign A:* Individual white letters on raceway affixed to face of building, internally lit, approximate area 4'x48' (192 sq. ft.), reading "National American University".

*Sign B:* Individual white letters on raceway affixed to face of building, internally lit, approximate area 3'x65' (195 sq. ft.), reading "Department of Education".

*Sign C:* Individual black letters on awning over building entrance, approximate area 18"x26' (39 sq. ft.), reading "Minnesota Department of Education".

*Sign D:* Individual black letters on awning over building entrance, approximate area 18"x25' (38 sq. ft.), reading "Conference Center A".

*Sign E:* Sign on white composite sign board outside loading dock affixed to face of building, approximate area 3'x5' (15 ft. sq.), displaying the Minnesota Department of Education logo.

*Sign F:* Individual white letters on raceway affixed to face of building, internally lit, approximate area 2'x25' (50 ft. sq.), reading "National American University".

*Sign G:* Individual black letters on awning over building entrance, approximate area 18"x25' (38 sq. ft.), reading "Conference Center B".



*Sign H:* Individual white letters on raceway affixed to face of building, internally lit, approximate area 4'x48' (192 sq. ft.), reading "National American University".

*Sign I:* Sign on metal sign board, mounted on posts in the ground, approximate size 3'x4' (12 sq. ft.), reading "National American University" with an arrow directing traffic into the appropriate parking lot.

*Sign J:* Sign on metal sign board, mounted on posts in the ground, approximate size 4'x4' (16 ft. sq.), reading "National American University" and "Minnesota Department of Education Conference Center B" with an arrow directing traffic into the appropriate parking lot.

*Sign K:* Sign on MDO plywood, mounted on temporary posts in the ground, advertising the property as For Lease. Size 4'x8' (32 sq. ft.). This sign is to get a new panel, as show in the attached mockup.

There are also some miscellaneous traffic/address signs on the property, but nothing that I believe needs to be included in the Master Sign Plan.

Please let me know if you have questions or need more information.

Thanks!

A handwritten signature in black ink, appearing to read "Dan Citron", with a long horizontal flourish extending to the right.

Dan Citron



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: Wellington Management First name:
Address: 1625 Energy Park Drive, Suite 100 City/State/Zip: St. Paul, MN 55108
Phone number: 651-292-9844 Email address:

2. Applicant Information: (if different from above)

Company name: Speedpro Imaging
Last name: Citron First name: Dan
Address: 1400 Energy Park Drive, Suite 24 City/State/Zip: St. Paul, MN 55108
Phone number: 651-917-3000 Email address: dcitron@speedpro.com

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

1500 West Highway 36, Roseville MN 55113

4. Additional Required Information:

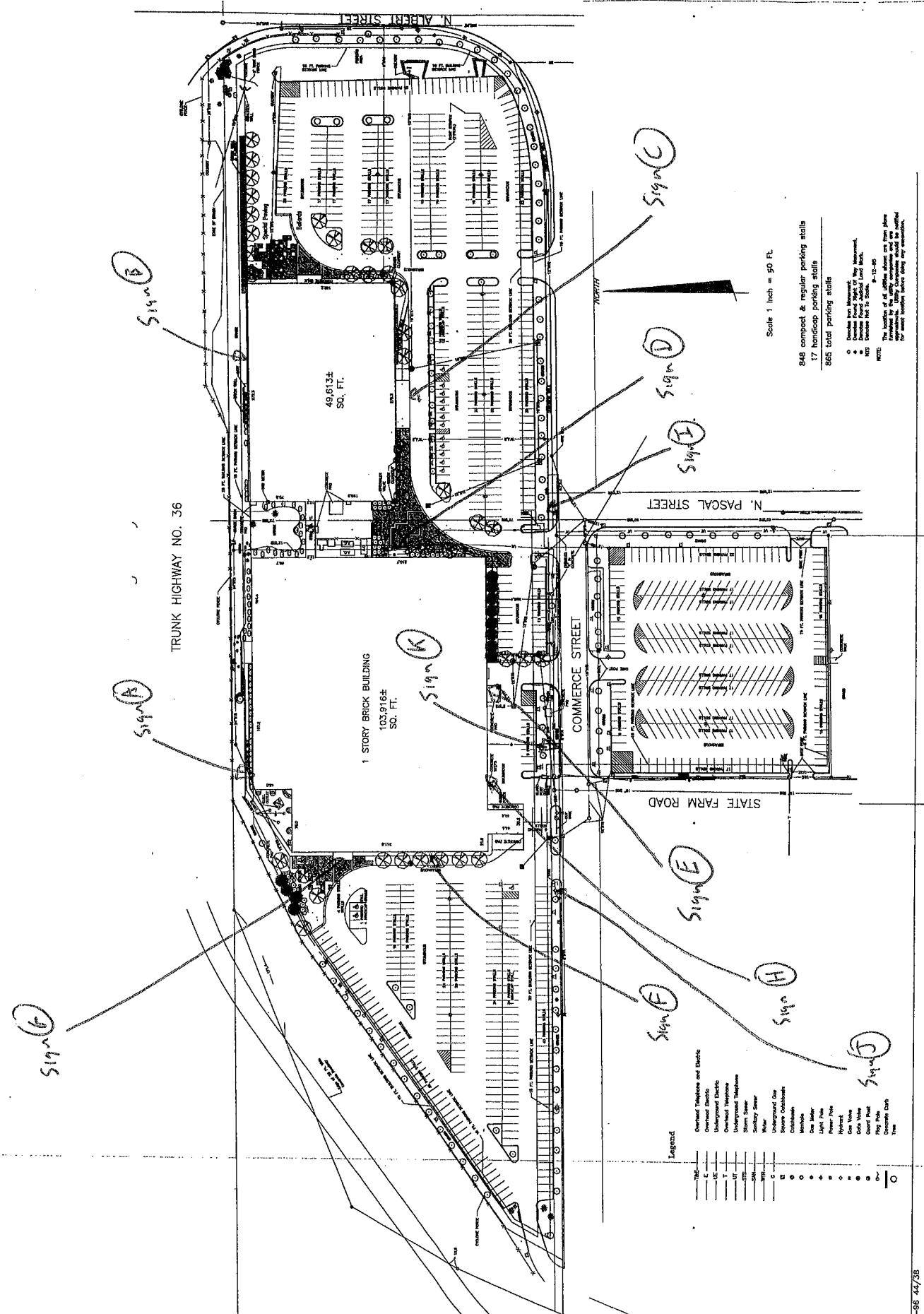
- a. Site plan illustrating on-site improvements and location of proposed signage
b. Sign details including sign dimensions, area calculations, and construction specifications for each sign being contemplated, as well as elevations showing wall signs and/or freestanding signs as appropriate

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: 2/15/13
Applicant: [Signature] Date: 2/13/13

## **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.



TRUNK HIGHWAY NO. 36

48,613±  
SQ. FT.

1 STORY BRICK BUILDING  
103,918±  
SQ. FT.

COMMERCE STREET

N. PASCAL STREET

STATE FARM ROAD

Sign G

Sign A

Sign B

Sign K

Sign C

Sign D

Sign I

Sign E

Sign F

Sign H

Sign J

Scale 1 inch = 50 Ft.

848 compact & regular parking stalls  
17 handicap parking stalls  
865 total parking stalls

NOTES:  
1. The location of all utilities shown on this plan shall be verified by the contractor before any construction.  
2. Utility companies should be notified of any proposed changes to the utility lines.  
3. The location of all utilities shown on this plan shall be verified by the contractor before any construction.  
4. Utility companies should be notified of any proposed changes to the utility lines.

Legend

○	Overhead Telephone and Electric
○	Underground Electric
○	Underground Telephone
○	Underground Sewer
○	Water
○	Underground Gas
○	Stone Columns
○	Manholes
○	Light Pole
○	Power Pole
○	Hydrant
○	Gas Valve
○	Street Light
○	Handicap Sign
○	Flag Pole
○	Decorative Sign
○	Tree

Sign (H)



Sign (I)



Sign (G)



Sign (F)



Sign (J)



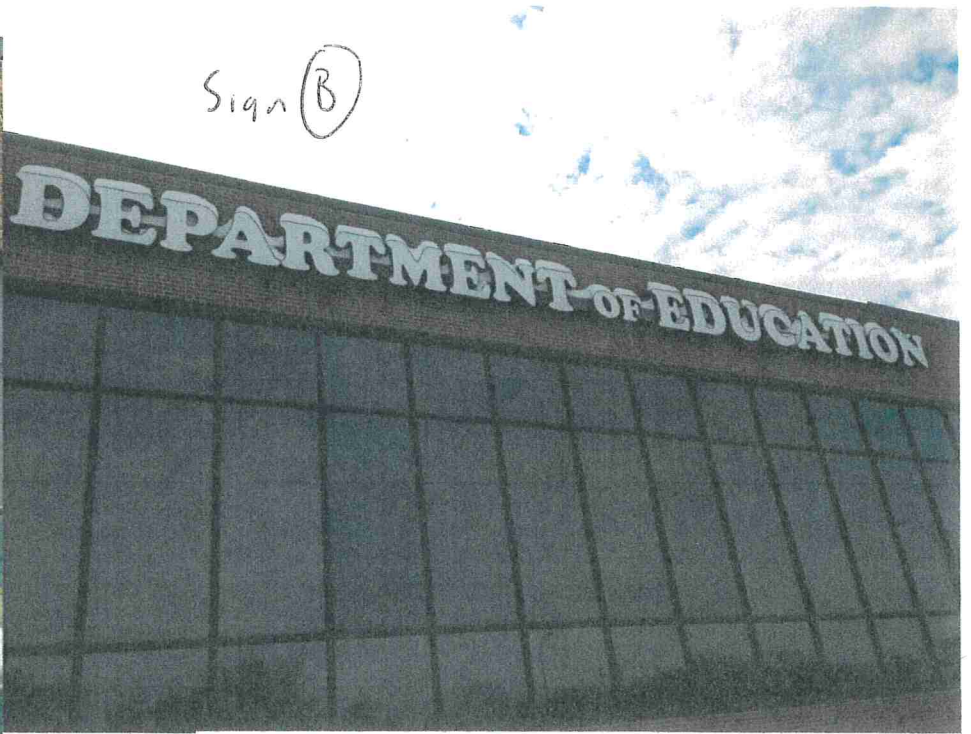
Sign (A)



Sign (E)



Sign (B)



Sign (D)



Sign (C)



Sign (K) - Current





Sign (K) - proposed new panel





February 14, 2013

Mr. Thomas Paschke  
City Planner  
City of Roseville  
2660 Civic Center Drive  
Roseville, MN 55113

Dear Mr. Paschke:

Enclosed is the completed Master Sign Plan Application for the property at 2167 Lexington Avenue North. All of the signage referenced in this application is already in place at the property, with the exception of a new 4'x8' freestanding leasing sign (sign C as referenced below), for which we have already submitted a permit application. The location of each sign is indicated on the enclosed site plan. Sign details are as follows:

*Sign A:* Individual white letters on raceway affixed to face of building, internally lit, approximate area 1'x25', plus on oval logo sign, front lit, approximate area 4'x6' (total 49 sq. ft.), reading "Astound; Transfer Anything to DVD".

*Sign B:* Sign on sign board affixed to face of building, externally lit, approximate area 5'x11' (55 sq. ft.), reading "Astound; Transfer Anything to DVD".

*Sign C:* This is the only proposed new sign on the property. Sign on MDO plywood, mounted on temporary posts, advertising the property as For Lease. Size 4'x8' (32 sq. ft.).

There are also some miscellaneous traffic/address signs on the property, but nothing that I believe needs to be included in the Master Sign Plan.

Please let me know if you have questions or need more information.

Thanks!

A handwritten signature in black ink, appearing to read "Dan Citron", with a long, sweeping underline.

Dan Citron



**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: Wellington Management First name: \_\_\_\_\_  
 Address: 1625 Energy Park Drive, Suite 100 City/State/Zip: St. Paul MN 55108  
 Phone number: 651-292-9844 Email address: \_\_\_\_\_

**2. Applicant Information: (if different from above)**

Company name: Speedpro Imaging  
 Last name: Citron First name: Dan  
 Address: 1400 Energy Park Drive, Suite 24 City/State/Zip: St. Paul MN 55108  
 Phone number: 651-917-3000 Email address: dcitron@speedpro.com

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

2167 Lexington Ave. N., 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: 

Date: 2/15/13

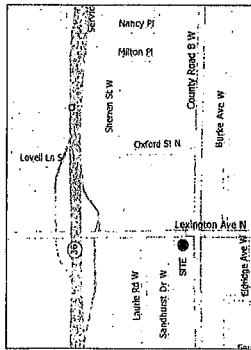
Applicant: 

Date: 2/15/13

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

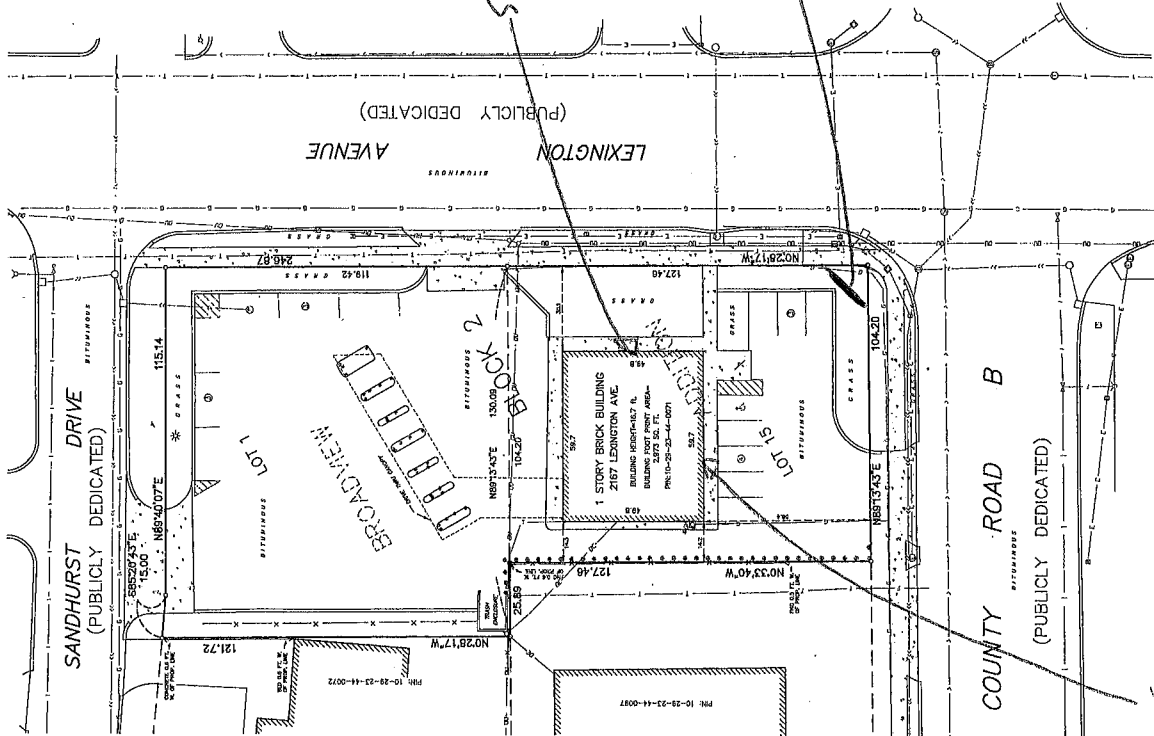
1. **Purpose:** The purpose of the Master Sign Plan is to establish fair and equitable criteria for complex signage situations that accommodate the need for a well-maintained, safe, and attractive community, and the need for effective communications, including business identification.
2. **Effect of 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.

**LOCATION MAP**  
NOT TO SCALE



**LEGEND**

- RELAYS
- SANITARY MANHOLE
- CATCH BASIN
- ELECTRIC MANHOLE
- ELECTRIC BOX
- HANDCOP STUBS
- HYDRANT
- FWD IRON MONUMENT
- LIGHT POLE
- POWER POLE
- SANITARY MANHOLE
- SIGN
- TELEPHONE MANHOLE
- TRAFFIC SIGNAL OR SIGNAL BOX
- WATER VALVE
- FENCELINE
- WISDOM BANK
- SANITARY SEWER
- STORM SEWER
- GAS UTILITIES
- TELEPHONE LINE



**LEGAL DESCRIPTION:**

Lot 1, Block 2, and Lot 15, Block 2, Broadhurst Addition, Ramsey County, Minnesota

**CERTIFICATION:**

This is to certify to the National Bank, Chicago Title Insurance Company, and Land Title, Inc. that this map and plat were made in accordance with the minimum standards of accuracy and reliability as set forth in the ALTA/ACSM and NPS in 2005 and includes items 1, 2, 3, 4, 7, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20 and 21 of the Accuracy Standards as adopted by ALTA and NPS and in effect as of the date of this survey. This map and plat are a land survey registered in the State of Minnesota, the Relative Horizontal Accuracy of this survey being as specified herein.

*[Signature]*  
 Kenneth T. Wilkerson, Minnesota Licensed Surveyor No. 14877  
 Date: 3/27/2007

**NOTES:**

1. This survey relies on information found in the commitment for title insurance prepared by Land Title, Inc. as agent for Chicago Title Insurance Company, file no. 278524, Supplemental, dated July 21, 2006.
2. The locations of underground utilities are based on available maps, records, and field observations. The locations may not be exact.
3. All distances are in feet.
4. The basis of bearings is assumed.
5. The area of the property described above is 26,877 square feet or 0.6229 acres.
6. There are 13 parking spaces and 1 handicap space.
7. The property line is an one not mapped in a flood hazard zone according to the Federal Emergency Management Agency Flood Insurance Rate Map Community Panel No. 274595B.
8. Schedule B Exemption:

- Item 1 Defects, liens, encumbrances, adverse claims or other matters subsequent are not shown.
- Item 2 Discrepancies, conflicts, and encroachments observed on the site are as shown on this survey.
- Item 3 Fences or claims visible by inspection are as shown on the survey.
- Item 4 Encroachments, liens, or encumbrances not of public record are not plottable.
- Item 5 Lien or rights of lien not of public record are not plottable.
- Item 6 Taxes or assessments are not plottable.
- Item 7 Taxes payable are not plottable.
- Item 8 Levelled special assessments are not plottable.
- Item 9 Unrecorded leases are not plottable.
- Item 10 Right of licenses under unrecorded leases are not plottable.
- Item 11 Not plottable.

**ALTA/ACSM  
LAND TITLE SURVEY**

**2167 LEXINGTON AVENUE NORTH  
ROSEVILLE, MINNESOTA**

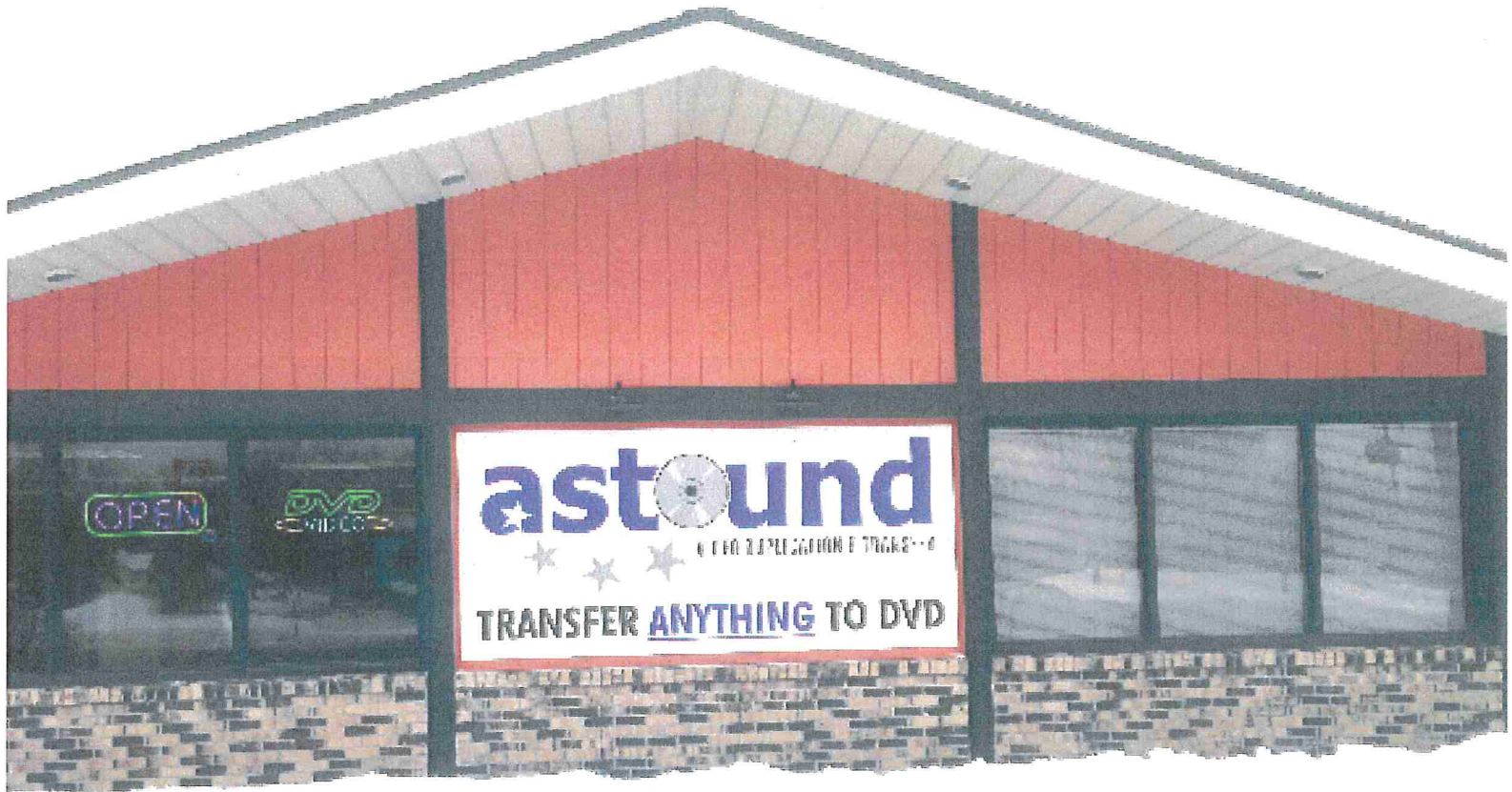
**HT**  
 Engineers - Surveyors  
 Landscape Architects  
 Planning  
 P.O.  
 10000 Highway 101, Suite 200  
 Roseville, MN 55127  
 Phone: (612) 920-0000 FAX: (612) 920-7000

Project No.	07-001
Date	3/27/07
Client	HT
Address	
Surveyor	

Sign (A)



Sign (B)

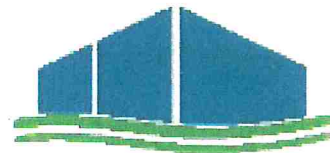


Proposed Sign (C)

8'

**FOR LEASE**

4' **651-292-9844**



**WELLINGTON**  
MANAGEMENT

See all listings at **WELLINGTONMGT.COM**



  
COMMUNITY DEVELOPMENT DEPARTMENT

**May 23, 2013**

Mr. Steve Wellington  
Wellington Management  
Suite 100  
1625 Energy Park Drive  
Saint Paul, MN 55108

Mr. Dan Citron  
Speedpro Imaging  
1400 Energy Park Drive  
Suite 24  
Saint Paul, MN 55108

***Re: Proposed Master Sign Plans***

Gentlemen:

On April 4, 2013, I sent you both a letter regarding the submittal for Master Sign Plans at Wellington's 2167 Lexington Avenue and 1500 Highway 36 properties and stated specifically that the Planning Division could not accept or process these applications until an alternative plan was submitted that incorporated the leasing information/sign into a freestanding sign currently on the premises or propose locations on the building. The Planning Division also noted that another Wellington property, 1711 County Road B, could be added into the Master Sign Process to create plans for wall and freestanding signs at each site/property.

To date, however, I have not received any revised plans nor an indication that such a plan will be forthcoming. In the interest of not having open files for more than a couple of months without activity, I am returning to Speedpro Imaging (since they were applicant) the original packet of information, application, and fees for both properties. When you have reached an agreement on a proposed Master Sign Plan that meets/achieves all requirements of Section 1010 - Sign Regulations of the Zoning Ordinance, please submit to my attention for consideration and action.

Should you have any questions, please call me at 651-792-7074.

***Respectfully,***

***CITY of ROSEVILLE***



*Thomas Paschke  
City Planner*