

# ROSEVILLE

## 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: HUB Properties Trust, building owner First name: c/o Reit Management & Research, owner's agent

Address: 330 South 2nd Avenue #750 City/State/Zip: Minneapolis, MN 55401

Phone number: 612.333.4433 Email address: \_\_\_\_\_

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

Company name: Leroy Signs, Inc

Last name: CLARK First name: Chris

Address: 6325 Welcome Ave North City/State/Zip: Mpls, MN 55429

Phone number: 763-535-0080 Email address: Chris@LeroySigns.com

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

2250 County Road C West

#### 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: 3/24/11

Applicant: 

Date: 3/25/11

# MASTER SIGN PLAN

## 2200-2250 West County Road C Building

The Master Sign Plan criteria for 2200-2250 West County Road C building has been developed in order to achieve consistency, visual harmony, and a complimentary graphic image within the City of Roseville.

### Submittal Requirements and Sign Design Review

**Signage:** The City of Roseville recognizes there is need for signs advertising the identity of Owner and the business conducted on the Premises. It is further recognized that acceptable standards for such signs may change from time to time. In order to allow for such change, all requests for signs (3-copies) to be located on any part or parcel of the Property shall be submitted to the Landlord for approval. The Landlord shall review all signs for approval. The following criteria shall be used to evaluate sign appropriateness:

- A) Advertising signs, advertising businesses or products other than those sold, ~~manufactured or warehoused on the part of parcel of the Property on which the sign is located~~ shall be prohibited.
- B) Use of any flashing, pulsating or rotating light or lights shall be prohibited.
- C) Rooftop signs shall be prohibited.
- D) Individually lit LED channel letters on raceways or non-illuminated plate letters must be used for tenant identification. The Landlord shall determine the appropriateness based upon size, scale, colors, materials, and compatibility with neighboring signs and structures within the property. All sizes must meet City Code allowance.
- E) Letter returns & raceways may be painted, pre-finished or utilize exposed metal. Any exposed metal shall be stainless steel, titanium, bronze, or other similar non-corrosive materials.
- F) Consistency in signage shall relate to size, materials and heights shall be enforced/encouraged.
- G) All signs must meet the requirements of the City of Roseville, including receipt of permits prior to erection. Tenant responsible for permit cost.
- H) Monument sign panels may be used based on agreement with Landlord (If panels are available).
- I) The Landlord shall review & approve all signs in writing prior to installation.

## **Prohibited Signs**

The following signs are prohibited:

No tenant signs will be permitted which do not directly relate to the name or primary service or function of the given tenant activity.

Signs consisting of visible moving parts or simulate movement by means of fluttering, rotating or reflecting devices.

Signs with flashing, blinking or moving lights or any other moving lights, or any other illuminating device that has changing light intensity, brightness, or color, except for parts designed to give public service information such as time, date, temperature or similar information.

Individual commercial signs placed on public property.

Signs projecting into the street, with the exception of traffic control signage and pedestrian-oriented signs.

~~Vehicle-mounted or portable signs which advertise, identify or provide directions to a use or activity, that are not related to the vehicle's lawful making of deliveries of sales or of merchandise or rendering of services.~~

Signs that are placed on the glass storefront window, including company logos. The only exception is that the address and tenant name may be placed on the glass door entrances to the premises, using pre-approved letters as determined by the Landlord.

Mobile signs/portable signs.

Bench signs.

Billboards.

Roof-mounted signs.

Signs that project above a parapet or the highest point of a roof.

Hand-painted wall or ground signs of a permanent nature.

As well as any other prohibited signs covered under Section 1009 of the Roseville City Code.

## **Sign Construction**

Attractive and long-lasting signage shall be encouraged through the following provisions:

All Signs shall be made of materials and finishes and be of high quality fabrication. The scale and proportion of graphics shall be compatible with buildings' architectural character & approval in writing by the Landlord.

## Wall Sign Limitations

Tenants total amount of exterior sign area not to exceed 2.0 times the lineal footage of the building frontage. Sign area for all sides of the building to be capped at the maximum size allowed as per above, based on frontage of the building on Long Lake Road (204') and County Road C (154') total=  $358 \times 2 = 716$  total SF of wall signage allowed.

All signage must meet City Code allowances.

- ◆ The scale and proportion of graphics shall be compatible with the building's architectural character and mass, subject to the following:

No tenant shall be allowed more than one (1) wall sign.

No sign can exceed 100 SF in area

All signs to be bottom justified 2' up from lintel & centered in lease space frontage on building sign band.

No letter or logo height to exceed 36" in height.

Sign area to be commensurate with lease space area

Each tenant allowed vinyl graphics on entrance door with suite # and employee entrance if applicable.

- ◆ Sign permits are required for all signs.
- ◆ All sign plans shall be approved in writing by the landlord; after which, the tenant will forward to the City of Roseville with the Sign Permit Application and any fees that may apply.
- ◆ Owner sign-off of any proposal shall accompany any sign permit application.
- ◆ Two directional signs (one near Long Lake Road entrance and one near the County Road C entrance) shall be permitted on site and limited to a maximum size of 25 sq. ft. and 6 feet in height. These signs shall be consistent with the overall design of the building, specifically the free standing sign. In limited situations additional directional signs will be supported. All directional signage shall be reviewed by the Roseville City Planner, prior to approval and issuance of a Sign Permit.
- ◆ One multi-tenant & double sided monument sign not to exceed 100 SF in area, 10' in height, 10' set back from property line.

Signs are to be free of all labels and fabricator's advertising, except for those required by code.

All electrical signs and their installation must comply with all local building and State electrical codes.

All electrical service to signs shall be fully concealed. No sign shall have exposed wiring, ballasts, conduit or transformers.

Owners/Occupant shall be fully responsible for the operations of their sign contractor.

All sign illumination systems shall minimize the energy needed by utilizing contemporary energy saving techniques and materials. LED light modules.

Sign materials shall be limited to metal, and acrylic materials with UV inhibitors. All materials shall be of high quality, durability and require low maintenance.

Wall mounted signs must be constructed of internally illuminated channel letters, face lit, mounted on aluminum raceways painted to match the building. Non illuminated signs to be flat cut out aluminum, minimum 3/8" thick, MAP silver polyurethane finish.

Wall mounted signs may not project more than either (8) inches from face of structure to which the sign is attached.

### **Freestanding Signage**

2200-2250 West County Road C will be allowed (1) one internally illuminated, double sided, multi tenant panel monument sign. Sign not to exceed 100 SF in area, 10' in height, 10' set back from property line.

### **Public Traffic Safety Signs**

The City and other public agencies charged with the responsibility of traffic safety may place public traffic and other signs throughout the plan area.

### **Temporary Signs and Banners**

Are not allowed. Other temporary signage may be considered under the Master Sign Plan.

### **Maintenance**

Tenants are responsible for maintaining their signage appearance at all times. Tenant shall be required to clean sign at least 1-time per year.

**Any questions on above please contact your Landlord Representative.**

City of Roseville  
651-792-7000

04/01/2011 15:23  
Receipt No. 00235386

signplan  
Master Sign Pl  
an 350.00

-----  
Receipt Total 350.00

Cash 0.00  
Check 350.00 Check #94099  
Charge 0.00

LEROY SIGNS

Cashier: jill.hughes  
Station: RVFIN701

**ROSEVILLE**  
Community Development Department  
651-792-7074 ♦ fax: 651-792-7070

**May 12, 2011**

HUB Properties Trust  
330 South 2<sup>nd</sup> Avenue  
Suite 750  
Minneapolis, MN 55401

Chris Clark  
Leroy Signs  
6325 Welcome Avenue North  
Minneapolis, MN 55429

**RE: 2200 – 2250 County Road C Master Sign Plan.**

To Whom It May Concern:

On April 20, 2011, the Roseville Planning Division held the required hearing regarding the Master Sign Plan (MSP) request for 2200-2250 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.

The MSP Committee has reviewed the proposal and supports the following as the MSP for 2200-2250 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 constructed of internally illuminated channel letters and face lit and limited to, either on raceways or individual letters. Identity logos and/or symbols shall be allowed.
- Letter returns and raceways may be painted, prefinished, or utilize exposed metal; and exposed metal shall be stainless steel, titanium, bronze, aluminum, or other non-corrosive material.
- The scale and proportion of graphics shall be compatible with the building's architectural character and mass.
- Each tenant shall be allowed only a single wall sign.
- Wall signs shall be justified 2 feet from the lintel and centered in the lease space frontage.
- Letter heights shall not exceed 35 inches.

## Community Development Department

651-792-7074 ♦ fax: 651-792-7070

- Maximum sign area per tenant shall not exceed 2 sq. ft. of signage per lineal foot or a maximum of 716 sq. ft. for the building.
- Sign area shall be computed per section 1010.04 of the City Code.
- Wall signs shall not project more than 8 inches from the face of the structure to which the sign is attached.
- Sign material shall be limited to metal and acrylic materials with UV inhibitors. All materials shall be made of high quality durable materials and finishes, and be of highest quality fabrication.

### **FREESTANDING SIGN REQUIREMENTS**

- One multi-tenant sign shall be allowed on the premises. This sign shall be double sided and not exceed 100 sq. ft. per face.
- The freestanding multi-tenant sign shall be limited to an overall height of 12 feet, afford the accommodation of up to six tenants signs not exceeding 60 sq. ft. (2 x 5 x 6). The base shall be a minimum of 2 feet in height comprised of anodized aluminum. The mall identification at the top of the sign does not count against the total freestanding sign limit (All per plans submitted March 16, 2011).
- The freestanding sign shall be setback a minimum of 10 feet from the property line.
- In addition to the above freestanding sign requirements, all leasing information (contact and number) shall be incorporated into the freestanding. All existing freestanding leasing sign on the premises shall be removed by the completion date of the new freestanding multi-tenant sign.
- The premises will also be allowed of lease signs on vacant tenant spaces not exceeding 24 square feet.
- Two directional signs shall be allowed (one near Long Lake Road and one near County Road C access) and limited to 25 sq. ft. and 6 feet in height. Additional directional signs may be approved in the future and must be approved by the City Planning Division.



**Community Development Department**

651-792-7074 ♦ fax: 651-792-7070

**OTHER REQUIREMENTS**

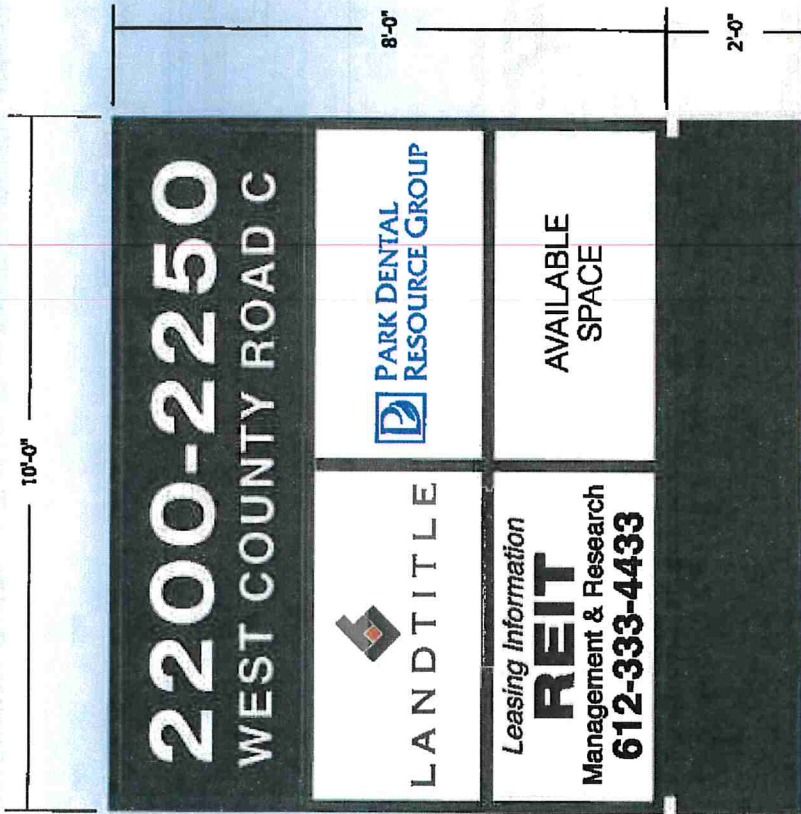
- Landlord sign-off of any sign proposal shall accompany any sign permit and shall meet the requirements of the MSP.
- A sign permit is required for the installation of all signs on the premises.

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

*Respectfully,*

**CITY of ROSEVILLE**

*Thomas Paschke  
City Planner*



DURANODIC BRONZE

ALUMINUM POLE COVER

1 QTY / D/F INTERNALLY ILLUMINATED MONUMENT SIGN / REMOVABLE FLAT POLYCARBONATE PANELS



**REIT**

ILLUMINATED SIGNAGE  
SIGNAGEWORKS

MINNEAPOLIS, MN  
LOCATION

CHRIS CLARK  
INSTALLER

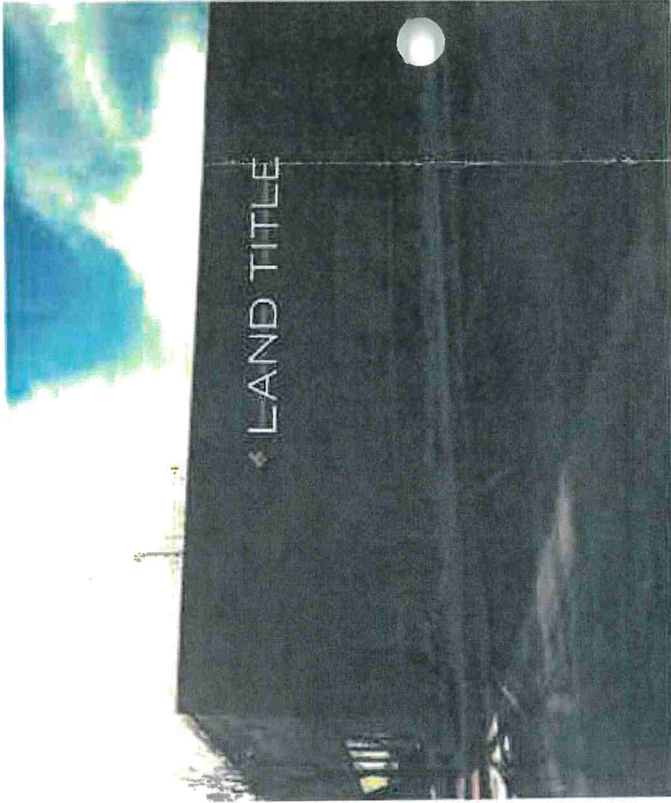
3/8" = 1'  
SCALE

03/16/11  
DATE

RD\_MS\_V1A.ai  
FILENAME

10/11/11 10:58:11 AM  
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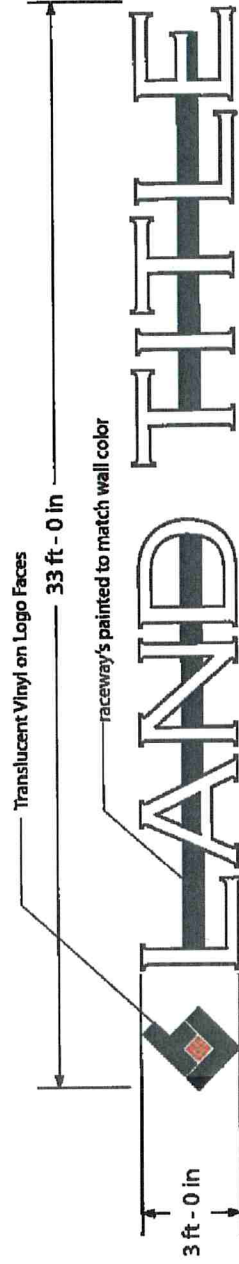
**LERROY**  
B I O N E  
6325 WELCOME AVE. N.  
MINNEAPOLIS, MN 55429  
Phone: 763-533-0080  
Fax: 763-533-2583



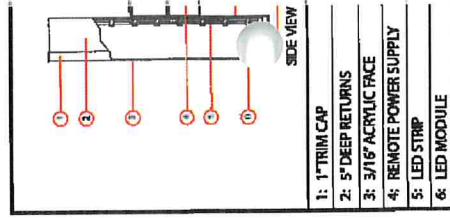
Night Depiction



Day Depiction



Total Sign Area = 100 Sq Ft



MOUL

FRONT LIT / INTERNALLY ILLUMINATED CHANNEL LETTERS / FLUSH MOUNTED / WHITE LED ILLUMINATION / BLACK RETURNS & TRIM



V9A

Land Title

ILLUMINATED SIGNAGE

New Brighton, MN

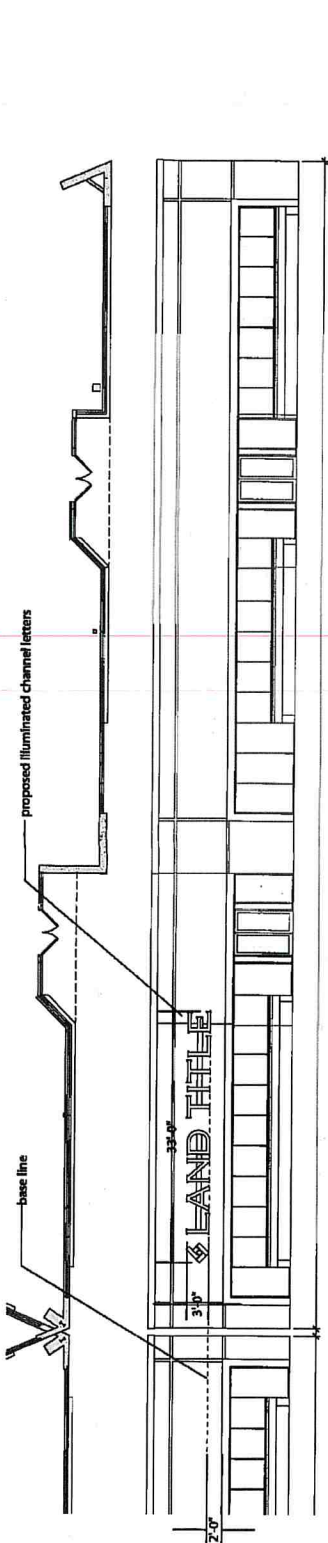
Chris Clark

3/16" = 1'

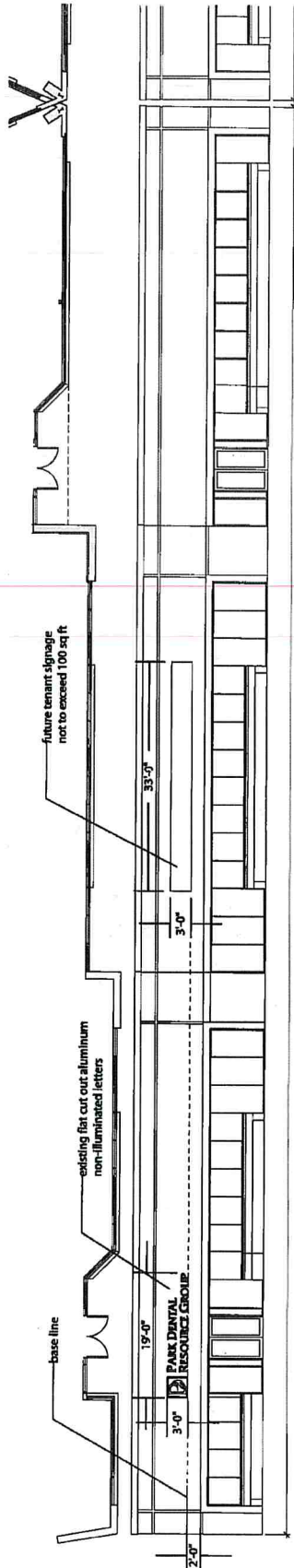
03/16/11

LT\_CL\_V9Aal

IMPORTANT! This is a proprietary design. The design and specifications are the property of the client. No part of this design may be used or reproduced without the written consent of the client.



NORTH ELEVATION  
154 ft frontage



EAST ELEVATION  
204 ft frontage

SCALE: 1/16" = 1'



**REIT**

Exterior Signage  
SIGN DESCRIPTION:

New Brighton, MN  
LOCATION:

Chris Clark  
SALESPERSON:

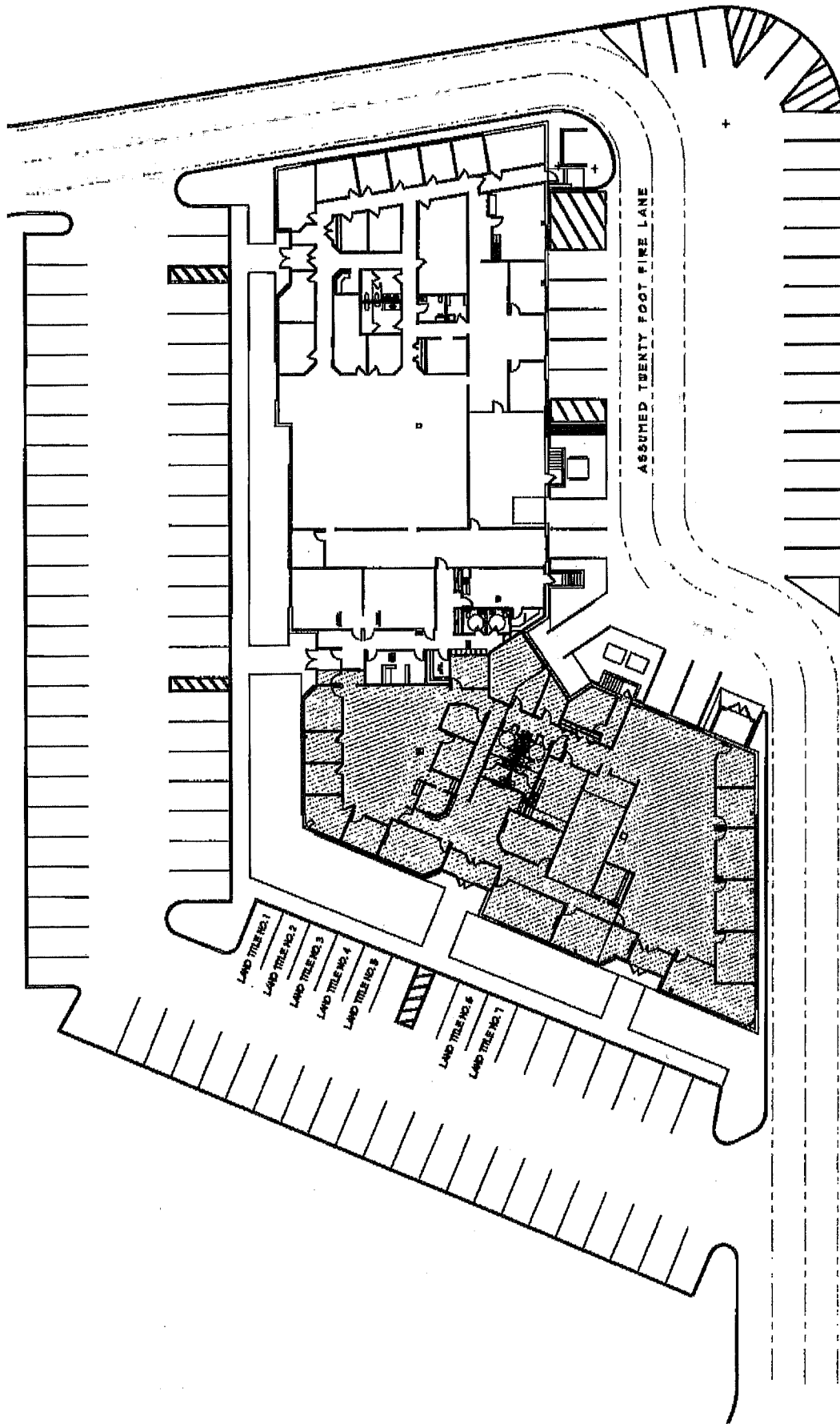
03/16/11  
DATE:

1/16" = 1'  
SCALE:

RD\_EL\_V1A.ai  
FILENAME:

**IMPORTANT NOTICE:**  
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**LEROY**  
INC.  
6325 WELCOME AVE. N.  
MINNEAPOLIS, MN 55429  
Phone: 763-535-0080  
Fax: 763-535-2593



PLAN NORTH

1 LAND TITLE, INC. RESERVED PARKING EXHIBIT  
 1 SCALE: BEST FIT PAGE

BLDG SQUARE FOOTAGE:  
 R = 23508 SF

SCALE: BEST FIT PAGE  
 JOB: 2010.010  
 REVISION: DATE  
 TGIW  
 DATE: 02 FEB '11  
 L.T. PKG

FLOOR NO.: (1) OF ONE



CONTACT INFORMATION:  
 REIT MANAGEMENT & RESEARCH  
 330 SOUTH 2ND AVE. STE. 110  
 MINNEAPOLIS, MN 55401  
 T: 612-333-4433 F: 612-333-4344

LOCATION:  
 ROSEDALE CORPORATE PLAZA  
 BUILDING F  
 2200 COUNTY ROAD C  
 ROSEVILLE, MN 55113

**GENESTIS**  
 4350 Baker Road - Suite 400  
 Minneapolis, MN 55343  
 952.897.7874 Fax: 952.897.7740

# **MASTER SIGN PLAN**

## **2200-2250 West County Road C Building**

The Master Sign Plan criteria for 2200-2250 West County Road C building has been developed in order to achieve consistency, visual harmony, and a complimentary graphic image within the City of Roseville.

### **Submittal Requirements and Sign Design Review**

**Signage:** The City of Roseville recognizes there is need for signs advertising the identity of Owner and the business conducted on the Premises. It is further recognized that acceptable standards for such signs may change from time to time. In order to allow for such change, all requests for signs (3-copies) to be located on any part or parcel of the Property shall be submitted to the Landlord for approval. The Landlord shall review all signs for approval. The following criteria shall be used to evaluate sign appropriateness:

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## Wall Sign Limitations

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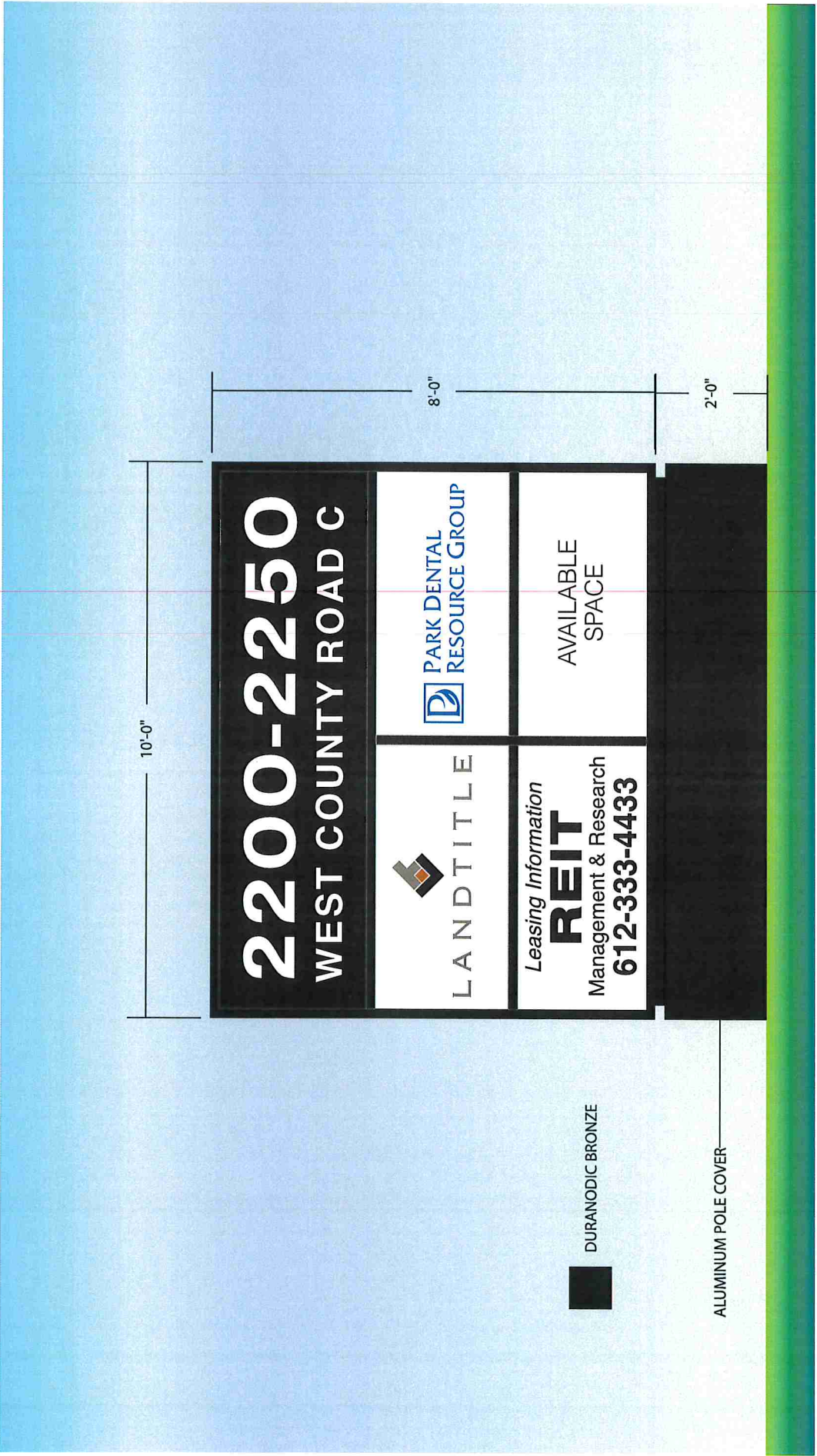
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**Any questions on above please contact your Landlord Representative.**



1 QTY / D/F INTERNALLY ILLUMINATED MONUMENT SIGN / REMOVABLE FLAT POLYCARBONATE PANELS



**REIT**

ILLUMINATED SIGNAGE

MINNEAPOLIS, MN

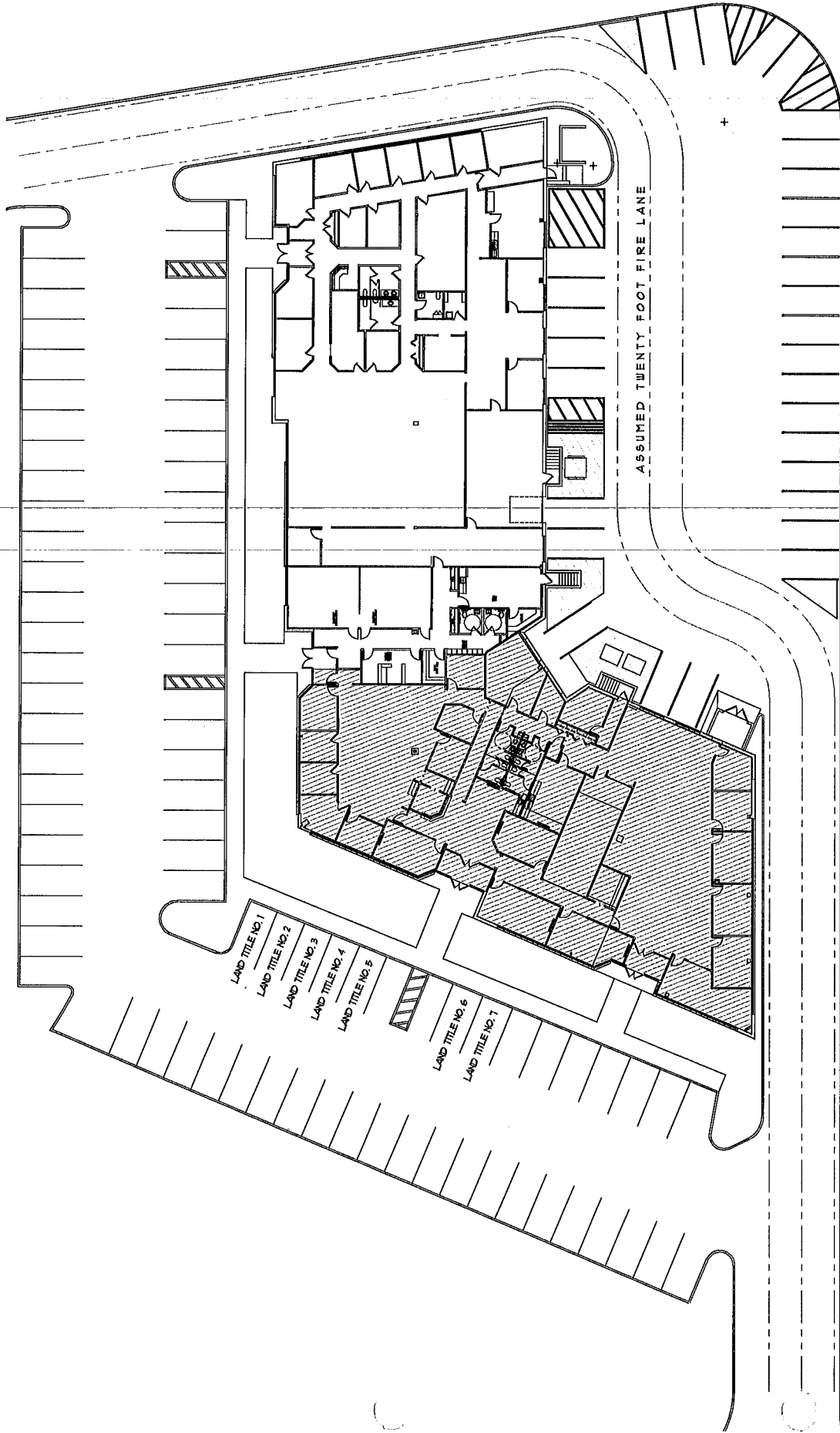
CHRIS CLARK

3/8" = 1'

03/16/11

RD\_MS\_V1A.ai

**IMPORTANT NOTICE:**  
This is a proprietary design of Leroy Signs, Inc. designed specifically for this project. It is not to be used for any other entry for copy or use. This design cannot be used without the written consent of Leroy Signs, Inc.



PLAN NORTH

1 LAND TITLE, INC. RESERVED PARKING EXHIBIT

1 SCALE: BEST FIT PAGE

BLDG SQUARE FOOTAGE:  
 R = 23508 SF

SCALE: BEST FIT PAGE  
 JOB: 2010.1810  
 REVISION: DATE XXX  
 FLOOR NO: (1) OF ONE

DRAWN BY: TGU  
 DATE: 02 FEB '11

**L.T. Pkg**



CONTACT INFORMATION:  
 REIT MANAGEMENT & RESEARCH  
 330 SOUTH 2ND AVE. STE. 110  
 MINNEAPOLIS, MN 55401  
 T: 612-333-4433 F: 612-333-4344

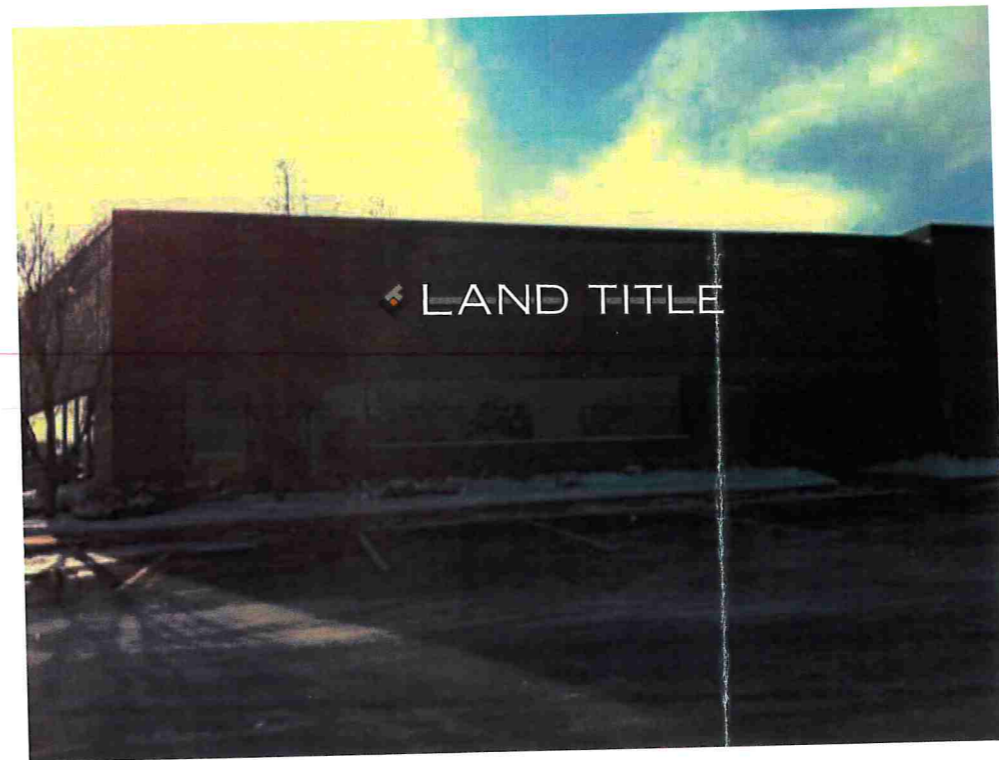
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 BUILDING 'F'  
 2200 COUNTY ROAD C  
 ROSEVILLE, MN 55113

**GENESIS**

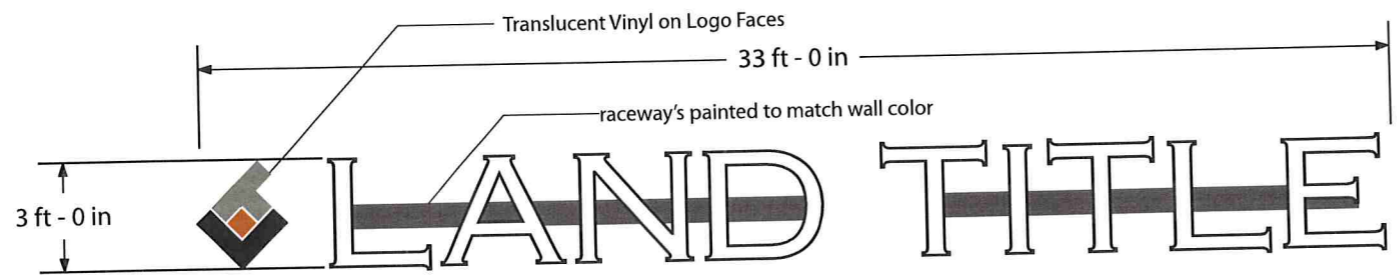
4350 Baker Road ~ Suite 400  
 Minneapolis, MN 55343  
 952.897.7874 Fax: 952.897.7740



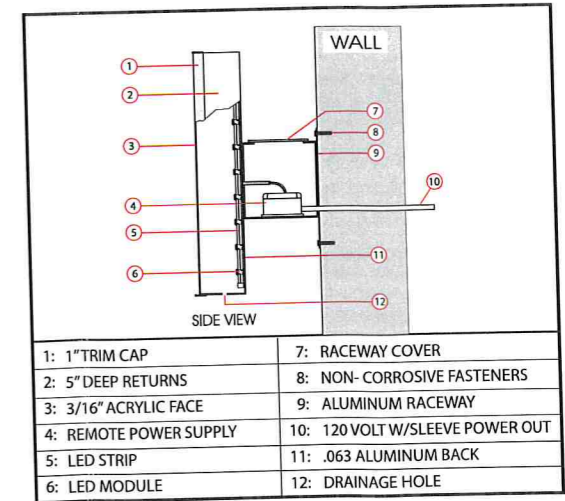
Day Depiction



Night Depiction



Total Sign Area = 100 Sq Ft



MOUNTING DETAIL

North Side

FRONT LIT / INTERNALLY ILLUMINATED CHANNEL LETTERS / FLUSH MOUNTED / WHITE LED ILLUMINATION / BLACK RETURNS & TRIM



**Land Title**

Illuminated Signage  
SIGN DESCRIPTION:

New Brighton, MN  
LOCATION:

Chris Clark  
SALESPERSON:

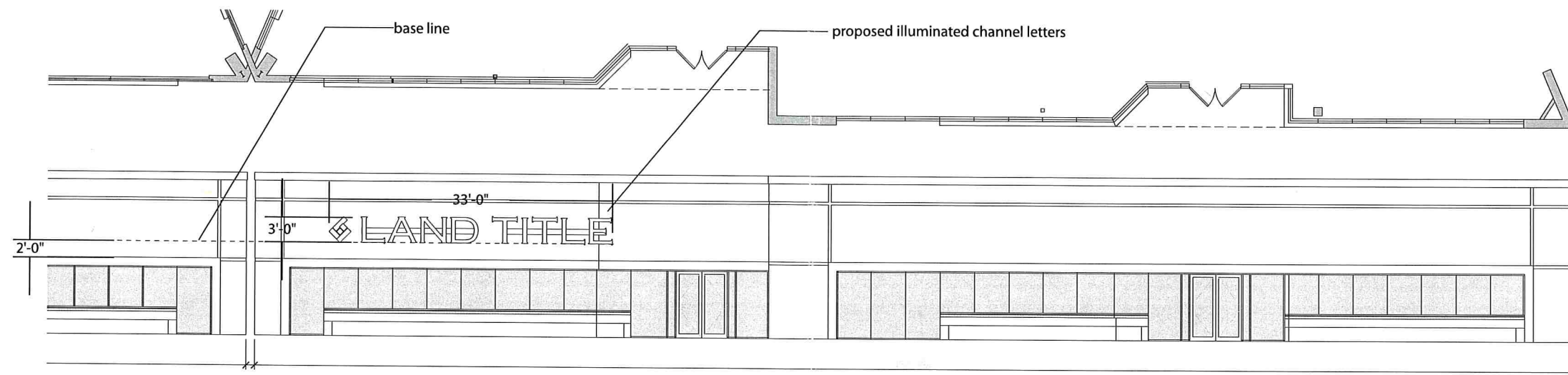
3/16" = 1'  
SCALE:

03/16/11  
DATE:

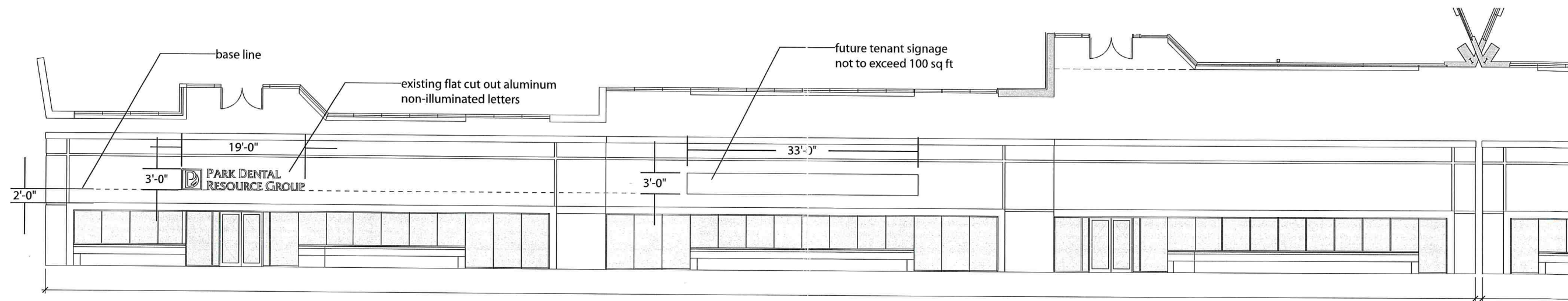
LT\_CL\_V9A.ai  
FILENAME:

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**LEROY**  
SIGNS  
6325 WELCOME AVE, N.  
MINNEAPOLIS, MN 55429  
Phone: 763-535-0080



NORTH ELEVATION  
154 ft frontage



EAST ELEVATION  
204 ft frontage

SCALE: 1/16" = 1'



**REIT**

Exterior Signage  
SIGN DESCRIPTION:

New Brighton, MN  
LOCATION:

Chris Clark  
SALESPERSON:

1/16" = 1'  
SCALE:

03/16/11  
DATE:

RD\_EL\_V1A.ai  
FILENAME:

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**LEROY**  
SIGNS  
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