



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: *Twin Lakes Medical Center Limited Partnership*

Contact: Last name: Madsen First name: Wendy
 Address: 50 S. 10th St., Ste 300 City/State/Zip: Minneapolis, MN 55403
 Phone number: 612-492-4326 Email address: Wendy.madsen@ryancompanies.com

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

Company name: Signcrafters
 Last name: Lawrance First name: Mike
 Address: 2405 Annapolis Ln. N. City/State/Zip: Plymouth, MN 55441
 Phone number: 763-571-2995 #200 Email address: Mike@scoutdoor.com

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

1835 W. County Road C - 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.

Twin Lakes Medical Center Limited Partnership
 Property Owner: By: *[Signature]* Twin Lakes LLC, ITS General Partner, Inc. - ITS manager member Date: 3/31/11
 Applicant: *[Signature]* (See attached) Date: 3/29/11





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

1. Property Owner Information:

Last name: Madsen First name: Wendy
Address: 50. S. 10th St., Ste. 300 City/State/Zip: Minneapolis, MN 55403
Phone number: 612-492-4000 Email address: Wendy.Madsen@ryancompanies.com

2. Applicant Information: (if different from above)

Company name: Signcrafters
Last name: Lawrance First name: Mike
Address: 2405 Annapolis Ln. N. #200 City/State/Zip: Plymouth, MN 55441
Phone number: 763-571-2995 Email address: mike@scoutdoor.com

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

1835 County Road C, 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: (See attached) Date: 3/31/11

Applicant: Mike Lawrance Date: 3/29/11

Digitally signed by Mike Lawrance
DN: cn=Mike Lawrance, o=Signcrafters Outdoor Display Inc., ou=V.P., email=mike@scoutdoor.com, c=US
Date: 2011.03.29 10:26:00 -0500

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

04/06/2011 14:40
Receipt No. 00236158

signplan
Master Sign Pl
an 350.00

Receipt Total 350.00

Cash 0.00
Check 350.00 Check #20680
Charge 0.00

MADSEN

Cashier: jill.hughes
Station: RVFIN701



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

November 9, 2011

Twin Lakes Medical Limited Partnership
Attn: Ms. Wendy Madsen
50 South 10th Street
Suite 300
Minneapolis, MN 55403

Mr. Mike Lawrance
Sign Crafters
2405 Annapolis Lane North
Plymouth, MN 55441

RE: 1835 County Road C Master Sign Plan.

To Whom It May Concern:

On May 12, 2011, the Roseville Master Sign Plan Committee held the administrative hearing to review and approve the Master Sign Plan for Roseville Medical and Dental Center. 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 Roseville Medical and Dental Center:

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.
- Wall signs shall be justified 2 feet from the lintel and centered in the lease space frontage.
- Letter heights shall not exceed 35 inches.
- 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.

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

- 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.


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



2405 Annapolis Lane
 Suite 200
 Minneapolis, Mn 55441
 P. (763) 571-2995
 F. (763) 571-3588
 www.scoutdoor.com

Client _____
 Street _____
 City/State _____

Sheet # _____
 Revision _____
 Sales representative _____
 Designer _____ Date _____

Approvals _____
 Drawings accepted _____
 Permits _____
 Finance / Drawings _____

Roseville M & D
 (Wall 2)





B

Roseville M & D
 (Wall 1)

Approvals _____
 Drawings accepted _____
 Permits _____
 Finance / Dwn pay _____

Sheet # _____
 Revision _____
 Sales representative _____
 Designer _____ Date _____

Client _____
 Street _____
 City/State _____

2405 Amnapolis Lane
 Suite 200
 Minneapolis Mn 55441
 P. (763) 571-2995
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 www.scoutdoor.com





A

Roseville M & D
(Front 1)

Approvals _____
 Drawings accepted _____
 Permits _____
 Finance / Drawings _____

Sheet # _____
 Revision _____
 Sales representative _____
 Designer _____ Date _____

Client _____
 Street _____
 City/State _____

2405 Annapolis Lane
 Suite 200
 Minneapolis Mn 55441
 P. (763) 571-2995
 F. (763) 571-5888
 www.scoutdoor.com





A

Roseville M & D
(Monument 1)

Approvals _____
 Drawings accepted _____
 Permits _____
 Finance / Dwn part _____

Sheet # _____
 Revision _____
 Sales representative _____
 Designer _____ Date _____

Client _____
 Street _____
 City/State _____

2405 Annapolis Lane Suite 200
 Minneapolis Mn 55441
 p. (763) 571-2995
 f. (763) 571-3588
 www.scoutdoor.com





A

Roseville M & D
(Monument 2)

Approval _____
 Drawings accepted _____
 Permits _____
 Finance / Draw pay _____

Sheet # _____
 Revision _____
 Sales representative _____
 Designer _____ Date _____

Client _____
 Street _____
 City/State _____

2405 Annapolis Lane
 Suite 200
 Minneapolis Mn 55441
 P (763) 571-2895
 F (763) 571-3588
 www.seoutdoor.com





A

Roseville M & D

(Front 1)

Approvals _____
 Drawings accepted _____
 Permits _____
 Finance / Don't pay _____

Sheet # _____
 Revision _____
 Sales representative _____
 Designer _____ Date _____

Client _____
 Street _____
 City/State _____

2405 Annapolis Lane
 Suite 200
 Minneapolis Mn 55441
 p. (763) 571-2995
 f. (763) 571-3588
 www.scoutdoor.com



North Entry



B

Roseville M & D
(Wall 1)

Approvals _____
Drawings accepted _____
Permits _____
Finance / Dem pool _____

Sheet # _____
Revision _____
Sales representative _____
Designer _____ Date _____

Client _____
Street _____
City/State _____

2405 Annapolis Lane Suite 200
Minneapolis, Mn 55441
p. (763) 571-2995
f. (763) 571-3588
www.scooutdoor.com



South Wall



B

Roseville M & D
(Wall 2)

Approvals _____
Drawings accepted _____
Permits _____
Finance / Down pay _____

Sheet # _____
Revision _____
Sales representative _____
Designer _____ Date _____

Client _____
Street _____
City/State _____

2405 Annapolis Lane
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Minneapolis, MN 55441
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F. (763) 571-3588
www.scoutdoor.com



East Wall



A

Roseville M & D

(Monument 2)

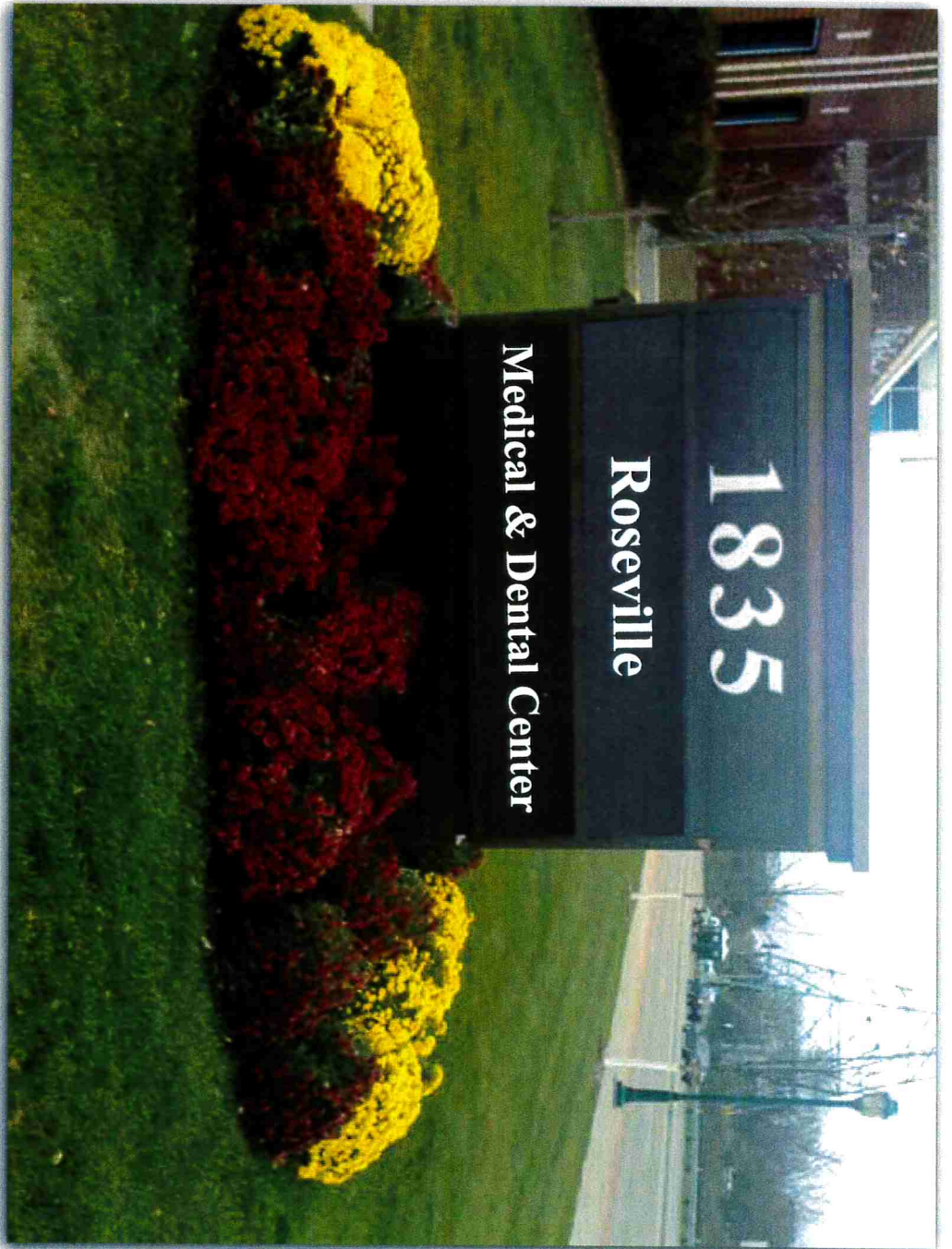
Approvals _____
 Drawings accepted _____
 Permits _____
 Finance / Dan pay _____

Sheet # _____
 Revision _____
 Sales representative _____
 Designer _____ Date _____

Client _____
 Street _____
 City/State _____

2405 Annapolis Lane
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 Minneapolis Mn 55441
 p. (763) 571-2995
 f. (763) 571-3588
 www.scontdoor.com





A

Roseville M & D
(Monument 1)

Approvals _____
Drawings accepted _____
Permits _____
Finance / Down pay _____

Sheet # _____
Revision _____
Sales representative _____
Designer _____ Date _____

Client _____
Sheet _____
City/State _____

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SW & NE monuments