



\$357.
MSP

COMMUNITY DEVELOPMENT
2660 Civic Center Drive [] Roseville, MN 55113
Phone: (651) 792-7074 [] Fax: (651) 792-7070

| OFFICE USE ONLY | |
|---------------------------------|-------------|
| Permit # | SIGN 17-044 |
| Receipt # | 4564 |
| Permit Fee: \$ | \$135.81 |
| License Fee: \$ | |
| City Planner signature & date | |
| Bldg. Official signature & date | |

SIGN PERMIT

CITY CODE SECTION 1010.03
www.cityofroseville.com

City of Roseville Contractor's License is required for all sign installations. Please allow at least 5 business days for plan review. Permit fee is based on the value of the job plus a 2% technology fee. Fee must be paid when permit is picked up.

- Sign Contractor Company Name:** Twin City Sign
Lic. #: 2017-00153 **Address:** 14333 Wood Lake NE **City/State/Zip:** Ham Lake MN
Last name: Jeff **First name:** Knutsen 55304
Phone number: 651-208-2517 **Email address:** twincitysigns@yahoo.com
- Property Owner/Manager Company Name:** Collars
Address: 4350 Baker Road SE **City/State/Zip:** Marietta Ga
Last name: _____ **First name:** _____
- Proposed Sign(s):** Please Note: Banners, portable signs, and mobile signs are prohibited.
Street Address: 2770-2400 Cleveland Ave
Brief description of work: Remove old maroon topper install new illuminated cabinet on existing base
Duration: Temporary from: _____ to: _____
 Permanent **Conforms to Master Sign Plan:** Yes N/A
- Building Sign(s):**
Length of building/tenant frontage: 4100' on Cleveland Ave
Total proposed sign area: 75 sq ft **Number of proposed signs:** _____
- Freestanding Sign(s):** Requires review and approval of engineered structural plans by Building Official.
Overall sign height: 56" Existing + 97 1/2" New total 161 1/2" in height
Total proposed sign area: 75 sq ft **Number of proposed signs:** 1
- Required Plans:** Complete specifications and scaled elevation drawings are required for all signs. Elevations for building signs should show the related building walls, and elevations for freestanding signs should show the entire sign structure. A scaled site plan showing the location of the proposed sign(s) and engineered structural plans are also required for freestanding signs. Refer to §1010 of the City Code for sign regulations.
- Valuation:** Total cost of materials and labor for all proposed signs: \$ 5,000
- Signature(s):** The undersigned hereby make(s) application to the City of Roseville to perform the work as herein described. The undersigned further state(s), under penalty of law, that the work will be performed in accordance with the MN State Building Code, this application, and any approved plans and/or specifications.

Contractor: Jeff Knutsen
Property Owner: Peter H. Morle
Updated January 2017

Date: 11/16/2017
Date: 11-17-17

JOB NUMBER
10XXX

DATE
08/21/17

SALES
DOUG G

DESIGN
JUSTIN S

FILED AS
COLLIERS/TWIN LAKE

REVISION

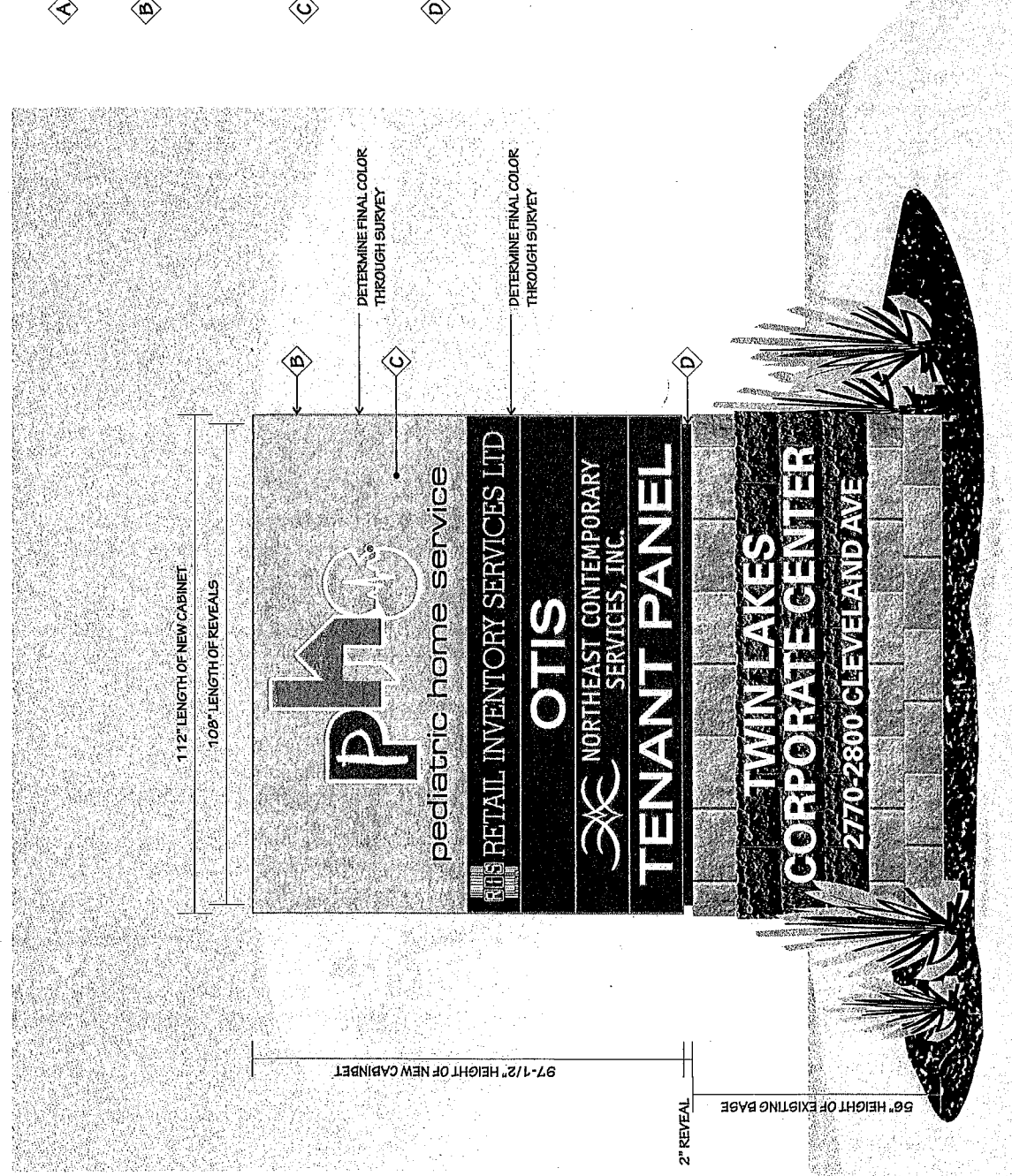
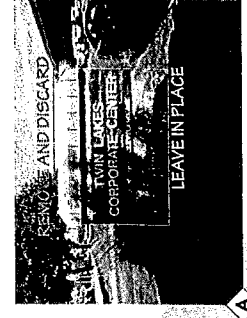
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| 3 | 09/18/17 JS |
| 4 | 09/19/17 JS |

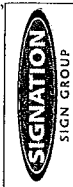
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All drawings included on this page are owned and are property of SIGNATION SIGN GROUP. All written sizes have precedence over all scaled dimensions.

- MONUMENT REFURBISH**
- A EXISTING MONUMENT**
 - REMOVE MONUMENT TOPPER AND DISCARD
 - STONE BLOCK BASE REMAINS ON SITE
 - B NEW NON-ILLUM CABINET**
 - FABRICATED D/F ALUMINUM CABINET
 - 17" RETURNS THAT ARE SKINNED WITH .090 ALUMINUM SHEET
 - BUILT AS A 2" ANGLE FRAME CABINET
 - TENANT PANELS THE FACES OF THIS SIGN
 - MOUNTS TO EXISTING SIGN BASE
 - C TENANT PANELS**
 - .063 ALUMINUM TENANT PANELS
 - TOP PANEL IS PAINTED P1
 - TOP PANEL HAS OPAQUE DIGITAL PRINT
 - BOTTOM 3 PANELS ARE PAINTED P2
 - BOTTOM 3 PANELS COPY TBD
 - D REVEAL**
 - FABRICATED ALUMINUM REVEALS
 - PAINTED P3
- FINISH SCHEDULE**
- P1** MATTHEWS TAN PAINT TO MATCH EXISTING TAN BLOCK OF MONUMENT
 - P2** MATTHEWS BROWN TO MATCH DARK STONE OF MONUMENT





4840 Shingle Creek Pkwy, #31
 Brookport Center, MI 48309
 PHONE (734) 561-1005
 FAX (734) 561-1006

JOB NUMBER

10XXX

DATE

08/21/17

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DESIGN

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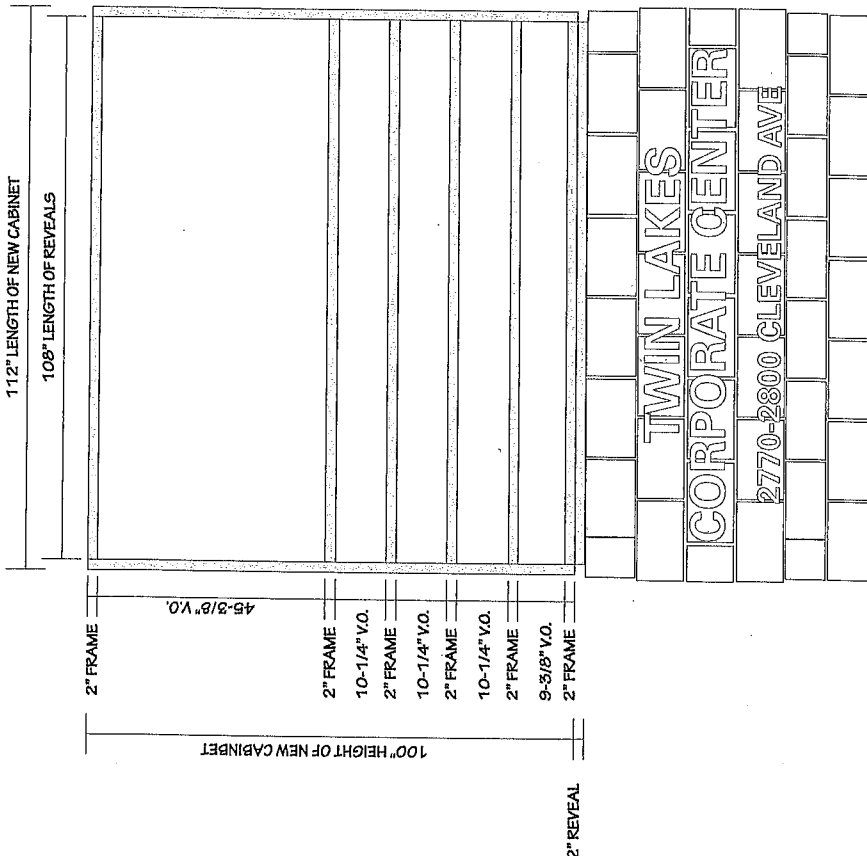
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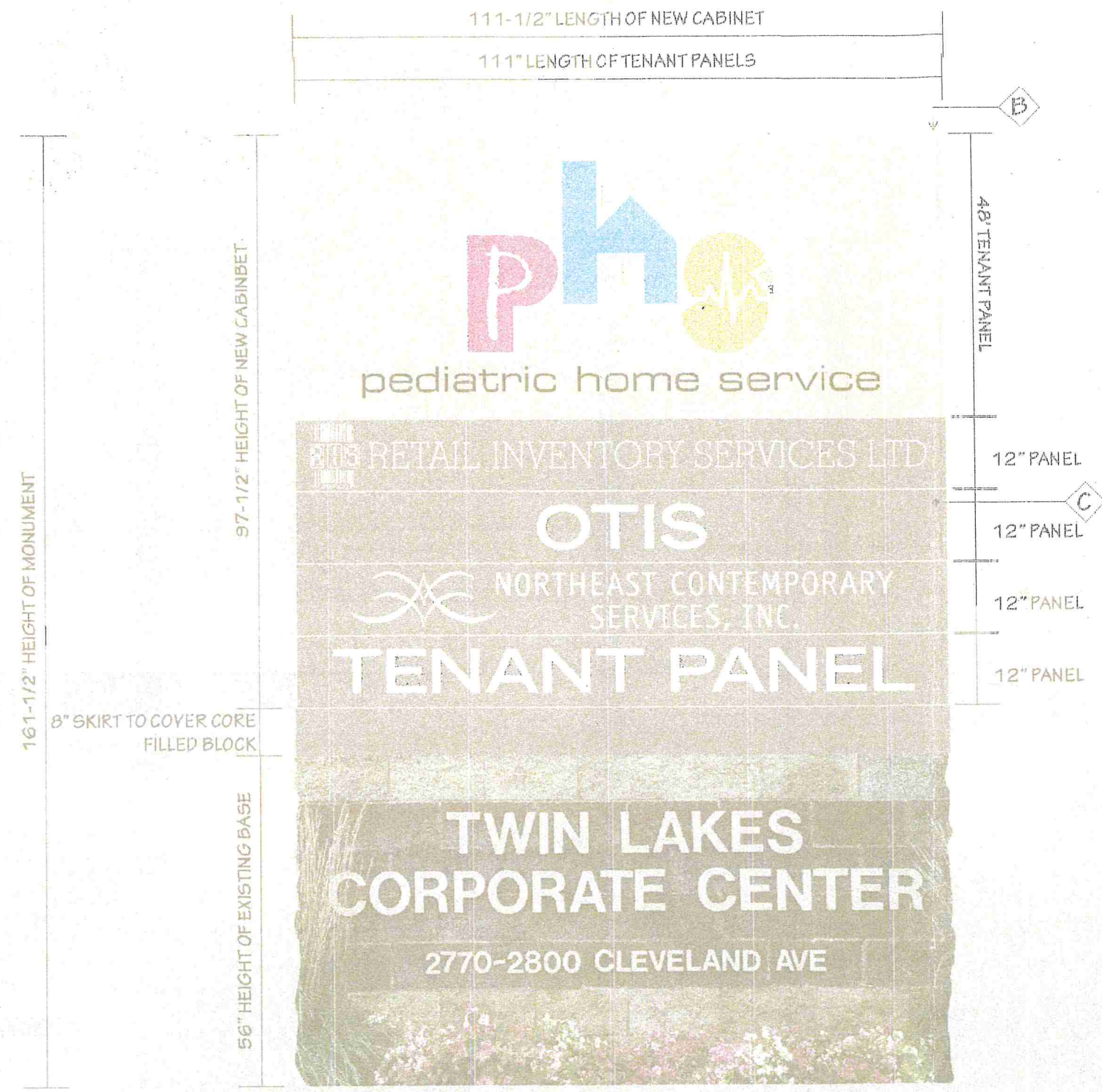
2



1 LAYOUT: CABINET FRAMING DETAIL

SCALE: 1/2" = 1'-0"

2



MONUMENT REFURBISH

- A** EXISTING MONUMENT
 - REMOVE MONUMENT TOPPER AND DISCARD
 - STONE BLOCK BASE REMAINS ON SITE
- B** NEW NON-ILLUM CABINET
 - FABRICATED D/F ALUMINUM CABINET
 - 16-1/2" RETURNS THAT ARE SKINNED WITH .080 ALUMINUM SHEET
 - BUILT AS A 2" ANGLE FRAME CABINET
 - TENANT PANELS THE FACES OF THIS SIGN
 - MOUNTS TO EXISTING SIGN BASE
- C** TENANT PANELS
 - .063 ALUMINUM TENANT PANELS
 - TOP PANEL IS PAINTED P1
 - TOP PANEL HAS OPAQUE DIGITAL PRINT
 - BOTTOM 3 PANELS ARE PAINTED P2
 - BOTTOM 3 PANELS COPY TBD

FINISH SCHEDULE

- P1** MATTHEWS TAN PAINT TO MATCH EXISTING TAN BLOCK OF MONUMENT
- P2** MATTHEWS BROWN TO MATCH DARK STONE OF MONUMENT



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

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NEW CABINET IS 75 SQ FT

REMOVE BEFORE CABINET INSTALLATION
ACCESS HOLES FOR HARDWARE



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MONUMENT REFURBISH

- A** EXISTING MONUMENT
 - REMOVE MONUMENT TOPPER AND DISCARD
 - STONE BLOCK BASE REMAINS ON SITE
- B** NEW NON-ILLUM CABINET
 - FABRICATED D/F ALUMINUM CABINET
 - 17" RETURNS THAT ARE SKINNED IN .080 ALUMINUM SHEET
 - BUILT AS A 2" ANGLE FRAME CABINET
 - TENANT PANELS THE FACES OF THIS SIGN
 - MOUNTS TO EXISTING SIGN BASE
- C** NEW CABINET TOPPER
 - FABRICATED D/F ALUMINUM TOPPER
 - MADE TO LOOK LIKE NEW AWNING ON BUILDING
 - COLORS TO BE VERIFIED
- D** TENANT PANELS
 - .063 ALUMINUM TENANT PANELS
 - TOP PANEL IS PAINTED P2
 - TOP PANEL HAS OPAQUE DIGITAL PRINT
 - BOTTOM 3 PANELS ARE PAINTED P1
 - BOTTOM 3 PANELS COPY TBD
 - ALL PANELS ARE MOUNTED ON 1/4" SPACERS
- E** REVEALS
 - FABRICATED ALUMINUM REVEALS
 - PAINTED P3

FINISH SCHEDULE

- P1** MATTHEWS TAN PAINT TO MATCH EXISTING CAP OF MONUMENT
- P2** MATTHEWS BROWN TO MATCH DARK STONE OF MONUMENT



A



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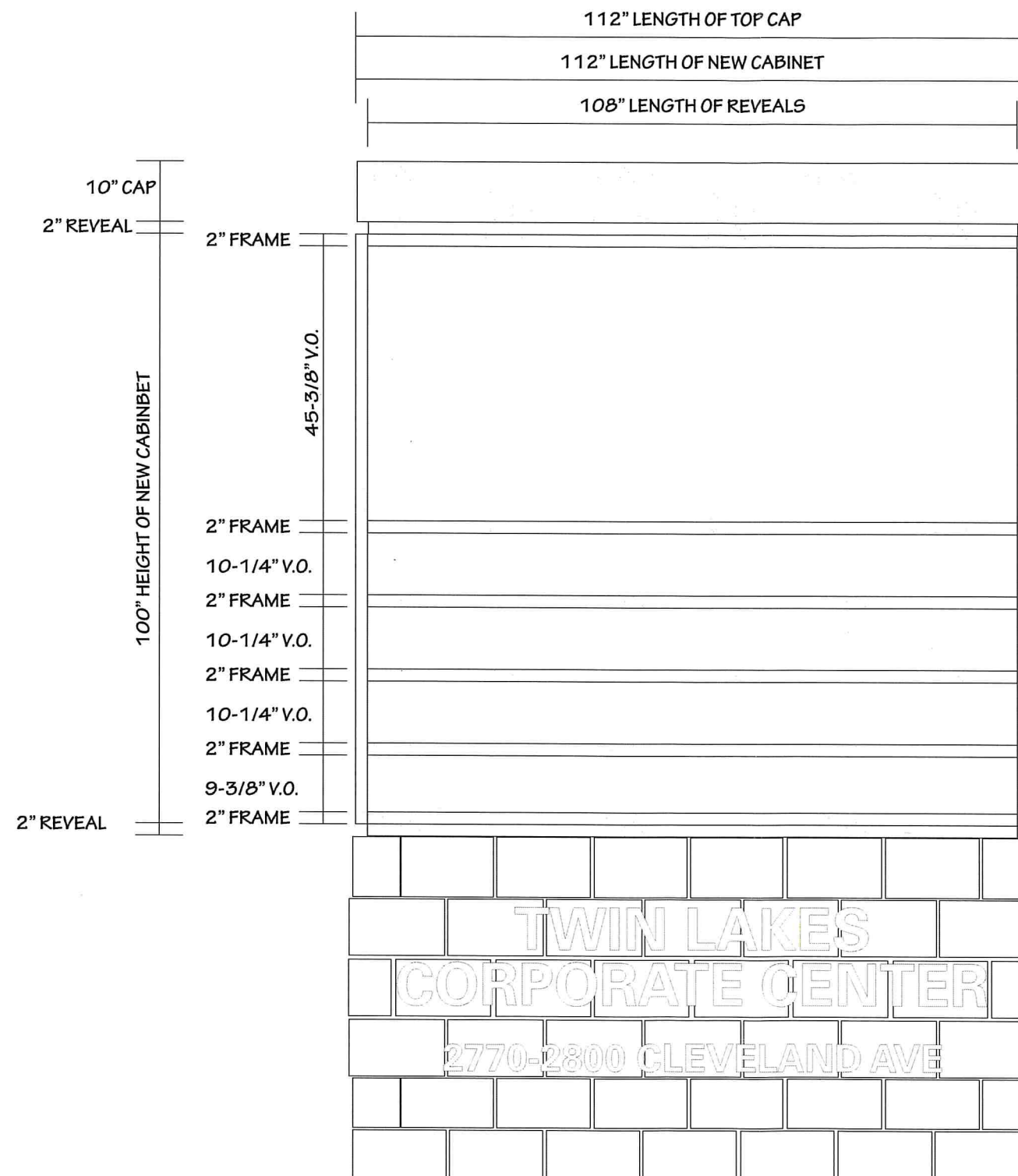
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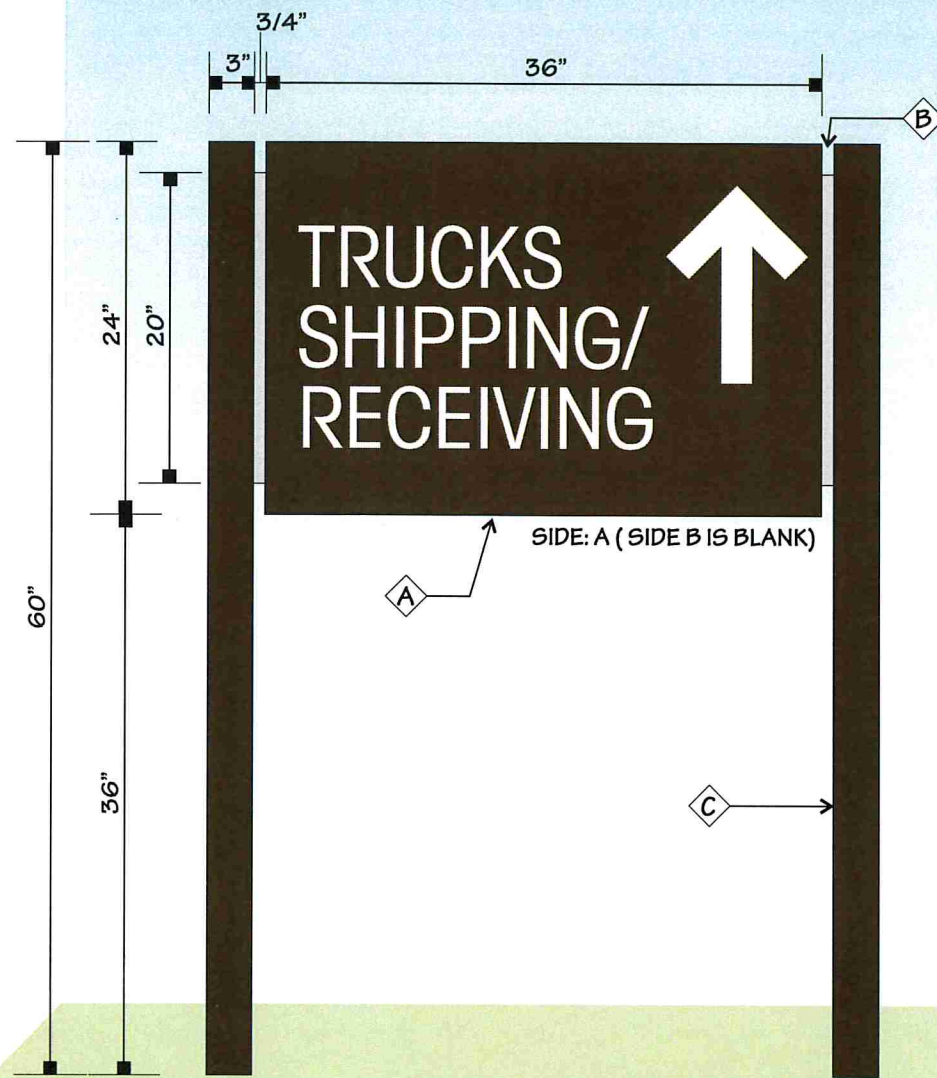




SIDE: B

SIGN 1

SIGN 2



SIDE: A (SIDE B IS BLANK)

S/F POST AND PANEL QTY: 1 SOUTH LOCATION



SIDE: A

D/F POST AND PANEL QTY: 1 NORTH LOCATION

POST AND PANEL SIGN

- A** PAN SIGN
 - FABRICATED ALUMINUM PAN
 - 2" RETURNS
 - PAINTED P1
 - COPY IS V1
- B** REVEAL
 - 3/4" ALUMINUM FLAT BAR
 - PAINTED P2
- C** POLES
 - 3" X 3" X 3/16" ALUMINUM SQUARE TUBE
 - PAINTED P1
 - TOP OF POLE IS WELDED CAP

FINISH SCHEDULE

- P1** MATTHEWS DURANODIC BRONZE
- P2** MATTHEWS BRUSHED ALUMINUM
- V1** REFLECTIVE WHITE VINYL



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 Brooklyn Center, MN 55430
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SOUTH LOCATION



NORTH LOCATION

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Thomas Paschke

From: Kettenacker, Stacey <Stacey.Kettenacker@colliers.com>
Sent: Wednesday, September 20, 2017 4:49 PM
To: Thomas Paschke
Cc: Mork, Peter
Subject: RE: master sign plan information
Attachments: 10XXX COLLIERS Twin Lake monument 09 11 17.pdf

Thanks Thomas,

Please find the attached signed Master Plan application for the revisions to the existing monument sign at Twin Lakes IV located at 2770-2800 Cleveland Avenue North in Roseville.

I will send over a formal letter early next week in the requested format, but here's the bullet points to address the issues in the approval letter:

- No Wall signage is changing
- Freestanding sign requirements are within the guidelines (specifics contained on attached mock up)

Can we pay for the application fee via credit card?

Stacey Kettenacker
skettenacker@capital-partners.net
952 897 7829...direct
612 281 9692...cell

From: Thomas Paschke [<mailto:Thomas.Paschke@cityofroseville.com>]
Sent: Tuesday, September 19, 2017 10:02 AM
To: Kettenacker, Stacey
Subject: RE: master sign plan information

Stacey,

The mock-up of the signs look fine. What I will require is the completed application and then a master sign plan proposal for the property, which should consist of all wall signage that will be allowed and the freestanding sign information. I have attached a recent draft approval letter from a different project, to assist you with what is necessary. Please let me know if you have any questions.

From: Kettenacker, Stacey [<mailto:Stacey.Kettenacker@colliers.com>]
Sent: Thursday, September 14, 2017 10:15 AM
To: Thomas Paschke
Subject: RE: master sign plan information

Hi Tom,

We now have a mockup or rendering of the proposed new monument sign for Twin Lakes IV at 2800 Cleveland Ave N, please see attached.

Please let me know what I can do to make sure everything on your end is taken care of.
Thank you!

Stacey Kettenacker
skettenacker@capital-partners.net

MSP17-003

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.cityofroseville.com

- RESIDENTIAL APPLICATION FEE: \$250 + \$5.00*
- COMMERCIAL APPLICATION FEE: \$350 + \$7.00*

Fee should be made payable to City of Roseville upon submittal of application.
*2% technology fee is added to all permits as of January 1, 2017.



\$357.00
Paid 12/13/17
Receipt # 4562
CS

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

1. Property Owner Information:

Last name: Twin Lakes II cup First name: c/o Peter Mark
 Address: 900 2nd Ave S #157 City/State/Zip: Minneapolis, MN 55402
 Phone number: 952-897-7112 Email address: pmark@capital-partners.net

2. Applicant Information: (if different from above)

Company name: _____
 Last name: _____ First name: _____
 Address: _____ City/State/Zip: _____
 Phone number: _____ Email address: _____

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

Twin Lakes II 2770-2800 Cleveland Ave N. Roseville 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: 8/15/2017
 Applicant: PETER MARK Date: 8/15/2017
(STACEY KETTENACKER)

**ROSEVILLE_MN**

2660 CIVIC CENTER DR

ROSEVILLE, MN 55113

Telephone: Roseville, MN 55113

Receipt No.: **4562**Receipt Date: **12/13/2017****RECEIPT****RECORD & PAYER INFORMATION**

Record ID: MSP17-003
 Record Type: Master Sign Plan
 Property Address: 2800 N Cleveland Ave, Roseville, MN 55113
 Description of Work: Twin Lakes IV 2770-2800 Cleveland Ave
 Payer: Twin Lakes Iv Llp
 Applicant: Twin Lakes Iv Llp
 5003 Bruce Ave
 Edina, MN 55424

PAYMENT DETAIL

| Date | Payment Method | Reference | Cashier | Comments | Amount |
|------------|----------------|-----------|----------|----------|----------|
| 12/13/2017 | Credit Card | | CBOLSTAD | | \$357.00 |

FEE DETAIL

| Fee Description | Invoice # | Quantity | Fee Amount | Current Paid |
|---------------------------|-----------|----------|-----------------|-----------------|
| Commercial Application | 3469 | 1.00 | \$350.00 | \$350.00 |
| Technology Fee Adjustment | 3469 | 7.00 | \$7.00 | \$7.00 |
| | | | <u>\$357.00</u> | <u>\$357.00</u> |



COMMUNITY DEVELOPMENT DEPARTMENT

February 22, 2018

Mr. Peter Mork
900 2nd Avenue South
Suite 1575
Minneapolis, MN 55402

Re: *Master Sign Plan - Twin Lakes Corporate Center IV, 2770-2800 Cleveland Avenue*

On February 22, 2018, the Roseville Master Sign Plan Committee held the administrative hearing to review and consider the Master Sign Plan (MSP) at 2779-2800 Cleveland Avenue. 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 approves the following as the MSP for 2770-2800 Cleveland Avenue – Twin Lakes Corporate Center IV:

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.
- The building will be permitted up to 1803 square feet of wall signage (1030 lineal feet x sign ration of 1.75).
- Wall signs meeting the total square footage allowed can be installed on the south and west elevations. Signage amount and location will be at the discretion of the landlord.
- Wall signs (including identity logos and/or symbols) shall be custom cabinet or channel letters, that may be illuminated (preferably LED), and shall not exceed 30 inches in height, while logos shall not exceed 36 inches in 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 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.
- 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.

FREESTANDING SIGN REQUIREMENTS

- The property will be permitted the following freestanding sign allowances:
 - Up to three freestanding monument signs; two adjacent to Cleveland Avenue and one adjacent to Mount Ridge Road.
 - The existing monument will be referred to as the primary freestanding sign. It will be permitted to be modified with four tenant panels and a main top panel, all totaling no greater than 75 square feet of signage and a maximum height of 20 feet.
 - The future two freestanding signs shall be located adjacent an ingress/egress, be no taller than 8 feet in height, contain no greater than 50 square feet of signage, and be installed no closer than 5 feet from the property line adjacent to Cleveland Avenue or Mount Ridge Road.

OTHER REQUIREMENTS

- All leasing information shall be incorporated into the freestanding sign and any existing “for lease” sign on the premises or building shall be removed.
- 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

MASTER SIGN PLAN ADMINISTRATIVE HEARING NOTICE

You are receiving this administrative hearing notice because you own property directly adjacent to Twin Lakes Corporate Center IV, 2770 – 2800 Cleveland Avenue.



WHAT, WHEN, & WHERE:
 The Master Sign Plan Committee will meet at 3:30 pm on **Thursday, February 22, 2018**, in the **Roseville City Hall Elm Room**. The purpose of this meeting is to conduct the administrative hearing regarding a proposed Master Sign Plan for Twin Lakes Corporate Center IV.

APPLICANT: TWIN LAKES IV LLP
SITE ADDRESS: 2770 – 2800 Cleveland Avenue
MSP FILE: 17-06

Prepared by: Community Development Department

February 5, 2018

About the Master Sign Plan Process

Purpose of Master Sign Plan (MSP)

The purpose of a MSP is to afford qualifying properties a mechanism to develop an all-encompassing signage plan to assist property owners and their tenants with signage needs. The MSP is looked upon as 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 communication including business identification. The “plan” addresses current and future wall and freestanding signage needs/desires, and in some instances directional signage.

Purpose of Administrative Hearing

The purpose of the hearing is to gather and comments and concerns regarding a given MSP and determine whether modifications to the proposal shall be made prior to approval. The Master Sign Plan Committee will either approve an acceptable plan at the meeting or at a later date with notice of this decision provided to those in attendance.

Current Plan Proposal

The current plan proposed by Twin Lakes Corporate Center IV seeks to create a master plan for freestanding and wall signage throughout the site. The following attachment is the draft MSP proposal for Twin Lakes Corporate Center IV.