



**Community Development Department**

651-792-7074 ♦ fax: 651-792-7070

**June 4, 2012**

Ms. Melanie Peterson  
Ryan Companies US, Inc.  
50 South Tenth Street  
Suite 300  
Minneapolis, MN 55403-2012

Ms. Lori Vukelich  
Topline Advertising  
11775 Juslen Circle #A  
Maple Grove, MN 55369

***Re: 2996 Center Pointe Drive - Master Sign Plan Approval***

On May 10, 2012, the Roseville Master Sign Plan Committee held the administrative hearing to review and consider the Master Sign Plan 2996 Centre Pointe Drive. 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 2996 Centre Pointe Drive:

**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 front or main public entry has been determined to be 465 lineal feet for which 1.5 square feet of signage per lineal foot shall be applied for a total wall sign allowance of 698 sq. ft.
- Wall signs meeting the total square footage allowed, can be installed on all four sides of the building.
- Wall signs (including identity logos, corporate shields, insignias, crests, and/or symbols) shall be non-illuminated cast aluminum letters not exceed 24 inches in height.
- When applying for a sign permit, a spreadsheet shall accompany the permit providing information on existing sign, proposed sign, and remaining square footages.

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**OTHER REQUIREMENTS**

- Landlord//owner 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



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

[x] 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: Ryan Companies US, Inc First name:
Address: 2996 Centre Point Dr City/State/Zip: Roseville, mn 55113
Phone number: 612-492-4363 Email address: melanie.peterson@ryancompanies.com

2. Applicant Information: (if different from above)

Company name: Topline Advertising, Inc
Last name: Vukelich First name: Lori
Address: 11775 Justen Circle #A City/State/Zip: Maple Grove, mn 55369
Phone number: 763 428 5067 Email address: lori@topline-sign.com

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

same

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
no freestanding signs

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:

Applicant: Lori Vukelich Date: 3/21/12

## SIGN CRITERIA

### GENERAL

- An area identification sign (Ground sign) will be provided for the site containing only project name.
- No pylon signs will be permitted.
- Signage on the building facade will be permitted for those tenancies located in those areas of the buildings designed for combined office-warehouse use.
- All signage permitted on the buildings shall be of the unlighted type.
- The furnishing and installation of signs as provided for herein and the costs incurred will be the responsibility of the tenant.
- It is intended that the signage for each combination office/warehouse use be uniform in design and style of lettering and although previous and current signage practices of the tenant will be considered, it will not be the governing factor in the approval of signs to be installed.
- Service doors at the rear or service areas of the building may be identified with professionally applied signs, identifying the business name and address of the tenant only. Lettering shall not be larger than 3" in height and shall be uniformly placed at each tenant location as approved by the owner landlord.
- Tenants shall not post any signs other than those provided for herein.

### SIGN CRITERIA

- The wording of the signage provided for herein shall be limited to the tenants business identification (name) only and shall not include items sold or services provided. (The intent here being that of business identification and not product or service advertising).
- The use of corporate shields, logos, or insignias will be permitted (subject to Landlord's approval), provided such corporate shields, crests, logos, or insignias shall not exceed the allowable height for sign letter.
- Multiple or repetitive signage will be allowed only with the approval of the Landlord provided the area of such signage conforms to the limitations set forth herein.
- All signs and identifying marks shall be within the limitations of the sign facia as set forth on the accompanying building elevation drawings, Sheet No. A8.1 dated 31 May, 1993 - Exterior Elevations Building A.
- Internally lighted and/or flood lighted signage will not be approved.

**SIGN CRITERIA**

Attached is the Sign Criteria for Centre Pointe I. Because all signs require the Landlord's prior approval we ask that you or your sign contractor submit the sign drawing including dimensions and location on the building to Ryan Properties, Inc. and we will have it reviewed for the necessary approval. Also it will be necessary for your sign contractor to check with the City of Roseville on their signage regulations to assure compliance.

Upon written approval you may then proceed with your sign contractor.

## SIGN CRITERIA, CON'T

- The following design standards will be adhered to:
  1. Cast aluminum letters with 90° corners, satin finish,  $\frac{3}{4}$ " deep and stud mounted  $\frac{1}{2}$ " from building face.
  2. Letters will be 12", 16", 18", or 24" in height.
  3. Letter bars or continuous sign backing will not be permitted.

## PROHIBITED TYPES OF SIGNS OR SIGN COMPONENTS

- Moving or rotating signs.
- Illuminated signs.
- Signs employing moving or flashing lights.
- Signs employing exposed raceways.

**AUTHORIZATION AND CONSENT FORM**

Landlord/Property Mgr. Ideal Properties / Ryan Companies

Leased Premises: PAETEC 2996 Centre Pointe Dr Roseville, MN 55113

Landlord/Property Mgr. Contact: Melanie Peterson

Print Name: Melanie Peterson, Assistant Property Mgr.

Telephone Number: 612 492 4363

Re: PAETEC location address.

I am a duly authorized representative of Ideal Properties the Landlord/Property Mgr. at the referenced lease premises.

Please review the attached documentation and provide approval.

In my capacity as Landlord's official representative, I do hereby authorize the Pattison Sign Group, Inc and its contractors to perform all work associated with the sign conversion. I further authorize Pattison Sign, Inc. and its representatives to obtain in Landlord's name all permits for the sign conversion programs associated with the PAETEC to Windstream conversion hereby consented to by Landlord.

Landlord/Owner: Ideal Properties

By: Melanie Peterson  
As Agent for owner

Date: 3-9-12

Should you have any questions please contact Pattison Sign Group, Inc. directly at (866) 218-1976 x-211 or Fax approval directly to: (888)-694-1106 attention: Landlord Approval Dept.

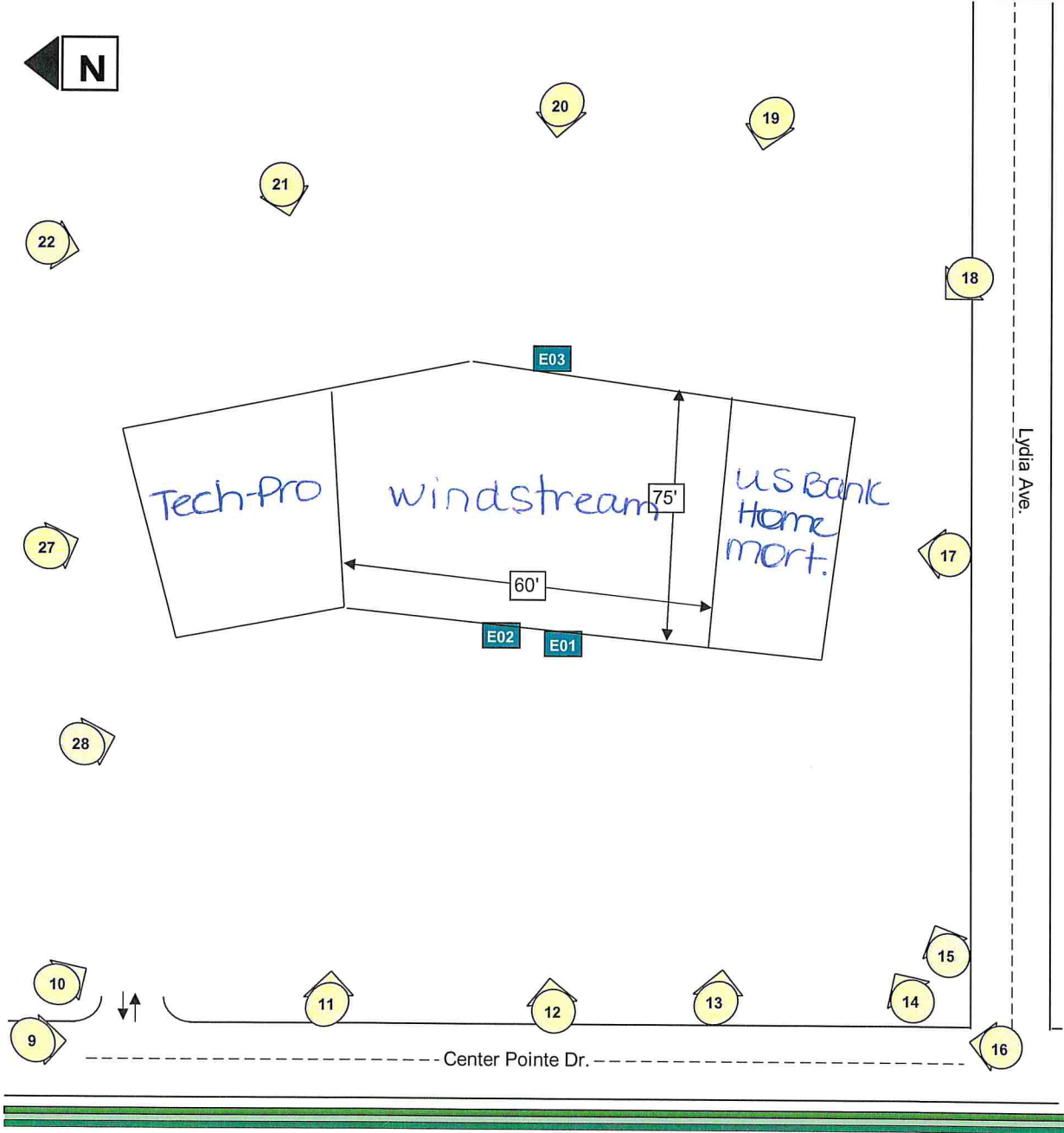
Please mail to: **Pattison Sign Group Inc.**  
**Attn.: Jessica Dotson**  
**410 N. Cedar Bluff Rd., Suite 101**  
**Knoxville, TN 37923**

Thank you for your quick response as this is expected to be a very quick change over

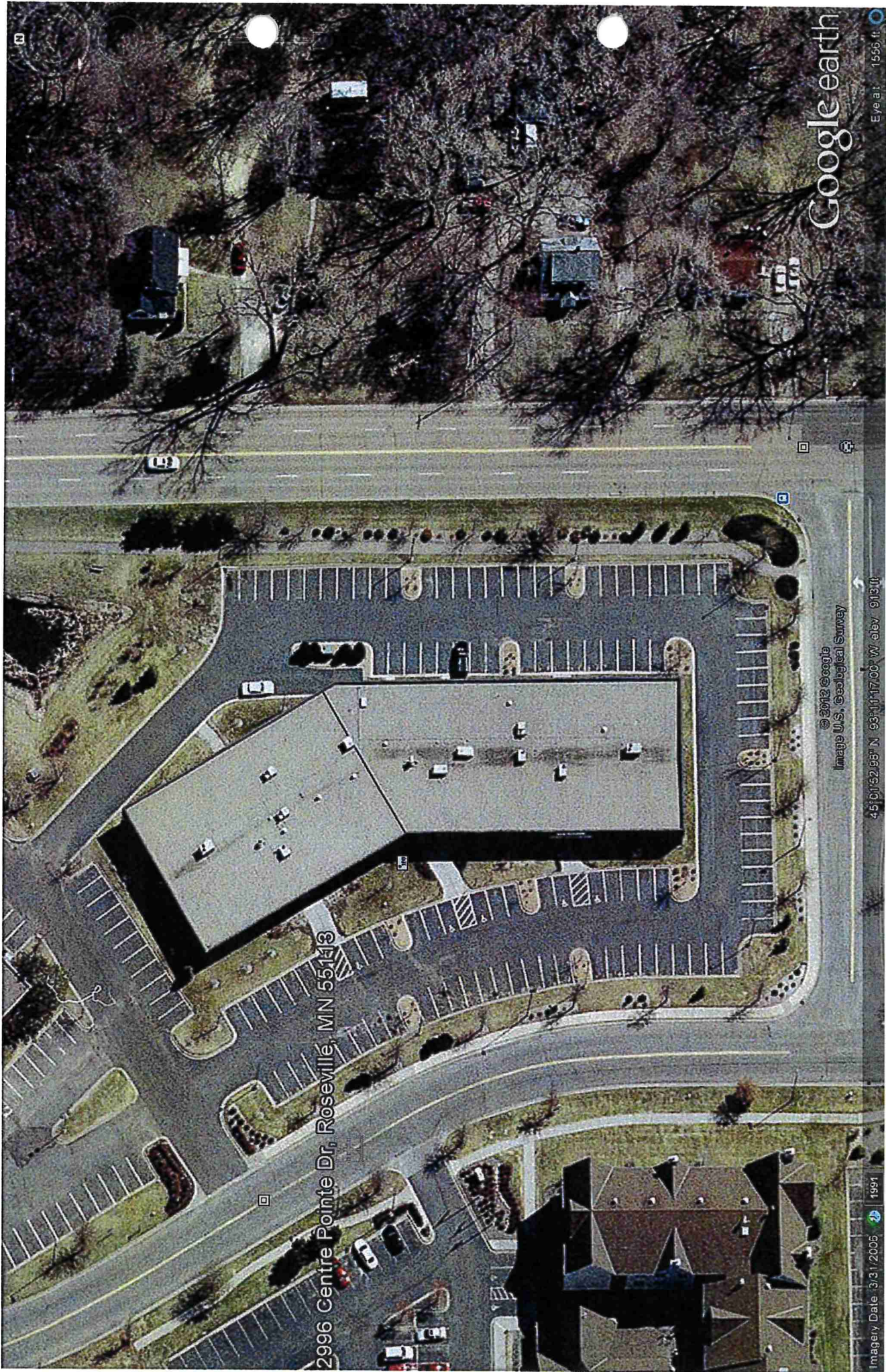


Site ID: WIND063  
Address: 2996 Centre Pointe Dr.  
City, St, Zip: Roseville(St. Paul), MN 55113  
Survey Date: 01/23/12

# Site Plan







2996 Centre Pointe Dr, Roseville, MN 55143

Google earth

© 2012 Google  
Image U.S. Geological Survey

45° 01' 52.98" N 93° 11' 17.00" W elev 913ft

Imagery Date 3/31/2006 1991

Eye alt 1556 ft



# Inventory Recommendation Detail

E03 - east (rear)

INVENTORY



Comments

Sign Text		
PAETEC		
Existing Sign Type		
Dimensional Letterset		
Height	Width	Depth
1' 10"	9' 2"	1/2"
Letter Height		OAH Above Grade
P = 10"		14'
Sign Material		Mount
Aluminum		Flush-Wall
Face Type		Face Material
Flat		Aluminum
Retainer Type		Retainer Size
N/A		N/A
V.O Height		V.O. Width
1' 10"		9' 2"
Surface Color		Surface Material
N/A		Brick
Available Height		Available Width
7' 10"		27'
Double Faced		Illumination Type
		Non-Illuminated

RECOMMENDATION



Comments

Remove and scrap PAETEC dimensional letterset. Install new Windstream aluminum dimensional letterset with stud mount. Patch and paint work to brick may be needed.

Proposed Action	
Remove and Install	
Proposed Sign Type	
Dimensional Letterset	
Sign ID	
8 1/2" Dimensional Letterset	
Aluminum w/stud mount	
Description	
Signage Text	
Windstream	
Wall Repair	
Patch and Paint work may be needed	

WIND063 Roseville, MN

Roseville Sales

2996 Centre Pointe Drive

Roseville (St. Paul), MN 55113

# Inventory Recommendation Detail

E01 - west (front)

INVENTORY



Comments

Sign Text		
PAETEC		
Existing Sign Type		
Dimensional Letterset		
Height	Width	Depth
1' 10"	9' 2"	1/2"
Letter Height	OAH Above Grade	
P = 10"	14'	
Sign Material	Mount	
Aluminum	Flush-Wall	
Face Type	Face Material	
Flat	Aluminum	
Retainer Type	Retainer Size	
N/A	N/A	
V.O Height	V.O. Width	
1' 10"	9' 2'	
Surface Color	Surface Material	
N/A	Brick	
Available Height	Available Width	
7' 10"	29'	
Double Faced	Illumination Type	
	Non-Illuminated	

RECOMMENDATION



Comments

Remove and scrap PAETEC dimensional letter set. Install new Windstream aluminum dimensional letter set with stud mount. Patch and paint work to brick may be needed.

Proposed Action	
Remove and Install	
Proposed Sign Type	
Dimensional Letterset	
Sign ID	
8 1/2" Dimensional Letterset - Aluminum stud mount	
Description	
Signage Text	
Windstream	
Wall Repair	
Patch and Paint work may be needed	

Front elev. (west)

existing signs to remain

32 1/2" T x 16'7" W



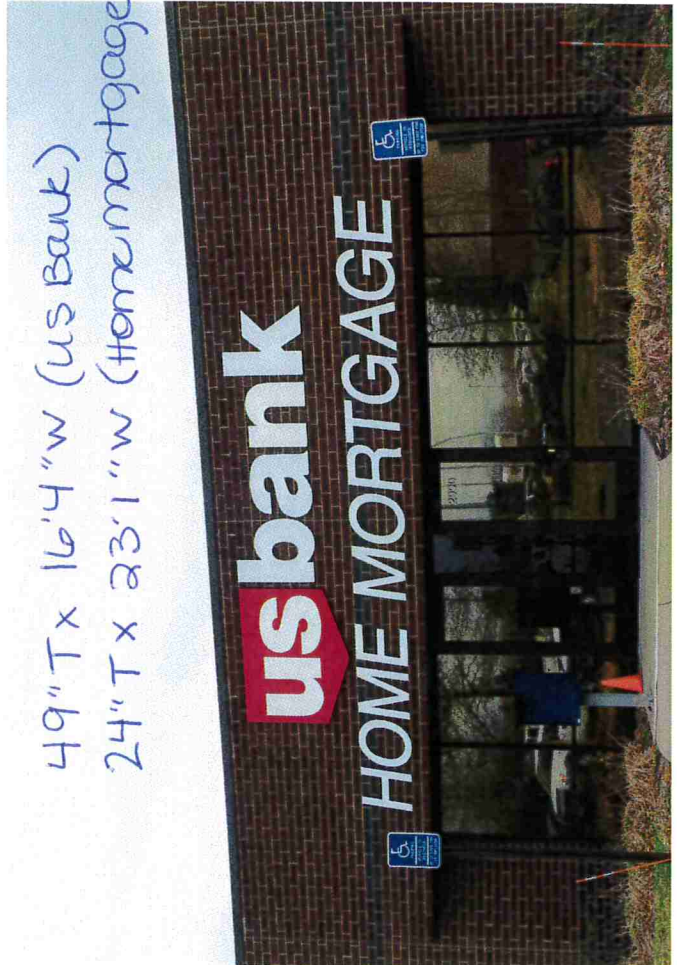
rear elev. (east)

32" T x 17'4" W



49" T x 16'4" W (us Bank)

24" T x 23'1" W (Home mortgage)



43" T x 10'9" (us Bank)

18" T x 17'5" (Home mortgage)

