



## **Variance Board Agenda**

**Wednesday, December 4, 2024**

**5:30 PM**

**City Council Chambers**

*(Any times listed are approximate – please note that items may be earlier or later than listed on the agenda)*

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Review of Minutes**
  - a. Review November 6, 2024 Minutes
- 5. Public Hearing**
  - a. A request by Hood Packaging for a variance to the maximum allowed roof height from 60 feet to 75 feet to allow for installation of new processing equipment at 3015 Long Lake Road.
- 6. Adjourn**

  
**REQUEST FOR BOARD ACTION**

Date: **12/4/2024**  
Item No.: **4.a.**

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Department Approval

Agenda Section  
Review of Minutes

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**Item Description:** Review November 6, 2024 Minutes

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- 1
  - 2 **Application Information**
  - 3 N/A
  - 4
  - 5 **Background**
  - 6 N/A
  - 7
  - 8 **Staff Recommendation**
  - 9 N/A
  - 10
  - 11 **Requested Planning Commission Action**
  - 12 Review the November 6, 2024 minutes and make a motion to approve subject
  - 13 to requested corrections.
  - 14
  - 15 **Alternative Actions**
  - 16 N/A
  - 17
  - 18
- Prepared by:**
- Attachments:**    1.    November 6, 2024 Minutes



**Variance Board Regular Meeting  
City Council Chambers, 2660 Civic Center Drive  
Draft Minutes – Wednesday, November 6, 2024 – 5:30 p.m.**

- 1    **1. Call to Order**  
2    Chair Schaffhausen called to order the regular meeting of the Variance Board meeting at  
3    approximately 5:30 p.m. and reviewed the role and purpose of the Variance Board.  
4
- 5    **2. Roll Call & Introductions**  
6    At the request of Chair Schaffhausen, City Planner Thomas Paschke called the Roll.  
7  
8    **Members Present:** Chair Schaffhausen, Vice Chair Bjorum; and Member Aspnes.  
9  
10   **Members Absent:** None  
11  
12   **Staff Present:** City Planner Thomas Paschke, and Community Development  
13    Director Janice Gundlach  
14
- 15   **3. Approval of Agenda**  
16  
17    **MOTION**  
18    **Member Aspnes moved, seconded by Member Bjorum to approve the agenda as**  
19    **presented.**  
20  
21    **Ayes: 3**  
22    **Nays: 0**  
23    **Motion carried.**  
24
- 25   **4. Review of Minutes: August 7, 2024**  
26    **MOTION**  
27    **Member Bjorum moved, seconded by Member Aspnes to approve the August 7,**  
28    **2024, meeting minutes.**  
29  
30    **Ayes: 3**  
31    **Nays: 0**  
32    **Motion carried.**  
33
- 34   **5. Public Hearing**  
35    Chair Schaffhausen reviewed protocol for Public Hearings and public comment and  
36    opened the Public Hearing at approximately 5:34 p.m.  
37  
38    **a. PLANNING FILE 24-014**  
39    **Request by Jamie Olson of Centro Roseville for a Variance from Section**  
40    **1010.03.C (Prohibited Signs) to Allow a Painted Sign on the Exterior Façade**  
41    **(South) at 1901 Highway 36 West.**

42 City Planner Thomas Paschke reviewed the variance request for this property, as  
43 detailed in the staff report dated November 6, 2024.

44  
45 Member Aspnes asked if this has already been done and was this request done after  
46 the fact.

47  
48 Mr. Paschke indicated that was correct.

49  
50 Member Aspnes asked if the City was aware that the applicant was going to do this.

51  
52 Mr. Paschke explained this was something the City did not know about and  
53 sometimes that happens until the City is called to find out if something is allowed or  
54 not. He noted he came across this when he was reviewing the actual signage permit  
55 for exterior signs on the building. He noticed this was there and contacted the  
56 applicant to let them know this was not permitted.

57  
58 Chair Schaffhausen closed the public hearing at 5:46 p.m.

59  
60 **MOTION**  
61 **Member Bjorum moved, seconded by Member Aspnes, adoption of Variance**  
62 **Board Resolution No. 169 (Attachment 4), entitled “A Resolution Approving a**  
63 **Variance to Section 1010.03.C, Prohibited Signs of the Roseville City Code, at**  
64 **1901 Highway 36 (PF24-014).”**

65  
66 **Ayes: 3**  
67 **Nays: 0**  
68 **Motion carried.**

69  
70 **6. Adjourn**

71  
72 **MOTION**  
73 **Member Aspnes, seconded by Member Bjorum, to adjourn the meeting at 5:47**  
74 **p.m.**

75  
76 **Ayes: 3**  
77 **Nays: 0**  
78 **Motion carried.**

  
**REQUEST FOR BOARD ACTION**

Date: **12/4/2024**  
Item No.: **5.a.**

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Department Approval

*Janice Gundlach*

Agenda Section

Public Hearing

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**Item Description:** A request by Hood Packaging for a variance to the maximum allowed roof height from 60 feet to 75 feet to allow for installation of new processing equipment at 3015 Long Lake Road.

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1  
2 **Application Information**

3 Applicant: Hood Packaging Corporation  
4 Location: 3015 Long Lake Road  
5 Application Submission: November 12, 2024  
6 City Action Deadline: January 11, 2025  
7 Zoning: Industrial District  
8

9 **Background**

10 Since 1998 Hood Packaging has occupied the northern portion of the building located at 3015 Long  
11 Lake Road. The original building was constructed in 1969 with a roof height of 40 feet. In 2004, the  
12 property owner worked with Hood Packaging in support of a 15 foot roof height variance to  
13 accommodate a new blown plastic film extruder. This variance was approved for a portion of the roof  
14 area in the northwest corner of the building.  
15

16 In 2014, the City issued building and site improvement permits allowing the building and surrounding site  
17 to be reconstructed, including bringing the storm water management up to current code standards. Due  
18 to major amendments to the zoning code in 2010, this building is considered a pre-existing, non-  
19 conforming use and is not permitted to change without meeting all current standards of City  
20 Code. During reconstruction in 2014, the building was built nearly identical to the original structure to  
21 take advantage of the ability to replace a nonconforming use, as reconstruction to comply with current  
22 code standards was not practical. Because of this, the roof height is only allowed to be 40 feet (except  
23 where the 2004 variance permitted taller) instead of 60 feet, which is the maximum height allowed under  
24 current code standards.  
25

26 Recently, Planning Division staff met with representatives of Hood Packaging to discuss their intention to  
27 install a new plastic film extruder machine that requires a clear height of 75 feet, which is 15 feet taller  
28 than the City Code's maximum building height of 60 feet, as listed in Table 1006-3 (below), and 35 feet  
29 taller than the allowed building height due to its pre-existing, non-conforming status.  
30

C. Dimensional Standards:

Table 1006-3	
Minimum lot area	None
Maximum building height	60 Feet
Minimum front yard building setback	30 Feet
Minimum Side Yard Building Setbacks	
Interior	10 Feet 40 Feet from residential lot boundary
Corner	30 Feet from street right-of-way

**Review of Request**

Hood Packaging is expanding with new, state-of-the art production line equipment. Specifically, they intend to install a blown film extrusion unit that would allow them to produce flexible packaging films with enhanced strength, clarity, and barrier properties, which are demanded in the competitive packaging market. However, the new production line equipment stands roughly 70 feet tall, requiring a clear roof height of approximately 75 feet. Such a roof height requires a 15-foot building height variance (or 35 feet taller than the originally approved roof height), based on the current maximum building height allowance of 60 feet. Such a roof height increase is essential for Hood Packaging to integrate advanced blown extrusion technology, which is critical for producing high quality plastic films.

The proposed 75-foot roof height would span an area of the footprint that is approximately 50 feet by 100 feet or 5,000 square feet. Based on the existing 220,500 square foot building, the proposed expanded roof height area would span just over 2% of the total footprint area. It would be located generally in the northwest corner of the building adjacent to the current film extruder lines (See Attachment 3). The requested variance would not only accommodate the proposed single line production unit but also provide flexibility for future growth of the facility, accommodating up to two additional lines.

**Variance Analysis**

Table 1006-3 limits the roof height of buildings on industrially zoned property to 60 feet. Given Hood Packaging seeks a 75-foot roof height, a 15-foot roof height variance is required to accommodate the proposed blown film extruder and future expansion area.

Section 1009.04 (Variances) of the City Code explains that the purpose of a variance is “to permit adjustment to the zoning regulations where there are practical difficulties applying to a parcel of land or building that prevent the property from being used to the extent intended by the zoning.” State statute further clarifies that “economic considerations alone do not constitute practical difficulties.”

When evaluating the requested variance, it’s important to understand the reasons behind the need to increase a portion of the roof height of the building at 3015 Long Lake Road. Specifically, the increased roof height is for the purpose of installing one immediate plastic film extruder and up to two future plastic film extruders to remain competitive in the plastic film market. It’s also important to note the expanded roof height is proposed to span just over 2% of the current building’s floor area.

In review of the requested variance by Hood Packaging, the Planning Division concludes there are practical difficulties present which the variance process is intended to relieve. Section 1009.04.C of the City Code establishes a mandate that the Variance Board make five specific findings about a variance

70 request as a prerequisite for approving the variance. Planning Division staff have reviewed the  
71 application and offer the following draft findings:

- 72 a. *The proposal is consistent with the Comprehensive Plan.* Planning Division staff believe the  
73 proposal is generally consistent with the Comprehensive Plan because it represents the type  
74 of continued investment promoted by the Comprehensive Plan's goals and policies. The  
75 Comprehensive Plan also lists several economic development goals that speak to a  
76 business-friendly nature, facilitating environments allowing the business community to satisfy  
77 market demands, and promoting innovative business environments whereby the granting of  
78 the proposed roof height variance would support.
- 79 b. *The proposal is in harmony with the purposes and intent of the zoning ordinance.* Planning  
80 Division staff believes this to be true. Specifically, the zoning code and its dimensional  
81 standards cannot account for every situation, as is the case with the Hood Packaging  
82 variance request. The 2004 variance allowed a small portion of the northwest corner of the  
83 building to increase from 40 to 60 feet in height to accommodate new technology. The 2014  
84 building was constructed to comply with the existing zoning standards at that time, many of  
85 which are still in place. The current variance request, much like the 2004 variance, seeks to  
86 remain competitive in the plastic film market with a modest increase in roof height on a  
87 portion of the building that spans slightly more than 2% of the overall footprint of the building.
- 88 c. *The proposal puts the subject property to use in a reasonable manner.* This finding seeks to  
89 determine whether the requested deviation will put the property to use in a manner  
90 reasonably consistent with the standards set forth in the Code. Planning Division staff  
91 concludes this finding to be true. As stated previously, the zoning code and its dimensional  
92 standards cannot account for every situation. Similarly, the implementation or enforcement of  
93 these standards is not intended to be so stringent that a business is unable to grow or stay  
94 competitive. Hood Packaging is a leader in plastic film extrusion and to remain competitive in  
95 the plastic film market, equipment updating is a necessity. The increase in a small portion of  
96 the roof to accommodate a new and future plastic film extrusion unit is reasonable, especially  
97 when there is no other viable solution or alternative.
- 98 d. *There are unique circumstances to the property which were not created by the*  
99 *landowner.* Planning Division staff have concluded the unique circumstances are the height  
100 limits for industrial property and the uniqueness of this business and the required machinery  
101 necessary to produce their product. A limit on building height exists to mitigate perceived  
102 negative impacts. In the case of the proposal by Hood Packaging, the proposed increase of  
103 15 feet in the maximum allowance (60 to 75 feet) for a small portion of the roof area near the  
104 northwest corner of the building is nominal given the total square footage of the  
105 building. Further, such an improvement supports continued investment, competitiveness, and  
106 future expansion, all while limiting impacts on surrounding properties.
- 107 e. *The variance, if granted, will not alter the essential character of the locality.* Although the  
108 overarching goal of the Planning Division is to strive for full code compliance in all aspects of  
109 development, there are times when the code and the needs of a business are not in  
110 alignment. In the case of Hood Packaging, the plastic film extruder necessary for them to  
111 have a competitive advantage requires an extrusion unit that is 70+ feet tall, requiring a roof  
112 height of approximately 75 feet. The purpose of the roof height is two-fold. First, plastic film  
113 extrusion units are notoriously tall for production purposes. Second, there needs to be clear  
114 space between the top of the unit and the top of the ceiling to provide cooling air space,  
115 allowing for the creation of a better product. Given these factors, staff finds granting the roof  
116 height variance for 2.2% of the building's floor area will not alter the essential character of the  
117 locality.

118  
119 **Public Comment**

120 At the time this report was prepared, Planning Division staff had not received any comments or  
121 questions about the proposed roof height variance.

122

123 **Staff Recommendation**

124 Planning Division finds the applicant has demonstrated practical difficulties preventing compliance with  
125 the 60-foot building height limit of the Zoning Code, Table 1006-1, and would recommend the Variance  
126 Board **adopt a resolution approving the requested variance to increase the maximum building**  
127 **height at 3015 Long Lake Road from 60-75 feet for a portion of the northwest corner of the**  
128 **building** , based on the content of this report and associated plans provided as attachments, public  
129 input, and Variance Board deliberation.

130  
131 **Requested Planning Commission Action**

132 **Adopt a resolution approving the requested variance to increase the maximum building height at**  
133 **3015 Long Lake Road from 60-75 feet for a portion of the northwest corner of the building**, based  
134 on the content of this report and associated plans provided as attachments, public input, and Variance  
135 Board deliberation.

136  
137 **Alternative Actions**

- 138 1. **Pass a motion to table the item for future action.** An action to table consideration of the  
139 variance request must be based on the need for additional information or further analysis to  
140 reach a decision on one or both requests. Tabling may require extension of the 60-day action  
141 deadline established in Minn. Stat. 15.99 to avoid statutory approval.
- 142 2. **Adopt a resolution denying the requested variances.** A denial should be supported by  
143 specific findings of fact based on the Variance Board’s review of the application, applicable  
144 zoning regulations, and the public record.

145  
146 **Prepared by:** Thomas Paschke, City Planner

- Attachments:**
- 1. Base Map
  - 2. Aerial Photo
  - 3. Applicant Narrative & Proposal
  - 4. Resolution



# Attachment 1: Planning File 24-019

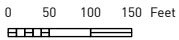


**ROSEVILLE**  
 Prepared by:  
 Community Development Department  
 Printed: November 21, 2024



**Data Sources**  
 \* Ramsey County GIS Base Map (11/4/2024)  
 For further information regarding the contents of this map contact:  
 City of Roseville, Community Development Department,  
 2660 Civic Center Drive, Roseville MN

**Disclaimer**  
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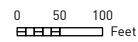


# Attachment 2: Planning File 24-019



**Data Sources**  
\* Ramsey County GIS Base Map (11/4/2024)  
\* Aerial Data: EagleView (4/2024)  
For further information regarding the contents of this map contact:  
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*This variance request is essential for Hood Packaging to integrate advanced blown film extrusion technology, which is critical for producing the high-quality films that our products require. Our proposal involves the installation of a new production line equipped with state-of-the-art machinery that utilizes the latest innovations in blown film extrusion. This technology allows us to produce flexible packaging films with enhanced strength, clarity, and barrier properties, which are increasingly demanded in the competitive packaging market.*

*The new extrusion line requires a variance due to the increased height of modern equipment designs. In the past decade, significant advancements in blown film extrusion technology have led to taller extrusion towers. These towers are essential for producing films with precise gauge control and superior optical properties at high speeds. The extended height enables the film bubble to cool gradually, allowing for optimal film orientation and thickness uniformity, which are critical for achieving consistent quality in flexible packaging applications.*

*This variance will not only accommodate the single production line we are currently planning but also future proofs our facility by providing space for up to two additional lines. By allowing for potential capacity expansion, Hood Packaging will be positioned to meet future demand increases and respond flexibly to evolving market needs.*

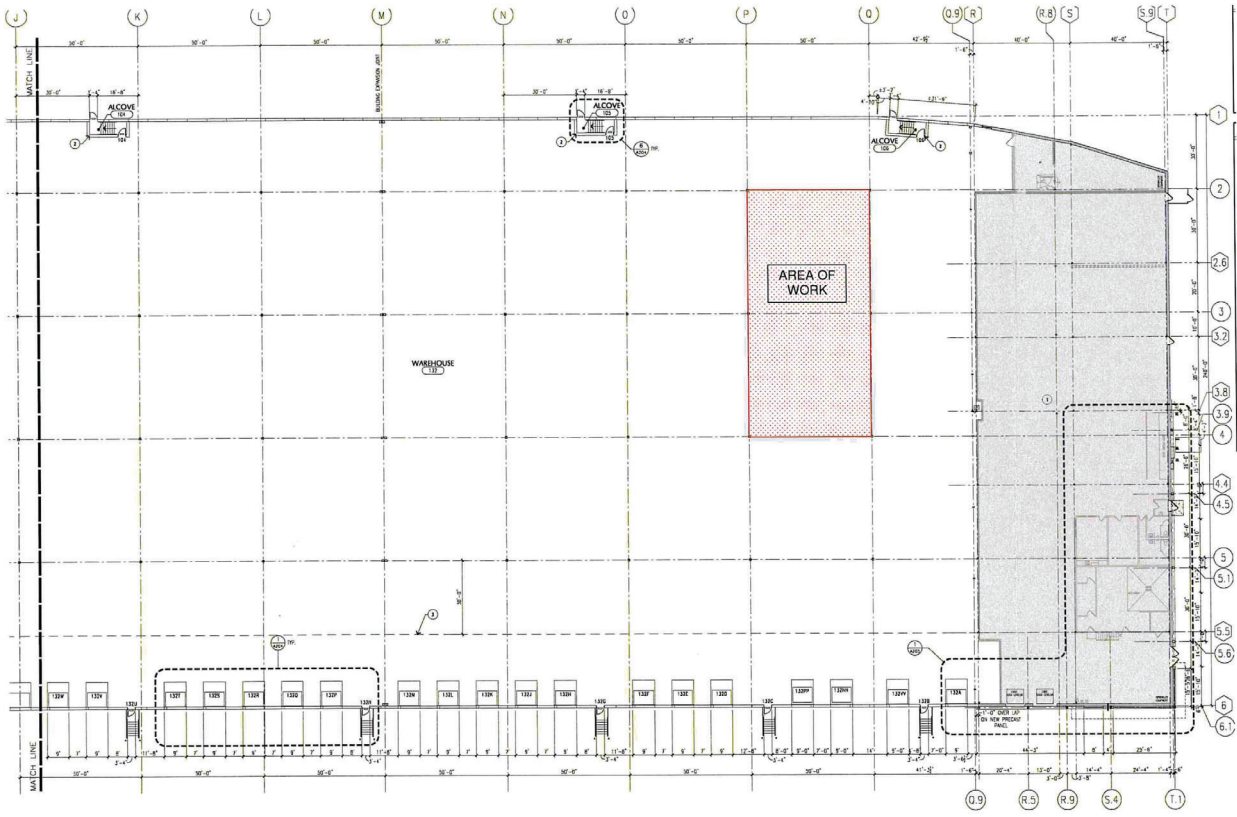
*The modern extrusion line's increased production speeds and capabilities also contribute to enhanced operational efficiency and reduced waste, which are central to our commitment to sustainable production practices. This expansion will enable Hood Packaging to continue innovating and competing in the global flexible packaging market, delivering superior product performance, reduced environmental impact, and greater supply chain reliability.*

*In summary, granting this variance will allow Hood Packaging to implement cutting-edge blown film extrusion technology, ensuring our ability to produce high-performance films efficiently and sustainably while preparing for future capacity expansions essential to our long-term competitiveness.*

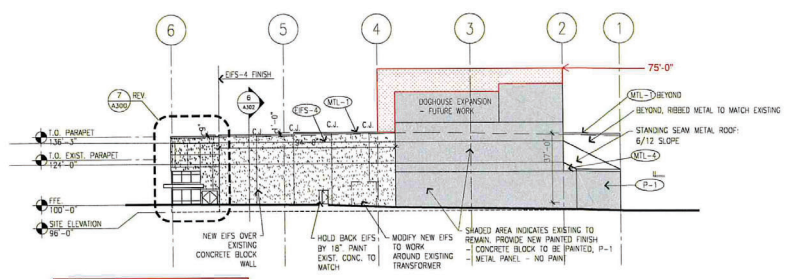


**Todd Fischer | Operations Manager**

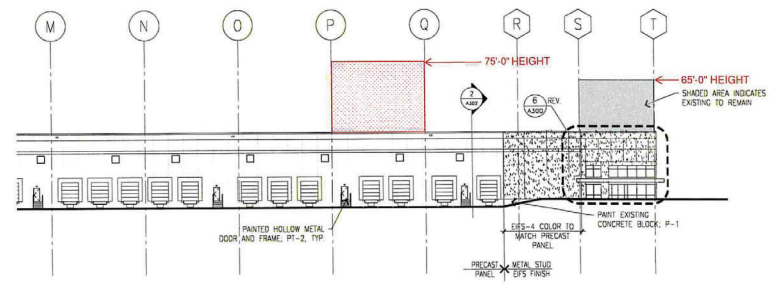
Hood Packaging Corporation | Consumer Plastics Group  
1887 Gateway Boulevard | St. Paul, MN 55112  
Tel 651/636-2500 ext. 253 | Mobile 612/400-3265  
tfischer@hoodpkg.com | [www.hoodpkg.com](http://www.hoodpkg.com)



**FLOOR PLAN**



**NORTH ELEVATION**



**EAST ELEVATION**



**EXTERIOR ELEVATION - FLOOR PLAN**  
 ROSEVILLE, MN  
 11/07/24

**HOOD PACKAGING**

MOHAGEN HANSEN  
 Architecture Interiors

**EXTRACT OF MINUTES OF MEETING OF THE  
VARIANCE BOARD OF THE CITY OF ROSEVILLE**

Pursuant to due call and notice thereof, a regular meeting of the Variance Board of the City of Roseville, County of Ramsey, Minnesota, was held on the 4<sup>th</sup> day of December 2024, at 5:30 p.m.

The following Members were present: .....;  
and ..... were absent.

Variance Board Member ..... introduced the following resolution and moved its adoption:

**VARIANCE BOARD RESOLUTION NO. ....**

**A RESOLUTION APPROVING A 15-FOOT BUILDING HEIGHT VARIANCE FOR HOOD PACKAGING,  
3015 LONG LAKE ROAD (PF24-019)**

WHEREAS, the subject property is assigned Ramsey County Property Identification Number 052923120009 and is legally described as:

**REQUIRES LEGAL.**

WHEREAS, Table 1006-3, Dimensional Standards for industrially zoned property requires the following concerning building height:

Table 1006-3	
Minimum lot area	None
Maximum building height	60 Feet
Minimum front yard building setback	30 Feet
Minimum Side Yard Building Setbacks	
Interior	10 Feet 40 Feet from residential lot boundary
Corner	30 Feet from street right-of-way

WHEREAS, Hood Packaging is expanding with new, advanced, blown film extrusion unit allowing them to produce flexible packaging films with enhanced strength, clarity, and barrier properties, which are demanded in the competitive packaging market; and

WHEREAS, the advanced blown film extrusion equipment requires a 5,000 sq. ft. portion of the roof (2%) to be increased to 75 feet in order to accommodate the equipment; and

WHEREAS, Section 1009.04C of the City Code establishes a mandate that the Variance Board make five specific findings about a variance request as a prerequisite for approving the variance. The Roseville Variance Board has made the following findings:

- a. *The proposal is consistent with the Comprehensive Plan.* The Variance Board finds the proposal is generally consistent with the Comprehensive Plan because it represents the type of continued investment promoted by the Comprehensive Plan's goals and policies. The Comprehensive Plan also lists several economic development goals that speak to a business-friendly nature, facilitating environments allowing the business community to satisfy market demands, and promoting innovative business environments whereby the granting of the proposed roof height variance would support.
- b. *The proposal is in harmony with the purposes and intent of the zoning ordinance.* The Variance Board finds the proposal is generally in harmony with the intent of the zoning ordinance. Specifically, the zoning code and its dimensional standards cannot account for every situation as is the case with the Hood Packaging variance request. A variance in 2004 allowed a small portion of the northwest corner of the building to increase from 40 to 60 feet in height to accommodate new necessary technology. This variance request, much like the 2004 variance, seeks to remain competitive in the plastic film market with a modest increase in roof height only on a portion of the building that spans slightly more than 2% of the overall footprint of the building.
- c. *The proposal puts the subject property to use in a reasonable manner.* This finding seeks to determine whether the requested deviation will put the property to use in a manner reasonably consistent with the standards set forth in the Code. The Variance Board concludes this finding to be true. As stated previously, the zoning code and its dimensional standards cannot account for every situation. Similarly, the implementation or enforcement of these standards are not intended to be so stringent that a business is unable to grow or stay competitive. Hood Packaging is a leader in plastic film extrusion and to remain competitive in the plastic film market, updating equipment is a necessity. The increase in a small portion of the roof to accommodate a new and future plastic film extrusion unit is reasonable, especially when there is no other viable solution or alternative.
- d. *There are unique circumstances to the property which were not created by the landowner.* The Variance Board concludes the unique circumstances are the height limits for industrial property and the uniqueness of this business and the required machinery necessary to produce their product. A limit on building height exists to mitigate perceived negative impacts. In the case of the proposal by Hood Packaging, the proposed increase of 15 feet in the maximum allowance (60 feet to 75 feet) for a small portion of the roof area near the northwest corner of the building is nominal given the total square footage of the building. Further, such an improvement supports continued investment,

competitiveness, and future expansion, all while limiting impacts to surrounding properties.

- e. *The variance, if granted, will not alter the essential character of the locality.* Although the overarching goal of the Planning Division is to strive for full code compliance in all aspects of development, there are times when the code and the needs of a business are not in alignment. In the case of Hood Packaging, the plastic film extruder necessary for them to have a competitive advantage requires an extrusion unit that is 70+ feet tall, requiring a roof height of approximately 75 feet. Plastic film extrusion units are notoriously tall for production purposes. Additionally, there needs to be clear space between the top of the unit and the top or the ceiling to afford cooling air space allowing for the creation of a better product. Given these factors, the Variance Board finds granting the roof height variance for 2% of the building's floor area will not alter the essential character of the locality.

WHEREAS, City Code §1009.04 (Variances) establishes the purpose of a variance is "to permit adjustment to the zoning regulations where there are practical difficulties applying to a parcel of land or building that prevent the property from being used to the extent intended by the zoning;" and

WHEREAS, in review of the requested variance by Hood Packaging, the Variance Board concludes there are Code based limitations existing in the Sign Regulations presenting a practical difficulty, which the variance process is intended to relieve.

NOW THEREFORE BE IT RESOLVED, by the Roseville Variance Board, to approve the requested variance to Table 1006-3, Dimensional Standards, of the City Code to permit 5,000 sq. ft. portion of the 3015 Long Lake Road building height to increase from a maximum allowed height of 60 feet to 75 feet to accommodate a new blown film extruder unit, based on the content of this report and associated plans provided as attachments, public input, and Variance Board deliberation.

The motion for the adoption of the foregoing resolution was duly seconded by Variance Board Member ..... and upon vote being taken thereon, the following voted in favor: Members .....; and ..... voted against;

WHEREUPON said resolution was declared duly passed and adopted.

