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AGENDA
CITY OF MAPLEWOOD
COMMUNITY DESIGN REVIEW BOARD

6:00 P.M. Tuesday, June 21, 2022

City Hall, Council Chambers
1830 County Road B East

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF AGENDA

D. APPROVAL OF MINUTES

1. April 19, 2022 Community Design Review Board Meeting Minutes

E. NEW BUSINESS

1. Comprehensive Sign Plan, Independent School District 622, 1560 County Road B East

F. UNFINISHED BUSINESS

None

G. BOARD PRESENTATIONS

H. STAFF PRESENTATIONS

None

I. VISITOR PRESENTATIONS – 3 minute time limit per person

J. ADJOURNMENT

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A meeting of the Board was held and called to order at 6:00 p.m. by Chairperson Kempe

Bill Kempe, Chairperson	Present
Jason Lamars, Boardmember	Present
Amanda Reinert, Boardmember	Absent
Ananth Shankar, Boardmember	Absent
Tom Oszman, Boardmember	Present

Boardmember Lamars moved to approve the agenda as presented.

Seconded by Boardmember Oszman Ayes – All

1. Approval of March 15, 2022 Community Design Review Board Meeting Minutes

Boardmember Lamars moved to approve the March 15, 2022 Community Design Review Board Meeting Minutes as submitted.

Seconded by Boardmember Oszman Ayes – All

The motion passed.

1. Comprehensive Sign Plan Amendment, Kennard Professional Building, 3100 Kennard Street

Elizabeth Hammond, Planner, presented the report on the Comprehensive Sign Plan Amendment, Kennard Professional Building, 3100 Kennard Street

Rob Loftus, MSP Commercial, addressed the board and answered questions.

Boardmember Lamars moved to approve the comprehensive sign plan amendment for the Kennard Professional Building at 3100 Kennard Street with the following conditions (additions are underlined and deletions are crossed out), adding the allowance that the letters “VA” on the sign be allowed to be up to three feet in height.

1. ~~The comprehensive sign plan is approved, as noted in the applicant's letter dated September 13, 2005.~~ Staff may approve changes to this sign plan as long as they comply with city code requirements. The applicant shall submit sign permits for review by the city prior to installation.
2. No tenant signage shall be permitted on the south side of the building located at 1725 Legacy Parkway.
3. The color of the cabinet panels shall match the color used on the building, and the brick base of all monument signage shall match the brick used on the buildings.
4. Wall signs can be placed on the north side of the building and the southwest side of the building.
5. Wall signs may be illuminated. The lettering for both the building name and tenant names will be of the same materials used on the monument signs. ~~Twelve-inch letters will be used for the tenant names, and fifteen-inch letters will be used for the building name. This letter will also not be backlit, and all lettering will be uniform in format.~~ Wall sign lettering can be up to 15 inches in height.
6. Two monument signs are permitted as shown on the site plan, one ~~in~~ on the corner of Legacy Parkway and Kennard ~~Avenue Street~~ and the other located at the curb cut to the site. Both signs are 7 feet in height and 14 feet 8 inches in length. These signs shall be the same materials as the building and identify the building name and address in addition to business names for approximately four tenants. The lettering on both signs can be no larger than 5 inches in height and uniform in font. ~~and color. All lettering material will be cast metal with a baked enamel finish and will not be backlit.~~

Boardmember Kempe made a friendly amendment for staff to monitor illumination issues in the neighborhood.

Seconded by Boardmember Oszman

Ayes – All

The motion passed.

F. UNFINISHED BUSINESS

1. Design Review Resolution for Maplewood Assisted Living, 1744 County Road D East

Elizabeth Hammond, Planner, presented the report on the Design Review Resolution for Maplewood Assisted Living, 1744 County Road D East and answered questions of the board.

Maixia Vang, MX Real Estate LLC, addressed the board and answered questions.

Ken Rivera, Rivera Architects, addressed the board and answered questions.

Boardmember Oszman moved to approve a design review resolution for the construction of an assisted living facility located at 1744 County Road D East, subject to certain conditions of approval.

Seconded by Boardmember Kempe

Ayes – All

The motion passed.

G. BOARD PRESENTATIONS

None

H. STAFF PRESENTATIONS

None

I. VISITOR PRESENTATIONS

None

J. ADJOURNMENT

Boardmember Lamars moved to adjourn the meeting at 6:33 p.m.

Seconded by Boardmember Oszman

Ayes – All

The motion passed.

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COMMUNITY DESIGN REVIEW BOARD STAFF REPORT
Meeting Date June 21, 2022

REPORT TO: Melinda Coleman, City Manager

REPORT FROM: Elizabeth Hammond, Planner

PRESENTER: Elizabeth Hammond, Planner

AGENDA ITEM: Comprehensive Sign Plan, Independent School District 622, 1560 County Road B East

Action Requested: ☒ Motion ☐ Discussion ☐ Public Hearing

Form of Action: ☐ Resolution ☐ Ordinance ☐ Contract/Agreement ☐ Proclamation

Policy Issue:

Independent School District 622 has requested approval of a comprehensive sign plan to allow a dynamic display sign on the property at 1560 County Road B East. As part of the proposed sign plan for the site, they have requested two wall signs to be placed on the north side of the building and one wall sign to be placed on the west wall of the building. To move forward with the proposal, the applicant needs the approval of a comprehensive sign plan.

Recommended Action:

Motion to approve the comprehensive sign plan for Independent School District 622, at 1560 County Road B East, subject to certain conditions of approval.

1. The applicant shall submit sign permits for the city's review before installation.
2. This approval allows for a monument sign with a dynamic display on the north end of the property adjacent to County Road B East. The sign can be up to eight feet in height and 50 square feet in size. The dynamic display portion cannot exceed 50% of the overall sign area. The monument sign must meet the requirements outlined in ordinance section 443-743 (k), for dynamic displays in conjunction with institutional uses.
3. This approval allows for two wall signs on the north wall of the building facing County Road B East to be up to 24 square feet in size.
4. This approval allows for one wall sign on the west wall of the building facing Hazelwood Street to be up to 24 square feet in size.
5. Any changes to the approved plans requires review by the community design review board. Staff may approve minor changes.

Fiscal Impact:

Is There a Fiscal Impact? ☒ No ☐ Yes, the true or estimated cost is \$0.00

Financing source(s): ☐ Adopted Budget ☐ Budget Modification ☐ New Revenue Source
☐ Use of Reserves ☒ Other: n/a

Strategic Plan Relevance:

☐ Community Inclusiveness ☐ Financial & Asset Mgmt ☐ Environmental Stewardship
☐ Integrated Communication ☒ Operational Effectiveness ☐ Targeted Redevelopment

The City deemed the application complete on May 27, 2022. The initial 60-day review deadline is July 26, 2022. As stated in Minnesota State Statute 15.99, the City can take an additional 60 days if necessary to complete the review of the application.

Background:

Project Overview

Independent School District 622 has requested approval of a comprehensive sign plan for the property located at 1560 County Road B East. The school is proposing to install three wall signs on the exterior of the building and a monument sign near County Road B East, the main entrance to the property. The attached plans illustrate the details of the proposal.

The proposed monument sign will have a dynamic display on a portion of the sign. A comprehensive sign plan is required for dynamic display signs in conjunction with permitted institutional or public uses. The monument sign meets the city's sign code requirements for institutional dynamic displays as outlined in ordinance section 443-743 (k).

The proposed wall signs are to be located on the north and west walls of the building, two facing County Road B East and one sign facing Hazelwood Street. City ordinance section 44-732 allows for exceptions to the sign ordinance and provides flexibility to the community design review board when considering comprehensive sign plans. Exceptions are identified for sign areas, densities, and dynamic display change over rates.

The district's proposed signage meets the city's sign codes, except for requesting a third wall sign. Given that the property is on two street frontages, the school is permitted by code to have up to two wall signs. City staff believes the request for the additional wall sign is reasonable given the size of the site and that the sign will complement the overall building design and function. It is within the board's authority to grant this exception with the comprehensive sign plan.

Commission Review

Design Review

The Community Design Review Board will review the project details on June 21, 2022.

Department Comments

No comments received.

Citizen Comments

Staff surveyed the surrounding properties. A public meeting notice and project details were sent to the properties within 350 feet of the subject property. No public comments were received.

Reference Information

Site Description:

Site Size: 15.67 acres

Surrounding Land Uses

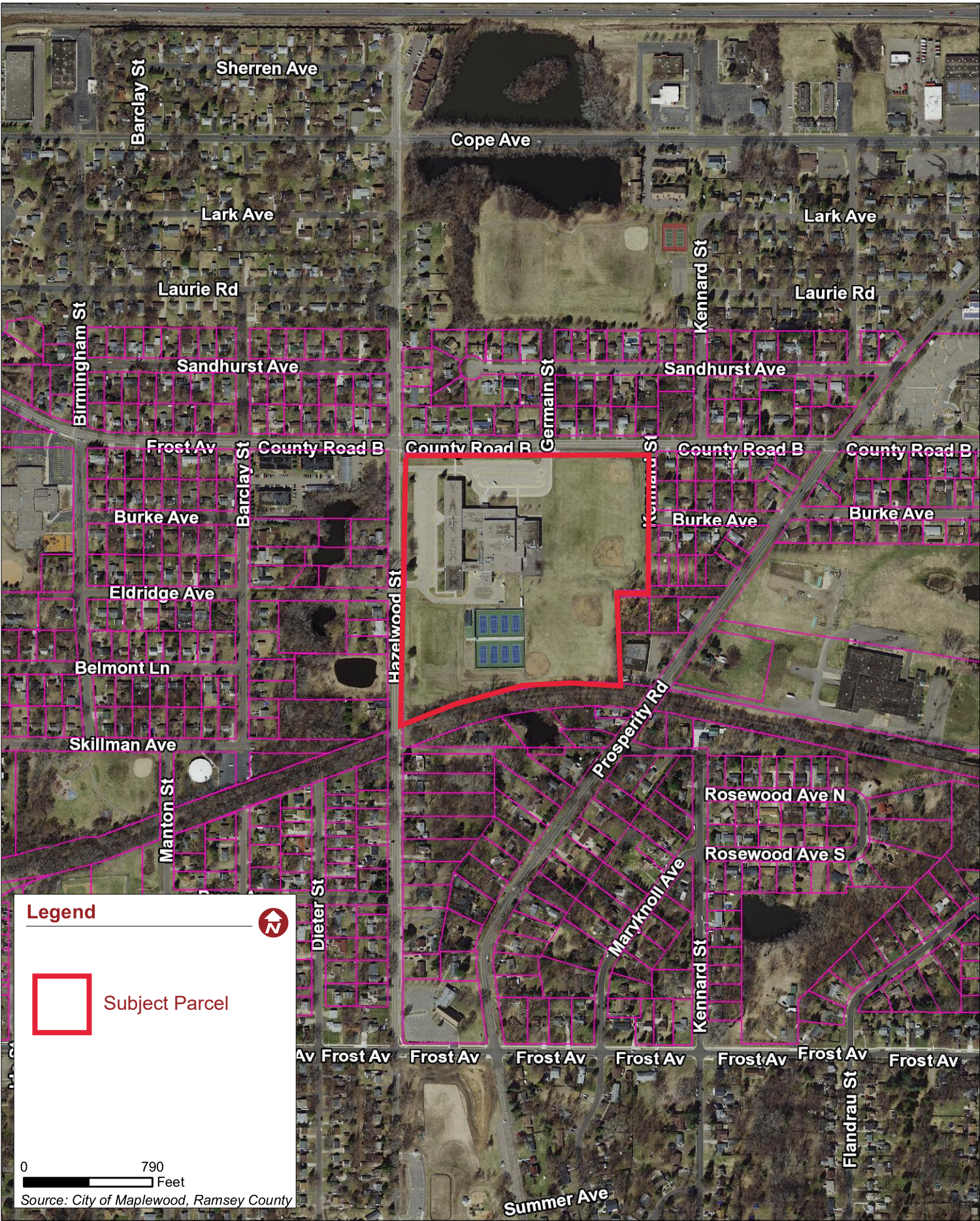
North: Single Dwellings
East: Single Dwellings
South: Vacant Land and Single Dwellings
West: Single Dwellings and Multiple Dwellings

Planning

Existing Land Use: Institutional
Existing Zoning: R1, Single Dwelling

Attachments:

1. Overview Map
2. Applicant's Narrative
3. Sign Location Map
4. Sign Renderings





**PERFORMANCE
DRIVEN DESIGN.**
LHBcorp.com

COMPREHENSIVE SIGNAGE PLAN APPLICATION NARRATIVE

This narrative is a part of the comprehensive signage plan application for John Glenn Middle School for consideration by the Community Design Review Board. This signage proposed in this application is part of a major addition and renovation project to the school that has been under construction since 2020 as part of major district-wide initiative to improve their buildings and better align their facilities with community needs. Included in this proposal are three building-mounted signs, two on the north face and one on the east face of the building, and a monument sign along County Road B. The specific locations are shown in the attached drawings, and are described in more detail below.

The reason for this application is that the building owner, Independent School District 622, established a district standard for monument signs at the first two schools, Castle Elementary and Richardson Elementary, that were renovated as part of the district-wide initiative. Those projects were completed in 2019, and the monument signs in those locations include a two-sided dynamic digital display. The signage being proposed for this school is the consistent with what was done at those two schools. The purpose of the digital display is to welcome the community to the school by offering a means of communicating important school and community events like school performances, athletic events, and holiday closures. While the overall size and configuration of the monument sign is the same, the materials used at each site are customized to coordinate with each specific building. The monument sign size and location are carefully chosen in each case to balance readability while minimizing light pollution at neighboring residential properties.

The proposed monument sign at John Glenn Middle School is situated behind the property line and oriented perpendicular to County Road B, so it is only possible to view one side of the monument sign at a time while traveling either on County Road B or Hazelwood Street. Because of this, and the fact that one side of the monument sign faces Hazelwood Street, the design team requests that each side of the sign be considered separately with respect to the maximum size of 32 square feet that is allowed by the signage code for each street frontage in residential areas.

Orienting the sign perpendicular to the curb means that light from the sign will not be shining on the houses nearest to the school across the County Road B. The nearest house perpendicular to either sign face is over 900 feet to the east. To the west of the sign, there is a bank of garages for the apartment complex across Hazelwood Street, which is at least 400 feet away from the face of the sign.

The monument sign itself is comprised of a brick base and architectural precast cap, which matches the original brick and window sills, respectively, on the 1962 portion of the building. Directly above the base and cap is the dynamic digital display, each side of which is 2'-7" tall and 5'-6" wide, or 14.21 square feet. The building name "John Glenn Middle School" is proposed to be spelled out with raised aluminum letters in a black finish on the brick base. This lettering is 4.02 square feet on each side of the sign, and when added to the 14.21 square feet of digital display, makes a total of 18.23 square feet, which smaller than the 32 square feet maximum, and smaller than what was proposed for Justice Alan Page Elementary last year. The overall height of the monument sign including the brick base and the digital display is 5'-10", which is less than the maximum of six feet in height that is allowed by the signage code.

There are two locations where the building name "John Glenn Middle School" is proposed to be spelled out with raised aluminum letters on the building itself. One of these locations is on the west side of the building, facing Hazelwood Street, and the other is under the canopy adjacent to the main entrance facing County Road B. These letters are attached to either a dark



Sign at Richardson Elementary – John Glenn sign will be the same size and configuration but with brick matching the John Glenn building.

gray precast or a black fiber-cement panel background, and will have a painted silver finish. Because the surface of the building that these signs are mounted to are approximately 142 and 268 feet from the curbs of their respective street frontages, it was necessary to use 12" tall letters so they could be read from the street. Both signs are each 20.67 square feet, but the address number of the building is mounted under the sign facing County Road B, which is 3 square feet in area. If the address number needs to be included in the total area, at 23.67, this sign is still less than the maximum of 24 square feet allowed by the signage code.

The second sign on the north side of the building facing County Road B is proposed to have "Activities Entry" spelled out in 12" tall raised aluminum letters mounted to the dark gray precast walls of the building. It identifies a secondary entrance that is intended to provide access to the new swimming pool and locker rooms that were added as part of the renovation project. The pool is used by community groups and the North High School swim team, and middle school, and high school athletic teams will use the locker rooms adjacent to the pool when they use the fields on the south and east side of the school. In many cases, these activities will occur outside of school hours. As with the signage at the main entry, the 12" tall letters for this sign necessary so that they are visible from the street 280 feet away. This sign is a total of 12.94 square feet. If added to the 23.67 square feet of the signage at the main entrance, this exceeds the 24 square feet maximum allowed by the signage code for each street frontage, but the signage area is minimal compared to frontage length and building façade area on this side of the building. The north side of the building (facing County Road B) is over 600 feet long, the façade is over 14,000 square feet, and the property has over 1,000 feet of frontage.

On behalf of the staff of John Glenn Middle School and Independent School District 622, thank you for your consideration of this comprehensive signage plan.



Rendering of proposed monument sign



Rendering of proposed Activities Entry sign

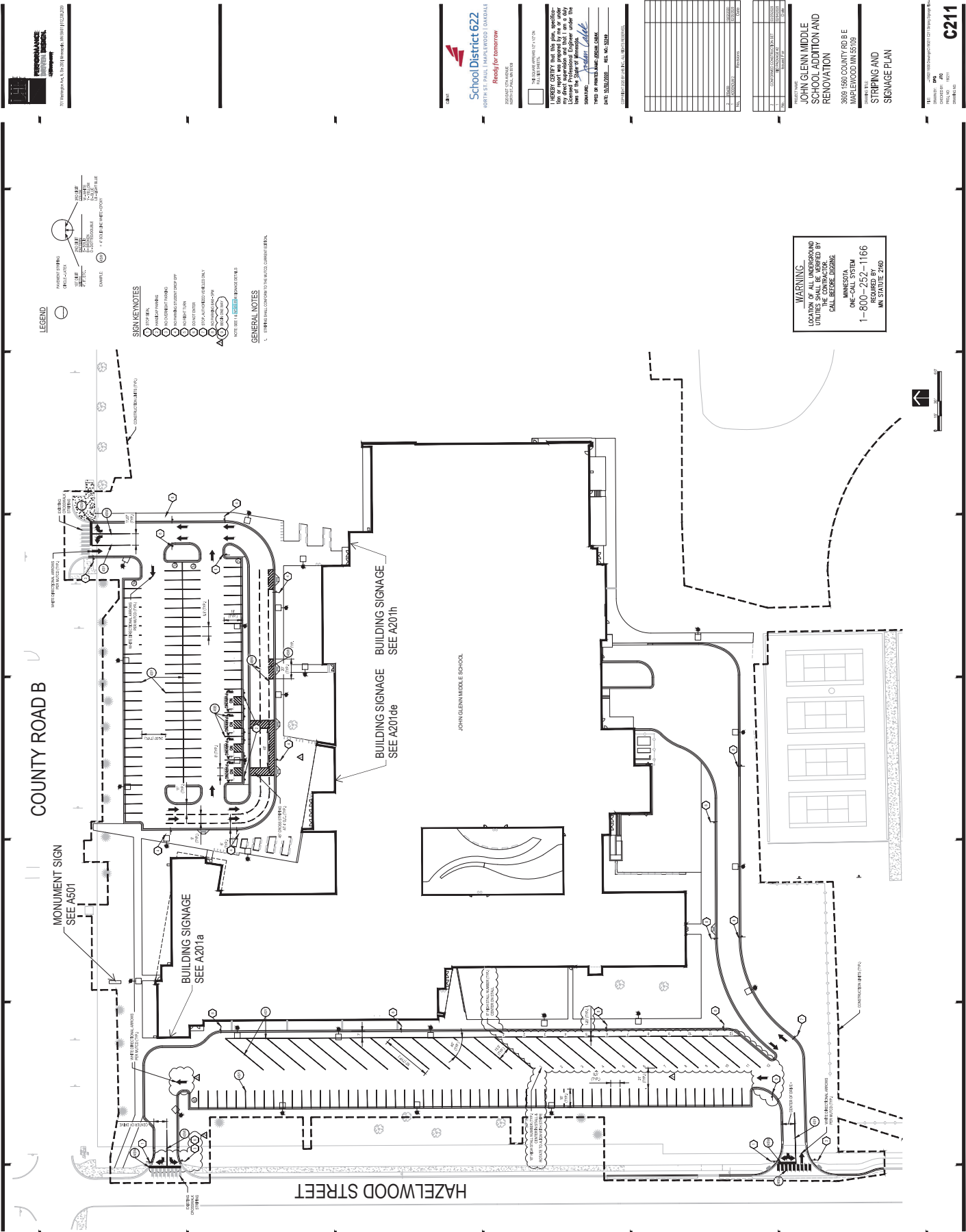
c: Phil Waugh, Troy Miller
LHB File No. 190211.00

M:\19Proj\190211\400 Design\403 Regulatory\City of Maplewood\Comp Signage Plan Application\Drawings\190211 John Glenn Comp Signage Narrative.docx



PROPOSED MONUMENT SIGN BASE CAP MATERIAL SELECTION





BUILDING SIGNAGE

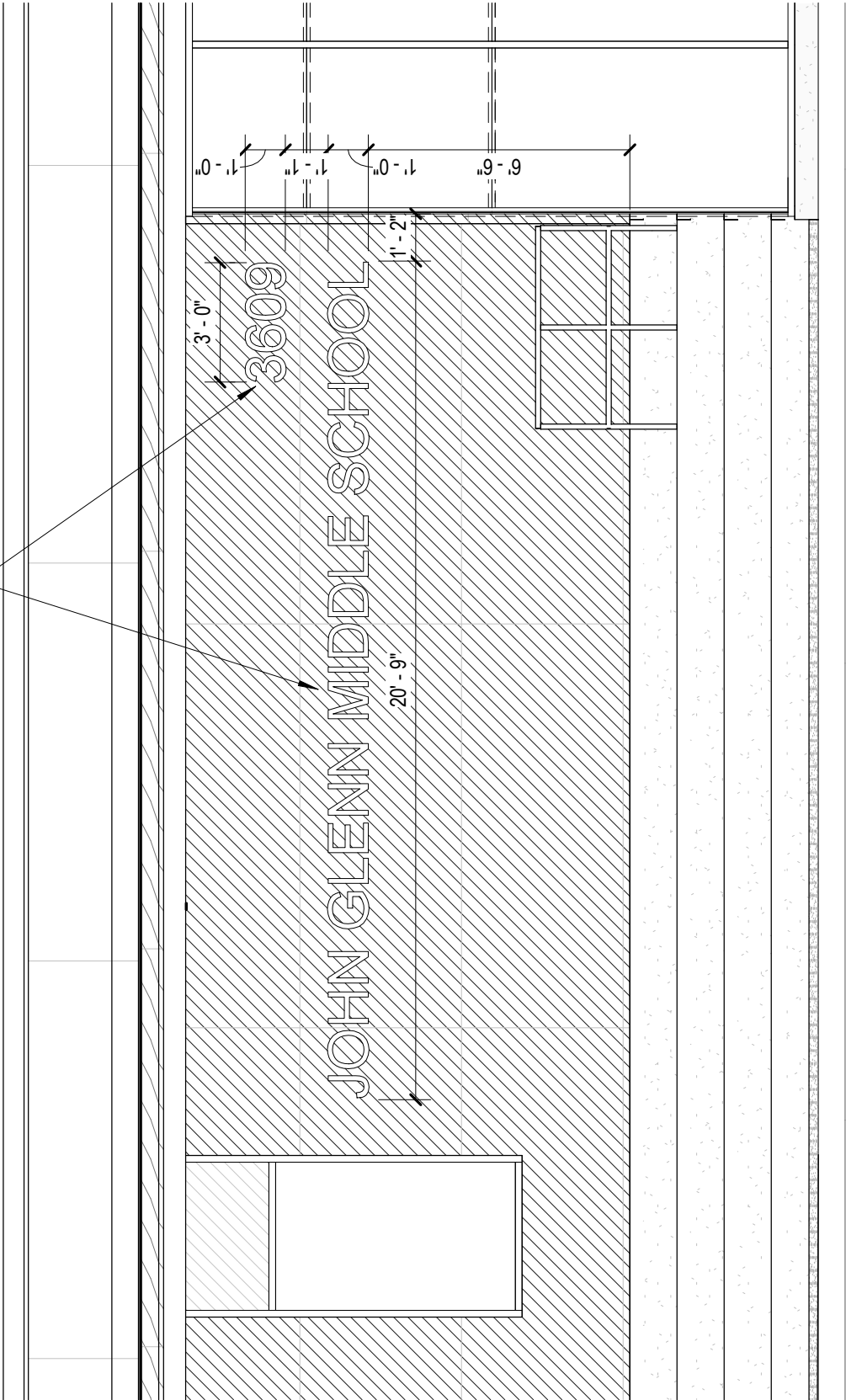
20.67 SQ. FT.

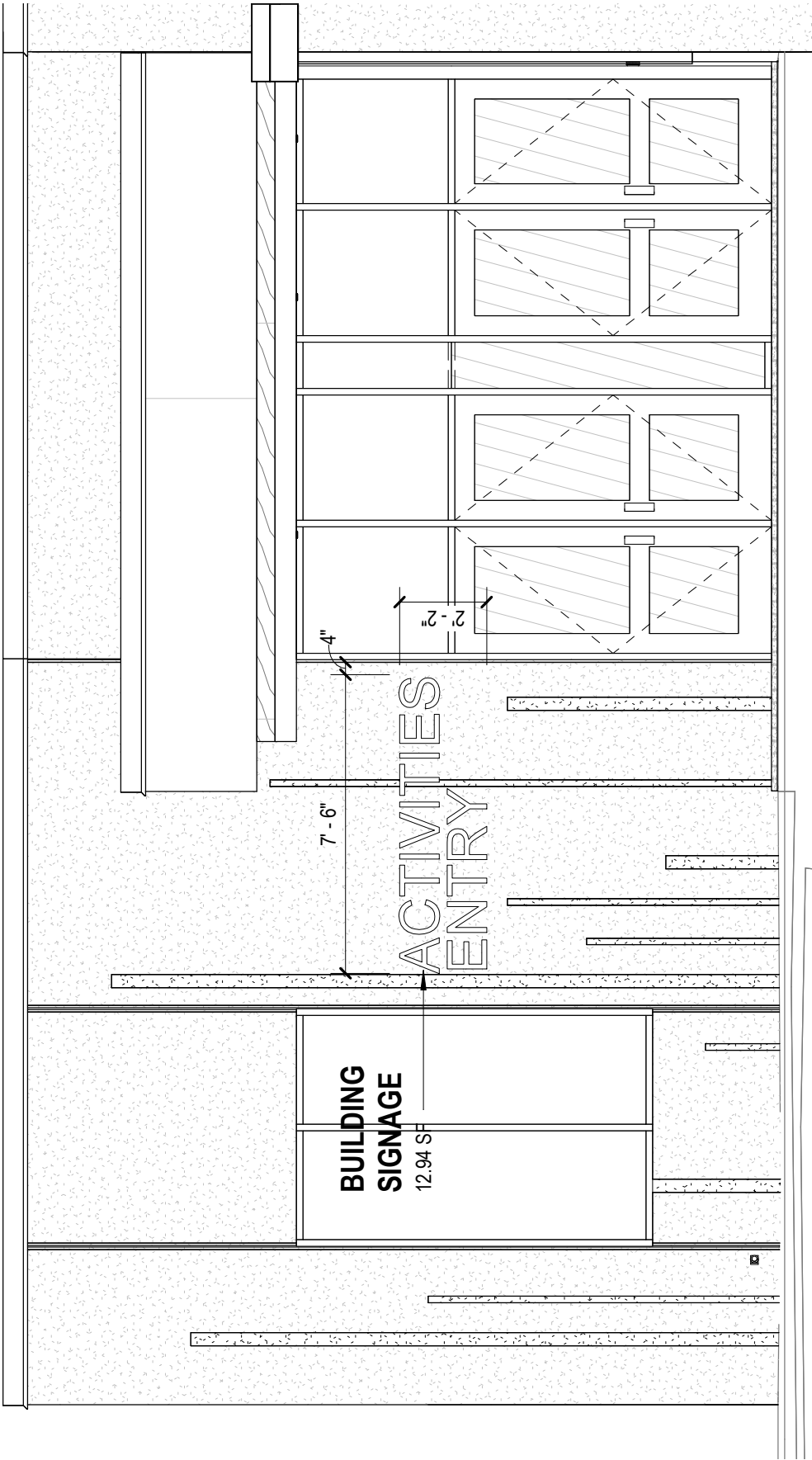
JOHN GLENN MIDDLE SCHOOL

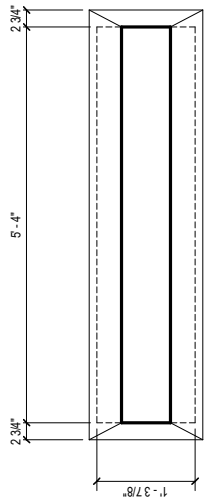
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1' - 0"

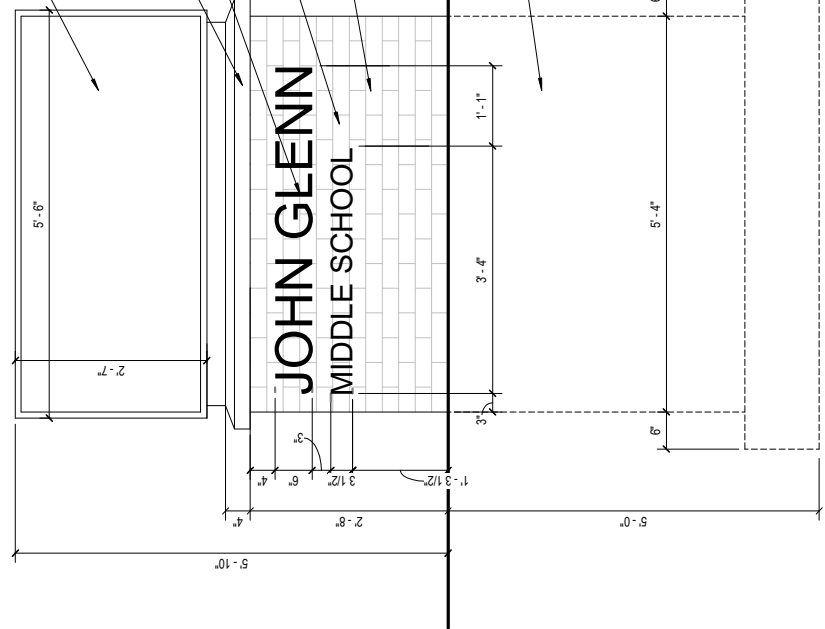
BUILDING SIGNAGE
23.67 SQ. FT.







PLAN



ELEVATION

DIGITAL DISPLAY
2 SIDES AT 14.21 SQ. FT EACH =
28.42 SQ. FT.

RAISED LETTERING
2 SIDES AT 4.02 SQ. FT EACH =
8.04 SQ. FT.

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