



Brief Description of Request (please also include a typed, detailed letter explaining the project): 17th

In light of the city's recommendation for a variance, as set forth during the January 16th working session (Concept Plan Review)—request is to install 60 sq-ft signage on western elevation of two (2) Delkor buildings. Current sign standards specify 45 sq-ft total for District 7 & 60 sq-ft for District 6. The new Gateway building at 4200 Round Lake Rd. W. was approved for 60 sq-ft. The same consideration is requested for identified buildings.

**\*IMPORTANT\***

- Certain applications are subject to review and approval by the Rice Creek Watershed District. Contact RCWD directly at 763-398-3070 for additional information.
- The land use application fees do not cover building, sign, or other permit fees that may be required upon approval of a land use application.
- All applications will be subject to additional fees for reimbursement of consultant costs associated with filing, reviewing, and processing of application in the form of an escrow to the City.

### **Filing & Information Requirements**

The City requests that you make a pre-application meeting with the Community Development Director to discuss the application process, requirements, and deadlines. Unless waived by the Community Development Director or Planning Commission, a certified survey of the property is required for all applications. A checklist with additional application requirements can be found at [www.cityofardenhills.org/landuseapplications](http://www.cityofardenhills.org/landuseapplications).

### **Complete/Incomplete Applications**

Under Minnesota Statute, Chapter 15.99, cities have 15 business days to review all plans and application materials to ensure they satisfy City requirements. During the 15 day review period, planning staff will provide written comments on the application and may request plan revisions. If the application is determined to be complete, Minnesota State Statute then requires the City to approve or deny the application within 60 days, up to 120 days. If not complete, the City may require plan revisions and/or additional information before the application is scheduled for Planning Commission review and/or City Council action. Project will not be scheduled for any meeting until the application submittal is found to be complete by the Community Development Director.

### **Payment of Fees and Escrows**

The undersigned acknowledges that she/he understands that before a land use application can be deemed complete, all required fees and escrows must be paid to the City. The applicant is responsible for all costs incurred by the City related to the processing of this application. Each separate land use request shall be charged a separate administrative fee and escrow even if submitted on the same application. Costs expended in reviewing and processing an application will be charged against the cash escrow and credited to the City. Charges to the escrow may include planning and engineering staff time, City Attorney and consulting fees, and mailing costs. If, at any time, a required cash escrow is depleted to less than 20 percent of its original amount, the applicant shall deposit additional funds in the cash escrow account as determined by the City. The City may withhold final action on a land use application, withhold building permits, and/or rescind prior action until all fees have been paid. Unused portions of an escrow are returned to the applicant upon successful implementation of an approved plan. The escrow may be reduced or increased by the Community Development Director on a project by project basis.

### **Notice of Meeting Attendance**

In order for the Planning Commission and the City Council to consider any application, the applicant or a designated representative must be present at the scheduled meeting. If not, the matter may be tabled until the next available agenda.

**Meeting Schedule**

Planning Commission meetings are typically held on the first Wednesday after the first Monday of each month at 6:30 PM, though please contact City Hall to verify the meeting date and time. City Council meetings are held typically the last Monday of the same month at 7:00 PM. Meetings are held in the Council Chambers at the City of Arden Hills, 1245 West Highway 96, Arden Hills, Minnesota 55112, unless otherwise stated. The schedules below are for reference purposes only. Project will not be scheduled for any meeting until the application submittal is found to be complete by the Community Development Director.

**2023 Planning Commission and City Council Schedule (\*subject to change)**

<b>TENTATIVE PLANNING COMMISSION MEETING DATE*</b> (Generally held on the first Wednesday after the first Monday at 6:30 p.m.)	<b>TENTATIVE CITY COUNCIL MEETING DATE*</b> (Generally held on the fourth Monday at 7:00 p.m.)	<b>DEADLINE FOR LAND USE APPLICATION SUBMISSION</b> (1 <sup>st</sup> day of the preceding month)
January 4	January 23	December 1 (2022)
February 8	February 27	January 2
March 8	March 27	February 1
April 5	April 24	March 1
May 3	May 22	April 3
June 7	June 26	May 1
July 5	July 24	June 1
August 9	August 28	July 3
September 6	September 25	August 1
October 4	October 23	September 1
November 8	November 27	October 2
December 6	January 8 (2024)	November 1

**Acknowledgement and Signature**

I hereby apply for the above consideration and declare that the information and materials submitted with this application are complete and accurate per city code and ordinance requirements. I fully understand that I am responsible for all costs incurred by the City related to the processing of this application.

\_\_\_\_\_  
Property Owner Signature (Required)

\_\_\_\_\_  
Date

*Kevin B. Weiss*  
\_\_\_\_\_  
Applicant Signature (If different than the property owner)

*02/27/2023*  
\_\_\_\_\_  
Date

Please contact the Community Development Director at 651-792-7800 if you have any questions regarding this application.

Additional copies of this application form are available on the City's website: [www.cityofardenhills.org/landuseapplications](http://www.cityofardenhills.org/landuseapplications)

## Jessica Jagoe

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**From:** Kevin Weiss <kweiss@delkorsystems.com>  
**Sent:** Wednesday, March 15, 2023 6:15 PM  
**To:** Jessica Jagoe  
**Subject:** Fwd: Signage changes: Delkor Systems

**Caution:** This email originated outside our organization; please use caution.

Hi Jessica,

Again, thanks for the help getting this in. It appears that Link has tentatively approved. See below. Will this suffice?

Kevin

**Kevin Weiss**

Vice President of Operations  
Delkor Systems Inc.

[4300 Round Lake Road W St. Paul, MN 55112](#)  
[612-670-1311](#)

Begin forwarded message:

**From:** Anita Veith <aveith@linklogistics.com>  
**Date:** March 15, 2023 at 3:45:55 PM EDT  
**To:** Kevin Weiss <kweiss@delkorsystems.com>, Rick Ferraro <Rick@spectrum-signs.com>  
**Cc:** "Paul Koerber (pkoerber@tegragroup.com)" <pkoerber@tegragroup.com>  
**Subject:** RE: Signage changes: Delkor Systems

**CAUTION:** This email originated from outside of **Delkor Systems**. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Kevin – wanted to let you know that the sign approval for 4300 Round Lake & 1987 Gateway has been approved and I sent it to our legal department to draft a document to memorialize the agreement. I asked them if they could process it sooner than later as you needed to meet a deadline with the City. I haven't asked them for any favors lately so I'm optimistic they'll help us out.

I'll forward the document to you upon receipt for your signature and then return a fully executed copy for your records when I receive it back from legal. I'll keep you updated with any changes, otherwise the next time you hear from me, I should have the document ready for your signature. Thanks Kevin.



**ANITA VEITH** (She/Her)  
Senior Property Manager

O: 612-448-2843 | M: 651-334-3523  
24/7 EMERGENCY: 833-354-0003

**Link Logistics** 7874 12Th Ave S  
www.linklogistics.com Bloomington, MN 55425 USA

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**From:** Kevin Weiss <kweiss@delkorsystems.com>  
**Sent:** Thursday, March 9, 2023 3:53 PM  
**To:** Anita Veith <aveith@linklogistics.com>; Rick Ferraro <Rick@spectrum-signs.com>  
**Cc:** Paul Koerber (pkoerber@tegragroup.com) <pkoerber@tegragroup.com>  
**Subject:** RE: Signage changes: Delkor Systems

**[EXTERNAL EMAIL]**

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Hi Anita,

Stay tuned. I have a call into Rick, but have not been able to connect yet. Will follow up soon.

Kevin



**Kevin Weiss**

Vice President of Operations, Delkor Systems Inc.  
4300 Round Lake Road W  
St. Paul, MN 55112  
Mobile: +1 612 670-1311



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**From:** Anita Veith <aveith@linklogistics.com>  
**Sent:** Thursday, March 9, 2023 9:14 AM  
**To:** Kevin Weiss <kweiss@delkorsystems.com>; Rick Ferraro <Rick@spectrum-signs.com>  
**Cc:** Paul Koerber (pkoerber@tegragroup.com) <pkoerber@tegragroup.com>  
**Subject:** RE: Signage changes: Delkor Systems

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Kevin & Rick – I passed the sign package to our Project Manager and he asked this question:

**Do we think we can push them to a single panel background to minimize the number of penetrations into the building?**

**The back panel could be painted to match the building color to blend in.**

Many buildings are trying to get away from single letter mounting to minimize penetrations. Delkor's 4300 existing sign was approved as part of an Amendment so it's somewhat grandfathered but I wanted to ask. It's also less expensive to restore when the sign is removed but that's a long ways out.

I'll wait to hear from you and if it's not a viable option, I'll continue with the package approval. Thanks for consideration.



**ANITA VEITH** (She/Her)  
Senior Property Manager  
O: 612-448-2843 | M: 651-334-3523  
24/7 EMERGENCY: 833-354-0003

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**From:** Kevin Weiss <[kweiss@delkorsystems.com](mailto:kweiss@delkorsystems.com)>  
**Sent:** Wednesday, March 8, 2023 8:25 AM  
**To:** Anita Veith <[aveith@linklogistics.com](mailto:aveith@linklogistics.com)>  
**Cc:** Paul Koerber ([pkoerber@tegragroup.com](mailto:pkoerber@tegragroup.com)) <[pkoerber@tegragroup.com](mailto:pkoerber@tegragroup.com)>  
**Subject:** RE: Signage changes: Delkor Systems

**[EXTERNAL EMAIL]**

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That is correct. We want both to be only white.

For clarification, we would be adding a sign to 1987 and changing the sign on 4300. Both would be the same and all white.

Kevin



**Kevin Weiss**

Vice President of Operations, Delkor Systems Inc.  
4300 Round Lake Road W  
St. Paul, MN 55112  
Mobile: +1 612 670-1311



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**From:** Anita Veith <[aveith@linklogistics.com](mailto:aveith@linklogistics.com)>  
**Sent:** Tuesday, March 7, 2023 5:08 PM  
**To:** Kevin Weiss <[kweiss@delkorsystems.com](mailto:kweiss@delkorsystems.com)>  
**Cc:** Paul Koerber ([pkoerber@tegragroup.com](mailto:pkoerber@tegragroup.com)) <[pkoerber@tegragroup.com](mailto:pkoerber@tegragroup.com)>; Anita Veith <[aveith@linklogistics.com](mailto:aveith@linklogistics.com)>  
**Subject:** RE: Signage changes: Delkor Systems

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Hi Kevin – I believe the current Delkor sign on the west elevation of 4300 Round Lake, is red, black & white, as shown on Exhibit B of the attached Third Amendment. That signage was approved as part of the amendment and the signage on the 1987 Gateway building, although still needs approval, should be the same as 4300 Round Lake.

The sign package that you sent yesterday, shows the two signs as white only so I wanted to connect with you about that. Did you mean both to be only white? Before I send the 1987 package for review and approvals, I want to be sure that I understand the ask. Thanks Kevin, appreciate it.



**ANITA VEITH** (She/Her)  
Senior Property Manager  
O: 612-448-2843 | M: 651-334-3523

24/7 EMERGENCY: 833-354-0003

**Link Logistics**                      7874 12Th Ave S  
www.linklogistics.com              Bloomington, MN 55425 USA

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**From:** Kevin Weiss <[kweiss@delkorsystems.com](mailto:kweiss@delkorsystems.com)>  
**Sent:** Monday, March 6, 2023 10:49 AM  
**To:** Fredrick Scales <[FScales@linklogistics.com](mailto:FScales@linklogistics.com)>  
**Cc:** Kevin Weiss <[kweiss@delkorsystems.com](mailto:kweiss@delkorsystems.com)>; Paul Koerber ([pkoerber@tegragroup.com](mailto:pkoerber@tegragroup.com)) <[pkoerber@tegragroup.com](mailto:pkoerber@tegragroup.com)>; Anita Veith <[aveith@linklogistics.com](mailto:aveith@linklogistics.com)>  
**Subject:** Signage changes: Delkor Systems

**[EXTERNAL EMAIL]**

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