

# Memorandum

**TO:** Planning Commission  
**FROM:** Allison Eddins , Senior planner  
**DATE:** May 27, 2025  
**SUBJECT:** 4625 Churchill Street- RE Designs, LLC - Site and Building Plan Review  
**ITEM NUMBER:** 7.E  
**SECTION:** NEW BUSINESS

---

## **REQUESTED MOTION**

To recommend to the city council approval of the proposed patio and pergola at the Nextek offices at 4625 Churchill Street, subject to the following conditions:

1. This project must be completed in accordance with the plans submitted as part of the Site and Building Plan Review application. Any significant change to these plans, as determined by city staff, will require review and approval by the city council.
2. This approval will expire after one year if work has not begun on the accessory structure.
3. The patio shall be used by Nextek employees and guests only and shall not be used for events that are unrelated to the company or its employees.

## **INTRODUCTION**

RE Designs, LLC has submitted a site and building plan review application proposing the construction of an outdoor patio area and pergola on the western side of the Nextek offices at 4625 Churchill Street.

## **DISCUSSION**

### **Site Characteristics**

The site is located in the Industrial zoning district and the lot is roughly 2 acres. The site is developed with the Nextek office building and associated parking. The western portion of the lot is vegetated with evergreen trees that create a buffer between the office building and the Shoreview Mall.

### **Site and Building Plan Review**

#### **Development Code Requirements**

Section 107-63 (D)(12) of the Shoreview municipal code requires that accessory structures in industrial districts be permitted through the site and building plan review process.

### **Project Description**

RE Design, LLC proposes to construct a 900 square foot patio. A portion of the patio will have an outdoor grill and kitchen island under a 15-foot by 15-foot wooden pergola. The total height of the pergola will be 8 feet. The western boundary of the patio will have a 1.6 foot tall retaining wall. The proposed patio would increase the impervious surface coverage to 73.2 percent, below the 75 percent maximum allowed for the Industrial zoning district. The patio will be for employee and company use.

**Public Comment**

Property owners within 150 feet were notified of the request. At the time of this report, no public comments were received.

**Agency Comment**

The applicant should anticipate the amount of grading that will be required and apply for a land disturbance permit if the threshold is exceeded or if historical drainage patterns are altered.

**RECOMMENDATION**

Staff recommends that the planning commission recommend approval of the approval of the proposed patio and pergola at the Nextek offices at 4625 Churchill Street, subject to the following conditions:

1. This project must be completed in accordance with the plans submitted as part of the Site and Building Plan Review application. Any significant change to these plans, as determined by city staff, will require review and approval by the planning commission.
2. This approval will expire after one year if work has not begun on the accessory structure.
3. The patio shall be used by Nextek employees and guests only and shall not be used for events that are unrelated to the company or its employees.

**ATTACHMENTS**

[Location Map](#)

[Site Plan and Site Construction](#)