Memorandum

TO:	City Council
FROM:	Allison Eddins , Senior planner
DATE:	June 2, 2025
SUBJECT:	4625 Churchill Street- RE Designs, LLC - Site and Building Plan Review
ITEM NUMBER:	8.l
SECTION:	CONSENT AGENDA

REQUESTED MOTION

To approve 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.

Planning Commission Review
The planning commission reviewed the site and building plan application on May 27, 2025 and unanimously recommended approval.

RECOMMENDATION
Staff recommends that the city council approve the proposed patio and pergola at the Nextek offices at 4625 Churchill Street, subject to the following conditions:

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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