

PLANNING COMMISSION STAFF REPORT

Meeting Date April 15, 2025

REPORT TO: Michael Sable, City Manager

REPORT FROM: Elizabeth Hammond, Planner

PRESENTER: Elizabeth Hammond, Planner

AGENDA ITEM: Saint Paul Police Training Facility, 2621 Linwood Avenue East
 a) Conditional Use Permit Resolution
 b) Design Review Resolution
 c) Wetland Buffer Variance Resolution

Action Requested: ☒ Motion ☐ Discussion ☒ Public Hearing

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

Policy Issue:

The City of Saint Paul Police Department proposes to update the existing training facility at 2621 Linwood Avenue East. Ramsey County owns the property, and the City of Saint Paul has leased it since the mid-1960s. The proposed plans replace the classroom training facility and include accessibility and safety upgrades. To move forward with the proposal, the applicant requests approval of a conditional use permit, design plans, and a wetland buffer variance.

Recommended Action:

- a) Motion to approve a conditional use permit resolution for the Saint Paul Police Department's Training Facility at 2621 Linwood Avenue East, subject to certain conditions of approval.
- b) Motion to approve a design review resolution for constructing a training facility for the Saint Paul Police Department at 2621 Linwood Avenue East, subject to certain conditions of approval.
- c) Motion to approve a wetland buffer variance resolution for a new training facility to be constructed at 2621 Linwood Avenue East.

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 project application complete on March 27, 2025. The initial 60-day review deadline for a decision is May 26, 2025. As stated in Minnesota State Statute 15.99, the city can take an additional 60 days, if necessary, to complete the review.

Background:

Project Overview

The City of Saint Paul Police Department proposes to update the existing training facility at 2621 Linwood Avenue East. Ramsey County owns the property, and the City of Saint Paul has leased it since the mid-1960s. The proposed plans replace the classroom training facility with accessibility and safety upgrades, including a classroom, two armories, men's and women's locker rooms, a kitchenette/break room, and ADA-compliant restrooms. The existing facility utilizes well and septic infrastructure, both of which will be replaced due to the age of the existing systems.

Conditional Use Permit

Maplewood city code requires a conditional use permit (CUP) for the public building and its use on the property. When the Saint Paul Police Department began leasing the site from Ramsey County, a CUP was never obtained. The site's use is not changing, and the number of individuals from the Saint Paul Police Department who intend to utilize it is not anticipated to increase largely. To proceed, the proposed project requires the property to obtain a CUP to comply with the city code.

Site Plan

The 3,196-square-foot training facility is proposed in the southwest section of the site, adjacent to the existing building (which will be demolished). The site is accessed from the existing entrance point off Linwood Avenue. A small parking area is provided on the north and east sides of the proposed building.

The existing facility utilizes well and septic infrastructure, which will be replaced as part of this project. The city knows a potential residential development to the north and east of this site, which would require connecting to city water utilities. The applicant has stated that any potential development in the future at the adjacent site (former golf course) does not currently align with their priority to complete this project as soon as possible.

Setbacks

The building and parking areas are set back 201 feet from the property line to the south along Linwood Avenue and 84 feet to the property line to the west. They are entirely screened from the adjacent public streets and residential properties. Code requires the building to be 30 feet from a street right-of-way and 50 feet from a residential lot line, and parking areas to be 15 feet from a street right-of-way and up to 20 feet adjacent to residential property. All setbacks are achieved.

Building Elevations

The one-story building varies in height between 12.6 feet and 19.2 feet as the grade changes. The proposed materials are insulated CMU blocks in a black and gray tone and asphalt shingles in a charcoal color. The building is not visible from the adjacent public streets or residential properties.

Signage

Any signage on the property is subject to review by the city and requires a sign permit, separate from this design review.

Landscaping and Screening

The proposed landscape plan shows 18 trees would be removed along with some buckthorn on the property. The plan proposes 18 trees to be planted. Per the attached environmental review, the applicant must submit an updated landscape plan. All other tree coverage on the site remains to provide visual and acoustical screening of the building and exterior training areas.

Parking

City code does not identify a parking requirement for this proposed use; however, the code allows the community development director to review the parking requirements for a use similar to determining the space requirements. The applicant proposes 14 parking stalls, including one accessible stall. As a comparison, the City Code requires one parking stall for every 200 square feet of floor area for commercial, office, or recreational building use. Based on this type of use, the site would be required to have 16 parking stalls. The site will continue to be utilized privately by the City of Saint Paul Police Department for training. The site is not meant for regular public use, so staff believes the number of stalls is adequate.

Lighting

The applicant submitted a lighting plan illustrating the location and lighting types, which includes wall-mounted lighting on site. Also, a plan showing the light spread and foot-candle levels was provided, showing the levels at the [property lines meet code requirements.

Wetland

The site has two manage A wetlands on either side of the proposed training facility building, which requires a 100-foot buffer. The details are further outlined in the attached delineation, variance narrative, and environmental review. The project will encroach within the 100-foot buffer, requiring a buffer variance approved to move forward.

Commission and City Council Review

Community Design Review Board

April 15, 2025: The CDRB will review the design plans.

Planning Commission

April 15, 2025: The Planning Commission will hold a public hearing and review the conditional use permit and wetland buffer variance requests.

Environmental and Natural Resources Commission

April 21, 2025: The ENR will review the wetland buffer variance request.

City Council

May 12, 2025: The City Council will review the conditional use permit, design plans, and wetland buffer variance requests.

Department Comments

Fire – Jerry Novak, Fire Marshal

A sprinkler system will be required for the proposed building.

Building – Randy Johnson, Building Official

The proposed building will need to be constructed to meet the minimum requirements of the Minnesota State Building Code.

Environmental – Shann Finwall, Sustainability Coordinator

Please see the environmental review dated April 2, 2025 (attached).

Engineering – Jon Jarosch, Assistant City Engineer

Please see the engineering review dated April 2, 2025 (attached).

Public Comments

Staff sent a public hearing notice and application details to the properties within 500 feet of the subject property. No public comments were received.

Reference Information

Site Description

Site Size: 37.06 Acres

Surrounding Land Uses

North:	Residential Park Land
South:	Residential Dwellings
East:	Residential Dwellings in the City of Woodbury
West:	Residential Dwellings

Planning

Existing Land Use:	Park
Existing Zoning:	Farm Residential

Attachments:

1. Conditional Use Permit Resolution
2. Design Review Resolution
3. Wetland Buffer Variance Resolution
4. Overview Map
5. Future Land Use Map
6. Zoning Map
7. Wetland Overlay Map
8. Application Narrative
9. Site and Elevation Plans
10. Engineering Review Dated April 2, 2025
11. Environmental Review Dated April 2, 2025

CONDITIONAL USE PERMIT RESOLUTION

BE IT RESOLVED by the City Council of the City of Maplewood, Minnesota, as follows:

Section 1. Background.

- 1.01 The City of Saint Paul Police Department has requested a Conditional Use Permit to build a new training facility on the property at 2621 Linwood Avenue East.
- 1.02 The property located at 2621 Linwood Avenue East is legally described as:
The west 600 feet of the South 525 feet of the Southeast Quarter of the Southeast Quarter of Section 12, Township 28, Range 22, according to the plat thereof on file and of record in the office of the Register of Deeds in and for Ramsey County, Minnesota.
PIN: 122822440002

Section 2. Standards.

- 2.01 General Conditional Use Permit Standards. The City Ordinance states that the City Council must base approval of a Conditional Use Permit on the following nine standards for approval.
1. The use would be located, designed, maintained, constructed, and operated to be in conformity with the City's Comprehensive Plan and Code of Ordinances.
 2. The use would not change the existing or planned character of the surrounding area.
 3. The use would not depreciate property values.
 4. The use would not involve any activity, process, materials, equipment or methods of operation that would be dangerous, hazardous, detrimental, disturbing or cause a nuisance to any person or property, because of excessive noise, glare, smoke, dust, odor, fumes, water or air pollution, drainage, water run-off, vibration, general unsightliness, electrical interference or other nuisances.
 5. The use would not exceed the design standards of any affected street.
 6. The use would be served by adequate public facilities and services, including streets, police and fire protection, drainage structures, water and sewer systems, schools and parks.
 7. The use would not create excessive additional costs for public facilities or services.
 8. The use would maximize the preservation of and incorporate the site's natural and scenic features into the development design.
 9. The use would cause minimal adverse environmental effects.

Section 3. Findings.

3.01 The proposal meets the specific Conditional Use Permit standards.

Section 4. City Review Process

4.01 The City conducted the following review when considering this conditional use permit request.

1. On April 15, 2025, the Planning Commission held a public hearing. City staff published a hearing notice in the Pioneer Press and sent notices to the surrounding property owners. The Planning Commission allowed everyone to speak and present written statements at the hearing. The Planning Commission recommended that the City Council _____ this resolution.
2. On May 12, 2025, the City Council discussed this resolution. They considered reports and recommendations from the planning commission and City staff.

Section 5. City Council

5.01 The City Council hereby _____ the resolution. Approval is based on the findings outlined in section 3 of this resolution. Approval is subject to the following conditions:

1. All ground-mounted and roof-mounted mechanical equipment and trash receptacles shall be screened according to the ordinance.
2. Adequate separation, buffering, and screening must be provided around the training facility and exterior training areas. If the city determines additional screening or buffering is required, the applicant shall ensure this is completed as notified by the city.
3. All construction shall follow the approved plans. The director of community development may approve minor changes.
4. The proposed construction must be substantially started within one year of council approval, or the permit shall become null and void.
5. The city council shall review this permit in one year.
6. The applicant shall meet the conditions outlined in the design review resolution.

DESIGN REVIEW RESOLUTION

BE IT RESOLVED by the City Council of the City of Maplewood, Minnesota, as follows:

Section 1. Background.

- 1.01 The City of Saint Paul Police Department has requested approval of a design review to construct a new training facility on the property at 2621 Linwood Avenue East.
- 1.02 The property located at 2621 Linwood Avenue East is legally described as:
The west 600 feet of the South 525 feet of the Southeast Quarter of the Southeast Quarter of Section 12, Township 28, Range 22, according to the plat thereof on file and of record in the office of the Register of Deeds in and for Ramsey County, Minnesota.
PIN: 122822440002

Section 2. Site and Building Plan Standards and Findings.

- 2.01 City ordinance requires that the community design review board make the following findings to approve plans:
1. That the design and location of the proposed development and its relationship to neighboring, existing, or proposed developments and traffic is such that it will not impair the desirability of investment or occupation in the neighborhood; that it will not unreasonably interfere with the use and enjoyment of neighboring, existing or proposed developments; and that it will not create traffic hazards or congestion.
 2. That the design and location of the proposed development are in keeping with the character of the surrounding neighborhood and are not detrimental to the harmonious, orderly, and attractive development contemplated by this article and the city's comprehensive municipal plan.
 3. That the design and location of the proposed development would provide a desirable environment for its occupants, as well as for its neighbors, and that it is aesthetically of good composition, materials, textures, and colors.
- 2.02 The community design review board reviewed this request on April 15, 2025, and voted to _____ it.
- 2.03 The proposal meets the specific findings for design review approval.
- Section 3. City Council Action.
- 3.01 The above-described site and design plans are hereby approved based on the findings outlined in Section 2 of this resolution. Subject to staff approval, the site must be developed and maintained in substantial conformance with the design plans. Approval is subject to the applicant doing the following:
1. If the city has not issued a building permit for this project, repeat this review in two years.

2. All fire marshal, city engineer, and building official requirements must be met.
3. Satisfy the requirements in the engineering review by Jon Jarosch, dated April 2, 2025.
4. Satisfy the requirements in the environmental review by Shann Finwall, dated April 2, 2025.
5. The applicant shall obtain all required permits from the Ramsey-Washington Metro Watershed District.
6. The applicant shall install a stop sign at the property exit on Linwood Avenue.
7. Per city ordinance standards, all mechanical equipment and trash receptacles shall be screened from view of all nearby residential properties or adjacent public streets.
8. Before the issuance of a building permit, the applicant shall submit for staff approval the following items:
 - a. The applicant shall provide the city with a cash escrow or an irrevocable letter of credit for all required exterior improvements. The amount shall be 150 percent of the cost of the work.
 - b. Additional details to accompany the lighting plan: a description of each luminaire, including the manufacturer's catalog cuts and drawings.
 - c. An updated landscape plan as outlined in the environmental review.
9. The applicant shall complete the following before occupying the building:
 - a. Replace any property irons that were removed because of this construction.
 - b. Provide continuous concrete curb and gutter around the parking lot and driveways.
 - c. Install all required landscaping and an in-ground lawn irrigation system for all landscaped areas.
 - d. Install all required outdoor lighting.
 - e. Install all required sidewalks and trails.
10. If any required work is not done, the city may allow temporary occupancy if:
 - a. The city determines that the work is not essential to public health, safety, or welfare.
 - b. The above-required letter of credit or cash escrow is held by the City of Maplewood for all required exterior improvements. The owner or contractor

shall complete any unfinished exterior improvements by June 1 of the following year if occupancy of the building is in the fall or winter or within six weeks of occupancy of the building if occupancy is in the spring or summer.

11. All work shall follow the approved plans. The director of community development may approve minor changes.

WETLAND BUFFER VARIANCE RESOLUTION

BE IT RESOLVED by the City Council of the City of Maplewood, Minnesota, as follows:

Section 1. Background.

1.01 The City of Saint Paul Police Department has requested a wetland buffer variance to build a new training facility on the property at 2621 Linwood Avenue East.

1.02 The property located at 2621 Linwood Avenue East is legally described as:
The west 600 feet of the South 525 feet of the Southeast Quarter of the Southeast Quarter of Section 12, Township 28, Range 22, according to the plat thereof on file and of record in the office of the Register of Deeds in and for Ramsey County, Minnesota.
PIN: 122822440002

1.03 The site was originally developed and graded in approximately 1975, prior to the City's wetland ordinance and wetland buffer requirements. The drive lane, tactical training buildings, storage building, and gravel pad extend into the 100-foot wetland buffers and are considered pre-existing nonconforming structures and encroachments.

1.04 The new development requires a 41-foot wetland buffer variance, wetland buffer averaging, and wetland buffer mitigation as required by the wetland ordinance. The new development will have grading to within approximately 53 feet of the eastern Manage A wetland for the extension of a utility line, parking stall, and septic system. Grading will come to within approximately 59 feet of the western Manage A wetland for building earthwork. Other portions of the new development will be located within the 75-foot minimum buffer.

Section 2. Standards.

2.01 Wetland Buffer Variance Standards. The City Ordinance states that the City Council must base approval of a variance on the following standards for approval.

1. Before the city council acts on a wetland ordinance variance, the Environmental and Natural Resources Commission and the Planning Commission will make a recommendation to the city council. The city shall hold a public hearing for the variance. The city shall notify property owners within 500 feet of the property for which the variance is being requested at least ten days before the hearing.
2. The city may require the applicant to mitigate any wetland, stream, or buffer alteration impacts with the approval of a variance, including, but not limited to, implementing one or more of the strategies listed in subsection 18-221(e)(4) (mitigation).
3. To approve a variance, the city council shall apply the findings for variance approval as required in Minnesota Statutes.

4. The applicant for a variance shall submit, with the variance application and any other required materials, a statement showing how the proposal would meet the findings for variance approval.

Section 3. Findings.

3.01 The proposal meets the specific wetland buffer variance standards.

Section 4. City Review Process

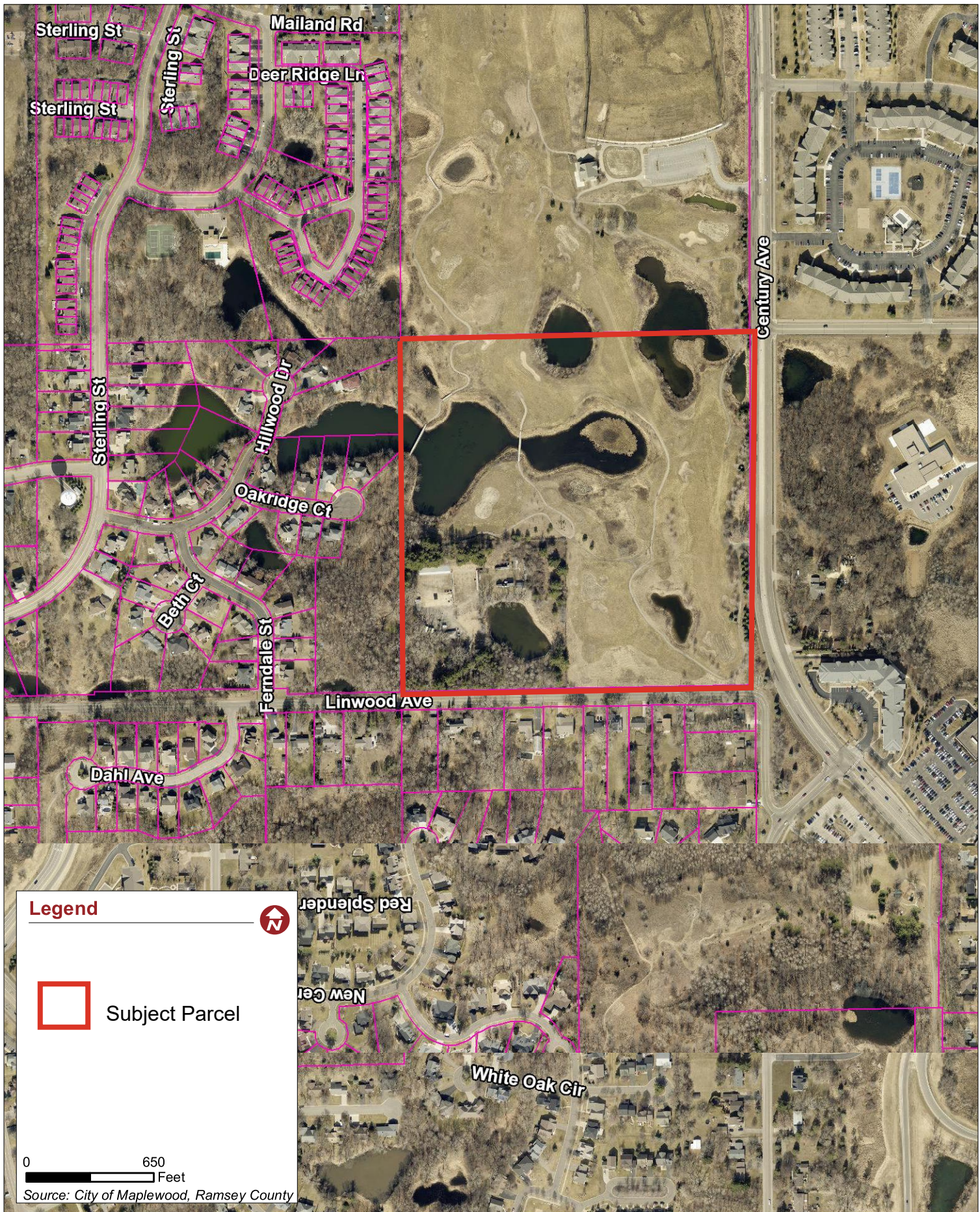
4.01 The City conducted the following review when considering this wetland buffer variance request.

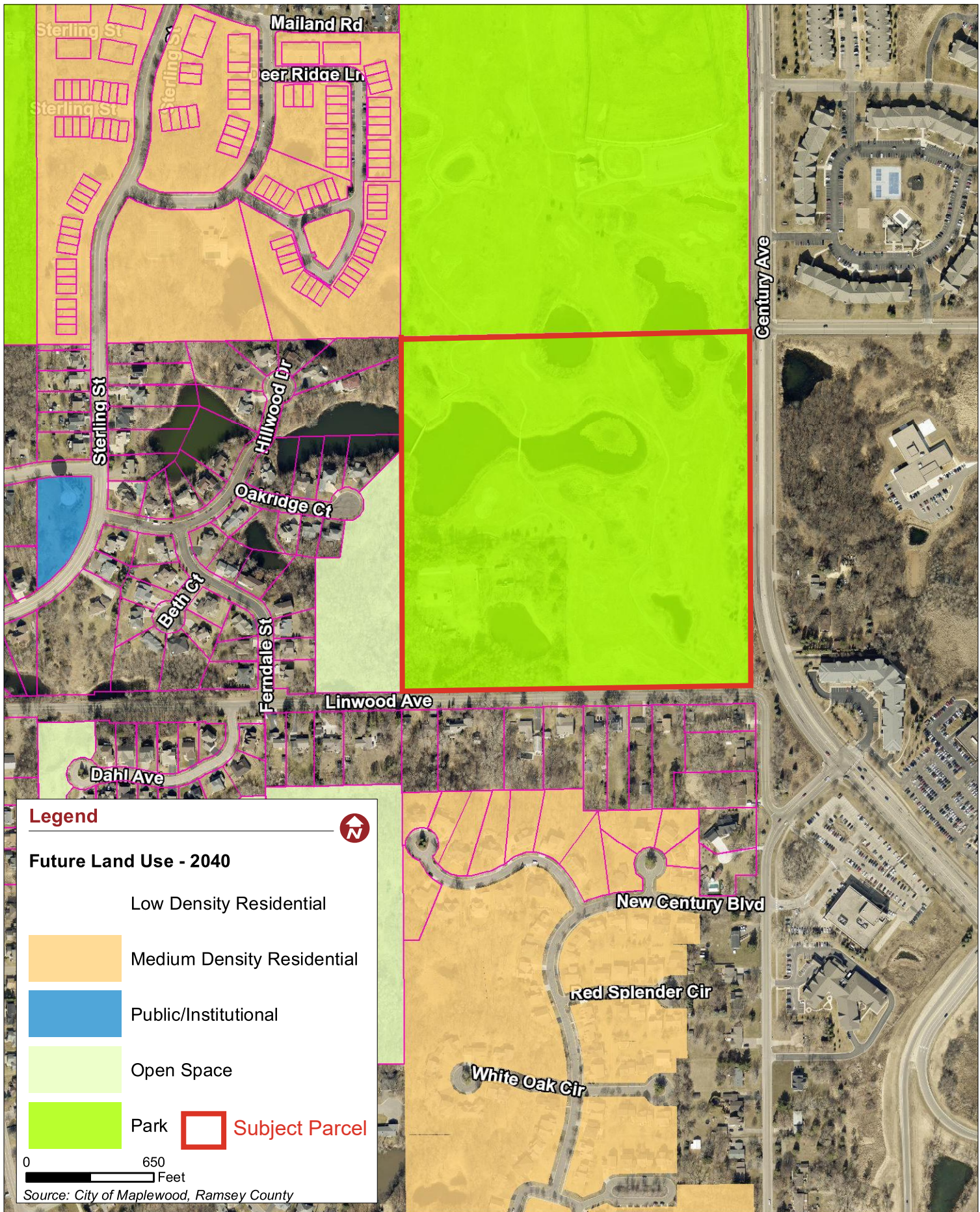
1. On April 15, 2025, the Planning Commission held a public hearing. City staff published a hearing notice in the Pioneer Press and sent notices to the surrounding property owners. The Planning Commission allowed everyone to speak and present written statements at the hearing. The Planning Commission recommended that the City Council _____ this resolution.
2. On April 21, 2025, the Environmental and Natural Resources Commission held a public meeting to discuss the proposal. The ENR recommended that the City Council _____ this resolution.
3. On May 12, 2025, the City Council discussed this resolution. They considered reports and recommendations from the planning commission and City staff.

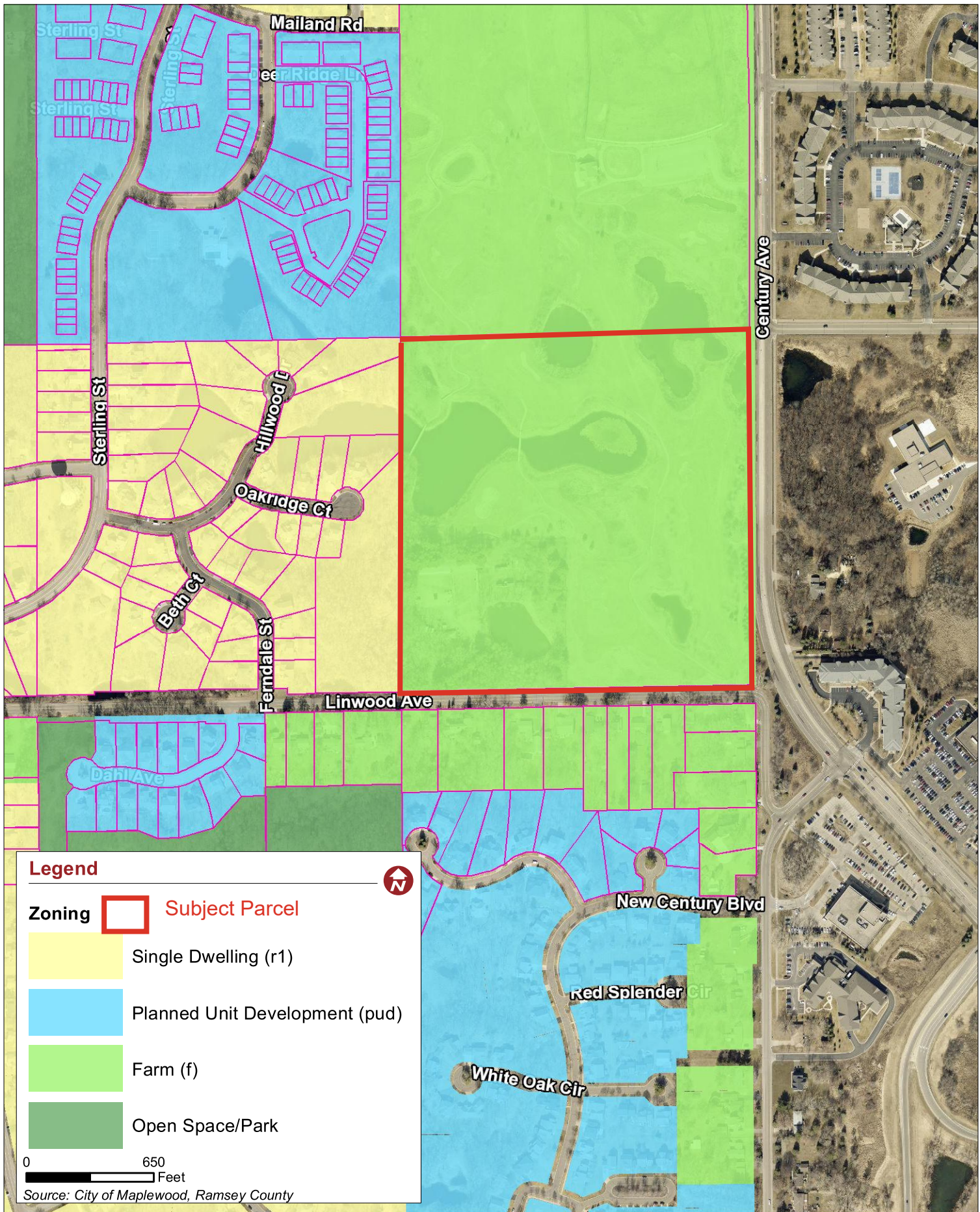
Section 5. City Council

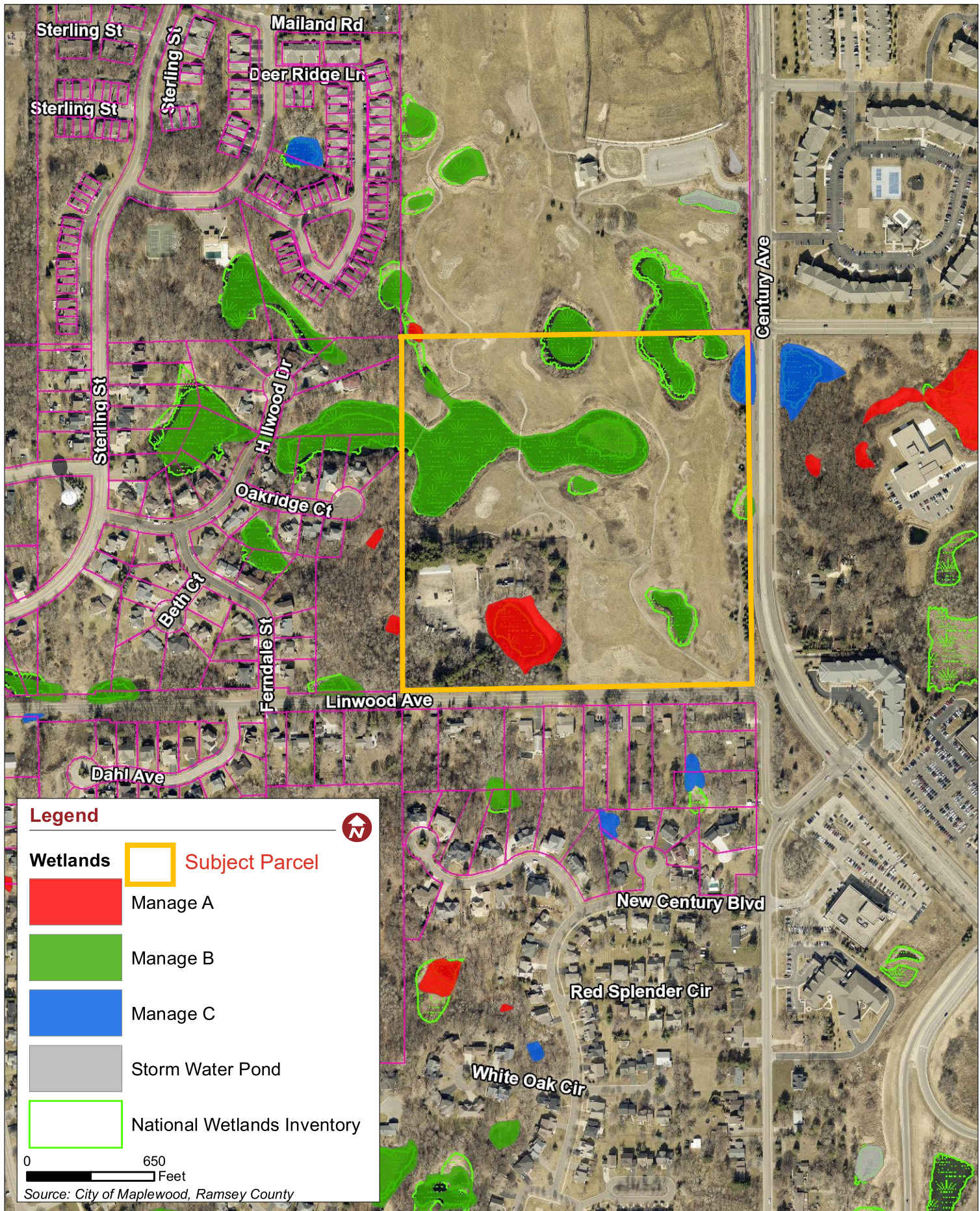
5.01 The City Council hereby _____ the resolution. Approval is based on the findings outlined in section 3 of this resolution. Approval is subject to the following conditions:

1. All construction shall follow the approved plans. The director of community development may approve minor changes.
2. The applicant shall meet the conditions outlined in the design review resolution.









Community Development Design Review Narrative

Conditional Use Permit Statement of Intent

The proposed project at 2621 Linwood Ave, owned by Ramsey County and leased by the City of St. Paul, has been operating as the St. Paul police firearms training facility for approximately 50 years. The proposed project is a replacement of the classroom training facility. The existing building is planned to be demolished due to lack of insulation, severe plumbing issues, deterioration of the exterior structural walls and critter infestation in the attic. The proposed building is a simple replacement to house the same staff and functions as the existing facility, with accessibility and safety upgrades.

Due to the use of the site not changing, no change in adjacent property values would be expected. With a similar number of staff and trainees, traffic to and from the site should remain similar to historical trips.

The existing facility utilizes well and septic infrastructure, both of which will be replaced due to the age of the existing systems. The natural site grading does not allow for access to city water and sewer at this time. The site includes a designated wetland area on site, and one wetland area to the west. Both wetlands require a 100' buffer for which this project will require a variance. See separate application for variance. Site storm drainage will continue to flow to the wetlands with no connection or change to city sewer services.

The natural grade does provide for visual and acoustical screening of the training ranges. The grade and tree coverage is to be maintained, with a small percentage of trees replaced to allow for the new septic field and grading immediately adjacent to the new building.

As the building is a replacement, public service needs will not change for streets, police, fire, school or parks services.

The proposed new facility will include a classroom, two armories, men's and women's locker rooms, a kitchenette/break room, and ADA-compliant restrooms. Planned materials include Insulated Concrete Masonry Unit (ICMU) walls with decorative veneer finishes on all exterior walls. This choice will ensure the building remains well-insulated while providing a comfortable and resilient environment for occupants while being near the shooting range. Additionally, the bullet-resistant windows on the north side of the facility will create a secure viewing area overlooking the shooting range and tactical simulation space. To maximize natural light, we have incorporated a double shed roof with windows over the classroom, enhancing sunlight access in an area that would otherwise be dimly lit.

Overall, we believe that this building will offer the St. Paul Police Department a much-needed modernized space that fosters the education and development of our community's service members.

Subject

Date: March 19, 2025

To: Elizabeth Hammond
Shann Finwall

From: Deb Brandwick

RE: 2621 Linwood, Wetland Setback Variance Request

Elizabeth and Shann,

The project in question is the St. Paul Police Training Facility at 2621 Linwood Avenue. The existing site includes a classroom building that is proposed to be demo'd, a storage building proposed to remain, two shooting range areas to remain, and an area developed with partial structures for tactical training. The site has been utilized as a firing range since approximately 1975 (see included lease agreement). The failure of the existing septic system, disrepair and non-accessibility of the classroom building, and undrinkable well water have created the need for this proposed project.

The site appears to have been graded in the 1975 era to provide a relatively flat area for the firing ranges, support buildings and parking. The surrounding bowl was kept intact, if not enhanced, to provide visual and sound protection for the firing ranges. While the bulk of existing development is between the two setbacks, the driveline, tactical training buildings, storage building and gravel pad extend into the buffer setbacks. Both wetlands are listed as Manage A type, requiring a 100' buffer/setback area to all improvements. With the two setbacks and the grading of the bowl, the developable portion of the site is extremely limited.

Our proposed project will locate a new building between the two buffer setbacks. 11 of the required parking stalls are between the buffers, with three stalls between the 75' and 100' buffer lines. The area of the encroaching parking stalls is on an existing paved area, with the project including improvement of the pavement to provide a slight regrading to allow for proper drainage of the area.

An area to the NE of the construction extents crosses the 75' buffer line to allow for connection of the electrical utility. The area of disruption will be limited to that needed for electrical line only. This area is within an existing improved hard surface (class V).

The new/replacement septic field is located to the SE of the construction limits, crossing the 100' and 75' buffer lines. A memo from the septic designer is attached describing the limited options for location of the septic field. The pipe between the septic tanks and the field will run between the 100' and 75' buffer lines.

The area west of the proposed new building requires some regrading to allow for building access, accessible parking and to maintain access to the existing storage building. The amount of grading has been minimized by utilizing the building wall as a partial retaining wall, but the grading does extend across the 75' buffer line, but the majority of the area to be regraded is already improved hard surface area.

Variance Request:

We request the proposed project be approved to encroach into the wetland buffer as shown on the attached site plans. The dimensions of encroachment vary and are dimensioned on the site plan, and summarized here:

Encroachment of grading at west edge of building earthwork:	12' to 16'
Encroachment of septic field:	13'
Encroachment of electrical utility:	21.5'
Encroachment of regrading at existing driveway:	11.5' to 29.5'

Variance Reasoning:

- A.1 Reasonableness: The City of St. Paul intends to continue the use of property as a police training and firing range, as it has since 1975. The existing classroom building is in disrepair and not accessible, the septic system has failed requiring the use of porta-potties on site, and the well water is currently not drinkable. Thus, to maintain the existing use of the property, a new building and new utilities are required. The building, well and septic tanks will be outside of the buffer areas, but due to the tightness of the site, some grading to maintain access to existing features and create an accessible new building will encroach on the buffers. Please see attached memo for details relating to the location of the proposed septic field.

The number of trainees utilizing the site is not proposed to change from counts prior to the septic system failure.

- A.2. Uniqueness: The property is largely covered by the main wetland and a steep sloping bowl at the perimeter. This leaves little flat developable land without encroaching into the sloped grades of the buffer areas. The workable area between the buffers is fully utilized by the building(s), parking, shooting ranges and tactical training area. The sloped areas are important to maintain on this site to buffer the neighboring lots from the visuals and sounds of the firing range. Thus, the proposed project is utilizing the lower bowl to the extent possible. Due to previous construction, a large class V pad exists just west of the main wetland. The project proposes improving a portion of that pad for better site drainage.

The lack of City sewer and water creates the need for the septic field and well. Due to regulations around each of those independent of the wetland regulations, locating outside of the buffer would require displacing required parking, or regrading a steeper sloped portion of the site and removal of an additional number of trees.

- A.3 Essential Character: Due to the nature of the site grading, 308 inventoried trees, and the proposed new structure at the bottom of the bowl, the development will not be visible to adjacent properties, or from Linwood Avenue.

- B. A portion of the buffer encroachment is in locations where hardscape improvements have previously been made. Thus, the current proposed improvements do not diminish the intent of the buffer ordinance. The unimproved buffer areas where encroachment is proposed have been minimized by utilizing the building as retaining wall, minimizing extents of construction to actual utility locations and needs. By minimizing tree removing, providing the required tree replacements, removing buckthorn from sections of the buffer, and application of native seeding to improve the buffer areas, the project is intending to meet the requirements to protect and maintain wetland areas, while maintaining the existing historical use of the site.

Attachment: Wetland Buffer Variance_Septic
Variance Site Plan

Variance Justification of the New SSTS at the St. Paul Gun Range

Author:

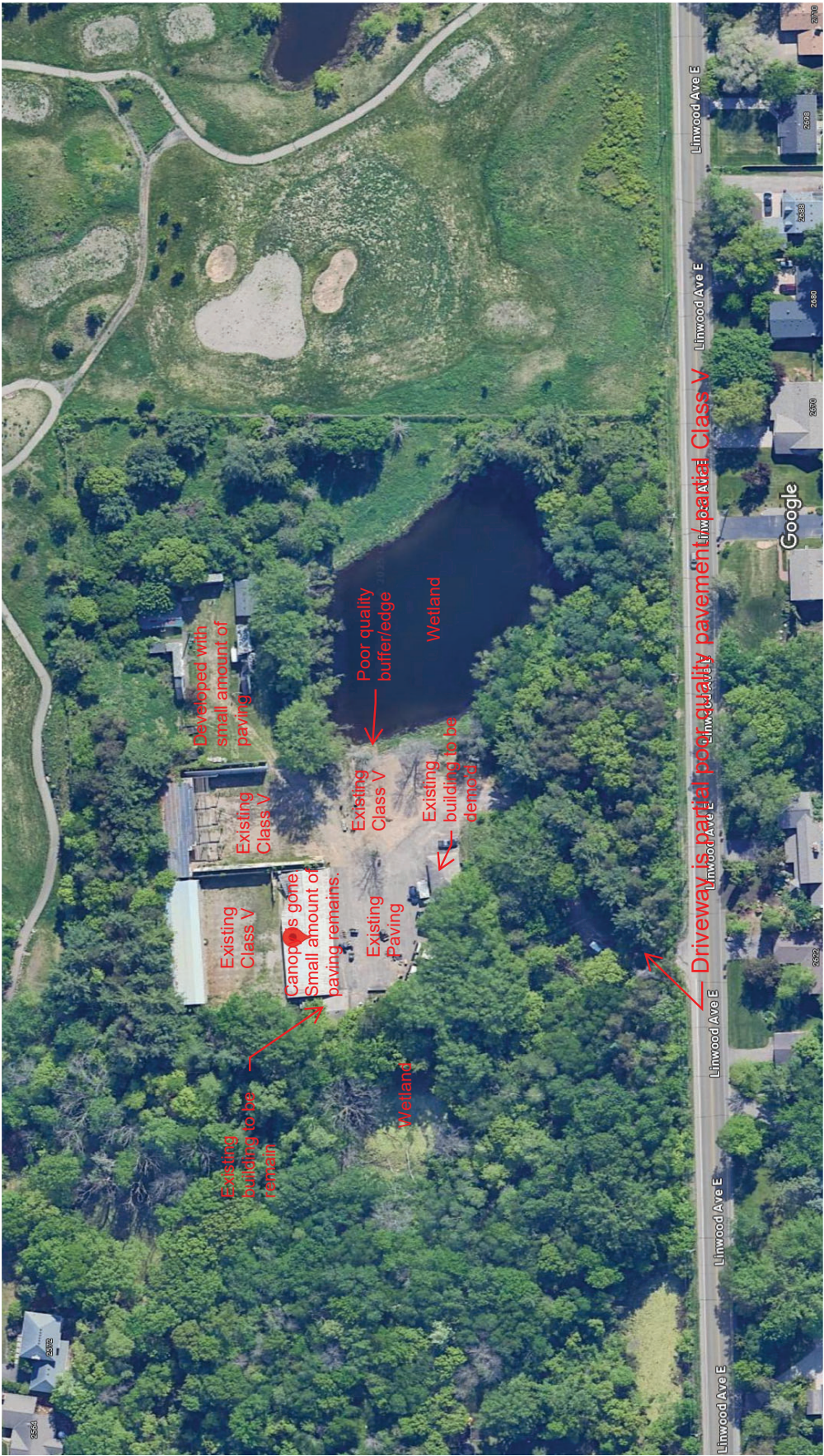
Jesse Kloeppner – Advanced Designer
Kloeppner Services & Design, LLC

Here is a summary of the justification of the placement of the SSTS. The system will infringe on the wetland buffer of 100 feet.

Reasonable – The new SSTS system for the St Paul Gun Range will require three new precast tanks and a soil treatment area large enough for the estimated daily flow of the staff and guests. The location of the precast tanks will not infringe or encroach into the 100-foot buffer from the two delineated wetlands for the St Paul Gun Range site. However, the newly designed soil treatment area (mound) will be within 100 feet of the wetland along the Eastern of edge of the site. The location of the new mound was identified based on the need to identify natural, undisturbed soil, as well as an area large enough for the mound. Please note, the system cannot be placed in the same location as the original noncompliant trenches. So, a new area must be identified where the soil has not been cut, filled, or disturbed. Due to the buffers for the two wetlands, the amount of disturbed soil for the driveway, constructed berms around the building and range, necessary setback from the well, and the need for natural soil, the area on the top of the hill along Linwood Avenue is the best place for a soil treatment area.

Uniqueness - The placement of the new mound is located along the hillside with a slope that is less than 12% and does not require a lot of trees to be removed. The construction of a mound on slope >12% becomes a challenge to maintain the constructability and overall size. The longer and wider mound will require greater amounts of soil to build and need to remove additional trees. Due to the cut and disturbed soil throughout the site, this location provides the only viable long-term solution. Though it looks as though the system could easily be moved to the West to meet the 100-foot buffer requirement, the topography does not allow the mound to be built according to standards set by the definitions for mound construction by MPCA rules in Chapter 7080. The mound must be placed along the same contour and cannot be cut or graded to establish the upslope contour.

Essential character – The value of the location of the new mound serves as a great place to build a 4.5-foot-tall mound that will be 52.9' wide by 83.4' long. Though the mound will be visible from Linwood Ave, once the grass is established, it will be part of the natural hill landscape and provides an additional barrier from the activities of the Gun Range and neighbors.



Not for Construction

Not for Construction



KEY VALUE	KEYNOTE TEXT
1	NEW TRAINING OFFICE BUILDING
2	EXISTING BUILDING TO REMAIN
3	EXISTING BUILDING TO BE DEMOTED
4	EXISTING RANGE CANOPY
5	EXISTING RANGING SIMULATION STRUCTURES
6	EXISTING CLASS V
7	EXISTING PAVED DRIVEWAY
8	EXISTING ASPHALT
9	NEW ASPHALT
10	NEW CONCRETE
11	NEW RANGING SIGN
12	REMOVE AND REPLACE 8' OF CHAIN LINK FENCE FOR SEPTIC ACCESS
13	PROPOSED NEW WELL LOCATION
14	EXISTING 100' WETLAND SETBACK
15	75' WETLAND SETBACK
16	100' WETLAND SETBACK
17	WETLAND BOUNDARY
18	LIMITS OF CONSTRUCTION
19	EXISTING RANGE SHELTER

NOTES:
- 2,757 S.F. / 200 = 14 PARKING STALLS MINIMUM
- ACCESSIBLE STALLS 120 = 1 ACCESSIBLE STALL

NOTES:
COMMUNITY DESIGN REVIEW
Not for Construction

ST PAUL POLICE
TRAINING FACILITY
PROJECT NAME:
2821 Linwood Ave E, Maplewood,
MN 55119

I HEREBY CERTIFY THAT THIS IS AN
EXPLANATION OF THE REPORT WAS
PREPARED BY ME OR UNDER MY
SUPERVISION AND THAT I AM A duly
LICENSED PROFESSIONAL ENGINEER
OF THE STATE OF MINNESOTA.

SIGNATURE: DEBRA BRANDWICK
ADDRESS: 03/18/2025
LICENSE # DATE
SHEET NAME

SITE PLAN

REVISIONS	DATE	DESCRIPTION
1	03/18/2025	ISSUED FOR PERMIT

2332BC
PROJECT NUMBER
DATE
03/18/2025
N/E
DRAWN BY
D.B.
CHECKED BY
SHEET NO.

A1

1 SITE PLAN
1" = 20' 0"

Not for Construction

Not for Construction
PLOT DATE: 19/03/2025 10:54:48 AM
PROJECT NAME: ST PAUL POLICE TRAINING FACILITY

CLIENT:



NOTES:
COMMUNITY DESIGN REVIEW
Not for Construction

ST PAUL POLICE
TRAINING FACILITY

PROJECT NAME:
2021 Linwood Ave E, Maplewood,
MN 55119

I HEREBY CERTIFY THAT THIS IS AN
EXPERIMENTAL REPORT AND THAT THE
DESIGNER HAS NOT BEEN UNDER THE
SUPERVISION AND THAT I AM NOT A
LICENSED PROFESSIONAL LANDSCAPE
ARCHITECT OF THE STATE OF MINNESOTA.

SIGNATURE: DEBRA BRANDWICK
ADDRESS: 03/18/2025
LICENSE # DATE

SHEET NAME

LANDSCAPE PLAN

REVISIONS	DATE	DESCRIPTION

2332BC
PROJECT NUMBER
DATE: 03/18/2025
N/E
DRAWN BY: D.B.
CHECKED BY:
SHEET NO.

L1

Not for Construction

KEY VALUE	KEYNOTE TEXT
L1	MOUND
L2	SEPTIC TANKS
L3	PROTECT TREE / DRIFTLINE
L4	ROCK MULCH

LEGEND
EXISTING TREE
TREE TO BE REMOVED
NEW TREE
AREA OF BUCKTHORN REMOVAL AND NATIVE SEEDING

PLANTING SCHEDULE			
KEY	COMMON NAME	SCIENTIFIC NAME	SIZE
EP	EASTERN WHITE PINE	Pinus strobus	2" DIA
TL	TAMARACK	Larix laricina	2" DIA
BB	BLUE BEACH	Carpinus caroliniana	2" DIA

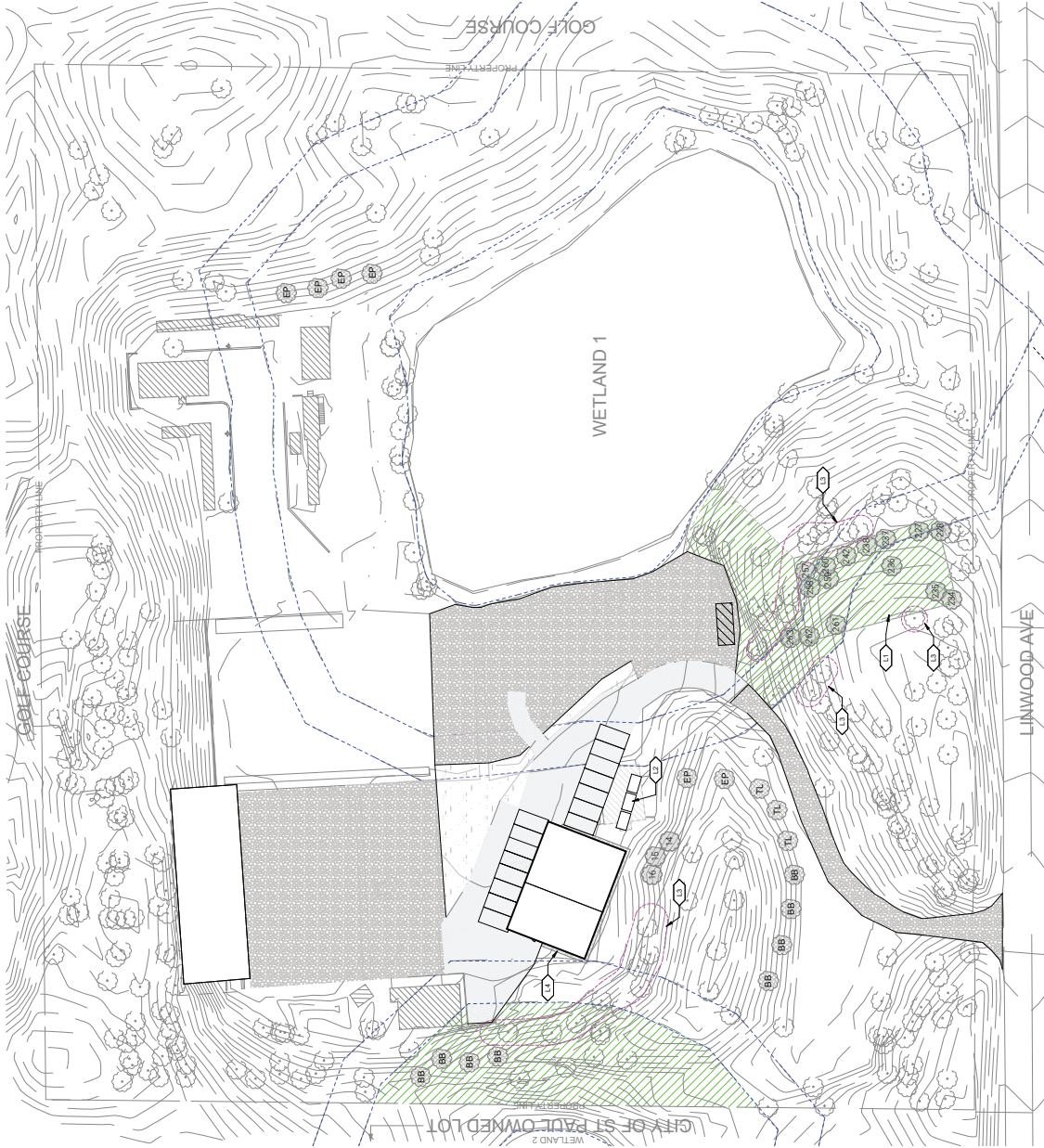
NOTES
- TOTAL EXISTING TREES: 308
- TOTAL TREES TO BE REMOVED: 18
- 18308 = 5.8% - 20%
- REPLACE TREES 1:1 WITH 12" MINIMUM DIAMETER
REMOVAL OF BUCKTHORN:
1. STEMS LESS THAN 3/8" DIA. PULL BY HAND
2. CUT LARGER STEMS AS CLOSE TO THE GROUND AS POSSIBLE
3. REMOVE ALL BERRIES FROM SITE
4. PROVIDE SHADY WOODLAND NATIVE SEED MIX TO AREA OF REMOVAL



1 LANDSCAPE PLAN
1" = 50'

Not for Construction

Not for Construction



Not for Construction
PLOTTER: 19/02/25 11:03:08 AM
PROJECT NAME: ST PAUL POLICE TRAINING FACILITY

Not for Construction

CLIENT:



NOTES:
COMMUNITY DESIGN REVIEW
Not for Construction

PROJECT NAME:
ST PAUL POLICE TRAINING FACILITY
2621 Linwood Ave E, Maplewood,
MN 55119

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNATURE: **DEBRA BRANDWICK**
ARCHT. LICENSE # _____ DATE: **03/18/2025**

SHEET NAME:

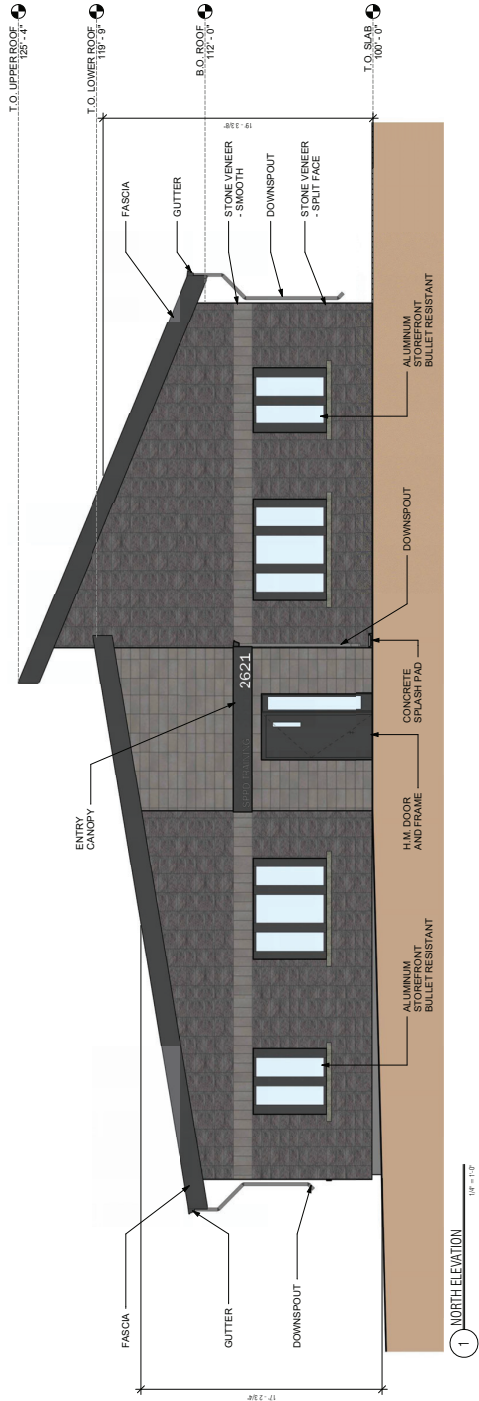
BUILDING ELEVATIONS

REVISIONS	
NO.	DESCRIPTION

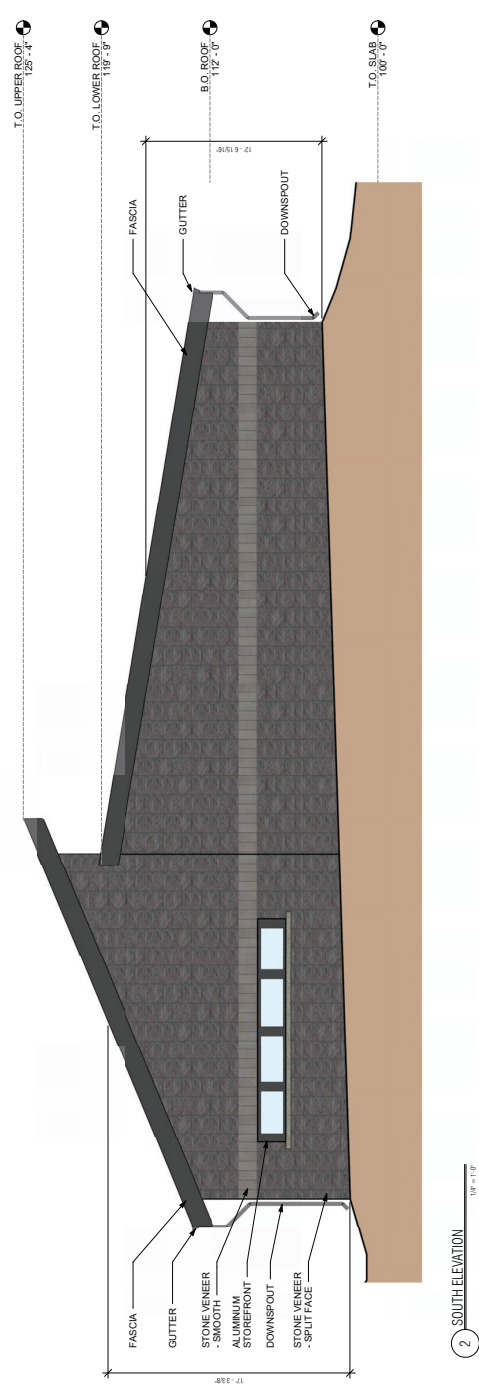
2323BC PROJECT NUMBER
DATE: **03/18/2025**
N/E
DRAWN BY: **D.B.**
CHECKED BY: _____
SHEET NO:

A2

Not for Construction



1 NORTH ELEVATION



2 SOUTH ELEVATION

Not for Construction
PLOT DATE: 10/24/08 AM PROJECT NAME: ST PAUL POLICE TRAINING FACILITY

Not for Construction



NOTES:
COMMUNITY DESIGN REVIEW
Not for Construction

PROJECT NAME:
**ST PAUL POLICE
TRAINING FACILITY**
2821 Linwood Ave E, Maplewood,
MN 55119

I HEREBY CERTIFY THAT THIS IS AN
EXPERIMENTAL REPORT WAS
PREPARED BY ME OR UNDER MY
SUPERVISION AND THAT I AM A DULY
LICENSED ARCHITECT UNDER THE LAWS
OF THE STATE OF MINNESOTA.

SIGNATURE: **DEBRA BRANDWICK**
ARCHT.
LICENSE #
DATE: **03/18/2025**

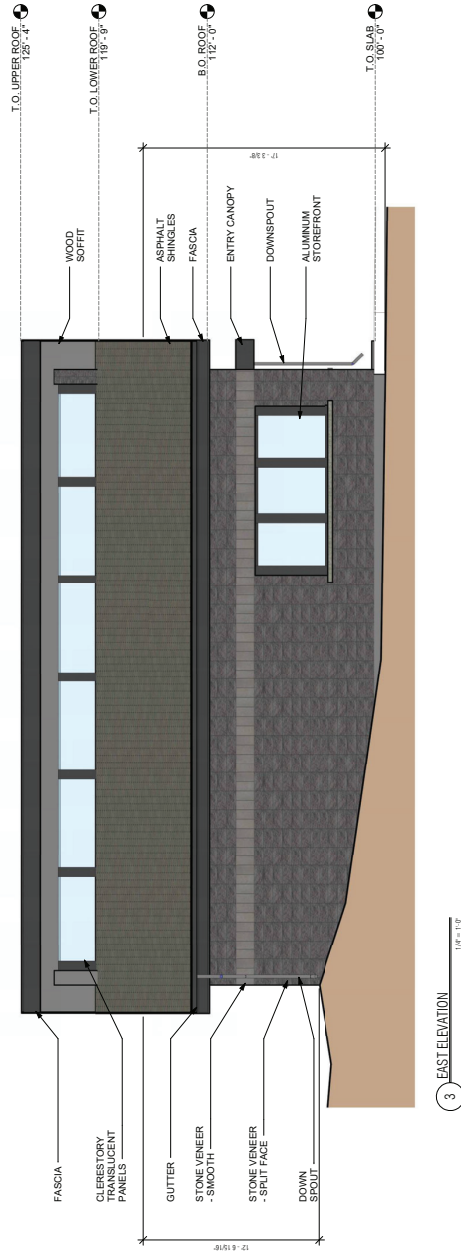
**BUILDING
ELEVATIONS**

REVISIONS	
NO.	DATE

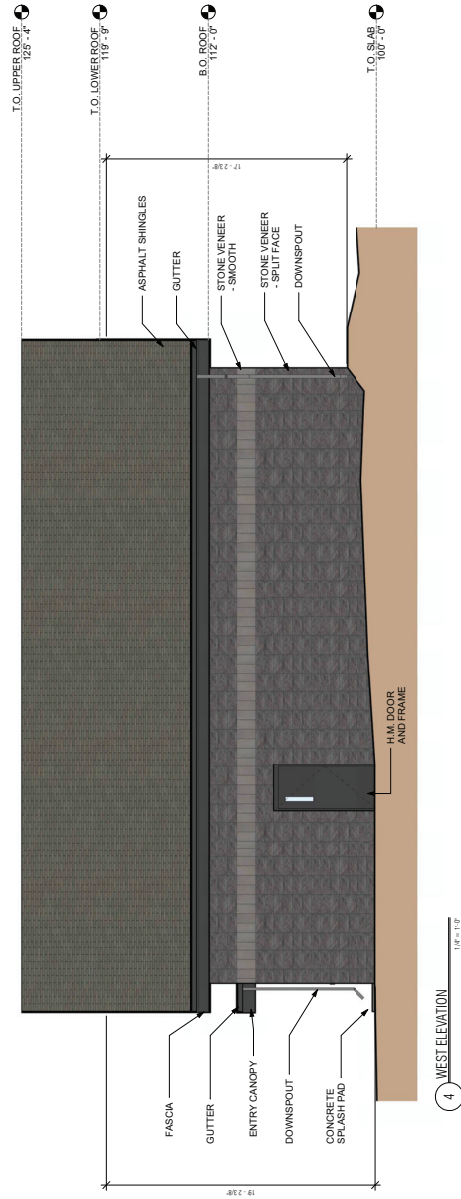
23238C
PROJECT NUMBER
DATE: **03/18/2025**
N.E.
D.B.
DRAWN BY
CHECKED BY
SHEET NO.

A3

Not for Construction



3 EAST ELEVATION



4 WEST ELEVATION

Not for Construction
PLOTTED: 18/03/2025 11:25:05 AM PROJECT NAME: ST PAUL POLICE TRAINING FACILITY

Not for Construction

CLIENT:



NORTHEAST VIEW



NORTHWEST VIEW

Not for Construction

PLOTTED: 19/02/25 10:27:40 AM PROJECT NAME: ST PAUL POLICE TRAINING FACILITY



NOTES:
COMMUNITY DESIGN REVIEW
Not for Construction

PROJECT NAME:
**ST PAUL POLICE
TRAINING FACILITY**
2621 Linwood Ave E, Maplewood,
MN 55119

I HEREBY CERTIFY THAT THIS IS AN
EXPLANATION OF THE REPORT WAS
PREPARED BY ME OR UNDER MY
SUPERVISION AND THAT I AM A DULY
LICENSED ARCHITECT UNDER THE LAWS
OF THE STATE OF MINNESOTA.

SIGNATURE: **DEBRA BRANDWICK**
ADDRESS: _____
LICENSE # _____ DATE: **03/18/2025**

SHEET NAME

**BUILDING
RENDERINGS**

REVISIONS		DATE	DESCRIPTION
NO.	DATE		

23-28C PROJECT NUMBER DATE: **03/18/2025**
N/E D/B
DRAWN BY CHECKED BY
SHEET NO.

A4

Engineering Plan Review

PROJECT: Saint Paul Police Firearms Training Facility
2621 Linwood Avenue

PROJECT NO: 25-13

COMMENTS BY: Jon Jarosch, Assistant City Engineer

DATE: 4-2-2025

PLAN SET: Engineering plans dated 3-8-2025

The applicant is proposing to replace the existing classroom training facility at 2621 Linwood Avenue. In addition, the proposal includes replacing portions of the entrance drive and parking lot, the septic system, and the onsite well.

This review does not constitute a final review of the plans, as the applicant will need to submit construction documents for final review prior to issuing permits. The following are engineering review comments on the design and act as conditions prior to issuing permits:

Drainage and Stormwater Management

- 1) The applicant shall verify the total area disturbed by the project along with the total area of new impervious surfacing. Should the project exceed ½ acre of disturbance or add more than 5,000 square feet of new impervious surface, the project shall meet the City's stormwater management standards.
- 2) Concrete curb and gutter is required around parking lots and entrance drives per City Code. The applicant shall include concrete curb and gutter along the parking lot edge and entrance drive.

Water and Sewer Service

- 3) This project proposes the installation of a new well to provide potable water to the new classroom facility, as there is currently no water service available adjacent to this site. A housing development has been proposed at the adjacent Ponds at Battle Creek property. If this project is approved and moves forward, water main will be installed along Linwood Avenue to service the housing development. This water main could be utilized in lieu of installing a new well at the Saint Paul Police Firearms Training Facility. The applicant shall coordinate with the developer of the Ponds at Battle Creek site to determine whether or not connecting to the proposed water main is a viable solution.

- 4) This project proposes the installation of a new septic system to provide sewer service to the new classroom facility, as there is currently no sewer service available near this site. If the adjacent development at the Ponds at Battle Creek site moves forward, sanitary sewer mainline may be made available adjacent to this site. The applicant shall coordinate with the developer of the Ponds at Battle Creek site to determine whether or not connecting to the proposed sewer mainline is a viable solution.
- 5) A subsurface sewage treatment system (SSTS) permit is required for new septic systems. All requirements of the SSTS Ordinance shall be met for the proposed septic system.

Grading and Erosion Control

- 6) Inlet protection devices shall be installed on all existing and proposed onsite storm sewer until all exposed soils are stabilized.
- 7) Public and private drives and roadways shall be swept as needed to keep the pavement clear of sediment and construction debris.
- 8) All pedestrian facilities shall be ADA compliant.
- 9) A copy of the project SWPPP and NDPES Permit shall be submitted prior to the issuance of a grading permit.
- 10) All slopes shall be 3H:1V or less steep in slope.
- 11) The total cut/fill volume shall be noted on the grading plan.

Public Works Permits

The following permits are required by the Public Works Department for this project. The applicant should verify the need for other City permits with the Building Department.

- 12) Grading and erosion control permit
- 13) SSTS Permit
- 14) Right-of-way Permit (If work is completed within Linwood Avenue right-of-way.)

- END COMMENTS -

Environmental Review

Project: St. Paul Police Training Facility

Location: 2621 Linwood Avenue

Date of Plans: March 18, 2025

Date of Review: April 2, 2025

Reviewer: Shann Finwall, Sustainability Coordinator
(651) 249-2304, shann.finwall@maplewoodmn.gov

Background: The St. Paul Police Department is proposing to upgrade their training facility at 2621 Linwood Avenue East. The development must comply with the tree and wetland ordinances, and landscape policies.

Trees:

1. Tree Preservation Ordinance:
 - a. Significant Trees: Maplewood's tree preservation ordinance describes a significant tree as a healthy tree as follows - hardwood tree with a minimum of 6 inches in diameter, an evergreen tree with a minimum of 8 inches in diameter, and a softwood tree with a minimum of 12 inches in diameter.
 - b. Specimen Trees: A specimen tree is defined as a healthy tree of any species which is 28 inches in diameter or greater.
 - c. Tree Replacement: If less than 20 percent of the overall caliper inches of significant trees on the site are removed, applicants must replace one 2 diameter inch tree for each significant tree removed. If more than 20 percent are removed, replacement is based on the City's tree replacement calculation which includes the overall caliper inches of significant trees located on the parcel versus the caliper inches of significant trees removed. Additionally, credits are given for all specimen trees that are preserved.
2. Tree Impacts: The tree survey identifies 308 significant trees on the site, however, the overall caliper inches of significant trees are not included. The site demolition plan shows the removal of 18 significant trees, however, the size and species of the trees are not included. Tree replacement cannot be determined without additional information, but it is likely that the tree removal is less than 20 percent of the overall caliper inches of trees on the site. In that case the required tree replacement is 18 – 2 diameter inch trees.
3. Tree Replacement: The landscape plan includes 18 – 2 diameter inch trees.

4. Tree Recommendations:

- a. Prior to issuance of a grading permit the following is required:
 - 1) Tree Plan:
 - a. Identify which trees will be removed on the tree survey and the size and species on the site demolition plan.
 - b. Add the City's tree replacement calculation to the plans. The tree calculation will include the overall caliper inches of significant trees on the site versus the caliper inches of trees removed.
 - 2) Tree Planting Plan: Final tree planting plan to be reviewed and approved by the City's Natural Resources Coordinator.
 - 3) Tree Escrow: Tree escrow in the amount of \$60 per caliper inch of trees to be replaced on the site. The escrow will be released once the trees are planted with a one-year warranty.

Wetlands:

- 1. Wetland Ordinance:
 - a. Wetland Classification and Buffer Requirements: There are two Manage A wetlands, one adjacent the property on the vacant lot to the west and one on the east side of the property. The City's wetland ordinance requires a 75-foot minimum and 100-foot average wetland buffer around a Manage A wetland.
 - b. Wetland Buffer Averaging: The wetland ordinance allows flexibility in instances where, because of the unique physical characteristics of a specific parcel of land, the averaging of buffer width for the entire parcel may be necessary to allow for the reasonable use of the land during a development or construction project. In such cases decreasing the minimum buffer width will be compensated for by increased buffer widths elsewhere in the same parcel to achieve the required average buffer width. Averaging is allowed based on an assessment of the following:
 - 1) Undue hardship would arise from not allowing the average buffer, or would otherwise not be in the public interest.
 - 2) Size of parcel.
 - 3) Configuration of existing roads and utilities.
 - 4) Percentage of parcel covered by wetland.
 - 5) Configuration of wetlands on the parcel.

- 6) Averaging will not cause degradation of the wetland or stream.
 - 7) Averaging will ensure the protection or enhancement of portions of the buffer which are found to be the most ecologically beneficial to the wetland or stream.
 - 8) A wetland buffer mitigation plan is required for construction of development projects that will require averaging. In reviewing the mitigation plan, the city may require one or more of the following actions:
 - a) Reducing or avoiding the impact by limiting the degree or amount of the action, such as by using appropriate technology.
 - b) Rectifying the impact by repairing, rehabilitating, or restoring the buffer.
 - c) Reducing or eliminating the impact over time by prevention and maintenance operations during the life of the actions.
 - d) Compensating for the impact by replacing, enhancing, or providing substitute buffer land at a two-to-one ratio.
 - e) Monitoring the impact and taking appropriate corrective measures.
 - f) Where the city requires restoration or replacement of a buffer, the owner or contractor shall replant the buffer with native vegetation. A restoration plan must be approved by the city before planting.
 - g) Any additional conditions required by the applicable watershed district and/or the soil and water conservation district shall apply.
 - h) A wetland or buffer mitigation surety, such as a cash deposit or letter of credit, of 150 percent of estimated cost for mitigation. The surety will be required based on the size of the project as deemed necessary by the administrator. Funds will be held by the city until successful completion of restoration as determined by the city after a final inspection. Wetland or buffer mitigation surety does not include other sureties required pursuant to any other provision of city ordinance or city directive.
- c. Wetland Buffer Variance: Any deviation from the wetland buffer or wetland buffer averaging requires a wetland buffer variance. The City may require the applicant to mitigate wetland buffer impacts with the

approval of a variance, including, but not limited to, implementing one or more of the strategies listed in the mitigation strategies above.

2. Wetland Impacts:

- a. Existing Conditions: The site was originally developed and graded in approximately 1975, prior to the City's wetland ordinance and wetland buffer requirements. The drive lane, tactical training buildings, storage building, and gravel pad extend into the 100-foot wetland buffers and are considered pre-existing nonconforming structures and encroachments.
- b. New Development: The new development will have grading to within approximately 53 feet of the eastern Manage A wetland for the extension of a utility line, parking stall, and septic system. Grading will come to within approximately 59 feet of the western Manage A wetland for building earthwork. Other portions of the new development will be located within the 75-foot minimum buffer. The development requires a 41-foot wetland buffer variance, wetland buffer averaging, and wetland buffer mitigation as required by the wetland ordinance.

3. Proposed Wetland Mitigation: To mitigate the wetland buffer impacts the applicants are proposing to remove buckthorn in key areas of the buffer and add native seeding.

4. Wetland Buffer Recommendations:

- a. Prior to issuance of a grading permit the following is required:
 - 1) Landscape Plan: Detailed plan for buckthorn removal and native seeding. Plan to show seed mix species and seeding installation methods. Final landscape plan to be reviewed and approved by the Natural Resources Coordinator.
 - 2) Wetland Buffer Sign Plan: Identify the location of wetland buffer signs to be installed along the approved wetland buffers. The signs should be placed every 100 feet at a minimum. The City of Maplewood supplies wetland buffer signs identifying that no building, mowing, or grading should take place within the buffer. There is a \$35 fee per sign.
 - 3) Wetland Buffer Sign Installation: Install the wetland buffer signs prior to grading if feasible
 - 4) Wetland Buffer Mitigation and Maintenance Agreement: Sign a wetland buffer mitigation and maintenance agreement with the City requiring that the applicant establish and maintain the required mitigation within the buffer for a three-year period. The City of Maplewood will draft the maintenance agreement once the wetland buffer mitigation plan is complete.

- 5) Submit a cash escrow or letter of credit to cover 150 percent of the wetland buffer mitigation. The City will retain the escrow for up to three years as outlined in the maintenance agreement to ensure the wetland buffer mitigation is established and maintained.

Landscape Policies:

Review of the overall landscape plan to ensure nonnative and invasive species are avoided, seed mix is appropriate for use in areas proposed, and plantings are climate resilient.

Prior to issuance of a grading permit the following is required:

- 1) Landscape Plan: Final landscape plan to be reviewed and approved by the City's Natural Resources Coordinator.