

**CITY COUNCIL STAFF REPORT**

Meeting Date June 23, 2025

**REPORT TO:** Michael Sable, City Manager

**REPORT FROM:** Elizabeth Hammond, Planner

**PRESENTER:** Danette Parr, Community Development Director

**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 demolishing and rebuilding 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 for tactical training and an outdoor gun range. The proposed plans replace the classroom training facility building and include exterior site work. 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 was May 26, 2025. However, as provided in Minnesota State Statute 15.99, the city extended the review an additional 60 days by notice to the applicant on April 22, 2025. The review deadline for a decision is July 25, 2025.

### **Background:**

#### *Project Overview*

The City of Saint Paul Police Department proposes demolishing and rebuilding the training facility at 2621 Linwood Avenue East. 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 proposal includes exterior site work for improvements to the parking areas, with curb and gutter along the south and west of the parking and entrance drive, site grading, and landscaping. A storage building, two shooting range areas, and an area with partial structures for tactical training are to remain on the site unchanged.

The property utilizes well and septic infrastructure, both of which will be replaced due to the age of the existing systems. Potential residential development has been discussed in concept at the former golf course site, which would be directly next to the Saint Paul Police training facility site. That development would require the extension of sewer and water in the area. However, the applicant has indicated that the timing of the sewer and water extension does not align with their priority of completing this project as soon as possible.

#### *Conditional Use Permit*

Maplewood city code requires a conditional use permit (CUP) for public service or public building uses. At the time the Saint Paul Police Department began leasing the site from Ramsey County, a CUP was not required by the city ordinance, and as such, the property owner did not obtain one. The proposed project requires the property to get a CUP for the new building. Minnesota Statute 87A, the Shooting Range Protection Act, adopted in 2005, added protections for existing shooting ranges and limits the city's ability to regulate the use and operation.

#### *Site Plan*

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

#### *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. 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.

### *Landscaping and Screening*

The proposed landscape plan shows that 18 trees and some buckthorn would be removed from the property. The plan proposes planting 18 trees. The applicant must submit an updated landscape plan per the environmental review attached. All other tree coverage on the site provides visual and acoustic 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 lease agreement with Ramsey County states the site will continue to be utilized solely by the City of Saint Paul Police Department, and staff accept that the number of proposed stalls is adequate.

### *Lighting*

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

### *Wetland*

The proposed project will impact two Manage A wetlands, one adjacent to the property on the vacant lot to the west and one on the east side of the property. City code requires a 75-foot minimum and a 100-foot average wetland buffer around a Manage A wetland. The project will encroach on the wetland buffer, requiring a buffer variance to move forward. The details are further outlined in the attached variance narrative and environmental review. The ENR has reviewed the variance and recommended approval.

### Commission Review

#### *Community Design Review Board*

April 15, 2025: The CDRB reviewed the design plans and recommended approval. The Board meeting minutes are attached.

#### *Planning Commission*

April 15, 2025: The Planning Commission held a public hearing and reviewed the conditional use permit and wetland buffer variance requests. The Commission recommended approval. The Commission meeting minutes are attached.

#### *Environmental and Natural Resources Commission*

April 21, 2025: The ENR reviewed the wetland buffer variance and tabled the application to review additional wetland buffer impact mitigation strategies. The Commission meeting minutes are attached.

May 19, 2025: The ENR reviewed the wetland buffer variance and amended mitigation strategies. The Commission recommended approval. The Commission meeting minutes are attached.

### 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 May 20, 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. One email was received inquiring about the property ownership and plans for the adjacent golf course site, but not regarding the applicant's proposal. Residents spoke and commented during the public meetings (meeting minutes attached).

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 May 20, 2025
12. Community Design Review Board Meeting Minutes Dated April 15, 2025
13. Planning Commission Meeting Minutes Dated April 15, 2025
14. Environment and Natural Resources Commission Meeting Minutes Dated April 21, 2025, and May 19, 2025
15. PowerPoint Presentation

## 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 City Ordinance Section 44-1029(1) requires a conditional use permit for public service or building uses.

2.02 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 no more than minimal adverse environmental effects.

Section 3. Findings.

3.01 The proposal meets the 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 approve this resolution.
2. On June 23, 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. The property owner must notify the neighborhood within 500 feet or greater of any scheduled use of the shooting range, including the hours of operation. The neighborhood notification shall be provided monthly when the facility and exterior shooting areas are used.
2. The property must adhere to the Environmental Protection Agency's Best Practices for Lead Management at Outdoor Shooting Ranges and the Shooting Range Performance Standards outlined in Minnesota Statutes 87A. The property owner will complete an Environmental Stewardship Plan for Management of Lead/Bullets at Outdoor Shooting Ranges. A template is provided in the EPA's Best Practices.
3. The property owner will provide an annual report detailing the site's compliance with the EPA's Best Practices for Lead Management and the Environmental Stewardship Plan.
4. The property must adhere to the Minnesota Legislature's noise level standards and maximum level for shooting ranges as detailed by the Minnesota Pollution Control Agency and in Minnesota Statute 87A.

5. All ground-mounted and roof-mounted mechanical equipment and trash receptacles shall be screened according to the ordinance.
6. 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.
7. All construction shall follow the approved plans. The director of community development may approve minor changes.
8. The proposed construction must be substantially started within one year of council approval, or the permit shall become null and void.
9. The city council shall review this permit in one year.
10. 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 the proposal on April 15, 2025, and recommended that the City Council approve this resolution.

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 \_\_\_\_\_ 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 May 20, 2025.
5. The applicant shall obtain all required permits from the Ramsey-Washington Metro Watershed District.
6. The applicant shall obtain all required permits from the Minnesota Pollution Control Agency for demolition and construction.
7. The applicant shall install a stop sign at the property exit on Linwood Avenue.
8. Per city ordinance standards, all mechanical equipment and trash receptacles shall be screened from the view of all nearby residential properties or adjacent public streets.
9. 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.
10. 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.

11. 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.
12. 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 initially developed and graded in approximately 1975, before 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 within approximately 59 feet of the western Manage A wetland for building earthwork. Other portions of the new development will be 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 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

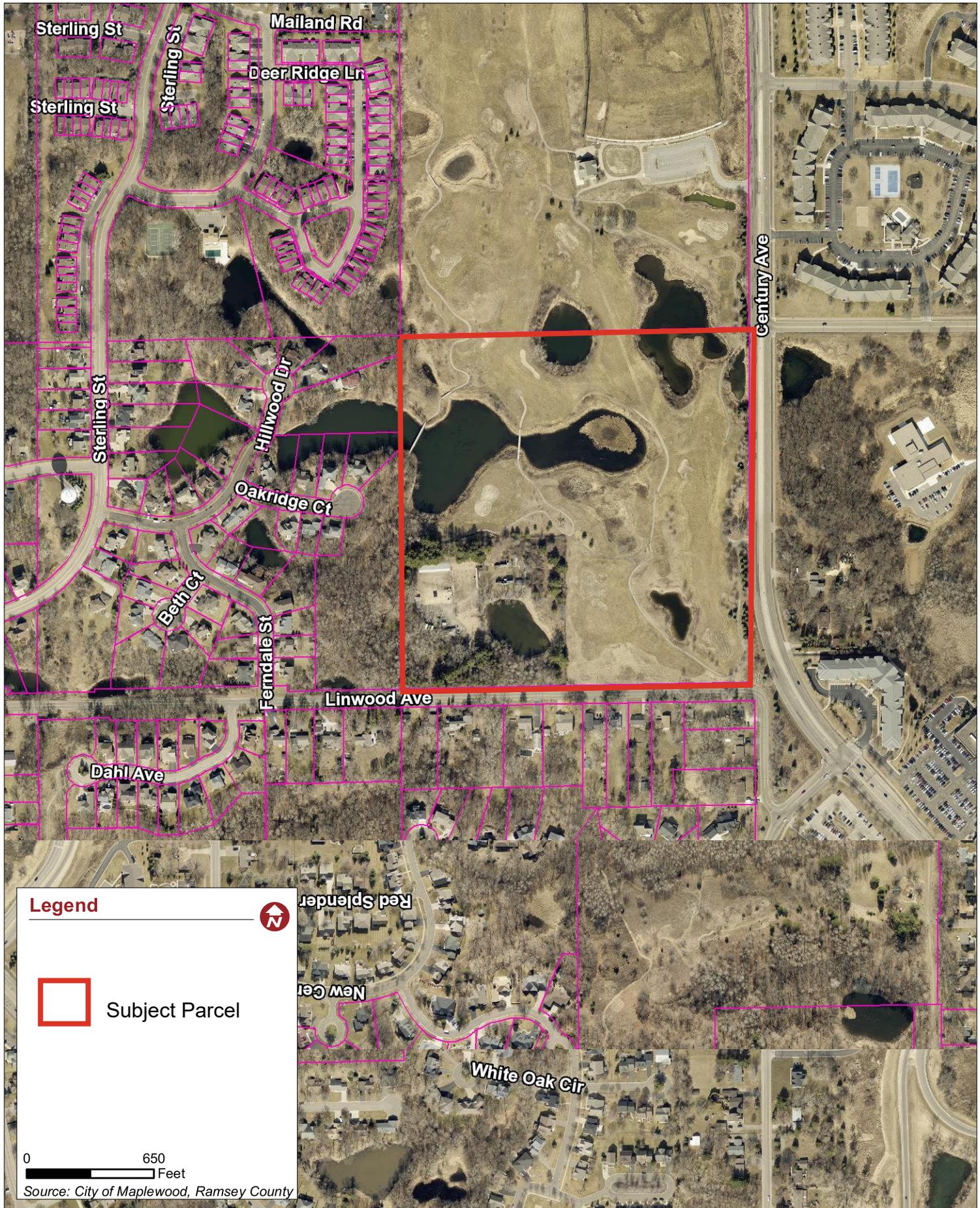
4.01 The City conducted the following review when considering this wetland buffer variance request.

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 approve this resolution.
2. On May 19, 2025, the Environmental and Natural Resources Commission held a public meeting to discuss the proposal. The ENR recommended that the City Council approve this resolution.
3. On June 23, 2025, the City Council discussed this resolution. They considered reports and recommendations from the planning commission and City staff.

Section 5. City Council

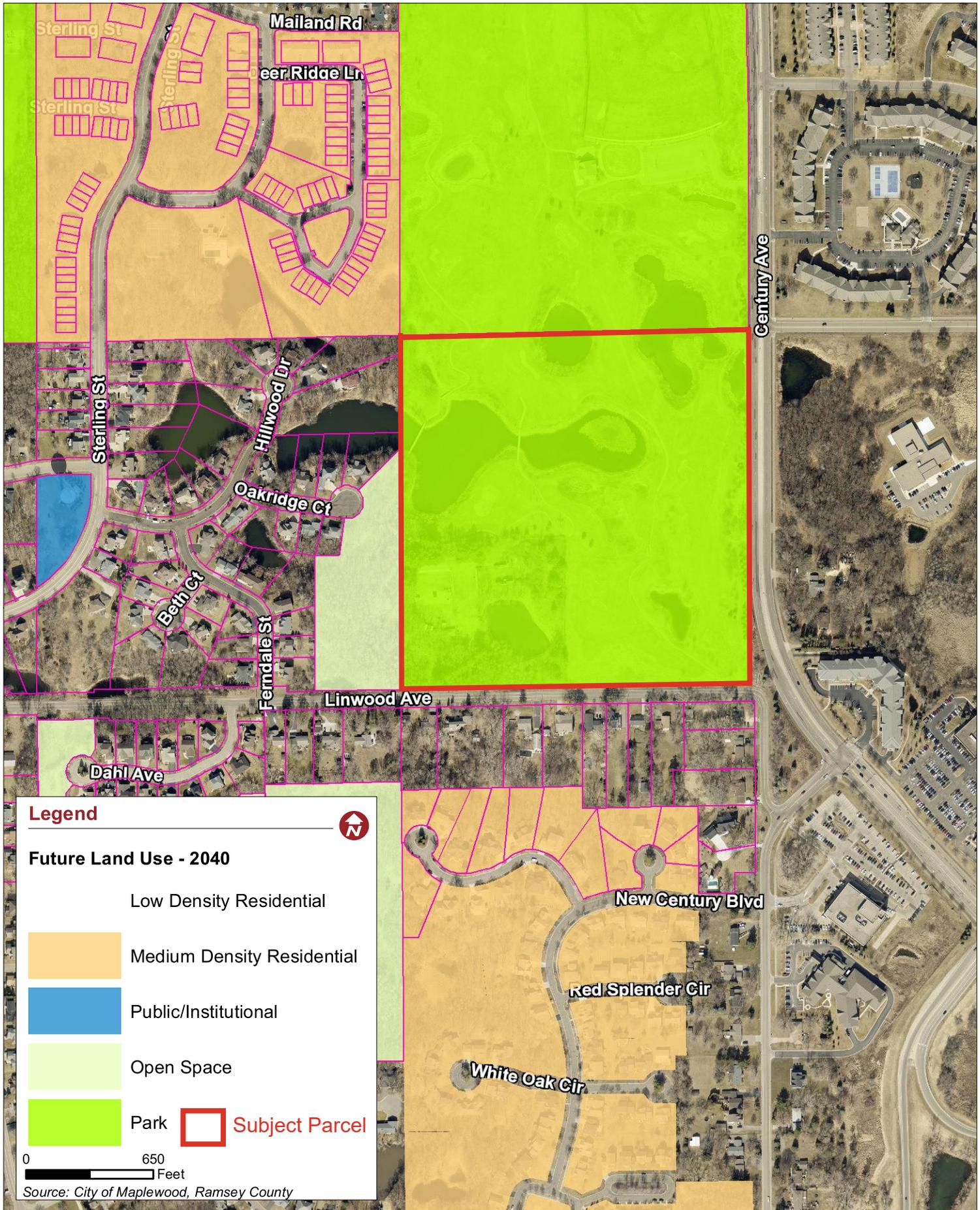
5.01 The City Council hereby \_\_\_\_\_ the resolution. Approval is based on the findings outlined in section 3 of this resolution. Approval is subject to the following conditions:

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.





Maplewood



Sterling St  
Sterling St  
Sterling St

Mailand Rd  
Deer Ridge Ln

Sterling St

Hillwood Dr

Oakridge Ct

Beth Ct

Ferndale St

Linwood Ave

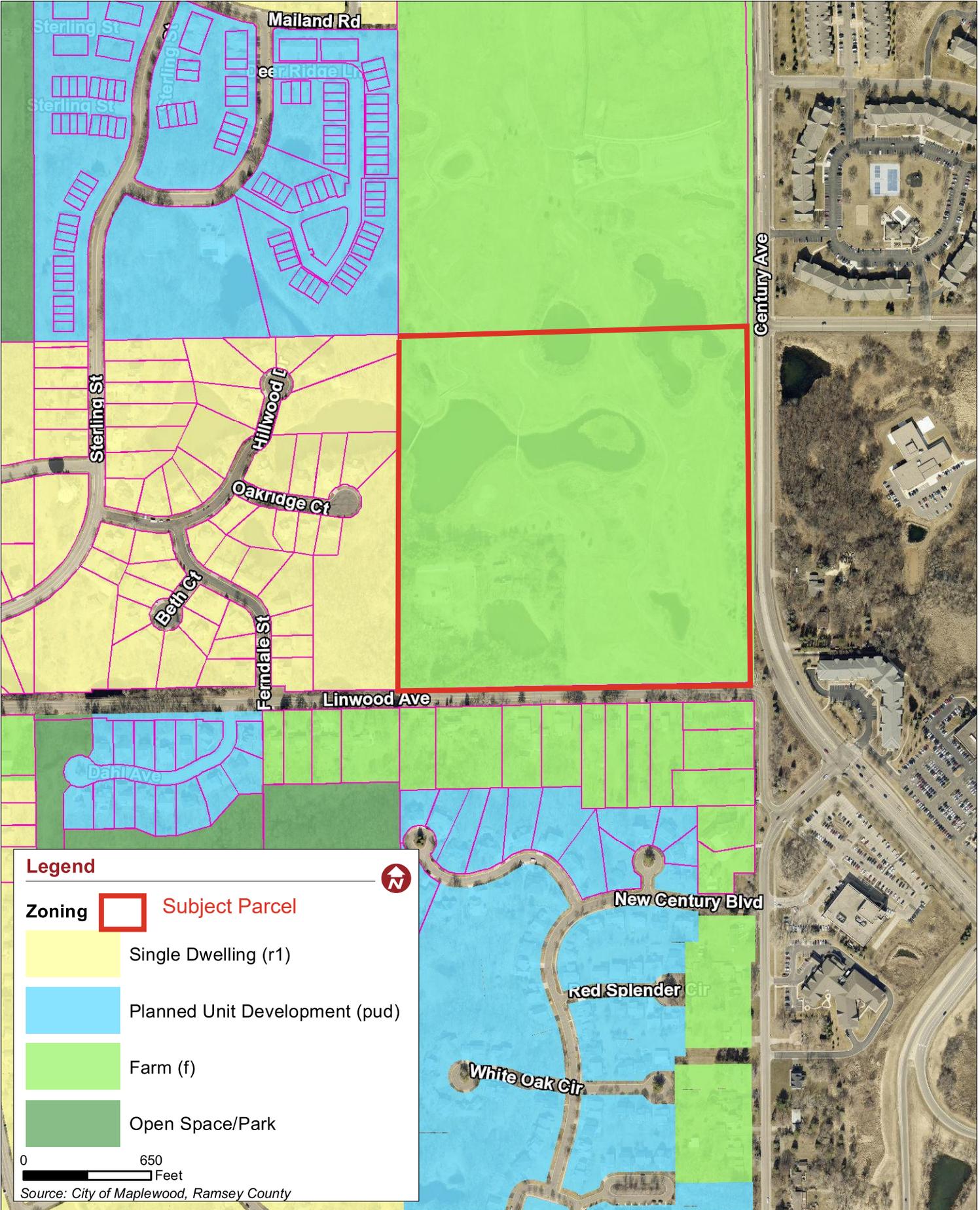
Dahl Ave

New Century Blvd

Red Splendor Cir

White Oak Cir

Century Ave



**Legend**

**Zoning**



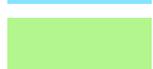
**Subject Parcel**



Single Dwelling (r1)



Planned Unit Development (pud)



Farm (f)

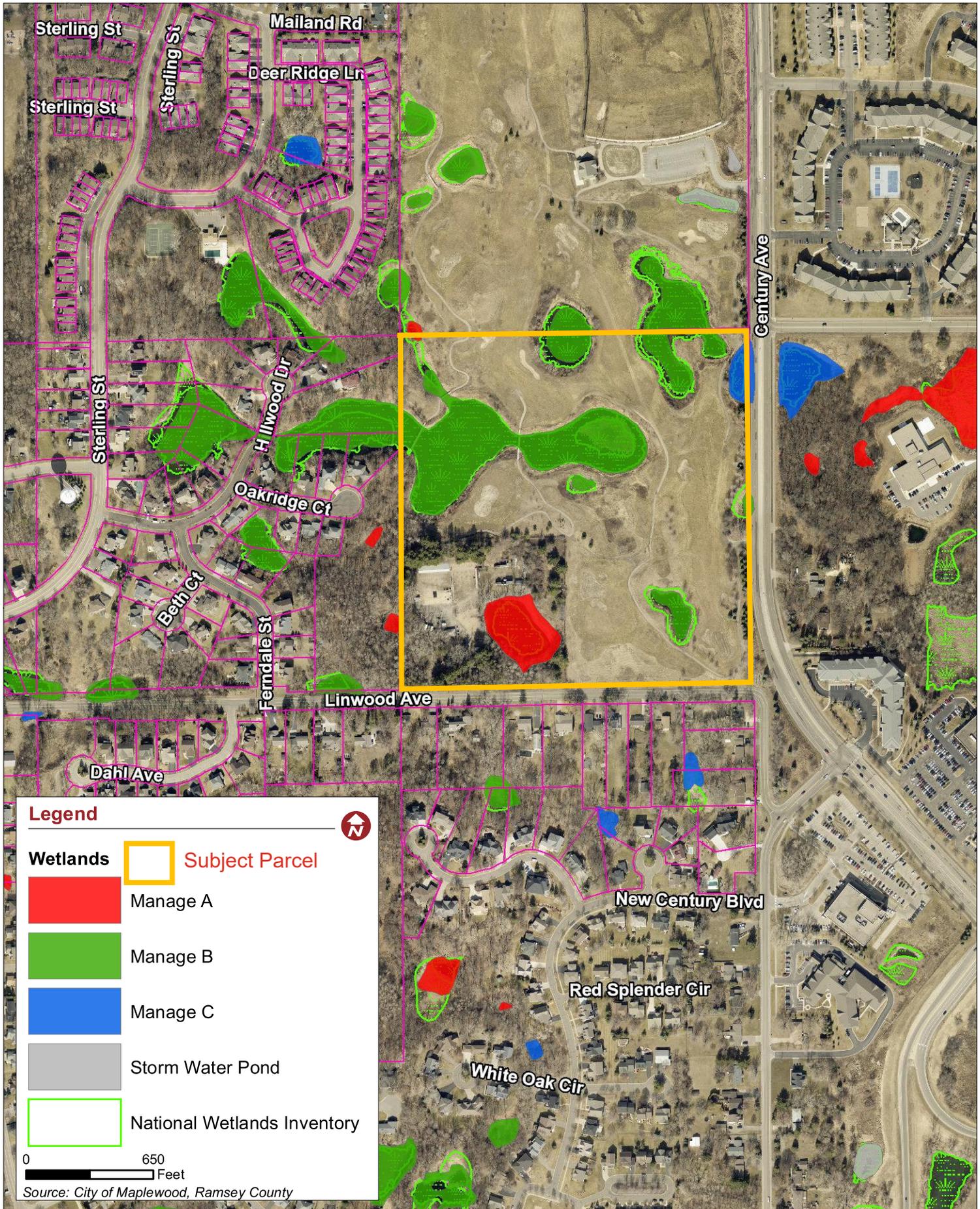


Open Space/Park



Source: City of Maplewood, Ramsey County





**Legend**

**Wetlands**



**Subject Parcel**



Manage A



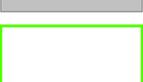
Manage B



Manage C



Storm Water Pond



National Wetlands Inventory

0 650  
Feet

Source: City of Maplewood, Ramsey County



## 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 May 12, 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.

Per the April ENR meeting, we are showing a 10' enhanced buffer at the perimeter of the east wetland. Buckthorn, honeysuckle and Japanese knotweed will be removed from this area with a three year agreement from the City of St. Paul to maintain the elimination those plants. Note that at the east side of the wetland, we are not noting those removals, as none currently exist, and no additional work is proposed for the far east side of the site.



East side of wetland, looking SW

In addition, a fence is proposed at the west edge of the 10' buffer to prevent any incidental traffic or snowplowing activities in that area. The fence as proposed is galvanized posts with two chains between posts. Required wetland signage will be placed at 100' intervals around the wetland with additional signage placed on the fence at approximately 25' intervals.



West side of wetland, looking north

Attachment: Wetland Buffer Variance\_Septic  
Variance Site Plan

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

Author:

Jesse Kloepfner – Advanced Designer  
Kloepfner 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.





CLIENT:



NOTES:  
COMMUNITY DESIGN REVIEW

**Not for Construction**

PROJECT NAME:  
**ST PAUL POLICE TRAINING FACILITY**

2021 Linwood Ave E, Mapwood, MN 55119

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, REPORT OR OTHER INSTRUMENT OF SERVICE WAS PREPARED BY ME OR UNDER MY SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER IN THE STATE OF MINNESOTA.

SIGNATURE \_\_\_\_\_

LICENSE # \_\_\_\_\_

DATE \_\_\_\_\_

REVISIONS

NO. DATE

DESCRIPTION

DATE

CHECKED BY

PROJECT NUMBER

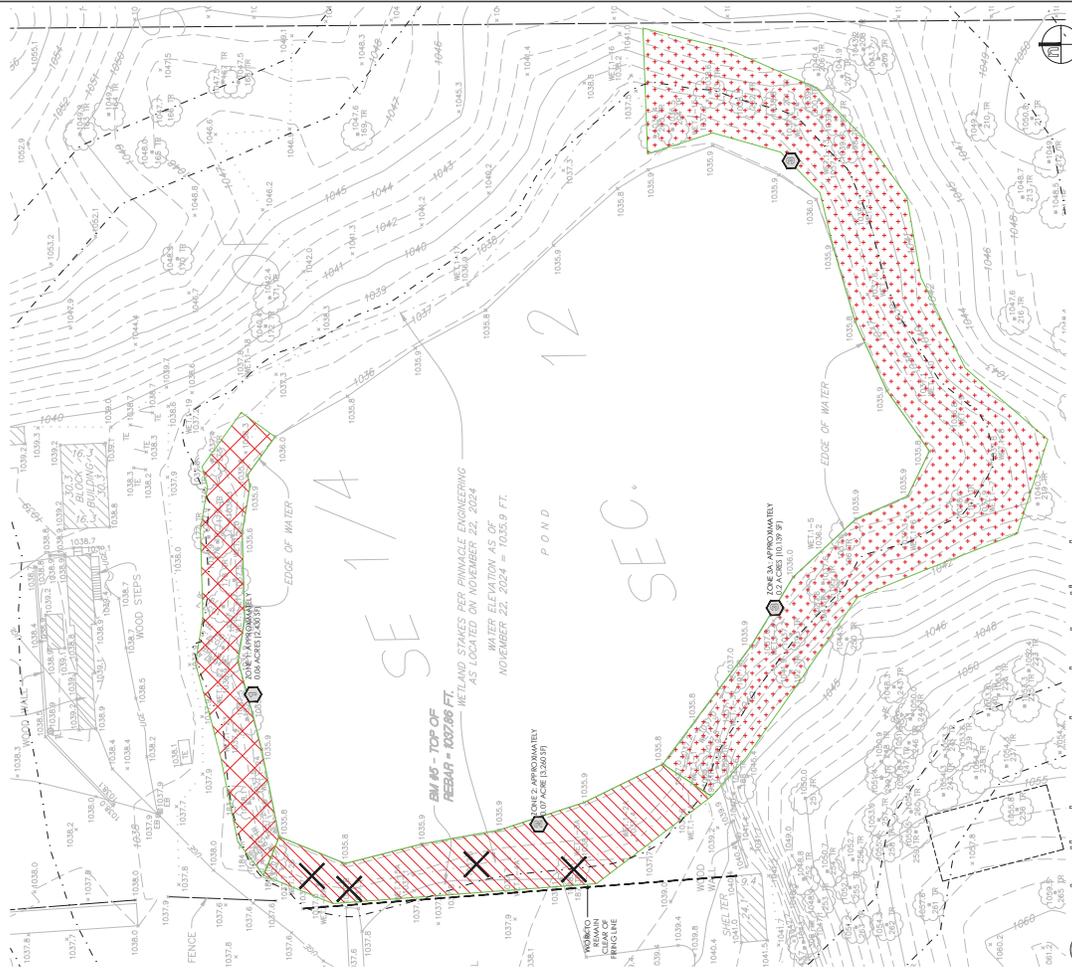
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SHEET NO

11.0

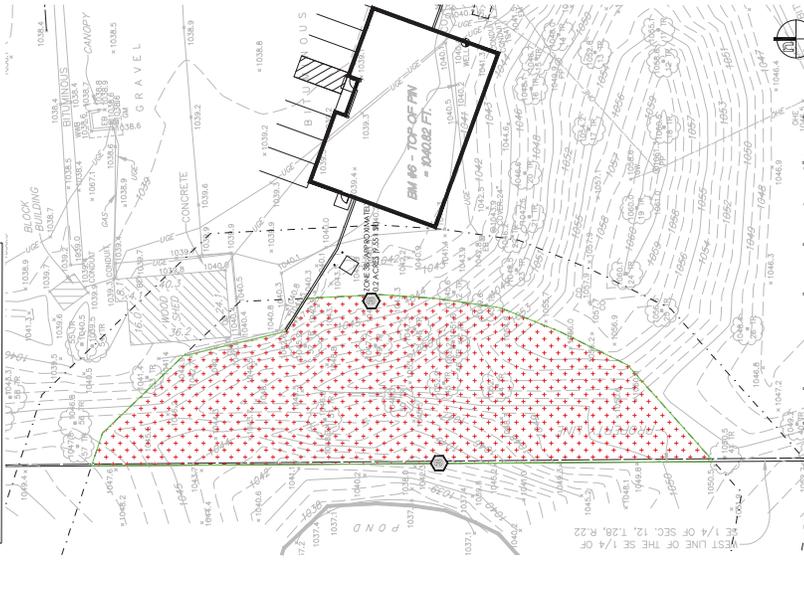
Not for Construction



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**Not for Construction**

- removals key notes**
- 1. REMOVE ALL WEEDS, BRUSH, AND ALL OTHER VEGETATION, INCLUDING BUT NOT LIMITED TO: ASPEN, BALSAM POPLAR, BIRCH, CEDAR, SPRUCE, AND PINE.
  - 2. REMOVE ALL WEEDS, BRUSH, AND ALL OTHER VEGETATION, INCLUDING BUT NOT LIMITED TO: ASPEN, BALSAM POPLAR, BIRCH, CEDAR, SPRUCE, AND PINE.
  - 3. REMOVE ALL WEEDS, BRUSH, AND ALL OTHER VEGETATION, INCLUDING BUT NOT LIMITED TO: ASPEN, BALSAM POPLAR, BIRCH, CEDAR, SPRUCE, AND PINE.
  - 4. REMOVE ALL WEEDS, BRUSH, AND ALL OTHER VEGETATION, INCLUDING BUT NOT LIMITED TO: ASPEN, BALSAM POPLAR, BIRCH, CEDAR, SPRUCE, AND PINE.
  - 5. REMOVE ALL WEEDS, BRUSH, AND ALL OTHER VEGETATION, INCLUDING BUT NOT LIMITED TO: ASPEN, BALSAM POPLAR, BIRCH, CEDAR, SPRUCE, AND PINE.
  - 6. REMOVE ALL WEEDS, BRUSH, AND ALL OTHER VEGETATION, INCLUDING BUT NOT LIMITED TO: ASPEN, BALSAM POPLAR, BIRCH, CEDAR, SPRUCE, AND PINE.
  - 7. REMOVE ALL WEEDS, BRUSH, AND ALL OTHER VEGETATION, INCLUDING BUT NOT LIMITED TO: ASPEN, BALSAM POPLAR, BIRCH, CEDAR, SPRUCE, AND PINE.
  - 8. REMOVE ALL WEEDS, BRUSH, AND ALL OTHER VEGETATION, INCLUDING BUT NOT LIMITED TO: ASPEN, BALSAM POPLAR, BIRCH, CEDAR, SPRUCE, AND PINE.
  - 9. REMOVE ALL WEEDS, BRUSH, AND ALL OTHER VEGETATION, INCLUDING BUT NOT LIMITED TO: ASPEN, BALSAM POPLAR, BIRCH, CEDAR, SPRUCE, AND PINE.
  - 10. REMOVE ALL WEEDS, BRUSH, AND ALL OTHER VEGETATION, INCLUDING BUT NOT LIMITED TO: ASPEN, BALSAM POPLAR, BIRCH, CEDAR, SPRUCE, AND PINE.



Not for Construction

ST PAUL POLICE TRAINING FACILITY  
PLOTTED 5/26/2025 1:02:03 PM

CLIENT:



NOTES:  
COMMUNITY DESIGN REVIEW  
*Not for Construction*

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

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EXPLANATION OF REPORT WAS  
PREPARED BY ME OR UNDER MY  
SUPERVISION AND THAT I AM A DULY  
LICENSED PROFESSIONAL ARCHITECT  
OF THE STATE OF MINNESOTA.

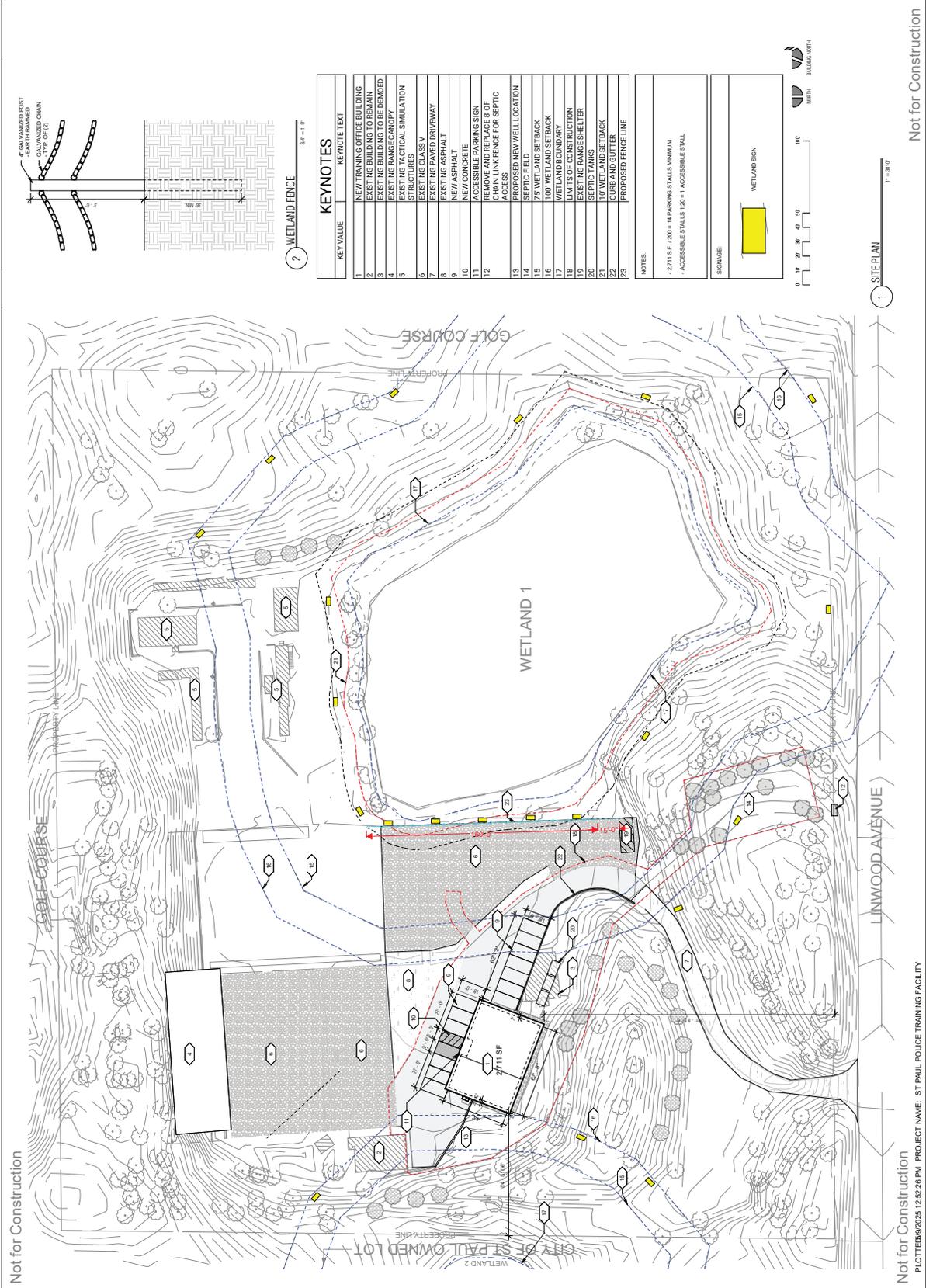
SIGNATURE: DEBRA BRANDWICK  
DATE: 06/09/2025  
LICENSE #

SHEET NAME

SITE PLAN

REVISIONS	DATE	DESCRIPTION
1	06/09/2025	REVISED PER COMMENTS
2	06/09/2025	REVISED PER COMMENTS
3	06/09/2025	REVISED PER COMMENTS
4	06/09/2025	REVISED PER COMMENTS
5	06/09/2025	REVISED PER COMMENTS
6	06/09/2025	REVISED PER COMMENTS
7	06/09/2025	REVISED PER COMMENTS
8	06/09/2025	REVISED PER COMMENTS
9	06/09/2025	REVISED PER COMMENTS
10	06/09/2025	REVISED PER COMMENTS
11	06/09/2025	REVISED PER COMMENTS
12	06/09/2025	REVISED PER COMMENTS
13	06/09/2025	REVISED PER COMMENTS
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16	06/09/2025	REVISED PER COMMENTS
17	06/09/2025	REVISED PER COMMENTS
18	06/09/2025	REVISED PER COMMENTS
19	06/09/2025	REVISED PER COMMENTS
20	06/09/2025	REVISED PER COMMENTS
21	06/09/2025	REVISED PER COMMENTS
22	06/09/2025	REVISED PER COMMENTS
23	06/09/2025	REVISED PER COMMENTS

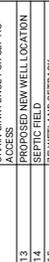
PROJECT NUMBER: 2328C  
DATE: 06/09/2025  
N.E. GRANOVSKY  
CHECKED BY: D.B.  
SHEET NO: A001



2 WETLAND FENCE

KEYVALUE	KEYNOTE TEXT
1	NEW TRAINING OFFICE BUILDING
2	EXISTING BUILDING TO REMAIN
3	EXISTING DRIVEWAY
4	EXISTING RANGE CANOPY
5	EXISTING TACTICAL SIMULATION STRUCTURES
6	EXISTING CLASS Y
7	EXISTING PAVED DRIVEWAY
8	EXISTING ASPHALT
9	NEW ASPHALT
10	NEW CONCRETE
11	ACCESSIBLE PARKING SIGN
12	REMOVE AND REPLACE & OF CHAIN LINK FENCE FOR SEPTIC ACCESS
13	ACCESSIBLE NEW WELL LOCATION
14	SEPTIC FIELD
15	75' WETLAND SETBACK
16	100' WETLAND SETBACK
17	WETLAND BOUNDARY
18	LIMITS OF CONSTRUCTION
19	EXISTING RANGE SHELTER
20	SEPTIC TANKS
21	NEW WETLAND SETBACK CURB AND GUTTER
22	PROPOSED FENCE LINE
23	

NOTES:  
- 2711 S.F. / 200' x 14' PARKING STALLS MINIMUM  
- ACCESSIBLE STALLS 120' x 11' ACCESSIBLE STALL



1 SITE PLAN

Not for Construction

Not for Construction  
PLOTTED 9/2025 12:52:26 PM 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 IS AN  
EXEMPTION REPORT WAS  
PREPARED BY ME OR UNDER MY  
SUPERVISION AND THAT I AM A duly  
LICENSED LANDSCAPE ARCHITECT  
OF THE STATE OF MINNESOTA.

SIGNATURE: **DEBRA BRANDWICK**  
40851  
LICENSE # DATE: 06/09/2025

SHEET NAME:  
**LANDSCAPE PLAN**

REVISIONS	DATE	DESCRIPTION
1	03/23/2025	CONCEPTUAL DESIGN

23.38C  
PROJECT NUMBER DATE: 06/09/2025  
N.E. D.B.  
DRAWN BY CHECKED BY  
SHEET NO:  
**L3.0**

Not for Construction

KEY VALUE	KEYNOTE TEXT
L1	MOULD
L2	SEPTIC TANKS
L3	PROTECT TREE / DRIFTLINE
L4	ROCK MULCH
L5	EDGE OF FIRING LAKE
L6	10' WETLAND SETBACK

KEY	COMMON NAME	SCIENTIFIC NAME	SIZE	QTY.
EP	EASTERN WHITE PINE	PINUS STROBUS	2" DIA	6
TL	TAMARACK	LARIX LARICINA	2" DIA	4
BB	BLUE BEACH	CARPINUS CAROLINIANA	2" DIA	8

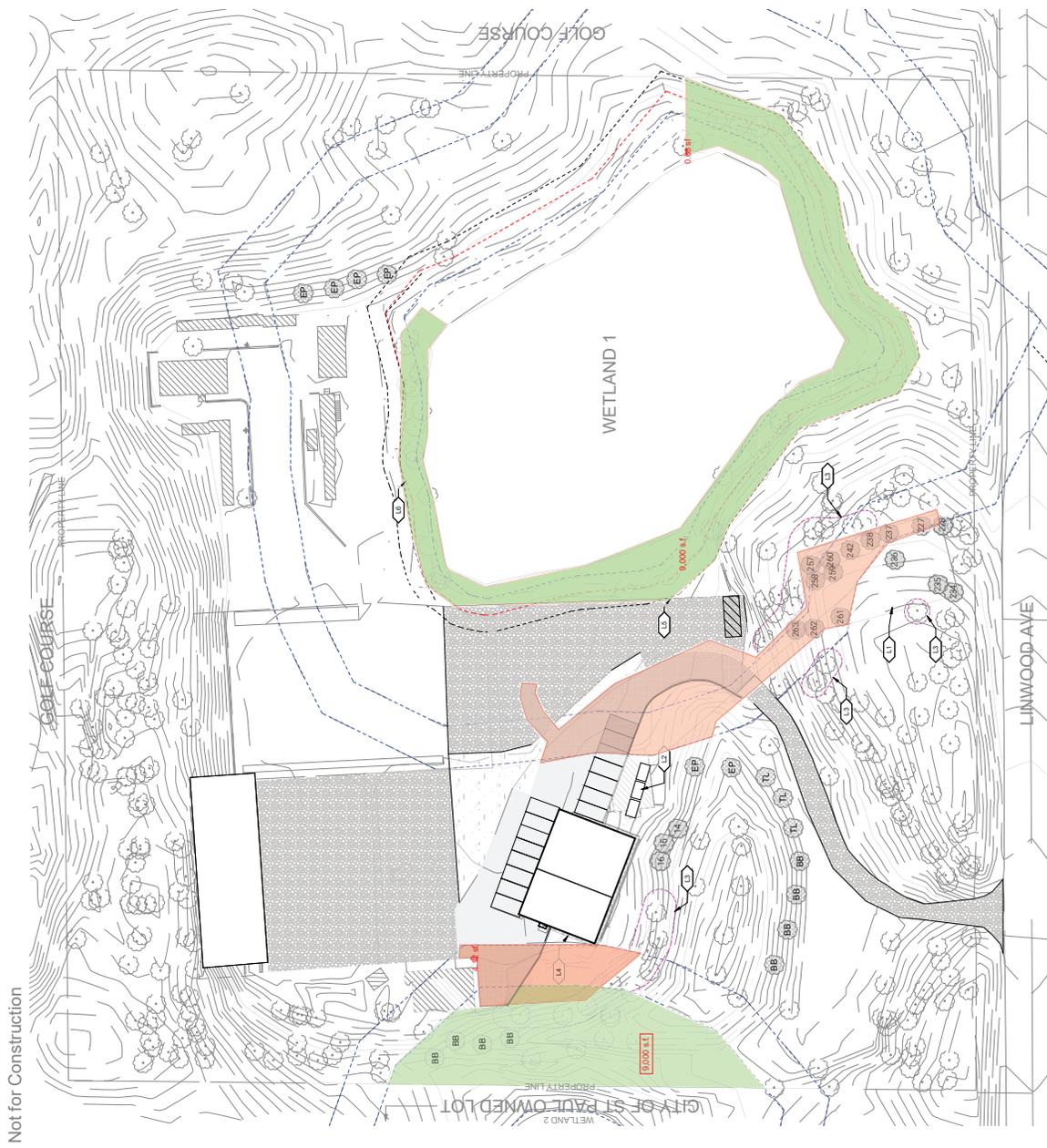
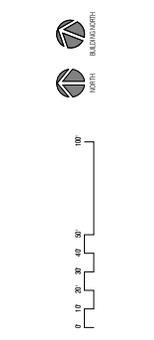
KEY	COMMON NAME	SCIENTIFIC NAME	SIZE	QTY.
EP	EASTERN WHITE PINE	PINUS STROBUS	2" DIA	6
TL	TAMARACK	LARIX LARICINA	2" DIA	4
BB	BLUE BEACH	CARPINUS CAROLINIANA	2" DIA	8

KEY	COMMON NAME	SCIENTIFIC NAME	SIZE	QTY.
EP	EASTERN WHITE PINE	PINUS STROBUS	2" DIA	6
TL	TAMARACK	LARIX LARICINA	2" DIA	4
BB	BLUE BEACH	CARPINUS CAROLINIANA	2" DIA	8

NOTES:  
-TOTAL EXISTING TREES: 308  
-TOTAL TREES TO BE REMOVED: 18  
-18/308 = 5.8%-20%  
-REPLACE TREES 1:1 WITH 2" MINIMUM DIAMETER  
-SEE TREE INVENTORY FOR FURTHER INFORMATION

**TOTAL WETLAND BUFFER ENCROACHMENT**  
Wetland A: 8,458 sf + Wetland B: 2,870 sf = 11,328 sf

**TOTAL BUFFER IMPROVEMENT**  
Wetland A: 15,000 sf + Wetland B: 9,000 sf = 24,000 sf  
buffer improvement provided: See L10 for detail



Not for Construction

1 LANDSCAPE PLAN 1" = 50'

Not for Construction

NOTED: PLOTTED BY DEBRA BRANDWICK, 06/09/2025  
PLOTTED: 06/09/2025 12:52:28 PM PROJECT NAME: ST PAUL POLICE TRAINING FACILITY







**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 and May 5, 2025

**Date of Review:** Updated Review May 20, 2025

**Reviewer:** Shann Finwall, Sustainability Coordinator  
(651) 249-2304, [shann.finwall@maplewoodmn.gov](mailto: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 .15 acres of mitigation strategies to include:
  - a. Removal of buckthorn and other invasive species in key areas around the eastern wetland.
  - b. Removal of 10 to 15 feet of Class 5 surface adjacent the eastern wetland, and the addition of topsoil and native plants and seeds within a 10-foot newly established wetland buffer.
  - c. A wetland buffer protection fence (3.5-foot high galvanized poles with chains) adjacent the remaining Class 5 surface and the newly established wetland buffer.
  - d. Wetland buffer signs at 100-foot intervals around both wetlands and at 25-foot intervals along the new fence.
4. Wetland Buffer Recommendations:
  - a. Prior to issuance of a grading permit the following is required:
    - 1) Plan showing the square footage of wetland buffer impacts (grading and building) beyond the 100-foot required buffers.
    - 2) Plan showing the wetland buffer mitigation strategies equal 2 square feet of mitigation per 1 square foot of wetland buffer impact.
    - 3) Plan showing the location of the removal of buckthorn and other nonnative species being proposed within the western wetland buffer.

- 4) Fence plan to include the materials, height, and location.
- 5) Revised landscape plan to include:
  - a) Detailed plan for nonnative plant removal and maintenance.
  - b) Native seed mix or native plugs as necessary to fill in the areas on the north side of the eastern wetland (area called out as Zone 1A in the May 5 restoration plan) once the nonnative plants are removed.
  - c) Detailed plan for new wetland buffers (areas called out as Zone 1A and Zone 2 in the May 5 restoration plan) including seed mix species and installation methods, and location and species of native plant plugs.
  - d) Final landscape plan to be reviewed and approved by the Natural Resources Coordinator.
- 6) 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 25 feet on the east side of the Class 5 surface, adjacent the new wetland buffer (area called out as Zone 2 in the May 5 restoration plan) and 100 feet in all other areas of the approved wetland buffer. 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.
- 7) Wetland Buffer Sign Installation: Install the wetland buffer signs prior to grading if feasible
- 8) 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.
- 9) 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 and Recommendations:**

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.

Landscape Recommendations: Prior to issuance of a grading permit the final landscape plan to be reviewed and approved by the City's Natural Resources Coordinator.

**MINUTES**  
**MAPLEWOOD COMMUNITY DESIGN REVIEW BOARD**

6:00 P.M. Tuesday, April 15, 2025  
City Hall, Council Chambers  
1830 County Road B East

**E. NEW BUSINESS**

**1. Design Review Resolution, Saint Paul Police Training Facility, 2621 Linwood Avenue East**

Elizabeth Hammond, Planner, gave the presentation. Deb Brandwick, Oertel Architects, and Commander Eric Kammerer, St. Paul Police Department, addressed the board and answered questions.

Steven Olson (540 Deer Ridge Ln) addressed the board, citing concerns over the project.

Boardmember Shankar moved to approve a design review resolution for constructing a training facility at 2621 Linwood Avenue East, subject to certain conditions of approval. A friendly amendment was added to reference to the date of the approved plans: March 18, 2025.

**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 approve 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 the 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.

Seconded by Boardmember Lamers.

Ayes – All

The motion passed.

**MINUTES  
MAPLEWOOD PLANNING COMMISSION**

7:00 P.M. Tuesday, April 15, 2025  
City Hall, Council Chambers  
1830 County Road B East

**E. PUBLIC HEARING**

- 1. Saint Paul Police Training Facility, 2621 Linwood Avenue East**
  - a. Conditional Use Permit Resolution**
  - b. Wetland Buffer Variance Resolution**

Elizabeth Hammond, Planner, gave the presentation and answered questions from the Commission.

Chairperson Desai opened the public hearing.

The following individuals addressed the commission regarding the project:

Commander Eric Kammerer, St. Paul Police Department, 367 Grove Street, St. Paul  
Deb Brandwick, Oertel Architects, 1795 St. Claire Ave, St. Paul  
Marlys Howells, 566 Deer Ridge Ln S, Maplewood  
Jan Rydel, 2596 Linwood Ave E, Maplewood  
Mark Amon, 2570 Hillwood Dr E, Maplewood  
Bill Dorgan, 590 Deer Ridge Ln, Maplewood  
Sharon M Werner, 2552 Hillwood Dr E, Maplewood  
Jean Schuster, 557 Deer Ridge Ln S, Maplewood

Chairperson Desai closed the public hearing.

Commissioner Ige moved 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.

**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 approve 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.

Seconded by Commissioner Yang

Ayes – All

The motion passed.

Commissioner Ige moved to approve a wetland buffer variance resolution for a new training facility to be constructed at 2621 Linwood Avenue East.

### **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 approve 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.

Seconded by Commissioner Yang

Ayes – All

This item will go to the city council on May 12, 2025.

**MINUTES  
CITY OF MAPLEWOOD  
ENVIRONMENTAL AND NATURAL RESOURCES COMMISSION  
Monday, April 21, 2025  
7:00 P.M.**

**5. NEW BUSINESS**

- a. St. Paul Police Training Facility, 2621 Linwood Avenue East – Wetland Buffer Variance  
Sustainability Coordinator Finwall presented the St. Paul Police Training Facility wetland buffer variance.

Deb Brandwick, AIA, Principal – Senior Project Architect, Oertel Architects detailed the project. Ms. Brandwick stated that the use of the site is not expanding, but some of the existing facilities are being replaced and upgraded. There is no sanitary sewer accessible to the site at this time, so they are required to install a new septic system.

Sergeant Lisa Kruse, St. Paul Police Department, coordinator of the training facility, stated that the Class 5 area is part of the long-range firing range. They would like to maintain the Class 5 because the area can get muddy. Additionally, people occasionally park on the surface and it is plowed in the winter on occasion.

Marlys Howells, 566 Deer Ridge Lane, nearby neighbor to the property, expressed concern about the St. Paul Police Training Facility improvements. She stated that noise from the training facility has been a long-time issue. She recommends the City add conditions to the use to include limiting hours of operation from 9 a.m. to noon when children are in school and not to allow the use in the summer.

The Environmental and Natural Resources Commission had the following comments and questions regarding the wetland buffer variance:

- Is the impervious surface increasing? Ms. Brandwick stated that they are maintaining the same square footage of impervious surface on the site.
- Is the St. Paul Police Department open to expanding the wetland buffer adjacent the Class 5 and wetland edge? Ms. Brandwick stated the St. Paul Police Department is willing to add native plants along the wetland adjacent the Class 5 surface but recommends the plants be short to ensure they don't impact the firing range.
- There should be signage or a fence along the native plants adjacent the Class 5 to ensure no one parks on the native plants or that snow is not stored in that area.
- Additional native plants should also be planted on the north side of the eastern wetland where the area is mowed to the edge of the wetland.
- The buckthorn removal should be concentrated in the wetland buffer, not within the internal site where grading is already taking place.

- Additional information is needed to assess the wetland buffer mitigation including square footage of overall mitigation including area of buckthorn removal and native planting versus area of impact to the wetland buffers, and how the new native plants will be protected along the Class 5 surface with a fence or additional signage.

Commissioner Pearce-Saunders moved to table the St. Paul Police Training Facility wetland buffer variance in order for the applicant to submit additional wetland buffer mitigation details for review during the May ENR Commission meeting.

Seconded by Commissioner Guell.

Ayes – All

The motion passed.

**MINUTES  
CITY OF MAPLEWOOD  
ENVIRONMENTAL AND NATURAL RESOURCES COMMISSION  
Monday, May 19, 2025  
7:00 P.M.**

**5. UNFINISHED BUSINESS**

- a. St. Paul Police Training Facility, 2621 Linwood Avenue East – Wetland Buffer Variance

Sustainability Coordinator Finwall presented the St. Paul Police Training Facility wetland buffer variance and additional wetland buffer mitigation strategies proposed since the April 21, 2025 Environmental and Natural Resources meeting.

Deb Brandwick, AIA, Principal – Senior Project Architect, Oertel Architects answered questions from the Commission. Ms. Brandwick confirmed that buckthorn removal would still take place within the buffer on the western wetland; the fence proposed is 3.5 feet high, made of galvanized steel poles with chains, and will be located along the Class 5 surface and the newly established wetland buffer on the eastern wetland; wetland buffer mitigation will equal 2 square feet of mitigation to 1 square feet of impact; and the applicants are receptive to planting native plugs to improve plant diversity along the north side of the eastern wetland once nonnative plants are removed.

Commissioner Pearce-Saunders moved to approve the St. Paul Police Training Facility wetland buffer variance and mitigation strategies with the condition that native plugs be planted in key areas of the northern wetland buffer of the eastern wetland in order to improve plant diversity.

Seconded by Chairperson Lates.

Ayes – All

The motion passed.

# St. Paul Police Training Facility 2621 Linwood Avenue

- The City of Saint Paul Police Department proposes to demolish and rebuild the existing training facility at 2621 Linwood Avenue
  - 37.06-acre site and south parcel in the former golf course
  - Ramsey County owns the property and has leased a portion to the City of St. Paul since the mid-1960s

- To move forward with the proposal, the applicant requests approval of a conditional use permit, design plans, and a wetland buffer variance



# St. Paul Police Training Facility 2621 Linwood Avenue

- FLU Designation: Park
- Zoning District: Farm Residential
- City Code requires a CUP for public service or public building uses in all zoning districts
  - When the Saint Paul PD began leasing the site from Ramsey County, a CUP was not required by City Code
  - The use of the property is already established/not changing – the proposal to rebuild the classroom facility prompted the CUP requirement



# St. Paul Police Training Facility 2621 Linwood Avenue

- The rebuilt 3,196 sq. ft. facility will include accessibility and safety upgrades, a classroom, two armories, men's and women's locker rooms, a kitchenette/break room, and ADA-compliant restrooms
- A storage building, two shooting range areas, and an area with partial structures for tactical training are to remain on the site unchanged



# St. Paul Police Training Facility 2621 Linwood Avenue

- The project will impact two Manage A wetlands on the vacant lot to the west and on the east side of the property
- City code requires a 75-foot minimum and a 100-foot average wetland buffer – the project will encroach on the wetland buffer, requiring a buffer variance to move forward



# St. Paul Police Training Facility 2621 Linwood Avenue

- The site was originally developed and graded 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 wetland buffers – existing nonconforming structures/encroachments



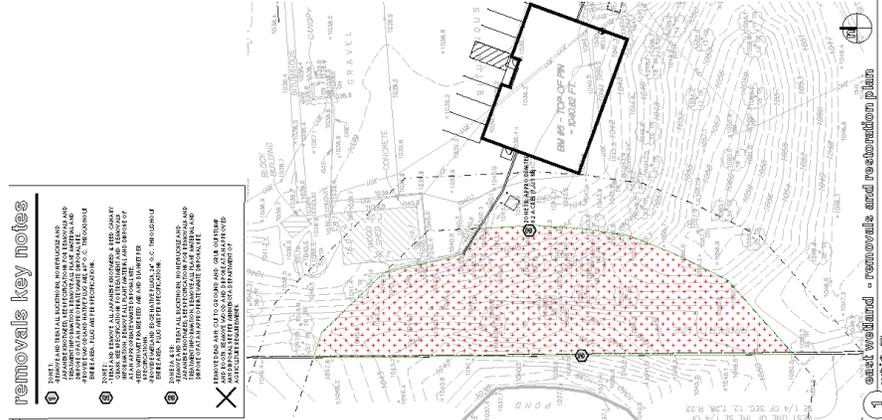
**removal key notes**

1. APPROXIMATELY 10% OF THE EXISTING WETLANDS AND BUFFER ARE TO BE REMOVED FOR THE PROPOSED DRIVE LANE AND STORAGE BUILDING. THE REMOVAL OF THESE AREAS WILL BE LIMITED TO THE EXISTING DRIVE LANE AND STORAGE BUILDING. THE REMOVAL OF THESE AREAS WILL BE LIMITED TO THE EXISTING DRIVE LANE AND STORAGE BUILDING.

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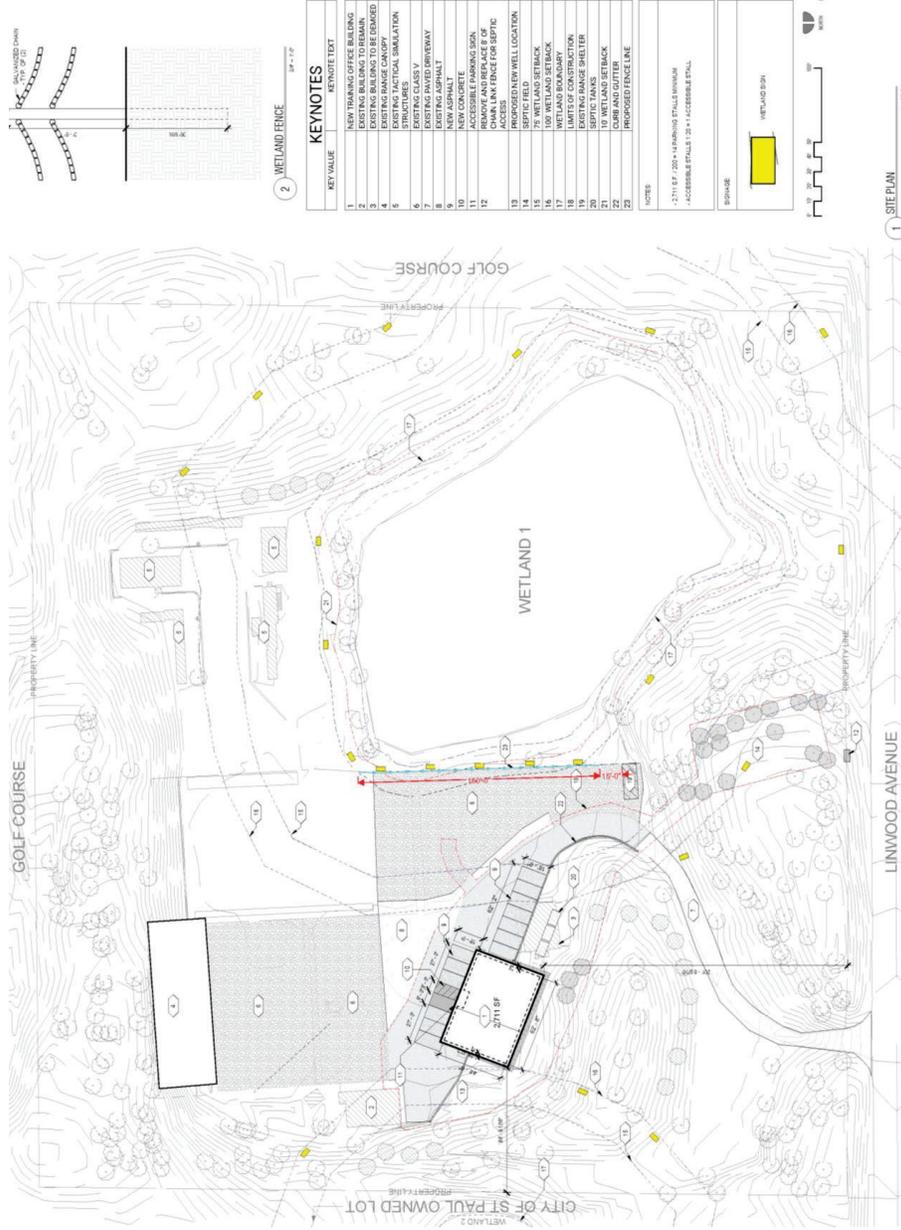
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Not for Constructor

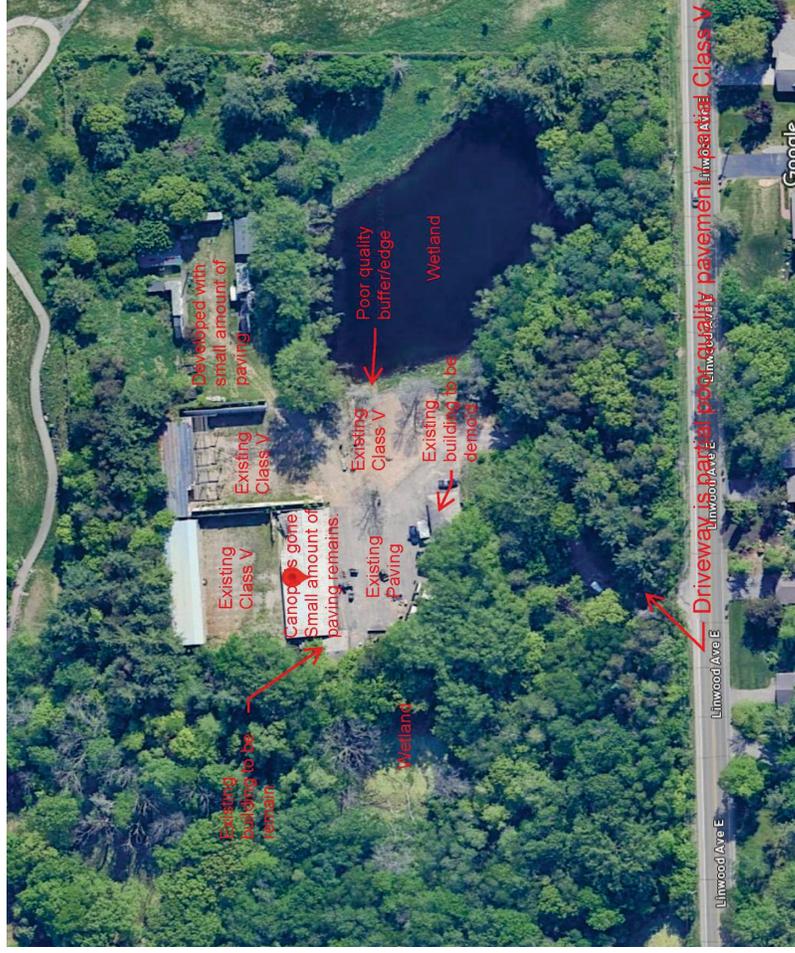


# St. Paul Police Training Facility 2621 Linwood Avenue



# St. Paul Police Training Facility 2621 Linwood Avenue

- The existing facility utilizes well and septic infrastructure, which will be replaced as part of this project due to the age of the existing systems
- The building and parking are entirely screened from adjacent public streets and residential properties with existing landscaping
- All setbacks from property lines will be met



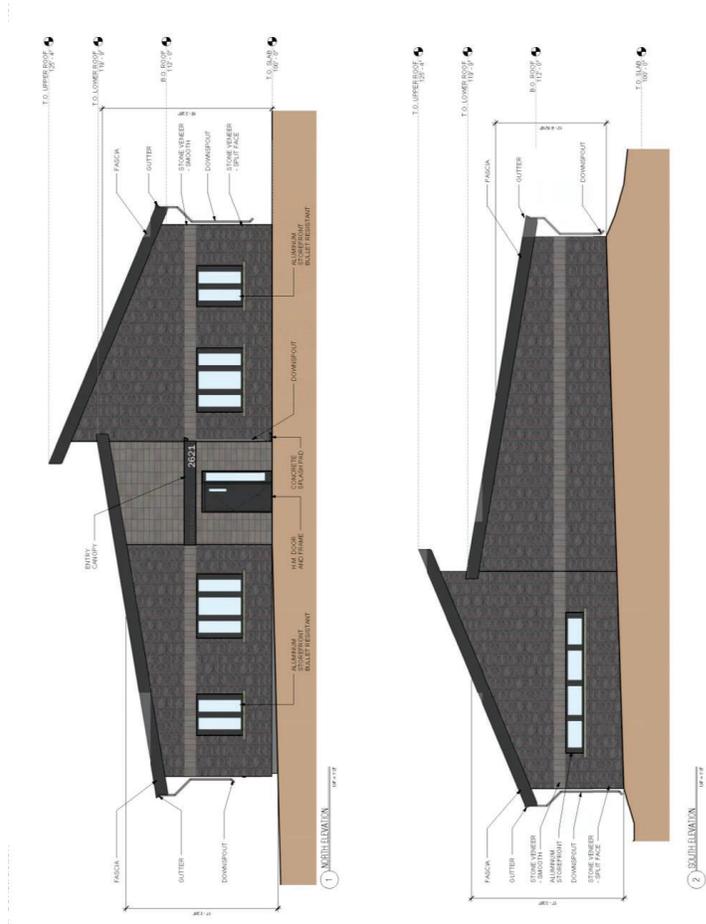
# St. Paul Police Training Facility 2621 Linwood Avenue

- The landscape plan shows 18 trees to be removed along with some buckthorn – and 18 trees to be planted
- All other tree coverage on the site will remain
- The applicant will work with environmental staff on implementing the wetland mitigation plan and native plantings (prior to this project beginning)



# St. Paul Police Training Facility 2621 Linwood Avenue

- 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 will not be visible from the adjacent public streets or residential properties



# St. Paul Police Training Facility 2621 Linwood Avenue



NORTHEAST VIEW



NORTHWEST VIEW



3 EAST ELEVATION



4 WEST ELEVATION



# St. Paul Police Training Facility 2621 Linwood Avenue

- Public Review:
  - Notice sent to properties within 500 feet
  - One email was received with questions on the ownership of the properties and plans for the adjacent former golf course site
  - Residents spoke and commented during the public meetings that have occurred
- Staff Review Comments Provided By:
  - Fire – Jerry Novak, Fire Marshal
  - Building – Randy Johnson, Building Official
  - Environmental – Shann Finwall, Sustainability Coordinator
  - Engineering – Jon Jarosch, Assistant City Engineer



# St. Paul Police Training Facility 2621 Linwood Avenue

- City Review Process
  - Community Design Review Board  
*April 15, 2025:* The CDRB reviewed the design plans and recommended approval.
  - Planning Commission  
*April 15, 2025:* The Planning Commission held a public hearing and reviewed the conditional use permit and wetland buffer variance and recommended approval.
  - Environmental and Natural Resources Commission  
*April 21, 2025:* The ENR reviewed the wetland buffer variance and tabled the request to review additional wetland buffer mitigation strategies.
  - Environment and Natural Resources Commission  
*May 19, 2025:* The ENR reviewed the wetland buffer variance and amended mitigation strategies and recommended approval of the variance.



## St. Paul Police Training Facility 2621 Linwood Avenue

- Staff recommends approval of the project and resolutions
- 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.

