

MINUTES
MAPLEWOOD CITY COUNCIL
7:00 P.M. Monday, June 23, 2025
City Hall, Council Chambers
Meeting No. 12-25

J. NEW BUSINESS

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

Community Development Director Parr gave the staff report. Mayor Abrams shared additional comments. City Manager Sable provided a summary of questions the City posed to Ramsey County and the City of St Paul regarding the use of the gun range. Deb Brandwick, Vice-President with Oertel Architects, Senior Commander Jen Corcoran and Sergeant Lisa Cruz, with the St. Paul Police Department, provided additional information and answered questions of council. City Attorney Batty provided additional comments.

Councilmember Cave moved to approve the conditional use permit resolution for the Saint Paul Police Department's Training Facility at 2621 Linwood Avenue East, subject to certain conditions of approval.

Community Development Director Parr, City Attorney Batty, and City Manager Sable added clarification that the resolution includes "applicant" and "property owner" in the body of the revised resolution.

Resolution 25-06-2414
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 (the "applicant") 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 owned by Ramsey County (the "property owner") and 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 approves the resolution. Approval is based on the findings outlined in section 3 of this resolution. Approval is subject to the following conditions:

1. The applicant 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 applicant and 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 applicant and 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.

Seconded by Mayor Abrams

Ayes – Mayor Abrams
Councilmember Cave
Councilmember Juenemann
Councilmember Villavicencio
Nays – Councilmember Lee

The motion passed.

Councilmember Cave moved to approve the 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.

Resolution 25-06-2415
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 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 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.

Seconded by Mayor Abrams

Ayes – Mayor Abrams
 Councilmember Cave
 Councilmember Juenemann
 Councilmember Villavicencio
 Nays – Councilmember Lee

The motion passed.

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

Resolution 25-06-2416
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 approves 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 Mayor Abrams

Ayes – Mayor Abrams

Councilmember Cave
Councilmember Villavicencio
Nays – Councilmember Juenemann
Councilmember Lee

The motion passed.