

## COMMUNITY DESIGN REVIEW BOARD STAFF REPORT

Meeting Date October 21, 2025

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

**REPORT FROM:** Elizabeth Hammond, Planner

**PRESENTER:** Elizabeth Hammond, Planner

**AGENDA ITEM:** Design Review Resolution, Church of Pentecost, 1701 Gervais Avenue East

**Action Requested:**  Motion       Discussion       Public Hearing

**Form of Action:**  Resolution       Ordinance       Contract/Agreement       Proclamation

### **Policy Issue:**

The Church of Pentecost is proposing an expansion of its building and parking lot at 1701 Gervais Avenue East. The proposal includes an addition on the south side of the building, an expansion of the parking lot, and the addition of stormwater retention and ponding, as well as landscape improvements. To move forward with the proposal, the applicant requests a conditional use permit, design review approval, and variances for a wetland buffer and parking lot setback.

### **Recommended Action:**

Motion to approve a design review resolution for a building addition and parking lot expansion at 1701 Gervais Avenue East, subject to certain conditions of approval.

### **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 September 10, 2025. The initial 60-day review deadline for a decision is November 9, 2025. As stated in Minnesota State Statute 15.99, the city can take an additional 60 days, if necessary, to complete the review. To ensure adequate review time, the city has extended the deadline to January 8, 2026.

### **Background:**

#### *Project Overview*

The Church of Pentecost, located at 1701 Gervais Avenue East, is proposing an expansion of its

building and parking lot. The applicant requests a conditional use permit, site design review, and a variance related to the parking lot setback and wetland buffer requirements. The proposal includes expanding the sanctuary by adding on to the south side of the building, remodeling the interior reception area, classrooms, and offices. On the exterior, the proposal includes expanding the parking lot to provide an additional 30 stalls, adding stormwater retention and ponding features, and overall site landscaping.

#### *Conditional Use Permit*

City code requires a conditional use permit (CUP) for a religious facility in any zoning district. When the church began operating on the site, a CUP was never obtained. There have not been significant changes to the site during the many years that the church has been operating that would require a CUP; however, the proposed expansion would require the property to obtain a CUP for the religious facility to comply with city code.

#### *Wetland Buffer and Parking Setback Variance*

The site features a Manage B wetland in its northwest corner, and a portion of the expanded parking lot and site grading during construction will encroach on the required 75-foot wetland buffer. The parking lot expansion on the east side of the building will also encroach into the required 15-foot setback to the property line along Flandrau Street.

#### *Site Plan*

The existing one-story building is 3,126.6 square feet, situated in the center of the property, with the proposed addition to the south side of the building being 3,668 square feet. The parking lot for the church, located along the east side of the property, currently encroaches two to five feet into the 15-foot required setback along Flandrau Street. The site is accessed from the existing entrance points off Gervais Avenue and Flandrau Street. The parking lot is proposed to be expanded on the south side of the addition and the north side of the existing building. Both access points are to be rebuilt, with the access point off Flandrau being relocated slightly south, closer to the building entrance.

#### *Setbacks*

The building is required to be 30 feet from the property lines along Flandrau Street (east) and Gervais Avenue (south), and 61 feet from the residential property line to the north. There is no required building setback to the west property line. The existing building and proposed addition will meet the required building setbacks as shown to be 205.8 feet from the north property line, 88.4 feet from the south property line, 35.2 feet from the east property line, and 50 feet from the west property line. The parking lot is required to be 15 feet from the Flandrau and Gervais property lines, 20 feet from the north property line (which is residential), and 5 feet from the west property line. The parking area along the east side of the site is proposed to be between two and five feet from the east property line, requiring a parking setback variance. The parking lot setbacks to the north, south, and west property lines are achieved.

#### *Building Elevations*

The existing one-story masonry brick building has a pitched roof and is 30.5 feet in height at its peak. The proposed building addition will also be 30.5 feet in height but will feature a flat roof. The proposed materials for the addition are cement panel siding in an off-white color, accompanied by aluminum metal trim and framing in natural and silver grays.

#### *Signage*

The elevations show wall signage for the church. However, any signage on the property is subject to review by the city and requires a sign permit, separate from this design review. All site signage must meet the city's sign code.

### *Landscaping and Screening*

The proposed landscape plan shows that 31 trees would be removed, and 39 new trees would be planted. Additionally, 77 shrubs, 111 feather reed grasses, and 59 perennial flowers are proposed throughout the site. A landscaped area within the 20-foot parking setback to the north property line is provided, screening the parking lot from the adjacent residential property. According to the environmental review, the applicant must submit a revised tree plan and landscape plan that reflects the code requirements regarding tree removal and replacement and uses recommended species where applicable.

### *Wetland*

The site has a Manage B wetland on the northwest portion of the property, which requires a 75-foot buffer. The details are further outlined in the attached variance narrative and environmental review. The project will involve grading up to the wetland edge for the installation of a stormwater discharge pipe and an infiltration basin, which will extend 45.8 feet into the buffer. Additionally, the parking lot on the north side of the building will encroach 29.5 feet into the buffer.

### *Parking*

City code requires a religious facility to provide one parking space for every four people, based on the maximum building occupancy. Once the addition is complete, the maximum building occupancy would be 270, requiring 67.5 parking stalls. The site currently has 38 parking stalls, and with the parking lot expansion, it would have 68 stalls, meeting the parking requirement.

### *Lighting*

The applicant submitted a lighting plan that illustrates the location and types of lighting that meet ordinance requirements. Additionally, a site plan was provided, showing the light spread and foot-candle levels, which demonstrate that the levels at the property lines meet code requirements.

### Commission and City Council Review

#### *Community Design Review Board*

October 21, 2025: The CDRB will review the design plans.

#### *Planning Commission*

October 21, 2025: The Planning Commission will hold a public hearing and review the conditional use permit and the wetland buffer and parking setback variance request.

#### *Environmental and Natural Resources Commission*

November 12, 2025: The ENR will review the wetland buffer variance request.

#### *City Council*

November 24, 2025: The City Council will review the conditional use permit, design plans, and wetland buffer and parking setback variance requests.

### Department Comments

#### *Fire – Jerry Novak, Fire Marshal*

A sprinkler system and fire alarm system will be required for the building.

#### *Building – Randy Johnson, Building Official*

The proposed building must be constructed to meet the minimum requirements of the Minnesota State Building Code. The proposed addition and existing building will need to be provided with a fire sprinkler system in accordance with Minnesota Rule 1306. The proposed building is required to be

accessible in accordance with the Minnesota Accessibility Code. The exterior accessible route shall be a slope not steeper than 1:20 and 48 inches wide in accordance with Minnesota Rule 1341.0403. Additional details must be provided at the permitting stage regarding the intended use of the lower-level hall, upper mezzanine, and the chair lift serving the lower level to ensure code compliance.

*Environmental – Shann Finwall, Sustainability Coordinator, and Katelyn Bergstrom, Natural Resources Coordinator*

Please see the environmental review dated September 5, 2025 (attached).

*Engineering – Jon Jarosch, Assistant City Engineer*

Please see the engineering review dated September 9, 2025 (attached).

### Public Comments

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

### Reference Information

#### *Site Description*

Site Size: 1.43 Acres

#### *Surrounding Land Uses*

North:	Residential Dwellings
South:	Light Manufacturing/Commercial Businesses
East:	Residential Dwellings
West:	Open Space/Park Land

#### *Planning*

Existing Land Use:	Institutional
Existing Zoning:	R1, Single-Dwelling Residential

### **Attachments:**

1. Conditional Use Permit Resolution
2. Design Review Resolution
3. Wetland Buffer and Parking Setback 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 September 9, 2025
11. Environmental Review Dated September 5, 2025

## CONDITIONAL USE PERMIT RESOLUTION

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

Section 1. Background.

1.01 The Church of Pentecost has requested a Conditional Use Permit for a religious facility on the property at 1701 Gervais Avenue East.

1.02 The property located at 1701 Gervais Avenue East is legally described as: The South Half of the West Half of Lot 3, E.G. Roger's Garden Lots, Ramsey County, Minnesota, according to the recorded plat thereof. Except: The East 30.00 feet and the North 180.00 feet thereof.  
PIN: 102922140047

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 October 21, 2025, the Planning Commission held a public hearing. City staff published a hearing notice in the Pioneer Press and sent notices to the surrounding property owners. The Planning Commission allowed everyone to speak and present written statements at the hearing. The Planning Commission recommended that the City Council \_\_\_\_\_ this resolution.
2. On November 24, 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. All construction shall follow the approved plans. The director of community development may approve minor changes.
3. The proposed construction must be substantially started within one year of council approval, or the permit shall become null and void.
4. The city council shall review this permit in one year.
5. 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 Church of Pentecost has requested approval of a design review to construct a building and parking lot addition on the property at 1701 Gervais Avenue East.

1.03 The property located at 1701 Gervais Avenue East is legally described as:  
The South Half of the West Half of Lot 3, E.G. Roger's Garden Lots, Ramsey County, Minnesota, according to the recorded plat thereof. Except: The East 30.00 feet and the North 180.00 feet thereof.  
PIN: 102922140047

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 October 21, 2025, and voted to \_\_\_\_\_ it.

2.03 The proposal meets the specific findings for design review approval.

Section 3. City Council Action.

3.01 On November 24, 2025, the City Council discussed this resolution. They considered reports and recommendations from the community design review board and City staff.

3.02 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 and building official requirements must be met.
3. Satisfy the requirements in the engineering review by Jon Jarosch, dated September 9, 2025.
4. Satisfy the requirements in the environmental review by Shann Finwall, dated September 5, 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 exits on Gervais Avenue and Flandrau 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. The location and type of screening must always meet city ordinance requirements.
8. The applicant shall install and maintain a landscaped and screened area not less than 20 feet in width along the north property line. Screening may be satisfied with landscaping or a combination of landscaping and a screening fence per ordinance requirements.
9. The applicant shall install and maintain a landscaped area on the east side of the property between the edge of the parking lot and within the city right-of-way along Flandrau Street. The applicant must work with the city engineering staff to obtain a ROW permit. The applicant shall ensure that the trees are at least six feet in height at the time of planting. The planting screen shall consist of evergreen plantings. Trees shall be a minimum of 2½ inches in trunk diameter, two feet above grade. Shrubs may be used in combination with a berm and shall be a minimum of two feet in height. Spacing of trees and shrubs shall be designed to create an 80-percent opaque screening at least six feet in height.
10. 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. An updated tree and landscape plan as outlined in the environmental review.
11. 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.
12. 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.
13. All work shall follow the approved plans. The director of community development may approve minor changes.

## WETLAND BUFFER AND PARKING SETBACK VARIANCE RESOLUTION

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

### Section 1. Background.

- 1.01 The Church of Pentecost has requested a wetland buffer and parking setback variance to construct a building addition and parking lot expansion on the property at 1701 Gervais Avenue East.
- 1.02 The property located at 1701 Gervais Avenue East is legally described as: The South Half of the West Half of Lot 3, E.G. Roger's Garden Lots, Ramsey County, Minnesota, according to the recorded plat thereof. Except: The East 30.00 feet and the North 180.00 feet thereof.  
PIN: 102922140047
- 1.03 The site has a Manage B wetland on the northwest portion of the property, which requires a 75-foot buffer. The project will involve grading up to the wetland edge for the installation of a stormwater discharge pipe and an infiltration basin, which will extend 45.8 feet into the 75-foot buffer. Additionally, the parking lot on the north side of the building will encroach 29.5 feet into the buffer. The building addition and parking lot expansion project will require a 75-foot variance for the wetland buffer.
- 1.04 The existing parking lot for the church, located along the east side of the property, encroaches between two and five feet into the 15-foot required setback along Flandrau Street. The parking lot will be repaved and expanded on the south side of the building addition and the north side of the existing building. The parking area along the east side of the site is proposed to be between two and five feet from the east property line, requiring a parking setback variance.

### Section 2. Standards.

- 2.01 Wetland Buffer and Parking Setback Variance Standards. The City Ordinance states that the City Council must base approval of a variance on the following standards.
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 standards. The proposal meets the specific wetland buffer and parking setback variance

Section 4. City Review Process

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

1. On October 21, 2025, the Planning Commission held a public hearing. City staff published a hearing notice in the Pioneer Press and sent notices to the surrounding property owners. The Planning Commission allowed everyone to speak and present written statements at the hearing. The Planning Commission recommended that the City Council \_\_\_\_\_ this resolution.
2. On November 12, 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 November 24, 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.





**Legend**



- Parcels
- Subject Parcel

**Future Land Use - 2040**

- Low Density Residential
- High Density Residential
- Commercial
- Public/Institutional
- Employment
- Open Space
- Park



Source: City of Maplewood, Ramsey County



**Legend**



Parcels



Subject Parcel

**Zoning**



Single Dwelling (r1)



Planned Unit Development (pud)



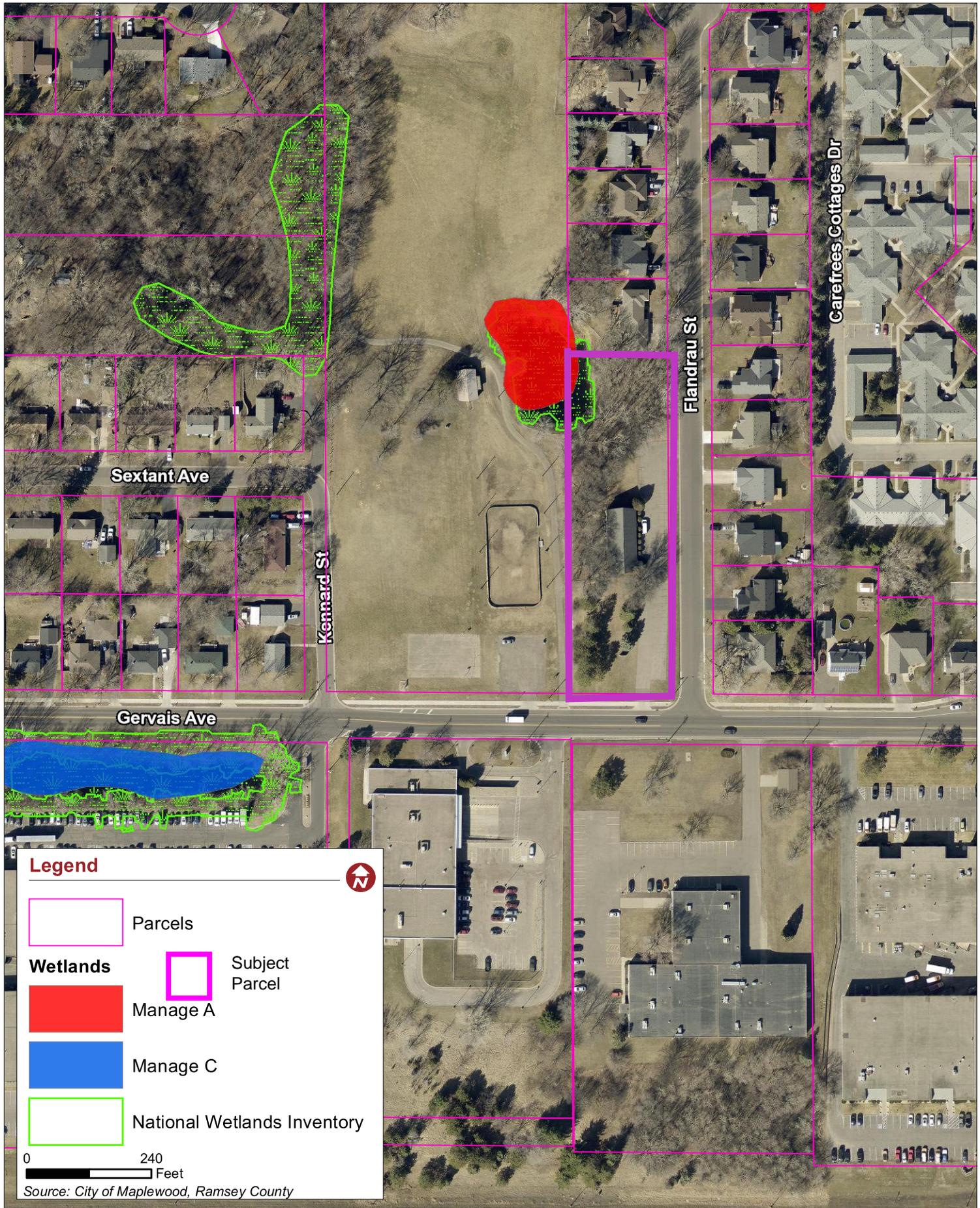
Open Space/Park



Light Manufacturing (m1)



Source: City of Maplewood, Ramsey County



## Memorandum

<b>Project Name:</b>	Church of Pentecost
<b>Project Number:</b>	24.1038.01
<b>To:</b>	City of Maplewood – Community Development Department
<b>From:</b>	LSE Architects, Inc (Brian Tempas, AIA – Project Architect)
<b>Date:</b>	06.17.2025
<b>Subject:</b>	CUP/ Community Design Review Narrative of Use

<b>Copy To:</b>	Church of Pentecost Contact: Joseph Oppong Church of Pentecost Owner Representative: Kwadwo Boadi-Aboagye LSE Architects: Patrick Wozniak, Designer LSE Architects: Mohammed Lawal, FAIA
-----------------	---

The following is a narrative addressing the expansion of the Church of Pentecost located at 1695 Gervais Avenue in Maplewood, MN.

The Church of Pentecost has been located at 1695 Gervais Avenue for many years and is a thriving and dynamic community of worshippers serving a broad range of citizens in Maplewood and beyond. The church has experienced growth over the last few years and is planning on expanding the worship center and remodeling the existing space into reception, classrooms and offices. Parking is planned to be expanded as well to meet the occupancy needs of the new space. The intended use will not change but be expanded.

The city should approve this expansion for a number of strong reasons:

- The proposed use does not change the current use or timing of activities.
- The use enhances the current character of the parcel and neighborhood.
- The expanded facility will increase the value of the adjacent properties with new construction and square footage.
- The expansion will have minimal impact on traffic into the site, increasing the numbers slightly, a majority which will be on Gervais. The times will be at low traffic hours and days of the week.
- The expansion does not create excessive costs or loading for public utilities.
- The building expansion directly south preserves many mature trees, the owner will replace, meeting or exceeding replacement calculations.
- The Church of Pentecost has been an excellent neighbor for years. Maintaining the building and site and being careful to inform the immediate neighbors of events and discussing any parking inconvenience.
- The Church of Pentecost is a perfect neighbor to the adjacent park. With meetings happening on Sundays and Wednesday nights, the property is quiet most days. When events occur at the church, they may use the park without adding parking in the park.
- With church growth happening, if the city supports expanding the facility and therefore the attendees, it would be a great signal that being in Maplewood is positive for families and individuals alike.
- The Church of Pentecost has a very diverse membership made up primarily of people from Ghana and Northern Africa in general. By approving this application, the City of Maplewood sends a message to its neighboring cities that welcoming diverse nationalities into the city has a positive impact on commerce, housing, and business in general.

As Architect for Church of Pentecost, LSE believes that supporting this project will be positive for the City of Maplewood.

## Memorandum

<b>Project Name:</b>	Church of Pentecost
<b>Project Number:</b>	24.1038.01
<b>To:</b>	City of Maplewood – Community Development Department
<b>From:</b>	LSE Architects, Inc (Brian Tempas, AIA – Project Architect)
<b>Date:</b>	08.18.2025
<b>Subject:</b>	Variances – Application Narrative – Wetland Buffer   Parking setback
<b>Copy To:</b>	Church of Pentecost Contact: Joseph Oppong Church of Pentecost Owner Representative: Kwadwo Boadi-Aboagye LSE Architects: Patrick Wozniak, Designer LSE Architects: Mohammed Lawal, FAIA

The following is a narrative addressing the Church of Pentecost Expansion Project and the “practical difficulties” that have led the design team to request variances for East Property Parking Setback Variance and the related Wetland Buffer Variance - located at the property at 1695 Gervais Avenue in Maplewood, MN.

The Church of Pentecost has been active and influential at the 1.434 acre site at 1695 Gervais Avenue for many years, serving a broad range of citizens in Maplewood and beyond. Continuous membership growth over the last few years has led church leadership to plan an expansion to the worship center. The addition creates a new sanctuary with a Sunday morning occupancy of 270 at maximum capacity. The result of this proposed expansion affects the calculable parking count, raising it from 38 existing stalls to 68 required stalls ( $270 / 4 = 67.5$ ). The building use remains the same with after the expansion. When church services are in session, the rest of the church has negligible occupancy. When services are over, the occupants either depart the church or use the classrooms and social hall. The church has Sunday morning services (between 7:00 and 12:00) only. The church plans on one monthly social function in the lower level hall (occupancy 130) on Sunday or Wednesday nights which generate less attendance due to space availability. The Architect has used the sanctuary maximum capacity for parking calculations.

The site geometry is unusually challenging, predominantly in the east | west direction with a very narrow width of 135'-0". In addition to the existing geometry, there are two other site layout matters concerning topography and existing landscaping. Several mature oak and maple trees exist that the owner desires to maintain, so parking surface location must be carefully managed as well as the terrain in the north third of the site.

### East Property Line Setback Variance:

At the east property line, the existing 15-year-old parking surface is only 2'-6" from the property line. The east setback calls for a 15' with the intention of providing enough space for landscaping which reduces vehicle impact (lights and view) on the adjacent properties. The proposed distance from the existing curb to the new parking surface is 20'-0", which we strongly feel addresses the intention of a setback. If the required setback is applied, it results in the elimination of 17 vehicles from the required 68, representing a 25% reduction. Considering visual impact, it is key to note that the east property line length (north to south) is 457'-0" in which the existing parking surface represents 323'-0", or 71% of the length. As shown on the site drawings, the proposed additional parking surface is 91'-9" (an increase of 20%). Keeping the site proportions in mind, this is a minimal distance, and we feel it has no visual impact on parking surface perception. Church leadership feels a 17-car reduction, coupled with the trend that fewer people drive together to church, places an extreme difficulty in the church on typical Sunday mornings. Street parking is one option,

but there is little available, and this may become an irritant to the neighbors on Flandeau Street which is a cul-de-sac condition (one way in and one way out).

Wetland Buffer Variance:

The same "tight and narrow" geometry has a considerable influence with the Detention Pond in relationship to the required parking. A 75' buffer depth has been identified. As indicated on the most recent Site Plan - Setbacks (C2.1) the green area indicates the encroachment into the 75' buffer width. The parking will encroach up to 39.5 feet into the buffer. The Rain Garden will encroach up to 45.8 feet into the Buffer. The grading extents will encroach up to 58.7 feet into the buffer although this area will be replanted and restored post construction. The stormwater discharge pipe will encroach up to the wetland edge mirroring the existing city discharge into the wetland on the north property line. This is good practice to avoid scour and erosion over time, which may occur if the discharge is too far away from the water edge. The practical difficulty with the required parking to the buffer is most evident and does not have an alternate resolution, regardless of expenditure. One optimistic characteristic to this dilemma is that parking provides a minimal negative visual impact for the neighbors. (*it already exists along this street*). Because the buffer encroachment involves parking & plantings rather than structures, it preserves the essential character and viewshed of neighbors. Another practical element that the design team integrated into the solution is the sizable Rain Garden with native plantings providing a visually and environmentally appealing feature. This system will retain parking lot runoff, promote infiltration, and provide water quality before discharging stormwater downstream to the existing wetland, making the environmental result essentially stable. The encroachment into the buffer is minimized to what is necessary for parking and storm water management. Without the variance the church cannot reasonably accommodate parking demand for its congregation size. Additional landscaping measures are being considered to mitigate the impacts of the project and improve the condition of the wetland such as; removal of invasive species identified and re-establishing of native plantings for wetland restoration. What the Owner wanted to achieve was a win-win in the process of growing their facility, and we believe that this balance is achieved through a minimally impactful end product. The requested variances are consistent with the practical difficulties standard established by Minnesota Statutes. They allow the property to be put to reasonable use, arise from unique site constraints outside of the applicant's control, and do not alter the essential character of the neighborhood. The design minimizes and mitigates encroachment into the buffer, preserves existing mature trees, and ensures that the spirit of the ordinance is upheld. For these reasons, approval of the variances is warranted.

**The Owners | Architects | Engineers recommend the city consider approving these variances for the following reasons:**

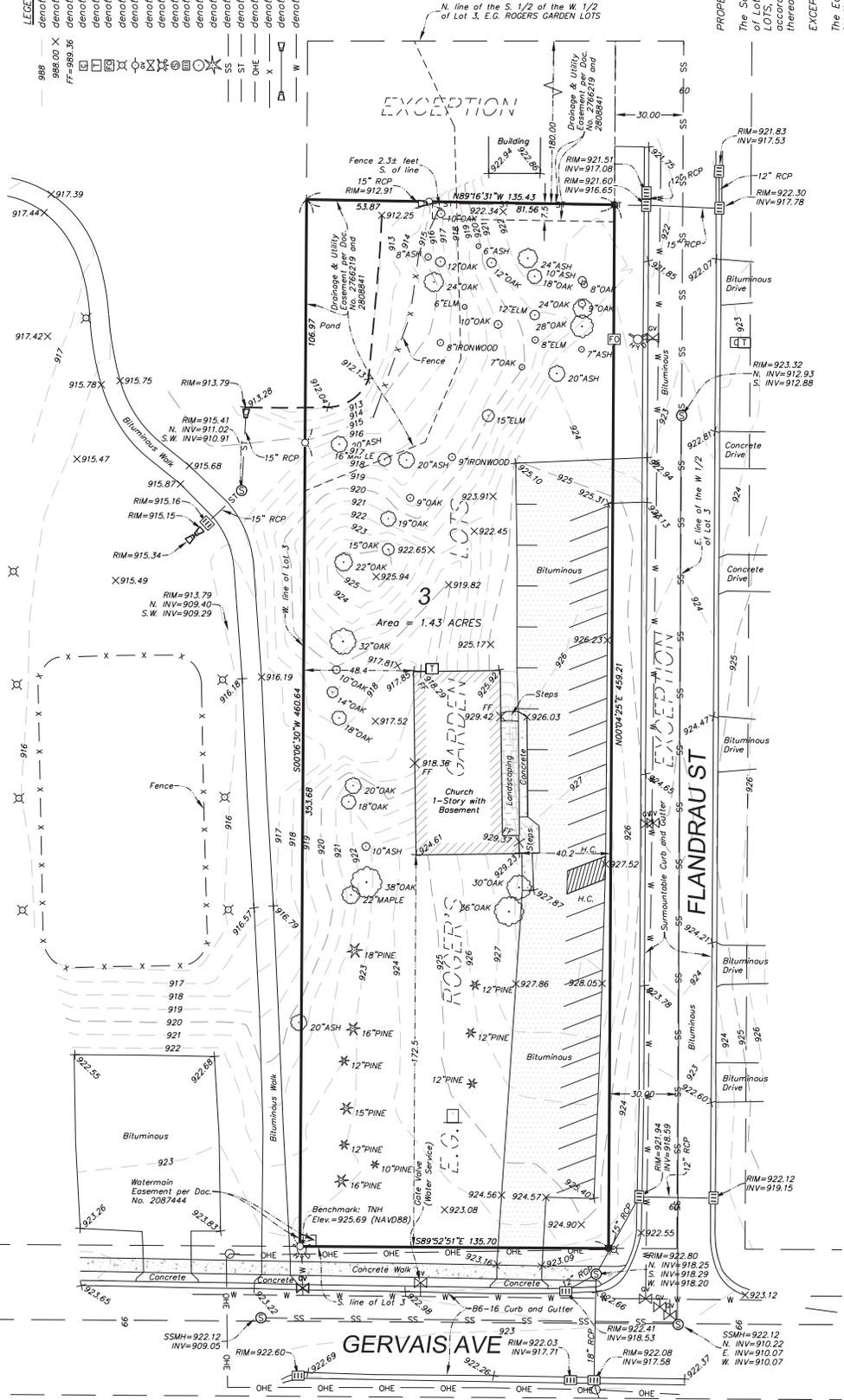
- The proposed variance minimally alters the current conditions and appearance (both parking and buffer)
- The area between the curb and proposed parking surface allows generous landscaping and positively impacts neighborhood character.
- The variance will prevent parking from spilling into the street and negatively affecting neighborhood vehicle flow
- The variance allows parking to occur on the site, increasing safety and security for those attending night events
- The enlarged parking surface creates no additional loading for public utilities.
- The parking size and location maintains large trees north and west, preserving privacy with neighbors
- The retention basin addresses the negative possible runoff issues with pond with filtering and retaining
- The required parking expansion is an addition to the existing surface current on the lot (not new)
- The Church of Pentecost has been a proactive neighbor, maintaining the site and informing the neighbors of events and discussing any parking inconveniences.
- With church growth happening, if the city supports this variance, it would be a great signal to the neighborhood that consolidating parking is positive for all involved

As Architect for Church of Pentecost, LSE believes that supporting this project will be positive for the City of Maplewood.

# Certificate of Survey and Topographic Survey



- LEGEND**
- 988 Existing Contour
  - 988.00 X denotes Existing Spot Elevation
  - FF-988.36 denotes Finished Floor Elevation
  - denotes Cable Box
  - denotes Telephone Pedestal
  - denotes Fiber Optic Pedestal
  - denotes Light Pole
  - denotes Power Pole
  - denotes Water Valve
  - denotes Hydrant
  - denotes Sanitary Manhole
  - denotes Catch Basin
  - denotes Deciduous Tree
  - denotes Coniferous Tree
  - SS denotes Sanitary Sewer Line
  - ST denotes Storm Sewer Line
  - OHE denotes Overhead Electric Line
  - X denotes Fence Line
  - W denotes Existing Culvert
  - denotes Water Line



**PROPERTY DESCRIPTION:**  
 The South Half of the West Half of Lot 3, E.G. ROGERS GARDEN LOTS, Ramsey County, Minnesota, according to the recorded plat thereof.  
**EXCEPT:**  
 The East 30.00 feet and the North 180.00 feet thereof.

denotes iron monument found  
 denotes 1/2 inch by 14 inch iron pipe set and marked by License #40062358642  
 Project No. **22-0284**

www.ottoassociates.com  
 9 West Division Street  
 Buffalo, MN 55513  
 (763) 662-3622  
 Fax: (763) 662-3622

Engineers & Land Surveyors, Inc.

Requested By:	<b>Vanman Architects &amp; Builders, Inc.</b>
Date:	<b>7-18-22</b>
Drawn By:	<b>M.L.O.</b>
Scale:	<b>1"=30'</b>
Checked By:	<b>P.E.O.</b>

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.  
 Paul E. Otto  
 License #40062 Date: 4-15-25

Certificate of Survey & Topographic Survey on part of the S. 1/2 of the W. 1/2 of Lot 3, E.G. ROGERS GARDEN LOTS, Ramsey County, Minnesota.  
 Revised: 4-14-25 utilities/Easements







**NOT FOR CONSTRUCTION**

Key Plan

Rev. \_\_\_\_\_

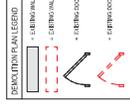
CONDONAL USE PACKAGE

**LOWER & UPPER LEVEL DEMOLITION PLAN**

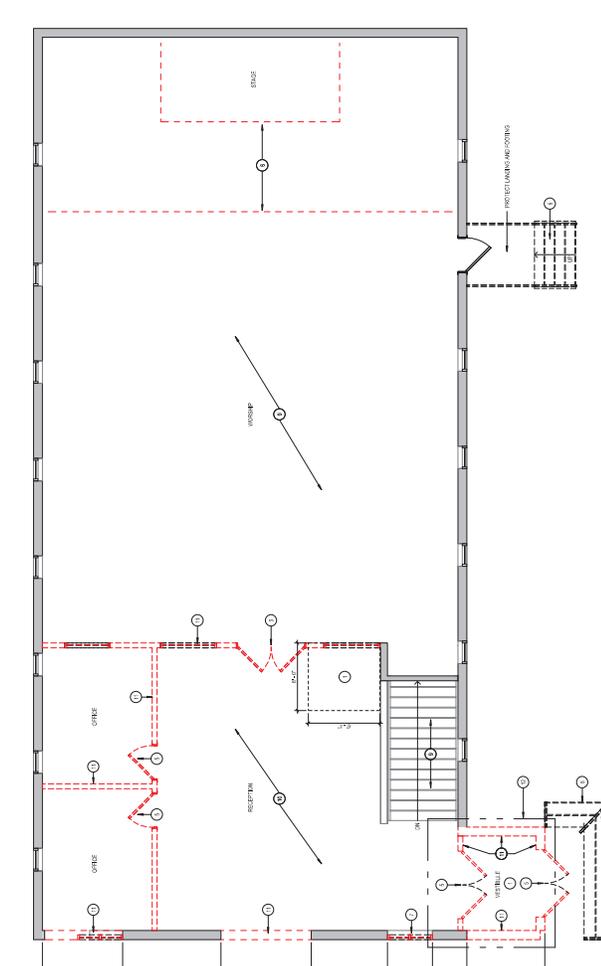
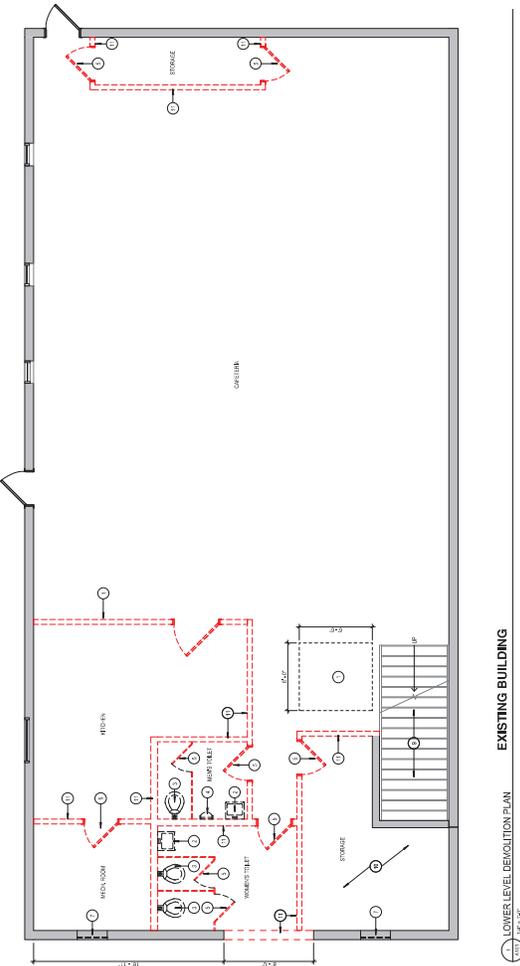
Project: \_\_\_\_\_ Drawing Number: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Created by: \_\_\_\_\_  
 Checked by: \_\_\_\_\_  
 Approved by: \_\_\_\_\_

**GENERAL DEMOLITION NOTES**

1. THIS DOCUMENT IS THE PROPERTY OF LSE ARCHITECTS AND IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREIN. IT IS NOT TO BE REPRODUCED, COPIED, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF LSE ARCHITECTS.
2. THE INFORMATION CONTAINED HEREIN IS BASED ON THE DATA PROVIDED TO LSE ARCHITECTS BY THE CLIENT AND IS NOT TO BE USED FOR ANY OTHER PROJECT OR SITE WITHOUT THE WRITTEN PERMISSION OF LSE ARCHITECTS.
3. THE INFORMATION CONTAINED HEREIN IS NOT TO BE USED FOR ANY OTHER PROJECT OR SITE WITHOUT THE WRITTEN PERMISSION OF LSE ARCHITECTS.
4. THE INFORMATION CONTAINED HEREIN IS NOT TO BE USED FOR ANY OTHER PROJECT OR SITE WITHOUT THE WRITTEN PERMISSION OF LSE ARCHITECTS.
5. THE INFORMATION CONTAINED HEREIN IS NOT TO BE USED FOR ANY OTHER PROJECT OR SITE WITHOUT THE WRITTEN PERMISSION OF LSE ARCHITECTS.
6. THE INFORMATION CONTAINED HEREIN IS NOT TO BE USED FOR ANY OTHER PROJECT OR SITE WITHOUT THE WRITTEN PERMISSION OF LSE ARCHITECTS.
7. THE INFORMATION CONTAINED HEREIN IS NOT TO BE USED FOR ANY OTHER PROJECT OR SITE WITHOUT THE WRITTEN PERMISSION OF LSE ARCHITECTS.
8. THE INFORMATION CONTAINED HEREIN IS NOT TO BE USED FOR ANY OTHER PROJECT OR SITE WITHOUT THE WRITTEN PERMISSION OF LSE ARCHITECTS.
9. THE INFORMATION CONTAINED HEREIN IS NOT TO BE USED FOR ANY OTHER PROJECT OR SITE WITHOUT THE WRITTEN PERMISSION OF LSE ARCHITECTS.
10. THE INFORMATION CONTAINED HEREIN IS NOT TO BE USED FOR ANY OTHER PROJECT OR SITE WITHOUT THE WRITTEN PERMISSION OF LSE ARCHITECTS.
11. THE INFORMATION CONTAINED HEREIN IS NOT TO BE USED FOR ANY OTHER PROJECT OR SITE WITHOUT THE WRITTEN PERMISSION OF LSE ARCHITECTS.
12. THE INFORMATION CONTAINED HEREIN IS NOT TO BE USED FOR ANY OTHER PROJECT OR SITE WITHOUT THE WRITTEN PERMISSION OF LSE ARCHITECTS.
13. THE INFORMATION CONTAINED HEREIN IS NOT TO BE USED FOR ANY OTHER PROJECT OR SITE WITHOUT THE WRITTEN PERMISSION OF LSE ARCHITECTS.
14. THE INFORMATION CONTAINED HEREIN IS NOT TO BE USED FOR ANY OTHER PROJECT OR SITE WITHOUT THE WRITTEN PERMISSION OF LSE ARCHITECTS.
15. THE INFORMATION CONTAINED HEREIN IS NOT TO BE USED FOR ANY OTHER PROJECT OR SITE WITHOUT THE WRITTEN PERMISSION OF LSE ARCHITECTS.



NO.	DESCRIPTION	REVISIONS
1	ISSUED FOR PERMIT	
2	ISSUED FOR PERMIT	
3	ISSUED FOR PERMIT	
4	ISSUED FOR PERMIT	
5	ISSUED FOR PERMIT	
6	ISSUED FOR PERMIT	
7	ISSUED FOR PERMIT	
8	ISSUED FOR PERMIT	
9	ISSUED FOR PERMIT	
10	ISSUED FOR PERMIT	
11	ISSUED FOR PERMIT	
12	ISSUED FOR PERMIT	
13	ISSUED FOR PERMIT	
14	ISSUED FOR PERMIT	
15	ISSUED FOR PERMIT	



LOWER LEVEL DEMOLITION PLAN  
 1/4" = 1'-0"

UPPER LEVEL DEMOLITION PLAN  
 1/4" = 1'-0"











**Engineering Plan Review**

**PROJECT:** Church of Pentacost Expansion  
1701 Gervais Avenue

**PROJECT NO:** 25-27

**COMMENTS BY:** Jon Jarosch, P.E. – Assistant City Engineer

**DATE:** 9-9-2025

**PLAN SET:** Civil plans dated 8-19-2025

**REPORTS:** None

The applicant is seeking a conditional use permit and design review for an expansion of the church, along with associated site amenities, at 1701 Gervais Avenue.

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

**Drainage and Stormwater Management**

The amount of disturbance on this site is greater than ½ acre and the project proposes to add more than 5,000 square feet of new impervious surfaces. As such, the applicant is required to meet the City's stormwater quality, rate control, and other stormwater management requirements. The applicant is proposing to meet these requirements via the use of three infiltration basins.

- 1) A stormwater management plan, with supporting calculations, shall be submitted detailing how the project meets the City's Stormwater Management Standards.
- 2) Soil boring or infiltration test data shall be submitted to support the infiltration rates assumed in stormwater calculations.
- 3) The project shall be submitted to the Ramsey-Washington Metro Watershed District (RWMWD) for review. All conditions of RWMWD shall be met.
- 4) A joint storm water maintenance agreement shall be prepared and signed by the owner for the proposed infiltration basins and pretreatment devices. The Owner shall submit a signed copy of the joint storm-water maintenance agreement with the RWMWD to the City.

### Grading and Erosion Control

- 5) All slopes shall be 3H:1V or flatter.
- 6) Inlet protection devices shall be installed on all existing and proposed onsite storm sewer until all exposed soils onsite are stabilized. This includes storm sewer on adjacent streets that could potentially receive construction related sediment or debris.
- 7) A double row of heavy-duty silt fencing is required between the grading limits and the wetland to protect the wetland from sedimentation during construction.
- 8) Adjacent streets and parking areas shall be swept as needed to keep the pavement clear of sediment and construction debris.
- 9) All pedestrian facilities shall be ADA compliant.
- 10) The total grading volume (cut/fill) shall be noted on the plans.
- 11) A copy of the project SWPPP and NDPEs Permit shall be submitted prior to the issuance of a grading permit.

### Sanitary Sewer and Water Service

- 12) The applicant shall be responsible for paying any SAC, WAC, or PAC charges related to the improvements proposed with this project. A SAC determination is required.
- 13) All modifications to the water system shall be reviewed by Saint Paul regional Water Services. All requirements of SPRWS shall be met.
- 14) All new sanitary sewer service piping shall be schedule 40 PVC or SDR35 or approved superior material.

### Other

- 15) All work within the rights-of-way along Gervais Avenue and Flandrau Street shall be restored per the City's right-of-way ordinance.

### Public Works Permits

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

- 16) Right-of-Way Permit

- 17) Grading and erosion control permit
- 18) Storm Sewer Permit

- END COMMENTS -

## Environmental Review

**Project:** Church of Pentecost

**Location:** 1701 Gervais Avenue

**Date of Plans:** August 19, 2025

**Date of Review:** September 5, 2025

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

Katelyn Bergstrom, Natural Resources Coordinator  
(651) 249-2416, [katelyn.bergstrom@maplewoodmn.gov](mailto:katelyn.bergstrom@maplewoodmn.gov)

**Background:** The Church of Pentecost is proposing an expansion of the church building and parking lot. There is a Manage B wetland and significant trees located on the property. The proposal must comply with the City's wetland and tree preservation ordinances, and landscape and infiltration basin 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: Tree replacement is based on a calculation of significant trees located on the parcel and significant trees removed. Credits are given for all specimen trees that are preserved.
2. Tree Impacts and Replacement Requirements: The tree preservation plan shows 50 significant trees equaling 782 diameter inches. The applicant is proposing to remove 31 significant trees equaling 487 diameter inches, which is 62 percent of the tree coverage on the site. Based on the City's tree preservation ordinance tree replacement calculation, the applicant is required to replace 424.31 caliper inches of replacement trees, which equals 212 – 2 caliper inch trees.
3. Tree Replacement: The landscape plan includes 39 new trees, for a total of 122 caliper inches, which is 302.37 caliper inches less than the 424.31 required.

Eleven of the replacement trees are proposed to be planted within the Flandrau Street right-of-way, not on the church property.

4. Tree Recommendations:

- a. Prior to issuance of a grading permit the applicant must submit the following:
  - 1) Revised Tree Plan: A revised tree plan that reflects the correct tree replacement calculation. The plan submitted includes errors in the number of significant and specimen trees on site, trees removed, and within the replacement calculation resulting in a reduced number of replacement trees.
  - 2) Revised Landscape Plan: A revised landscape plan with the following tree changes:
    - a) Addition of 302.37 caliper inches of tree replacement on the site; or alternatively, the applicant can pay into the City's tree fund at a rate of \$60 per caliper inch of replacement tree that cannot be planted on site. Under the current tree removal and replacement plan, the applicant would pay a nonrefundable tree fund payment in the amount of \$19,438.80.
    - b) Replacement of Northern Red Maple with a climate resilient deciduous tree species. Red maples are an overabundant tree species within Maplewood.
    - c) Replacement of Black Hills Spruce with a climate resilient evergreen tree species. Black Hills Spruce does not tolerate salt and should not be planted near parking lots. Additionally, Black Hills Spruce are an overabundant tree species within Maplewood.
  - 3) Site Plan Changes: To reduce the extensive tree removal proposed under the current development proposal, including the removal of five specimen oak trees, the following site plan changes are recommended:
    - a) Reduced on-site parking with a shared parking agreement with commercial properties located across Gervais Avenue.
    - b) Underground stormwater management to replace two of the three above-ground infiltration basins.
  - 4) Tree Maintenance Agreement: A tree maintenance agreement to be drafted by the City of Maplewood requiring that the church maintain and replace dead trees planted in the right-of-way.

- 5) Tree Protection Plan: A tree protection plan that identifies how trees being preserved will be protected per the City's tree ordinance and standards during development.
- 6) Surety: A cash escrow or letter of credit to cover the cost of the replacement trees. This surety will be refunded once all trees are planted with a one-year warranty.

**Wetland:**

1. Wetland Ordinance:
  - a. Wetland Classification and Required Wetland Buffer: The Ramsey-Washington Metro Watershed District approved the wetland delineation on July 31, 2025. During that review, the watershed district reclassified the wetland from a Manage A to a Manage B wetland. The City's wetland ordinance requires a 75-foot average wetland buffer around a Manage B 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. The wetland ordinance allows encroachments to a Manage B wetland within 50 feet of the wetland edge if the buffer width will be compensated for by increased buffer widths elsewhere in the same parcel to achieve the required average buffer width.
  - c. Wetland Buffer Averaging and Variance Assessment: Wetland buffer averaging and wetland buffer variances are 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.
2. Wetland Impacts: The development will have grading up to the wetland edge for the installation of a stormwater discharge pipe, and grading encroachments toward the wetland for the installation of one of the infiltration basins and parking lot along other areas of the wetland buffer. As such, the development requires a 75-foot wetland buffer variance.
3. Wetland Buffer Recommendations:
- a. Prior to issuance of a grading permit the applicant must submit the following:
    - 1) Wetland Buffer Mitigation Plan showing the following:

- a) Site Plan Changes: To reduce the wetland buffer impacts the following site plan changes are recommended:
    - 1. Reduced on-site parking with a shared parking agreement with commercial properties located across Gervais Avenue.
    - 2. Underground stormwater management to replace two of the three above-ground infiltration basins.
  - b) Invasive Species Removal: Removal of buckthorn and other invasive species within the remaining undisturbed wetland buffer and the open space area north of the existing church. The applicant must maintain this area for three years.
  - c) Native Plants: An updated landscape plan that includes a mixture of native seed and plugs within the disturbed wetland buffer.
  - d) Wetland Buffer Sign Plan: Identify the location of wetland buffer signs to be installed along the approved wetland buffers. The signs should be placed every 100 feet at a minimum. The City of Maplewood supplies wetland buffer signs identifying that no building, mowing, or grading should take place within the buffer. There is a \$35 fee per sign.
- 2) Wetland Buffer Sign Installation: Install the City wetland buffer signs that specify that no building, mowing, cutting, grading, filling or dumping be allowed within the buffer.
  - 3) Maintenance Agreement: Sign a wetland buffer mitigation agreement with the City requiring that the applicant establish and maintain the required mitigation within the buffer for a three-year period.
  - 4) Surety: A cash escrow or letter of credit to cover 150 percent of the wetland buffer mitigation. The City will retain the surety for up to three years as outlined in the maintenance agreement to ensure the wetland buffer mitigation is established and maintained.

### **Landscape Policies and Recommendation:**

Review of the overall landscape plan to ensure nonnative and invasive species are avoided, seed mix is appropriate for use in areas proposed, and plantings are climate resilient. Prior to the issuance of a grading permit the applicant must submit the following:

- 1. Revised Landscape Plan that shows the following:

- a. Replacement of the following perennial non-native species with native species:
  - 1) gold juniper
  - 2) reed grass
  - 3) supreme daylily
  - 4) showy stonecrop

### **Infiltration Basin Recommendations**

Three infiltration basins are proposed on the site. The basins are required to be planted, ideally with deep-rooted native plants. The City requires a portion of the basin to be planted rather than seeded; typically a minimum of 4,000 square feet of plantings are required on large basins. Using plants rather than seed hastens establishment and provides a better chance of successful establishment. Basin bottoms and lower elevations almost never establish successfully from seed since the seed is washed away when stormwater flows into the basin.

Prior to the issuance of a grading permit the applicant must submit the following:

- 1. Revised Landscape Plan that shows:
  - a. a detailed planting plan for each infiltration basin to include a mix of native plugs and seed.