

**MINUTES**  
**MAPLEWOOD CITY COUNCIL**  
7:00 P.M. Monday, November 24, 2025  
City Hall, Council Chambers  
Meeting No. 22-25

**J. NEW BUSINESS**

- 1. Church of Pentecost, 1701 Gervais Avenue East**
  - a. Conditional Use Permit Resolution**
  - b. Design Review Resolution**
  - c. Wetland Buffer and Parking Setback Variance Resolution**

Community Development Director Parr gave the presentation. Joseph Oppong, Church of Pentecost, Patrick Wozniak, LSE Architects, and Joseph Rief, Civil Site Group, addressed the council, answered questions of council and provided further information.

Councilmember Cave moved to approve a conditional use permit resolution for a religious facility at 1701 Gervais Avenue East, subject to certain conditions of approval.

Resolution 25-11-2447  
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 approve 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 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 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.

Seconded by Councilmember Villavicencio

Ayes – All, via roll call

The motion passed.

Councilmember Cave moved 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.

Resolution 25-11-2448  
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 design review approval to construct a building and parking lot addition 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. 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 approve 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 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 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 November 11, 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 meet city ordinance requirements.
  8. Any signage on the property is subject to review by the city and requires a separate permit for signs. All site signage must meet the city's sign code.
  9. 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.

10. 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.
11. 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.
12. 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.
13. 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.
14. All work shall follow the approved plans. The director of community development may approve minor changes.

Seconded by Councilmember Lee

Ayes – All, via roll call

The motion passed.

Councilmember Lee moved to approve a wetland buffer and parking setback variance resolution for a building addition and parking lot expansion to be constructed at 1701 Gervais Avenue East.

Resolution 25-11-2449

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.

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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 encroachment into the buffer in other areas for an infiltration basin and a portion of the parking lot. The project will require a 75-foot wetland buffer variance.

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 northeast side of the site is proposed to be five feet from the east property line, requiring a 10-foot parking setback variance.

Section 2. Standards.

2.01 City Ordinance Section 18-221 (d) (1) requires a minimum buffer width of 75 feet around a Manage B wetland and Section 18-221 (h) (1) provides procedures for granting a variance to the wetland buffer requirements.

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.
- 2.02 City Ordinance Section 44-20 (c) (5) requires the developer of any project, other than single or double dwellings, to construct parking lots with a minimum setback of 15 feet from a street right of way, and Section 44-13 provides that the city may grant variances to the requirements of the zoning ordinance. All variances must follow the criteria provided in Minnesota State Statutes.
1. The variance is in harmony with the general purposes and intent of the ordinance.
  2. The variance is consistent with the comprehensive plan.
  3. When the applicant establishes that there are practical difficulties in complying with the ordinance. Practical difficulties mean: (1) the proposed use is reasonable; (2) the need for a variance is caused by circumstances unique to the property, not created by the property owner; (3) the proposal will not alter the essential character of the locality.

### Section 3. Findings.

- 3.01 The proposal meets the wetland and zoning ordinance variance standards.
1. The proposal is in harmony with the purpose and intent of city ordinance standards.
  2. The proposal is consistent with the intent of the comprehensive plan.
  3. The request is reasonable. The proposed improvements within the wetland buffer enhance stormwater management and will be mitigated by removing invasive plants and adding native seeds and plugs to the remaining wetland buffer areas. The project will require the installation and maintenance of landscaping between the parking area and the adjacent residential properties to the east, providing a visual screen that currently does not exist.
  4. The existing conditions on this property are unique and not caused by the property owner. The site has significant grade changes and a narrow lot size, which limits site development in other areas. The water runoff in the area is currently untreated before being discharged into the wetland. The proposal improves water quality and existing site conditions.

5. The expanded parking area will not alter the essential character of the neighborhood. The proposal will closely match the existing setback along the Flandrau property line, not encroaching further into the setback.

#### Section 4. City Review Process

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

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 approve this resolution.
2. On November 12, 2025, the Environmental and Natural Resources Commission held a public meeting to discuss the proposal. The Environmental and Natural Resources Commission recommended that the City Council approve 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 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 Councilmember Cave

Ayes – All, via roll call

The motion passed.