

Meeting is also available on Comcast Ch. 16 and streaming vod.maplewoodmn.gov

**AGENDA**  
**CITY OF MAPLEWOOD**  
**PLANNING COMMISSION**  
7:00 P.M. Tuesday, July 19, 2022  
City Hall, Council Chambers  
1830 County Road B East

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. APPROVAL OF AGENDA**

**D. APPROVAL OF MINUTES**

1. May 17, 2022 Planning Commission Meeting Minutes

**E. PUBLIC HEARING**

1. Capital Improvement Plan 2023-2027
2. Conditional Use Permit and Setback Variance Resolution, HAB Automotive, 47 Century Avenue North
3. Conditional Use Permit Resolution, NeuroRestorative, 822 McKnight Road

**F. NEW BUSINESS**

1. Election of Officers (No Report)

**G. UNFINISHED BUSINESS**

None

**H. COMMISSION PRESENTATIONS**

**I. STAFF PRESENTATIONS**

1. Concept Plan Review, 3090 Southlawn Drive (No Report)

**J. VISITOR PRESENTATIONS – 3 minute time limit per person**

**K. ADJOURNMENT**

## **WELCOME TO THIS MEETING OF THE PLANNING COMMISSION**

This outline has been prepared to help you understand the public meeting process. The review of an item usually takes the following form:

1. The chairperson of the meeting will announce the item to be reviewed and ask for the staff report on the subject.
2. Staff presents their report on the matter.
3. The Commission will then ask City staff questions about the proposal.
4. The chairperson will then ask the audience if there is anyone present who wishes to comment on the proposal.
5. This is the time for the public to make comments or ask questions about the proposal. Please step up to the podium and speak clearly. Give your name and address first and then your comments.
6. After everyone in the audience wishing to speak has given his or her comments, the chairperson will close the public discussion portion of the meeting.
7. The Commission will then discuss the proposal. No further public comments are allowed.
8. The Commission will then make its recommendation or decision.
9. All decisions by the Planning Commission are recommendations to the City Council. The City Council makes the final decision.

***“Welcome to the meeting of the Maplewood Planning Commission. It is our desire to keep all discussions civil as we work through difficult issues tonight. If you are here for a Public Hearing or to address the Planning Commission, please familiarize yourself with the Policies and Procedures and Rules of Civility, which are located near the entrance. At the podium please state your name and address clearly for the record.”***

Revised: 02/18

**MINUTES**  
**MAPLEWOOD PLANNING COMMISSION**  
7:00 P.M. Tuesday, May 17, 2022  
City Hall, Council Chambers  
1830 County Road B East

**A. CALL TO ORDER**

A meeting of the Commission was held and called to order at 7:02 p.m. by Chairperson Arbuckle

**B. ROLL CALL**

Paul Arbuckle, Chairperson	Present
Frederick Dahm, Commissioner	Present
Tushar Desai, Vice Chairperson	Present
John Eads, Commissioner	Present
Allan Ige, Commissioner	Present
Sheryl Sukolsky, Commissioner	<b>Absent</b>
Lue Yang, Commissioner	Present

**Staff Present:** Michael Martin, Assistant Community Development Director

**C. APPROVAL OF AGENDA**

Commissioner Ige moved to approve the agenda as presented.

Seconded by Commissioner Yang. Ayes – All

The motion passed.

**D. APPROVAL OF MINUTES**

**1. Approval of March 15, 2022 Planning Commission Meeting Minutes**

Commissioner Desai moved to approve the March 15, 2022 Planning Commission Meeting Minutes as submitted.

Seconded by Commissioner Eads. Ayes – Arbuckle, Dahm, Desai, Eads,  
& Yang

Abstain – Ige

The motion passed.

**E. PUBLIC HEARING**

**1. Home Occupation License, Living Long Hair, 1973 Barclay Street**

Michael Martin, Assistant Community Development Director, gave the report on the Home Occupation License for Living Long Hair, 1973 Barclay Street and answered questions of the Commission.

Chairperson Arbuckle opened the public hearing.

Kristi Long, the property owner/applicant for Living Long Hair, 1973 Barclay Street addressed and answered questions of the commission.

Maplewood Resident, Frances Juker, 1965 Barclay Street, spoke as a neighbor to the applicant. Ms. Juker requested to have the hours of operation 5:30 – 8:30 p.m., no weekends and by appointment only stated in the home occupation license documentation.

The applicant address those concerns and didn't think there were would be any issues. The commission did not think the stipulations needed to be included in the license. If there are issues in the future the city clerk can withhold the renewal of the home occupation license.

Chairperson Arbuckle closed the public hearing.

Commissioner Eads moved to approve the home occupation license for Living Long Hair Studio located at 1973 Barclay Street, subject to certain conditions of approval listed in the staff report.

Seconded by Commissioner Desai.

Ayes – All

The motion passed.

This item will go to the city council on June 13, 2022.

## **2. Conditional Use Permit Amendment and Setback Variance Resolution MG McGrath Inc., 1387 Cope Ave East**

Michael Martin, Assistant Community Development Director, gave the report on the Conditional Use Permit Amendment and Setback Variance Resolution for MG McGrath Inc., 1387 Cope Ave East and answered questions of the commission.

Chairperson Arbuckle opened the public hearing.

Applicant, Tim Sauro of MG McGrath Inc., 1387 Cope Ave East, addressed and answered questions of the commission.

Chairperson Arbuckle closed the public hearing.

Commissioner Desai moved to approve a resolution for a conditional use permit amendment and setback variance permitting exterior storage and a parking lot expansion for MG McGrath Inc.'s property located at 1387 Cope Ave East.

Seconded by Commissioner Ige.

Ayes – Arbuckle, Dahm,  
Desai, Ige, Yang

**Nay** - Eads

The motion passed.

Commissioner Eads stated he was uncomfortable with the amount of exterior storage here. He felt the parking lot extension seemed to be pretty minor input for the employees satisfaction verses what they have worked out with the other business during the day. He disapproves the need for more asphalt and tree removal and other environmental concerns.

This item will go to the city council on June 13, 2022.

**F. NEW BUSINESS**

None

**G. UNFINISHED BUSINESS**

None

**H. COMMISSION PRESENTATIONS**

None

**I. STAFF PRESENTATIONS**

None

**J. VISITOR PRESENTATIONS**

Maplewood Resident, Dianne Dahm, 1276 County Road C East had expressed her opposition to the proposed Purple Line BRT Project in Maplewood.

**K. ADJOURNMENT**

Chairperson Arbuckle adjourned the meeting at 7:49 p.m.

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**CITY COUNCIL STAFF REPORT**

Meeting Date July 19, 2022

**REPORT TO:** Melinda Coleman, City Manager  
**REPORT FROM:** Ellen Paulseth, Finance Director  
**PRESENTER:** Ellen Paulseth, Finance Director  
**AGENDA ITEM:** Capital Improvement Plan 2023-2027

**Action Requested:**  Motion  Discussion  Public Hearing  
**Form of Action:**  Resolution  Ordinance  Contract/Agreement  Proclamation

**Policy Issue:**

The Capital Improvement Plan coordinates the planning, financing and timing of major equipment purchases and construction projects. By law, the Planning Commission must review the CIP. The City Council will consider the adoption of the CIP along with the 2023 budget in December. The role of the Planning Commission is to ensure that the projects included within the plan are in alignment with the Comprehensive Plan and other planning processes.

**Recommended Action:**

Staff recommends the approval of the draft Capital Improvement Plan by the Planning Commission.

**Fiscal Impact:**

Is There a Fiscal Impact?  No  Yes, the true or estimated cost is \$64,802,155  
 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

An analysis of projected debt is included in the presentation, indicating the City's ability to accomplish the recommended projects within the framework of the City's existing debt policy.

**Background:**

The City Council will hold a public hearing prior to adoption of the plan. The CIP will be available on the City's webpage.

**Attachments:**

1. PowerPoint
2. List of CIP Projects by Department and Funding Source

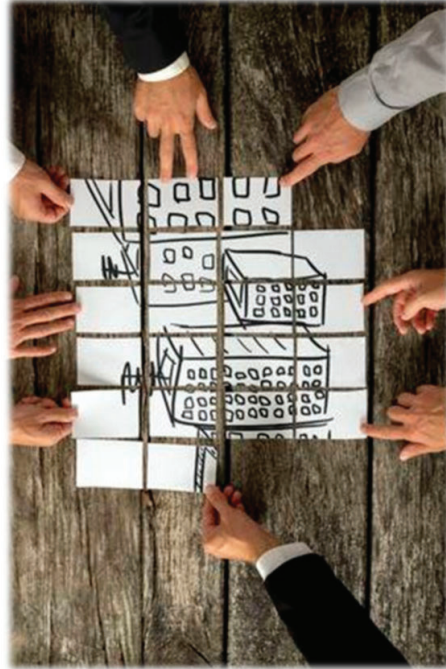


**Capital Improvement Plan Workshop**  
Planning Commission  
July 19, 2022

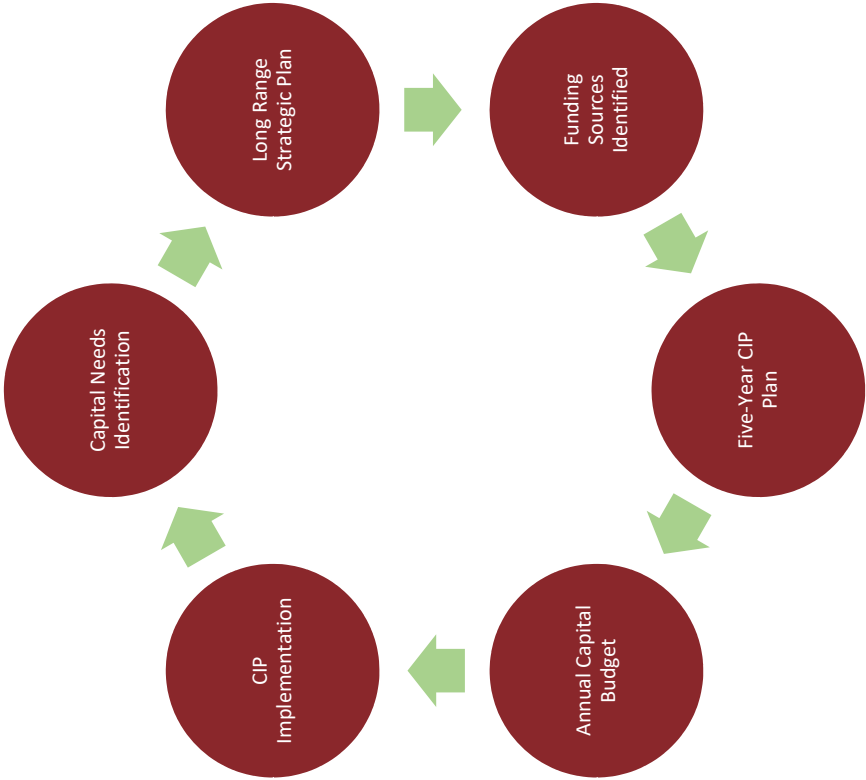


# Capital Improvement Plan Workshop Objectives

- Ensure projects are in alignment with comprehensive plan and other planning processes



# Capital Improvement Plan Process



# Capital Improvement Plan Financing

## Vehicles and Equipment

- Pay-as-you-go (PAYG)
- Tax exempt lease

## Building Improvements

- Building Funds
- Debt

## Streets and Infrastructure

- Debt
- Franchise Fees
- Local Government Aid
- Municipal State Aid

## Park Improvements

- Park Dedication Fees
- Debt

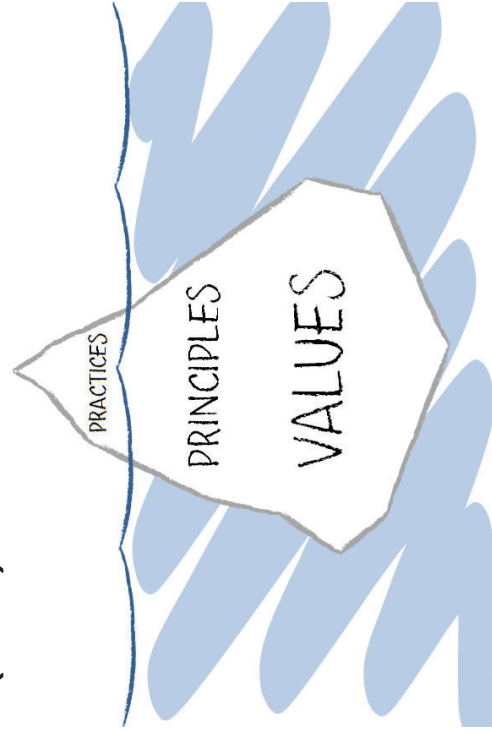
## Redevelopment

- Tax Increment Financing



# Capital Improvement Plan Guiding Principles

- Council Priorities
- Debt Reduction
- Street Improvements
- Leverage Local Government Aid (LGA)
- Pay-As-You-Go
- Sustainability
- Economic Development
- Balance



# 2023-2027 Capital Improvement Plan Timeline

- June 27, 2022 City Council CIP Workshop
- July 19, 2022 Planning Commission Hearing
- December 12, 2022 City Council CIP Hearing
- December 12, 2022 City Council CIP Adoption



# Purpose of the Capital Improvement Plan

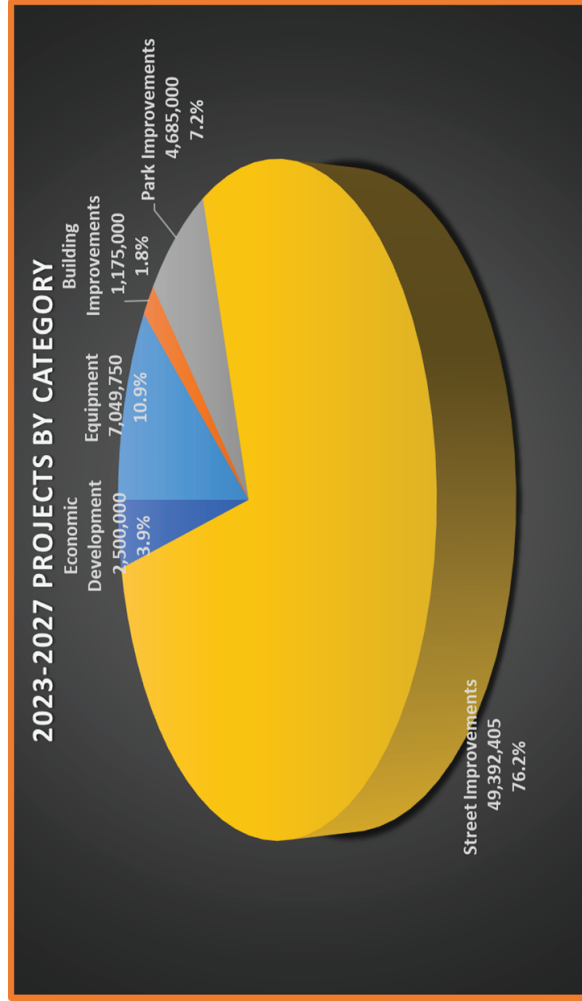
- Capital Improvement Planning Document for 5 Years
  - ✓ *Does not authorize expenditures*
  - ✓ *Council must authorize each item prior to spending*
  
- Adoption Required to Issue Debt to Finance the Projects, § M.S. 475.521



# 2023-2027 Capital Improvement Plan

## Summary of CIP Projects by Category

Category	2023	2024	2025	2026	2027	Total
Buildings	265,000	160,000	250,000	250,000	250,000	1,175,000
Equipment	1,442,700	2,209,800	1,354,350	1,038,850	1,004,050	7,049,750
Parks	1,530,000	930,000	1,655,000	405,000	165,000	4,685,000
Redevelopment	100,000	1,100,000	100,000	1,100,000	100,000	2,500,000
Streets	9,334,271	10,177,000	9,101,134	11,300,000	9,480,000	49,392,405
<b>TOTAL</b>	<b>12,671,971</b>	<b>14,576,800</b>	<b>12,460,484</b>	<b>14,093,850</b>	<b>10,999,050</b>	<b>64,802,155</b>



# 2023-2027 Street CIP Plans

- Proposed CIP Miles for 2023-2027
  - 18.77 Miles of Proposed Street Construction
    - 13.9% of City Streets

- **Spot Paving**

- Temporary Fix Until a CIP Project is Implemented
- Provide Relief and Increased Level of Service
- Add Annual Spot Paving to Pavement Management Practices
- Recommend \$80,000/year from the SRF Fund





# 2023 Street CIP Projects

- Myrtle/Sterling Area Street Improvements

- \$4,130,000 (1.56 Miles)
- PCI rating 36/100



- Woodlynn/Southlawn Area Pavement

- \$4,860,350 (1.77Miles)
- PCI rating 43/100

Total Miles of 2023 Street Improvements = 3.33



# Other Major Projects 2023-2027

- Gladstone Redevelopment
- Park Upgrades (Goodrich in 2023)
- Open Space Improvements
- Nature Center Improvements
- Facility Upgrades
- Lift Station Upgrades
- Rice Street (Ramsey County)
- County Road C
- White Bear Ave/Larpenteur (Ramsey County)



# Planning Commission Considerations

- Do the Projects Conform with the Comprehensive Plan and other Planning Processes?
- 2023 Capital Improvement Projects



Questions?



2023-2027 Proposed Capital Improvement Plan by Department

Department	Request Title	FY2023	FY2024	FY2025	FY2026	FY2027	Total
Community Development	Gladstone Redevelopment		1,000,000		1,000,000		2,000,000
	Housing Replacement Program	100,000	100,000	100,000	100,000	100,000	500,000
	<b>Total Community Development</b>	<b>100,000</b>	<b>1,100,000</b>	<b>100,000</b>	<b>1,100,000</b>	<b>100,000</b>	<b>2,500,000</b>
Fire	Fire Squad Replacements	59,000	62,000	65,000	68,000	71,000	325,000
	Police & Fire 800 MHz Radios Replacement	90,000	90,000	90,000	90,000	90,000	450,000
	Grass Truck Replacement	85,000					85,000
	Ladder Truck Replacement	-					-
	Fire Engine/Tanker Replacement		875,000				875,000
	Fire Fighting Turn Out Gear	96,000					96,000
Total Fire	Ambulance Replacement		282,000	287,000			569,000
	EMS Cardiac Monitors Replacement	214,000					214,000
	<b>Total Fire</b>	<b>544,000</b>	<b>1,309,000</b>	<b>442,000</b>	<b>158,000</b>	<b>161,000</b>	<b>2,614,000</b>
Parks and Recreation	Solar Panels and Electric Vehicle Charging Station for Wakefield Building			100,000			100,000
	Hazelwood Park	50,000	500,000				550,000
	Picnic Shelters in Maplewood Area Neighborhoods		250,000		250,000		500,000
	Maplewood Nature Center Improvements			100,000			100,000
	Fish Creek Open Space			300,000			300,000
	Park Maintenance and Re-Investment	1,000,000					1,000,000
	Harvest Park	300,000					300,000
	Park Maintenance & Reinvestment			1,000,000			1,000,000
	Open Space Improvements	50,000	50,000	25,000	25,000	25,000	175,000
	Park Upgrades to Existing Parks	130,000	130,000	130,000	130,000	140,000	660,000
	<b>Total Parks and Recreation</b>	<b>1,530,000</b>	<b>930,000</b>	<b>1,655,000</b>	<b>405,000</b>	<b>165,000</b>	<b>4,685,000</b>
Police	Squad Replacement	275,000	275,000	275,000	275,000	275,000	1,375,000
	<b>Total Police</b>	<b>275,000</b>	<b>275,000</b>	<b>275,000</b>	<b>275,000</b>	<b>275,000</b>	<b>1,375,000</b>
Public Works	Gold Line Pedestrian Improvements			241,134			241,134
	Case/Myrtle Area Street Improvements					3,670,000	3,670,000
	Jackson/Skillman Area Street Improvements					5,270,000	5,270,000
	Unit 620 Emergency Sewer Pump		63,000				63,000
	Unit 511 SUV					27,300	27,300
	Unit 516 One Half Ton Truck					27,300	27,300
	Unit 645 Half Ton Truck					27,300	27,300
	Unit 541 One and One-Half Ton Dump Truck					84,000	84,000
	Unit 732 and Unit 737: Two Toolcat Work Machines					94,500	94,500
	Unit 650 One and One-Half Ton Dump Truck					97,650	97,650
	County Road B/I-35E Storm Water Improvements		100,000				100,000
	Unit 643 One and One-half Ton Dump Truck					97,650	97,650
Unit 714 Street Sweeper					256,200	256,200	
Unit 530 Single Axle Plow Truck					252,000	252,000	
Park Maintenance Roof Replacement		160,000				160,000	
South Leg Pavement Rehabilitation						2,560,000	
County Road C Area Improvements						8,960,000	
Myrtle/Sterling Improvement Project						4,130,000	
White Bear Ave/Larpeur Ave Street Improvements		4,130,000				907,000	
County Road D Street Improvements						170,000	
McKnight Traffic Signal Replacement		323,921					323,921

Department	Request Title	FY2023	FY2024	FY2025	FY2026	FY2027	Total
	East Shore Drive Area Street Improvements		7,310,000				7,310,000
	Prosperity Road Street Improvements			6,280,000			6,280,000
	Walter/Beam Area Pavement				2,040,000		2,040,000
	Maplewood Dr./Cypress Area Pavement		1,730,000				1,730,000
	Woodlynn/Southlawn Area Pavement	4,860,350					4,860,350
	Rice Street					520,000	520,000
	Unit 611 and Unit 531: Two 1/2 Ton Trucks	56,700					56,700
	Unit 654: Park Maintenance Machine			44,100			44,100
	Unit 653 and Unit 545: Two Park Maintenance Machines		88,200				88,200
	Unit 621 Half-Ton Truck		27,300				27,300
	Unit 540 One and One-Half Ton Dump Truck	94,500					94,500
	Unit 614 One and One-Half Ton Dump Truck	63,000					63,000
	Unit 623 CCTV Truck		168,000				168,000
	Unit 717 Front End Loader			315,000			315,000
	Unit 536 Single Axle Plow Truck			252,000			252,000
	Unit 715 10,000 lb. Capacity Trailer	15,750					15,750
	Unit 642 Three-Quarter Ton Van			26,250			26,250
	Unit 539 Single Axle Plow Truck		252,000				252,000
	Unit 512 Half-Ton Truck		27,300				27,300
	Unit 500 Three-Quarter Ton Truck	57,750					57,750
	Unit 532 Single-Axle Plow Truck	252,000					252,000
	Pond Cleaning/Dredging Projects		110,000		110,000		220,000
	Lift Station Upgrade Program		20,000	20,000	20,000	20,000	100,000
	Public Works Site Paving	180,000					180,000
	Emergency Generator Replacement	85,000					85,000
	Municipal Facility Upgrades			250,000			250,000
	Unit 658 Park Maintenance Machine						84,000
	Unit 710 Backhoe/Loader					210,000	210,000
<b>Total Public Works</b>			<b>10,222,971</b>	<b>9,988,484</b>	<b>12,155,850</b>	<b>10,298,050</b>	<b>53,628,155</b>
<b>Total by Department</b>			<b>12,671,971</b>	<b>12,460,484</b>	<b>14,093,850</b>	<b>10,999,050</b>	<b>64,802,155</b>

2023-2027 Capital Improvement Plan by Funding Source

Funding Source	Request Title	FY2023	FY2024	FY2025	FY2026	FY2027	Total
Ambulance Fund	Ambulance Replacement		282,000	287,000			569,000
	EMS Cardiac Monitors Replacement	214,000					214,000
<b>Total Ambulance Fund</b>		<b>214,000</b>	<b>282,000</b>	<b>287,000</b>	-	-	<b>783,000</b>
<b>Building Fund</b>	Park Maintenance Roof Replacement		160,000				160,000
	Public Works Site Paving	180,000					180,000
<b>Total Building Fund</b>		<b>180,000</b>	<b>160,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>1,090,000</b>
<b>Capital Improvement Fund</b>	Solar Panels and Electric Vehicle Charging Station for Wakefield Building			50,000			50,000
	Police & Fire 800 MHz Radios Replacement	90,000	90,000	90,000	90,000	90,000	450,000
	Park Upgrades to Existing Parks	130,000	130,000	130,000	130,000	140,000	660,000
<b>Total Capital Improvement Fund</b>		<b>220,000</b>	<b>220,000</b>	<b>270,000</b>	<b>220,000</b>	<b>230,000</b>	<b>1,160,000</b>
<b>EDA Fund</b>	Housing Replacement Program	100,000	100,000	100,000	100,000	100,000	500,000
<b>Total EDA Fund</b>		<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>500,000</b>
<b>Environmental Utility Fund</b>	Case/Myrtle Area Street Improvements					688,400	688,400
	Jackson/Skillman Area Street Improvements					1,100,000	1,100,000
	County Road B/I-35E Storm Water Improvements		100,000				100,000
	South Leg Pavement Rehabilitation			256,000			256,000
	County Road C Area Improvements				1,873,000		1,873,000
	Myrtle/Sterling Improvement Project	835,400					835,400
	East Shore Drive Area Street Improvements		1,591,000				1,591,000
	Prosperity Road Street Improvements			1,187,000			1,187,000
	Walter/Beam Area Pavement				204,000		204,000
	Maplewood Dr./Cypress Area Pavement		173,000				173,000
	Woodynn/Southlawn Area Pavement	856,400					856,400
	Pond Cleaning/Dredging Projects		110,000		110,000		220,000
<b>Total Environmental Utility Fund</b>	Solar Panels and Electric Vehicle Charging Station for Wakefield Building	<b>1,691,800</b>	<b>1,974,000</b>	<b>1,493,000</b>	<b>2,187,000</b>	<b>1,788,400</b>	<b>9,134,200</b>
<b>Fleet Fund</b>	Unit 620 Emergency Sewer Pump		63,000				63,000
	Unit 511 SUV					27,300	27,300
	Unit 516 One Half Ton Truck					27,300	27,300
	Unit 645 Half Ton Truck					27,300	27,300
	Unit 541 One and One-Half Ton Dump Truck					84,000	84,000
	Unit 732 and Unit 737: Two Toolcat Work Machines					94,500	94,500
	Unit 650 One and One-Half Ton Dump Truck					97,650	97,650
	Unit 643 One and One-half Ton Dump Truck				97,650		97,650
	Unit 714 Street Sweeper				256,200		256,200
	Unit 530 Single Axle Plow Truck				252,000		252,000
	Unit 611 and Unit 531: Two 1/2 Ton Trucks	56,700					56,700
	Unit 654: Park Maintenance Machine			44,100			44,100
	Unit 653 and Unit 545: Two Park Maintenance Machines		88,200				88,200
	Unit 621 Half-Ton Truck		27,300				27,300
	Unit 540 One and One-Half Ton Dump Truck	94,500					94,500
	Unit 614 One and One-Half Ton Dump Truck	63,000					63,000

Funding Source	Request Title	FY2023	FY2024	FY2025	FY2026	FY2027	Total
	Unit 623 CCTV Truck		168,000				168,000
	Unit 717 Front End Loader			315,000			315,000
	Unit 536 Single Axle Plow Truck			252,000			252,000
	Unit 715 10,000 lb. Capacity Trailer	15,750					15,750
	Unit 642 Three-Quarter Ton Van			26,250			26,250
	Unit 539 Single Axle Plow Truck		252,000				252,000
	Unit 512 Half-Ton Truck		27,300				27,300
	Unit 500 Three-Quarter Ton Truck	57,750					57,750
	Unit 532 Single-Axle Plow Truck	252,000					252,000
	Unit 658 Park Maintenance Machine	84,000					84,000
	Unit 710 Backhoe/Loader				210,000		210,000
<b>Total Fleet Fund</b>		<b>623,700</b>	<b>625,800</b>	<b>637,350</b>	<b>605,850</b>	<b>568,050</b>	<b>3,060,750</b>
	Jackson/Skillman Area Street Improvements					2,139,600	2,139,600
	County Road C Area Improvements				4,930,800		4,930,800
	Myrtle/Sterling Improvement Project	2,024,225					2,024,225
	East Shore Drive Area Street Improvements		3,821,200				3,821,200
	Prosperity Road Street Improvements			2,687,000			2,687,000
	Woodlynn/Southlawn Area Pavement	851,895					851,895
<b>Total G.O. Bonds Improvement</b>		<b>2,876,120</b>	<b>3,821,200</b>	<b>2,687,000</b>	<b>4,930,800</b>	<b>2,139,600</b>	<b>16,454,720</b>
	Park Maintenance and Re-Investment	1,000,000					1,000,000
	Park Maintenance & Reinvestment			1,000,000			1,000,000
<b>Total G.O. Bonds Tax Abatement</b>		<b>1,000,000</b>	<b>-</b>	<b>1,000,000</b>	<b>-</b>	<b>-</b>	<b>2,000,000</b>
	Gladstone Redevelopment		1,000,000				1,000,000
<b>Total G.O. Bonds Tax Increment</b>		<b>-</b>	<b>1,000,000</b>	<b>-</b>	<b>1,000,000</b>	<b>-</b>	<b>2,000,000</b>
	Emergency Generator Replacement	85,000					85,000
<b>Total IMCC Capital Fund</b>		<b>85,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>85,000</b>
	Gold Line Pedestrian Improvements			241,134			241,134
	White Bear Ave/Larpenteur Ave Street Improvements		907,000				907,000
	County Road D Street Improvements				170,000		170,000
	Rice Street					520,000	520,000
<b>Total Municipal State Aid</b>		<b>-</b>	<b>907,000</b>	<b>241,134</b>	<b>170,000</b>	<b>520,000</b>	<b>1,838,134</b>
	Hazelwood Park		500,000				500,000
	Picnic Shelters in Maplewood Area Neighborhoods		250,000		250,000		500,000
	Maplewood Nature Center Improvements			100,000			100,000
	Fish Creek Open Space			150,000			150,000
	Harvest Park	300,000					300,000
	Open Space Improvements	50,000	50,000	25,000	25,000	25,000	175,000
<b>Total Park Improvement Fund</b>		<b>350,000</b>	<b>800,000</b>	<b>275,000</b>	<b>275,000</b>	<b>25,000</b>	<b>1,725,000</b>
	Fire Squad Replacements	59,000	62,000	65,000	68,000	71,000	325,000
	Squad Replacement	275,000	275,000	275,000	275,000	275,000	1,375,000
	Grass Truck Replacement	85,000					85,000
	Ladder Truck Replacement						



Funding Source	Request Title	FY2023	FY2024	FY2025	FY2026	FY2027	Total
	Fire Engine/Tanker Replacement	96,000	875,000				875,000
	Fire Fighting Turn Out Gear	515,000	1,212,000	340,000	343,000	346,000	96,000
<b>Total Public Safety Equipment Fund</b>							<b>2,756,000</b>
<b>Ramsey County</b>	Fish Creek Open Space	-	-	150,000			150,000
<b>Total Ramsey County</b>				<b>150,000</b>			<b>150,000</b>
<b>SRF Special Assessment</b>	Case/Myrtle Area Street Improvements					339,194	339,194
	Jackson/Skillman Area Street Improvements			686,561		585,000	585,000
	South Leg Pavement Rehabilitation				857,500		686,561
	County Road C Area Improvements						857,500
	Myrtle/Sterling Improvement Project	559,175					559,175
	East Shore Drive Area Street Improvements		693,400				693,400
	Prosperity Road Street Improvements			482,000			482,000
	Walter/Beam Area Pavement				700,350		700,350
	Maplewood Dr./Cypress Area Pavement		760,518				760,518
	Woodynn/Southlawn Area Pavement	832,692					832,692
<b>Total SRF Special Assessment</b>		<b>1,391,867</b>	<b>1,453,918</b>	<b>1,168,561</b>	<b>1,557,850</b>	<b>924,194</b>	<b>6,496,390</b>
<b>Sanitary Sewer Fund</b>	Case/Myrtle Area Street Improvements					238,900	238,900
	Jackson/Skillman Area Street Improvements					597,000	597,000
	South Leg Pavement Rehabilitation			128,000			128,000
	County Road C Area Improvements				700,000		700,000
	Myrtle/Sterling Improvement Project	276,900					276,900
	East Shore Drive Area Street Improvements		590,000				590,000
	Prosperity Road Street Improvements			480,000			480,000
	Walter/Beam Area Pavement				102,000		102,000
	Maplewood Dr./Cypress Area Pavement		86,500				86,500
	Woodynn/Southlawn Area Pavement	282,800					282,800
	Lift Station Upgrade Program	20,000	20,000	20,000	20,000	20,000	100,000
<b>Total Sanitary Sewer Fund</b>		<b>579,700</b>	<b>696,500</b>	<b>628,000</b>	<b>822,000</b>	<b>855,900</b>	<b>3,582,100</b>
<b>St. Paul Regional Water</b>	Case/Myrtle Area Street Improvements					412,800	412,800
	Jackson/Skillman Area Street Improvements					596,400	596,400
	County Road C Area Improvements				254,700		254,700
	Myrtle/Sterling Improvement Project	240,000					240,000
	East Shore Drive Area Street Improvements		260,400				260,400
	Prosperity Road Street Improvements			648,000			648,000
<b>Total St. Paul Regional Water</b>		<b>240,000</b>	<b>260,400</b>	<b>648,000</b>	<b>254,700</b>	<b>1,009,200</b>	<b>2,412,300</b>
<b>Street Light Fund</b>	McKnight Traffic Signal Replacement	323,921					323,921
<b>Total Street Light Fund</b>		<b>323,921</b>					<b>323,921</b>
<b>Street Revitalization Fund</b>	Case/Myrtle Area Street Improvements					1,814,206	1,814,206
	South Leg Pavement Rehabilitation			1,412,639			1,412,639
	Prosperity Road Street Improvements			525,000			525,000
	Walter/Beam Area Pavement				972,450		972,450
	Maplewood Dr./Cypress Area Pavement		658,082				658,082
	Woodynn/Southlawn Area Pavement	1,822,663					1,822,663

Funding Source	Request Title	FY2023	FY2024	FY2025	FY2026	FY2027	Total
Total Street Revitalization Fund		1,822,663	658,082	1,937,639	972,450	1,814,206	7,205,040
Water Area Fund	Case/Myrtle Area Street Improvements					176,500	176,500
	Jackson/Skillman Area Street Improvements					252,000	252,000
	South Leg Pavement Rehabilitation			76,800			76,800
	County Road C Area Improvements				344,000		344,000
	Myrtle/Sterling Improvement Project	194,300					194,300
	East Shore Drive Area Street Improvements		354,000				354,000
Total Water Area Fund	Prosperity Road Street Improvements			271,000			271,000
	Walter/Beam Area Pavement				61,200		61,200
	Maplewood Dr./Cypress Area Pavement		51,900				51,900
	Woodlynn/Southlawn Area Pavement	213,900					213,900
		408,200	405,900	347,800	405,200	428,500	1,995,600
Watershed	Hazelwood Park	50,000					50,000
		50,000					50,000
Total by Funding Source		12,671,971	14,576,800	12,460,484	14,093,850	10,999,050	64,802,155

## PLANNING COMMISSION STAFF REPORT

Meeting Date July 19, 2022

**REPORT TO:** Melinda Coleman, City Manager

**REPORT FROM:** Michael Martin, AICP, Assistant Community Development Director

**PRESENTER:** Michael Martin, AICP, Assistant Community Development Director

**AGENDA ITEM:** Conditional Use Permit and Setback Variance Resolution, HAB Automotive, 47 Century Avenue North

**Action Requested:**     Motion             Discussion     Public Hearing

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

### **Policy Issue:**

Jesse Jacobson, of HAB Automotive, is requesting a conditional use permit and a setback variance to allow his auto maintenance garage business to be located at 47 Century Avenue North.

### **Recommended Action:**

Motion to approve a resolution for a conditional use permit and a setback variance permitting an auto maintenance garage business to be located at 47 Century Avenue North.

### **Fiscal Impact:**

Is There a Fiscal Impact?     No     Yes, the true or estimated cost is \$0

    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 applicant's application complete on July 8, 2022. The initial 60-day review deadline for a decision is September 6, 2022. As stated in Minnesota State Statute 15.99, the city is allowed to take an additional 60 days if necessary to complete the review.

### **Background:**

Jesse Jacobson, of HAB Automotive, is requesting approval of a conditional use permit (CUP) and a setback variance to permit an auto maintenance garage business. Auto maintenance garages require a CUP in the Business Commercial zoning district. The Business Commercial zoning district also requires that auto maintenance garages have a setback of at least 350 feet from any property the city is planning for residential use. Immediately to the west of this site are single-family homes.

In 2020, the city approved plans for a dog daycare to operate within this building but the project did not move forward.

### Conditional Use Permit

In 1979 the city approved plans for the existing building to be constructed which was to house an auto parts store. An auto maintenance garage business was eventually added to the west side of the building. The previous auto maintenance garage business predated the current code requirements. The building has been vacant for several years, losing its nonconformance status and thus requiring a conditional use permit and variance in order to move forward with the current request.

The applicant intends to use the site to perform mechanical repairs, calibrations, and diagnostics on vehicles that are already undergoing auto body repairs at one of their six Heppner's Auto Body & Glass locations. The applicant would keep the site and exterior of the building the same except for adding a chain-link fence to the south, and vehicle access gates to the north and south of the building to access the back lot. These gates will be setback from the front of the building.

On the interior, the building will be broken into two distinct purposes. The rear (west) four service bays will stay the same for mechanical operations. The front two-thirds of the inside will be renovated to allow for a "clean room" for the calibration process that has a flat floor, open space, adjustable lighting, special paint, and non-reflective surfaces. The applicant also states that there will be no painting or auto body work performed at this location and that their hours will be 7:30 a.m. to 5:30 p.m.

### Setback Variance

The Business Commercial zoning district requires auto maintenance garages have a setback of at least 350 feet from any property the city is planning for residential use. Immediately to the west of this site are single-family homes. A full 350-foot variance would be required in order for this project to move forward. Given the previous use of this site and building along with the applicant's proposed use, staff is comfortable with approving the setback variance.

### Department Comments

#### *Engineering, Fire and Building*

No comments.

### Commission Review

July 19, 2022: The planning commission will hold a public hearing and review this project.

### Citizen Comments

Staff surveyed the 75 surrounding property owners within 500 feet of the proposed site for their opinion about this proposal. Staff did not receive any comments.

### Reference Information

#### *Site Description*

Campus Size: 0.96 acres  
Existing Land Use: Vacant Building

*Surrounding Land Uses*

North: Century Ridge Apartments  
East: Century Avenue/Residential Homes in Woodbury  
South: Masala Restaurant, 27 Century Avenue South  
West: Single Family Homes on Mayhill Road

*Planning*

Existing Land Use: Mixed-Use - Community  
Existing Zoning: Business Commercial (BC)

**Attachments:**

1. Conditional Use Permit and Setback Variance Resolution
2. Overview Map
3. 2040 Future Land Use Map
4. Zoning Map
5. Applicant's Narrative
6. Site Plan

## CONDITIONAL USE PERMIT AMENDMENT AND SETBACK VARIANCE RESOLUTION

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

Section 1. Background.

1.01 Jesse Jacobson, of HAB Automotive, has requested approval of a conditional use permit to allow an auto maintenance garage.

1.02 The applicant has also requested approval of a setback variance of 350 feet.

1.03 The property is located at 47 Century Avenue North and is legally described as:

Lot 15 of Wright's Garden Lots Subject to Rd and Subject to Rd Exemption North 725 feet and Exemption South 460 feet; Lot 15. (PIN 01-28-22-14-0104)

Section 2. Standards.

2.01 City Ordinance Section 44-512(8) requires auto maintenance garages have a conditional use permit and a 350-foot setback from any property the city is planning for residential use.

2.02 General Conditional Use Permit Standards. City Ordinance Section 44-1097(a) 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.

2.03 Variance Standard. City Ordinance Section 44-13 refers to state statute which states a variance may be granted from the requirements of the zoning ordinance when: (1) the variance is in harmony with the general purposes and intent of this ordinance; (2) when the variance is consistent with the comprehensive plan; and (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, and not solely based on economic conditions.

Section 3. Findings.

3.01 The proposal meets the specific conditional use permit standards.

3.02 The proposal meets the specific variance standards.

Section 4. City Review Process

4.01 The City conducted the following review when considering this conditional use permit amendment and setback variance requests.

1. On July 19, 2022, the planning commission held a public hearing. The city staff published a hearing notice in the Pioneer Press and sent notices to the surrounding property owners. The planning commission gave everyone at the hearing a chance to speak and present written statements. The planning commission recommended that the city council \_\_\_\_\_ this resolution.
2. On August 8, 2022 the city council discussed this resolution. They considered reports and recommendations from the planning commission and city staff.

Section 5. City Council

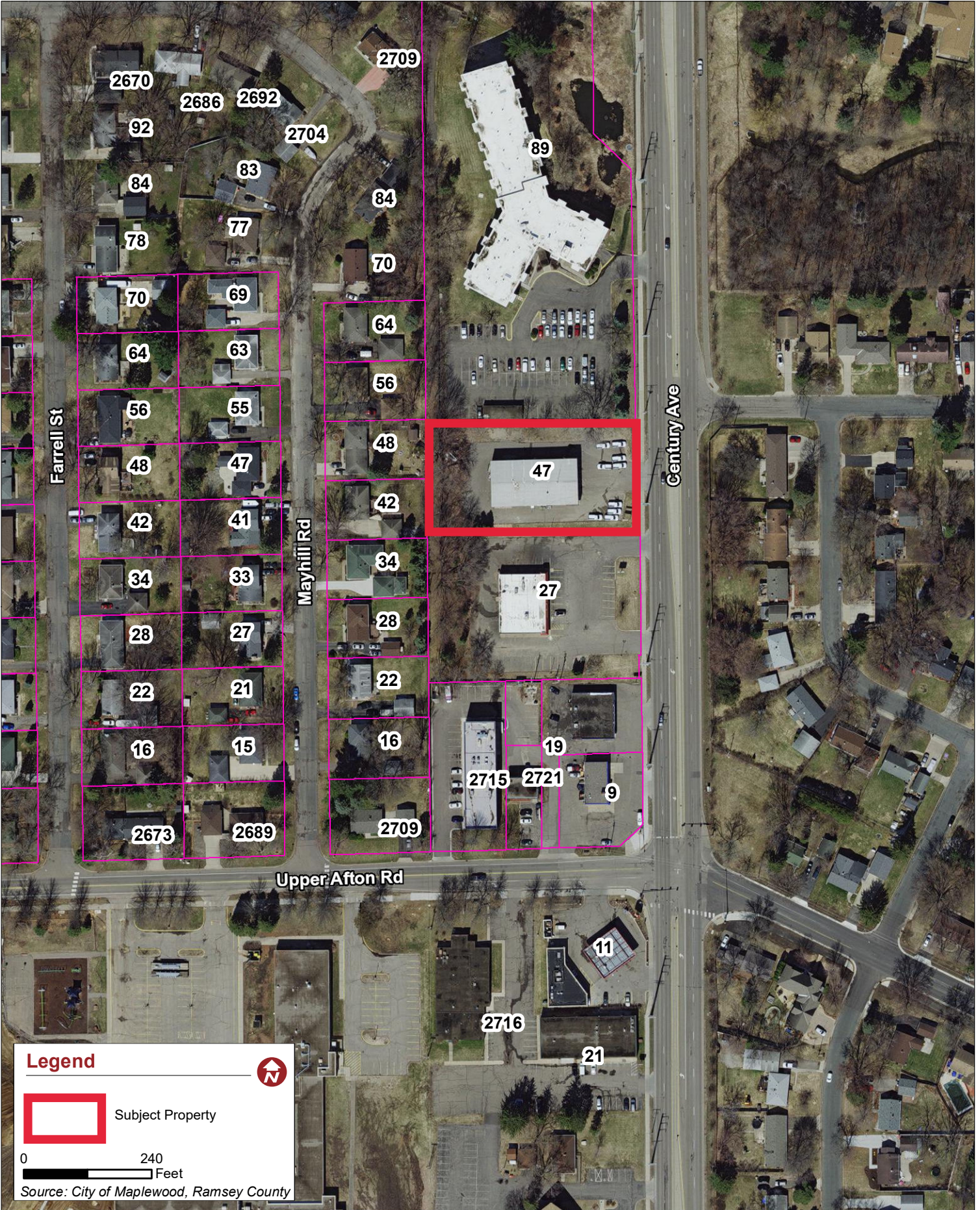
5.01 The city council hereby \_\_\_\_\_ the resolution. Approval is based on the findings outlined in section 3 of this resolution. Approval is subject to the following conditions:

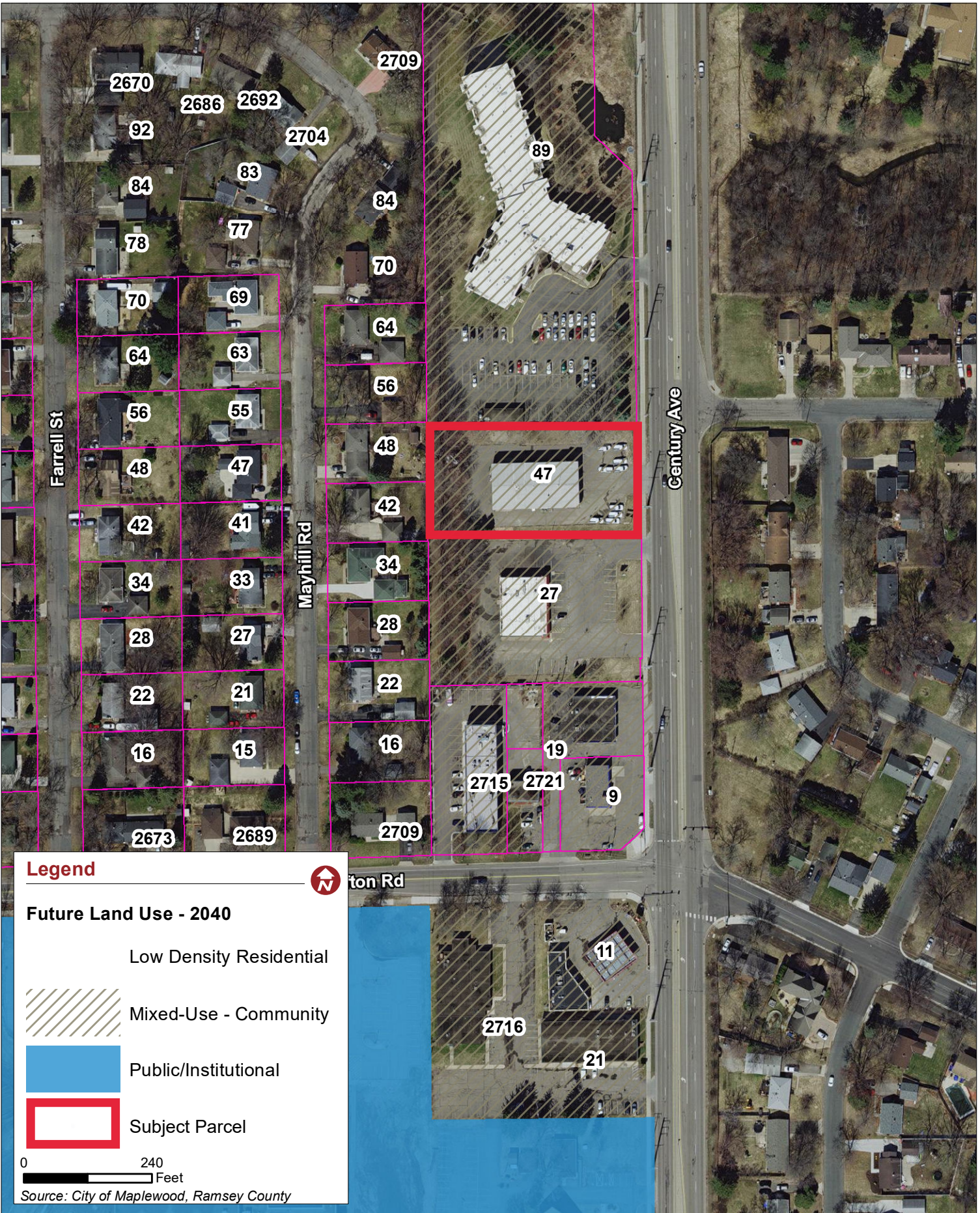
1. All construction shall follow the site plan approved by the City.
2. The proposed construction must be substantially started within one year of Council approval or the permit shall become null and void. The Council may extend this deadline for one year.
3. The City Council shall review this permit in one year.
4. There shall be no outdoor storage of any materials or equipment without approval of a revised conditional use permit by the City Council.
5. No vehicles shall be stored in the front of the building.
6. Parking spaces in front of the building shall be properly marked and maintained. Parking spaces are required to be 9 feet, 6 inches wide.

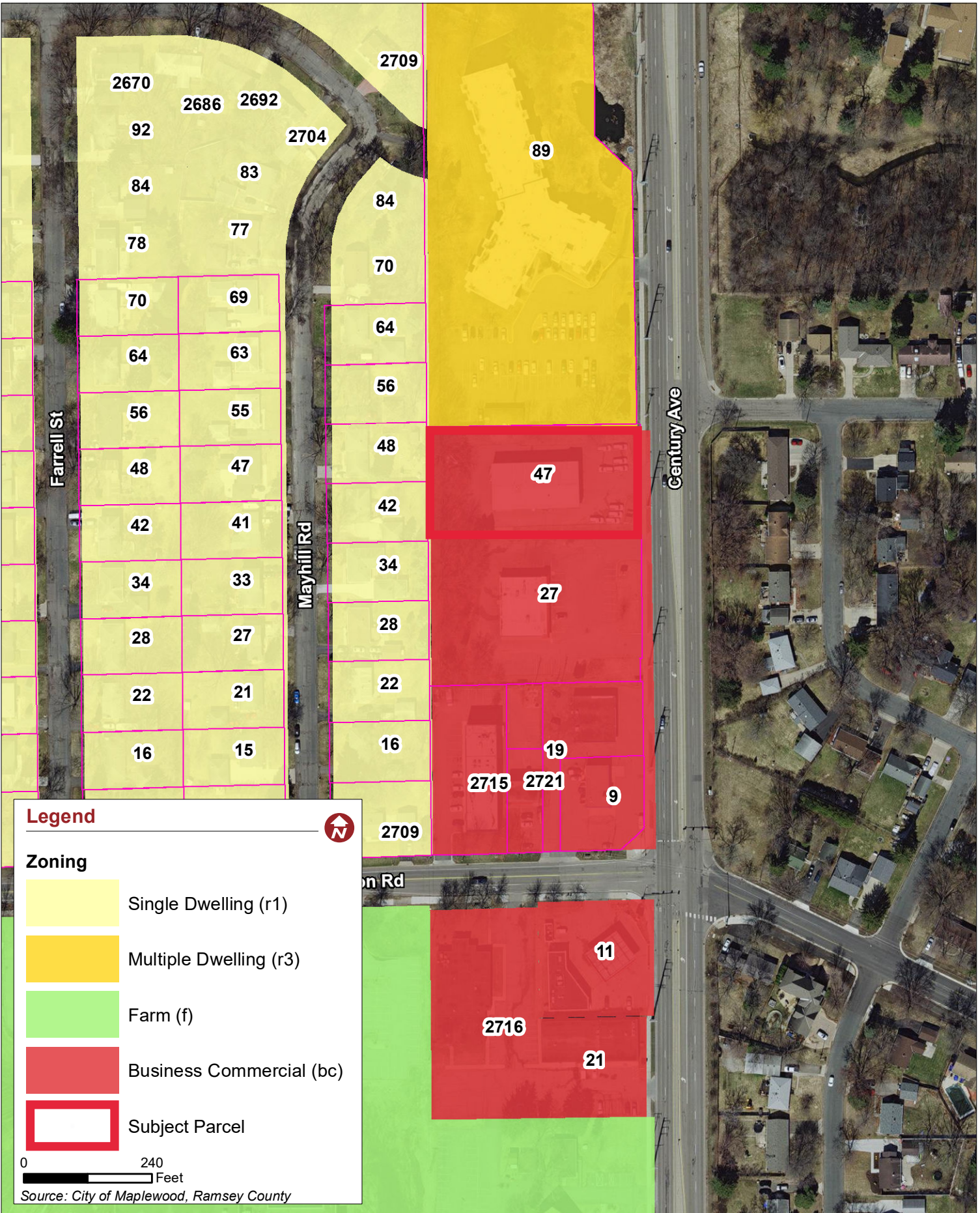
7. The applicant shall submit a plan for staff approval to repair the trash enclosure on site. The trash enclosure shall meet all ordinance requirements.
8. The parking lot shall be repaired and kept clear of debris.
9. All utilities serving the site shall be connected and maintained safely and appropriately.
10. All signs require a separate sign permit and must meet city code requirements.
11. Any exterior improvements would require design approval.
12. A solid fence is required to be maintained and in place along the entire west property line.
13. The business shall not be open to the public between the hours of 11:00 p.m. and 6:00 a.m.

\_\_\_\_\_ by the City Council of the City of Maplewood, Minnesota, on August 8, 2022.









June 19, 2022

To:  
City of Maplewood  
Community Development Department  
1902 County Road B East  
Maplewood, MN 55109

From:  
H A B, Inc. dba HAB Automotive  
624 Commons Drive  
Woodbury, MN 55125

Subject: Request Conditional Use Permit and Zoning Code Variance for 47 Century Avenue North, Maplewood, MN 55119

To whom it may concern,

H A B, Inc. dba HAB Automotive which is a subsidiary of Heppner's Auto Body & Glass would like to request a conditional use permit under Sect. 44.512(8) Maintenance Garage for the property at 47 Century Avenue North, Maplewood, MN 55119. The property previously operated as a auto parts and repair shop but the previous auto repair tenants left the property and the license expired. The property owner has not renewed it for two years.

HAB Automotive would use the site to perform mechanical repairs, calibrations, and diagnostics on vehicles that are already undergoing auto body repairs at one of our six Heppner's Auto Body & Glass locations. As vehicles become more and more complex with ADAS (Advanced Driver Assistance Systems) sensors and electronic features it is requiring us to have a dedicated space that is specifically used to perform these repairs. This will be the first of its kind in the east metro. Initially, this site will be used for the vehicles that are already being serviced at one of our shops but in the future, we expect to service other body shops and retail customers that need diagnostic and recalibration services performed.

HAB Automotive intends on keeping the site and exterior of the building the same except for adding a chain link fence to the south and vehicle access gates to the north and south of the building to access the back lot. These gates will be setback from the front of the building. On the interior, the building will be broken into two distinct purposes. The rear (west) four service bays will stay the same for mechanical operations. The front two-thirds of the inside will need some renovation to allow for a "clean room" for the calibration process that has a perfectly flat floor, open space, adjustable lighting, special paint, and non-reflective surfaces.

There will be no painting or auto body work performed at this location so there will be no odors or fumes that would disturb the neighbors. There will be no additional noise and probably

less noise than the previous auto repair operations because unlike other auto repair sites, we do not have evening hours of operation. Our hours are 7:30-5:30 which would create minimal noise disruptions to the residential neighbors to the west and north. We also won't be doing high volume maintenance or repairs like oil changes, tire replacement, and brakes. Most of our repairs are longer projects like full suspension replacement and driveline removal and replacement. Customer parking will be at the front (east) side of the building. Per Sec. 44-512(8)d, damaged vehicles will be parked in the back (west) parking lot behind the building out of the public view. We plan on no more than eight vehicles to be parked in the back outside overnight as they wait for repairs. We will not use the lot for long term vehicle storage or totaled vehicles. There will be no changes that would disrupt traffic flow, public infrastructure, public services, or environmental impacts. We have had a site visit with the Fire Chief on April 28<sup>th</sup>, 2022 and he approves our use of the building and operations.

The existing building is within 350 feet from the north and south residential property lines which conflicts with Sec. 44-512(8)c. Under Sec. 44-512(8)i. HAB Automotive is requesting a zoning code variance because we will not be operating during the hours of 11:00 pm and 6:00 am. This is also an existing building that was operating as a repair shop since it was built in 1979 until 2020 so we believe this does not disrupt or change the environment of the surrounding area.

As a family-owned business since 1956, we pride ourselves with excellent maintenance on our current properties, considerate of our neighbors, and actively participate in the community. We are also excited to bring an innovative permanent automotive calibration service to the east metro. We believe the plan described above and attached site plan satisfy the conditional use permit and zoning code variance requirements and requesting approval. Please reach out to me if you have any concerns or questions.

Sincerely,



Jesse Jacobson  
Vice President  
HAB Automotive  
jesse.jacobson@heppnersautobody.com  
651-403-9148



## PLANNING COMMISSION STAFF REPORT

Meeting Date July 19, 2022

**REPORT TO:** Melinda Coleman, City Manager

**REPORT FROM:** Elizabeth Hammond, Planner

**PRESENTER:** Elizabeth Hammond, Planner

**AGENDA ITEM:** Conditional Use Permit Resolution, NeuroRestorative, 822 McKnight Road

**Action Requested:**  Motion  Discussion  Public Hearing

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

### **Policy Issue:**

NeuroRestorative has proposed constructing a single-dwelling home at 822 McKnight Road to operate a residential rehabilitation group home for persons with neurological injuries. City code requires a conditional use permit for residential programs unless exempt from state law. To move forward with the project, the applicant has requested approval of a conditional use permit.

### **Recommended Action:**

Motion to approve a conditional use permit resolution for a residential group home at 822 McKnight Road, 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 applicant's application complete on June 29, 2022. The initial 60-day review deadline for a decision is August 27, 2022. As stated in Minnesota State Statute 15.99, the city can take an additional 60 days if necessary to complete the review.

### **Background:**

#### **Project Overview**

NeuroRestorative (applicant) provides rehabilitation services for persons that have experienced a traumatic brain injury and currently operates residential homes in 26 states throughout the country. The applicant proposes constructing a residential home on the property at 822 McKnight Road, which is presently a vacant residential parcel. The company is expanding, and the proposed

Maplewood location would be the first in Minnesota. The home would incorporate ADA compliance elements and provide service for up to eight people.

The applicant has completed a site survey and is working on designing the home. A preliminary site plan, elevations, and interior floor plan have been provided for consideration. The proposed plans appear to achieve city zoning and environmental code requirements. The applicant must submit a building permit application and additional plans to be reviewed by the city before construction.

#### Commission and City Council Review

##### *Conditional Use Permit*

The City requires a conditional use permit for state-licensed facilities with more than six residents. City Ordinance Section 44 – 1092 (3) requires a conditional use permit for residential programs unless exempt from state law. State law exempts residential programs from local zoning authority when care is provided for under six persons and licensed by the state of Minnesota. The proposed home would provide care for up to eight people and be licensed under the jurisdiction of the state of Minnesota. In this case, the proposed program is for eight people; accordingly, per city ordinance, it requires a conditional use permit.

Staff has reviewed the proposal and believes the proposed use meets the requirements for approval of a conditional use permit. If the CUP is approved, the applicant will apply for a building permit to construct the home to city standards.

The Planning Commission will review the conditional use permit on July 19, 2022.

The City Council will review the project and make the final determination on the conditional use permit on August 8, 2022.

#### Department Comments

##### *Engineering Department, John DuCharme*

The site might have issues with grading. The large hill in back and the proposed layout will make creating a workable grading plan challenging. Sewer and water are available in the ROW.

##### *Environmental Planner, Shann Finwall*

Please see the environmental report, dated July 5, 2022, attached to this report.

##### *Environmental Health, Molly Wellens*

The applicant shall obtain a license for the facility from the Minnesota Department of Health. A copy of the license must be provided to the City.

#### 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: 1.18 Acres

Existing Land Use: Vacant

##### *Surrounding Land Uses*

North: Single Dwelling Residential

South: Single Dwelling Residential



East: Single Dwelling Residential  
West: Single Dwelling Residential (City of St. Paul)

*Planning*

Existing Land Use: Low-Density Residential  
Existing Zoning: Single Dwelling Residential

**Attachments:**

1. Conditional Use Permit Resolution
2. Overview Map
3. Future Land Use Map
4. Zoning Map
5. Applicant's Narrative
6. Environmental Report Dated, July 5, 2022
7. Building Elevations and Floorplan
8. Site Survey Stamped, June 29 (attached separately)

## CONDITIONAL USE PERMIT RESOLUTION

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

### Section 1. Background.

- 1.01 NeuroRestorative has requested approval of a Conditional Use Permit for the property.
- 1.02 The property is located at 822 McKnight Road and is legally described as: That part of the south 143.0 feet of the N1/2, SW1/4, NW1/4, NW1/4 of Section 13, T. 28, R. 22, Ramsey County, MN., lying westerly of the east 260.0 feet. Reserving and subject to an easement in favor of the public for roadway purposes over the west 40.0 feet. Also reserving and subject to easements in favor of the City of Maplewood for drainage and utility purposes over the east 10.0 feet of the west 50.0 feet; the north and south 5.0 feet and the east 10.0 feet; and also lying easterly of the west 50.0 feet and southerly and westerly of the following described line: commencing at the southwest corner of this parcel; thence northerly on the west line a distance of 62.0 feet; thence easterly, parallel with the south line a distance of 50.0 feet to the point of beginning of the line being described; thence continue easterly, parallel with the south line a distance of 44.0 feet; thence southeasterly to a point on the south line distant 123.0 feet from the point of commencement and there terminate.  
PID: 132822220090
- 1.03 City Ordinance Section 44 – 1092 (3) requires a Conditional Use Permit for residential programs that are not exempt from state law.

### Section 2. Standards.

- 2.01 General Conditional Use Permit Standards. City Ordinance Section 44-1097(a) 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.

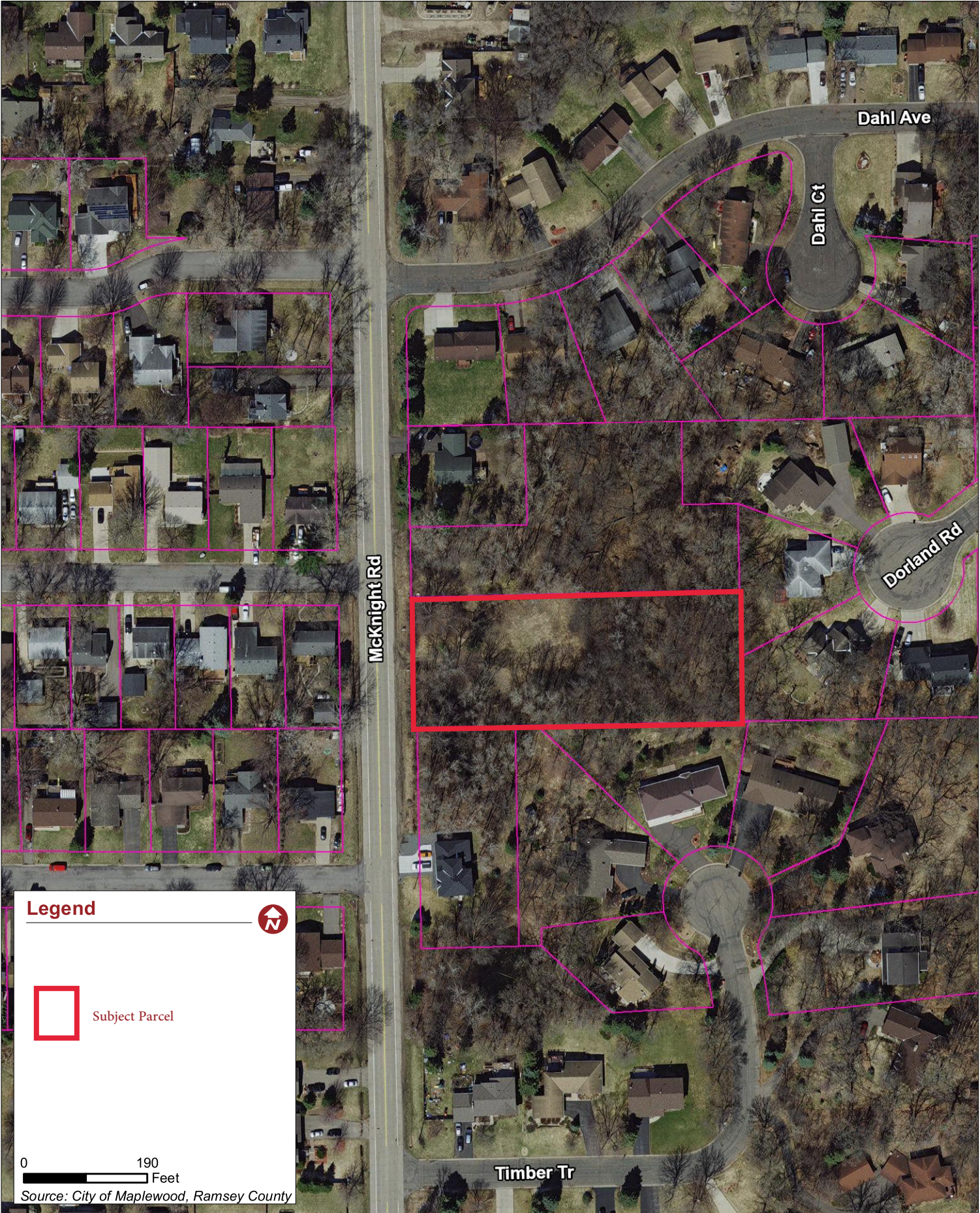
1. On July 19, 2022, the Planning Commission held a public hearing. City staff published a hearing notice in the Pioneer Press and sent notices to the surrounding property owners. The Planning Commission gave everyone at the hearing a chance to speak and present written statements. The Planning Commission recommended that the City Council \_\_\_\_\_ this resolution.
2. On August 8, 2022, 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 proposed construction must be substantially started within one year of council approval, or the permit shall become null and void.
2. The city council shall review this permit in one year.
3. The proposed single-dwelling home must achieve all city code requirements. The applicant is required to obtain a building permit before construction.
4. The applicant shall provide a copy of the license issued by the state of Minnesota, allowing for the operation of an assisted living home on the property.
5. The applicant shall meet the conditions outlined in Environmental Report dated July 5, 2022.

\_\_\_\_\_ by the City Council of the City of Maplewood, Minnesota, on August 8, 2022.





Maplewood



**Legend**



**Future Land Use - 2040**

Low Density Residential

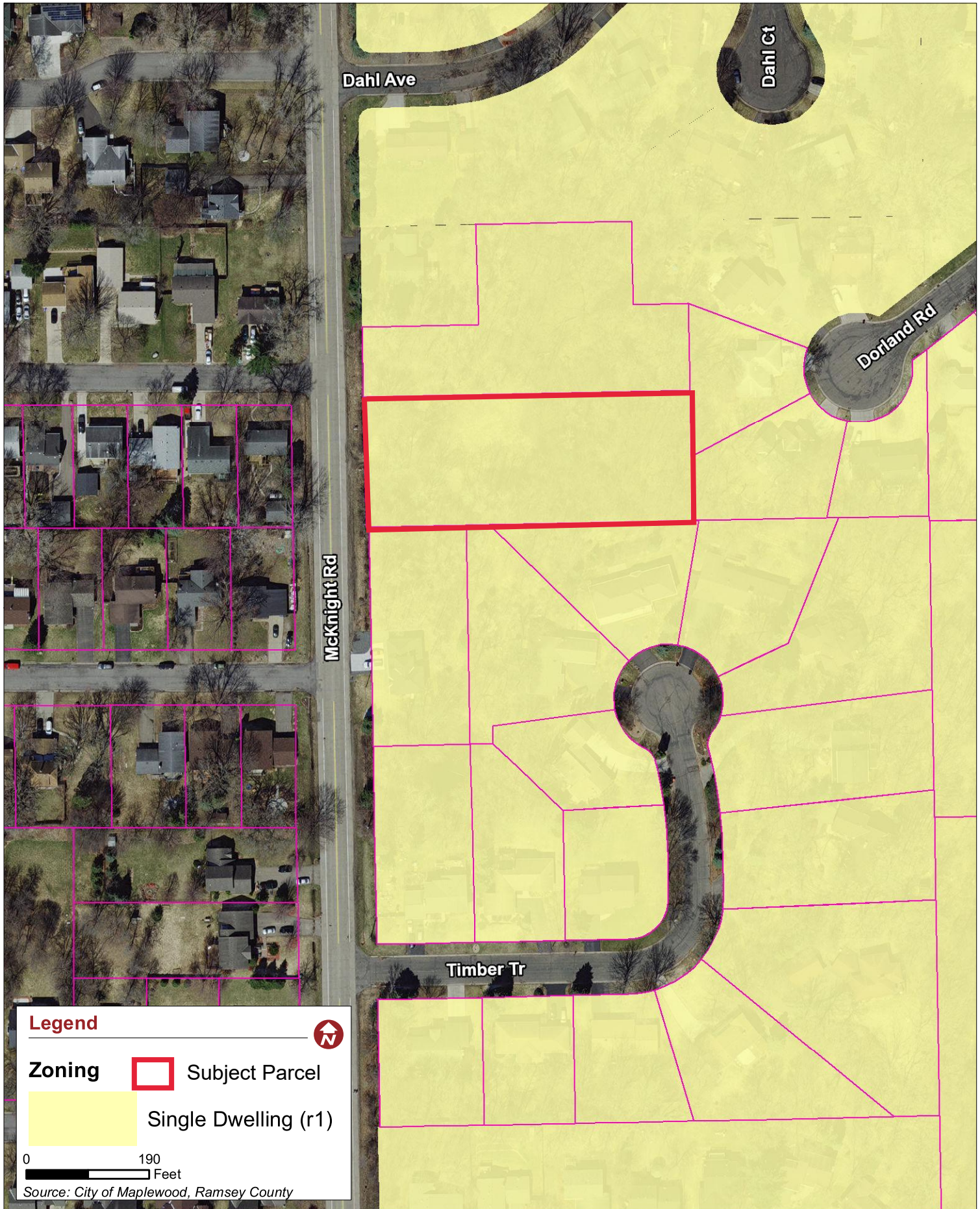


**Subject Parcel**

Source: City of Maplewood, Ramsey County



Maplewood



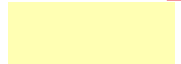
**Legend**



**Zoning**



Subject Parcel



Single Dwelling (r1)



Source: City of Maplewood, Ramsey County



NeuroRestorative.com  
800-743-6802 *referral line*

May 10, 2022  
Revised – June 21, 2022

Re: Residential Rehabilitation Group Home- Neurological injuries/impairments population  
822 McKnight Rd, Maplewood, MN

To: Elizabeth Hammond  
Community Development-Planner  
1830 County Road B E  
Maplewood, MN 55109

Ms. Hammond,

Thank you for taking the time to review our request to initiate the operation of a residential rehabilitation setting for persons who have experienced a traumatic brain injury. I am writing to discuss our desire to open our program with an eight-bed residential home.

NeuroRestorative is the largest post-acute residential neurological impairment rehabilitation services provider in the United States and currently operating in 26 states and growing. We are looking forward to our expansion into Minnesota.

We intend to build a new home on the undeveloped dirt at the address listed above to accommodate an 8-bed house. The home will be modified as regulations require so that we can serve individuals with physical challenges. We wish to have positive relationships in the community and will be good neighbors. We will build to the neighborhood's ambiance, and there will be no signage on the property. Our standard design incorporates Universal Design, Aging in Place, and ADA Compliance elements. We strive to maintain a home-like atmosphere while creating the standards of accessibility that enhance daily living tasks for those that are challenged.

All NeuroRestorative employees must pass comprehensive background screenings as a condition of employment. Given the needs of the participants we serve, 24-hour assistance will be provided within the residence. These Life Skills Trainers, nurses, program managers, and other support staff are not "live-in" staff but work in rotating shifts to provide 24/ 7/ 365 care. It should also be noted that the individuals we serve cannot drive vehicles and will not have cars on the property. Program participants are transported by staff to medical appointments, local hospitals, and therapy clinics and participate in local educational and cultural opportunities.

Our business model consists of single-family dwellings in residential neighborhoods. The philosophical basis is that our program participants lived in a residential community before their injury, and our goal is to help them return to their homes. That process is best accomplished by rehabilitation in a controlled residential setting. This model also aligns with increased awareness that persons with disabilities thrive and reach their most significant potential in community-based housing as outlined by federal CMS

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guidelines. We have over forty years of service experience in operating these homes and strive to have minimal impact on the neighborhoods in which they are located. Often, we can recruit professionals from within the same areas to work in the homes.

NeuroRestorative maintains a strict Good Neighbor policy. The participants who live in our homes are citizens, and one of our goals as service providers is to ensure our homes are an integrated part of the community. We take seriously our obligation to provide safe and pleasing residences. Our newly constructed homes are protected with centrally monitored fire alarm systems (NFPA 72) and residential sprinkler systems meeting standards established by NFPA 101. We also install whole-house emergency power generators to protect participants and staff during times of grid power outages.

The table below lists typical staffing and assumes traffic flow based on that staffing pattern, the presence of the program support vehicle (usually a minivan with a wheelchair lift), and family visitor vehicles.

Description	Shift 7am-3pm	Shift 3pm-11pm	Shift 11pm-7am
Program Director/Administrator	1	0	0
Direct Care Staff	3	3	2
Residential Supervisor/LPN	1	1	0
House Vehicle	1	1	1
Visitor	1	1	0
<b>Total Parking Spaces</b>	<b>7</b>	<b>6</b>	<b>3</b>

Please see the attached page where each of the 10 criteria for the special use permit is addressed.

We welcome the opportunity to discuss this matter with you in more detail. If you have any questions or require additional information, please do not hesitate to contact me at 407-791-1999 or email me at [Patricia.Dorrell@neurorestorative.com](mailto:Patricia.Dorrell@neurorestorative.com).

For engineering questions about architecture, real estate, land use, and life-safety protocols, don't hesitate to get in touch with Steve Miller, Facilities Operations Director, NeuroRestorative, at 618-203-3107 or by email at [Steve.Miller2@neurorestorative.com](mailto:Steve.Miller2@neurorestorative.com)

Sincerely,

*Patricia Dorrell*

Patricia Dorrell, RN MS  
Executive Director | NeuroRestorative

Criteria for approval of a conditional use permit:

1. Yes, the home will be located, designed, maintained, constructed and operated to be in conformity with the City's comprehensive plan and Code of Ordinances.
2. The use will not change the existing or planned character of the surrounding – correct this will be a residential home in a residential neighborhood
3. No, the use will not depreciate property values. This will be a new 1 ½ million dollar home.
4. No nuisances will occur during the building of this home.
5. See the above table for typical parking. We would not generate any more traffic than a large family would with children and friends visiting. All parking will be onsite and off the street. None of the participants who live in the home will have a vehicle or be driving.
6. No new public facilities or services will be necessary.
7. The use will not create excessive additional costs for the public facilities or services.
8. Yes, the use will maximize the preservation of and incorporate the site's natural and scenic features into the development design. We leave as much natural habitation/foilage as possible. A landscaping plan with vegetation appropriate for the area will be part of the design and finish of the project.
9. The use will cause no adverse environmental effects. It is a residential home.
10. We are aware of the development costs.

### ADDITIONAL INFORMATION

Provide details of the proposal on an additional sheet, an explanation of how the proposal would benefit persons with a disability, and why it is necessary to meet their particular needs. In doing so, please provide answers to the following questions.

1. What is the maximum number of residents you propose to occupy the facility now or in the future?
2. If the facility has more than one unit, please specify the number of units and the number of residents in each unit to be used for this use.
3. How many residents will have a vehicle at the site? How many off-street parking spaces are available at the facility?
4. Are residents placed in the house by an outside entity? If yes, explain
5. Is the facility licensed or registered with a governmental agency? If yes, explain:
6. Does the facility receive financial or other support from a governmental agency?
7. Can a resident live in the house indefinitely? If no, explain
8. Is there a house manager that is one of the residents of the facility and is involved in the operation of the facility? Alternatively, is there an operator involved in the operation of the facility but does not live in the facility?
9. Does the resident have access to the entire house (or entire unit, if 2+ unit property), including all household facilities such as the kitchen, common areas, and bathrooms? If no, explain
10. Does the whole house function as a single household unit, where the residents share in common duties such as cleaning and general maintenance of the house? If no, explain
11. Do house residents have input in reviewing and accepting new residents? If no, explain
12. Does the house have a written policy banning alcohol and controlled substance use and possession by residents? If no, explain
13. Do services or meetings related to residents' recovery take place at the house? If no, explain
14. Are any of these services or meetings open to persons not residing in the house? If yes explain
15. Who refers residents to the house, if applicable?

I, Patricia Dorrell, herein certify that the above information is true and correct, to the best of my knowledge. If the application receives approval, all other city code requirements will be adhered to including the city's rental license policy, where applicable.





### ADDITIONAL INFORMATION

1. The maximum number of residents – at capacity, the home will have 8 residents. There are no plans to increase that number in the future.
2. The facility is a home with 8 bedrooms. Each resident will have their own bedroom.
3. Our residents do not drive and will not have any vehicles on site.
4. No, the residents are not placed in the house by an outside agency. The resident and their guardian (if applicable) decide to admit to our program.
5. The facility will be licensed as an Assisted Living Facility by the MN Department of Health.
6. No, the facility will not be receiving any financial support from a government agency.
7. Our residential programs admit participants who need structure and support after a brain injury. They will receive therapeutic interventions to return them to their highest quality of life. Most participants will progress and be able to return to their homes with outpatient services. Some participants may need lifelong structure and support in a residential setting.
8. We will have 24-hour caregivers in the home. None of our employees will “live in” the program. The operations staff does not live in the facility however will be available 24-hours per day for phone calls and emergencies. Our residents do not become house managers or are involved in any facility operations.
9. The residents will have access to the entire house excluding staff offices and the medication room.
10. The staff at the residence are responsible for cooking, cleaning, and light maintenance of the house. The residents receive assistance up to the level

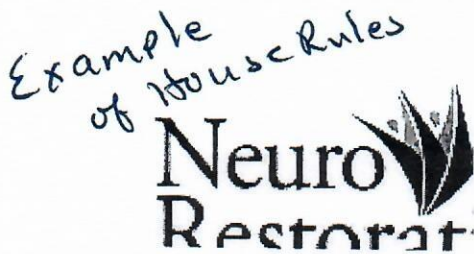
*ADomell 5/10/22*



needed to maintain their personal space and laundry. As part of their therapeutic plan, they may assist in the kitchen and light housekeeping.

11. No, the residents do not have input in reviewing and accepting new residents. The Program Director determines that. The Program Director considers the other residents in the home when deciding to admit new residents.
12. Yes, the house will have a written policy banning alcohol and street drugs in the facility. The residents may have prescribed controlled substances as part of their medication regime. All medications are maintained in the medication room, and controlled substances are double locked.
13. Yes, services and meetings related to the residents' recovery will occur in the house.
14. No services or meetings related to the residents' are open to the public. Only professionals or family members would attend meetings related to the resident. There would not be any community meetings held at the residence.
15. Residents could be referred to the home from various sources. The most common referral entities include acute rehabilitation units, case managers, insurance companies, and physicians.

*Patricia K. Dando 5/10/22*



## NeuroRestorative Louisiana HOUSE RULES

1. **Smoking or dipping tobacco in NOT permitted in the building.** The designated smoking area for program participants is located in the courtyard or on the front porch of the two buildings. Participants who dip tobacco must use an individual spitting receptacle and dispose of that receptacle at the end of each smoke break.
2. WEAPONS of any kind are NOT permitted in the buildings or on the property.
3. ALCOHOL of any kind is NOT permitted in any part of the facility and property.
4. DRUGS of any kind that are not prescribed by a physician are NOT permitted in the buildings.
5. Provoking speech/demeanor, fighting, or other disruptive or aggressive behavior is NOT permitted.
6. Please respect other participants' property. Each participant is responsible for his/her personal property. There is to be no taking of, borrowing, or loaning of personal property and belongings.
7. Please respect the privacy of others and **DO NOT** enter another participant's bedroom. We request that participants interact in public or common areas – the lobby, the dining room, the therapy areas, or in outside locations on the campus.
8. Visitors are encouraged to schedule visits. Staff, preferably the Home Manager on duty, must be informed that each visitor is in the facility. Visitors must sign the **Visitor's Register** each time they arrive and again when they leave the building. Visiting hours are generally flexible with prior notice.
9. Food and drinks are consumed only in the dining area and never in the participant's rooms.
10. Medications, over the counter drugs, or multivitamins are not permitted in a participant's room, unless authorized by the Medical Case Manager or the Program Director. Personal care products must be alcohol free.
11. Meals are prepared by the staff at designated meal prep times. Participants are asked to avoid the kitchen during meal prep times in order to allow the staff to efficiently complete meal preparation. The only exceptions are when clinical staff are working with the participant(s) for specific therapeutic goals related to kitchen activities.
12. When using personal electronic equipment in common areas, headsets or earphones must be used.
13. Company vehicles:
  - no eating or drinking is permitted
  - no personal music supplies will be used while in company vehicles.

# NeuroRestorative Louisiana HOUSE RULES

- 14. If facility property or furnishings or broken or damaged, you may be required to reimburse the facility for the damage.
- 15. Meal and breaks are served based on the menu established for each week. Substitutions or additions to the menu must be approved by the Home Manager on duty prior to actual meal prep time.
- 16. Program participants are required to participate in therapeutic activities based on the schedule developed for each participant.
- 17. Participants are expected to care for their personal property, to launder their clothing (with supports as needed), and to keep their rooms clean and tidy.
- 18. Each participant is limited to thirty minutes in the shower room so that all participants can have an equal and adequate time for showering.
- 19. Participants are expected to be in their rooms between the hours of 10:00pm and 6:30am. All electronic devices must be turned off at 10:00 p.m. to encourage good sleep patterns and to respect the sleep needs of other participants. If unable to sleep, participants may read, work on a puzzle, etc. as long as the activity is does not disturb other participants. Televisions and game devices should remain off when a room's occupant is or receiving therapy.
- 20. It is requested that each participant respect the personal space of housemates, as well as the personal space of the staff. Participants are excluded from the Staff Room.
- 21. Participants will be awakened at 6:30 a.m. **Arising on time is a part of each participant's protocol and is directly tied to the privilege of earning an outing of the participant's choosing.**
- 22. Rooms should be straightened daily before retiring each evening, and cleaned according to the schedule. Weekly room cleanings are included in each participant's schedule
- 23. Monday through Friday, the television in the common area may be turned on after 3:30pm. Television time in the common area ends at 10pm.
- 24. Even if the participant holds a valid driver's license, it is requested that the participant not operate a motor vehicle while a program participant at Mentor ABI/NeuroRestorative.

I have read the rules and agree to abide by them during participation at NeuroRestorative Louisiana.

\_\_\_\_\_ Participant

\_\_\_\_\_ Date

\_\_\_\_\_ Guardian/Responsible Party

\_\_\_\_\_ Date

# Environmental Review

<b>Project:</b>	Residential Rehabilitation Home – Development of a Single Family Lot t
<b>Date of Plans:</b>	June 24, 2022 Site Plan for a New Single Family House
<b>Date of Review:</b>	July 5, 2022
<b>Location:</b>	822 McKnight Road South
<b>Reviewer:</b>	Shann Finwall, Environmental Planner

**Project Background:** The applicant is proposing to develop the vacant lot at 822 McKnight Road South with a single-family house. The applicant will operate a residential rehabilitation program out of the single-family house. The City requires a conditional use permit for the residential rehabilitation program.

The single-family lot has a Manage A wetland and significant trees located on the lot. Development of the lot must comply with the City's wetland and tree ordinances. The environmental review addresses the wetland and tree ordinance regulations, not the use of the single-family house for a residential rehabilitation program.

**Lot Division:** The City approved a lot division of 824 McKnight Road South in 2017. The lot division created two buildable lots with access onto McKnight Road South, and one smaller lot that was combined with an adjacent property at 829 Dorland Road South. The attached lot division approval letter outlines conditions of approval including:

1. The new house can only be accessed from the existing driveway. A new or expanded driveway would require a variance to the City's wetland ordinance.
2. Development of the lot must comply with the City's tree and wetland ordinance.

**Trees:** The City's tree ordinance requires that the applicant submit a tree plan showing all significant trees on the lot, and which of those trees will be removed with development of the single-family house. A significant tree is defined as a hardwood tree 6 inches or larger, conifer tree 8 inches or larger, and a softwood tree 12 inches or larger. With this information the City can determine whether tree replacement would be required based on the City's tree replacement calculation.

**Wetlands:** The City's wetland ordinance requires a 100-foot buffer be maintained around a Manage A wetland. That buffer can be reduced to 75 feet, if a 100-foot average buffer is maintained (increase in buffer in other areas to average 100 feet).

## Recommendations:

1. Prior to issuance of a grading permit for a new single-family house the applicant must submit the following:
  - a. Driveway Plan: A detailed driveway plan showing that the new house is being accessed using the existing driveway and that there is no additional encroachment toward the Manage A wetland. The applicant can improve the



driveway with pavement, but no expansion of the driveway toward the wetland is permitted without a variance to the City's wetland ordinance.

- b. Tree Plan: A tree plan showing the size, species, and location of all significant trees and which of those trees will be removed with the development of the lot. If significant trees have been removed since the approval of the lot division, a tree plan showing all remaining significant trees, and significant tree stumps with the best estimate of tree size and species.
- c. Wetland Buffer Plan: A detailed grading plan showing that there is no grading within the 100-foot wetland buffer. Alternatively, if grading occurs up to the 75-foot minimum buffer, the applicant must submit:
  - 1) a detailed wetland buffer-averaging plan showing where the buffer will be increased to ensure an average of 100-foot buffer;
  - 2) wetland buffer mitigation plan to include native plantings within the buffer.
- d. Wetland Buffer Signs: Wetland buffer signs must be installed along the approved wetland buffer edge identifying that no mowing, cutting, grading, or building is allowed.
- e. Tree and/or Wetland Buffer Escrow: Tree and/or a wetland buffer escrow may be required if tree replacement is required and/or a wetland mitigation plan is required.

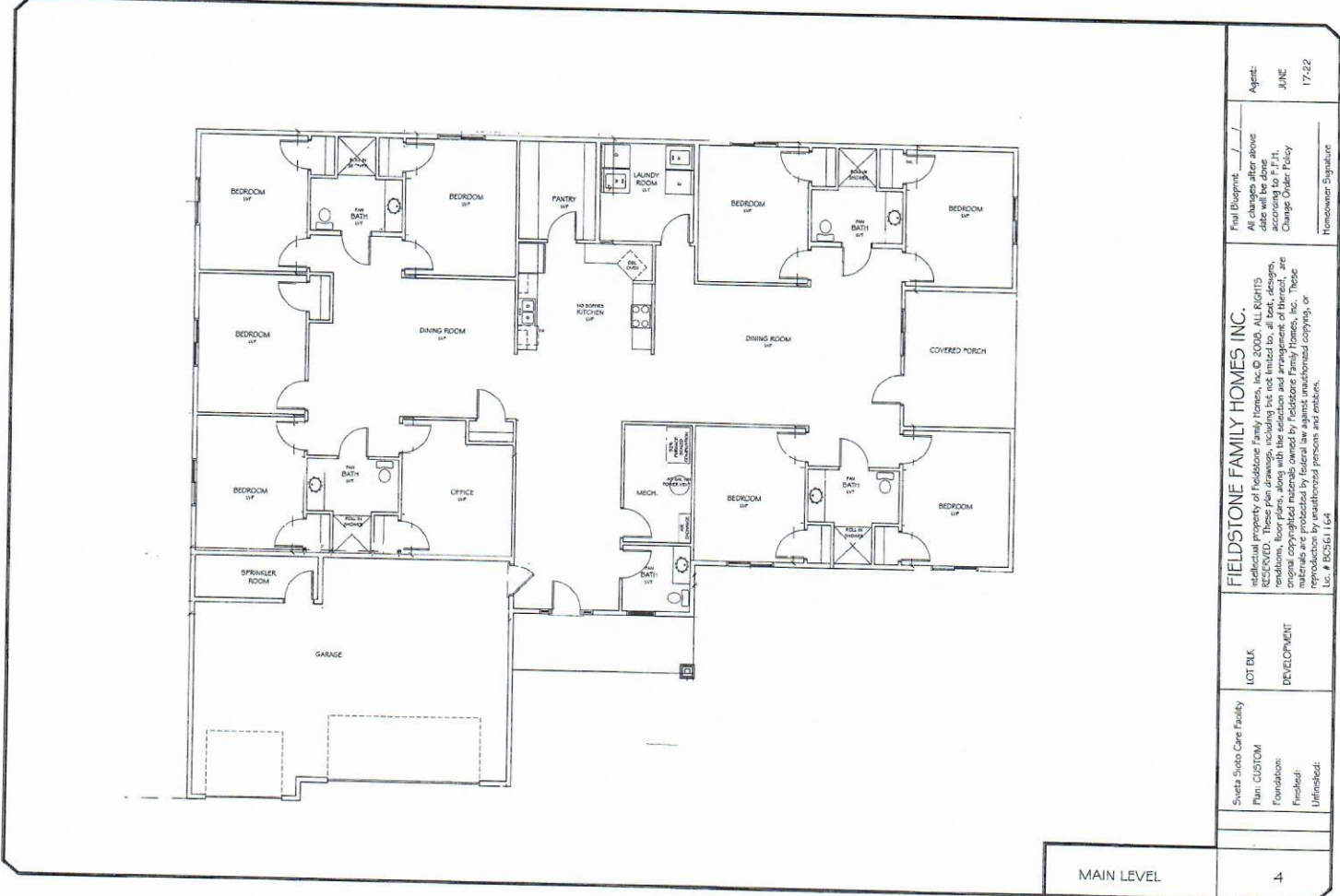
REAR ELEVATION

LEFT ELEVATION

RIGHT ELEVATION

FRONT ELEVATION

ELEVATIONS	<p style="font-size: small;">Full Blueprint / / /                  All work shown above                  data will be done                  according to P.F.H.                  Change Order Policy</p> <p style="font-size: x-small;">Agent:                  JUNE                  17-22</p> <p style="font-size: x-small;">Homeworker Signature</p>
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Plan: CUSTOM Foundation: Finish: Unfinished:	



MAIN LEVEL

Sweet's Sixty Case Faculty Plan: CUSTOM Foundation: Finish: Utilities:	LOT BLK DEVELOPMENT	FIELDSTONE FAMILY HOMES INC. Intellectual property of Fieldstone Family Homes, Inc. © 2000. ALL RIGHTS RESERVED. These plan drawings, including but not limited to, all text, designs, revisions, floor plans, along with the selection and arrangement of thereof, are the confidential and proprietary information of Fieldstone Family Homes, Inc. These materials are provided by Fieldstone Family Homes, Inc. as a non-exclusive license for reproduction by authorized persons and entities. Lic. # BCSIG 1164	Final Diagram All changes after above date will be shown on this plan. Change Order Policy Homeworker Signature	Agent: JUNE 17-22
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