



Planning Commission

Tuesday, February 24, 2026

6:30 PM

Elk River City Hall

Regular Meeting Agenda

- Regular meeting in Council Chambers

1. CALL MEETING TO ORDER

2. PLEDGE OF ALLEGIANCE

3. CONSIDER AGENDA

4. CONSIDER MINUTES

4.1 DRAFT Minutes - January 27, 2026

5. PUBLIC HEARINGS

An opportunity for the public to express their opinions and raise questions pertaining to the agenda item. All comments become part of the official public record. For this reason, all comments must be made at the podium so they can be heard and recorded. Comments may also be provided in writing. There will not be deliberations, discussions, or answers to questions until the hearing is closed. It is important to be courteous and allow each presenter to comment before adding additional testimony.

5.1 Conditional Use Permit: Mineral Extraction Boundary Expansion, Knife River - 11650 225th Ave NW

6. GENERAL BUSINESS

Items in which the information is presented by city staff or consultants, then deliberation and action occur. General Business items are not opportunities to receive or provide public input. However, the presiding officer may, at its sole discretion, solicit public feedback.

6.1 Conditional Use Permit: Educational Institution, Good Shepherd Lutheran High School — 630 Freeport Ave NW

7. COUNCIL LIAISON UPDATES

8. MOTION TO ADJOURN



**Meeting of the Planning Commission
Held at the Elk River City Hall
Tuesday, January 27, 2026**

Members Present: Chair Perry Beise, Commissioner Eric Johnson, Commissioner Robert Rydberg, Commissioner James Zahler, Commissioner Dornan Bland, Commissioner Anthony Kaba

Members Absent: Commissioner Dennis Booth

Staff Present: Community Development Director Zack Carlton, Senior Planner Chris Leeseberg, and Recording Secretary Katie Porath

1. CALL MEETING TO ORDER

Pursuant to due call and notice thereof, the meeting was called to order at 6:30 p.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. CONSIDER AGENDA

Moved by Commissioner Johnson and seconded by Commissioner Rydberg to approve the agenda. Motion carried 6-0.

4. CONSIDER MINUTES

Moved by Commissioner Rydberg and seconded by Commissioner Johnson to approve the following consent items as outlined in their respective staff reports. Motion carried 6-0.

4.1 DRAFT Minutes - December 16, 2025

5. PUBLIC HEARINGS

5.1 Conditional Use Permit: Private Kennel, Ruth Dutchak - 11799 191st Ave NW

Mr. Leeseberg presented the staff report.

Chair Beise opened the public hearing. There being no one to speak to this matter, Chair Beise closed the public hearing.

Chair Beise asked if a condition could be added for the five existing dogs, and no future dogs above six animal units.

Commissioner Johnson asked if an Interim Use Permit would be more appropriate. Mr. Leeseberg stated that they need to act on the permit that was submitted.

Moved by Commissioner Rydberg and seconded by Commissioner Johnson to recommend approval of a Conditional Use Permit with the following conditions to satisfy the standards set forth in Section 30-654, as amended:

- 1. The Conditional Use Permit is for a maximum of 5 dogs over 20 pounds each (10 Animal Units).**
- 2. All animals shall be properly licensed and maintained in accordance with city regulations.**
- 3. No more than two (2) animals per supervisor shall be allowed outside of the fenced area.**
- 4. The removal of animal waste shall comply with Section 10-5.**
- 5. Outdoor kennel structures or runs are not permitted.**
- 6. No dog designated as dangerous or potentially dangerous are allowed to be kept on site, and the keeping of such dog shall be grounds for revocation of the permit.**
- 7. The existing fence shall be maintained in good working condition. Supplemental containment measures may be used as needed.**
- 8. Failure to comply with the conditions of approval or applicable city code requirements may result in enforcement action, including revocation of the Conditional Use Permit.**
- 9. The Conditional Use Permit is for the 5 existing dogs, at time of the application, and not future dogs totaling more than 6 animal units.**

Motion carried 6-0.

5.2 Interim Use Permit: Renewal for Multi-Family Residential Unit, Sogdiana LLC - 732 Vernon Ave NW

Mr. Leeseberg presented the staff report.

Chair Beise opened the public hearing. There being no one to speak to this matter, Chair Beise closed the public hearing.

Chair Beise asked if there had been any comments from the neighbors. Mr. Leeseberg responded that there had been no comments concerning this IUP.

Moved by Commissioner Johnson and seconded by Commissioner Zahler to recommend approval of the Interim Use Permit with the following conditions:

- 1. The Interim Use Permit shall terminate February 17, 2029, or when the property changes ownership, whichever occurs first.**
- 2. The building shall be inspected by the city's Building Official and Fire Marshal to verify compliance with all building and fire codes.**
- 3. The Interim Use Permit will be recorded against the property to put any future buyers on notice that the Interim Use Permit will not run with property.**
- 4. The structure shall be returned to a single-family home prior to sale or when the Interim Use Permit terminates.**

5. **The applicant shall submit a deposit in the amount of \$5,000 to ensure compliance with the Interim Use Permit conditions.**
6. **The applicant shall provide documentation that each tenant received a letter indicating the Interim Use Permit will expire on February 17, 2029, and the structure will be converted back to a single-family residential district.**
7. **No additional Interim Use Permits will be granted for a similar use on this property beyond February 17, 2029.**

Motion carried 6-0.

5.3 Conditional Use Permit: Vehicle Sales, Highway 10 Auto Sales - 17323 US Highway 10 NW

Mr. Leeseberg presented the staff report.

Chair Beise opened the public hearing. There being no one to speak to this matter, Chair Beise closed the public hearing.

Commissioner Johnson asked if the applicant had any issues with the proposed conditions. Mr. Leeseberg stated the applicant agreed with the conditions. He added that the building owner had contacted him to state that a lease had not yet been signed for the property.

Moved by Commissioner Johnson and seconded by Commissioner Bland to recommend approval of a Conditional Use Permit with the following conditions to satisfy the standards set forth in Section 30-654:

1. **The Conditional Use Permit shall not be recorded until all conditions have been completed.**
2. **The applicant and/or property owner must apply for all required commercial building, electrical, plumbing, and/or mechanical permits before any associated activities can occur.**
3. **The building shall be inspected by the city's Building Official and Fire Marshal to verify compliance with all building and fire codes.**
4. **The number of motor vehicle sales dealers shall be limited to one (1).**
5. **An amendment to this Conditional Use Permit will be required for additional dealers.**
6. **A minimum of 8 off-street parking stalls shall be maintained on-site and always remain available for customer and employee use.**
7. **No outdoor storage of vehicles not for sale (except employees and customers), parts, equipment, or materials is permitted.**
8. **No motor vehicle repairs or body work can occur.**
9. **The applicant and/or property owner shall ensure that any vehicle stored outside does not leak fuels or other hazardous materials onto the ground.**
10. **All regulations related to storage, disposal, and spill control for automobile fluids need to be followed.**

Motion carried 6-0.

5.4 Ordinance Amendment and Conditional Use Permit: Educational Use, Good Shepherd High School - 630 Freeport Ave NW

Mr. Leeseberg presented the staff report.

Commissioner Johnson asked about the layout of the proposed school. Commissioner Rydberg asked about classifying the school as an educational designation or a religious designation.

Commissioner Johnson commented that Spectrum schools had been built in an industrial area. Commissioner Zahler asked about other schools in a mixed-use zone. Mr. Leeseberg responded that most schools are located within a residential district.

Commissioner Bland commented that having a school located in the building may prevent other businesses from benefiting from each other.

Commissioner Johnson asked if other uses in that area may not be allowed so close to a school, such as tobacco or liquor sales. This may limit some businesses from coming to the area.

Commissioner Rydberg questioned if this site would be an interim location or if they would want to expand down the road.

Chair Beise opened the public hearing.

Melissa Lamkin, 16797 County Rd 83, Director at Good Shepherd High School, stated she believes the school will have a positive impact on the community.

Commissioner Johnson asked about her thoughts on enrollment. Ms. Lamkin stated the school currently has 32 students and the new site could potentially hold 120 students comfortably. Ms. Lamkin added that the school has a goal to eventually own their own building and land.

Commissioner Bland asked if Ms. Lamkin had concerns with co-mingling a commercial space with students. Ms. Lamkin looked at the location as an opportunity to impact businesses around them and learn from business owners.

Jennifer Kowsary, 22968 142nd St NW, stated she believes that the school would make Elk River more attractive to families looking to move.

Elijah Wilson, 19663 Elgin Cir, stated the school was a safe place for students who didn't fit into a traditional learning environment.

Dan Frette, 28227 104th St NW, Zimmerman, stated, as a builder, he is familiar with buyers who are looking for a private Christian school.

Ken Beaudry, 12696 223rd Ct NW, wanted to see the High School come to Elk River.

Laura Vollkommer, 9165 185th Ave SE, Becker, stated she has young children she would like to send to Good Shepherd High School in the future.

Jay Whiting, 26400 25th St W, Zimmerman, spoke positively about the impact of the school and stated that Good Shepherd High School has outgrown two locations within a short period of time.

Fred Van Dellen, 15021 Drake St NW, Andover, felt that increasing traffic from students and parents in the area would provide free advertising to the existing businesses.

Chelsea Weaver, 7465 269th Ave NW, St. Francis, Associate Principal at Crown Christian School, felt Good Shepherd High School may look for a more permanent location in Elk River once they outgrow the space.

Josh Burdick, 14655 89th St NE, Otsego, stated that the location may not be ideal for a school, but it was a different scenario than the Spectrum school location.

Kris Thompson, 3285I Xenon Dr NW, Princeton, building representative for Adam Price, entertained questions.

Commissioner Johnson asked if other tenants of the building had any issues with the proposed plan. Mr. Thompson stated the proposal had not been brought to the other tenants yet. Commissioner Rydberg verified that Mr. Thompson would work with the applicant to address compatibility concerns.

Mr. Thompson stated that there was a low demand for retail space and the open space had been on the market for a year.

Adam Price, 29390 100th St, Zimmerman, building owner, felt the school could fall under the category of religious use, which is allowed in the district.

Rich Schulz, 15892 54th St, St. Michael, also owns a building in Elk River and questioned tax-exempt options. He stated a precedent would be set to allow other buildings to add educational use in their buildings.

Commissioner Rydberg asked if Price Homes could get an exemption on their property taxes if they lease to the school. Mr. Leeseberg stated, he believed that real estate that was leased could not be tax-exempt. Commissioner Rydberg added that charter schools cannot own property. Mr. Schulz added that Spectrum school owns property under an LLC. He also stated that Sherburne County assessor had told him that tenants can appeal to be tax-exempt.

Sarah Carlson, 16389 County Rd 83, grew up in the area and would like to see the movie theater area full of teenagers again.

Chair Beise closed the public hearing.

Commissioner Johnson stated he was ok with the educational use as it was a 10-year lease and the building owner was in favor of it.

Chair Beise asked if there could be an interim use permit (IUP) set at 10 years instead of a Conditional Use Permit (CUP). Mr. Leeseberg stated a CUP was applied for and an ordinance change would still be needed. Mr. Leeseberg stated conditions under an interim use permit could be added.

Commissioner Johnson was in favor of amending the ordinance to allow educational uses as an interim use.

Mr. Leeseberg added that, after the 10-year term, the applicant could apply for an extension to an IUP.

Mr. Leeseberg asked Ms. Lamkin if she would be in favor of an IUP which would be tied to Good Shepherd High School for 10 years as opposed to a CUP which would remain with the property. Ms. Lamkin stated she would be in favor of exploring this option.

Moved by Commissioner Johnson and seconded by Commissioner Bland to recommend approval of the ordinance amendment adding an interim use permit into Subzone C for educational institutions. Motion carried 6-0.

Moved by Commissioner Eric Johnson and seconded by Commissioner James Zahler to continue the Conditional Use Permit application until the February 24, 2026, Planning Commission meeting. Motion carried 6-0.

Councilmember Wagner asked if the application would come to the February 17 City Council meeting, February 24 Planning Commission meeting, or March 16 City Council meeting. Mr. Leeseberg stated the item would likely return to all of these meetings.

6. GENERAL BUSINESS

There was no general business.

7. COUNCIL LIAISON UPDATES

There were no Council Liaison updates.

8. MOTION TO ADJOURN REGULAR MEETING

Moved by Commissioner Johnson and seconded by Commissioner Kaba to adjourn the meeting. Motion carried 6-0.

The regular meeting adjourned at 7:47 p.m. Chair Beise called the work session to order at 7:50 p.m.

9. WORK SESSION

9.1 Comprehensive Plan and Land Use Discussion

Mr. Carlton gave some information on the "missing middle" housing section within the Comprehensive Plan.

Commissioner Bland stated there was too much ambiguity and a 50-unit building could not be considered a small multifamily apartment. He wished for a smaller "funnel" defining land use. Mr. Carlton stated the "funnel" was intentionally broad. The Comprehensive Plan is broad and zoning districts are established to narrow the allowed uses and provide design standards.

Mr. Carlton reviewed the process of arriving at zoning. He stated that there needs to be some place in the community for higher density.

Commissioner Bland commented that there seemed to be different behavior between renters and owners. He stated he would like it to be an active decision to allow multifamily housing, meaning the applicant has to have a structure of approval.

Commissioner Johnson referenced the recent application for an apartment building. He commented that, if not for a variance, the site could have been developed. He reiterated that the site was not suitable for an apartment because of the easement allowing access to nearby properties and the proximity to single-family homes.

Commissioner Johnson stated the site needs to be looked at holistically because of the train station. What will happen with the huge vacant parking lot? Mr. Carlton stated that a bus service now runs out of the area and uses the parking lot, so mass transit is not totally gone.

Commissioner Johnson commented that there are people who work in Elk River who can't afford to live here.

Mr. Carlton stated the area near the former light rail train station is a great area for density as it is located along major transportation corridors.

Commissioner Bland felt strongly that Chapter 30 of the City Code could be rewritten and volunteered to help.

The Commission suggested a moratorium on apartment complexes, which would allow for more information on what mass transit systems will look like with the loss of the light rail train, and to identify the quantity and location of apartment buildings within the city. Mr. Carlton commented that any active applications need to be processed.

Commissioner Zahler agreed that there are areas of Elk River where the buildings are valued less than the land. He does not want to put zoning limits on what Elk River can become.

Commissioner Rydberg suggested adding conditions to a multifamily housing application such as how many feet the proposed project is to a single-family home. Commissioner Bland agreed that existing community members need to be taken into consideration when adding a new project near their home.

Commissioner Johnson asked if architectural standards of apartment buildings could also be considered, citing concerns with the amount of space on an apartment building lot to allow residents to use the site instead of going into neighboring properties. Commissioner Johnson stated the city should be careful with mandatory regulations that suppress development.

Chair Beise commented that he does not want to make exceptions for every project that comes in. Commissioner Zahler agreed that he would like to see a structured approach to avoid making arbitrary decisions.

Councilmember Wagner asked, "What do we want the population of Elk River to be?" It is not unending. Mr. Carlton stated he had heard a goal or projection of 35,000-40,000.

Mr. Carlton reviewed the Commission's concerns with apartment complexes and their desire for

additional tools for how to review them.

Mr. Carlton said that he would bring an ordinance amendment (moratorium) on multifamily complexes to the City Council for consideration. The moratorium would last around one year or until the new zoning ordinance is updated.

10. MOTION TO ADJOURN

Moved by Commissioner Johnson and seconded by Commissioner Kaba to adjourn the meeting. Motion carried 6-0.

The meeting adjourned at 8:58 p.m.

Minutes prepared by Katie Porath.

Perry Beise, Chair

Jolene Richter, Deputy City Clerk

DRAFT



Request for Action

To
Planning Commission

Item Number
5.1

Meeting Date
February 24, 2026

Prepared By
Chris Leeseberg, Senior Planner

Item Description
Conditional Use Permit: Mineral Extraction
Boundary Expansion, Knife River - 11650 225th Ave
NW

Reviewed by
Zack Carlton

Action Requested

Recommend, by motion, approval of the Conditional Use Permit with the following conditions:

1. This Conditional Use Permit authorizes mineral excavation (gravel) and the operation of a washing plant.
2. All mineral excavation and processing operations on the property shall comply with the City's Mineral Excavation, Zoning and other applicable ordinances; with the terms of this Conditional Use Permit agreement and the license agreement to be executed by the City and Operator; with the City of Elk River's Environmental Impact Statement on Mineral Excavation; and with the application materials and plans submitted by the Operator, which plans and materials are the basis for the City's approval of the Conditional Use Permit.
3. The Operator shall orally notify the City of any violations of this permit within 24 hours and follow this with notification in writing within four (4) working days of the violation. The Operator shall notify the City annually in writing of the total area and amount of material mined and projected estimates of area and amount of material to be mined in the following year. This is to be done at the time of license renewal.
4. The license shall be renewed annually and shall run from June 1st through May 31st. The annual license fee is that which is specified by the Elk River City Council at the time of renewal. This license fee is not in lieu of gravel tax collected by the County, a portion of which the City receives.
5. Violations of this Conditional Use Permit may result in suspension or revocation.
6. The City Environmental Administrator and/or his/her agents shall be permitted to inspect the Operation for compliance with the conditions of this permit during normal hours of operation.
7. The City's approval of this Conditional Use Permit is subject to the approval of appropriate permits by other governmental agencies.
8. No explosives shall be allowed for this operation.
9. Reclamation:
 - a. Reclamation shall be implemented on an annual basis pursuant to the reclamation plans submitted by the Operator.
 - b. Each year a plan for that year's reclamation shall be approved by the Environmental Administrator prior to issuance of the annual mineral excavation license.
 - c. The reclamation shall include topsoil from the site being preserved and put back into place after mining.

The Elk River Vision

A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity



- d. Re-vegetation of the property shall include seeding with a mixture approved by city staff accompanied by a nurse crop or approved mulch. The vegetation established for the reclamation must be maintained until it is self-sufficient.
- e. Contours, finished grades, details of erosion control methods, and settling ponds, shall comply with the plans submitted and the City ordinance at the time of reclamation. Additional measures as determined by city staff may be required.

10. Traffic:

- a. Except for localized jobs, traffic through Elk River associated with the Operation shall be limited to U.S. Highway 10 and 169. The Operator will route traffic from the Operation to 225th Ave NW west to the Highway 169 interchange as directed by the Minnesota Department of Transportation or the City of Elk River.
- b. The number of trucks per day is limited to 35 unless prior approval is given by the Environmental Administrator for special cases.
- c. As deemed necessary by the Minnesota Department of Transportation and the City of Elk River, any required improvements to the highway intersection must be constructed prior to the operation of the HMA.
- d. As deemed necessary by the City of Elk River, any required improvements to 225th Ave NW must be constructed prior to the operation of the HMA.

11. Dust Control:

- a. A permit from MPCA regarding air emissions shall be obtained when required and particulate emission standards shall be met by the operation. This permit and all other correspondence between the Operator and MPCA shall be copied to the City.
- b. All equipment shall be located as to reduce dust to adjacent properties.
- c. A water truck shall be on site at all times when mining activities are taking place to control dust as necessary. Chemicals shall not be used for dust control.
- d. A minimum of 100 feet must be paved from 225th Ave NW into the pit.
- e. The City reserves the right to require additional measures to be taken, if warranted by dust problems, including but not limited to reducing stockpile heights.

12. All mineral excavation, processing, and sales activities shall be conducted between the normal hours of 7:00 a.m. and 7:00 p.m., Monday through Saturday.

13. Noise:

- a. As deemed necessary by city staff, noise from screening and crushing associated with this operation shall be controlled by equipment location on site, the erection of sound barriers, the placement of stockpiles, and the type of equipment used.
- b. Noise levels associated with this operation shall at no time exceed State standards.
- c. The City reserves the right to require additional measures be taken, if warranted by noise.

14. Lighting from the Operation shall be directed away from adjacent residential property. Glare, whether directed or reflected as different from general illumination, shall not be visible beyond the limits of the immediate site. All sources of artificial light shall be so fixed, directed, designed, or sized that the minimum subtotal of their illumination shall not increase the level of the illumination on nearby residential property by more than .1 foot candles in or within twenty-five (25) feet of a dwelling, or more than 0.5 foot candles on any part of the adjacent property.

15. The piling, storing, or keeping of old machinery, junk, debris, or abandoned motor vehicles, shall be prohibited on this site, with the exception that reusable parts may be stored on the mineral excavation site provided that it is in a location that cannot be viewed from adjacent properties or is totally screened.

16. Mining activities shall not cause excessive vibration off site. If excessive vibration becomes an issue, the City reserves the right to take appropriate measures to alleviate the problem.

17. Groundwater protection measures shall include:

- a. The Operator shall file with the City an Emergency Spill Prevention and Counter Control Plan and a Storm Water Pollution Prevention Plan as may be required by other governmental entities. The Operator shall adhere to these plans in the event there is a spill.
- b. The Operator shall provide the Fire Department with a copy of their flammable or hazardous materials.
- c. Fuel tanks shall be above ground, properly diked (if required by law), and registered with MPCA.
- d. All incidences that have the potential to adversely affect groundwater, including but not limited to spills, shall be verbally reported to the City within 24 hours. This verbal notification shall be followed up in writing within four (4) working days.
- e. The appropriate storm water permits (NPDES) shall be obtained by the Operator from MPCA and copied to the City.
- f. Stockpiles of recycled asphalt must not be placed in surface water and run-off from these stockpiles shall be directed away from surface waters. Further, the size of the stockpiles is limited to the amount of material that can be used in one year, but need not necessarily be used in one year and can be stored over winter.
- g. The wells located at the site shall be monitored once a year for diesel range organics (DRO). Mining activities shall not take place closer to groundwater levels than indicated in the plans submitted without amending this conditional use permit. However, if mining is proposed to occur below the water table in the future, the above-referenced wells shall be monitored for DRO prior to excavation activities commencing and after their cessation each year. Further, in the event of a spill, appropriate water tests (as determined by the city) will be taken until the spill is deemed clean by the city.
- h. Except for minor repairs, maintenance of vehicles and equipment shall take place in the operator's shop. The operator shall have an approved hazardous waste license for this facility and properly dispose of all waste.
 - i. A minimum of a two-celled system to recycle water from the wash operation shall be utilized.
 - j. Water usage by mining activities shall not adversely affect adjacent wells. Mitigation measures may include, but are not limited to, curtailing of pumping activities until water levels return.
18. Signage for the operation shall be that which is permitted for an industrial operation in a medium industrial zone, with the exception that billboards are not allowed.
19. The operator shall fence the entire perimeter of the site with a four (4) foot high fence with support post every ten (10) feet.
20. Cutting of trees between April 15 and July 15 is prohibited. The Operator shall take other measures deemed appropriate by the Sherburne County Forester to control oakwilt, such as, but not limited to: debarking or destroying fallen diseased trees prior to April 15th, not leaving roots exposed and avoiding mechanical damage to remaining trees.
21. The Operator shall erect berms adjacent to 225th Ave NW as required by the City of Elk River.
22. Other Permits:
 - a. The Operator shall obtain all state and federal permits appropriate to their operation and file copies of said permits with the City.
 - b. All shingles must be managed in accordance with Minnesota Rules 7035.2860 – Beneficial Use of Solid Waste. Compliance documentation shall be submitted to the City prior to continued storage or processing of such materials.
23. Roadways must be kept free of tracked material. Tracking Best Management Practices (BMPs) shall be adjusted as necessary to prevent debris from entering public roadways. Any material tracked onto the roadway must be removed through daily sweeping.
24. An additional cattle grate shall be placed between the street and the security gate, and the operator must ensure all vehicles exit this site only after crossing this cattle grate.
25. If mining operations expand east of the current footprint, an updated wetland delineation report shall be submitted for review and approval prior to further expansion.
26. Gravel wash operations:

- a. Identify and/or confirm the location of nearby groundwater wells (groundwater receptors) and surface water receptors on and immediately surrounding the mining and gravel washing operation and document their proximity to the washing operations on a map.
- b. Install a water table monitoring well or wells at the site and generally between the washing operation and the nearby groundwater receptor(s). Survey the monitoring well(s) for horizontal and vertical control and identify their location on a site map.
- c. Measure and record water elevations at the monitoring well(s) within approximately one week of initiating pumping of water from the dug pit for washing, mid-way during washing and within one week upon cessation of washing operations.
- d. Conduct water quality testing of samples collected from monitoring well(s) for diesel range organics (DRO), BETX, pH (field), temperature (field) and specific conductance (field) prior to and at the cessation of washing operations on an annual basis.
- e. In the event of a spill, washing operations should be terminated until such time that the extent and potential impact of the spill can be determined through testing as determined necessary by the City.

Background/Discussion

Knife River has applied for a Conditional Use Permit (CUP) to expand the existing gravel mining boundary to include an additional 3.7 acres located in the northwest corner of the subject property. The proposed expansion area is outside of the designated mining district but is contiguous with the existing gravel pit operations. A minor addition like this is acceptable under state regulations.

The subject property is surrounded by mining activities, a landfill, and one residential property. The proposed expansion is intended to incorporate additional land into the existing mining operation without introducing new operational components or materials.

Existing vegetation located outside the proposed mining boundary will remain undisturbed. Screening for the expansion area will match the standards and requirements currently applied to the existing mining area.

No additional building materials or operational processes are proposed as part of this expansion. The request is limited to the extension of the mining boundary to allow continued gravel extraction within the additional 3.7-acre area.

Applicable Regulations

1. *Will not endanger, injure or detrimentally affect the use and enjoyment of other property in the immediate vicinity or the public health, safety, morals, comfort, convenience or general welfare of the neighborhood or the city.*

The proposed expansion will not endanger, injure, or detrimentally affect surrounding properties or the public health, safety, comfort, or general welfare of the community. The site is located within an area characterized primarily by industrial-scale mining and landfill operations, which minimizes potential land-use conflicts. Existing screening requirements will be extended to the expansion area to maintain consistency with current mitigation measures.

2. *Will be consistent with the comprehensive plan.*

The proposed expansion is consistent with the Comprehensive Plan, which recognizes ongoing aggregate extraction activities in this area. The expansion represents a logical continuation of an established mining operation rather than the introduction of a new or incompatible use.

3. *Will not impede the normal and orderly development and improvement of surrounding vacant property.*

The expansion will not impede the normal and orderly development of surrounding vacant properties. Given the surrounding land uses, including existing mining operations and landfill activities, the continued operation of the gravel pit is consistent with the existing land-use pattern and anticipated development character of the area.

4. *Will be served adequately by and will not adversely affect essential public facilities and services including streets, police and fire protection, drainage, refuse disposal, water and sewer systems, parks and schools; and will not, in particular, create traffic congestion or interference with traffic on adjacent and neighboring public thoroughfares.*

The proposed expansion will be adequately served by existing public facilities and services. No additional structures or significant operational changes are proposed that would increase demands on public infrastructure. Traffic patterns and volumes are anticipated to remain consistent with current operations and are not expected to create congestion or interfere with adjacent public roadways.

The city has had numerous complaints about the tracking of gravel and other materials from the site onto the city street. Staff recommend adding an additional cattle grate between the street and the security gate, and requiring all vehicles to exit this site only after crossing this cattle grate.

5. *Will not involve uses, activities, processes, materials, equipment and conditions of operation that will be detrimental to any persons or property because of excessive traffic, noise, smoke, fumes, glare, odors, dust or vibrations.*

The expansion does not introduce new processes, materials, or equipment beyond those already associated with the existing gravel mining operation. As such, operational impacts related to traffic, noise, dust, vibration, or other potential nuisances are expected to remain consistent with current approved operations and within acceptable regulatory limits.

Staff previously requested a management plan for the disposal of shingles currently stored on site. This plan has not yet been received. All shingles must be managed in accordance with Minnesota Rules 7035.2860 – Beneficial Use of Solid Waste. Compliance documentation shall be submitted to the City prior to continued storage or processing of such materials.

6. *Will not result in the destruction, loss or damage of a natural, scenic or historic feature of major importance.*

A Technical Evaluation Panel (TEP) review determined that no wetlands are present within the proposed expansion area. Therefore, the project will not result in the destruction, loss, or damage of natural features of major importance based on available environmental review information.

While the TEP determined that no wetlands are present within the proposed expansion area, if mining operations expand east of the current footprint, an updated wetland delineation report shall be submitted for review and approval prior to further expansion.

7. *Will fully comply with all other requirements of this Code, including any applicable requirements and Standards for the issuance of a license or permit to establish and operate the proposed use in the city.*

The proposed use will comply with all applicable city code requirements and regulatory standards governing mining operations. Conditions of approval are recommended to ensure continued compliance with state regulations and local operational standards.

Based on the findings outlined above, staff recommends approval of the Conditional Use Permit to expand the existing gravel mining boundary by 3.7 acres, subject to the conditions.

Financial Impact

None

Mission/Policy/Goal

Explain how this meets the city's mission, current policies and/or council goals Ethical, efficient, and responsible.

Attachments

1. CU 26-01 Location Map
2. Proposed Mining Plan
3. Application Information



SITE

Project Location Map

Knife River

Conditional Use Permit

Case No: CU 26-01



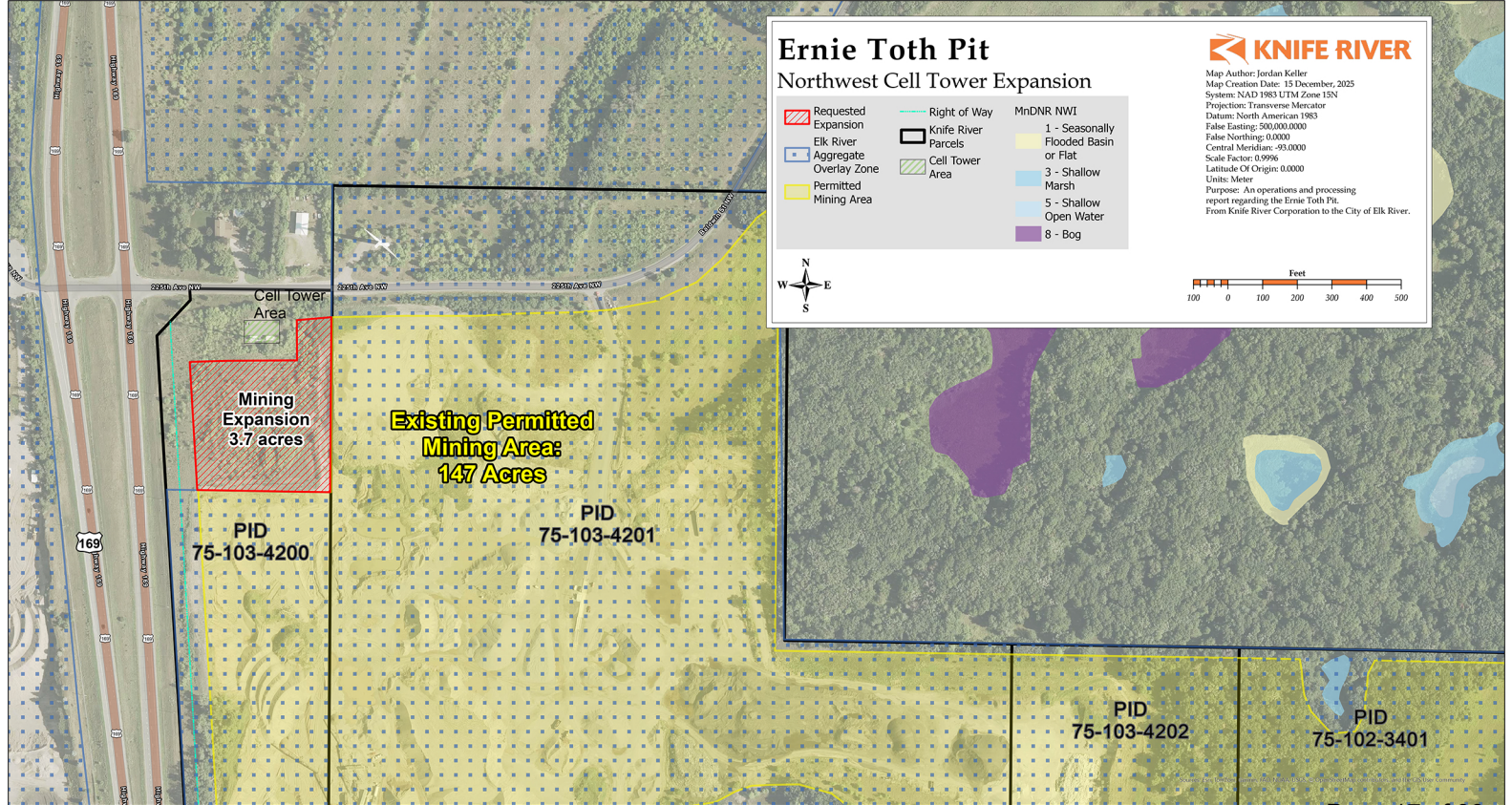
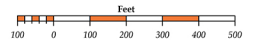
Ernie Toth Pit

Northwest Cell Tower Expansion



Map Author: Jordan Keller
 Map Creation Date: 15 December, 2025
 System: NAD 1983 UTM Zone 15N
 Projection: Transverse Mercator
 Datum: North American 1983
 False Easting: 500,000.0000
 False Northing: 0.0000
 Central Meridian: -93.0000
 Scale Factor: 0.9996
 Latitude Of Origin: 0.0000
 Units: Meter
 Purpose: An operations and processing report regarding the Ernie Toth Pit.
 From Knife River Corporation to the City of Elk River.

- | | | |
|----------------------------------|---------------------|--------------------------------------|
| Requested Expansion | Right of Way | MndNR NWI |
| Elk River Aggregate Overlay Zone | Knife River Parcels | 1 - Seasonally Flooded Basin or Flat |
| Permitted Mining Area | Cell Tower Area | 3 - Shallow Marsh |
| | | 5 - Shallow Open Water |
| | | 8 - Bog |



Legal Description of Property	
That part of the East Half of the Southwest Quarter (E ½SW¼) lying East of US Highway 169 in Section Three (3), Township Thirty-three (33), Range Twenty-six (26), Sherburne County, Minnesota, less and except that part of the Northeast Quarter of the Southwest Quarter (NE¼ SW¼) of Section Three (3), Township Thirty-three (33), Range Twenty-six (26), East of the Highway No. 169 and North of the center line of township road, according to the United States Government Survey thereof and situate in Sherburne County, Minnesota.	
The narrative is your opportunity to describe, promote, and sell your proposal to the Planning Commission and/or City Council before the meeting(s). Please fill in the following information <i>explaining</i> your request in detail (<i>type N/A if not applicable</i>). Describe the scope of your project (what is being proposed)? <i>For example: we are proposing the construction of a new daycare facility or, to allow for a motor vehicle sales office with motor vehicle repairs in X-square feet of the existing building.</i>	
Knife River is requesting the mining boundary in the existing E Toth gravel pit be expanded to include an additional 3.7 acres in the northwest corner of the property.	
Hours of Operation	No change requested
Number of Employees	No change requested
Number of parking stalls required by ordinance: City Ordinance Section 30-903 outlines these requirements.	No change requested
Number of existing and proposed parking stalls	No change requested
If screening, not associated with outdoor storage, is being proposed, what will it consist of?	Existing vegetation outside of the proposed mining boundary will remain. Screening will match that required for the existing portion of the parcel that is currently included in the mining area.
What are the proposed building materials? <i>The required building materials vary from zoning district to zoning district.</i>	There will be no additional building materials used as part of the gravel mining in the proposed 3.7 acre addition.
Is outdoor storage being proposed? If yes, detail what is being stored, how much/many, and what is the proposed screening? City Ordinance Section 30-807 outlines these requirements.	No change requested



Request for Action

To
Planning Commission

Item Number
6.1

Meeting Date
February 24, 2026

Prepared By
Zack Carlton, Community Development Director

Item Description
Conditional Use Permit: Educational Institution,
Good Shepherd Lutheran High School — 630
Freeport Ave NW

Reviewed by
Chris Leeseberg

Action Requested

Recommend, by motion, approval of the conditional use permit allowing an Educational Institution in the MU-ERP district, subject to the following conditions:

1. The City Council must adopt an ordinance adding Educational Institutions as a Conditional Use in the MU-ERP zoning district.
2. Architectural plans will need to be reviewed by the MN Department of Labor and Industry prior to submitting for city building permits.
3. The accessible route and bathroom access for suites 600 and 700 must be updated to comply with the state building code.
4. All costs associated with potential address changes of affected tenants will be the responsibility of the property owner and/or applicant.
5. Any expansion of the school will require an amendment to the Conditional Use Permit.

Background/Discussion

The applicant, Good Shepherd Lutheran High School, has requested approval of a Conditional Use Permit (CUP) to establish an *Educational Institution* (school) at 630 Freeport Ave NW. The school use is not currently allowed in the zoning district, and prior to full approval, the City Council must adopt an ordinance that permits the use for the subject site. Without this approval, the CUP cannot be approved.

The Planning Commission held a public hearing on January 24, 2026. The full meeting summary is included in the attached City Council staff report dated February 17, 2026. At the conclusion of the hearing, the Planning Commission voted unanimously to add *Educational Institutions* as an Interim Use in Subzone C of the MU-ERP zoning district. The Commission also continued the CUP discussion to February 24, 2026,

Since the Planning Commission, staff and the city attorney have discussed the action from the commission meeting and do not believe that classifying a school as an interim use is appropriate. Conditional Use Permits are for ongoing uses, like schools, business, government facilities, etc. However, Interim Use Permits (IUPs) are used for temporary/short-term needs of a specific property. Examples from past activities in the city include temporary classroom trailers, short-term use of a single-family home for multifamily uses, parking lots for model homes, compost sites, and home occupations. A school is generally a long-term use that should receive the benefit of surety that a CUP provides rather than a definitive end date included with an IUP.

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The City Council held a public hearing on February 17, 2026, to receive public comments on the ordinance amendment. The City Council continued the public hearing to March 2, 2026, where they will again receive testimony on the ordinance amendment and the CUP applications. As the Planning Commission has already made a recommendation regarding the ordinance amendment, the remaining discussion will relate to the CUP.

Site and Building Plans

The proposed use is located within an existing building that is currently served by city sewer and water. No exterior modifications to the building or site are proposed. The school is approximately 19,000 square feet and includes space for classrooms, gym/recreation, office, and cafeteria. Plans indicate that the space will be separated from other uses within the building, which does impact suites 600 and 700. Currently, these units utilize the bathrooms that are within the proposed school and the accessible route from the front door may also be impacted. To ensure that these units continue to meet state building codes, staff have included a condition that the plans for suites 600 and 700 must be updated within our building files.

As a result of the proposed plan, the established addresses of the building/tenants will no longer work. All costs associated with potential address changes of affected tenants will be the responsibility of the property owner and/or applicant.

The site had previously been used for a movie theater and has ample parking available to support the school use, even at full capacity of 120 students, where 46 stalls would be required.

Applicable Regulations

The issuance of a Conditional Use Permit can be ordered only if the use at the proposed location:

1. Will not endanger, injure or detrimentally affect the use and enjoyment of other property in the immediate vicinity or the public health, safety, morals, comfort, convenience or general welfare of the neighborhood or the city.

The school will operate entirely within an existing commercial structure. No outdoor modifications or uses are proposed. Hours of operation are consistent with other commercial uses in the area. The proposed use will not endanger, injure, or detrimentally affect the use and enjoyment of nearby properties or the public health, safety, morals, comfort, convenience, or general welfare of the neighborhood or the city.

Staff do not see a need to impose specific conditions to satisfy this standard.

2. Will be consistent with the comprehensive plan.

The property is guided for Highway Business uses, which primarily consists of a mix of auto-oriented retail and service businesses, restaurants, and community- and regional-scale shopping centers. Highway business uses are located along Highway 169 and Highway 10 and have high visibility from these corridors. The use is consistent with the Comprehensive Plan as the City Council has determined that the educational use is appropriate for the commercial district.

Staff do not see a need to impose specific conditions to satisfy this standard.

3. Will not impede the normal and orderly development and improvement of surrounding vacant property.

As there are no vacant properties in the area, the site is already developed, and the proposed use does not require changes that would limit future development options for adjacent parcels, the proposed use will not impede the normal and orderly development and improvement of surrounding vacant or developed properties.

Staff do not see a need to impose specific conditions to satisfy this standard.

4. Will be served adequately by and will not adversely affect essential public facilities and services including streets,

police and fire protection, drainage, refuse disposal, water and sewer systems, parks and schools; and will not, in particular, create traffic congestion or interference with traffic on adjacent and neighboring public thoroughfares. The proposed use is low-intensity and will not generate traffic inconsistent with a commercial area. Adequate on-site parking is provided, and traffic access will not cause congestion or interfere with adjacent public roadways. The site is adequately served by existing public facilities and services, including streets, police and fire protection, drainage, refuse disposal, water, and sanitary sewer systems.

Staff do not see a need to impose specific conditions to satisfy this standard.

5. Will not involve uses, activities, processes, materials, equipment and conditions of operation that will be detrimental to any persons or property because of excessive traffic, noise, smoke, fumes, glare, odors, dust or vibrations. The proposed use will not involve activities, materials, or conditions of operation that would be detrimental to persons or property due to excessive traffic, noise, smoke, fumes, glare, odors, dust, or vibrations. All education activities will be conducted during normal business hours.

Staff do not see a need to impose specific conditions to satisfy this standard.

6. Will not result in the destruction, loss or damage of a natural, scenic or historic feature of major importance. No site work is being proposed. The proposal will not result in the destruction, loss, or damage of any natural, scenic, or historic feature of major importance, as no site alterations or land disturbance are proposed.

Staff do not see a need to impose specific conditions to satisfy this standard.

7. Will fully comply with all other requirements of this Code, including any applicable requirements and Standards for the issuance of a license or permit to establish and operate the proposed use in the city. The proposed use will comply with all applicable requirements of the City Code, including zoning regulations permitting, subject to compliance with the conditions of approval outlined below.

Staff have included three conditions to ensure the use is permitted in the zoning district and that it does not impact the operation of other uses within the building.

Financial Impact

None.

Mission/Policy/Goal

Reflect the culture of citizens and what is important.

Appropriately govern in an ever-changing environment.

Attachments

I. City Council Staff report dated 2-17-2026



Request for Action

To
City Council

Item Number
7.4

Meeting Date
February 17, 2026

Prepared By
Zack Carlton, Community Development Director

Item Description
Ordinance Amendment and Conditional Use Permit:
Educational Use, Good Shepherd Lutheran High
School — 630 Freeport Ave NW

Reviewed by
Jared Shepherd
Cal Portner
Jolene Richter

Action Requested

Direct staff to prepare an ordinance adding *Educational Institutions* as an allowed use in the MU-ERP zoning district for consideration on March 2, 2026.

or

Direct staff to prepare a resolution making findings of fact denying the requested ordinance amendment for consideration on March 16, 2026.

and

Continue the public hearing for the Conditional Use Permit request to March 2, 2026, as the Planning Commission has not made a recommendation. The Planning Commission will review the application on February 24, 2026.

Background/Discussion

The applicant, Good Shepherd Lutheran High School, has requested adoption of an ordinance amendment that would add *Educational Institutions* as a conditional use in the Mixed Use Elk River Plaza (MU-ERP) zoning district. The zoning district is a former Planned Unit Development (PUD) district that had the PUD agreement added to city codes in 2010. The zoning district is divided into three separate areas: multifamily residential, single-family residential, and commercial. Each of these areas are distinct in their location within the district and act as separate districts with their own allowed uses. The proposed amendment would apply to the commercial section as the proposed building site is within the commercial section of the MU-ERP zoning district.

Commercial districts, especially those along major highways, support retail and commercial uses, providing employment and economic opportunities throughout the community. Educational uses do not appear to support the goals of commercial districts, and based on that analysis, staff do not recommend approval of the amendment.

The associated Conditional Use Permit (CUP) application cannot be approved without the ordinance amendment.

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Planning Commission

The Planning Commission held a public hearing on January 27, 2026. The Planning Commission discussed the pros and cons of having a school in the commercial district. They discussed the way different commercial uses compliment each other when located close to one another, the conflicts with tobacco and liquor sales, and whether a school use in the district would limit allowed businesses from locating in the area.

The applicant, Melissa Lamkin, noted that she was the director of the school and believes the school would have a positive impact on the community. She shared their growth potential in expanding from the current enrollment of 32 students up to 120 students in the proposed space. She also noted that their goal is to eventually own their own building and property. When asked by a commissioner about locating in a commercial district, she stated this would be an opportunity to impact nearby businesses and learn from the business owners.

Additionally, numerous individuals spoke in support of the school and the ordinance amendment. They believe the school is a great benefit to the community, that it will help attract new residents, and that it may benefit the nearby businesses by bringing more people to the area daily and providing students with places to eat near the school. Adam Price, the building owner, also spoke in support of the application, stating that in his opinion, the use could be classified as a religious institution which is already allowed in the district.

A nearby business owner questioned how the property tax would be calculated if a school moved into the building. His concern was that it would reduce the taxes and create a precedent for other commercial building owners to follow and reduce their property tax bill. He stated that in speaking with the Sherburne County Assessor, tenants can appeal the tax class to be tax-exempt.

The Planning Commission then closed the public hearing and discussed allowing the use as an Interim Use, rather than a Conditional Use. They noted that the current lease was for 10-years and that an IUP could be tied to the lease. The commissioners quickly supported the idea of amending the ordinance to allow schools as an interim use, noting that the current application was only signing a 10-year lease. Staff noted that applicants would have the right, in the future, to apply for an amendment to an approved Interim Use Permit (IUP), allowing expansion of the allowed space or a time extension.

The Planning Commission voted unanimously to add *Educational Institutions* as an Interim Use in Subzone C of the MU-ERP zoning district. They also continued the CUP discussion to February 24, 2026, pending the City Council's action on the ordinance amendment.

Since the Planning Commission, staff and the city attorney have discussed the action from the commission meeting and do not believe that classifying a school as an interim use is appropriate. Conditional Use Permits (CUPs) are for ongoing uses, like schools, business, government facilities, etc. However, Interim Use Permits (IUPs) are used for temporary/short term needs of a specific property. Examples from past activities in the city include temporary classroom trailers, short-term use of a single-family home for multifamily uses, parking lots for model homes, compost sites, and home occupations. A school is generally a long-term use that should receive the benefit of surety that a CUP provides rather than a definitive end date included with an IUP.

Staff continue to recommend denial of the ordinance amendment to allow Educational Institutions in the MU-ERP zoning district. The city does not have a large supply of available commercial spaces and the existing commercial areas should be preserved to provide opportunity for new and expanding commercial ventures within the city. Additionally, while staff fully support education and want to see a variety of educational opportunities within the community, the expected growth from the specific use may push them beyond the current leased space and into nearby commercial spaces as they become available. Further expanding an initially small footprint in a district that generally does not support schools is very similar to the experience the city experienced with the growth of Spectrum School. Their use began in one building in the industrial

park, as a temporary use until they could find their own property and building, and now occupies three separate buildings for a total of 140,000 SF of industrial/business park space.

Recommended Action

Staff recommend denial of the ordinance amendment as the proposed use is not consistent with the commercial district.

If the City Council supports the amendment, staff recommends allowing the use as a Conditional Use as it is the most appropriate way to allow educational institutions in the district.

Whichever direction the City Council chooses, staff will return on March 2nd with the ordinance amendment document or March 16 with a resolution of denial for adoption.

Finally, the CUP application is still under review. The Planning Commission did not review or discuss the CUP specifics and continued their discussion to February 24, 2025. The City Council may not take action on that application and in order to provide an expedient resolution for the applicant, staff recommend continuing the public hearing to March 2, 2026.

Financial Impact

None

Mission/Policy/Goal

Ethical, efficient, and responsible.

Appropriately govern in an ever-changing environment.

Attachments

1. Planning Commission Memo dated February 24, 2026
2. Presentation



Request for Action

To
Planning Commission

Item Number
5.4

Meeting Date
January 27, 2026

Prepared By
Zack Carlton, Community Development Director

Item Description
Ordinance Amendment and Conditional Use Permit:
Educational Use, Good Shepherd High School - 630
Freeport Ave NW

Reviewed by
Chris Leeseberg

Action Requested

Recommend, by motion, denial of the proposed ordinance amendment to add Educational Institutions as an allowed use in the MU-ERP zoning district as the use is not consistent with the goals and intended purpose of a commercial area.

Recommend, by motion, denial of a Conditional Use Permit for an Educational Institution as it is not an allowed use in the MU-ERP zoning district.

Background/Discussion

The applicant, Good Shepherd Lutheran High School, has requested adoption of an ordinance amendment that would add Educational Institutions as a conditional use in the Mixed Use Elk River Plaza (MU-ERP) zoning district. The zoning district is a former Planned Unit Development (PUD) district that had the PUD agreement added to city codes in 2010. The zoning district is divided into three separate areas: multifamily residential, single-family residential, and commercial. Each of these areas are distinct in their location within the district and act as separate districts with their own allowed uses. The proposed amendment would apply to the commercial section as the proposed building site is within the commercial section of the MU-ERP zoning district.

Commercial districts, especially those along major highways, support retail and commercial uses, providing employment and economic opportunities throughout the community. Educational uses do not appear to support the goals of commercial districts, and based on that analysis, staff do not recommend approval of the amendment.

The associated Conditional Use Permit application cannot be approved without the ordinance amendment.

If the Planning Commission supports the proposed ordinance amendment, staff requests a formal recommendation for the ordinance amendment and continue the discussion of the Conditional Use Permit to February 24, 2026. This will allow the City Council to act on the ordinance amendment on February 17, 2026, and provide staff with additional time to review the CUP in more detail.

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Financial Impact

None.

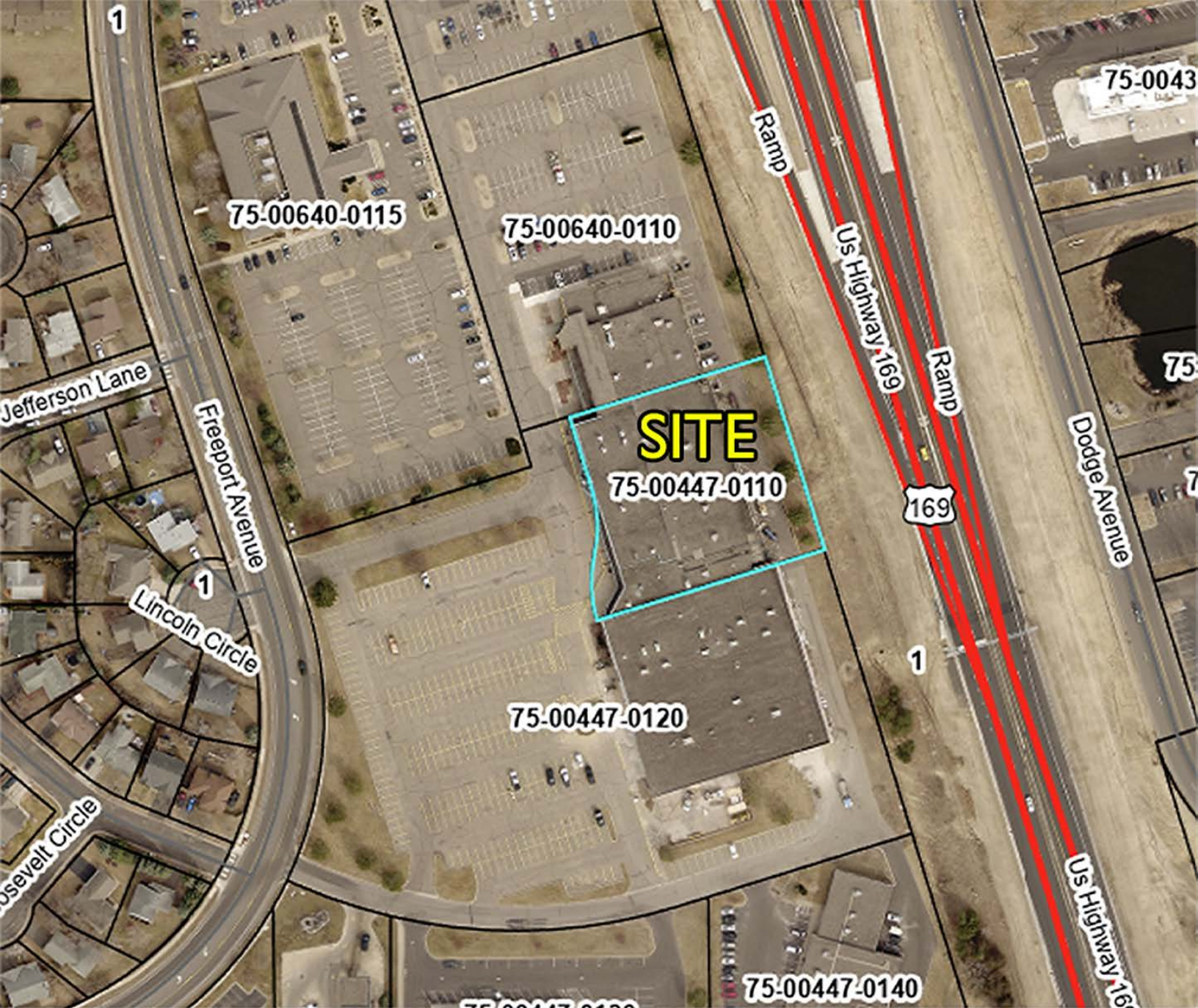
Mission/Policy/Goal

Responsibly grow.

Ethical, efficient, and responsible.

Attachments

1. Location Map
2. Allowed Uses in MU-ERP District
3. MU-ERP Zoning Map
4. Applicant's Narrative
5. Building Plans dated 12-5-2025



Project Location Map

Good Shepherd Lutheran

Ordinance Amendment and
Conditional Use Permit

Case No: ●A 25-11 & CU 25-16



Sec. 30-1584. - MU-ERP mixed use Elk River Plaza district.

(a) *Purpose.* The purpose of the mixed use Elk River plaza district is to codify the planned unit development into a single zoning district with three subsections: Commercial, single-family, and multiple-family.

(b) *Subzone A. Multiple-family residential.*

(1) Permitted uses are as follows:

- a. Residential, multiple family.
- b. Residential, single family.
- c. Townhouse, attached.

(2) Accessory uses are as follows:

- a. Accessory structures.
- b. Public shelters.
- c. Residential occupations.

(c) *Subzone B. Single-family residential.*

(1) Permitted uses are as follows:

- a. Single-family residential.

(2) Accessory uses are as follows:

- a. Accessory structures.
- b. Residential occupations.

(d) *Subzone C. Commercial.*

(1) Permitted uses are as follows:

- a. Business and professional offices.
- b. Class I restaurants.
- c. Nurseries, produce markets, and garden centers, which may include outdoor display.
- d. Outpatient health care facilities.
- e. Personal service establishments.
- f. Physical recreation or training.
- g. Public parks.
- h. Retail shops and stores.
- i. Sale of firearms.
- j. Zero lot line development.

(2) Accessory uses are as follows:

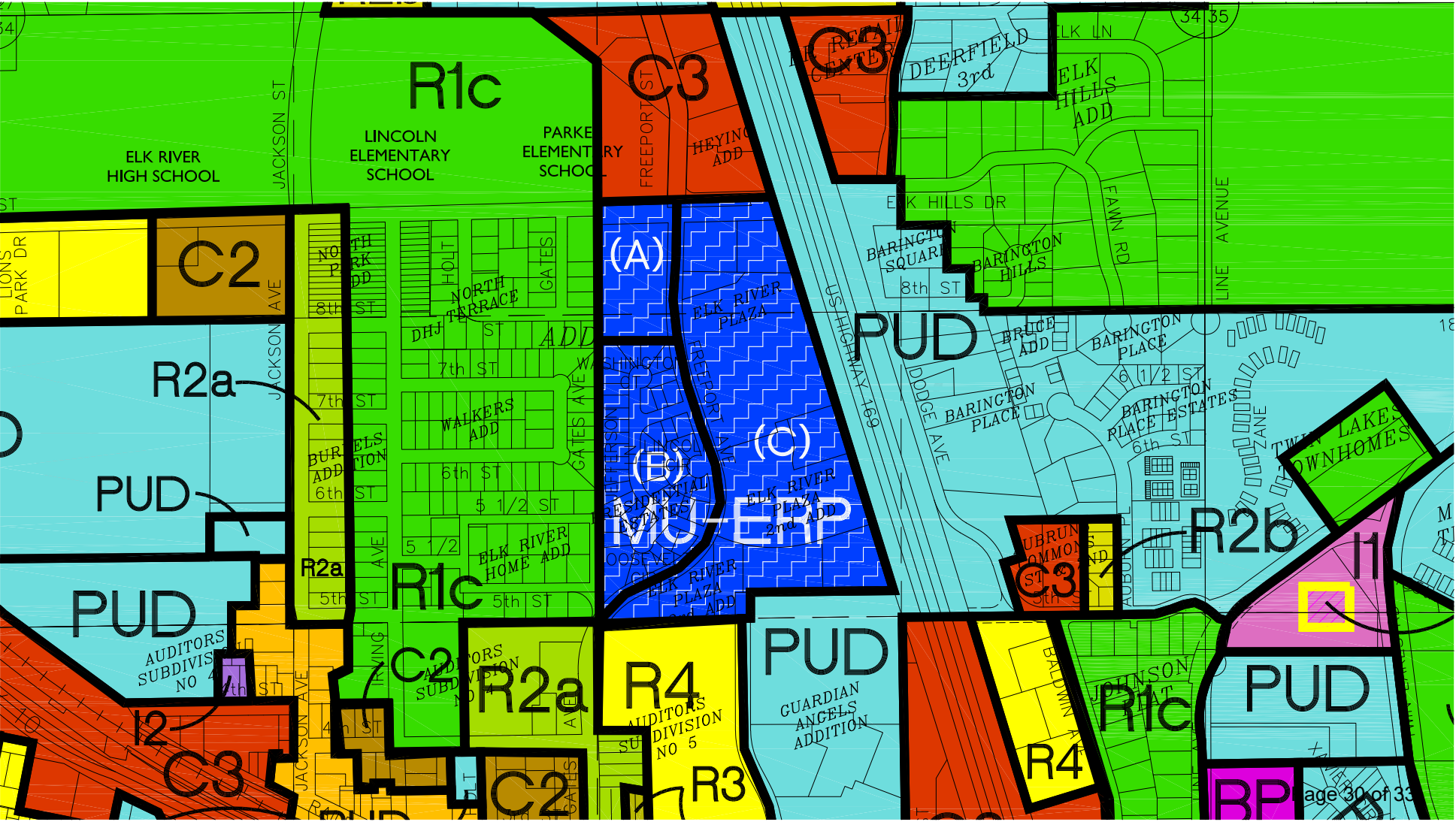
- a. Off-street parking facilities.
- b. Off-street parking facilities.
- c. Public shelters.

(3) Conditional uses are as follows:

- a. Carwashes.
- b. Class II restaurants.
- c. Commercial recreation, outdoor.
- d. Commercial recreational facilities, indoor.
- e. Dry cleaning establishment.
- f. Enclosed light manufacturing with related retail sales.
- g. Equipment rental businesses with no outdoor storage.
- h. Financial institutions.
- i. Funeral parlors.
- j. Governmental offices.
- k. Health care facilities, outpatient.
- l. Licensed day care facilities.
- m. Motor vehicle specialty shops.
- n. Nonprofit clubs, lodges, or halls.
- o. On-sale liquor establishments.
- p. Pawnshops (250-foot setback from any residential zone and 500-foot setback from schools, parks, day care centers, churches, and other pawnshops, measured from the property line).
- q. Produce markets.
- r. Religious institutions.
- s. Sauna establishments.
- t. Shopping centers.
- u. Veterinary clinics.

(Ord. No. 10-08, § 1, 6-21-2010; Ord. No. 15-34, § 1, 12-21-2015; Ord. No. 16-07, § 3, 4-18-2016; Ord. No. 16-10, § 1, 5-16-2016; Ord. No. 19-01, § 1, 1-22-2019; Ord. No. 19-12, § 1, 6-3-2019; Ord. No. 19-15, § 13, 8-19-2019; Ord. No. 20-03, § 3, 3-16-2020; Ord. No. 23-24, § 10, 11-20-2023)

Editor's note— Section 1 of Ord. No. 10-08, adopted June 21, 2010, set out a provision designated as § 30-1600. For stylistic purposes and at the discretion of the editor, this provision has been redesignated as § 30-1584.



Legal Description of Property

We are proposing the development of a new Christian high school facility designed to support academic, spiritual, and community growth. The project includes classroom spaces, a multi-purpose worship and assembly area, administrative offices, and dedicated rooms for science, technology, and the arts. The proposed facility will provide a safe, functional, and faith-centered environment for students in grades 9–12, allowing us to expand our enrollment capacity and enhance the educational services we offer to families in the community.

We ask that Section 30-635 of the City Municipal Code be amended to permit the operation of a high school educational facility at 630 Freemont Ave NW, Elk River, recognizing the school’s commitment to educational excellence, community service, and responsible land use consistent with the City’s comprehensive plan.

A Written Narrative see [Description of Project Narrative](#)

Project Narrative – GSL High School

Detailed Description / Scope of Project:

GSL High School is a small Christian high school seeking to expand and formalize its facility to better serve its students and the community. The project includes the use of the existing building for educational purposes, along with interior modifications to optimize classroom, office, and multi-purpose space usage. The goal is to provide a safe, functional, and faith-centered learning environment for students in grades 9–12.

Proposed Project:

The proposal is to operate a private Christian high school within the existing building footprint. The facility will include classrooms, administrative offices, and a multi-purpose assembly/worship area.

Consistency with City of Elk River Comprehensive Plan:

The project aligns with the City of Elk River Comprehensive Plan by supporting educational services, community development, and family-oriented uses. The school promotes lifelong learning, civic engagement, and community values, contributing to the social and cultural objectives outlined in the plan.

Hours of Operation:

- Monday–Friday: 8:30 AM – 3:00 PM

- Occasional evening/weekend events for school-related activities (e.g., parent meetings, performances, community events)

Number of Employees:

- 2 Full-Time Staff
- 5 Part-Time Staff

Parking:

- Existing parking: 20 stalls
- No additional stalls are required; current parking accommodates staff, students, and visitors.

Site Screening:

- Landscaping and natural screening exist on-site.

Proposed Building Materials:

- Interior: Steel framing, commercial-grade flooring, acoustical ceiling tiles, and impact-resistant surfaces for high-traffic areas

Compliance with Design Standards:

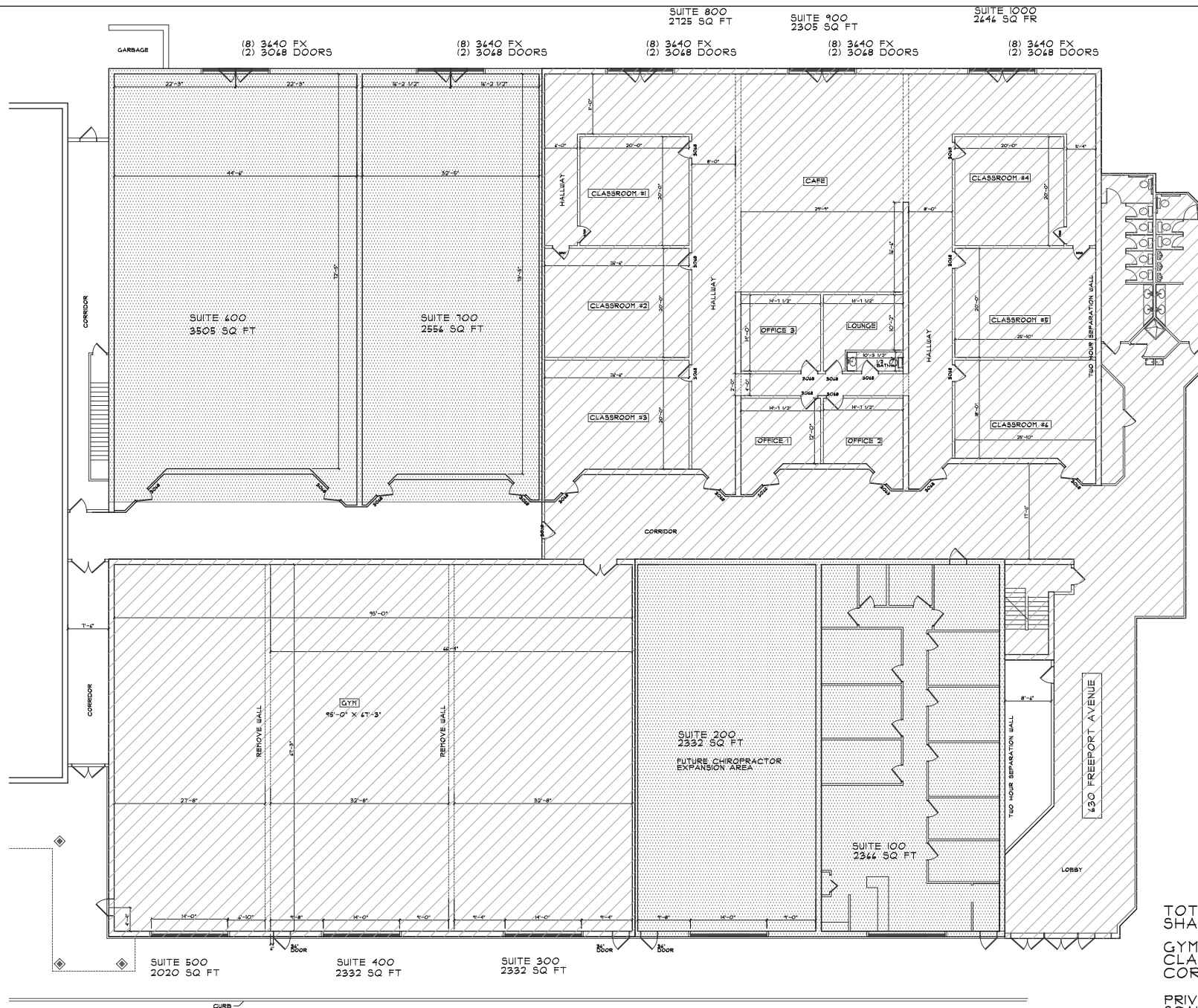
All proposed materials meet or exceed Elk River design and building code standards, ensuring safety, durability, and an appearance compatible with surrounding structures.

Signage:

- Separate permits will be obtained for each sign
- Proposed: 2 exterior signs identifying the school
- Size: To comply with city regulations
- Location: Front and back of the building
- Type: Non-illuminated channel letters as permitted

Outdoor Storage:

- No significant outdoor storage is planned.



TOTAL SQUARE FOOTAGE
 SHADED AREA 18,611 SQ FT
 GYM 6,680 SQ FT
 CLASSROOMS 1,764
 CORRIDORS/BATHS 4,173 SQ FT
 PRIVATE SCHOOL
 SCALE: 1/8" = 1'-0"