



Planning Commission

Tuesday, March 24, 2026

6:30 PM

Elk River City Hall

Regular Meeting Agenda

- Regular meeting in Council Chambers

1. CALL MEETING TO ORDER

2. CONSIDER AGENDA

3. CONSIDER MINUTES

3.1 DRAFT Minutes - February 24, 2026

4. ELECTION OF OFFICERS

4.1 Chair

4.2 Vice-Chair

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: Habitat for Humanity build site, ISD 728 - 900 School St NW

5.2 Land Use Amendment: Government Center Land, Sherburne County - PID 75-00844-0020

5.3 Interim Use Permit: Educational Institution, Good Shepherd Lutheran High School — 630 Freeport 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 Commission Bylaws and Calendar Review: Planning Commission and Board of Adjustments

6.2 Ordinance Amendment: Sign Standards and Codification of the PUD, Elk River Crossing Planned Unit Development.

6.3 Concept Review: Aggregate Mining, Steven Karst - 21975 Brook Rd NW

6.4 2026 Zoning, Development Code, and General Ordinance Update

7. COUNCIL LIAISON UPDATES

8. MOTION TO ADJOURN



**Meeting of the Planning Commission
Held at the Elk River City Hall
Tuesday, February 24, 2026**

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

Members Absent: Commissioner Anthony Kaba, Councilmember Jennifer Wagner

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 Booth to approve the agenda. Motion carried 6-0.

4. CONSIDER MINUTES

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

4.1 DRAFT Minutes - January 27, 2026

5. PUBLIC HEARINGS

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

Mr. Leeseberg presented the staff report.

Commissioner Johnson asked if the City has received negative comments. Mr. Leeseberg responded there have been some complaints of debris brought onto the road and dust from sweeping the road. Mr. Carlton added that the City's street department has visited the site in the past and recommended clean-up, particularly during wet weather.

Commissioner Johnson pointed out that the condition of the CUP was to sweep daily. Mr. Carlton suggested requiring a sweeping log.

Chair Beise opened the public hearing.

Luci Snowden, Central Minnesota Environmental Manager for Knife River, asked if the language of Condition 23 could be modified to clarify if sweeping must be done daily or only if there is an existence of debris.

Commissioner Johnson asked if daily sweeping is occurring. Ms. Snowden responded she could verify with Knife River staff.

Commissioner Bland asked about adding an additional cattle grate. Ms. Snowden stated that was an option or extending the paved area may be another option.

Commissioner Rydberg asked about the process of communicating to drivers about no right turns. Ms. Snowden stated drivers are informed not to take right turns. She added that these requirements are communicated to private contractors but there is no way to enforce them.

Commissioner Bland asked if Ms. Snowden directly received complaints from the community. Ms. Snowden responded that she has only heard concerns from the city, not directly from the public. All concerns have been regarding debris on the road.

Chair Beise closed the public hearing.

Chair Beise stated it would be helpful to have documented inspections of the roadway and the applicant could sweep as necessary as opposed to sweeping every day.

Commissioner Johnson asked staff if they had a preference between an additional cattle grate versus extending the pavement or on the idea of a daily sweeping log. Mr. Leeseberg responded staff would check with the environmental department on their preference. Mr. Carlton responded that a daily sweeping log would be a good solution and could be reviewed during a city inspection or in the case of complaints.

Moved by Commissioner Johnson and seconded by Commissioner Booth to recommend 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.
 - 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. If any material is tracked onto the roadway, it must be removed**

through daily sweeping and a log of all site inspections and sweeping activities be maintained and made available for city review.

24. A cattle grate shall be placed between the street and the security gate along with pavement from the grate to the street.
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.

Motion carried 6-0.

6. GENERAL BUSINESS

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

Mr. Carlton presented the staff report. At their January meeting, the Planning Commission had discussed changing the application to an Interim Use Permit (IUP). Mr. Carlton explained that the City Attorney did not recommend proceeding with an IUP and stated that a Conditional Use Permit (CUP) is the recommended avenue for approval.

Commissioners Johnson, Booth, and Bland stated they were still in favor of an IUP unless there was a legal obligation not to do so. Mr. Carlton stated he would confer with the City Attorney if there was a legal obligation not to pursue the project as an IUP.

Mr. Carlton explained that if the Council agrees with the recommendation for an IUP the application would need to submit a new application for an IUP which would delay the applicant's timeline further.

Mr. Leeseberg explained the Commission would have no input on the conditions of the CUP once it

went to the Council. Commissioner Johnson stated he had no issues with the conditions listed, only the fact it was a CUP.

Commissioner Zahler stated the Commission should separate the two issues and asked if the Commission wants to grant a CUP in this area. Does the Commission believe the applicant meets the conditions for approving a CUP?

The Commission agreed that their preference was for the application to change to an IUP.

Commissioner Johnson summarized that the Commission could approve the CUP with the conditions outlined in the memo, pass it along to the City Council, and have staff confer with the City Attorney. If there is a legal requirement for a CUP, then the City Council can review the application holistically with all the information available to support their decision.

Moved by Commissioner Johnson and seconded by Commissioner Bland to recommend 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.**

Motion carried 6-0.

7. COUNCIL LIAISON UPDATES

Mr. Carlton stated that the City Council adopted a one-year moratorium on multifamily housing developments. An RFP has been posted for re-writing Chapter 30 of the City Code and will close on March 9, 2026.

8. MOTION TO ADJOURN

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

The meeting adjourned at 7:18 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
March 24, 2026

Prepared By
Zack Carlton, Community Development Director

Item Description
Conditional Use Permit: Habitat for Humanity build site, ISD 728 - 900 School St NW

Reviewed by
Chris Leeseberg

Action Requested

Open the public hearing, receive comments, and continue the hearing to April 28, 2026.

Background/Discussion

The school district is working to update and refine plans for the proposed educational build site. Staff had concerns with the proposed location along Jackson Avenue and have discussed moving the building site further into the school property. The school district and staff also need to review state standards in more detail for the proposed use.

Financial Impact

None.

Mission/Policy/Goal

Together we win.

Attachments

None

The Elk River Vision

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



Request for Action

To
Planning Commission

Item Number
5.2

Meeting Date
March 24, 2026

Prepared By
Zack Carlton, Community Development Director

Item Description
Land Use Amendment: Government Center Land,
Sherburne County - PID 75-00844-0020

Reviewed by
Chris Leeseberg

Action Requested

Recommend, by motion, approval of the Comprehensive Plan amendment requested by Sherburne County.

Background/Discussion

The applicant, Sherburne County, has submitted an application requesting approval of a Comprehensive Plan amendment for the property (PID 75-00844-0020) south of the government center. The parcel is currently guided for Mixed Residential uses, and the county is looking to change the guidance to Business Park. The parcel had previously been guided for Business Park uses, but was changed to Mixed Residential with the adoption of the 2021 Comprehensive Plan Update. That change was made at the request of the county.

The parcel is 33.89 acres and zoned Business Park, consistent with the requested land use guidance. The properties to the west are occupied by two data centers, both guided for and zoned Business Park. The parcel is bordered on the north by the Sherburne County Government Center, also zoned Business Park, and to the east and south by existing single-family homes.

The proposed land use amendment does not authorize any uses to immediately begin construction on the site, but does allow light industrial and office uses. When a development application is submitted to the city, careful consideration will be required to buffer the existing neighborhoods from adverse effects.

Financial Impact

None.

Mission/Policy/Goal

Support the growth and development of the community.

Attachments

1. Location Map
2. Applicant's Narrative
3. Land Use Map
4. Presentation

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Project Location Map

Sherburne County
Land Use Amendment

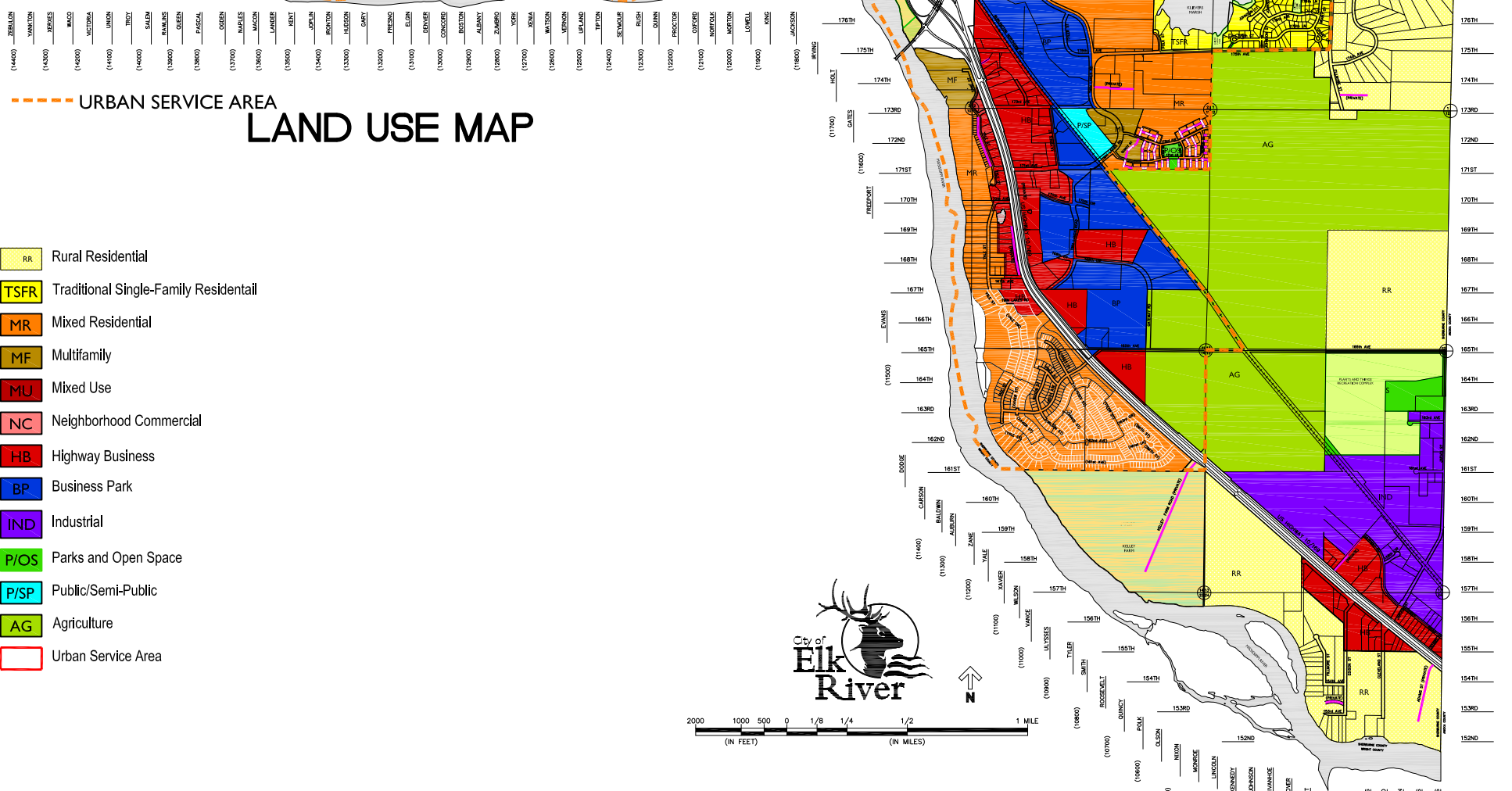
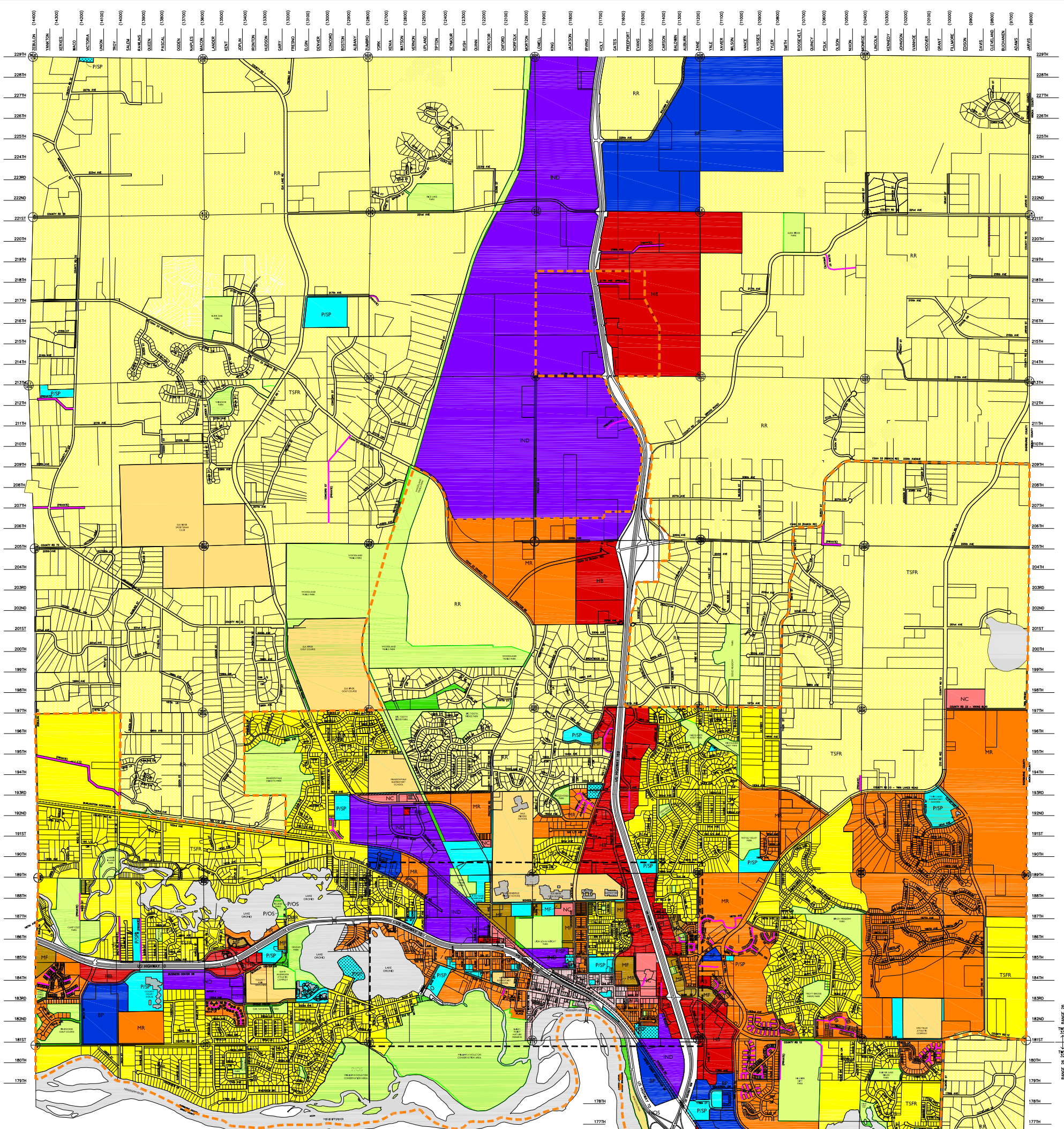
Case No: LU 26-01

Legal Description of Property

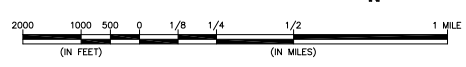
Lot B Elk Path Business Center Fifth Addition

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

We are requesting the current land use of "Mixed Residential" be changed to "Business Park" for potential future industrial usage. At this time, the County does not have any specific project finalized, but this change would allow any future industrial interest on the land to proceed through the development process in a timelier fashion.



URBAN SERVICE AREA
LAND USE MAP

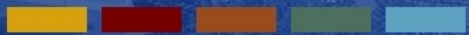


BASE MAP
REVISED BY
EIA RIVER STAFF
OCT 2024



Sherburne County

Land Use Amendment

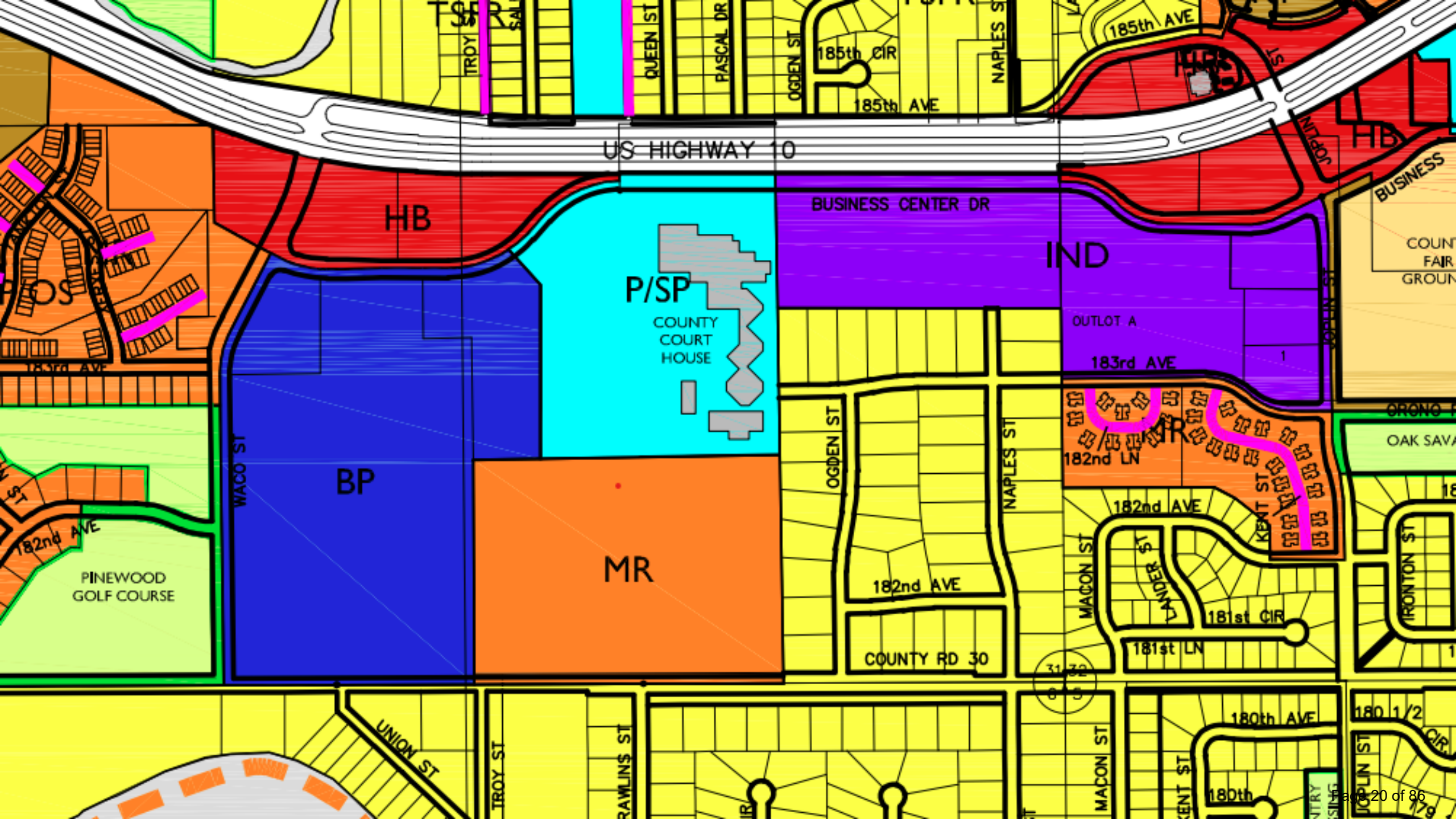


Location Map



Background

- **Sherburne County has requested a land use amendment.**
 - **Mixed Residential to Business Park**
 - **Previously guided for Business Park - 2021**
- **Changed at county's request during Comp Plan update**
- **No development proposal at the moment.**
- **Supports the county's marketing for property.**
- **Aligns with the zoning, has not changed.**



US HIGHWAY 10

HB

BUSINESS CENTER DR

IND

P/SP

COUNTY COURT HOUSE

OUTLOT A

183rd AVE

BP

OGDEN ST

NAPLES ST

182nd LN

ORONO F

OAK SAVA

182nd AVE

PINWOOD GOLF COURSE

MR

182nd AVE

182nd AVE

181st LN

181st CIR

IRONTON ST

UNION ST

TROY ST

RAWLINS ST

CIR

MACON ST

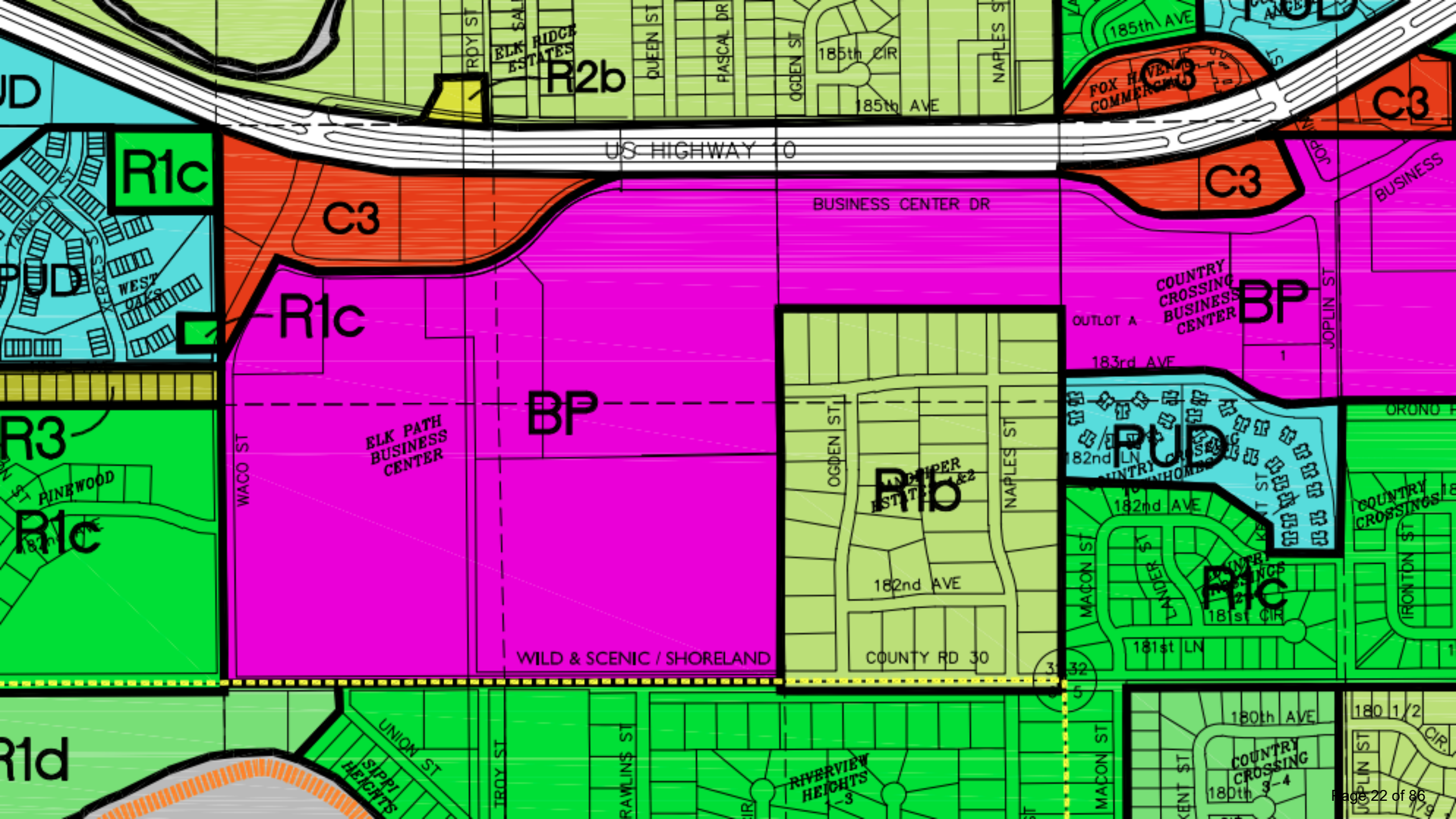
180th AVE

180 1/2

180th

JOPLIN ST

179



R1c

R2b

C3

C3

C3

R1c

BP

BP

R3

PUD

R1c

R1b

R1c

R1d

R1c

RIVERVIEW HEIGHTS

COUNTRY CROSSING

Background

- Land Use informs the zoning map
 - Land Use is the basis for land use decisions.
- The two should be consistent.
 - Consistency required prior to approval of development.
- Combination of BP and Public since 2007.
- Current zoning established in 2015.

Action Requested

- **Recommend, by motion, approval of the Land Use Amendment**
- **CC will review on April 20th at 6:00 p.m.**

BP Uses

- **Business Offices**
- **Light Manufacturing**
- **R&D Facilities**
- **Warehouse**
- **Government Facilities**
- **Brew/Distill**
- **Limited Outdoor Storage**

- **Higher quality building finishes and screening**

2015



0 200 Feet





Request for Action

To
Planning Commission

Item Number
5.3

Meeting Date
March 24, 2026

Prepared By
Zack Carlton, Community Development Director

Item Description
Interim 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 interim use permit (IUP) 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 an Interim 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 Interim Use Permit.
6. The IUP will expire 10 years from the date the certificate of occupancy is issued or if the applicant, Good Shepherd Lutheran High School, ceases operations in the building.

Background/Discussion

The applicant, Good Shepherd Lutheran High School, has requested approval of an Interim Use Permit (IUP) to establish an Educational Institution (school) at 630 Freeport Ave NW. The school use is not currently allowed in the zoning district, but the City Council has directed staff to move forward with adoption of an ordinance amendment to allow Educational Institutions as an Interim Use in the MU-ERP zoning district. The City Council is expected to adopt the ordinance on April 6, 2026.

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 located 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.

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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

Section 30-658 outlines the standards required for approval of an Interim Use Permit.

1. The period of time for which the interim use permit is to be granted will terminate before any adverse impacts are felt upon adjacent properties.

The applicant is signing a 10-year lease for the building and the proposed IUP limit matches the terms of the lease. Any extension of the use will require a renewal of their lease with the building owner and approval from the city council.

2. There is adequate assurance that the property will be left in suitable condition after the use is terminated.

The building will be remodeled to meet the needs of a school operation, but the shell and the improvements will not detrimentally impact the long-term use of the building or site.

3. The use is similar to uses allowed in the zoning district in which the property is located.

School uses generate traffic before and after the school day, which may be similar to other uses in a commercial district. Other uses in the school, like offices, cafeteria, and recreational spaces are similar to adjacent uses that already exist in the building.

4. The date or event that will terminate the use can be identified with certainty.

The termination date of the IUP is currently linked to the length of the proposed lease or the applicant ceasing operation. Without an extension of both approvals, the use cannot continue.

5. Authorizing the use will not impose additional costs on the public if it is necessary for the public to take the property in the future.

The use will not impose additional costs on the public and will not create a situation that would require the city to take the property in the future. The space will be leased to the proposed use and remain under the ownership of the landlord.

6. The property owner or lessee agree to all conditions that the city council deems appropriate for authorization of the interim use.

The property owner is aware of the conditions being imposed upon this approval. If they have any concerns about these conditions, they can share them during the public hearings.

7. The applicant provides assurances deemed adequate by the city council that the use will terminate as provided in the interim use permit. The city council may require the applicant to deposit a cash amount with the city, or provide some other form of security, to ensure compliance with this criteria.

Staff do not believe a cash escrow or deposit will be necessary for this IUP.

8. Authorization of the interim use will not result in adverse effects on the public health, safety, or welfare.

The use authorized by the IUP application will not result in adverse effects on public health, safety, or welfare.

9. The proposed interim use is consistent with the City of Elk River comprehensive plan and conforms to the city's zoning regulations.

The Comprehensive Plan guides the property for highway commercial uses and the Planning Commission and

City Council have determined that the Proposed Educational Institution is consistent with the comprehensive plan through an ordinance amendment adding Educational Institutions as an Interim Use in the district. The conditions of approval require updates to the building and adoption of the ordinance to ensure full compliance with the city's zoning ordinances.

Staff's analysis of the application finds compliance with the standards and recommends approval subject to the conditions noted in the memo.

Financial Impact

None.

Mission/Policy/Goal

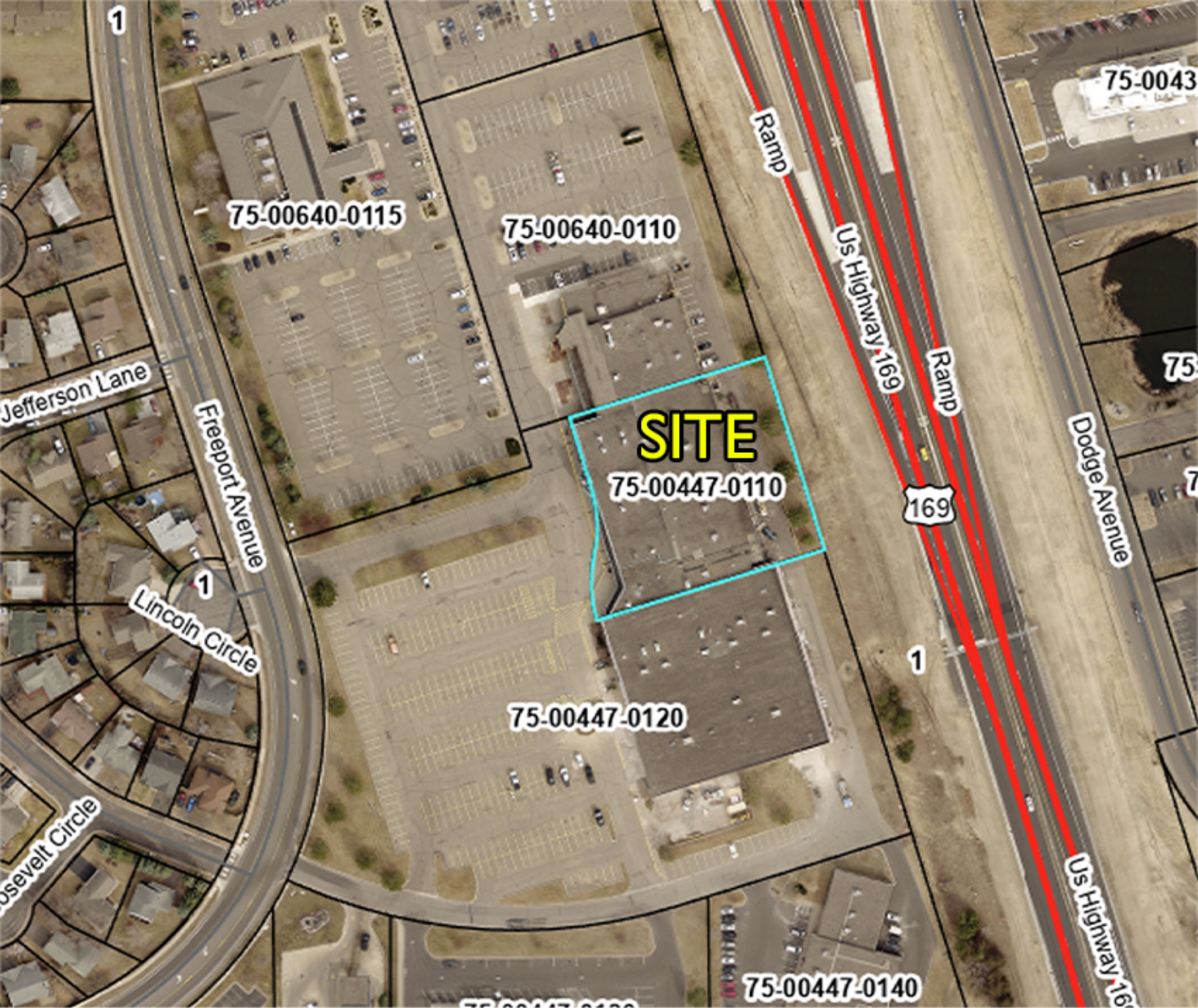
Work with citizens to achieve goals.

Reflect the culture of citizens and what is important.

Appropriately govern in an ever-changing environment.

Attachments

1. Location Map
2. Applicant's Narrative
3. Floor Plan
4. Presentation



Project Location Map

Good Shepherd Lutheran

Interim Use Permit



Case No: IU 26-01

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

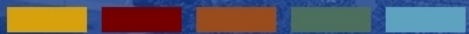
Outdoor Storage:

- No significant outdoor storage is planned.

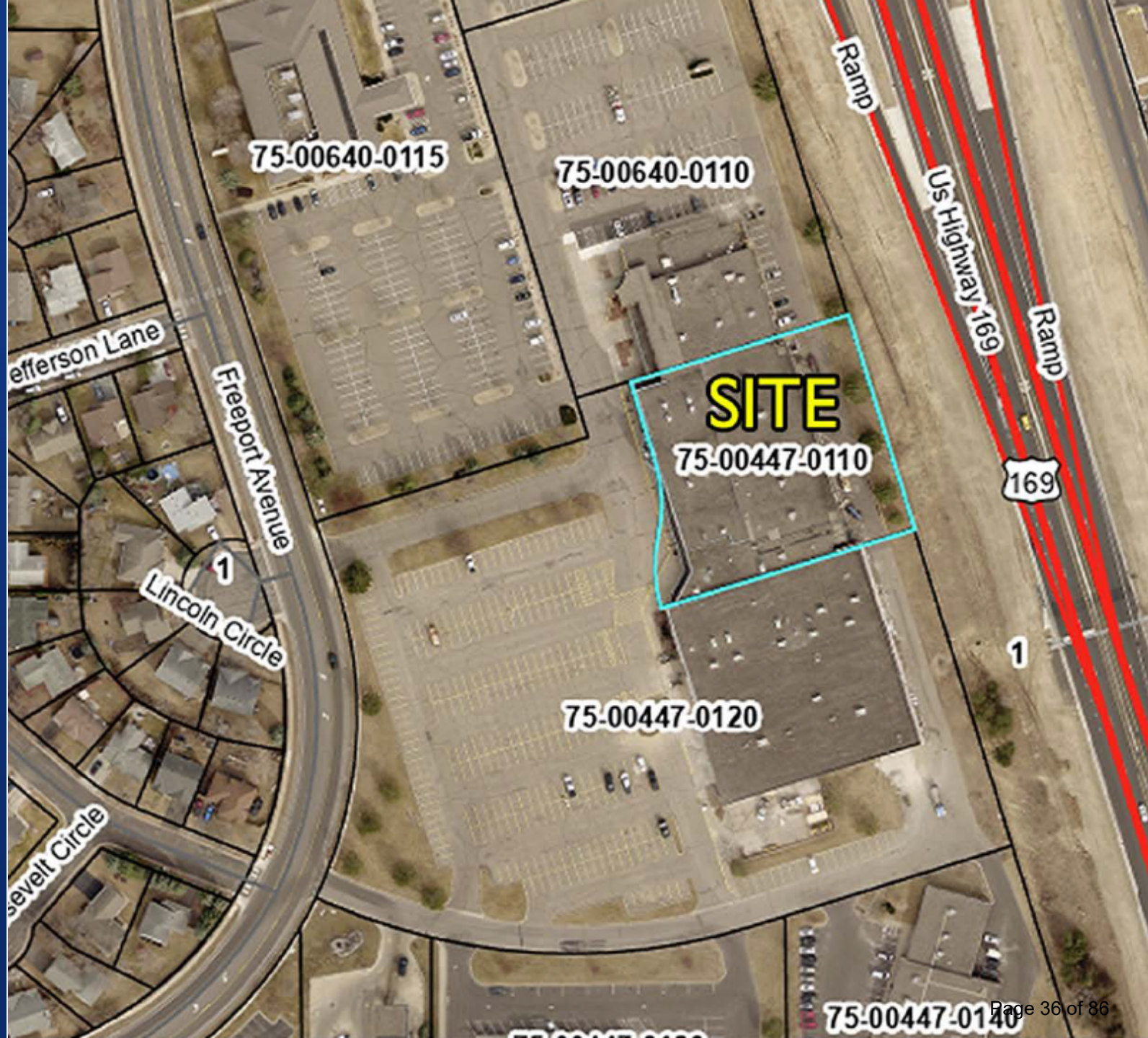


Good Shepherd High School

Interim Use Permit

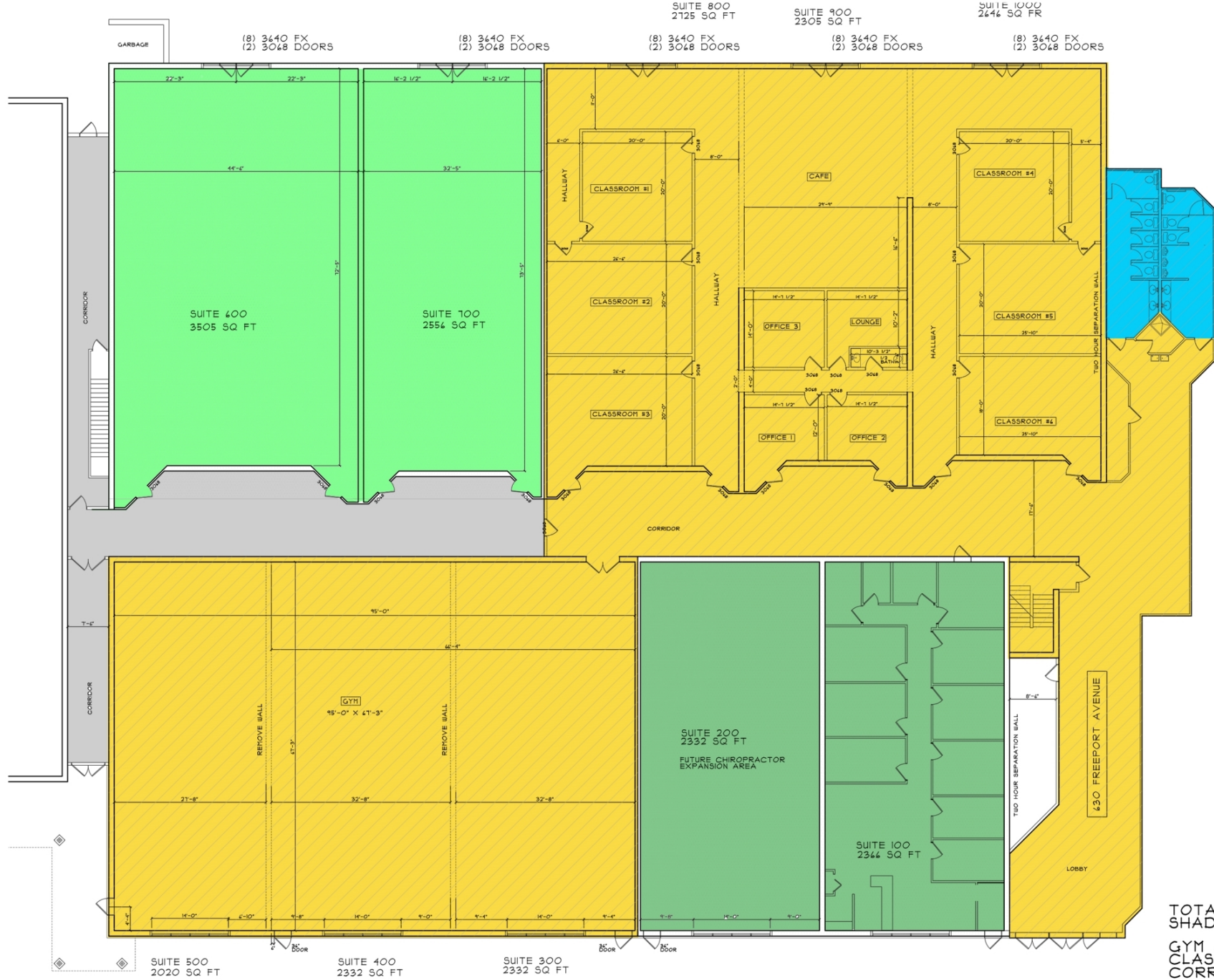


Location Map



Background

- Applicant proposes establishing a school in the MU-ERP district.
- City Council directed staff to amend the ordinance, allowing school uses as an Interim Use.
 - Scheduled for adoption on April 6th.
- Applicant has applied for an IUP to allow their Educational Institution.



TOTAL SQUARE FOOTAGE
 SHADED AREA 18,611 SQ FT
 GYM 6,680 SQ FT
 CLASSROOMS 1,164
 CORRIDORS/BATHS 4,113 SQ FT



75-00640-0115

75-00640-0110

SITE

75-00447-0110

75-00447-0120

Jefferson Lane

Freepoint Avenue

Lincoln Circle

US Highway 169

Ramp

Dodge Avenue

169

1

Background

- **Staff's analysis finds compliance with the standards for approval, subject to the six conditions included in the memo.**
- **The Planning Commission should discuss the duration of the IUP.**
 - **Staff's recommendation is based on an understanding of a 10-year lease and previous discussions with the PC.**

Action Requested

- **Recommend, by motion, approval of the IUP with the conditions noted in the memo.**
- **CC will review on April 6th at 6:30 p.m.**



Request for Action

To
Planning Commission

Item Number
6.1

Meeting Date
March 24, 2026

Prepared By
Zack Carlton, Community Development Director

Item Description
Commission Bylaws and Calendar Review: Planning Commission and Board of Adjustments

Reviewed by
Katie Porath

Action Requested
Review the bylaws and meeting calendar.

Background/Discussion

The bylaws and enabling resolution of the Planning Commission and Board of Adjustments may be reviewed at any time, but must be reviewed at least once per year at the annual meeting.

As part of the annual review, board members may propose any other changes to the bylaws or enabling resolution by motion. All bylaw changes shall be reviewed and approved by the Planning Commission and must be filed with the Office of the City Clerk.

The Planning Commission hold their regular meetings on the 4th Tuesday of every month at 6:30 p.m. at Elk River City Hall. The attached meeting calendar identifies these meeting dates for 2026. No changes due to holidays have been proposed.

Financial Impact
None

Mission/Policy/Goal
Appropriately govern in an ever-changing environment.

Attachments

1. 2026 Boards and Commissions Meetings
2. Board of Adjustment Bylaws July 23, 2024
3. Planning Commission Bylaws July 23, 2024

The Elk River Vision

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

Advisory Board/Commission Meeting Calendar

January						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October						
S	M	T	W	T	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

May						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August						
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23	24	25	26	27	28	29
30	31					

November						
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29	30					






March						
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29	30	31				





June						
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28	29	30				

September						
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27	28	29	30			

December						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOTE: ALL DATES ARE SUBJECT TO CHANGE.

-  EDA (5:30 p.m.) and City Council (6:00 p.m. or after EDA mtg)
-  Heritage Preservation Commission - 6:00 p.m.
-  HRA (5:30 p.m.) and City Council (6:30 p.m.)
-  Community Event Center Commission - 6:30 p.m.
-  Parks and Recreation Commission - 6:30 p.m.

-  Planning Commission - 6:30 p.m.
-  Utilities Commission - 3:30 p.m.
-  City Council
-  Utilities Commission/Parks and Recreation Commission

Holidays

- Jan 1 - New Year's Day observed
- Jan 19 - Martin Luther King Jr. Day
- Feb 16 - Presidents' Day
- May 25 - Memorial Day
- June 19 - Juneteenth
- July 4 - Independence Day
- Sept 7- Labor Day
- Nov 11 - Veterans Day observed
- Nov 26 - Thanksgiving
- Nov 27 - Day after Thanksgiving
- Dec 24 & 25 - Christmas holidays observed

Multipurpose Facility Commission meets at Furniture and Things Community Event Center, 1000 School St
 Utilities Commission meets at ERMU, 13069 Orono Parkway
 Unless otherwise noted, all other meetings are held at Elk River City Hall, 13065 Orono Parkway

City of Elk River

Bylaws of the Board of Adjustments

Article 1. Purpose

As outlined in city ordinance the purpose of the Board of Adjustments is:

The board of adjustments hear matters of zoning variances, zoning appeals, and the establishment of legal nonconforming rights.

Article 2. Responsibilities

As outlined in city ordinance, the responsibilities of the Board of Adjustments are:

- A. *Administrative review.* To hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by staff in the enforcement of this chapter.
- B. *Variance.* To authorize, upon appeal in specific cases, such variance from the terms of this chapter as will not be contrary to the public interest where, owing to special conditions, a literal interpretation and enforcement of the provisions of this chapter would result in unnecessary hardship as provided in Chapter 30, Article VI.

Article 3. Meetings

- A. The board of adjustments shall adopt bylaws for the transaction of its business consistent with the provisions of Chapter 30, division 2, article VI of this code and Minn. Stats. §§462.351-462.364. Meetings of the board shall be held on the same evenings as the Planning Commission meetings.
- B. Commission Schedule. As outlined in city ordinance, the Planning Commission shall meet at least 12 times per year. Regular Meetings shall be held on the fourth Tuesday at 6:30 p.m. in Council Chambers at City Hall. The meeting schedule shall be posted at the primary office/facility the commission meets and the Elk River City Hall.
- C. Special Meetings. This policy is set by the City Council. Special Meetings may be added by consensus of the commission at a scheduled Regular Meeting to complete unfinished or newly planned business of the scheduled Regular Meeting. Special Meetings shall not replace scheduled Regular Meetings.
- D. Attendance Policy. This policy is set by the City Council. Members are expected to maintain a proper attendance record. Attendance is vital to community service and City Council expectations. Because attendance is important, the City Council has adopted the following attendance policy:

Members shall be automatically removed for lack of attendance. Lack of attendance is defined as:

- Regularly Scheduled Monthly Commissions: missing three (3) scheduled Regular Meetings during a calendar year without an excused absence; or missing 50% of Regular and Special Meetings with or without an excused absence during a calendar year.
- All Other Commissions: missing two (2) scheduled Regular Meetings during a calendar year without an excused absence or missing 50% of Regular and

Special Meetings with or without an excused absence during a calendar year.

An absence may be excused if the staff liaison or the Office of the City Clerk are notified no later than 12 p.m. (noon) on the day of the scheduled meeting.

Participation for less than three-fourths (3/4) of a meeting shall be considered an absence. Members removed pursuant to this paragraph shall not continue to serve on the board or commission. A member may appeal termination by requesting a hearing before the City Council within 10 days of notice of termination.

Staff liaisons shall use a standard commission attendance form to record attendance. The Office of the City Clerk shall forward the attendance record to the City Council each June and December for Council review.

Article 4. Officers, Elections, Duties

Officers, the election process, and their duties shall be consistent with the procedures established by the Planning Commission bylaws. The offers shall be the same as appointed by the Planning Commission.

Article 5. Staff Roles

The city shall provide the commission necessary technical and administrative assistance as follows:

- A. Preparation of and posting of public notices as required by law.
- B. Preparation of all meeting materials, such as agendas, reports, reference materials, and presentation materials.
- C. Preparation of meeting minutes.
- D. Retention of and public access to all commission records.

Article 6. Training

Members are expected to complete recommended training to meaningfully participate and make informed decisions on matters coming before them.

Article 7. Reporting

As outlined in city ordinance the commission shall provide reports, conclusions, and recommendations to the City Council throughout the year as needed.

Article 8. Public Records

- A. All commissions receive and create public records while conducting business. Members may also produce public records in their official capacity as a board member. All board-related communications are subject to public disclosure.
- B. Examples of public records include papers, notes, photographs, videos, maps, emails, voicemail messages, instant messages, and text messages. Email and text messages are public records when created by appointed officials and employees for the purpose of conducting official city business. Social media posts may also be considered a public record.

Article 9. Conflict of Interest/Ethics

- A. Members may not, in their private capacity, negotiate, bid for, or enter into a contract on behalf of or with the City of Elk River in which they have a direct or indirect financial interest or perceived financial interest.
- B. A member shall withdraw from commission discussion, deliberation, and vote on any matter in

which the member, an immediate family member, or an organization with which the commission member is associated has a financial or perceived personal interest (see City Ordinance). The member shall also leave the meeting room during the ensuing discussion and vote.

- C. A member may not receive anything of value that could reasonably be expected to influence their vote or other official action (see Minnesota Gift Law).

Article 10. Amendments to Bylaws

All bylaw changes shall be reviewed and approved by the Planning Commission meeting as the Board of Adjustments and must be filed with the Office of the City Clerk.

Adopted: July 23, 2024



Perry Beise
Planning Commission Chair

City of Elk River

Bylaws of the Planning Commission

Article 1. Purpose

As outlined in city ordinance the purpose of the Planning Commission is:

The planning commission assists in implementing city plans by making recommendations to the City Council on long-range planning issues, such as land use and transportation, as well as current issues including subdivisions, site plans, conditional use permits, and variances.

Article 2. Responsibilities

As outlined in city ordinance, the responsibilities of the Planning Commission are:

- A. Prepare and recommend to the City Council for adoption a Comprehensive Plan and amendments as provided for by Minnesota Statutes Chapter 462. Such plan may be prepared in sections, each of which must relate to a major subject of the plan, as outlined in the Commission's work program. The comprehensive plan must include those official controls as defined by Minnesota Statutes Chapter 462 including, but not limited to, ordinances establishing zoning, subdivision controls, site plan regulations, sanitary codes, building codes, and official maps.
- B. Review the acquisition or disposal of real property by the city as provided for by Minnesota Statutes Chapter 462 for the purpose of considering this action for consistency with the city's Comprehensive Plan. Upon the completion of its review, the Planning Commission shall forward to the City Council the following: i) its findings as to compliance of the proposed acquisition or disposal by the City of real property with the comprehensive plan; and ii) if any modifications or amendments to the comprehensive plan are necessary.
- C. Review proposed amendments to the city's zoning and subdivision regulations and submit its recommendations to the City Council.
- D. Review all development proposals and hold public hearings according to the authority and procedures set forth in the City's zoning and subdivision regulations.
- E. Serve as the Board of Adjustment.

Article 3. Meetings

- A. Annual Organizational Meeting. The March meeting in each calendar year shall be the organizational meeting which includes the election of officers, a review of bylaws, and approval of the meeting calendar.
- B. Commission Schedule. The Planning Commission shall meet at least 12 times per year. Regular Meetings shall be held on the fourth Tuesday of the month at 6:30 p.m. in Council Chambers at City Hall. The meeting schedule shall be posted at the primary office/facility the commission meets and the Elk River City Hall.
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Staff liaisons shall use a standard commission attendance form to record attendance. The Office of the City Clerk shall forward the attendance record to the City Council each June and December for Council review.

Article 4. Officers, Elections, Duties

- A. As outlined in the city ordinance, a chair and vice chair must be selected. During the annual meeting, the members shall elect a chair and vice chair who shall hold the office for a period of one year. The city ordinance states a member must have one year of experience before being elected to serve as chair. If both the chair and vice chair are absent, the remaining quorum shall appoint one member to preside at that meeting.
- B. Each voting member has a right to make a nomination for an officer.
- C. A vacancy for an officer shall be filled by a vote at the next regularly scheduled meeting after the vacancy occurs.
- D. The chair shall preside at all meetings.
- E. The vice chair shall act for the chair in his/her absence.
- F. Any member of the commission may request to add items to the Regular Meeting agenda. Requests must be submitted to the staff liaison, in writing, no less than seven (7) days prior to the scheduled Regular Meeting.

Article 5. Staff Roles

The city shall provide the commission necessary technical and administrative assistance as follows:

- A. Preparation of and posting of public notices as required by law.
- B. Preparation of all meeting materials, such as agendas, reports, reference materials, and presentation materials.
- C. Preparation of meeting minutes.
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Members are expected to complete recommended training to meaningfully participate and make informed decisions on matters coming before them.

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Article 9. Conflict of Interest/Ethics

- A. Members may not, in their private capacity, negotiate, bid for, or enter into a contract on behalf of or with the City of Elk River in which they have a direct or indirect financial interest or perceived financial interest.
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- C. A member may not receive anything of value that could reasonably be expected to influence their vote or other official action (see Minnesota Gift Law).

Article 10. Amendments to Bylaws

All bylaw changes shall be reviewed and approved by the Planning Commission and must be filed with the Office of the City Clerk.

Adopted: July 23, 2024



 Perry Beise
 Planning Commission Chair



Request for Action

To
Planning Commission

Item Number
6.2

Meeting Date
March 24, 2026

Prepared By
Chris Leeseberg, Senior Planner

Item Description
Ordinance Amendment: Sign Standards and Codification of the PUD, Elk River Crossing Planned Unit Development.

Reviewed by
Zack Carlton

Action Requested

Recommend, by motion, approval of an ordinance establishing and outlining the development standards for the Elk River Crossing Planned Unit Development and updating the signage standards.

Background/Discussion

During the review of Ordinance Amendment (OA 25-03), the version of the ordinance recommended for approval by the Commission was not the same version later reviewed and approved by the Council. It is unclear why the version presented to the Council was missing a portion of the text. At the direction of the City Attorney, the Commission is being asked to review the ordinance again and provide a recommendation to the Council. A public hearing is not required.

Financial Impact

None

Mission/Policy/Goal

Ethical, efficient, and responsible.

Attachments

1. Ordinance
2. 6.2 Elk River Crossing PUD

The Elk River Vision

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

Ordinance 26 - ____

An Ordinance Amending Chapter, 30, Division 9, Other Nonoverlay Districts, of the City of Elk River, Minnesota, City Code

The City Council of the City of Elk River does hereby ordain as follows:

SECTION 1. That **Chapter 30, Division 9, Other Nonoverlay Districts**, of the City of Elk River Code of Ordinances shall be amended to add the following Section:

Section 30-1602. – Elk River Crossing PUD

- (a) Legal Description. The following described property located within the City of Elk River, Sherburne County, Minnesota is hereby zoned PUD, Planned Unit Development:

Lot 1, Block 2, ELK RIVER CROSSING, Sherburne County, Minnesota

Lot 2, Block 2, ELK RIVER CROSSING, Sherburne County, Minnesota

Lot 1, Block 1, ELK RIVER CROSSING THIRD ADDITION, Sherburne County, Minnesota

Lot 2, Block 1, ELK RIVER CROSSING THIRD ADDITION, Sherburne County, Minnesota

Lot 3, Block 1, ELK RIVER CROSSING THIRD ADDITION, Sherburne County, Minnesota

Lot 1, Block 1, ELK RIVER CROSSING FOURTH ADDITION, Sherburne County, Minnesota

Lot 2, Block 1, ELK RIVER CROSSING FOURTH ADDITION, Sherburne County, Minnesota

Lot 1, Block 1, ELK RIVER CROSSING FIFTH ADDITION, Sherburne County, Minnesota

Lot 1, Block 1, ELK RIVER CROSSING SIXTH ADDITION, Sherburne County, Minnesota

Lot 2, Block 1, ELK RIVER CROSSING SIXTH ADDITION, Sherburne County, Minnesota

Lot 1, Block 1, ELK RIVER CROSSING SEVENTH ADDITION, Sherburne County, Minnesota

Outlot A, ELK RIVER CROSSING SEVENTH ADDITION, Sherburne County, Minnesota

Lot 1, Block 1, ELK RIVER CROSSING EIGHTH ADDITION, Sherburne County, Minnesota

Lot 2, Block 1, ELK RIVER CROSSING EIGHTH ADDITION, Sherburne County, Minnesota

Lot 1, Block 1, THE HOME DEPOT ADDITION, Sherburne County, Minnesota

(b) PUD Development Standards. The property shall be subject to the following standards.

(1) Uses.

a. Permitted Uses

1. Convenience stores.
2. Financial institutions.
3. Garden centers, which may include outdoor display.
4. Governmental, business and professional offices.
5. Non-profit clubs, lodges or halls.
6. Personal service establishments.
7. Retail shops and stores.
8. Veterinary clinics.

b. Conditional uses.

1. Amusement and recreation uses.
2. Car washes.
3. Educational uses.
4. Hotel and motels.
5. Licensed day care facilities.
6. Motor vehicle service stations.
7. Motor vehicle specialty shops.
8. On-sale liquor establishments.
9. Restaurants (Class I and II).
10. Retail sale of gasoline.
11. Zero lot line development.

(2) Architectural standards.

a. Facades and exterior walls.

1. The Elk River Crossing development will represent the eastern terminus of the Main Street corridor which connects Highway 169 and the Central Business District. As such, the exterior appearance of the buildings should include elements of buildings found along the corridor and in the Central Business District.

Facades should be articulated to reduce the massive scale and uniform impersonal appearances of large retail buildings and provide visual interest. Buildings over 100 feet in length should incorporate recesses, off-sets, pilasters or angular forms so that no uninterrupted

length exceeds 50 feet. The wall projection or recess should be a depth of approximately 3% of the length of the uninterrupted building length. Buildings should have architectural features and patterns that provide visual interest at a pedestrian scale. The features should be an integral part of the building fabric, and not be applied trim, graphics or paint. Variations to roof lines and cornice details should also be used to add interest to buildings.

Exterior building materials and colors comprise a significant part of the visual impact of a building. Therefore, they should be aesthetically pleasing and compatible with materials and colors used in the Central Business District and along east Main Street. Facade colors should be subtle, neutral or earth tone colors. The development shall use a consistent palate of materials and colors throughout. Facades of a building which are visible from adjoining properties or public streets shall include certain design elements found on the front facades.

Predominant exterior facade materials should include, but not limited to, one or more of the following:

1. Brick
2. Native stone
3. Tinted, textured, integrally colored concrete masonry units.
4. Stucco
5. Tilt-up concrete panels with exterior facades as referred to in these standards

b. Entryways

1. Entrances should be clearly defined and visible. They should incorporate devices such as canopies, overhangs, recesses/projections, arcades, raised parapets over the doors, peaked roof forms, display windows, architectural details such as tile works and moldings which are integrated into the building design.

c. Lighting

1. General site and street lighting (excluding general parking lot lighting) shall be a design that is compatible and connects with the lighting utilized in the Central Business District. It shall be at a pedestrian scale. Wall lighting fixtures shall be consistent with the pedestrian and general site lighting.

General parking lot lighting shall be at a height no greater than 30 feet. Poles and fixtures shall be a design that compliments the street and general site lighting standards and fixtures.

d. Loading Areas, Trash Collection and Outdoor Storage

1. Loading docks, truck parking, HVAC equipment, and other service functions should be incorporated into the overall design of the building and screened from view of adjoining properties and streets. Trash compactors and dumpsters should be within an enclosure constructed of the same materials and colors as those used in the building. Outdoor areas used for the sale and/or display of seasonal inventory shall be permanently defined and screened with walls and/or fences and landscaping. Outdoor sales and display areas, except for garden centers, shall not exceed 5% of the ground floor area of the building.

e. Canopies

1. Canopies located over pump islands are allowed provided the architectural design, colors and character of the canopy shall be consistent with the principle building on site. The fascia of the canopy shall not be illuminated. Canopy lighting shall consist of canister spotlights recessed into the canopy. No portion of the light source or fixture may extend below the bottom face of the canopy.

- (3) Signage. Signs shall be an integral part of the overall architectural design of a building and the project, rather than contrasting with it. They must consist of materials and design which compliments the architectural elements of the building and project. Signs must not be visually distracting or tend to dominate by means of location, size, color or lighting. All signs shall be internally illuminated.

All freestanding signs shall be setback a minimum of 10 feet from all property lines and shall not obstruct visibility or encroach in any drainage or utility easements.

a. Development Sign

1. One freestanding development sign identifying Elk River Crossing will be permitted ~~at the corner of Main Street and~~ along Highway 169. The sign shall be a monument style sign with a maximum height of 30 feet and a width of 16 feet. The number of tenants allowed on this sign shall be limited to 4. Total sign area shall not exceed 225 square feet and shall not exceed 10 feet in width. The sign shall be

constructed of brick, face brick or colored rock faced block and may include decorative brick and/or decorative glazed block as accents.

b. Entry Signs

1. Two entry signs shall be allowed, one at the Main Street and Zane Street intersection and one at the Tyler Street and 179th Avenue intersection. These signs shall be a monument style sign with a maximum height of 8 feet and a width of 16 feet. Total sign area shall not exceed 128 square feet. The sign shall be constructed of brick, face brick or colored rock faced block and in may include decorative brick and/or decorative glazed block as accents. These entry signs may identify no more than 4 tenants.

c. Monument Signs for Freestanding Sites

1. Each of the freestanding buildings within Elk River Crossing will be allowed to have a freestanding sign. The freestanding sign must be a monument style with a maximum height of 10 feet and a maximum area of 100 square feet. The sign shall be constructed of brick or face brick and in may include decorative brick and/or decorative glazed block as accents.

d. Wall Signs for ~~Freestanding-All~~ Sites

1. ~~All parcels within Elk River Crossing and not specifically mentioned herein shall comply with the City of Elk River High Commercial District Sign Ordinance Section 30-871. Wall signs for each freestanding building must consist of individual letters and shall not have more than 1 wall sign for each principal building, except that where a principal building abuts 2 or more public streets, 2 wall signs will be allowed. Awning signs and canopy signs, including canopies over gas pumps, shall be included as wall signs. Awning and canopy signs shall not be illuminated. The sign area shall not exceed seven (7) percent of the area of the building wall, including doors and windows, to which the sign is to be affixed.~~

e. Wall Signs on North Side of Retail Building ~~North Side of Home Improvement Store (L1, B1 The Home Depot Addition)~~

1. Wall signs for the retail building attached to the north side of the proposed home improvement store shall consist of individual letters. Capital letters shall not exceed 36" high, lower-case letters shall not exceed 24" high. Signs shall be for store identity only and shall not be allowed on the rear or side of building. Signs shall not extend closer

than 3 or 4 feet from the projected lease line. If the space is leased by a single tenant, sign area shall not exceed 10 percent of the area of the building wall, including doors and windows, to which the sign is to be affixed.

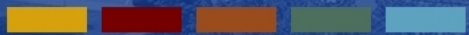
- f. Major Tenant Wall Signage (L2, B2 Elk River Crossing & L1, B1 The Home Depot Addition)
 - 1. Total wall sign area for major tenants should not exceed 7% of the front facade of the principal structure and must consist of individually mounted letters and corporate logos. Letters shall not exceed 6 feet in height and logos shall not exceed 10 feet in height. All signage shall be internally illuminated.

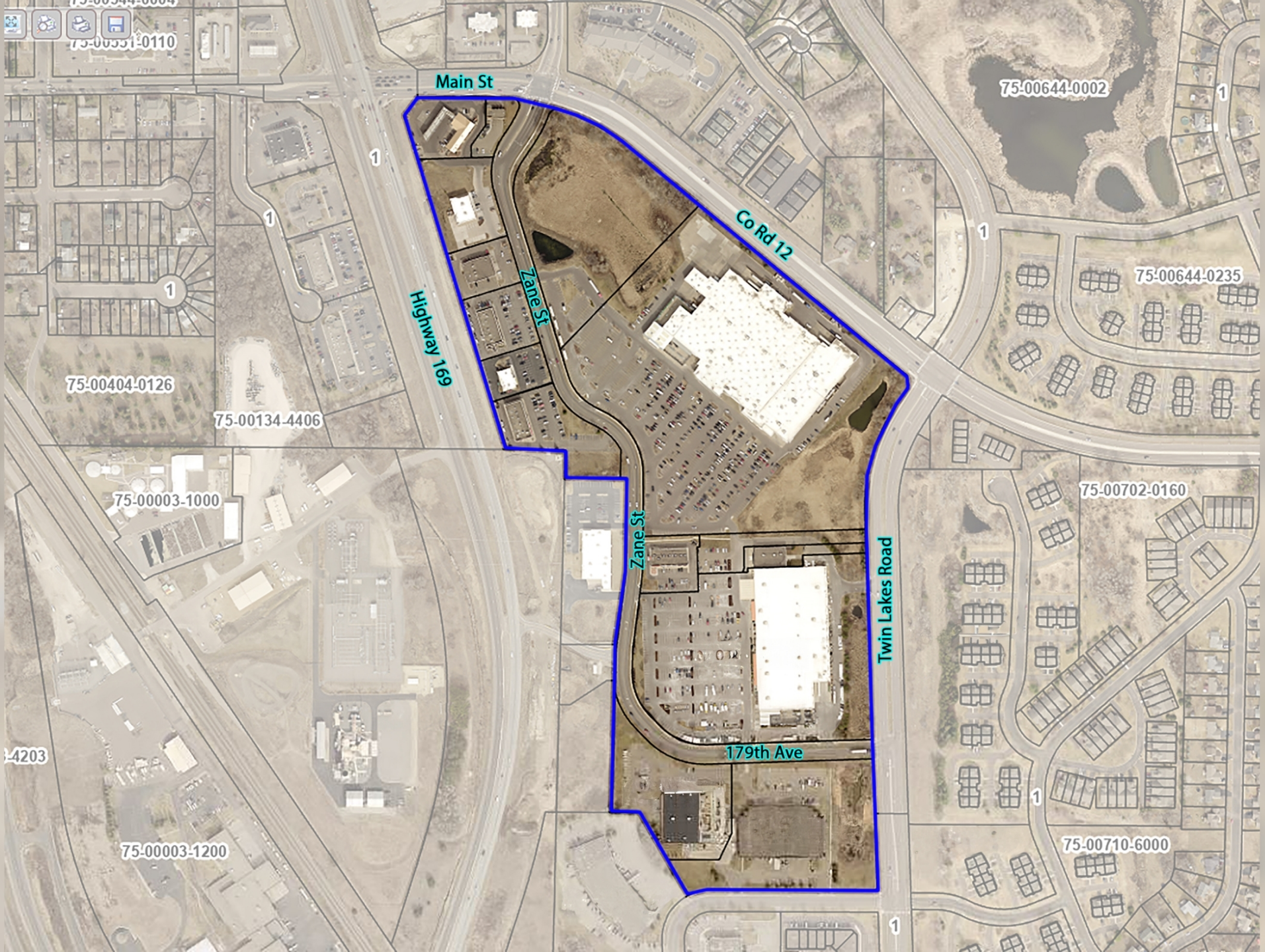
- g. ~~Other Signs~~
 - 1. ~~All other signage that may occur within Elk River Crossing and not specifically mentioned herein shall comply with the City of Elk River Sign Ordinance. All requests which are not consistent with conditions, character and intent of the Elk River Crossing PUD may be denied by the City.~~



Ordinance Amendment

City of Elk River





Main St

Co Rd 12

Highway 169

Zane St

Zane St

Twin Lakes Road

179th Ave

75-00644-0002

75-00404-0126

75-00134-4406

75-00003-1000

75-00644-0235

75-00702-0160

4203

75-00003-1200

75-00710-6000

Background

- **OA 25-03 recommended for approval was not the same version later reviewed and approved by the CC**
- **PC asked to review the ordinance again and provide a recommendation**
- **Same language as previous reviewed**
- **A public hearing is not required**

Action Requested

- **Recommend, by motion, approval of an ordinance establishing and outlining the development standards for the Elk River Crossing PUD and updating the signage standards**

City Council Meeting

- If acted on, this item will go to the April 6, 2026, City Council meeting



Request for Action

To
Planning Commission

Item Number
6.3

Meeting Date
March 24, 2026

Prepared By
Chris Leeseberg, Senior Planner

Item Description
Concept Review: Aggregate Mining, Steven Karst -
21975 Brook Rd NW

Reviewed by
Zack Carlton

Action Requested

Provide the applicant with informal, non-binding, feedback regarding the proposed mineral extraction operation.

Background/Discussion

The subject parcel is located approximately ¼ to ½ mile east of the nearest existing Mineral Excavation Overlay District (ME). Currently, the property is zoned R-1A (Single-Family Residential). To allow any mineral extraction activities on the parcel, a formal rezoning to include the ME overlay will be a requirement.

The applicant proposes a phased, low-impact aggregate and gravel extraction operation on a portion of the 36.12-acre parcel, situated primarily south of Brook Road NW. The scope of the project includes:

1. Extraction: Selective removal of sand, gravel, and aggregate materials.
2. Processing: On-site screening, temporary stockpiling, and loading of materials for transport.
3. Mitigation: A phased extraction model designed to minimize concurrent site disturbance, ensure public safety, and allow for the contemporaneous reclamation of exhausted areas.

The applicant has stated that the proposed operation is compatible with the character of the nearby agricultural uses, and that the project aligns with the city's Comprehensive Plan goals regarding orderly development, environmental stewardship, and the sustainable use of natural resources.

Depending on the total acreage affected by excavation activities, an Environmental Assessment Worksheet (EAW) may be required to determine whether a more comprehensive Environmental Impact Statement (EIS) would be necessary.

At this time, the application is requesting preliminary input from the city regarding whether it would support a potential amendment to expand the ME boundary to include the subject property, thereby allowing mineral extraction on the parcel.

Financial Impact

None.

The Elk River Vision

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

Mission/Policy/Goal

Work with citizens to achieve goals

Attachments

1. CR 26-01 Location Map
2. Narratives
3. Zoning
4. Presentation



Project Location Map

Karst
Concept Review

Case No: CU 26-01

Conditional Use Permit Narrative - Aggregate & Gravel Extraction Operation

Project Information

Project: Aggregate & Gravel Extraction Operation

Property Address: 21975 Brook Road NW, Elk River, MN 55330

Parcel Size: 36.12 acres

Zoning District: Agricultural (AG)

Applicant: Property Owner

Project Overview

The applicant proposes a phased, low-impact aggregate and gravel extraction operation on the portion of the 36.12-acre parcel lying primarily south of Brook Road NW. The project includes selective removal of sand, gravel, and aggregate; temporary stockpiling; screening; and loading for transport. Extraction will occur in small, controlled phases to minimize disturbance, maintain safety, and ensure continuous reclamation. The operation is designed to be compatible with the Agricultural zoning district and to support the City's goals for orderly development, environmental stewardship, and responsible use of natural resources.

Consistency with the Comprehensive Plan

The Comprehensive Plan identifies several guiding themes - maintaining a distinct identity, preserving the environment, supporting strong neighborhoods, and ensuring orderly growth. This project aligns with those themes by utilizing a natural resource uniquely present on the property, supporting local construction and public works projects with nearby aggregate, reducing haul distances and emissions, maintaining rural character through screening and phased work areas, and protecting natural resources through dust control, stormwater management, and progressive reclamation.

Detailed Description of Operations

Scope of Work: Extraction of sand, gravel, and aggregate from naturally occurring deposits using loaders, excavators, and screening equipment. Material will be temporarily stockpiled and loaded for transport. Work will occur in phased areas to limit disturbance and allow ongoing reclamation.

Hours of Operation: Monday-Friday 7:00 AM-6:00 PM; Saturday (as needed) 8:00 AM-3:00 PM; no Sunday or holiday operations.

Employees: 1-5 employees, with the business primarily operated by the property owners - Steven, Jenny, and their three sons.

Conditional Use Permit Narrative - Aggregate & Gravel Extraction Operation

Parking: Existing gravel yard accommodates 10+ vehicles, though this capacity is not expected to be needed. No new paved parking is proposed.

Screening and Visual Mitigation: Preservation of mature tree lines, installation of berms and evergreen plantings along Brook Road, strategic placement of stockpiles as natural buffers, and no nighttime lighting.

Building Materials and Structures

No permanent buildings are proposed. Any temporary job trailer or equipment shelter will comply with all zoning and building safety standards.

Signage

No permanent signage is proposed. Any future safety or directional signage will be permitted separately.

Outdoor Storage

Materials Stored: Sand, gravel, screened aggregate, and heavy equipment such as a loader, excavator, and skid steer.

Volume: Approximately 500-5,000 cubic yards depending on the phase.

Screening: Natural vegetation and berms will screen all storage areas.

Variance Narrative (If Applicable)

1. Harmony with the Ordinance: The AG district allows natural resource extraction with a CUP. The project supports rural land use compatibility, environmental protection, and long-term land stewardship.
2. Consistency with the Comprehensive Plan: The project supports rural economic activity, responsible resource use, and environmental protection while maintaining rural character.
3. Practical Difficulties: The property contains unique, naturally occurring aggregate deposits that cannot be utilized without a variance or CUP.
4. Unique Circumstances: The gravel deposits and soil composition are natural features created by glacial

Conditional Use Permit Narrative - Aggregate & Gravel Extraction Operation

activity.

5. Essential Character: The rural character will remain intact through screening, limited hours, dust control, and traffic management. Reclamation will return the land to agricultural or open-space use.

Reclamation Plan

Reclamation will occur progressively as each phase is completed. This includes grading to stable slopes, replacing topsoil, seeding with native grasses, and restoring the land to agricultural use, pasture, or natural habitat.

Public Benefit and Alignment with City Department Missions

This project supports multiple City of Elk River departmental missions: Planning, Environmental Services, Public Works, Economic Development, Fire, Police, and Building Safety. It provides local aggregate for infrastructure, reduces haul distances and emissions, minimizes road wear, maintains rural character, restores the land after extraction, and strengthens the local economy.

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

The proposed project is a phased, low-impact aggregate and gravel extraction operation on the portion of the 36.12-acre parcel located south of Brook Road NW. Work will occur in small, controlled phases to minimize disturbance, maintain safety, and allow continuous reclamation. This use aligns with the Agricultural (AG) district and supports the City's goals for responsible rural land use, environmental stewardship, and local infrastructure needs.

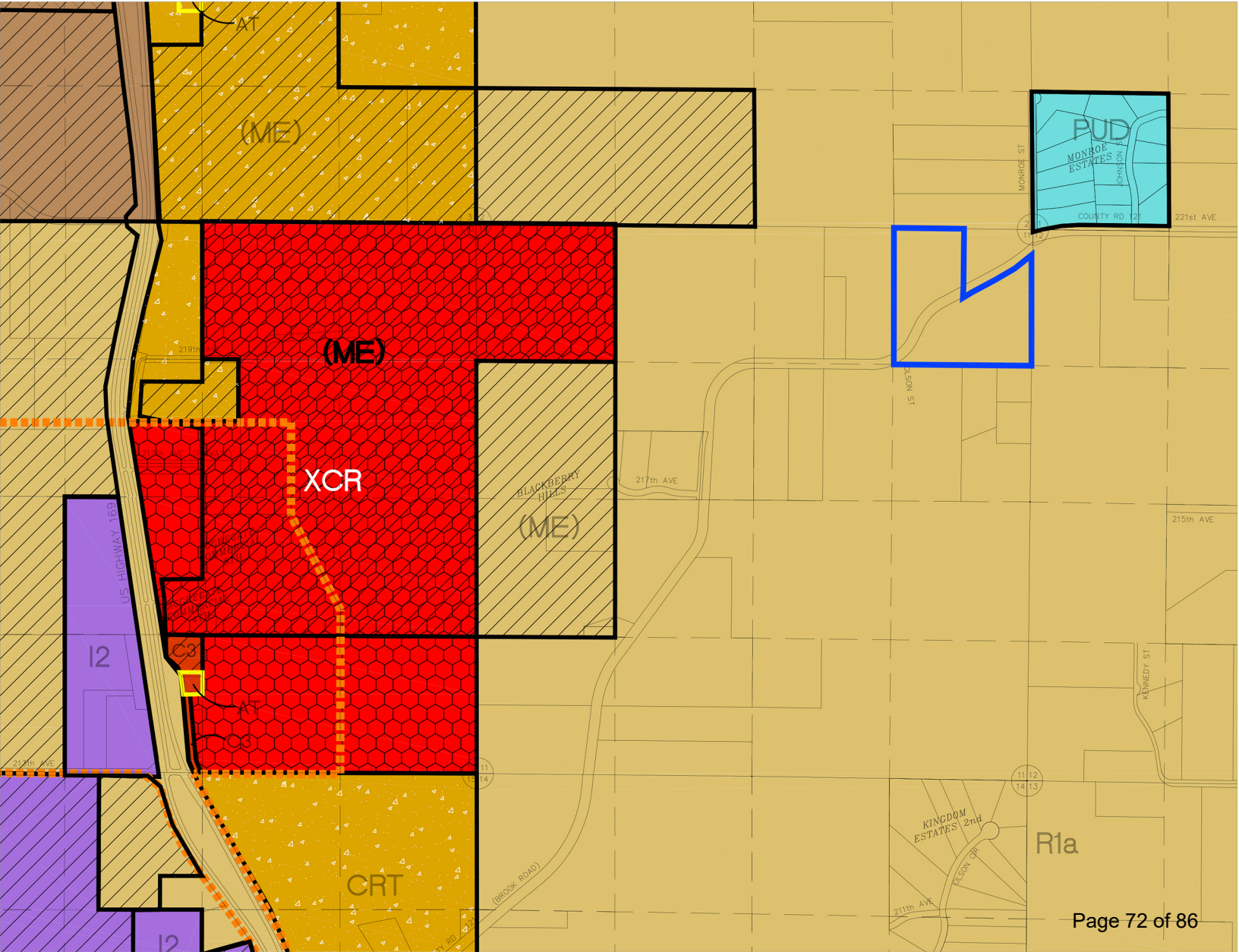
The project is consistent with the Comprehensive Plan by utilizing a natural resource already present on the property, reducing haul distances for local construction and public works, lowering emissions, and preserving rural character through screening, berms, and limited hours. Dust control, stormwater management, and phased reclamation protect natural resources.

Operations include extraction, screening, temporary stockpiling, and loading. Hours: Mon–Fri 7am–6pm; Sat (as needed) 8am–3pm; no Sundays/holidays. The business will be operated by 1–5 family members (Steven, Jenny, and their three sons). The existing gravel yard can accommodate 10+ vehicles, though this capacity is not expected to be needed.

No permanent buildings or signage are proposed. Outdoor storage will consist of temporary aggregate stockpiles and equipment, screened by natural vegetation and berms. Reclamation will restore each completed phase to stable slopes, topsoil, and native grasses, returning the land to agricultural or open-space use.

The project maintains the essential rural character of the area, supports local economic activity, reduces road wear, and aligns with the missions of Planning, Environmental Services, Public Works, and other City departments.

Please see attached PDF for comprehensive narrative.



AT

(ME)

(ME)

XCR

BLACKBERRY HILLS

(ME)

12

CRT

PUD

MONROCE ESTATES

COUNTY RD 125

221st AVE

MONROCE ST

US HIGHWAY 163

217th AVE

215th AVE

KENNEDY ST

KINGDOM ESTATES 2nd

R1a

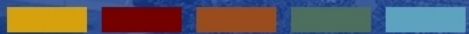
211th AVE

BRUSH CREEK



Concept Review

Aggregate Mining - Karst





75-00102-4404

75-00874-0250

75-00874-0245

75-00874-0240

75-007

75-00102-4405

Johnson Street

75-00111-1102

121

75-00111-1202

75-00111-1206

75-00111-1101

Brook Road

75-00112-2200

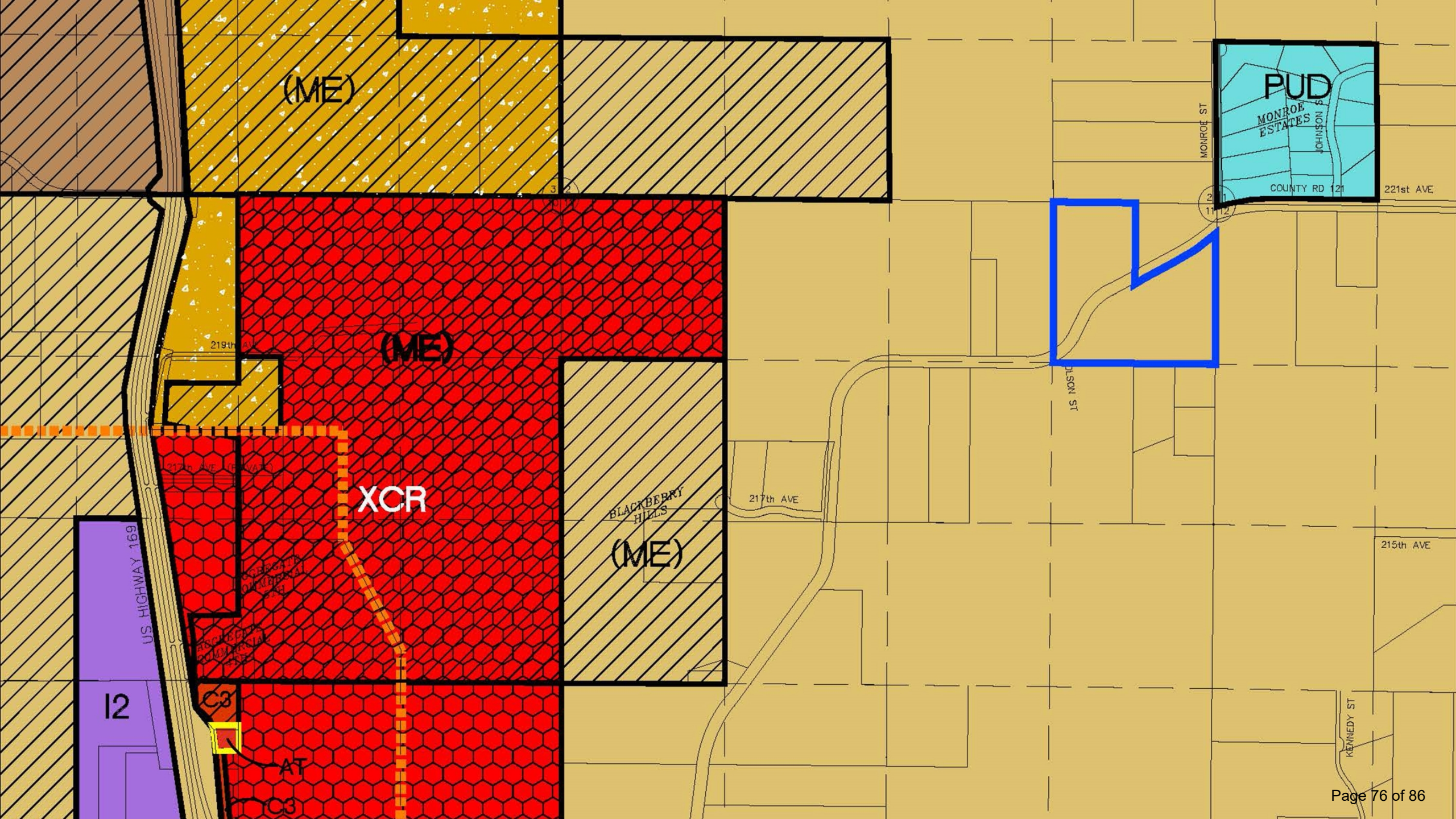
75-00111-1207

Olson Street

75-00112-2300

Background

- **¼ to ½ mile east of the nearest Mineral Excavation Overlay District (ME)**
- **R-1a (single family residential)**
- **Formal rezoning to ME required**

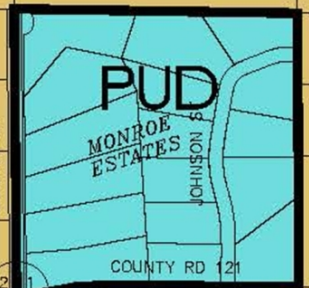


(ME)

(ME)

XCR

BLACKBERRY
HILLS
(ME)



US HIGHWAY 169

219th AVE

217th AVE

217th AVE

215th AVE

221st AVE

MONROE ST

J.S. NOSTIC ST

KENNEDY ST

12

C3

AT

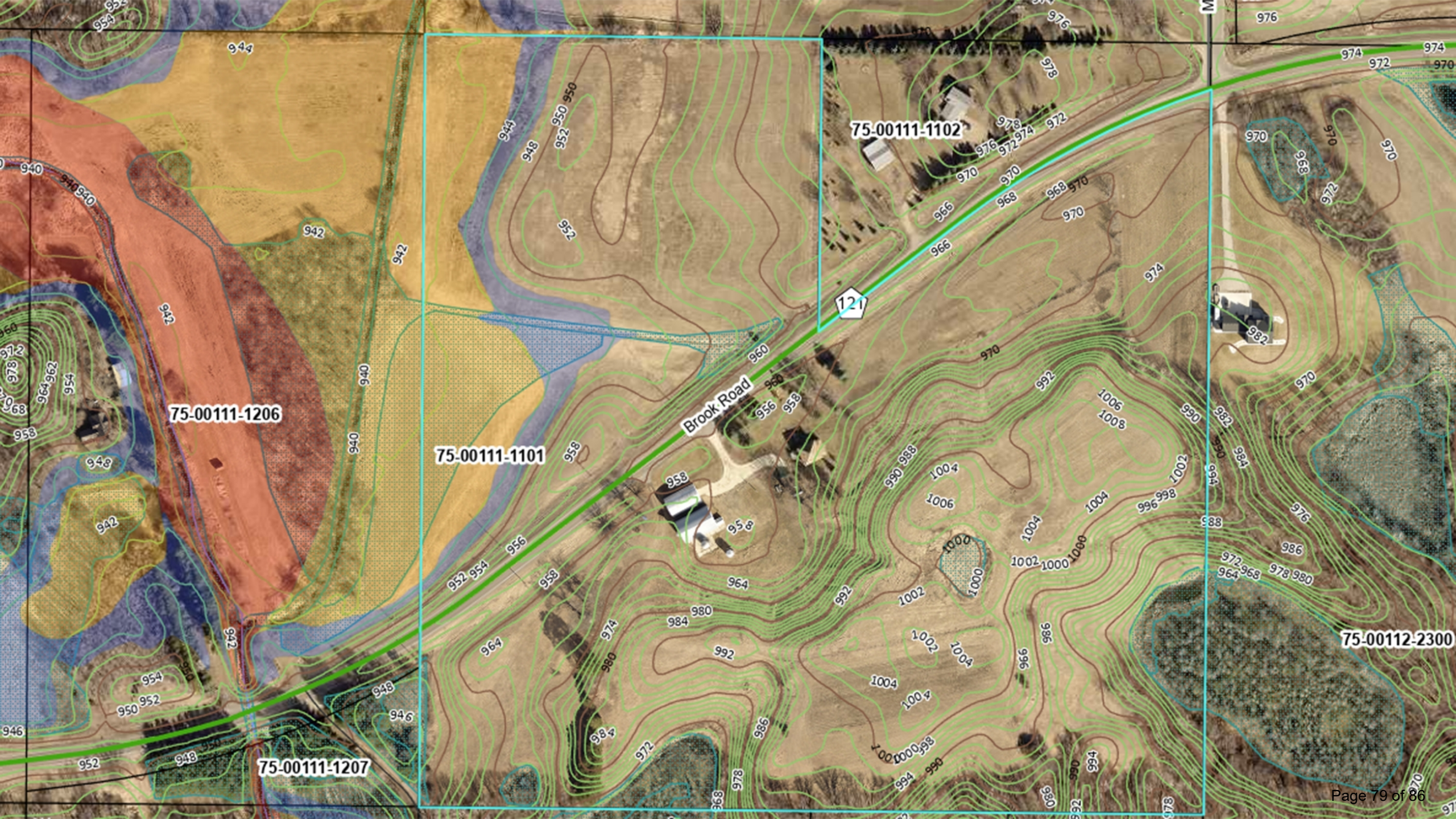
C3

Background

- **Proposing a phased, aggregate and gravel extraction operation on a portion of the 36.12-acre parcel**

Background

- **Extraction:**
 - Sand, gravel, and aggregate materials
- **Processing:**
 - On-site screening, stockpiling, and loading of materials for transport
- **Mitigation:**
 - A phased extraction model designed to minimize concurrent site disturbance, ensure public safety, and allow for the contemporaneous reclamation of exhausted areas



75-00111-1206

75-00111-1101

75-00111-1102

75-00111-1207

75-00112-2300

Brook Road

121



75-00111-1206

75-00111-1101

75-00111-1102

75-00111-1207

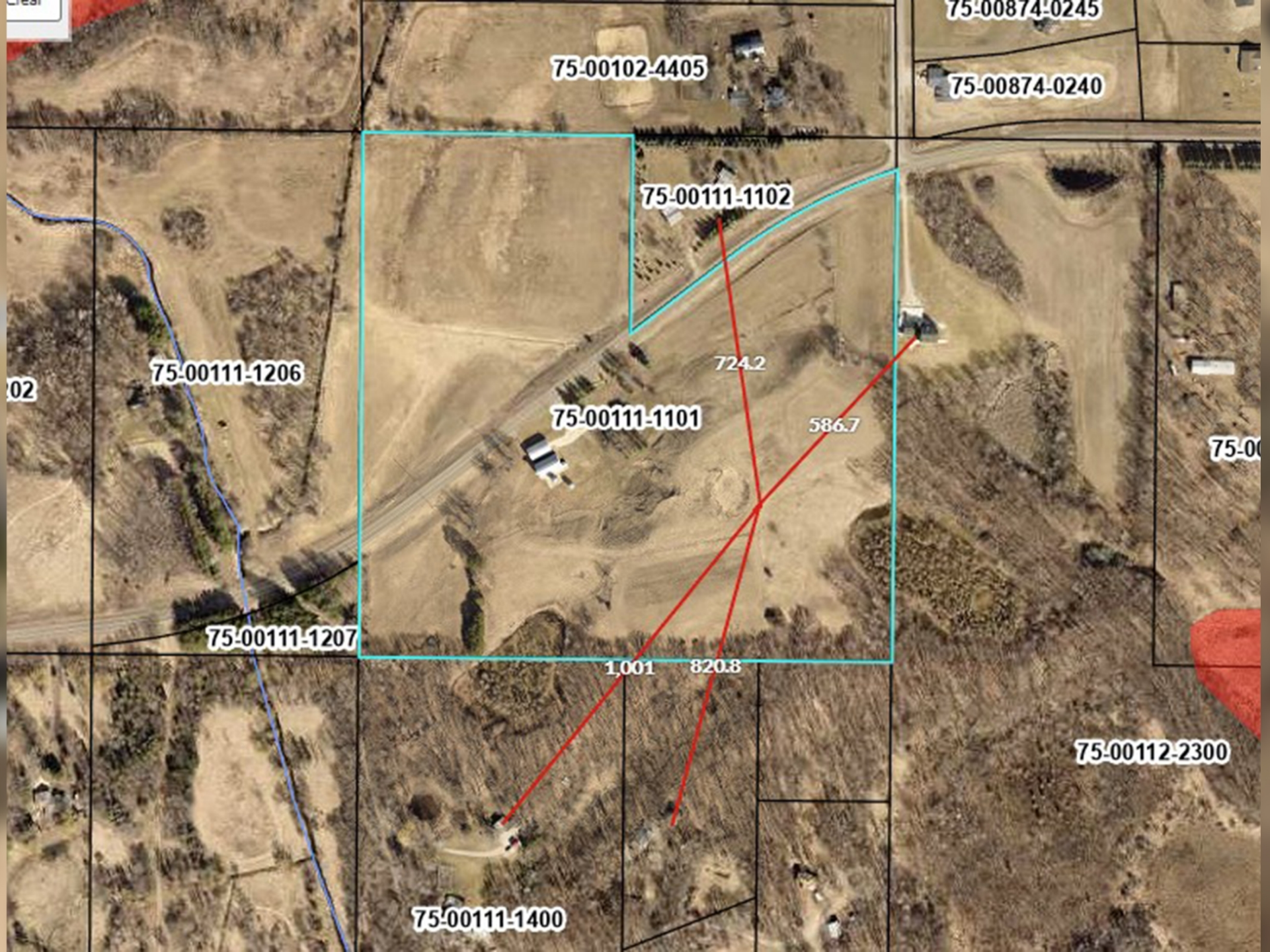
75-00112-2300

Brook Road

121



1,000 ft
950 ft
940 ft
920 ft
900 ft



Environmental

- Depending on the total acreage affected by excavation activities, an Environmental Assessment Worksheet (EAW) may be required to determine whether a more comprehensive Environmental Impact Statement (EIS) would be necessary

Action Requested

- **Is city supportive a potential amendment to expand the ME boundary allowing mineral extraction on site**
- **Provide the applicant with informal, non-binding, feedback regarding the proposed mineral extraction operation**



Request for Action

To
Planning Commission

Item Number
6.4

Meeting Date
March 24, 2026

Prepared By
Zack Carlton, Community Development Director

Item Description
2026 Zoning, Development Code, and General Ordinance Update

Reviewed by
Katie Porath

Action Requested

Select two Planning Commission members to serve on the Steering Committee for the 2026 Zoning, Development Code, and General Ordinance Update

Background/Discussion

The 2026 CIP includes funding for a complete review of the city's development code (Chapter 30) as well as a review of the rest of the ordinance to check for consistency and compliance concerns.

The city received three qualified proposals ranging between \$140,000 and \$149,875, and were evaluated for their approach, public outreach plans, and response to the RFP project goals.

Staff recommended Bolton and Menk to the City Council due to their clear deliverables, dedicated public engagement team member, project timeline, and experience. Their proposed cost, not to exceed \$142,324, is under the approved budget estimate, and they expect the entire project to be completed in the spring of 2027.

Staff would like two Planning Commission members to serve on the steering committee for this project. The selected commissioners should plan to serve on the commission for the full length of this project.

Financial Impact

None.

Mission/Policy/Goal

Meet changing needs - agile.

Attachments

None

The Elk River Vision

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

