



PARKS COMMISSION MEETING AGENDA

April 9, 2024

7:00pm

1) Call to Order

- a) Approval of Agenda
- b) Approval of Minutes of February 13, 2024

2) Business Items:

- a) **CONCEPT/SKETCH PLAN:** Application from Jeff Green on behalf of several property owners for concept plan of a 26 lot subdivision of the properties located at 6701 County Road 110W, 36 Address Unassigned (PID# 22-117-24-43-0004), 6710 Halstead Avenue, and 6750 Halstead Avenue.

3) Informational Items:

- a) Staff Reports
- b) Council Reports

4) Adjournment

- *The agenda packet with all background material is located at the back table for viewing by the public.*
- *Published agenda subject to change without notice.*
- *Information and materials relating to the above items are available for review at city hall by appointment.*



PARKS COMMISSION MEETING MINUTES

February 13, 2024

5:00pm

1) Call to Order

Hughes called the meeting to order at 5:06 p.m.

In attendance: Commissioners: Chair Brett Hughes, Alyce Vogel, Jeff Reiser, and Kelly Philipps; Council Liaison: Mayor Lisa Whalen; City Staff: Senior City Planner Nickolas Olson.

Absent: Vice Chair Anna Randall.

a) Approval of Agenda

Motion by Vogel and seconded by Reiser to approve the agenda as presented.

Motion passed 4-0. Absent: Vice Chair Randall.

b) Approval of Minutes of January 9, 2024

Motion by Reiser and seconded by Vogel to approve the minutes from January 9, 2024 as presented.

Motion passed 4-0. Absent: Vice Chair Randall.

2) Business Items:

a) Events Discussion

At the end of the meeting on January 9, 2024, Commissioner Hughes mentioned it would be nice to have additional City events given the success of the tree lighting event. This meeting was to discuss ideas for future events. A list of the ideas discussed included:

- Ice Cream Social
- Food Trucks
- Roaming Bounce House
- Kids Biathlon
- Character Walk
- Geocaching/Scavenger Hunt
- Mayor's Challenge
- Field Day

The Commission narrowed in on the idea of an ice cream social for a couple of dates in the summer. The Commission was tasked with researching the specifics of the event, including contacting vendors for ice cream and possible artist for face painting. The Mayor would provide an update to the City Council at the Wednesday February 21st meeting if the Commission provided enough details from their research.

3) Informational Items:

a) Staff Reports

Olson didn't have any updates for the Parks Commission

b) Council Reports

Mayor Whalen provided an update to the Parks Commission on the following items:

- Strategic Planning Session upcoming with Council and City Staff
- Police Department Wellness Center

4) Adjournment

Motion by Vogel and seconded by Reiser to adjourn the meeting at 6:38 p.m.

Motion passed 4 - 0. Absent: Vice Chair Randall.

Respectfully submitted,

Nickolas Olson

Nickolas Olson
Senior City Planner



PARKS COMMISSION AGENDA ITEM 2A

Subject: CONCEPT/SKETCH PLAN: Application from Jeff Green on behalf of several property owners for concept plan of a 26 lot subdivision of the properties located at 6701 County Road 110W, 36 Address Unassigned (PID# 22-117-24-43-0004), 6710 Halstead Avenue, and 6750 Halstead Avenue.

Prepared By: Nickolas Olson, Senior City Planner

Meeting Date: April 9, 2024

Overview: Jeff Green (the “Applicant”) on behalf of several property owners has applied for a concept plan of a 26 lot subdivision of the properties located at 6701 County Road 110W; PID# 22-117-24-43-0002, 36 Address Unassigned; PID# 22-117-24-43-0004, 6710 Halstead Avenue; PID# 22-117-24-43-0003, and 6750 Halstead Avenue; PID# 22-117-24-43-0042; R-2 Low medium density single-family residence zoning district (collectively the “Properties”).

Discussion: The sketch plan is an initial presentation of the applicant’s intention and serves as the basis for conceptual discussion between the city and the applicant. The purpose of the review is to allow staff, the park and planning commissions, and the city council an opportunity to guide the applicant as to what is generally expected by the city, and to alert an applicant to potential problems with the proposal. This feedback can then be used by an applicant to make an informed decision on whether to proceed with a formal preliminary application. The sketch plan review does not require any formal approval or denial from the city council.

Pursuant to Minnesota Statutes, section 462.358, subd. 2b, the city requires all subdividers to dedicate to the city or preserve for public use as parks, recreational facilities, playgrounds, trails, open space or areas of natural and environmental significance a reasonable portion of the buildable land of the subdivision. The city council, at its discretion, may elect to require in lieu of land an equivalent cash payment based on the fair market value of the buildable land no later than the time of final subdivision approval. Any cash payment shall be placed in a special fund and used only for the purposes for which it was obtained, including the acquisition and development or improvement of the public park system or debt retirement in connection with land previously acquired.

In review of the current Parks, Trails, and Open Space Plan, the proposed development area is located near North and South Cusoke Parks which is a pedestrian bridge that connects North and South Saunders Lake neighborhoods, Gale Woods Special Recreation

Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

Feature which is a Regional Park owned and operated by Three Rivers Park District, the Dakota Rail Regional Trail, and Westonka Recreational Park. The development area is also located within a future planned neighborhood park, but a majority of planned park service area is located on the north side of County Road 110W.

As proposed, the following is a breakdown of the park dedication requirement:

- Zoned Density 2-3.5 unit/acre
- Gross Site Area 9.71 acres
- Proposed Density 2.68 units/acre
- Park Dedication Requirement 12% of land or land value

- Gross Site Area is 9.71 acres * 0.12 = 1.165 acres of land; or
- Cash in lieu dedication would be 12% of the fair market value as determined by an appraisal.

The Applicant has not disclosed a purchase price nor was there an appraisal included with the concept/sketch application. At the time of preliminary plat application, the Applicant will be required to provide documentation showing what they believe to be fair market value of the land for the Parks Commission and City Council to review. If the Parks Commission or City Council does not feel that the documentation provided indicates a fair market value, they reserve the right to require an appraisal.

Conclusion: The proposed development area is located near a variety of existing parks and trails, but is also located within a planned neighborhood park service area. A majority of the planned park service area is located on the north side of County Road 110W and includes both North and South Saunders Lake neighborhoods. It would seem more advantageous to have the park located on the north side of County Road 110W as to be more easily accessible to the larger area it is intended to serve in the future. Also, given the proposed concept/sketch plan layout, there does not appear to be a clear and obvious location for a park in the size required by the City's park dedication ordinance. Therefore, it would seem reasonable for the Parks Commission to consider a cash-in-lieu dedication.

Recommended Action: The Parks Commission should review the Applicant's proposal as it relates to the City's Parks, Trails, and Open Space plan and provide comments to the Applicant on expectations for the park dedication requirement on a future preliminary plat application.

Attachments:

1. Location Map
2. Park, Trails, & Open Space Map
3. Applicant Narrative
4. Proposed Concept/Sketch Plan

Mission Statement:

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6701 County Road 110W & Adjacent Properties



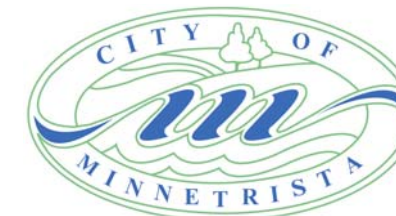
- City Boundary
- City Mask
- Address Labels
- Parcels

1 in = 200 Ft



April 4, 2024
Map Powered By Datafi

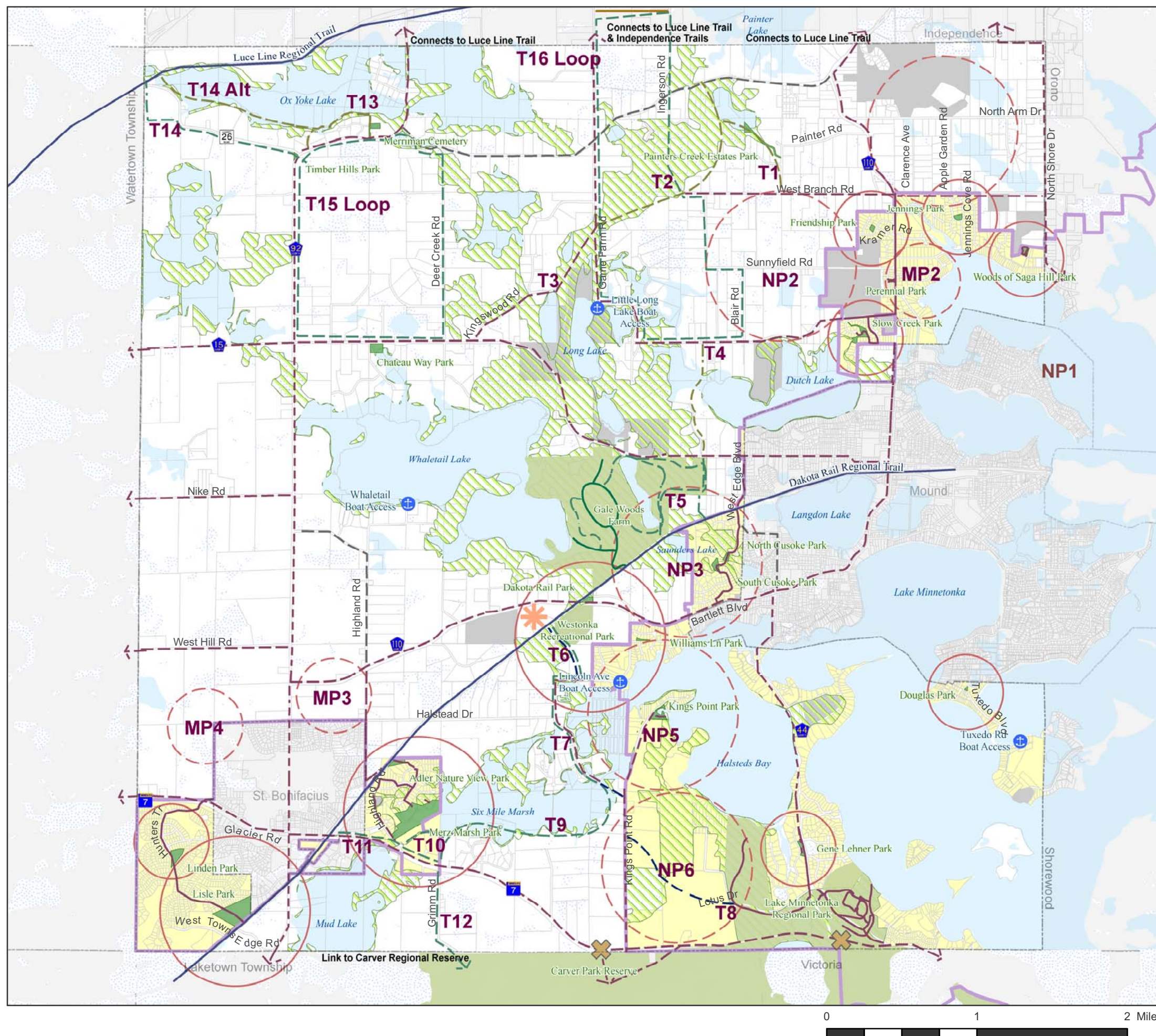




Minnetrista Parks, Trails, Open Space Plan

Conceptual Master Plan

Figure 4



Legend

Park Features

- Existing City Parks
- Regional Parks
- General Location of Planned Community Park
- Lake Access
- Existing Park Service Areas
- Planned Park Service Area

Trails

- Regional Trails
- Paved Trails
- Unpaved Trails
- Combined Trails
- Planned Paved Corridor Trails
- Planned Separated Paved Trails
- Planned Unpaved Trails
- Planned Combination Trails
- Planned Natural Trails
- Planned Road Shoulder Trails
- Grade-Separated Crossing

Land Use

- Urban Land Use
- Greenway Corridor
- Lakes
- Wetlands
- MUSA Line
- Parcel Boundaries





April 5, 2024

Nickolas Olson
Senior City Planner | City of Minnetrista
7701 County Road 110W | Minnetrista, MN 55364

RE: Proposed Development
Tract 1 -6750 Halstead Ave
Tract 2 – No Address 22-117-24-43-0004
Tract 3 - 6710 Halstead Ave
Tract 4 - 6701 County Road NO110W

Below please find our submittal and narratives from the Sketch Plan Procedure Checklist:

1. A completed land use application form signed by all property owners along with payment of the proper filing fee.
2. Written Statements providing information regarding your proposal. Please provide a separate answer for each of the lettered items listed below (answers must be submitted in both hard copy and electronic form – txt. Files or MS Word form):
 - a. A listing of contact information including name(s), address(es) and phone number(s) of: the owner of record, authorized agents or representatives, engineer, surveyor and any other relevant associates:
 - i. Owners of Record:
 1. Pine Financial Group
6900 W 38th Ave, Suite 208
Wheat Ridge, CO 80033
303-835-4445
Kevin Amolsh + Jared Seidenberg
 2. Berg Residential Development, LLC
15250 Lawndale Lane
Dayton, MN 55327
612-308-5895
Scott Berg
 3. D Reinhart + LA Reinhart
6750 Halstead Ave
Minnetrista, MN 55364
 - ii. Authorized Agents / Representatives:

1. Jeff Green, Owner's Representative,
jgreen5280@gmail.com, 303-921-5655
 2. Tom Goodrum, Senior Project Manager – Moore Engineering
tom.goodrum@mooreengineeringinc.com, 612-791-6337
 3. Rebecca Aldaco, Project Architect -Zaga Design Group,
beck@zagadesigngroup.com, 720-261-3122
- b. A listing of the following site data: Address, current zoning, parcel size in acres and square feet, property identification number(s) (PID), and current legal description(s);
- i. Tract 1 -6750 Halstead Ave, 4.47 Acres / 194511 SF, 22-117-24-43-0042
 - ii. Tract 2 – No Address, .48 Acres / 20,810 SF, 22-117-24-43-0004
 - iii. Tract 3 - 6710 Halstead Ave, .59 Acres / 25,844 SF 22-117-24-0003
 - iv. Tract 4 - 6701 County Road NO110W, 4.17 Acres, 181,628 SF, 22-117-24-0002
 - v. *Tract 5 (Mound) – 6639 Bartlett Blvd, 1.65 Acres, 72,042 SF, 22-117-24-0007*
- c. A listing of general information including:
- i. The proposed name of the subdivision: Halstead Estates
 - ii. The number of proposed lots: 23 Residential Lots
 - iii. Acreage dedicated for open space: 1.6 acres
 - iv. Acreage dedicated within rights of way: .93 acres of new roads
- d. A description of the land's current characteristics (i.e. rolling hills, streams, wetlands, beautiful views, mature woods, etc.
- i. The property consists of a wooded rolling topography sloping mostly north to south toward Lake Minnetonka. Due to past activities, there is now a slope dissecting the northeast corner creating an elevated vista that provides a natural break in the property and an extraordinary view of the lake. In addition, an earthen mound also exists along the western side of the site rising eighteen feet. The site is mostly vacant except for a north/south road bisecting the site with two single family homes located west of the road along the south end of the site.
 - ii. The site is bounded by County Road 110 along the north, Cardinal, Cove Drive to the west, Halstead Avenue to the south and the city of Mound to the east. Single family homes exist around the

perimeter of the property with vacant farmland to the north beyond County Road 110. There is a second access onto the site from County Road 110 to the top of the northeast vista.

- e. A narrative explaining the intent of the project and/ or your vision for the finished product.
 - i. The new patio home project in Minnetrista, Minnesota, aims to offer a unique blend of housing within the area's natural and regulatory framework. By integrating a variety of housing types, including single-family and duplex homes, alongside both ranch and two-story models with oversized garages, we plan to cater to diverse homeowner needs while ensuring minimal environmental impact.
 - ii. Our design approach prioritizes the preservation of existing vegetation and the land's natural topography, aligning with the goal to disturb the landscape as little as possible. This commitment extends to maintaining the property's watershed requirements and prioritizing views towards the lake, wherever possible, to enhance the living experience without compromising the area's natural beauty.
 - iii. In essence, this project is about developing a community that respects Minnetrista's environmental guidelines and aesthetic values. It's about creating homes that offer modern conveniences and diverse architectural styles while preserving the natural charm of their settings. This balance of innovation and conservation is at the core of our mission, as we strive to deliver a project that is both desirable and respectful of its environment.

- f. A Statement showing the proposed density of the project with the method of calculating said density shown.

PARCEL INFO / DENSITY TABLE		
TRACT	SIZE	DENSITY (2 U/ACRE MIN) (3.5 U/ACRE MAX)
TRACT 1 (MINNETRISTA) 22-117-24-43-0042 6750 HALSTEAD	4.47 ACRES	9 UNITS MIN 16 UNITS MAX 13 UNITS PROVIDED
TRACT 2 (MINNETRISTA) 22-117-24-43-0004 NO ADDRESS	.48 ACRES	1 UNITS MIN 2 UNITS MAX 2 UNITS PROVIDED
TRACT 3 (MINNETRISTA) 22-117-24-43-0003 6710 HALSTEAD	.59 ACRES	1 UNITS MIN 2 UNITS MAX 1 UNIT PROVIDED
TRACT 4 (MINNETRISTA) 22-117-24-43-0002 6701 CO RD NO110W	4.17 ACRES	8 UNITS MIN 15 UNITS MAX 10 UNITS PROVIDED
TRACT 5 (MOUND) 22-117-24-43-0007 6639 BARTLETT BLVD	1.65 ACRES	MIXED UNITS 16 UNITS MAX 13 UNITS PROVIDED
TOTAL	11.36 ACRES	39 UNITS PROVIDED

- i.
- g. A narrative addressing concerns/ issues raised by neighboring properties (staff always suggests discussing your proposal with the neighboring land owners to get a sense of what issues may arise as your application is processed);
 - i. Taking feedback from previous neighborhood meetings regarding the development of this site, we have designed the project to address 3 primary concerns: 1) increased traffic and traffic flow on Halstead Ave (shoreline), 2) water run-off and 3) keeping more natural aspects within the project. The current design has taken all of these concerns into account, and incorporates an integrated layout with the current topography as much as possible to reduce deforestation and excavation, create open space for the subdivision, contain traffic flows within the property and improve watershed from the property.
- h. Discuss proposed infrastructure extensions (i.e. proposed roadways, sewer systems, water systems, sidewalks / trails, parking, etc.)
 - i. The site is well served by public infrastructure. Water and sewer services are provided via existing services in the southeast corner that are connected with the city Mound. The services are aligned with the east/west Halstead Avenue and serve the homes south of the road. Water and sewer are also located within Cardinal Cove Drive to the east. There is a 10-inch water line within the County Road 110 right of way. The project will connect to the existing infrastructure best suited for gravity flow and capacity.
 - ii. The property has road access from County Road 110 via the existing north/south extension of Halstead Avenue. The proposed internal street connectivity is solely from the internal north/south

extension of Halstead Avenue. There is no new road or driveway connection to the existing east/west extension of Halstead Avenue nor from Cardinal Cove Drive. Additional road access is proposed from County Road 110 where current accesses exists on top of the northeast vista and the Mound parcel.

- iii. Stormwater ponds are proposed near the area where the two Halstead Avenues intersect at the southern portion of the site. This area takes advantage of the natural drainage pattern within the site. The ponds have not been sized at this time but will be constructed to meet city and watershed standards.
- iv. Trails and sidewalks have not been incorporated into the plan at this time. We expect some type of shared pedestrian connectivity with neighboring properties will be developed as part of the final plan. The Mound portion of the project includes land extending to Lake Minnetonka. It has not been determined if or how pedestrian connectivity from the Minnetrista portion will be provided to that parcel.
- i. A description of how conflicts with nearby land uses (livability, value, potential future development, etc.) and/or disturbances to wetlands or natural areas are being avoided or mitigated;
 - i. The project is designed to create a neighborhood that minimizes conflict with the neighboring properties. The project will fully complete the expected development of the area with single-family homes plus three duplex's along County Road 110. The project will not introduce any new roads or driveways onto existing streets, preventing any new traffic into current neighborhoods. Although more traffic will be added to County Road 110 the traffic amounts will be within the designated road capacity allotments. Stormwater ponds will be designed to treat and control water flow from our site prior entering neighboring properties. Efforts will be made to preserve trees and to provide screening and landscaping elements that will be harmonious with the neighborhood. There are no wetland or floodplain impacts caused by the project and the site will be graded to create a more homogenized landscape. It is expected that the quality of the development will improve values in the area while not interfering with the character of the existing neighborhood.

- j. Provide justification that the proposal will not place an excessive burden on roads (traffic), sewage, water supply, parks, schools, fire, police , or other public facilities / services (including traffic flows) in the area:
 - i. The setbacks and number of units we are proposing for the residential lots follow the Minnetrista zoning and density for the property, and therefore follows the City's predetermined loads to the area.
 - k. If applicable, provide a description of proposed lakeshore access:
 - i. We are proposing to have shared dock access on the Mound tract, as that includes the land extending to Lake Minnetonka.
 - l. A description of proposed parks and / or open space. Please include a brief statement on the proposed ownership and maintenance of said areas:
 - i. We are proposing three areas of the property to include open space and / or parks, totaling roughly 1.6 acres. These areas would be maintained through an HOA.
 - m. A proposed development schedule indicating the approximate date when construction of the project, or stages of the same, can be expected to begin and be completed (including the proposed phasing of construction of public improvements and recreational and common space areas).
 - i. See Attached spreadsheet labeled 'Proposed Development Schedule'
3. Verification of Ownership (See attached copy of purchase agreement and tax statements)
4. Survey: Three (3) Copies of certified survey (see attached) and proposed utility maps, Proposed Architectural Site Plan and Proposed Enlarged Site Plans
5. An electronic file of the certified site plan (see attached PDF)
6. Any other information required by city staff, commissioners, or council members necessary to provide a complete review of the sketch plan. Information deemed critical to the review process not listed in this handout may be requested.

Sincerely,



Rebecca Aldaco, Project Architect
Zaga Neighborhood Design, Inc.
beck@zagadesigngroup.com



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TOTAL	11.36 ACRES	39 UNITS PROVIDED

LEGEND:	
PROPOSED PROPERTY LINE	---
PROPERTY OR ZONE LOT LINE	----
SETBACK	----
EXTERIOR BUILDING FOOTPRINT	=====
ROOF LINE	=====
ADJACENT STRUCTURE FOOTPRINT	=====
PATIO	=====
PORCH	=====
DRIVE WAY	=====
ROADS & SIDEWALKS	=====
LAKE SHORE	=====
OPEN SPACE	=====
MOUND TRACT	=====

PROPOSED SITE PLAN- 39 UNITS



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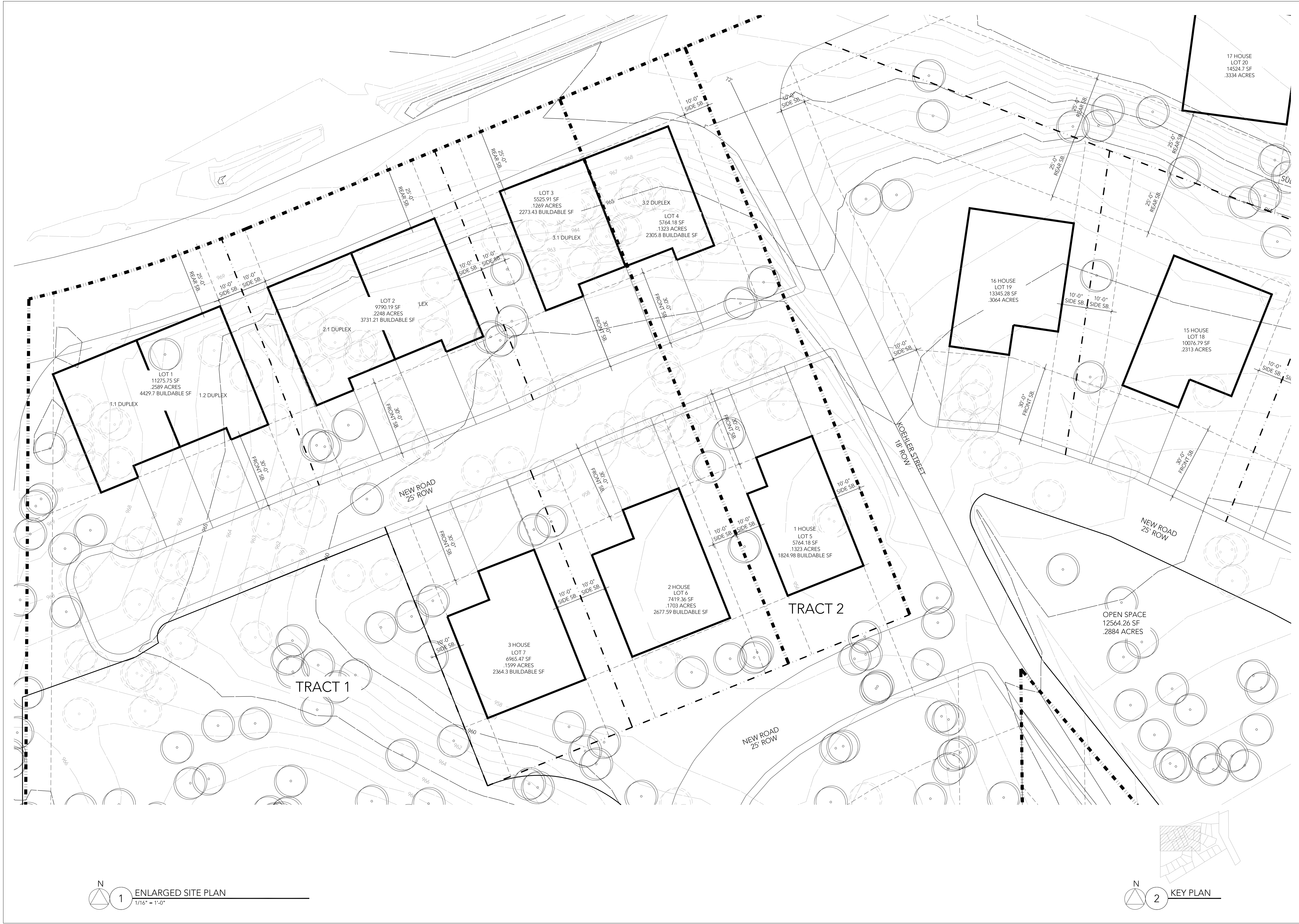
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PROJECT NUMBER: 00-000
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DESCRIPTION:

SITE PLAN



1 ENLARGED SITE PLAN
1/16" = 1'-0"

2 KEY PLAN



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HALSTEAD ESTATES SKETCH PLAN REVIEW

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ENLARGED SITE PLAN

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HALSTEAD ESTATES SKETCH PLAN REVIEW

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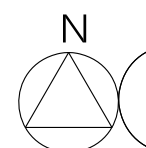
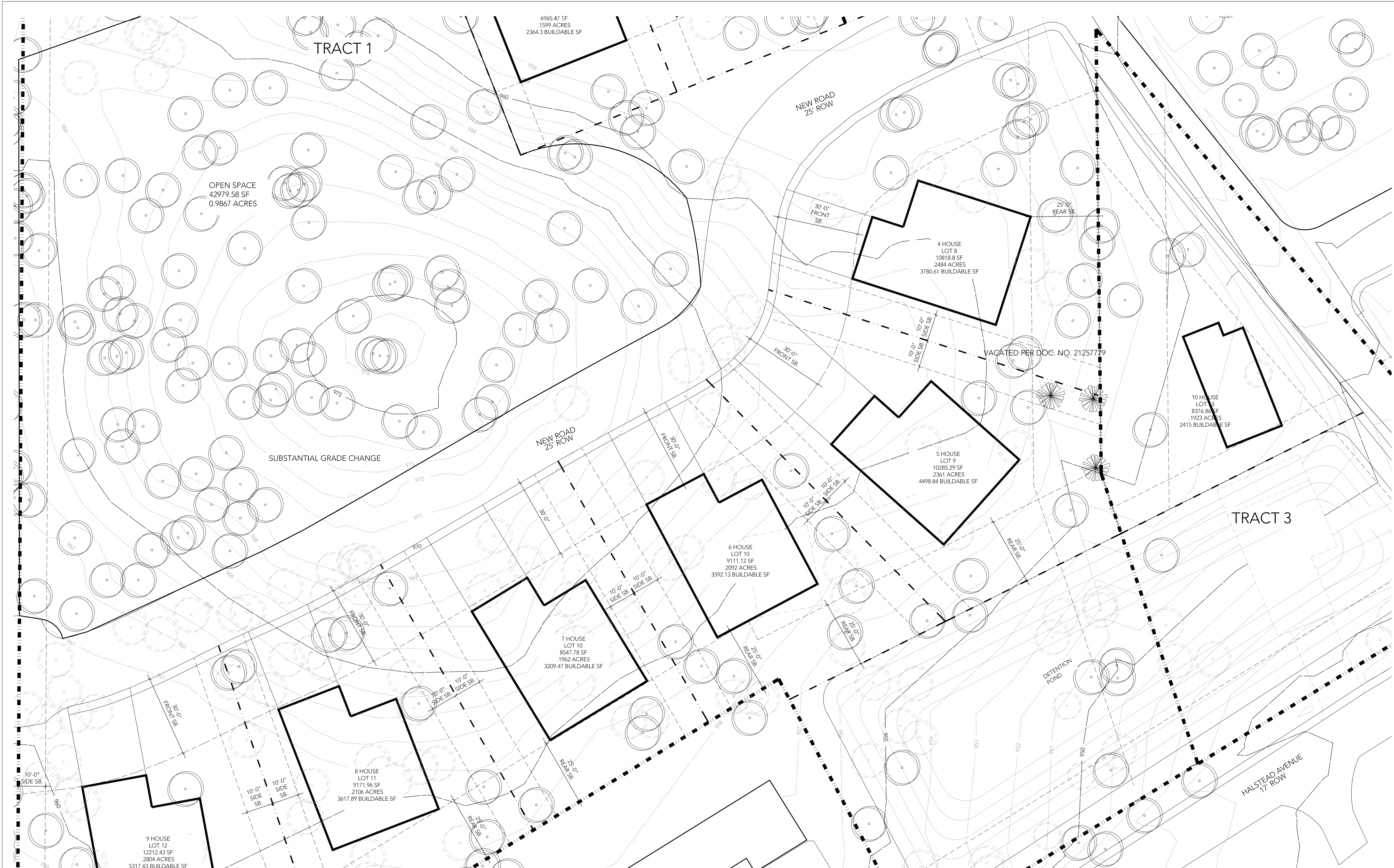
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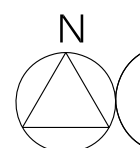
ENLARGED SITE PLAN

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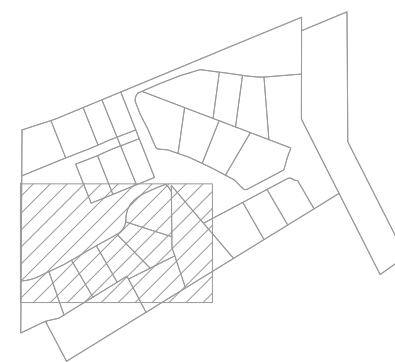
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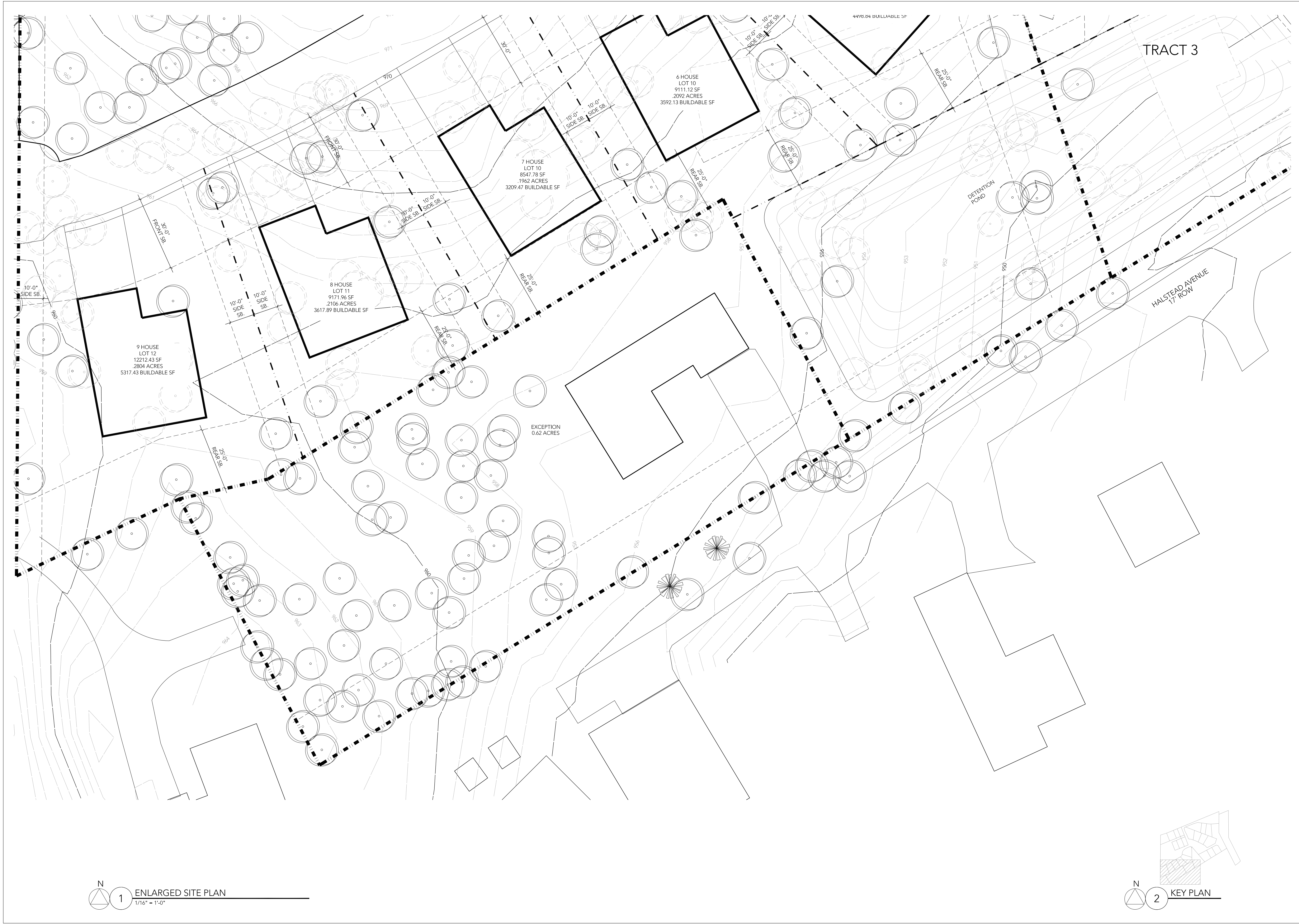
ENLARGED SITE PLAN

$$\overline{1/16'' = 1'-0''}$$


2

KEY PLAN





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1 ENLARGED SITE PLAN
1/16" = 1'-0"

N
2 KEY PLAN



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ENLARGED SITE PLAN



HALSTEAD ESTATES SKETCH PLAN REVIEW

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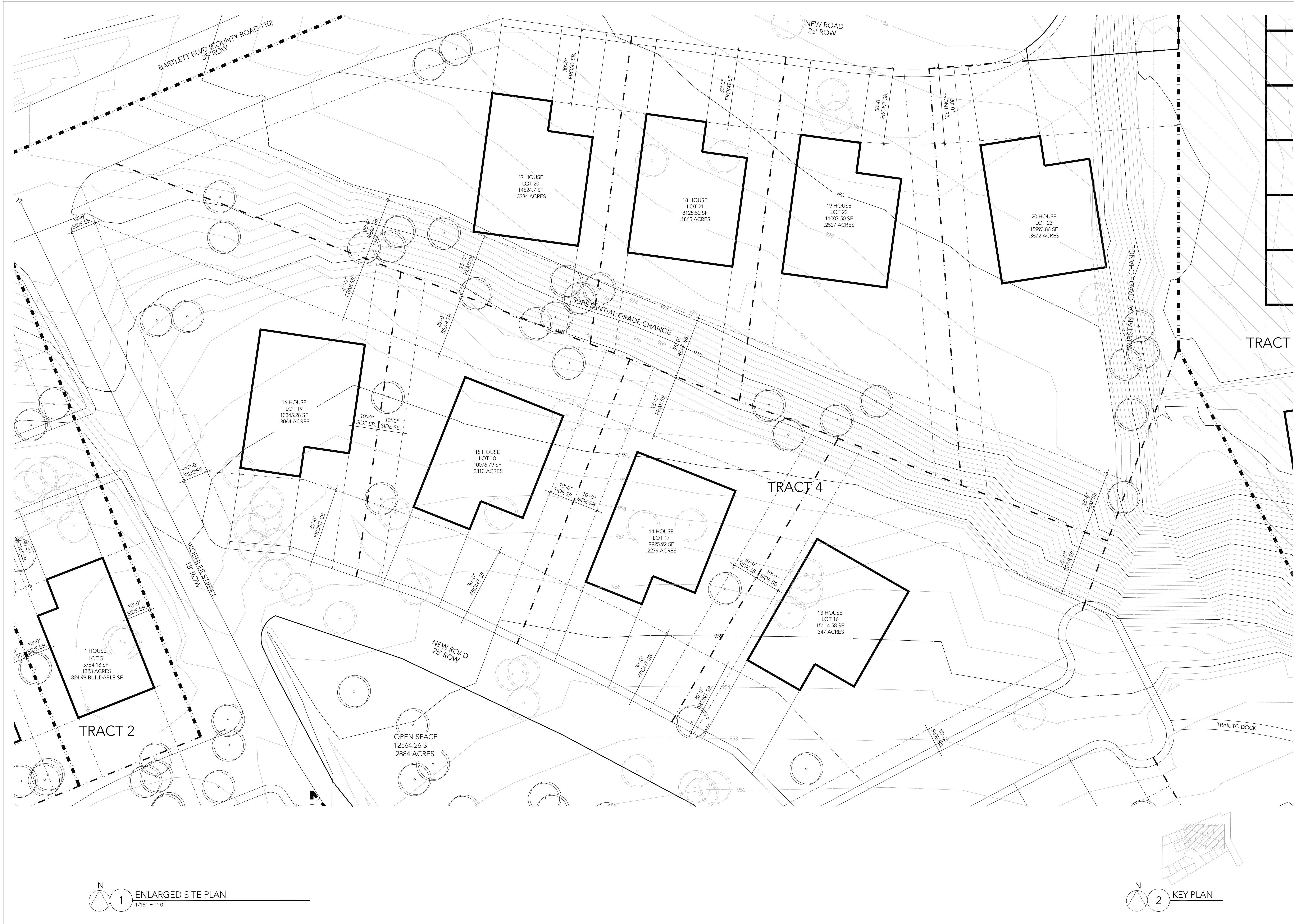
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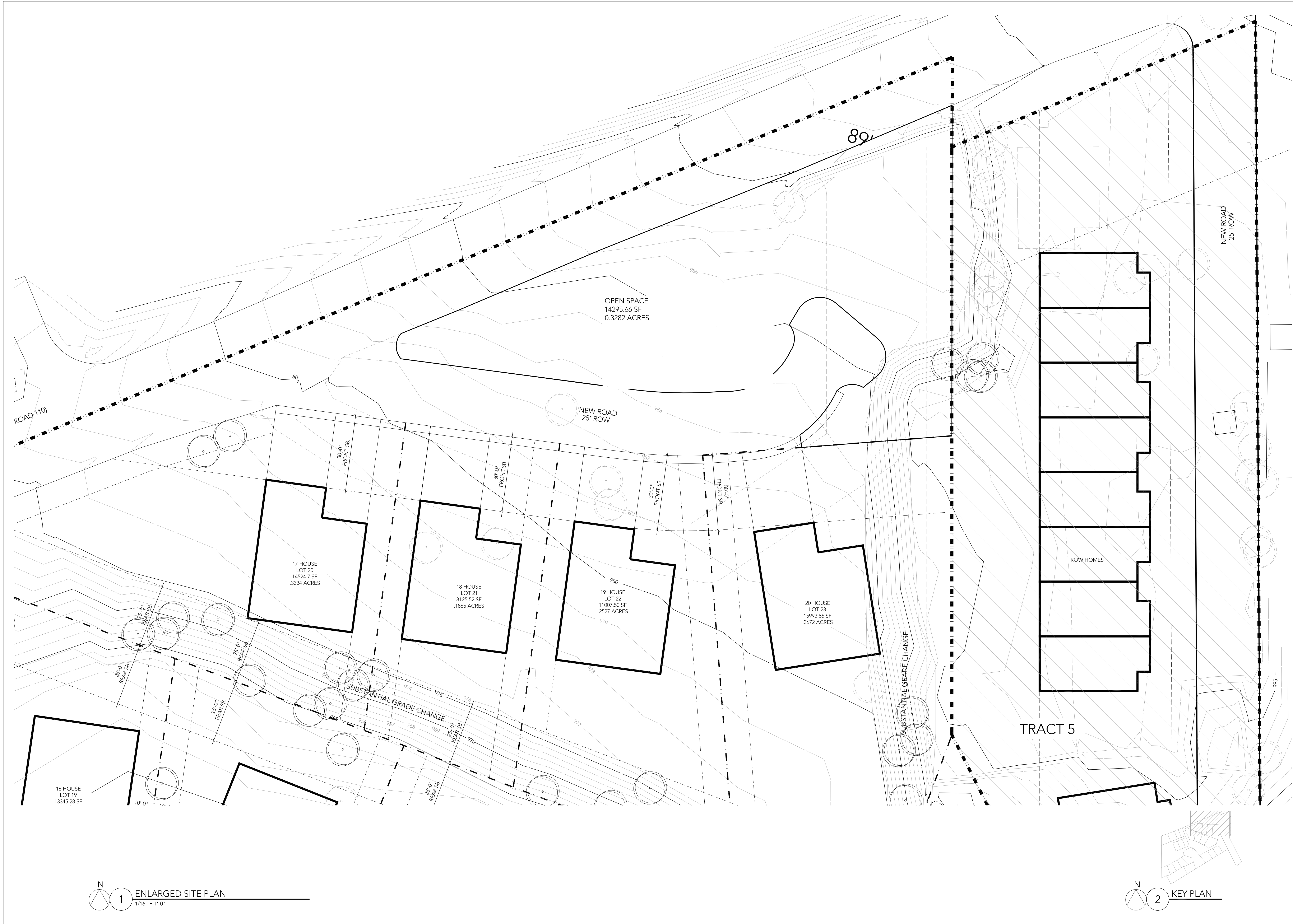
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A0.5





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HALSTEAD ESTATES SKETCH PLAN REVIEW

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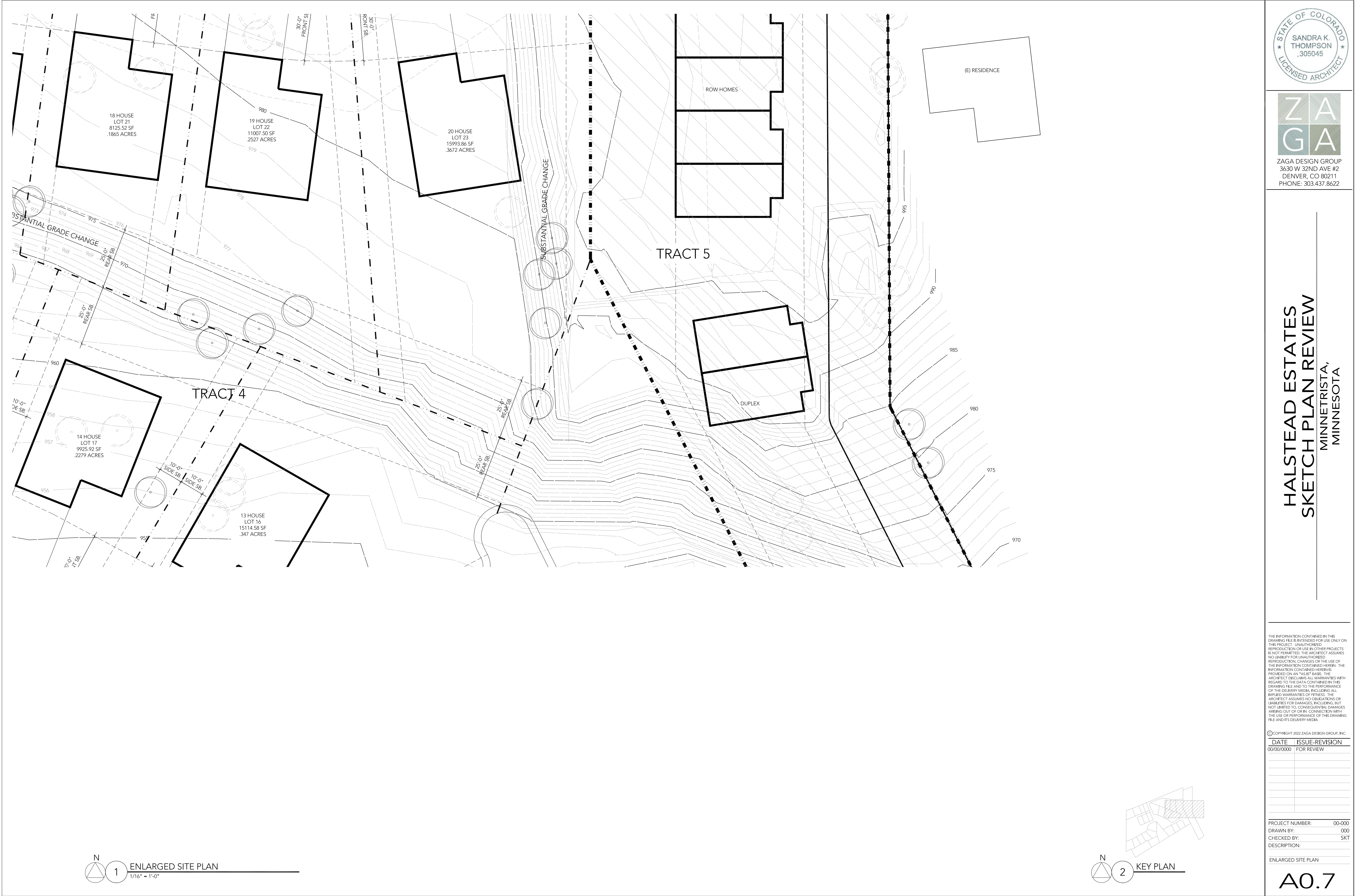
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DENVER, CO 80211
PHONE: 303.437.8622

HALSTEAD ESTATES SKETCH PLAN REVIEW

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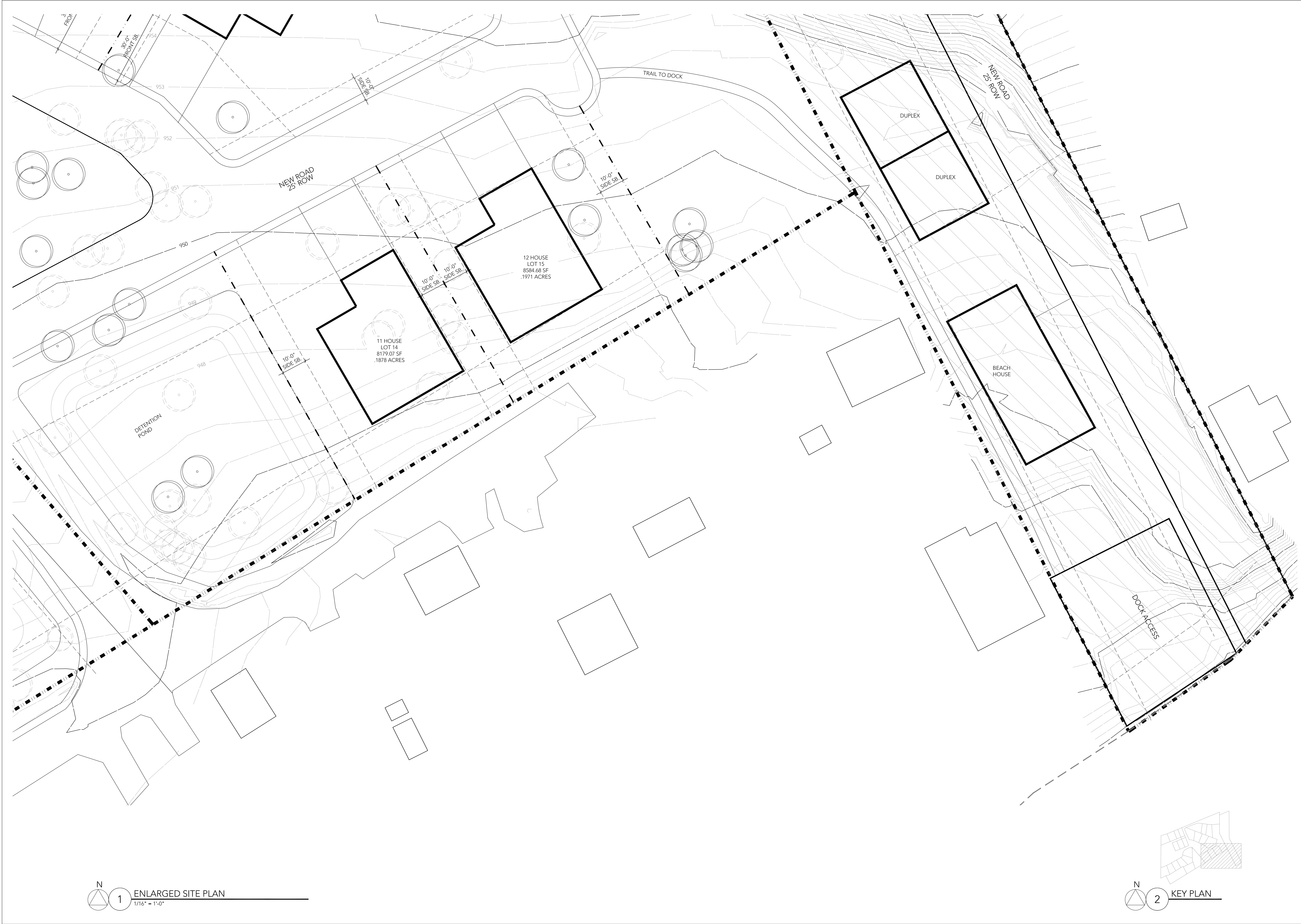
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