



PLANNING COMMISSION MEETING AGENDA

April 22, 2024

7:00pm

- 1) **Call to Order**
 - a) Approval of Agenda
 - b) Approval of Minutes – February 26, 2024
- 2) **Public Hearings**
 - a) **CONDITIONAL USE PERMIT:** Application from Barry Trebil for a conditional use permit to operate a farm winery at 3330 Highland Road; A – Agriculture Zoning District; PID# 29-117-24-12-0006.
- 3) **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 south of County Road 110W and east of Cardinal Cove Drive.
- 4) **Informational Items**
 - a) Staff Reports
 - b) Council Reports
- 5) **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.*



PLANNING COMMISSION MEETING MINUTES

February 26, 2024

7:00pm

1) Call to Order

Chair Young called the meeting to order at 7:00 p.m.

In attendance: Commissioners – Chair Damian Young, Vice Chair Michael Kirkwood, Heather Charles, Zak Gangestad, and Lucas Rognli (Alternate 1); Council Liaison – Councilmember Claudia Lacy; City Staff – Senior City Planner Nickolas Olson.

Absent: Tricia Taylor, Sarah Hussain, and Steve Livermore.

a) Approval of Agenda

Motion of by Kirkwood and seconded by Charles to approve agenda as presented. Motion passed 5-0. Absent: Taylor, Hussain, and Livermore.

b) Approval of Minutes – January 29, 2024

Motion by Hussain seconded by Gangestad to approve the minutes from January 29, 2024.

Motion passed 5-0. Absent: Taylor, Hussain, and Livermore.

2) Public Hearings

a) None

3) Business Items

a) SITE PLAN REVIEW: Application from David Lau on behalf of Woodland Cove, LLC for a site plan review of a 5,000 sq. ft. commercial building in Woodland Cove on Outlot F, Woodland Cove 3rd Addition; PID# 34-117-24-33-0052; PUD – Planned Unit Development.

Senior City Planner Olson presented the item found in the Planning Commission packet dated February 26, 2024. Highlights from the presentation include:

- Proposed building is 5,000 square feet with space for up to 3 tenants
- Proposal is consistent with the concept plan reviewed by the City in 2023
- Traffic report to be addressed before presentation to City Council

David Lau, Applicant, 2640 Setter Circle, Mound gave an overview of the project.

Young asked about the location of the trash receptacle and how it would be access by trucks.

Steve Johnston, Applicant's engineer, 310 4th Avenue South, Suite 1006, Minneapolis, explained the choice for trash receptacle location is to be near the building and clarified how the truck would access the receptacles.

There was general discussion about the location and number of access entrances to the property.

Motion by Gangestad and seconded by Kirkwood to recommend the City Council approve the requested site plan based on the findings of fact outlined in the staff report subject to conditions.

Motion passed 5-0. Absent: Taylor, Hussain, and Livermore.

4) Informational Items

a) Staff Reports

Senior Planner Olson provided an update on the following items:

- Follow up to items on last month's agenda
- No applications received by deadline for March meeting, so no meeting likely

b) Council Reports

Councilmember Lacy provided an update on the following items

- Water tower painting
- Streets
- Rain barrel program
- Write in votes on ballots

5) Adjournment

Motion by Rognli and seconded by Charles to adjourn the meeting at 7:29 p.m.

Motion passed 5-0. Absent: Taylor, Hussain, and Livermore.

Respectfully submitted,

Nickolas Olson

Nickolas Olson
Senior City Planner

CITY OF MINNETRISTA



PLANNING COMMISSION AGENDA ITEM 2A

Subject: **CONDITIONAL USE PERMIT: Application from Barry Trebil for a conditional use permit to operate a farm winery at 3330 Highland Road.**

Prepared By: **Nickolas Olson, Senior City Planner**

Meeting Date: **April 22, 2024**

Issue: The City received an application from Barry Trebil to operate a farm winery at 3330 Highland Road. After noticing the required public hearing, concerns were raised regarding the request. The Applicant requested that the hearing and discussion be postponed until May to allow for the opportunity to speak with the neighbors.

Recommended Action: Open the required public hearing. Once opened, a motion should be made to table discussion and continue the public hearing at the May 28, 2024 meeting.

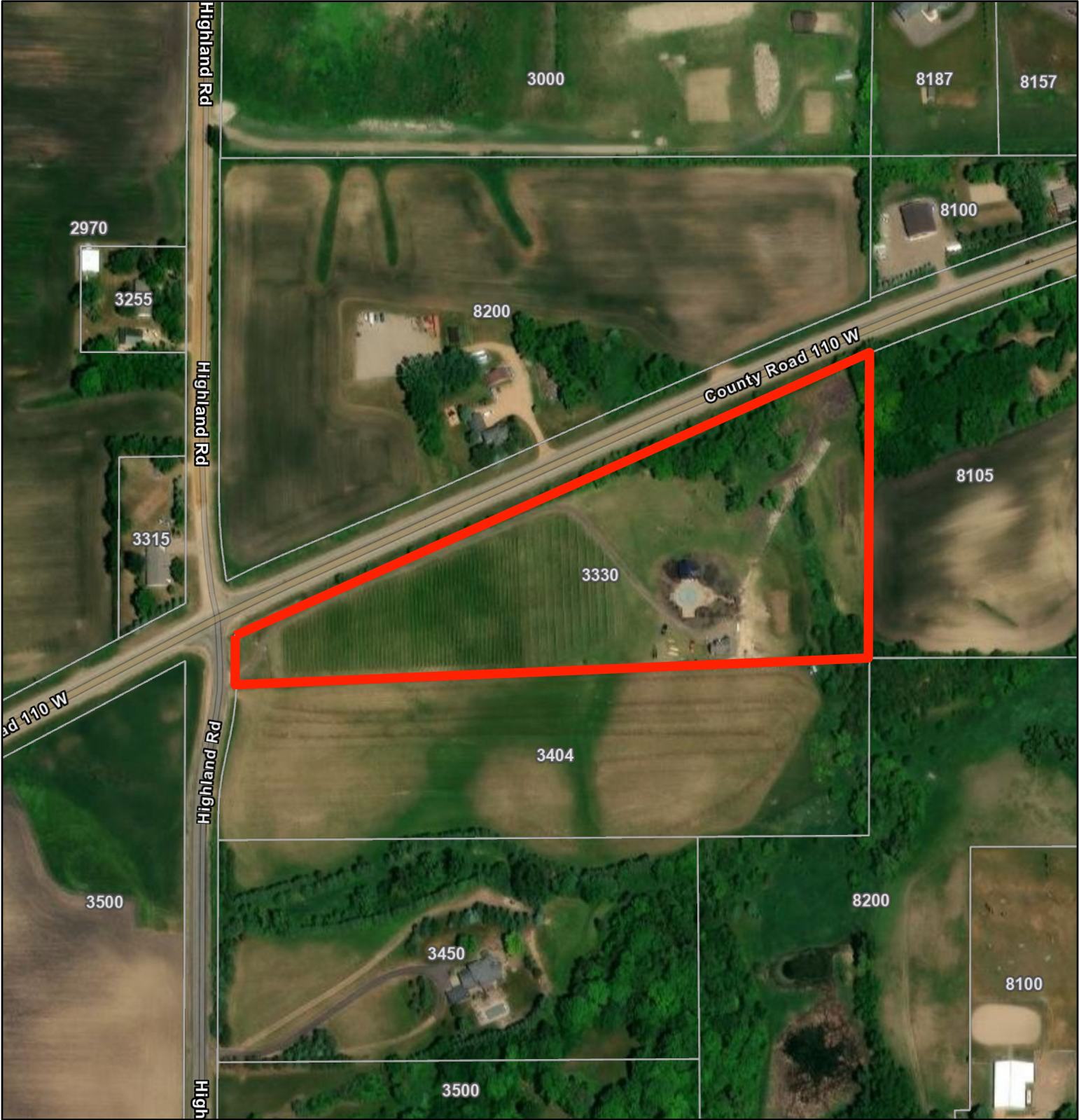
Attachments:

1. Location Map




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.

3330 Highland Road



1 in = 375 Ft

-  City Boundary
-  Address Labels
-  Parcels



Conditional Use Permit information for Highland Vines

- a. Owner - Barry Trebil - 625 2nd Ave, Excelsior, MN 55331
- b. Property - 3330 Highland Road, Minnetrista MN 55364 - Agricultural - Lot area =443,872 SF or 10.19 acres. PID - 29-117-24-12-0006 - Property description, Lot 1, Block 2, Baerts Subdivision, Hennepin county, Minnesota.
- c. This property has been used for agricultural purposes, bought by current owner and developed for a homesite and 2 acre vineyard and 2 acre apple orchard.
- d. Owner would like to use property as a small boutique farm winery to manufacture and sell hand bottled Minnesota cold hardy grape wine and cider. We would like to serve the wine from inside the first floor of existing winery building, which would include an indoor seating area for 12 people. There would be additional outside seating for 50 people in the outdoor flower gardens, vineyard and courtyard. The bathrooms are 1 regular stall and 1 handicapped accessible onsite in a separate building. No natural wetlands would be impacted by changes to structures. No additional buildings are necessary to be built. Parking would be on property in designated areas, we have enough room for 30 vehicles near the press barn and another 30 vehicles in overflow parking near pole barn. (Marked on survey). All non-amplified music would end at dark or before. (A single or pair of performers with acoustic music, no drums) We would also like to use the property seasonally as a pick your own flower farm, growing varieties of flowers for our visitors to pick and purchase. Use of this land as farm winery would positively impact the area, welcoming small amounts of people at a time as to not overload the property. Parking on property only. Driveway is off of main road. Private sewer and septic.
- e. Minnetrista comp plan
- g. Concerns could be noise and traffic concerns. We would control this by having live music end at a reasonable hour for all events. All parking will be accommodated on property, no street parking.
- h. Our intent is to share our vineyard/orchard and it's produce with the people of the surrounding area. Through our sustainable farming practices, our impact on the wetlands would be minimal if not non-existent.
- i. We plan to share our property in a small, quaint, personal and close to nature experience. It is a family friendly, outdoor gathering spot to celebrate the beauty of our agricultural community and what it provides for us to share. We love our little slice of Minnetrista and will be stewards of the land in order to protect and preserve. We want to share with our community the up and coming wine industry in Minnesota. We want to share our pride that Minnesota is capable of producing good wine. We believe that Minnetrista could be Minnesota wine country where there is a small winery around many corners. We believe this fits with our upscale agricultural community.
- j. We are proposing opening from 12 pm - 8 pm. No extra building is required.

GRADING DETAIL

ASPHALT DRIVEWAY

3330 HIGHLAND RD.
PROPOSED HOUSE
SLAB ON GRADE

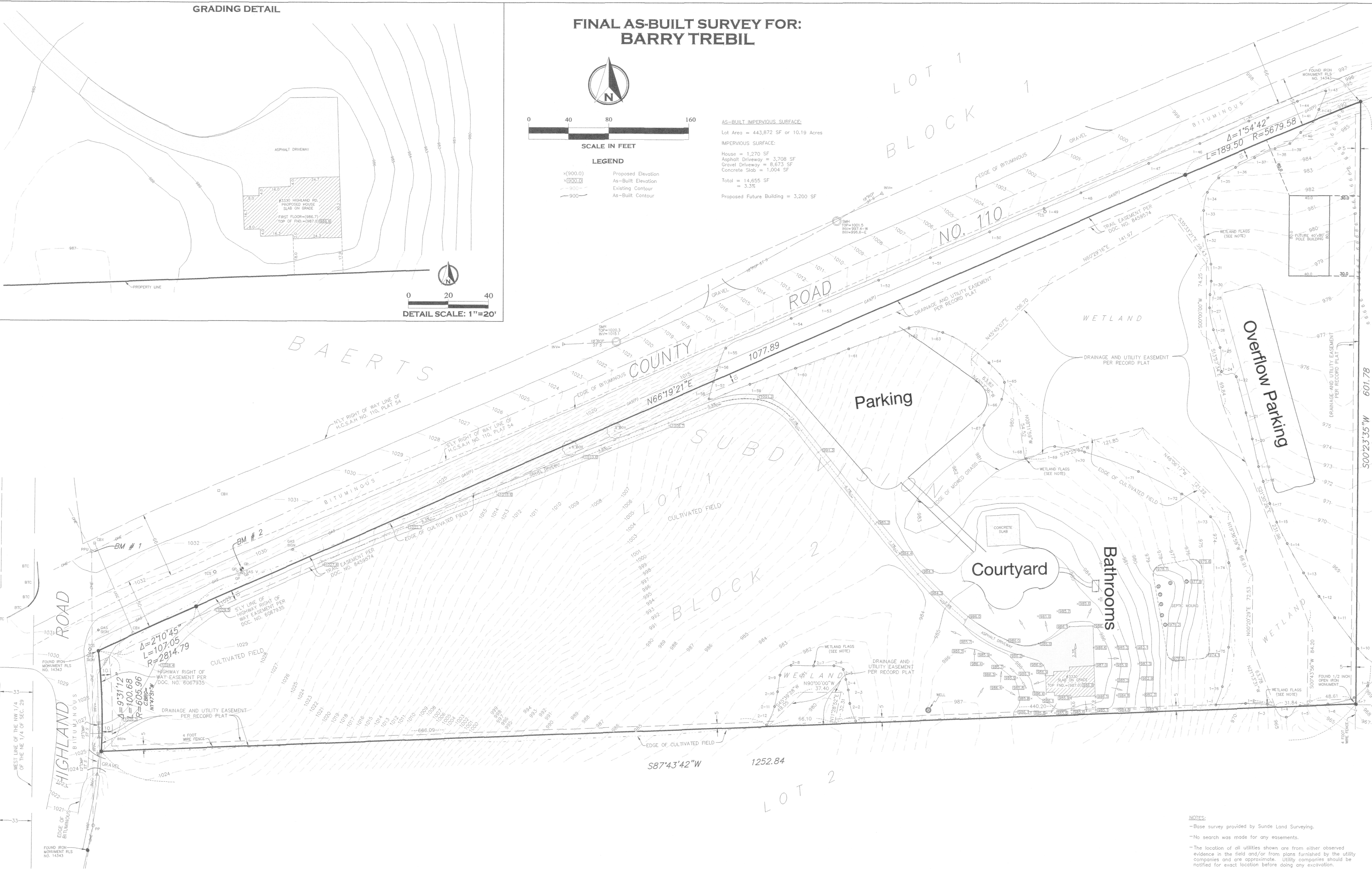
FIRST FLOOR=(986.7)
TOP OF FND.=(987.0) 988.8

PROPERTY LINE

0 20 40
DETAIL SCALE: 1"=20'


The drawing shows a site plan with contour lines ranging from 985 to 990. A proposed house slab on grade is shown with dimensions: 24.1' x 16.0' x 8.0' x 16.7' x 24.3' x 16.3' x 12.8' x 16.0'. The first floor elevation is 986.7, and the top of the foundation is 987.0. A north arrow and a scale bar (1"=20') are provided.

x(900.0)	Proposed Elevation
x(900.0)	As-Built Elevation
- - 900 - -	Existing Contour
— 900 —	As-Built Contour



NOTES:

- Base survey provided by Sunde Land Surveying.
- No search was made for any easements.
- The location of all utilities shown are from either observed evidence in the field and/or from plans furnished by the utility companies and are approximate. Utility companies should be notified for exact location before doing any excavation.

JOB NO. 321-21		SCALE 1" = 40'		REVISIONS		SITE ADDRESS 3330 Highland Rd. Minnetrista, MN 55364		PID 29-117-24-12-0006		BENCHMARKS		I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly registered Land Surveyor under the laws of the State of Minnesota. W. BROWN LAND SURVEYING, INC.  DATED: 07-28-2021 WOODROW A. BROWN, R.L.S., MN REG # 15230	
BOOK/PAGE		DRAWN CME		DATE 07-12-2018		REMARKS Move house and future pole building locations.		PROPERTY DESCRIPTION Lot 1, Block 2, BAERTS SUBDIVISION, Hennepin County, Minnesota.		Top of spike in south face of power pole in the northeast quadrant of Highland Rd. and County Rd. No. 110. Elevation = 1032.57 (NAVD 88 Datum).			
REFERENCE 154-18		07-26-2018		09-10-2018		07-28-2021		10-07-2021		Top of northeast guard post at gas valve, 195± feet northeast of Highland Rd. on the south side of County Rd. No. 110. Elevation = 1032.36 (NAVD 88 Datum).			
SHEET 1 of 1		154-18A		Foundation As-Built Survey.		Final As-Built Survey.		Final As-Built Survey: Add driveway slope, impervious, drainage arrows, well, PID.					

W. BROWN LAND SURVEYING, INC.
 8030 CEDAR AVENUE SO., SUITE 228.
 BLOOMINGTON, MN 55425
 Bus: (952) 854-4055
 Fax: (952) 854-4268
 EMAIL: INFO@WBROWNLANDSURVEYING.COM

April 18, 2024

City of Minnetrista
7701 County Road 110 West
Minnetrista, MN 55364

Re: Conditional Use Permit: Application from Barry Trebil for a conditional use permit to operate a farm winery at 3330 Highland Road: A-Agriculture Zoning District: PID 29-117-24-12-0006.

Mayor, Planning Commissioners, City Council & Staff,

It has come to our attention that this application may be discussed after all at the April 22nd Planning Commission meeting. We visited Mr. Nickolas Olson on April 16, 2024, along with another concerned neighbor, to become educated on the details of the application by Mr. Trebil to enable us to make an informed decision. Mr. Olson contacted me on April 17th and advised me that this application will not be heard until the May 28th meeting as he as the Senior City Planner, initiated a call to Mr. Trebil and advised him to the level of opposition to his application. We were told that Mr. Trebil "elected to table his application until the end of May so that he can have time to visit with the neighbors to see if he can work something out". We are the closest neighbor on the west side of Highland Road and have never been contacted by Mr. Trebil. We are very grateful that our neighbors informed us as we were not informed by the city. We will be **directly** impacted by this application. Now that Mr. Trebil was informed of the "level of opposition", this has become important to him to contact his neighbors. We do not understand why a neutral city employee would contact an applicant with this information.

We strongly oppose this application for various reasons such as the increase in traffic with the presence of alcohol on a road that is regularly used by pedestrians and bikers. We are also concerned with the volume of sound from said traffic along with simply the presence of entertainment and his patrons who gather. It is very important to us that we have an opportunity to be included in the packet and due to the lack of time to properly and clearly construct our reasons for our opposition, this letter will be followed up at a later date.

Thank you for your time and consideration as we only have the best interest for our beautiful community!


Pat & Sonja Faust

3585 Highland Road
Minnetrista, MN 55364

952-239-0616

Nickolas Olson

From: Randee McGown <randeemcgown@me.com>
Sent: Sunday, April 14, 2024 4:35 PM
To: Nickolas Olson
Cc: Lisa Whalen; Ann MacGregor; Cathleen Reffkin; Peter Vickery; Claudia Lacy; Steven Livermore; Damian Young; Tricia Taylor; Heather Charles; Sarah Hussain; Michael Kirkwood; Zach Gangestad; Lucas Rognli
Subject: Conditional Use Permit, PID# 29-117-24-12-0006

Dear Mr. Olson and members of the Minnetrista Planning Commission and City Council:

Attached below is our letter of concerns and clarifications regarding the Conditional Use Permit from Barry Treble for a farm winery at 3330 Highland Road.

Thank you very much for your service to our city and your time and attention on this important issue.

Sincerely,

Randee and Ron McGown
8100 Halstead Dr

Sunday, April 14, 2024

Regarding the Proposed Farm Winery at 3330 Highland Road

Dear Mayor Whalen and members of the Minnetrista City Council and Planning Commission:

Since 2017, we have watched Mr. Trebil work hard to plant vines and build structures on his property at the corner of Highland and 110. Each structure and improvement has caused nervousness in the neighborhood as we have speculated on exactly what vision he is developing. We have seen his Facebook references to Highland Vines Winery and were glad to hear of his wedding in the summer of 2023. Now, however, it seems as though he plans to commercialize his winery and we, his neighbors, have real concerns about how this will affect the quality of life in Minnetrista.

The Minnesota Farm Winery statutes are quite specific about who can operate a farm winery and how much wine can be produced, but they say little about what actually constitutes a farm winery. We suspect there have been few complaints about a man quietly growing grapes, but are quite sure that we will not be the only concerned neighbors if he is planning a wine-themed entertainment venue. We had no basis for complaining when the open farmland seen from our windows sprouted a house, but we are unwilling to accept that our peaceful evenings on the porch will someday include the music and noise of an increasing intoxicated crowd of revelers.

We feel we have a pretty good understanding of the letter of the law, but we are writing to you to make clear that we are very attuned to the spirit of the law as well.

Crowds:

We understand that Mr. Trebil has submitted a plan that includes parking for 60 vehicles with the estimate that this might represent 60+ patrons at one time.

For a winery that is open eight hours per day, this seems to represent either a gargantuan number of visitors (60 patrons per hour X one hour per average visit X eight hours per day X six days per week is over 2500 people per week or over 100,000 per year!) or a way to support outdoor parties of 50 people on an on-going basis. The first sounds like a logistics and traffic nightmare; the second is even more concerning.

Noise:

Along with the beautiful dark skies, the quiet evenings are truly one of the most valuable assets of Minnetrista. Many of our neighbors have moved—as we did—from other twin cities suburbs when the bustle and noise became intolerable. Mr. Trebil's property sits on a rise upwind of many properties on Halstead Drive, and all sound carries well in the open farmland of the area. We are adamantly against any amplified sound (instruments or voice) that would mar our peace, and agitate the people, livestock, and wild animals in the area.

Rural Lifestyle:

There is concern that the proposed winery will erode the benefits of our rural neighborhood even as it uses them as a highlight of the winery itself. There are plenty of small local towns that would presumably be happy to host a venue that brings in crowds of happy wine drinkers, but we prefer that commercial endeavors minimize their impact on our little corner of the city.

Sincerely,

Randee and Ron McGown and
Our Minnetrista Neighbors

Important Points of Conflict:

Large crowds

Noise including any amplified music or voice

Food trucks

Potential for weddings, corporate events, parties, etc

Need for visual and aural barrier

Wine “tasting” vs drinking, on-site consumption, meals, etc

What does this vote of the Council allow? Production vs Liquor license vs venue

What unforeseen issues in the future will be permitted by the approval he seeks now?

What changes would make this more acceptable?

Tasteful barriers (larger trees, not a high fence)

A firm prohibition on ANY amplified sound

Limits on the size and frequency of outdoor events

A clearer vision from Mr. Trebil of what a typical summer week might look like at the farm so that neighbors have something tangible to react to and so that Mr. Trebil can be held to account if the reality of the venue does not meet the published vision.

City of Minnetrista
7701 County Road 110 W
Minnetrista, MN 55364

April 17, 2024

Nick Olson

RE: Mr. Barry Trebil/Farm Winery Property Application for Conditional Use Permit

ATTN: Mayor, Planning Commissioners, City Council & Staff

Recently I was notified that an application had been submitted to the City of Minnetrista for the change of land use at 3330 Highland Road.

As per my recent conversation with Barry Trebil and review of the application with the City Planner, Mr. Nick Olson, it is my understanding this permitting would allow activities such as, but not limited to, retail sales, 60-vehicle parking, performers providing music, wine tasting and provision for 52 guests, open hours 12 – 8 p.m.

Judy and I have resided at 8300 Halstead Drive for the past 25 ½ years and our concern is the activities at 3330 Highland Road may change the atmosphere of the neighborhood. We like our neighbors and the current activities of the 10-acre homesteads on Halstead and Highland which reflect farm and rural living. We appreciate the horse farms and the roosters crowing.

Further concerns are added traffic. We have seen the progressive increase in traffic such as the Highland Drive cut-a-cross (Hwy #7 to County Road #110) and with the Halstead Drive road improvement, a good percentage of the traffic is high speed.

Although the 3330 Highland Vineyard presents itself very nicely with the organized growing field and attractive structures, the application and conditional use permit information obtained has commercial characteristics and instills uncertainties regarding a change from rural to commercial atmosphere.

We believe a person should have the right to use their property as they choose as long as it does not infringe on neighbors, and therefore, this conditional use permit application places us in a very uncomfortable position.

We are in hopes the elected officials of our City pay special attention in evaluation of this conditional use permit and act with best interest to the neighborhood.

Very Concerned,

George Norling, Judy Norling

George & Judy Norling
8300 Halstead Drive

Home: 952-446-9711
Geo Cell: 612-919-3420
Geo Work: 952-471-0255
Judy Cell: 612-360-7975

Nickolas Olson

From: Stephen Roman <steveroman2000@gmail.com>
Sent: Thursday, April 18, 2024 9:51 AM
To: Nickolas Olson; Lisa Whalen; Ann MacGregor; Cathleen Reffkin; Peter Vickery; Claudia Lacy; Steven Livermore; Damian Young; Tricia Taylor; Heather Charles; Sarah Hussain; Michael Kirkwood; Zach Gangestad; Lucas Rognli
Subject: Special Use Permit 3330 Highland Road

Dear Mayor Whalen, members of the Minnetrista City Council and Planning Commission:

We am writing to you in regards to the Special Use Permit proposed for 3330 Highland Road in Minnetrista.

As full time residents of Minnetrista and close neighbors to Mr. Trebil's vineyard, we are very concerned about the impact that his Special Use Permit proposal would have on our neighborhood and the surrounding properties. We moved to Minnetrista 17 years ago to be away from the noise and congestion associated with life closer to the cities and suburbs and we enjoy the quiet, rural character of our community and neighborhood. We are very concerned that what is being proposed for 3330 Highland Road will not fit well here and will adversely affect the quality of life in our neighborhood and community.

When Mr. Trebil began to build his vineyard years ago, he shared with me that he wanted to host weddings there. I told him at that time that this was a very noise sensitive area and that we would not want that type of venue. The vineyard sits high in a natural bowl and noise carries easily. Amplified and outdoor music does not belong in a rural setting like this. It will destroy the main reason most of us moved here, for the peace and quiet. We got a taste of just how bad things could be when Mr. and Mrs. Trebil were married on the property on September 9th, 2023. Their music was so loud that I was unable to have a normal conversation in my front yard and could hear the music easily even inside my home. Just to be clear, I do support their right and everyone's right to have their own family wedding on their own property. That is fine. But what this did was to show just how loud and intrusive events, weddings and music can be to the surrounding neighbors. We like the sounds of the birds, the wildlife and other farm noises around here. Event music and noise we do not. This would not fit into the rural character of our community.

Mr. Trebil is proposing parking for 60 cars. That is a very large number for a small venue such as his and remember that he will be hosting events that serve alcohol. I believe we need fewer people driving in our neighborhood after drinking, not more.

We support Mr. Trebil's desire to have a small winery but it must be congruent with the desires of the surrounding neighbors. A winery like he is already running (without a permit) is fine. But the Conditional Use Permit must be expressly restricted to include no events, corporate parties, weddings, outdoor or amplified music. Restrictions mitigating our concerns would all need to be written into the Conditional Use Permit in order for us to support it. In addition, there needs to be tangible enforcement actions that can be taken if the permit restrictions are violated. Police have very limited ability to enforce noise concerns and zoning infractions. We would like to know what concrete enforcement mechanisms would be available to us.

Sincerely,
Steve and Kristyn Roman
8155 Halstead Drive
Minnetrista, Mn 55364



PLANNING COMMISSION AGENDA ITEM 3A

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 south of County Road 110W and east of Cardinal Cove Drive.

Prepared By: Nickolas Olson, Senior City Planner

Meeting Date: April 22, 2024

Overview: Jeff Green (the “Applicant”) has submitted an application for a Sketch Plan Review on behalf of several property owners for 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 (the “Properties”). The Properties are currently zoned R-2 Low-medium Density Single-Family Residential. The concept plan also includes 6639 Bartlett Boulevard; PID# 22-117-24-43-0007 in the city of Mound.

Background: 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 Parks 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.

Discussion: The Planning Commission should considered the following discussion areas when reviewing the proposed concept plan:

- **Comprehensive Plan:** The Properties are currently guided for long term Residential Medium land uses, which calls for a minimum density of 6 units per acre and a maximum density of 12 units per acre. As proposed, the density is roughly 2.7 units per acre, which is well below the minimum planned density of 6 units per acre according to the 2040 Minnetrista Comprehensive Plan. Therefore, if the Applicant proposes to move forward with a future application similar to this concept, a Comprehensive Plan Amendment would need to be pursued prior to a preliminary plat application.
- **Proposed Lot Configuration, Lot Standards, & Density:** The current zoning classification of the Properties requires a minimum net density of 2 units per acre and a maximum net density of 3.5 units per acre. The overall concept plan is for

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26 single-family homes, with 20 being detached and 6 being duplex or twin homes. In addition to the 26 homes located within the city of Minnetrista, there are 12 units plus a clubhouse are located within the city of Mound. The proposed density of the Properties in Minnetrista is roughly 2.7 units per acre, which is consistent with the zoned density.

Lots within the R-2 zoning district are required to be at a minimum 75 feet wide, 100 feet deep, and consist of at least 11,000 sq. ft. The Properties are also located within the Shoreland Overlay District, which requires a width of 100 feet and lot area of 23,000 square feet both of which are more restrictive than the underlying R-2 zoning. Many of the lots in the proposed concept plan do not meet these requirements. The Applicant would need to consider a rezoning to Planned Unit Development (PUD) as part of any future application should this plan move forward.

Regarding lot standards, R-2 zoning requires a front setback of 30 feet, side setback of 10 feet, and rear setback of 25 feet. The Shoreland Overlay District further restricts the front setback to 35 feet. The maximum lot coverage per the R-2 zoning is 35% of the total lot area. The Shoreland Overlay District further restricts the maximum allowed lot coverage to 25% of the total lot area. Some of the setbacks, particularly on the corner and double frontage lots, as shown incorrectly. Corner lots and double frontage lots need to meet the front setback on both streets. As part of the rezoning to PUD for lot sizes and standards, the setbacks could also be an area of flexibility the Applicant would need to seek if they are unable to revise the setbacks.

- **Grading, Drainage, & Erosion Control:** The Applicant shall submit a grading, drainage, and erosion control plan that includes, at a minimum, the information as prescribed in city code which includes existing and proposed contours, drainage patterns and facilities, storm water and drainage calculations, and any planned modifications to wetlands.
- **Utilities:** The Applicant will be responsible for water access charges (WAC), sewer access charges (SAC), and trunk fees necessary for the construction of a common water and sanitary sewer system infrastructure. The water trunk fee is \$11,500 per acre and the sewer trunk fee is \$1,800 per acre as of 2024. The City water engineering consultant AE2S has reviewed the proposal and their comments have been attached for review.
- **Streets & Storm Water:** The proposed concept plan gains access from County Road 110W. City staff has reached out to Hennepin County regarding any comments they would have about the proposed concept. They recommend that the applicant revisit the proposed access. Their plan includes four access points on the county road: Cardinal Cove Dr, Halstead Ave (shown as Koehler St), and two “new roads”. The two new roads are existing driveways that are proposed as new roads. Given the change in use to the property, these would be considered new

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access points. The County would not be able to permit those two eastern access points. The county needs to consider adequate spacing between driveways and intersections to maintain safe operations on the county roadway. The sight distance is also challenging east of Halstead Ave. They recommend that the applicant consider internal circulation to provide access to County Road 110 via Cardinal Cove and Halstead Ave (Koehler St).

The City Engineer reviewed the proposed street layout and provided comments in the review memo attached.

The Applicant must demonstrate that the proposed development is able to satisfy regulations outlined in the City's Surface Water Management Plan. Storm water calculations will need to be submitted with future applications for review.

The Applicant must also submit a storm water pollution prevention plan (SWPPP) / erosion and sediment control plan with future applications for review. This plan must conform to the MPCA's NPDES permit requirements and the City's erosion control ordinance.

- **Soils, Signage, & Lighting:** The Applicant shall submit plans showing the location of soil testing sites, a soils report, proposed location for any street signs or lights, and any permanent monument signs for review with a future application.
- **Tree Preservation & Landscape Plan:** Section 510.07 shall apply to any subdivision the results in 5 or more units, lots, parcels, tracts, or long-term leaseholds regardless of the particular zoning district. The Applicant will be required to submit a tree inventory, removal, and replacement plan as part of any future application.

Developments in which the tree preservation ordinance applies are allowed to remove up to 30% of the total caliper inches of significant trees. A significant tree is a structurally sound and healthy deciduous tree measuring 6 caliper inches or greater or a structurally sound and healthy coniferous tree measuring 4 caliper inches or greater. Trees which are dead, diseased, or considered an invasive species are not considered significant trees. In the event the caliper inches removed exceed 30%, the Applicant will be required to submit a landscape plan showing the total caliper inches to be replaced. For planned removal, replacement trees shall be required at a rate of one caliper inch for every one caliper inch of trees lost. Should the development not accommodate the required replacement, the City Council may allow the Applicant to contribute \$100 per caliper inch to the city's tree replacement and environmental enhancement fund.

- **Architectural Renderings of Buildings & Residential Design Standards:** Section 505.07 Subd. 12 is intended to promote variety, diversity, lifestyle (rural, suburban, and lakeshore) and means for pedestrian movements in residential development in keeping with the character of the city. Developments which

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contain 10 or more single family, detached dwelling units will have at least 4 different housing models. The Applicant will be required to submit housing models as part of any future application.

- **Homeowners Association & Subdivider's Agreements:** The City Council may, upon recommendation of the Planning Commission and/or City Staff require the subdivider to create a viable homeowner's association, acceptable to the City which will be responsible for the ownership and maintenance of among other things: common facilities, private roads, private sewer and water lines, open space, pathways, storm drainage ways, and storm drainage ponds, and any improvements which are not to be accepted by the city for public ownership and maintenance. When a homeowner's association agreement is required by the city, or whenever a subdivider intends to create a homeowner's association, the form and content of the association agreement must be approved by the city prior to final plat approval.

The City Council may, upon recommendation of the Planning Commission and/or city staff, require the subdivider to execute a subdivider's agreement prior to final plat approval. The subdivider's agreement will set forth in the standard city form those improvements required to be completed as a condition of subdivision approval, the party responsible for the installation and maintenance of the improvements, and the method of payment of the installation and maintenance costs.

Recommended Action: Since a concept plan does not require any formal action from the City, the Planning Commission should review the materials and information provided within this staff report and provide the Applicant with guidance on a future application submittal. The Planning Commission should work to develop a consensus amongst themselves when providing guidance.

Attachments:

1. Location Map
2. Applicant Narrative
3. Concept Plan Set
4. Review Memo from City Engineer

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.

6701 County Road 110W & Adjacent Properties



- City Boundary
- City Mask
- Address Labels
- Parcels

1 in = 200 Ft



April 4, 2024
Map Powered By Datafi





April 19, 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



PARCEL INFO / DENSITY TABLE		
TRACT	SIZE	DENSITY (2 U/ACRE MIN) (3.5 U/ACRE MAX)
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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

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



ZAGA
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DENVER, CO 80211
PHONE: 303.437.8622

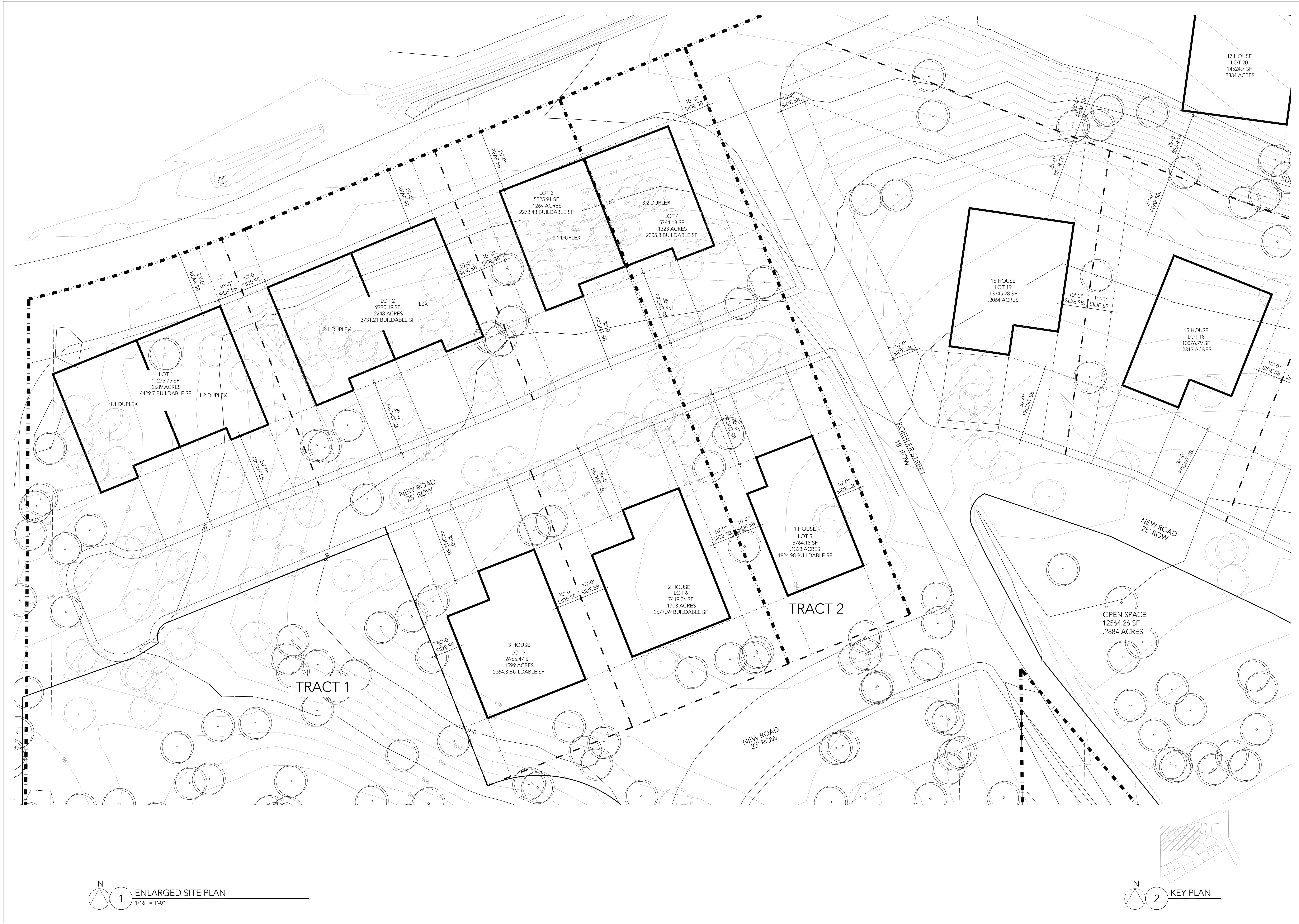
HALSTEAD ESTATES
SKETCH PLAN REVIEW
MINNETRISTA,
MINNESOTA

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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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DENVER, CO 80211
PHONE: 303.437.8622

HALSTEAD ESTATES SKETCH PLAN REVIEW

MINNETRISTA,
MINNESOTA

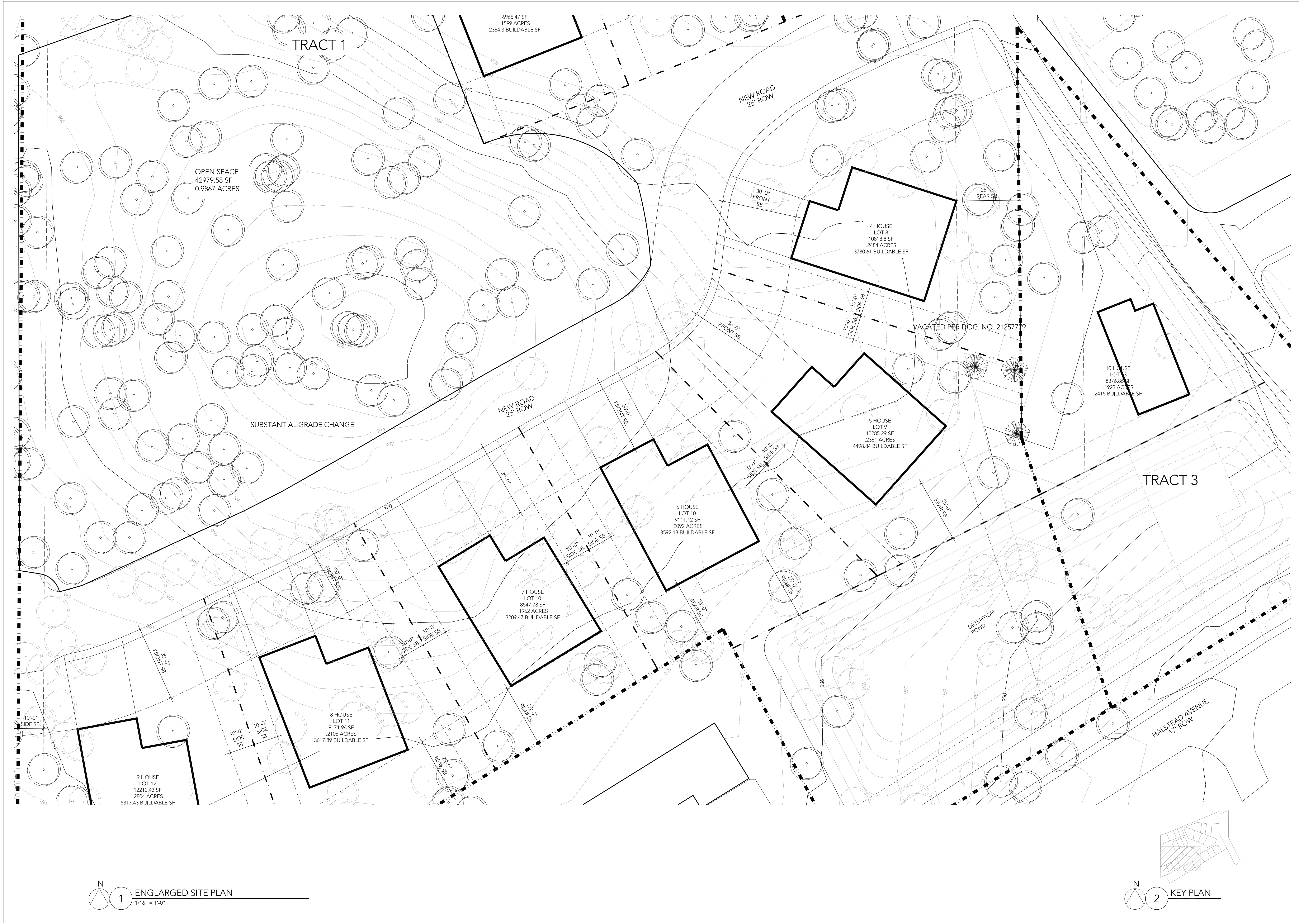
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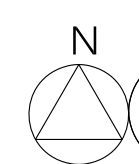
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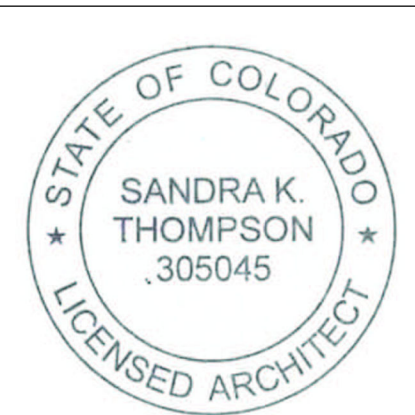
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 1 ENLARGED SITE PLAN
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 2 KEY PLAN



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HALSTEAD ESTATES
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MINNETRISTA,
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2 KEY PLAN



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HALSTEAD ESTATES SKETCH PLAN REVIEW

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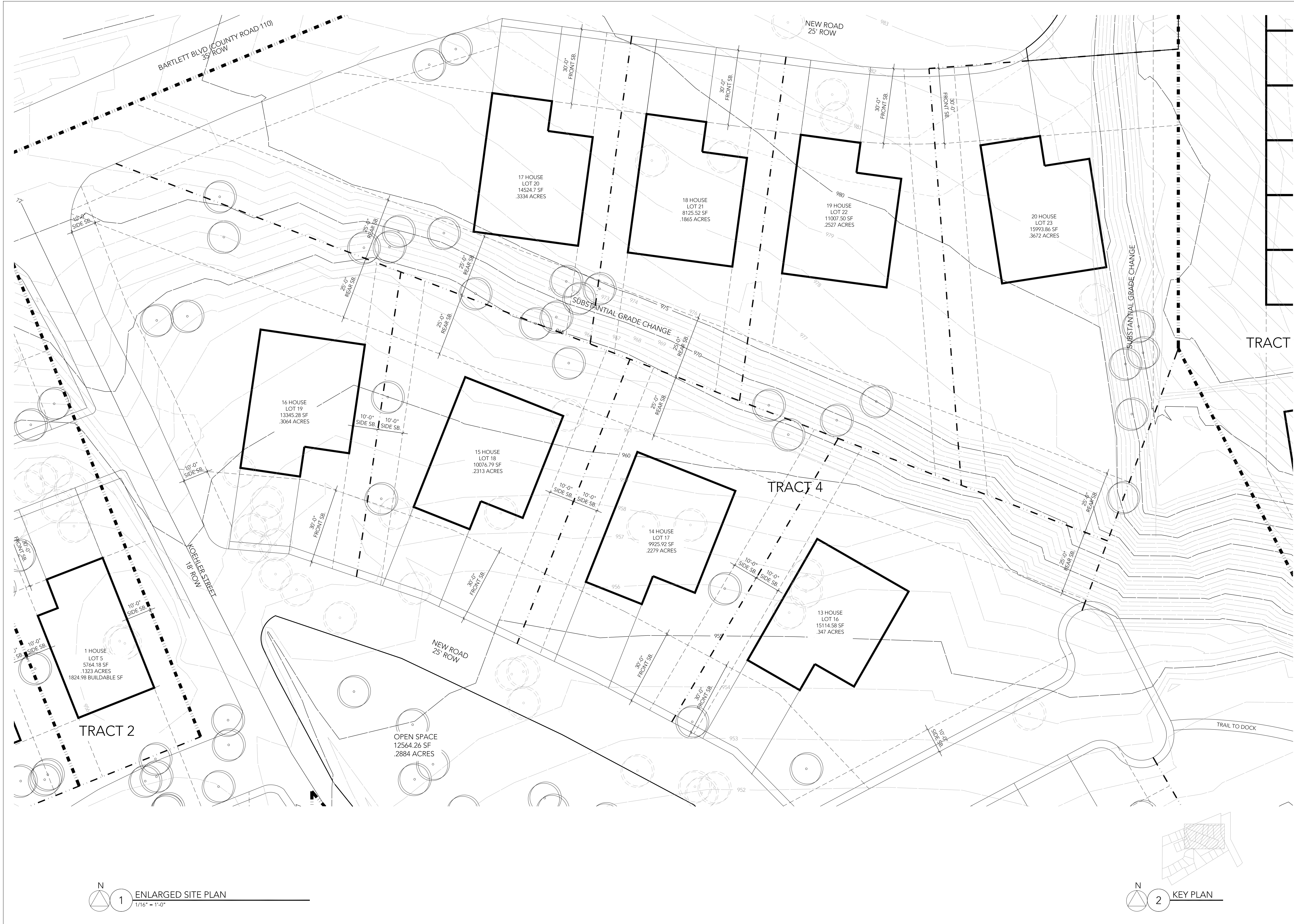
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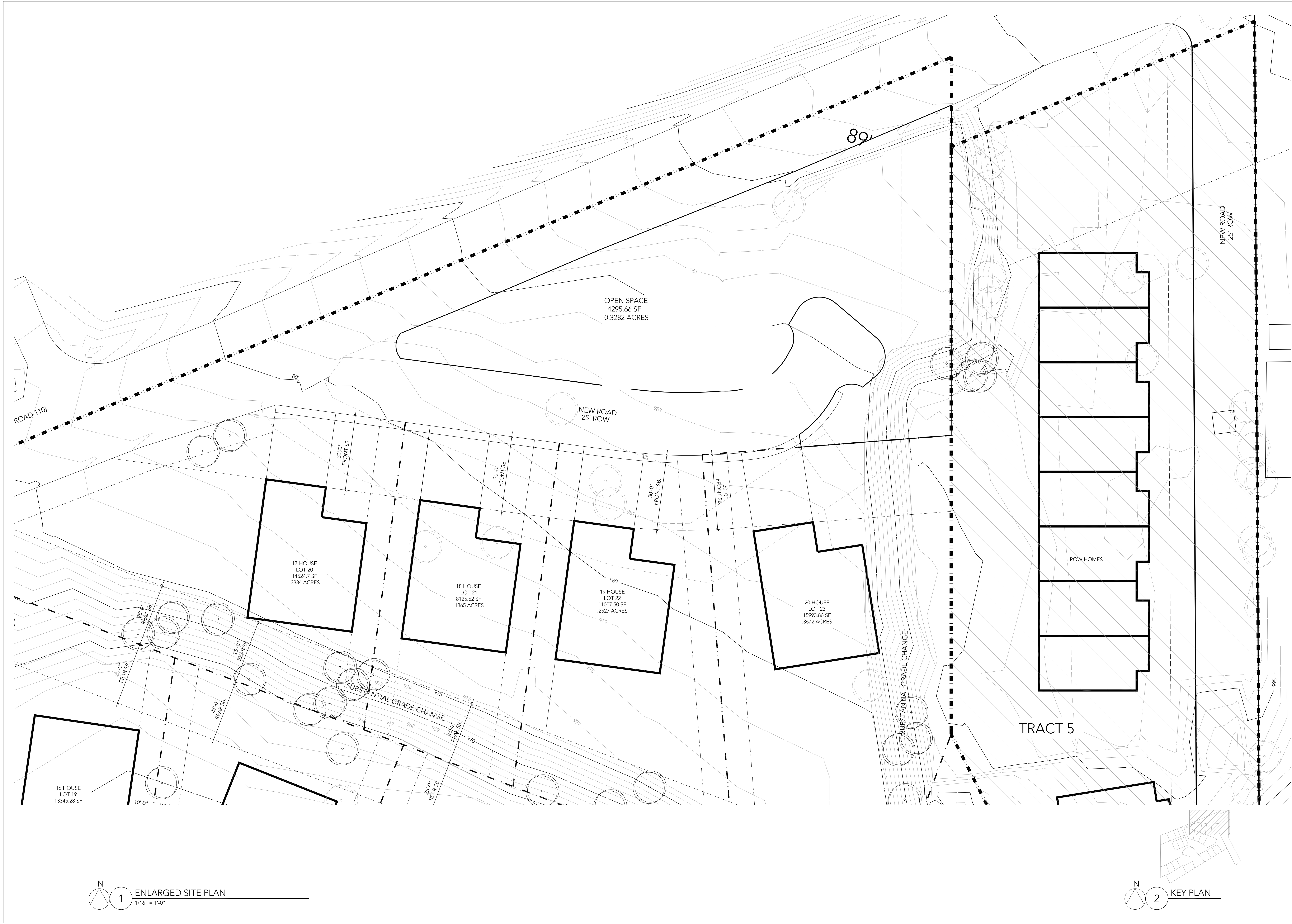
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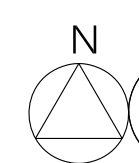
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 1 ENLARGED SITE PLAN
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 2 KEY PLAN



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ENLARGED SITE PLAN

A0.6



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HALSTEAD ESTATES SKETCH PLAN REVIEW

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ENLARGED SITE PLAN

A0.7



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HALSTEAD ESTATES
SKETCH PLAN REVIEW

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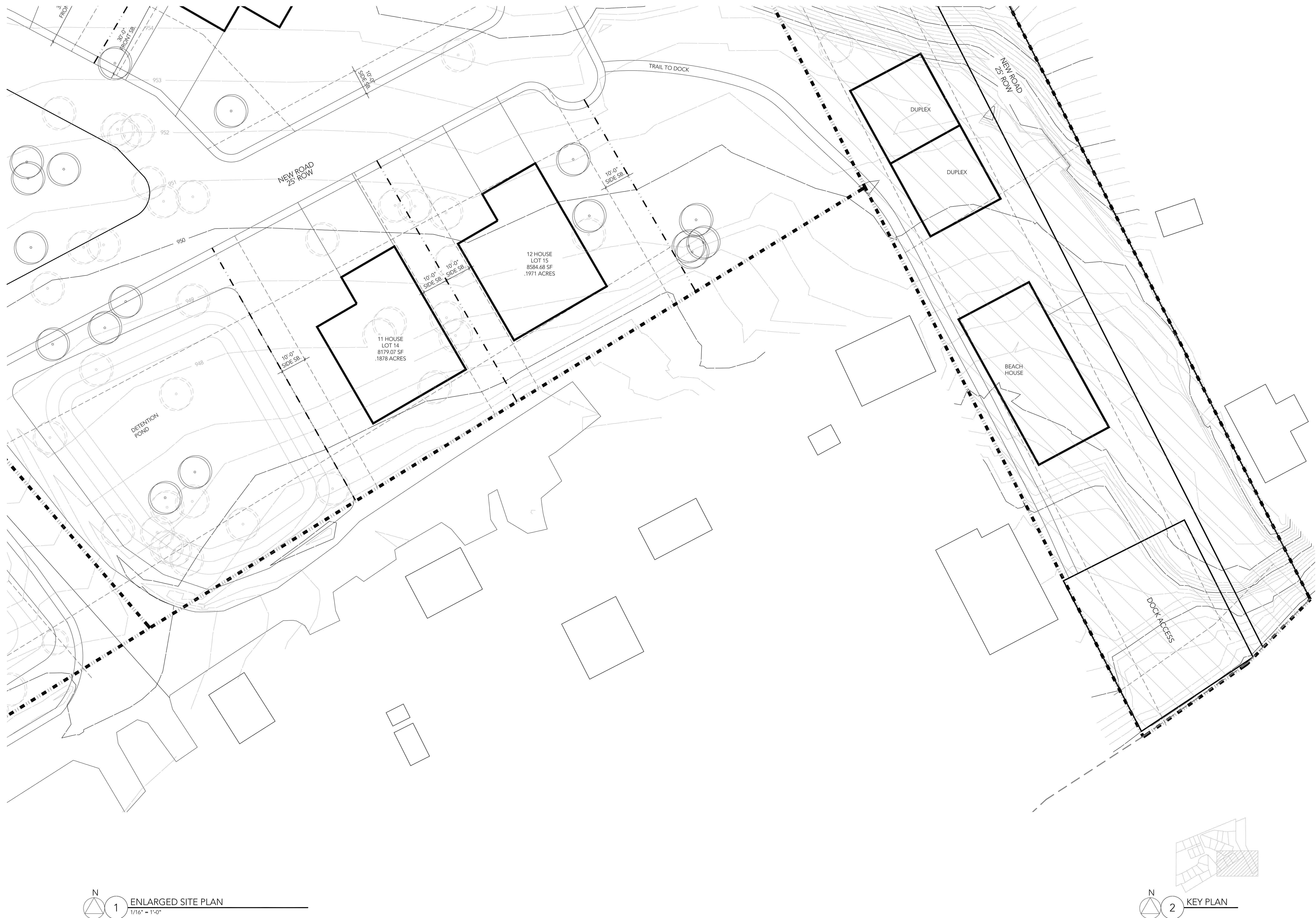
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DESCRIPTION:

ENLARGED SITE PLAN

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April 17, 2024

Mr. Nickolas Olson
City Planner
City of Minnetrista
7701 County Road 110 West
Minnetrista, MN 55364

Re: Concept Plan for 6701 County Road 110W and Adjacent Properties. ML No. 24007

Dear Mr. Olson:

We have completed our review of the concept plan submittal for proposed residential development located in the south of County Road 110W and east of Cardinal Cove Drive. The following items were submitted for review:

- Halstead Estates – Sketch Plan (not dated), Zaga Design Group, received April 2, 2024
- Halstead Estates – Narrative, Zaga Design Group, received April 2, 2024

The following review comments represent recommendations from an engineering standpoint appropriate for this concept plan review.

1. Sheet A 0.1 of the sketch plan indicates that 26 units are proposed in Minnetrista- 20 single family and 6 duplex units. The narrative indicates 23 lots.
2. The City's water engineer, AE2S will provide comments as to availability of treated water to the site.
3. The plan shows four access points to CR 110: Cardinal Cove Drive, Koehler Street (currently Halstead Avenue) and two new street connections (one in Minnetrista and one in Mound). Hennepin County reviewed the sketch plan and offered the following comments:
 - a. The two new street connections are not permitted.
 - b. Turn lanes will likely be recommended which requires 50' of half right of way dedication. The plan currently shows 35'.
4. The sketch plan indicates roads with noted right of way widths of 17' (Halstead Avenue) 18' (Koehler Street), 20' 6" (Cardinal Cove Drive) and 25' (all other streets).
 - a. The City's minimum right of way width is 50' to 60'.
 - b. The City's typical cul de sac requires minimum 120' diameter right of way. Those shown on the plan do not meet the City's standard dimension or configuration.
 - c. Local street grades may not exceed 6%.
 - d. Engineering would prefer that the two new roads on the west side of the site connect to Cardinal Cove, if the grades are conducive to doing so.
 - e. Engineering would prefer that the streets extending from Koehler Street align.
5. The concept plan does not show proposed grading or contours, so the feasibility of the proposed road locations is difficult to determine. Changes to the road alignments may be necessary.
6. The City's subdivision ordinance prohibits irrigation systems from connecting to the city water supply system.

Mr. Nickolas Olson
April 17, 2024
Page 2

Please contact me if you have any questions or need any additional information from staff.

Sincerely,

WSB

A handwritten signature in black ink that reads "Alyson Fauske". The signature is written in a cursive, flowing style.

Alyson Fauske, P.E.
612-263-1736
afauske@wsbeng.com



TECHNICAL MEMORANDUM

To: Nickolas Olson, City of Minnetrista, City Planner
Gary Peters, City of Minnetrista, Public Works Director

From: Aaron Vollmer, PE, AE2S, Client Program Leader

Re: **Concept Plan Review for 6701 County Road 110W**

Date: April 19, 2024

AE2S has been asked to review the proposed development plan for Halstead Estates, comprising the following documents:

- Halstead Estates – Sketch Plan, by Zaga Design Group, received on April 17, 2024
- Halstead Estates – Narrative, by Zaga Design Group, received on April 17, 2024

Supplementary review materials provided by Minnetrista include:

- County Road 110W Utility Analysis, dated January 21, 2022, under WSB Project No. 019603-000
- Concept Plan for 6701 County Road 110W and Adjacent Properties, ML No. 24007, dated April 17, 2024 by WSB

After review, AE2S offers the following comments and recommendations:

1. Recent water system analysis conducted by AE2S for Minnetrista reveals a notable increase in water usage within the community compared to historical levels documented by WSB. This rise in peak day usage could potentially strain Minnetrista's water system, especially during summer months. AE2S endorses Minnetrista's restrictions on municipal water usage for irrigation and suggests that this development explore strategies to minimize reliance on municipal water for irrigation purposes.
2. AE2S seeks clarification regarding the proposed number of units to accurately gauge potential water demand. WSB's review letter alluded to both 23 and 26 lots.
3. Adequate capacity within Minnetrista's water system is crucial to meet average daily demands within residential homes. Further modeling is underway to validate available capacity for this development.
4. AE2S is actively integrating the proposed demands into the water system model to evaluate potential hydraulic impacts comprehensively. This analysis will encompass:
 - a. Available fire flow
 - b. Impacts on storage

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- c. Potential ramifications on peak day demands (if residential irrigation systems are linked to the water system)
 - d. Impacts on water main sizing
 - e. Recommendations for water main connection locations and looping requirements
5. In addition to water system implications, AE2S recommends a thorough reassessment of the sanitary sewer system. While WSB's prior analysis appears reasonable, the growth in the Woodland Cove neighborhood and the addition of this development necessitates verifying if Lift Station 13 retains sufficient capacity.

Should you require further clarification or have additional information for review, AE2S remains available to provide additional support.

We anticipate that the hydraulic analysis mentioned earlier will be concluded within the next week. This analysis will offer a deeper understanding of the broader hydraulic impacts on the water system.

Please feel free to reach out with any questions or concerns in the meantime. We are committed to ensuring a thorough and comprehensive review process.

Sincerely,



Aaron Vollmer