



**Agenda
Minnetonka City Council
Regular Meeting
Monday, Jan. 10, 2022
6:30 p.m.
Council Chambers**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call: Schaeppi- Coakley- Kirk- Schack- Wilburn – Calvert- Wiersum
4. Approval of Agenda
5. Approval of Minutes:
 - A. Dec. 20, 2021 meeting minutes
6. Special Matters:
 - A. Ceremonial oath of office for newly elected officials
7. Reports from City Manager & Council Members
8. Citizens Wishing to Discuss Matters Not on the Agenda
9. Bids and Purchases: None
10. Consent Agenda - Items Requiring a Majority Vote:
 - A. Resolution accepting plans and specifications and authorizing bids for the Ridgedale Drive Trail Project

Recommendation: Adopt the resolution (4 votes)
 - B. Designation of official newspaper for 2022

Recommendation: Designate Sun Sailor as the city's official newspaper for 2022
 - C. Minnetonka School District School Resource Officer Agreement

Recommendation: Approve the agreement (4 votes)

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- D. Resolution for the Hopkins Crossroad Trail Project Safe Routes to School Grant Application
Recommendation: Adopt the resolution (4 votes)
- 11. Consent Agenda - Items Requiring Five Votes: None
- 12. Introduction of Ordinances: None
- 13. Public Hearings:
 - A. Resolution vacating a portion of a sewer and drainage easement at 12003 Ridgemount Ave. W
Recommendation: Hold the public hearing and adopt the resolution (4 votes)
- 14. Other Business:
 - A. Resolution denying a conditional use permit for an accessory structure in excess of 1,000 square feet, at 4127 Williston Road
Recommendation: Adopt the resolution (4 votes)
 - B. Resolution for the Tonka-Woodcroft Improvements Project (includes Minnetonka Boulevard Trail)
Recommendation: Adopt the resolution (4 votes)
 - C. Resolution designating a new Acting Mayor and Alternate Acting Mayor
Recommendation: Make designation and adopt the resolution (4 votes)
 - D. COVID-19 pandemic updates
Recommendation: Informational; Discuss meeting format and metrics
- 15. Appointments and Reappointments:
 - A. Reappointments to Minnetonka boards and commissions
Recommendation: Approve the appointments (4 votes)
 - B. Appointment of student member to the Park Board
Recommendation: Approve the appointment (4 votes)
- 16. Adjournment

**Minutes
Minnetonka City Council
Monday, December 20, 2021**

1. Call to Order

Mayor Brad Wiersum called the meeting to order at 6:31 p.m.

2. Pledge of Allegiance

All joined in the Pledge of Allegiance.

3. Roll Call

Council Members Deb Calvert, Bradley Schaeppi, Kissy Coakley, Brian Kirk, Rebecca Shack, Susan Carter and Brad Wiersum were present.

4. Approval of Agenda

Calvert moved, Kirk seconded a motion to accept the agenda with addenda to Item 10D. All voted "yes." Motion carried.

5. Approval of Minutes:

A. December 6, 2021 regular meeting

Calvert moved, Kirk seconded a motion to approve the minutes, as presented. All voted "yes." Motion carried.

6. Special Matters: Recognize Councilmember Susan Carter

Wiersum read a proclamation in full for the record recognizing Councilmember Susan Carter and thanked her for her dedicated service to the City of Minnetonka on the city council.

Carter thanked the mayor and council for their kind words. She stated she has enjoyed her time on the council and thanked the city for this opportunity. She reported serving the public is not glamorous or easy work. She understood these were difficult times for the city and change was happening. She encouraged the public to be kind to their public servants and to consider becoming involved in the community. A round of applause was offered from all in attendance.

7. Reports from City Manager & Council Members

Acting City Manager Mike Funk reported on upcoming city events and council meetings.

Schack explained she was the chair of the 494 Corridor Commission and noted this group met earlier this month to discuss the budget surplus. She reported commuter services resources were available to businesses across the state and she encouraged businesses to look them up.

Kirk provided the council with an update from the public art and communication committee, which he co-chairs. He explained this group hired an artist, Taylon DeJohette, to assist with branding places. He discussed how the committee was working to find locations for public art not at the Southwest Light Rail stations, but near them.

Carter commented on a gun threat that occurred on Friday, December

17 at the Minnetonka High School as well as schools throughout the metro area. She discussed a communication she received from school administration and noted parents were left very concerned. She explained this led her to reach out to the city manager and police chief regarding the threat. She greatly appreciated hearing their careful and thoughtful response, stating this response was shared with the public. She reported the police in Minnetonka were very qualified and she appreciated their efforts on Friday, December 17 and every day.

Calvert encouraged residents to keep those who were struggling this holiday season in their thoughts. She indicated the weather this December has not been normal and people's lives had been destroyed in rural Kentucky.

Calvert stated she served as the liaison on the Minnetonka Family Collaborative noting this group met last week and received a presentation from Minnetonka alum Jonah Soletta regarding mental health.

Calvert wished everyone a healthy and restful holiday season.

Calvert thanked Councilmember Carter for her dedicated service on the city council.

Calvert noted board and commission applications were open at this time. Funk explained the city would have two commission openings in 2022 and applications would be taken the entire month of January.

Schaeppi thanked Councilmember Carter for her service.

Schaeppi reported there were three school districts in his ward, Ward 3. He explained the Wayzata School District has a group called Partners for Healthy Kids which was a collaborative of parents, along with public and private organizations that focuses on the well-being of students and families. He

encouraged families to visit the healthpoweredkids.org and changetochill.org websites which address mindfulness and stress relief resources.

Schaeppi thanked the city manager and mayor for having a conversation with Minnetonka's adjacent cities about public safety.

Coakley thanked the members of the community that were serving on the DEI Committee. She appreciated their efforts to get flyers out to the apartment complexes in Minnetonka. She encouraged all members of the community to fill out the community survey.

Wiersum discussed how members of the public can find the community survey, noting a link was provided in the *Minnetonka Memo*.

Wiersum reported he was part of the Minnesota Mayors Together organization noting this group meets quarterly to discuss issues Minnesota cities confront. He indicated civility was the topic of discussion at the most recent meeting. He discussed how difficult it was to be a public servant and encouraged the public to be kind and considerate when addressing public officials.

Wiersum commented on a meeting he attended where six cities were represented that was held to address crime. He indicated there has been an increase in crime in the west metro. He stated there was a need to have more support and cooperation from the Hennepin County Attorney's Office to change their approach when prosecuting crimes. He explained the current policies were adversely impacting the safety of the community. He stated he supported social justice and understood police reform desired attention, but at the same time, criminals had to continue to be prosecuted. He discussed how the six cities would be pursuing support from other communities in Hennepin County in order to send a stronger message to the Hennepin County Attorney's Office.

8. Citizens Wishing to Discuss Matters not on the Agenda: None

9. Bids and Purchases: None

10. Consent Agenda – Items Requiring a Majority Vote:

Calvert requested item 10A be pulled for further discussion.

B. Delegating authority for electronic fund transfers

Schack moved, Kirk seconded a motion to adopt Resolution 2021-134. All voted "yes." Motion carried.

C. Resolution for the Opus Bridges Phase III Project

Schack moved, Kirk seconded a motion to adopt Resolution 2021-135. All voted "yes." Motion carried.

D. Resolution amending Resolution 2019-037 pertaining to easement vacation at 10400, 10500, 10550 Bren Road West and Resolution amending the final plat of MINNETONKA STATION at 10400, 10500, and 10550 Bren Road West

Schack moved, Kirk seconded a motion to adopt Resolution 2021-136 and 2021-137. All voted "yes." Motion carried.

E. Ordinance amending Minnetonka City Code Section 835 relating to waste collection/disposal and recycling

Kirk commented on the language regarding keeping containers out of view and stated this section of ordinance would be difficult to maintain equitably throughout all of Minnetonka. He encouraged staff to bring this portion of the ordinance to a study session in the future. He recommended that staff bring this item back to the council if not all haulers can manage the organics portion of the waste collection.

Schack moved, Kirk seconded a motion to adopt Ordinance 2021-26. All voted "yes." Motion carried.

F. Approval of second amendment to contract for comprehensive municipal recycling services

Schack moved, Kirk seconded a motion to approve the contract amendment. All voted "yes." Motion carried.

G. Resolution to adjust 2022 non-union employee salaries and benefits

Schack moved, Kirk seconded a motion to adopt Resolution 2021-138. All voted "yes." Motion carried.

A. Resolution regarding national opioid settlements

Calvert stated she spoke with staff earlier today and noted she was excited to see the city would be benefiting from this legal award. She asked what the statistics were for opioid overdose in Minnetonka and Hennepin County. Acting City Manager Mike Funk commented he would gather the data with Police Chief Scott Boerboom and would report back to the council.

Carter questioned how the awards would be made to participating communities. City Attorney Corrine Heine explained there were two national settlements and the awards would be based on the number of participating cities and counties. In

addition, there was a memo agreement that the city would be signing off on to see the allocation amount for the state of Minnesota.

Wiersum reported the Attorney General's office was following this matter closely and noted it was important for more cities to sign on. He indicated the League of Minnesota Cities was working to get more cities involved in this process.

Calvert moved, Carter seconded a motion to adopt Resolution 2021-133. All voted "yes." Motion carried.

11. Consent Agenda – Items requiring Five Votes:

A. Accepting gifts, donations and sponsorships given to the city during 2021

Calvert moved, Schack seconded a motion to adopt Resolution 2021-139. All voted "yes." Motion carried.

12. Introduction of Ordinances:

A. Noise Regulation Ordinance

City Attorney Corrine Heine gave the staff report.

Calvert questioned what the penalty would be for violating the noise regulations. Heine stated this ordinance would be punishable under the administrative penalties provision, which would come with a civil penalty or a fine of up to \$1,000.

Carter asked if option 1 and 2 could be considered. Heine noted the options were not mutually exclusive but explained staff would prefer to take one approach first and another option could be added in the future, if necessary. She indicated staff's preference would be to pursue option 1.

Schaeppi inquired if the frequency issue had been fully considered within the ordinance. Heine stated she believed the language properly addressed the frequency concerns.

Coakley questioned what options the homeowners who have woodpecker problems would have if this ordinance was put in place. She asked if there was some recourse for these families to ask for assistance if they can't use the noise deterrent. Heine stated there were a number of ways the property owners can address pests. In the case of birds and woodpeckers, there are approaches that do not involve sound.

Coakley commented she understood this was specifically addressing the woodpecker concerns. She noted the council has also received complaints regarding lawnmowers and blowers and asked why this was not addressed in the ordinance amendments. Heine reported she was responding to the direction she was provided at the November 15 meeting.

Schack stated in comparing the two options, was there a difference in either one when considering enforcement. Heine noted there was not a difference between the two, when considering enforcement. She stated if there was enough problem with enforcement a civil lawsuit would commence.

Calvert requested further comment regarding the two options provided by staff. Heine discussed the differences between option 1 and option 2. Police Chief Scott Boerboom commented with option 2 it prohibits any device use. He stated for residents that live on a larger parcel, technically a device could be used because it would not be heard by the neighbors.

Wiersum questioned how staff would enforce this issue. Community Development Director Julie Wischnack described the process that would be followed to enforce this ordinance.

Kirk stated he supported option 1 moving forward for the noise ordinance.

Schack commented she did not have a strong opinion. She indicated the goal was to abate the sound and if staff believes amending the noise ordinance was the most efficient way to do this, she would support this option.

Schaeppi stated he supported staff's recommendation of option 1 and noted he looked forward to hearing feedback from the public.

Calvert thanked staff for their efforts on this ordinance. She indicated she supported option 1 moving forward.

Carter supported option 1 moving forward. However, she encouraged the council to continue finding ways to protect wildlife as was done in option 2.

Wiersum asked what the process would be for receiving comments from the public. Wischnack explained the public this would be posted on the city's website by the end of the week and noted letters would be sent to the neighborhood with an email address for comments. In addition, the neighbors would be informed there would be an open hearing on January 24, 2022.

Wiersum supported the simplicity of option 1. He feared if two sections of code were amended this could become confusing.

Kirk moved, Schack seconded a motion to introduce the ordinance and provide feedback. All voted "yes." Motion carried.

Wiersum recessed the city council meeting.

Wiersum reconvened the city council meeting.

13. Public Hearings: None

14. Other Business:

A. Concept plan for Minnetonka School District Vantage/Momentum Building at 5735 County Road 101

City Planner Loren Gordon gave the staff report.

Paul Bourgeois Minnetonka School District finance director thanked the council for considering his request. He explained the Vantage and Momentum programs were growing in interest within the Minnetonka school district. He reported the district was looking to construct a facility south of Clear Springs Elementary School that would be 36,300 square feet. If this building were approved, it would be the first new construction building in the school district since 1966. He indicated the funding would be provided through existing revenue streams, which meant there would be no tax impact on the taxpayers.

Dave Maroney, architect for the Minnetonka School District, stated it was an honor to be representing the Minnetonka Public Schools. He noted he has been working with the school district for the past 15 years on several additions, but noted he was now working on a brand new building. He then provided the council with a detailed presentation on the concept plan submittal which covered the history and background of the Vantage and Momentum programs, while also providing information on the traffic study, tree inventory, concept site plan and project timeline. He commented on the neighborhood meeting that was held on November 30. He then discussed the programming that would be offered in this building. Elevations of the new building were reviewed and he asked for comments or questions from the council.

Coakley commented she interviewed with students at the Vantage program and she believed this was a great program for the school district. She indicated she was concerned with how this project would impact traffic because there would be an increase in bus and vehicular traffic. She questioned how the school district would address the traffic impacts along Excelsior. Gordon stated early conversations were held regarding access points to the property. He noted several different scenarios were run and noted the only path to accommodate this facility was at Hanus and County Road 101. He indicated there was capacity along County Road 101. He recommended the start time for this school be

different than the adjacent elementary school to assist with addressing traffic concerns.

Coakley stated she would like the intersection of Excelsior Boulevard and County Road 101 to be looked at further. She reported she receives calls already with concerns for traffic and she anticipated this new school facility would increase these concerns.

Carter thanked Mr. Maroney for the great presentation. She commented on her work history and discussed her work on Project Green Fleet. She expressed concern with the fact 75 buses would be brought to this facility on a daily basis. She understood traffic was one issue, but noted public health should also be a consideration for the school district. Mr. Bourgeois reported he would be contracting with First Student for busing. He indicated the buses are supposed to turn their engines off when they arrive and they are not to idle in order to minimize the fumes. Mr. Maroney stated the buses would be running through the bus loop.

Carter encouraged the school district to be intentional and transparent about the number of buses that would be running to and from this site on a daily basis.

Kirk questioned what the land use change would be for this proposal. Mr. Maroney stated he would be requesting a conditional use permit. Gordon indicated the R-1 zoning would remain the same.

Kirk asked if going from 90 to 68 cars would create a potential parking problem. Mr. Maroney discussed the loop parents would have to follow to when dropping of their child at school. He indicated the 68 spaces will work because there was a large parking lot adjacent to the new building and could serve as a viable overflow lot that had safe access to sidewalks. He anticipated 50% of the cars using the main lot would be visitors, mentors or staff and there would be a strong emphasis on the shuttle participation for the students. Mr. Bourgeois indicated the students currently utilize a shuttle for this program.

Kirk thanked the school district for staggering the timelines for the two schools. He inquired if the west elevation of the building would be enhanced. Mr. Maroney stated this was a continual process and the final choice of materials would be high quality. He reported the strongest idea would be to have the west side of the building serve to protect or act as a barrier from County Road 101. Mr. Bourgeois indicated he wanted the building to look stately but not ostentatious.

Schaepfi stated this was an exciting project. He encouraged the school to think about how to properly connect this new school facility to the community for pedestrians.

Schack stated she was proud of this program and looked forward to having this facility in the community. She appreciated the detailed work that had gone into the concept plans.

Kirk explained he graduated with Mr. Maroney in 1984 from North Dakota State. He commented he appreciated how the circulation issues were addressed, along with how the school district worked to address the tree ordinance. He encouraged the school district to consider sustainability efforts for the building, along with having a more attractive elevation for the west side of the building, which would be viewed from County Road 101.

Calvert thanked Mr. Maroney for working to save trees. She encouraged the school district to install wayfinding signs. She suggested the view from the west elevation be further enhanced. She encouraged the school district to consider using the students to see how sustainability measures can be brought into this project. She stated she supported Councilmember Coakley's comments regarding traffic along Excelsior Boulevard, noting the high level of traffic was problematic from 7:30 a.m. to 8:00 a.m. during the school year.

Wiersum reported the Vantage and Momentum programs were great additions to the Minnetonka School District. He thanked the school district for working to meet the city's tree ordinance. He noted traffic was always a challenge for schools and he appreciated the fact a shuttle will be provided by the school district. He appreciated the proposed plans and encouraged the school district to be intentional when planning for the exterior elevation because this building would need to stand the test of time. He suggested the school district build flexibility into the plans in order to adjust to how transportation will change in the future. He stated he was supportive of this project and believed this was an exciting move for the Minnetonka School District that would benefit the residents and the entire region.

B. Approval of the Natural Resources Master Plan

Natural Resources Manager Leslie Yetka gave the staff report.

Calvert discussed the map on page 10 and asked if those were woodlands or heavily wooded areas. Yetka reported these were the MLCCS mapping of woodlands.

Calvert indicated one of the areas that needs to be addressed within this plan was mosquito control. She questioned how the city can monitor and educate the public in order to reduce the use of these chemicals. Yetka stated she gets several calls per year regarding private companies spraying chemicals in neighborhoods and how this impacts the community. She reported there is a regulatory legal component to this and noted the Department of Agriculture regulates all pesticide use. She indicated State Statute precludes local

governments from enacting rules that would supersede the Department of Agriculture's rules. City Attorney Heine stated she was aware there was legislation to do a little more with pesticides relative to pollinators but she did not believe this change was enacted. She reported the Department of Agriculture regulates and controls all use of pesticides in the city and the city could not enact further regulation. She indicated education and other efforts could be pursued.

Calvert asked if the city has considered creating a pathway or corridor for mammals to get from one side of roadway to another. Yetka reported the city has not considered or taken any action on this. Public Works Director Will Manchester stated this has been discussed in the past but nothing specific has been done and no specific corridors have been spelled out.

Schaeppi thanked staff for all of their work on this plan. He understood this plan was a starting point and he appreciated how well thought through it was. He requested a brief overview on what a restoration plan would look like for a city park. Yetka discussed the future plans for Big Willow Park noting the target plant communities and the priorities for restoration, which would be to plant native plants, remove invasives and protecting old growth trees. She indicated staff would be working with Friends of Big Willow Park on this project.

Schaeppi questioned if the city will be putting together the higher priority restoration plans in 2022. Yetka reported this was the plan.

Kirk thanked staff for the detailed report. He asked how the restoration work would be funded. He feared that the city was underfunded at this time. He encouraged the city to consider establishing active and passive areas for the parks that will be restored. Yetka commented the park board was starting to have conversations to define active versus passive use within the parks.

Kirk stated the City of Minnetonka owns a fair amount of land that was open area that was not a designated park. He indicated the habitat that strings between the city's parks and these open areas should be given the same amount of attention. Yetka discussed how the city manages its park property versus open areas. She explained it took a great deal of time and resources to restore these spaces. She noted wetlands were incredibly costly and difficult to restore.

Schaeppi inquired if the city would have a separate process that would provide for a light, moderate and heavy plan for restoration dollars within the CIP. Yetka commented this would depend on the costs that have been identified for each park. Acting City Manager Mike Funk reported there was a lot of detail included in this plan and he understood there would be a large need for funds to carry out this plan. He indicated the city would have to reshape its priorities in order to fund this plan.

Wiersum reported this plan was really well done. He stated he was daunted by the enormity of the task. He believed the city would need to educate the public on the work that was needed because the public's perception would be different than the experts. He questioned how staff would bridge this gap. Yetka stated this was something staff deals with everyday and there was an ongoing effort to educate the public. She indicated this process would never end. She commented on how rain gardens and pollinators have come to the forefront of people's minds and noted staff would have to work to make the importance of natural resources to the vitality of the community another forefront issue.

Coakley thanked staff for the detailed report. She noted after speaking with the Friends of Lone Lake Park, she believed it would be very important to educate the public on the importance of protecting the city's natural resources. She understood Minnetonka had beautiful parks and open spaces and she appreciated the city's staff member and volunteers for working to protect these community assets.

Schack stated she appreciated the tremendous amount of work that went into this plan by staff. She understood it would cost the city a lot of money to undertake this project, but she supported the plan moving forward with the support of the community.

Calvert thanked staff for all of their efforts on this plan and for taking comments from the public. She stated she loved that this document was not just about the city's parks, but was quite comprehensive because it also addressed habitats. She looked forward to seeing this plan moving forward.

Kirk agreed this plan was impressive and comprehensive. He appreciated the fact that staff had included comments and suggestions from the public. He looked forward to this plan moving forward with assistance from the public.

Schaepfi thanked Ms. Yetka for all of her hard work on this plan. He reviewed one of the comments from the public that encouraged further education of the public regarding the degradation of the city's parks. He believed it would be important for the city council to provide leadership on this in order to receive buy in from the residents on this plan.

Carter thanked Ms. Yetka for her tremendous work on this plan. She discussed how good Ms. Yetka was at her job but feared the city did not have someone on staff that be serving as the go-between for the city with the public. She encouraged the city to consider how to work collectively with other companies and organizations that have shared values for this good work. She recommended the city to be creative to bring in new resources to make this work happen because it was worth it. Yetka noted the Park and Trail Planner position was moving to Natural Resources to try and accomplish some of the work Councilmember Carter had discussed.

Wiersum commented he agreed with the statements that had been made by the council. He understood there was a delta between the work that has to be done and the cost. He shared the optimize that has been voiced by the council because the residents of Minnetonka were passionate about the natural environment. He anticipated if the city marshalled the passion the city would be able to find the resources.

Schack moved, Calvert seconded a motion to approve the plan. All voted "yes."
Motion carried

C. 2022 Sustainability Commission Work Plan

City Planner Loren Gordon gave the staff report.

Schaepfi thanked staff for the thorough report. He asked how the structure was set up for percolating grass root ideas from this group. Gordon reported this was already occurring at events between the commissioners and staff. He indicated the issues that are brought forward would be given more energy over time.

Calvert questioned if the meeting schedule for this group was sufficient to meet this plan. Gordon commented the commission was the face of sustainability efforts for the city. He discussed how hard staff was working to gather background information for the group to discuss. He noted staff would have to continue to monitor this as the climate action plan moves forward. He anticipated a lot of outreach would be required for this plan.

Calvert encouraged staff and the sustainability commission to consider planning special events for Earth Day in 2022.

Kirk commented he has been trying to attend the sustainability webinars. He thanked Drew Ingvalson for these and suggested these webinars be further advertised to the public. Gordon stated he would speak with other communities to see how they are working to reach the public.

Kirk discussed the makeup of the sustainability commission and asked if this was working well. Gordon reported the group was working well. He noted the students have been well engaged.

Wiersum thanked staff for all of their efforts on the work plan.

Calvert moved, Kirk seconded a motion to approve the work plan. All voted "yes."
Motion carried.

15. Appointments and Reappointments: None

16. Adjournment

Carter moved, Schack seconded a motion to adjourn the meeting at 10:59 p.m.
All voted "yes." Motion carried.

Respectfully submitted,

Becky Koosman
City Clerk



**City Council Agenda Item 10A
Meeting of Jan. 10, 2022**

Title: Resolution for the Ridgedale Drive Trail Project

Report From: Chris Long, P.E., Assistant City Engineer

Submitted through: Mike Funk, Acting City Manager
Darin Nelson, Finance Director
Will Manchester, P.E., Public Works Director
Phil Olson, P.E., City Engineer
Kelly O'Dea, Recreation Director

Action Requested: Motion Informational Public Hearing
Form of Action: Resolution Ordinance Contract/Agreement Other N/A
Votes needed: 4 votes 5 votes N/A Other

Summary Statement

The Ridgedale Drive Trail Project proposes construction of a new trail along the south side of Ridgedale Drive from White Birch Road to east of Essex Road. The project also includes a pavement mill and overlay of Ridgedale Drive in this area.

Recommended Action

Adopt the attached resolution accepting plans and specifications and authorizing the advertisement for bids for the Ridgedale Drive Trail Project No. 21206.

Strategic Profile Relatability

- | | |
|---|---|
| <input type="checkbox"/> Financial Strength & Operational Excellence | <input type="checkbox"/> Safe & Healthy Community |
| <input type="checkbox"/> Sustainability & Natural Resources | <input type="checkbox"/> Livable & Well-Planned Development |
| <input checked="" type="checkbox"/> Infrastructure & Asset Management | <input type="checkbox"/> Community Inclusiveness |
| <input type="checkbox"/> N/A | |

Statement: The Ridgedale Drive Trail Project includes the construction of a top priority trail segment and pavement resurfacing, enhancing the trail network connectivity and city infrastructure.

Financial Consideration

Is there a financial consideration? No Yes \$1,700,000
Financing sources: Budgeted Budget Modification New Revenue Source
 Use of Reserves Other [Enter]

Statement: The Ridgedale Drive Trail is budgeted in 2022 of the 2022-2026 Capital Improvements Program (CIP). The Ridgedale Drive mill and overlay is currently budgeted in 2026 of the 2022-2026 CIP, however is proposed to be advanced to 2022 to be completed with the trail improvements. It is not proposed to increase funding in the CIP for the mill and overlay segment, as segments will be reprioritized to account for this advancement.

Background

On Aug. 9, 2021, council received the feasibility report and authorized the preparation of plans and specifications for a new eight-foot wide, off-road, multi-use bituminous trail on the south side of Ridgedale Drive from White Birch Road to 700 feet east of Essex Road. Council also approved an agreement with Xcel Energy for overhead power burial along Ridgedale Drive. This trail segment allows connectivity to residential and commercial areas, including Ridgedale Mall.

Proposed Improvements

The proposed improvements include the addition of an eight-foot-wide bituminous trail with a four-foot grass boulevard. The trail construction includes concrete curb and gutter replacement, American Disabilities Act (ADA) improvements, drainage improvements, overhead power burial and other private utility relocation. Grading and impacts to driveways and landscaping of adjacent private properties are needed to construct the trail. These impacts have been minimized to the maximum extent possible.

A mill and overlay of Ridgedale Drive in this area is proposed with the project. This work was originally planned for completion in 2026, but with trail construction and curb replacement impacts to the roadway, it was determined cost-effective and appropriate to include the mill and overlay work with this project.

In coordination with the trail improvements, watermain improvements are currently being completed along the majority of the proposed trail project area. The watermain work is substantially complete with final clean-up scheduled for the spring of 2022, prior to the start of trail construction.

Overhead Power Burial

Burial of overhead power lines in conflict with the proposed trail is needed along Ridgedale Drive prior to installation of the new trail. Xcel Energy is currently scheduled to complete this work in the winter and spring of 2022.

Easement Acquisition

Council authorized easement acquisition for the project on Aug. 9, 2021. Temporary and permanent easements are required from three properties to construct and maintain the new trail. The formal easement acquisition process is in progress, which ensures that the needed easements will be acquired for the project.

Public Involvement

An informational meeting was held on Dec. 12, 2019 for neighboring businesses and property owners. Invitations to this meeting were posted to the project webpage and mailed to nearby properties. Staff presented the project outlining the preliminary scope and schedule of the

project. Following the presentation and general questions, city and consultant staff provided an open house format to take one-on-one feedback from attendees. Residents were generally supportive of the project and provided additional comments following the meeting. A project newsletter with updates on the trail project was provided to area residents and property owners on Jan. 3, 2022.

In line with other city projects, staff will continue to use various strategies to provide project updates including signage, text alerts, email updates, citizen alerts and newsletters. Staff sent out an update to all project subscribers indicating that council would consider moving forward with accepting the feasibility report and ordering the project. The update was also posted to the project webpage.

Estimated Project Costs and Funding

The total estimated construction cost, including engineering, administration and contingency, is \$1,700,000. The Ridgedale Drive Trail is budgeted in 2022 of the 2022-2026 Capital Improvements Program (CIP). The Ridgedale Drive mill and overlay was originally budgeted in 2026 of the 2022-2026 CIP, but will be advanced to 2022 to be completed in concurrence with the trail improvements.

The budgeted amounts for the project are shown below and the fund balances currently can support the estimated project costs.

	Budget Amount	Proposed Funding	Expense
Construction Costs			\$860,000
Contingency			\$100,000
Engineering and Administration			\$200,000
Easement Acquisition			\$140,000
Overhead Power Burial			\$400,000
Trail System Expansion Fund	\$900,000	\$900,000	
Electric Franchise Fund	\$500,000	\$400,000	
Street Improvement Fund	\$400,000	\$400,000	
Total Budget	\$1,800,000	\$1,700,000	\$1,700,000

With the proposed advancement of the mill and overlay paving, if council chooses to move forward with the project, staff will likely be requesting an amendment to the CIP at the time of council's consideration of the award of bids. The amendment would be necessary to reprioritize the paving from 2026 to 2022.

Schedule

If the recommended actions are approved by council, bids will be received this winter and presented to council for final contract approval in the spring. Construction would likely begin in the spring or summer of 2022 and be completed in the fall.

Resolution No. 2022-

**Resolution accepting plans and specifications and authorizing the advertisement for bids
for the Ridgedale Drive Trail Project No. 21206**

Be it resolved by the City Council of the City of Minnetonka, Minnesota as follows:

Section 1. Background.

1.01. Pursuant to city council authorization on Aug. 9, 2021, plans and specifications have been prepared by or under the direction of the city engineer, who is a Licensed Professional Engineer in the State of Minnesota, for the Ridgedale Drive Trail Project No. 21206.

1.02. The plans and specifications for the construction of the aforementioned project have been presented to the city council for approval.

Section 2. Council Action.

2.01. The plans and specifications, copies of which are on file with the engineering department, are hereby accepted upon the recommendation of the city engineer.

2.02. The city clerk shall prepare and cause to be inserted in the official newspaper and in Finance & Commerce an advertisement for bids for the making of such improvements under such approved plans and specifications. The advertisement shall specify the work to be done, shall state that bids will be opened and read aloud at the Minnetonka City Hall, that all bids must be made online at the QuestCDN bidding site, and that no bids will be considered unless accompanied by bid security in the amount of five (5) percent of the amount of the bid, which security must be submitted as required by the contract documents.

Adopted by the City Council of the City of Minnetonka, Minnesota, on Jan. 10, 2022.

Brad Wiersum, Mayor

ATTEST:

Becky Koosman, City Clerk

ACTION ON THIS RESOLUTION:

Motion for adoption:

Seconded by:

Voted in favor of:

Voted against:

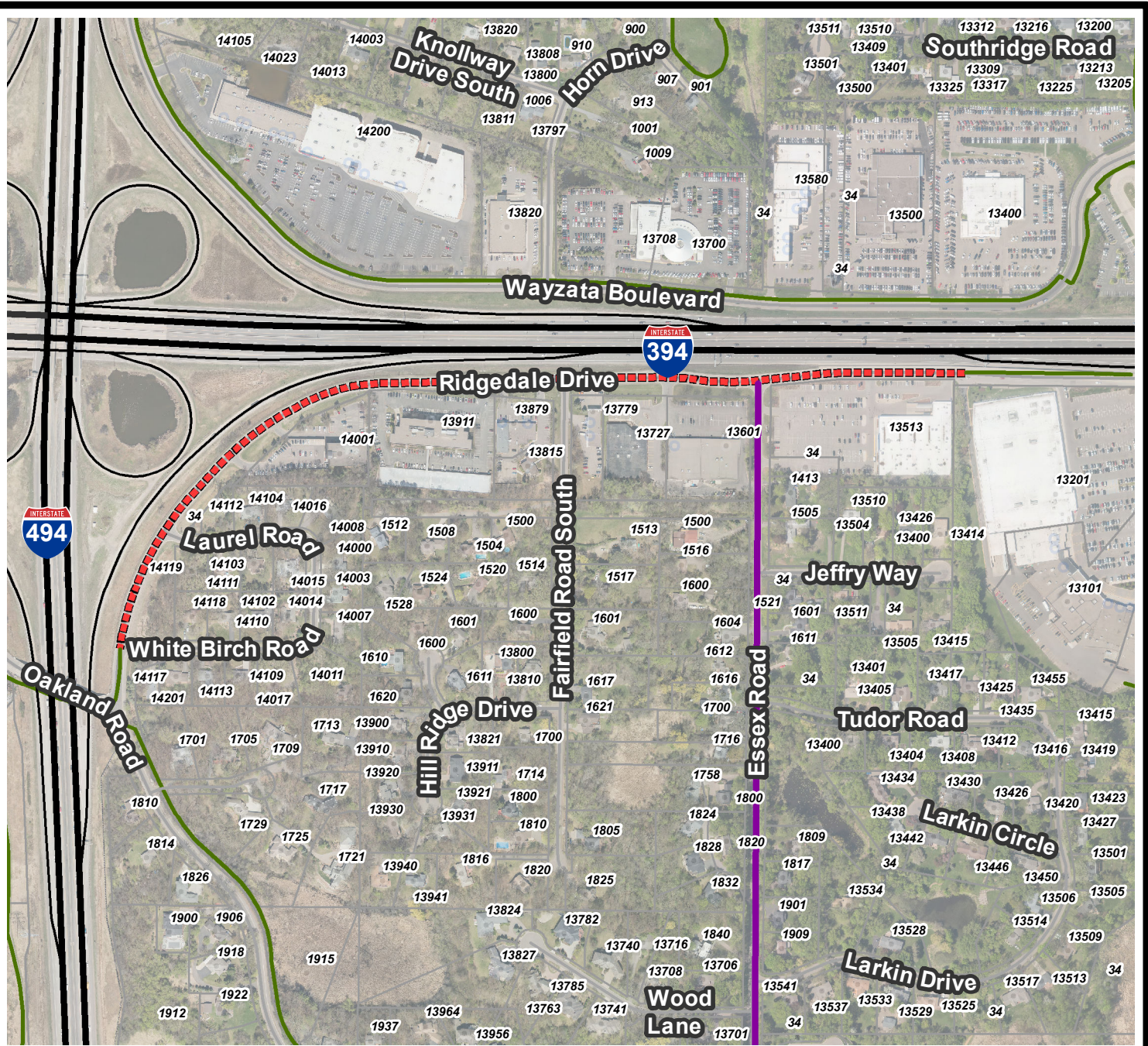
Abstained:

Absent:

Resolution adopted

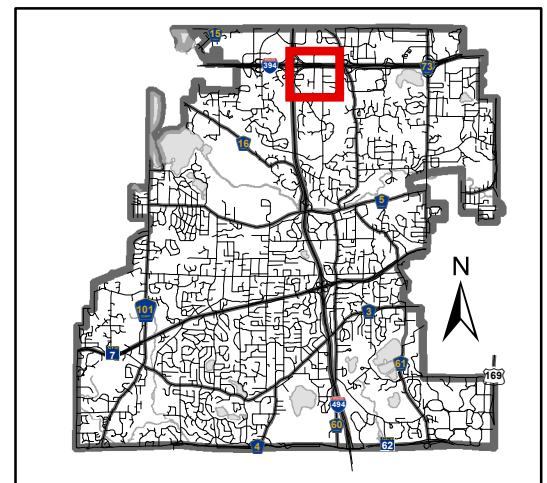
I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a meeting held on Jan. 10, 2022.

Becky Koosman, City Clerk



Ridgedale Drive Trail Project

- Future Trail
- - - Proposed Trail & Mill and Overlay
- Existing Trails / Sidewalk



This map is for illustrative purposes only.



**City Council Agenda Item 10B
Meeting of Jan. 10, 2022**

Title: Designation of official newspaper for 2022

Report From: Andrew Wittenborg, Communications and Marketing Manager

Submitted through: Mike Funk, Acting City Manager
Moranda Dammann, Acting Assistant City Manager

Action Requested: Motion Informational Public Hearing
Form of Action: Resolution Ordinance Contract/Agreement Other N/A
Votes needed: 4 votes 5 votes N/A Other

Summary Statement

The city charter requires the city council to designate a newspaper annually to publish the city's legal notices, ordinance titles and summaries, and other official announcements. City staff recommends the Sun Sailor be designated as the city's official newspaper for 2022 legal notices.

Recommended Action

Designate Sun Sailor as the city's official newspaper for 2022

Strategic Profile Relatability

- | | |
|--|---|
| <input type="checkbox"/> Financial Strength & Operational Excellence | <input type="checkbox"/> Safe & Healthy Community |
| <input type="checkbox"/> Sustainability & Natural Resources | <input type="checkbox"/> Livable & Well-Planned Development |
| <input type="checkbox"/> Infrastructure & Asset Management | <input type="checkbox"/> Community Inclusiveness |
| <input checked="" type="checkbox"/> N/A | |

Financial Consideration

- Is there a financial consideration? No Yes
- Financing sources: Budgeted Budget Modification New Revenue Source
 Use of Reserves Other

Background

The city charter requires the city council to designate a newspaper annually to publish the city's legal notices, ordinance titles and summaries, and other official announcements. In May 2020, the Minnetonka City Council designated the Sun Sailor as the city's official paper of record after the Lakeshore Weekly News ceased publication and went out of business.

A request for proposal for the city's legal publication needs was sent to the Sun Sailor, the city's only remaining local weekly news publication. For 2022, the Sun Sailor's per-column inch bid rate is \$11.90, which remains at the same amount approved under our previous 2021 agreement. The Sun Sailor is qualified by the State of Minnesota as a legal newspaper under Minnesota Statutes Section 331A.02, Subd. 1.

Each week, copies of the Sun Sailor are mailed directly to Minnetonka residents and businesses who have requested delivery, and another 600 are placed on racks in public establishments, including Minnetonka City Hall. Residents may also access the Sun Sailor online, at hometownsource.com/sun_sailor. City staff recommends the Sun Sailor be designated as the city's official newspaper for 2022 legal notices.



**City Council Agenda Item 10C
Meeting of Jan. 10, 2022**

Title: Minnetonka School District School Resource Officer Agreement

Report From: Rachel Meehan, Police Captain

Submitted through: Mike Funk, Acting City Manager
Scott Boerboom, Police Chief
Darin Nelson, Finance Director

Action Requested: Motion Informational Public Hearing
Form of Action: Resolution Ordinance Contract/Agreement Other N/A
Votes needed: 4 votes 5 votes N/A Other

Summary Statement

The Minnetonka Police Department wishes to renew the annual agreement with Minnetonka School District #276, for two school resource officers (SRO's) during the period from January 1, 2022 through December 31, 2022.

Recommended Action

Approve the agreement.

Strategic Profile Relatability

- | | |
|--|--|
| <input type="checkbox"/> Financial Strength & Operational Excellence | <input checked="" type="checkbox"/> Safe & Healthy Community |
| <input type="checkbox"/> Sustainability & Natural Resources | <input type="checkbox"/> Livable & Well-Planned Development |
| <input type="checkbox"/> Infrastructure & Asset Management | <input type="checkbox"/> Community Inclusiveness |
| <input type="checkbox"/> N/A | |

Statement: The school resource officer program continues to be a strong partnership between the Minnetonka School District and the City of Minnetonka that promotes positive relationships, collaboration and mutual respect between the police and those served in a school setting.

Financial Consideration

- Is there a financial consideration? No Yes
- Financing sources: Budgeted Budget Modification New Revenue Source
 Use of Reserves Other [Enter]

Statement: The school's financial responsibility represents approximately 75% of the total cost for these two positions. For the city, the 2022 budget allows for the city's share; which is estimated to be \$81,000.

Background

Since 1992, a school resource officer (SRO) has been assigned to the Minnetonka High School. This partnership has allowed the police department and school to improve understanding and mutual respect between police, staff, counselors, parents and students, thereby building a cooperative community support base for the school environment.

Police collaboration with schools is not a new concept, but today's environment calls for renewed emphasis on building trust between police and youth, particularly in a school setting. *The President's Task Force on 21st Century Policing* highlights the importance of maintaining school safety and building relationships of trust between schools and officers, including:

- Creating opportunities in schools and communities for positive non-enforcement interactions with police
- Establishing mutual understanding that limit police involvement in student discipline
- Restoring and building trust between youth and police by creating opportunities for positive, consistent, and persistent interaction between youth and police

In Fall of 2021, a second SRO was added and both SRO's office at the high school. In addition to typical SRO duties, adding a second SRO allows the two SRO's to manage traffic control at the various Minnetonka schools. Prior to this change, off-duty Minnetonka officers were hired by the school at an overtime rate of pay.

Estimated Costs and Funding

The school district reimburses the City for nine months wages and benefits for two officers. The City is responsible for the remaining three months. The total cost to the school is \$244,336.56 and the City is responsible for \$81,445.52.

SCHOOL RESOURCE OFFICER
AGREEMENT
ISD # 276 - Minnetonka

THIS AGREEMENT is made between the CITY OF MINNETONKA ("City"), 14600 Minnetonka Blvd., Minnetonka, MN. 55345 and INDEPENDENT SCHOOL DISTRICT NO. 276 ("School District"), 5621 So. Highway 101, Minnetonka, Minnesota 55345.

INTENTION:

The City and the School District wish to participate in a School Resource Officer (SRO) program. The intention is to improve understanding and promote mutual respect between police, school, staff, counselors, parents, and students, thereby building a cooperative, community support base for the building of children's assets. Furthermore, the intention is to meet the intent of Minnesota Statutes 126C.44, which authorizes a school levy for police liaison service in schools and for drug abuse prevention programming in the elementary schools.

Therefore, in return for the mutual agreement set forth below, the parties agree as follows:

1. TERM:

The terms of this agreement shall be for the January 1, 2022 to December 31, 2022, unless terminated earlier as provided below.

2. SERVICES:

The City will provide the services of two police officers and related support services and supplies to provide the Minnetonka School District with a SRO Program. The officers will have primary responsibility in serving as a resource person to faculty, classroom members and school administrators in the prevention and diversion of juvenile delinquency behavior. The City agrees to provide vehicle, fuel, maintenance and other equipment as deemed necessary by the Chief of Police for this program.

The School District agrees to provide adequate office space, telephone access, and other reasonable office support services.

The City agrees to work in cooperation with police departments in other jurisdictions in school cases that cross jurisdictional boundary lines.

3. TRAINING:

As deemed appropriate by the Chief of Police, the City will provide SRO training according to the needs of the program described in this agreement. The School District may also provide training, as conditions require. The City agrees to provide said training without charge unless otherwise mutually agreed upon.

4. PAYMENT:

The School District agrees to pay the City a total of \$244,336.56 for the services and materials provided to it under this agreement. The City will bill the School District in equal semi-annual installments on May 1 and September 1 of each year, through the year 2022.

5. SUPERVISION:

The City agrees to provide supervision for the SRO's, who shall remain an employee of the City. The SRO's may also receive work direction during the school year from the School Principal(s) and his/her designated school staff members.

6. RECORDS:

The City agrees to maintain such records as are necessary to document that the services are provided as represented by the City. The SRO's will only have access to student records to the extent permitted by the Family Education Rights and Privacy Act (FERPA) and the Minnesota Government Data Practices Act. The City agrees to ensure that its actions, and the actions of its employees, comply with the Minnesota Government Data Practices Act. The SRO's may, in the course of the resource officer's law enforcement duties, have occasion to create law enforcement records relating to students at the School District's facility. Such records shall be maintained by the SRO and/or the City, in a separate location from student records.

7. SCHEDULING:

The duty hours of the SRO are flexible and will be primarily coordinated with school activities. The officer will make daily contact with the police department for the purpose of keeping abreast of incident reports and other city-wide activity. During non-school periods, the City will determine the duty hours and duties of the SRO.

8. DISCRIMINATION:

The City agrees not to discriminate in providing services under this agreement on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability.

9. CANCELLATION:

This agreement may be canceled by either party at any time with or without cause upon 30 days written notice, delivered by mail or in person to the other party. In that case, the School District shall pay only for those services rendered in accordance with this agreement before the termination date.

10. INSURANCE:

The City agrees that it will, at all times during the terms of this agreement, have and keep in force, worker's compensation benefits and other insurance coverage for the SRO as provided to other police officer employees.

11. ENTIRE AGREEMENT:

The entire agreement of the parties is contained in this document. The agreement supersedes all oral agreements and negotiations between the parties relating to the SRO and the subject matter of this agreement. Any alterations, amendments, deletions, or waivers of any provisions of this agreement shall be valid only when placed in writing and signed by both City and School District representatives. This agreement may be re-negotiated if there is a change in the statutory laws which would affect funding for these positions.

12. INDEPENDENT CONTRACTOR:

Nothing in this agreement is intended, nor shall be construed, to create the relationship of partners or employer/employee relationships between the City and School District. The City's officers, agents, employees and volunteers are, and shall remain for all purposes and services under this agreement, City employees and/or volunteers.

13. INDEMNIFICATION

The City and School District agree that each is responsible for its own acts and the result thereof to the extent authorized by law and is not responsible for the acts of the other party and results thereof. Each party's liability is governed by the provisions established in Minnesota Statute, Chapter 466. The limits of liability for the City and School District may not be added together to determine the maximum amount of liability for either party. Nothing in this agreement may be deemed to be a waiver by either party of any applicable immunities or limits on liability under Minnesota Statute, Chapter 466 or other law.

14. AUDIT DISCLOSURE

Under Minn. Stat. § 16C.05, subd. 5, each party's books, records, documents and accounting procedures and practices relevant to this agreement, are subject to examination by the other party and/or the State Auditor or Legislative Auditor, as appropriate for a minimum of six years after the termination of this agreement.

[signature page follows]

CITY OF MINNETONKA

INDEPENDENT SCHOOL DISTRICT

NO. 276

By: _____
Brad Wiersum, Mayor

By: _____
Superintendent

By: _____
Mike Funk, Acting City Manager

And: _____
Executive Director of Finance
and Operations

Dated: _____

Dated: _____



**City Council Agenda Item 10D
Meeting of Jan. 10, 2022**

Title: Resolution for the Hopkins Crossroad Trail Project Safe Routes to School Grant Application

Report From: Chris Long, P.E., Assistant City Engineer

Submitted through: Mike Funk, Acting City Manager
Will Manchester, P.E., Public Works Director
Phil Olson, P.E., City Engineer

Action Requested: Motion Informational Public Hearing
Form of Action: Resolution Ordinance Contract/Agreement Other N/A
Votes needed: 4 votes 5 votes N/A Other

Summary Statement

The Hopkins Crossroad Trail Project proposes construction of a new trail along the east side of Hopkins Crossroad and staff continues to explore funding opportunities. The trail will provide connection to existing regional trails at its southerly limit at Cedar Lake Road, connection to a Metro Transit Park & Ride facility adjacent to its northerly limit at Wayzata Blvd / I-394, and connection to the Tanglen Elementary / Hopkins High School campus just east of the project.

Recommended Action

Adopt the attached resolution supporting the Safe Routes to School Infrastructure Grant Application for the Minnetonka Safe Routes to School Project No. 22306.

Strategic Profile Relatability

Financial Strength & Operational Excellence Safe & Healthy Community
Sustainability & Natural Resources Livable & Well-Planned Development
Infrastructure & Asset Management Community Inclusiveness
N/A

Statement: The Hopkins Crossroad Trail Project includes the construction of a top priority trail segment, enhancing the trail network connectivity and city infrastructure.

Financial Consideration

Is there a financial consideration? No Yes
Financing sources: Budgeted Budget Modification New Revenue Source
Use of Reserves Other

Statement: The Hopkins Crossroad Trail is budgeted in 2024 and 2025 of the 2022-2026 Capital Improvements Program (CIP). Receipt of grants will reduce budgeted funding.

Background

City staff is in the process of completing a feasibility report for the consideration of a new trail along the east side of Hopkins Crossroad and is exploring funding opportunities. The city was successful in receiving regional solicitation money from the Metropolitan Council in 2020 for this trail project in the amount of \$2,364,700.

Proposed Improvements

The project includes the addition of an eight-foot wide bituminous trail along the east side of Hopkins Crossroad, from Cedar Lake Road (CSAH 16) to Oak Knoll Terrance North. Proposed improvements include:

- Off-street trail construction
- Concrete curb and gutter to provide a safety buffer from the existing road
- ADA improvements at all bus stops and street crossings
- Pedestrian refuge to provide safe crossing to and from LH Tanglen Elementary

Extensive coordination with Hennepin County staff was completed regarding the proposed trail and curb geometric requirements, other programmed county safety improvements to the corridor, funding, utility impacts and right-of-way impacts.

From these discussions and review, a layout was developed and supported by both agencies to illustrate the proposed improvements and right-of-way needs. The county fully supports the improvements and has provided its written support for the project.

Schedule

If the recommended actions are approved by council, an application will be submitted to the Minnesota Department of Transportation for the Safe Routes to School (SRTS) grant program. Construction of the trail is currently scheduled in the city's capital improvements program for 2024 and 2025.

Resolution No. 2022-

Resolution supporting the Safe Routes to School Infrastructure Grant Application for the Minnetonka Safe Routes to School Project

Be it resolved by the City Council of the City of Minnetonka, Minnesota as follows:

Section 1. Background.

- 1.01. The Minnesota Department of Transportation (MnDOT) administers the Safe Routes to School (SRTS) grants program, which provides federal and state funding for projects to improve safety conditions and promote students walking and biking to school.
- 1.02. The Statewide SRTS solicitation has eight million in state dollar available for SRTS infrastructure projects in 2022 and 2023 with a minimum of \$50,000 and cap of \$500,000 for each project.
- 1.03. These funds have been designated for both stand-alone projects and to cover the local match costs of previously funded federal Transportation Alternatives projects.
- 1.04. The City of Minnetonka successfully applied for and received regional solicitation money from the Metropolitan Council in 2020 for the Hopkins Crossroad Multi-Use Trail project, to be constructed in 2024.
- 1.05. The City of Minnetonka intends to apply for a State SRTS Infrastructure Grant to contribute to the local match costs for the planned 2024 project.
- 1.06. Hopkins School District has been an active supporter of the project and has provided a Letter of Support.
- 1.07. The planned SRTS project works towards increasing safety for students to walk or bicycle to school.
- 1.08. The City of Minnetonka has ordinances in place allowing the city to require construction of sidewalks or trails for new developments, [Section 300.27.5.e.4].
- 1.09. The City of Minnetonka has agreed to maintain such improvements for the lifetime of the improvements.

Section 2. Council Action.

- 2.01. The City of Minnetonka will be the lead fiscal agent for the proposed project with the support and approval of Hennepin County.
- 2.02. As the lead fiscal agent, the City of Minnetonka agrees to work with MnDOT and all involved agencies to meet the following responsibilities:
 - a. Secure and guarantee the local share of costs associated with this project and responsibility of seeing the project through to its completion, with compliance to all applicable laws, rules, and regulations; and
 - b. Request SAP/SP number for the project; and

- c. Ensure the project meets milestones and dates; and
- d. Develop, review and/or approve the plan; and
- e. Submit plan, engineer's estimate, and proposal to the District State Aid Engineer (DSAE); and
- f. Advertise, let, and award the project; and
- g. Submit pay requests to State Aid; and
- h. Communicate progress and updates with the DSAEs and State Aid Programs Engineer; and
- i. Ensure that the project receives adequate supervision and inspection; and
- j. Assist with project close-out.

Adopted by the City Council of the City of Minnetonka, Minnesota, on Jan. 10, 2022.

Brad Wiersum, Mayor

ATTEST:

Becky Koosman, City Clerk

ACTION ON THIS RESOLUTION:

Motion for adoption:

Seconded by:

Voted in favor of:

Voted against:

Abstained:

Absent:

Resolution adopted

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a meeting held on Jan. 10, 2022.

Becky Koosman, City Clerk



Minnetonka Trail Improvement Plan





**City Council Agenda Item 13A
Meeting of Jan. 10, 2022**

Title: Resolution vacating a portion of a sewer and drainage easement at 12003 Ridgemount Ave. W

Report From: Sarah Krake, Right of Way/Property Coordinator

Submitted through: Mike Funk, Acting City Manager
Will Manchester, P.E., Public Works Director

Action Requested: Motion Informational Public Hearing
Form of Action: Resolution Ordinance Contract/Agreement Other N/A
Votes needed: 4 votes 5 votes N/A Other

Summary Statement

The property owner is requesting the vacation of a portion of a sewer and drainage easement to correct an existing encroachment and allow for an addition to the home. According to city charter section 12.06 and city code section 1140.015, Vacation of Streets, Easements and Grounds, a public hearing is required.

Recommended Action

Hold the public hearing and adopt the resolution.

Strategic Profile Relatability

- | | |
|--|---|
| <input type="checkbox"/> Financial Strength & Operational Excellence | <input type="checkbox"/> Safe & Healthy Community |
| <input type="checkbox"/> Sustainability & Natural Resources | <input type="checkbox"/> Livable & Well-Planned Development |
| <input type="checkbox"/> Infrastructure & Asset Management | <input type="checkbox"/> Community Inclusiveness |
| <input checked="" type="checkbox"/> N/A | |

Statement: N/A

Financial Consideration

Is there a financial consideration? No Yes [Enter estimated or exact dollar amount]
Financing sources: Budgeted Budget Modification New Revenue Source
 Use of Reserves Other [Enter]

Statement: N/A

Subject: Resolution vacating a portion of a sewer and drainage easement at 12003 Ridgemount Ave. W.

Background

The property owner is proposing to remove the existing detached garage and build an addition, including an attached garage, onto their home. While reviewing the building permit application, staff discovered the survey did not accurately reflect an existing easement. This inadvertent error was corrected and based on further review, staff found that the existing detached garage was encroaching into an easement, and the new proposed addition would encroach further into the easement. Since the easement is not currently being used or needed in the future, staff recommends vacating the portion of the easement that conflicts, rather than allowing a new, intensified and continued encroachment into the easement. This will comply with the council policy on private encroachments in public easements.

The sewer and drainage easement was granted to the city in 1961, presumably when the original platted lot was divided, and was on both sides of a common lot line. In 1971, council approved a lot division and combination that changed the southerly lot line to where it is today. At that time, there was discussion of vacating the easement along the old lot line; however, it was not vacated at that time. The detached garage was built in 1987, encroaching into the easement, potentially due to the absence of an accurate survey submitted with the building permit application.

All private utilities and appropriate city staff have reviewed the request with no objections. The city will require a replacement drainage and utility easement adjacent to the southerly lot line.

Resolution No. 2022-

Resolution vacating a portion of a sewer and drainage easement at 12003 Ridgemount Ave. W.

Be it resolved by the City Council of the City of Minnetonka, Minnesota, as follows:

Section 1. Background.

1.01 Jill Batman has petitioned the Minnetonka City Council to vacate a portion of a sewer and drainage easement located at 12003 Ridgemount Ave. W. The easement was originally created by document 651560, which at the time, was located seven feet on either side of the common lot line. The southerly lot line shifted in 1971 to its current location as a result of a lot division and combination. In 1987, the existing detached garage was built, encroaching into the easement. The owners would like to remove the existing detached garage and build a new addition to the home, which includes an attached garage. In order to do so, the portion of the conflicting, unused easement needs to be vacated.

1.02 The portion of easement to be vacated (the "Vacation Area") is described as follows:

The south 7.00 feet of the north 163.00 feet of Lot 1, Block 1, SUNSET HILL, Hennepin County, Minnesota, except the west 7.00 feet and east 10.00 feet thereof; and the north 7.00 feet of the following described tract: Lot 1, Block 1 SUNSET HILL, Hennepin County, Minnesota, except the north 163.00 feet thereof, and except the west 7.00 feet and east 10.00 feet thereof.

1.03 As required by City Charter Section 12.06, a hearing notice on said petition was published in the City of Minnetonka's official newspaper and written notice was mailed to the owners of each abutting property.

1.04 On Jan. 10, 2022, the city council held a hearing on the vacation petition, at which time all persons for and against the granting of said petition were heard.

Section 2. Standards.

2.01 Section 12.06 of the City Charter states that "A vacation may be approved only if the council determines that it is in the public interest."

Section 3. Findings.

3.01 The Minnetonka City Council makes the following findings:

1. The owner of the land containing the subject easement is a proper petitioner.
2. There are no public utilities located within the Vacation Area and there is no anticipated need for this portion of the easement.

3. A replacement easement will be granted adjacent to the southerly lot line to replace the easement being vacated.
4. The vacation is not counter to the public interest.

Section 4. Council Action.

4.01 The above-described easement is vacated, subject to the following condition.

1. The vacation is only effective upon recording of a new 7-foot drainage and utility easement adjacent to the southerly lot line.

Adopted by the City Council of the City of Minnetonka, Minnesota, on Jan. 10, 2022.

Brad Wiersum, Mayor

Attest:

Becky Koosman, City Clerk

Action on this resolution:

Motion for adoption:

Seconded by:

Voted in favor of:

Voted against:

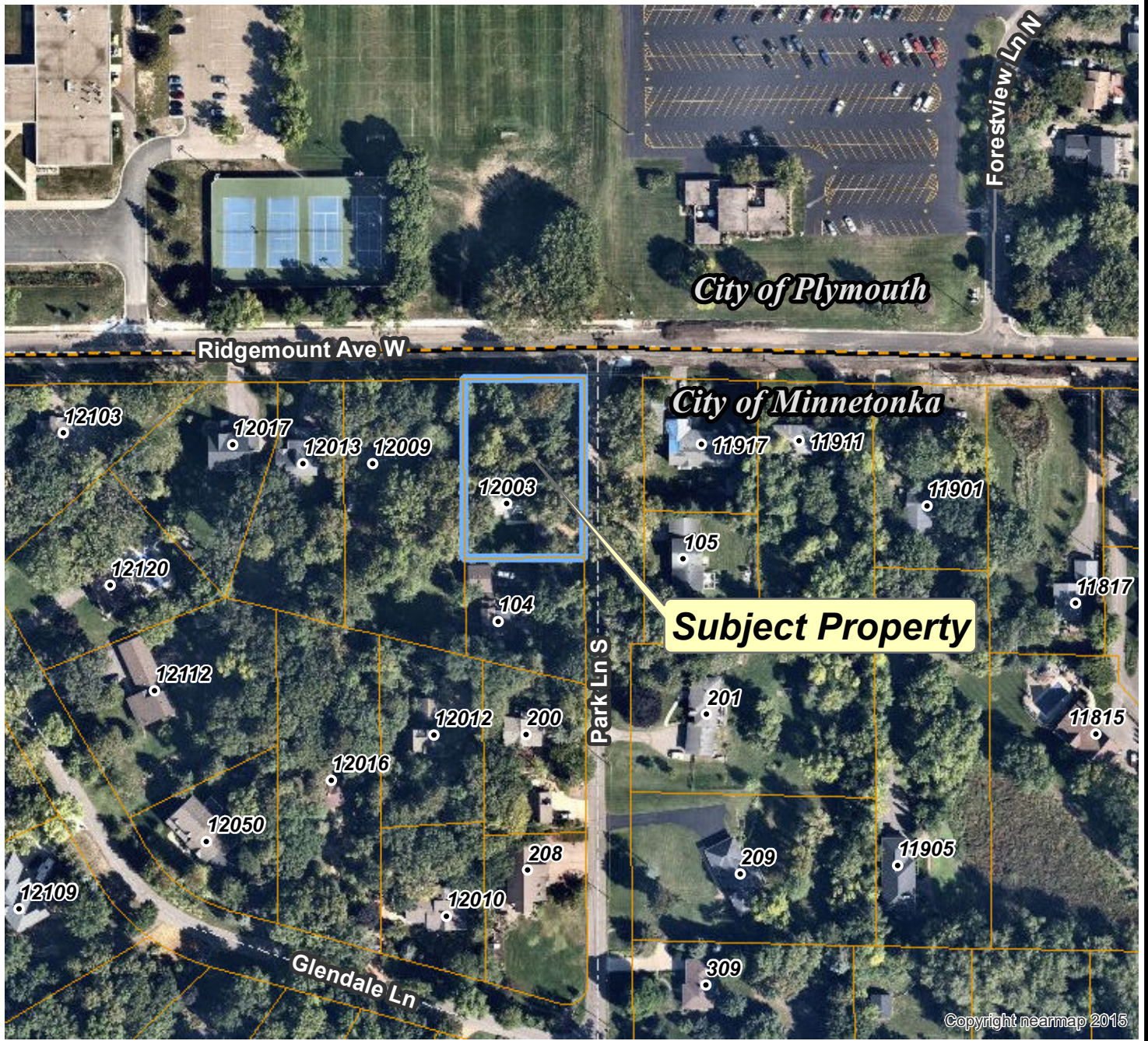
Abstained:

Absent:

Resolution adopted.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a duly authorized meeting held on Jan. 10, 2022.

Becky Koosman, City Clerk

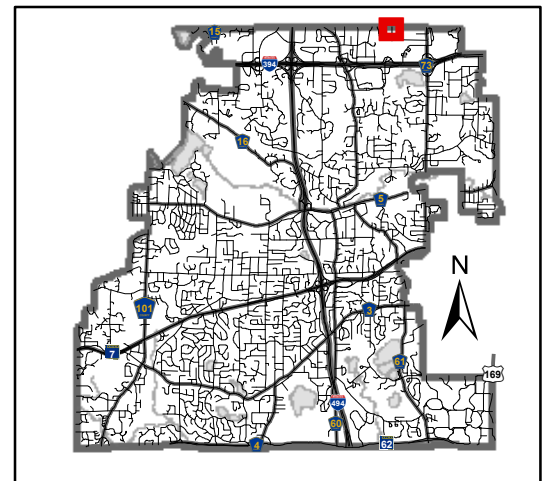


Proposed Easement Vacation

12003 Ridgemoor Avenue W



CITY OF
MINNETONKA



This map is for illustrative purposes only.

LEGAL DESCRIPTION:

The North 200 feet of Lot 1, Block 1, SUNSET HILL, Hennepin County, Minnesota.

SCOPE OF WORK & LIMITATIONS:

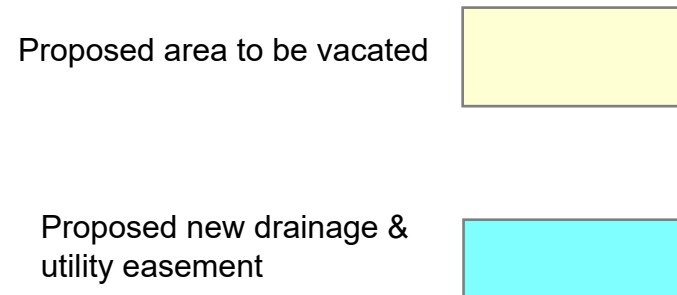
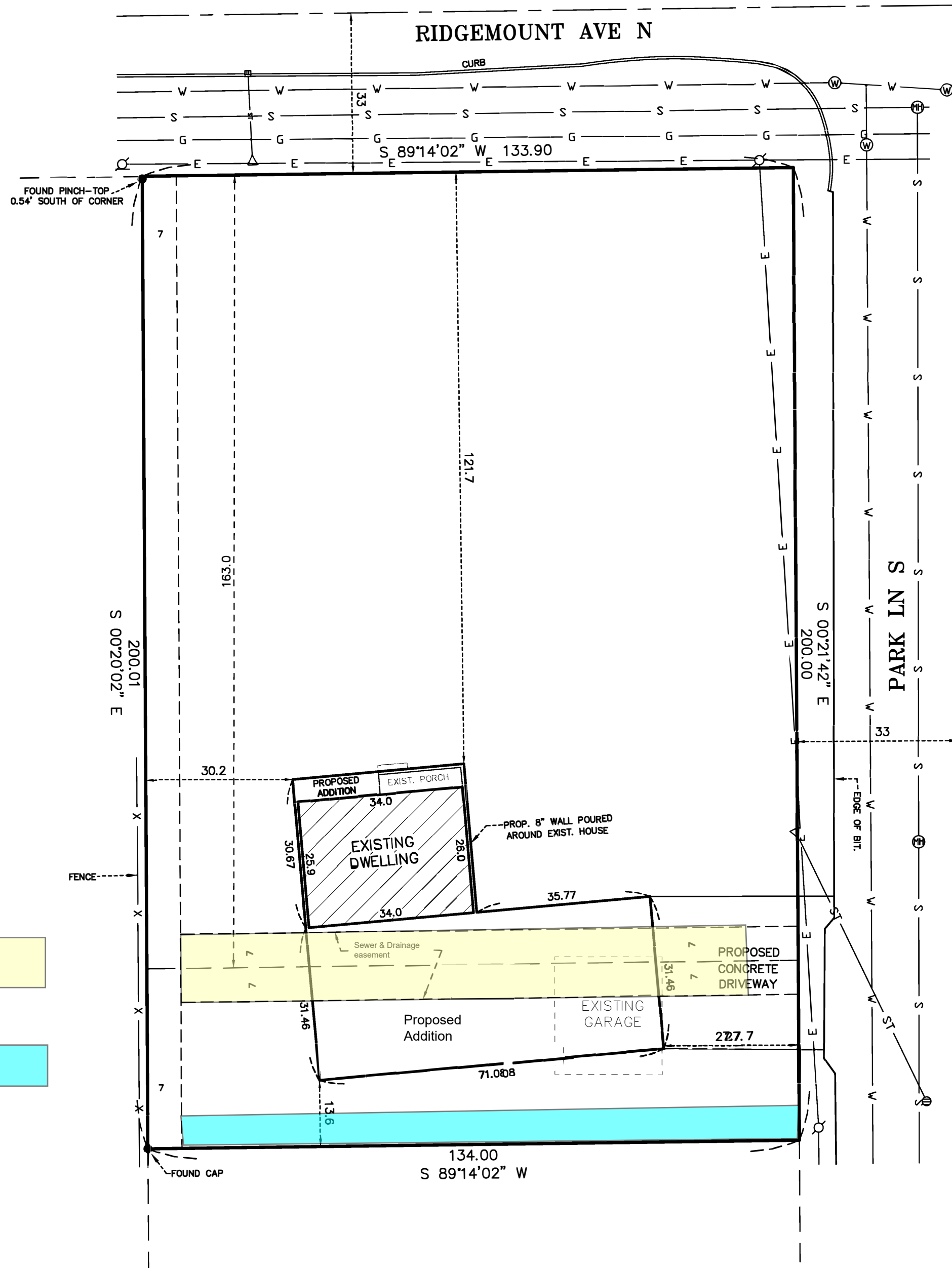
- Showing the length and direction of boundary lines of the legal description listed above. The scope of our services does not include determining what you own, which is a legal matter. Please check the legal description with your records or consult with competent legal counsel, if necessary, to make sure that it is correct and that any matters of record, such as easements, that you wish to be included on the survey have been shown.
- Showing the location of observed existing improvements we deem necessary for the survey.
- Setting survey markers or verifying existing survey markers to establish the corners of the property.
- Existing building dimensions and setbacks measured to outside of siding or stucco.
- This survey has been completed without the benefit of a current title commitment. There may be existing easements or other encumbrances that would be revealed by a current title commitment. Therefore, this survey does not purport to show any easements or encumbrances other than the ones shown hereon.
- While we show a proposed location for this home or addition, we are not as familiar with your proposed plans as you, your architect, or the builder are. Review our proposed location of the improvements and proposed yard grades carefully to verify that they match your plans before construction begins. Also, we are not as familiar with local codes and minimum requirements as the local building and zoning officials in this community are. Be sure to show this survey to said officials, or any other officials that may have jurisdiction over the proposed improvements and obtain their approvals before beginning construction or planning improvements to the property.
- The utilities shown are based on source information from plans and/or markings and have been combined with observed evidence to develop a view of those underground utilities. However, lacking excavation, the exact location of underground features cannot be accurately, completely and reliably depicted. Where additional or more detailed information is required, the client is advised that excavation may be necessary. State law requires underground utilities to be located 48 hours prior to any excavation.

STANDARD SYMBOLS & CONVENTIONS:

"●" Denotes iron survey marker, set, unless otherwise noted.

PROPOSED LEGAL DESCRIPTION OF VACATED EASEMENT:

The South 7.00 feet of the North 163.00 feet of Lot 1, Block 1, SUNSET HILL, Hennepin County, Minnesota, except the West 7.00 feet and east 10 feet thereof, and the North 7.00 feet of the following described tract: Lot 1, Block 1, SUNSET HILL, Hennepin County, Minnesota, except the North 163.00 feet thereof, and except the West 7.00 feet and east 10 feet thereof.



UTILITY LEGEND

	MANHOLE
	CATCH BASIN
	OVERHEAD UTILITY LINE
	STORM SEWER MAIN
	SANITARY SEWER MAIN
	WATER MAIN
	GAS LINE
	UTILITY POLE
	WATER VALVE

DATE 11/5/21	REVISION DESCRIPTION SHOW UTILITIES/ADD VACATION EASEMENT LANGUAGE	DWG ORIENTATION 	SCALE 	CLIENT/JOB ADDRESS TIM BATMAN 12003 RIDGEMOUNT AVE W MINNETONKA, MN	<p>Advance Surveying & Engineering, Co.</p> <p>17917 Highway No. 7 Minnetonka, Minnesota 55345 Phone (952) 474-7964 Web: www.advsur.com</p>	<p>I HEREBY CERTIFY THAT THIS PLAN, SURVEY 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.</p> <p><i>Wayne W. Preugs</i> Wayne W. Preugs #43503 LICENSE NO. SEPTEMBER 30, 2021 DATE</p>	DATE SURVEYED: SEPTEMBER 24, 2021	DATE DRAFTED: SEPTEMBER 30, 2021	SHEET TITLE PROPOSED SURVEY	SHEET NO. S1
									SHEET SIZE: 17 X 22	
									DRAWING NUMBER 211894 BH	



**City Council Agenda Item 14A
Meeting of Jan. 10, 2022**

Title: Resolution denying a conditional use permit for an accessory structure in excess of 1,000 square feet at 4127 Williston Road

Report From: Susan Thomas, AICP, Assistant City Planner

Submitted through: Mike Funk, Acting City Manager
Julie Wischnack, AICP, Community Development Director

Action Requested: Motion Informational Public Hearing
Form of Action: Resolution Ordinance Contract/Agreement Other N/A
Votes needed: 4 votes 5 votes N/A Other

Summary Statement

The applicant is proposing to construct a roughly 1,960 square foot accessory building on the property at 4127 Williston Road. Space within the building would be divided between vehicle storage, general storage, workshop, bathroom, and loft area.

Recommended Action

Adopt the resolution denying a conditional use permit for an accessory structure in excess of 1,000 square feet at 4127 Williston Road.

Strategic Profile Relatability

- | | |
|--|---|
| <input type="checkbox"/> Financial Strength & Operational Excellence | <input type="checkbox"/> Safe & Healthy Community |
| <input type="checkbox"/> Sustainability & Natural Resources | <input type="checkbox"/> Livable & Well-Planned Development |
| <input type="checkbox"/> Infrastructure & Asset Management | <input type="checkbox"/> Community Inclusiveness |
| <input checked="" type="checkbox"/> N/A | |

Statement: N/A

Financial Consideration

Is there a financial consideration? No Yes [Enter estimated or exact dollar amount]
Financing sources: Budgeted Budget Modification New Revenue Source
 Use of Reserves Other [Enter]

Statement: N/A

Background

On Oct. 14, 2021, the planning commission considered a conditional use permit request to construct a large accessory structure in the northeast corner of the subject property. As proposed, the building would have a footprint of 2,100 square feet and a total area of roughly 2,865 square feet. The space within the building would be divided between vehicular storage, general storage, workshop, office, entertaining, and bathroom space. The minutes from the meeting are attached.

Staff recommended denial of the request, noting:

- **Consistent with the Ordinance.** By definition, an accessory structure is "subordinate to and associated with the principal structure" on the same lot.¹ The proposed accessory structure would have a footprint larger than that of the existing home and would be just 500 square feet less in total area. Given the proposed size and proposed spaces – including garage space, habitable space, and a deck – the structure would not be clearly subordinate to the principal use. Instead, it would have the appearance of a second principal use on the property.
- **Preservation of the site in its natural state to the extent practicable.** The site's topography slopes upward from west to east, rising roughly 28 feet from the existing home to the east property line. As located, the proposed structure would require a roughly 205-foot long driveway. The building itself would result in excavation – or "cut" – of one to seven feet over its full footprint, resulting in a significant volume of earth removed. Locating an accessory structure closer to the existing home would require less grading and result in less tree impact.
- **Creation of a harmonious relationship of buildings and open spaces.** The structure would be located 124 feet from the existing home, unnecessarily impacting the site's natural topography and existing trees. Further, this location would be closer to two neighboring homes than the applicant's home.

The planning commission generally concurred with the staff's recommendation. The applicant requested that formal action be tabled to allow for plan revisions.

Planning Commission Meeting

On Dec. 16, 2021, the planning commission considered the revised proposal, which reduced the overall size of the structure and changed the location of various architectural components. Staff continued to recommend denial for the same reasons noted in Oct.

		Original Submittal	Revised Submittal
SIZE	Footprint	2,100 sq.ft.	1,500 sq.ft.
	Total Area	2,865 sq.ft.	1,960 sq.ft.
SETBACKS	North	18 ft	18 ft

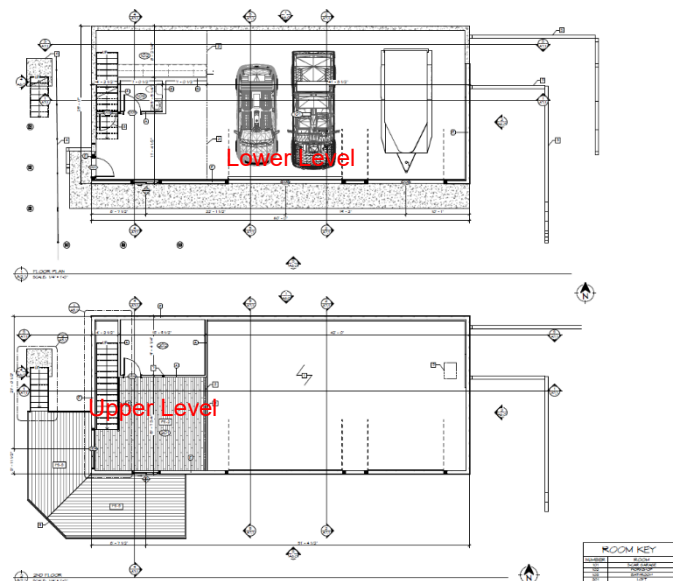
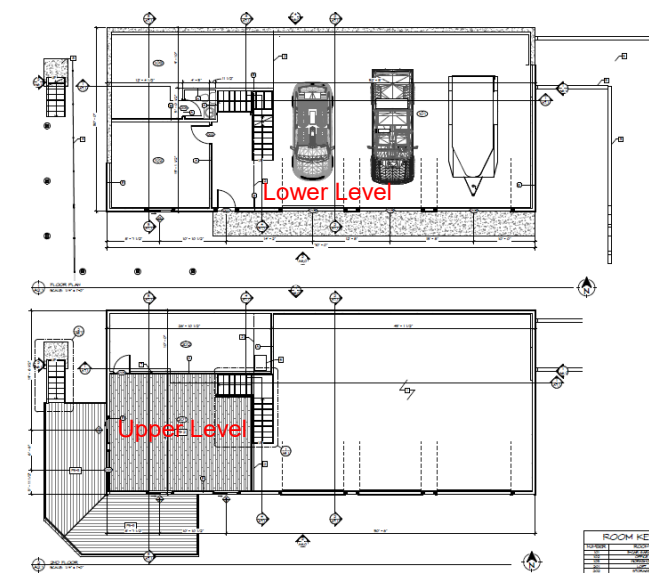
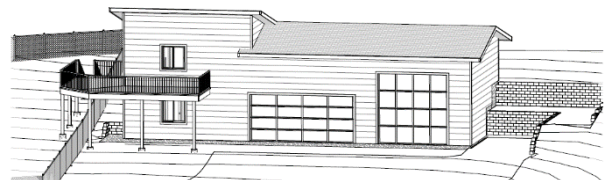
¹ City Code §300.02.147

	East	46 ft	54 ft
	From Applicant's Home	124 ft	124 ft
	From Closest Home to North	117 ft	117 ft
	From Closest Home to East	79 ft	87 ft
HEIGHT	Code Definition	12 ft	12 ft
	Visual	24 ft	24 ft

Original Submittal



Revised Submittal



At the meeting, four area residents spoke in opposition to the proposal. While commissioners noted that approving a conditional use permit would allow the city to place conditions on the structure, they generally could not support the permit request based on the findings outlined in the staff report.

On a 5-1 vote, the commission recommended the city council deny the request.

MINNETONKA PLANNING COMMISSION
Dec. 16, 2021

Brief Description	Conditional use permit for an accessory structure in excess of 1,000 square feet at 4127 Williston Road
Recommendation	Recommend the city council deny the request.

Background

On Oct. 14, 2021, the planning commission considered a conditional use permit request to construct a large accessory structure in the northeast corner of the subject property. As proposed, the building would have a footprint of 2,100 square feet and a total area of roughly 2,865 square feet. The space within the building would be divided between vehicular storage, general storage, workshop, office, entertaining, and bathroom space.

Staff recommended denial of the request, noting:

- **Consistent with the Ordinance.** By definition, an accessory structure is a structure "subordinate to and associated with the principal structure" on the same lot.¹ The proposed accessory structure would have a footprint larger than that of the existing home and would be just 500 square feet less in total area. Given the proposed size and proposed spaces – including garage space, habitable space, and a deck – the structure would not be clearly subordinate to the principal use. Instead, it would have the appearance of a second principal use on the property.
- **Preservation of the site in its natural state to the extent practicable.** The site's topography slopes upward from west to east, rising roughly 28 feet from the existing home to the east property line. As located, the proposed structure would require a roughly 205-foot long driveway. The building itself would result in excavation – or "cut" – of one to seven feet over its full footprint, resulting in a significant volume of earth removed. Locating an accessory structure closer to the existing home would require less grading and result in less tree impact.
- **Creation of a harmonious relationship of buildings and open spaces.** The structure would be located 124 feet from the existing home, unnecessarily impacting the site's natural topography and existing trees. Further, this location would be closer to two neighboring homes than to the applicant's home.

The planning commission generally concurred with the staff's recommendation. The applicant requested that formal action be tabled to allow for plan revisions.

Revised Proposal

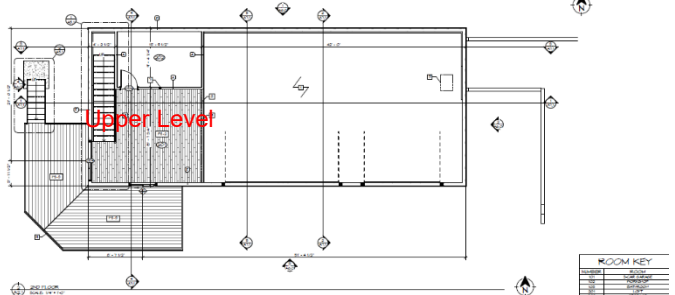
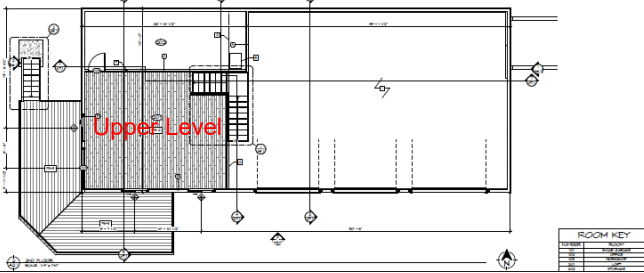
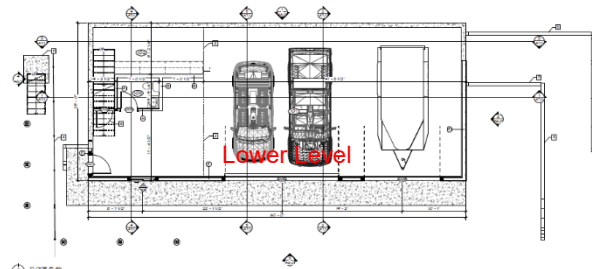
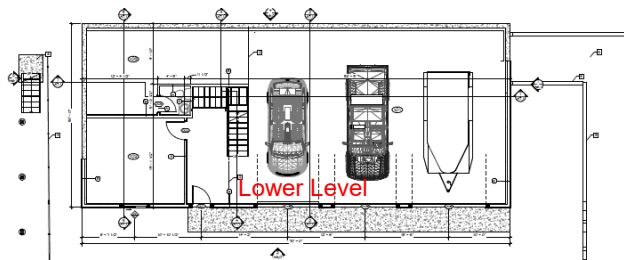
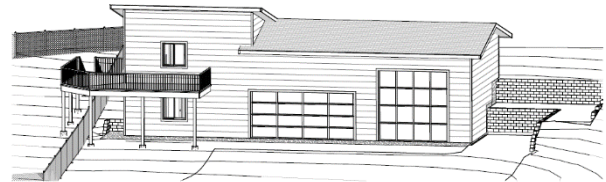
The applicant has since revised the proposal to: (1) reduce the footprint of the building; (2) reduce the total square footage of the building; (3) remove a window and relocate a service door

¹ City Code §300.02.147

from the south façade to the west façade, and (4) combine individual garage doors into one door.

Original Submittal

Revised Submittal



		ORIGINAL PROPOSAL	CURRENT PROPOSAL
SIZE	Footprint	2,100 sq.ft.	1,500 sq.ft.
	Total Area	2,865 sq.ft.	1,960 sq.ft.
SETBACKS	North	18 ft	18 ft
	East	46 ft	54 ft
	From Applicant's Home	124 ft	124 ft
	From Closest Home to North	117 ft	117 ft
	From Closest Home to East	79 ft	87 ft
HEIGHT	Code Definition	12 ft	12 ft
	Visual	24 ft	24 ft

Staff Comment

The homeowners have indicated that the revised plan results in the greatest size reduction they are comfortable with and that would still meet their goals for the property. They note that, as an alternative, a structure with an enclosed floor area of 1,000 square feet and an attached, covered – but unenclosed – space could be constructed in the same location through the administrative building permit process.²

The staff appreciates the owner's desire to add enclosed space to their property. However, the revisions do not change the staff's previous findings. In particular:

- **Preservation of the site in its natural state to the extent practicable.** As located, the proposed structure would require a roughly 205-foot long driveway. The building itself would result in excavation – or “cut” – of one to seven feet over its full footprint, resulting in a significant volume of earth removed. Locating an accessory structure closer to the existing home would require less grading and result in less tree impact.
- **Creation of a harmonious relationship of buildings and open spaces.** The structure would be located 124 feet from the existing home, unnecessarily impacting the site's natural topography and existing trees. Further, this location would be closer to two neighboring homes than to the applicant's home.

The city has approved conditional use permits for large accessory buildings in the past. However, the city must – and does – review each application for such use individually. It is the staff's opinion that the combination of proposed size, design, and location makes this specific proposal unreasonable. Additional enclosed space could be added to the property in a variety of ways, including an addition to the home or construction of an accessory structure of up to 1,000 square feet and 12 feet in height.

Staff Recommendation

Recommend that the city council adopt the resolution denying a conditional use permit for an accessory structure in excess of 1,000 square feet at 4127 Williston Road.

Originator: Susan Thomas, AICP, Assistant City Planner
Through: Loren Gordon, AICP, City Planner

² By city code 300.10 Subd.4, an accessory structure with a total floor area in excess of 1,000 square feet is allowed on residential properties only by conditional use permit. The code-definition of “floor area” includes only fully enclosed spaces.

Supporting Information

**Surrounding
Land Uses**

All surrounding properties are zoned R-1, guided for low density residential and improved with single-family homes.

Planning

Guide Plan designation: low density residential
Zoning: R-1, low density residential

CUP Standards

City Code §300.16 Subd.2 outlines the general standards that must be met for granting a conditional use permit on a residential lot. The proposal would not meet one of these standards.

1. The use is consistent with the intent of this ordinance.

Finding: The proposed structure would not meet this standard.

The intent of the ordinance as it pertains to accessory structures on single-family properties is to allow property owners' construction of structures "subordinate to, and associated with," their homes. Given the proposed size and the design – which includes garage space, habitable space, and a deck –the structure would not be clearly subordinate to the principal use. Instead, it would have the appearance of a second principal use on the property.

2. The use is consistent with the goals, policies, and objectives of the comprehensive plan;

Finding: The proposal would meet the site's low-density designation in the comprehensive plan.

3. The use does not have an undue adverse impact on governmental facilities, utilities, services, or existing or proposed improvements; and

Finding: The proposed structure would be unlikely to have an undue adverse impact on governmental facilities, utilities, services, or existing or proposed improvements

4. The use does not have an undue adverse impact on public health, safety, or welfare.

Finding: The proposed structure would be unlikely to have an undue adverse impact on public health, safety, or welfare.

City Code §300.16 Subd.3(f) outlines the following specific standards that must be met for granting a conditional use permit for accessory structures in excess of 1,000 square feet of gross floor area or 12 feet in height. The proposal would not meet one of these standards.

1. Side and rear setbacks equal to the height of the structure or 15 feet, whichever is greater;

Finding: The structure would have a code-defined height of 12 feet and would be set back 18 and 54 feet from the side and rear property lines, respectively.

2. No additional curb cuts to be permitted;

Finding: Access to the structure would be via an extension of the existing driveway. No additional curb cuts are proposed.

3. Not to be used for commercial activities;

Finding: The applicant has indicated the structure would be for personal use only.

4. Structure to be architecturally consistent with the principal structure;

Finding: The intent of this standard is to ensure that accessory structures within residential zoning districts appear to be residential in nature. The structure would have a different architectural form than the existing home. However, the applicant indicates the structure would incorporate similar materials as the existing home.

5. Landscaping to be required to buffer views when the structure is highly visible from adjoining properties; and

Finding: The structure would be reasonably screened by existing topography and vegetation along the property lines.

6. Site and building plan subject to review pursuant to Section 300.27 of this ordinance.

Finding: The structure would not meet several site and building plan standards. See the following section.

SBP Standards

City Code §300.27, Subd. 5, states that in evaluating a site and building plan, the city will consider its compliance with the following standards. The proposal would not meet several of these standards.

1. Consistency with the elements and objectives of the city's development guides, including the comprehensive plan and water resources management plan;

Finding: The proposal has been reviewed by the city's planning, building, engineering, natural resources, fire, and public works staff. It would meet the site's low-density designation in the comprehensive plan. Though large in size and site impact, the

proposal would not trigger the stormwater management rules of the water resources management plan.

2. Consistency with this ordinance;

Finding: The proposed structure would not meet this standard.

By definition, an accessory structure is a structure "subordinate to, and associated with the principal structure" on the same lot. Given the proposed size and the design – which includes garage space, habitable space, and a deck –the structure would not be clearly subordinate to the principal use. Instead, it would have the appearance of a second principal use on the property.

3. Preservation of the site in its natural state to the extent practicable by minimizing tree and soil removal and designing grade changes to be in keeping with the general appearance of neighboring developed or developing areas;

Finding: The proposed structure would not meet this standard.

The site's topography slopes upward from west to east, rising roughly 28 feet from the existing home to the east property line. As located, the proposed structure would require a roughly 205-foot long driveway. The building itself would result in excavation – or "cut" – of one to seven feet over its full footprint, resulting in a significant volume of earth removed. Locating an accessory structure closer to the existing home would require less grading and result in less tree impact.

4. Creation of a harmonious relationship of buildings and open spaces with natural site features and with existing and future buildings having a visual relationship to the development;

Finding: The proposed structure would not meet this standard.

The structure would be located 124 feet from the existing home, unnecessarily impacting the site's natural topography and existing trees. Further, this location would be closer to two neighboring homes than to the applicant's home.

5. Creation of a functional and harmonious design for structures and site features, with special attention to the following:

- a) An internal sense of order for the buildings and uses on the site and provision of a desirable environment for occupants, visitors, and the general community;
- b) The amount and location of open space and landscaping;
- c) Materials, textures, colors, and details of construction as an expression of the design concept and the compatibility of the same with the adjacent and neighboring structures and uses; and

- d) Vehicular and pedestrian circulation, including walkways, interior drives, and parking in terms of location and number of access points to the public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic and arrangement and amount of parking.

Finding: The proposed structure would not meet this standard. The structure would be located 124 feet from the existing home. Existing topography and trees would be unnecessarily impacted.

- 6. Promotion of energy conservation through design, location, orientation, and elevation of structures, the use and location of glass in structures and the use of landscape materials and site grading; and

Finding: The proposal would require a building permit and would be required to meet minimum energy standards.

- 7. Protection of adjacent and neighboring properties through reasonable provision for surface water drainage, sound and sight buffers, preservation of views, light, air, and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses.

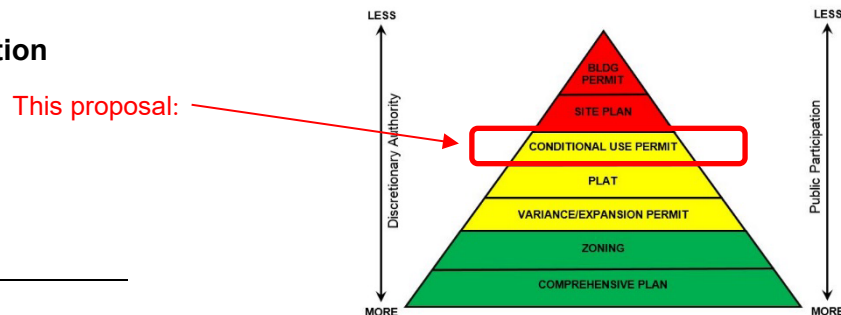
Finding: The structure would be screened by existing vegetation and would not be visible from the adjacent public right-of-way. If approved, tree mitigation and landscaping may be required at the time of a building permit.

ADU

The proposed building has not been designed as an accessory dwelling unit (ADU). By definition, an ADU is a secondary dwelling that “includes provisions for living independent of the principal dwelling, such as areas for sleeping, cooking, and sanitation, as determined by the city planner.”³ The proposed building does not have obvious cooking or sanitation spaces. (In staff’s opinion, a half bath would not qualify as an independent sanitation area.)

Further, the accessory structure would not meet the ADU size thresholds established by the ordinance, which limit such buildings to 1,000 square feet or 35 percent of the floor area of the principal dwelling.

Pyramid of Discretion



³ City Code §300.02.4

Voting Requirement The planning commission will make a recommendation to the city council. Both the commission's recommendation and the city council's final decision require an affirmative vote of a simple majority.

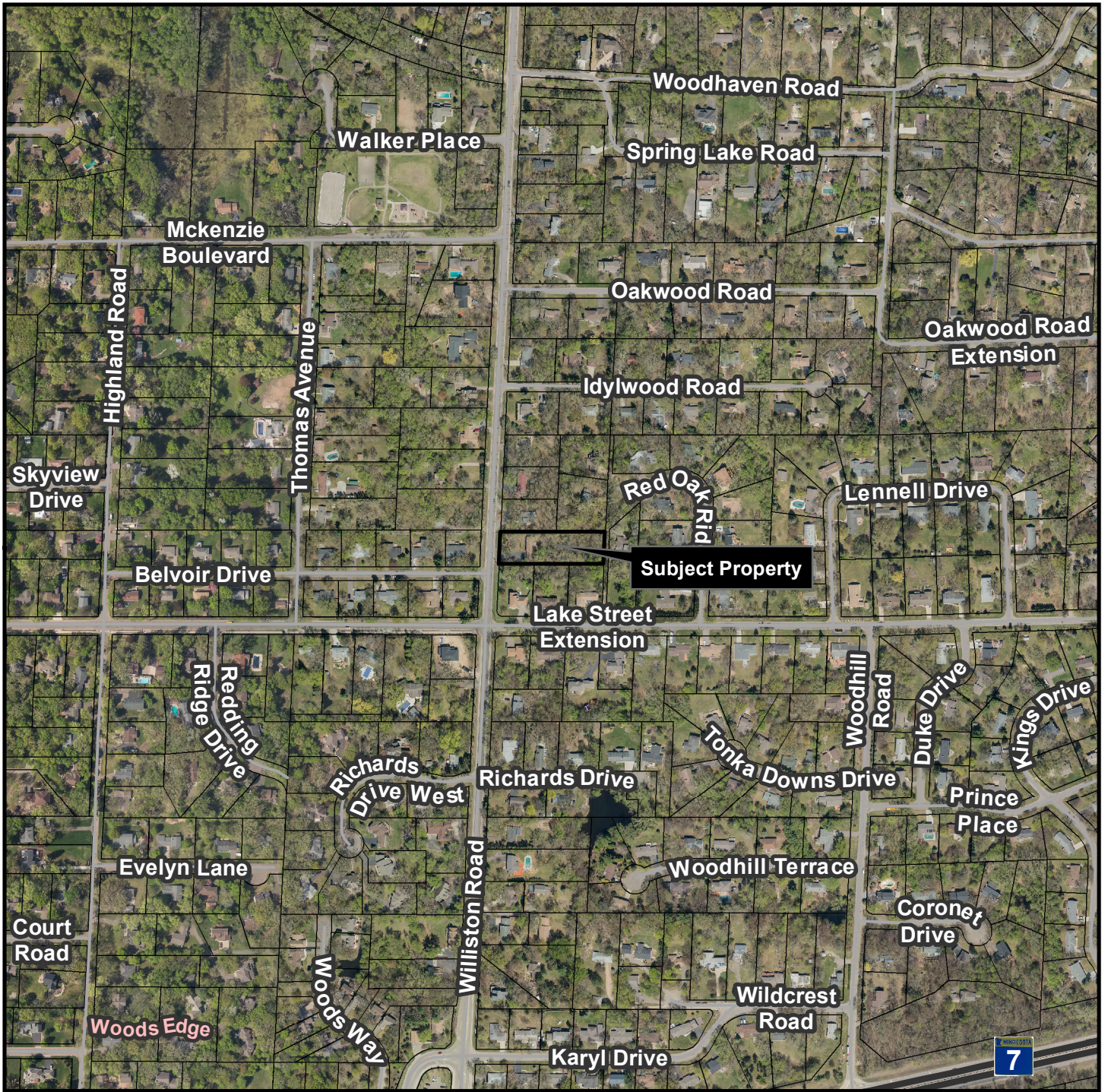
Motion Options The planning commission has two options:

1. Concur with the staff recommendation. In this case, a motion should be made recommending the city council adopt the resolution denying the request.
2. Disagree with staff's recommendation. In this case, a motion should be made recommending the city council approve the request. This motion must include a statement as to how the ordinance standards are met.

Based on state statutory deadlines, the proposal cannot be tabled.

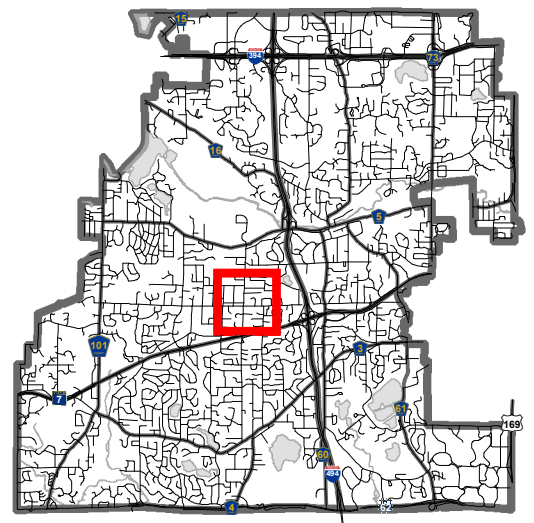
Neighborhood Comments The city sent notices to 52 area property owners and received 16 responses to the original proposal, which are attached.

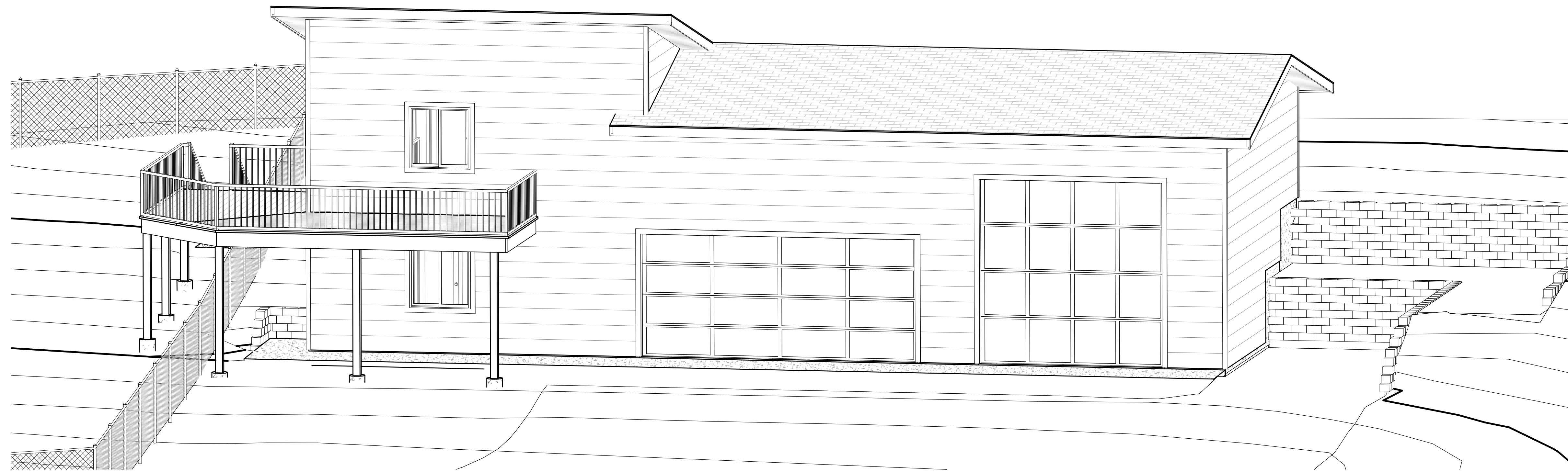
Deadline for Decision **Jan. 10, 2022**



Location Map

Project: Klonne Residence
Address: 4127 Williston Rd





GENERAL NOTES

- DRAWINGS AND SPECIFICATIONS, AS INSTRUMENTS OF SERVICE, ARE THE EXCLUSIVE PROPERTY OF THIS DESIGNER. WHETHER THE PROJECT FOR WHICH THEY WERE PREPARED IS EXECUTED AND CONSTRUCTED OR NOT, THESE DOCUMENTS ARE NOT TO BE REPRODUCED IN ANY FORM AND THEY ARE NOT TO BE USED BY THE PROJECT OWNER NOR ANY OTHER ENTITY ON ANY OTHER PROJECTS OR FOR ANY EXTENSIONS OR ADDITIONS OR ALTERATIONS TO THE ORIGINAL PROJECT EXCEPT BY WRITTEN AUTHORIZATION AND PERMISSION FROM AND AGREEMENT WITH THIS DESIGNER.
- ALL WORK SHALL BE PERFORMED BY SKILLED AND QUALIFIED WORKMEN IN ACCORDANCE WITH THE BEST PRACTICES OF THOSE TRADES INVOLVED, AND IN COMPLIANCE WITH BUILDING REGULATIONS AND/OR GOVERNMENTAL LAWS, STATUTES OR ORDINANCES CONCERNING THE USE OF UNION LABOR.
- CONTRACTORS SHALL BE RESPONSIBLE FOR THE DISTRIBUTION OF DRAWINGS AND/OR SPECIFICATIONS TO THE TRADES UNDER THEIR JURISDICTION.
- CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CONDITIONS SHOWN ON THE DRAWINGS AT THE JOB SITE AND SHALL NOTIFY THE DESIGNER OF ANY DISCREPANCIES, OMISSIONS, AND/OR CONFLICTS BEFORE PROCEEDING WITH THE WORK.
- DO NOT SCALE DRAWINGS; DIMENSIONS SHALL GOVERN. LARGER SCALE DRAWINGS SHALL GOVERN SMALLER SCALE.
- ANY AMBIGUITIES, DISCREPANCIES, OR CONFLICTS DISCOVERED THROUGH THE USE OF THESE DRAWINGS SHALL BE REPORTED IMMEDIATELY TO THE DESIGNER.
- CONTRACTOR MUST COMPLY WITH THE RULES AND REGULATIONS OF AGENCIES HAVING JURISDICTION AND SHALL CONFORM TO ALL CITY, COUNTY, STATE AND FEDERAL CONSTRUCTION, SAFETY AND SANITARY LAWS, CODES, STATUTES AND ORDINANCES. ALL FEES, TAXES, PERMITS, APPLICATIONS AND CERTIFICATES OF INSPECTION, AND THE FILING OF ALL WORK WITH GOVERNMENTAL AGENCIES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
- EACH TRADE WILL PROCEED IN A FASHION THAT WILL NOT DELAY THE TRADES FOLLOWING THEM.
- ALL WORK SHALL BE ERECTED AND INSTALLED PLUMB, LEVEL, SQUARE, TRUE AND IN PROPER ALIGNMENT.
- ALL MATERIALS SHALL BE NEW, UNUSED AND OF THE HIGHEST QUALITY IN EVERY RESPECT, UNLESS NOTED OTHERWISE. MANUFACTURED MATERIALS AND EQUIPMENT SHALL BE INSTALLED PER MANUFACTURER'S RECOMMENDATIONS AND INSTRUCTIONS.
- THERE SHALL BE NO SUBSTITUTION OF MATERIALS WHERE A MANUFACTURER IS SPECIFIED, WHERE THE TERMS "EQUAL TO", "EQUIVALENT" OR "APPROVED EQUAL" ARE USED, THE DESIGNER SHALL DETERMINE EQUALITY BASED ON INFORMATION SUBMITTED BY THE CONTRACTOR.
- ALL WORK AND MATERIALS SHALL BE GUARANTEED AGAINST DEFECTS FOR A PERIOD OF AT LEAST ONE (1) YEAR FROM APPROVAL FOR FINAL PAYMENT.
- CONTRACTOR SHALL BE RESPONSIBLE FOR ALL CUTTING AND PATCHING REQUIRED FOR THEIR WORK.
- CONTRACTOR SHALL AT ALL TIMES KEEP THE PREMISES FREE OF ACCUMULATION OF WASTE MATERIALS OR RUBBISH. PREMISES TO BE SWEEP CLEAN DAILY OF RELATED CONSTRUCTION DEBRIS. AT THE COMPLETION OF THE WORK, LEAVE THE JOB SITE FREE OF ALL MATERIALS AND BROOM CLEAN.
- PATCH ALL AREAS WHERE FLOOR IS NOT LEVEL OR TRUE PRIOR TO THE INSTALLATION OF FLOORING OR CARPETING.
- TO INSURE PROPER AND ADEQUATE BLOCKING, ALL BLOCKING FOR CABINET WORK WILL BE THE RESPONSIBILITY OF THE CABINET CONTRACTOR.
- UPON COMPLETION OF THE WORK THE CONTRACTOR SHALL WALK THROUGH WITH THE DESIGNER AND COMPLETE A "PUNCH LIST" OF CORRECTIONS AND UNSATISFACTORY AND/OR INCOMPLETE WORK. FINAL PAYMENT WILL BE CONTINGENT UPON THE COMPLETION OF THESE ITEMS.
- ANY CHANGE WHICH RESULTS IN EXTRA COST SHALL NOT PROCEED WITHOUT WRITTEN AUTHORIZATION OF THE OWNER AND THE DESIGNER.
- THE DESIGN, ADEQUACY, AND SAFETY OF ERECTION BRACING, SHORING, TEMPORARY SUPPORTS, ETC. IS THE SOLE RESPONSIBILITY OF THE GENERAL CONTRACTOR AND HAS NOT BEEN CONSIDERED BY THE DESIGNER OR ENGINEER. THE GENERAL CONTRACTOR IS RESPONSIBLE FOR THE STABILITY OF THE STRUCTURE THROUGHOUT CONSTRUCTION.

ABBREVIATIONS

AB	ANCHOR BOLT	FND	FOUNDATION	R / RAD	RADIUS
A.F.F.	ABOVE FINISH FLOOR	FIN	FINISH	REF	REFERENCE
ALT	ALTERNATE	F.O.	FACE OF	REINF	REINFORCE / REINFORCEMENT
		FT	FEET / FOOT	REQ'D	REQUIRED
		FTG	FOOTING	R.O.	ROUGH OPENING
BLKG	BLOCKING	FTG	FOOTING	RS	ROUGH SAWN
B.M.	BENCH MARK			SCHED	SCHEDULE
BTM	BOTTOM	G.C.	GENERAL CONTRACTOR	SF	SQUARE FEET
BN	BOUNDARY NAILING	GA	GAUGE	SHTG	SHEATHING
BRG	BEARING	GLB	GLULAM BEAM	SIM	SIMILAR
BTWN	BETWEEN	GEN	GENERAL	SOB	SLAB-ON-GRADE
		GT	GIRDER TRUSS	SQ	SQUARE
CJ	CONTROL JOINT	GYP	GYPSPUM	SS	STAINLESS STEEL
CJP	CAST-IN-PLACE	HORIZ	HORIZONTAL	STD	STANDARD
CMU	CONCRETE MASONRY UNITS	HT	HEIGHT	STRUCT	STRUCTURAL
CL	CENTERLINE	HT	HEIGHT	SW	SHEARWALL
CLG	CEILING	MAX	MAXIMUM		
CLR	CLEAR	MFR	MANUFACTURER	TEMP	TEMPERED
COL	COLUMN	MIN	MINIMUM	T.O.	TOP OF
CONC	CONCRETE	MECH	MECHANICAL	TYP	TYPICAL
CONT	CONTINUOUS	(N)	NOT TO SCALE	UNO	UNLESS NOTED OTHERWISE
		NTS	NOT TO SCALE	VIF	VERIFY IN FIELD
DBL	DOUBLE	O/	OVER	VERT	VERTICAL
DF	DOUGLAS FIR	OC	ON CENTER		
DM	DIMENSION	OH	OVERHANG		
DTL	DETAIL	OSB	ORIENTED STRAND BOARD	W/	WITH
DN	DOWN	OPB	OPPOSITE	WDW	WINDOW
DWG	DRAWING	OPF	OPPOSITE	W.C.	WALK IN CLOSET
		PAF	POWDER ACTUATED FASTENER	W/O	WITHOUT
EN	EDGE NAILING	PL	PLYWOOD	WP	WATERPROOF
EY	EACH WAY	PREFAB	PREFABRICATED	WWF	WELDED WIRE FABRIC
ELEV	ELEVATION	PREFIN	PREFINISHED		
EQ	EQUAL	PRES	PRESSURE TREATED		
(E)	EXISTING				
EXT	EXTERIOR				

PROJECT INFORMATION

OWNER:
ZACH & ALLISON KLONNE
4127 WILLISTON RD
MINNETONKA, MN 55345

LEGAL DESCRIPTION:
LOT 4, BLOCK 1, WILLISTON
PARK LOTS REPLAT, HENNEPIN
COUNTY, MINNESOTA

PROJECT SQUARE FOOTAGES:
GARAGE LEVEL: 1,500 SF
LOFT LEVEL: 302 SF

PROJECT ADDRESS:
4127 WILLISTON RD
MINNETONKA, MN 55345

TOTAL: 1,802 SF

SURVEYOR:
ADVANCE SURVEY & ENGINEERING, CO.
17911 HIGHWAY NO. 7
MINNETONKA, MN 55345
PH: 952-474-7864
CONTACT: WAYNE FREUHS

SHEET LIST

A0.1	COVER PAGE
A1.0	SITE PLAN
A1.1	SITE DETAILS
A2.1	FLOOR PLANS
A2.2	ROOF PLAN
A4.1	WINDOW AND DOOR SCHEDULE
A5.1	STAIR DETAILS
A6.0	EXTERIOR ELEVATIONS
A7.1	BUILDING SECTIONS
S1.1	FOUNDATION PLAN
S1.2	FOUNDATION DETAILS
S2.1	SECOND LEVEL FRAMING PLAN
S2.2	FLOOR FRAMING DETAILS
S3.1	ROOF FRAMING PLAN
S3.2	FLOOR FRAMING DETAILS
S3.3	ROOF TRUSS PROFILES

TYPICAL SYMBOLS

	-KEYED NOTE, REFERENCE SCHEDULE ON SHEET
	-ROOM NUMBER
	-FLOOR SYSTEM TAG
	-FINISH TAG
	-DOOR TAG
	-WINDOW TAG
	-WALL TAG
	-INTERIOR ELEVATION
	DETAIL NUMBER
	SHEET NUMBER
	-EXTERIOR ELEVATION
	DETAIL NUMBER
	SHEET NUMBER
	-BUILDING SECTION
	DETAIL NUMBER
	SHEET NUMBER
	-DETAIL
	DETAIL REMARKS
	DETAIL NUMBER
	SHEET NUMBER

KLONNE SHOP
 4127 WILLISTON RD
 MINNETONKA, MN 55345

REVISIONS	DATE

ISSUE: FOR PERMIT
DATE: 12.07.2021
DRAWN BY: JDK

COVER
PAGE

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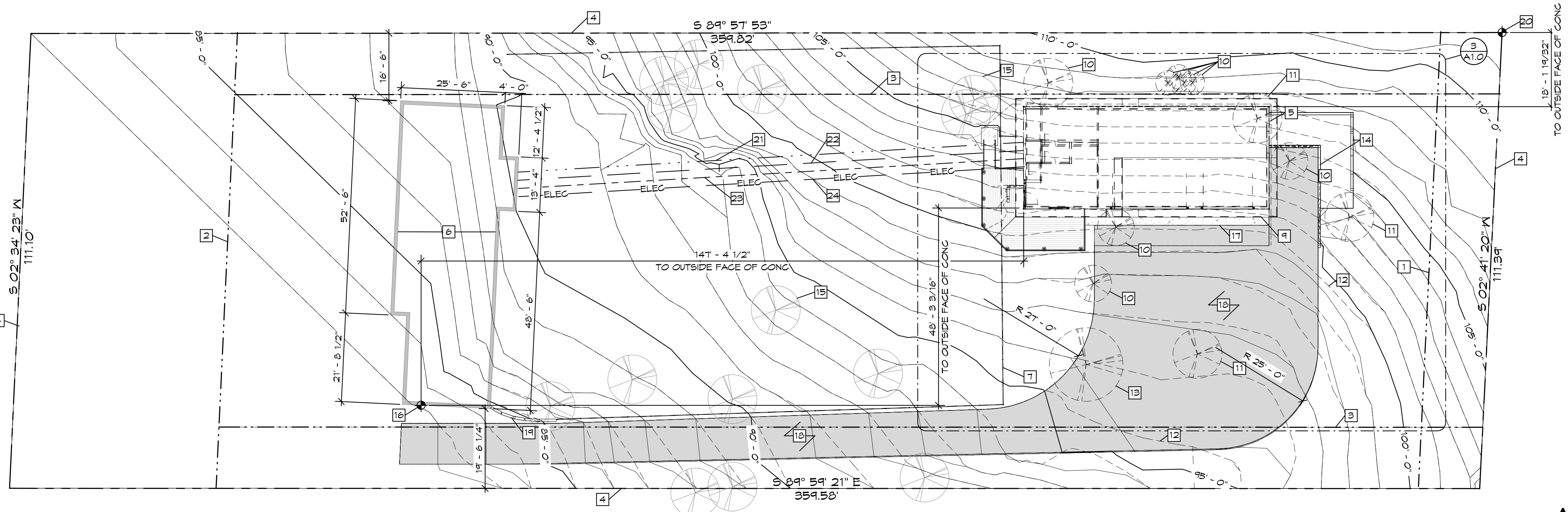
PLAN NOTES - SITE PLAN

1. VERIFY ALL SITE INFORMATION WITH DESIGNER/OWNER PRIOR TO EXCAVATION.
2. VERIFY BURIED UTILITY LOCATIONS PRIOR TO ANY EXCAVATION WORK.
3. SITE INFORMATION AND TOPOGRAPHY MAP PROVIDED BY: ADVANCE SURVEYING & ENGINEERING, CO.
4. ALL ADJACENT GRADING, LANDSCAPING, AND HARDSCAPE TO SLOPE AWAY FROM STRUCTURES MINIMUM 1/2" : 12".
5. VERIFY FINAL STRUCTURE LOCATION WITH DESIGNER AND OWNER PRIOR TO EXCAVATION.
6. CONTRACTOR TO SECURE ALL PERMITS AND PROVIDE SERVICES/UTILITIES FROM PROPERTY LINE TO STRUCTURE. CONTRACTOR IS RESPONSIBLE FOR ALL HOOK-UPS AND ASSOCIATED FEES.
7. DRAWING ELEVATION 100'-0" EQUALS SITE ELEVATION 1014' ON CIVIL DRAWINGS. VERIFY WITH DESIGNER & OWNER PRIOR TO EXCAVATION.
8. ALL ON SITE UTILITIES TO BE BURIED.
9. VERIFY FINAL BENCH MARK PRIOR TO CONSTRUCTION.
10. LANDSCAPE/IRRIGATION BY OTHERS. CONTRACTOR TO PROVIDE FINAL SITE GRADING.
11. DRIVE CONSTRUCTION TO COMPLY WITH APPLICABLE COUNTY STANDARDS.
12. PROVIDE CULVERTS AS NECESSARY.
13. PROVIDE TOPSOIL & FINAL GRADING TO ALL DISRUPTED AREAS.
14. BUILDING ENVELOPE / HOUSE FOOTPRINT TO BE STAKED BY ENGINEER PRIOR TO CONSTRUCTION.

SITE PLAN KEYNOTES

MARK	NOTE
1	15'-0" SETBACK LINE
2	50'-0" SETBACK LINE
3	15'-0" SETBACK LINE
4	LOT LINE
5	BUILDING FOOTPRINT
6	EXISTING DWELLING
7	EXISTING CHAINLINK FENCE TO REMAIN
8	ROOF LINE
10	EXISTING 10" DIAMETER OAK TREE TO BE REMOVED
11	EXISTING 12" DIAMETER OAK TREE TO BE REMOVED
12	ORIGINAL CONTOURS TO BE REGRADED - TYPICAL
13	EXISTING 23" DIAMETER OAK TREE TO BE REMOVED
14	SITE RETAINING WALL BY OWNER / G.C.
15	EXISTING OAK TREE TO REMAIN - TYPICAL
16	BENCHMARK - VERIFY WITH CIVIL ENGINEER
17	CONCRETE FLATWORK - REFERENCE SHEET S1.1
18	ASPHALT DRIVE
19	EXISTING SITE RETAINING WALL
20	FOUND IRON PER CIVIL
21	BURIED WATER LINE - TIE INTO EXISTING DWELLING
22	BURIED SEPTIC LINE - TIE INTO EXISTING DWELLING
23	BURIED GAS LINE - TIE INTO EXISTING DWELLING
24	BURIED ELECTRICAL LINE - TIE INTO EXISTING DWELLING

WILLISTON RD
S 02° 34' 23" W
111.10'



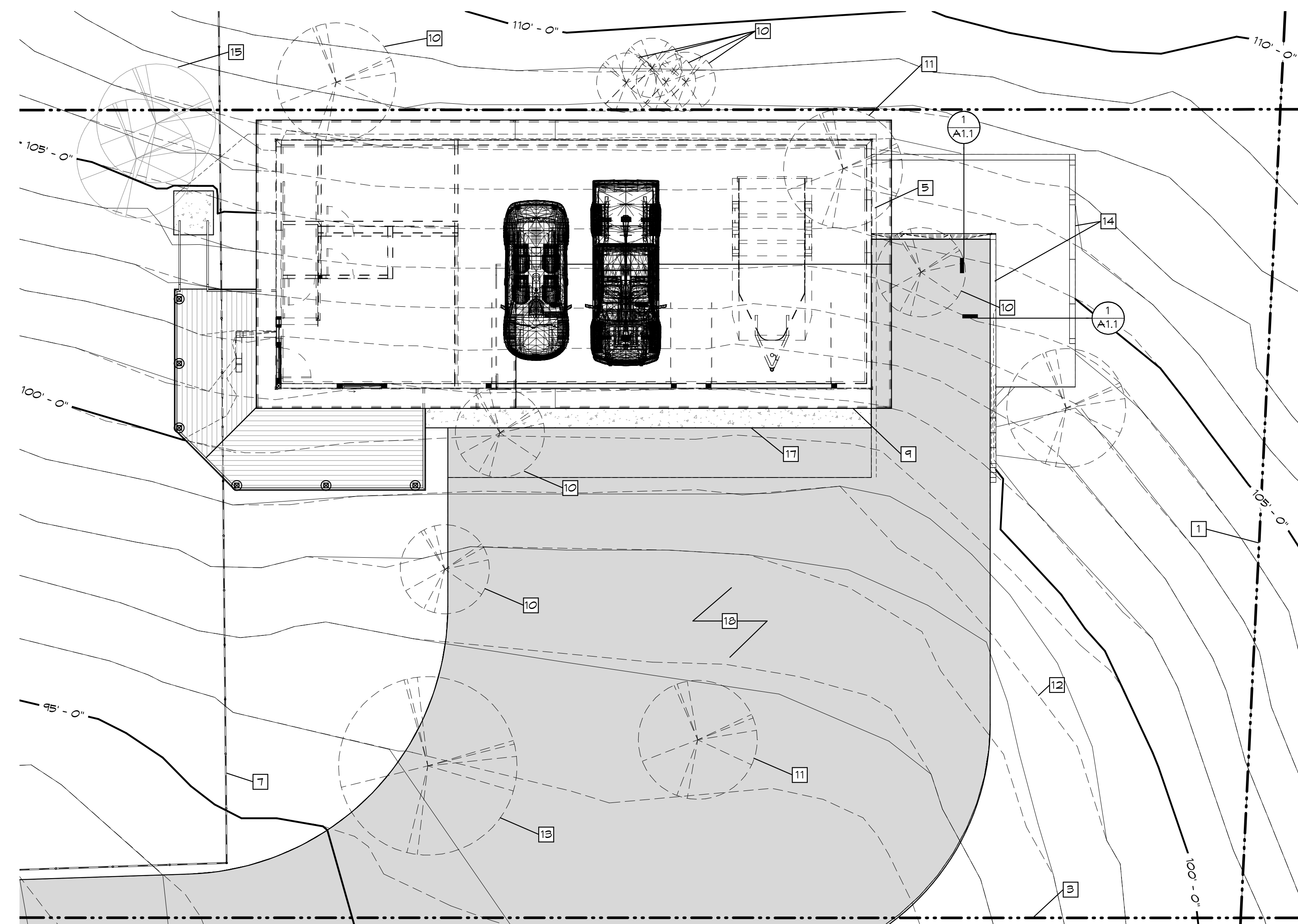
1 SITE PLAN
SCALE: 1/16" = 1'-0"



2 VICINITY MAP
SCALE: 1 1/2" = 1'-0"



3 ENLARGED SITE PLAN
SCALE: 1/8" = 1'-0"



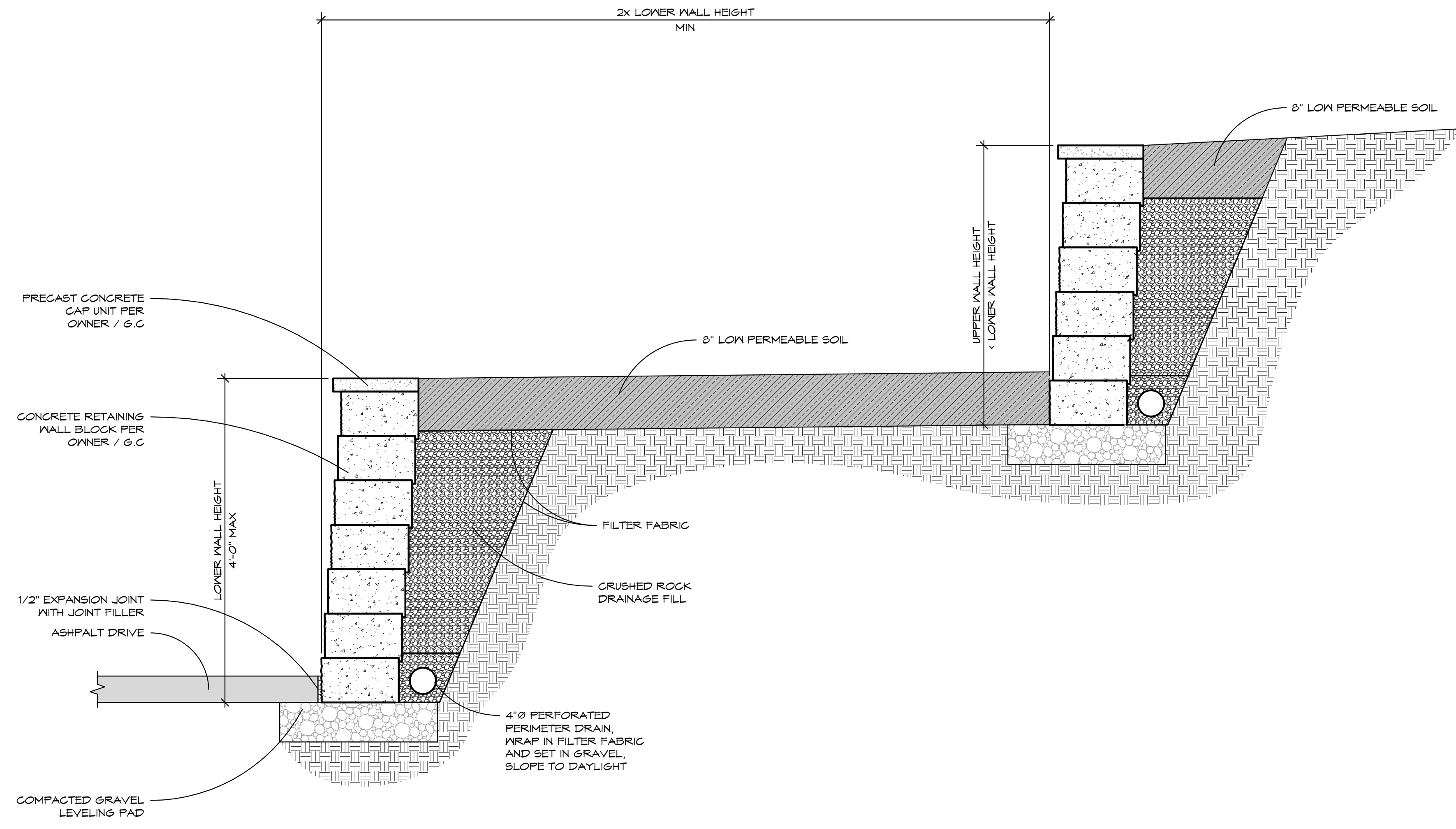
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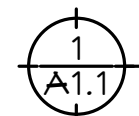
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SITE PLAN

A1.0




TERRACED WALL DETAIL
 SCALE: 1" = 1'-0"

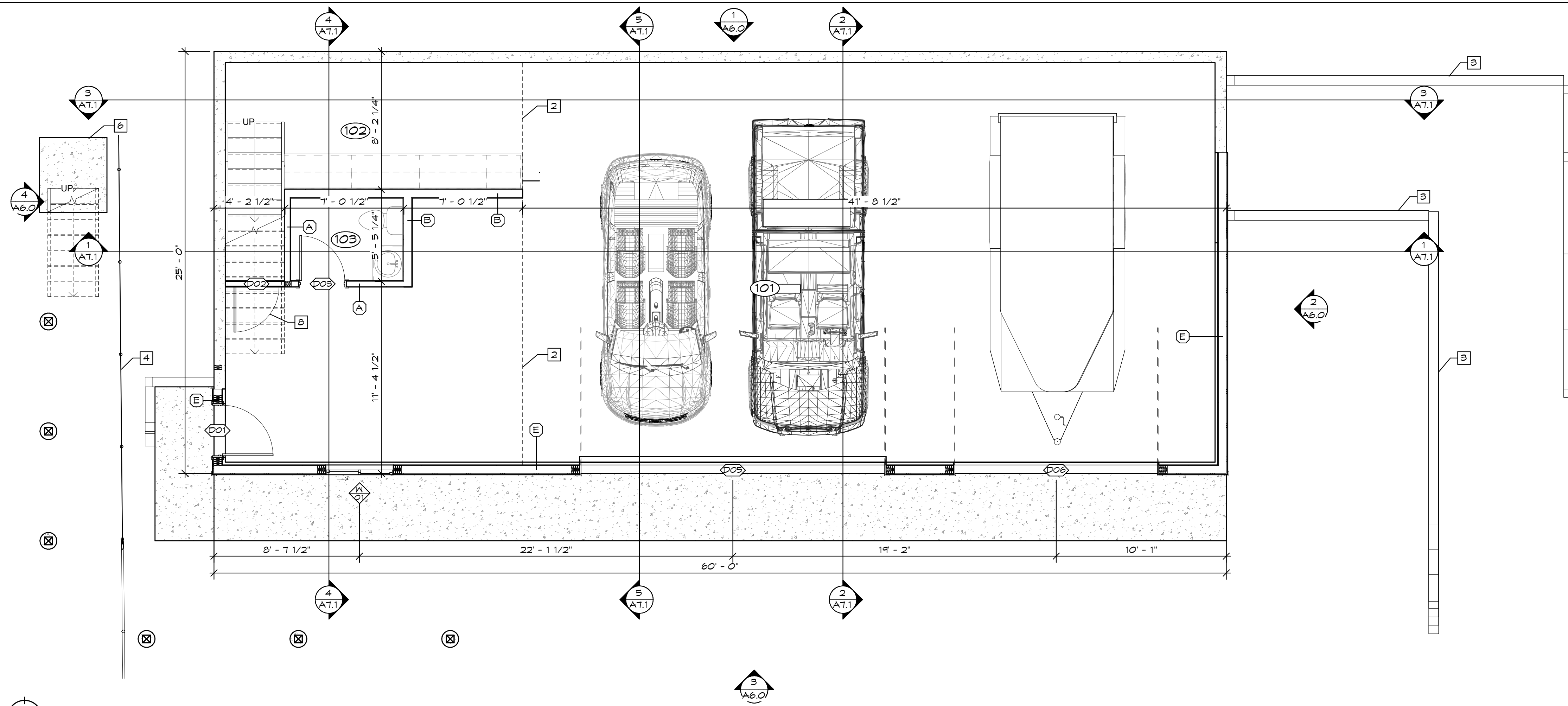
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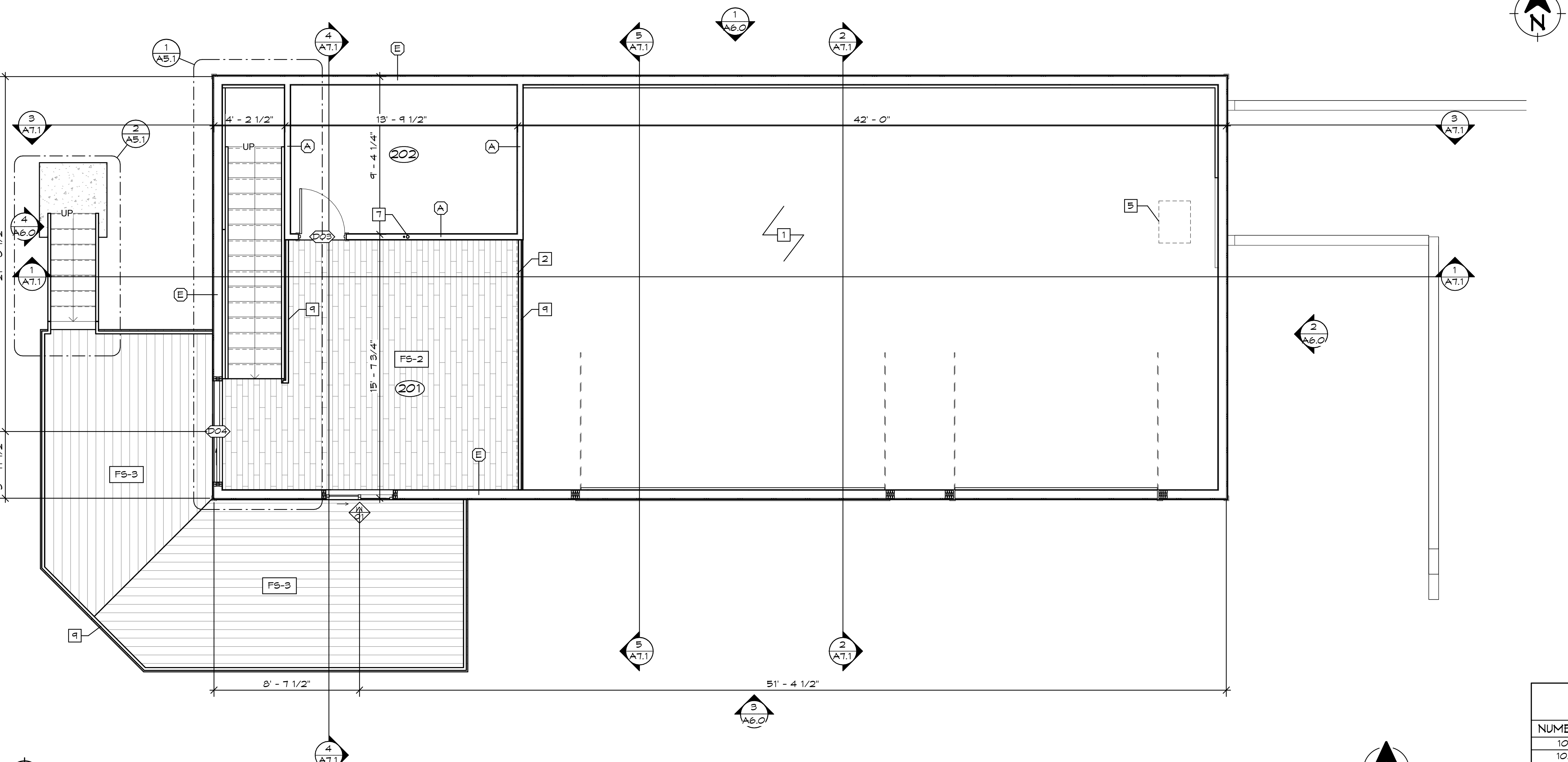
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SITE
DETAILS

A1.1



1 FLOOR PLAN
 SCALE: 1/4" = 1'-0"



2 2ND FLOOR
 SCALE: 1/4" = 1'-0"

WALL SCHEDULE	
MARK	WALL ASSEMBLY
A	2x4 STUDS @ 16" OC, 1/2" LAYER TYPE 'X' GYPSUM WALL BOARD EACH SIDE
B	2x6 STUDS @ 16" OC, 1/2" LAYER TYPE 'X' GYPSUM WALL BOARD EACH SIDE
E	EXTERIOR FINISH MATERIAL (REF A6.0 & A6.1) OVER TYVEK OVER 1/2" EXTERIOR OSB SHEATHING OVER 2x6 STUDS @ 16" OC W/ 8d COMMON NAILS (6" OC EDGE NAILING AND 6" OC FIELD NAILING), 1/4" MIN R-21 INSULATION OVER 1/2" TYPE 'X' GYPSUM WALL BOARD

- TYPICAL EXTERIOR WALL TYPE TO BE (E) UNLESS NOTED OTHERWISE ON PLANS.
- TYPICAL INTERIOR WALL TYPE TO BE (B) UNLESS NOTED OTHERWISE ON PLANS.
- SHEARWALLS NOTED WITH SYMBOL (S) AND INDICATED WITH HATCH - [HATCH] . REFERENCE SCHEDULE ON [SCHEDULE] FOR REQUIREMENTS.
- REFERENCE STRUCTURAL DRAWINGS FOR ALL SHEARWALL LOCATIONS AND SIZES. STRUCTURAL DRAWINGS TO TAKE PRIORITY ON ALL WALL SIZES.
- REFERENCE SHEET A4.1 FOR WINDOW, AND DOOR INFORMATION.

PLAN NOTES - FLOOR PLAN	
1.	WRITTEN DIMENSIONS SHALL HAVE PRECEDENCE OVER SCALED DIMENSIONS. DO NOT SCALE THE DRAWINGS. THE CONTRACTOR SHALL VERIFY AND IS RESPONSIBLE FOR ALL DIMENSIONS (INCLUDING ROUGH OPENINGS) AND CONDITIONS ON THE JOB SITE.
2.	DOOR OPENINGS TO BE CENTERED IN WALL OR 6" FROM ADJACENT WALL UNLESS NOTED OTHERWISE.
3.	CONTRACTOR TO VERIFY ALL QUANTITIES AND SIZES WITH MANUFACTURER PRIOR TO CONSTRUCTION.
4.	ALL WORK IS TO COMPLY WITH THE LATEST ADOPTED VERSIONS OF THE INTERNATIONAL ONE & TWO FAMILY DWELLING CODE, UNIFORM BUILDING CODE OF ANY APPLICABLE STATE, COUNTY, OR LOCAL JURISDICTION.
5.	PLUMBING, MECHANICAL DIAGRAMS, LAYOUTS AND/OR DESIGN TO BE SUPPLIED BY CONTRACTOR OR SUB-CONTRACTOR.
6.	ENGINEERED PRODUCTS (ROOF TRUSSES / JOISTS) TO HAVE DESIGN, ENGINEERING SPECIFICATIONS, AND LAYOUT SUPPLIED BY MANUFACTURER.
7.	THE TYPE OF EXTERIOR FINISH, THE INSTALLATION, AND THE WATERPROOFING DETAILS ARE TO BE THE FULL RESPONSIBILITY OF THE OWNER/BUILDER. THIS DESIGNER ASSUMES NO RESPONSIBILITY OF THE BUILDING ENVELOPE.
8.	THE CONTRACTOR IS RESPONSIBLE TO CHECK THE PLANS AND NOTIFY DESIGNER OF ANY ERRORS OR OMISSIONS PRIOR TO THE START AND/OR DURING CONSTRUCTION. DESIGNER IS NOT RESPONSIBLE FOR CONSTRUCTION MEANS AND METHOD, ACTS OR OMISSIONS OF THE CONTRACTOR AND/OR SUB-CONTRACTOR.

FLOOR PLAN KEYNOTES	
MARK	NOTE
1	OPEN TO BELOW
2	LINE OF CEILING TRANSITION ABOVE
3	SITE RETAINING WALL BY OWNER / G.C.
4	EXISTING CHAINLINK FENCE TO REMAIN
5	ATTIC ACCESS ABOVE - VERIFY FINAL LOCATION WITH OWNER
6	CONCRETE OR PAVEMENT STAIR LANDING PER OWNER / G.C.
7	PLUMBING STUB CUTS - VERIFY WITH OWNER PRIOR TO CONSTRUCTION
8	UNDER STAIR STORAGE ACCESS DOOR - VERIFY SIZE PRIOR TO CONSTRUCTION
9	RAILING PER OWNER / G.C.

ROOM KEY	
NUMBER	ROOM
101	3-CAR GARAGE
102	WORKSHOP
103	BATHROOM
201	LOFT
202	STORAGE

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FLOOR PLANS

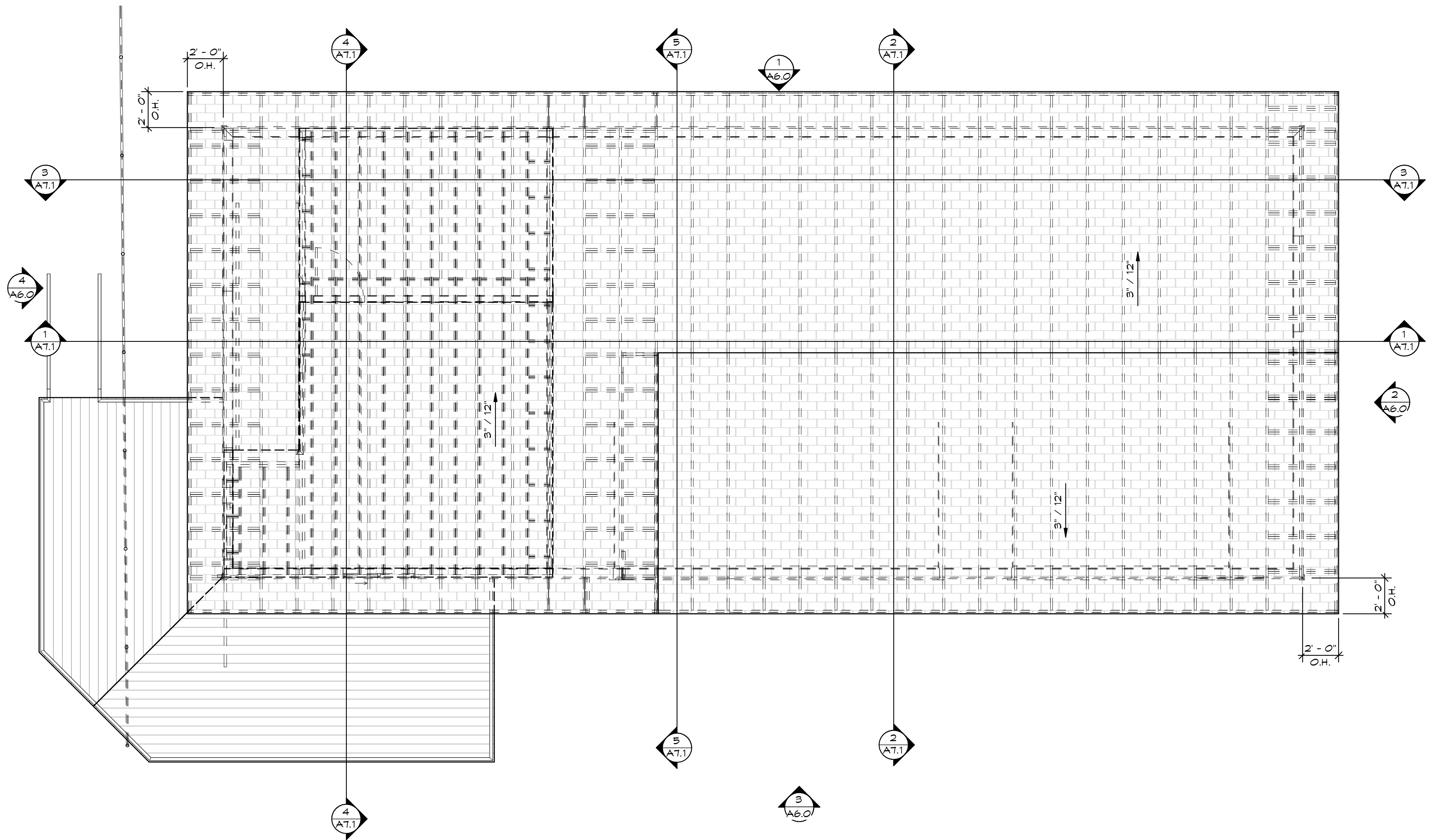
A2.1

PLAN NOTES - ROOF FRAMING PLAN

1. PROVIDE 1-ROLL (36" WIDTH) OF ICE DAM/WATERPROOF MEMBRANE AT ROOF/WALL INTERSECTIONS, EDGES, VALLEYS, AND ROOF PENETRATIONS.
2. PROVIDE 2-ROLLS (36" WIDTH) OF ICE DAM/WATERPROOF MEMBRANE AT ROOF EDGES.
3. PROVIDE SHEET METAL STEP FLASHING AT ALL ROOF / WALL INTERSECTIONS, 18" MIN VERTICAL LEG AND 12" MIN HORIZONTAL LEG.
4. VERIFY VENT LOCATIONS PRIOR TO CONSTRUCTION.
5. TYPICAL ROOF SYSTEM TO BE: EXTERIOR ROOF FINISH MATERIAL (REF A6.0 & A6.1) OVER 19/32" T&G PLYWOOD GLUED AND NAILED WITH 10d NAILS (6" OC BOUNDARY NAILING, 6" OC EDGE NAILING, AND 12" OC FIELD NAILING) OVER ROOF TRUSSES (SEE S3.3 FOR TRUSS PROFILES) 1/4" MIN R-49 INSULATION OVER 1/2" TYPE 'X' GYPSUM CEILING BOARD.

ROOF FRAMING KEYNOTES

MARK	NOTE
1	DROPPED GABLE END TRUSS
2	RIDGE



1
A2.2
ROOF PLAN
SCALE: 1/4" = 1'-0"

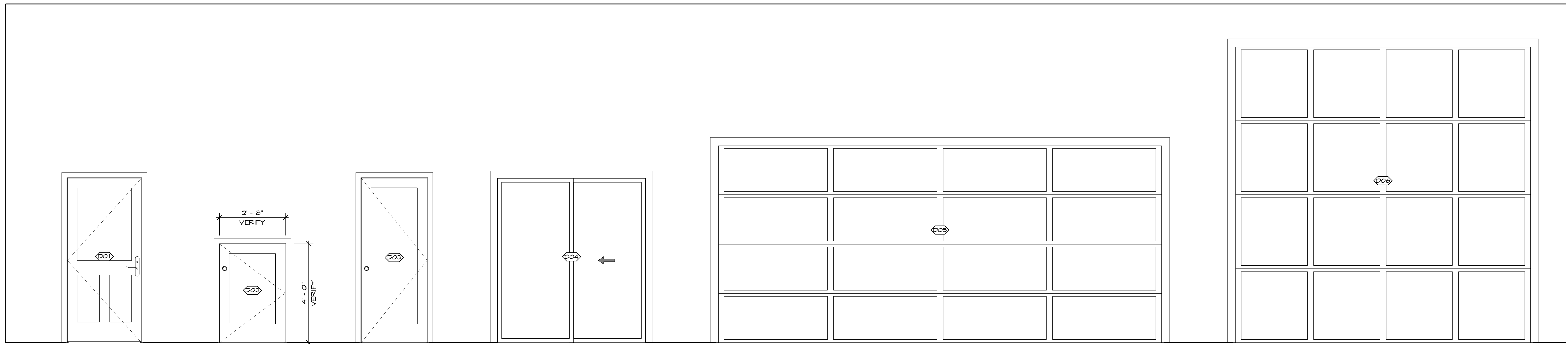
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ROOF PLAN

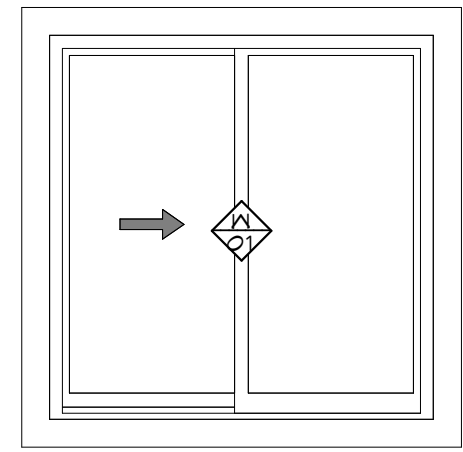
A2.2



1
A4.1
DOOR ELEVATIONS
SCALE: 1/2" = 1'-0"

DOOR SCHEDULE				
MARK	MANUFACTURER	UNIT DIMENSIONS (WxH)	HEAD HEIGHT	R.O. (WxH)
01		36" x 80"	6' - 8"	38" x 81"
02		32" x 48"	4' - 0"	34" x 49"
03		32" x 80"	6' - 8"	34" x 81"
04		72" x 80"	6' - 8"	74" x 81"
05		216" x 96"	8' - 0"	218" x 97"
06		144" x 144"	12' - 0"	146" x 145"

NOTES:
 1. VERIFY ALL DOOR SWINGS ON PLAN. ELEVATIONS FOR REFERENCE ONLY.
 2. CONTRACTOR TO VERIFY ALL QUANTITIES AND SIZES WITH MANUFACTURER PRIOR TO CONSTRUCTION.
 3. VERIFY ALL ROUGH OPENING DIMENSIONS WITH MANUFACTURER PRIOR TO CONSTRUCTION.



WINDOW SCHEDULE				
MARK	MANUFACTURER	OPERATION	UNIT DIMENSIONS (WxH)	R.O. (WxH)
01		SL	48" x 48"	48 1/2" x 48 1/2"

NOTES:
 1. CONTRACTOR TO VERIFY ALL QUANTITIES AND SIZES WITH MANUFACTURER PRIOR TO CONSTRUCTION.
 2. VERIFY ALL ROUGH OPENING DIMENSIONS WITH MANUFACTURER PRIOR TO CONSTRUCTION.

2
A4.1
WINDOW ELEVATIONS
SCALE: 1/2" = 1'-0"

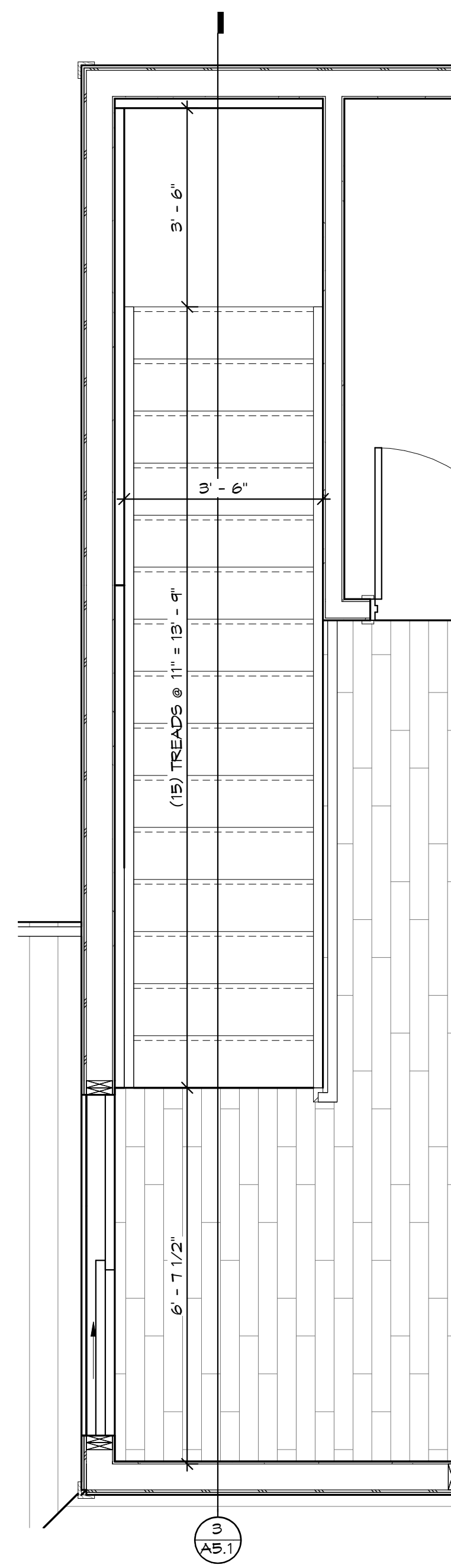
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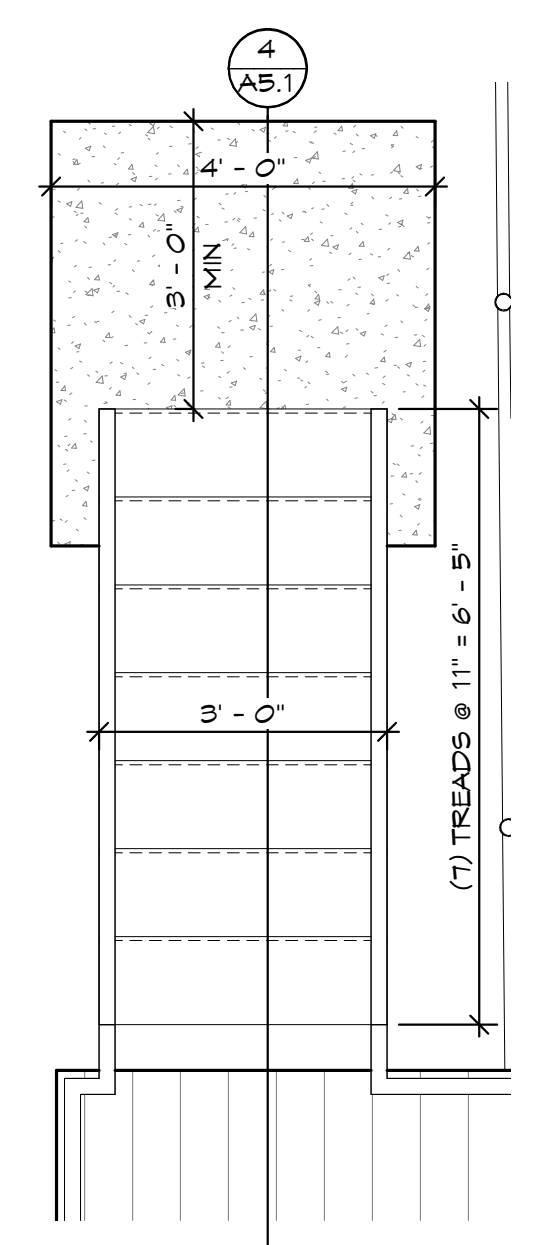
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WINDOW AND DOOR SCHEDULE

A4.1



2 ENLARGED STAIR PLAN
SCALE: 1/2" = 1'-0"



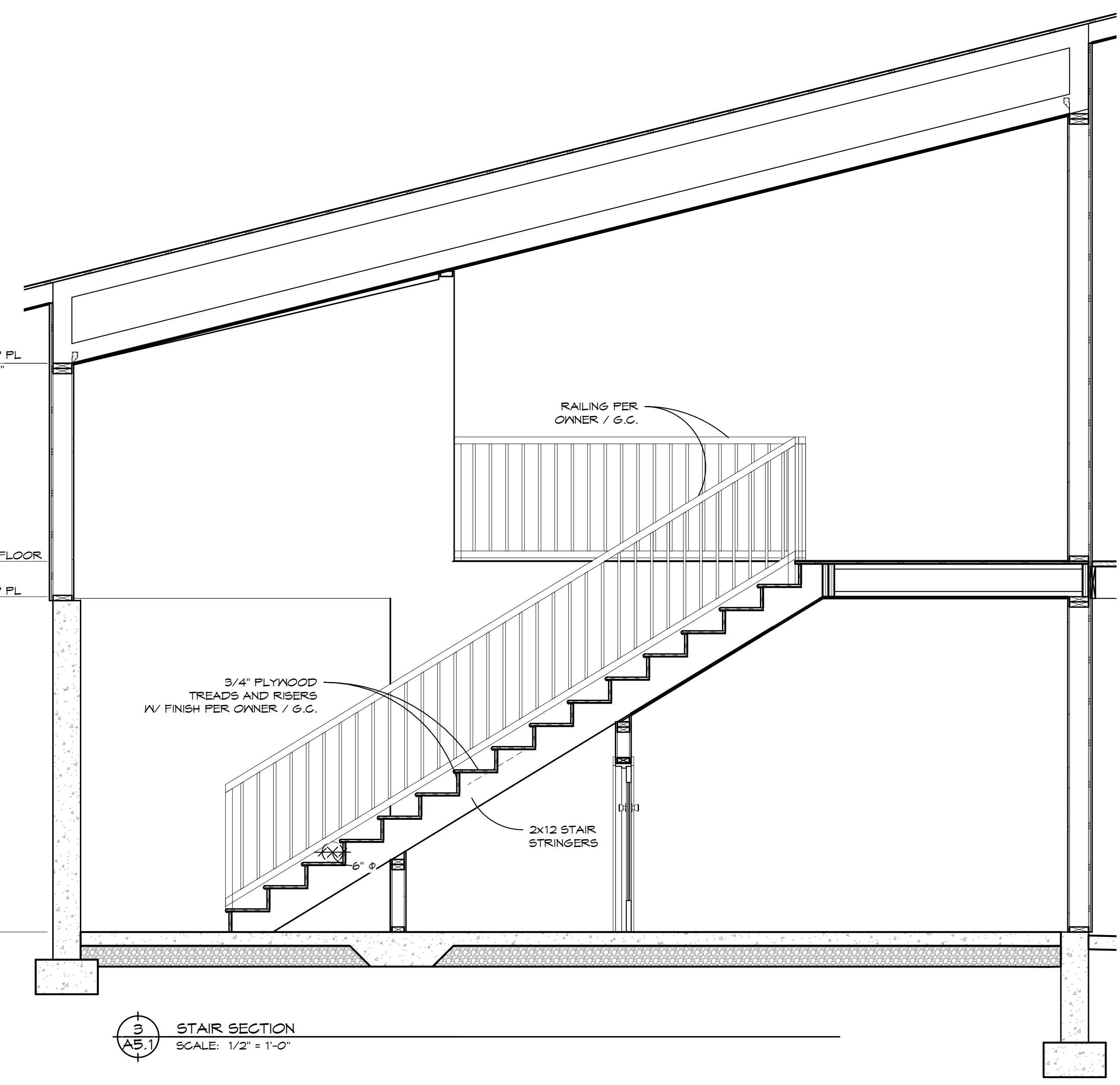
T.O. DBL TOP FL
113' - 0 41/64"

T.O. 2ND SUBFLOOR
108' - 11 3/8"

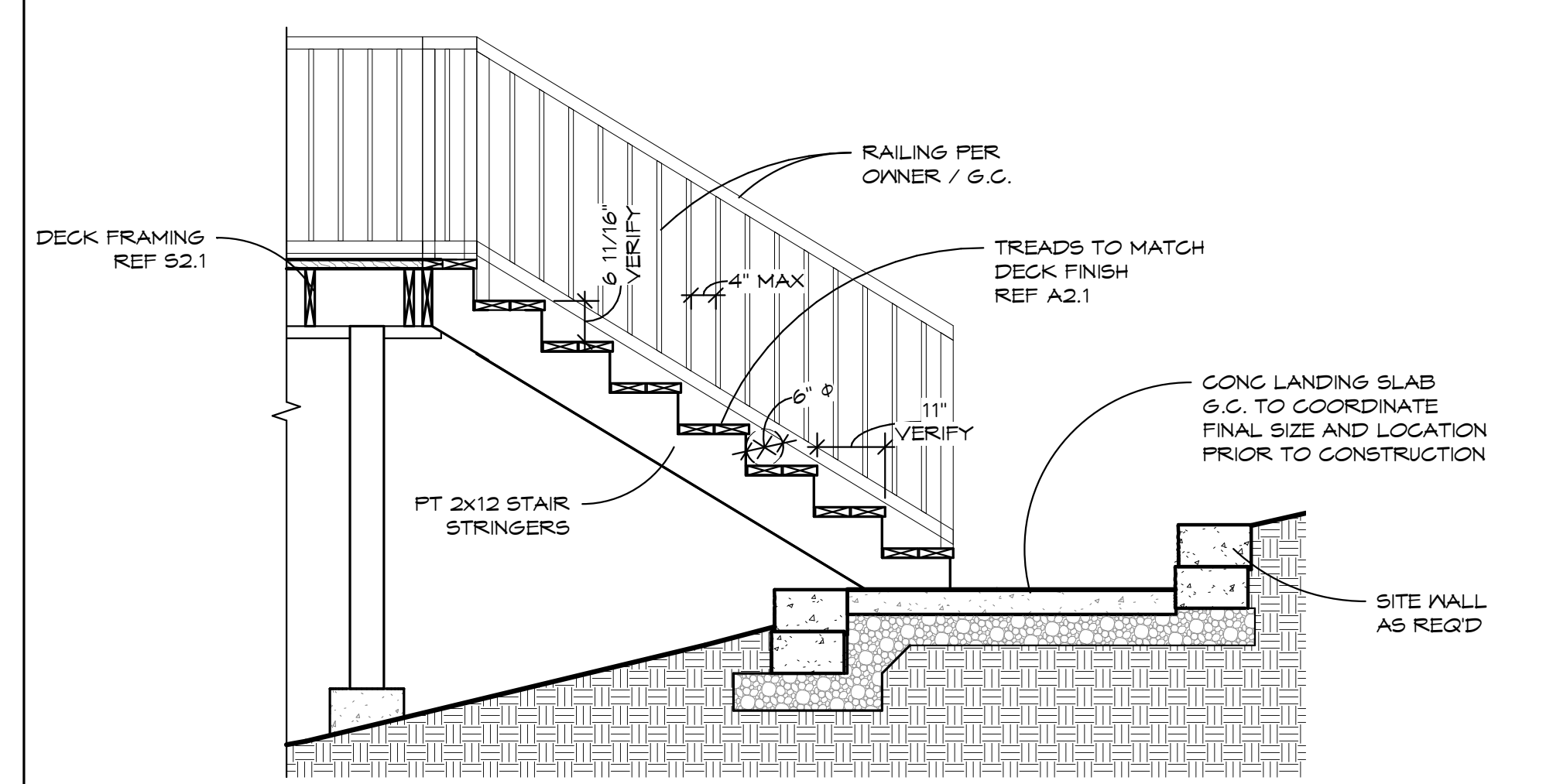
T.O. DBL TOP FL
108' - 1 1/8"

T.O. SLAB
100' - 0"

3 STAIR SECTION
SCALE: 1/2" = 1'-0"



1 ENLARGED STAIR PLAN
SCALE: 1/2" = 1'-0"



4 STAIR SECTION
SCALE: 1/2" = 1'-0"

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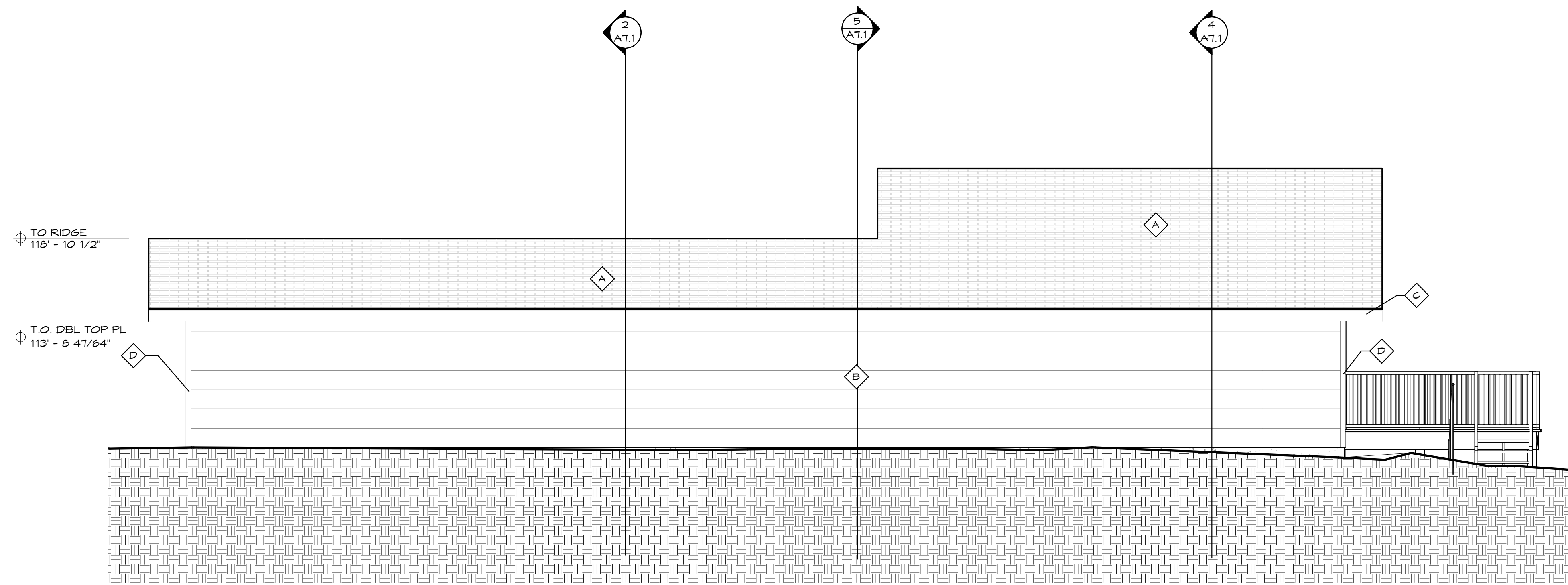
A5.1

NOTES - EXTERIOR ELEVATIONS

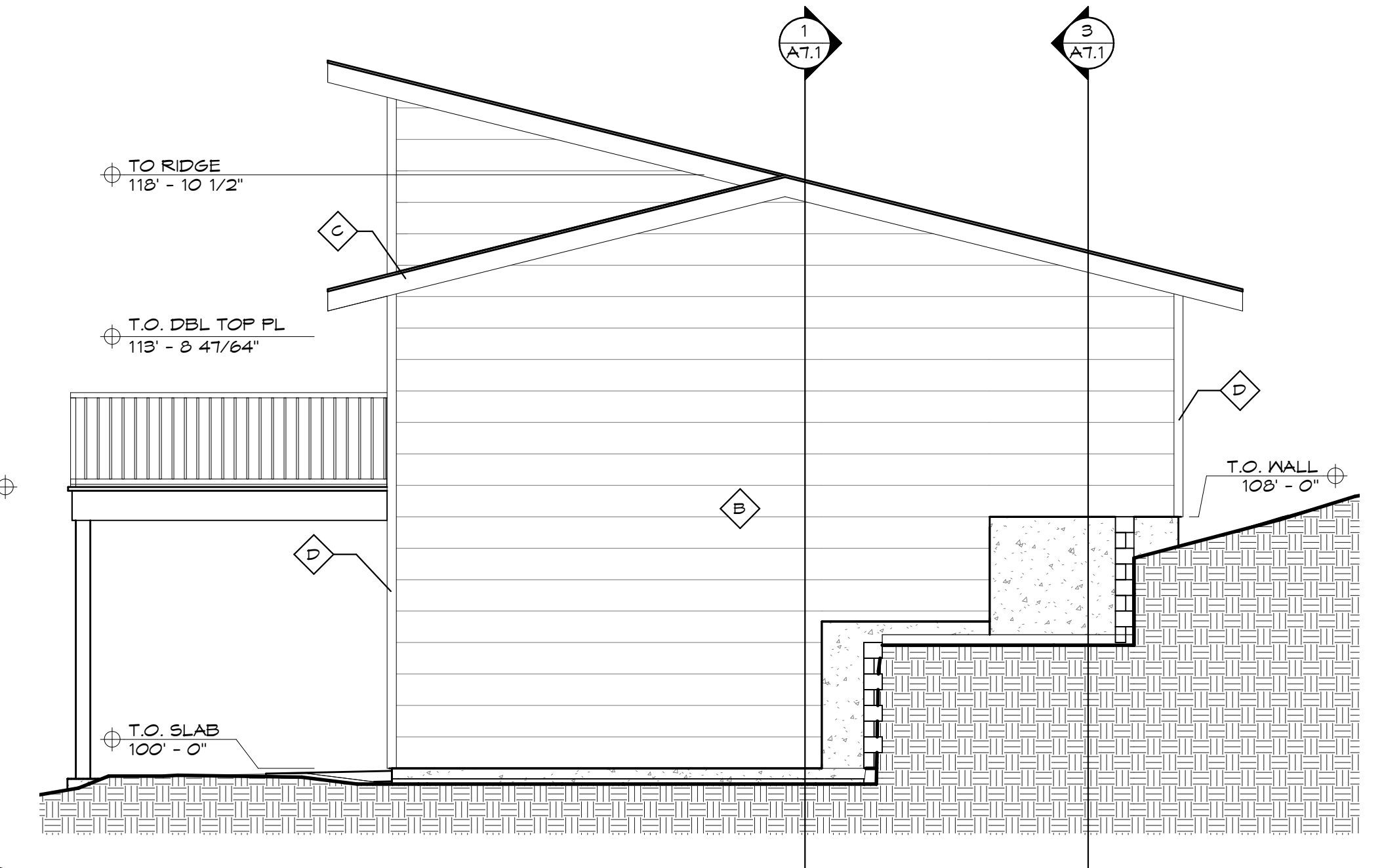
1. CONTRACTOR TO VERIFY ALL ELEVATIONS, NOTIFY DESIGNER OF ANY DISCREPANCIES.
2. CONTRACTOR TO VERIFY ALL FINAL FINISHES, TEXTURES AND COLOR SELECTIONS WITH DESIGNER/OWNER PRIOR TO ORDERING.

EXTERIOR FINISH SCHEDULE

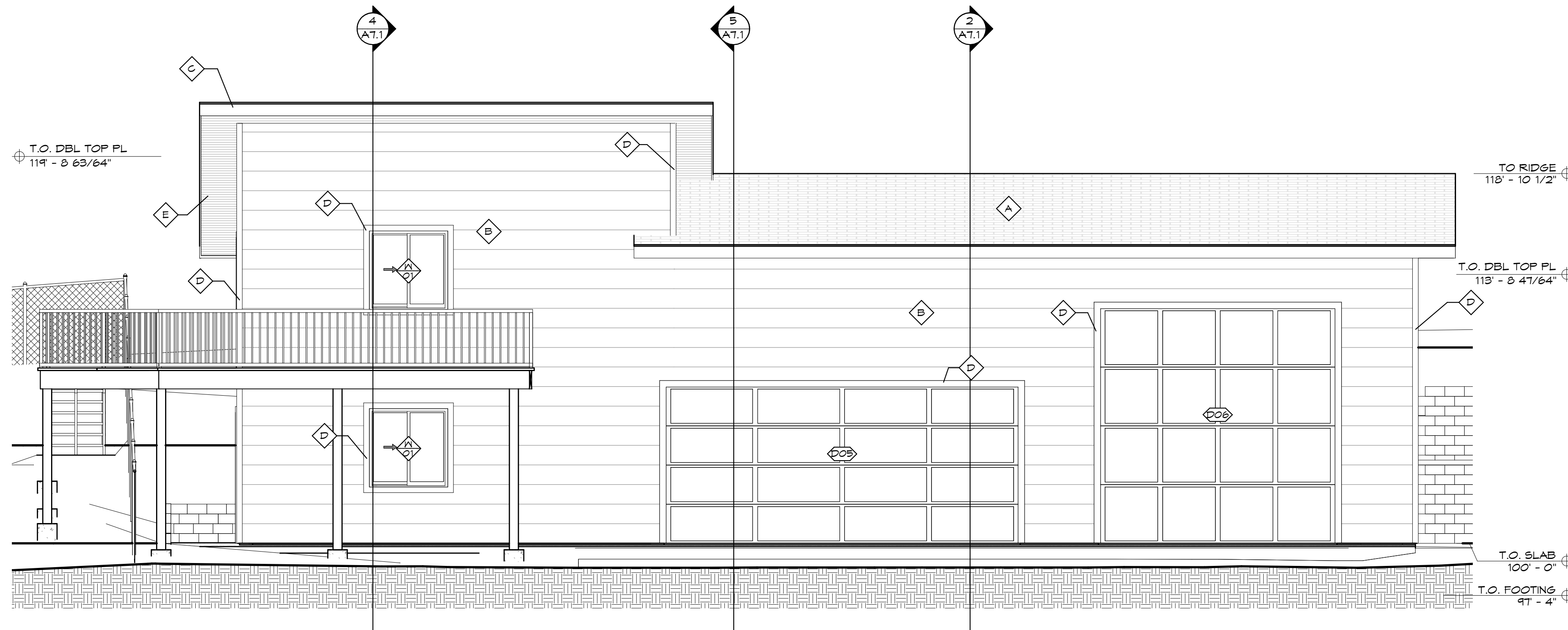
MARK	DESCRIPTION	COMMENTS
A	MALARKY WINDSOR ASPHALT SHINGLES	COLOR - MIDNIGHT BLACK
B	LP SMARTSIDE 12" 38 SERIES CEDAR TEXTURE LAP SIDING	COLOR - CAVERN STEEL
C	LP SMARTSIDE 7.21" 540 SERIES CEDAR TEXTURE FASCIA	COLOR - SNOWSCAPE WHITE
D	LP SMARTSIDE 3.5" 540 SERIES CEDAR TEXTURE TRIM	COLOR - SNOWSCAPE WHITE
E	LP 38 SERIES CEDAR TEXTURE SOFFIT	COLOR - SNOWSCAPE WHITE



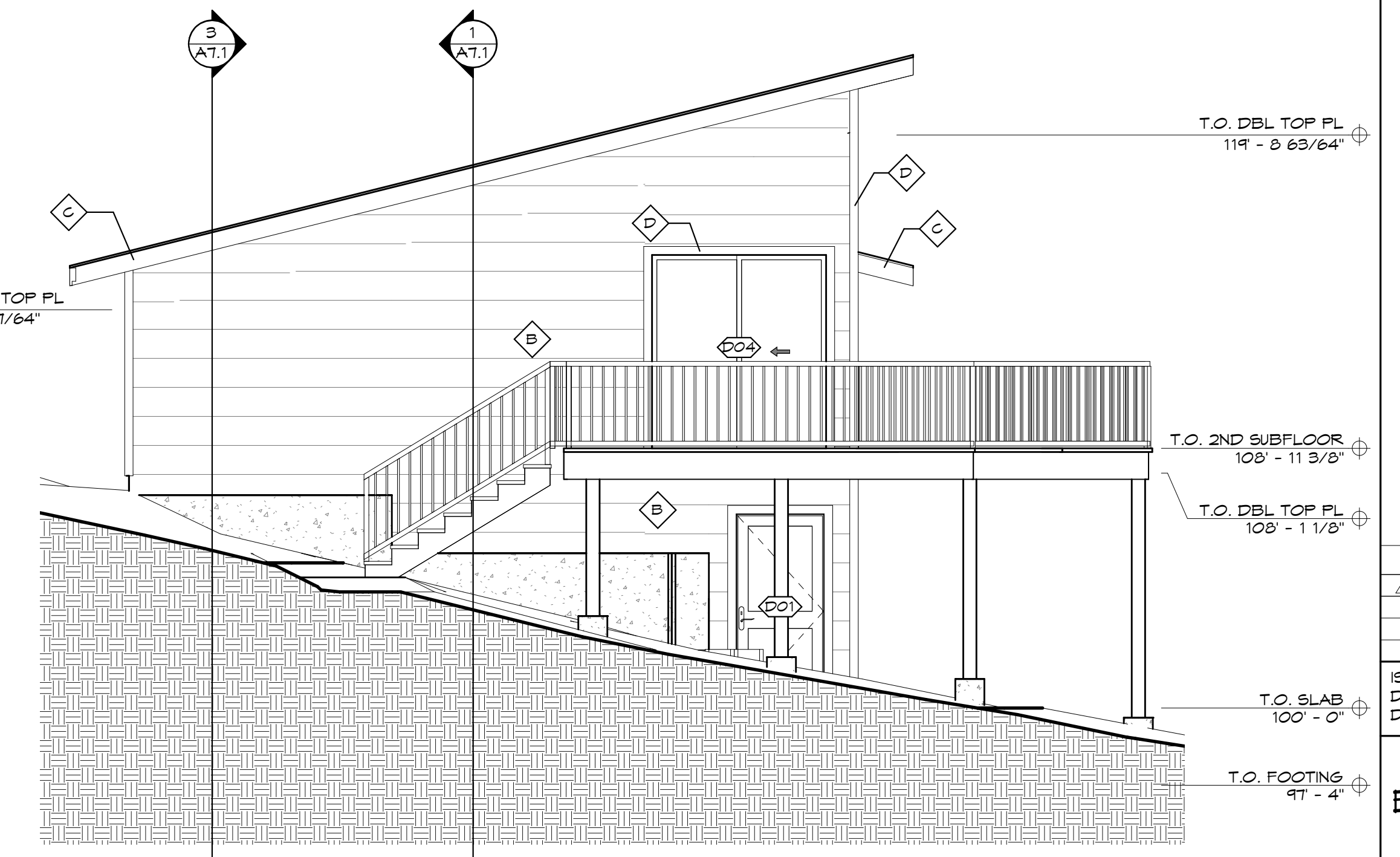
1 NORTH ELEVATION
SCALE: 1/4" = 1'-0"



2 EAST ELEVATION
SCALE: 1/4" = 1'-0"



3 SOUTH ELEVATION
SCALE: 1/4" = 1'-0"



4 WEST ELEVATION
SCALE: 1/4" = 1'-0"

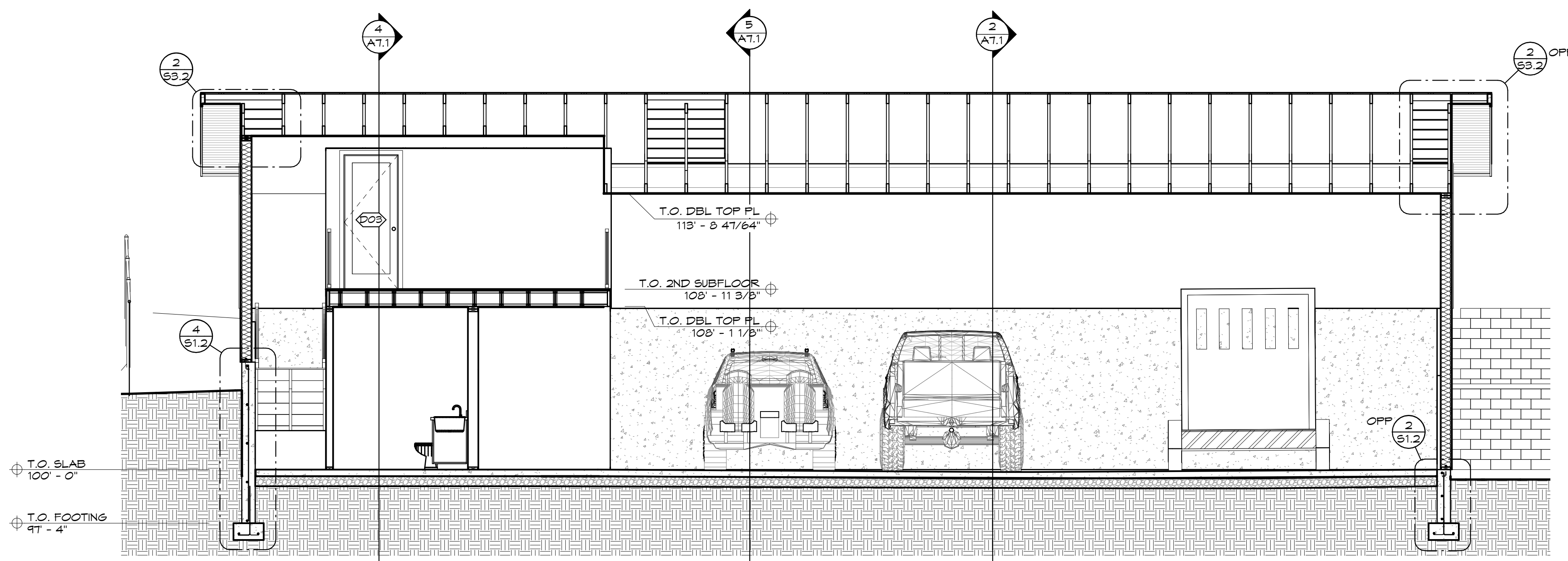
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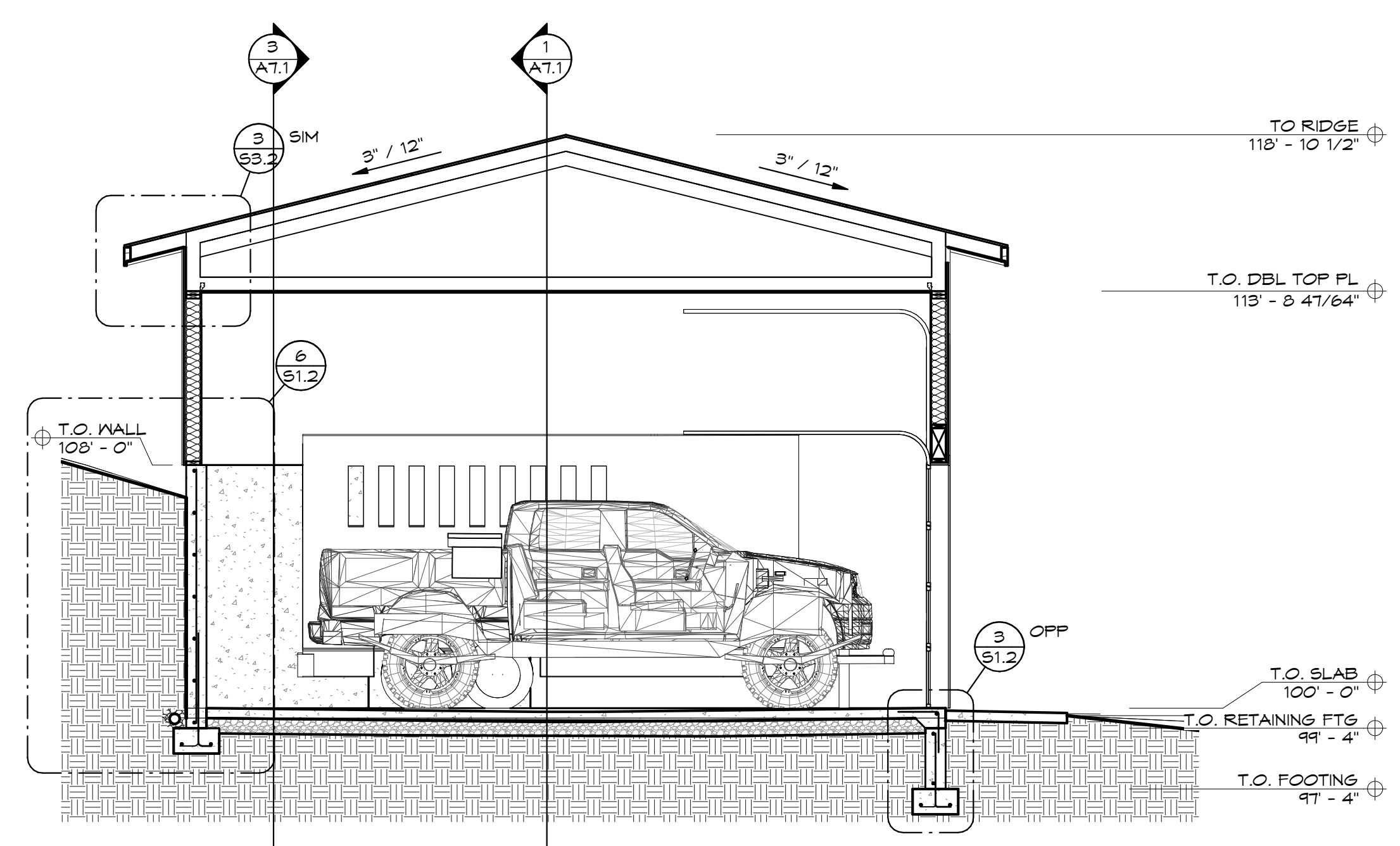
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EXTERIOR ELEVATIONS

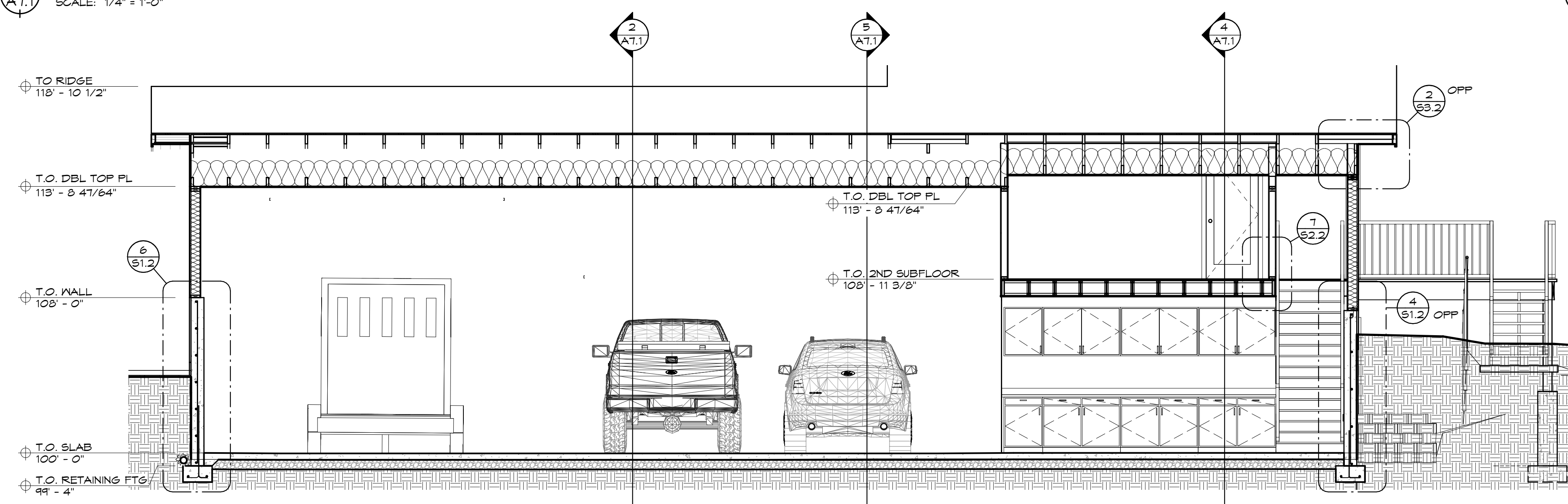
A6.0



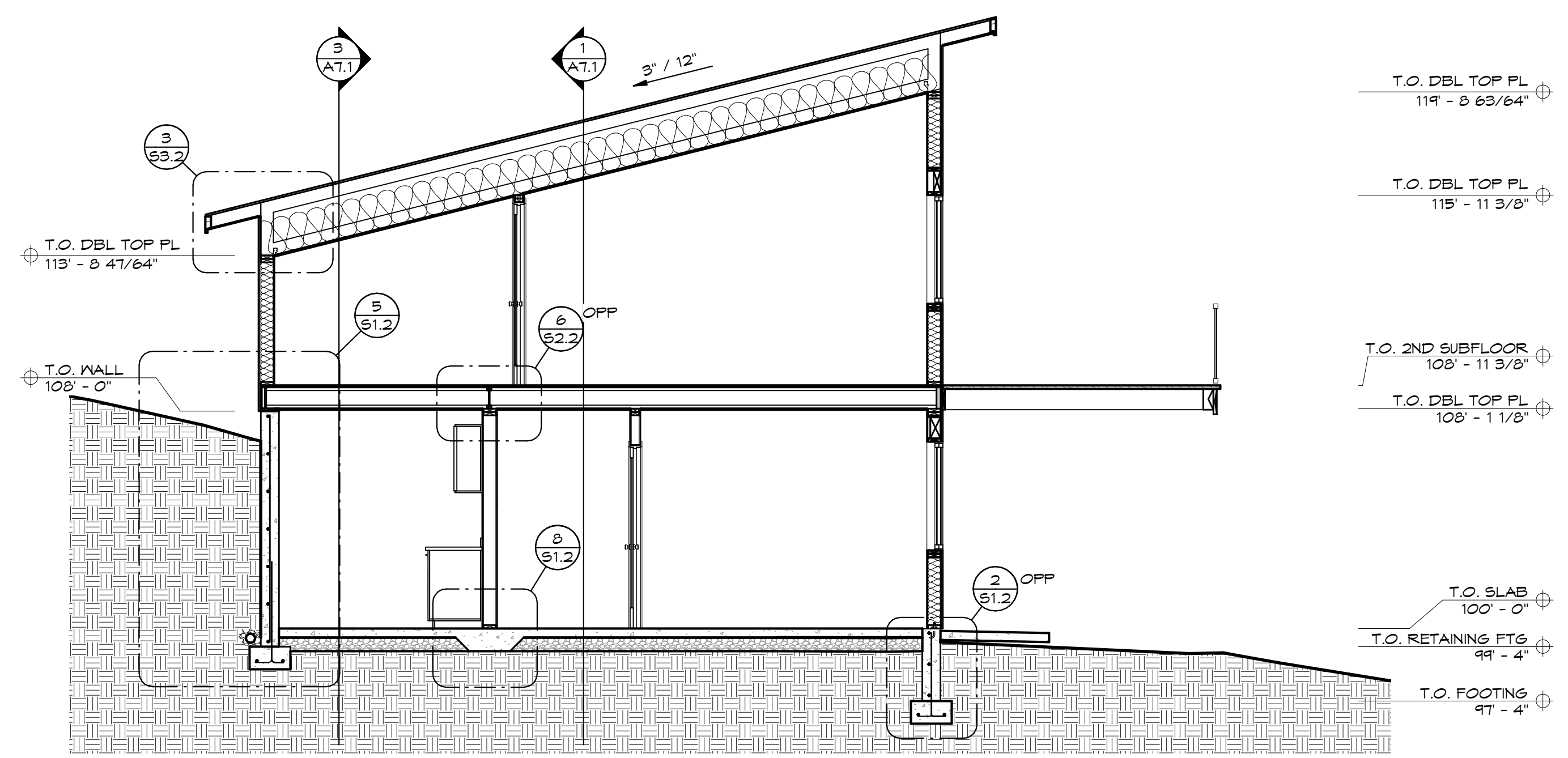
1 BUILDING SECTION
SCALE: 1/4" = 1'-0"



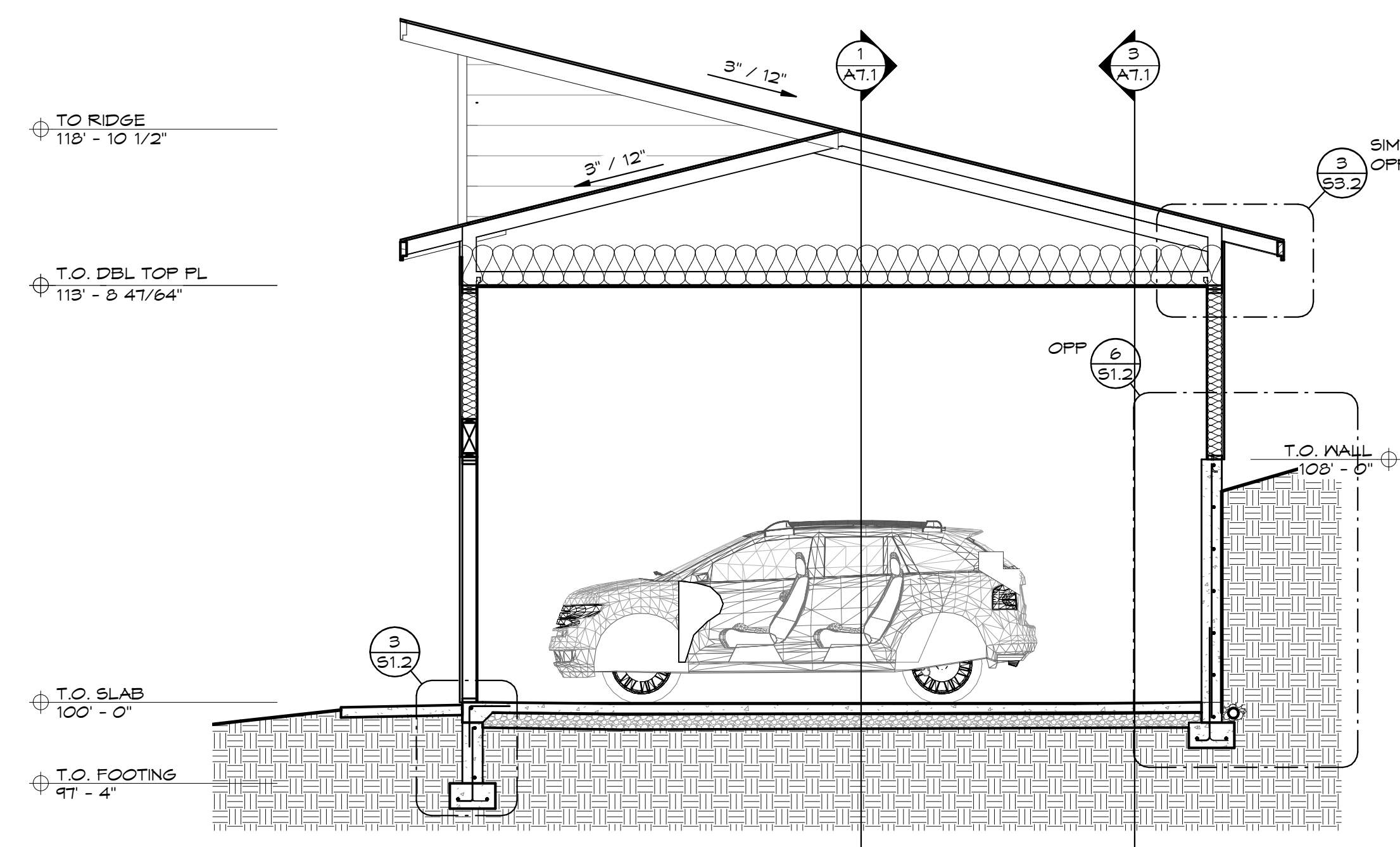
2 BUILDING SECTION
SCALE: 1/4" = 1'-0"



3 BUILDING SECTION
SCALE: 1/4" = 1'-0"



4 BUILDING SECTION
SCALE: 1/4" = 1'-0"



5 BUILDING SECTION
SCALE: 1/4" = 1'-0"

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BUILDING SECTIONS

A7.1

FOOTING SCHEDULE

MARK	FOOTING DESCRIPTION	NOTES
A	1' - 6" x 10" CONTINUOUS CONCRETE STRIP FOOTING W/ (3) #4 BARS CONT. BOTTOM	
C	1' - 6" x 10" CONTINUOUS THICKENED SLAB FTG W/ (2) #4 CONTINUOUS BARS, BOTTOM	
D	2' - 0" SQ x 10" THICK PAD FTG W/ (2) #4 BARS EACH WAY, BOTTOM	

FLOOR SYSTEM SCHEDULE

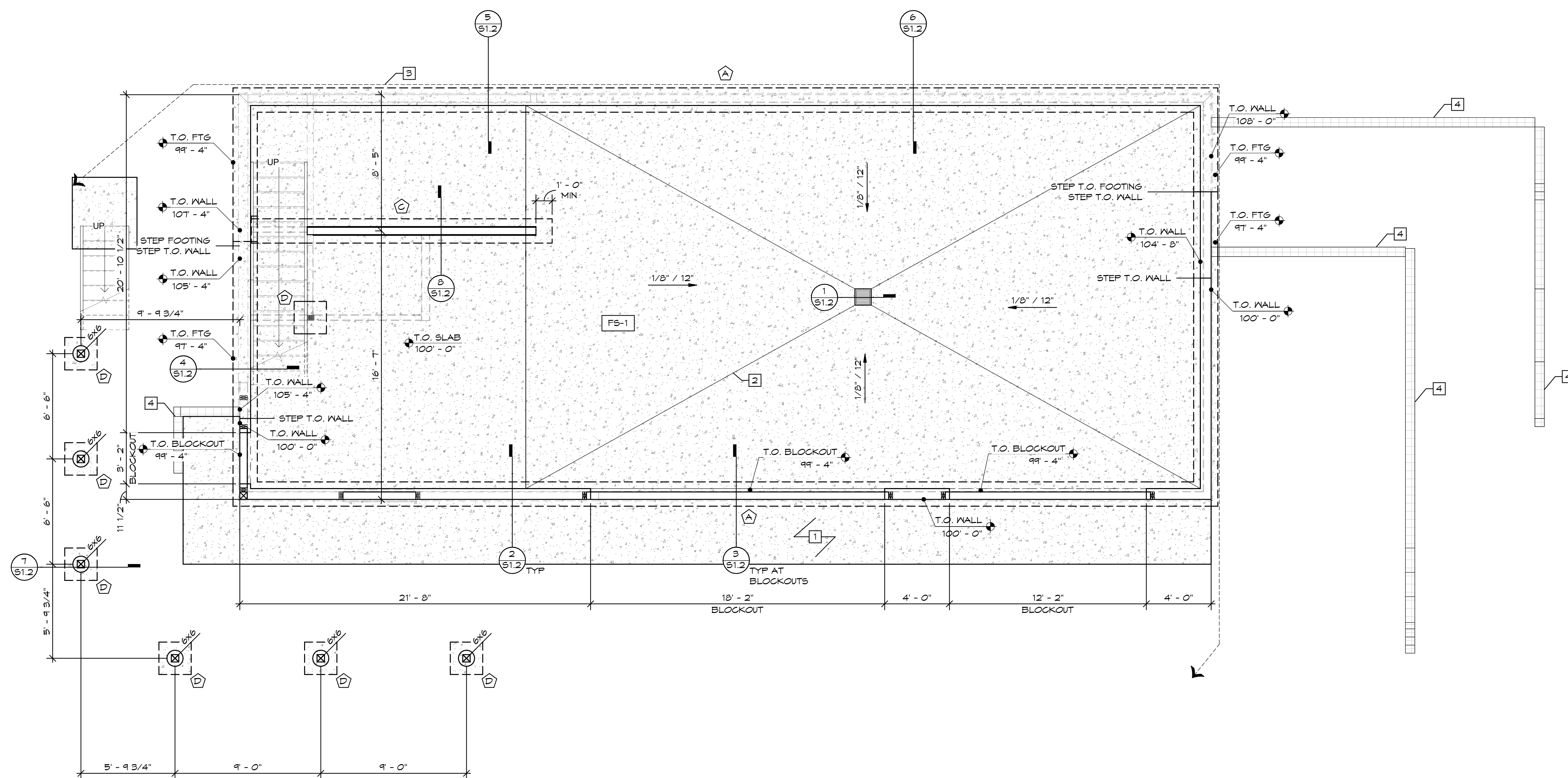
MARK	FLOOR SYSTEM
FS-1	4" CONCRETE SLAB REINFORCED W/ #4 @ 18" OC EACH WAY OVER 6 MIL VAPOR BARRIER OVER 6" WASHED AGGREGATE, SLOPED AS SHOWN ON PLAN
FS-2	FINISH FLOOR (PER G.C. / OWNER) OVER 23/32" T&G PLYWOOD GLUED AND NAILED WITH 10d NAILS (8" OC BOUNDARY NAILING, 6" OC EDGE NAILING, AND 12" OC FIELD NAILING) OVER 1 1/2" TJI 110 FLOOR JOISTS (SEE A2.2)
FS-3	1" x 5 1/2" TREX DECKING W/ (2) #10 x 2 1/2" DECKMATE COMPOSITE SCREWS TO EACH DECK JOIST OVER P.T. 2X10 DECK JOISTS (SEE A2.2)

FOUNDATION PLAN NOTES

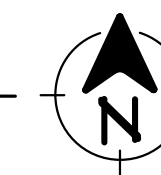
- TYPICAL FOUNDATION CONSTRUCTION TO BE 8" WIDE CONCRETE STEMMALL, REINFORCE WITH #4 VERTICAL BARS @ 24" OC. PROVIDE ALTERNATE BENDS INTO FOOTING AND #4 HORIZONTAL CONTINUOUS BARS @ 24" OC MIN. UNLESS NOTED OTHERWISE ON PLANS.
- ALL ANCHOR BOLTS TO BE 1/2" Ø W/ 1" MIN EMBED @ 48" OC MAX AND WITHIN 12" OF CORNERS. MIN (2) ANCHOR BOLTS PER SILL.
- PROVIDE RADON MITIGATION MEASURES AS REQUIRED.
- GRADE TO SLOPE AWAY FROM STRUCTURE 1/2" : 12" MIN.
- ALL SLAB REINFORCING TO HAVE 1 1/2" CLEAR TO TOP OF SLAB.
- ALL WOOD EXPOSED TO CONCRETE, WEATHER, OR WITHIN 6" OF GRADE TO BE PRESSURE TREATED.
- T.O. SLAB DENOTES HIGHEST POINT. SLOPE AS REQUIRED, MIN 1/4":12".
- EXTERIOR FACE OF CONCRETE EQUALS EXTERIOR FACE OF STUD, UNO.
- ALL HANGERS AND CONNECTORS TO BE SIMPSON UNLESS NOTED OTHERWISE.
- ALL FOUNDATION WALLS TO BE CENTERED ON FOOTING, UNLESS NOTED OTHERWISE.
- BACKFILL WITH 6" TOPSOIL OVER NATIVE SOIL OVER 16" OF 3/4" MINUS GRAVEL. DO NOT COMMENCE BACK FILLING FOUNDATION UNTIL FRAMING IS COMPLETE.

FOUNDATION KEYNOTES

MARK	NOTE
1	4" CONCRETE APRON SLAB REINFORCED W/ #3 BARS @ 24" OC EACH WAY OVER 4" WASHED AGGREGATE - BROOM FINISH
2	S&W CUT CONTROL JOINTS
3	4" DIAMETER PERFORATED PERIMETER DRAIN, WRAP IN FILTER FABRIC AND SET IN GRAVEL - SLOPE TO DAYLIGHT
4	SITE RETAINING WALL BY OWNER / G.C.



2 FOUNDATION PLAN
SCALE: 1/4" = 1'-0"



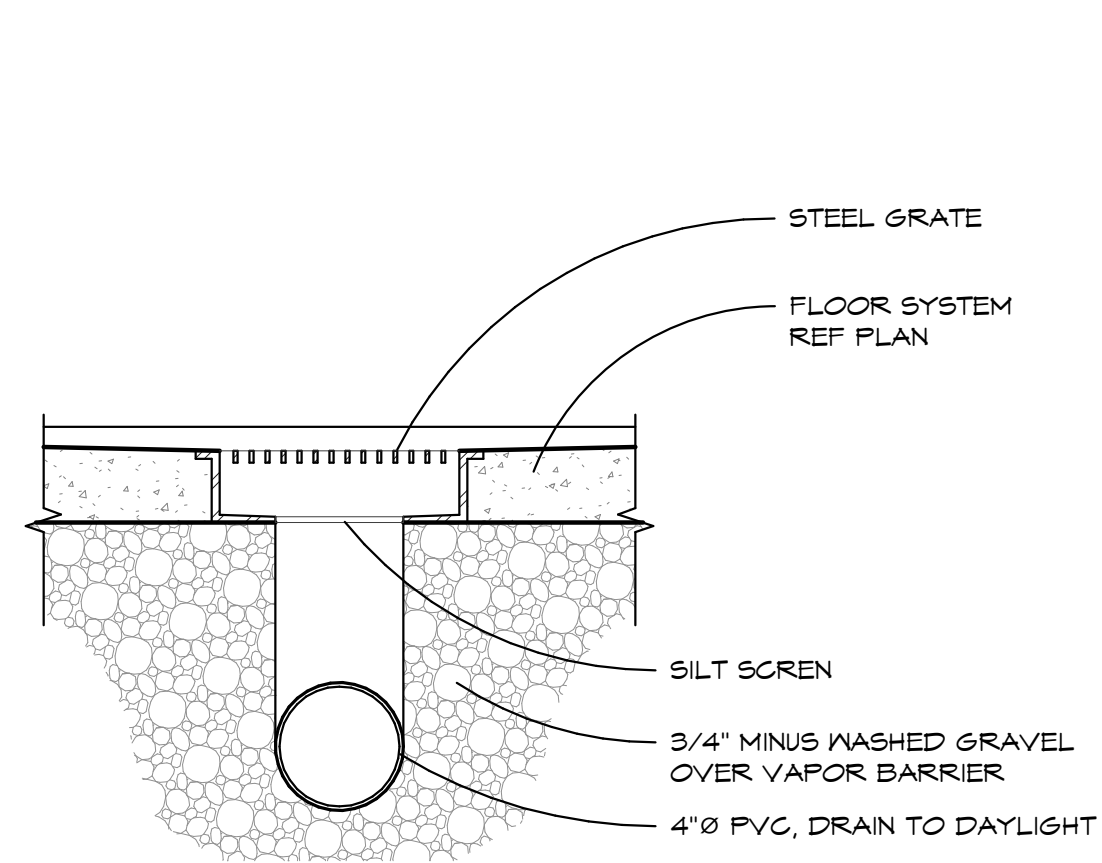
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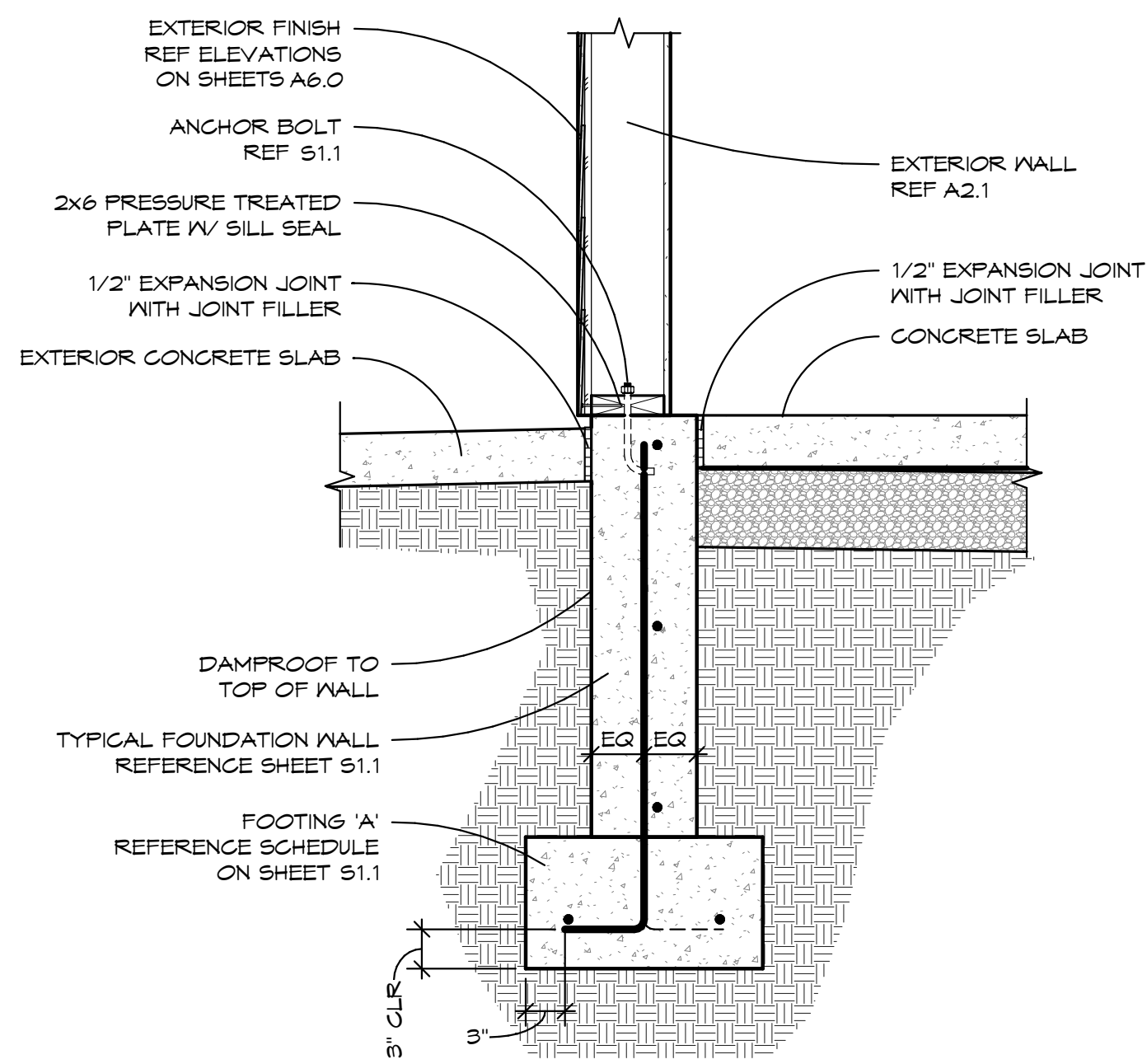
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FOUNDATION PLAN

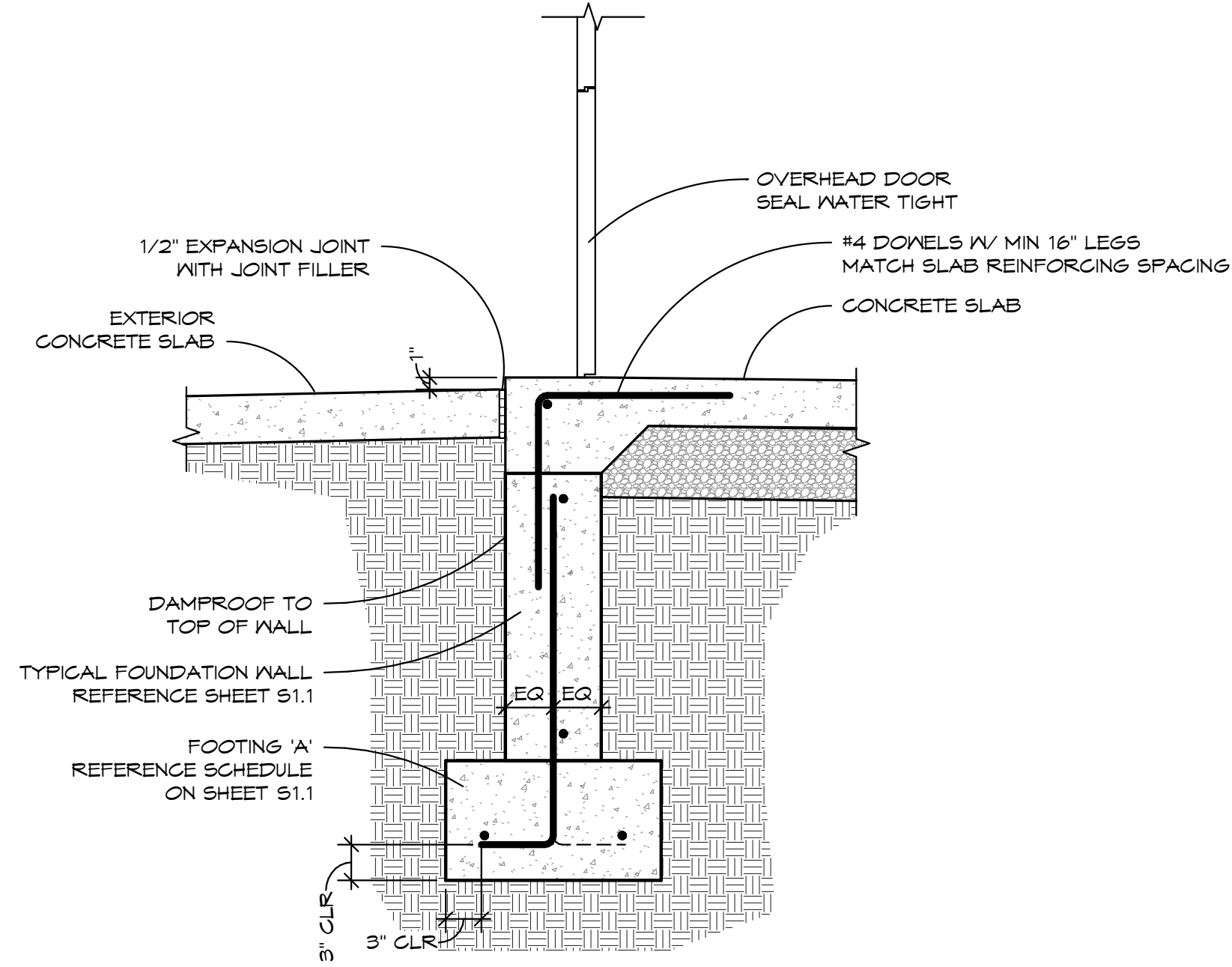
S1.1



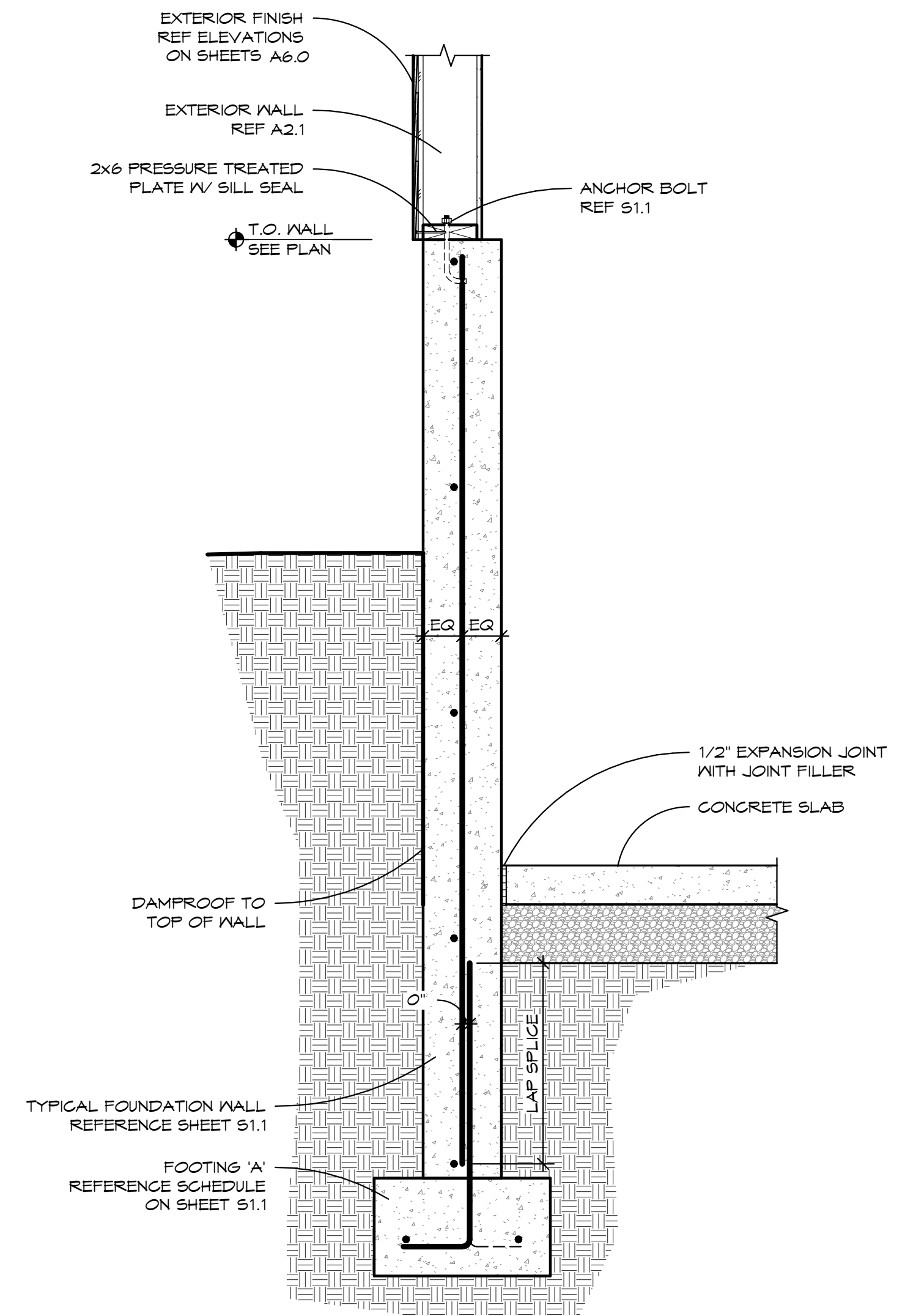
1
S1.2 FLOOR DRAIN DETAIL
SCALE: 1" = 1'-0"



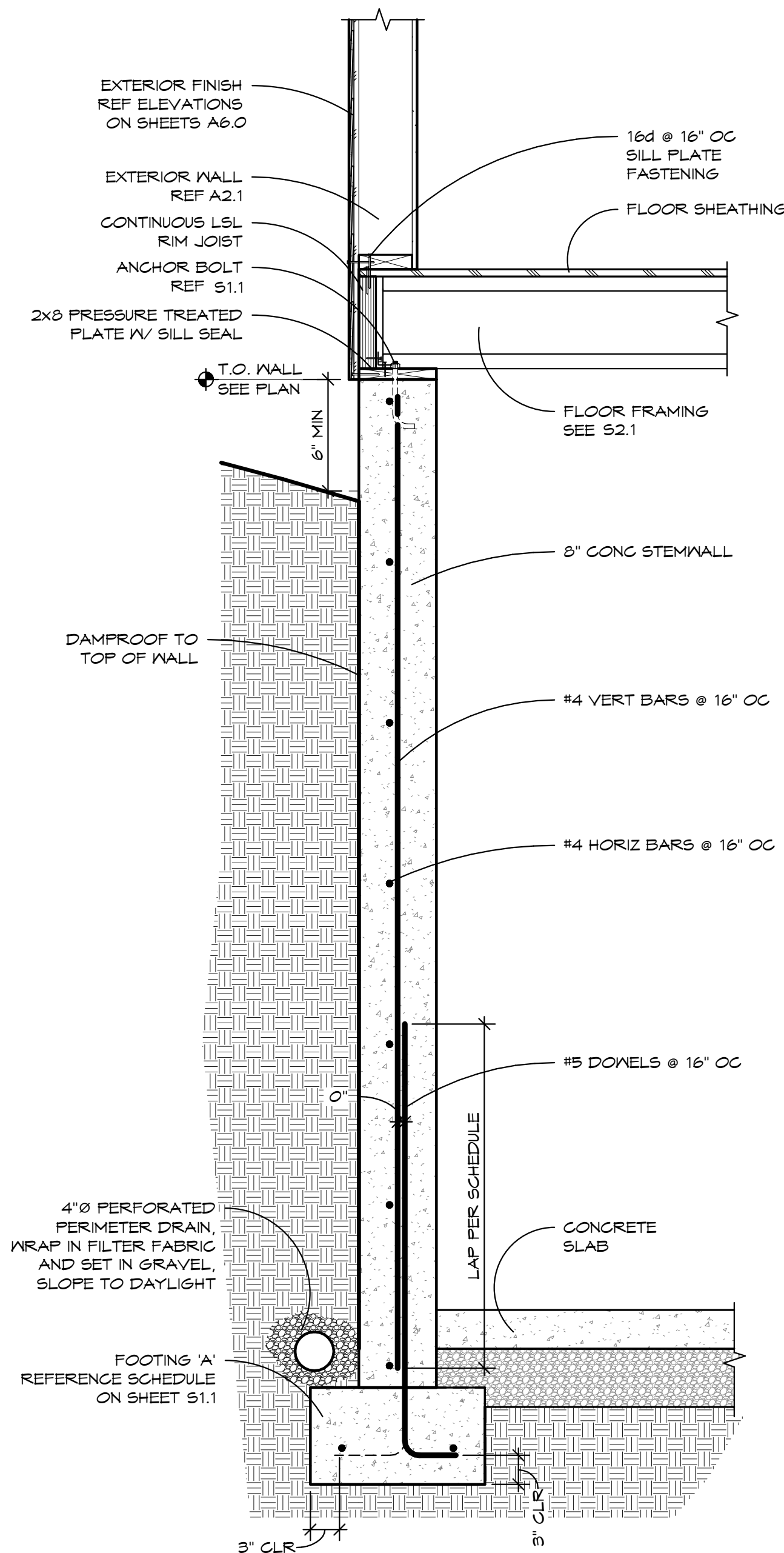
2
S1.2 TYPICAL GARAGE WALL
SCALE: 1" = 1'-0"



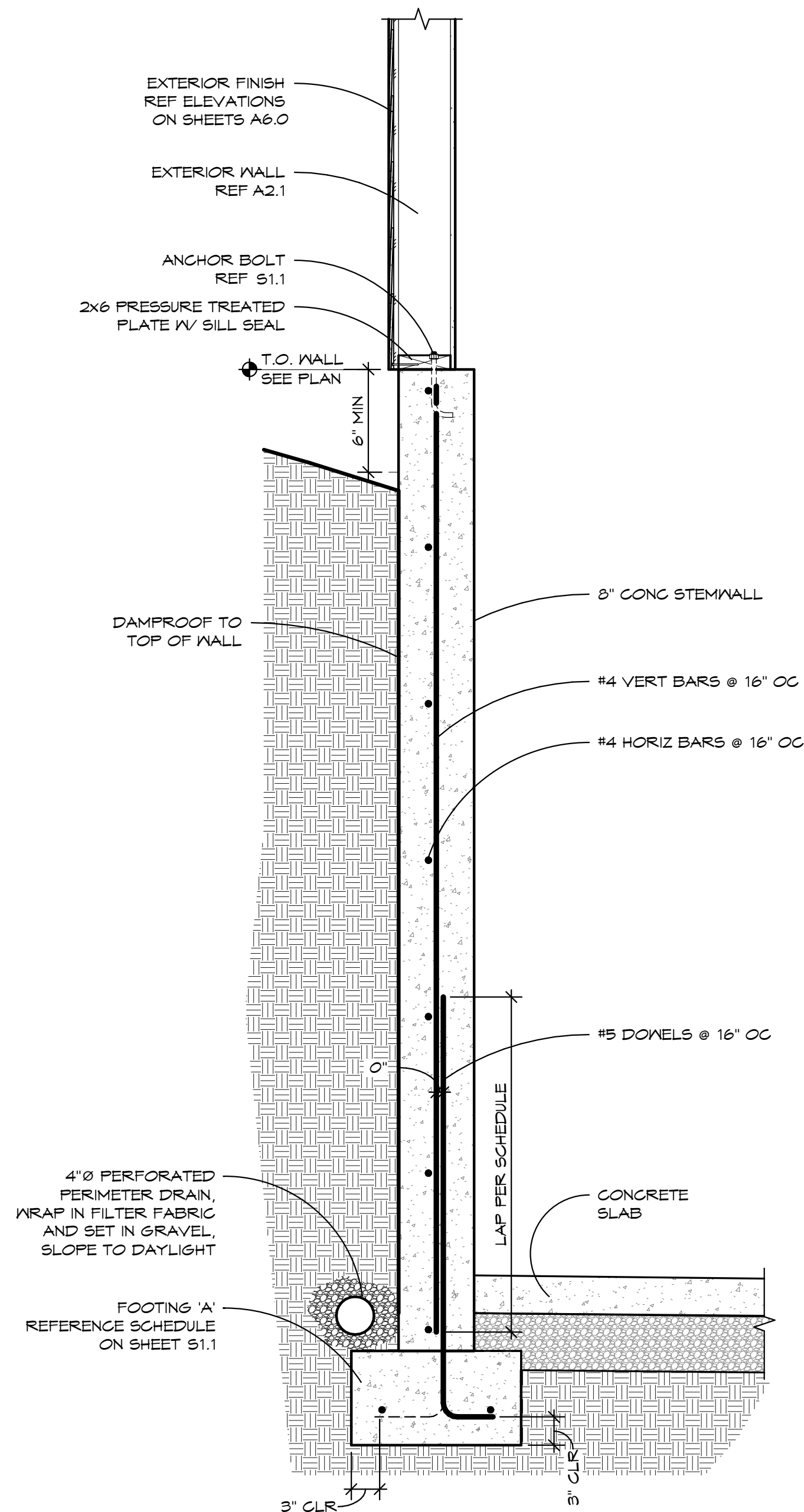
3
S1.2 TYPICAL SLAB BLOCKOUT
SCALE: 1" = 1'-0"



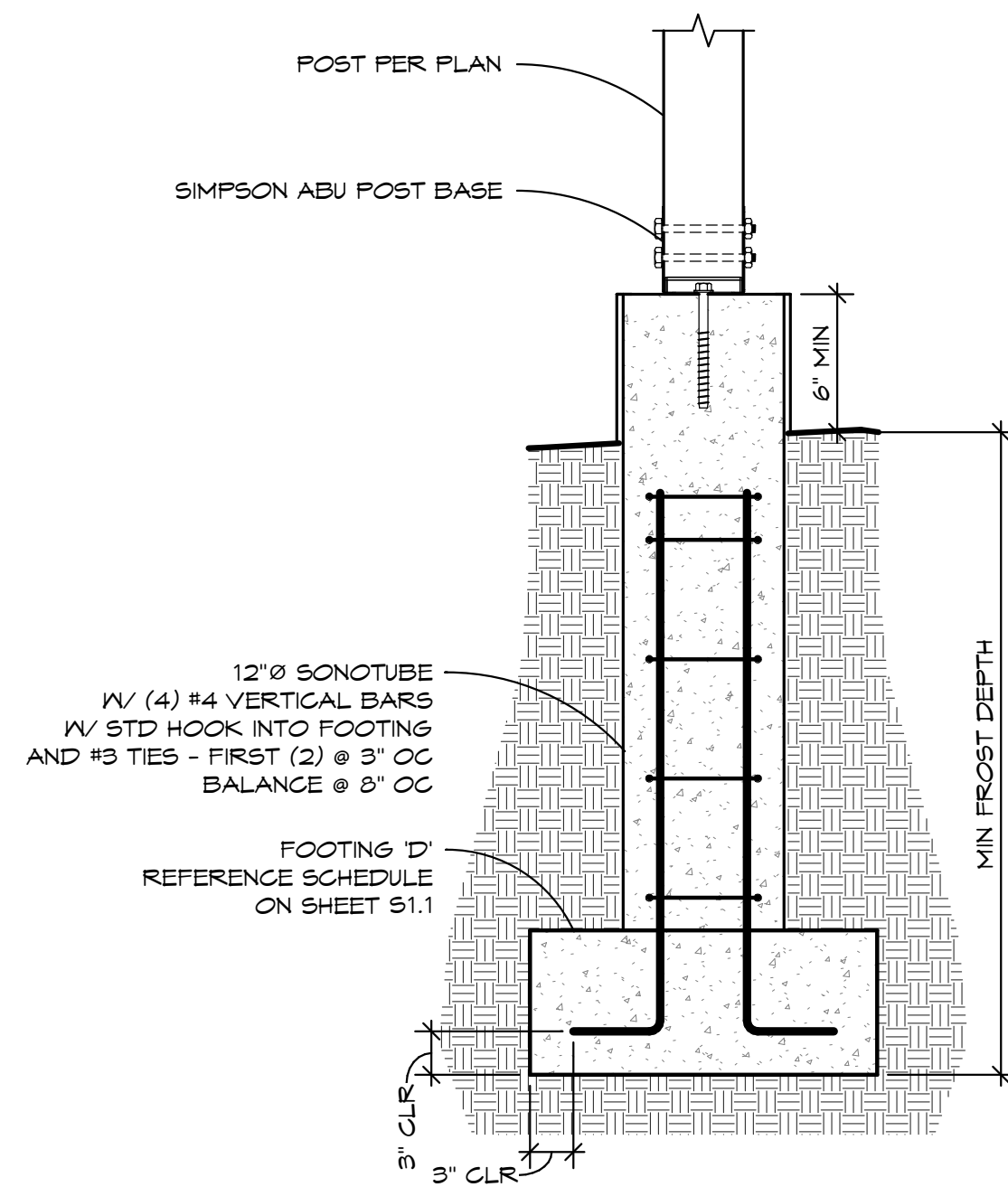
4
S1.2 TYPICAL GARAGE WALL
SCALE: 1" = 1'-0"



5
S1.2 TYPICAL GARAGE RETAINING WALL
SCALE: 1" = 1'-0"



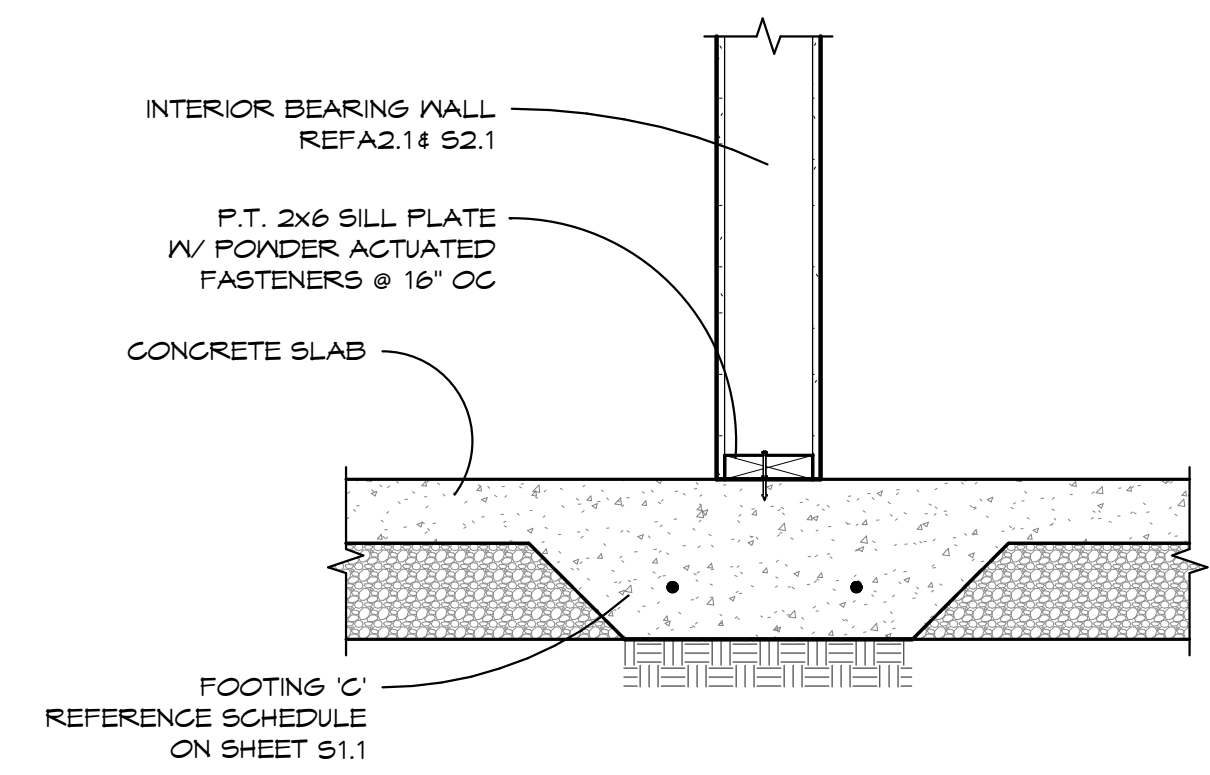
6
S1.2 TYPICAL GARAGE RETAINING WALL
SCALE: 1" = 1'-0"



7
S1.2 TYPICAL EXTERIOR COLUMN
SCALE: 1" = 1'-0"

REBAR LAP SCHEDULE IN CONCRETE	
#3	14"
#4	25"
#5	32"
#6	38"

9
S1.2 REBAR LAP SCHEDULE
SCALE: 1" = 1'-0"



8
S1.2 TYPICAL INTERIOR BEARING WALL
SCALE: 1" = 1'-0"

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FOUNDATION
DETAILS

S1.2

PLAN NOTES - FLOOR FRAMING

1. PROVIDE SOLID BLKG BETWEEN FRAMING AT BEARING WALL LOCATIONS.
2. ALL DECK FRAMING TO BE PRESSURE TREATED MATERIAL IF REQUIRED.
3. PROVIDE 6" MINIMUM URETHEN INSULATION AT CONTINUOUS RIM JOIST ENTIRE PERIMETER.
4. ALL HANGERS AND FRAMING CONNECTIONS ARE TO BE SIMPSON, UNLESS NOTED OTHERWISE.

HEADER SCHEDULE

MARK	SIZE	KING STUDS	TRIMMER STUDS	REMARKS
HDR1	(2) 2x10	(1) 2x	(1) 2x	
HDR3	5 1/2"x12" GL	(2) 2x	(2) 2x	
HDR4	(3) 2x10	(2) 2x	(2) 2x	

BEAM SCHEDULE

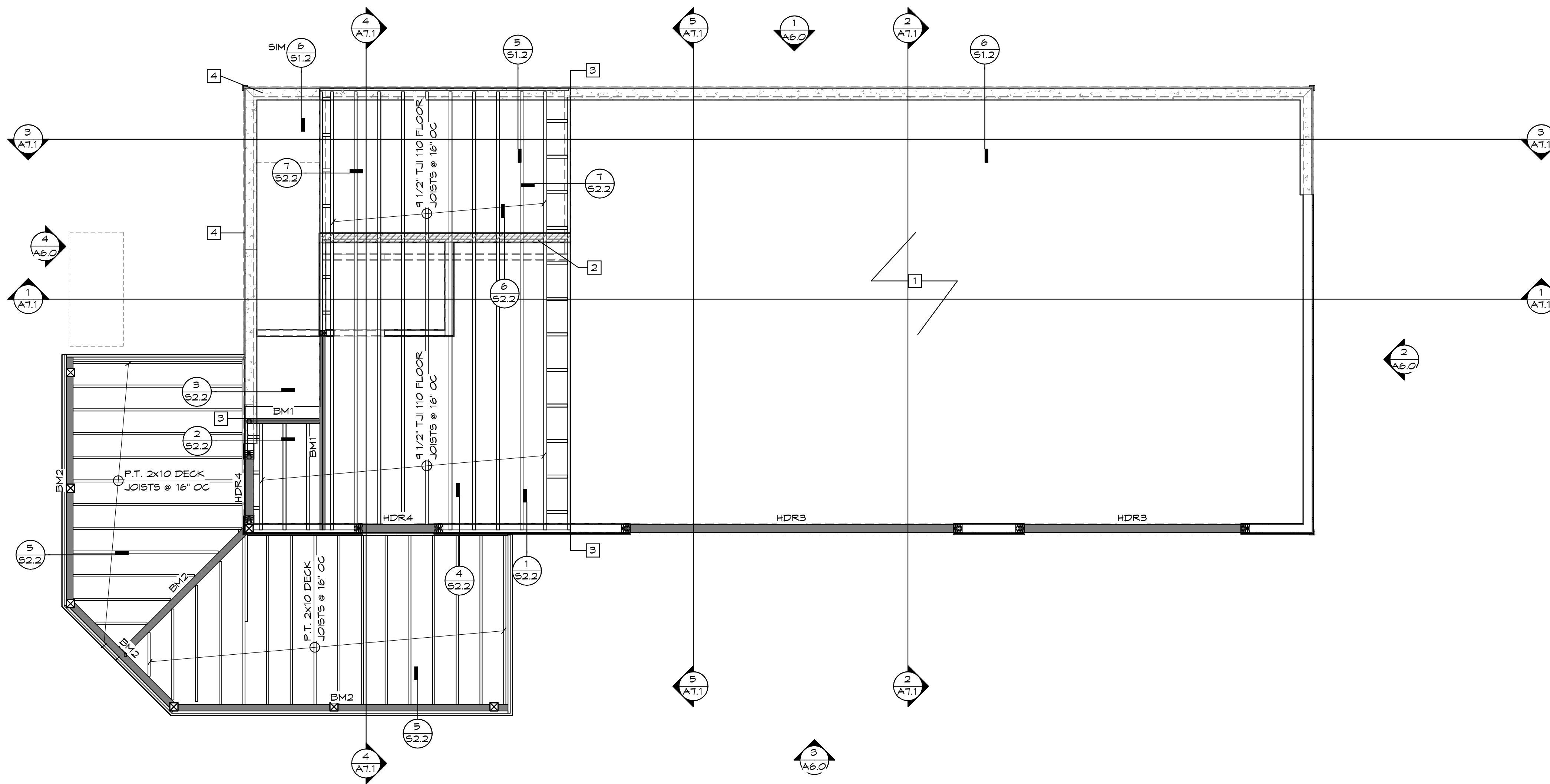
MARK	SIZE	COMMENTS
BM1	(2) 1 3/4"x9 1/2" LVL	
BM2	(3) 2x10	

FLOOR SYSTEM SCHEDULE

MARK	FLOOR SYSTEM
F5-1	4" CONCRETE SLAB REINFORCED W/ #4 @ 18" OC EACH WAY OVER 6 MIL VAPOR BARRIER OVER 6" WASHED AGGREGATE, SLOPED AS SHOWN ON PLAN
F5-2	FINISH FLOOR (PER G.C. / OWNER) OVER 23/32" T&G PLYWOOD GLUED AND NAILED WITH 10d NAILS (6" OC BOUNDARY NAILING, 6" OC EDGE NAILING, AND 12" OC FIELD NAILING) OVER 9 1/2" TJI 110 FLOOR JOISTS (SEE A2.2)
F5-3	1" x 5 1/2" TREX DECKING W/ (2) #10 x 2 1/2" DECKMATE COMPOSITE SCREWS TO EACH DECK JOIST OVER P.T. 2x10 DECK JOISTS (SEE A2.2)

FLOOR FRAMING KEYNOTES

MARK	NOTE
1	OPEN TO BELOW
2	BEARING WALL BELOW WITH SOLID BLOCKING BETWEEN FLOOR JOISTS
3	STEP DOUBLE TOP PLATE
4	BALLOON FRAME WALL AT STAIRS



SECOND LEVEL FRAMING PLAN
SCALE: 1/4" = 1'-0"

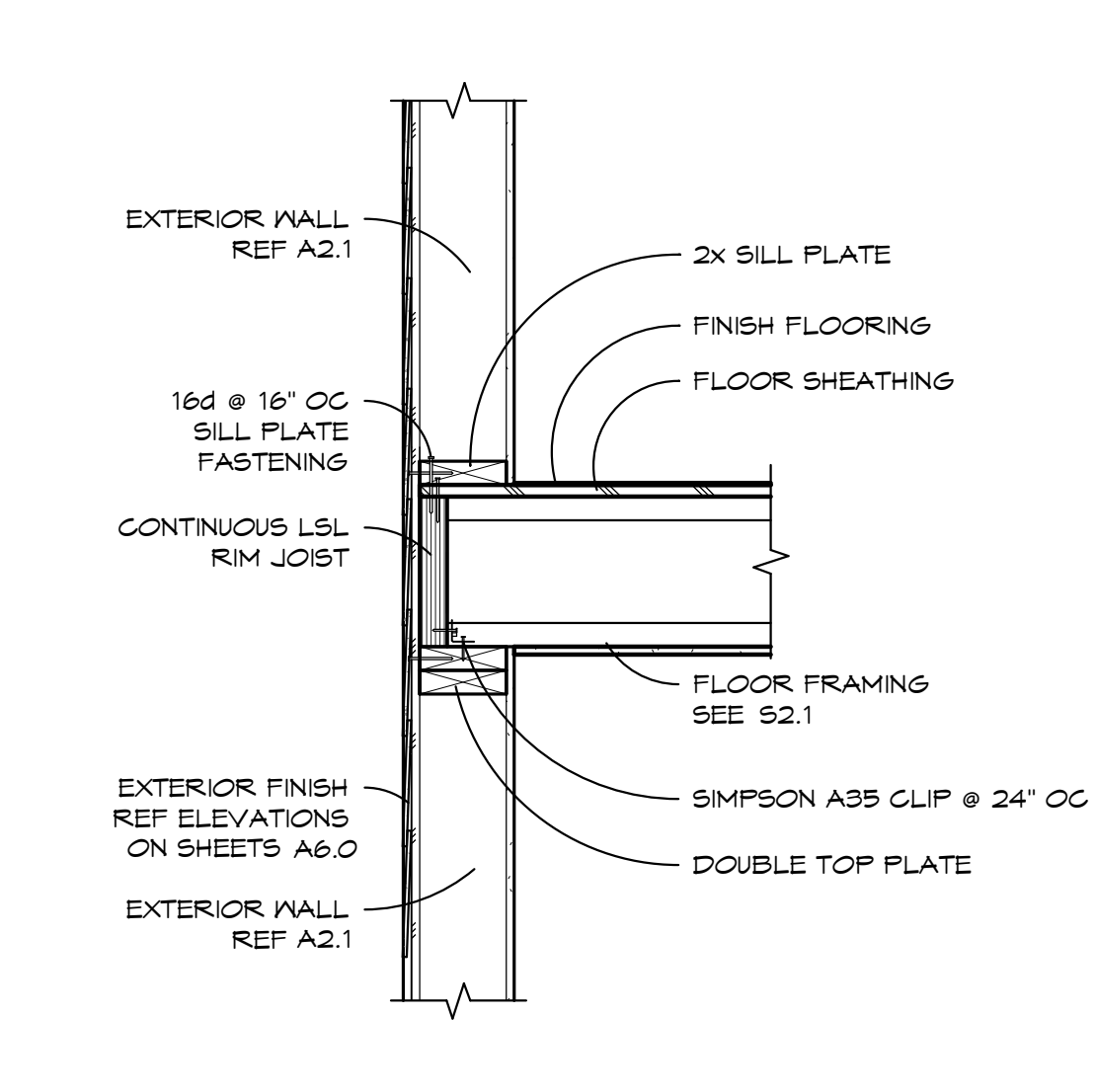


KLONNE SHOP
 4127 WILLISTON RD
 MINNETONKA, MN 55345

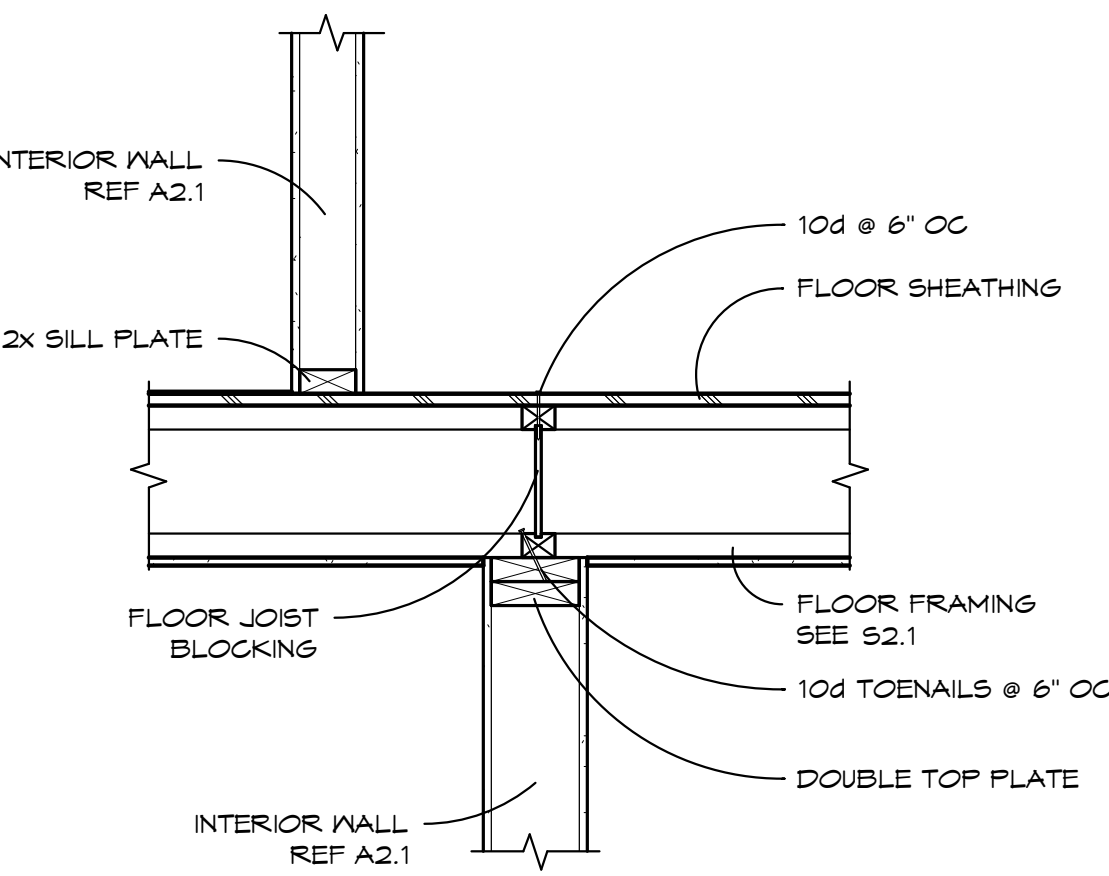
REVISIONS	DATE

ISSUE: FOR PERMIT
 DATE: 12.01.2021
 DRAWN BY: JDK

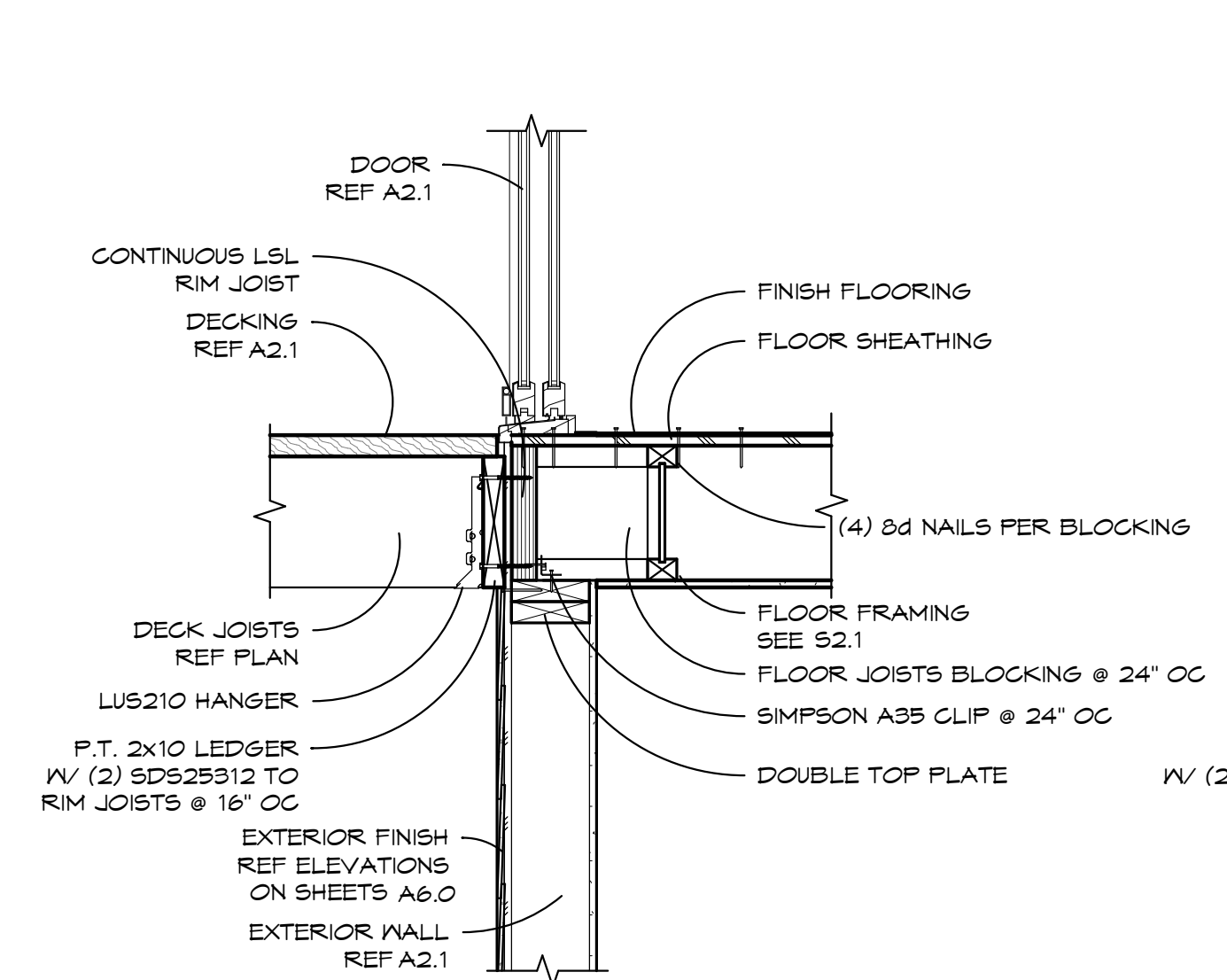
SECOND
 LEVEL
 FRAMING
 PLAN
S2.1



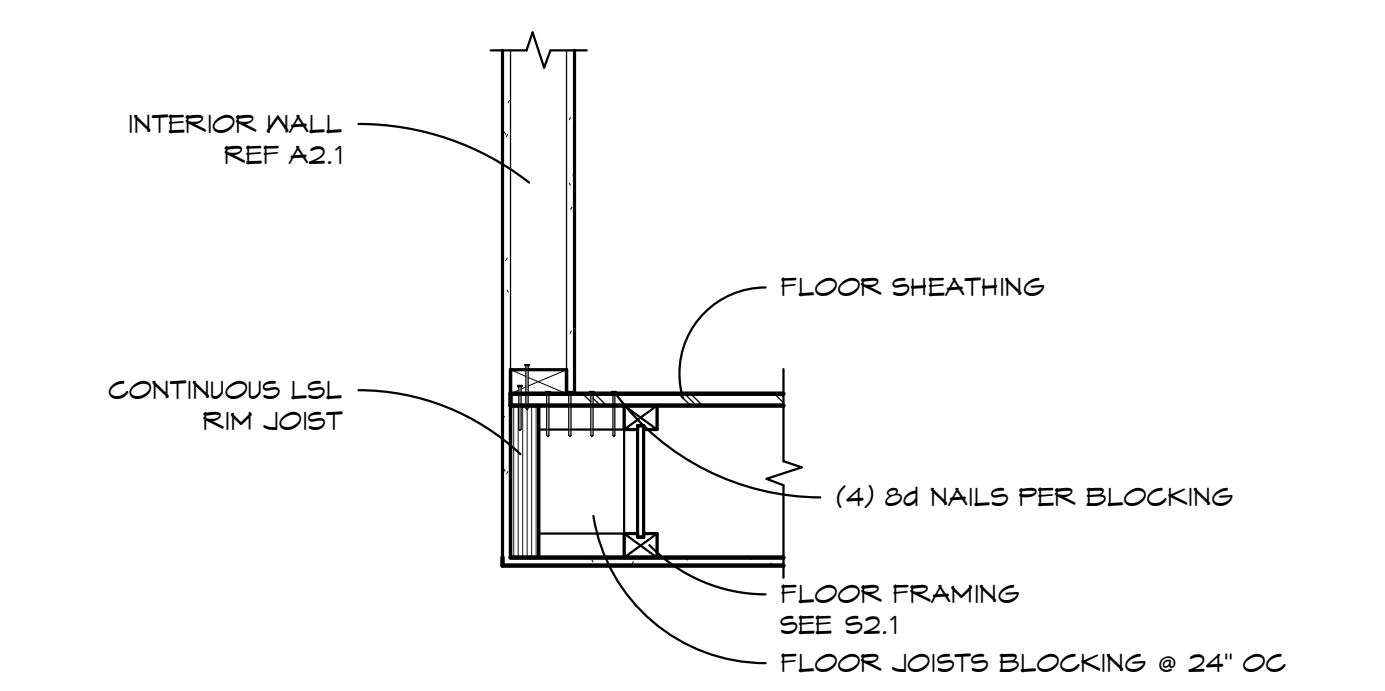
1
S2.2
TYPICAL FLOOR FRAMING JOISTS PERPENDICULAR
SCALE: 1" = 1'-0"



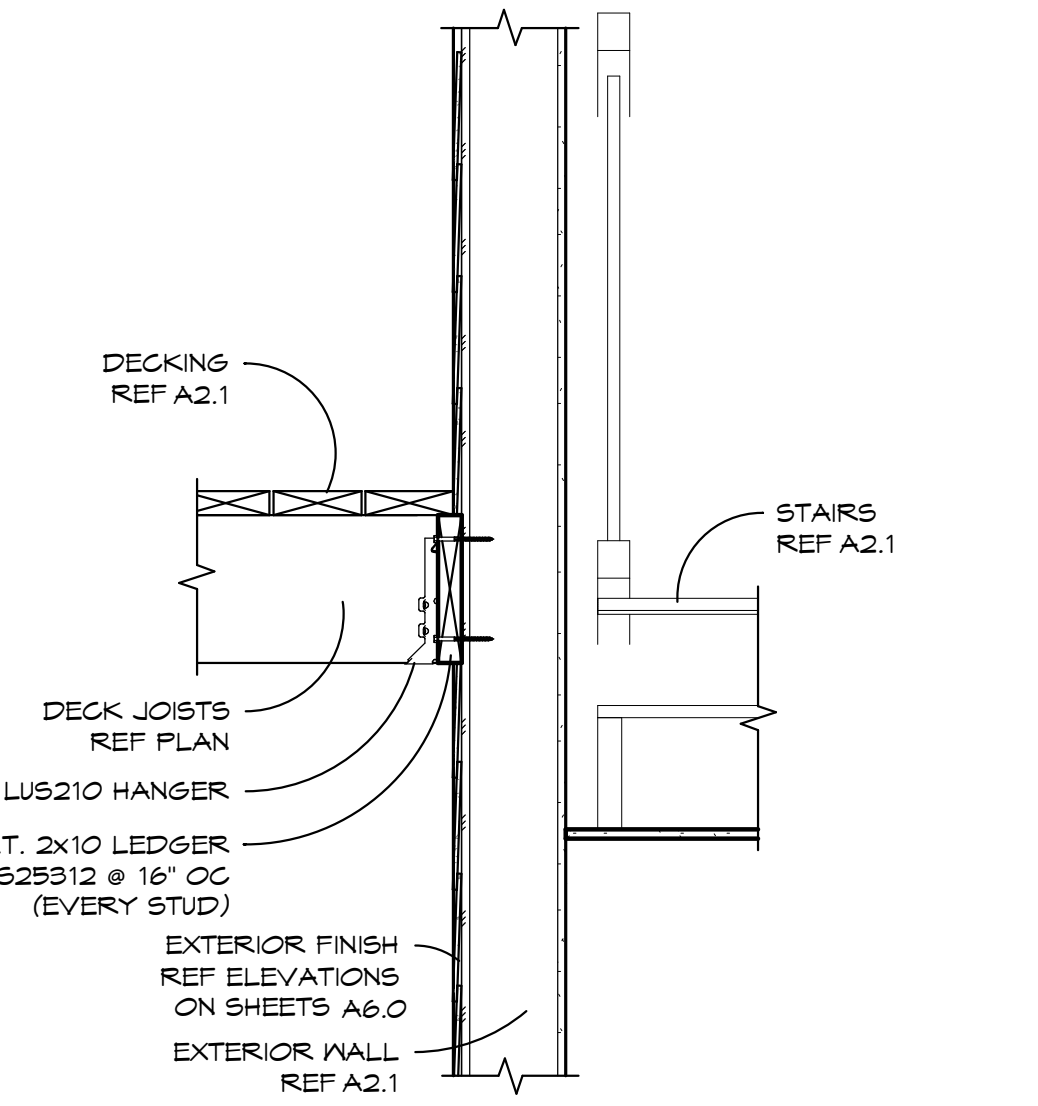
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S2.2
TYPICAL FLOOR FRAMING JOISTS PERPENDICULAR
SCALE: 1" = 1'-0"



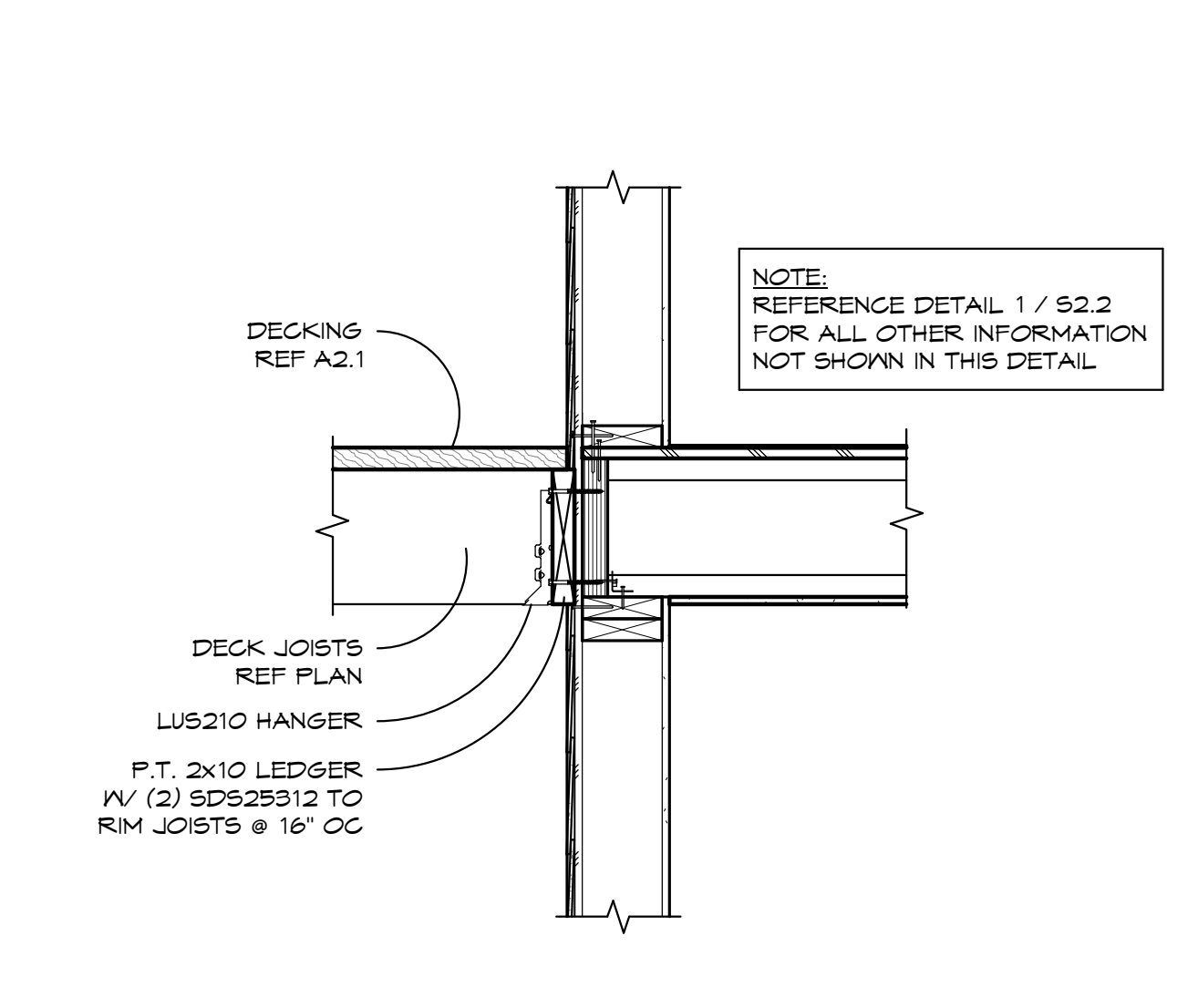
2
S2.2
TYPICAL FLOOR FRAMING JOISTS PARALLEL
SCALE: 1" = 1'-0"



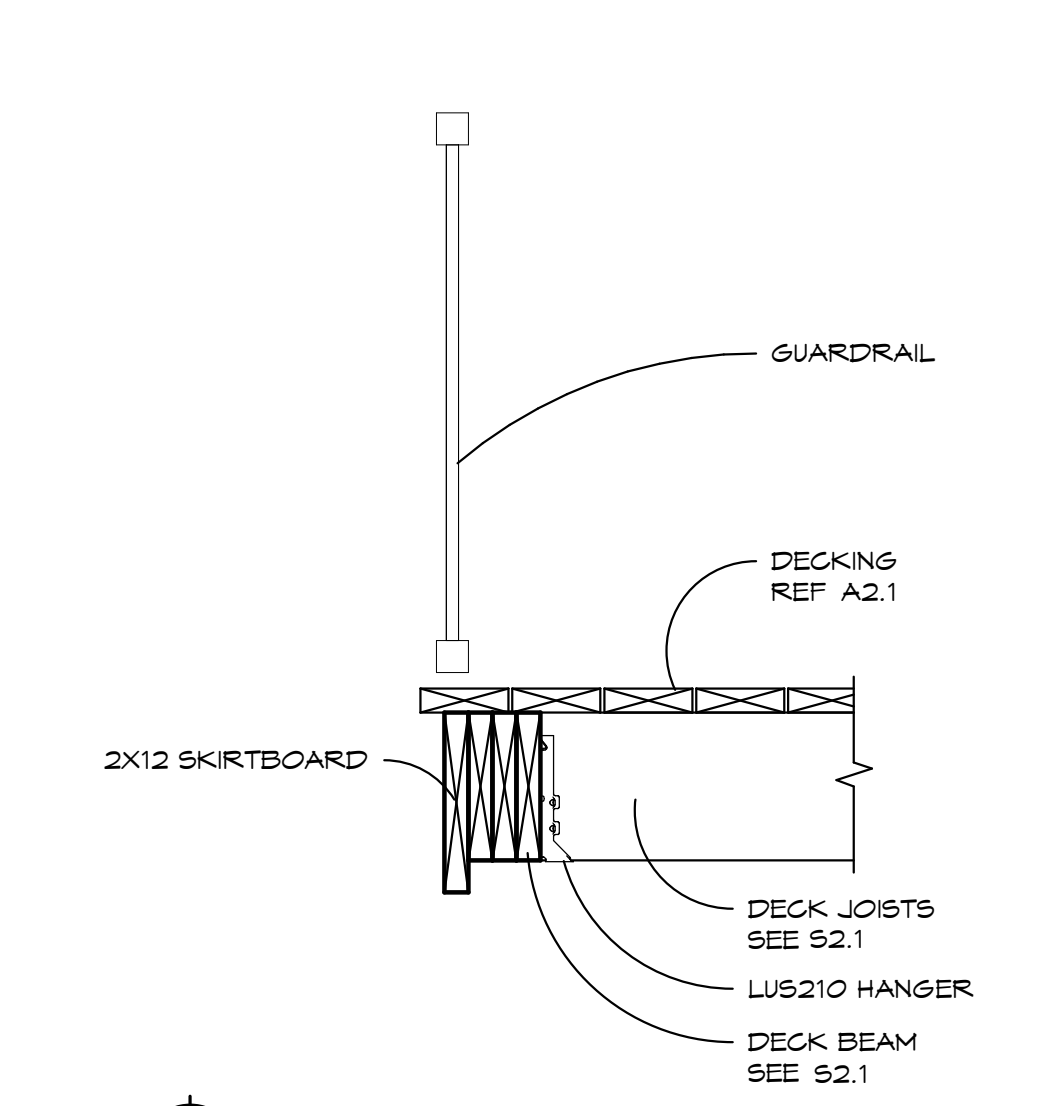
7
S2.2
TYPICAL FLOOR FRAMING AT CEILING TRANSITION
SCALE: 1" = 1'-0"



3
S2.2
TYPICAL DECK FRAMING
SCALE: 1" = 1'-0"



4
S2.2
TYPICAL DECK FRAMING
SCALE: 1" = 1'-0"



5
S2.2
TYPICAL DECK FRAMING
SCALE: 1" = 1'-0"

KLONNE SHOP
4127 WILLISTON RD
MINNETONKA, MN 55345

REVISIONS	DATE

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FLOOR FRAMING DETAILS
S2.2

PLAN NOTES - ROOF FRAMING PLAN

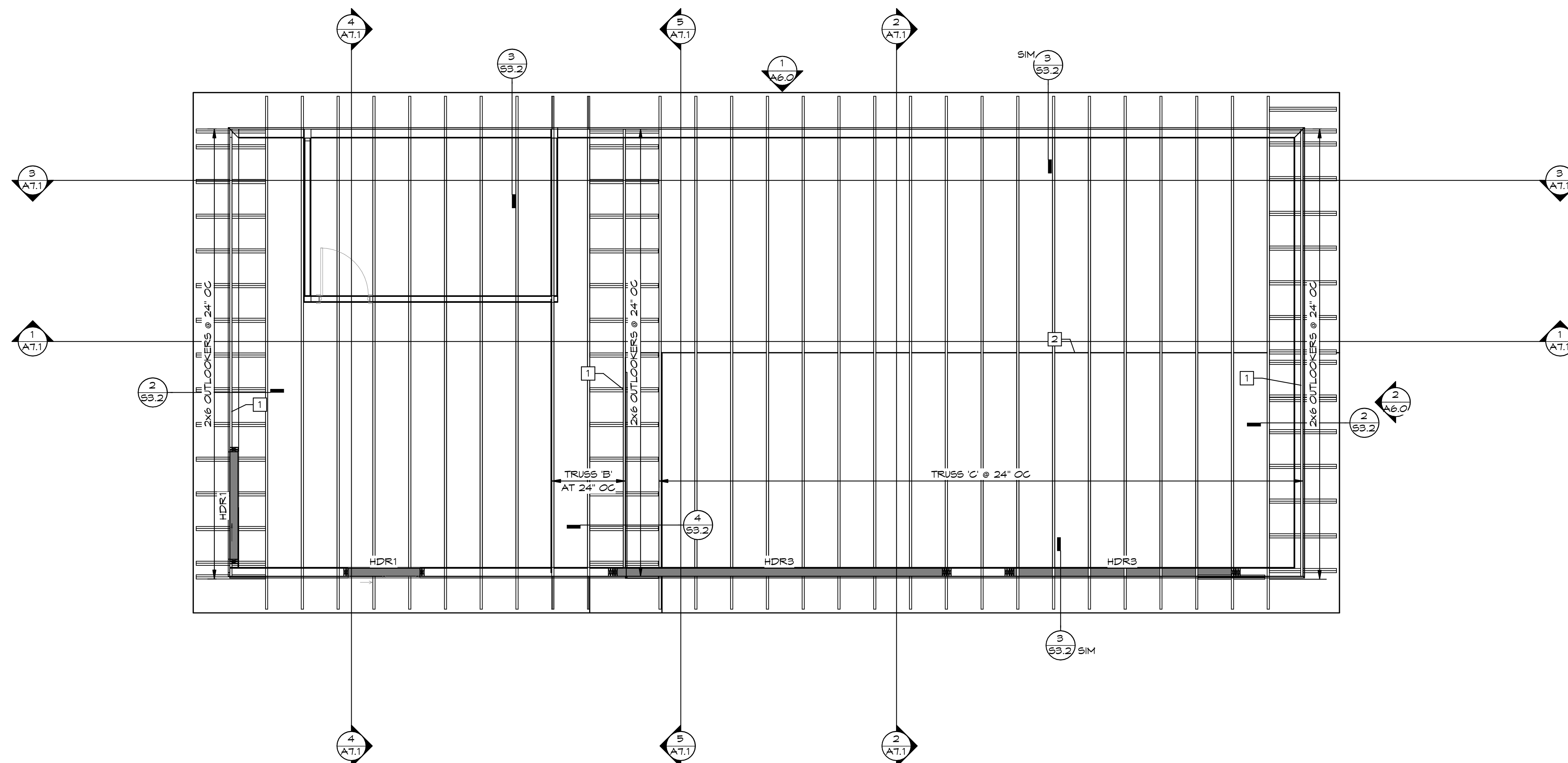
1. PROVIDE 1-ROLL (36" WIDTH) OF ICE DAM/WATERPROOF MEMBRANE AT ROOF/WALL INTERSECTIONS, EDGES, VALLEYS, AND ROOF PENETRATIONS.
2. PROVIDE 2-ROLLS (36" WIDTH) OF ICE DAM/WATERPROOF MEMBRANE AT ROOF EDGES.
3. PROVIDE SHEET METAL STEP FLASHING AT ALL ROOF / WALL INTERSECTIONS, 18" MIN VERTICAL LEG AND 12" MIN HORIZONTAL LEG.
4. VERIFY VENT LOCATIONS PRIOR TO CONSTRUCTION.
5. TYPICAL ROOF SYSTEM TO BE: EXTERIOR ROOF FINISH MATERIAL (REF A6.0 & A6.1) OVER 1 1/2" T&G PLYWOOD GLUED AND NAILED WITH 10d NAILS (6" OC BOUNDARY NAILING, 6" OC EDGE NAILING, AND 12" OC FIELD NAILING) OVER ROOF TRUSSES (SEE S3.3 FOR TRUSS PROFILES) 1/4" MIN R-49 INSULATION OVER 1/2" TYPE 'X' GYPSUM CEILING BOARD.

HEADER SCHEDULE

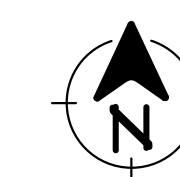
MARK	SIZE	KING STUDS	TRIMMER STUDS	REMARKS
HDR1	(2) 2X10	(1) 2X	(1) 2X	
HDR3	5 1/2 X 12" GL	(2) 2X	(2) 2X	
HDR4	(3) 2X10	(2) 2X	(2) 2X	

ROOF FRAMING KEYNOTES

MARK	NOTE
1	DROPPED GABLE END TRUSS
2	RIDGE



1
S3.1
ROOF FRAMING PLAN
SCALE: 1/4" = 1'-0"



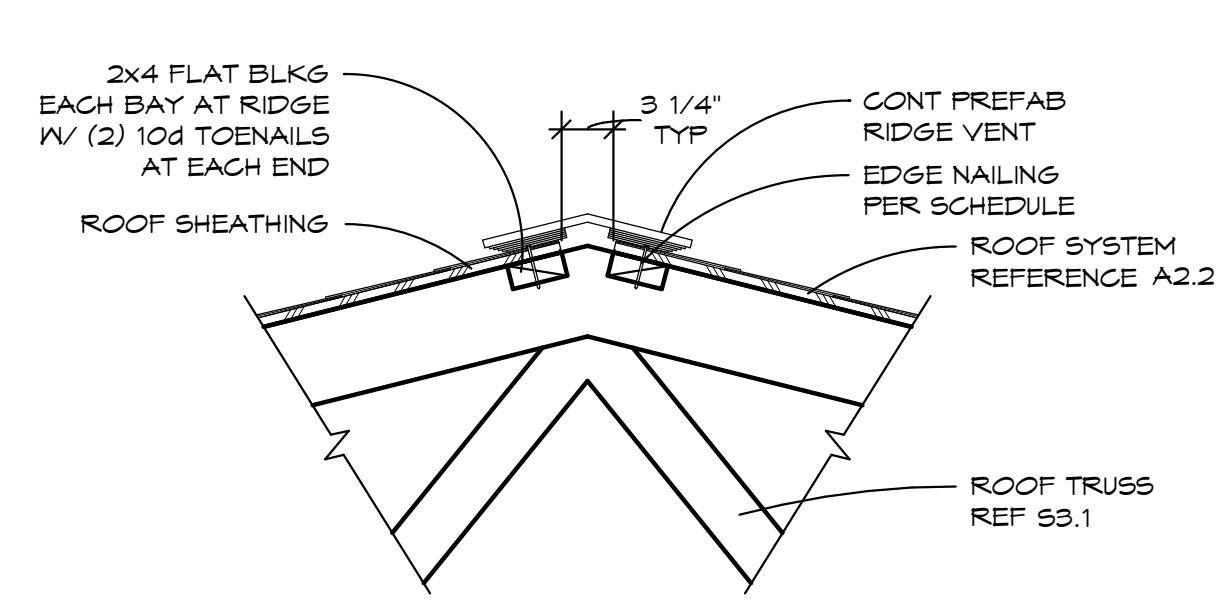
KLONNE SHOP
4127 WILLISTON RD
MINNETONKA, MN 55345

REVISIONS	DATE

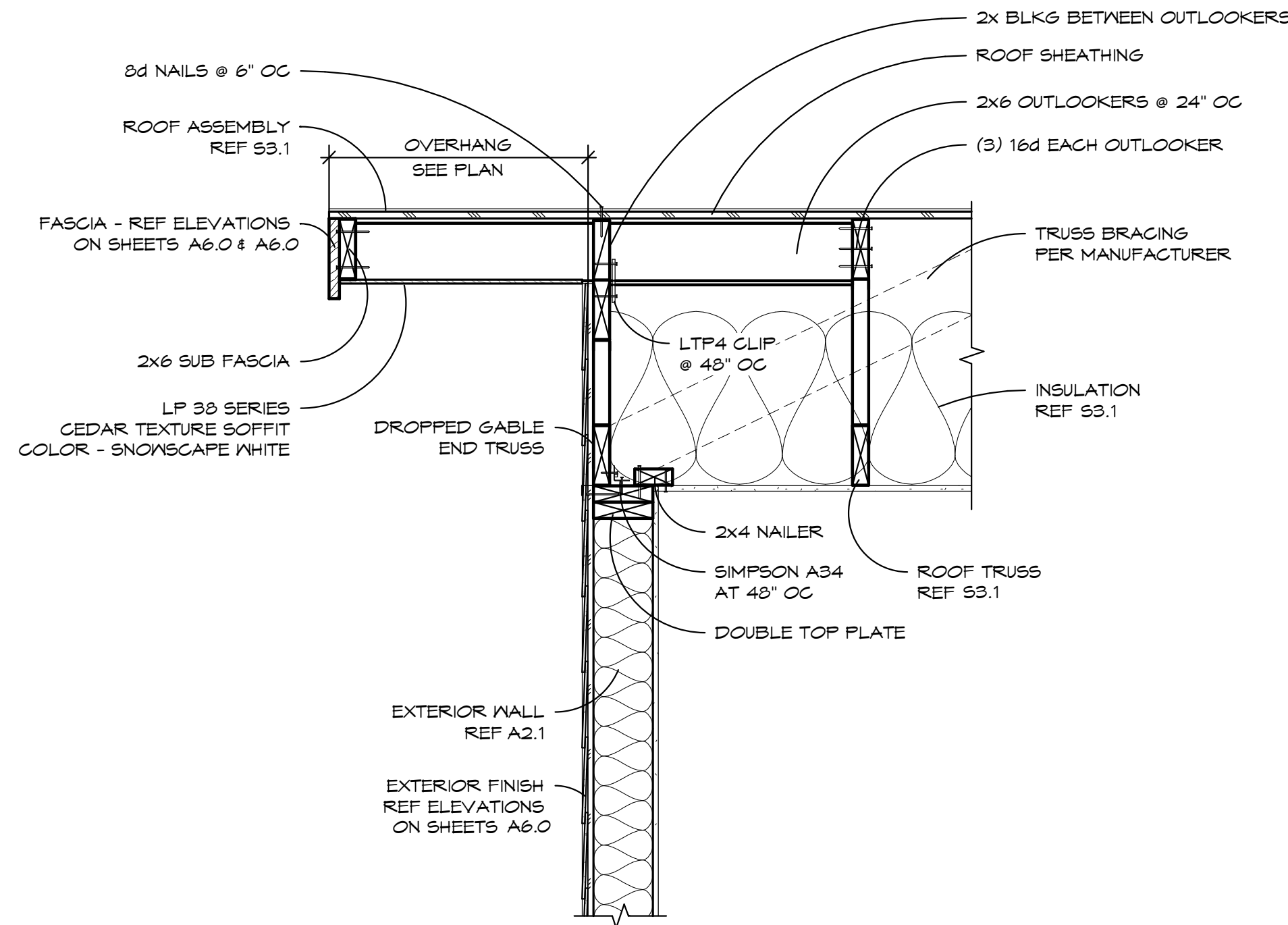
ISSUE: FOR PERMIT
DATE: 12.01.2021
DRAWN BY: JJK

ROOF FRAMING PLAN

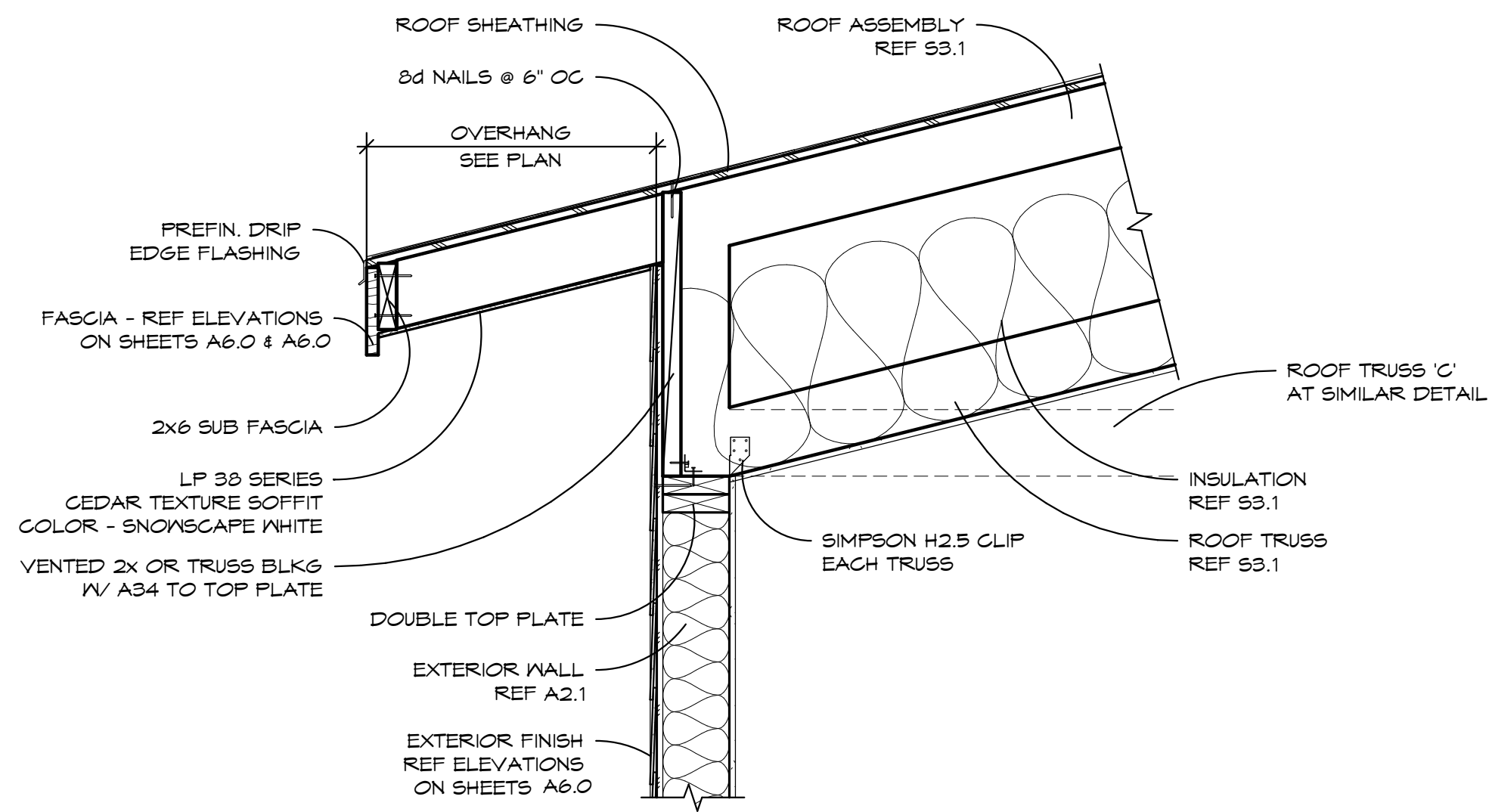
S3.1



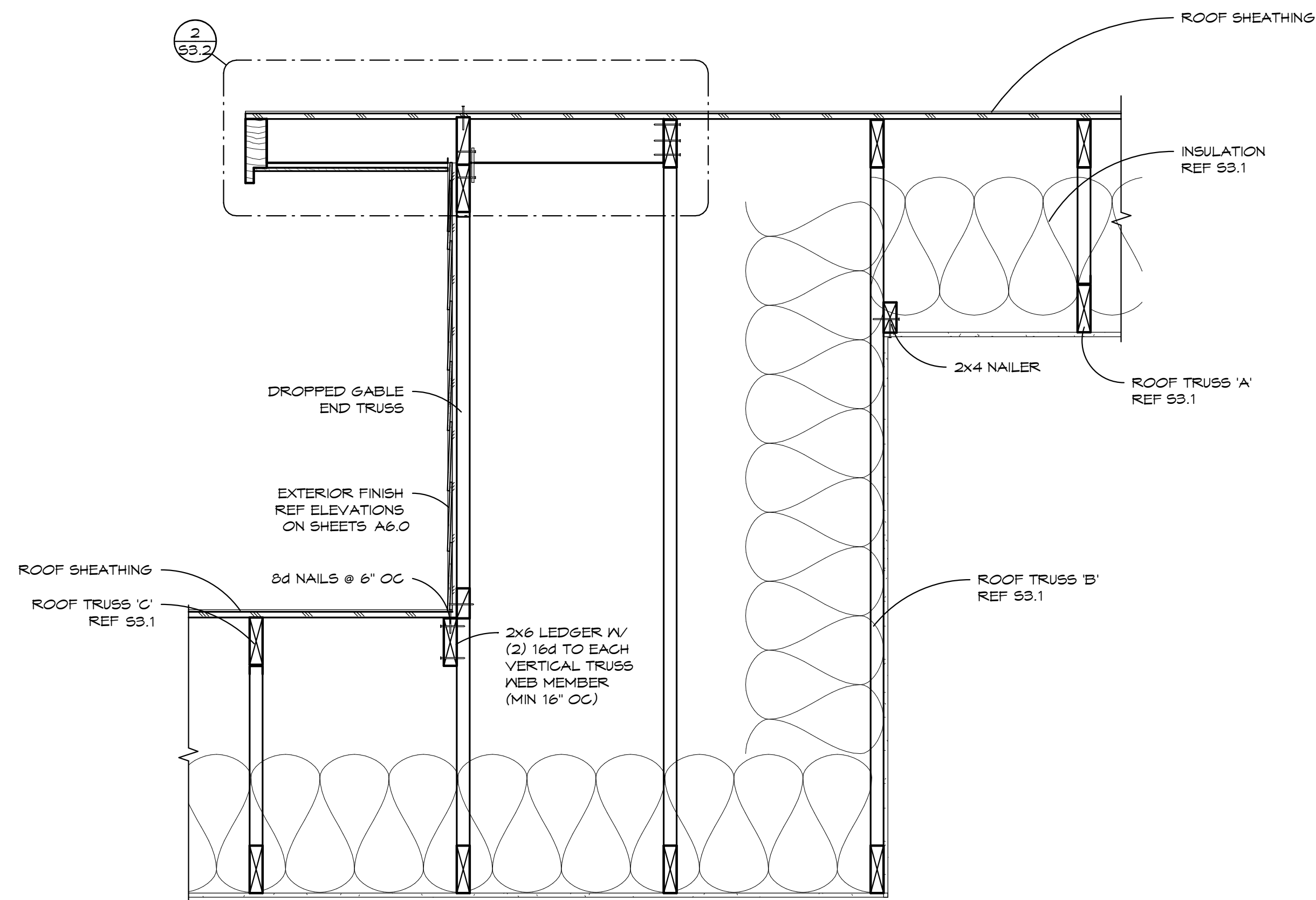
1
S3.2
TYPICAL RIDGE VENT DETAIL
SCALE: 1" = 1'-0"



2
S3.2
TYPICAL GABLE END DETAIL
SCALE: 1" = 1'-0"



3
S3.2
TYPICAL EAVE DETAIL
SCALE: 1" = 1'-0"



4
S3.2
ROOF FRAMING AT ROOF STEP/CEILING TRANSITION
SCALE: 1" = 1'-0"

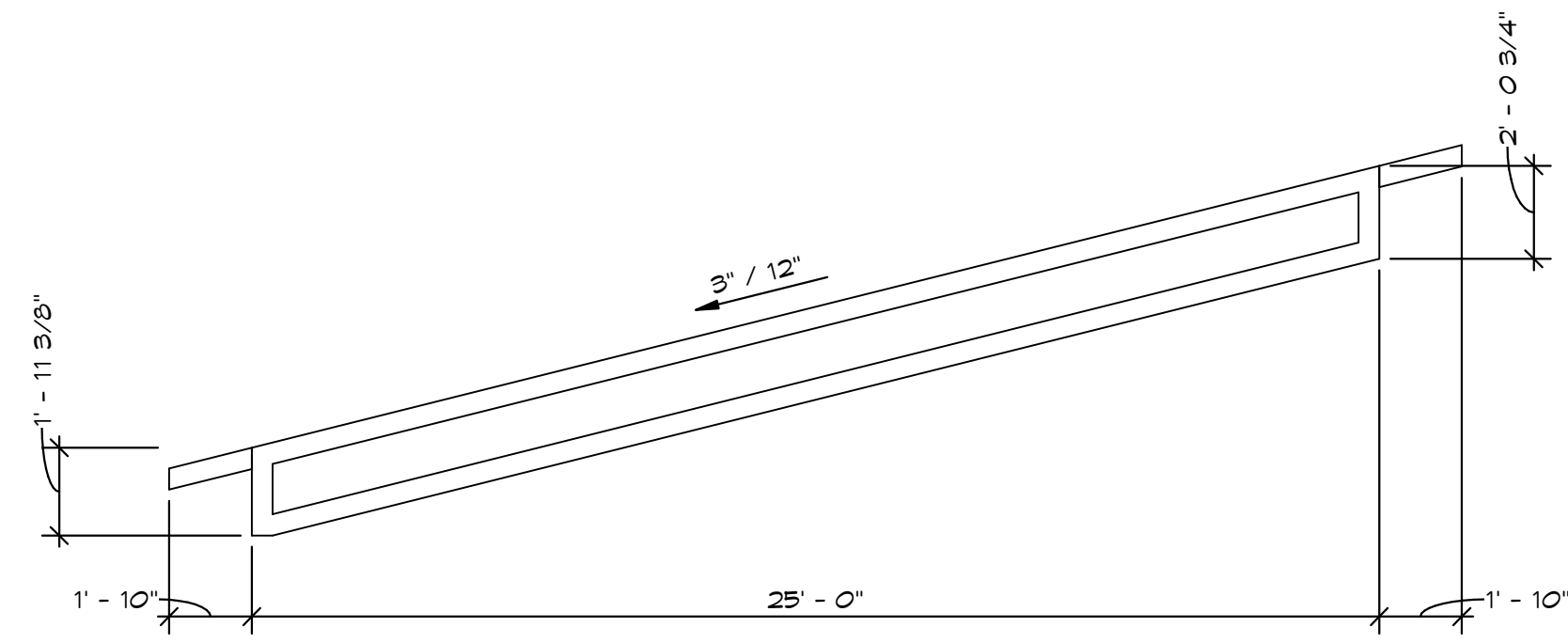
KLONNE SHOP
4127 WILLISTON RD
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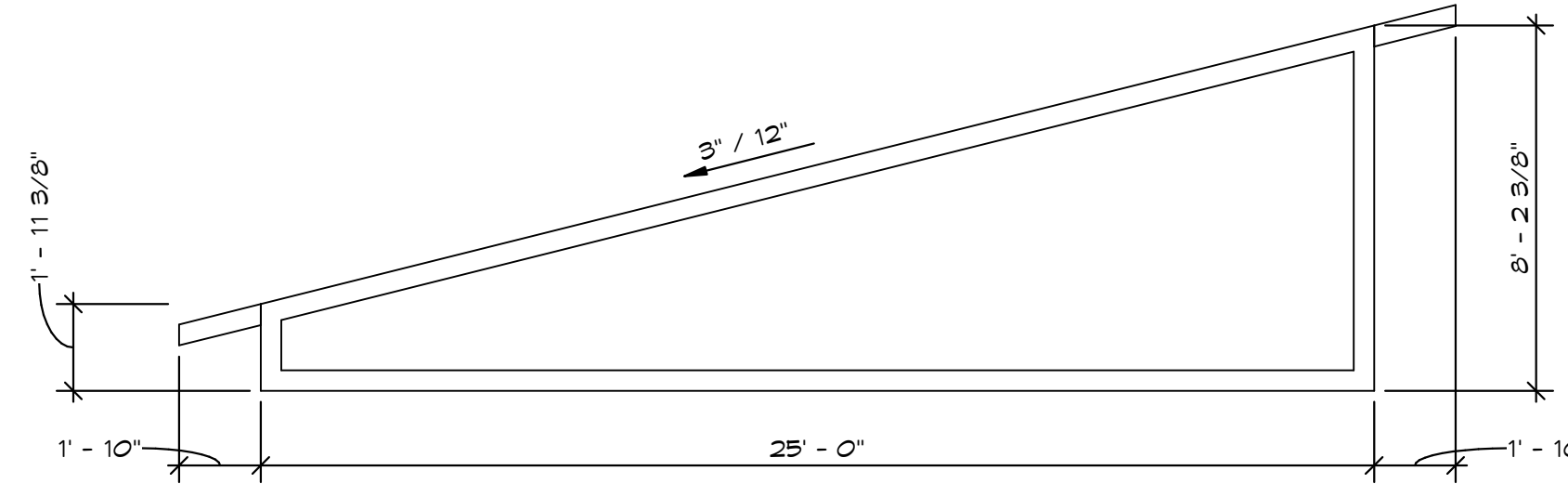
**ROOF
FRAMING
DETAILS**

S3.2



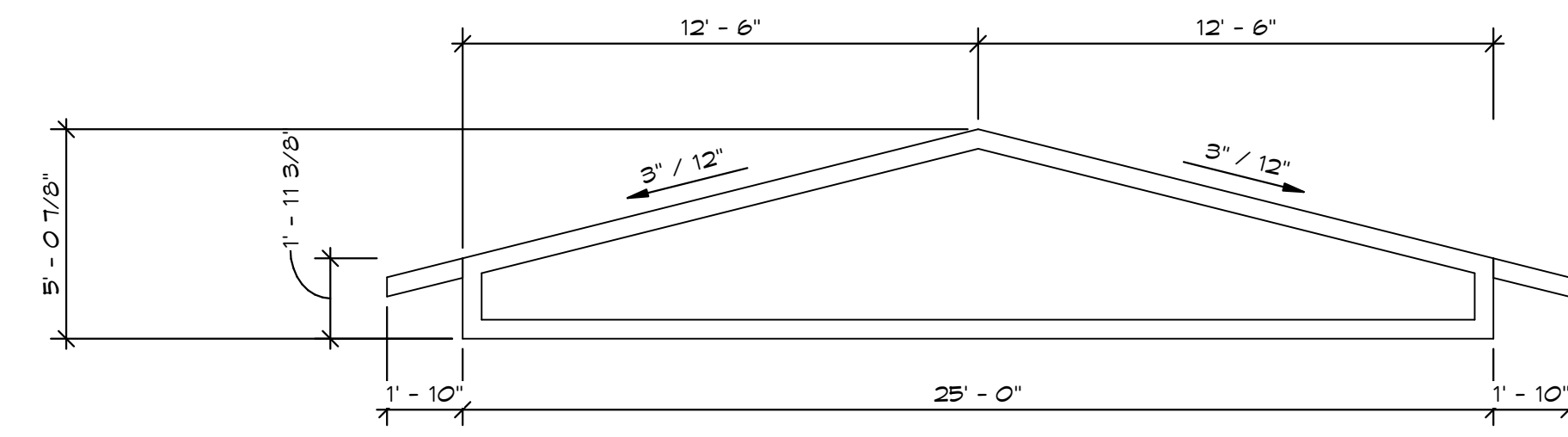
1
S3.3

TRUSS PROFILE 'A'
SCALE: 1/4" = 1'-0"



2
S3.3

TRUSS PROFILE 'B'
SCALE: 1/4" = 1'-0"



3
S3.3

TRUSS PROFILE 'C'
SCALE: 1/4" = 1'-0"

KLONNE SHOP
4127 WILLISTON RD
MINNETONKA, MN 55345

REVISIONS	DATE

ISSUE: FOR PERMIT
DATE: 12.01.2021
DRAWN BY: JPK

ROOF
TRUSS
PROFILES

S3.3

LEGAL DESCRIPTION: LOT 4, BLOCK 1, WILLISTON PARK LOTS REPLAT,
HENNEPIN COUNTY, MINNESOTA

WRITTEN STATEMENT: We are proposing to construct a 1915 sq ft detached garage with a 732 sq ft loft and attached deck. The purpose of the structure is to add enclosed and heated parking, storage, workshop, and entertaining space that cannot otherwise be incorporated into the existing home. The existing home includes an attached garage with a single 18' garage door that is suitable for only a single full-size vehicle or two compact vehicles. The existing garage is built in such a way that an expansion to the existing garage is not possible. The nature of the existing garage and driveway require us to park two trailers in the front yard and one truck in the driveway and provides limited workshop and storage space. The grade of the existing driveway in front of the home is approximately 10 degrees, making maneuvering a truck with trailer onto the property difficult and dangerous from Williston Road, especially during the winter season. The proposed structure would allow enough driveway space to comfortably drive forward from Williston Road and turn around in front of the proposed garage, without the need to stop and reverse the trailer from Williston Road. Additionally, the proposed structure would provide a level surface that will allow us to look forward to expanding our family and having a safe location for children's activities such as learning to ride a bike and playing various games and sports. The proposed structure would be built into a hillside at the rear of the property with a code defined height of 12 ft and would be setback 15 feet from the property line. Access to the structure would be via an extension from the existing driveway. No additional curb cuts are proposed. The structure would be used strictly for residential purposes and no commercial activity. The structure would be architecturally similar to the existing home in that the style, materials, and color are similar to the existing home and residential in nature. It is our belief the structure would be reasonably screened by existing topography and vegetation along the property lines. Should neighboring properties express concern, we are willing to plant more vegetation to further buffer views. The structure would meet the site and building plan standards as outlined in city code.

October 4, 2021

Susan Thomas and the Planning Commission
City of Minnetonka
14600 Minnetonka Blvd.
Minnetonka, MN 55345

and

Bradley Schaeppi
Minnetonka City Council, Ward 3
14600 Minnetonka Blvd.
Minnetonka, MN 55345

Re: Response to Written Statement by Homeowner, Klonne Residence Proposal for Accessory Structure at 4127 Williston Road

Dear Ms. Thomas, Mr. Schaeppi, and the Planning Commission,

We are direct property neighbors of the Klonne property as our property at 14660 Lake Street Extension abuts the Klonne's property on the southeast portion of their lot which, for the past 43 years, has been forest. We would have a direct and immediate negative impact from your approval of the Klonne's proposed project both in a decrease to our property value and to our use and enjoyment of our own property. We ask you to consider the impact this proposed structure would have to us directly and we ask you to decline the proposal in its current form.

We would like to respond to the Klonnes' Written Statement and building plans submitted to the Planning Commission.

In our research into Minnetonka permitting for accessory structures, we note that Minnetonka City Code allows for a 12-foot high, 1,000 square foot additional garage structure on the Klonne's lot. The Klonnes are proposing a significantly larger structure—almost double the square feet and height—a similar size to their existing house on the front of their property and even larger than several houses on neighboring properties.

My wife and I have lived in an adjacent property to the back of the Klonne's property for 43 years, since we built our house at 14660 Lake Street Extension in this wooded area in 1978. We have enjoyed the wooded rear yard and have added additional windows in the last decade to span much of the back of our house which are intended for us to enjoy the serenity and privacy of these 100-year woods. Since the Klonnes moved in about a year ago, they have successfully clear-cut much of their back wooded lot, disrupting the neighborhood with construction equipment and chain saws frequently, and have greatly diminished what we thought would be an unbuildable and private wooded yard. We have already found it necessary to call the police for a noise complaint once since they moved in due to a loud party at their house on the front of their lot. I hate to imagine what adding an unnecessary "entertaining space" at the far rear of their lot, nowhere near their existing house and instead directly adjacent to four existing houses, would do for noise complaints.

The Klonnes are proposing building a monstrous, two-story outbuilding at the far rear of their property—in fact it is closer to our house and three other adjoining neighbor's houses on Lake Street Extension and Red Oak Ridge than it is to the Klonnes' own house at the front of their lot on Williston

Road. **(See building plans, page 3, our house is "Lot 7".)** The length and two-story main face of this proposed two-story outbuilding would directly face the back of our property and would disrupt our enjoyment of our back yard and the main floor living spaces in our home. The Klonnes have submitted plans for a 1,915 square foot, two story structure with three garage stalls including one oversized garage stall designed for storing oversized equipment on an oversized trailer (Mr. Klonne owns a construction company) which reaches a door height of 12 feet tall. This height is dramatically taller than a standard garage door for the area and neighborhood and, in fact, is the maximum height that the top of the roof should meet for an additional garage the city would allow to be built on their lot. All three garage doors, one passage door, and several workshop and loft/entertaining space windows and part of the proposed deck would all also face our back yard. I fear that the lighting the Klonnes would install to cover such a large structure with so many garage stalls, doors, and windows would be flooding our back yard and into the living space of our home at all hours of day and night and would greatly disrupt our enjoyment of our home and property of 43 years. The entire two-story side of their building directly faces our home and the size of it dwarfs all the adjoining properties, our home being a rambler-style home with the single-story side on this rear portion of our property. Additionally, the design of the proposed structure does not match their existing home as they inaccurately state in their Written Statement, nor does it fit into the esthetic of the existing and well-established surrounding neighborhood. **(See building plans, pages 3-4.)**

The Klonnes state in their Written Statement that their structure is 12 feet tall. IT IS NOT. This can be clearly seen by any layperson examining the plans for the proposed structure. I am having a hard time finding the exact height of their proposed two story structure based on the plans they've submitted, but it appears they are twisting their "12 foot high" statement to measure from the top of the earth where it is built into a hillside on the north side to measure 12 feet high to the lower of two roof peaks. This doesn't consider into the measurement the additional roofline which juts above the "12-foot" height on the two-story side of the building on the walkout level/south side, and must actually measure close to 25-30 feet high from the ground at that level. The oversized garage door itself measures 12 feet high, so the actual roofline must be close to 25-30 feet tall. The total height of the top of the roofline on the drawings for the walkout level, two story side of the building is not indicated, perhaps intentionally. **(See building plans, pages 3,9, 13.)**

The Klonnes also state in their Written Statement that the purpose of the structure is to incorporate additional "entertaining space which cannot otherwise be incorporated into the existing home" **(see building plans, page 2)**. I find it incredibly hard to believe that they are unable to make use of the existing "entertaining space" of their home, or that, as the owner of a construction and remodeling company, they are unable remodel the existing home in such a way that incorporates more "entertaining space". Their statement that they need the additional entertaining space to be added on their proposed two-story workshop, loft, office, and garage structure is simply untrue. I have attached pictures from the Realtor.com listing from when they purchased their home about a year ago that there is plenty of room to add onto the back of their home and to increase deck space or add patio space as well. It is not necessary to include this "entertaining space" on an additional structure and disrupt the use and enjoyment of three or four adjoining neighbors' properties instead **(see Attachment to Sundell Letter, page 1, photo A)**. Additionally, there appears to be plenty of existing space behind their current garage to add a deeper garage space and accommodate a "workshop" area there, contrary to the statement by the Klonnes that they are unable to incorporate workshop space into the existing structure. The Klonnes carefully word their Statement to make it sound like their "children" need a place to ride bikes **(see building plans, page 2)**, but the Klonnes don't have any children so therefore have the entire basement and living areas of their existing home and deck in which to entertain. There is absolutely no "necessity" to add additional deck, loft, entertaining space, and workshop to the proposed new garage as they could be easily incorporated within or added to the existing structure.

The Klonnes also state in their Written Statement that they are unable to maneuver a trailer in their existing driveway (*see building plans, page 2*). I have enclosed a picture from Realtor.com from when they purchased the home showing the house also has a paved turn-around space which should allow the Klonnes to maneuver any reasonably sized vehicle and trailer in the existing space (*see Attachment to Sundell Letter, page 1, photo B*). Mr. Klonne owns a construction company and based on the type of trailer he has drawn into the proposed plans for the new structure, it looks like he actually seeks to turn around oversized trailers, perhaps his current oversized construction trailer which is located in the middle of his front yard, for his business in his residential driveway. Otherwise, the current space the property has in place should be sufficient to turn any reasonably-sized passenger truck and trailer around in. I, myself, have a truck and trailer and am intimately familiar with operating trailers in residential driveways, and the current space should be more than sufficient to do so. Their turnaround area is above the "hill" portion of their driveway so the angle should not truly be an issue. The Klonnes currently have a canvas storage tent (not allowed, I believe, in Minnetonka) placed on this turnaround space. Thus, with the disallowed tent there, that appears to be the reason they are unable to maneuver a trailer to be turned around in their current space. Mr. Klonne lists the address for his construction business as his home address on Williston Road (*see Attachment to Sundell Letter, page 2, item D*), so it is reasonable to make the connection that he'll be housing business equipment in the two-story, oversized proposed structure, since any reasonably sized, residential purposes wouldn't require such a huge outbuilding structure.

To add the additional 3-stall plus two-story loft, deck, and workshop space of this size and magnitude should not be necessary in this residential neighborhood. Two regular vehicles (including one pickup truck) should reasonably fit in their existing, standard-for-the-neighborhood, two car attached garage (*see Attachment to Sundell Letter, page 1, photo C*). If they need additional parking for a second large truck, their existing "dune buggy" type vehicle, and a trailer, plus a workshop area, then a standard sized, 12 foot tall, 1,000 square foot garage should be sufficient. If they have more equipment, vehicles, and trailers than 5 reasonably sized garage stalls would hold, they should be expected to rent additional storage as does any other resident of Minnetonka in this type of late-1980s-built neighborhood. They should not be allowed to add an oversized two-story outbuilding at the back of their lot, clear-cut the existing forest, and inconvenience their neighbors with additional traffic and "entertaining" at the far rear of their lot which abuts four well-established homes and who have been enjoying the privacy and solitude of the existing property for 43+ years.

The Klonnes purchased a home in 2020 in a well-established residential neighborhood, with lot sizes that accommodate regular residential uses. They did not purchase a property in a rural area with standard 5+ acre lots, where adding such an oversized outbuilding wouldn't be a nuisance to the surrounding neighbors. The Klonnes own a property which closely abuts six other properties, and they are proposing adding an "outbuilding" structure designed for a rural setting with a much larger lot, which neither fits in with the esthetic of Minnetonka, with the immediate the neighborhood, nor with the properties directly abutting it. They are proposing to build this monstrous outbuilding to sit closer to the homes on four adjoining properties than it would sit to their own home. This will drastically affect the use, enjoyment, and privacy the existing neighboring properties currently enjoy.

NONE of the owners of the adjoining properties to the rear of his property approve of the City approving the Klonnes' proposed Conditional Use Permit for this structure in its current form. The Klonnes have already clear-cut much of the forest at the back of their property, which has already affected the use and enjoyment of the neighboring properties. They do not need to add more disruption to the serene and private wooded residential neighborhood by adding an oversized outbuilding. From the day they moved in, the Klonnes have not been responsive to the needs to the immediate neighbors and have, in fact, gotten into yelling matches with us instead of listening to our noise and privacy concerns.

I urge you to decline the Klannes' request for this Conditional Use Permit as it is an unnecessary eyesore and doesn't fit into the esthetic of the surrounding neighborhood and properties, is a similar size as the existing house on their property, and which will undoubtedly lower the property values of five directly adjacent properties.

We welcome any inquiries you may have for further clarification on our response. Our contact info is below.

Best regards,

Donald & Susan Sundell

14660 Lake Street Extension
Minnetonka, MN 55345
(952) 935-2232
donsundell@q.com



A

Rear view of Klonnes' existing home showing plenty of room for expansion and use of entertaining space on the existing house.



B

Front view of Klonnes' existing home showing existing paved vehicle and trailer turnaround area which falls above the "hill" in the front.



C

Front view of Klonne's existing home showing the full two car attached garage which houses two vehicles.

D

Klonne Minnesota Building License showing Minnetonka business address.

(Source: <https://secure.doli.state.mn.us/lookup/licensing.aspx>)



DEPARTMENT OF LABOR AND INDUSTRY

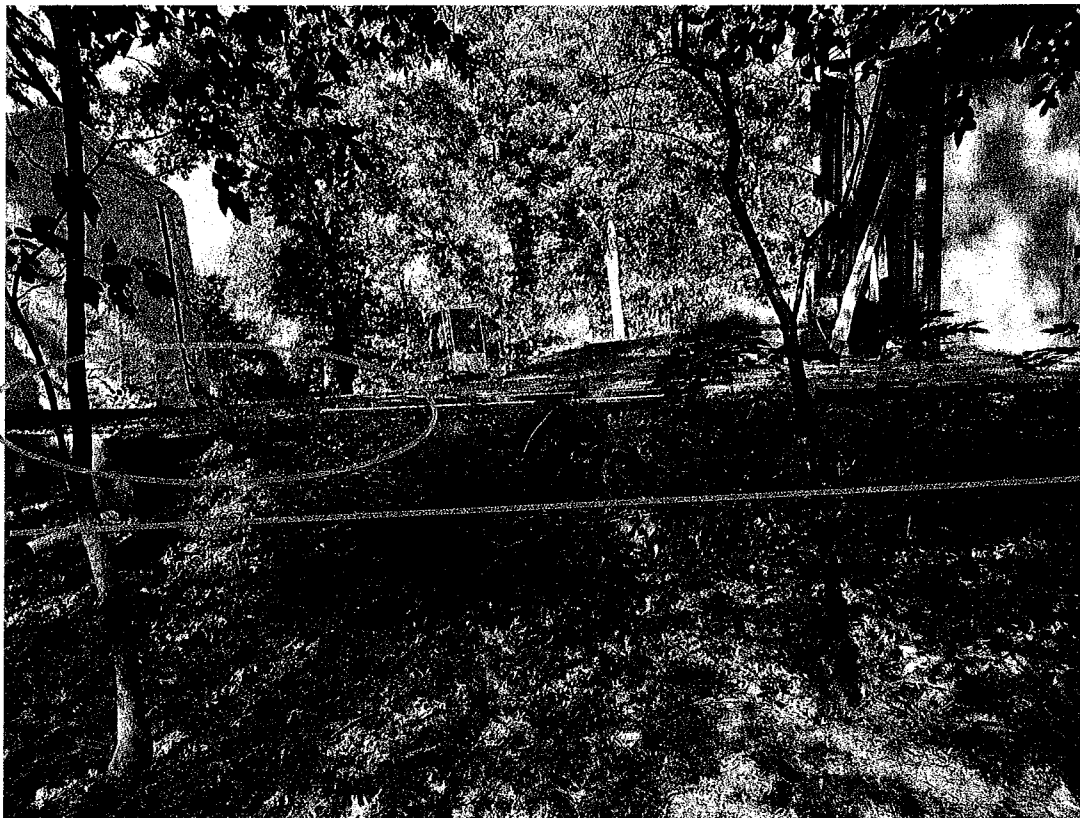
LICENSE/CERTIFICATE/REGISTRATION DETAIL

Class Type:	RESIDENTIAL BLDG CONTRACTOR	Number:	BC763834
Application No:	476402	Status:	ISSUED
Expire Date:	3/31/2023	Effect Date:	6/4/2021
Orig Date:	11/26/2019	Print Date:	6/7/2021
Enforcement Action:	NO		
Workplace Experience:	N/A		

Name: ENGINEERED CONSTRUCTION CONCEPTS LLC
 Address: 4127 WILLISTON RD
 MINNETONKA, MN 55345
 Phone: 763-614-9804

Business Relationship Requirements

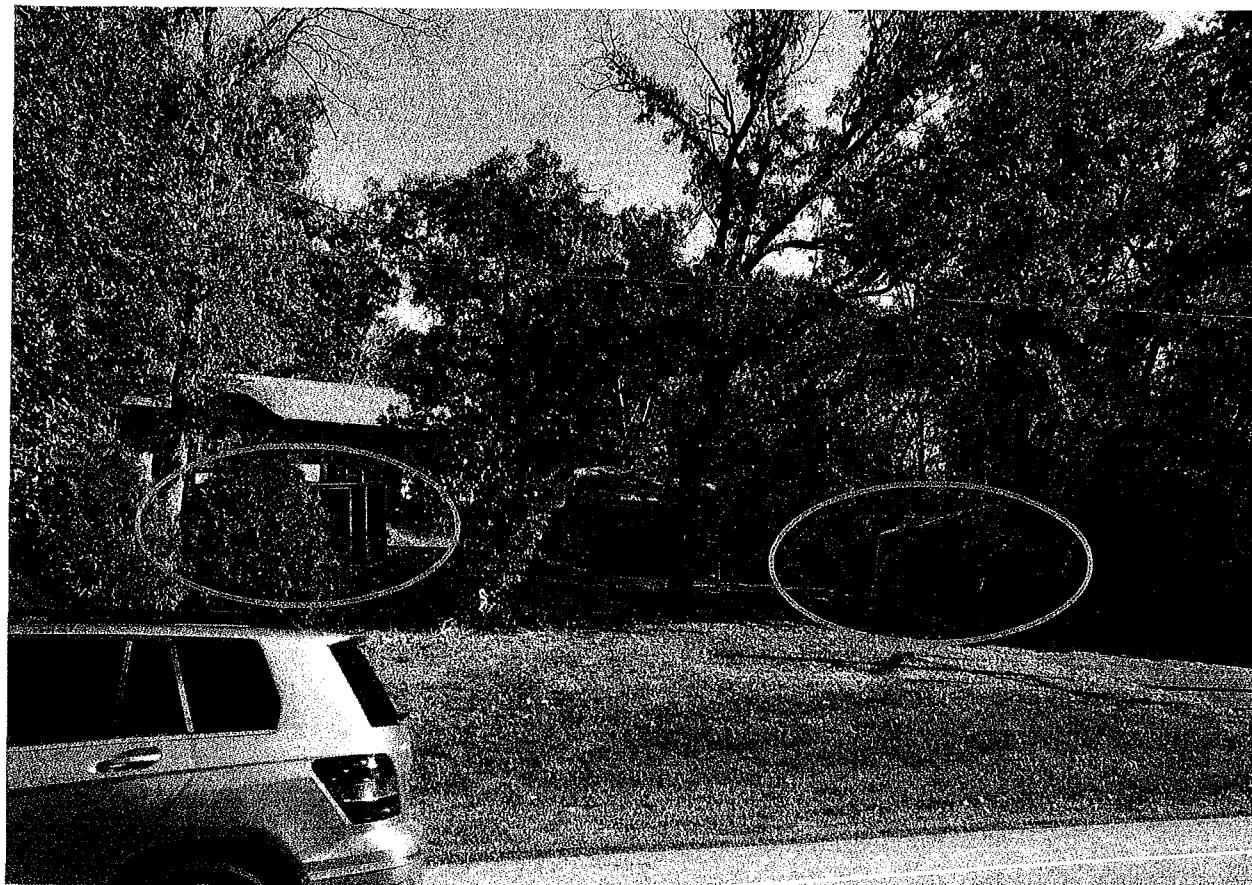
Name:	KLONNE, ZACHARY J	Lic/Reg No:	QB763669 [View license/registration]
Status:	ISSUED	Application No:	474977
Expire Date:	11/22/2023	Effect Date:	11/23/2021
Orig Date:	11/22/2019		



Yellow is the property line from neighbor at 14720 Lake St Ext. Would need retaining wall or there's a drop off to the neighbors' property where it's already eroding. Also shows existing turnaround area with canvas storage tent on it now.



Yellow is the property line from neighbor at 14720 Lake St Ext. Not much room for a driveway to the back yard, would need retaining wall or there's a drop off to the neighbors' properties.



Front view of house showing turnaround pad with canvas storage tent and construction trailer in front yard. Picture below: turnaround pad and construction business storage.





Picture taken from edge of Sundells' property (14660 Lake St Ext) of what remains of the forest. The trees circled would likely need to be cut down because that's where the proposed outbuilding and driveway would need to go. This is the directional view the Sundells have from their deck, house, and back yard. The proposed 2-story outbuilding would stand taller than the top of this picture.

Red = approximate outbuilding location.

Yellow = Trees to be cut down.

Blue = Driveway.



Picture taken from edge of Sundells' property (14660 Lake St Ext) which shows a view of the back of the Klonnes' house & shows the area which would become driveway & where the forest has already been cleared & a fence put in.

To: City of Minnetonka
Assistant City Planner
Susan Thomas and
Planning Division
14600 Minnetonka Blvd.
Minnetonka, MN 55345

Monday, October 4, 2021

My husband and I have lived in our home at 14660 Lake Street Extension since August 1978, with our seven year old triplet daughters, Anne, Ellen and Amy. Anne died two years later having been hit by a car on Williston Road and Belvoir Drive. Ellen and Amy are now 50 years old and live in Minnetonka and St. Louis Park respectively.

My husband of 55 years (!), Don (age 83) and I (age 77) have finally retired; Don from his small engine repair business. I retired after 35 gratitude filled and heart warming years as a doctoral level psychologist. Over those memorable years I officed in Minnetonka, Wayzata and Hopkins.

I am sharing the family history with the reader with hope that he/she will understand the strong sense of stewardship Don and I have developed during the 43 years as the first and only owners of our home. We resided in Stillwater for one year due to my husband's job demands. Additionally, we also lived in Minnetonka at 15845 Sunset Road for five years before the Stillwater move. We have enjoyed and appreciated our Minnetonka citizenship for almost 50 years! Neither of us can imagine living any where else.

I would like to chronicle our past interactions since the Klonnes bought their home on 4127 Williston Road.

1. Shortly after moving into their home, Mr. Klonne brought a hanging basket of pink petunias to us and gave them as a new neighbor gesture to Don. (Who is the new neighbor?) It seemed like a strange exchange at the time but makes sense now.
2. My first conversation with the Klonnes and a friend of theirs, was when I walked down to their house and introduced myself and asked why they were cutting down the trees in their back yard and what was their plan. By then the neighborhood was alive with talk of what could possibly be happening in the Klonne's yard, especially all the old and majestic trees that were being sacrificed. There were all manner of questions upon seeing and hearing the demise of the forest. In answer to those questions, Mr. Klonne continued to deny any plans to build another house or any other sort of building, for example, a garage for his home building business. A few months later they constructed a black chain link fence in the middle 1/3 of their land, for their three dogs, I assumed.
3. One night that summer Mr. and Mrs. Klonne were out walking their three dogs and stopped and talked to us in our driveway. Again, when questioned about why they were clear cutting the trees in the back two-thirds of their property, they again denied any plans to build anything on the land.

It was anxiety producing, to say the least, to repeatedly hear and see the woods being cut down without any answers nor responses from the property owners. This land was a big, thick and beautiful woods being cut down and wasted. When our daughters were younger they spent many treasured hours, days and even years building forts and houses in "the forest". It was also crazy making to hear continual denials about the Klonne's future plans. I wonder if they realized the probable feelings, outcomes and relationships they were in in the process of building with the neighbors.

4. Lastly, the most recent and the final time I have had any communication with the Klonnes was mid summer this year when Mr. Klonne and I had a shouting match from his deforested back yard and me on our deck. Certainly I am not proud of that episode I participated in and I share it only to illustrate how the lying and denying continued and seemed to be worsening. None of us in the neighborhood knew the real plan until two days ago. On Saturday when the postcard from the City came with the announcement about the Public Hearing re: the accessory structure in the backyard at 4127 Williston Road.

Since receiving the Public Hearing notice, at long last, I have the plans and finally know what is going on and what is being proposed.

The "1915 square feet detached structure with a 732 square feet loft and attached deck" is larger than most, perhaps all, of the homes in the neighborhood, certainly larger than our home and the Klonne's. Several years ago we added more windows on the north side of our house so we would have a large and grand view of the woods and in all seasons of the year from our living room, dining area and kitchen.. The front of the proposed Klonne building faces our backyard. On that plan there are three garage doors, one much larger than the other two, three windows and a front door. As I studied more of the Klonne plan the structure looks to me like a airplane hanger. I try not to imagine what, if it were to be approved and built, it would look like in the middle of winter with outside yard lights shining from the accessory structure into our house.

I cannot imagine any more noise nor upset than Mr. Klonne has already caused with his chainsaw and bobcat if this plan is approved.

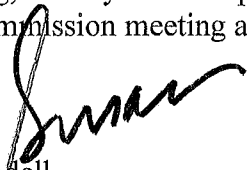
I cannot imagine what will happen to the property values of the houses in the area if this plan is approved.

I don't understand why this building is to be located in the far back of Mr. Klonne's property and more in our view than in his and closer to us than to him. I don't understand why he feels he needs to have a three car garage, an office, a bathroom and an entertaining space and why he chose to build it closer to our house than his own. There would be five vehicles in those five garage stalls entering and exiting the driveway on to Williston Road, if this plan is approved.

I don't understand why they bought their house at all in this area if it doesn't meet their needs. I don't understand the manner in which they approached their plan by lying and deceiving so many of us.

I don't understand how the Klonnes can rationalize their behavior to date and their plan which seems to be so one-sided, self serving and uncaring about others in the neighborhood.

So, in closing, thank you to the persons who will have read this letter. Don and I will be at the Planning Commission meeting and the City Council meeting. Again, thank you for your time and attention.

Sincerely,

Susan E. Sundell
14660 Lake Street Extension
Minnetonka, MN 55345

**Susan Thomas,
Planning Dept
City of Minnetonka**

Re: Klonne Residence Public Hearing October 14, 2021

Our property at 14660 Lake St. Extension, adjoins the Klonne property and would be adversely impacted by the construction of the proposed building. This building would be directly north of our rear yard, and would dominate the view from our deck and living room window wall, a view we have cherished for the 43 years we have lived here.

Mr Klonne proposes a garage, shop space and “entertainment” space 70 feet wide that claims to be “strictly for residential purposes and no commercial activity”. This is difficult to believe considering the 12 foot height of the garage door, along with 2-8 foot overhead doors. It seems that the site would be better served by expanding the existing house to include entertainment and shop space. If there is any doubt as to the commercial use intent of the petitioner, an internet search of “Zack Klonne” produces his business name as “Construction Concepts, LLC” and address 4127 Williston Road.

Another justification this proposal makes for this project is where Mr. Klonne's statement claims that he needs to construct a turn-around for his trucks and trailers. I would point out that he has a paved turn-around at the top of his existing driveway on which he has put a canvas covered “hoop-house”, presumably for storage of materials or equipment for his construction business. This is in his front yard, closer to Williston Road than is his house. That space would easily satisfy any turn-around needs.

If approved as proposed, a condition should include a screening barrier of evergreen plantings of a sufficient height to shield neighboring properties from the year-around sight of the structure. This building would be an eyesore in a residential setting.

**Donald G. Sundell
14660 Lake St. Extension
Minnetonka, MN 55345**

To:
City of Minnetonka
Planning Division
14600 Minnetonka Blvd.
Minnetonka, MN 55345

Dear Planning Commission,

We are direct neighbors of the Klonnes Property and we do not support the approval of the Klonnes Project at 4127 Williston Road, Minnetonka, MN. We feel the size and uses of the proposed structure are too large and unnecessary for the existing property and neighborhood, and we feel approving it would have an immediate and drastic impact to lower our property's value and would disrupt the use and enjoyment we have of our property. Please do not approve the proposal.

Sincerely,

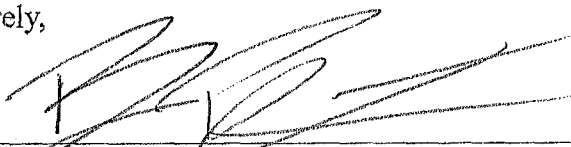
(sign) Kevin Hennessey
(names) Kevin Hennessey
(address) 14629 Lake Street ext
Minnetonka, MN 55345

To:
City of Minnetonka
Planning Division
14600 Minnetonka Blvd.
Minnetonka, MN 55345

Dear Planning Commission,

We are direct neighbors of the Klonnes Property and we do not support the approval of the Klonnes Project at 4127 Williston Road, Minnetonka, MN. We feel the size and uses of the proposed structure are too large and unnecessary for the existing property and neighborhood, and we feel approving it would have an immediate and drastic impact to lower our property's value and would disrupt the use and enjoyment we have of our property. Please do not approve the proposal.

Sincerely,

(sign) 

(names) Ben Peterson

(address) 14519 Lake st ext Minnetonka

To:
City of Minnetonka
Planning Division
14600 Minnetonka Blvd.
Minnetonka, MN 55345

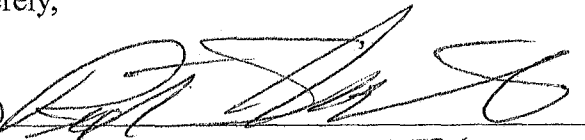
Dear Planning Commission,
We are direct neighbors of the Klonnes Property and we do not support the approval of the Klonnes Project at 4127 Williston Road, Minnetonka, MN. We feel the size and uses of the proposed structure are too large and unnecessary for the existing property and neighborhood, and we feel approving it would have an immediate and drastic impact to lower our property's value and would disrupt the use and enjoyment we have of our property. Please do not approve the proposal.

Sincerely,

(sign)

(names)

(address)


Robert S Karsten
4108 Red Oak Ridge

To:
City of Minnetonka
Planning Division
14600 Minnetonka Blvd.
Minnetonka, MN 55345

Dear Planning Commission,

We are direct neighbors of the Klonnes Property and we do not support the approval of the Klonnes Project at 4127 Williston Road, Minnetonka, MN. We feel the size and uses of the proposed structure are too large and unnecessary for the existing property and neighborhood, and we feel approving it would have an immediate and drastic impact to lower our property's value and would disrupt the use and enjoyment we have of our property. Please do not approve the proposal.

Sincerely,

(sign) Kara Johnson

(names) Kara Johnson

(address) 14593 Lake St. Ext


Minnetonka, MN 55345

To:
City of Minnetonka
Planning Division
14600 Minnetonka Blvd.
Minnetonka, MN 55345

Dear Planning Commission,

We are direct neighbors of the Klonnés Property and we do not support the approval of the Klonnés Project at 4127 Williston Road, Minnetonka, MN. We feel the size and uses of the proposed structure are too large and unnecessary for the existing property and neighborhood, and we feel approving it would have an immediate and drastic impact to lower our property's value and would disrupt the use and enjoyment we have of our property. Please do not approve the proposal.

Sincerely,

(sign) 
(names) Jamie McCarty Denise
(address) 14607 Lake St Extension
Minnetonka, MN 55345

To:
City of Minnetonka
Planning Division
14600 Minnetonka Blvd.
Minnetonka, MN 55345

Dear Planning Commission,

We are direct neighbors of the Klonnes Property and we do not support the approval of the Klonnes Project at 4127 Williston Road, Minnetonka, MN. We feel the size and uses of the proposed structure are too large and unnecessary for the existing property and neighborhood, and we feel approving it would have an immediate and drastic impact to lower our property's value and would disrupt the use and enjoyment we have of our property. Please do not approve the proposal.

Sincerely,

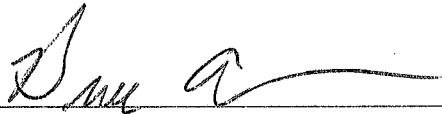
(sign) Don & Susan Sundell
(names) Don & Susan Sundell
(address) 14660 Lake St. Ext.
Minnetonka, MN 55345

To:
City of Minnetonka
Planning Division
14600 Minnetonka Blvd.
Minnetonka, MN 55345

Dear Planning Commission,

We are direct neighbors of the Klonnes Property and we do not support the approval of the Klonnes Project at 4127 Williston Road, Minnetonka, MN. We feel the size and uses of the proposed structure are too large and unnecessary for the existing property and neighborhood, and we feel approving it would have an immediate and drastic impact to lower our property's value and would disrupt the use and enjoyment we have of our property. Please do not approve the proposal.

Sincerely,

(sign)  _____

(names) Bruce Ackerman

(address) _____

To:
City of Minnetonka
Planning Division
14600 Minnetonka Blvd.
Minnetonka, MN 55345

Dear Planning Commission,
We are direct neighbors of the Klonnes Property and we do not support the approval of the Klonnes Project at 4127 Williston Road, Minnetonka, MN. We feel the size and uses of the proposed structure are too large and unnecessary for the existing property and neighborhood, and we feel approving it would have an immediate and drastic impact to lower our property's value and would disrupt the use and enjoyment we have of our property. Please do not approve the proposal.

Sincerely,

(sign) Robert W. Werner

(names) Robert W. Werner

(address) 14555 Lake St. Ext.

Minnetonka, MN 55345

To:
City of Minnetonka
Planning Division
14600 Minnetonka Blvd.
Minnetonka, MN 55345

Dear Planning Commission,
We are direct neighbors of the Klonnes Property and we do not support the approval of the Klonnes Project at 4127 Williston Road, Minnetonka, MN. We feel the size and uses of the proposed structure are too large and unnecessary for the existing property and neighborhood, and we feel approving it would have an immediate and drastic impact to lower our property's value and would disrupt the use and enjoyment we have of our property. Please do not approve the proposal.

Sincerely,

(sign) Robert Muellerberry

(names) 4134 Red Oak

Ridge

(address) _____

To:
City of Minnetonka
Planning Division
14600 Minnetonka Blvd.
Minnetonka, MN 55345

Dear Planning Commission,

We are direct neighbors of the Klonnes Property and we do not support the approval of the Klonnes Project at 4127 Williston Road, Minnetonka, MN. We feel the size and uses of the proposed structure are too large and unnecessary for the existing property and neighborhood, and we feel approving it would have an immediate and drastic impact to lower our property's value and would disrupt the use and enjoyment we have of our property. Please do not approve the proposal.

Sincerely,

(sign) W A Anderson

(names) Lakae Anderson

(address) 4103 Red Oak Ridge

M TCA MN 55345

To:
City of Minnetonka
Planning Division
14600 Minnetonka Blvd.
Minnetonka, MN 55345

Dear Planning Commission,

We are direct neighbors of the Klonnes Property and we do not support the approval of the Klonnes Project at 4127 Williston Road, Minnetonka, MN. We feel the size and uses of the proposed structure are too large and unnecessary for the existing property and neighborhood, and we feel approving it would have an immediate and drastic impact to lower our property's value and would disrupt the use and enjoyment we have of our property. Please do not approve the proposal.

Sincerely,

(sign) Katherine & Dave Dalino

(names) Katherine & Dave Dalino

(address) 4140 Red Oak Ridge

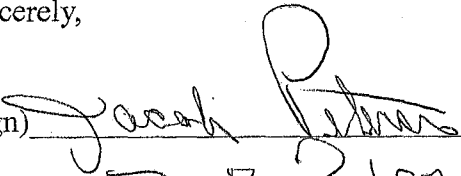
Minnetonka MN 55345

To:
City of Minnetonka
Planning Division
14600 Minnetonka Blvd.
Minnetonka, MN 55345

Dear Planning Commission,

We are direct neighbors of the Klonnes Property and we do not support the approval of the Klonnes Project at 4127 Williston Road, Minnetonka, MN. We feel the size and uses of the proposed structure are too large and unnecessary for the existing property and neighborhood, and we feel approving it would have an immediate and drastic impact to lower our property's value and would disrupt the use and enjoyment we have of our property. Please do not approve the proposal.

Sincerely,

(sign) 
(names) JACOB PETERSON
(address) 14680 LAKE ST. E. W.

To:
City of Minnetonka
Planning Division
14600 Minnetonka Blvd.
Minnetonka, MN 55345

Dear Planning Commission,

We are direct neighbors of the Klonnes Property and we do not support the approval of the Klonnes Project at 4127 Williston Road, Minnetonka, MN. We feel the size and uses of the proposed structure are too large and unnecessary for the existing property and neighborhood, and we feel approving it would have an immediate and drastic impact to lower our property's value and would disrupt the use and enjoyment we have of our property. Please do not approve the proposal.

Sincerely,

(sign) 

(names) Rich Straw

(address) 14720 LAKE ST EXT MTKA MN 55345

6. Report from Planning Commission Members

Hanson noted that early voting is available now at city hall.

7. Public Hearings: Consent Agenda

No item was removed from the consent agenda for discussion or separate action.

Henry moved, second by Hanson, to approve the item listed on the consent agenda as recommended in the staff report as follows:

A. Resolution approving an expansion permit for an addition to the home at 5800 Lake Rose Circle.

Adopt the resolution approving an expansion permit for an addition to the home at 5800 Lake Rose Circle.

Powers, Waterman, Hanson, Henry, Maxwell, and Sewall voted yes. Banks was absent. Motion carried, and the item on the consent agenda was approved as submitted.

Chair Sewall stated that an appeal of the planning commission's decision must be made in writing to the planning division within ten days.

8. Public Hearings

A. Resolution approving a conditional use permit for an accessory structure over 1,000 square feet in size at 13907 McGinty Road East.

The review of this item was postponed until the planning commission meeting scheduled to be held on Oct. 28, 2021.

B. Resolution denying a conditional use permit for an accessory structure over 1,000 square feet in size at 4127 Williston Road.

Chair Sewall introduced the proposal and called for the staff report.

Thomas reported. She recommended denial of the application based on the findings listed in the staff report.

In response to Waterman's question, Thomas explained that conditional use permit standards do not cover impervious surface requirements, and there is no maximum impervious surface limit in Minnetonka unless a single-family residential property is adjacent to a lake. The city engineer would review all construction done on the site to ensure drainage would be contained on the site.

Maxwell confirmed with Thomas that the proposal would greatly exceed the setback requirements. The proposed structure, if approved with a conditional use permit, would be required to have a minimum 15-foot setback. A 1,000-square-foot building that would only be required to have a building permit and not a conditional use permit would be required to have at least a 10-foot setback.

Hanson confirmed with Thomas that a structure up to 1,000 square feet in size would be allowed to be built in the same location and with the same driveway with a building permit and no conditional use permit review.

Chair Sewall asked how the height of a building is determined. Thomas explained that the height of a structure is measured from grade to the midpoint of a pitched roof or top of a flat roof. When the grade changes more than 10 feet from one end of the footprint of a building to the other, then the height is measured from the highest grade. The proposed structure would be considered 12 feet in height, based on the city code. The south face of the proposed structure would visually be 22 feet tall.

Powers confirmed with Thomas that staff identified its reasons for recommending denial of the proposal (related to the size of the proposed structure, design of the proposed structure relative to the principal structure, and distance from the proposed structure to the principal house) with the applicant numerous times prior to the application being scheduled on the meeting agenda.

Zach Klonne, 4127 Williston Road, stated that:

- The proposed structure would provide ample space to do hobbies.
- The large open driveway is key to providing the usefulness and safety necessary now and in the future.
- There have been conditional use permits approved by the city council for sites to have an accessory structure with a footprint larger than the site's principal structure's footprint.
- In 2019, at 4124 Thomas Ave, a 50' x 30' garage with an 8' covered patio and 24' peak to grade front visual height was approved. That address is located approximately 800 feet from the applicant's property.
- The proposed structure would contain no sleeping, living, eating, or cooking areas. The structure would only be accessible by passing directly by the principal structure and would not be visible from any streets.
- The proposed location is the most practical. Relocating the structure closer to the principal structure would require the removal of more mature trees, relocation of a chain-link fence, and diminish the use of the area of the rear yard that does not have a steep grade.
- Due to the location and orientation of the existing house, the only location to meet the applicant's needs would be along the north or east property lines which would cause the same amount of earthwork as the proposal.
- There is a minimum of 80 feet that includes 30 feet of woods separating the proposed structure and neighboring houses. The only house that

would have a clear line of sight to the proposed structure would be the applicant's house.

- He would be willing to plant privacy trees along the property line and install a privacy fence to add further distinctions and buffer views.
- He appreciated the commissioners' review of the application.

Waterman asked if the garage doors would have windows. Mr. Klonne answered in the negative. The garage doors would be standard, solid steel.

Waterman asked if any construction equipment for commercial activity would be stored in the proposed structure. Mr. Klonne answered in the negative. He stated that no business or commercial activity would be held in the proposed structure. He would use the structure to store personal trailers and perform hobbies, including metalworking, woodworking, and 3-D printing. There would be no storage of commercial equipment. The proposed structure would store cooking equipment, have space to work on personal vehicles and provide an entertaining space. The grade of the property prevents an addition or deck from being built on the rear or sides of the house.

Henry confirmed with Thomas that the city ordinance prohibits a business from operating from an accessory structure on a residential property.

In response to Henry's question, Mr. Klonne explained that his work equipment is kept at the site during construction. Computer work is done out of his house. The office area would be used for 3-D printing of personal projects.

In response to Powers' question, Mr. Klonne stated that a 1,000-square-foot structure would limit its use to perform hobbies and not be able to house a trailer, so a covered patio might be added to park a trailer under it instead of being able to house it inside the proposed structure.

Mr. Klonne stated that the existing house has a stucco exterior. The exterior of the proposed structure would not be stucco but would have similar materials used in a residential house.

The public hearing was opened.

Donald Sundell, 14660 Lake Street Extension, stated that:

- His property would be adversely impacted by the construction of the proposal.
- The proposal would dominate the view from his deck and living-room window wall.
- Most of the trees have been removed. It is much worse in the winter because there is no foliage on the trees.
- He found it hard to believe that there would be no commercial activity since the height of the proposed garage door would be 12 feet, and two

additional garage doors would be eight feet tall. An internet search shows Zach Klonne's business address to be 4127 Williston Road.

- The site would be better served by expanding the existing house.
- The site currently has a paved turnaround on the top of the existing driveway with a temporary storage area in the front yard. That space would satisfy the site's turnaround needs.
- A condition of approval should require a screened barrier of evergreen trees with sufficient height to shield the neighboring properties from viewing the proposed structure.
- The proposed building would be an eyesore in a residential setting.
- He asked who neighbors could complain to if the 1,000-square-foot structure would be built.

Amy Sundell, St. Louis Park resident, stated that:

- Four properties would be able to see the proposed structure.
- A lot of trees have already been cut down. She would hate to see more cut down. The fence is fairly new.
- The proposed structure would not be similar to the house, which is stucco. The proposed building would be taller than her parents' house.
- It would be nice if the visual mass could be viewed by the property owner rather than neighbors.
- The property owner has commercial trailers parked on the property now. She thinks commercial equipment would be stored in the proposed structure when not being used at a site.
- It is not necessary to have an entertaining space located so far from the house.

Susan Sundell, 14660 Lake Street Extension, stated that:

- Mr. Klonne gave her and her husband petunias as a new-neighbor gesture.
- She asked Mr. Klonne twice why the trees were being cut down. He denied having plans to add a building.
- A chain-link fence was added.
- She found out about the proposal on Oct. 2, 2021. Everyone she talked to signed a petition opposing the proposal.
- The proposal would be larger than all but two houses in the area, including the Klonne's house.
- She reviewed the building plan. The structure looks like an airplane hanger.
- In the winter, she would see a trailer from inside her house.
- The chainsaw and bobcat make noise.
- The proposal would impact the property values in the area.

- She did not understand why the structure would need to be built so far back to the rear of the property. The structure should be built closer to the applicant's house than the neighbors' houses.
- There would be five vehicles traveling in and out of the property.
- The proposed plan is self-serving and does not care about the neighbors.
- She confirmed with staff that her letter is included in the meeting agenda materials.
- She appreciated the commissioners' time and attention.

Bill Anderson, 4103 Red Oak Ridge, stated that:

- Construction equipment cannot all be left at a site.
- He was concerned that the site would have construction traffic.
- A twelve-foot garage door is not needed for a pick-up truck or trailer.
- He asked what the recourse would be if a business would be operating out of the proposed building.
- He recommends that the proposal be denied.

Jacob Peterson, 14680 Lake Street Extension, stated that:

- When he bought his property, he was told that the proposed site could not be used for any other use.
- Someone from the city visited his property and said that an oak tree would have to be removed.
- The proposed structure would be "overkill."
- The proposed structure would be visible from the street and surrounding properties.

No additional testimony was submitted, and the hearing was closed.

Chair Sewall reviewed questions posed by the public. Thomas explained the noise ordinance and that operating a home office is allowed by city ordinances in a residential, single-family house. Storage of business-related items and employees working out of a single-family residential house is not allowed.

Hanson asked if a 1,000-square-foot-accessory structure would be allowed to have a covered parking area. Thomas explained that the covered area would be subject to setback requirements from property lines but would not be considered part of the enclosed structure.

Chair Sewall clarified with Thomas that the proposal's main floor would have a 2,100-square-foot footprint with additional square footage on the second story.

Maxwell asked if a 1,000-square-foot detached structure could have a deck or porch. Thomas explained that an enclosed area would be included, but an unenclosed area would not be included in the square footage total.

In response to Maxwell's question, Thomas explained that the accessory dwelling structure at 4124 Thomas Avenue has a 1,500-square-foot footprint and livable space upstairs. Staff recommended approval of that application. That proposal did not appear to be a second primary structure because it had a barn-shaped second story. The location of the structure was near the back of the property. The location of the proposed structure on the site was dictated by the city because there is a large storm-sewer line that dissects the rear of the property. To avoid the storm-sewer line, the location of the proposed structure was pushed to the rear. The city has approved large accessory buildings in the past. In this case, it is the size, design, and location that factored into the staff's recommendation to deny the application.

In response to Henry's question, Thomas explained that city staff routinely receive complaints related to evidence of a business being operated out of a residential house. Staff complete an inspection of the property and send notice to the property owner if ordinance requirements are not being met to require that the violations be eradicated.

Waterman asked if the structure would be moved west, where the elevation is lower, then would the structure meet the 12-foot height maximum. Thomas answered that a change in elevation would impact the calculation of the height of the proposed structure.

Powers did not like the plan. It would violate the intent of the ordinance. He agreed with the staff's recommendation. He noted that a property owner does not own the view of a neighboring property. The property owner has the right to chop down every tree. An accessory structure could be built closer to the house and be made smaller to accomplish some of the applicants' goals.

Henry agrees with the staff's rationale. The proposal does not seem like a subordinate accessory structure. If it would be no larger than a 1,000-square-foot structure, then it could be built without a conditional use permit. Property owners do not own the view of a neighboring property. He encouraged the applicant to do more of a compromise with what the community would be willing to accept. He cautioned the applicant to work within the parameters of ordinance requirements.

Waterman said that the site is almost an acre. He agrees with the staff's recommendation to deny the application. The proposal does not meet the conditional use permit and site and building standards. He focused on the location of the proposed structure and its sheer size. He felt a better compromise could be found.

Maxwell agrees with the staff's recommendation. It appears that the structure could be built closer to the residence. There is a nice, flat area adjacent to the existing deck. A smaller structure could be built.

Hanson concurred with commissioners and agreed with the staff's recommendation. He sympathized with the applicant's desire for more space. He noted that the property owner has the right to make changes to the property within ordinance regulations. A neighbor does not own the view of another person's property.

Chair Sewall felt that the structure would be too big and not a good fit. He agreed with the staff's recommendation. The ordinance requirements are reasonable in this area. The property owners' needs could still be met. He gave the option to the applicant to remove the item from the agenda prior to commissioners taking action.

Thomas stated that the applicant would prefer for commissioners to vote to table taking action on the item until a future planning commission meeting.


Powers moved, second by Hanson, to table action on this item, a resolution denying a conditional use permit for an accessory structure over 1,000 square feet in size at 4127 Williston Road, until the Oct. 28, 2021 planning commission meeting.

Powers, Waterman, Hanson, Henry, Maxwell, and Sewall voted yes. Banks was absent. Motion carried.

Thomas announced that neighbors would receive a notification in the mail if an application for this address is scheduled to be reviewed by the planning commission. Chair Sewall clarified that if the structure would be 1,000 square feet or smaller, then no conditional use permit would be required, and notification of a public hearing would not be sent to neighbors.

9. Adjournment

Hanson moved, second by Maxwell, to adjourn the meeting at 7:58 p.m. Motion carried unanimously.

By: 
Lois T. Mason
Planning Secretary

Powers enjoyed a four-hour ride-along with a Minnetonka Police Officer. He encouraged everyone to go on one.

Chair Sewall thanked staff for their hard work and flexibility to keep the city functioning in 2021.

7. Public Hearings: Consent Agenda

No item was removed from the consent agenda for discussion.

Waterman moved, second by Banks, to approve the item listed on the consent agenda as recommended in the staff report as follows:

A. Resolution approving an aggregate side yard setback variance for an addition at 16404 Temple Drive North.

Adopt the attached resolution approving a side yard setback variance for an addition at 16404 Temple Drive North.

Maxwell, Powers, Waterman, Banks, Hanson, and Sewall voted yes. Henry was absent. Motion carried, and the item on the consent agenda was approved as submitted.

Chair Sewall stated that an appeal of the planning commission's decision must be made in writing to the planning division within ten days.

8. Public Hearings

A. Resolution denying a conditional use permit for an accessory structure in excess of 1,000 square feet at 4127 Williston Road.

Chair Sewall introduced the proposal and called for the staff report.

Thomas reported. She recommended denial of the project based on the findings and subject to the conditions listed in the staff report.

Maxwell confirmed with Thomas that the proposed driveway could be built without the approval of a conditional use permit.

Waterman confirmed with Thomas that there is no "visual height" restriction. The proposed structure would meet ordinance height requirements.

Zach Klonne, owner of 4127 Williston Road, applicant, stated that:

- He understands the duty required by staff, commissioners, and councilmembers to make a decision that is best for the city and

- neighboring community. He will gladly accept the final decision and appreciates the time spent by everyone completing this process.
- The design changes to the structure make it more closely related to other similar residential-detached structures that have been approved and built in Minnetonka.
 - The design changes and addition of landscaping, evergreen trees, and fencing make approval of the conditional use permit the correct decision.
 - A twenty-foot reduction would cause the removal of the tall garage door and the south-facing wall around it. It would not require moving the trailer shown in that location, the roof above it, or the north or east walls.
 - The plan that would not require approval of a conditional use permit would allow a further extension of the features nearly 40 feet to the east beyond the proposed building edge. The south-facing wall of the extension would remain unenclosed. The alternative structure, although inherently larger, is not what the applicant desires. He believes the design accommodations made to the new plan would best fit the use and have the least amount of impact on the neighboring properties.
 - The structure would not be used for commercial activity. Many opinions and assumptions were made about his construction business at the previous meeting.

Banks appreciated the information. He asked what the landscaping would include. Mr. Klonne stated that he is willing to plant evergreens or install a fence along the side or rear property lines.

In response to Waterman's question, Mr. Klonne explained that the way he understands the building code, the aggregate 1,000 square feet includes the enclosed portion of the building. A roof and three sides with one side open would not constitute an enclosed space and would not be included in the square footage total. The roof could be extended on the east side of the building along with the rear and side walls and leave the front open to serve as a covered storage space. Without a conditional use permit, a structure under 1,000 square feet in size would be allowed to be located ten feet from the rear property line. On the revised plans, the taller garage door was eliminated.

Powers asked what the applicant plans to store in the structure. Mr. Klonne answered a few personal trailers, lawnmower, vehicle, and woodworking and metalworking equipment. The left portion of the garage would have 1,000 square feet of enclosed space. The attached garage to the house fits only one vehicle.

Chair Sewall confirmed with Mr. Klonne that more than four trees would be removed. Mr. Klonne pointed out an area where trees would be removed.

The public hearing was opened.

Don Sundell, 14660 Lake Street Extension, stated that:

- He would view the proposed structure from his living room window.
- He would prefer to look at an enclosed garage rather than covered equipment.
- He thought there would be tractors, dump trucks, and Bobcats.
- The proposal would not be subordinate to the principal structure. It would look like a second principle use.
- The proposal would not preserve the site in its natural state regarding tree removal, soil removal, and appearance.
- The proposal would not be harmonious with neighbors.
- The proposal would not be screened by topography or vegetation for six months of the year.
- The proposed structure would look like an airplane hanger.
- He did not want to have to notify the city if the site would be used for a commercial business.

Susan Sundell, 14660 Lake Street Extension, stated that:

- She provided pictures of the site.
- She and other neighbors oppose a 1,000-square-foot structure being built.
- She understands that she does not own the view.
- She wants commissioners to prevent a 1,500-square-foot structure from being built. It would adversely affect dozens of people.
- She did not want to have to notify the city if the site would be used for a commercial business.
- She did not want to look at an open garage all winter.
- She thanked commissioners for doing what they do.

Amy Sundell, daughter of Don and Susan Sundell, stated that:

- The proposed building would need to be screened from the neighbors.
- Trees would be cut down.
- She would like the building to match the look of the house.
- The proposed structure would look like a house.
- She suggested the structure be turned so its doors would be viewed from the Klonne's house instead of her parents' house.

Jack Peterson, 14680 Lake Street Extension, stated that:

- He wants the area to remain residential instead of turning into a commercial use.
- He did not see a need for the building to be 1,500 square feet instead of 1,000 square feet.
- He suggested moving the building to a location that would be more pleasing to neighbors.

No additional testimony was submitted, and the hearing was closed.

In response to Chair Sewall's question, Thomas explained that setbacks from property lines and the height of a structure are included in the review of a building permit. Minnetonka does not require screening between single-family properties. Minnetonka does not have aesthetic or architectural standards for residential structures.

In response to Maxwell's question, Thomas read the ordinance definition of an enclosed structure which is a structure that is surrounded by a roof and walls composed of any type of material. An unenclosed structure is a structure that is not surrounded by a roof and walls and is composed of any type of material. Minnetonka has many structures that consist of a roof supported by posts. They are considered unenclosed. She agreed with Mr. Klonne that a roof on posts would be considered unenclosed.

Powers asked why the applicant preferred the proposed location for the structure. Mr. Klonne explained that the slopes restrict the location. His current driveway has a steep slope, and his vehicle slid back onto Williston Road last winter. The proposed driveway would provide an area for a vehicle to turn around in the rear yard with a trailer and enter Williston Road facing forward.

Powers asked if he would consider rotating the building. Mr. Klonne answered that he did have a drawing that initially rotated the building so the garage doors would face his house, but a large retaining wall would have to be constructed where the building is currently proposed to have enough flat area. The current proposal would be more cost-effective, more visually pleasing than a large retaining wall, and provide a more usable flat area.

Banks asked Mr. Klonne in what ways he could obstruct the view of the proposed building. Mr. Klonne said that a wood fence is a possibility. There is space on all sides of the proposed driveway extension and the structure to plant evergreen trees. He also pointed out there are 30 feet of wooded area on the adjacent properties on all sides of the property line.

Thomas noted that the city could not presume that a resident would violate the zoning ordinance when submitting a land-use application.

The public hearing was reopened.

Susan Sundell wanted to know the reason for the applicant submitting the proposal.

No additional testimony was submitted, and the hearing was closed.

Maxwell saw that the modified plan was an improvement over the original proposal. She agreed with the ordinance that the proposed structure would not be small enough to be considered subordinate to the primary structure. As a neighbor, she would prefer to have an enclosed space that would look clean rather than, potentially, an open space with

trailers visible. She thought it might be better to approve a conditional use permit with conditions that would require screening and designated style rather than a large roof with equipment under it. She agreed with the staff's recommendation but struggled because an enclosed structure would look better. There is a utility easement located south of the proposed driveway, so she did not see space for evergreens to be planted in that spot.

Thomas explained that a property owner might plant a tree in a drainage and utility easement if there is no actual pipe or wires in the easement, but it would be done at the property owner's own risk since the tree would be removed if a pipe would need to be added. If there is a pipe already existing in the easement, then nothing could be planted or built in the easement.

Waterman agreed with Maxwell. Approving a conditional use permit would allow conditions to require screening. He agreed with the staff that the proposal is pretty far outside of the established parameters. He did not think he could justifiably recommend approval to the city council. The visuals were helpful to see how close it would be. He agreed with the staff's recommendation, but it was a tough decision.

Hanson was conflicted. He was leaning towards recommending approval of the application so the conditional use permit would be able to require screening and give the property owner the third garage door, which would improve the view of surrounding neighbors.

Banks agreed with commissioners. He agreed with the staff's recommendation to deny the application for the reasons listed in the staff report. He would have liked to see a landscaping plan.

Powers agreed with Banks. The proposed structure location would be in the wrong place. Over time, people adjust to seeing some new things. The structure would be too large. He liked the applicant being concerned with the neighbors' views. He agrees with the staff's recommendation. He understood that it would be important for the applicant to be able to turn the trailer around. He appreciated the neighbor providing photos.

Chair Sewall noted that views are not a right. He agreed with the staff's recommendation.

Waterman moved, second by Powers, to recommend that the city council adopt the resolution denying a conditional use permit for an accessory structure in excess of 1,000 square feet at 4127 Williston Road.

Maxwell, Powers, Waterman, Banks, and Sewall voted yes. Hanson voted no. Henry was absent. Motion carried.

This item is tentatively scheduled to be reviewed by the city council on Jan. 10, 2022.

9. Adjournment

Banks moved, second by Maxwell, to adjourn the meeting at 7:45 p.m. Motion carried unanimously.

By:

Lois T. Mason
Planning Secretary

Resolution No. 2022-

Resolution denying a conditional use permit for an accessory structure in excess of 1,000 square feet at 4127 Williston Road

Be it resolved by the City Council of the City of Minnetonka, Minnesota, as follows:

Section 1. Background.

1.01 The subject property is located at 4127 Williston Road. It is legally described as:

Lot 4, Block 1, WILLISTON PARK REPLAT
Torrens Certificate No. 1503506

1.02 Property owner Zachary Klonne proposed to construct an accessory structure in the northeast corner of the subject property. The submitted plans illustrate a building with a footprint of 2,100 square feet and a total area of roughly 2,865 square feet. The space within the building would be divided between vehicular storage, general storage, workshop, office, entertaining, and bathroom space. The building would have a code-defined height of 12 feet.

1.03 On Oct. 14, 2021, the planning commission held a hearing on the proposal. The applicant was provided the opportunity to present information to the commission. The commission tabled action to allow the applicant time to revise the proposed plans.

1.04 On Nov. 11, 2021, the applicant's submitted revised plans. The submitted plans illustrate a building with a footprint of 1,500 square feet and a total area of roughly 2,190 square feet. In addition to reducing the size of the footprint and overall area, the revised plans: (1) remove a window and relocate the service door from the south façade to the west façade; and (2) combine individual garage door into one door.

1.05 On Dec. 16, 2021, the planning commission held a hearing on the proposal. The applicant was provided the opportunity to present information to the commission. The commission considered all of the comments received and the staff report, which are incorporated by reference into this resolution. The commission recommended the city council deny the request.

Section 2. Standards.

-
- 2.01 City Code §300.16 Subd.2 outlines the following general standards that must be met for granting a conditional use permit on a residential lot.
1. The use is consistent with the intent of this ordinance.
 2. The use is consistent with the goals, policies, and objectives of the comprehensive plan;
 3. The use does not have an undue adverse impact on governmental facilities, utilities, services, or existing or proposed improvements; and
 4. The use does not have an undue adverse impact on public health, safety, or welfare.
- 2.02 City Code §300.16 Subd.3(f) outlines the following specific standards for accessory structures in excess of 1,000 square feet of gross floor area or 12 feet in height.:
1. Side and rear setbacks equal to the height of the structure or 15 feet, whichever is greater;
 2. No additional curb cuts to be permitted;
 3. Not to be used for commercial activities;
 4. Structure to be architecturally consistent with the principal structure;
 5. Landscaping to be required to buffer views when the structure is highly visible from adjoining properties; and
 6. Site and building plan subject to review pursuant to section 300.27 of this ordinance.
- 2.03 City Code §300.27 Subd. 5, states that in evaluating a site and building plan, the city will consider its compliance with the following standards.
1. Consistency with the elements and objectives of the city's development guides, including the comprehensive plan and water resources management plan;
 2. Consistency with this ordinance;
 3. Preservation of the site in its natural state to the extent practicable by minimizing tree and soil removal and designing grade changes to be in keeping with the general appearance of neighboring developed or developing areas;

4. Creation of a harmonious relationship of buildings and open spaces with natural site features and with existing and future buildings having a visual relationship to the development;
5. Creation of a functional and harmonious design for structures and site features, with special attention to the following:
 - a) An internal sense of order for the buildings and uses on the site and provision of a desirable environment for occupants, visitors, and the general community;
 - b) The amount and location of open space and landscaping;
 - c) Materials, textures, colors, and details of construction as an expression of the design concept and the compatibility of the same with the adjacent and neighboring structures and uses; and
 - d) Vehicular and pedestrian circulation, including walkways, interior drives, and parking in terms of location and number of access points to the public streets. The width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic, and arrangement and amount of parking.
6. Promotion of energy conservation through design, location, orientation, and elevation of structures, the use and location of glass in structures and the use of landscape materials and site grading; and
7. Protection of adjacent and neighboring properties through reasonable provision for surface water drainage, sound and sight buffers, preservation of views, light and air, and those aspects of design not adequately covered by other regulations that may substantially effect neighboring land uses.

Section 3. Findings.

3.01 The proposal would not meet the general conditional use permit standards as outlined in City Code §300.16 Subd.2.

1. Consistent with the intent of the ordinance. The intent of the ordinance as it pertains to accessory structures on single-family properties is to allow property owners to build structures "subordinate to, and associated with," their homes. Given the proposed size and the design – which includes garage space, habitable space, and a deck –the structure would not be clearly subordinate to the principal use. Instead, it would have the appearance of a second principal use on the property.

3.02 The proposal does not meet the conditional use permit standard outlined in City Code §300.16 Subd.3(f)(6), as outlined in Section 3.03 below.

3.03 The proposal would not meet three site and building plans standards outlined in City Code §300.27 Subd.5:

1. Consistency with the ordinance. By definition, an accessory structure is "subordinate to, and associated with the principal structure" on the same lot. Given the proposed size and proposed spaces – including garage space, habitable space, and a deck – the structure would not be clearly subordinate to the principal use. Instead, it would have the appearance of a second principal use on the property.
2. Preservation of the site in its natural state to the extent practicable. The site's topography slopes upward from west to east, rising roughly 28 feet from the existing home to the east property line. As located, the proposed structure would require a roughly 205-foot long driveway. The building itself would result in excavation – or "cut" – of one to seven feet over its full footprint, resulting in a significant volume of earth removed. Locating an accessory structure closer to the existing home would require less grading and result in less tree impact.
3. Creation of a harmonious relationship of buildings and open spaces. The structure would be located 124 feet from the existing home, unnecessarily impacting the site's natural topography and existing trees. Further, this location would be closer to two neighboring homes than to the applicant's home.

Section 4. City Council Action.

4.01 The above-described conditional use permit is hereby denied.

Adopted by the City Council of the City of Minnetonka, Minnesota, on Jan. 10, 2022.

Brad Wiersum, Mayor

Attest:

Becky Koosman, City Clerk

Action on this resolution:

Motion for adoption:

Seconded by:

Voted in favor of:

Voted against:

Abstained:

Absent:

Resolution adopted.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a meeting held on Jan. 10, 2022.

Becky Koosman, City Clerk



**City Council Agenda Item 14B
Meeting of Jan. 10, 2022**

Title: Resolution for the Tonka-Woodcroft Improvements Project
(includes Minnetonka Boulevard Trail)

Report From: Mitch Hatcher, P.E., Engineering Project Manager

Submitted through: Mike Funk, Acting City Manager
Darin Nelson, Finance Director
Will Manchester, P.E., Public Works Director
Phil Olson, P.E., City Engineer

Action Requested: Motion Informational Public Hearing
Form of Action: Resolution Ordinance Contract/Agreement Other N/A
Votes needed: 4 votes 5 votes N/A Other

Summary Statement

The Tonka-Woodcroft Improvements Project proposes street and utility improvements to correct deficiencies of the aged street and underlying utilities. The project also includes the Minnetonka Boulevard Trail project, from Woodlawn Avenue to Tonkawood Road.

Recommended Action

Adopt the attached resolution accepting plans and specifications and authorizing the advertisement for bids for the Tonka-Woodcroft Improvements Project No. 22401 and Minnetonka Boulevard Trail Project No. 22206, combined to be bid as one project and named Tonka Woodcroft Improvements Project No. 22401.

Strategic Profile Relatability

- | | |
|---|---|
| <input type="checkbox"/> Financial Strength & Operational Excellence | <input type="checkbox"/> Safe & Healthy Community |
| <input type="checkbox"/> Sustainability & Natural Resources | <input type="checkbox"/> Livable & Well-Planned Development |
| <input checked="" type="checkbox"/> Infrastructure & Asset Management | <input type="checkbox"/> Community Inclusiveness |
| <input checked="" type="checkbox"/> N/A | |

Statement: The Tonka-Woodcroft Improvements Project includes the replacement of street and utility infrastructure to ensure reliable services to residents and includes construction of a top-priority trail, enhancing the trail network connectivity and infrastructure.

Financial Consideration

Is there a financial consideration? No Yes \$29,730,000
Financing sources: Budgeted Budget Modification New Revenue Source
 Use of Reserves Other [Enter]

Statement: The Tonka-Woodcroft Improvements Project is budgeted in 2022 and 2023 of the 2022 – 2026 Capital Improvements Program.

Background

On Aug. 9, 2021, the city council adopted a resolution accepting the feasibility report and authorizing the preparation of plans and specifications for the Tonka-Woodcroft Improvements Project. At that time, council discussed combining the Tonka-Woodcroft Improvements Project with the adjacent trail project on Minnetonka Boulevard as a way help reduce costs and allow for better coordination between the projects.

On Sept. 13, 2021, the city council adopted a resolution accepting the feasibility report and authorizing the preparation of plans and specifications for the Minnetonka Boulevard Trail Project.

The Tonka-Woodcroft Improvements Project, as designed, includes improvements proposed in both feasibility reports referenced above. Street and utility improvements are proposed to correct deficiencies of the aged street and underlying utilities. The project area includes all streets south of Minnetonka Boulevard from Larchwood Drive to Steele Street, including:

- Larchwood Drive
- Croftview Terrace
- Druid Lane
- Meadow Lane
- Woodcroft Drive
- The Mall
- Fairlawn Drive
- Hazelmoor Place
- Elmwood Place
- Moorland Road
- Steele Street
- Hillside Terrace
- Linden Drive
- Tonka Lane
- Larchwood Circle
- The Strand
- Moorland Circle
- Tonkaway Road
- Minnetonka Boulevard

A new trail is proposed along the north side of Minnetonka Boulevard from Woodlawn Avenue to Tonkaway Road and an enhanced pedestrian crossing at Groveland Elementary School. A project location map is attached.

Proposed Improvements

The Tonka-Woodcroft Improvements Project was selected based on street condition and known deficiencies of the underlying utilities. The street conditions have deteriorated as a result of both age, limited storm sewer facilities and patching related to utility failures.

The proposed improvements will be constructed over two years, 2022 and 2023, due to the large scope and project area. Although construction will be completed over two years, the project has been planned as a single construction contract. The benefits of one construction contract include time savings, contractor and construction schedule coordination efficiencies, cost reductions and reduced impacts to residents.

Street Improvements

Full roadway reconstruction with new concrete curb and gutter is proposed for all streets within the project area. Areas along Larchwood Drive are proposed with concrete ribbon curb to assist with drainage. Existing street widths throughout the neighborhood generally range from 17 to 24

feet. Due to narrow street corridors and impacts to natural features, staff is proposing a best-fit match that generally maintains streets near their existing width, with a minimum street width of 20 feet. While the city's minimum new street width is 26 feet, staff finds due to the existing conditions in the neighborhood, this is appropriate. Also, the city has taken this approach on similar projects in the past.

Utility Improvements

Watermain is proposed to be replaced throughout the project by open cut excavation, including water services to the right-of-way line. Watermain along Minnetonka Boulevard, Larchwood Drive and Hillside Terrace are proposed to be replaced by lining or other trenchless methods due to challenges in these areas related to constructability, including impacts with traffic along Minnetonka Boulevard, natural features, high groundwater levels, and the cost-effectiveness of trenchless methods in these areas.

While staff is proposing open cut excavation for the majority of the project, trenchless methods were evaluated project-wide. Trenchless methods still require open cut excavations for service connections, fittings and valves, and due to the spacing of these items in the project area, it was determined that trenchless methods would only be reasonable in certain locations, which are proposed with the project.

Sanitary sewer is in fairly good condition; however, isolated areas have been identified for repair or replacement. Sanitary sewer forcemain is also proposed for replacement. Manhole castings will be replaced throughout the project to eliminate inflow and infiltration.

Storm Sewer Improvements

Storm sewer improvements include the addition of surface drains in the roadway and new storm sewer pipe throughout the neighborhood to improve drainage and conveyance of storm water. Overall drainage patterns are proposed to remain the same as current conditions. Areas of isolated private drainage concerns brought up from property owners were reviewed during final design with staff working directly with properties on these items.

The project is located within two watershed districts and storm water management and water quality improvements will be installed to meet or exceed the requirements of the city, Riley Purgatory Bluff Creek Watershed District (RPBCWD) and Minnehaha Creek Watershed District (MCWD). Storm water management features will include underground infiltration chambers, perforated infiltration pipe, hydrodynamic separators, stormwater ponds, biofiltration swales, native vegetation buffer strips and residential rain gardens including pollinator friendly species. Currently 19 properties have expressed interest in having a residential rain garden installed with the project. Native seeding and pollinators will be used along wetland and stormwater management areas, but residents can also elect to request these be installed on their property in place of sod or traditional turf grass. Residents can contact city staff all the way through construction if they are interested in native seeding on their property.

A new water quality pond and biofiltration swale will be added near the intersection of The Mall and The Strand. These improvements will not only help this project exceed the water quality requirements, but also improve an existing open space area so that it becomes an asset to the neighborhood. A new storm water management pond is also proposed in a portion of the existing Metro Transit Park and Ride parking lot. The pond will be sized to account for the future trail segment along Minnetonka Boulevard from Tonkawood Road to The Marsh, currently scheduled for construction in 2026.

An outlet is proposed to provide flood protection to a landlocked floodplain area between Moorland Road and Steele Street, north of Moorland Circle. Several outlet options were explored for this pipe and the preferred option provides an outlet to the south via a new gravity storm sewer pipe.

Minnetonka Boulevard Trail

Trail improvements include the addition of a new eight-foot wide, off-road, multi-use bituminous trail along the north side of Minnetonka Boulevard, from Woodlawn Avenue to Tonkawood Road. The trail construction includes new concrete curb and gutter, pedestrian crossings, retaining wall construction and parking lot improvements to the Metro Transit Park and Ride.

In most areas, the trail is proposed to be installed with a four-foot wide grass boulevard behind a new concrete curb and gutter. In constrained areas, the trail will be shifted toward the roadway, and a two-foot concrete safety buffer will be added. Grading, tree removal and impacts to driveways and landscaping of adjacent properties are needed to construct the trail in coordination with Hennepin County standards; however, impacts have been minimized as much as possible. Retaining walls will also be used in select areas to reduce the construction limits and minimize impacts to the greatest extent possible.

Potential crosswalk locations were reviewed with Hennepin County, and pedestrian safety improvements are proposed along Minnetonka Boulevard at the intersections of The Mall and Tonkawood Road. The primary considerations for a crosswalk are consistent pedestrian traffic and a roadway that is safe to cross (lower traffic speeds and good sight distances). Improvements in these areas include shifting and restriping the roadway lanes to provide better sightlines and an improved crosswalk, median refuge area and improved pedestrian signage across Minnetonka Boulevard. While staff does not typically support crossings at uncontrolled intersections, a review with Hennepin County determined a higher volume of pedestrian crossings at these locations, which warrant improved safety crossings. The project does not include push-button or flashing lights at these crossings due to warrants not being met; however, if pedestrian volumes were to increase in the future significantly, this may be reviewed again.

A new pedestrian crossing is also proposed at Groveland Elementary School. This crossing was evaluated with a previous engineering study for location and safety enhancements. Study results indicated that the crossing should be enhanced with a refuge median and push-button with flashing lights primarily due to its proximity to the adjacent school.

Pedestrian signage at the Groveland Elementary School crossing has been reviewed in detail and the project includes three pairs of rapidly flashing lights facing each direction of vehicle travel. The signage and associated flashing light pairs will be located outside each curb line, north and south of the road, and in the center median. The median signage is a higher-level treatment and appropriate given the higher traffic volume and travelled speed along Minnetonka Boulevard. The treatment of an overhead flashing system was considered, however was not selected since median signage is proposed and an overhead system is typically used to further enhance a crossing when construction of a median and median signage is not possible.

The installation of bollards at the median were also considered, however not recommended at this location. Bollards are commonly installed as a traffic control measure in low traffic volume and low speed environments, such as parking lots. Minnetonka Boulevard does not meet these conditions and a bollard designed to abruptly halt a motor vehicle would be considered an

additional traffic safety risk within the roadway clear zone. The design and location of the enhanced crossing is supported by the Minnetonka School District and Hennepin County.

Private Utilities

Burial of overhead power lines in conflict with the proposed trail is needed along Minnetonka Boulevard before the installation of the new trail. Staff has been coordinating with Xcel Energy and other utility companies along the corridor. It is anticipated that the burial of overhead power and other utility improvements and relocations will occur for a majority of the construction season in 2022, ahead of trail construction in 2023.

An agreement with Xcel Energy will be presented to the council for consideration at a future date, likely with the contract award.

It is anticipated that CenterPoint Energy will replace gas main ahead of street and utility construction in 2022 for select areas of the project, mainly the streets located east of Elmwood Place and along Minnetonka Boulevard.

Easement Acquisition

Permanent and temporary easements are required from five properties in the Tonka-Woodcroft neighborhood and twenty properties along Minnetonka Boulevard. Properties owners within the Tonka-Woodcroft neighborhood have been contacted directly and the easement acquisition process is ongoing. Trail easements along Minnetonka Boulevard are not needed until 2023 so the easement acquisition will occur throughout 2022.

Public Involvement

Two informational meetings for Tonka-Woodcroft were held at the Minnetonka Community Center on July 30, 2021 at 5:00 p.m. and 7:00 p.m. A total of 66 residents out of 413 invited properties attended the meetings. One informational meeting for the Minnetonka Boulevard Trail was held at the Minnetonka Community Center for residents on Aug. 18, 2021, at 5:00 p.m. A total of 30 residents out of 725 invited properties attended the meeting.

At each meeting, staff presented the project background, existing conditions, proposed street, utility and trail improvements, construction impacts and project schedule. Staff discussed how projects of this type are very intensive and disruptive to access in and out of the neighborhood due to the extent of the excavations required. The project will require tree removal, driveway impacts, landscape impacts and temporary disruptions to utility services.

Comments and questions at the meetings were typical to these types of projects including scheduling/phasing, access, drainage improvements, driveways and landscaping/trees. Residents were generally supportive of the project.

Specific comments regarding impacts to trees and natural features were received during the public process and discussed at the previous council meeting. In response, staff is proposing to provide all properties with a voucher for a free tree at the city's annual tree sale. This process would begin in late 2023 or 2024 to ensure that construction impacts are complete. Details regarding the tree vouchers will be communicated at a later date.

Comments regarding parking along Woodlawn Avenue were received during the Minnetonka Boulevard Trail public process. Parking issues are related to student drop off/pick up at Groveland Elementary School. Staff is proposing a new "No Parking" area along the west side

Subject: Resolution for the Tonka-Woodcroft Improvements Project

of Woodlawn Avenue from Minnetonka Boulevard to the middle driveway of the cemetery (approximately 300 feet). A “No Parking” resolution will be brought forward to council for consideration with the contract award.

As part of the informational meeting invitation this year, staff further highlighted the offer to discuss the project on an individual basis by phone, email or in-person. Staff has had several discussions over the phone and via email and has met for one-on-one site meetings with over 60 properties throughout the project.

In-line with other city projects, staff will continue to use various strategies to provide project updates including signage, text alerts, email updates, citizen alerts and newsletters. Staff sent out an update to all project subscribers, currently 777, indicating that the city council would consider receiving the plans and specifications and authorize advertisement for bids at this meeting. The update was also posted to the project webpage.

Estimated Project Costs and Funding

The total estimated construction cost, including engineering, administration and contingency, is \$29,730,000. Project funding is included in 2022 and 2023 within the 2022 – 2026 Capital Improvements Program (CIP). A CIP amendment would be required at the time of the contract award to obligate the 2023 CIP funding sources. The budgeted amounts for the project are shown below and the fund balances currently can support the estimated project costs.

Staff has been working with Hennepin County regarding funding for a portion of the project with a grant from the Hennepin County Bikeway Participation program. The grant will provide \$100,000 of funding, the maximum amount possible for this grant. The grant will require a cooperative agreement, which would be considered by council at a later date concurrent with the contract award. The additional county funding is contingent on county board approval, scheduled for consideration in the future.

	Budget Amount	Proposed Funding	Tonka-Woodcroft Expense	Minnetonka Blvd Trail Expense	Total Project Expense
Construction Costs			\$18,800,000	\$3,000,000	\$21,800,000
Contingency			\$2,000,000	\$500,000	\$2,500,000
Easements			\$100,00	\$500,000	\$600,000
Engineering, Admin, and Indirect Costs			\$2,200,000	\$430,000	\$2,630,000
Overhead Power Burial			\$200,000	\$2,000,000	\$2,200,000
Street Improvement Fund	\$12,400,000	\$11,000,000			
Utility Fund	\$6,000,000	\$7,800,000			
Storm Water Fund	\$4,600,000	\$4,300,000			
Trail Expansion Fund	\$4,430,000	\$4,330,000			
Hennepin County	\$100,000	\$100,000			
Electric Franchise Fund	\$2,200,000	\$2,200,000			
Total Budget	\$29,730,000	\$29,730,000	\$23,300,000	\$6,430,000	\$29,730,000

Schedule

If the recommended actions are approved by council, staff will open bids in February with intentions of council consideration to award the contract following. Construction will begin as soon as weather allows in April or May 2022 and is planned to be completed in multiple phases over two construction seasons, 2022 and 2023. Once the project is bid and a prime contractor is selected, detailed construction phasing will be communicated to council and residents.

Resolution No. 2022-xxx

Resolution accepting plans and specifications and authorizing the advertisement for bids for the Tonka-Woodcroft Improvements Project, Project No. 22401

Be It Resolved by the City Council of the City of Minnetonka, Minnesota as follows:

Section 1. Background.

- 1.01. Pursuant to city council authorization on Aug. 9, 2021, plans and specifications have been prepared by or under the direction of the city engineer, who is a Licensed Professional Engineer in the State of Minnesota, for the Tonka-Woodcroft Improvements Project, Project No. 22401.
- 1.02. Pursuant to city council authorization on Sept. 13, 2021, plans and specifications have been prepared by or under the direction of the city engineer, who is a Licensed Professional Engineer in the State of Minnesota, for the Minnetonka Boulevard Trail Project, Project No. 22206
- 1.03. The plans and specifications for the construction of the Tonka-Woodcroft Improvements Project, Project No. 22401, which includes the Minnetonka Boulevard Trail Project, Project No. 22206 have been presented to the city council for approval.

Section 2. Council Action.

- 2.01. The plans and specifications, copies of which are on file with the engineering department, are hereby accepted upon the recommendation of the city engineer.
- 2.02. The city clerk shall prepare and cause to be inserted in the official newspaper and in Finance & Commerce an advertisement for bids for the making of such improvements under such approved plans and specifications. The advertisement shall specify the work to be done, shall state that bids will be opened and read aloud at the Minnetonka City Hall, that all bids must be made online at the QuestCDN bidding site, and that no bids will be considered unless accompanied by bid security in the amount of five (5) percent of the amount of the bid, which security must be submitted as required by the contract documents.

Adopted by the City Council of the City of Minnetonka, Minnesota, on Jan. 10, 2022.

Brad Wiersum, Mayor

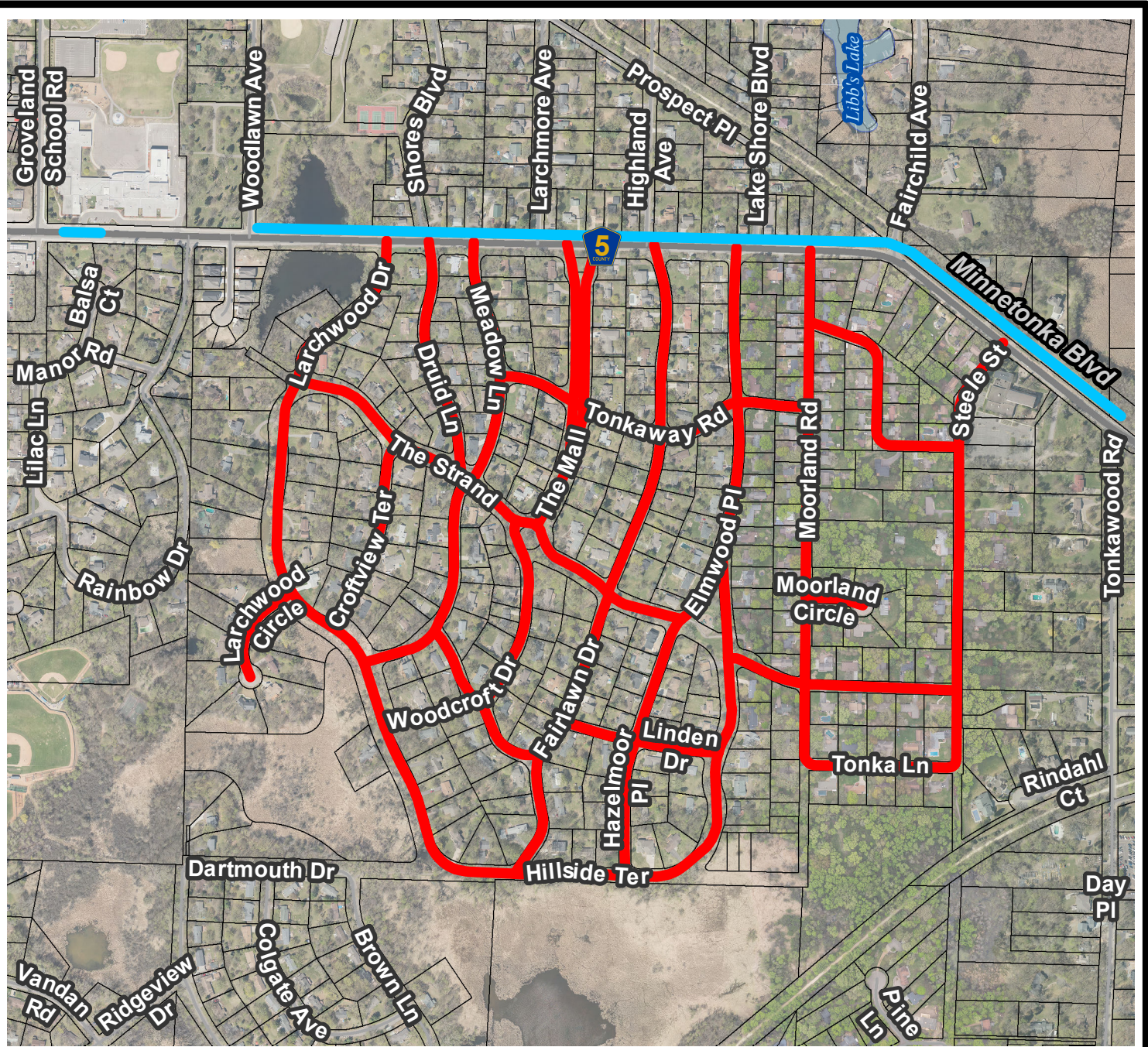
Attest:

Becky Koosman, City Clerk
Action on This Resolution:

Motion for adoption:
Seconded by:
Voted in favor of:
Voted against:
Abstained:
Absent:
Resolution adopted.


I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a duly authorized meeting held on Jan. 10, 2022.


Becky Koosman, City Clerk



Tonka-Woodcroft Improvements Project

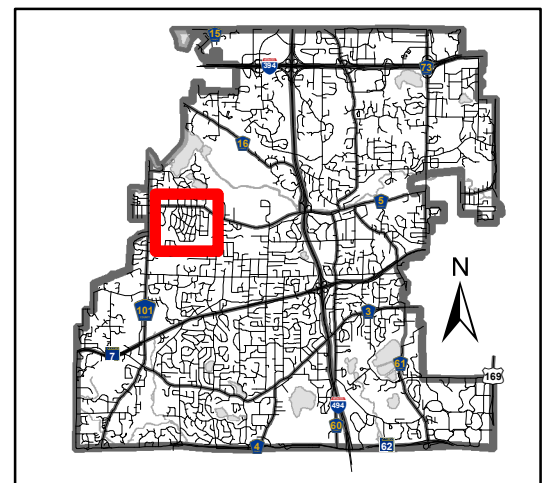
Type

 Street and Utility Construction

 Trail Construction



CITY OF
MINNETONKA



This map is for illustrative purposes only.

2022 & 2023 Funding Summary

Funding Sources						Proposed Funding			Balance	
	Local Street Rehabilitation & Electrical System Enhancements		Trail Improvement Plan			CIP Total	Tonka-Woodcroft	Minnetonka Boulevard Trail		Smetana Road Trail
	Tonka-Woodcroft		Minnetonka Boulevard Trail	Groveland School Crossing	Smetana Road Trail					
	2022 CIP	2023 CIP	2023 CIP							
Street Improvement Fund	\$ 6,200,000	\$ 6,200,000				\$ 12,400,000	\$ 11,000,000			\$ 1,400,000
Utility Fund	\$ 3,000,000	\$ 3,000,000				\$ 6,000,000	\$ 7,800,000			\$ (1,800,000)
Storm Water Fund	\$ 2,300,000	\$ 2,300,000				\$ 4,600,000	\$ 4,300,000			\$ 300,000
Trail Expansion Fund			\$ 4,250,000	\$ 180,000	\$ 550,000	\$ 4,980,000		\$ 4,330,000	\$ 550,000	\$ 100,000
Park & Trail Improvement Fund					\$ 350,000	\$ 350,000			\$ 350,000	\$ -
Hennepin County			\$ 100,000			\$ 100,000		\$ 100,000		\$ -
Electric Franchise Fund	\$ 100,000	\$ 100,000	\$ 2,000,000		\$ 800,000	\$ 3,000,000	\$ 200,000	\$ 2,000,000	\$ 800,000	\$ -
Total Project Cost	\$ 11,600,000	\$ 11,600,000	\$ 6,350,000	\$ 180,000	\$ 1,700,000	\$ 31,430,000	\$ 23,300,000	\$ 6,430,000	\$ 1,700,000	\$ -



**City Council Agenda Item 14C
Meeting of Jan. 10, 2022**

Title: Resolution designating a new Acting Mayor and Alternate Acting Mayor

Report From: Moranda Dammann, Acting Assistant City Manager

Submitted through: Mike Funk, Acting City Manager

Action Requested: Motion Informational Public Hearing
Form of Action: Resolution Ordinance Contract/Agreement Other N/A
Votes needed: 4 votes 5 votes N/A Other

Summary Statement

The City Charter requires that the city council choose from its members a person to serve as Acting Mayor in the Mayor's absence or disability. Attached is a resolution that may be used to designate the Acting Mayor and Alternate Acting Mayor. After the city council has made these designations, the appropriate blank areas will be completed.

Recommended Action

Adopt the following motion (filling in the appropriate designations).

That the resolution designating Councilmember _____ Acting Mayor and Councilmember _____ as Alternate Acting Mayor for the year 2022 is hereby adopted.

Strategic Profile Relatability

- | | |
|--|---|
| <input type="checkbox"/> Financial Strength & Operational Excellence | <input type="checkbox"/> Safe & Healthy Community |
| <input type="checkbox"/> Sustainability & Natural Resources | <input type="checkbox"/> Livable & Well-Planned Development |
| <input type="checkbox"/> Infrastructure & Asset Management | <input type="checkbox"/> Community Inclusiveness |
| <input checked="" type="checkbox"/> N/A | |

Financial Consideration

- Is there a financial consideration? No Yes
- Financing sources: Budgeted Budget Modification New Revenue Source
 Use of Reserves Other

Background

The City Charter requires that the city council choose from its members a person to serve as Acting Mayor in the Mayor's absence or disability. In the past, the city council has also chosen an Alternate Acting Mayor to serve in the event the Mayor and Acting Mayor are unavailable.

At its Jan. 4, 2021 council meeting, the city council adopted Res. 2021-003 designating Rebecca Schack as the Acting Mayor and Susan Carter as the Alternate Mayor.

Here is a history of the designations:

2021– Schack acting, Carter alternate

2020 – Calvert acting, Schack alternate

2019 – Bergstedt acting, Calvert alternate

2018 – Wagner acting, Bergstedt alternate, Bergstedt acting, Acomb alternate

2017 – Acomb acting, Wagner alternate

2016 – Allendorf acting, Acomb alternate

Resolution No. 2022-

Resolution designating a new acting mayor and alternate acting mayor

Be it resolved by the City Council of the City of Minnetonka, Minnesota as follows:

Section 1. Background.

- 1.01. Section 2.06 of the Minnetonka City Charter authorizes the City Council to designate an Acting Mayor to serve in the absence of the Mayor.
- 1.02. Because there may be times when the Mayor and designated Acting Mayor are both out of the city, the designation of another councilmember is advised.
- 1.03. For the calendar year 2021, Councilmember Rebecca Schack was designated as the Acting Mayor for the City of Minnetonka, to serve in the absence of the Mayor and Councilmember Susan Carter was designated Alternate Acting Mayor.

Section 2. Council Action.

- 2.01. For the calendar year 2022, _____ is designated as the Acting Mayor for the City of Minnetonka, to serve in the absence of the Mayor.
- 2.02. For calendar year 2022, _____ is designated as the Alternate Acting Mayor for the City of Minnetonka, to serve in the absence of the Mayor and Acting Mayor.

Adopted by the City Council of the City of Minnetonka, Minnesota, on Jan. 10, 2022

Brad Wiersum, Mayor

Attest:

Becky Koosman, City Clerk

Action on this resolution:

Motion for adoption:
Seconded by:
Voted in favor of:
Voted against:
Abstained:
Absent:

Resolution adopted.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a meeting held on Jan. 10, 2022.

Becky Koosman, City Clerk



**City Council Agenda Item #14D
Meeting of Jan. 10, 2022**

Title: COVID-19 pandemic updates

Report From: Dawn Pearson, Human Resources Manager
Corrine Heine, City Attorney
Moranda Dammann, Acting Assistant City Manager
Jim Flanders, Assistant Chief of Emergency Management and Planning

Submitted through: Mike Funk, Acting City Manager

Action Requested: Informational; Discuss meeting format and metrics

Summary Statement

OSHA issued an Emergency Temporary Standard (ETS) on Nov. 5, 2021, for employers with 100 or more employees. Several lawsuits were brought, and federal courts imposed a stay on enforcement of the ETS. The stay is no longer in effect, and the City of Minnetonka will be moving forward to implement a policy and weekly testing procedures.

The Minnetonka City Council is currently holding in-person meetings. As the COVID-19 health pandemics continues, with positive cases increasing and the omicron variant emerging, various local government entities have shifted back to virtual meetings. Based on metrics provided by the CDC, Hennepin County is currently at a High Transmission level.

Recommended Action

Informational; Discuss meeting format and metrics

Strategic Profile Relatability

- | | |
|--|--|
| <input type="checkbox"/> Financial Strength & Operational Excellence | <input checked="" type="checkbox"/> Safe & Healthy Community |
| <input type="checkbox"/> Sustainability & Natural Resources | <input type="checkbox"/> Livable & Well-Planned Development |
| <input type="checkbox"/> Infrastructure & Asset Management | <input type="checkbox"/> Community Inclusiveness |
| <input type="checkbox"/> N/A | |

Background

OSHA issued an Emergency Temporary Standard (ETS) on Nov. 5, 2021, for employers with 100 or more employees. On Nov. 6, 2021, the Fifth Circuit Court of Appeals issued a stay to bar OSHA from enforcing the ETS, pending judicial review. Because similar challenges to the ETS had been brought in several judicial circuits, the litigation was consolidated and assigned to the Sixth Circuit Court of Appeals. On Dec. 17, 2021, the Sixth Circuit granted OSHA's motion to dissolve the stay issued by the Fifth Circuit. Several of the losing parties petitioned the U.S. Supreme Court, and that court has agreed to hold a hearing on Jan. 7, 2022.

In the meantime, the stay is no longer in effect. Minnesota is an OSHA-approved state plan, which means that cities in Minnesota must follow rules adopted by Minnesota OSHA (MNOSHA). MNOSHA has announced its intent to adopt the ETS by reference as soon as Jan. 3, 2022. The U.S. Department of Labor has indicated that it will not issue citations for noncompliance with (1) the non-testing requirements of the ETS until at least Jan. 10, 2022 and (2) the testing requirements of the ETS until at least Feb. 9, 2022, so long as employers are making good faith requirements to comply with the rules. The non-testing requirements include requirements that all employees certify their vaccination status and that unvaccinated employees wear face coverings.

The city plans to implement its policy no later than Jan. 10, 2022. At this time, vaccinations will not be required for employment, but weekly testing procedures will be in place no later than Feb. 7, 2022. The city plans to use Vault Health to administer testing and results. Staff is currently working with the vendor on logistical details therefore, costs cannot be determined at this time.

The City Manager will approve the contract in order to complete the certification process. Once certification of vaccination status is completed, staff will estimate costs for one year and, if costs exceed \$175,000, staff will come back to ask council to ratify the contract. If the council does not ratify the contract, the city manager will cancel the contract before \$175,000 in costs is incurred. City staff will continue to monitor and adapt to the fluid situation.

Early in the pandemic and in response to the state-ordered shut down, the Minnetonka city council began holding virtual council meetings in April 2020. On June 14, 2021, the Minnetonka City Council resumed in-person meetings. As the COVID-19 health pandemics continues, with positive cases increasing and the omicron variant emerging, various local government entities have shifted back to virtual meetings.

The Centers for Disease Control and Prevention, CDC, provides [metrics for measuring the severity of COVID-19 transmission](#). Hennepin County is currently at the High Transmission level.

As it stands today, meetings of the boards and commission meetings are being held in both formats. Park Board, Planning Commission, Charter Commission, EDA, EDAC, Senior Advisory and DEI task force are all held in person. The Sustainability Commission is currently being held virtually. These decisions are currently being made by the presiding officer of each body, following all necessary state statutes.

Discussion Questions

1. Does the City Council wish to proceed with the current in-person format?
2. Is the City Council interesting in using metrics to determine when to move to remote meetings?



**City Council Agenda Item 15A
Meeting of Jan. 10, 2022**

Title: Reappointments to Minnetonka boards and commissions
Report From: Kyle, Elections Specialist
Submitted through: Mike Funk, Acting City Manager
Moranda Dammann, Acting Assistant City Manager

Action Requested: Motion Informational Public Hearing
Form of Action: Resolution Ordinance Contract/Agreement Other N/A
Votes needed: 4 votes 5 votes N/A Other

Summary Statement

List of recommended reappointments to Minnetonka boards and commissions, for those members whose terms expire on January 31, 2022, and who staff recommends should continue to serve in their respective capacities.

Recommended Action

Approve the following reappointments to the Minnetonka Boards and Commissions:

- Maram Falk, to the EDAC, to serve another two-year term, effective February 1, 2022 and expiring on January 31, 2024.
- Steven Tyacke, to the EDAC, to serve another two-year term, effective February 1, 2022 and expiring on January 31, 2024.
- Jay Hromatka, to the EDAC, to serve another two-year term, effective February 1, 2022 and expiring on January 31, 2024.
- Charlie Yunker, to the EDAC, to serve another two-year term, effective February 1, 2022 and expiring on January 31, 2024.
- David Ingraham, to the Park Board, to serve another two-year term, effective February 1, 2022 and expiring on January 31, 2024.
- Christopher Walick, to the Park Board, to serve another two-year term, effective February 1, 2022 and expiring on January 31, 2024.
- Ben Jacobs, to the Park Board, to serve another two-year term, effective February 1, 2022 and expiring on January 31, 2024.

- Matt Henry, to the Planning Commission, to serve another two-year term, effective February 1, 2022 and expiring on January 31, 2024.
- Alex Hanson, to the Planning Commission, to serve another two-year term, effective February 1, 2022 and expiring on January 31, 2024.
- John Powers, to the Planning Commission, to serve another two-year term, effective February 1, 2022 and expiring on January 31, 2024.
- Amanda Maxwell, to the Planning Commission, to serve another two-year term, effective February 1, 2022 and expiring on January 31, 2024.
- Joshua Sewall, to the Planning Commission, to serve another two-year term, effective February 1, 2022 and expiring on January 31, 2024.
- Lisa Lee, to the Senior Advisory Board, to serve another two-year term, effective February 1, 2022 and expiring on January 31, 2024.
- Nancy Sullivan, to the Senior Advisory Board, to serve another two-year term, effective February 1, 2022 and expiring on January 31, 2024.
- Judith Hansen, to the Senior Advisory Board, to serve another two-year term, effective February 1, 2022 and expiring on January 31, 2024.
- Bob Gilbertson, to the Senior Advisory Board, to serve another two-year term, effective February 1, 2022 and expiring on January 31, 2024.
- Patricia Baker, to the Senior Advisory Board, to serve another two-year term, effective February 1, 2022 and expiring on January 31, 2024.
- Sandra Blackman, to the Senior Advisory Board, to serve another two-year term, effective February 1, 2022 and expiring on January 31, 2024.
- Dave Ingraham, to serve as the park board ex-officio member of the Sustainability Commission for another one-year term, effective February 1, 2022 and expiring on January 31, 2023.
- Matt Henry, to serve as the planning commission ex-officio member of the Sustainability Commission for another one-year term, effective February 1, 2022 and expiring on January 31, 2023.

Strategic Profile Relatability

Financial Strength & Operational Excellence

Sustainability & Natural Environment

Infrastructure & Asset Management

N/A

Safe & Healthy Community

Livable & Well-Planned Development

Community Inclusiveness

Statement:

Financial Consideration

Subject: Reappointments to Minnetonka boards and commissions

Is there a financial consideration? No Yes [Enter estimated or exact dollar amount]

Financing sources: Budgeted Budget Modification New Revenue Source
 Use of Reserves Other [Enter]

Statement: N/A

Background

On January 31, 2022, the appointment terms will expire for some members of the EDAC, Park Board, Planning Commission, Senior Advisory Board, and Sustainability Commission. All of them are eligible to be reappointed, and some members have indicated an interest in continuing to serve another term. They have been valuable and productive members, and I am recommending the reappointment of the eligible members listed.



**City Council Agenda Item 15B
Meeting of Jan. 10, 2022**

Title: Appointment of student member to the Park Board

Report From: Kyle, Elections Specialist
Kelly O'Dea, Recreation Director

Submitted through: Mike Funk, Acting City Manager
Moranda Dammann, Acting Assistant City Manager

Action Requested: Motion Informational Public Hearing
Form of Action: Resolution Ordinance Contract/Agreement Other N/A
Votes needed: 4 votes 5 votes N/A Other

Summary Statement

Staff recommends appointing Isabelle Stroh to serve a two-year term as student member on the Park Board.

Recommended Action

Approve the following appointment to the Park Board:

- Isabelle Stroh, to serve as the student member for a two-year term, effective February 1, 2022 and expiring on January 31, 2024.

Strategic Profile Relatability

- | | |
|--|---|
| <input type="checkbox"/> Financial Strength & Operational Excellence | <input type="checkbox"/> Safe & Healthy Community |
| <input type="checkbox"/> Sustainability & Natural Environment | <input type="checkbox"/> Livable & Well-Planned Development |
| <input type="checkbox"/> Infrastructure & Asset Management | <input checked="" type="checkbox"/> Community Inclusiveness |
| <input type="checkbox"/> N/A | |

Statement:

Financial Consideration

Is there a financial consideration? No Yes [Enter estimated or exact dollar amount]
Financing sources: Budgeted Budget Modification New Revenue Source
 Use of Reserves Other [Enter]

Statement: N/A

Background

Staff recommends appointing Isabelle Stroh to serve a two-year term as student member on the Park Board to fill the impending vacancy. The term of the outgoing student member, Elliot Berman, ends on January 31, 2022.

Isabelle applied during the previous boards and commissions recruitment cycle, and was subsequently interviewed at the January 11, 2021 study session. She was not selected for appointment at the time.