



**Agenda  
Minnetonka City Council  
Regular Meeting  
Monday, May 23, 2022  
6:30 p.m.  
Council Chambers**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call: Wilburn-Calvert-Schaeppi-Coakley-Kirk-Schack-Wiersum
4. Approval of Agenda
5. Approval of Minutes:
  - A. May 9, 2022 special study session minutes
  - B. May 9, 2022 regular meeting minutes
6. Special Matters:
  - A. Retirement recognition for Accounting Clerk Mari Braatz  
Recommendation: Recognize Mari Braatz upon her retirement
  - B. Retirement recognition for Assessment Specialist Denise Ostlund  
Recommendation: Recognize Denise Ostlund upon her retirement
  - C. Public Safety Master Plan  
Recommendation: No action recommended, presentation only
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:

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- A. Resolution approving the final plat of MONSON MEADOWS at 5500 Rowland Road and an adjacent, unaddressed parcel  
Recommendation: Adopt the resolution (4 votes)
- B. Strategic Profile Quarter One Report  
Recommendation: Accept the report (4 votes)
- 11. Consent Agenda - Items Requiring Five Votes:
  - A. Conditional use permit with variances, and a site and building plan review for a fast food restaurant at 15110 Highway 7  
Recommendation: Adopt the resolution (5 votes)
  - B. Park Shelter Roof Replacements  
Recommendation: Amend the CIP (5 votes)
- 12. Introduction of Ordinances:
  - A. Items concerning Rayito Del Sol, a licensed daycare, at 3520 Williston Road  
Recommendation: Introduce the ordinance, provide feedback and refer it to the planning commission (4 votes)
- 13. Public Hearings:
  - A. Temporary on-sale liquor license for The Rotary Club of Minnetonka Foundation, 14600 Minnetonka Blvd  
Recommendation: Hold the public hearing and grant the license (5 votes)
- 14. Other Business: None.
- 15. Appointments and Reappointments: None.
- 16. Adjournment

**Minutes  
City of Minnetonka  
City Council Special Study Session  
Wednesday, May 9, 2022**

**Council Present:** Deb Calvert, Kissy Coakley, Brian Kirk, Rebecca Schack, Bradley Schaeppi, Kimberly Wilburn, Mayor Brad Wiersum

**Staff:** Moranda Dammann, Corrine Heine, Dawn Pearson

**Guests:** Charlene Stevens

**1. Call to Order**

Wiersum called the meeting to order at 4:31 p.m.

**2. Introductions/Roll Call**

The city staff, councilmembers and guests in attendance introduced themselves.

**3. City Manager Candidate Materials and Timeline with GovHR**

Stevens gave a report on the progress of the City Manager recruitment process. She gave an overview of the candidates and summarized her initial screening interviews with them. Councilmembers offered their questions and comments about the candidates.

Each councilmember provided their three top candidates and a fourth, alternate.

**Councilmember Calvert**

Candidates #11, #4, #1  
Alternate – Candidate #2

**Councilmember Coakley**

Candidates #7, 11, 3

**Councilmember Kirk**

1<sup>st</sup> Choice – Candidate #1  
2<sup>nd</sup> Choice – Candidate #3  
3<sup>rd</sup> Choice – Candidate #11  
Alternate – Candidate #4

**Councilmember Schack**

Candidates #11, #2, #1  
Alternate – Candidate #3

**Councilmember Schaeppi**

Candidates #8, #9, #5  
Alternate – Candidate #11, #4

**Councilmember Wilburn**

Candidates #2, #4, #3  
Alternate – Candidate #11

**Minutes  
City of Minnetonka  
City Council Special Study Session  
Wednesday, May 9, 2022**

**Mayor Wiersum**

Candidates #1, #4, #11

Alternate – Candidate #2

Candidates #1, #3, #4 and #11 were selected for interviews.

Stevens then outlined the next steps in the recruitment process and the composition of the department directors and community panel. Councilmembers offered their questions and comments. It was agreed that department directors and members of the community that interact with the City Manager would be invited to be on the panel. The panel will interview candidates around the same time as the council.

Interviews with City Council were scheduled for Thursday, June 2. Additional time was also scheduled for Friday, June 10, if needed for second interviews.

Stevens indicated she would contact the four selected candidates to schedule the interviews, and that new packets of information will be provided to council. Additionally, information that can be released to the public will also be provided.

Councilmembers gave direction to Pearson on what community groups to reach out to when soliciting volunteers for the panel.

**4. Adjournment**

Wiersum adjourned the meeting at 5:58 p.m.

Respectfully submitted,

Becky Koosman  
City Clerk



**Minutes  
Minnetonka City Council  
Monday, May 9, 2022**

**1. Call to Order**

Mayor Brad Wiersum called the meeting to order at 6:30 p.m.

**2. Pledge of Allegiance**

All joined in the Pledge of Allegiance.

**3. Roll Call**

Council Members, Rebecca Shack, Kimberly Wilburn, Deb Calvert, Bradley Schaeppi, Kissy Coakley, Brian Kirk and Mayor Brad Wiersum were present.

**4. Approval of Agenda**

Kirk moved, Calvert seconded a motion to accept the agenda with addenda to Item 14.A. All voted "yes." Motion carried.

**5. Approval of Minutes:**

**A. April 11, 2022 LBAE minutes**

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

**B. April 25, 2022 LBAE minutes**

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

**C. April 25, 2022 regular meeting minutes**

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

**6. Special Matters:**

**A. Hennepin County Update**

Hennepin County Commissioner Chris LaTondresse provided the council with an update from the county. He discussed how local government was built on strong

partnerships and described how the county was working on behalf of the residents of Minnetonka. He commented on how the pandemic has impacted the county and how the county board was discussing the allocation of ARP funding. He reported the county was focusing on housing stability, public safety and mental health, supporting the small business community, and addressing climate change. He thanked Minnetonka for their continued leadership in the community and for forming a sustainability commission. He commented further on the county's initiatives surrounding sustainability and asked for comments or questions.

Schaeppi asked if the county would consider offering more grants to assist cities with improving county road infrastructure and pedestrian safety. Mr. LaTondresse stated these investments tend to occur every 25 to 30 years. He noted as part of the climate action work a modal hierarchy policy was also being drafted that would prioritize pedestrians and other users.

Schack thanked Commissioner LaTondresse for his presentation and stated she appreciated his leadership on affordable housing. Commissioner LaTondresse stated affordable housing could not occur without public subsidy whether through the state or federal government. He believed a better total funding solution had to be put in place to address the affordable housing crisis. He thanked the city council for their leadership and partnership for affordable housing.

Calvert thanked Commissioner LaTondresse for attending this meeting. She commented on a Zoom call she attended with Commissioner LaTondresse last summer where crisis housing was discussed in the west metro. She encouraged the county to continue to partner with the City of Minnetonka in order to assist those in crisis. Commissioner LaTondresse stated the current system was designed for those that live in an urban context and not a suburban context. He reported he was working to drive discussions to address the unique barriers for families in crisis in the suburbs.

Wiersum thanked Commissioner LaTondresse for his presentation. He explained he appreciated the partnership the city had with the county to address mental health and public safety. He stated he greatly appreciated the efforts of Dan Sweeney, the embedded social worker working within the Minnetonka Police Department.

## **7. Reports from City Manager & Council Members**

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

Coakley stated she toured the Vantage program at the Minnetonka High School last week. She noted she would be joining the Vantage advisory board and she looked forward to further the partnership the city has with the school district.

Calvert indicated she attended a Southwest Suburban Cable Commission meeting where the Comcast franchise renewal was discussed.

Calvert reminded the public that there was a lot of strife in the world at this time and encouraged residents to support their neighbors across the street and in Ukraine.

Wiersum reported on Thursday, May 5 he attended a groundbreaking ceremony for the Minnetonka School District's Vantage building.

**8. Citizens Wishing to Discuss Matters not on the Agenda:**

Tom Madden, 14645 Excelsior Boulevard, stated he owns a small business in Minnetonka and has done so for the past nine years. He noted he just signed a long term lease with his landlord and his landlord encouraged him to come and speak with the council regarding the products he sells. He reported he owns E-Cig Pod next to Unmapped Brewing and noted he sells essential oils, CBD and electronic liquid. He explained he has helped hundreds of seniors quit smoking. He commented on the point of sale system he has in place to check ID's.

Acting City Manager Mike Funk provided the council with feedback on the items that were brought to the council under Citizens Wishing to Discuss Matters Not on the Agenda at their April 25 meeting.

**9. Bids and Purchases: None.**

**10. Consent Agenda – Items Requiring a Majority Vote:**

Wiersum stated he would like to pull Item 10.D from the consent agenda for further discussion.

**A. Resolution to approve master partnership contract with MnDOT**

Calvert moved, Wilburn seconded a motion to adopt Resolution 2022-037. All voted "yes." Motion carried.

**B. Approve traffic signal agreement at various intersections with Hennepin County**

Calvert moved, Wilburn seconded a motion to adopt the agreement. All voted "yes." Motion carried.

**C. Resolution committing Ice Arena special revenue fund revenues**

Calvert moved, Wilburn seconded a motion to adopt Resolution 2022-038. All voted "yes." Motion carried.

**D. Fund agreement for Metropolitan Council Local Housing Incentives Account (LHIA) Funds for Homes Within Reach**

Wiersum explained after having a discussion with the city attorney, he needed to abstain from voting on this item.

Coakley reported the city would be receiving a grant in the amount of \$180,000 for Homes within Reach and she questioned if the city's matching funds were previously approved. Community Development Director Julie Wischnack reported the city had previously approved these matching funds.

Calvert moved, Kirk seconded a motion to approve the agreement and sub-recipient agreement. Schack, Wilburn, Calvert, Schaeppi, Coakley and Kirk voted "yes." Wiersum "abstained". Motion carried.

**11. Consent Agenda – Items requiring Five Votes: None.****12. Introduction of Ordinances:****A. Ordinance amending City Code 805 regarding swimming pools and spas**

Community Development Director Julie Wischnack gave the staff report.

Schaeppi requested further information regarding the fencing requirements for hot tubs. Wischnack discussed the research staff did to see how other communities addressed latching requirements for hot tubs/spas. She reported staff did not support requiring fencing around a self-contained spa.

Wiersum suggested a size or certain square footage be recognized on when fencing would be required for a pool. Wischnack explained staff had went away from the size language and more descriptive language to differentiate between a spa and pool.

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

**13. Public Hearings:**

**A. Temporary on-sale liquor licenses for Unmapped Brewing, LLC, 14625 Excelsior Blvd**

Community Development Director Julie Wischnack gave the staff report.

Wiersum opened the public hearing.

Megan Park, owner of Unmapped Brewing, thanked the council for considering her temporary on-sale liquor license requests. She stated she was excited to host several outdoor events again this summer. She noted the first event would be held on June 18 and would celebrate Unmapped Brewing's five year anniversary.

Wiersum thanked Ms. Parks for hosting these community gatherings and commended her for doing them well.

There being no further comments from the public, Wiersum closed the public hearing.

Calvert moved, Kirk seconded a motion to hold the public hearing and grant the licenses. All voted "yes." Motion carried.

**B. Temporary on-sale liquor license for Immaculate Heart of Mary Church, 13505 Excelsior Blvd**

Community Development Director Julie Wischnack gave the staff report.

Wiersum opened the public hearing.

Kellie Dennehy, representative for Immaculate Heart of Mary Church, thanked the council for considering her request. She noted the planned event would celebrate the churches 75<sup>th</sup> anniversary on Saturday, June 25.

There being no further comments from the public, Wiersum closed the public hearing.

Schack moved, Kirk seconded a motion to hold the public hearing and grant the license. All voted "yes." Motion carried.

Wiersum recessed the city council meeting.

Wiersum reconvened the city council meeting.

**14. Other Business:****A. Three Rivers Park District Regional Trails Master Plan**

Matt Kumka provided the council with an update on the Three Rivers Park District Regional Trails Master Plan.

Schaeppi asked if a trail along McGinty Road was part of the master plan. Kumka noted this was off the timeline at this time.

Kirk discussed the LRT line and questioned how the biking trails would be impacted by LRT. Kumka stated the regional trails would not be impacted by the LRT line, but noted the local trails may be.

Kirk inquired when the trail past Shady Oak Road would be reopened. Kumka indicated he was uncertain at this time. Community Development Director Julie Wischnack stated she attended a meeting recently and was told this trail would reopen in 2023.

Wiersum commented on the data charts and demographics information that was provided within the presentation. Kumka commented the trail improvement plan will hopefully widen the circle and create more access to the regional trail overall.

Kirk asked if motor assisted bikes were included in the Three Rivers Master Plan and recommended that they fall under the non-motorized category for future planning purposes. Kumka thanked Councilmember Kirk for this suggestion noting e-bikes were a non-car-centric mode of transportation.

Schaeppi reported state statute regulates what type of e-bikes can be ridden on trails.

Calvert moved, Kirk seconded a motion to adopt Resolution 2022-039 and letter of support as amended. All voted "yes." Motion carried.

**B. Appeal of planning commission denial of a floor area ratio and building height variances for a new home at 4299 Annika Court**

City Planner Loren Gordon gave the staff report.

Schaeppi requested comment from staff regarding Mr. Lavoy's letter. Gordon stated this letter gets to the two options that were brought forward by staff. He discussed the options for this lot, which were changing it from a walkout to a full basement.

Wilburn asked if drainage was a concern for this property. Gordon explained staff wouldn't fully understand this until the housing type was chosen for this lot.

Schack commented the practical action would be to tweak the housing design to make the house one foot shorter and 310 feet smaller. Gordon stated this was correct.

Wiersum discussed the issues for the houses within the neighborhood noting several required revision in order to satisfy the R-1A zoning district. He asked staff to speak to the revisions that were required. Gordon explained for this builder two of the three homes came in larger than was allowed. He stated the majority of the changes have been minor to the roof pitch and room configurations.

Calvert indicated the lot was graded as a walkout and asked what would be involved in prepping this lot for a home with a full basement. Gordon stated the process would be quite involved and expensive to regrade the lot for a full basement home.

Aaron Clark, 1635 Oregon Avenue South in St. Louis Park, thanked the council for their time. He noted he was appealing the variance decision made by the planning commission. He stated he has agreed to reduce the building height to 25 feet and noted the drawings were being amended. He indicated he was appealing decision because he believed he met the reasons for granting a variance based on the three standards. He believed the variance was in harmony with the general purpose and intent of the ordinance. He encouraged the council to see that he was proposing to build a home that would provide diversity to the city's housing stock. He was of the opinion the lot created the issue and this puts him outside the required FAR, and not the proposed house size. He believed the variance was consistent with the comprehensive plan. He discussed how the house next to him was already an outlier and noted his proposed home would be the third largest on the third largest lot, not the largest in the neighborhood. He addressed the practical difficulty language and reported the proposed use would be reasonable and the need was due to the fact the lot could not be regraded. He commented the main problem with turning this lot into a full basement was due to the fact the neighboring homes were already constructed. He discussed how the neighboring homes would be impacted by water runoff if his lot were regraded. He believed his proposed home would not alter the character of the neighborhood and stated a permitting error has already changed the character of the neighborhood. For all these reasons, he requested that his home be allowed to move forward.

Wiersum indicated the planning commission denied the variance request for Mr. Clark. He clarified Mr. Clark has reduced the variance request from two

variances to one, noting the home would meet the city's height requirement, but has not met the FAR requirements.

Schack stated the discussion regarding converting the lot to a full basement was a concern to her. She noted the obvious solution would be to reduce the size of the home. She indicated the trouble she was having was that the R-1 standards were not being met. She reported she was not hearing a compelling reason to grant a variance. She stated the applicant may not have the right lot for the home they wish to build. She explained she trusted the decision made by the planning commission and the recommendation from staff.

Kirk commented part of the original battle for this development was to approve it under the R-1A zoning regulations. He stated the trees were blocking this neighborhood from the highway and were lost for the stormwater retention pond. He explained he had difficulty with approving a variance for this lot because the development was approved with smaller lot sizes for smaller homes. He indicated the development has turned into one with smaller lots and quite large homes. He reiterated that this lot was always graded for a walkout. He stated the person at fault was the developer for not communicating clearly with the architect and not understanding the limitations of the lot. He encouraged the applicant to reconsider the plans for his home that would take three feet of the length of the home in order to comply with the city's R-1A standards.

Wilburn requested further comment on the outlier home within this neighborhood. Gordon stated one of the homes had a square footage miscalculation and the home was larger than should have been allowed. He explained that just because there was a staff error this did not mean other homes should get to be constructed outside the size limits.

Calvert commented she agreed with Councilmember Schack. She indicated she felt very strongly that the R-1A requirements should have been well understood by the developer and the architect for this lot. She stated she felt bad for Mr. Clark, but explained she would be supporting staff's recommendation. She encouraged Mr. Clark to make an adjustment to the home plans in order to meet the city's FAR requirements.

Wiersum agreed with his fellow councilmembers comments. He noted the R-1A zoning district was designed to have smaller lots and smaller houses. He indicated the council could not make an exception for this home. He reported the good news was Mr. Clark had not started construction on his home and therefore could sell his lot in order to find the proper lot for his home.

Kirk moved, Calvert seconded a motion to adopt Resolution 2022-040. All voted "yes." Motion carried.



**15. Appointments and Reappointments: None.**

**16. Adjournment**

Calvert moved, Kirk seconded a motion to adjourn the meeting at 8:33 p.m. All voted "yes." Motion carried.

Respectfully submitted,

Becky Koosman  
City Clerk



**City Council Agenda Item 6A  
Meeting of May 23, 2022**

**Title:** Retirement recognition for Accounting Clerk Mari Braatz  
**Report From:** Darin Nelson, Finance Director  
**Submitted through:** Mike Funk, Acting City Manager  
Moranda Dammann, Acting Assistant City Manager

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**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

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**Summary Statement**

The city has a practice of recognizing city employees upon their retirement. Accounting Clerk Mari Braatz is retiring May 31, 2022, after 21 years of service to the city.

**Recommended Action**

Recognize Mari Braatz upon her retirement.

**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 [Enter estimated or exact dollar amount]  
Financing sources:  Budgeted  Budget Modification  New Revenue Source  
 Use of Reserves  Other [Enter]

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### **Background**

Mari originally started in the recreation department as a receptionist in the community center. After one year, the finance department had an opening in accounting, we actively recruited her, and from day one, we knew it was a perfect fit and we were lucky to have her.

Mari has an attitude of getting the job done on time, accurately and with a positive attitude. Mari reflects this can do attitude daily, handling many interruptions and last minute requests regarding payments to vendors. Her work reflects the city's shared value of focus on excellence and providing exceptional customer service.

Mari has also been instrumental in assisting the administration department with various aspects of elections over the last 20 years. Her duties have included verifying absentee ballots, checking-in precinct leaders at the end election days and ensuring the ballot counts all reconcile.

Over the years, Mari has received nominations for the Teamwork award by the Employees in Action (EIA) Committee. She also received a safety award for assisting a resident in the community center in October 2011.

In 2016, the finance department converted to paperless accounts payable system and Mari was an important part of the implementation and training of the new system.

For many years, the city had strolling characters at the citywide open house. Mari participated in these events wholeheartedly and with enthusiasm that brought a smile to all (as you can see by the picture attached).

Contagious Enthusiasm is Mari's middle name, you can count on her to participate and participate with enthusiasm including the department Halloween costume contest, ugly holiday sweater contest, and department team building events. You name it she always said count me in.

Mari has made an impact across city departments by generously volunteering for city committees and activities. She has served on the EIA committee, served as liaison for the Municipals, coordinated the department's annual silent auction items for charitable giving and twice a year in rain, sleet or sunshine worked the special drop off for public works.

Mari loves to garden, travel and all things related to her pets. Retirement will provide her more time to garden, travel, ride motorcycle, eat out, and play pickle ball.







**City Council Agenda Item 6B  
Meeting of May 23, 2022**

**Title:** Retirement recognition for Assessment Specialist Denise Ostlund

**Report From:** Darin Nelson, Finance Director

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

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**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

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**Summary Statement**

The city has a practice of recognizing city employees upon their retirement. Assessment Specialist Denise Ostlund is retiring May 31, 2022, after 21 years of service to the city.

**Recommended Action**

Recognize Denise Ostlund upon her retirement.

**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**

Denise Ostlund, Assessment Specialist, will retire May 31, 2022. Denise has served in many roles during her employment with the City of Minnetonka. Denise began working for the city as an on-call receptionist in 1999. In 2006, she became a permanent part-time Assessment Specialist. The assessment specialist position has evolved over the years and has taken on more responsibility, which eventually necessitated Denise moving into full-time role back in 2013. Denise also has a claim to fame as being the Williston Center's first personal trainer.

For the last 16 years, Denise has been an integral part of the Assessing division. Her attention to detail is incredible. She has created several processes that make life for both co-workers and the public simple, clear and concise. She can answer questions from residents, businesses, county employees and other city departments all while meeting short deadlines and keeping up on her daily workload.

Denise was the main person responsible for scanning assessing documents helping the department meet the large go paperless initiative, which was a very important department goal prior to the city hall remodeling project a few years ago.

Over the years, Denise has received many EIA nominations for above and beyond, teamwork, and innovation. Most recently, she has been coordinating pickle ball games after work for fellow employees. She is always willing to help others, which also includes providing free pickle ball tips and tricks.

As Denise moves into retirement from the city, her life will not be slowing down. Adventures and family will remain a cornerstone in her life. She will now have more time to devote to her husband, children and grandchildren. Denise will be missed by the City of Minnetonka, but I am certain we will continue seeing her at our local pickle ball courts.

**City Council Agenda Item 6C  
Meeting of May 23, 2022**



**Title:** Public Safety Master Plan

**Report From:** Andrew Wittenborg, Communications Manager  
John Vance, Fire Chief  
Scott Boerboom, Police Chief

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

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**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

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**Summary Statement**

The City of Minnetonka is interested in a comprehensive and neutral review of its public safety operations and procedures. The scope of the project, “Ready Minnetonka”, will include technical data, in-depth surveys and town hall listening sessions supported by the city’s [Minnetonka Matters](#) community engagement platform. The study will culminate in a city master plan to guide public safety services in support of Minnetonka’s Strategic Plan.

**Recommended Action**

No action recommended, presentation only.

**Strategic Profile Relatability**

- |  |  |
|--|--|
| <input type="checkbox"/> Financial Strength & Operational Excellence | <input checked="" 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 type="checkbox"/> Community Inclusiveness             |
| <input type="checkbox"/> N/A   |  |

Statement: This project aligns with the key strategy, “identify and adapt to public safety service models that support evolving changes in service delivery expectations.”

**Financial Consideration**

Is there a financial consideration?  No  Yes (estimated: \$140,000)  
Financing sources:  Budgeted  Budget Modification  New Revenue Source  
 Use of Reserves  Other [Enter]

Statement: The police and fire department budgets have funds available in operations.

**Background**

Minnetonka’s public safety services have long been rated highly by the community. Both police services and fire protection received marks of 95% satisfaction or higher in the most recent annual community survey. This is a top rating for the Twin Cities Metropolitan Area.

At the same time, a number of significant factors are transforming Minnetonka including continued growth, greater density within neighborhoods, as well as an aging and more diverse population. The Police and Fire Departments are called to meet a wide range of operational challenges from staffing and recruitment, to more sophisticated and time-consuming training along with increased calls for service. The national narrative around policing and race relations has also shaped community expectations when it comes to the collection and sharing of public safety data.

The Minnetonka Police Department has 58 sworn officers and another 15 civilian employees. Services are delivered through three divisions: patrol, professional standards and investigative & support services. While overall calls for service dropped slightly in the past year, the department experienced increased calls in three key areas: medical emergencies, property crimes and mental health crises. Minnetonka was among the first departments in the state to employ a social worker to assist with mental welfare issues.

Minnetonka police officers have long exceeded state minimum training requirements and continue to incorporate new opportunities into their schedules. The department created a professional standards division to more effectively manage mandates. As an example, it has devoted more staff time to ensuring officers complete training in crisis intervention, de-escalation and cultural competencies.

Minnetonka's Fire Department is an all-risk protection agency that provides fire, emergency medical, hazardous materials response and rescue services. Calls for service increased in 2021 and the department averages 11 each day. More than 70% of the calls involve rescues and medical emergencies. The service is transitioning from a paid-on-call department to full-time personnel. It currently has 12 full-time chiefs and administrative personnel and more than 80 part-time firefighters.

Shifting demographics and changes in development have placed more pressure on the fire department's operations and its ability to respond to emergencies. The department is considering expanding daily staffing to reduce response times. Larger and taller buildings may require different firefighting equipment and training. Higher traffic volumes will not only increase calls for service, but also drive the need to more fully staff stations in key locations across the city and ensure adequate response times.

As the city contemplates updates to its core public safety services, it is important to broadly engage the community. This will include interaction with residents, businesses, and visitors. This project will also study advances in public safety technologies and innovative best practices utilized by police and fire services around the world. The results will be used to ensure the departments' are high performing, responsive organizations that fairly and equitably serve everyone in the Minnetonka community.





**City Council Agenda Item 10A  
Meeting of May 23, 2022**

**Title:** Resolution approving the final plat of MONSON MEADOWS at 5500 Rowland Road and an adjacent, unaddressed parcel

**Report From:** Ashley Cauley, Senior Planner

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

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**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

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**Summary Statement**

On [Nov. 8, 2021](#), the city council approved the preliminary plat of the property at 5500 Rowland Road. The plat divided the existing lot into two single-family residential lots, with front yard setback variances. Michael and Terri Monson are now requesting approval of the final plat.

**Recommended Action**

Adopt the resolution approving the final plat.

**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**

Approval of the final plat is reasonable as:

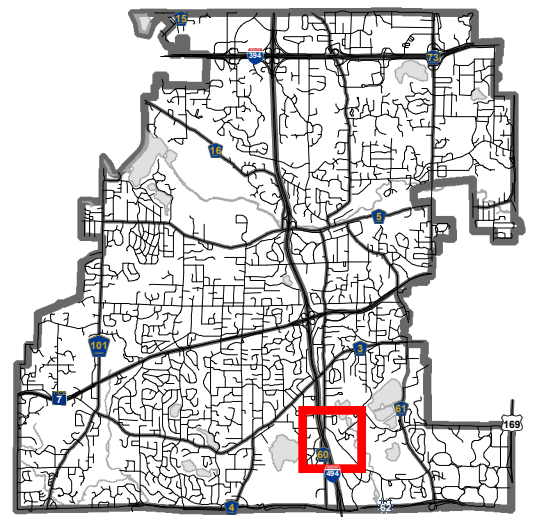
1. The submitted final plat is consistent with the previously approved preliminary plat. As a condition of approval, however, the drainage and utility easements must be increased to seven feet prior to the release of the plat for recording.
2. The applicant has submitted all of the required legal documents. Staff will review these items and provide feedback as needed prior to the release of the documents and plat for recording.





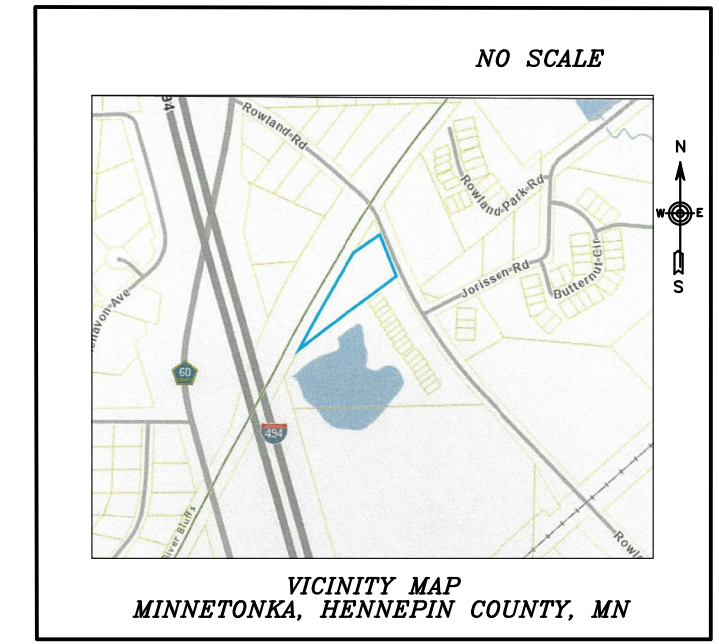
### Location Map

Project: Monson Meadow  
Address: 5500 Rowland Rd





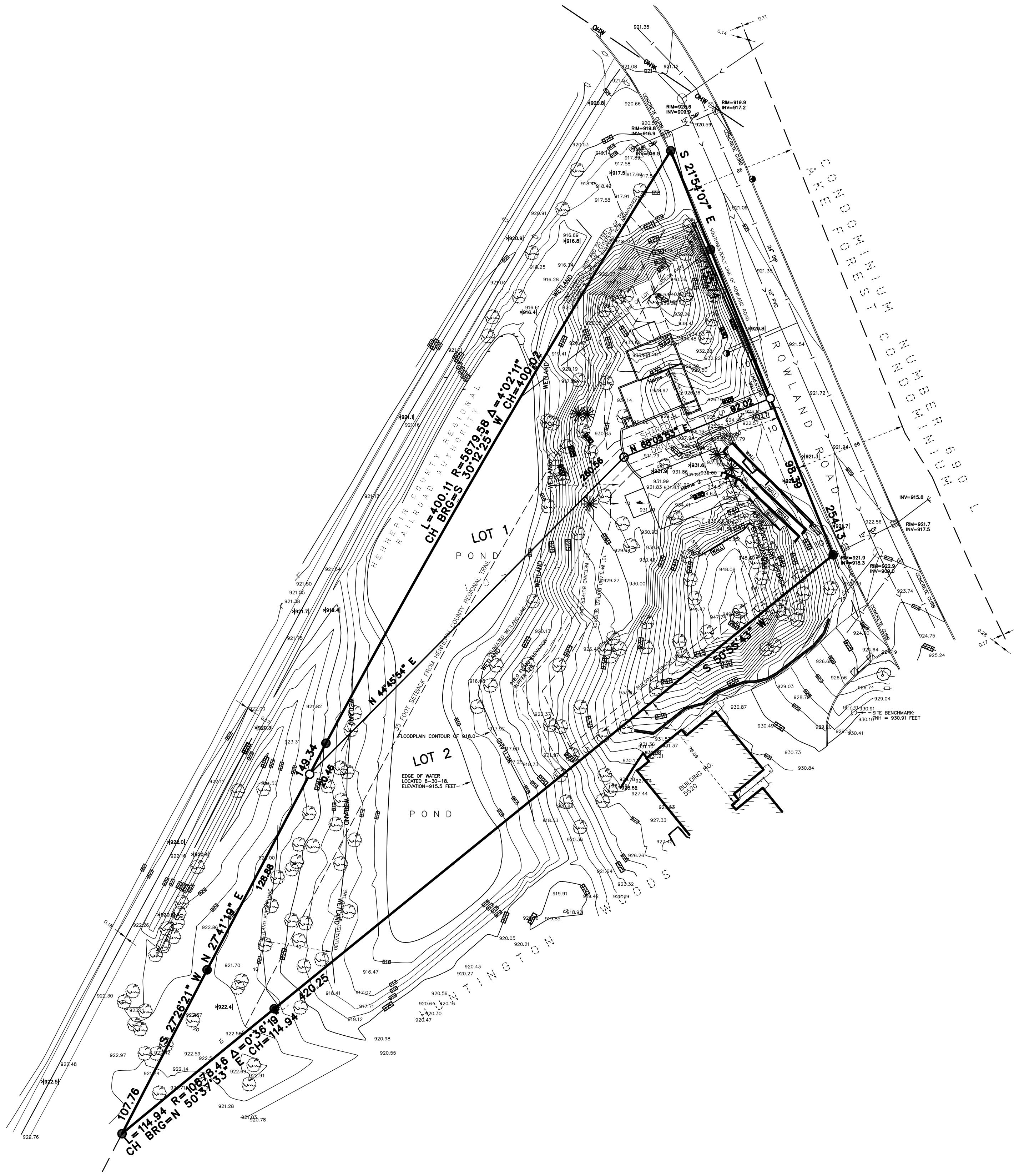
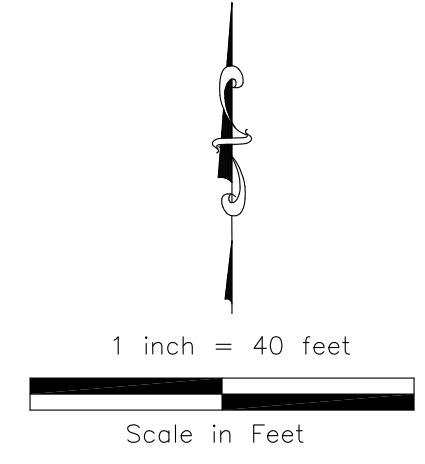
# PRELIMINARY PLAT ROWLAND ROAD ADDITION 5500 ROWLAND ROAD MINNETONKA, HENNEPIN COUNTY, MINNESOTA



- LEGEND**
- . . . . . FIRE HYDRANT
  - ⊙ . . . . . WATER VALVE
  - ⊖ . . . . . MANHOLE
  - ▢ . . . . . CATCH BASIN
  - ⊗ . . . . . POWERPOLE
  - ☀ . . . . . LIGHT POLE
  - . . . . . GUY
  - ⊠ . . . . . TRANSFORMER
  - ⊡ . . . . . ELECTRIC METER
  - ⊞ . . . . . TV PEDESTAL
  - ⊞ . . . . . TELEPHONE PEDESTAL
  - ⊞ . . . . . AIR CONDITIONER
  - ⊞ . . . . . HAND HOLE
  - ⊞ . . . . . SEMAPHORE
  - ⊞ . . . . . GAS METER
  - S . . . . . SANITARY SEWER
  - ST . . . . . STORM SEWER
  - W . . . . . WATERMAIN
  - G . . . . . UNDERGROUND GAS MAIN
  - T . . . . . UNDERGROUND TELEPHONE
  - E . . . . . UNDERGROUND ELECTRIC
  - TV . . . . . UNDERGROUND CABLE T.V.
  - OU . . . . . OVERHEAD UTILITY LINES
  - . . . . . IRON MONUMENT FOUND
  - . . . . . IRON PIPE MONUMENT SET
  - . . . . . EXISTING SPOT ELEVATION
  - ⊕ . . . . . SOIL BORING
  - △ . . . . . SIGN
  - . . . . . DECIDUOUS TREE
  - ⊙ . . . . . CONIFEROUS TREE
  - . . . . . DENOTES TREE AND BRUSH LIMITS
  - . . . . . DENOTES PROPOSED DRAINAGE ARROW
  - (944.00) . . . . . DENOTES PROPOSED ELEVATION
  - ⊙ . . . . . CURB STOP
  - . . . . . CLEAN-OUT
  - . . . . . CLEAN OUT
  - ⊙ . . . . . BUSH
  - ⊙ . . . . . BARBECUE GRILL
  - ⊙ . . . . . AUTO SPRINKLER
  - ⊙ . . . . . BASKETBALL HOOP
  - ⊙ . . . . . BENCH
  - ⊙ . . . . . WATER SPIGOT
  - ⊙ . . . . . TRENCH DRAIN
  - ⊙ . . . . . MONITORING WELL
  - ⊙ . . . . . STORM DISIPATER
  - ⊙ . . . . . SATELITE DISH
  - ⊙ . . . . . TELEPHONE
  - ⊙ . . . . . ELECTRIC PEDESTAL
  - ⊙ . . . . . FLAG POLE
  - ⊙ . . . . . GROUND LITE
  - ⊙ . . . . . MAILBOX
  - ⊙ . . . . . ROOF DRAIN
  - ⊙ . . . . . TRANSMISSION TOWER
  - ⊙ . . . . . VENT PIPE
  - ⊙ . . . . . WELL
  - . . . . . DENOTES ELEC. LINE
  - . . . . . DENOTES FENCE LINE
  - . . . . . DENOTES FIBER OPTIC
  - . . . . . DENOTES GAS LINE
  - . . . . . DENOTES SANITARY SEWER
  - . . . . . DENOTES STORM SEWER
  - . . . . . DENOTES TELEPHONE LINE
  - . . . . . DENOTES TV LINE
  - . . . . . DENOTES OVERHEAD UTL.
  - . . . . . DENOTES WATERMAIN
  - . . . . . DENOTES WETLAND
  - . . . . . DENOTES RAIL ROAD

Alterations to this drawing are prohibited without the express written permission of PTS Land Services, Inc.

This survey reflects above ground indications of utilities and information available from as-built drawings. The surveyor makes no guarantee that the underground utilities shown comprise all such utilities in the area, either in service or abandoned. The surveyor further does not warrant that the underground utilities shown are in the exact location indicated, although he does certify that they are located as accurately as possible from information available. The surveyor has not physically located underground utilities.



**LEGAL DESCRIPTION:**

Lot 12, GIDEON PARK, and that part of the Northeast Quarter of the Northeast Quarter of Section 34, Township 117 North, Range 22 West of the 5th Principal Meridian, lying southwesterly of Rowland Road, northwesterly of Lot 12, GIDEON PARK, and southeasterly of a line parallel with and 50 feet southeasterly from the centerline of the of the main track of the Chicago & Northwestern Railway, Hennepin County, Minnesota.

**ZONING:**

THE PROPERTY IS ZONED R-1, Low Density Residential.

**FLOOD ZONE:**

By graphic interpretation only, this property lies in Zone X (Areas outside the 0.2% annual chance floodplain) per National Flood Insurance Rate Map, Community Panel No. 27053C0339F. Said Rate Map has an effective date of November 04, 2016. No field surveying was performed to determine this zone.

**BULK REGULATIONS:**

- MINIMUM LOT AREA=22,000 SQ. FT.
- MINIMUM LOT WIDTH=110 FEET AT SETBACK
- MINIMUM LOT DEPTH=125 FEET
- MAXIMUM BUILDING HEIGHT=35 FEET
- BUILDABLE AREA=3,500 SQ. FT.
- BUILDING SETBACKS:  
FRONT=35 FEET FROM LOCAL AND NEIGHBORHOOD COLLECTOR STREETS  
FRONT=50 FEET FROM MAJOR COLLECTOR OR ARTERIAL ROADWAYS  
CORNER SIDE=25 FEET  
SIDE=10 FEET  
REAR=40 FEET OR 20% OF LOT DEPTH  
WETLAND BUFFER=40 FEET FROM DELINEATED WETLAND  
FLOODPLAIN=20 FEET HORIZONTALLY AND 2 FEET VERTICALLY

**AREA SUMMARY**

THE PROPERTY CONTAINS 68,139 SQ. FT. OR 1.56 AC.  
LOT 1 = 22,167 SQUARE FEET OR 0.51 AC.  
LOT 2 = 45,972 SQUARE FEET OR 1.05 AC.

**BUILDABLE AREA**

LOT 1 = 2,803.54 SQUARE FEET OR 0.06 AC.  
LOT 2 = 11,373.80 SQUARE FEET OR 0.26 AC.

**SURVEYORS' NOTES:**

- 1). ZONING AND SETBACK DATA OBTAINED FROM, CITY OF MINNETONKA WEB SITE.
- 2). SITE TOPOGRAPHY WAS SUPPLIED BY CLIENT.
- 3). BOUNDARY AND BEARINGS BASED ON HENNEPIN COUNTY COORDINATE SYSTEM.
- 4). BENCHMARK TOP NUT HYDRANT ON SOUTH SIDE OF PROPERTY ELEVATION=930.91 (NAVD 88)
- 2). THIS SURVEY HAS BEEN DONE WITHOUT THE BENEFIT OF A CURRENT TITLE COMMITMENT, PRIOR TO FINAL PLAT AN UPDATED TITLE COMMITMENT WILL BE OBTAINED.

**TAX IDENTIFICATION NUMBERS:**

PARCEL 1: 3411722110015  
5500 ROWLAND ROAD  
MINNETONKA, MN 55345

I hereby certify that this survey was prepared by me or under my direct supervision and that I am a duly licensed Land Surveyor under the laws of the State of Minnesota.

Signed the 6th day of July, 2021

*Timothy S. Peterson*  
Timothy S. Peterson  
Minnesota License No. 45332  
For PTS Land Services, Inc.

**PTS LAND SERVICES, INC.**  
COMPLETE LAND SURVEYING SERVICES



**Resolution No. 2021-120**

**Resolution approving the preliminary plat of MONSON MEADOWS, a two-lot subdivision with front yard setback variances, at 5500 Rowland Road and an adjacent unaddressed parcel**

---

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

Section 1. Background.

- 1.01 Brian Lubben has requested preliminary plat approval of MONSON MEADOWS.
- 1.02 The proposal also includes variances to reduce the front yard setback for future homes from 50 feet to 40 feet.
- 1.03 The site is located at 5500 Rowland Road and the adjacent unaddressed parcel. The properties are legally described as follows:
- 5500 Rowland Rd:
- Lot 12, GIDEON PARK, Hennepin County, Minnesota
- Unaddressed parcel:
- That part of the Northeast Quarter of the Northeast Quarter of Section 34, Township 117 North, Range 22 West of the 5<sup>th</sup> Principal Meridian, lying southwesterly of Rowland Road, northwesterly of Lot 12 GIDEON PARK, and southeasterly of a line parallel with and 50 feet southeasterly from the centerline of the main track of the Chicago & Northwestern Railway, Hennepin County, Minnesota.
- 1.04 On Oct. 28, 2021, the planning commission held a hearing on the proposed plat. The applicant was provided the opportunity to present information to the commission. The planning commission considered all of the comments received and the staff report, which are incorporated by reference into this resolution. The commission recommended that the city council grant preliminary plat approval.

## Section 2. General Standards.

- 2.01 City Code §400.030 outlines general design requirements for residential subdivisions. These standards are incorporated by reference into this resolution. One design standard requires that lots have at least 3,500 square feet of buildable area. Without the approval of the variance to reduce the front yard setback from 50 feet to 40 feet, Lot 1 would have a buildable area of 2,800 square feet.
- 2.02 By City Code §400.055, a variance from the subdivision requirements may be granted but not mandated, when the applicant meets a burden of proving that: (1) the proposed variance is a reasonable use of the property, considering things such as functional and aesthetic justifications for the variance and improvement to the appearance and stability of the property and neighborhood; (2) the circumstances justifying the variance are unique to the property, are not caused by the landowner, are not solely for the landowner's convenience, and are not solely because of economic considerations; and (3) the variance would not adversely affect or alter the essential character of the neighborhood.
- 2.03 By City Code §300.07 Subd. 1, a variance may be granted from the requirements of the zoning ordinance when: (1) the variance is in harmony with the general purposes and intent of this ordinance; (2) when the variance is consistent with the comprehensive plan; and (3) when the applicant establishes that there are practical difficulties in complying with the ordinance. Practical difficulties mean: (1) The proposed use is reasonable; (2) the need for a variance is caused by circumstances unique to the property, not created by the property owner, and not solely based on economic considerations; and (3) the proposed use would not alter the essential character of the surrounding area.

## Section 3. Findings.

- 3.01 With the front yard setback variances, the proposed preliminary plat meets the lot dimension design requirements as outlined in City Code §400.030.
- 3.02 The proposal would meet the burden of proof outlined in City Code §400.55 and the variance standards outlined in City Code §300.07, as:
1. Intent of the Ordinance. The intent of the subdivision and zoning ordinances as they pertain to the buildable area and front yard setback is to ensure development is appropriate within its context for both aesthetic and safety reasons. The applicant's proposal meets this intent. The lot configuration and setbacks would be similar to others in the immediate area.
  2. Consistent with the Comprehensive Plan. The proposal would result in two single-family lots, which is consistent with the site's low-density designation in the 2040 Comprehensive Guide Plan.

3. Reasonableness and unique circumstance: The site is 1.56 acres in size. The larger property has existed in its current configuration since it was created in 1909, more than 55 years prior to the adoption of the city's first zoning and subdivision ordinance. The front yard setback variances would allow for greater preservation and separation from the site's natural features. While Lot 1, without the front yard setback variance, would not meet the minimum buildable area standard, the lot configuration allows for additional preservation of the site's natural features.
4. Character of the locality: The site is the second-largest single-family residential property. The subdivision would result in properties more similarly sized to the single-family residential properties to the north. Additionally, the proposed 40-foot setback would align with the similarly zoned properties to the north, on the south side of Rowland Road, which have setbacks ranging from 20 feet to 35 feet.

Section 4. Council Action.

4.01 The above-described preliminary plat and variances are hereby approved, subject to the following conditions:

1. Final plat approval is required. A final plat will not be placed on a city council agenda until a complete final plat application is received.
  - a) The following must be submitted for a final plat application to be considered complete:
    - 1) A final plat drawing that clearly illustrates the following:
      1. A minimum 10-foot wide drainage and utility easements adjacent to the public right-of-way(s) and minimum 7-foot wide drainage and utility easements along all other lot lines.
      2. Utility easements over existing or proposed public utilities, as determined by the city engineer.
      3. Drainage and utility easements over wetlands, floodplains, and stormwater management facilities, as determined by the city engineer.
    - 2) Documents for the city attorney's review and approval. These documents must be prepared by an attorney knowledgeable in the area of real estate.
      1. Title evidence that is current within thirty days before the release of the final plat. Any additional easements or encumbrances must be shown on

- the preliminary and final plat to ensure there are no conflicts.
2. A draft conservation easement over the wetland buffer and a drawing of the easements. The easement may allow the removal of hazard, diseased, or invasive species.
  3. A draft of the declaration and restrictive covenants over all mitigated wetland areas per the WCA.
2. Prior to final plat approval:
    - a) This resolution must be recorded with Hennepin County.
    - b) The documents outlined in section 4.01(1)(a)(2) above must be approved by the city attorney.
  3. Prior to the release of the final plat for recording:
    - a) Submit the following:
      - 1) Two sets of mylars for city signatures.
      - 2) An electronic CAD file of the plat in microstation or DXF.
      - 3) Park dedication fee of \$5,000.
      - 4) The lender for the property at 5500 Rowland Rd must either submit a lender consent or sign the plat.
  4. Subject to staff approval, MONSON MEADOWS must be developed and maintained in substantial conformance with the following plans, except as modified by the conditions below:
    - Preliminary plat dated July 6, 2021
    - Site, utilities, grading, and drainage plan dated Aug. 23, 2021
    - Tree preservation plan dated Oct. 11, 2021
  5. The following is required prior to the issuance of a building permit for the first new home:
    - a) A letter from the surveyor stating that the 25-foot wetland buffer, boundary, and lot stakes have been installed as required by the ordinance.
    - b) Submit evidence of filing the final plat at Hennepin County and copies of all recorded easements and documents as required in section 4.01(1)(a)(2) of this resolution.



6. The following is required prior to the issuance of a building permit for either lot:
  - a) Final site, grading, drainage, utility, landscape, and tree mitigation plans, and a stormwater pollution prevention plan (SWPPP) for staff approval.
    - 1) Final grading plan must take into consideration existing steep slope areas by working with staff to minimize disturbance and grade changes.
    - 2) Final stormwater management plans must meet the city's rate, volume, and quality standards.
    - 3) Final utility plan must:
      - a. Include a 1-inch, Type K copper piping for the water connection between the public main and the property line.
      - b. Include 6-inch PVC SDR 26 for the sanitary sewer connection between the public main and the property line.
    - 4) Final landscaping and tree mitigation plans must meet minimum landscaping and mitigation requirements as outlined in the ordinance. In addition:
      - a. Based on the submitted plans, the mitigation requirements would be approximately 100 inches. However, at the sole discretion of natural resources staff, mitigation may be adjusted based on site conditions.
      - b. Existing vegetation should remain in steep slope areas where feasible. The applicant should work with staff to reduce tree removal in these areas.
      - c. Work to revegetate disturbed areas as soon as practical after grading to stabilize steep slopes and prevent erosion, as required by the city.
    - 5) A driveway permit. Additionally, if the driveway will be shared:
      - a. A private driveway easement and agreement must be recorded against both properties:

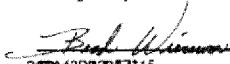


with a 13D automatic fire sprinkler system or an approved alternative system.

- 10. Permits may be required from other outside agencies including, Hennepin County, the Nine Mile Creek Watershed District, and the MPCA. It is the applicant's and/or property owner's responsibility to obtain any necessary permits.
- 11. The city may require installation and maintenance of signs which delineate the edge of any required conservation easement. This signage is subject to the review and approval of city staff.
- 12. During construction, the streets must be kept free of debris and sediment.
- 13. The city must approve the final plat within one year of the preliminary approval or receive a written application for a time extension, or the preliminary approval will be void.

Adopted by the City Council of the City of Minnetonka, Minnesota, on Nov. 8, 2021.

DocuSigned by:

  
 \_\_\_\_\_  
 Brad Wiersum, Mayor

Attest:

DocuSigned by:

  
 \_\_\_\_\_  
 Becky Koosman, City Clerk

Action on this resolution:

Motion for adoption: Kirk

Seconded by: Calvert

Voted in favor of: Kirk, Schack, Carter, Calvert, Schaeppi, Coakley, Wiersum

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 Nov. 8, 2021.

  
 \_\_\_\_\_  
 Becky Koosman, City Clerk

# MONSON MEADOWS

CR. DOC. NO. \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS: That Michael N. Monson and Terri L. Monson, husband and wife, fee owners of the following described property situated in the County of Hennepin, State of Minnesota, to wit:

Parcel A:  
Lot 12, Gideon Park, Hennepin County, Minnesota.

And

Parcel B:  
That part of the Northeast Quarter of the Northeast Quarter of Section 34, Township 117, Range 22, Hennepin County, Minnesota, lying northwesterly of Lot 12, Gideon park, according to the duly recorded plat thereof, said Hennepin County, lying southwesterly of the northwesterly extension of the northeast line of said Lot 12, and lying southeasterly of the southeast line of Hennepin County Regional Railroad Authority Property Map No. 25, according to the duly recorded map thereof, said Hennepin County.

ABSTRACT PROPERTY

Has caused the same to be surveyed and platted as MONSON MEADOWS, and does hereby dedicate to the public for public use forever the drainage and utility easements as created by this plat.

IN WITNESS WHEREOF, said Michael N. Monson and Terri L. Monson, husband and

wife, have hereunto set their hands this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Signed:

Michael N. Monson Terri L. Monson

STATE OF MINNESOTA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by Michael N. Monson and Terri L. Monson, husband and wife.

Notary Public \_\_\_\_\_ County Minnesota

My Commission Expires \_\_\_\_\_

**SURVEYORS CERTIFICATE:**

I Timothy S. Peterson do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Timothy S. Peterson, Land Surveyor  
Minnesota License No. 45332

State of \_\_\_\_\_

County of \_\_\_\_\_

The foregoing Surveyor's certificate was acknowledged before me this \_\_\_\_ day

of \_\_\_\_\_, 20\_\_ by Timothy S. Peterson, Land

Surveyor,

Notary Public, \_\_\_\_\_ County, Minnesota

My Commission Expires: \_\_\_\_\_

THE CITY OF MINNETONKA, MINNESOTA

This plat of MONSON MEADOWS was approved and accepted by the City Council of

Minnetonka, Minnesota, at a regular meeting thereof held this \_\_\_\_ day

of \_\_\_\_\_, 20\_\_.

BY \_\_\_\_\_  
Its Mayor

BY \_\_\_\_\_  
Its City Manager

STATE OF MINNESOTA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_

20\_\_ by \_\_\_\_\_ and \_\_\_\_\_, the Mayor and City

Manager, respectively, of the City of Minnetonka, Minnesota, on behalf of the City.

Notary Public \_\_\_\_\_

TAXPAYER SERVICES DEPARTMENT, Hennepin County, Minnesota

I hereby certify that the taxes payable in \_\_\_\_\_ and prior years have been paid for land described on this plat. Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Mark V. Chapin, Hennepin County Auditor By \_\_\_\_\_ Deputy

SURVEY DIVISION, Hennepin County, Minnesota

Pursuant to Minn. Statute Sec. 383B.565 (1969), this plat has been approved this \_\_\_\_ day of

\_\_\_\_\_, 20\_\_.

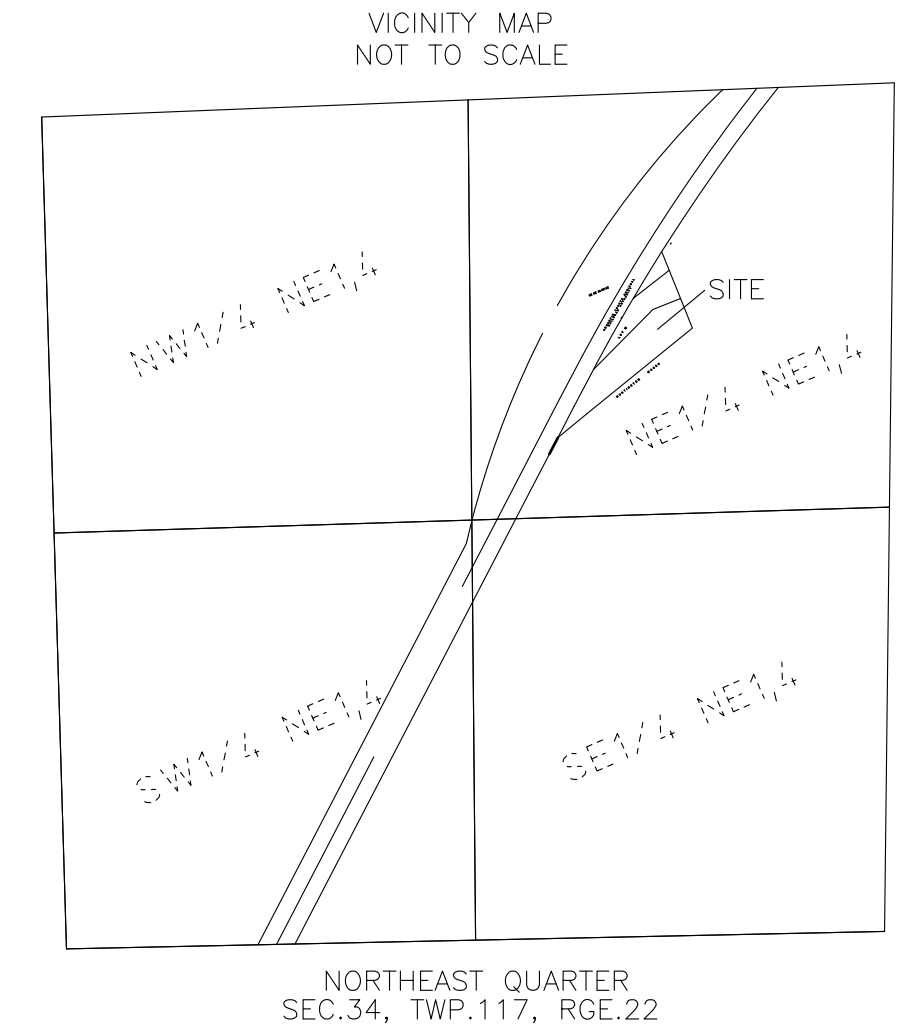
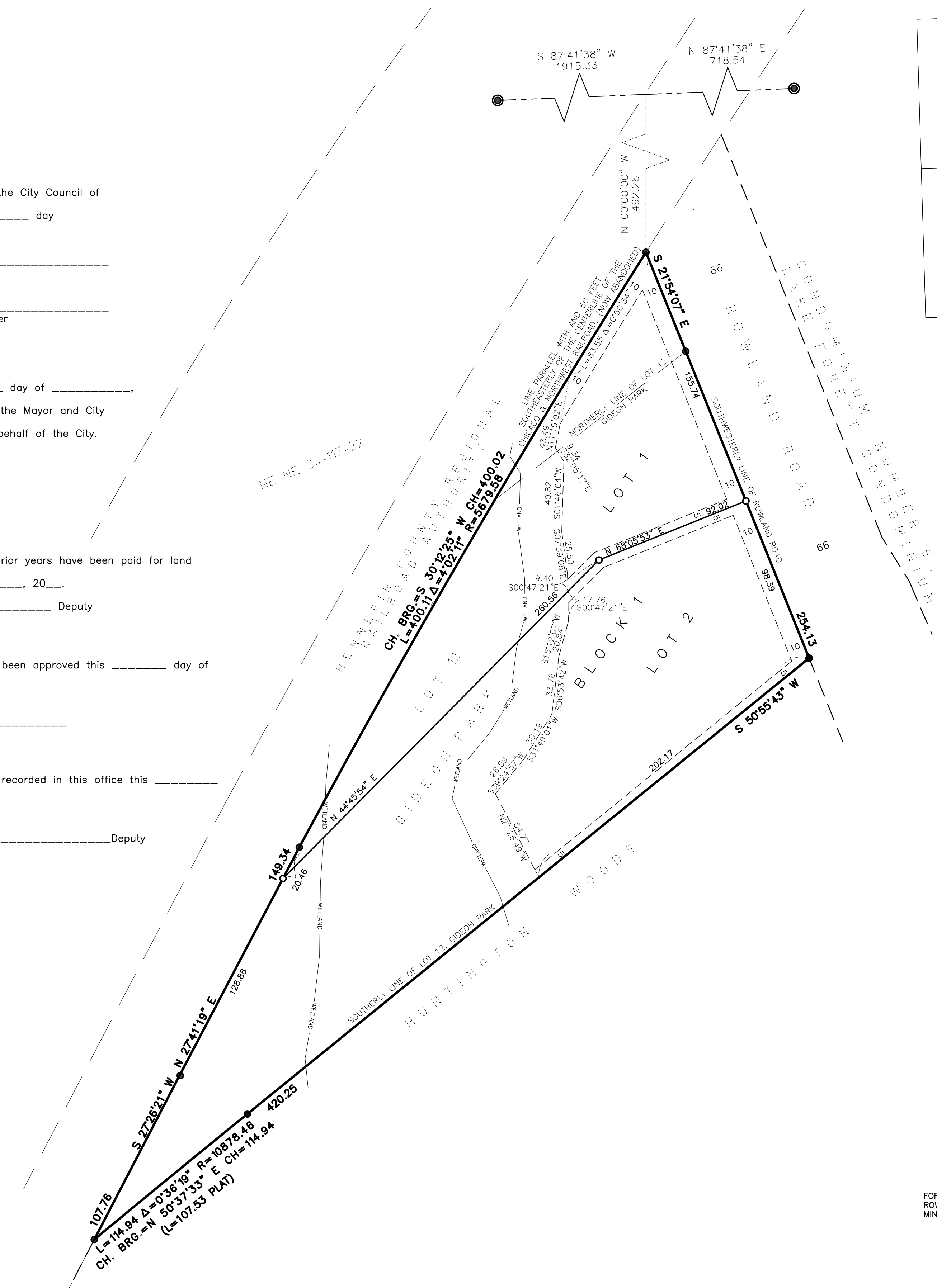
Chris Mavis, Hennepin County Surveyor By \_\_\_\_\_

COUNTY RECORDER, Hennepin County, Minnesota

I hereby certify that the within plat of MONSON MEADOWS, was recorded in this office this \_\_\_\_

day of \_\_\_\_\_, 20\_\_, at \_\_\_\_ o'clock \_\_\_\_M.

Rachel Smith, Acting County Recorder By \_\_\_\_\_ Deputy



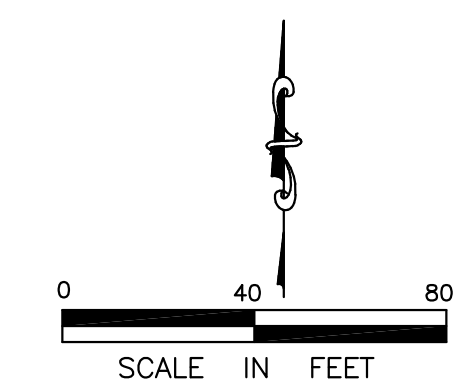
**LEGEND**

- 1/2" X 18" IRON PIPE MONUMENT SET, MARKED BY LICENSE NO. 45332
- HENNEPIN COUNTY CAST IRON MONUMENT FOUND
- IRON PIPE MONUMENT FOUND

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:

BEING FIVE FEET IN WIDTH AND ADJOINING LOT LINES AND BEING TEN FEET IN WIDTH AND ADJOINING PUBLIC WAYS, UNLESS OTHERWISE NOTED.

NOT TO SCALE



**BASIS OF BEARINGS:**

FOR THE PURPOSES OF THIS PLAT THE SOUTHWESTERLY LINE OF ROWLAND ROAD IS ASSUMED TO BEAR SOUTH 21 DEGREES 54 MINUTES 07 SECONDS EAST

**Resolution No. 2022-**

**Resolution approving the final plat of MONSON MEADOWS, a two-lot subdivision at 5500 Rowland Road and an adjacent unaddressed parcel**

---

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

Section 1. Background.

1.01 The property is located at 5500 Rowland Road. It is legally described as follows:

Lot 12, GIDEON PARK, Hennepin County, Minnesota

Unaddressed parcel:

That part of the Northeast Quarter of the Northeast Quarter of Section 34, Township 117 North, Range 22 West of the 5<sup>th</sup> Principal Meridian, lying southwesterly of Rowland Road, northwesterly of Lot 12 GIDEON PARK, and southeasterly of a line parallel with and 50 feet southeasterly from the centerline of the main track of the Chicago & Northwestern Railway, Hennepin County, Minnesota.

1.02 On Nov. 8, 2021, the city council adopted Resolution 2021-120, approving a preliminary plat dividing the subject property into two lots. The resolution also approved variances to reduce the front yard setback from 50 feet to 40 feet for the future homes.

1.03 Michael and Terri Monson have now requested final plat approval of MONSON MEADOWS.

Section 2. Findings.

2.01 The final plat meets the requirements and standards outlined in the Subdivision Ordinance, City Code §400.030.

2.02 The final plat is consistent with the previously approved preliminary plat.

## Section 3. Council Action.

- 3.01 The above-described final plat of MONSON MEADOWS is hereby approved, subject to the following conditions:
1. Compliance with the conditions outlined in preliminary plat Resolution No. 2021-120, except as modified by the following conditions:
  2. Prior to release of the final plat for recording, submit the following:
    - a) Two sets of mylars for city signatures. These mylars must:
      - 1) Revise the legal description of Parcel B.
      - 2) The side yard easements must be seven feet.
      - 3) Be signed by 21<sup>st</sup> Century Bank, unless one of the following is provided: (1) consent to plat; (2) release or satisfaction of mortgage.
    - b) An electronic CAD file of the plat in microstation or DXF.
    - c) Park dedication fee of \$5000.
    - d) The legal descriptions on the conservation easement must be amended to reflect the new legal descriptions.
  3. This approval will be void on May 23, 2023 if: (1) a final plat has not been recorded, or (2) the city council has not received and approved a written application for a time extension.

Adopted by the City Council of the City of Minnetonka, Minnesota, on May 23, 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 May 23, 2022.

---

Becky Koosman, City Clerk



**City Council Agenda Item 10B  
Meeting of May 23, 2022**

**Title:** Strategic profile quarter one report  
**Report From:** Sarissa Falk, Executive Assistant  
**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 strategic profile is an instrumental and living document that guides the work of the city. Providing quarterly updates on the progress of the strategic profile actions items and key strategies will help inform the city council and community on the efforts of the city under the six strategic priorities outlined below.

**Recommended Action**

Adopt a motion accepting the strategic profile quarter one report.

**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 quarter one report provides an update on all six strategic priorities listed above

**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]

**Background**

In late summer and early fall of 2020, the city council met over a series of meetings to draft an updated strategic profile. Staff implemented the three-level plan and determined the various actionable items outlines. The profile was imported into the city's strategic profile software, Envisio. This software tracks the progress of the actionable items, holds data for the metrics that align with the action items and generates a public dashboard that displays overall progress on an ongoing basis.



The top level of the plan includes six priorities. Each priority is assigned to a group lead who oversees the development, tracking and progress of the action items. The team lead pulls in a variety of staff who have expertise in specific areas and are assigned as the owner or contributor to the item. In addition to developing action items, the groups also identified key performance metrics that is included in the strategic profile to help visually support the various action items and areas of the strategic profile.

The 2022 action items were accepted by council during the April 11, 2022 meeting and the first quarter of the year has been completed. The report attached holds progress updates for all levels of the profile. In addition to written updates, there are multiple progress indicators depicted throughout the report. Total plan progress is summarized on the second page of the report by indicating the percentage of actionable items that are “on track,” “some disruption,” “major disruption” or “status pending.” Similar indicators are available through the report for the progress of each strategic priority, key strategy and action item.

The performance metrics are also utilized to support the progress updates. Metrics identified by staff are shown under certain key strategies to assist in representing updates on the plan’s progress. The metrics shown in this report do not reflect all 2022 metrics. Data is being compiled and organized for Envisio but is anticipated to be completed and available on the quarter two report. The 2022 community survey is also still underway and results will be added into Envisio when available.

Lastly, there is a community dashboard component that allows the community to view the strategic profile status. This is another layer of transparency and allows the city to demonstrate progress. It is fully functional on the [city's website](#).



# **Q1 Report**

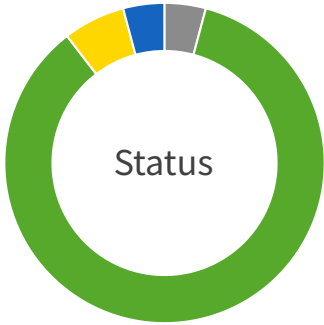
## **2022 Minnetonka Strategic Profile**

Current Reporting Date: Jun 30, 2022

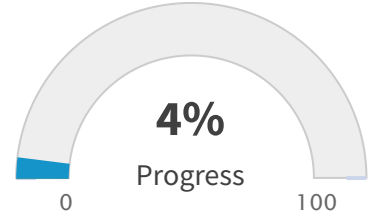
Report Created On: May 18, 2022

<b>6</b> Strategic Priority	<b>21</b> Key Strategy	<b>96</b> Action Item
--------------------------------	---------------------------	--------------------------


## Overall Summary




	%
Status Pending	4.17
On Track	85.42
Some Disruption	6.25
Completed	4.17



### Report Legend

 No Update

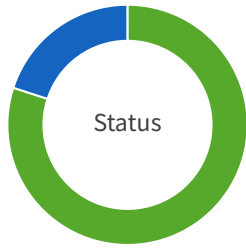
 Overdue

 Priority

# Plan Summary

## Strategic Priority 1: Financial Strength and Operational Excellence

Owner: Darin Nelson



Status	%	#
On Track	80.0	8
Completed	20.0	2

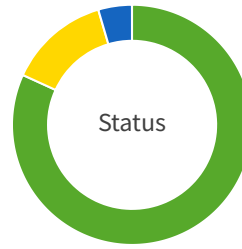
Key Strategy: 3

Action Item: 10

Financial Strength and Operational Excellence Maintain a long-term positive financial position by balancing revenues and expenditures for operations, debt management and capital investments. Provide innovative, responsive, quality services at a level that reflects community value and is supported by available resources.

## Strategic Priority 2: Safe and Healthy Community

Owner: Scott Boerboom



Status	%	#
On Track	81.82	18
Some Disruption	13.64	3
Completed	4.55	1

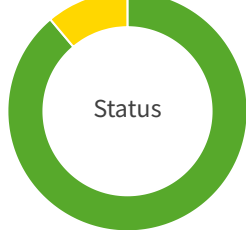
Key Strategy: 4

Action Item: 22

Safe and Healthy Community Develop programs, policies and procedures that enhance the community's well-being and partner with the community to provide engagement opportunities and build trust. Sustain focus on prevention programs, education, hazard mitigation and rapid emergency response.

## Strategic Priority 3: Sustainability and Natural Environment

Owner: Leslie Yetka



Status	%	#
On Track	88.89	16
Some Disruption	11.11	2

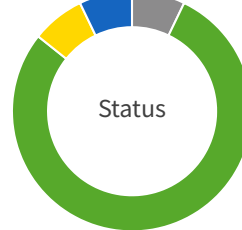
Key Strategy: 3

Action Item: 18

Sustainability and Natural Environment Support long-term and short-term initiatives that lead to the protection and enhancement of our unique and natural environment while mitigating climate change impacts.

## Strategic Priority 4: Livable and Well-Planned Development

Owner: Julie Wischnack



Status	%	#
Status Pending	7.14	1
On Track	78.57	11
Some Disruption	7.14	1
Completed	7.14	1

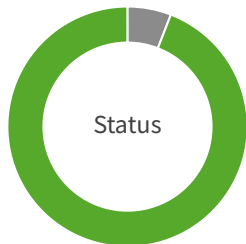
Key Strategy: 4

Action Item: 14

Livable and Well-Planned Development Balance community-wide interests and respect Minnetonka's unique neighborhoods while continuing community reinvestment.

## Strategic Priority 5: Infrastructure and Asset Management

Owner: Will Manchester



Status	%	#
Status Pending	5.88	1
On Track	94.12	16

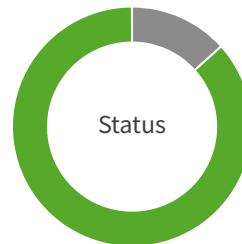
Key Strategy: 4

Action Item: 17

Infrastructure and Asset Management Provide safe, efficient, sustainable, cost-effective and well-maintained infrastructure and transportation systems. Build, maintain and manage capital assets to preserve long-term investment and ensure reliable services.

## Strategic Priority 6: Community Inclusiveness

Owner: Mike Funk



Status	%	#
Status Pending	13.33	2
On Track	86.67	13

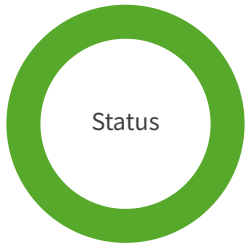
Key Strategy: 3

Action Item: 15

Community Inclusiveness Create a community that is engaged, tolerant and compassionate about everyone. Embrace and respect diversity, and create a community that uses different perspectives and experiences to build an inclusive and equitable city for all.

**Key Strategy 1.1**

Owner: Darin Nelson



On Track

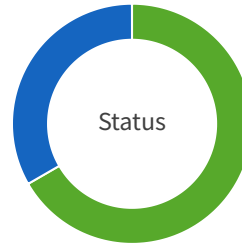
100.0 | 3

Action Item: 3

Maintain the city's AAA bond rating.

**Key Strategy 1.2**

Owner: Darin Nelson



On Track  
Completed

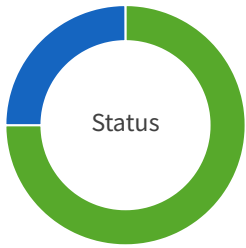
66.67 | 2  
33.33 | 1

Action Item: 3

Develop an annual budget that meets community needs and is in alignment with the strategic plan and financial policies.

**Key Strategy 1.3**

Owner: Darin Nelson



On Track  
Completed

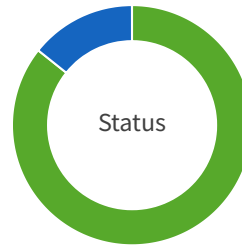
75.0 | 3  
25.0 | 1

Action Item: 4

Provide excellent, meaningful programs and amenities to serve and enhance our community.

**Key Strategy 2.1**

Owner: Scott Boerboom



On Track  
Completed

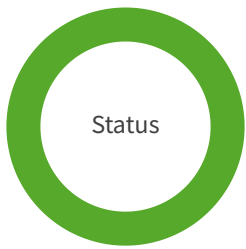
85.71 | 6  
14.29 | 1

Action Item: 7

Identify and adapt to public safety service models that support evolving changes in service delivery expectations.

**Key Strategy 2.2**

Owner: Scott Boerboom



On Track

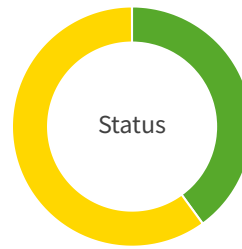
100.0 | 6

Action Item: 6

Identify safety strategies and practices that promote positive quality of life for all.

**Key Strategy 2.3**

Owner: Scott Boerboom



On Track  
Some Disruption

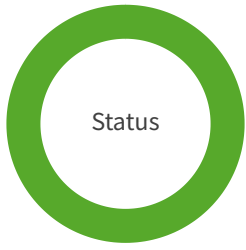
40.0 | 2  
60.0 | 3

Action Item: 5

Police and Fire collaboration in response to public safety.

### Key Strategy 2.4

Owner: Scott Boerboom



On Track

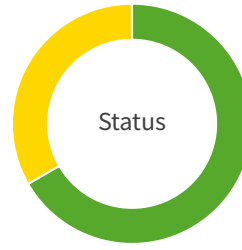
% | #  
100.0 | 4

Action Item: 4

Provide a full range of recreational programs, services and amenities.

### Key Strategy 3.1

Owner: Susan Thomas



On Track

Some Disruption

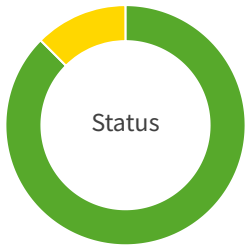
% | #  
66.67 | 2  
33.33 | 1

Action Item: 3

Carefully balance growth and development with preservation efforts that protect the highly valued water and woodland resources of our community.

### Key Strategy 3.2

Owner: Leslie Yetka



On Track

Some Disruption

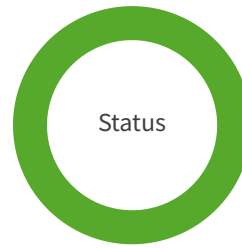
% | #  
87.5 | 7  
12.5 | 1

Action Item: 8

Develop and implement long-term plans to mitigate threats to water quality, ecosystems, urban forests and the unique natural character of Minnetonka.

### Key Strategy 3.3

Owner: Drew Ingvalson



On Track

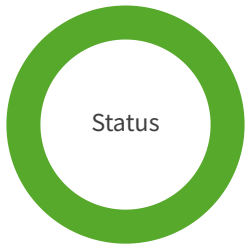
% | #  
100.0 | 7

Action Item: 7

Take an active role in promoting energy and water conservation, sustainable operations and infrastructure, recycling and environmental stewardship.

### Key Strategy 4.1

Owner: Julie Wischnack



On Track

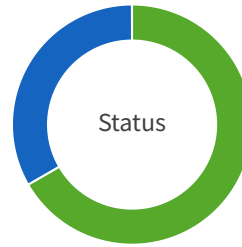
% | #  
100.0 | 5

Action Item: 5

Implement programs and policies to diversify housing and increase affordable housing options.

### Key Strategy 4.2

Owner: Julie Wischnack



On Track

Completed

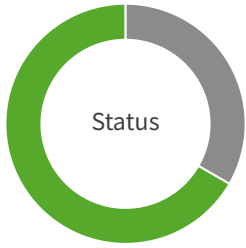
% | #  
66.67 | 2  
33.33 | 1

Action Item: 3

Support evolving needs of business and identify new city initiatives.

**Key Strategy 4.3**

Owner: Julie Wischnack



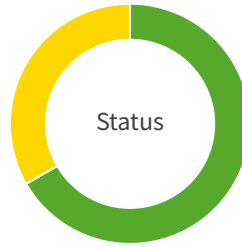
Status	%	#
Status Pending	33.33	1
On Track	66.67	2

Action Item: 3

Continue to support Opus Area transformation as a vital and connected part of Minnetonka.

**Key Strategy 4.4**

Owner: Julie Wischnack



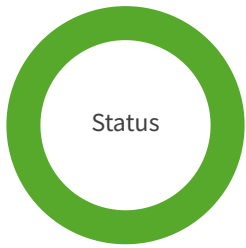
Status	%	#
On Track	66.67	2
Some Disruption	33.33	1

Action Item: 3

Encourage and stimulate additional public participation in various development processes.

**Key Strategy 5.1**

Owner: Will Manchester



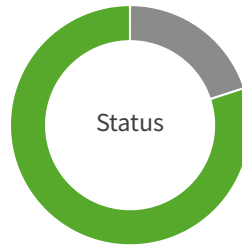
Status	%	#
On Track	100.0	5

Action Item: 5

Provide and preserve a quality local street and trail system.

**Key Strategy 5.2**

Owner: Will Manchester



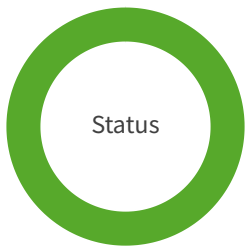
Status	%	#
Status Pending	20.0	1
On Track	80.0	4

Action Item: 5

Ensure connectivity through increased access to local and regional means of transportation (new mobility options).

**Key Strategy 5.3**

Owner: Will Manchester



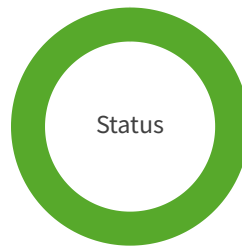
Status	%	#
On Track	100.0	3

Action Item: 3

Develop an annual capital improvement plan that supports the sustainable maintenance and replacement of assets.

**Key Strategy 5.4**

Owner: Will Manchester



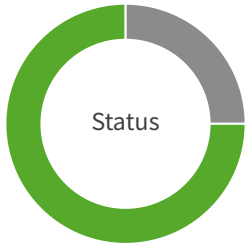
Status	%	#
On Track	100.0	4

Action Item: 4

Expand and maintain a trail system to improve safe connectivity and walkability throughout the community.

### Key Strategy 6.1

Owner: Moranda Dammann



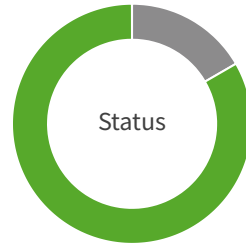
	%	#
Status Pending	25.0	1
On Track	75.0	3

Action Item: 4

Develop and implement inclusive recruiting, application, hiring and retention practices to attract excellent, qualified and diverse candidates from all backgrounds.

### Key Strategy 6.2

Owner: Moranda Dammann



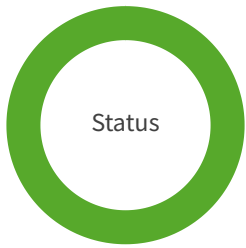
	%	#
Status Pending	16.67	1
On Track	83.33	5

Action Item: 6

Actively engage the community by working collaboratively to broaden policy outcomes and respond to community's needs, views and expectations.

### Key Strategy 6.3

Owner: Moranda Dammann



	%	#
On Track	100.0	5

Action Item: 5

Remove identifiable barriers to create equal opportunity for accessing programs and services.



**Strategic Priority 1** Progress 20%

**Financial Strength and Operational Excellence**

	%	#
On Track	80.0	8
Completed	20.0	2

Maintain a long-term positive financial position by balancing revenues and expenditures for operations, debt management and capital investments. Provide innovative, responsive, quality city services at a level that reflects community value and is supported by available resources.

Owner: Darin Nelson

Key Strategy: 3

Action Item: 10

Update provided by Darin Nelson on May 02, 2022 21:44:38

The city is on track to continue its long history of financial strength and operational excellence. The 2021 Annual Comprehensive Financial Report (ACFR) is scheduled to be presented to the City Council on June 13, 2022, which will provide the basis for updating fund balances, net direct debt calculations and cash reserve calculations, including the water and sewer utility fund.

The City Council recently approved the 2022 strategic profile action steps which are key drivers in developing the 2023 budget. This year's budget development process includes an additional budget study session in May aimed garnering additional council input and priorities as the 2023 budget begins to be developed.

Lastly staff remains committed to its strategic priority of operational excellence. Staff is aiming to complete by the end of Q2 the transitioning of historical property records to digital records searchable within the city's website. Ridgedale Common's park and Crane Lake Preserve remains on schedule to be completed by the end of 2022. The council ward redistricting process is also complete. In addition, the city continues to leverage its new community engagement website, Minnetonka Matters. This software was instrumental in updating the comprehensive plan for Parks, Open Space, and Trails (POST Plan).

**Key Strategy 1.1** Progress 0%

Maintain the city's AAA bond rating.

	%	#
On Track	100.0	3

Owner: Darin Nelson

Action Item: 3

Update provided by Darin Nelson on May 02, 2022 14:23:00

The December 31, 2021 Annual Comprehensive Financial Report (ACFR) will be presented to the City Council on June 13th, 2022. Final audited 2021 fund balance numbers, final net direct debt calculations, and the water and sewer utility fund cash reserve calculation will be known at that time. It is anticipated that the final audited numbers will continue to place Minnetonka in a strong financial position to maintain its Aaa bond rating.

**Action Item 1.1.1** Ongoing - Ongoing On Track

Maintain a Moody's fund balance rating of "Very Strong", which equates to a fund balance of greater than 30 percent of revenues.

Owner: Joel Merry

Update provided by Joel Merry on Apr 28, 2022 21:18:12

The December 31, 2021 Annual Comprehensive Financial Report (ACFR) will be presented to the City Council on June 13th, 2022. Final 2021 fund balance numbers will be known at that time. It is anticipated that the 2021 governmental fund balance will exceed 30 percent of governmental fund revenues to maintain Moody's very strong fund balance rating.

**Action Item 1.1.2** Ongoing - Ongoing On Track

Maintain a Moody's net direct debt rating of "Very Strong", which equates to net direct debt being less than 0.75 percent of the city's taxable market value.

Owner: Joel Merry

Update provided by Joel Merry on Apr 28, 2022 21:26:23

The December 31, 2021 Annual Comprehensive Financial Report (ACFR) will be presented to the City Council on June 13th, 2022. Final net direct debt calculations will be known at that time. The 2021 net direct debt is anticipated to be substantially lower than Moody's recommended 0.75 percent ceiling of direct debt compared to the city's taxable market value, maintaining Moody's very strong net direct debt rating.

**Action Item 1.1.3** Ongoing - Ongoing On Track

Maintain Water and Sewer Utility fund cash balance of least two times the annual debt service, six months of ongoing operations, and 10 percent of accumulated depreciation.

Owner: Joel Merry

Update provided by Joel Merry on Apr 28, 2022 21:33:49

The December 31, 2021 Annual Comprehensive Financial Report (ACFR) will be presented to the City Council on June 13th, 2022. Final year-end cash balance will be know at that time. It is anticipated that the year-end Water and Sewer Utility Fund cash balance will exceed the fund's reserve policy.

**Key Strategy 1.2** Progress 33%

Develop an annual budget that meets community needs and is in alignment with the strategic plan and financial policies.

	%	#
On Track	66.67	2
Completed	33.33	1

Owner: Darin Nelson

Action Item: 3

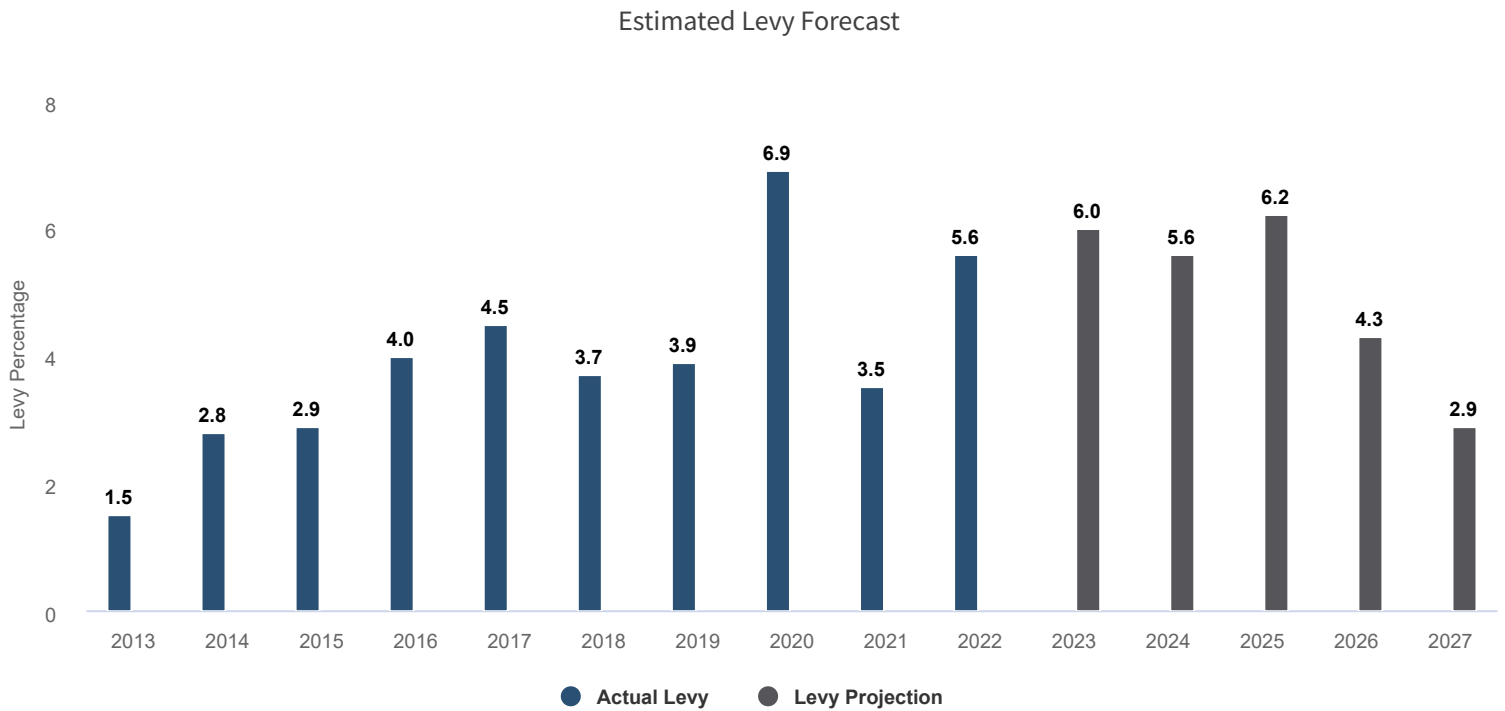
Update provided by Darin Nelson on May 02, 2022 14:54:36

The City Council adopted the 2022 strategic profile actions steps at the April 11 city council meeting. The 2022 strategic profile is a key driver in developing the 2023 operating and capital budgets. This year's budget process includes an additional city council budget study session scheduled for May 16 aimed at garnering additional council input and priorities as the 2023 budget begins to be developed.

### Estimated Levy Forecast

Key Strategy 1.2 Develop an annual budget that meets community needs and is in alignment with the strategic plan a...

Last Update: May 06, 2022 14:31:02



**Action Item 1.2.1** Ongoing - Ongoing Completed

Review annual strategic plan to prioritize city council objectives.

Owner: Moranda Dammann

Update provided by Moranda Dammann on Apr 22, 2022 15:57:12

At the March 17, 2022 special study session the city council reviewed the strategic plan and affirmed the 2022 key strategies and action steps. Council adopted a motion accepting the 2022 strategic profile action steps at the April 11 city council meeting. Following each quarter, an updated report will be brought forth to the city council for review and a motion to accept that quarters report.

**Action Item 1.2.2** Ongoing - Ongoing On Track

Develop and approve 5-year Capital Improvements Plan (CIP).

Owner: Joel Merry

Update provided by Joel Merry on Apr 28, 2022 21:49:56

The 2023-2027 Capital Improvement Program is in development. A draft is anticipated to be reviewed with the City Council at the June 2022 study session.

**Action Item 1.2.3** Ongoing - Ongoing On Track

Perform long-term levy projections to ensure financial sustainability and responsible stewardship of the public's tax dollars.

Owner: Joel Merry

Update provided by Joel Merry on Apr 28, 2022 21:52:06

Long-term levy projections are prepared in conjunction with the annual CIP and operating budgets. Levy projections are planned to be available at the August budget study session.

**Key Strategy 1.3** Progress 25%

Provide excellent, meaningful programs and amenities to serve and enhance our community.

	%	#
On Track	75.0	3
Completed	25.0	1

Owner: Darin Nelson

Action Item: 4

Update provided by Darin Nelson on May 02, 2022 15:47:11

Staff anticipates a Q2 completion for transitioning historical property records to a digital format that is searchable from within the city's website. The City Council approved the ward boundary redistricting at its March 21 regular council meeting, which is the final step the redistricting process. The construction of Ridgedale Commons and Crane Lake Preserve is moving all well despite our cool and wet spring with project completion still scheduled for later this year. Staff is continuing to utilize Minnetonka Matters as a tool in garnering community input, the latest example of this was the council approving the Parks, Open Space, and Trail System (POST) Plan.

**Action Item 1.3.1** Ongoing - Ongoing On Track

Develop interface to allow historical property records to be available on city website for online research after microfilm conversion to digital files is complete.

Owner: Moranda Dammann

Update provided by Moranda Dammann on Apr 22, 2022 17:38:57

Records are still currently being reviewed to redaction and once completed the interface will be developed. Staff anticipates completion in Q2.

**Action Item 1.3.2** Ongoing - Ongoing Completed

Complete review of redistricting and adjustment of ward boundaries per city charter.

Owner: Moranda Dammann

Update provided by Moranda Dammann on Apr 22, 2022 17:51:10

The redistricting has been completed. Council introduced an ordinance at the March 7 city council meeting. The public hearing was held and the ordinance was adopted during the March 21 regular council meeting.

**Action Item 1.3.3** Ongoing - Ongoing On Track

Complete the construction of Ridgedale Commons and Crane Lake Preserve.

Owner: Kelly O'Dea

Update provided by Kelly O'Dea on Apr 22, 2022 13:29:28

The construction of Ridgedale Commons and Crane Lake Preserve is moving along well. Although the spring weather has not cooperated, the project is still scheduled to be complete in 2022. Much of the earthwork and the installation of the white pine trees occurred in the fall of 2021. The building and other park amenities will continue construction through the end of 2022.

**Action Item 1.3.4** Ongoing - Ongoing On Track

Continue to utilize Minnetonka Matters to garner outside input to aid in decision making.

Owner: Andrew Wittenborg

Update provided by Darin Nelson on May 02, 2022 21:15:37

Minnetonka Matters, the city's new community engagement website, was instrumental in updating a Minnetonka's comprehensive plan for its parks, open spaces and trails (POST Plan). The site was visited more than 2500 times throughout the project. More than 750 contributors took surveys, dropped pins on maps, and provided comments as the plan was assembled. They shared everything from thoughts on park and trail amenities to safety and accessibility. The plan was adopted in April of 2022 by the city council.

**Strategic Priority 2** Progress 5%

**Safe and Healthy Community**

Develop programs, policies and procedures that enhance the community's well-being and partner with the community to provide engagement opportunities and build trust. Sustain focus on prevention programs, education, hazard mitigation and rapid emergency response.

	%	#
On Track	81.82	18
Some Disruption	13.64	3
Completed	4.55	1

Owner: Scott Boerboom

Key Strategy: 4

Action Item: 22

**Key Strategy 2.1** Progress 14%

Identify and adapt to public safety service models that support evolving changes in service delivery expectations.

	%	#
On Track	85.71	6
Completed	14.29	1

Owner: Scott Boerboom

Action Item: 7

**Action Item 2.1.1** Ongoing - Ongoing On Track

Engage a consultancy in 2022 to assist the City in the development of a long term staffing strategy with options and service level objectives.

Owner: Kevin Fox

Update provided by Kevin Fox on May 11, 2022 17:50:08

We have acquired the services Citygate Associates LLC to perform a study that includes a long term staffing plan, standards of cover and station and fleet location analysis.

**Action Item 2.1.2** Ongoing - Ongoing On Track

Train the police, along with internal city departments, on preparedness and critical incident plans and procedures.

Owner: Andy Gardner

Update provided by Andy Gardner on Apr 27, 2022 18:15:52

This training is slated to occur third quarter 2022.

**Action Item 2.1.3** Ongoing - Ongoing On Track

Collaborate with internal city departments and other stakeholders to develop a public safety plan that will assist in managing growing areas such as Opus and Ridgedale.

Owner: Shelley Petersen

Update provided by Shelley Petersen on May 17, 2022 14:51:19

We are working with Community Development to facilitate a meeting with the Minnetonka business community. We plan to discuss concerns specific to the retail business community including; crime prevention, safety related issues and police updates. Our goal is to schedule a meeting in the 2nd quarter.

**Action Item 2.1.4** Ongoing - Ongoing On Track

Continue commitment to community mental health response by incorporating a full-time social worker and certify additional officers in Crisis Intervention Training.

Owner: Shelley Petersen

Update provided by Shelley Petersen on May 17, 2022 15:43:27

Hennepin County Social Worker Dan Sweeney is currently working out of the Minnetonka Police Department and serves as a resource to our community and staff.

**Action Item 2.1.5** Ongoing - Ongoing Completed

Collaborate with the school districts on threat assessments and develop procedures when threats of violence occur in the schools.

Owner: Rachel Meehan

Update provided by Rachel Meehan on Apr 26, 2022 15:23:47

Collaborated with the Communications Department and the school districts in creating a threat response guide for both Hopkins and Minnetonka Schools. SRO's hand delivered the finished documents to all schools and provided some context and explanation. Final roll out was completed on April 4th

**Action Item 2.1.6**

Ongoing - Ongoing

On Track

Engage a consultant in 2022 to analyze the current fire station locations in the city and make long term recommendations to the City Manager on station locations, alternatives and related staffing levels.

Owner: Kevin Fox

Update provided by Kevin Fox on May 11, 2022 17:54:40

Citygate Associates LLC has been hired to complete a study that will look at Station and fleet locations.

**Action Item 2.1.7**

Ongoing - Ongoing

On Track

In partnership with neighboring cities, develop and implement a cadet program.

Owner: Scott Boerboom

Update provided by Scott Boerboom on Apr 26, 2022 19:22:06

The Plymouth, Edina, Eden Prairie and Minnetonka police departments have partnered to create a police cadet program. Several meetings have taken place detailing the program, which will include tuition reimbursement, mentorship and job placement. Representatives from each agency will continue to meet to further develop the program.

**Key Strategy 2.2**

Progress 0%

Identify safety strategies and practices that promote positive quality of life for all.

On Track

%	#
100.0	6

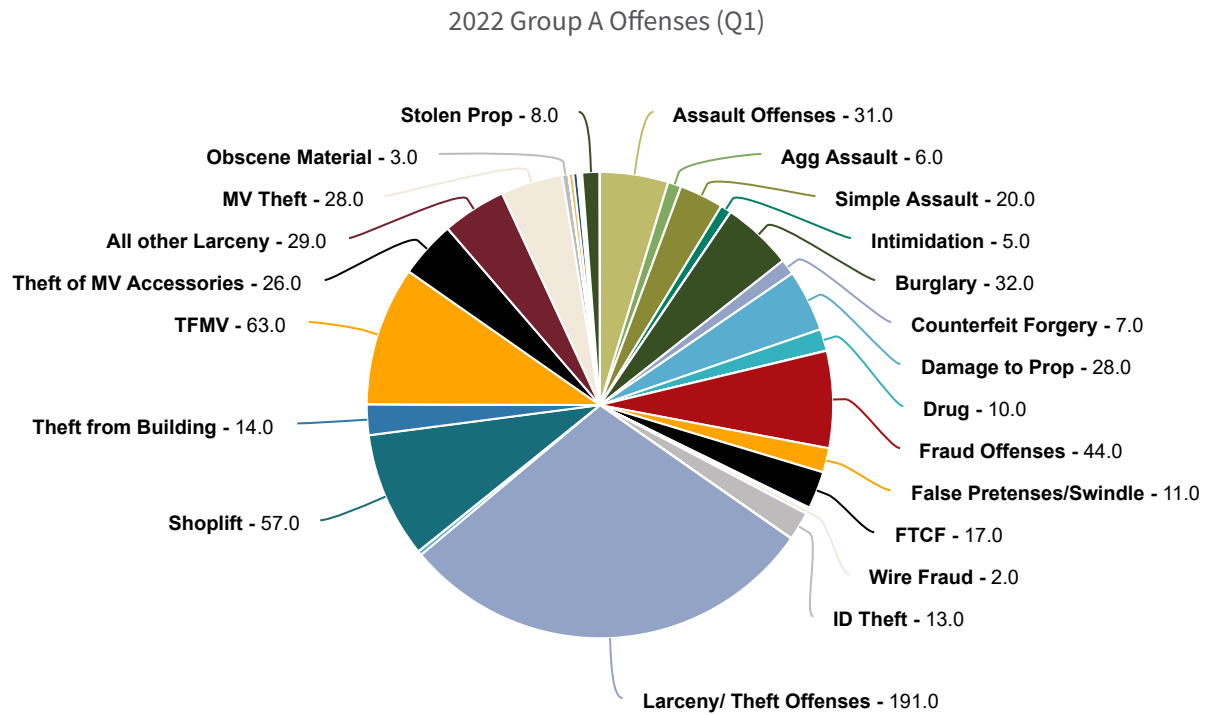
Owner: Scott Boerboom

Action Item: 6

### 2022 Group A Offenses (Q1)

Key Strategy 2.2 Identify safety strategies and practices that promote positive quality of life for all.

Last Update: May 13, 2022 20:55:17



This chart shows all 'Group A' National Incident Based Reporting System (NIBRS) for the City of Minnetonka. Additional trends and analysis will be placed here following quarterly reporting.

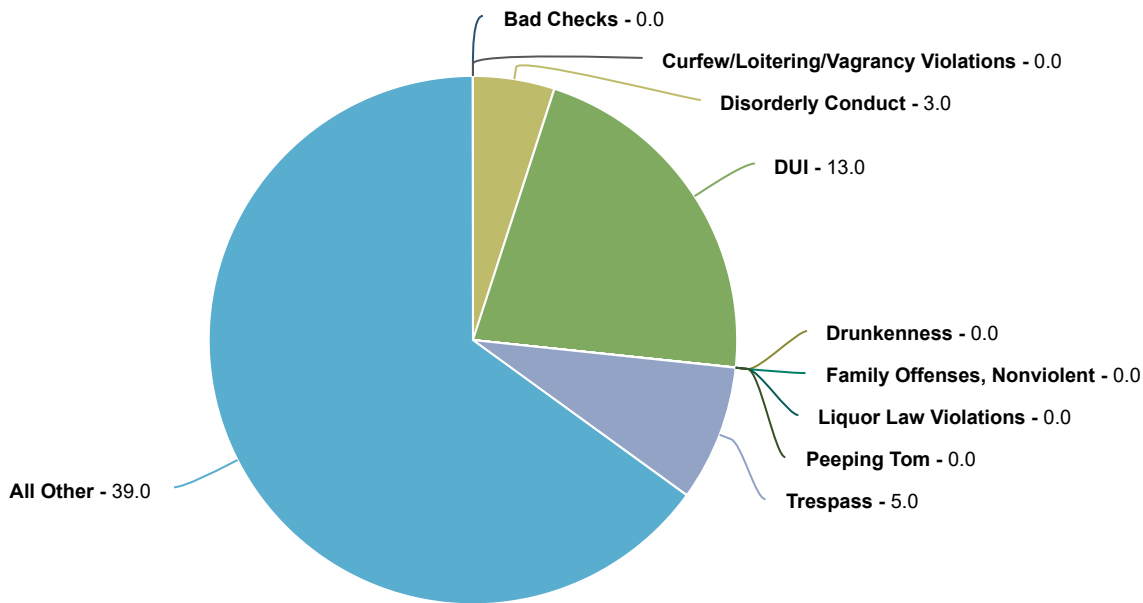


## 2022 Group B Offenses (Q1)

Key Strategy 2.2 Identify safety strategies and practices that promote positive quality of life for all.

Last Update: May 13, 2022 20:55:13

2022 Group B Offenses (Q1)



This chart shows all 'Group A' National Incident Based Reporting System (NIBRS) for the City of Minnetonka. Additional trends and analysis will be placed here following quarterly reporting.

### Action Item 2.2.1

Ongoing - Ongoing

On Track

Identify opportunities to enhance relationships with local businesses and organizations to address emerging safety issues and propose solutions.

Owner: Shelley Petersen

Update provided by Shelley Petersen on May 17, 2022 15:40:58

In January 2022, Minnetonka police met with employees and the security staff at BMW to discuss crime trends. Proactive initiatives from both the business and police department were discussed in an effort to help one another during future calls for service.

In April of 2022, the Detective team provided a presentation and mock robbery at Highland Bank. Detectives trained bank employees on how to handle a robbery and what police response looks like during a robbery. Detectives provided additional training on fraud prevention and how to handle difficult customers.

Update provided by Shelley Petersen on May 17, 2022 14:53:41

We are planning a meeting with Minnetonka businesses to address concerns specific to the business community including; crime prevention, safety related issues and police updates. Our goal is to schedule a meeting in the 2nd quarter.

**Action Item 2.2.2**

Ongoing - Ongoing

On Track

Monitor data and analyze the results to identify crime trends. Leverage intelligence and technology to find innovative solutions to those issues.

Owner: Rachel Meehan

Update provided by Rachel Meehan on Apr 26, 2022 19:03:57

During 1st Quarter 2022:

The new camera trailer was deployed to 4 different locations in response to trends of property crimes in those areas. The camera acted as an excellent deterrent-significantly curtailing the crime in those areas during the time the camera was there.

3 Portable License Plate Readers were re-positioned to proactively adjust our response, particularly in regards to stolen vehicles.

The investigations unit attended 6 Regional intelligence meetings throughout the metro area, hosted one intelligence meeting that was attended by over 20 participants, and held 12 in-house intelligence briefings. All of the meetings discussed crime issues both within Minnetonka and throughout the metro area.

The department adjusted technology and tactics for stolen vehicle recoveries in order to reduce/eliminate the chance that the vehicle will flee. We utilized trackers, surveillance cameras, and tire deflation devices to help accomplish this goal. A new tracker was purchased and reconfigured to make it more easily usable departmentwide.

The investigations unit conducted several operations with other agencies to apprehend frequent and repeat metro wide offenders.

Analyst Scherck began giving monthly updates to the command staff on city wide crime statistics and trends.

Update provided by Rachel Meehan on Apr 26, 2022 15:39:33

Mental health call for service data has been tracked since inception in 2019. Review of this data and workload for half-time Hennepin County police-embedded social worker led to staffing a full-time social worker in January 2022.

**Action Item 2.2.3**

Ongoing - Ongoing

On Track

Contract with an outside vendor to review and professionalize police department policies.

Owner: Andy Gardner

Update provided by Andy Gardner on Apr 27, 2022 15:54:13

An agreement was reached with Lexipol to guide us in policy development. Currently, staff meets weekly with Lexipol to customize policy with a goal of full publication of the updated policy manual mid-summer.

**Action Item 2.2.4**

Ongoing - Ongoing

On Track

Collaborate with communications on utilizing social media to improve relations and transparency between the police department and those we serve.

Owner: Rachel Meehan

Update provided by Rachel Meehan on Apr 26, 2022 18:04:17

In collaboration with Communications, we increased our presence on the City's Facebook page and our Twitter page. During 1st Q 2022 there were 13 Facebook posts that were police related, ranging from crime trends and scams to engagement events and thank you's.

Update provided by Rachel Meehan on Apr 26, 2022 17:40:05

In January 2022, in collaboration with the Communications department, the PD Notebook was developed on the City Website. The PD Notebook is a blog that talks about, and shows, some of the things going on at the PD. During 1st quarter, the blog covered 6 different topics to include Sgt. Nelson's Retirement, MPD joining Neighbors by Ring, Romance Scams, a Stuff the Squad event, our new Mobile Camera, and an introduction to the new full time social worker.

**Action Item 2.2.5** Ongoing - Ongoing On Track

Identify gaps in our outreach efforts and develop programing that better meets the needs of our underserved populations.

Owner: Andy Gardner

Update provided by Andy Gardner on Apr 28, 2022 12:52:53

Police participated in the recent sensory friendly event hosted by the fire department. Additionally, we welcomed staff and students from Lionsgate Academy, a charter school serving kids in grades 7-12 who are on the autism spectrum, to the police department with the goal of the students recognizing police officers and uniforms positively and as people that can help them in a time of need.

**Action Item 2.2.6** Ongoing - Ongoing On Track

Develop and propose a Standard of Cover to the City Manager and City Council using service level objectives and best practices.

Owner: Kevin Fox

Update provided by Kevin Fox on May 11, 2022 17:50:43

Citygate has been hired to assist with development of the Standards of Cover

**Key Strategy 2.3** Progress 0%

Police and Fire collaboration in response to public safety.

Owner: Scott Boerboom

	%	#
On Track	40.0	2
Some Disruption	60.0	3

Action Item: 5

**Action Item 2.3.1** Ongoing - Ongoing Some Disruption

Continue to identify the most critical potential incidents that would require joint policy.

Owner: Kevin Fox

Update provided by Kevin Fox on May 11, 2022 17:55:24

We continue to work towards identifying any incidents that would require joint policy.

**Action Item 2.3.2** Ongoing - Ongoing Some Disruption

Ongoing training for joint standard operating guideline for response to mass casualty/active shooter events.

Owner: Kevin Fox

Update provided by Kevin Fox on May 11, 2022 17:52:36

This policy is still in development.

Update provided by Kevin Fox on May 11, 2022 17:52:13

We continue to work with law enforcement in the training of all firefighters for a potential response to mass casualty/active shooter events. All new firefighters must complete this regional training as well as all firefighters train on this material annually.

**Action Item 2.3.3** Ongoing - Ongoing Some Disruption

Implement and train on joint traffic management at emergency and non-emergency scenes.

Owner: Kevin Fox

Update provided by Kevin Fox on May 11, 2022 17:56:00

This project has been paused but will be looked at again in 2022.

**Action Item 2.3.4** Ongoing - Ongoing On Track

Develop a policy for joint structure fire response.

Owner: Kevin Fox

Update provided by Kevin Fox on May 11, 2022 17:56:31

Policy is still in development.

**Action Item 2.3.5** Ongoing - Ongoing On Track

Work within interested parties on identifying weaknesses in the current EMS first response delivery within the city and identify strategies for improvement.

Owner: Kevin Fox

Update provided by Kevin Fox on May 11, 2022 17:53:31

Several work groups have been assembled and work has begun on developing a long term plan for EMS delivery within Hennepin County.

**Key Strategy 2.4** Progress 0%

Provide a full range of recreational programs, services and amenities.

On Track

%  
100.0 | #  
4

Owner: Scott Boerboom

Action Item: 4

Key Strategy 2.4 > KPI

**HopKids Programs**

Key Strategy 2.4 Provide a full range of recreational programs, services and amenities.

Last Update: May 17, 2022 15:54:23

HopKids Programs

HopKids Programs	2017	2018	2019	2020
Number of Programs	8	122	141	79
Number of Registrations	983	1637	1600	624
Average Attendance	12	13	11	8
Cost of Program	\$62	\$58	\$59	\$63

**Recreation**

Key Strategy 2.4 Provide a full range of recreational programs, services and amenities.

Last Update: May 17, 2022 17:30:49

Recreation

Recreation	2017	2018	2019	2020	2021	2022
Williston Programs Offered w/COVID Requirements	NA	NA	NA	82	75	NA
Aquatics Program Numbers	876	797	801	516		
Virtual Program Numbers	NA	NA	NA	344	300	NA

**Action Item 2.4.1**

Ongoing - Ongoing

On Track

Collaborate with the Hopkins School District to provide diverse and affordable recreation programming.

Owner: Ann Davy

Update provided by Ann Davy on Apr 28, 2022 15:37:15

In partnership with the Hopkins School District, over 60 programs were offered during the winter/spring of 2022. Programs were mainly geared towards pre-school aged youth and offered in the areas of sports, music, dance and art.

Update provided by Ann Davy on Apr 28, 2022 15:34:09

While most of our winter programming takes place indoors, the outdoor ice rinks at various parks were busy during the months of January - February. Warming houses were staffed at seven Minnetonka parks and were attended by approximately 6,500 people. The majority of our summer program offerings take place in our parks and outdoor facilities, so these spaces will be busy with activity from June through August.

Update provided by Ann Davy on Apr 28, 2022 15:25:07

Together with the Hopkins School District, we offered over 60 programs during the winter/spring of 2022. Programs were mainly geared towards pre-school aged youth and included offerings in the areas of sports, science, dance and art.

**Action Item 2.4.2**

Ongoing - Ongoing

On Track

Provide safe and welcoming recreation facilities.

Owner: Kristin Pimental

Update provided by Kristin Pimental on Apr 25, 2022 21:15:41

Williston Fitness Center is providing a safe and welcoming facility for residents/non-residents

**Action Item 2.4.3**

Ongoing - Ongoing

On Track

Create programs and opportunities to encourage visits to parks and outdoor amenities.

Owner: Ann Davy

Update provided by Ann Davy on Apr 28, 2022 15:35:24

While most of our winter programming takes place indoors, the outdoor ice rinks at various parks were busy during the months of January - February. Warming houses were staffed at seven Minnetonka parks and were attended by approximately 6,500 people. The majority of our summer program offerings take place in our parks and outdoor facilities, so these spaces will be busy with activity from June through August.

**Action Item 2.4.4**

Ongoing - Ongoing

On Track

Provide programming that adapts to the challenges of the pandemic.

Owner: Mike Pavelka

Update provided by Mike Pavelka on May 06, 2022 14:36:22

Senior Services offered more in-person programming while continuing to provide options to those seeking a safer alternative. Examples of those options include movies and lunches where only four people sit at a table rather than eight, limiting number of participants in programs using smaller rooms, continuing to offer take-out meals, and outdoor parking lot bingo.

**Strategic Priority 3** Progress 0%

**Sustainability and Natural Environment**

	%	#
On Track	88.89	16
Some Disruption	11.11	2

Support long-term and short-term initiatives that lead to the protection and enhancement of our unique and natural environment while mitigating climate change impacts.

Owner: Leslie Yetka

Key Strategy: 3    Action Item: 18

Update provided by Leslie Yetka on May 08, 2022 22:14:18

Efforts are being made on multiple initiatives related to sustainability and environmental protection, including sustainable city operations, natural resources management, and climate resilience.

**Key Strategy 3.1** Progress 0%

Carefully balance growth and development with preservation efforts that protect the highly valued water and woodland resources of our community.

	%	#
On Track	66.67	2
Some Disruption	33.33	1

Owner: Susan Thomas

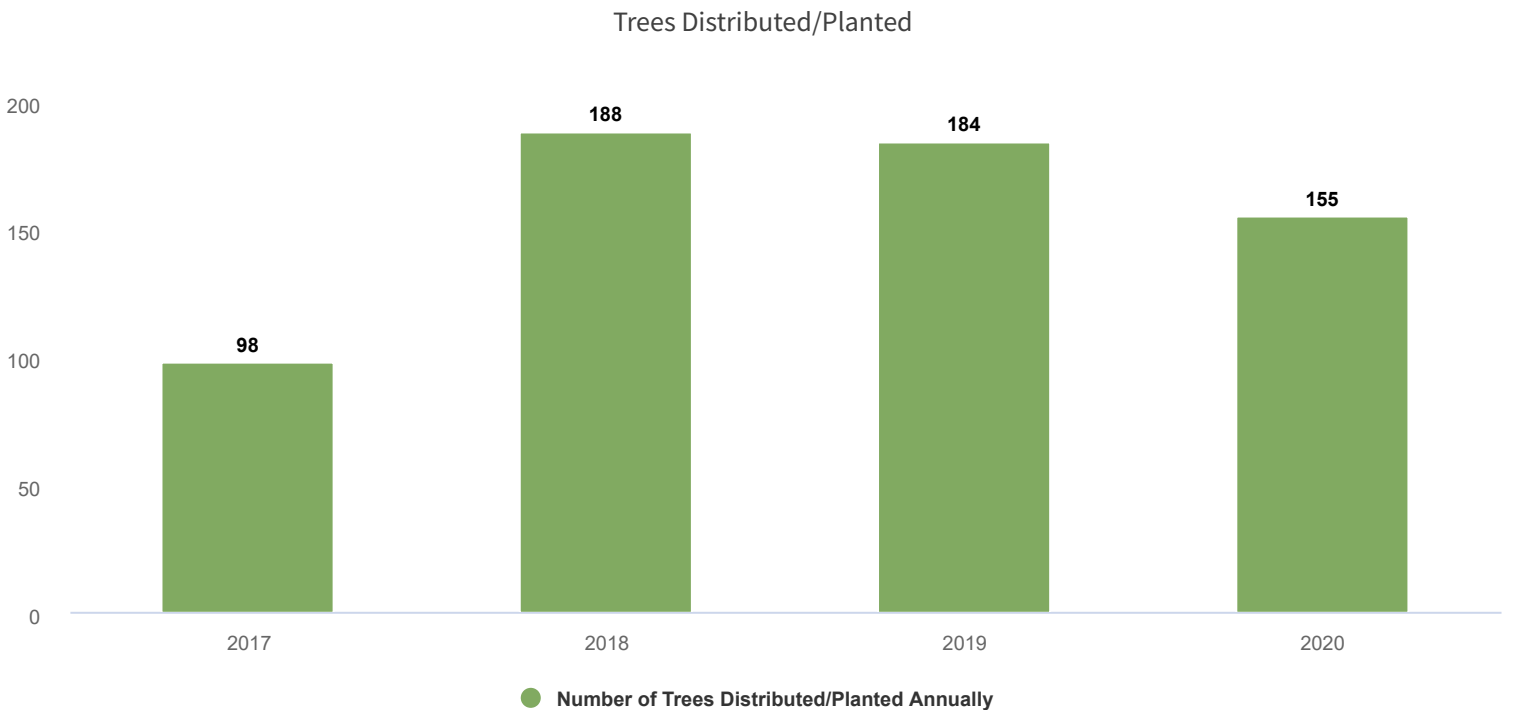
Action Item: 3

Key Strategy 3.1 > KPI

**Trees Distributed/Planted**

Key Strategy 3.1 Carefully balance growth and development with preservation efforts that protect the highly valued...

Last Update: May 16, 2022 20:03:39



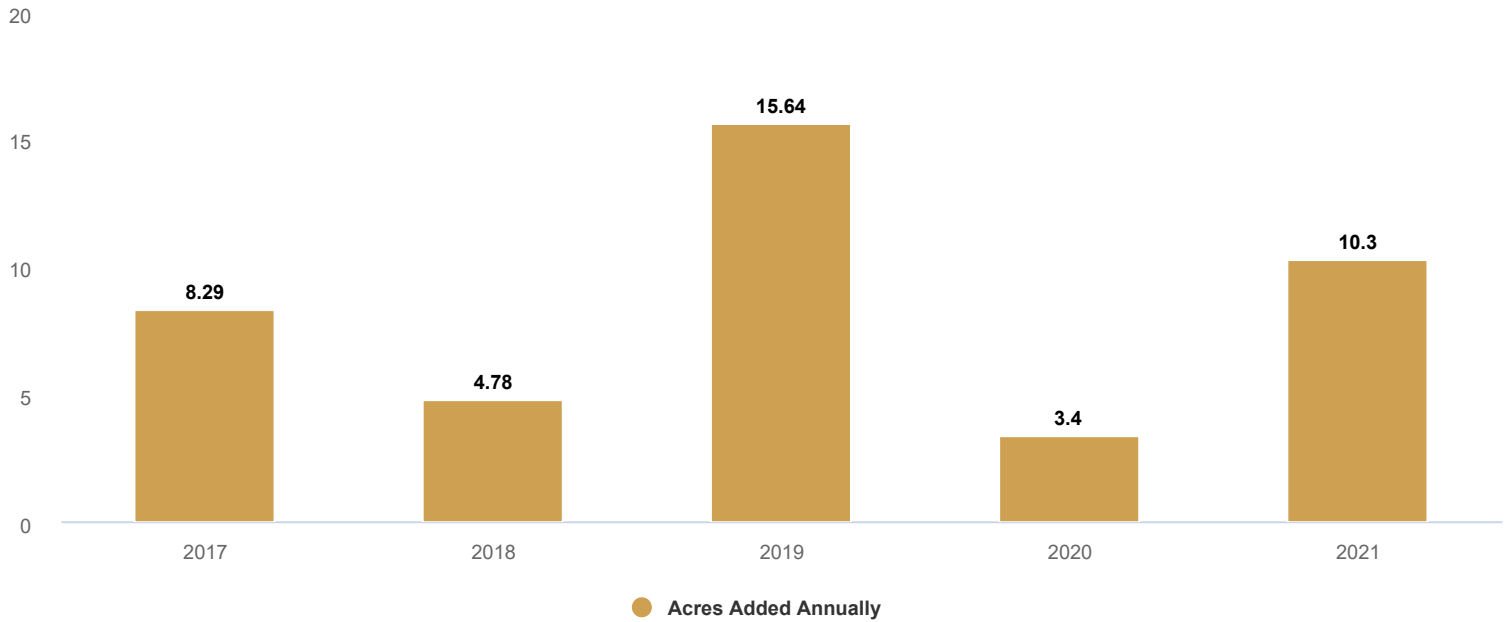
## Conservation Easement Acreage

Key Strategy 3.1 Carefully balance growth and development with preservation efforts that protect the highly valued...

Owner: Leslie Yetka

Last Update: May 16, 2022 19:52:50

### Conservation Easement Acreage



#### Comment

0.9 acres for 2021

#### Action Item 3.1.1

Ongoing - Ongoing

Some Disruption

Research and gather input on a potential Soil Protection Ordinance.

Owner: Susan Thomas

Update provided by Susan Thomas on May 16, 2022 19:18:28

Research has not started

#### Action Item 3.1.2

Ongoing - Ongoing

On Track

Develop handouts/fact sheets on all natural resource-focused ordinances for contractors/developers to enhance compliance.

Owner: Sarah Middleton



Update provided by Sarah Middleton on Apr 22, 2022 13:33:57

NR ordinance handouts have been developed for the following items:

- tree protections
- wetlands
- steep slope

The following are in-progress:

- shoreland [impervious surface, bluffs, setbacks]

**Action Item 3.1.3**

Ongoing - Ongoing

On Track

Review zoning district ordinances for conflicts with natural resource ordinances and prepare amendments as necessary.

Owner: Susan Thomas

Update provided by Susan Thomas on May 16, 2022 19:18:49

Review of existing ordinances has started.

**Key Strategy 3.2**

Progress 0%

Develop and implement long-term plans to mitigate threats to water quality, ecosystems, urban forests and the unique natural character of Minnetonka.

	%	#
On Track	87.5	7
Some Disruption	12.5	1

Owner: Leslie Yetka

Action Item: 8

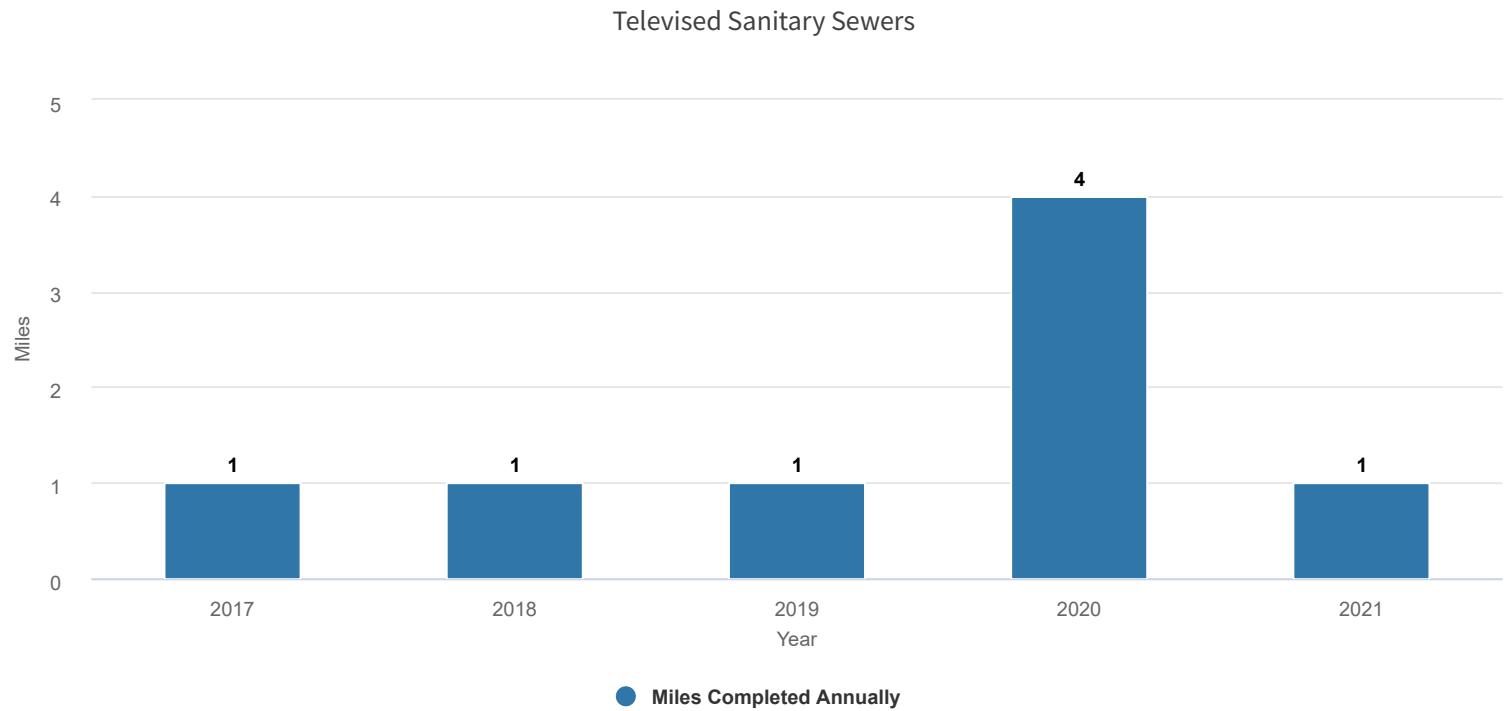
Update provided by Leslie Yetka on May 08, 2022 22:11:52

Progress is being made related to habitat restoration planning, urban forest management planning, flood modeling efforts, stormwater pollution prevention, and preparing for climate resilience planning,

### Televised Sanitary Sewers

Key Strategy 3.2 Develop and implement long-term plans to mitigate threats to water quality, ecosystems, urban for...

Last Update: May 16, 2022 19:56:23



**Action Item 3.2.1** Ongoing - Ongoing On Track

Develop park restoration and maintenance plans for parks identified in the Natural Resources Master Plan.

Owner: Leslie Yetka

Update provided by Leslie Yetka on May 08, 2022 22:06:09

Habitat restoration information has been migrated to a GIS system to begin mapping and data collection related to restoration activities. Staff is beginning to focus on developing plans for Purgatory Park, Meadow Park, Hilloway Park, and Big Willow Park. Planning efforts are ongoing.

**Action Item 3.2.2** Ongoing - Ongoing On Track

Begin developing a community forest management plan.

Owner: Hannibal Hayes

Update provided by Leslie Yetka on May 08, 2022 22:09:38

City staff are gathering information related to urban forest management plans, and identifying consultants who are situation to do the work.

**Action Item 3.2.3** Ongoing - Ongoing On Track

Coordinate with the Nine Mile Creek Watershed District on the Holiday/Wing/Rose water quality study.

Owner: Sarah Schweiger

Update provided by Sarah Schweiger on May 06, 2022 22:18:37

The Holiday/Wing/Rose water quality study draft report is being developed and will be reviewed by city staff when received.

**Action Item 3.2.4** Ongoing - Ongoing On Track

Install air and road temperature sensors on remaining trucks in the fleet to reduce winter salt use.

Owner: Darin Ellingson

Update provided by Darin Ellingson on May 16, 2022 20:46:43

Four trucks remain to be outfitted with air and road temp sensors. Nine Mile Creek Watershed District has grant funds available to assist with the purchase. An application will be sent the the Watershed District by May 31 to apply for the funding.

**Action Item 3.2.5** Ongoing - Ongoing Some Disruption

Begin implementing a city-wide sanitary sewer televising program.

Owner: Mike Kuno

Update provided by Mike Kuno on Apr 25, 2022 11:37:02

The preferred vehicle for our televising program is significantly delayed so we are evaluating whether to wait for our preferred vehicle or proceed with a different vehicle that is available sooner.

**Action Item 3.2.6** Ongoing - Ongoing On Track

Continue updating city-wide flood vulnerability models.

Owner: Sarah Schweiger

Update provided by Sarah Schweiger on May 06, 2022 22:19:50

Draft model updates are being completed for the Bassett Creek and Purgatory Creek watersheds.

**Action Item 3.2.7** Ongoing - Ongoing On Track

Update the city's Stormwater Pollution Prevention Plan as part of the state stormwater permit.

Owner: Sarah Schweiger

Update provided by Sarah Schweiger on May 06, 2022 22:20:15

Draft updates to the city's Stormwater Pollution and Prevention Plan are being prepared by the Natural Resources and Engineering divisions.

**Action Item 3.2.8**

Ongoing - Ongoing

On Track

Apply for grant funding to conduct a community-wide climate vulnerability assessment to prepare the Sustainability Commission for completing a Climate Action and Adaptation Plan in 2023.

Owner: Leslie Yetka

Update provided by Leslie Yetka on May 08, 2022 22:04:24

A grant was submitted to the Minnesota Pollution Control Agency to provide funds for a citywide climate vulnerability assessment, along with education and outreach to city staff and elected and appointed officials, including members of the Sustainability Commission.

**Key Strategy 3.3**

Progress 0%

Take an active role in promoting energy and water conservation, sustainable operations and infrastructure, recycling and environmental stewardship.

On Track

%

100.0

#

7

Owner: Drew Ingvalson

Action Item: 7

Update provided by Drew Ingvalson on May 09, 2022 13:17:58

Public Outreach: Staff has promoted Xcel Energy's Windsorce program, organics recycling, and site consultations with a landscape designer for residents (via Minnetonka Memo, social media, website, in-person events, etc.)

Planning: The city is working with consultants to update the 2014 Water Sustainability Plan and Energy Action Plan. Staff is also reviewing information from SolSmart regarding solar ordinance best practices.

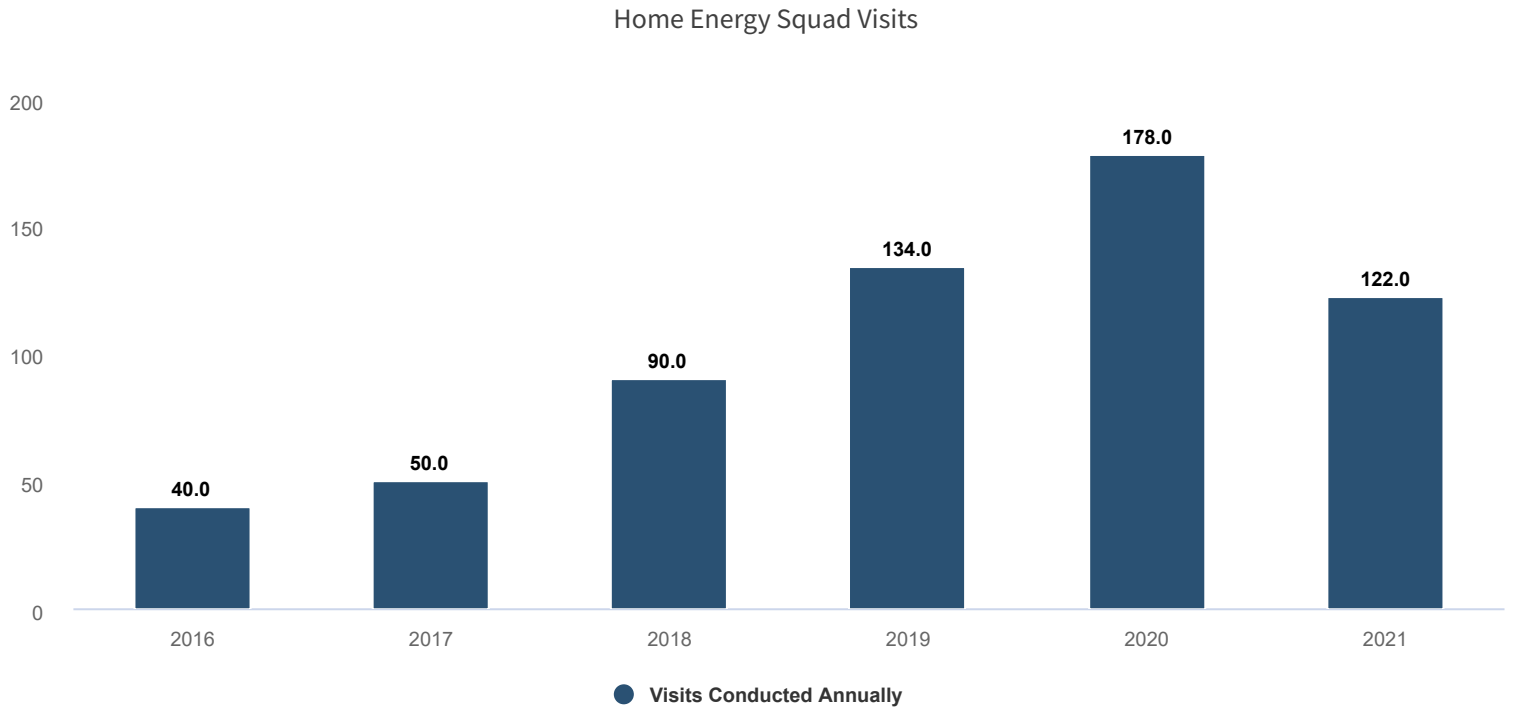
Initiatives: The city has installed 50 cellular water meters to evaluate performance. The city has also purchased electric vehicle charging stations and are working with Xcel Energy on installation.

## Home Energy Squad Visits

Key Strategy 3.3 Take an active role in promoting energy and water conservation, sustainable operations and infras...

Owner: Julie Wischnack

Last Update: May 16, 2022 19:55:11

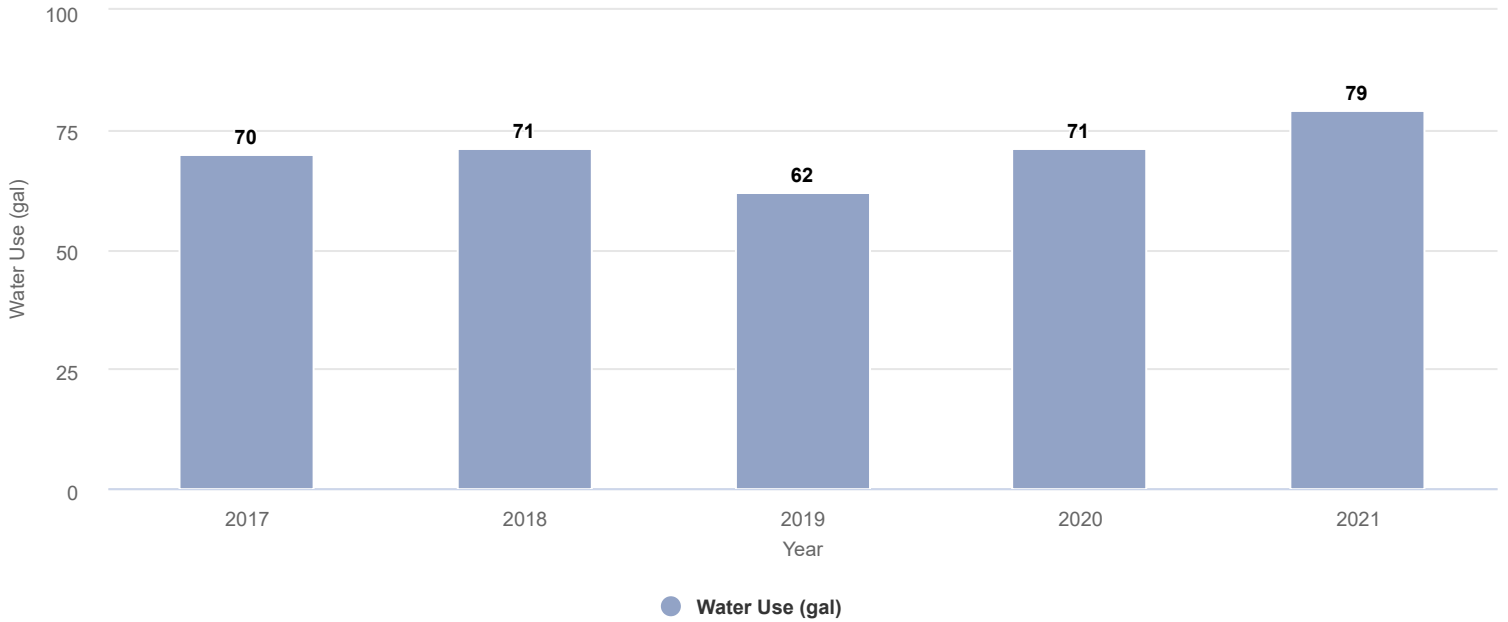


## Residential Per Capita Water Use

Key Strategy 3.3 Take an active role in promoting energy and water conservation, sustainable operations and infras...

Last Update: May 16, 2022 19:55:51

### Residential Per Capita Water Use

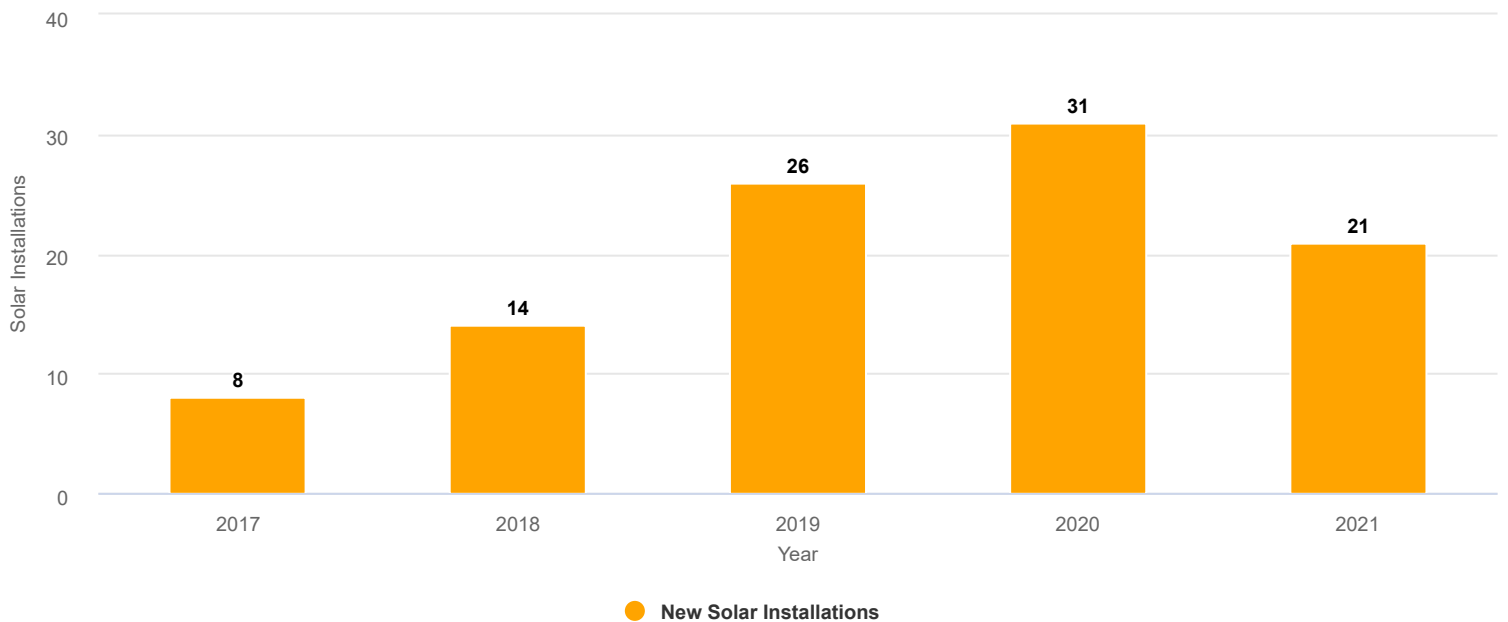


## New Solar Installations

Key Strategy 3.3 Take an active role in promoting energy and water conservation, sustainable operations and infras...

Last Update: May 16, 2022 20:06:08

### Residential Solar Installations



**Action Item 3.3.1** Ongoing - Ongoing On Track

Update the 2014 Water Sustainability Plan, and the Energy Action Plan to include medium and long-term goals and initiatives.

Owner: Mike Kuno

Update provided by Mike Kuno on Apr 25, 2022 11:37:53

We are working with a consultant to update the plan.

**Action Item 3.3.2** Ongoing - Ongoing On Track

Begin offering landowner incentives to implement sustainable landscaping practices.

Owner: Leslie Yetka

Update provided by Leslie Yetka on May 08, 2022 22:03:02

The city is offering on site consultations with a landscape designer from Metro Blooms to property owners interested in learning more about sustainable landscaping practices. Residents can also participate in an online native plant sale with city rebate to purchasers starting in May.

**Action Item 3.3.3** Ongoing - Ongoing On Track

Create and implement a plan to promote Xcel Energy's Windsource program.

Owner: Drew Ingvalson

Update provided by Drew Ingvalson on May 06, 2022 18:04:35

Staff promoted windsource in the Minnetonka Memo, on our social media platforms, and at winter farmer's market events.

**Action Item 3.3.4** Ongoing - Ongoing On Track

Review existing solar ordinances in other communities and determine feasibility for Minnetonka.

Owner: Drew Ingvalson

Update provided by Drew Ingvalson on May 06, 2022 17:45:48

Reviewing information from SolSmart about solar ordinance best practices.

**Action Item 3.3.5** Ongoing - Ongoing On Track

Continue to implement and promote the pilot cellular water meter program to address water conservation and reduce water use.

Owner: Mike Kuno

Update provided by Mike Kuno on Apr 25, 2022 11:39:15

We have installed over 50 cellular meters to evaluate performance and customer adoption.

**Action Item 3.3.6** Ongoing - Ongoing On Track

Promote organics recycling subscriptions through mass communications, tabling at community events, and/or hosting educational events on reducing waste.

Owner: Drew Ingvalson

Update provided by Drew Ingvalson on May 06, 2022 17:44:38

Promoted curbside organics pick up in April edition of the Minnetonka Memo.

**Action Item 3.3.7** Ongoing - Ongoing On Track

Purchase and use two new electric vehicles in city fleet and install electric vehicle charging stations at city facilities and in private development as a pilot project.

Owner: Russ Engfer

Update provided by Drew Ingvalson on May 09, 2022 15:31:24

The two electric vehicles have been ordered, but probably won't be received until June at the earliest. Staff is currently working with Xcel Energy on installing the EV chargers.

**Strategic Priority 4** Progress 7%

**Livable and Well-Planned Development**

Balance community-wide interests and respect Minnetonka's unique neighborhoods while continuing community reinvestment.

	%	#
Status Pending	7.14	1
On Track	78.57	11
Some Disruption	7.14	1
Completed	7.14	1

Owner: Julie Wischnack

Key Strategy: 4

Action Item: 14

Update provided by Julie Wischnack on May 13, 2022 00:03:00

This quarter was spent addressing housing, business, and public input issues. The ongoing needs for strategies to address affordable housing continues to occupy a majority of our work in this area. Work also continues to evolve as a result of understanding the input from the business survey. Development within the Opus continues to occur and efforts to secure a significant public space are being discussed.

**Key Strategy 4.1** Progress 0%

Implement programs and policies to diversify housing and increase affordable housing options.

On Track	100.0	5
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Owner: Julie Wischnack

Action Item: 5

Update provided by Julie Wischnack on May 03, 2022 19:51:26

The city is engaged in discussions about projects that would extend the affordability of contracted affordable housing. Staff is also preparing information for a public information hub to acquire data about various affordable housing in the city. Staff continues to evaluate new uses for the city's Affordable Housing Trust Fund.



**Action Item 4.1.1** Ongoing - Ongoing On Track

Identify and partner to support programs that address affordable ownership.

Owner: Julie Wischnack

Update provided by Julie Wischnack on May 13, 2022 15:12:38

Work on affordable home ownership with existing city owned properties has begun. Staff has outlined the process and time frame for work to be completed.

**Action Item 4.1.2** Ongoing - Ongoing On Track

Implement changes to the down payment assistance program that specifically addresses first generation home ownership.

Owner: Alisha Gray

Update provided by Alisha Gray on Apr 25, 2022 19:38:49

Staff met with the EDAC and City Council during a joint meeting on Feb. 14, 2022 to discuss a new program. Staff is in the process of developing the program guidelines and hiring a staff person to assist with housing efforts.

**Action Item 4.1.3** Ongoing - Ongoing On Track

Implement additional housing work plan items including new efforts relating to preserving naturally occurring affordable housing (both rental and ownership).

Owner: Alisha Gray Contributor: Julie Wischnack

Update provided by Alisha Gray on Apr 25, 2022 19:42:55

Staff is currently working with a property owner to preserve 30 affordable units in the community. Additionally, the city is planning to sell a few city owned properties in 2022/2023 to create additional affordable housing opportunities.

**Action Item 4.1.4** Ongoing - Ongoing On Track

Provide more readily available information about affordable housing compliance.

Owner: Alisha Gray

Update provided by Alisha Gray on Apr 25, 2022 19:41:05

Housing staff met with the city's GIS Specialist to discuss creating a new dashboard for housing statistics and compliance. The next step is to discuss information to include in the dashboard and obtain training on how to create and update the information.

**Action Item 4.1.5** Ongoing - Ongoing On Track

Outline additional potential uses for affordable housing trust fund.

Owner: Alisha Gray Contributor: Julie Wischnack

Update provided by Alisha Gray on Apr 25, 2022 19:44:24

Staff will provide recommendations to the EDAC on May 19, then to to the city council at the study session on June 20.

**Key Strategy 4.2** Progress 33%

Support evolving needs of business and identify new city initiatives.

	%	#
On Track	66.67	2
Completed	33.33	1

Owner: Julie Wischnack

Action Item: 3

Update provided by Julie Wischnack on May 03, 2022 19:57:10

The city's business survey results are informing the city's work in this area. Staff has engaged our small business advisors to offer their assistance in new ways. The city has been more intentional regarding work force issues and the coordination of that effort. Work continues on new programs for businesses.

**Action Item 4.2.1** Ongoing - Ongoing On Track

Examine business survey results and identify amendments to existing programs or establish new programs. This would include identifying any financial gaps for businesses, specifically for those impacted by COVID 19.

Owner: Alisha Gray Contributor: Rob Hanson

Update provided by Alisha Gray on Apr 25, 2022 19:52:08

Staff reviewed the results of the business survey and developed a business workplan to address the concerns raised by the business community.

**Action Item 4.2.2** Ongoing - Ongoing On Track

Educate, coordinate and collaborate with businesses to address work force issues. This effort would include coordination with educators and employers to create connections for future workers.

Owner: Rob Hanson Contributor: Alisha Gray

Update provided by Rob Hanson on Apr 22, 2022 16:09:40

Staff has engaged with the Minneapolis Regional Chamber to discuss the Elevate Futures, and has scheduled a tech demo with the platform. The platform connects employers secondary and post secondary educational institution and offers a way to connect and make known available careers and job openings.

The winter 2022 issue of Thrive focused on workforce resources. Information included DEED workforce funding opportunities, and introduction to the local Workforce Strategy Consultant, and contact information for CareerForce - Minnesotas official career development and talent matching resource.

Staff has also had conversations with Hennepin County around their career pathways program. Pathway Programs is a partnership of employers with education and community based training institutions to train job seekers and build their skills and experience to meet the employers needs. Hennepin County has offered to provide technical assistance to Minnetonka businesses looking to begin a pathways program.

**Action Item 4.2.3** Ongoing - Ongoing Completed

Identify and promote cultural business development centers as a resource for existing and new businesses.

Owner: Rob Hanson

Update provided by Rob Hanson on Apr 22, 2022 15:05:01

Cultural economic development organizations contact information have been added to the business section of the website. Staff has also arranged to have Open to Business office hours return and offer Spanish and English consultation. Further promotion and collaboration is ongoing.

**Key Strategy 4.3** Progress 0%

Continue to support Opus Area transformation as a vital and connected part of Minnetonka.

	%	#
Status Pending	33.33	1
On Track	66.67	2

Owner: Julie Wischnack

Action Item: 3

Update provided by Julie Wischnack on May 03, 2022 20:00:22

Final details for development projects in the Opus area have been completed. The major public space location has not yet been determined; however there has been additional discussion about possible bonding for the project. Zoning district requirements will be evaluated later this year.

**Action Item 4.3.1** Ongoing - Ongoing On Track

Ensure current development and planned improvements meet city placemaking plans.

Owner: Julie Wischnack

Update provided by Julie Wischnack on May 13, 2022 15:16:16

Staff reviewed two proposals within the Opus area to ensure the placemaking plans are being followed. Project reviews provided special attention to trail connections, landscaping plans and street lighting.

**Action Item 4.3.2** Ongoing - Ongoing Status Pending

Continue to refine the public space location and broaden connectivity to other areas of the city, which includes continuing to request state bonding support.

Owner: Phil Olson Contributors: Julie Wischnack and Loren Gordon

**Action Item 4.3.3** Ongoing - Ongoing On Track

Evaluate barriers in zoning ordinance to ensure city vision can be achieved. This includes review of zoning districts requirements, establishment of new zoning districts and refining existing zoning districts.

Owner: Susan Thomas Contributor: Loren Gordon

Update provided by Loren Gordon on May 16, 2022 21:32:37

In April, staff began a review of the city's parking regulations. In general, the parking regulations require much more minimum parking than is needed for many uses. A local and national review of standards and approaches is underway.

**Key Strategy 4.4** Progress 0%

Encourage and stimulate additional public participation in various development processes.

	%	#
On Track	66.67	2
Some Disruption	33.33	1

Owner: Julie Wischnack

Action Item: 3

Update provided by Julie Wischnack on May 03, 2022 20:05:36

This quarter we were able to meet with a neighborhood about development without a development proposal pending. This method will be evaluated going forward as a way to engage citizens without an official process taking place. The city intends for this to be educational and to create trust in any future process that may occur. Further work on this issue continues throughout the year.

Update provided by Julie Wischnack on May 03, 2022 20:03:27

This quarter we were able to meet with a neighborhood about development without a development proposal pending. This method will be evaluated going forward as a way to engage citizens without an official process taking place. The city intends for this to be educational and to create trust in any future process that may occur. Further work on this issue continues throughout the year.

**Action Item 4.4.1** Ongoing - Ongoing Some Disruption

Summarize and evaluate existing public input methods.

Owner: Loren Gordon Contributor: Susan Thomas

Update provided by Loren Gordon on May 16, 2022 21:38:27

No work has been completed on this project yet.

Update provided by Loren Gordon on May 16, 2022 21:35:18

No work completed on this item yet.

**Action Item 4.4.2** Ongoing - Ongoing On Track

Identify any barriers for participating in public meetings. Specific attention to cultural, disabilities.

Owner: Susan Thomas Contributor: Loren Gordon

Update provided by Loren Gordon on May 16, 2022 21:36:55

Staff will be attending a conference with a session on barriers to public meetings and will report back.

**Action Item 4.4.3** Ongoing - Ongoing On Track

Identify new public participation methods and implement the method.

Owner: Susan Thomas Contributor: Loren Gordon

Update provided by Loren Gordon on May 16, 2022 21:37:05

Staff will be attending a conference with a session on barriers to public meetings and will report back.

**Strategic Priority 5** Progress 0%

**Infrastructure and Asset Management**

	%	#
Status Pending	5.88	1
On Track	94.12	16

Provide safe, efficient, sustainable, cost-effective and well-maintained infrastructure and transportation systems. Build, maintain and manage capital assets to preserve long-term investment and ensure reliable services.

Owner: Will Manchester

Key Strategy: 4

Action Item: 17

Update provided by Will Manchester on May 04, 2022 17:12:07

Staff continues to work toward the goal of safe, efficient and sustainable, cost effective and well maintained infrastructure, and transportation systems through day to day operations and capital projects.

**Key Strategy 5.1** Progress 0%

Provide and preserve a quality local street and trail system.

On Track	100.0	5
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Owner: Will Manchester

Action Item: 5

Update provided by Will Manchester on May 04, 2022 16:43:59

Staff continues to plan and construct the city's local street and trail system working to maintain a pavement condition index rating of 80 for all streets. All projects are currently on schedule as planned in the city's capital improvements program for 2022 and staff just completed a draft of the upcoming 2023-2027 program.

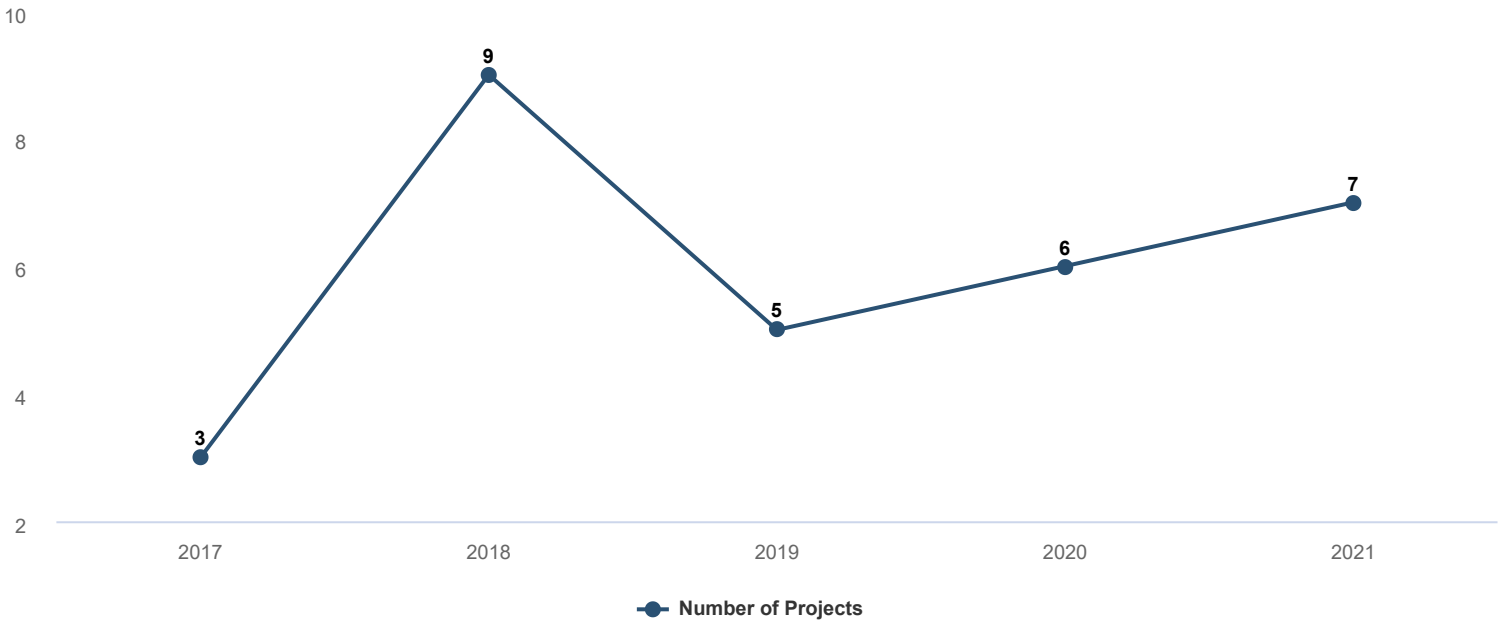
### Number of Major Construction Projects Completed

Key Strategy 5.1 Provide and preserve a quality local street and trail system.

Owner: Will Manchester

Last Update: May 17, 2022 15:09:38

Major Construction Projects Completed or In Progress



#### Action Item 5.1.1

Ongoing - Ongoing

On Track

Coordinate the Tonka-Woodcroft, Ridgedale Drive Trail, Opus Bridge Improvements Phase III, and citywide pavement overlay projects. Preparations for the 2023 capital improvements plan will also be underway including the Minnetonka Boulevard Trail west of I-494 and Tonka-Woodcroft Improvements Phase II.

Owner: Will Manchester

Update provided by Will Manchester on May 04, 2022 16:30:23

The Tonka-Woodcroft, Ridgedale Drive Trail, Opus Bridge Improvements Phase III, and citywide pavement overlay projects were all approved by city council this spring and construction will begin shortly. The capital improvements program draft document is in preparation and includes upcoming projects scheduled for future years.

#### Action Item 5.1.2

Ongoing - Ongoing

On Track

Coordinate Capital Improvement Program projects and oversee management of local street and trail projects.

Owner: Phil Olson Contributor: Darin Ellingson

Update provided by Phil Olson on Apr 22, 2022 16:17:42

Staff is continuing to work on projects budgeted in the CIP.

**Action Item 5.1.3**

Ongoing - Ongoing

On Track

Coordinate all regional improvements including Hennepin County road work along segments of Minnetonka Boulevard (2022) and Plymouth Road (2022).

Owner: Phil Olson

Update provided by Phil Olson on Apr 22, 2022 16:18:15

Staff is continuing to work with MnDOT, Hennepin County and SWLRT on regional projects.

**Action Item 5.1.4**

Ongoing - Ongoing

On Track

Share statewide technical advisory group citywide speed limits draft report and develop recommendation on future city consideration.

Owner: Phil Olson Contributors: Scott Boerboom and Will Manchester

Update provided by Will Manchester on May 04, 2022 16:34:17

The report will be completed by the end of May in draft form by the technical advisory group and city staff will review further to develop future recommendations.

Update provided by Phil Olson on Apr 22, 2022 16:18:43

The statewide technical advisory group in the process of finalizing a draft document for all cities to review. When available, the draft will be reviewed by city staff.

**Action Item 5.1.5**

Ongoing - Ongoing

On Track

Review and update the city's annual pavement management plan.

Owner: Jeremy Koenen

Update provided by Will Manchester on May 04, 2022 17:13:32

Plan was reviewed and updated as part of staff's preparation of the draft 2023-2027 capital improvements plan.

**Key Strategy 5.2**

Progress 0%

Ensure connectivity through increased access to local and regional means of transportation (new mobility options).

Status	%	#
Status Pending	20.0	1
On Track	80.0	4

Owner: Will Manchester

Action Item: 5

Update provided by Will Manchester on May 04, 2022 16:48:15

Staff continues to work on increased access through local and regional means, partnerships, and programmed improvements. Partners include Three Rivers Park District, Hennepin County, MnDOT, and adjacent cities.

**Action Item 5.2.1**

Ongoing - Ongoing

On Track

Staff continues to work with agencies, including Three River's Park District, Hennepin County and MnDOT, on local and regional means of transportation, including future outlooks on MnDOT and Hennepin County's major transportation corridors, as well as upcoming planning efforts for the Minnetonka Boulevard and Hopkins Crossroads Trail projects.

Owner: Will Manchester

Update provided by Will Manchester on May 04, 2022 16:39:39

Staff is continuing to work with these agencies on planning efforts for the projects listed as well as new opportunities that arise.

**Action Item 5.2.2**

Ongoing - Ongoing

On Track

Work with Metropolitan Transit on contract extension and new route connections related to SWLRT prior to August 1, 2022 and plan to integrate as updated to increase connectivity within the city.

Owner: Alisha Gray

Update provided by Alisha Gray on May 11, 2022 20:20:39

The contract for Metro Transit service will be extended in July 2022. However, we will not be discussing any large service changes at this time because the Met Council is postponing the engagement work for the connector routes due to rescheduling of Southwest LRT opening day to 2027.

Update provided by Alisha Gray on Apr 25, 2022 19:56:43

Staff will present the contract extension at an upcoming meeting in June or July 2022.

**Action Item 5.2.3**

Ongoing - Ongoing

Status Pending

Coordinate education and outreach to take citizen feedback on city winter trail maintenance.

Owner: Darin Ellingson

**Action Item 5.2.4**

Ongoing - Ongoing

On Track

Coordinate Capital Improvement Program trail construction along Minnetonka Boulevard, Ridgedale Drive, Hopkins Crossroad and in the Opus area.

Owner: Mitch Hatcher

Update provided by Mitch Hatcher on May 06, 2022 15:25:43

Trails along Minnetonka Boulevard, Ridgedale Drive, Hopkins Crossroad and Opus area are included in the 2022-2026 Capital Improvement Program and are in various stages of feasibility, design, and construction.



**Action Item 5.2.5**

Ongoing - Ongoing

On Track

Identify and set up citywide trail maintenance management program.

Owner: Will Manchester

Update provided by Will Manchester on May 04, 2022 16:45:02

Staff will begin reviewing the system this summer in preparation of this item.

**Key Strategy 5.3**

Progress 0%

Develop an annual capital improvement plan that supports the sustainable maintenance and replacement of assets.

On Track

%	#
100.0	3

Owner: Will Manchester

Action Item: 3

Update provided by Will Manchester on May 04, 2022 16:16:03

Staff is currently preparing the draft capital improvements plan, which includes sustainable maintenance and replacement of assets. During the draft preparation, staff is reviewing sustainable measures that includes review of hybrid and battery powered options when feasible as well as new alternative energy saving options on projects that include energy efficient pumps and facility equipment, to continue to reduce overall energy use.

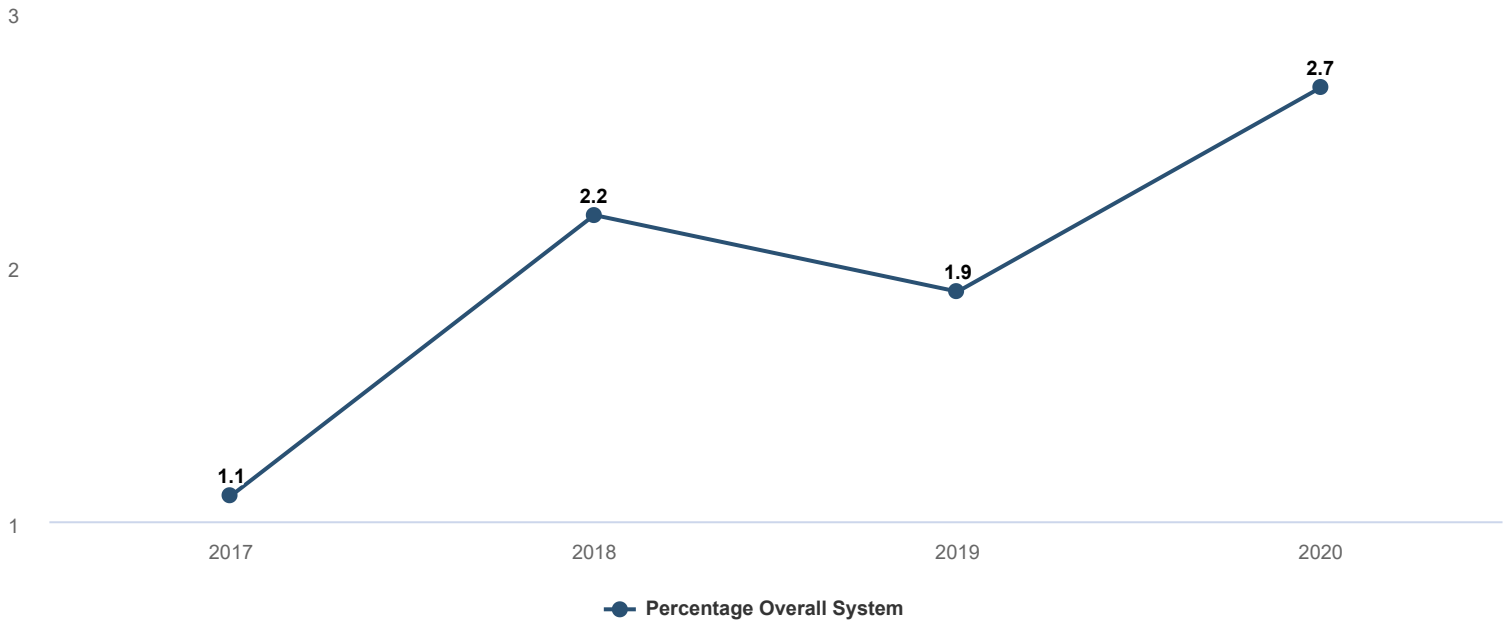
### Money Spent on Asset Improvements as Percentage of Overall System

Key Strategy 5.3 Develop an annual capital improvement plan that supports the sustainable maintenance and replacem...

Owner: Will Manchester

Last Update: May 16, 2022 15:30:33

Money Spent on Asset Improvements as Percentage of Overall System



#### Action Item 5.3.1

Ongoing - Ongoing

On Track

Plan for preliminary capital improvements for 2023-2027 and include sustainable maintenance and replacement considerations and opportunities on components of all projects including vehicle replacements, equipment, and construction practices. Staff will continue to look at upcoming additions to these planning efforts.

Owner: Will Manchester

Update provided by Will Manchester on May 04, 2022 16:52:23

In April of 2022, staff put together a preliminary capital improvements plan for 2023-2027 which included sustainable components for all projects as feasible.

#### Action Item 5.3.2

Ongoing - Ongoing

On Track

Identify utility replacement program needs and future long-term utility replacements.

Owner: Mike Kuno

Update provided by Mike Kuno on Apr 25, 2022 11:40:06

We are working with a consultant to develop an infrastructure assessment.

**Action Item 5.3.3**

Ongoing - Ongoing

On Track

Review asset management and city infrastructure including fleet operations and other city infrastructure.

Owner: Will Manchester

Update provided by Will Manchester on May 04, 2022 16:54:39

Staff continues to review asset management and infrastructure which will continue to be ongoing. The fleet division has reached out to other agencies to better understand new and available options on replacement of equipment. Recently staff replaced a number of city gas powered weed whips with electric powered.

**Key Strategy 5.4**

Progress 0%

Expand and maintain a trail system to improve safe connectivity and walkability throughout the community.

On Track

%	#
100.0	4

Owner: Will Manchester

Action Item: 4

Update provided by Will Manchester on May 04, 2022 16:25:36

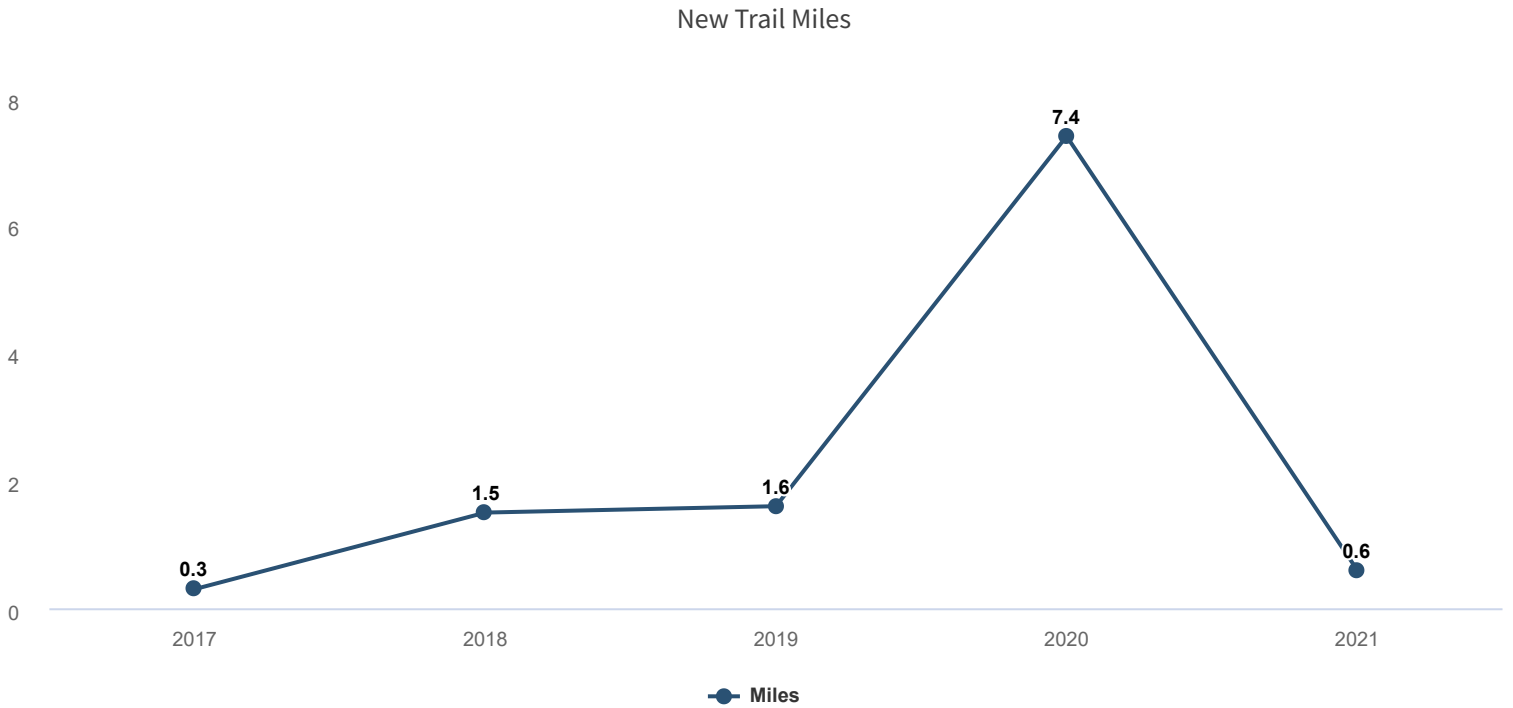
City council awarded a contract on March 21, 2022 to begin construction of a trail along Minnetonka Boulevard from Tonkawood Road to Woodlawn Avenue to further improve safe connectivity and walkability throughout the community. Construction of the project will begin in 2022 and be completed in 2023. In addition, council awarded a contact for the construction of a trail along Ridgedale Drive, from east of Essex Road west to I-494, to provide for a safe pedestrian connection in this area. Finally, staff began preliminary design of the Smetana Road trail in the Opus area along with continued design preparations of the Hopkins Crossroad trail near I-394.

### Number of New Trail Miles

Key Strategy 5.4 Expand and maintain a trail system to improve safe connectivity and walkability throughout the co...

Owner: Will Manchester

Last Update: May 16, 2022 14:58:23



#### Action Item 5.4.1

Ongoing - Ongoing

On Track

Review improved safe connections and walkability improvements for Minnetonka Boulevard and Ridgedale Drive trail projects. Continue to review all city project areas on improvements that can be included in upcoming year's funding.

Owner: Will Manchester

Update provided by Will Manchester on May 04, 2022 16:59:49

Staff reviewed safe connections and walkability improvements for Minnetonka Boulevard and Ridgedale Drive trail to include additional safety improvements which include a midblock, push button safety crossing at Groveland School as an example.

#### Action Item 5.4.2

Ongoing - Ongoing

On Track

Collaborate with local school districts for grant funding.

Owner: Matt Kumka

Update provided by Leslie Yetka on May 08, 2022 22:25:50

Work has not begun yet on this task.

**Action Item 5.4.3** Ongoing - Ongoing On Track

Identify opportunities to connect businesses to public trail system during development review applications utilizing new community development compliance document.

Owner: Alisha Gray

Update provided by Alisha Gray on May 11, 2022 20:20:57

CD/Engineering staff met with Steve Mahowald to discuss reworking the bus route in Opus to provide better service during the next few years of heavy construction.

Update provided by Alisha Gray on Apr 25, 2022 21:28:18

Staff is working with a new businesses at Ridgedale to connect into the new park and trail system around the mall. The city created a visioning plan for the area in 2012, that outlined the city's vision for the area.

**Action Item 5.4.4** Ongoing - Ongoing On Track

Research opportunities for first/last mile connections to Southwest Light Rail Transit Station Areas.

Owner: Rob Hanson

Update provided by Rob Hanson on Apr 22, 2022 15:15:44

Staff met with Meredith Klekotka, the Manager of Metro Transits Shared Mobility Program in March. She shared research on usage rates for various microtransit modes and case study information on where short trip transit services may be most effective.

Staff also met with the consortium of suburban Hennepin County cites to learn about the projects that are being offered in Summer of 2022. Future collaboration opportunities between shared mobility providers is being considered by cities bordering Minnetonka.

**Strategic Priority 6** Progress 0%

**Community Inclusiveness**

Create a community that is engaged, tolerant and compassionate about everyone. Embrace and respect diversity, and create a community that uses different perspectives and experiences to build an inclusive and equitable city for all.

	%	#
Status Pending	13.33	2
On Track	86.67	13

Owner: Mike Funk

Key Strategy: 3

Action Item: 15

Update provided by Mike Funk on May 12, 2022 21:10:15

Diversity Equity Inclusion continues to be a priority and focus for the city. During Q1, the city completed the recruitment for the DEI Coordinator position and anticipates the new employee starting June 13, 2022. While the work of the DEI Taskforce wrapped up during the quarter, the next step is to create the formation of a permanent city commission. The Police Cheif and the Acting City Manager continue to work with a small sub-committee to review and analyze police arrest and initiated contact data.

**Key Strategy 6.1** Progress 0%

Develop and implement inclusive recruiting, application, hiring and retention practices to attract excellent, qualified and diverse candidates from all backgrounds.

	%	#
Status Pending	25.0	1
On Track	75.0	3

Owner: Moranda Dammann

Action Item: 4

Update provided by Moranda Dammann on May 06, 2022 15:12:29

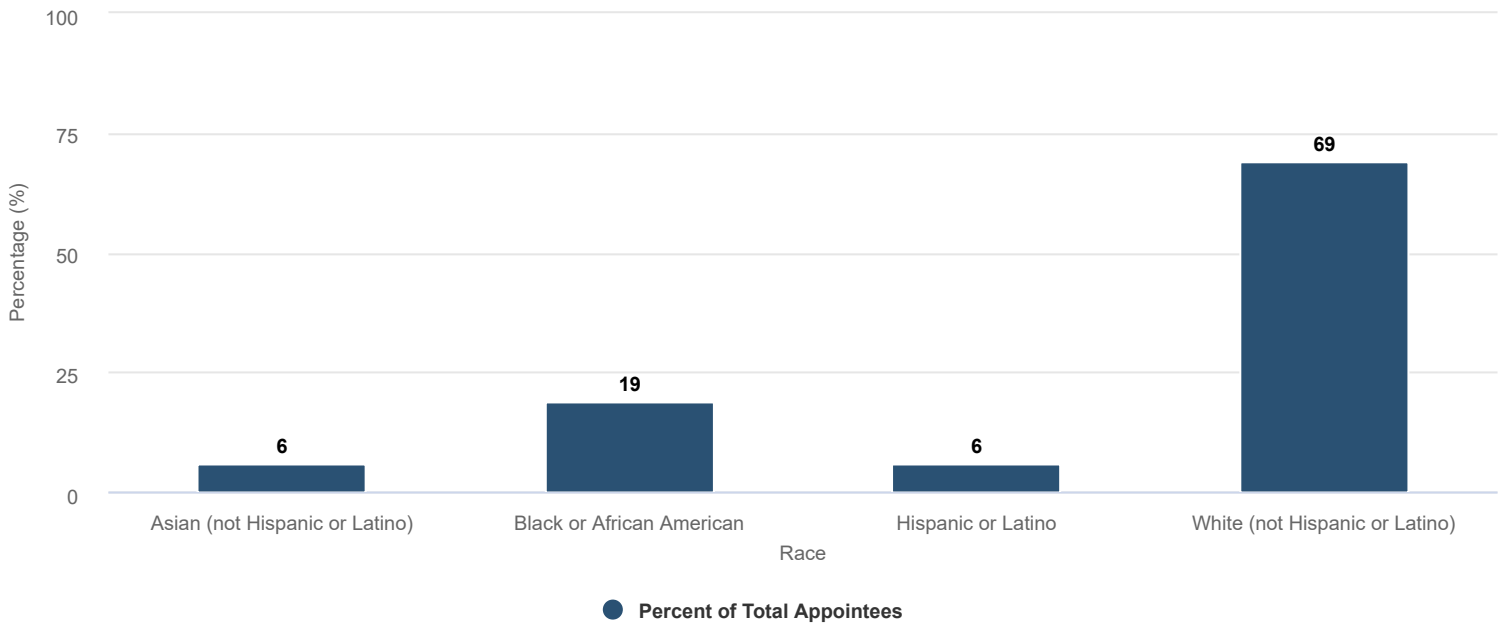
The organization is continuing to develop and implementing hiring practices to attract excellent, qualified and diverse candidates from all backgrounds. As recruitments to fill a new or replacement position occur, HR and the Hiring Manager are updating position descriptions to include diversity and inclusion competencies.

Key Strategy 6.1 > KPI

**Appointed Diversity Numbers**

Key Strategy 6.1 Develop and implement inclusive recruiting, application, hiring and retention practices to attrac...

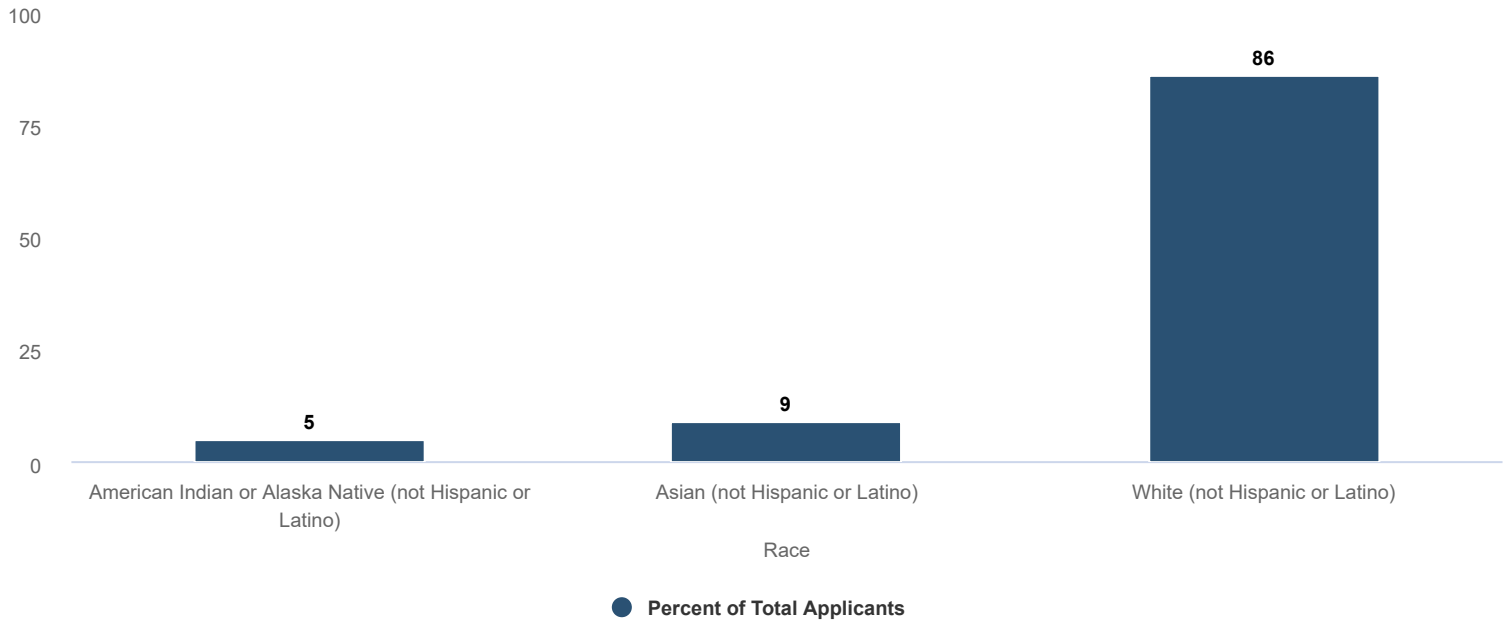
Appointed Boards & Commissions Diversity Numbers



## New Applicant Diversity

Key Strategy 6.1 Develop and implement inclusive recruiting, application, hiring and retention practices to attrac...

### New Boards & Commissions Applicant Diversity



#### Action Item 6.1.1

Ongoing - Ongoing

Status Pending

Review and audit of marketing materials and accessibility of accessing hiring information and applying for City of Minnetonka open positions.

Owner: Andrew Wittenborg

#### Action Item 6.1.2

Ongoing - Ongoing

On Track

Going into the community to recruit applicants by attending job fairs, advertising through community partnership and attending community events.

Owner: Eli Cortes

Update provided by Eli Cortes on Apr 29, 2022 18:51:57

The city continues its recruitment efforts by providing candidates the opportunity to experience our departments firsthand. These candidate experience events allow interested individuals to tour the Public Safety facility, ask questions, and learn about positions within the department. Two events took place in November 2021, and April 2022, with an additional event later in the fall of 2022. Additionally, we have participated in the annual MN Explorer Conference and other city events, such as the State of the City.

#### Action Item 6.1.3

Ongoing - Ongoing

On Track

Strengthen training and processes for interviewers and hiring managers to promote diversity, equity, and inclusion in the selection process.

Owner: Eli Cortes

Update provided by Eli Cortes on Apr 29, 2022 20:09:35

Training for all hiring managers is scheduled for Q2.

**Action Item 6.1.4**

Ongoing - Ongoing

On Track

Communicate DEI values widely, including in employee handbook, employee onboarding, other internal communications.

Owner: Eli Cortes

Update provided by Eli Cortes on Apr 29, 2022 18:53:11

As part of our efforts to embed diversity, equity, and inclusion (DEI) in our procedures, each job description and posting includes competencies that address DEI as part of the job, and also as a city value during new hire orientation.

**Key Strategy 6.2**

Progress 0%

Actively engage the community by working collaboratively to broaden policy outcomes and respond to community's needs, views and expectations.

	%	#
Status Pending	16.67	1
On Track	83.33	5

Owner: Moranda Dammann Contributor: Mike Funk

Action Item: 6

Update provided by Moranda Dammann on May 06, 2022 15:24:33

The city is underway with a variety of opportunities to work with the community collaboratively to broaden policy outcomes and respond to community's needs, views and expectations. As listed in the action steps updates, Just Deeds has been added to project flyers. Staff is currently researching and gathering information on providing data to the city council on creating a new commission. A commission working group has been identified with various community members to garner input before recommendations are brought to council.

**Action Item 6.2.1**

Ongoing - Ongoing

On Track

Enhance city participation in Just Deeds coalition by continuing to identify impacted city properties, promoting resident participation through communication efforts, and assuming in-house responsibility for handling resident requests.

Owner: Corrine Heine

Update provided by Corrine Heine on May 02, 2022 15:37:52

Information on Just Deeds has been added to project flyer for road reconstruction in Tonkawood. Communications is working on an article for Minnetonka Memo.

**Action Item 6.2.2**

Ongoing - Ongoing

On Track

Continued partnership with community members through the DEI Task Force.

Owner: Mike Funk



Update provided by Mike Funk on May 12, 2022 21:00:25

Beginning in August 2021, Turnlane Consulting, led by Alex Clark, has been working directly with the DEI task force to create a unified approach to the work at hand. Turnlane has been instrumental in affirming community engagement initiatives, roles and actions and connecting and sharing amongst the task force members. Most recently, Turnlane has spent time connecting with members of the task force, city council and the internal diversity committee one-on-one. Through these conversations common themes emerged. After further review and anticipating a long-term need staff is recommending the consideration of dual-track approach that includes the creation of a commission whose purpose include promoting understanding and tolerance, plus encouraging participation by under-represented groups. The primary functions may include education/outreach, public policy development and discrimination response.

**Action Item 6.2.3** Ongoing - Ongoing On Track

Review annual community survey questions.

Owner: Moranda Dammann

Update provided by Moranda Dammann on Apr 22, 2022 18:10:51

At the February 14 study session the Minnetonka City Council provided feedback on topics and themes to be incorporated into the 2022 annual survey.

**Action Item 6.2.4** Ongoing - Ongoing On Track

Prepare an inventory of current community engagement efforts and partnerships.

Owner: Moranda Dammann

Update provided by Moranda Dammann on Apr 22, 2022 18:13:38

Staff will be working on gathering this information in Q2.

**Action Item 6.2.5** Ongoing - Ongoing Status Pending

Using data generated through community outreach platforms (Minnetonka matters, community survey, business survey, etc.) to align Minnetonka's brand with community needs, views and expectations.

Owner: Andrew Wittenborg

**Action Item 6.2.6** Ongoing - Ongoing On Track

Create an ordinance developing a new permanent city commission for council consideration. If approved, take necessary steps to adopt ordinance, recruit, interview and appoint members.

Owner: Moranda Dammann

Update provided by Moranda Dammann on Apr 22, 2022 18:12:28

Staff is currently researching and analyzing the data to bring forth to the Minnetonka City Council at the May 16 study session for further direction on the creation of the ordinance.

**Key Strategy 6.3**

Progress 0%

Remove identifiable barriers to create equal opportunity for accessing programs and services.

On Track

%	#
100.0	5

Owner: Moranda Dammann

Action Item: 5

Update provided by Moranda Dammann on May 06, 2022 15:29:11

Recreation staff continue to promote our programs and services to residents. In cooperation with the communication division, different methods of engagement have been used to promote the variety of programs, services and events we offer.

**Action Item 6.3.1**

Ongoing - Ongoing

On Track

Market to targeted audiences for program specific services, review modes of communication, and adapt messaging.

Owner: Sara Woeste

Update provided by Sara Woeste on Apr 22, 2022 13:24:24

Staff has done target marketing to previous program participants to increase registration for spring and summer programs . Staff continues to explore ways to reach new customers by researching where are current customers reside and looking areas of the community we aren't reaching to provide target marketing to in the future.

**Action Item 6.3.2**

Ongoing - Ongoing

On Track

Review and evaluate current program offerings to determine effectiveness.

Owner: Ann Davy

Update provided by Ann Davy on Apr 28, 2022 15:48:04

Program evaluations are routinely sent to participants to gather feedback on their experience. Program managers review and evaluate this feedback to determine if programs need to be changed, expanded, or discontinued. We have recently updated our evaluation questions and shortened the overall survey to encourage better participation.

**Action Item 6.3.3**

Ongoing - Ongoing

On Track

Award recreation scholarships to 100% of qualified applicants through the Richard Wilson Scholarship Fund for youth program participants.

Owner: Sara Woeste

Update provided by Sara Woeste on Apr 22, 2022 13:16:20

Scholarships have been granted to 100% of applicants to date in 2022.

**Action Item 6.3.4**

Ongoing - Ongoing

On Track

Provide additional free program offerings/activities to encourage exploration of our parks.

Owner: Ann Davy

Update provided by Ann Davy on Apr 28, 2022 15:56:29

During the month of January, staff brought back the popular Yeti Hunt to encourage residents to explore the parks and trails in the city. Yeti were placed in four different parks, each for 1-week, and hunters searched for the Yeti and attached letters to solve riddles. With bike month approaching, staff have planned a bike scavenger hunt to encourage people to use the city trails to bike to various parks and landmarks during the month of May.

**Action Item 6.3.5**

Ongoing - Ongoing

On Track

Continue to provide inclusion services to those requiring assistance in order to successfully participate in recreation programs.

Owner: Ann Davy

Update provided by Ann Davy on Apr 28, 2022 16:13:54

Inclusion services are provided to program participants as needed and requested. The majority of requests are received during the summer months for programs such as swimming lessons, Park Adventures and Jidana Day Camp, so staff are currently hiring seasonal Inclusion Specialists that will work 1-on-1 with those needing assistance.



**City Council Agenda Item 11A  
Meeting of May 23, 2022**

**Title:** Conditional use permit with variances, and a site and building plan review for a fast food restaurant at 15110 Highway 7

**Report From:** Bria Raines, Planner

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

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**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

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**Summary Statement**

Border Foods Inc., a franchisee of Taco Bell Corp, is proposing to redevelop the existing Taco Bell restaurant at 15110 Highway 7.

**Recommended Action**

Adopt the resolution approving a conditional use permit with variances, and a site and building plan review for a fast food restaurant at 15110 Highway 7.

**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**

This proposal requires a conditional use permit with variances, and a site and building plan review. The applicant is requesting a reduction in the number of parking spaces required by city ordinance. The proposed plans include increasing the building size, enhancing the exterior façade, and relocating the drive-thru.

The site is approximately 28,000 square feet with an existing building, roughly 1,800 square feet in size, and located within the B-2 Limited Business District. During the last 38 years, Taco Bell has remained the occupying tenant of the property with no major site changes. The most recent interior remodel was in 1994.

A conditional use permit is required for any fast food restaurant with or without drive-up facilities in the B-2 district. The proposed restaurant requires a variance to the conditional use permit standards for the following:

- Number of required parking spaces;
- Parking lot setback from the ROW along the rear property line; and
- Building side yard setback from the westerly property line.

A site and building plan review is necessary for constructing and expanding any commercial building or site. The expansion requires additional parking, which is considered in the variance request.

Staff recommended approval of the proposal, noting:

- **Consistent with the Ordinance.** Apart from the variances, the proposal would comply with the standards of the conditional use permit and the site and building plan review ordinances. As is outlined in the associated resolution, the variance standard is met.
- **Consistent with the goals, policies, and objectives of the comprehensive plan.** The development guides and comprehensive plan detail the vision and goals for the overall planning principles the city will use for public and private investments. The subject property is guided for commercial use. The proposed plans are consistent with the designated and existing land use.
- **Preservation of the site in its natural state to the extent practicable.** The proposed redevelopment site would require the removal of eight high-priority trees and mitigation of 88-inches of deciduous trees. This proposal would meet the tree protection ordinance standards.
- **Creation of a harmonious relationship of buildings and open spaces.** The proposed redevelopment would incorporate more landscaping on the site than currently exists. Existing open spaces would be enhanced with more trees and plants, increasing the number of natural features. The proposal will also incorporate a larger vehicle stacking area to the east, which will seemingly have a positive impact on traffic along the frontage road.
- **Creation of a functional and harmonious design for structures and site features.** The proposed site would create an appropriate physical order to the site allowing more

vehicle stacking on-site. The parking study for the site suggests the proposed amount of parking is sufficient. The reconfiguration of the site will create better circulation and would seemingly resolve the existing vehicle stacking spillage onto the frontage road.

**Planning Commission Meeting**

On May 12, 2022, the planning commission considered the request. At the meeting, a public hearing was opened, no residents spoke in opposition, and no public comments were received for the project. On a 6-0 vote, the commission recommended the city council approve the request.

**MINNETONKA PLANNING COMMISSION**  
**May 12, 2022**

**Brief Description** Items concerning a fast food restaurant at 15110 Highway 7:

1. Conditional use permit, with variances; and
2. Site and building plan review.

**Recommended Action** Recommend the city council adopt the resolution approving the proposal.

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**Background**

In 1984, Tonto's Taco Shoppe, was demolished, and a new building was constructed under the ownership of Taco Bell Corporation at 15110 Highway 7. The site is approximately 28,000 square feet with an existing building, roughly 1,800 square feet in size, and located within the B-2 Limited Business District. During the last 38 years, Taco Bell has remained the occupying tenant of the property with no major site changes. The most recent interior remodel was in 1994.



**Proposal**

Border Foods is proposing to redevelop the site, which would include: relocating the drive-thru towards the rear of the property to accommodate more vehicles waiting for the communication teller, constructing a new building with a modern exterior, reducing the number of on-site parking, and installing an underground stormwater chamber. The proposed building is 2,951 square feet, an increase from the existing 1,782 square foot building. The restaurant would include an indoor seating area, but the site would be redeveloped to accommodate the larger amount of customers that would rather order and pick up food via a drive-thru service counter.

The proposal requires:

1. **Conditional use permit, with variances.** A conditional use permit is required for any fast food restaurant with or without drive-up facilities in the B-2 District. The proposed restaurant requires a variance to the conditional use permit standards for the following:
  - Number of required parking spaces;
  - Parking lot setback from the ROW along the rear property line; and
  - Building side yard setback from the westerly property line.

For more information, see the "Supporting Information" section of this report.

2. **Site and building plan review.** A site and building plan review is necessary for the construction and expansion of any commercial building or site. The expansion requires additional parking, which is considered in the variance request.

### **Staff Analysis**

A land-use proposal is comprised of many details. These details are reviewed by members of the city's economic development, engineering, fire, legal, natural resources, planning, and public works departments and divisions. The details are then aggregated into a few primary questions or issues. The analysis and recommendations outlined in the following sections of this report are based on the collaborative efforts of this larger staff review team.

- **Is the proposed use generally appropriate?**

Yes. The use will not be changed by this proposal, but the structure will increase in size. The use is the same existing use and tenant. The fast-food restaurant has an existing conditional use permit, but the changes require a new conditional use permit and site and building plan review.

- **Is the parking variance reasonable?**

Yes. The independent parking study of the property suggests that the site could accommodate the restaurant's typical amount of business with the reduced number of parking stalls. The site does have an existing parking lot within 10 feet of the north property line. The proposed parking lot would be set back further than the existing parking lot from the north property line. This is also an opportunity that would create better circulation by stacking vehicles on-site rather than spilling onto the frontage road.

- **Is the building setback reasonable?**

Yes. The five-foot variance would provide the easterly side of the property with more area to be dedicated to parking stalls and the drive-thru lane. If the building were configured five feet to the east to meet the ordinance, the parking stalls and driveway width would be reduced, therefore not meeting the required parking stall dimensions.

- **Is the proposed design reasonable?**

Yes. Both the site and the building have been reasonably designed.

1. **Site.** The communications teller would be located in an under-utilized section of the existing parking lot, creating a larger area for vehicles awaiting their turn to order. The site currently has issues with waiting vehicles backing up onto the frontage road. A parking study commissioned for the project found that overall parking demand and vehicle queueing for the proposed drive-thru could be accommodated on site.
2. **Building.** The color pallet on the proposed restaurant is consistent with other Taco Bells chains previously approved, such as at 12380 Wayzata Blvd. The proposed materials are not used on the existing building; however, the use of



nichiha panels, siding, and glass would be consistent with the architectural features of a commercial building.

For more discussion, see the “Supporting Information” section of the report.

**Staff Recommendation**

Recommend the city council adopt the resolution approving a conditional use permit with variances and a final site and building plans for Taco Bell at 15110 Highway 7.

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

## Supporting Information

<b>Subject Property</b>	The subject property is located in the B-2 – Limited Business – zoning district and has a commercial land use designation in the 2030 Comprehensive Guide Plan.
<b>Surrounding Property</b>	North: Zoned R-1 Low-Density Residential South: State Highway 7 and R-1 Low Density Residential East: Office buildings, zoned PUD West: Zoned B-3 General Business District
<b>Proposed Building</b>	<p>The proposed building would be 2,951 square feet in size. It would not include an outdoor dining area. Rather, customers would order and pick up food via a drive-thru or indoor service counter. All on-site parking is located on the easterly portion of the property.</p> <p>The current plans suggest the use of glass, nichiha fiber cement siding, and plank lap siding materials. The exterior and materials are consistent with the architectural designs of commercial buildings.</p>
<b>Stormwater</b>	<p>New development and redevelopment of existing sites must meet specific stormwater management rules, which include runoff rate control, runoff volume control, and water quality treatment. Best management practices (BMPs) are incorporated into stormwater management plans to control the volume of water leaving the site while improving water quality by reducing pollutant loading. Further, the rate of stormwater runoff leaving a site "post-development" must be less than or equal to the rate of runoff leaving the site "pre-development."</p> <p>The stormwater plans submitted by the applicant propose to capture runoff through a series of catch basins. From these, the runoff would be routed via a storm sewer pipe to underground treatment chambers and ultimately outlet to the public storm sewer system. The current plans generally meet the city's stormwater management rule.</p>
<b>Traffic and Parking</b>	<p>The proposed redevelopment would construct a new building in the existing parking lot, relocate the drive-thru to the rear of the property, and would, therefore, reduce available on-site parking. The city commissioned a parking study in order to evaluate the implications of this reduction.</p> <p>The purpose of any parking study is to evaluate the average parking demand generated by a land-use relative to the parking supply. The specific study for the proposed Taco Bell found:</p> <ul style="list-style-type: none"><li>• Nineteen parking spaces would accommodate the parking demand at the site and "have a surplus between five (5) to seven (7) spaces during the lunch peak period".</li></ul>

- The parking demands were 12 and 14 parking stalls on the two separate on-site observations.

Demand by Time	Existing Demand	Future Demand Estimates			Future Supply	Future Surplus/(Deficit)			
		ITE Avg	ITE 85%ile	City Code		Existing Demand	Avg	ITE 85%ile	City Code
Weekday 11:30-12:30 PM	12	22	36	43	19	+7	(-3)	(-17)	(-24)
Friday 11:30-12:30 PM	14	32	43	43	19	+5	(-13)	(-24)	(-24)

- The exiting site has an issue with the drive-thru location that causes vehicle stacking to extend off-site. The site plan proposal would relocate the window and would provide a stacking area for up to eight vehicles.

The proposed restaurant requires variances to CUP standards.

	Existing	City Code	ITE	Parking Study	Proposed
Parking Demand	32	43	32	12 to 14	19*

\* variance required

**CUP Standards**

By City Code 300.18 Subd.4(f), fast food restaurants with a drive-thru window in the B-2 district are subject to the following general standards.

- Shall meet the district standards of City Code 300.18 Subd.5 for a conditional use permit in the B-2 district:
  - Shall have a maximum height of 35 feet or two stories, whichever is less;
  - Shall have a minimum front yard setback of 50 feet;
  - Shall have a minimum side and rear yard setback of 35 feet;
  - Shall have a maximum floor area ratio of 0.8;
  - Shall have a maximum lot coverage of 85 percent, including building footprints, parking areas, driveways, loading, storage, and trash areas, and other areas covered by any impervious surface;

- f) Shall be accessed as designated in the comprehensive plan or a street specifically designed to accommodate commercial traffic; and
- g) Shall locate trash enclosures or accessory buildings behind the front building line of the principal building, have a maximum of 600 square feet in size, and meet parking setbacks.

**Finding:** The proposed plan requires a variance to the side yard setback and the parking setback from a ROW.

The proposal otherwise meets the height maximum, front and rear setbacks, the floor area ratio, impervious surface maximum, front and side parking setbacks, and trash enclosure setbacks.

	Required			Proposed		
	Front	Rear	Side	Front	Rear	Side
Building Setback	50ft	35ft	35ft	55ft	60ft	30ft*
Parking Setback	20ft	20ft (ROW)	10ft	20ft	11.3ft*	10ft

\* Variance required

- 2. Shall meet the additional standards of City Code 300.18 Subd.6 for a conditional use permit in the B-2 district:
  - a) All developments shall be subject to site and building plan review pursuant to section 300.27 of this ordinance.
  - b) All developments shall comply with the wetlands, floodplain, and shoreland regulations contained in sections 300.23, 300.24, or 300.25 of this ordinance.
  - c) Parking shall be regulated pursuant to section 300.28 of this ordinance.
  - d) All developments shall comply with the city's water resources management plan.
  - e) Signs shall be regulated pursuant to section 325 of the code of city ordinances.

**Finding:** The site plans meet these standards. The plans to include two signs on the building exterior. A sign permit will be required for the signs.

- 3. Shall have parking in compliance with the requirements of section 300.28 of this code;

**Finding:** This proposal would be a variance for the required number of parking stalls, the parking setback from the ROW along the rear property line, and the building setback from the westerly property line.

4. Shall be permitted only when it can be demonstrated that operation will not lower the existing level of service significantly as defined by the institute of traffic engineers on the roadway system;

**Finding:** The parking study does not anticipate the proposed restaurant would lower the existing levels of service on the Highway 7 north frontage road.

By City Code 300.21 Subd.4(f), fast food restaurants with a drive-thru window in the B-2 district are subject to the following specific conditional use permit standards.

1. Shall be located only on sites having direct access to minor arterial streets or service roads;

**Finding:** The subject property is accessed via the Hwy 7 service road.

2. Public address systems shall not be audible from any residential parcel;

**Finding:** This has been included as a condition of approval.

3. Stacking for a minimum of six cars per aisle shall be provided within applicable parking lot setbacks;

**Finding:** The proposed site plan would significantly increase stacking area over existing conditions. Staff anticipates a stacking area for at least eight vehicles.

4. Shall not be permitted when traffic studies indicate significant impacts on the levels of service as defined by the institute of traffic engineers of adjacent streets and intersections; and

**Finding:** The site has been occupied by Taco Bell for over 30 years. The redevelopment to update the restaurant building and site are not anticipated to impact levels of service beyond the current conditions.

5. The building shall be set back at least 100 feet and screened from any adjacent property designated in the comprehensive plan for residential use.

**Finding:** The proposed building would be located over 120 feet from the closed residential building and screened by fencing and vegetation.

**SBP Standards**

By City Code §300.27, Subd. 5, the city will consider compliance with the following standards when evaluating site and building plans. The proposed apartment development would meet 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 city planning, engineering, and natural resources staff and found to be generally consistent with the city's development guides, including the water resources management plan.

2. Consistency with this ordinance;

**Finding:** Apart from the variances, the proposal would comply with the standards of the CUP ordinance and the site and building plan review. As is outlined in the associated resolution, the variance standard is met.

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 redevelopment site would require the removal of eight high-priority trees and mitigation of 88-inches of deciduous trees. This proposal would meet the tree protection ordinance standards.

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 redevelopment would incorporate more landscaping on the site than currently exists. Existing open spaces would be enhanced with more trees and plants, increasing the number of natural features.

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.

**Finding:** The proposed site would create an appropriate physical order to the site allowing more vehicle stacking on-site. The parking study for the proposed site suggests the proposed amount of parking is sufficient. The staff has also suggested that the new fencing match the fencing that will be installed at the adjacent commercial property to the west.

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

**Finding:** As new construction, the proposed restaurant would include energy efficiency/conservation components required by the state building code.

- 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 which may have substantial effects on neighboring land uses.

**Finding:** The proposal would visually and physically alter the property and the immediate area. However, it is not anticipated to negatively impact adjacent or neighboring properties.

#### **Variance Standard**

By City Code §300.07, a variance may be granted from the requirements of the zoning ordinance when: (1) it is in harmony with the general purposes and intent of the ordinance; (2) it is consistent with the comprehensive plan; and (3) when an applicant establishes that there are practical difficulties in complying with the ordinance. Practical difficulties mean that the applicant proposes to use a property in a reasonable manner not permitted by the ordinance, the plight of the landowner is due to circumstances unique to the property not created by the landowner, and the variance, if granted, would not alter the essential character of the locality.

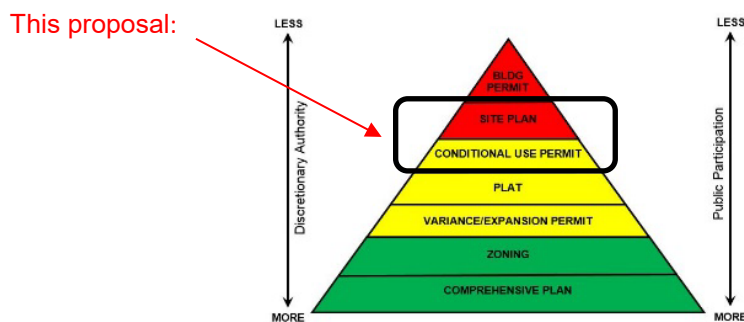
**Natural Resources** Best management practices must be followed during the course of site preparation and construction activities. This would include the installation and maintenance of erosion control fencing.

**Neighborhood Comments** The city sent notices to 22 area property owners and residents and received no written comments to date.

**Commission Action** The planning commission will make a recommendation to the city council; a recommendation requires a majority vote of the commission. The planning commission has the following options:

1. Concur with staff's recommendation. In this case, a motion should be made recommending the city council approve the conditional use permit with associated parking variance and the site and building plan review.
2. Disagree with the staff's recommendation. In this case, a motion should be made recommending the city council deny one or more aspects of the proposal. The motion should include findings for denial.
3. Table the request. In this case, a motion should be made to table the item. The motion should include a statement as to why the request is being tabled with direction to staff, the applicant, or both.

**Pyramid of Discretion**



**Deadline for Action** July 27, 2022





## LOCATION MAP

Project: Taco Bell  
Location: 15110 Hwy 7





## Written Statement – Site Plan Review / C.U.P. / Variance Applications

RE: Taco Bell  
15110 MN 7  
Minnetonka, MN 55345

Border Foods is a franchisee of Taco Bell Corp. and has been operating Taco Bell restaurants since 1996. The existing Taco Bell restaurant located at 15110 MN 7 in Minnetonka has been in operation at this location for a number of years and is in need of updates and improvements. Border Foods believes the best method to continue serving the community with an improved experience and level of service to its patrons would be to remove the existing building and construct a new building which incorporates the latest Taco Bell Corp. image, furnishings, equipment, operations, and service. Along with the new building, Border Foods will also modify the site conditions and layout to accommodate the new building footprint as well as make improvements to the efficiency and operation of the parking and drive-thru lane service to its customers. We believe this new building and site layout will be a great aesthetic improvement to the neighborhood as well.

The proposed improvements require submittals to the City of Minnetonka for consideration in the form of 'Site and Building Plan Review', 'Conditional Use Permit (C.U.P.)', and 'Variance' applications. Below is an outline of the C.U.P. and Variance requests applied for this submittal.

### Conditional Use Permit Standards

General Standards:

- a) The use is consistent with the intent of this ordinance - ***This is an existing use and believed the new design to be consistent with the intent of this ordinance.***
- b) The use is consistent with the goals, policies, and objectives of the comprehensive plan - ***This is an existing use and believed the new design to be consistent with the goals, policies, and objectives of the comprehensive plan***
- c) The use does not have an undue adverse impact on governmental facilities, utilities, services or existing or proposed improvements - ***This is an existing use and believed the new design to not have an undue adverse impact on governmental facilities, utilities, services or existing or proposed improvements.***
- d) The use is consistent with the city's water resources management plan - ***This is an existing use and believed the new design is consistent with the city's water resources management plan.***
- e) The use is in compliance with the performance standards specified in section 300.28 of this ordinance - ***This is an existing use and believed the new design is in compliance with he performance standards specified in section 300.28 with the exception of the requested variance to parking requirements as outlined below.***
- f) The use does not have an undue adverse impact on public health, safety or welfare - ***This is an existing use and believed the new design does not have an undue adverse impact on public health, safety or welfare.***

Specific Standards in B-2, Limited Business District

- a) Outside storage, display, sales or servicing – **Not Applicable**
- b) Service Stations and other automobile related uses having service bays – **Not Applicable**
- c) Non-service station retail facilities having gasoline pumps – **Not Applicable**
- d) Uses having a drive-up window
  - 1) Drive-up windows and stacking areas shall not be located adjacent to any residential parcel - ***This is an existing use, residential parcels are not located directly adjacent to, there is a public street separating as well as screening fence and extensive landscape plantings will be continued as part of the new design.***
  - 2) Stacking areas shall provide for a minimum of six cars per aisle - ***The new design provides stacking area for a minimum of eight cars in the one drive-thru aisle.***
  - 3) Public address system shall not be audible from any residential parcel - ***This is an existing use and the new design will be such that the order point speaker box will not be audible from any residential parcel.***
- e) Storage, assembly or servicing related to the permitted use and occupying between 10 and 25 percent of the gross floor area of the principal structure – **Not Applicable**
- f) Fast food restaurants with or without drive-up facilities, except those located in community or regional shopping centers
  - 1) Shall be located only on sites having direct access to minor arterial streets or service roads - ***This is an existing use and the new design will maintain compliance with this requirement.***
  - 2) Public address systems shall not be audible from any residential parcel - ***This is an existing use and the new design will be such that the order point speaker box will not be audible from any residential parcel.***
  - 3) Stacking for a minimum of six cars per aisle shall be provided within applicable parking lot setbacks - ***The new design provides stacking area for a minimum of eight cars in the one drive-thru aisle.***
  - 4) Shall not be permitted when traffic studies indicate significant impacts on the levels of service as defined by the institute of traffic engineers of adjacent streets and intersections - ***This is an existing use. No change in traffic impacts on adjacent streets and intersections is anticipated.***
  - 5) Building shall be set back at least 100 feet and screened from any adjacent property designated in the comprehensive plan for residential use - ***The new design is in compliance and the building is a minimum of 100 feet and screened from the residential properties to the North.***

Items g) – s) of this section in the city code - **Not Applicable**

## Variance Requests

The variance requests proposed this submittal are for reduced parking and building setback minimums outlined in the city code as well as reduced minimum parking stall requirements as outlined in the city code.

These variance requests are being made due to the unique shape of the property, desire to maintain existing significant trees located on the property, and parking requirements beyond operational needs for the facility.

We believe the below outlined variance requests would still allow the site and building to be in harmony with the general purpose and intent of city ordinances.

### 1) Minimum Quantity of Parking Stalls

- Per our interpretation of the zoning code for parking – the proposed new 2,591 sq. ft. building would require parking at a rate of 1 per 60 G.S.F. which equates to 43 parking stalls.
  - It should be noted that the existing site layout has an exterior trash/recycling enclosure whereas the proposed new building and site incorporates the trash/recycling within the new proposed building. The area of this room within the building is approximately 400 sq. ft.
  - Eliminating the 400 sq. ft. trash/recycling room from the overall building area would leave 2,191 sq. ft. of remaining building area at  $1/60 = 37$  parking stalls required
- The proposed variance is for a total of 19 total parking stalls provided on site.
- Historical needs at this restaurant location (as well as the over 200 other Taco Bell locations Border Foods operates) reveal that 19 total parking stalls will be adequate for both customer and employee parking needs.
- We also see granting this variance request as a positive for the environment with less ‘heat island’ effect caused by less bituminous/hard surface areas

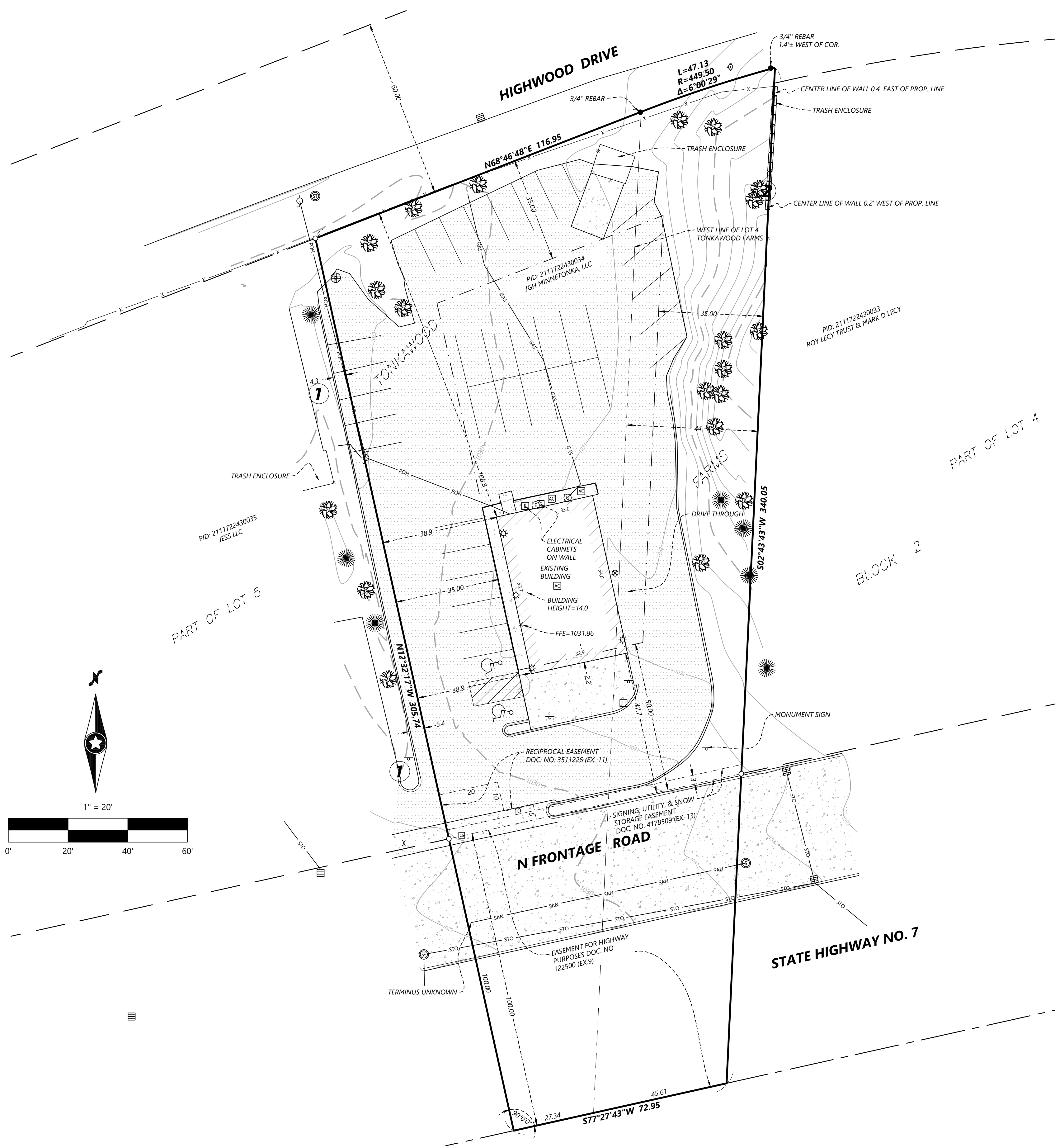
### 2) Reduction on minimum parking setback requirements along the West and North side of the property

- This request being made as a result of the unique shape of the property as well as the desire to maintain existing significant trees.
- The parking and drive-thru aisle configuration proposed will provide a more efficient operating flow of vehicular traffic through the site than current conditions experience.

### 3) Reduction of minimum building setback requirement along the West side of the property

- This request being made as a result of the unique shape of the property as well as the desire to maintain existing significant trees.
- The parking and drive-thru aisle configuration proposed will provide a more efficient operating flow of vehicular traffic through the site than current conditions experience.





### LEGAL DESCRIPTION(Commitment No. ORTE748156)

The West 44 feet of that part of Lot 4 which lies North of the center line of State Highway No. 7 and that part of Lot 5 which lies North of the center line of State Highway No. 7 and Easterly of a line drawn at a right angle to said center line from a point therein distant 27.34 feet Westerly, measured along said center line from the East line of said Lot 5, Block 2, "Tonkawood Farms", according to the recorded plat thereof, and situate in Hennepin County, Minnesota.

Torrens Property  
Being registered land as is evidenced by Certificate of Title No. 1539548.

### GENERAL NOTES

- This survey was prepared using Old Republic National Title Company, Title Commitment Number ORTE748156 Supplement #1 having an effective date of February 20, 2022 at 7:00 AM.
- The address of the surveyed property is 15110 State Highway No. 7, Minnetonka, MN 55345. (Table A Item 2)
- Subject property appears to be classified as Zone X (Area of minimal flood hazard) when scaled from Flood Insurance Rate Map Community - Panel Number 27053C0336F dated 11/4/2016. (Table A Item 3)
- Subject property contains 28,309± Sq Ft. or 0.65± acres. (Table A Item 4)
- Contours are shown at 1 foot intervals and are based upon NAVD 88. (Table A, Item 5)
- Subject property is currently zoned B-2: Limited Business (Table A Item 6 (a))  
Setbacks:  
Building: Front = 50 Feet, Side = 35 Feet, Rear = 35 Feet (Table A Item 6 (a))
- Subject property contains 30 regular parking stalls and 2 handicapped stalls. (Table A Item 9)
- The underground utilities shown have been located from field survey information and existing drawings. The surveyor makes no guarantees that the underground utilities shown are in the exact location indicated although he does certify that they are located as accurately as possible from information available. The surveyor has not physically located the underground utilities. (State One Call Ticket No. 21940285). (Table A Item 11(a))
- Adjacent Ownership information shown per Hennepin County GIS Map. (Table A, Item 13)
- As of the date the field work was completed for this survey, there was no observable evidence of current earth moving work, exterior building construction or building additions. (Table A Item 16)
- As of the date of this survey, there are no proposed changes in street right of way lines, per the City of Minnetonka Project website. As of the date of the field work was completed for this survey, there was no observable evidence of recent street or sidewalk construction or repairs. (Table A, Item 17)
- Based on the information contained within the title commitment listed above and a physical inspection of the subject property, the surveyor is not aware of any off site easements or servitudes other than shown herein. (Table A, Item 18)
- Bearings based on the Hennepin County coordinate system, (NAD 83 - 2011 Adjustment).

### SCHEDULE B II TITLE ITEM NOTES (Commitment No. ORTE748156)

- The following notes correspond to the numbering system of Schedule B II of the above mentioned title commitment. Items 1-7 are not survey matters.
- Final Certificate by and between the State of Minnesota and William T. Kolesh, et al. dated July 9, 1935, filed September 7, 1935, as Document No. 122500. (SHOWN ON SURVEY)
  - Terms and conditions of that certain Lease by and between Wheaton Thomas Investment Company, a partnership, as lessor, and Standard Oil Company, an Indiana corporation, as lessee, dated March 28, 1957, as Document No. 543860. Above lease was assigned by Standard Oil Company an Indiana corporation to The American Oil Company, a Maryland corporation by Assignment of Lease, dated December 31, 1960, filed January 23, 1961, as Document No. 648899. (INTENTIONALLY DELETED)
  - Name Change of above assignee, American Oil Company, on Maryland corporation to Amoco Oil Company, a Maryland corporation dated December 28, 1972, filed July 30, 1973, as Document No. 1079535. (INTENTIONALLY DELETED)
  - The above Lease has been modified by Lease Modification Agreement, dated June 2, 1975 and filed March 4, 1977 as Document No. 1210859. (INTENTIONALLY DELETED)
  - Terms and conditions of that certain lease by and between Net Lease Development LLC, a Delaware limited liability company, as lessor, and Border Foods, Inc., a Minnesota corporation, as lessee, as evidenced by Memorandum of Lease dated October 25, 2001, filed November 7, 2001, as Document No. 3456320. (AFFECTS SUBJECT PROPERTY, BLANKET IN NATURE, NOT SHOWN)
  - Assignment and Assumption of Lease by and between Net Lease Development LLC, a Delaware limited liability company and Gene O. Hilgers and Janis M. Burton Hilgers, as Trustees of the Hilgers Family Trust dated December 28, 2001, filed March 6, 2002, as Document No. 3511224. (AFFECTS SUBJECT PROPERTY, BLANKET IN NATURE, NOT SHOWN)
  - Reciprocal Easement Agreement by and between Twin Cities Stores, Inc., a Delaware corporation and Gene O. Hilgers and Janis M. Burton Hilgers, as Trustees of the Hilgers Family Trust, dated February 6, 2002, filed March 6, 2002, as Document No. 3511226. (SHOWN ON SURVEY)
  - Notice of Lis Pendens by the City of Minnetonka, a municipal corporation under Minnesota Law, Petitioner and Twin Cities Stores, Inc., a Delaware corporation, et al., Respondents dated April 27, 2005, filed April 27, 2005, as Document No. 4107165. (INTENTIONALLY DELETED)
  - Easements from Gene O. Hilgers and Janis M. Burton Hilgers, as Trustees of the Hilgers Family Trust granted to the City of Minnetonka, a municipal corporation under the laws of Minnesota dated July 12, 2005, filed October 26, 2005, as Document No. 4178509. (SHOWN ON SURVEY)

### CERTIFICATION

To: JGH Minnetonka, LLC; Old Republic National Title Insurance Company; Citizens Bank, N.A., national banking association; Border Foods, LLC.

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2021 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 1-5, 6(a), 8, 9, 11(a), 13, 16, 17, and 18 OF TABLE A THEREOF.

THE FIELD WORK WAS COMPLETED ON 02/14/2022.

CHRISTOPHER R. FOLEY, PLS DATE 03/18/2022  
MN LICENSE NO. 55343 EXPIRATION 06/30/2022  
CHRIS.FOLEY@WESTWOODPS.COM

### POSSIBLE ENCROACHMENTS

- WEST EDGE OF PARKING LOT CROSSES OVER PROPERTY LINE
- RETAINING WALL CROSSES OVER PROPERTY LINE

### LEGEND

	SANITARY MANHOLE		BOUNDARY LINE
	STORM MANHOLE		RIGHT-OF-WAY LINE
	BEEHIVE CATCH BASIN		LOT LINE
	CATCH BASIN		SETBACK LINE
	HYDRANT		GAS LINE
	GATE VALVE		POWER OVERHEAD
	CURB STOP BOX		SANITARY SEWER
	HAND HOLE/JUNCTION BOX		STORM SEWER
	STREET LIGHT		FENCE LINE
	POWER POLE		CURB & GUTTER
	AIR CONDITIONER		CONCRETE SURFACE
	STEEL/WOOD POST		RETAINING WALL
	SIGN		BITUMINOUS SURFACE
	HANDICAPPED STALL		DECIDUOUS TREE
			CONIFEROUS TREE

- FOUND MONUMENT (SEE LABEL)
- SET MONUMENT 1/2" IRON PIPE LS 55343

### VICINITY MAP



NOT FOR CONSTRUCTION

DESIGNED:	
CHECKED:	
DRAWN:	
HORIZONTAL SCALE:	20'
VERTICAL SCALE:	1" = 20'
INITIAL ISSUE:	03/29/2022
REVISIONS:	

PREPARED FOR:  
**BORDER FOODS, INC.**  
5425 BOONE AVENUE N  
NEW HOPE, MN 55428

VERIFY THESE PLANS WERE PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE: \_\_\_\_\_ LICENSE NO. \_\_\_\_\_

**TACO BELL**  
**HIGHWAY 7**  
MINNETONKA, MN

**Westwood**  
12701 Whitehawk Drive, Suite 6000  
Phone (828) 937-5100  
Fax (828) 937-5022  
Minnetonka, MN 55343  
www.westwoodps.com  
Westwood Professional Services, Inc.

**ALTA NSPS**  
**LAND TITLE**  
**SURVEY**

SHEET NUMBER:

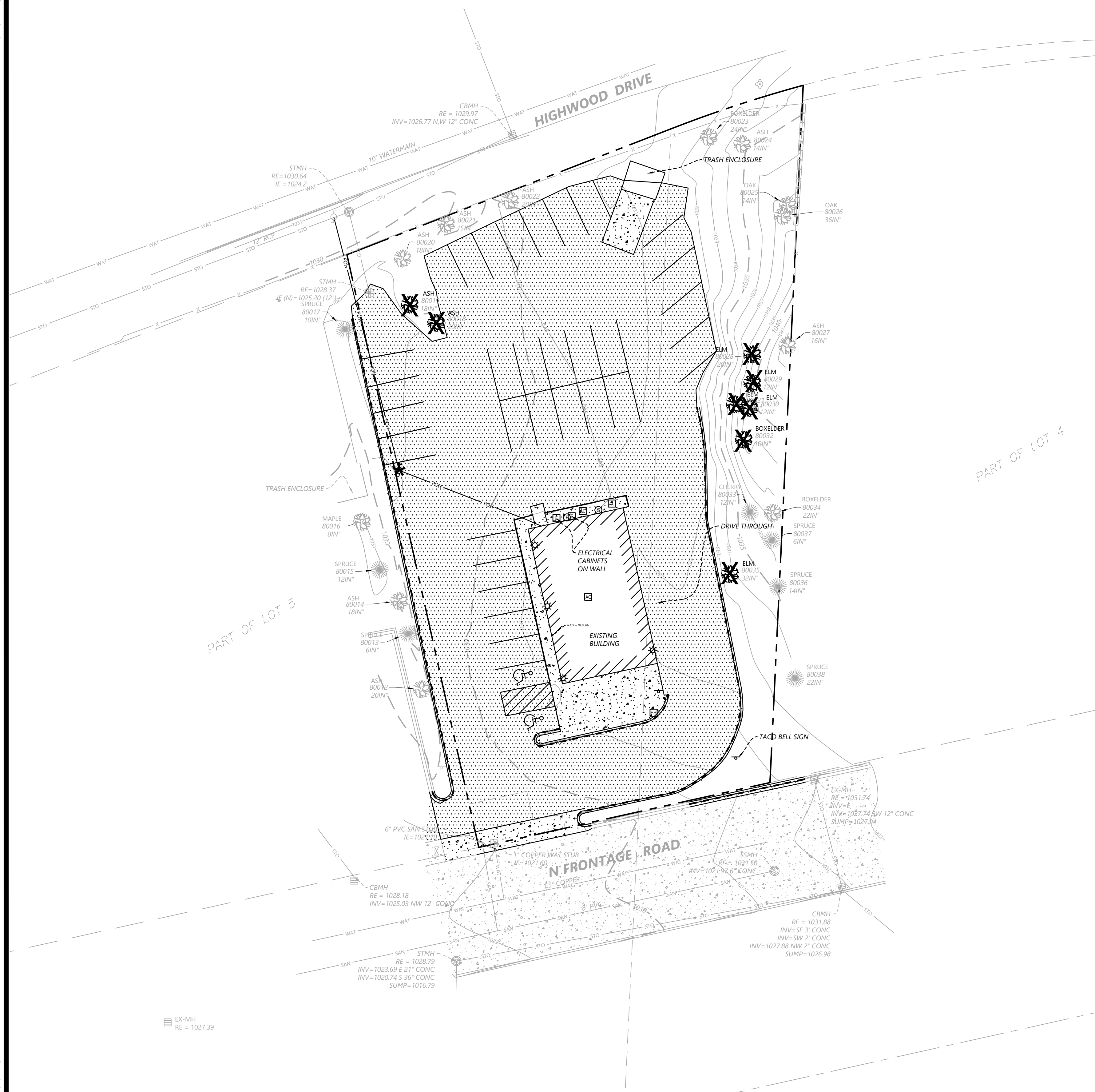
V100

DATE: 03/29/2022

PROJECT NUMBER: 0033247.00

TACO BELL HIGHWAY 7





**REMOVAL LEGEND**

EXISTING	PROPOSED	DESCRIPTION
---	---	PROPERTY LINE
---	---	SAW CUT PAVEMENT
---	---	CURB & GUTTER
---	---	SANITARY SEWER
---	---	WATER MAIN
---	---	HYDRANT
---	---	STORM SEWER
---	---	GAS
---	---	UNDERGROUND ELECTRIC
---	---	OVERHEAD ELECTRIC
---	---	UNDERGROUND TELEPHONE
---	---	OVERHEAD TELEPHONE
---	---	TELEPHONE FIBER OPTIC
---	---	CABLE TELEVISION
---	---	RETAINING WALL
---	---	FENCE
---	---	CONCRETE
---	---	BITUMINOUS
---	---	BUILDING
---	---	TREE
---	---	LIGHT POLE
---	---	TRAFFIC SIGN
---	---	CONSTRUCTION BARRICADE
---	---	SOIL BORING LOCATION

**LEGEND**

⊙	SANITARY MANHOLE	⊙	STEEL/WOOD POST
⊙	SEWER CLEANOUT	⊙	SIGN
⊙	SEPTIC COVER	⊙	MAIL BOX
⊙	STORM MANHOLE	⊙	FLAG POLE
⊙	BEEHIVE CATCH BASIN	⊙	HANDICAPPED STALL
⊙	CATCH BASIN	⊙	BENCH
⊙	FLARED END SECTION	⊙	OIL MANHOLE
⊙	CULVERT	⊙	OIL PUMP JACK
⊙	CATCH BASIN MANHOLE	⊙	OIL WELL
⊙	DOWNSPOUT	⊙	MET TOWER
⊙	DRYWELL	⊙	WEATHER STATION
⊙	STORM INTERCEPTOR	⊙	TURBINE
⊙	HYDRANT	⊙	IRRIGATION MANHOLE
⊙	GATE VALVE	⊙	IRRIGATION SH
⊙	WATER METER	⊙	IRRIGATION SP
⊙	FIRE DEPARTMENT CONNECTION	⊙	IRRIGATION VALVE
⊙	CURB STOP BOX	⊙	SOIL BORING
⊙	WATER MANHOLE	⊙	PERC TEST
⊙	WELL	⊙	MONITORING WELL
⊙	POST INDICATOR VALVE	⊙	PIEZOMETER
⊙	DOUBLE DETECTOR CHECK VALVE	⊙	BUSH/SHRUB
⊙	FARM HYDRANT	⊙	CONIFEROUS TREE
⊙	REDUCE PRESSURE VALVE	⊙	DECIDUOUS TREE
⊙	STOCK TANK	⊙	SAGURA
⊙	WINDMILL	---	BOUNDARY LINE
⊙	ELECTRIC BOX	---	RIGHT-OF-WAY LINE
⊙	ELECTRIC METER	---	LOT LINE
⊙	ELECTRIC MANHOLE	---	EASEMENT LINE
⊙	ELECTRIC TOWER	---	SECTION LINE
⊙	STREET LIGHT	---	TREE LINE
⊙	POWER POLE WITH LIGHT	---	CABLE TELEVISION LINE
⊙	GUY WIRE	---	GAS LINE
⊙	POWER POLE	---	POWER OVERHEAD
⊙	MAST ARM	---	POWER UNDERGROUND
⊙	MAST ARM W/ LIGHT	---	SANITARY SEWER
⊙	TRAFFIC SIGNAL	---	STORM SEWER
⊙	TELEPHONE BOX	---	TELEPHONE OVERHEAD
⊙	TELEPHONE MANHOLE	---	TELEPHONE UNDERGROUND
⊙	HAND HOLE/JUNCTION BOX	---	WATERMAIN
⊙	CABLE TV BOX	---	FIBER OPTIC
⊙	CABLE TV MANHOLE	---	FENCE LINE
⊙	FIBER OPTIC MANHOLE	---	CONTROLLED ACCESS
⊙	FIBER OPTIC PEDESTAL	---	CURB & GUTTER
⊙	NATURAL GAS METER	---	CONCRETE SURFACE
⊙	NATURAL GAS VALVE	---	BITUMINOUS SURFACE
⊙	NATURAL GAS MANHOLE	---	GRAVEL SURFACE
⊙	NATURAL GAS RISER/SERVICE	---	WETLAND
⊙	NATURAL GAS VENT PIPE	●	FOUND MONUMENT (SEE LABEL)
⊙	NATURAL GAS WELL	○	SET MONUMENT (SEE LABEL)
⊙	AIR CONDITIONER		
⊙	UNKNOWN MANHOLE		
⊙	MISCELLANEOUS METER		
⊙	MISCELLANEOUS PEDESTAL		

**REMOVAL NOTES**

1. LOCATIONS AND ELEVATIONS OF EXISTING TOPOGRAPHY AND UTILITIES AS SHOWN ON THIS PLAN ARE APPROXIMATE. CONTRACTOR SHALL FIELD VERIFY SITE CONDITIONS AND UTILITY LOCATIONS PRIOR TO EXCAVATION/CONSTRUCTION. THE ENGINEER SHALL BE NOTIFIED IMMEDIATELY IF ANY DISCREPANCIES ARE FOUND.
2. CONTRACTOR SHALL COORDINATE LIMITS OF REMOVALS WITH PROPOSED IMPROVEMENTS AND FIELD VERIFY CONDITION OF EXISTING APPURTENANCES TO REMAIN. CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING OR REPLACING MISCELLANEOUS ITEMS (SUCH AS FENCES, SIGNS, IRRIGATION HEADS, ETC.) THAT MAY BE DAMAGED BY CONSTRUCTION.
3. CONTRACTOR SHALL PLACE ALL NECESSARY EROSION CONTROL MEASURES REQUIRED TO MAINTAIN SITE STABILITY PRIOR TO EXECUTING ANY SITE REMOVALS.
4. CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATION WITH UTILITY PROVIDERS FOR REMOVAL AND/OR RELOCATION OF EXISTING UTILITIES AFFECTED BY SITE DEVELOPMENT. ALL PERMITS, APPLICATIONS AND FEES ARE THE RESPONSIBILITY OF THE CONTRACTOR.

**TREE INVENTORY**

CODE	SPECIES	DBH	CONDITION	STATUS	MITIGATION INCHES	LOCATION
80012	ASH	20		SAVED		OFF SITE
80013	SPRUCE	6		SAVED		OFF SITE
80014	ASH	18		SAVED		OFF SITE
80015	SPRUCE	12		SAVED		OFF SITE
80016	MAPLE	8		SAVED		OFF SITE
80017	SPRUCE	10		SAVED		OFF SITE
8018	ASH	20		REMOVED	0	ON SITE
80019	ASH	18		REMOVED	0	ON SITE
80020	ASH	18		SAVED		ON SITE
80021	ASH	15		SAVED		ON SITE
80022	ASH	20	POOR	SAVED		ON SITE
80023	BOXELDER	24		SAVED		ON SITE
80024	ASH	14		SAVED		ON SITE
80025	OAK	14		SAVED		ON SITE
80026	OAK	36		SAVED		ON SITE
80027	ASH	16		SAVED		ON SITE
80028	ELM	20		REMOVED	20"	ON SITE
80029	ELM	12		REMOVED	12"	ON SITE
80030	ELM	12		REMOVED	12"	ON SITE
80031	ELM	12		REMOVED	12"	ON SITE
80032	ELM	10	TOP DEAD	REMOVED	0 - DUE TO HEALTH	ON SITE
80033	CHERRY	12		SAVED		ON SITE
80034	BOXELDER	22		SAVED		ON SITE
80035	ELM	32		REMOVED	32"	ON SITE
80036	SPRUCE	14		SAVED		ON SITE
80037	SPRUCE	6		SAVED		ON SITE
<b>TOTAL MITIGATION REQUIRED</b>				Dec.	<b>88"</b>	
				Con.	<b>0</b>	

Call 48 Hours before digging:  
**811 or call811.com**  
 Common Ground Alliance

DESIGNED: \_\_\_\_\_  
 CHECKED: \_\_\_\_\_  
 INITIAL ISSUE: 03/29/2022  
 REVISIONS: \_\_\_\_\_  
 DRAWN: \_\_\_\_\_  
 HORIZONTAL SCALE: 20'  
 VERTICAL SCALE: \_\_\_\_\_

PREPARED FOR:  
**BORDER FOODS, INC.**  
 5425 BOONE AVENUE N  
 NEW HOPE, MN 55428

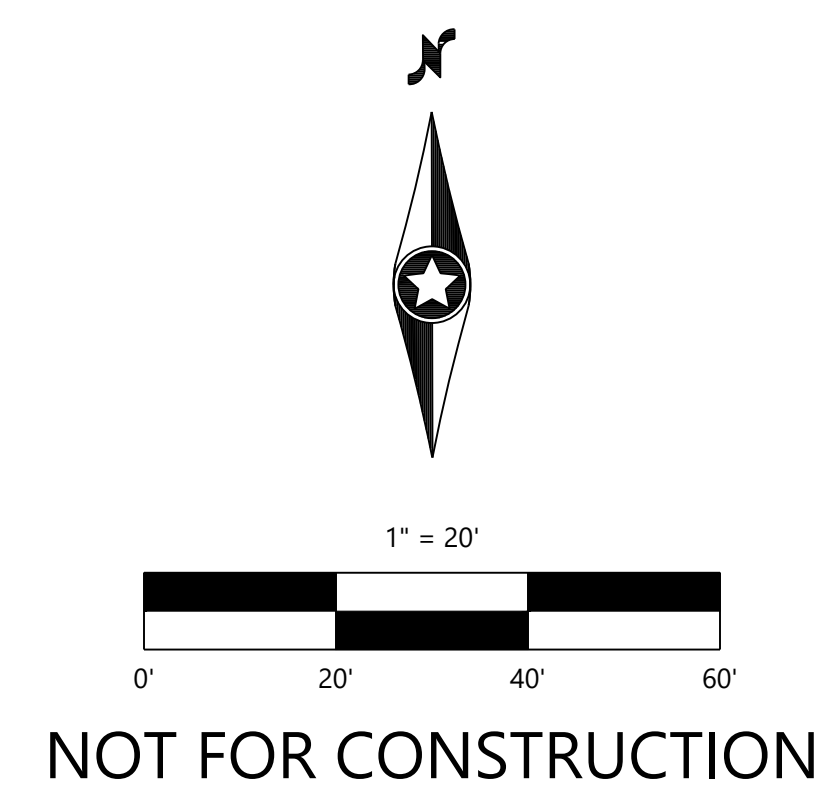
TYLER D. WAXSON  
 DATE: 03/29/2022 LICENSE NO. 59234

**TACO BELL  
 HIGHWAY 7**  
 MINNETONKA, MN

**Westwood**  
 (828) 937-5100 12701 Whitehawk Drive, Suite 8000  
 (828) 937-5022  
 Phone Fax  
 12701 Whitehawk Drive, Suite 8000  
 Minnetonka, MN 55343  
 www.westwoodps.com  
 Westwood Professional Services, Inc.

**EXISTING  
 CONDITIONS &  
 REMOVALS PLAN**

SHEET NUMBER:  
**C100**  
 DATE: 03/29/2022  
 PROJECT NUMBER: 0033247.00





Perspective 1

03.25.2022





Perspective 2

03.25.2022





Perspective 3

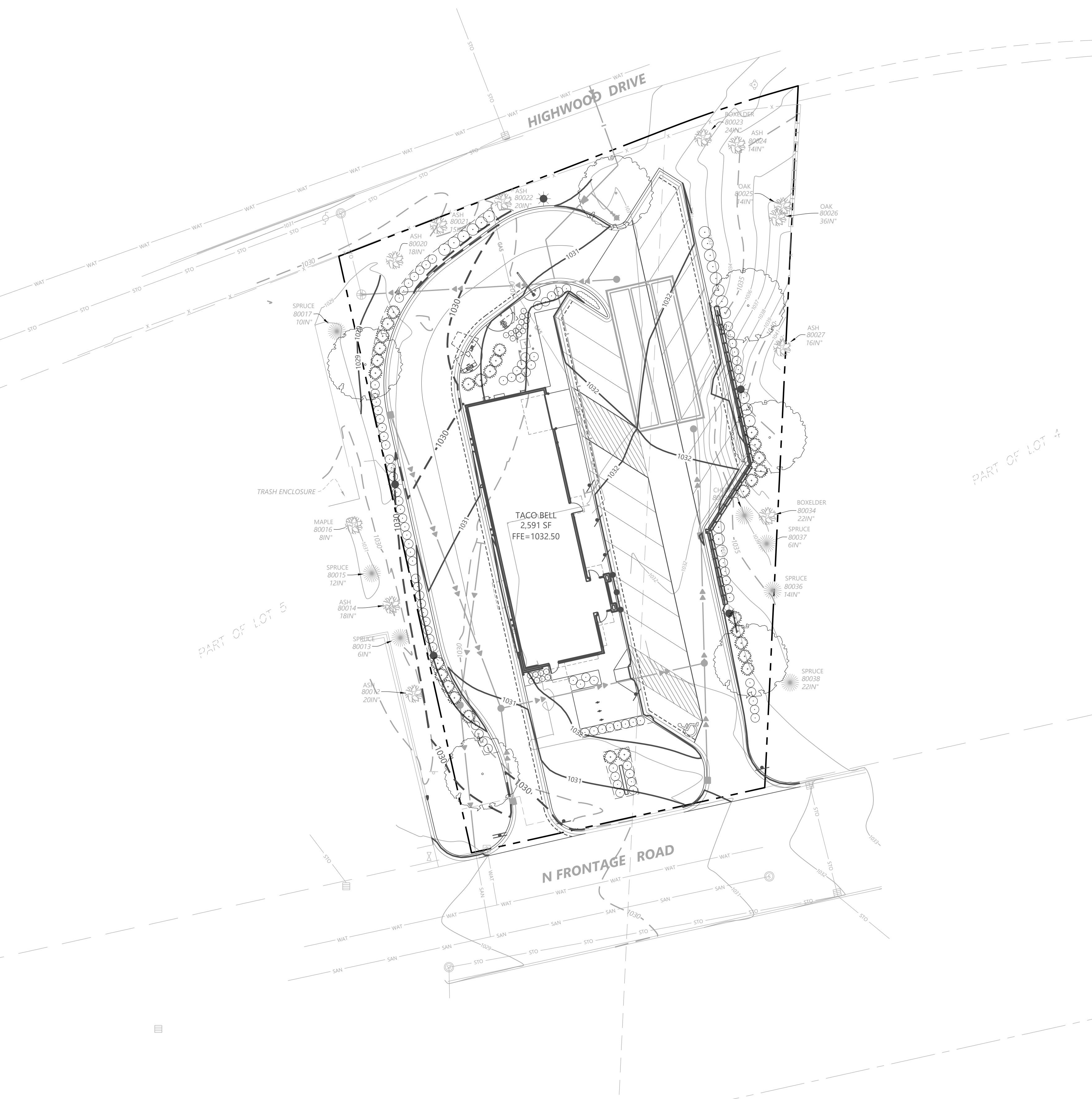
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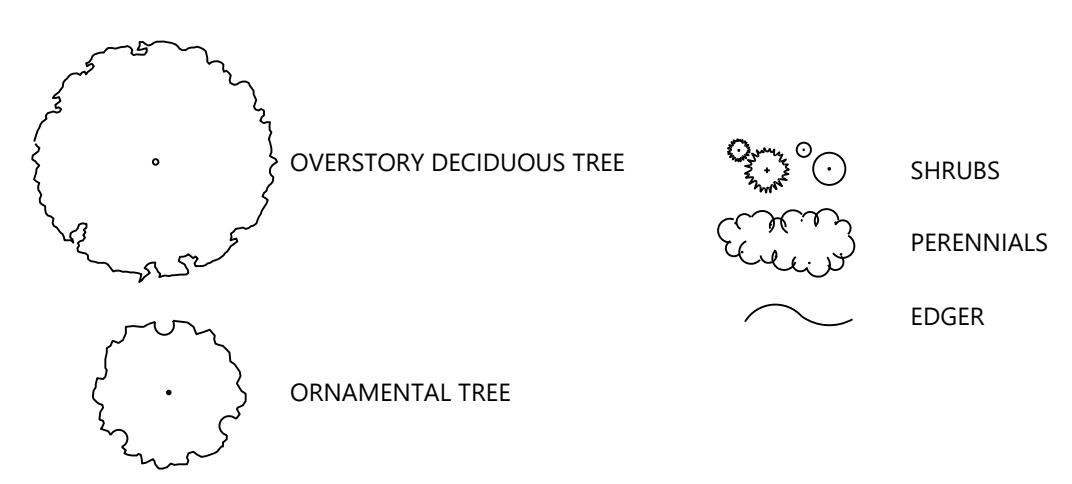
Perspective 4

03.25.2022





### LANDSCAPE LEGEND



### LANDSCAPE KEYNOTES

- A ROCK MULCH (TYP.)
- B EDGER (TYP.)
- C SOD (TYP.)
- D SHRUB HEDGE - 4' MIN HEIGHT

### LANDSCAPE SUMMARY

TREE REPLACEMENTS	REQUIRED	PROVIDED	
<b>CONIFERS</b> NO CONIFERS REMOVED			
<b>DECIDUOUS</b> 5 ELM TREES REMOVED THAT ARE OVER 10" CAL. EACH WITH TOTAL OF 88" CODE REQUIRES 1" PROPOSED PER 1" REMOVED WITH LIKE SPECIES	88 CALIPER INCHES	88 CALIPER INCHES	
<b>TOTAL CALIPER INCHES</b>	88 CALIPER INCHES	88 CALIPER INCHES	
<b>CALIPER INCHES PROPOSED</b>	<b>QUANTITY</b>	<b>MULTIPLIER</b>	<b>TOTAL CAL INCHES</b>
TREES (2" MAX CREDIT PER TREE)	6	2	12
SHRUBS (ONE SHRUB = 5 CAL. INCHES)	140	5	700
PERENNIALS (ONE PERENNIAL = .25 CAL. INCHES)	27	25	675
			<b>TOTAL CALIPER INCHES PROPOSED</b>
			887.5 CALIPER INCHES

### PLANT SCHEDULE

CODE	QTY	COMMON	BOTANICAL NAME	SIZE	ROOT	SPACING
<b>OVERSTORY TREE 6</b>						
CHB	-	COMMON HACKBERRY	CELTIS OCCIDENTALIS	2.0" CAL.	B&B	AS SHOWN
SWO	-	SWAMP WHITE OAK	QUERCUS ALBA	2.0" CAL.	B&B	AS SHOWN
IMH	-	IMPERIAL HONEYLOCUST	GLEDTISIA TRIACANTHOS VAR. INERMIS 'IMPCOLE'	2.0" CAL.	B&B	AS SHOWN
<b>DECIDUOUS SHRUB 111</b>						
BCB	-	BLACK CHOKEBERRY	ARONIA MELANOCARPA ELATA	#5	CONT.	4'-0" O.C.
DBH	-	DWARF BUSH HONEYSUCKLE	DIERVILLA LONICERA	#5	CONT.	3'-0" O.C.
CPV	-	COMPACT VIBURNUM	VIBURNUM TRILOBUM 'BAILEY COMPACT'	#5	CONT.	5'-0" O.C.
<b>CONIFEROUS SHRUB 29</b>						
HSA	-	HOLMSTRUP ARBORVITAE	THUJA OCCIDENTALIS 'HOLMSTRUP'	#5	CONT.	4'-0" O.C.
BNS	-	BIRD'S NEST SPRUCE	PICEA ABIES 'NIDIFORMIS'	#5	CONT.	4'-0" O.C.
<b>PERENNIALS 27</b>						
KFG	-	KARL FOERSTER GRASS	CALAMAGROSTIS X ACUTIFLORA 'KARL FOERSTER'	#1	CONT.	24" O.C.
AJS	-	AUTUMN JOY SEDUM	SEDUM X 'AUTUMN JOY'	#1	CONT.	18" O.C.
PMD	-	PARDON ME DAYLILY	HEMEROCALLIS 'PARDON ME'	#1	CONT.	18" O.C.

ABBREVIATIONS: B&B = BALLED AND BURLAPPED CAL = CALIPER HT. = HEIGHT MIN. = MINIMUM O.C. = ON CENTER SP. = SPREAD QTY. = QUANTITY CONT. = CONTAINER NOTE: QUANTITIES ON PLAN SUPERSEDE LIST QUANTITIES IN THE EVENT OF A DISCREPANCY.

Call 48 Hours before digging:  
**811 or call811.com**  
Common Ground Alliance

DESIGNED:	03/29/2022
CHECKED:	
DRAWN:	
HORIZONTAL SCALE:	20'
VERTICAL SCALE:	4" OF 2'

PREPARED FOR:  
**BORDER FOODS, INC.**  
5425 BOONE AVENUE N  
NEW HOPE, MN 55428

DESIGNED BY:  
JEFFERY R. WESTENDORF  
DATE: 03/29/2022 LICENSE NO.: 44018

**TACO BELL  
HIGHWAY 7**  
MINNETONKA, MN

**Westwood**  
12701 Whitehawk Drive, Suite 6000  
Minnetonka, MN 55343  
Phone: (952) 937-5100  
Fax: (952) 937-5022  
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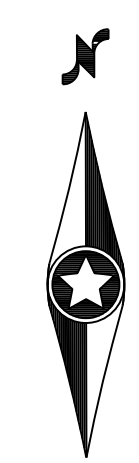
**LANDSCAPE  
PLAN**

SHEET NUMBER:

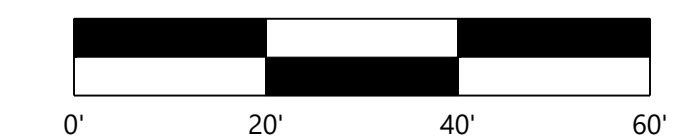
**L100**

DATE: 03/29/2022

PROJECT NUMBER: 0033247.00



1" = 20'



NOT FOR CONSTRUCTION



15110 MN 7  
MINNETONKA, MN 55345

Owner:  
JGH MINNETONKA, LLC  
14822 HIDDEN TERRACE LOOP  
LITCHFIELD PARK, AZ 85340

Applicant/Tenant:  
BORDER FOODS, LLC  
5425 BOONE AVE. N  
NEW HOPE, MINNESOTA 55428

Contact: NATE WENGER  
Phone: 763-489-3004

ENDEAVOR  
26 SEATS / 2,591 S.F.

PROJECT NO.: TB21-21

DRAWN BY: KDI

CHECKED BY: GGD

ISSUES AND REVISIONS:

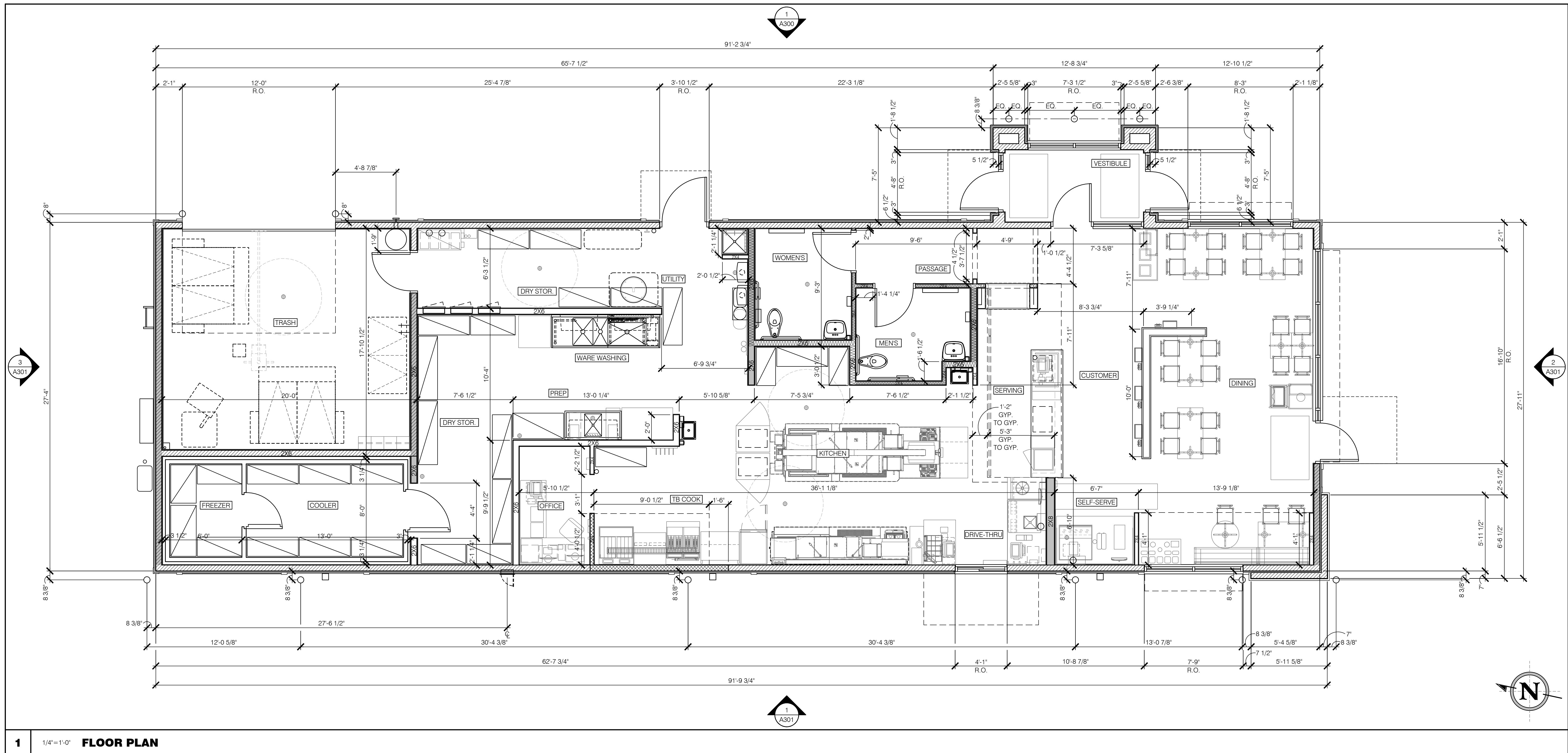
SITE PLAN REVIEW: 03.29.2022

**PRELIMINARY -  
NOT FOR  
CONSTRUCTION**

**FLOOR  
PLAN**

**A200**

TACO BELL, MINNETONKA, MN



**1** 1/4"=1'-0" **FLOOR PLAN**

	TYPICAL EXTERIOR WALL: 2X6 WD. STUDS AT 16" O.C. WITH SHEATHING AS SCHEDULED (SEE STRUCTURAL DRAWINGS) AND R-21 FIBERGLASS BATT INSULATION U.N.O. FULLERTON SHALL PROVIDE EXTERIOR AIR BARRIER.
	TYPICAL INTERIOR WALL: 2X4 WD. STUDS AT 16" O.C. (2X6 OR 2X8 WHERE NOTED).
	INTERIOR SOUND-RATED WALL: TYPICAL INTERIOR WALL WITH 3 1/2" OR 5 1/2" UNFACED FIBERGLASS BATT INSULATION.
	HOOD WALL: TYPICAL EXTERIOR WALL WITH METAL STUDS, 1/2" CEMENT WALL BOARD AND 20 GA. S.S. PANEL BEHIND HOOD.
	SHEAR WALL: (SHOWN SHADED- VERIFY LOCATIONS WITH FULLERTON PLANS) PLYWOOD SHEAR WALL SHEATHING FROM SILL PLATE TO TOP PLATE PER FULLERTON PLANS. INSTALL SECOND LAYER OF SHEATHING PER WALL SUBSTRATE OUTLINE BELOW AS REQUIRED TO ACCOMMODATE FINISHES SCHEDULED. (WHERE WALL FACE EXTENDS BEYOND SHEAR WALL- EXTEND SECOND LAYER OF SHEATHING SO FINISHES RUN CONTINUOUS.
WALL SUBSTRATES: SEE FULLERTON BUILDING SYSTEMS FOR ADDITIONAL INFORMATION	
- DINING ROOM: 1/2" GYPSUM WALLBOARD FROM TOP OF SLAB TO 6" ABOVE CEILING HEIGHT U.N.O. SEE 17 & 19/A503. (NOTE: 1/2" CEMENT BOARD IS TO BE SUBSTITUTED FOR GYPSUM WALLBOARD FOR THE FIRST 5' A.F.F. FOR BASE TILE APPLICATION. (SEE ELEVATION DRAWING SHEET A600 FOR LOCATIONS)	
- KITCHEN & WALK-IN COOLER/FREEZER WALLS: 1/2" CEMENT WALLBOARD FROM TOP OF SLAB TO 12" A.F.F. SEE 20/A503. 1/2" CDX PLYWOOD WITH F.R.P. SURFACE FINISH FROM 12" A.F.F. TO 6" ABOVE CEILING HEIGHT U.N.O. 1/2" CEMENT WALLBOARD FULL HEIGHT ON METAL STUD WALLS AT HOOD WITH STAINLESS STEEL WALL PANEL LOCATIONS. SEE HOOD WALL LEGEND ABOVE.	
- RESTROOM WALLS: 1/2" CEMENT WALLBOARD FROM TOP OF SLAB TO TOP OF CERAMIC WALL TILE FINISH, WITH 1/2" HI-IMPACT BRAND XP WALLBOARD, TYPE X CORE FROM TOP OF CEMENT BOARD TO 6" ABOVE CEILING HEIGHT U.N.O. (SEE SHEET A201 FOR HEIGHTS AND LOCATIONS) NO SUBSTITUTIONS ALLOWED. FINISH AS SCHEDULED. SEE 18/A503.	
- TRASH ROOM WALLS: FIRE RATED WALLS TO RECEIVE FULL HEIGHT GYPSUM WALLBOARD ALL OTHER WALLS TO RECEIVE 1/2" PLYWOOD FROM FINISHED FLOOR TO 6'-0" A.F.F. THEN 1/2" GYPSUM WALLBOARD FROM PLYWOOD TO CEILING. FIRE RATED WALLS TO RECEIVE 1/2" PLYWOOD OVER GYPSUM WALLBOARD AND ALL WALLS TO RECEIVE WHITE F.R.P. FROM FINISHED FLOOR TO 3'-0" A.F.F. WITH HORIZONTAL F.R.P. TRIM CAP. (SEE KEYNOTES #38 & #43)	
- ALL OTHER FRAME WALL CONDITIONS: 1/2" CEMENT WALLBOARD FROM TOP OF SLAB TO HEIGHT OF CERAMIC TILE FINISH, WITH 1/2" GYPSUM WALLBOARD FROM TOP OF CEMENT BOARD TO 6" ABOVE CEILING HEIGHT U.N.O. FINISH AS SCHEDULED.	

**WALL LEGEND**

<b>DIMENSIONS:</b>	
1. ALL DIMENSIONS ARE TO FACE OF STUD U.N.O. REFER TO FOUNDATION PLAN FOR FACE OF CONCRETE DIMENSIONS.	
2. DIMENSIONS NOTED AS "CLEAR" OR "HOLD" ARE MINIMUM REQUIRED NET CLEARANCE FROM FACE OF WALL / WANSICOT FINISH. VERIFY FINAL EQUIPMENT SIZES WITH VENDOR PRIOR TO INTERIOR WALL FRAMING.	
<b>WINDOWS / DOORS:</b>	
1. SEE SHEET A000 FOR WINDOW TYPES AND DOOR SCHEDULE.	
2. ALL DOOR AND WINDOW OPENING DIMENSIONS ARE TO ROUGH OPENINGS.	
<b>FINISH SUBSTRATES:</b>	
1. PROVIDE 1/2" THICK CEMENT WALL BOARD, FROM FLOOR SLAB TO 5" OR 12" A.F.F. MINIMUM (SEE WALL LEGEND) IN LIEU OF GYPSUM WALLBOARD AT WALLS EXCEPT SHEARWALL SURFACES, U.N.O.	
2. ALL JOINTS, GAPS OR SPACES LEADING TO ALL HOLLOW OR INACCESSIBLE SPACES SHALL BE SEALED WITH "NSF INTERNATIONAL" APPROVED SEALANTS.	
3. ALL BACK OF HOUSE AND OFFICE WALLS SHALL HAVE 1/2" CDX PLYWOOD SUBSTRATE, U.N.O.	
<b>DECOR:</b>	
1. SEE A203 FOR FLOOR FINISHES.	
2. SEE A204 FOR CEILING FINISHES.	
3. SEE A205 FOR SEATING PLAN AND DETAILS.	
4. SEE A600, A601 AND A602 FOR WALL FINISHES.	
<b>GENERAL:</b>	
1. FULLERTON BUILDING SYSTEMS TO ENSURE THAT ALL NAIL / SCREW FASTENING POINTS ARE CLIPPED OFF / REMOVED WITHIN WALL CAVITY PRIOR TO INSTALL OF WALL INSUL. AND VAPOR BARRIER. G.C. TO COORDINATE.	
2. FULLERTON BUILDING SYSTEMS TO ENSURE ALL "L" ROOF TRUSS CLIPS AND FASTENERS ARE INSTALLED CORRECTLY WITHIN THEIR RESPECTIVE CLIP SLOTS. G.C. TO COORDINATE. G.C. TO PROVIDE UNFACED FIBERGLASS BATT INSULATION R-21 WITH POLY VAPOR BARRIER AT EXTERIOR WALL STUD CAVITY. TAPE AND SEAL ALL VAPOR BARRIER SEAMS. OWNER TO PROVIDE THREE FIRE EXTINGUISHERS - (2) 10 LB. ABC AND (1) K CLASS - TO COMPLY WITH LOCAL FIRE CODE. LOCATE PER DIRECTION OF FIRE MARSHALL OR LOCAL AUTHORIZING AGENT.	
3. THESE DRAWINGS ARE BASED UPON WOOD FRAMING. UTILIZATION OF METAL STUDS ON NON-BEARING INTERIOR PARTITIONS, BULKHEADS AND SOFFITS IS ACCEPTABLE.	
4. ALL ATTACHMENTS MADE THROUGH WALLS SHALL BE SLEEVED OR GROMMET SET IN SEALANT TO PREVENT DAMAGE TO THE FINISH.	
5. ALL PENETRATIONS THROUGH WALLS & CEILINGS SHALL BE SEALED USING MFRS. APPROVED METHOD.	
6. ALL WALL AND CEILING PENETRATIONS IN TRASH ROOM TO BE SEALED WITH A FIRE RATED SEALANT.	
7. PAINT ALL EXTERIOR EXPOSED PIPING TO MATCH ADJACENT WALL.	
8. PROVIDE 3" RIGID INSULATION R-15 WITH 1/2" BILDRITE PROTECTION BOARD ON EXTERIOR FACE OF RIGID INSULATION ON THE FOUNDATION, FROM TOP OF FOOTING TO TOP OF FOUNDATION CONTINUOUSLY AROUND PERIMETER OF FOUNDATION.	

**FLOOR PLAN NOTES**

1	STARTING POINT. ALL SUB-TRADES SHALL USE THIS POINT AS A BEGINNING LAY-OUT (INSIDE FACE OF EXTERIOR WALL STUDS).
2	6" STUD INTERIOR WALL, FINISHED PER WALL LEGEND.
3	ELECTRICAL MAIN SWITCH BOARD. REFER TO ELECTRICAL DRAWINGS.
4	HOOD WALL. SEE WALL LEGEND.
5	ALUMINUM ROOF LADDER AND SECURITY GATE. SEE DETAILS 9, 19 AND 20/A500.
6	INSTALL OWNER SUPPLIED CO2 FILL BOX. SEE EXTERIOR ELEVATIONS 1/A300 AND DETAIL 4/A502. COORDINATE LOCATION WITH OWNER.
7	ALUMINUM THRESHOLD, SEE DETAIL 1 AND 8/A501.
8	MOP SINK. REFER TO SHEET A002 AND A205.
9	PROVIDE STEEL PIPE BOLLARD AND INSTALL OWNER SUPPLIED YELLOW PROTECTIVE COVER. SEE CIVIL DRAWINGS. SEE DETAILS 4/A101.
10	INSTALL OWNER SUPPLIED S.S. CORNER GUARD / WALL CAP. TYP. ALL CORNERS IN BACK OF HOUSE FROM REAR WALL TO THE KITCHEN SIDE OF THE SERVICE COUNTER. SEE DETAILS 11 AND 13/A503.
11	ELECTRICAL PANELS RECESSED IN WALL. SEE ELECTRICAL DRAWINGS.
12	NOT USED.
13	INSTALL 6" DIA. PVC CHASE THRU CEILING FOR SYRUP LINES. SEE DETAIL 2/A504.
14	INSTALL OWNER SUPPLIED WALL MOUNTED WATER HEATER. CONTRACTOR TO PROVIDE REQUIRED FLUE VENTING.
15	PROVIDE DOOR SWEEPS AT ALL EXTERIOR DOORS. SEE SHEET A000.
16	KEEP CLEAR FOR UTILITIES AND SYRUP LINES. SEE DETAIL 3/A504.
17	PROVIDE 6" DIA. PVC STUB THROUGH CEILING. SEE DETAILS 2, 3 & 6/A504. COORDINATE LOCATION WITH OWNER.
18	DASHED LINE INDICATES CONCRETE STOOP. SEE STRUCTURAL DRAWINGS.
19	WALL / BASE DETAIL AT HOOD WALL. SEE 9/A503.
20	WALL / BASE DETAIL AT TOILET ROOM WALLS. SEE 18/A503.
21	METAL STUDS AT WIDTH OF KITCHEN HOOD - EXTEND 1'-6" MIN. BEYOND EDGE OF HOOD.
22	INSULATE TRASH ROOM WALLS AND CEILING.
23	THRU WALL ROOF SCUPPER AND DOWNSPOUT.
24	3'-4'X7'-0" FINISHED OPENING. G.C. TO INSTALL OWNER SUPPLIED STAINLESS STEEL WRAP AT JAMBS AND HEAD.
25	PROVIDE GREASE INTERCEPTOR. COVER PLATE TO BE FLUSH WITH FLOOR FINISH. SEE CIVIL AND PLUMBING DRAWINGS.

**FLOOR PLAN KEY NOTES**

26	WATER METER LOCATION. TO BE LOCATED AS TIGHT AS POSSIBLE TO EXTERIOR WALL.
27	PARTIAL HEIGHT WALLS. SEE 5/A602 AND ELEVATIONS ON A600 FOR HEIGHT. PROVIDE 1/2" GYP. BD. SHEATHING AT ALL SURFACES AT CUBBY FIXTURE OPENING. FINAL COORDINATE FINISHED OPENING WITH DECOR VENDOR.
28	INSTALL OWNER SUPPLIED WINDOW SHADES AT LOCATIONS AND QUANTITIES VERIFIED THROUGH OWNER. WINDOW SHADES TO BE: MANUFACTURER: ROLL-A-SHADE. PHONE: 1.888.245.5077. MODEL: LEGACY SYSTEMS, MANUAL OPERATION. MATERIAL: MERMET KOOL BLACK, 5" OPENNESS. COLOR: T.B.D. (BY OWNER). BRACKETS AND BOTTOM RAIL TO BE POWDERED COATED BLACK CLUTCHES TO BE BLACK WITH STAINLESS STEEL CHAIN AND BLACK CHILD SAFETY TENSION DEVICE. VERIFY WINDOW DIMENSIONS.
29	PROVIDE NO SMOKING SIGNAGE ON ENTRY DOORS.
30	PROVIDE 8" H. WHITE VINYL ADDRESS NUMBERS ON WINDOW AT TOP. SEE 1/A300.
31	PULL STATION FOR HOOD FIRE SUPPRESSION SYSTEM.
32	GAS METER.
33	G.C. TO PROVIDE FIRE DEPARTMENT KNOX LOCK BOX. COORDINATE FINAL LOCATION WITH L.A.H.J.
34	PROVIDE STEEL PLATE JAMBS AND HEAD AT OVERHEAD DOOR. EPOXY PAINT. SEE 2/A402.
35	O.H. DOOR AS SCHEDULED.
36	HOT AND COLD WATER HOSE BIB. SEE PLUMBING DRAWINGS.
37	PROVIDE 1/2" PLYWOOD AND WHITE FRP WALL FINISH WITH TRIM FROM FINISHED FLOOR TO PLYWOOD BUMP RAIL, PAINT WALL AND BUMP RAILS ABOVE. SEE 14/A600.
38	PROVIDE TREATED 3/4" PLYWOOD BUMP RAIL. SEE 14/A600
39	RECYCLE AND TRASH CONTAINERS PROVIDED BY OWNER
40	PROVIDE OVERHEAD CEILING MOUNTED GAS FIRED UNIT HEATER. SEE MECHANICAL, ELECTRICAL AND PLUMBING DRAWINGS.
41	SERVICE COUNTER PROVIDED BY OWNERS DECOR VENDOR.
42	WATER CONDITIONING SYSTEM. SUPPLIED BY OWNER, INSTALLED BY CONTRACTOR. SEE EQUIPMENT PLAN AND SCHEDULE.
43	ONE-HOUR FIRE RATED WALL (SECTION 722.6-6 TIME ASSIGNED TO WALLBOARD MEMBRANE)- G.C. TO INSTALL (2) LAYERS 5/8" TYPE X GYP- BD- APPLIED TO TRASH ROOM SIDE OF STUB WALL PANEL- PROVIDED BY FULLERTON- TAPED AND FINISHED AS REQUIRED- INSTALL 1/2" PLYWOOD W.F.R.P. FINISH TO 4'-0" AS NOTED IN WALL LEGEND OVER GYP. BD.

44	ONE-HOUR FIRE RATED CEILING- UL DESIGN NO. F522- SEE REFLECTED CEILING PLAN A204 AND KEY NOTES.
45	PROVIDE THRU WALL FRESH AIR IN-TAKE LOUVER AND SCREEN WITH BACK DRAFT DAMPER. SEE EXTERIOR AND MECHANICAL DRAWINGS.
46	PROVIDE THRU CEILING / ROOF EXHAUST FAN. FAN CONTROLLED BY WALL SWITCH. SEE ROOF, REFLECTED CEILING, ELEC. AND MECH. DWGS. COORDINATE LOCATION.
47	AUTOMATIC GARAGE DOOR OPENER MOUNTED TO CEILING AS SCHEDULED. SEE ALSO ELECTRICAL DRAWINGS.
48	IF GAS SHUT OFF REQUIRED BY LOCAL INSPECTOR TO BE INTERIOR OF BUILDING (VERIFY). PROVIDE PROTECTIVE PIPE GUARD OR SHEET ROCK ENCLOSURE WITH ACCESS PANEL TO GAS SHUT OFF FROM B.O. GAS PIPE TO CEILING AS REQUIRED.
49	GREASE COLLECTION SYSTEM TANK BY SANIMAX. PROVIDED AND INSTALLED BY OWNER.
50	PARTIAL HEIGHT WALL. SEE DETAILS FOR ADDITIONAL INFORMATION.
51	INSTALL VAPOR BARRIER ON FACE OF EXTERIOR 2X6 WALL STUDS TYP. FULL HEIGHT. INSTALL INTERIOR 2X4 WALL OVER VAPOR BARRIER TO BOTTOM OF SOFFIT FRAMING.
52	6'-0" DIAMETER SLOPED FLOOR TO DRAIN. SEE A203 FLOOR FINISH PLAN.
53	DASHED LINE DENOTES METAL CANOPY ABOVE WITH LIGHTS.
54	PROPOSED LOCATION OF 'ABC' CLASS FIRE EXTINGUISHER. (PROVIDED BY OWNER, INSTALLED BY G.C.) COORDINATE FINAL LOCATION WITH LOCAL INSPECTOR PRIOR TO INSTALL.
55	PROPOSED LOCATION OF 'K' CLASS FIRE EXTINGUISHER. (PROVIDED BY OWNER, INSTALLED BY G.C.) COORDINATE FINAL LOCATION WITH LOCAL INSPECTOR PRIOR TO INSTALL.
56	DASHED LINES DENOTE GYPSUM BOARD CEILING OR BULKHEAD ABOVE. SEE REFLECTED CEILING PLAN A204.
57	OWNER SUPPLIED EASIWASH EQUIPMENT. INSTALL BY G.C.
58	INSTALL OWNER SUPPLIED EASIWASH (EQUIP. #B-500) REMOTE VALVE & CONTROL STAINLESS STEEL ENCLOSURE. SEAL WALL PENETRATION AIR & WEATHER TIGHT. FINAL COORDINATE LOCATION WITH OWNER. G.C. TO PROVIDE PVC SLEEVE IN OFFICE WALL FRAMING.





15110 MN 7  
MINNETONKA, MN 55345

Owner:  
JGH MINNETONKA, LLC  
14822 HIDDEN TERRACE LOOP  
LITCHFIELD PARK, AZ 85340

Applicant/Tenant:  
BORDER FOODS, LLC  
5425 BOONE AVE. N  
NEW HOPE, MINNESOTA 55428

Contact: NATE WENGER  
Phone: 763-489-3004

ENDEAVOR  
26 SEATS / 2,591 S.F.

PROJECT NO.: TB21-21

DRAWN BY: KDI

CHECKED BY: GGD

ISSUES AND REVISIONS:

SITE PLAN REVIEW: 03.29.2022

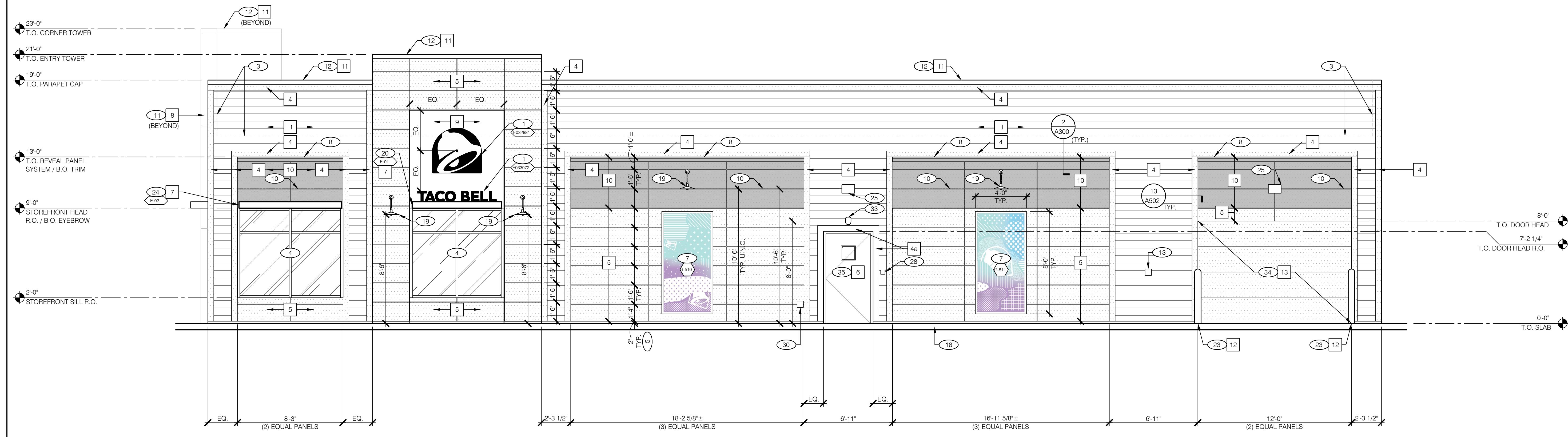
**PRELIMINARY -  
NOT FOR  
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ELEVATIONS**

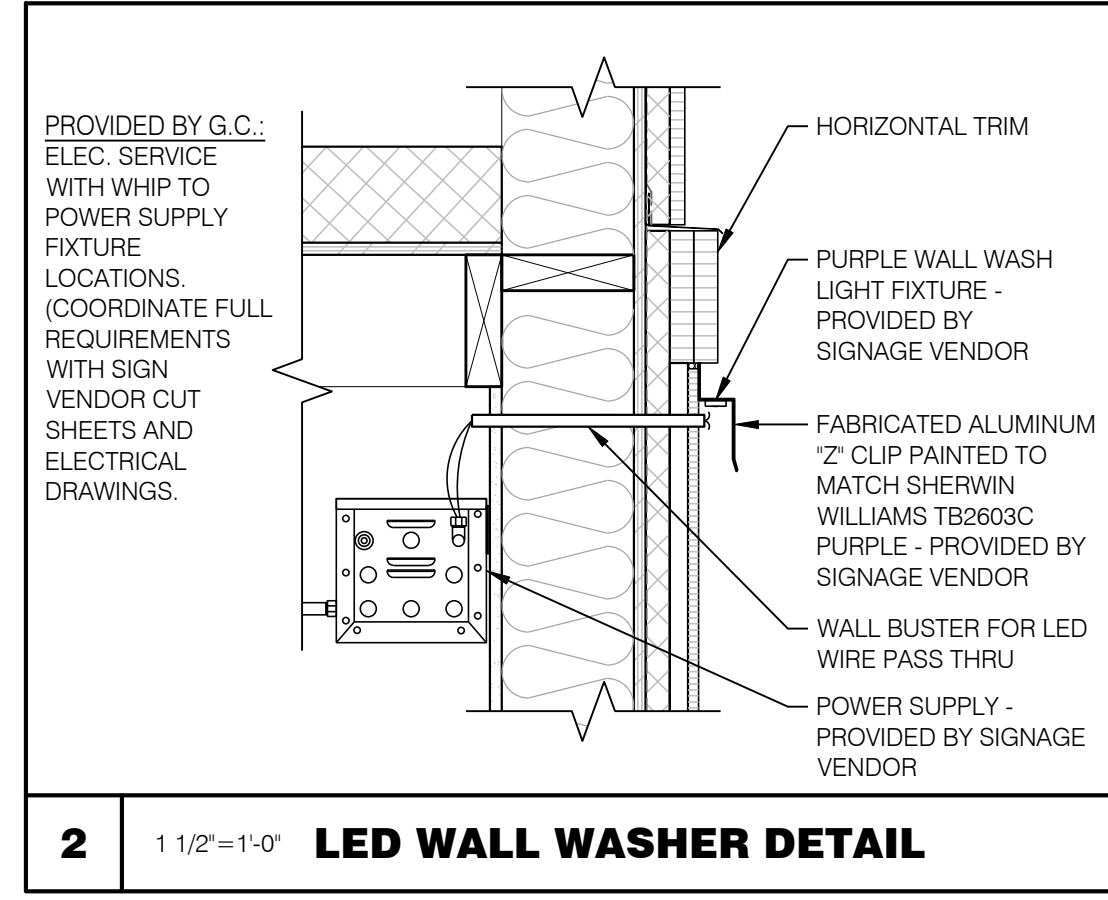
**A300**

TACO BELL, MINNETONKA, MN

NOTE:  
1. FULLERTON BUILDING SYSTEMS TO PROVIDE AND INSTALL FIBER CEMENT SIDING (FACTORY PRIMED) AND METAL T-GROOVE PANELS.  
2. G.C. TO PAINT ALL FIBER CEMENT SIDING IN FIELD PER FINISH SCHEDULE.



**1** 1/4"=1'-0" **EAST ELEVATION**



**2** 1/2"=1'-0" **LED WALL WASHER DETAIL**

QTY.	ITEM
2	CAMO PATTERN - PURPLE - EXPRESSION PANEL
2	CAMO PATTERN - PURPLE - EXPRESSION PANEL
1	CAMO PATTERN - PURPLE - EXPRESSION PANEL

**EXTERIOR ARTWORK SCHEDULE**

**MISCELLANEOUS:**  
1. SEE SHEET A000 "WINDOW TYPES" FOR WINDOW ELEVATIONS.

**SEALERS (REFER TO SPECIFICATIONS):**  
1. SEALANT AT ALL WALL AND ROOF PENETRATIONS.  
2. SEALANT AT ALL WINDOW AND DOOR FRAMES AT HEAD AND JAMB. DO NOT SEAL SILL AT WINDOWS.  
3. APPLY NEOPRENE GASKET (CONTINUOUS) BETWEEN BUILDING AND CANOPY.

**"CRITICAL" DIMENSIONS:**  
1. REQUIRED CLEAR OPENING WIDTH TO ENSURE COORDINATION WITH STANDARD SIGNAGE / BUILDING ELEMENTS DIMENSIONS.

**PAINTING:**  
1. APPLICATOR MUST DO THEIR DUE DILIGENCE WITH PREPARATION.  
PRIMER: 1 COAT SW A24W8300  
FINISH: 2 COATS SW A82-100 SERIES, MATCH COLORS FROM MATERIAL SCHEDULE. A-100 EXTERIOR LATEX SATIN.

NOTE: NO EXTERIOR SIGNS ARE WITHIN THE SCOPE OF WORK COVERED BY THE BUILDING PERMIT APPLICATION. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING THE INSTALLATION OF ALL EXTERIOR SIGNS AND INSTALLATION OF REQUIRED BLOCKING AND ELECTRICAL CONNECTIONS FOR FINAL APPROVED SIGNS.

**GENERAL NOTES**

QTY	ITEM DESCRIPTION	ELEC.
1	DRIVE-THRU AWNING 9'-0" X 4'-0" BLACK	X
1	FRONT EYEBROW (WINDOW) 16'-7"L. X 6'H. X 1'-4"D. BLACK	X
1	D.T. EYEBROW (WINDOW) 7'-8"L. X 6'H. X 1'-4"D. BLACK	X
1	VESTIBULE AWNING 7'-0"L. X 6'H. X 3'-0"D. BLACK (CUSTOM)	
1	SIDE EYEBROW (WINDOW) 8'-0"L. X 6'H. X 1'-4"D. BLACK	
9	PURPLE ACCENT WALL WASH LIGHT FIXTURE. LENGTH AS REQUIRED AT PURPLE ACCENT WALLS. PROVIDED AND INSTALLED BY SIGN VENDOR.	

**CANOPY AND BUILDING ACCENT SCHEDULE**

QTY	ITEM DESCRIPTION	ELEC.
1	TACO BELL PYLON / BREAKFAST SIGN 10'-0"W X 5'-2"H SIGN FACE - T.O. SIGN AT 15'-0" ABOVE GRADE (52 S.F.)	X
3	42" SWINGING BELL PURPLE LOGO - FACE LIT (13.53 S.F.)	X
2	14" WHITE CHANNEL LETTERS - WALL MOUNTED (9.9 S.F.)	X
1	10" WHITE CHANNEL LETTERS - AWNING MOUNTED (5.01 S.F.)	X

**SIGN SCHEDULE**

SYMBOL	AREA	MANUFACTURER	COLOR	CONTACT INFORMATION
1	SIDING	JAMES HARDIE	PLANK LAP SIDING - PRIMED FOR PAINT COLLECTION; 144"L. X 8.25"W. - 7" EXPOSURE. PAINT WORLDLY GRAY (SW7043) SEMI-GLOSS	SEE SHEET A001 FOR CONTACT INFORMATION
2	SCUPPERS	-	PRE-FINISHED - BLACK, SEMI-GLOSS	-
3	DOWNSPOUTS	-	PRE-FINISHED - BLACK, SEMI-GLOSS	-
4	HARDIE TRIM	JAMES HARDIE	HARDIE TRIM 5/4 SMOOTH 1" X 5.5" - PAINT CYBERSPACE (SW7076) SEMI-GLOSS	SEE SHEET A001 FOR CONTACT INFORMATION
4a	HARDIE TRIM	JAMES HARDIE	HARDIE TRIM 5/4 SMOOTH 1" X 5.5" - PAINT WORLDLY GRAY (SW7043) SEMI-GLOSS	SEE SHEET A001 FOR CONTACT INFORMATION
5	REVEAL PANEL	NICHIHA	ILLUMINATION DESIGNER SERIES; 17 7/8"H. X 71 9/16"L. (CUT TO PLAN DIMENSIONS) FACTORY PRIMED. PAINT CYBERSPACE (SW7076) SEMI-GLOSS	SEE SHEET A001 FOR CONTACT INFORMATION
6	HOLLOW METAL DOOR / ELECTRICAL EQUIPMENT	-	PAINT WORLDLY GRAY (SW7043) SEMI-GLOSS	-
7	AWNINGS	SIGNAGE VENDOR	BLACK BY SIGNAGE VENDOR	-
8	CORNER TOWER	WESTERN STATE	T-GROOVE 24 GA. PAINTED 18" PANEL - WEATHERED RUSTIC	SEE SHEET A001 FOR CONTACT INFORMATION
9	RECESS OF SIDE ENTRY PORTAL	WESTERN STATE	T-GROOVE 24 GA. PAINTED 18" PANEL - WEATHERED RUSTIC	SEE SHEET A001 FOR CONTACT INFORMATION
10	REVEAL PANEL	NICHIHA	ILLUMINATION DESIGNER SERIES; 17 7/8"H. X 71 9/16"L. (CUT TO PLAN DIMENSIONS) FACTORY PRIMED. PAINT SW PURPLE TB2603C SEMI-GLOSS	SEE SHEET A001 FOR CONTACT INFORMATION
11	METAL PARAPET CAP	-	24 GA. GALVANIZED - CYBERSPACE (SW7076) KYNAR 500 COATING	-
12	PIPE BOLLARDS	STREET SMART	YELLOW - 1/4" THICK PLASTIC COVER (US.POSTMAN.COM) OR EQUAL	COVER PROVIDED BY OWNER, INSTALLED BY G.C.
13	OVERHEAD DOOR	-	PRE-FINISHED (COLOR TO MATCH CYBERSPACE (SW7076)) PROVIDE COLOR SAMPLE TO ARCHITECT FOR APPROVAL.	-

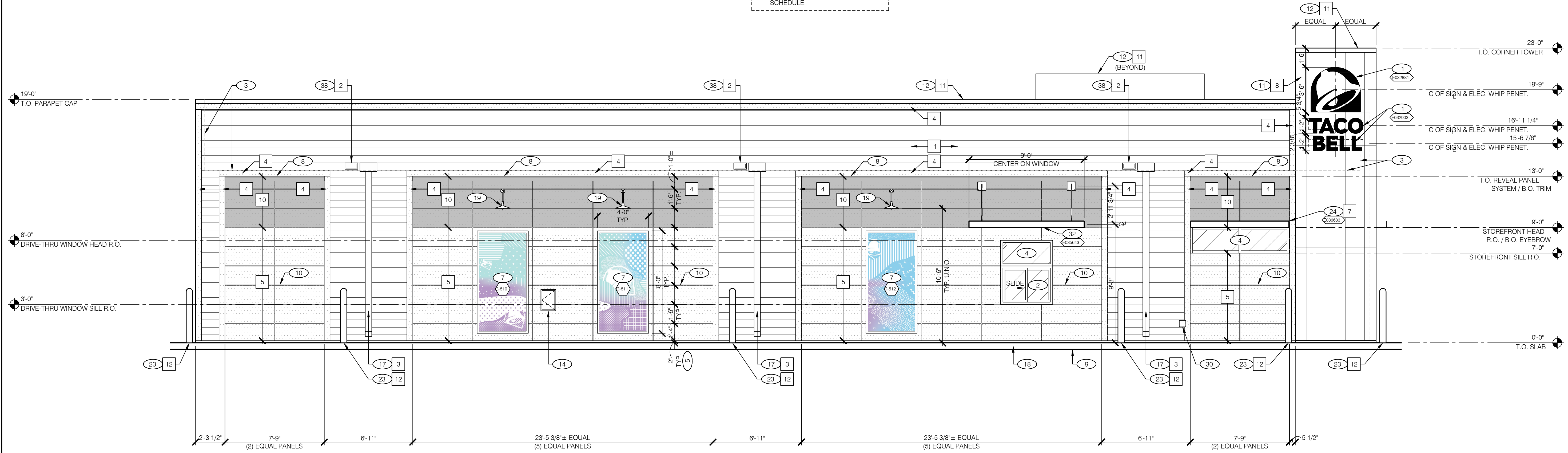
**EXTERIOR FINISH SCHEDULE**

- 1 BUILDING SIGN, BY VENDOR. REQUIRES ELECTRICAL. SEE ELECTRICAL PLANS.
  - 2 DRIVE-THRU WINDOW. SEE SHEET A000 AND A200.
  - 3 DASHED LINE INDICATES ROOF BEYOND.
  - 4 STOREFRONT, TYPICAL.
  - 5 HOLD FIBER CEMENT FINISH ABOVE FINISHED GRADE PER MANUFACTURERS RECOMMENDATIONS. (2" MIN. AT CONCRETE / BITUMINOUS; 6" MIN. AT SOIL / TURF / LANDSCAPING).
  - 6 SWITCH GEAR. PAINT TO MATCH WALL.
  - 7 EXPRESSION PANEL. SUPPLIED BY OWNER, INSTALLED BY G.C.
  - 8 PURPLE LED WALL WASH LIGHT FIXTURE FULL WIDTH BETWEEN TRIM BOARDS, AS SHOWN, PROVIDED AND INSTALLED BY SIGNAGE VENDOR.
  - 9 ASSUME DRIVE-THRU LANE SURFACE IS 6" BELOW THE FINISH FLOOR. REFER TO GRADING AND SITE PLAN.
  - 10 TYPICAL REVEAL LOCATION AS DIMENSIONED. SEE 12/A502.
  - 11 TOWER WITH METAL PANEL FINISH PROVIDED BY FULLERTON.
  - 12 PREFINISH PARAPET COPING.
  - 13 CO2 FILLER VALVE AND COVER. SEE DETAIL 4/A502 SIMILAR.
  - 14 EASIWASH EXTERIOR ACCESS PANEL. SEAL AIR & WEATHER TIGHT TO WALL WITH SEALANT TO MATCH ADJACENT EXTERIOR WALL FINISH.
  - 15 GAS SERVICE. DO NOT PAINT.
  - 16 WALL SHALL BE FINISHED PRIOR TO INSTALLATION OF SWITCHGEAR.
  - 17 SCUPPER, COLLECTOR AND OPEN FACE DOWNSPOUT. PROVIDE WITH FACTORY POWDER COAT OR KYNAR 500 PAINT FINISH - COLOR AS SCHEDULED. (BOTTOM OF DOWNSPOUT TO BE 6'-8" ABOVE GRADE) G.C. TO PROVIDE HEAT TAPE FULL LENGTH.
  - 18 CONCRETE CURB.
  - 19 SCENCE LIGHT FIXTURE. SEE ELECTRICAL DRAWINGS.
  - 20 METAL AWNING OVER VESTIBULE WINDOW PROVIDED AND INSTALLED BY SIGN VENDOR.
  - 21 NOT USED.
  - 22 NOT USED.
  - 23 BOLLARD. SEE DETAIL 4/A101.
  - 24 METAL EYEBROW OVER WINDOWS PROVIDED AND INSTALLED BY SIGN VENDOR.
  - 25 WALL PACK LIGHT FIXTURE. SEE ELECTRICAL DRAWINGS.
  - 26 NOT USED.
  - 27 ADDRESS SIGN. 8" HIGH WHITE VINYL LETTERS APPLIED TO GLASS SURFACE.
  - 28 FIRE DEPARTMENT KNOX BOX.
  - 29 STOREFRONT DOOR. REFER TO DOOR SCHEDULE.
  - 30 HOSE BIBB LOCATION. REFER TO PLUMBING AND DETAIL 19/A502.
  - 31 NOT USED.
  - 32 DRIVE-THRU CANOPY BY VENDOR.
  - 33 EMERGENCY LIGHT FIXTURE WITH BATTERY BACK UP. SEE ELECTRICAL DRAWINGS.
  - 34 O.H. DOOR AS SCHEDULED.
  - 35 INSULATED HOLLOW METAL DOOR AND FRAME. PAINT TO MATCH WALL.
  - 36 ALUMINUM ROOF ACCESS LADDER AND DOOR. (DO NOT PAINT) SEE DETAILS 9, 19 AND 20/A500.
  - 37 12"x12" FRESH AIR INTAKE METAL GRILL. PAINT TO MATCH WALL AND SEAL AIR AND WEATHER TIGHT. VERIFY LOCATION. PAINT TO MATCH WALL.
  - 38 OVERFLOW SCUPPER BY G.C. FULLERTON TO PROVIDE OPENING SIZED PER MINNESOTA STATE PLUMBING CODE AT HEIGHT NOT TO EXCEED MAXIMUM PONDING WATER FOR WHICH THE ROOF STRUCTURE WAS DESIGNED FOR BY CODE.
- EXTERIOR ELEVATION KEY NOTES**



NOTE:  
1. FULLERTON BUILDING SYSTEMS TO PROVIDE AND INSTALL FIBER CEMENT SIDING (FACTORY PRIMED) AND METAL T-GROOVE PANELS.  
2. G.C. TO PAINT ALL FIBER CEMENT SIDING IN FIELD PER FINISH SCHEDULE.

NOTE: ELECTRICAL CONTRACTOR TO PROVIDE WHIP FOR SIGN POWER THROUGH METAL WALL PANEL AS DIMENSIONED. COMPLETE IMMEDIATELY FOLLOWING TOWER INSTALL / PRIOR TO INTERIOR SHEATHING INSTALL.



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

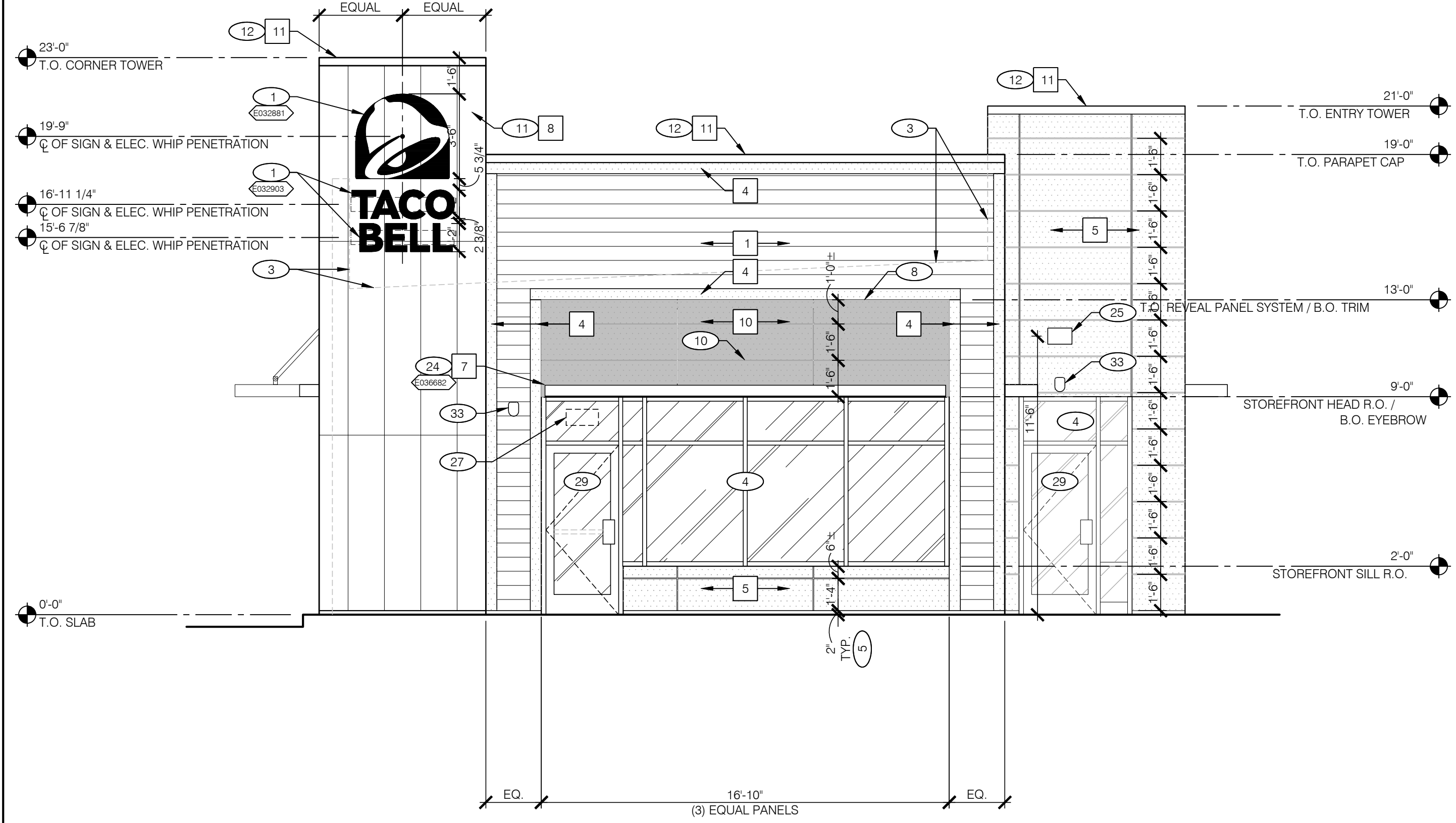


15110 MN 7  
MINNETONKA, MN 55345

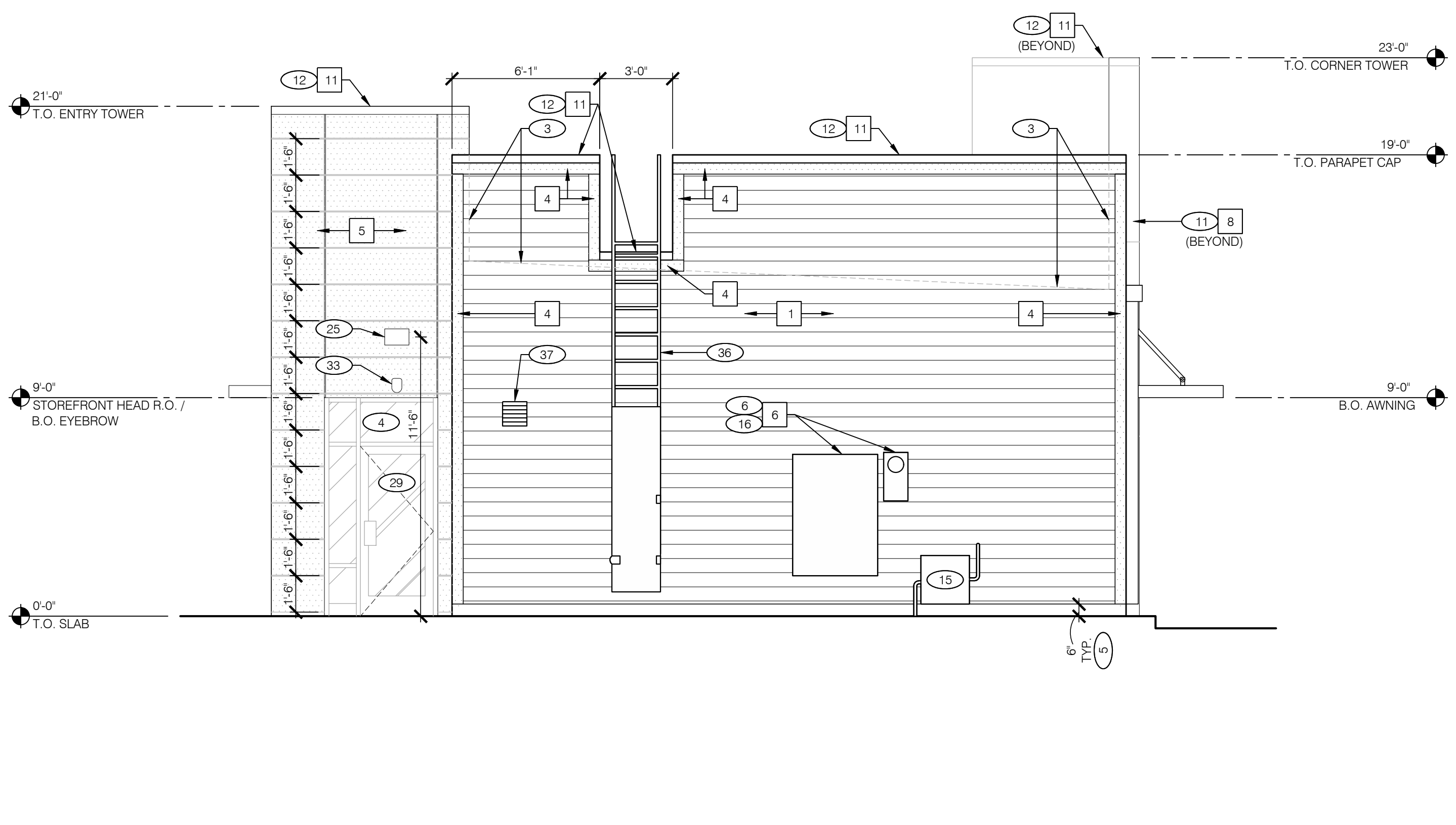
NOTE: ELECTRICAL CONTRACTOR TO PROVIDE WHIP FOR SIGN POWER THROUGH METAL WALL PANEL AS DIMENSIONED. COMPLETE IMMEDIATELY FOLLOWING TOWER INSTALL / PRIOR TO INTERIOR SHEATHING INSTALL.

NOTE:  
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NOTE:  
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2 1/4"=1'-0" SOUTH ELEVATION



3 1/4"=1'-0" NORTH ELEVATION

Owner:  
JGH MINNETONKA, LLC  
14822 HIDDEN TERRACE LOOP  
LITCHFIELD PARK, AZ 85340

Applicant/Tenant:  
BORDER FOODS, LLC  
5425 BOONE AVE. N  
NEW HOPE, MINNESOTA 55428

Contact: NATE WENGER  
Phone: 763-489-3004

ENDEAVOR  
26 SEATS / 2,591 S.F.

PROJECT NO.: TB21-21  
DRAWN BY: KDI  
CHECKED BY: GGD  
ISSUES AND REVISIONS:  
SITE PLAN REVIEW: 03.29.2022

**PRELIMINARY -  
NOT FOR  
CONSTRUCTION**

**EXTERIOR  
ELEVATIONS**

**A301**

TACO BELL, MINNETONKA, MN



# Memorandum

SRF No. 15703.00

**To:** Bria Raines, Planner  
City of Minnetonka

**From:** Tom Sachi, PE, Project Manager

**Date:** April 28, 2022

**Subject:** Minnetonka Taco Bell Redevelopment Parking Study

## Introduction

SRF has completed a parking study for the Taco Bell located at 15110 Highway 7 in Minnetonka, MN (see Figure 1). The main objectives of this study are to identify the existing parking demand of the restaurant, determine if the proposed parking supply is sufficient to meet the expected future demand, and identify potential parking opportunities, if necessary. The following sections provide the assumptions, analysis, and study conclusions offered for consideration.

## Existing Parking Assessment

Existing parking surveys on site were completed to determine the existing parking demand. The surveys were conducted on both a Wednesday and a Friday during the lunch time peak hours, which coincide with the expected peak parking demand timeframe for the existing/proposed land use. Results of the existing off-street parking surveys are shown in Table 1.

**Table 1. Existing Off-Street (Site) Parking Information**

Parking Information	Survey Period	
	Wednesday (4/20/22) 11:30 a.m.	Friday (4/22/22) 11:30 a.m.
Demand	12	14
Supply	32	32
Surplus/(Deficit)	+20	+18

Based on the parking surveys, there is an excess parking supply for the existing parking lot, as shown in Table 1, for both the weekday and Friday lunch time peaks.





## Project Location

Minnetonka Taco Bell Redevelopment Parking Study  
City of Minnetonka



## Future Parking Demand

The existing Taco Bell is proposed to be redeveloped from an approximately 1,700 square foot (SF) fast-food restaurant with a drive through lane to a new 2,590 SF Taco Bell with a drive thru (shown in Figure 2).

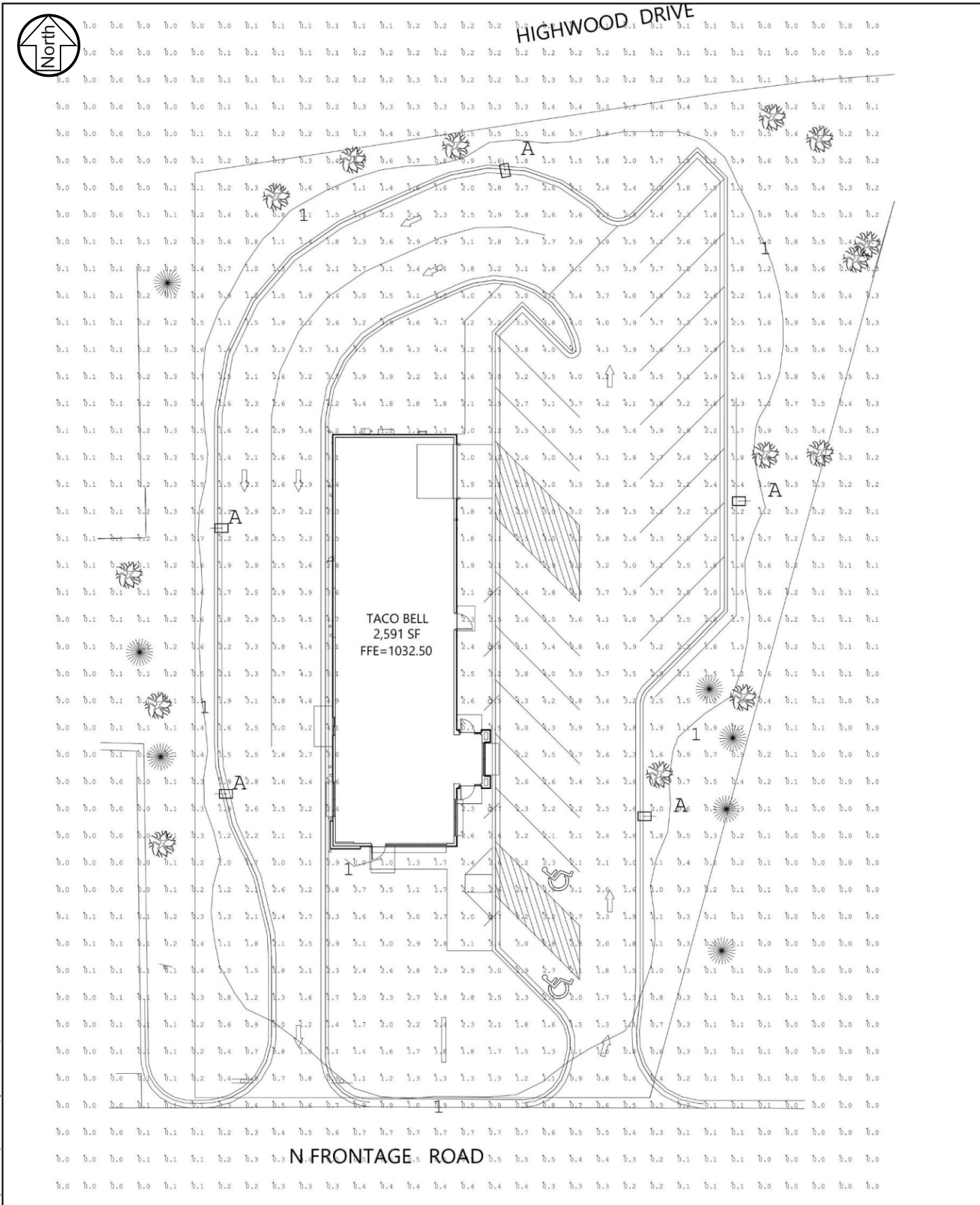
Future parking generation estimates for the proposed land use were developed using the *ITE Parking Generation Manual, Fifth Edition* for average and 85th percentile and the Minnetonka City and are shown in Table 2. Additionally, the table includes a comparison with the proposed future supply to identify the expected surplus or deficit. Note, the City parking code requires one space per 60 square feet of floor area, which corresponds to 43 parking spaces for the site.

**Table 2. Estimated Future Site Parking Demand and Surplus/(Deficit)**

Demand by Time	Existing Demand	Future Demand Estimates			Future Supply	Future Surplus/(Deficit)			
		ITE Avg	ITE 85%ile	City Code		Existing Demand	Avg	ITE 85%ile	City Code
Weekday 11:30-12:30 PM	12	22	36	43	19	+7	(-3)	(-17)	(-24)
Friday 11:30-12:30 PM	14	32	43	43	19	+5	(-13)	(-24)	(-24)

As shown in Table 2, the future proposed parking supply is expected to have a deficit for the lunch time peak on both weekdays and on Fridays based on ITE and the City Code. However, based on the existing parking surveys, the proposed parking supply is expected to have a surplus between five (5) and seven (7) spaces during the lunch peak period.

Section 300.28 of the City Code indicates that “if warranted by unique characteristics, or documented parking demand for similar developments, or both, the city may allow reductions in the number of parking spaces actually constructed as long as the applicant provides a proof of future parking plan.” As the site will remain a Taco Bell with a drive through window, it can be expected that the site will generate a similar amount of trips and parking demand in the future as it does today, regardless of the change in building size. The site is already established as a Taco Bell restaurant and would not be expected to generate differently as the uses of the site are exactly the same. Therefore, using this note within the City Code, it was assumed that the proposed Taco Bell development will have a similar parking demand in the future as it does today. With the existing parking demands between 12 and 14 spaces and the provided future supply of 19 spaces, there is expected to be a surplus of parking on site between five (5) to seven (7) spaces. No additional parking mitigation strategies are expected to be necessary to accommodate the proposed development.



**Site Plan**  
Minnetonka Taco Bell Redevelopment Parking Study  
City of Minnetonka

Figure 2

## Site Plan Review

Site observations conducted during the 11:30 a.m. to 1:00 p.m. timeframe found that the existing site operated adequately. However, there were a few instances where the drive through queue interfered with operations at the site access on the frontage road. Note, a maximum of six (6) vehicles were observed within the existing drive-through during the lunch periods reviewed.

A review of the future site plan was also completed to identify any potential internal or site-specific issues. The site plan shows that the drive through window will be moved to the west side of the building and the site will be set up in a one-way operation, which will allow for more spaces for drive through queues. This is expected to mitigate any existing drive through queuing issues at the site access. The drive through stacking area is also long enough to accommodate eight (8) vehicles without interfering with the parking lot operations. It is not expected that there will be any access, circulation, or pedestrian issues as a result of this proposed development. Note, a pedestrian access could be considered via a sidewalk connection from the proposed development to the existing sidewalk along the north side of the Highway 7 frontage road, if desired.

## Conclusions

The following conclusions are offered for consideration:

- The existing peak parking demand of the site is between 12 to 14 spaces.
- The existing Taco Bell development is approximately 1,700 SF and is expected to expand to approximately 2,590 SF as part of a redevelopment. There is expected to be 19 parking stalls provided on site.
- The future proposed parking supply is expected to have a deficit for the lunch time peak on both weekdays and on Fridays based on ITE and the City Code.
- Based on the existing parking utilization surveys, the proposed parking supply is expected to have a surplus between five (5) and seven (7) spaces during the lunch peak period.
- The City Code indicates that if warranted by documented parking demand for similar developments, the city may allow reductions in the number of parking spaces. Since the site will remain a Taco Bell in the future, the expected future demand can be expected to remain the same as the demand found in the existing parking surveys. Therefore, it can be concluded that the proposed parking supply will be sufficient in the future and no additional mitigation is necessary.

Hanson encouraged anyone who has not visited Opus lately to go there and see all of the changes.

Henry reported that Minnetonka Sustainability Commissioner Brian Golob, Gordon, Ingvalson and Henry attended a Partners in Energy Commission Meeting with representatives from Xcel Energy to work on creating new goals to decrease emissions.

**7. Public Hearings: Consent Agenda**

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

***Powers 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 amendment to the existing Crest Ridge Corporate Center sign plan for a monument sign at 10955 and 11055 Wayzata Blvd.**

Adopt the resolution approving an amendment to the existing Crest Ridge Corporate Center sign plan for a monument sign at 10955 and 11-55 Wayzata Blvd.

***Waterman, Banks, Hanson, Henry, Powers and Sewall voted yes. Maxwell 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 10 days.

**8. Public Hearings**

**A. Items concerning a fast-food restaurant at 15110 Hwy. 7.**

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

Raines reported. She recommended approval of the application based on the findings and subject to the conditions listed in the staff report.

Banks confirmed with Raines that the setback requirement is 20 feet. The proposal would be an improvement to the site's current existing setback.

In response to Henry's question, Middleton explained that the Siberian elms on the site are an invasive species and not protected by the tree protection ordinance. All of the ash trees on the site are infested with emerald ash bore and need to be removed.

In response to Henry's question, Raines explained that leaving the setback as it is would not create additional parking stalls. The proposed 19 stalls would be sufficient parking for the site.

Brian Davies, representing Taco Bell, was available for questions.

In response to Powers' question, Mr. Davies explained that the additional building space would provide room for cold storage and preparation of food. The building would be increased in size to be as close to a standard Taco Bell restaurant as possible.

Chair Sewall asked what percent of customers utilize the drive-through. Mr. Davies answered that before Covid 30 percent of customers entered the building and 70 percent utilized the drive-through window. Now, 9.5 percent of customers enter the building and 90.5 percent utilize the drive-through window.

In response to Chair Sewall's question, Mr. Davies explained the traffic pattern. The drive space was created wide enough to allow an exit lane.

Henry asked for the height of the building. Greg Dahling, of Finn Daniels Architects, stated that the ceiling and mechanicals above the roof would be the same, but there would be a four-foot high parapet extending above the finished roof to screen the roof top units and mechanical equipment. All outdoor lighting would be directed downward.

The public hearing was opened. No testimony was submitted and the hearing was closed.

Hanson looks forward to supporting the proposal. The modernization of the building would be appropriate to help the business grow and give the employees a better working environment.

Waterman supports staff's recommendation. The proposal is reasonable. He did not see a downside. The site and building plan looks reasonable. He is glad the applicant is willing to reinvest in the area. It would improve the existing vehicle-stacking problem and beautify the site with landscape. The variances are minor considering the ultimate product.

In response to Henry's question, Mr. Davis explained that the site's energy efficiency would be improved by new mechanical equipment that would be high efficiency; lights would be switched to LED bulbs; adaptive refrigeration controls would be added; and timers and controls for lights and equipment would be utilized. He would be happy to have the landscape designer follow the city's pollinator-friendly ordinance.

Henry is excited about the refurbishment. He likes outdoor seating. Mr. Davis stated that he would be open to consider outdoor seating if there would be enough room on the site. Henry supports the proposal.

Chair Sewall supports improving the existing use.

***Henry moved, second by Banks, to recommend that the city council adopt the resolution approving a conditional use permit with variances and a final site and building plan for Taco Bell at 15110 Hwy. 7.***

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

Banks exited the meeting.

**B. Items concerning Woodhaven at Minnetonka at 2424 and 2440 Plymouth Road.**

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

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

In response to Henry's question, Cauley explained that an applicant provides a tree inventory which is then field verified by staff. Middleton explained the natural resources application review process. She did not get to the second step in the review process of completing a site visit for this application since there were so many errors and discrepancies found in the applicant's plan during the desk-top review.

Roger Anderson, civil engineer and developer representing the property owners, stated that:

- The proposal would subdivide the property "like the rest of Minnetonka."
- He looked for a general idea of whether the application may move forward with this type of development.
- A flag lot was removed from the proposal after the city council reviewed the concept plan.
- A tree inventory takes a surveyor a long time. The changes to the tree protection ordinance in October 2021 impacted the proposal.
- The site would be appropriate for R-1a zoning.
- When a public street and stormwater improvement requirements were added to the proposal, the proposal did not meet either the tree protection ordinance requirements that existed before October 2021 or the current tree protection ordinance requirements.
- He provided a presentation on alternative subdivisions for the site.
- He thought the proposal would remove an "ordinary amount of dirt" from a steep slope.
- People are living in houses that were built before the adoption of the current steep-slope ordinance.
- He was not sure if a water main could be located where a staff member suggested it should be.

## **Resolution No. 2022-**

### **Resolution approving a conditional use permit, with variances, and a final site and building plan for Taco Bell at 15110 Highway 7**

---

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 15110 Highway 7, within the B-2 Limited Business zoning district. It is legally described as:

Lot 000, Block 002, Tonkawood Farms, Hennepin County, Minnesota.

1.02 Border Foods, Inc. has requested a conditional use permit to operate a fast-food restaurant on the property. The proposal includes the following variances:

- A parking variance from 43 parking stalls to 19 parking stalls on the property;
- A parking setback variance from 20 feet to 11 feet from the right-of-way along the north property line; and
- A building setback variance from 35 feet to 30 feet from the westerly side property line.

1.03 By City Code §300.27 requires site and building plan approval when a commercial site is redeveloped, expanded, or intensified.

1.04 On May 12, 2022, 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 that the city council approve the proposal.

#### Section 2. Standards.

2.01 City Code §300.18 Subd. 4(f) outlines that a conditional use permit is required for fast food restaurants with or without drive-up facilities in B-2 district.

2.02 City Code §300.18 Subd. 5 outlines the following district standards for uses in the

## B-2 district:

1. Building height: maximum of 35 feet or two stories, whichever is less;
2. Front yard setback: minimum of 50 feet;
3. Side and rear yard setback: minimum of 35 feet;
4. Floor area ratio: maximum of 0.8;
5. Lot coverage: maximum lot coverage shall be 85 percent and shall be calculated to include building footprints; parking areas; driveways; loading, storage and trash areas, and other areas covered by any impervious surface;
6. Access: by permit from a public body with principal access from a collector or arterial roadway as designated in the comprehensive plan or a street specifically designed to accommodate commercial traffic; and
7. Trash enclosures or accessory buildings not to exceed 600 square feet in size shall be located behind the front building line of the principal building. Setbacks shall be equal to the parking setback as specified in section 300.28, subd. 12(b)(4).

## 2.03 City Code §300.18 Subd. 6 outlines the following additional standards for uses in the B-2 district:

1. All developments shall be subject to site and building plan review pursuant to section 300.27 of this ordinance.
2. All developments shall comply with the wetlands, floodplain and shoreland regulations contained in sections 300.23, 300.24, or 300.25 of this ordinance.
3. Parking shall be regulated pursuant to section 300.28 of this ordinance.
4. All developments shall comply with the city's water resources management plan.
5. Signs shall be regulated pursuant to section 325 of the code of city ordinances.

## 2.04 By City Code 300.21 Subd.4(f) outlines the following conditions for fast food restaurants with a drive-thru window in the B-2 district.

1. Shall be located only on sites having direct access to minor arterial streets or service roads;
2. Public address systems shall not be audible from any residential parcel;



3. Stacking for a minimum of six cars per aisle shall be provided within applicable parking lot setbacks;
4. Shall not be permitted when traffic studies indicate significant impacts on the levels of service as defined by the institute of traffic engineers of adjacent streets and intersections; and
5. Building shall be set back at least 100 feet and screened from any adjacent property designated in the comprehensive plan for residential use.

2.05 By City Code §300.07, Subd. 1, a variance may be granted from the requirements of the zoning ordinance when: (1) the variance is in harmony with the general purposes and intent of this ordinance; (2) when the variance is consistent with the comprehensive plan; and (3) when the applicant establishes that there are practical difficulties in complying with the ordinance. Practical difficulties mean: (1) the proposed use is reasonable; (2) the need for a variance is caused by circumstances unique to the property, not created by the property owner, and not solely based on economic considerations; and (3) the proposed use would not alter the essential character of the surrounding area.

2.06 By City Code §300.27, Subd. 5, the city will consider compliance with a variety of general standards when evaluating the site and building plans. Those standards are incorporated by reference into this resolution.

### Section 3. Findings.

3.01 But for the previously outlined setback variances, the proposal would meet the district standards outlined in City Code §300.18 Subd. 5:

1. The proposed site would meet the building height maximum;
2. The proposed restaurant would meet the front yard setback;
3. The proposal would not meet the side yard setback requirements, and a variance is required. The variance is reasonable, as is outlined in the following section of this resolution.
4. The proposed building would meet the floor area ratio;
5. The site would meet the maximum lot coverage;
6. The site would be accessed by a roadway designed to accommodate commercial traffic; and
7. The trash receptacle would be stored in an attached bay in the rear of the building.

3.02 But for the previously outlined setback variances, the proposal would meet the

district standards outlined in City Code §300.18 Subd. 6:

1. The proposal is subject to site and building plan review pursuant to section 300.27 of this ordinance.
2. The proposal will comply with the wetlands, floodplain and shoreland regulations contained in sections 300.23, 300.24, or 300.25 of this ordinance.
3. The proposal would not meet the parking setbacks or the required number of parking stalls onsite, and a variance is required. The parking variances are reasonable, as is outlined in the following section of this resolution.
4. All developments shall comply with the city's water resources management plan. The underground stormwater details are required for the building permit.
5. Signs shall be regulated pursuant to section 325 of the code of city ordinances.

3.03 The proposal would meet the conditional use permit standards outlined in City Code 300.21 Subd.4(f) for fast food restaurants with a drive-thru window.

1. The subject property is accessed via the Hwy 7 service road.
2. As a condition of this resolution, public address systems shall not be audible from any residential parcel
3. The proposed site plan would significantly increase the stacking area over existing conditions. Staff anticipates a stacking area for at least eight vehicles.
4. The site has been occupied by Taco Bell for over 30 years. The redevelopment to update the restaurant building and site are not anticipated to impact levels of service beyond the current conditions.
5. The proposed building would be located over 120 feet from the closed residential building and screened by fencing and vegetation.

3.04 The proposed restaurant would meet the variance standard as outlined in City Code §300.07, Subd. 1.

1. Intent of the Ordinance.
  - a) The intent of the ordinance as it relates to parking requirements is to ensure adequate parking is provided to meet anticipated parking demands. The proposed parking would not meet City Code requirements. However, an independent parking study was

conducted. The parking study suggests that the site would be accommodated by 12 to 14 parking stalls. The proposal would meet the parking demand determined by the parking study.

- b) The intent of the ordinance, as it relates to the parking lot setback from the right-of-way and residential uses, is to ensure safety and a visual buffer. The site has a fence along the north property line and the existing parking lot is closer to the ROW than what is proposed in the site plan. The proposed plan will increase the parking lot setback from the ROW.
  - c) The intent of the ordinance, as it relates to the building setback, is to ensure appropriate separation of uses with different intensities and activities. The building will be set back 30 feet from the neighboring commercial business. The reconfiguration of the site would improve circulation and enlarge the vehicle stacking area, removing stacking spilling onto the frontage road and instead maintained onsite.
2. Consistent with the Comprehensive Plan. The subject property is an existing Taco Bell restaurant. The requested variances would keep the same commercial use while improving traffic issues observed at the site. The rear yard setback has nonconforming rights. However, the proposal is not to maintain the existing setback but to increase the setback, bringing the property closer to compliance with the city ordinance. The proposal would result in 19 parking stalls with available bicycle storage in front of the restaurant, which is also consistent with promoting alternative means of travel as a travel demand management strategy in the 2040 Comprehensive Plan.
3. Practical Difficulties. There are practical difficulties in meeting the standards of the ordinance.
- a) Reasonableness.  
  
The request for 19 parking stalls is reasonable. The independent parking study provides a real-time observation of the site. The study and applicant statement has suggested that this site experiences most traffic by drive-thru rather than sit-down patronage. The study suggests that the proposed parking would accommodate the site and provide a surplus of 5 to 7 parking spaces during peak times.  
  
The setback variances would improve on-site conditions without impact on neighboring uses.
  - b) Unique Circumstance. The property has existing nonconforming parking and setbacks. It has been occupied by a fast-food restaurant with a drive-thru window for nearly five decades. The

proposal would improve both on-site and off-site conditions.

- c) Character of Locality. The redevelopment of the site is not anticipated to negatively impact adjacent or neighboring properties.

3.05 The proposal would meet site and building plan standards outlined in the City Code §300.27, Subd.5.

1. The proposal has been reviewed by city planning, engineering, and natural resources staff and found to be generally consistent with the city's development guides, including the water resources management plan.
2. Apart from the variances, the proposal would comply with the standards of the CUP ordinance and the site and building plan review. As is outlined in the associated resolution, the variance standard is met.
3. The proposed redevelopment site would require the removal of eight high-priority trees and mitigation of 88-inches of deciduous trees. This proposal would meet the tree protection ordinance standards.
4. The proposed redevelopment would incorporate more landscaping to the site than is currently existing. Existing open spaces would be enhanced with more trees and plants, increasing the amount of natural features.
5. The proposed site would create an appropriate physical order to the site allowing more vehicle stacking onsite. The parking study for the proposed site suggests the amount of parking is sufficient.
6. As new construction, the proposed restaurant would include energy efficiency/conservation components required by the state building code.
7. The proposal would visually and physically alter the property and the immediate area. However, it is not anticipated to negatively impact adjacent or neighboring properties.

Section 4. City Council Action.

4.01 The city council approves the conditional use permit, with variances, based on the above findings. Approval is subject to the following conditions:

1. Subject to staff approval, the site must be developed and maintained in substantial conformance with the following plans, except as modified by the conditions below:
  - Site Plan, dated March 29, 2022
  - Exterior Renderings, dated March 25, 2022
  - Grading Plans, dated March 29, 2022

- Drainage Plans, dated March 29, 2022
  - Utility Plans, dated March 29, 2022
2. A building permit is required. The permit application and supporting plans and documents must be submitted through the city's online permit review system. Unless authorized by appropriate staff, no site work may begin until the permit has been approved.
3. Prior to the issuance of the building permit:
- a) This resolution must be recorded with Hennepin County.
  - b) Submit the following:
    - 1) Final site, grading, utility, stormwater management, landscape and tree mitigation plans, and a stormwater pollution prevention plan (SWPPP) for staff approval.
      - a. Final site plan must:
        - Include a site logistics plan. Elaborating where contractors will park, where materials will be stored, the route of items coming and being removed, etc.
      - b. Final utility plan.
        - The building must connect to the existing sanitary sewer service pipe.
        - Any unused sanitary sewer or water services must be removed. Sanitary sewer service pipe must be removed back to the main with the wye cut out and sleeved, water service pipe must be removed back to the main with the corporation stop being turned off.
      - c. Final stormwater management plan is required for the entire site's impervious surface. The plan must demonstrate conformance with the following criteria:
        - Rate. Limit peak runoff flow rates to that of existing conditions from the 2-, 10-, and 100-year events at all points where stormwater leaves the site.

- Volume. Provide for onsite retention of 1.1-inch of runoff from the entire site's impervious surface.
- Quality. Provide for all runoff to be treated to at least 60 percent total phosphorus annual removal efficiency and 90 percent total suspended solid annual removal efficiency.

In addition:

- Submit soil borings at the site of the stormwater BMP in order to confirm the infiltration rate.
- Provide evidence that any underground systems would be able to support 83,000 pounds and 10,800 pounds per square foot outrigger load.
- Underground facilities must be inspected by a third party during installation to ensure that pressure requirements are adequately met.

d. Final landscaping plan must:

- Meet minimum landscaping and mitigation requirements as outlined in the ordinance, including species beneficial to pollinators.
- Include information relating to species, sizes, and quantities.

2) A utility exhibit. The exhibit must show only property lines, buildings, sewer, and water stormwater facilities. The exhibit must clearly not which lines are private and which are public.

3) The following documents are in a city-approved format:

- a. A stormwater maintenance agreement.
- b. A construction management plan. The plan must be in a city-approved format and must outline minimum site management practices and penalties for non-compliance.

- c. Submit a private hydrant maintenance agreement in a city-approved format for review and approval by city staff.
- 4) Evidence that an erosion control inspector has been hired to monitor the site through the course of construction. This inspector must provide weekly reports to natural resources staff in a format acceptable to the city. At its sole discretion, the city may accept escrow dollars, in an amount determined by natural resources staff, to contract with an erosion control inspector to monitor the site.
- 5) Letter of credit or cash escrow in the amount of 125% of a bid cost or 150% of an estimated cost to comply with the site development permit and landscaping requirements and to restore the site. The city will not fully release a guarantee until (1) as-built drawings and tie-cards have been submitted; (2) a letter certifying that the underground facility has been completed according to the plans approved by the city; (3) vegetated ground cover has been established; and (4) required landscaping or vegetation has survived one full growing season.
- 6) Cash escrow in an amount to be determined by city staff. This escrow must be accompanied by a document prepared by the city attorney and signed by the builder and property owner. Through this document, the builder and property owner will acknowledge:
  - The property will be brought into compliance within 48 hours of notification of a violation of the construction management plan, other conditions of approval, or city code standards; and
  - If compliance is not achieved, the city will use any or all of the escrow dollars to correct any erosion and/or grading problems.
- c) Install erosion control, tree protection fencing, and any other measures identified on the SWPPP for staff inspection. These items must be maintained throughout the course of construction.
- d) A right-of-way permit and inspection are required for connections to public utilities.
- e) Permits may be required from other outside agencies, including the Riley Purgatory Bluff Creek Watershed Management Commission. It is the applicant's responsibility to obtain any

- necessary permits.
- f) Utility as-builts and tie cards must be submitted to the city upon completion of the installation.
  - g) The city may require additional signage, striping needs, and curbed medians in the event that site circulation becomes problematic.
  - h) The property owner is responsible for replacing any required landscaping that dies.
  - i) Construction must begin by May 24, 2022, unless the city council grants a time extension.
- 4. Public address systems must not be audible from any residential parcel.
  - 5. A solid opaque fence be constructed along the north property line.
  - 6. The city council may reasonably add or revise conditions to address any future unforeseen problems.
  - 7. Any change to the approved use that results in a significant increase in a significant change in character would require a revised conditional use permit.

Adopted by the City Council of the City of Minnetonka, Minnesota, on May 23, 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 May 23, 2022.

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Becky Koosman, City Clerk



**City Council Agenda Item 11B  
Meeting of May 23, 2022**

**Title:** Park Shelter Roof Replacements  
**Report From:** Kevin Maas, Facilities Manager  
**Submitted through:** Mike Funk, Acting City Manager  
Darin Nelson, Finance Director  
Will Manchester, P.E. Public Works Director

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**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

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**Summary Statement:**

Roof replacements are proposed to remove deteriorated cedar shake roofs and replaced with asphalt shingles at Oberlin, Meadow, Purgatory, and Big Willow (3) park shelters. The Mills Park Gazebo would be replaced with cedar shingles to match the historical appearance of the Historic Mills District and adjacent Burwell House. These replacements will also include fascia repairs at each location.

**Recommended Action**

1. Amend the 2021 CIP to include \$65,000 for park shelter roofs.
2. Authorize the public works director to expend the allocated funds for the project costs, without further council approval, provided the project costs do not exceed the project budget of \$65,000.

**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 checked="" type="checkbox"/> Infrastructure & Asset Management | <input type="checkbox"/> Community Inclusiveness            |
| <input type="checkbox"/> N/A  |   |

Statement: Roof replacements are planned to remove deteriorated surfaces and provide for improved infrastructure and protection of understory areas.

**Financial Consideration**

Is there a financial consideration?  No  Yes \$65,000  
Financing sources:  Budgeted  Budget Modification  New Revenue Source  
 Use of Reserves  Other [Enter]

**Background:**

The 2021 Capital Improvements Program identified a portion of the public works building, \$325,000, for replacement (sections B & C). Due to current market cost increases and material delays, along with further review of the potential for adding a solar roof to the building, staff is recommending a delay of the public works roof replacement and reprogramming full replacement of the roof with the addition of solar panels in the upcoming years of the capital improvements program.

As a result, staff is proposing to reallocate a small portion of the carry-over funds to be used for roof and fascia repairs and replacement on a number of park shelters. When soliciting quotes for the project, staff allowed for a flexible schedule to the contractor, which provided for better pricing to the city on projects of this type as these projects can be used as fill-in work for the contractor.

**Schedule**

Work is anticipated on the Mills Park Gazebo and Oberlin Park Shelter this summer and other work is anticipated to be completed by end of the year.



**City Council Agenda Item 12A  
Meeting of May 23, 2022**

**Title:** Items concerning Rayito Del Sol, a licensed daycare, at 3520 Williston Road:

1. Introduction of an ordinance amending the existing master development plan;
2. Conditional use permit, and site and building plans, for a licensed daycare.

**Report From:** Ashley Cauley, Senior Planner

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

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**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

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**Summary Statement**

The roughly 20-acre subject site is improved with three buildings, athletic fields, surface parking, and an outdoor play area. Currently, the site contains religious and school uses. The proposal would convert space into classroom space.

**Recommended Action**

Introduce the ordinance, provide feedback and refer it to the planning commission.

**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**

In 2014, the city approved an amendment to the existing master development plan and site and building plans to allow Minnetonka Christian Academy to occupy roughly 75 percent of a 9,000 square foot building originally constructed for storage and maintenance. Minnetonka Christian Academy will now be relocating back into the northern school building.

Rayito Del Sol (RDS), a Spanish immersion daycare, is proposing occupying the space formerly occupied by Minnetonka Christian Academy. RDS would also convert the



School

Church

Former  
storage and  
maintenance

remaining storage space in the building into classroom space.

The proposal requires an amendment to the existing master development plan.

Introducing an ordinance allows the city council the opportunity to review a new application before sending it to the planning commission for a recommendation. Introducing an ordinance does not constitute approval. The tentative planning commission date is June 9, 2022.

Based on a preliminary review of the proposal, staff has identified the following issues for further analysis and discussion:

- **Use:** The existing master development plan contemplates several expansions to the site's existing school and religious uses and a future senior housing complex. While these uses are projected for the future, the proposed daycare use must be complementary to the future and existing uses of the site.
- **Traffic:** Stacking during school pick-up and drop-off times have extended off-site. With the departure of one of the schools currently operating on-site, the property owners anticipate this resolves the issue. However, the city's traffic consultant will review existing and proposed conditions, and make any recommendations to improve site circulation.

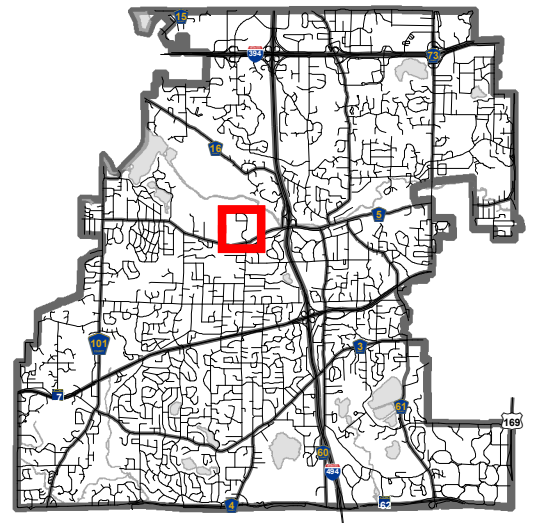
Staff will continue to evaluate the details of the submitted plans prior to the future planning commission and city council meetings. As part of the formal introduction, staff requests the council provide general feedback and note any additional information it would like to review before considering the proposal. Review the notification area, and suggest any items it would like the planning commission to specifically consider during its deliberations.



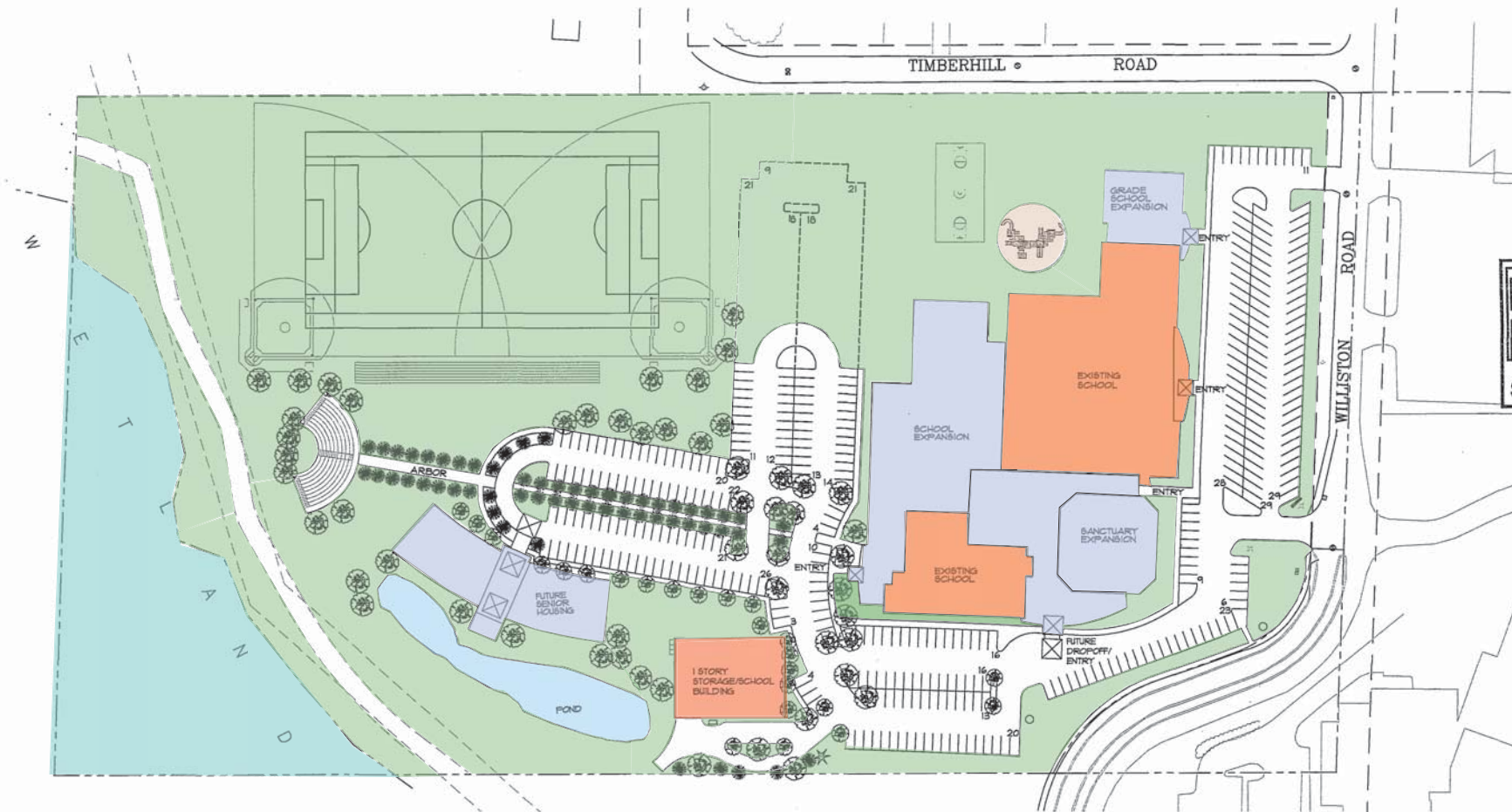


### Location Map

Project: Rayito de Sol  
Address: 3520 Williston Rd







**TROSSEN  
WRIGHT  
PLUTOWSKI**  
ARCHITECTS, PA

4125 Lakeland Ave N.  
Suite 200  
Minneapolis, Minnesota 55412  
Phone: (763) 533-7171  
Fax: (763) 533-7979

Consultants

**RECEIVED**  
MAR - 3 2014  
Submitted by Applicant

Certification

Project Information  
**Minnetonka  
Seventh-Day  
Adventist Church  
Master Plan**

Minnetonka, Minnesota

Revisions  
03/07/14 MASTER PLAN REV.

Date: 06/29/07  
Drawn By: JG  
Checked By: AP  
Job Number: M1013



Sheet Information  
MASTER SITE PLAN - REVISED

**Approved Master Development Plan**

1 MASTER PLAN  
A2 1" = 30'-0"

A2

To: City of Minnetonka  
Attn: Ashley Cauley  
RE: Consolidated Conditional Use Permit and Development Plan Application  
April 27<sup>th</sup>, 2022

Minnetonka Christian Academy (MCA) is leasing its 3520 Williston Road building to Rayito de Sol (RDS), a Spanish immersion daycare, which is a for-profit LLC. A demarcation line around the building, including the existing playground, is being marked for property tax purposes as shown in **Exhibit A**. This is the first occurrence of a for-profit entity leasing a building on the 20-acre campus. Prior to this occurrence all leases and rentals have been to non-profit organizations.

The 20-acre campus has the full legal description as shown in **Exhibit B**. The campus presently has three buildings 3500 Williston Road (school); 3510 Williston Road (church worship center); and 3520 Williston Road (school)

For reference, though it may not be required, a survey of the 20-acre land parcel is attached in **Exhibit C** and was conducted around 2000 by Schoell Madsen.

The site plan incorporating all three buildings is shown in **Exhibit D** (1 of 2, page T1-1) dated 05/07/2014 as submitted for the 3520 building remodel by Trossen, Wright, Plutowski Architects. The second page (2 of 2, L1-R1) documents the 3 building site locations, pick-up/drop off points and traffic circulation as currently practiced since 2014 to present and proposed going forward.

Additional narrative is attached in **Exhibit E** detailing hours of operations, enrollment numbers / maximum capacity, teachers, classroom numbers, drop-off and pick-up times for both MCA and RDS. Also included are membership numbers, attendance and typical schedule for the church worship center.

**Exhibit F** shows the current 3520 building elevation (page A5-1) and floor plan (page A3-1A). A proposed conversion by RDS of the remaining storage and gym space into classrooms is also included in **Exhibit G**.

There are no plans for changes to the 3500 or 3510 buildings.

The intended use of the 3520 Building is to lease it to Rayito de Sol (RDS), a Spanish immersion daycare that will operate as the sole tenant/occupant of the entire 3520 building and within the land demarcation perimeter. Prior to leasing, this building has been used as a PK-8<sup>th</sup> grade church school (MCA) since 2014 until present. Traffic flow, circulation and parking density is expected to be less than or on par with current campus experience. Appropriate permits and licensing, including the Department of Human Services, will be secured by RDS.

Respectfully submitted,

David Land  
MCA Lessor



# Exhibit E

## Minnetonka Campus Data

### 3500, 3510, 3520 Williston Road

#### What is changing on campus summer 2022?

- Minnetonka Christian Academy (MCA) is moving from 3520 back to the 3500 Building
- Rayito de Sol (RDS) is leasing the 3520 building with plans to convert some remaining storage and gym space into classrooms

MCA needs more space to grow its current student base of 72 students to 108 students for the 2022-2023 school year. The school was originally operating in the 3500 building since the 1960's but right sized in 2012-13 and operated from the smaller 3520 building beginning the 2014-15 school year to present. MCA is at capacity with pressure in lower grades for classrooms/students in the 3520 building and so will now move back into the larger 3500 building.

MCA began a search for a tenant to lease the 3520 building in November 2021 and secured an agreement with RDS, a Spanish immersion daycare March 24<sup>th</sup>, 2022. The daycare plans to be operational September 1<sup>st</sup>, 2022. As RDS builds its student base, it plans to subsequently convert some remaining storage and gym space into classrooms to fully utilize the building for its mission. *A proposed floor plan for these classrooms is provided in Exhibit G.* Since RDS is a for-profit company a demarcation line around the building, including the existing playground, is being marked for property tax purposes (Exhibit A).

There are currently no plans for changes to the 3500 or 3510 buildings.

Here is a summary of the three campus properties, including hours of operation, enrollment numbers/maximum capacity; teachers; number of classrooms for MCA and RDS. Church membership numbers, attendance and typical worship schedule are also provided:

- 1. Minnetonka Christian Academy (MCA) 3500 Williston Road Building:** (approx. 40,000 gross sq. ft (gsf); Pre-K – 10 School
  - a. Projected enrollment for July 2022 – June 2023 School Year: 108 students covering Pre-Kindergarten through 10<sup>th</sup> grade
  - b. Teaching Staff (including Principal, art, music) 10; Volunteers: up to 3
  - c. Maximum student capacity (all classrooms): 170 students
  - d. 10 Classrooms (including Art and Music)
  - e. School Operating Hours: Monday – Thursday 8:00am–3:00pm; Friday: 8am-2pm
  - f. Staggered drop-off occurs between 7:30-8:15am and pick-up between 3-3:15pm (Friday: 2-2:15pm)
  - g. Between 10-20 students are in the after-care program for parents to pick-up at staggered times from 3:15-5:30pm

- 2. Minnetonka Seventh-day Adventist Church 3510 Williston Road Building:** (approx. 12,100 gsf); Worship Center
  - a. Active membership: 350
  - b. Saturday Attendance, 200 average: 60 @1<sup>st</sup> Service; 140 @ 2<sup>nd</sup> service (Total of two services 9:30am and 11:30am)
  - c. Sunday Attendance (when rented): Up to 150 (9-1pm)
  - d. Worship Center capacity: Approx. 300 people
  
- 3. Rayito de Sol (RDS) Lessee 3520 Williston Road Building:** (approx. 9,000 gsf); Spanish Immersion Daycare/School- Ages 3 months – 5 ½ years old
  - a. Projected enrollment September 2022 - August 2023: Up to 95 students, 90% of capacity
  - b. Teaching Staff: 15
  - c. Maximum student capacity (with additional classrooms) approx. 114 (Department of Human Services determines based on classroom square footage)
  - d. 5 classrooms, growing to 7
  - e. Our goal is to get to the following classroom classifications: 2 Infant, 2 Toddler, 3 Preschool
  - f. School Operating Hours: Monday – Friday 7:00am–6:00pm
  - g. Drop-off is very staggered from 7-9am
    - i. Early care drop-off for parents is typically 7-8am, with a majority of children arriving between 8:30-9am
  - h. Pick-up of students is also very staggered from 4-6pm.
    - i. 6:00pm pick-up is for those parents who need post care late pickup.

Traffic circulation with routes drawn out and pick-up/drop off spots are shown on the site plan (Exhibit D, 2 of 2, page L1-R1). This same circulation pattern and pick-up/drop off spots have been successfully in place since 2014.

Church attendance is on the weekend, whereas both schools operate Monday to Friday, so there is no overlap. MCA and RDS have different drop-off and pick-up times so there is minimal overlap. Each school has a separate circulation route through the campus which avoids interference with any temporary traffic lines.

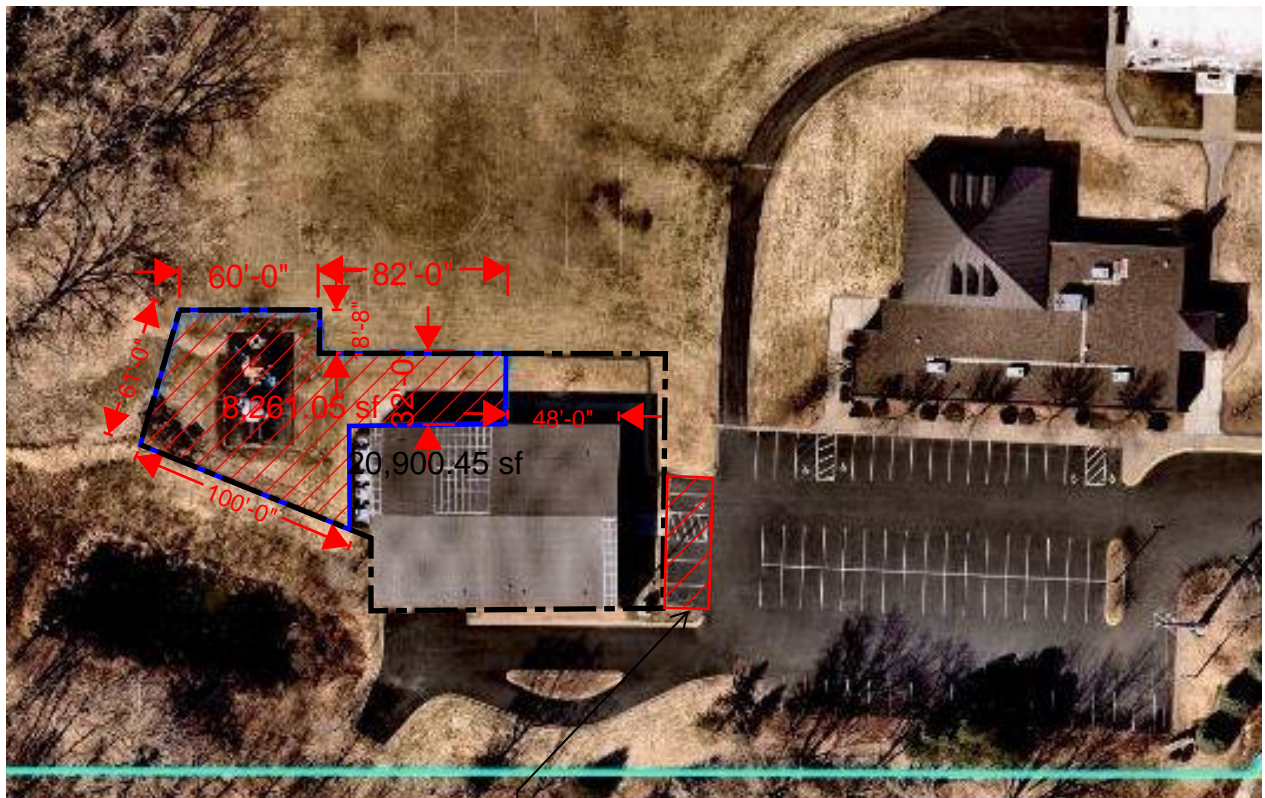
Please note that the entire 20-acre campus (land and buildings) is part of the assets of the Minnesota Conference Association of Seventh-day Adventists, a Minnesota nonprofit corporation.

Exhibit A  
Legal Description of the Real Estate  
**Demarcation of RDS Lease**

As of 4-5-2022 pending formal survey and official boundary description:

The drawn blue line represents a black chain-link fence extension for the perimeter of the property around the children's playground back to the side hallway exit door on the north side.

The drawn black line is the approximate property boundary up to the front of the building to meet the vertical line from the curb edge of the exclusive parking spaces in front of the 3520 building.



North

RDS EXCLUSIVE  
PARKING

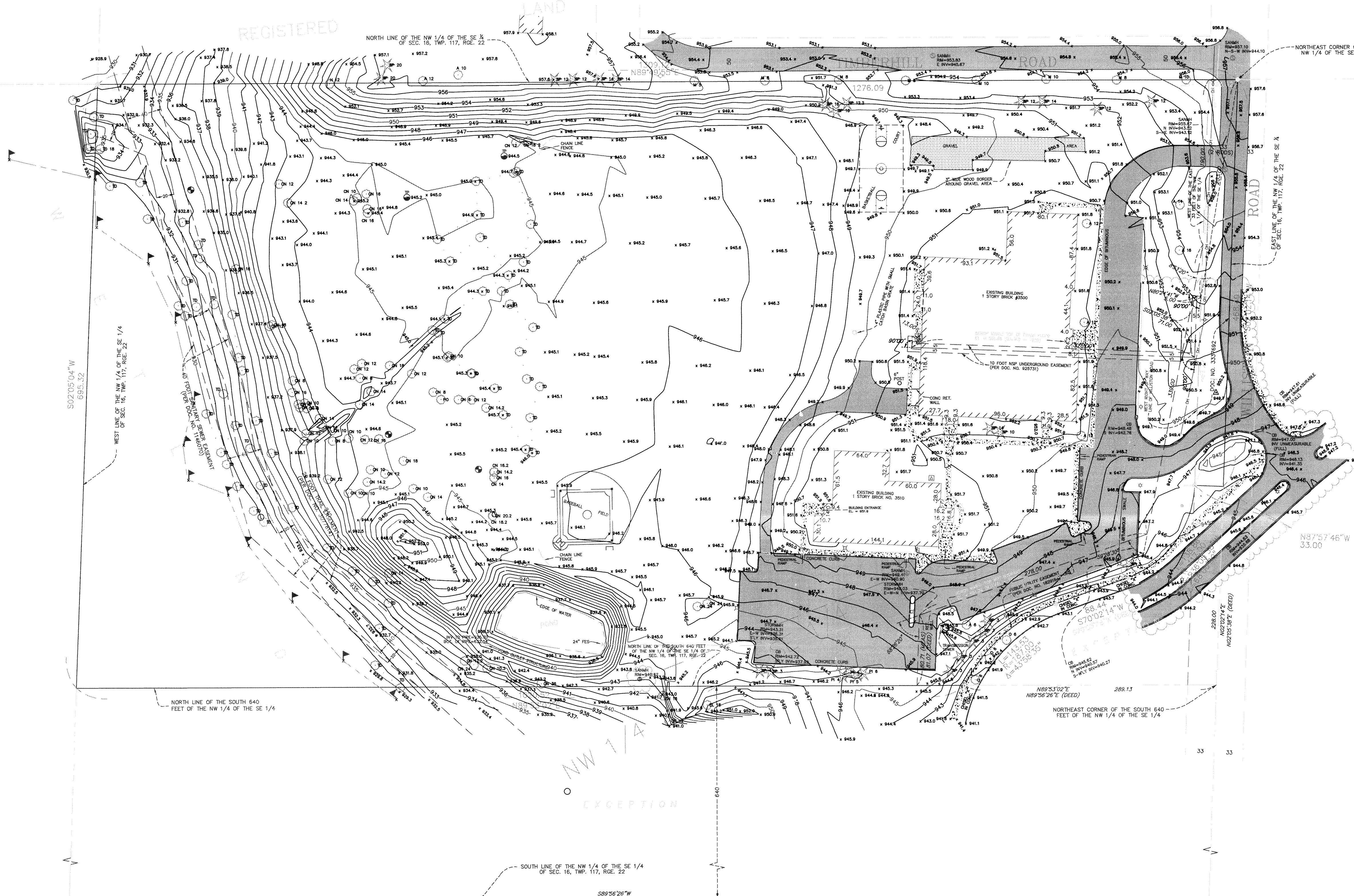
4/26/2022 ANNOTATION

EXHIBIT - A -



# BOUNDARY AND TOPOGRAPHIC SURVEY

SURVEY NO. 673



- ### LEGEND
- BOUNDARY LINE
  - TOPOGRAPHIC CONTOUR
  - STRUCTURE
  - ROAD
  - WATER FEATURE
  - UTILITY LINE
  - FENCE
  - TREE
  - MONUMENT
  - EASEMENT
  - SURVEY POINT
  - CORNER
  - BOUNDARY INTERSECTION
  - BOUNDARY EXTENSION
  - BOUNDARY CONTINUATION
  - BOUNDARY TERMINATION
  - BOUNDARY ENCLOSURE
  - BOUNDARY ENCLOSURE CONTINUATION
  - BOUNDARY ENCLOSURE TERMINATION
  - BOUNDARY ENCLOSURE ENCLOSURE
  - BOUNDARY ENCLOSURE ENCLOSURE CONTINUATION
  - BOUNDARY ENCLOSURE ENCLOSURE TERMINATION
  - BOUNDARY ENCLOSURE ENCLOSURE ENCLOSURE
  - BOUNDARY ENCLOSURE ENCLOSURE ENCLOSURE CONTINUATION
  - BOUNDARY ENCLOSURE ENCLOSURE ENCLOSURE TERMINATION

- ### TREE LEGEND
- A
  - AV
  - BF
  - BA
  - BE
  - BN
  - BU
  - CA
  - CR
  - CH
  - CN
  - DG
  - EL
  - FR
  - GN
  - H
  - HC
  - HI
  - IR
  - LI
  - M
  - MP
  - O
  - PI
  - PO
  - RO
  - SM
  - SP
  - TD
  - TE
  - WA
  - WI

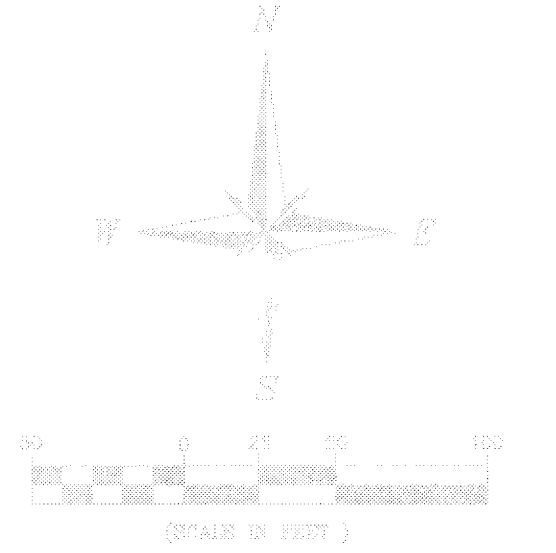
#### PROPERTY DESCRIPTION

The Northwest Quarter of the southeast Quarter of Section 16, Township 117, Range 22, except the South 640 feet interest and except that part thereof described as follows:

Beginning at the northeast corner of the South 640 feet of said northwest Quarter of Section 16, Township 117, Range 22, and running thence North 89 degrees 56 minutes 26 seconds West, 440 feet to the northeast corner of the North 640 feet of said northwest Quarter of Section 16, Township 117, Range 22, and running thence North 89 degrees 53 minutes 02 seconds West, 269.13 feet to the northeast corner of the South 640 feet of said northwest Quarter of Section 16, Township 117, Range 22, and running thence South 89 degrees 56 minutes 26 seconds East, 440 feet to the northeast corner of the South 640 feet of said northwest Quarter of Section 16, Township 117, Range 22, and running thence South 89 degrees 53 minutes 02 seconds West, 269.13 feet to the northeast corner of the South 640 feet of said northwest Quarter of Section 16, Township 117, Range 22, and running thence North 89 degrees 56 minutes 26 seconds East, 440 feet to the point of beginning and there terminating.

#### GENERAL NOTES

- All measurements and areas shown are based on the original survey of Section 16, Township 117, Range 22, and are not to be construed as a warranty of accuracy.
- Assessments shown are based on the original survey of Section 16, Township 117, Range 22, and are not to be construed as a warranty of accuracy.
- All existing easements are shown and are not to be construed as a warranty of accuracy.
- Boundaries shown herein are based on the original survey of Section 16, Township 117, Range 22, and are not to be construed as a warranty of accuracy.



## EXHIBIT - C -

**Schoell Madson**  
 Planning Engineering Surveying  
 19350 23rd Avenue North  
 Plymouth, Minnesota 55447  
 T 763-746-1800 F 763-746-1699  
 554 Third Street NW, Suite 100  
 Elk River, Minnesota 55330  
 T 763-941-0108 F 763-941-8351  
 www.schoellmadson.com

NO.	DATE	BY	REVISIONS / DESCRIPTION

This drawing has been created and revised this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_

FIELD BOOK NUMERIC ELECTRONIC  
 FIELD BOOK#650 PAGE: 25

**CERTIFICATION**  
 I hereby certify that this survey was prepared under my supervision and that I am a Licensed Land Surveyor under the laws of the State of Minnesota.  
 Date: \_\_\_\_\_ License No.: 4109

**LOCATION**  
 MINNETONKA SEVENTH-DAY ADVENTIST CHURCH AND MINNETONKA CHRISTIAN ACADEMY CAMPUS

**CLIENT**  
 TROSSEN WRIGHT PLUTOWSKI ARCHITECTS, PA

**BOUNDARY & TOPOGRAPHIC SURVEY**  
 SHEET NO. 1 OF 1  
 A.S. FIELD NO. 6493-07

## Exhibit B

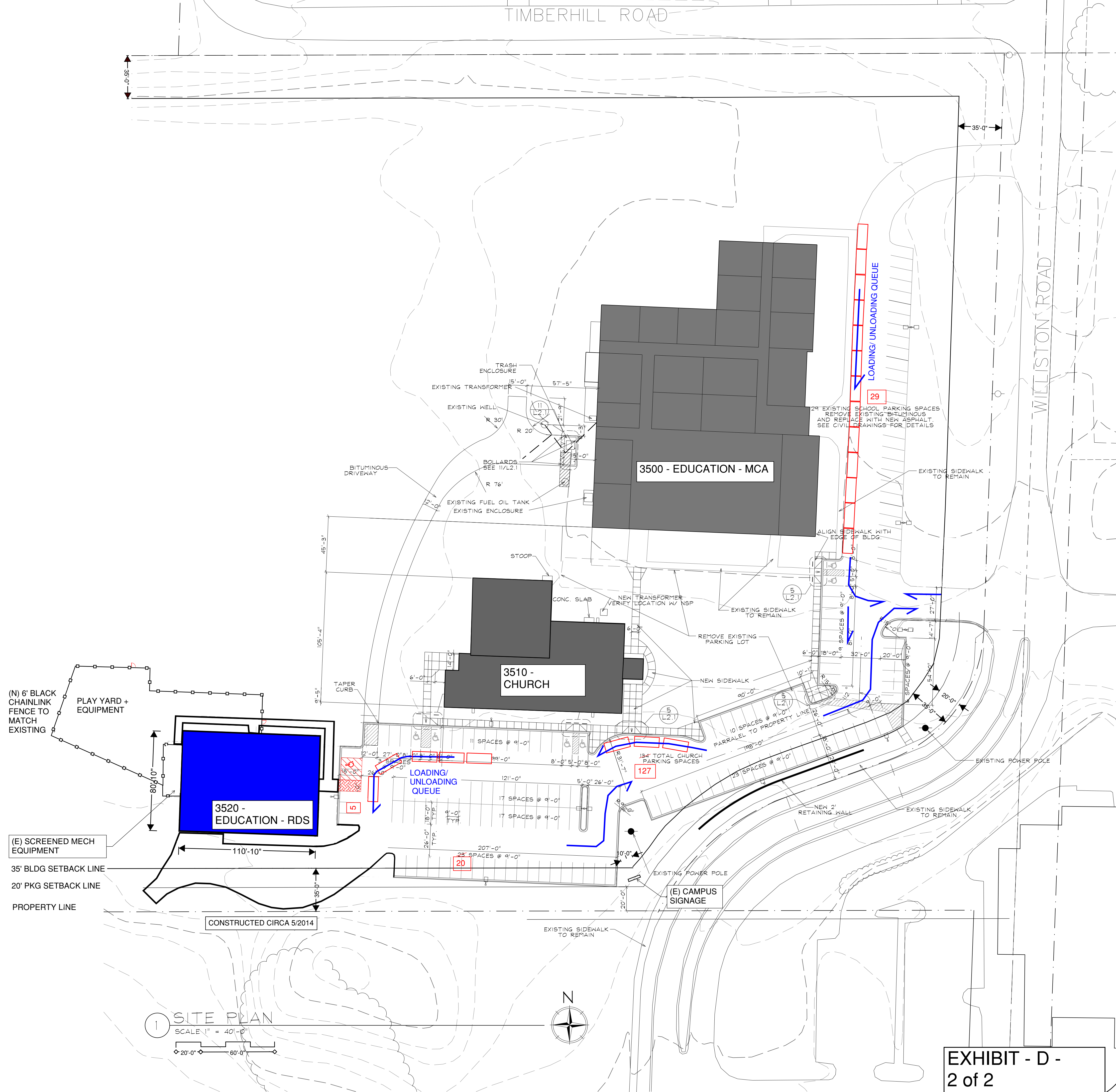
# Legal Description of the Property Lot

Certificate of Title for the property lot has the following legal description:

The NW 1/4 of the SE 1/4 of Sect. 16, Township 117, Range 22 except the South 640 ft. thereof and except that part thereof described as follows:

Beginning at the NE corner of the South 640 ft. of said NW 1/4 of the SE 1/4, thence N 2 deg. 05 min. 38 sec. East along the East line thereof a distance of 228.0 ft. thence North 87 deg. 54 min. 22 sec. West 33.0 ft.; thence Southwesterly 138.86 ft. along a non-tangible curve concave to the Northwest, having a radius of 117.0 ft. and a central angle of 68 deg. and a chord bearing South 36 deg. 05 min. 38 sec. West; thence South 70 deg. 05 min. 38 sec. West, tangent to said last described curve 88.44 ft.; thence Southwesterly along a tangential curve, concave to the Southeast having a central angle of 68 deg. and a radius of 187.0 ft. to the North line of said South 640 ft.; thence North 89 deg. 56 min. 33 sec. East along said North line thereof to the point of beginning and there terminating.





1 SITE PLAN  
SCALE 1" = 40'-0"  
20'-0" 60'-0"

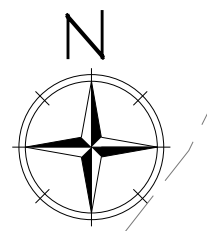


EXHIBIT - D -  
2 of 2

MINNETONKA SEVENTH-DAY ADVENTIST  
CHURCH + MINNETONKA CHRISTIAN ACADEMY  
PARTIAL SITE CIRCULATION PLAN  
MINNETONKA MINNESOTA

SITE CIRCULATION PLAN

Drawn By  
Project Architect  
Checked By  
Date FEBRUARY 4, 2000  
Revisions

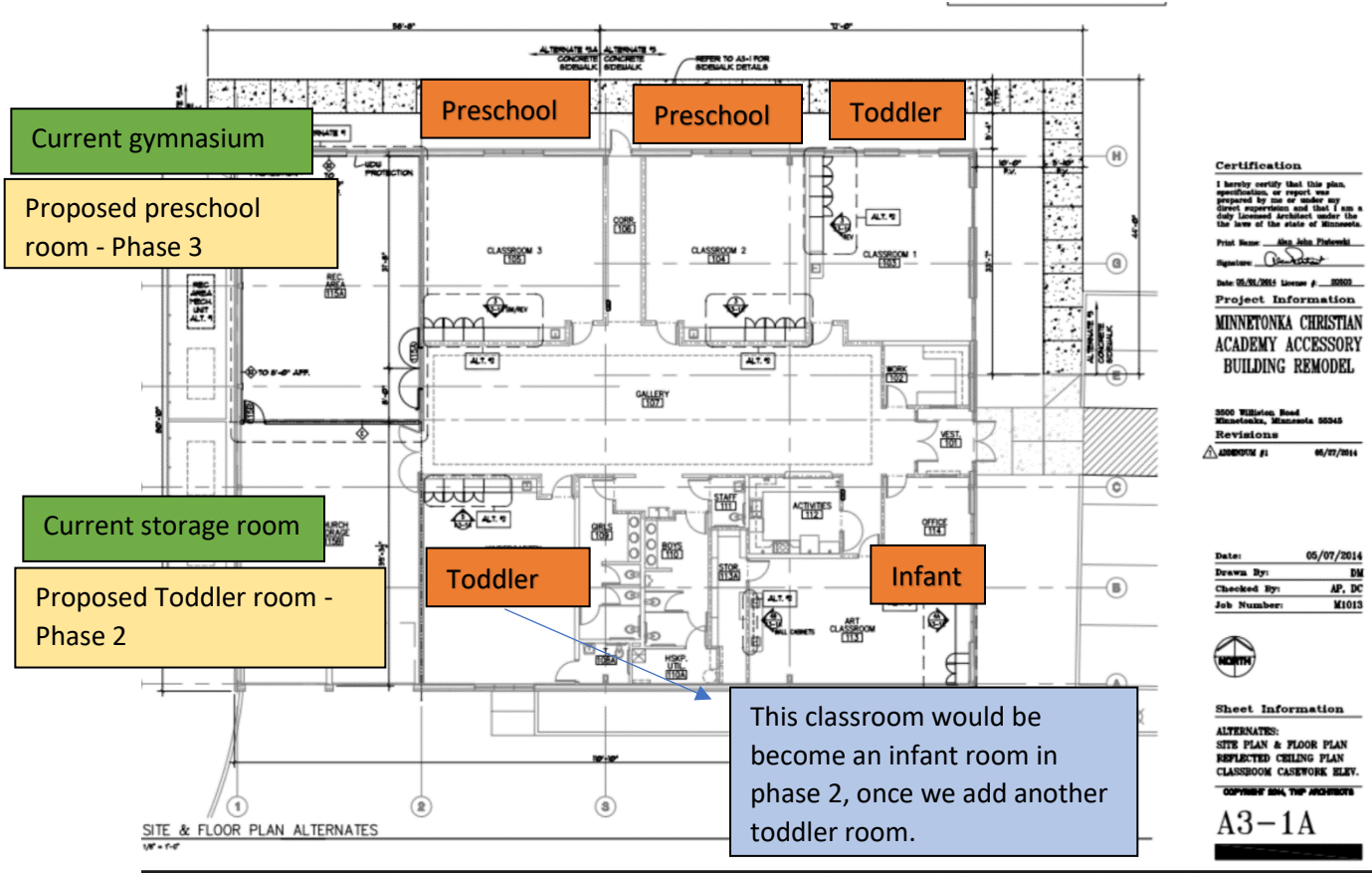
4/26/2022 3520  
BLDG + PARKING  
RECOUNT

Project No. L1-1R

# Exhibit G

## Rayito De Sol Floor Plan

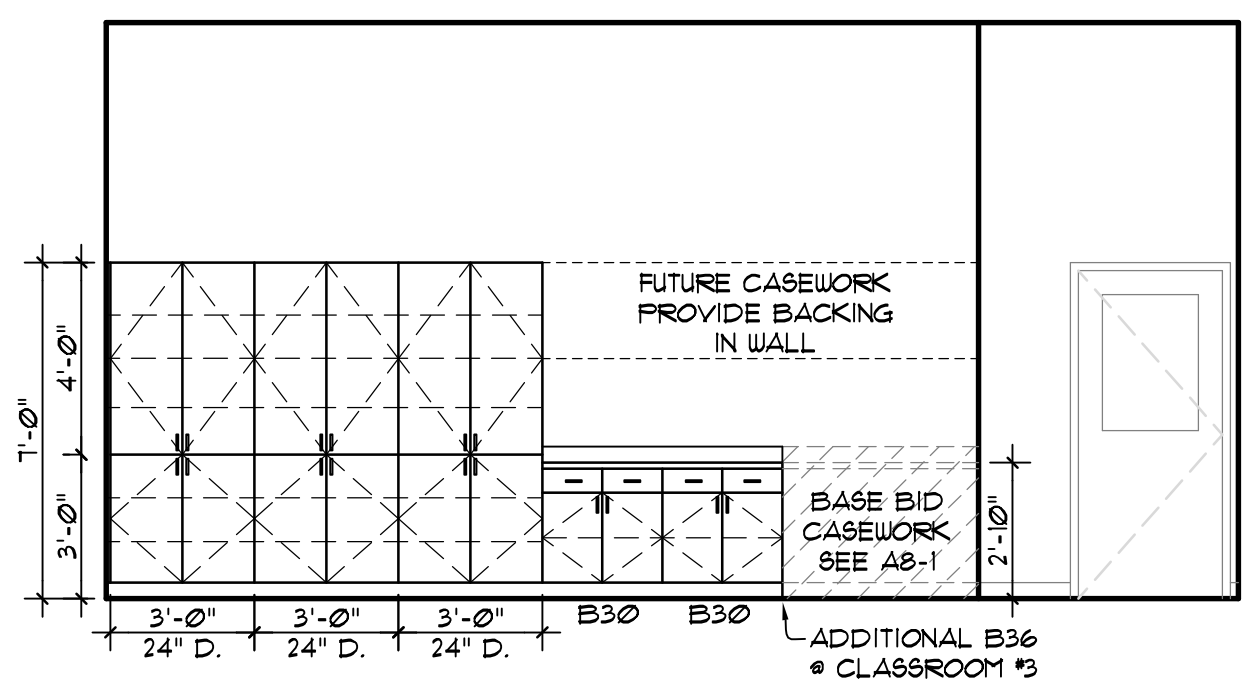
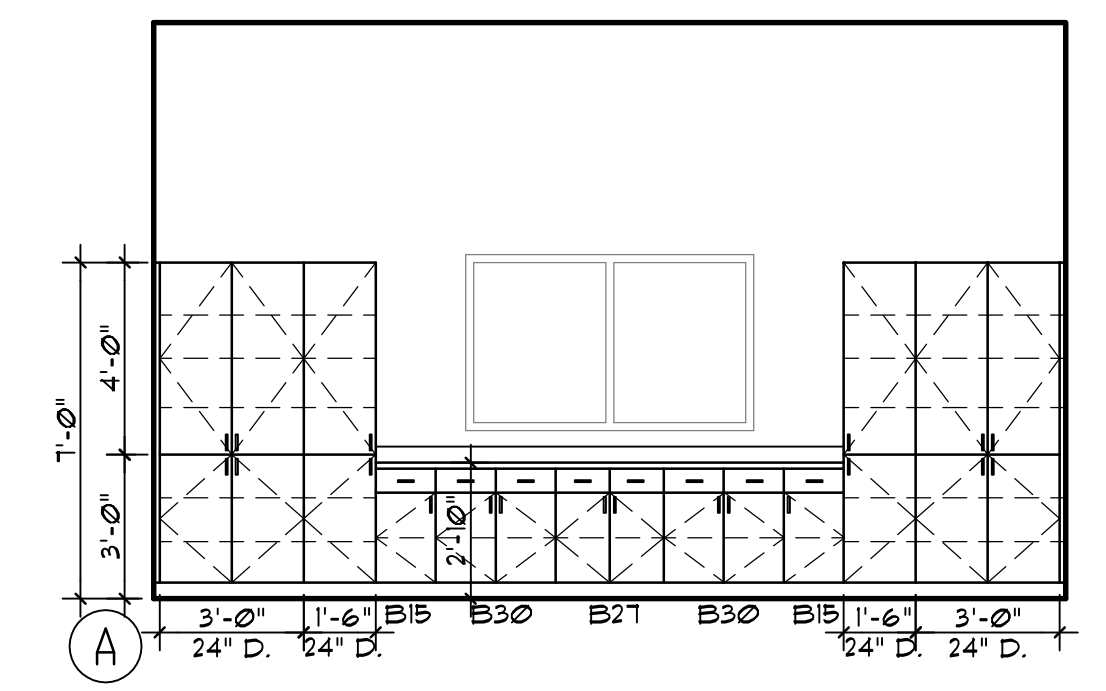
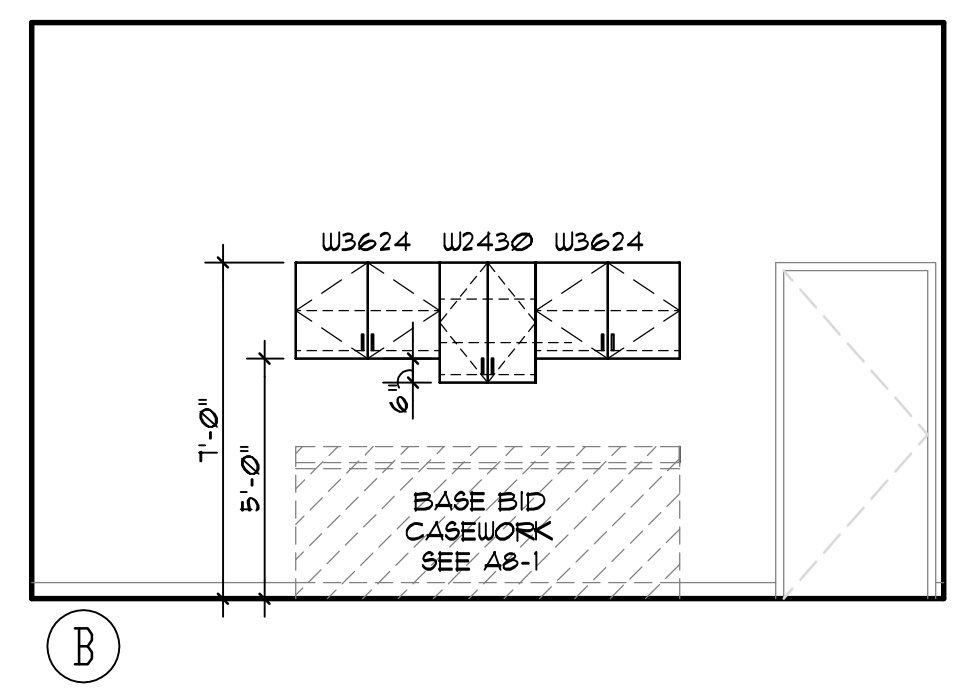
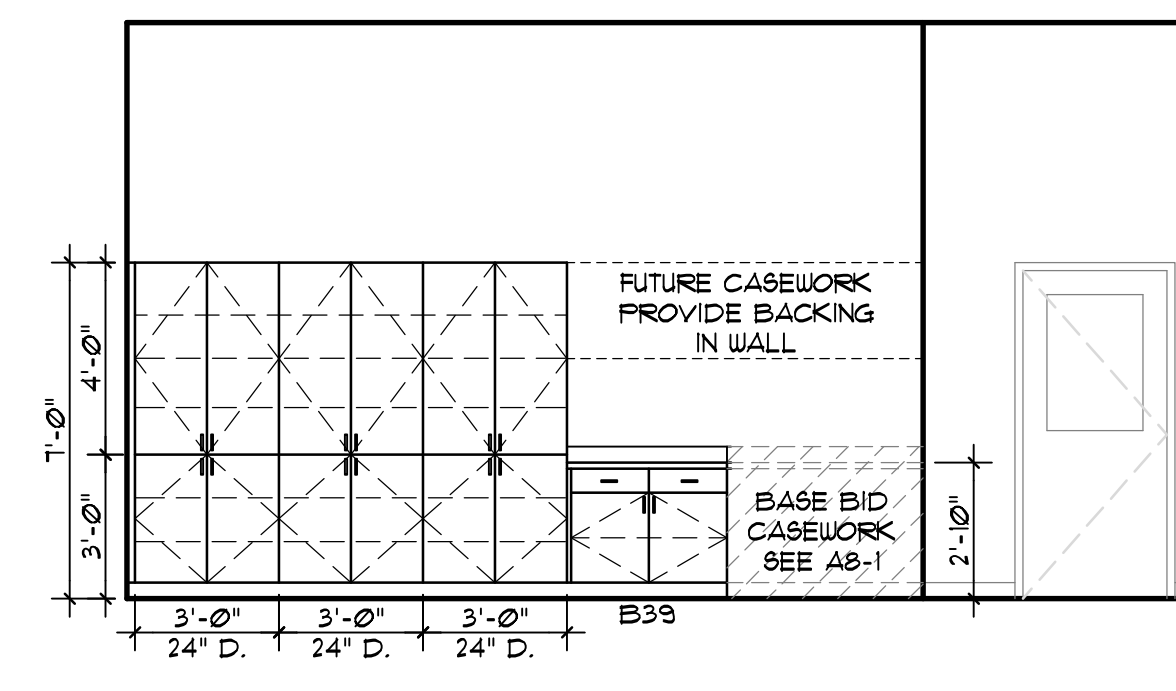
Current floor plan as the school currently operates. We will schedule the changes in 2 phases once the land use is approved. We want to open using the current floor plan and once we have been approved by DHS. We need to ramp our enrollment before we make any building changes.





- GENERAL PLAN NOTES**
- ◇ SEE SHEET A10-1 FOR WALL TYPES
  - (10) SEE SHEET A10-1 FOR DOOR SCHEDULE
  - △ SEE SHEET A10-1 FOR WINDOW TYPES
  - SEE SHEET A10-1 FOR ROOM FINISH SCHEDULE
  - SEE SHEET A10-1 FOR WINDOW, DOOR, WALL & FRAME TYPES
  - INDICATES DROPPED SOFFIT ABOVE
  - - - - 2-HOUR FIRE SEPARATION WALL
  - FE-R - REFERS TO SEMI RECESSED FIRE EXTINGUISHER REFER TO DETAIL A9-1 FOR CABINET RECESS IN WALL.
  - REFER TO SHEET A9-1 FOR FLOOR MATERIAL TRANSITIONS.
  - FIRE STOP ALL OPENINGS IN FIRE WALLS & BARRIERS AS NEEDED TO MEET CODE. FIELD VERIFY EXTENT. PROVIDE DAMPER @ DUCT PENETRATIONS.
  - DIMENSIONS**
  - INTERIOR - ALL DIMENSIONS FOR NEW CONSTRUCTION ARE TO CENTERLINE OF STUDS (UNLESS OTHERWISE NOTED).
  - EXTERIOR - ALL DIMENSIONS ARE TO FACE OF SHEATHING OR FACE OF MASONRY (UNLESS OTHERWISE NOTED).

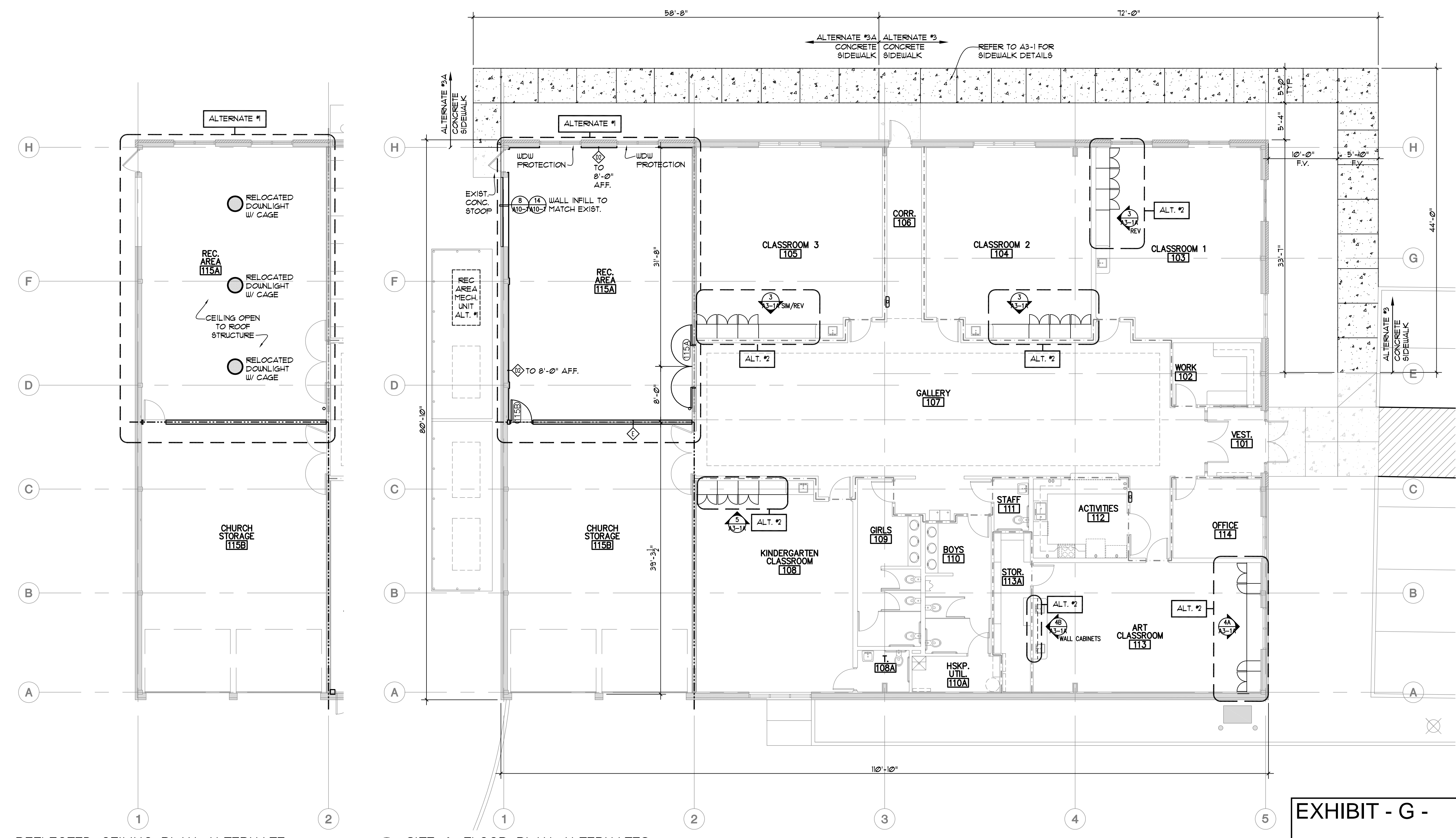
NOTE:  
FLAM CABINETS W/ FLAM COUNTER, BACK & SIDE SPLASH, TYP.  
ALL CABINETS TO HAVE KEYED LOCKS



5 KINDERGARTEN CLASSROOM - ALT. #2  
A3-1A 1/4" = 1'-0"

4 ART CLASSROOM - ALT. #2  
A3-1A 1/4" = 1'-0"

3 TYP. CLASSROOM - ALT. #2  
A3-1A 1/4" = 1'-0"



2 REFLECTED CEILING PLAN ALTERNATE  
A3-1A 1/8" = 1'-0"

1 SITE & FLOOR PLAN ALTERNATES  
A3-1A 1/8" = 1'-0"

**EXHIBIT - G -**

**Certification**

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the state of Minnesota.

Print Name: Alan John Plutowski  
Signature: *[Signature]*

Date: 05/01/2014 License #: 20503

**Project Information**  
MINNETONKA CHRISTIAN  
ACADEMY ACCESSORY  
BUILDING REMODEL

3500 Williston Road  
Minnetonka, Minnesota 55345  
**Revisions**

▲ ADDENDUM #1 05/27/2014

Date: 05/07/2014  
Drawn By: DM  
Checked By: AP, DC  
Job Number: M1013

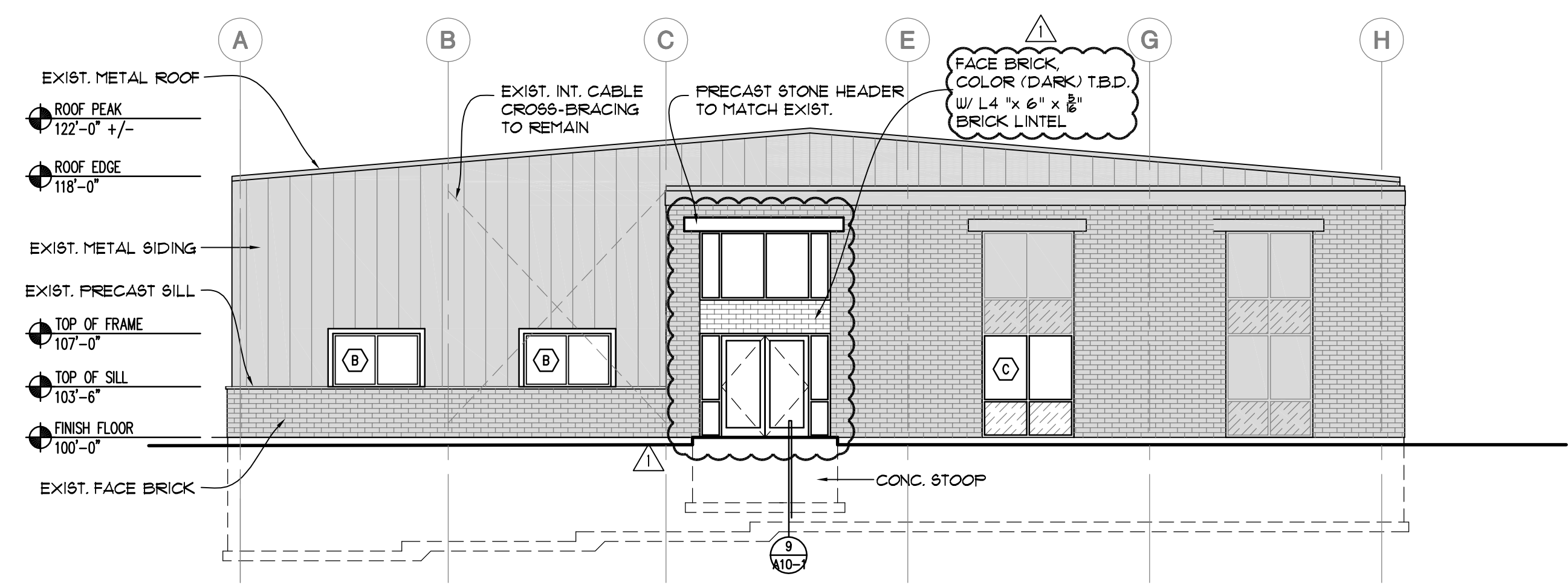


**Sheet Information**

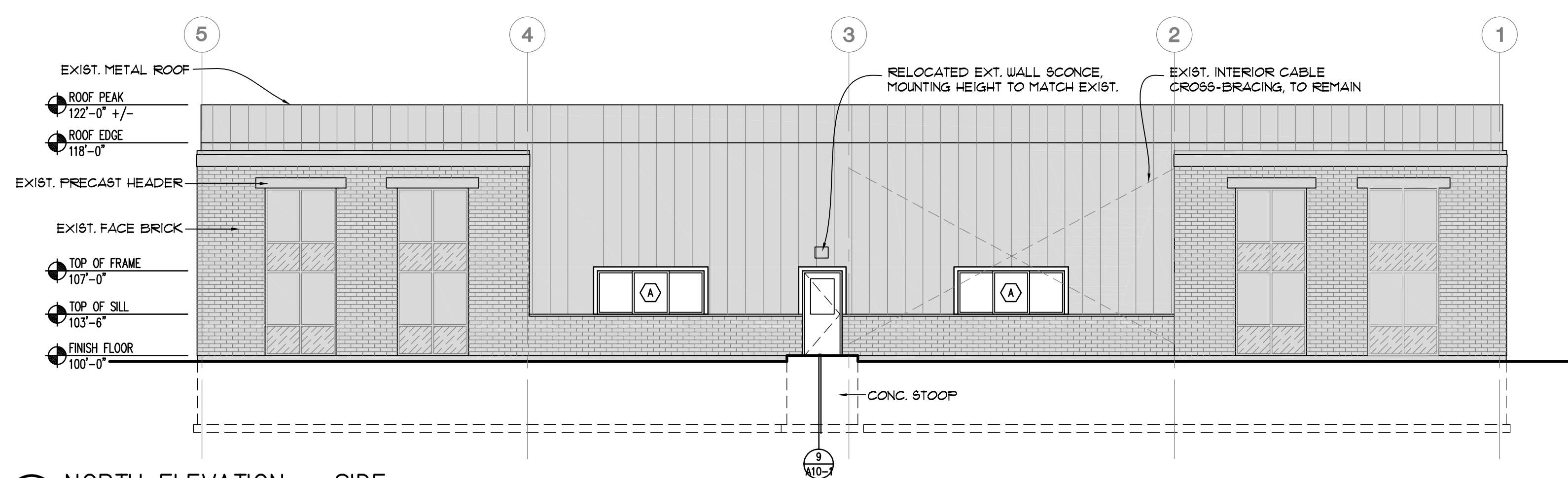
ALTERNATES:  
SITE PLAN & FLOOR PLAN  
REFLECTED CEILING PLAN  
CLASSROOM CASEWORK ELEV.

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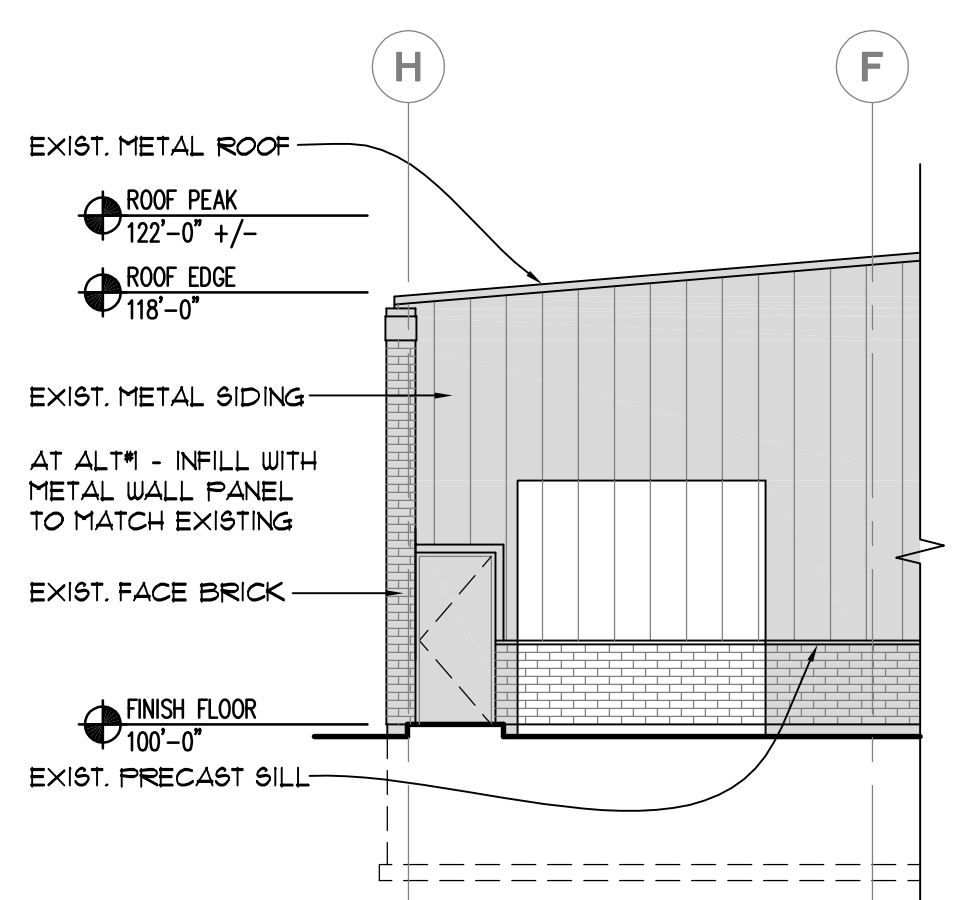
**A3-1A**



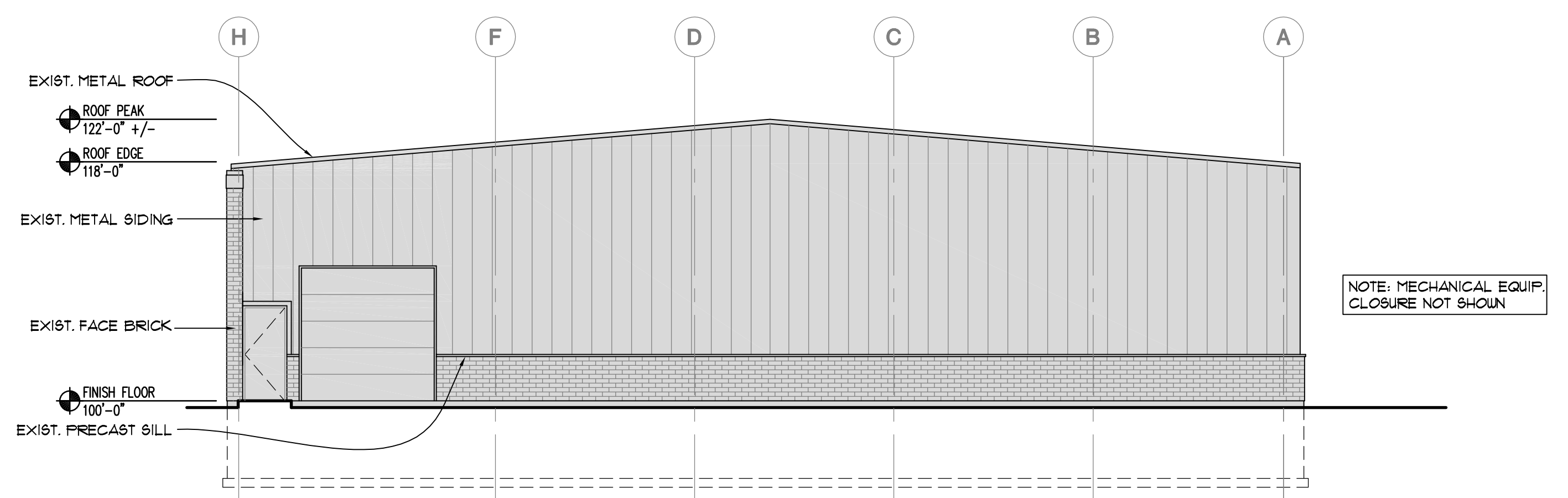
4 EAST ELEVATION - FRONT  
A5-1 1/8" = 1'-0"



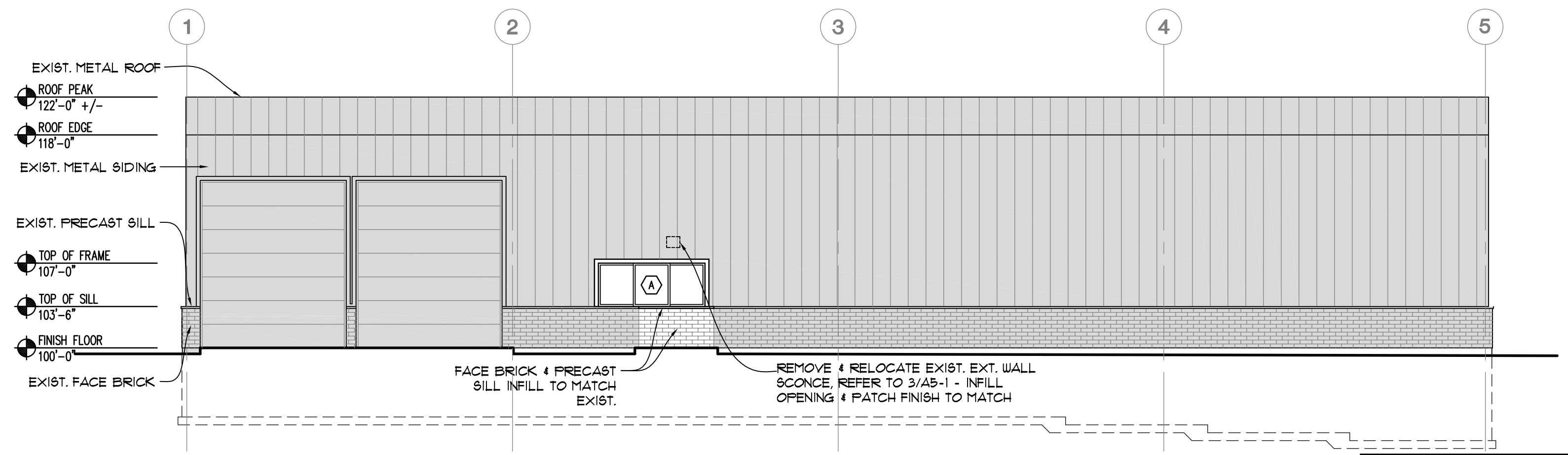
3 NORTH ELEVATION - SIDE  
A5-1 1/8" = 1'-0"



2A WEST ELEVATION - BACK - ALTERNATE #1  
A5-1 1/8" = 1'-0"



2 WEST ELEVATION - BACK  
A5-1 1/8" = 1'-0"



1 SOUTH ELEVATION - SIDE  
A5-1 1/8" = 1'-0"

Certification

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the state of Minnesota.

Print Name: Alan John Plutowski

Signature: *[Signature]*

Date: 05/01/2014 License #: 20503

Project Information

MINNETONKA CHRISTIAN  
ACADEMY ACCESSORY  
BUILDING REMODEL

3500 Williston Road  
Minnetonka, Minnesota 55345

Revisions

ADDENDUM #1 05/27/2014

Date: 05/07/2014

Drawn By: DM

Checked By: AP, DC

Job Number: M1013

Sheet Information

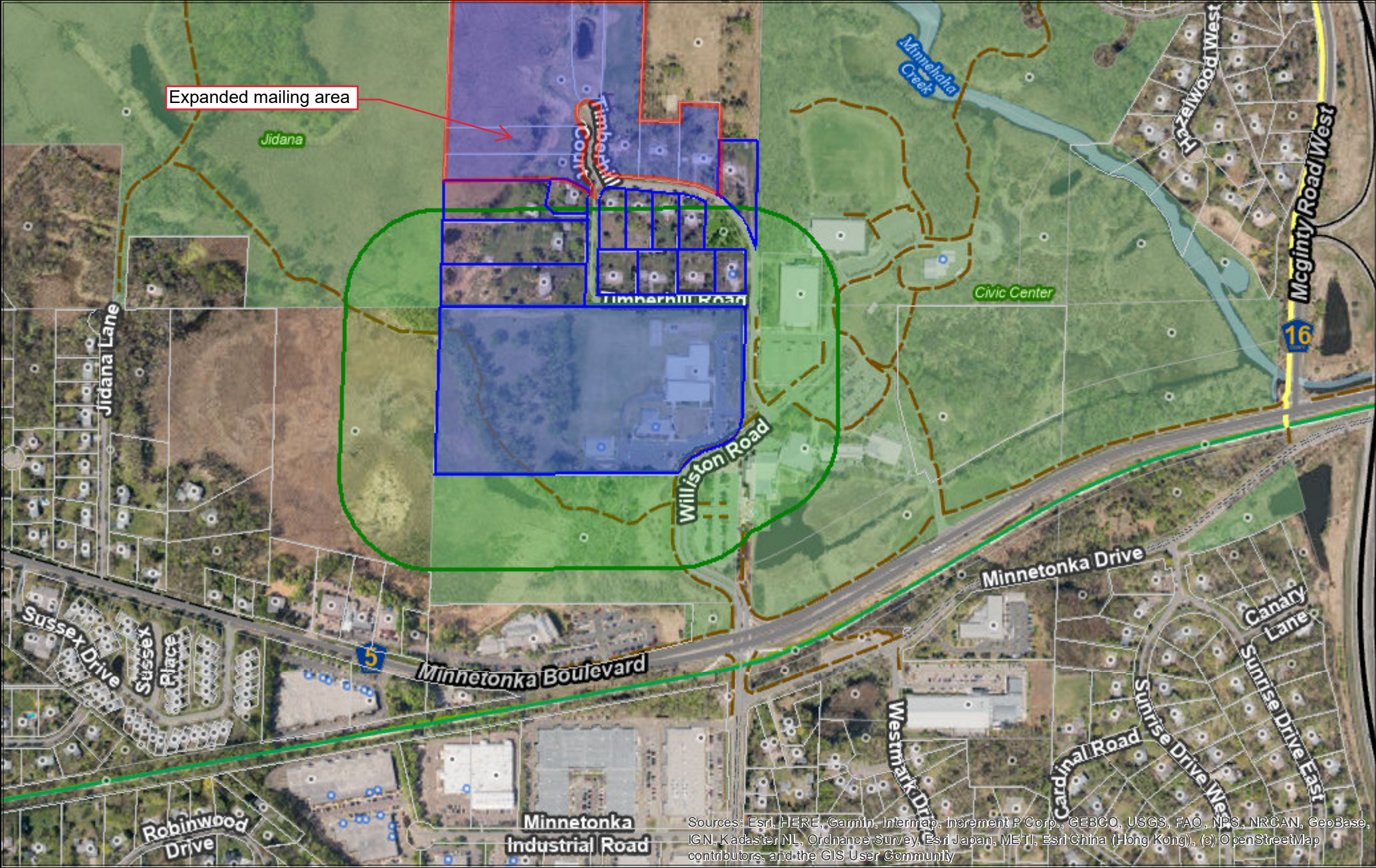
EXTERIOR ELEVATIONS

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EXHIBIT - F -

A5-1





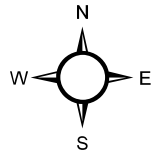
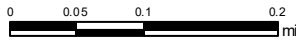
Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

2022-05-16 10:28:56 AM



## RDS Mailing Area

**DISCLAIMER:**  
 This drawing is not a legally recorded plat or an accurate survey.  
 It is intended to be only an approximate representation of information from various government offices and other sources.  
 It should not be used for a purpose that requires exact measurement or precision.  
 People who use this drawing do so at their own risk.  
 The City of Minnetonka is not responsible for any inaccuracies contained in the drawing.  
 The City of Minnetonka provides no warranty, express or implied, about the correctness of the information.



**Ordinance No. 2022-**

**An ordinance amending an existing master development plan and approving final site and building plans, for Rayito Del Sol at 3520 Williston Road**

---

The City Of Minnetonka Ordains:

Section 1.

1.01 This ordinance hereby amends an existing master development plan for the conversion of an existing storage and maintenance facility into an educational facility at 3500 Williston Road.

1.02 The property is located at 3520 Williston Road. It is legally described as follows:

The Northwest Quarter of the Southeast Quarter of Section 16, Township 117, Range 22 except the south 640 feet thereof and except that part thereof described as follows:

Beginning at the Northeast Corner of the South 640 feet of said Northwest quarter of the Southeast Quarter, thence north 2 degrees and 05 minutes 38 seconds East along the East line thereof a distance of 228.00 feet thence North 87 degrees 54 minutes 22 seconds West 33.00 feet; thence Southwesterly 138.86 feet along a non-tangential curve concave to the Northwest, having a radius of 117.00 feet and a central angle of 68 degrees and a chord bearing South 36 degrees 05 minutes 38 seconds West; thence South 70 degrees 05 minutes 38 seconds West; tangent to said last described curve 88.44 feet; thence Southwesterly along a tangential curve, concave to the Southeast having a central angle of 68 degrees and a radius of 187.00 feet to the North line of South 640 feet; thence North 89 degrees, 66 minutes 33 seconds East along North line thereof to the point of beginning and there terminating.

Section 2.

2.01 This ordinance is based on the following findings:

1. The proposed conversion of space is not contrary to the intent of the existing master development plan.
2. The proposal would meet the required standards and ordinances for a site and building plan approval.



Section 3.

3.01 Approval is subject to the following conditions:

1. The site must be developed and maintained in substantial conformance with the following plans, unless modified by the conditions below:
  - Exhibit G, Floor Plans, attached to Planning Commission staff report dated June 9, 2022
  - Exhibit F, Exterior Elevations, attached to Planning Commission staff report dated June 9, 2022

The above plans are hereby adopted as the master development plan and as final site and building plans.

2. Additional conditions to be included here as part of planning commission review.

Section 4. A violation of this ordinance is subject to the penalties and provisions of Chapter XIII of the city code.

Section 5. This ordinance is effective immediately.

Adopted by the city council of the City of Minnetonka, Minnesota, on \_\_\_\_\_, 2022.

---

Brad Wiersum, Mayor

Attest:

---

Becky Koosman, City Clerk

**Action on this ordinance:**

Date of introduction: May 23, 2022

Date of adoption:

Motion for adoption:

Seconded by:

Voted in favor of:

Voted against:

Abstained:

Absent:  
Ordinance adopted.  
Date of publication:

I certify that the foregoing is a correct copy of an ordinance adopted by the city council of the City of Minnetonka, Minnesota at a regular meeting held on \_\_\_\_\_, 2022.

---

Becky Koosman, City Clerk





**City Council Agenda Item 13A  
Meeting of May 23, 2022**

**Title:** Temporary on-sale liquor license for The Rotary Club of Minnetonka Foundation, 14600 Minnetonka Blvd

**Report From:** Fiona Golden, Community Development Coordinator

**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 city has received an application for a temporary on-sale liquor license from the Rotary Club of Minnetonka Foundation (The Rotary Club) for a fundraising event at the Minnetonka Summer Fest. Summer Fest is a city-sponsored event and is scheduled for Saturday, June 25, 2022.

**Recommended Action**

Hold the public hearing and grant the license.

**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**

The city has received an application for a temporary on-sale liquor license from the Rotary Club of Minnetonka Foundation (The Rotary Club) for a fundraising event at the Minnetonka Summer Fest. Summer Fest is a city-sponsored event scheduled for Saturday, June 25, 2022. The Minnetonka Rotary raises money for the Hopkins/Minnetonka communities. All proceeds support the ICA food shelf, high school scholarships, and other local programs for youth and International/Youth Exchange.

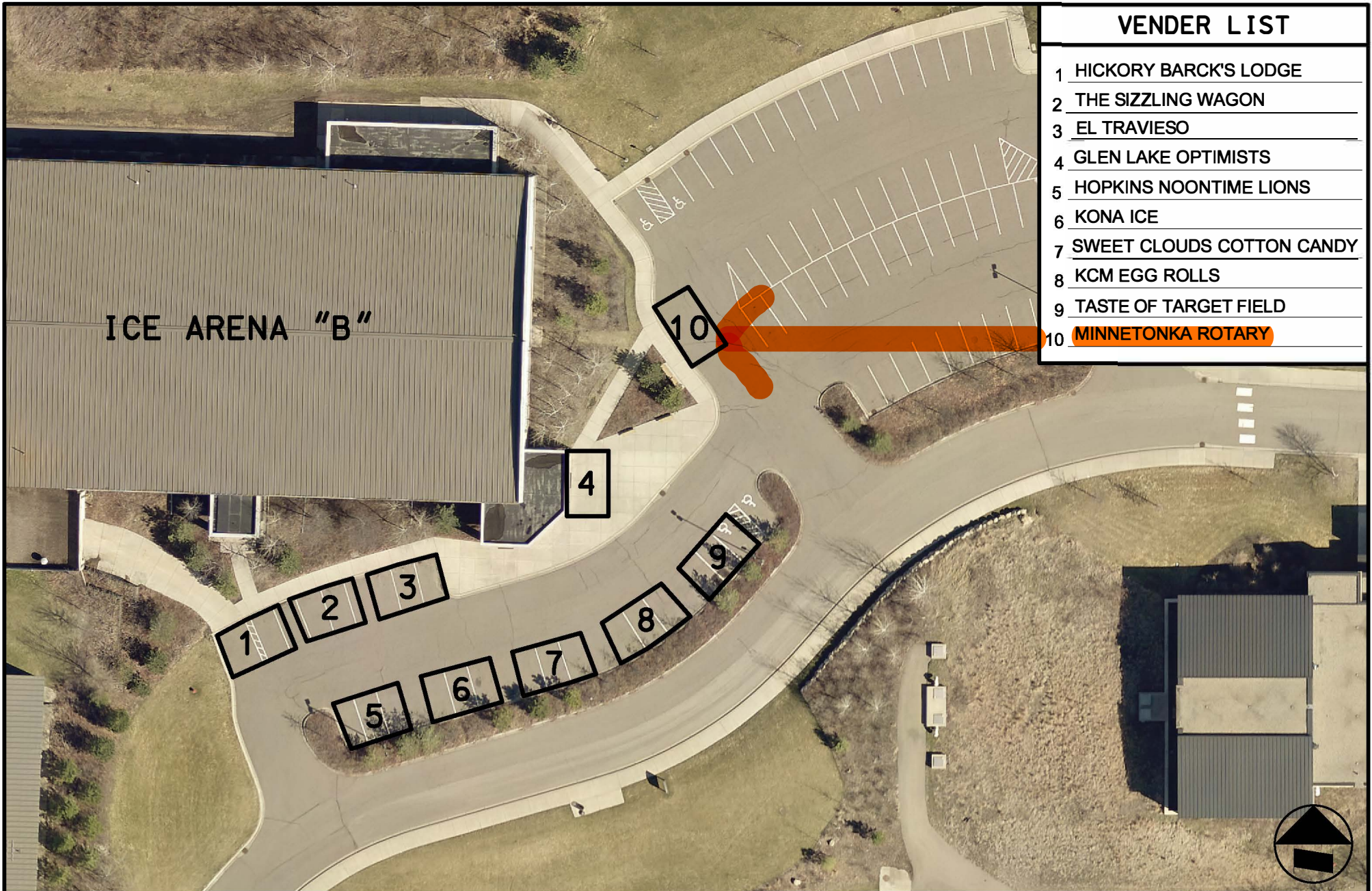
Summer Fest is an all-day event, but The Rotary Club proposes to sell beer and wine from 4 -10 p.m. A site map is attached showing the location of the beer and wine sales area. Patrons will be allowed to walk around the festival but will not be allowed to leave the designated area with alcohol. Police officers will be on-site and are also located at the entrance and exit to make sure that any alcohol is not consumed off-site. Rotary Club volunteers will be serving the beer and wine. The volunteers will be supervised by Rotary Club staff members that have completed the MN Licensed Beverage Association bartending and service online training.

Guests purchasing wine and beer will be required to show identification that they are 21-years-of-age or older and will be required to wear a wristband verifying their age. Anyone with a wristband will be able to purchase drink tickets but will only be served one drink at a time.

The Rotary Club will again borrow the city's driver's license ID reader to use at the event. The ID reader helps with age verification and valid licenses as an additional safety measure for the event.

Additionally, as with all temporary liquor license holders, the licensee must provide a certificate of liability insurance that covers the event. The applicant has provided this information.

Staff has not received any complaints from previous events and recommends the council hold the public hearing and grant the temporary liquor license.



### VENDER LIST

- 1 HICKORY BARCK'S LODGE
- 2 THE SIZZLING WAGON
- 3 EL TRAVIESO
- 4 GLEN LAKE OPTIMISTS
- 5 HOPKINS NOONTIME LIONS
- 6 KONA ICE
- 7 SWEET CLOUDS COTTON CANDY
- 8 KCM EGG ROLLS
- 9 TASTE OF TARGET FIELD
- 10 **MINNETONKA ROTARY**



14600 Minnetonka Blvd.  
 Minnetonka, MN 55345  
 Ph: 952-939-8203  
 Fax: 952-939-8311  
[www.minnetonkamn.gov](http://www.minnetonkamn.gov)

# SUMMER FEST