



City of Blaine

City Council Workshop

July 7, 2025 | 5:30 PM
Blaine City Hall
10801 Town Square Drive NE
Blaine, MN 55449

AGENDA

NOTICE OF WORKSHOP MEETING

In accordance with the provisions of Section 3.01 of the Blaine City Charter, a Council Workshop meeting is scheduled for the following purpose:

- 1. Call to Order**
- 2. Roll Call**
- 3. New Business**
 - 3.1.** 2025-145 Charter Amendment - Councilmember Salary Review
Sponsors: Cathy Sorensen, City Clerk
 - 3.2.** 2025-146 Concept Plan for Flowerfield Road
Sponsors: Sheila Sellman, Assistant Community Development Director
 - 3.3.** 2025-147 SBM Fire Department - Quarterly Update
Sponsors: Daniel Retka, Fire Chief
 - 3.4.** 2025-148 City Manager Transition Topics
Sponsors: Erik Thorvig, Acting City Manager/Community Development Director
- 4. Other Business**
- 5. Adjournment**



City of Blaine Staff Report

File Number: 2025-145

Agenda Date	Status
July 7, 2025	
In Control	File Type
City Council	Workshop Item

New Business - Cathy Sorensen, City Clerk

Agenda Item # 3.1

Charter Amendment - Councilmember Salary Review

Background

City Charter Sec. 2-07. – Salaries states that the monthly salary of each of the councilmembers and mayor shall be established by ordinance. Council had directed the charter commission to annually review surveys of council salaries from comparable/surrounding cities for recommendations on possible adjustments for consideration and any adjustments recommended would be presented to council and, if concurred with, an ordinance amendment would be processed. Pursuant to MN Statute 415.11, no change in salary shall take effect until after the next succeeding municipal election. The last increase to salaries occurred in 2025; prior to that changes last occurred in 2015. The current salary ordinance, adopted February 2024 and effective January 2025, is listed below:

Sec. 2-31. Salaries of mayor and councilmembers.

Salaries of mayor and councilmembers.

Pursuant to the City Charter, section 2.07, and Minn. Stat. § 415.11, as amended, the salary of the mayor shall be increased to \$1,526.25 per month; and the salary of the councilmembers shall be increased to \$1,121.80 per month, effective January 1, 2025.

The charter commission had presented a charter amendment last year that outlined a mechanism for regular review and recommendation of future salary changes that would be consistent with any cost of living salary increases afforded to city staff as outlined below:

Sec. 2.07. Salaries.

The monthly salary of each of the councilmembers and the mayor shall be established by ordinance. Review of salaries shall be conducted in June of every odd numbered year and recommendations for adjustments, if any, be based on the annual cost of living adjustments consistent with staff. The mayor and councilmembers, in addition to the above salaries, shall be paid a reasonable sum for each day and their reasonable expenses incurred while traveling outside the city on the city's business.

With the amendment failing 6-1 last year because it did not receive a unanimous vote by the council, the commission met on May 20, 2025, and reviewed the amendment language again, and after discussion, is proposing the following amendment instead:

Sec. 2.07. Salaries.

The monthly salary of each of the councilmembers and the mayor shall be established by ordinance. The council will review salaries of mayor and councilmembers in June of every odd numbered year and any adjustments should be based on the prior two years of cost of living adjustments consistent with those provided to staff and established by the Bureau of Labor and Statistics and the US Department of Labor. The mayor and councilmembers, in addition to the above salaries, shall be paid a reasonable sum for each day and their reasonable expenses incurred while traveling outside the city on the city's business.

The intent of this revised amendment is to ensure when reviews occur and that those reviews are based on data provided by the Bureau of Labor and Statistics and the US Department of Labor. As this language was different then what was presented last year, the commission wanted to receive council feedback prior to the required public hearing.

Staff Recommendation

Council is asked to provide the charter commission with feedback on the proposed amendment. Members of the commission will be in attendance should council have any questions.

Questions for Council

- Does council support the charter amendment as proposed?

Attachment List

None



City of Blaine Staff Report

File Number: 2025-146

Agenda Date	Status
July 7, 2025	
In Control	File Type
City Council	Workshop Item

New Business - Sheila Sellman, Assistant Community Development Director

Agenda Item # 3.2

Concept Plan for Flowerfield Road

Background

The applicant is requesting concept plan review for a 32 lot single family subdivision at the northeast corner of Lexington Avenue and Flowerfield Road. Since the project is consistent with the comprehensive plan and has fewer than 50 lots, concept plan review is not required, however, the applicant is requesting this review prior to development of the more detailed plans necessary for a formal application.

Zoning and Land Use

The parcels to the north and south are zoned Development Flex (DF), are guided medium density residential, and are occupied by twin homes and townhomes constructed in the past ten years. The adjacent property to the east is occupied by single family homes in the City of Circle Pines.

The subject property is guided Low Density Residential (LDR) and zoned Single Family Residential (R-1). The applicant is requesting DF zoning to allow for flexibility in lot size. The proposed project has a net density of 2.76 units per acre, which meets the LDR density range of 2.5-6 units per acre. Due to the configuration of wetlands and an existing regional sewer line on the property, accommodating larger lots while meeting the minimum density of 2.5 units per acre would not be possible.

Project Overview

The project proposes:

- 14 single-family detached lots adjacent to the existing single-family homes in Circle Pines
 - 65-foot-wide lots
 - 7.5 foot side yard setbacks
 - Two story homes
 - 2,500 + square feet

- 18 villa lots adjacent to Lexington Avenue
 - 50-foot-wide lots
 - 5-foot side yard setbacks
 - Single story villas
 - 1,800 + square feet

Stonegate Builders is proposed to construct both product types. Stonegate is a local builder who has not previously built in Blaine and offers a wide range of home designs and materials. Example elevations and floor plans for a villa and a two-story home are attached. If a formal application is made, staff would craft conditions for consideration to be included in the required CUP to ensure that the homes built are consistent with the examples.

Landscaping

Two trees per lot are typically required unless more are needed to meet reforestation requirements or for buffering. Staff has recommended planting one overstory or ornamental tree in the front yards of the villas and planting a line of conifer trees in the rear yards along Lexington Avenue to provide a sound and visual buffer. The standard two trees per lot would be recommended on the traditional single family product.

Tree Preservation

A preliminary tree preservation exhibit is attached which shows 5 acres of tree preservation and 6.2 acres of tree removal. The code requires replacement of 8 trees per acre of removal, which is 50 trees. Trees are proposed for preservation in the wetland and wetland buffer areas, which amounts to 5 acres of tree canopy.

The City Forester visited the site and identified scattered high-quality trees in the villa area proposed for removal and a larger stand of over 35 high-quality trees on the eastern portion of the site proposed for removal. The lowland trees proposed for preservation are generally lower quality trees, as is typical in Blaine. There may be some opportunity to preserve a cluster of large spruce trees adjacent to Lexington Avenue, although, encroachment into the powerlines will need to be further explored to determine whether those trees are candidates for preservation. The developer indicated a willingness to attempt to save additional trees if high-quality trees are located in proposed rear yards and will have a tree survey completed to determine specific tree locations.

Engineering Items

The submitted concept appears to adhere to current engineering standards for the proposed street locations and the property can be serviced by city utilities in the area. A full construction drawing set showing grading, wetland and flood plain areas, storm water drainage, water, sanitary sewer, sidewalks and/or trails will need to be provided for review if the project moves forward.

Required Land Use Approvals

- Preliminary and final plat
- Rezoning to Development Flex (DF)

- Conditional use permit to establish standards in the DF zone

Staff Recommendation

Provide feedback to the developer.

Questions for Council

Do you support rezoning the property to Development Flex (DF) to allow this project?

Attachment List

1. Attachments
2. Additional House Elevations

Flower Field

Narrative

Blaine, MN

(Northeast corner of Lexington Ave and Flowerfield Rd)

Introduction

Flower Field is a new residential neighborhood with a mix of villas and two-story single-family homes. The neighborhood will feature 18 villas and 14 single-family homes. Fenway Land Company will be the developer of the project and Stonegate Builders will be the exclusive builder.

Since 2019, Fenway Land has been actively developing properties throughout the Twin Cities, focusing on creating thoughtful projects that meet the needs of both clients and the communities they serve. Stonegate Builders has been a dedicated and trusted leader in home construction since 1987 and is known for delivering exceptional home designs and outstanding customer experience.

Together, Fenway Land and Stonegate Builders bring a shared commitment to quality, community-focused development and aim to create a well-designed neighborhood.

Density

Flower Field has 32 lots planned on a total of 31.92 acres for a gross density of 1.00 units an acre. Accounting for exclusions, this site will have a net density of 2.76 units an acre, within the required range for Low and Low-Medium Density Residential zoning.

Wetlands & Stormwater Ponding

The Flower Field site includes approximately 15 acres of wetlands, which span the entire northern portion of the property and extend into the southern area, effectively dividing it. The development has been designed to avoid any wetland impacts.

Stormwater management will be carefully planned and implemented to protect the wetlands and serve the needs of the Flower Field community.

Streets & Sidewalks

Flower Field will feature two separate entrances aligned with the existing roads on the south side of Flowerfield road. The western entrance will align with Fraizer Street NE and terminate in a cul-de-sac, while the east entrance will line up with Ghia Street NE and also end in a cul-de-sac.

Sidewalks will run along each internal road, providing pedestrian connections from both cul-de-sacs to the existing sidewalks along Frazier and Ghia. The internal sidewalk connecting to Fraizer Street will also connect to the trail along Lexington Ave.

Landscaping

Fenway Land will be conducting a tree survey on the property with the goal of preserving as many high-quality and high-visibility trees as possible. For any trees that cannot be retained, Fenway will comply with all tree replacement requirements.

In addition, Fenway will meet tree planting standards for both villa and single-family lots, as well as for common areas throughout the development. The landscaping plan will prioritize a higher concentration of conifer trees along Lexington Ave.

Architecture

Stonegate provides many plans for both villa and single-family two-story homes. Each layout has its own collection of elevations and architectural styles that give their customers a choice while maintaining consistent architectural themes in a neighborhood.

Below are some examples of their popular layouts for villas and 2-story single-family homes.

HOA

The villa section of the neighborhood meets the increasing need of homeowners looking for low-maintenance living. The HOA will provide for the upkeep of common areas, snow removal, and provide restrictions on outdoor storage, parking and other issues to keep the neighborhood well maintained.

Smithtown Villa

Square Feet: 1,864 – 3,257



FLOORPLANS



Smithtown "A" Main Level



Smithtown "A" Optional Finished Lower Level

Marion 2-Story
Square Feet: 2,687 – 3,870



FLOORPLANS



Marion "A" Main Level



Marion "A" Upper Level

Development Schedule

Construction of the development will start in Spring 2026.

Contact Information

Applicant:

Fenway Land Company

ATTN: Mark Guenther
13025 Fenway Blvd N., Suite #300
Hugo, MN 55038
651-425-0469

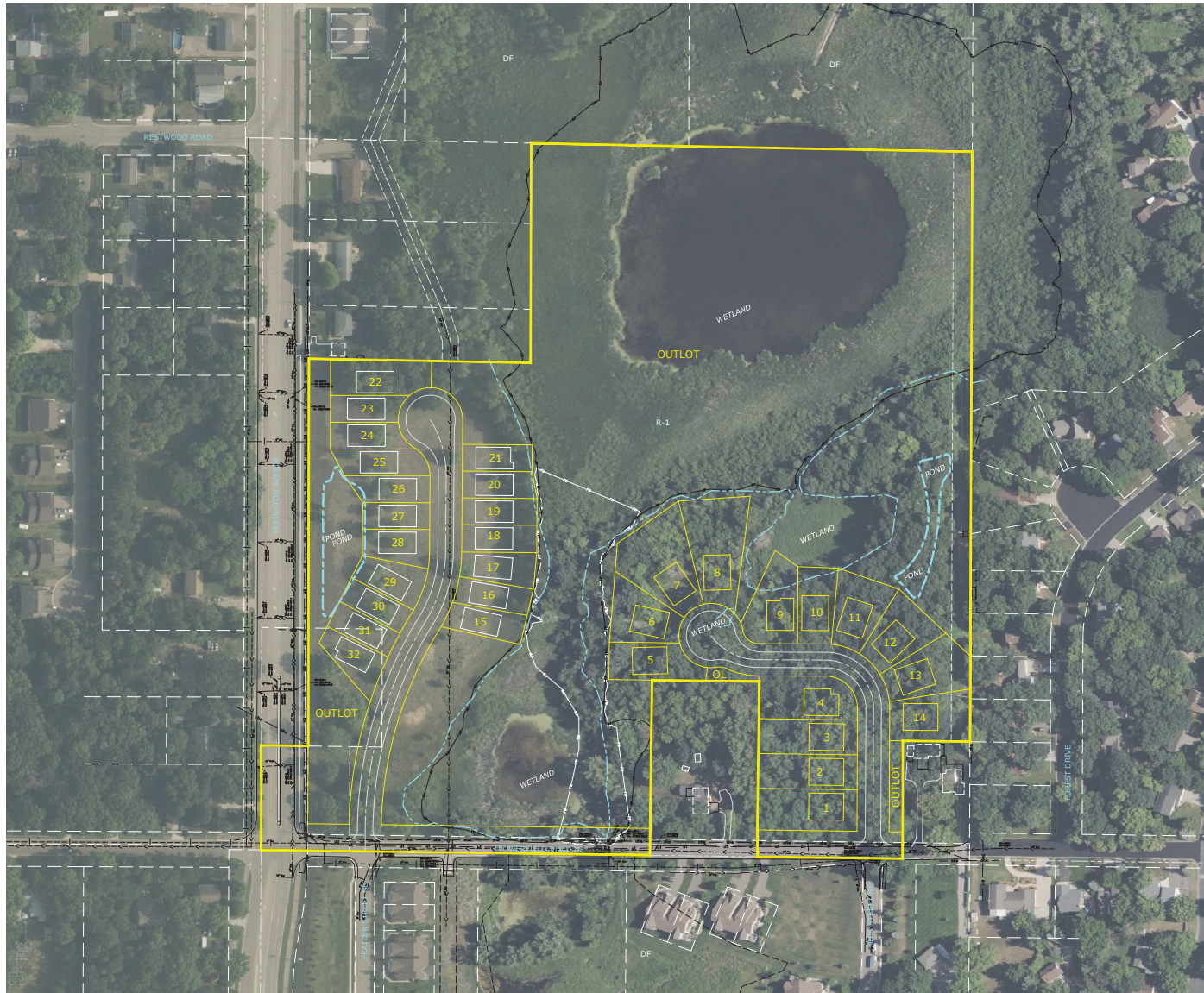
Engineer:

Carlson McCain

ATTN: Brian Krystofiak
3890 Pheasant Ridge Drive Northeast
Suite 100
Blaine, MN 55449

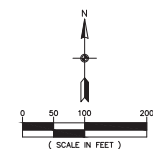
Site Data:

PID# 363123230011, 363123230012 & 363123230006



SITE DATA

TOTAL SITE AREA	±30.84 AC.
TOTAL NUMBER OF LOTS	32
65' SINGLE FAMILY LOTS	14
DETACHED TOWNHOME LOTS	18
MINIMUM RESIDENTIAL 65' LOT SETBACK DATA:	
FRONT	25 FT.
SIDE (GARAGE)	7.5 FT.
SIDE (HOUSE)	7.5 FT.
SIDE CORNER	20 FT.
REAR SETBACK	30 FT.
MINIMUM DETACHED TOWNHOME SETBACK DATA:	
FRONT	25 FT.
SIDE (GARAGE)	5 FT.
SIDE (HOUSE)	5 FT.
SIDE CORNER	20 FT.
REAR SETBACK	30 FT.
EXISTING ZONING	R-2.5
ROAD LINEAR LENGTH	1,490 L.F.



CONCEPT PLAN

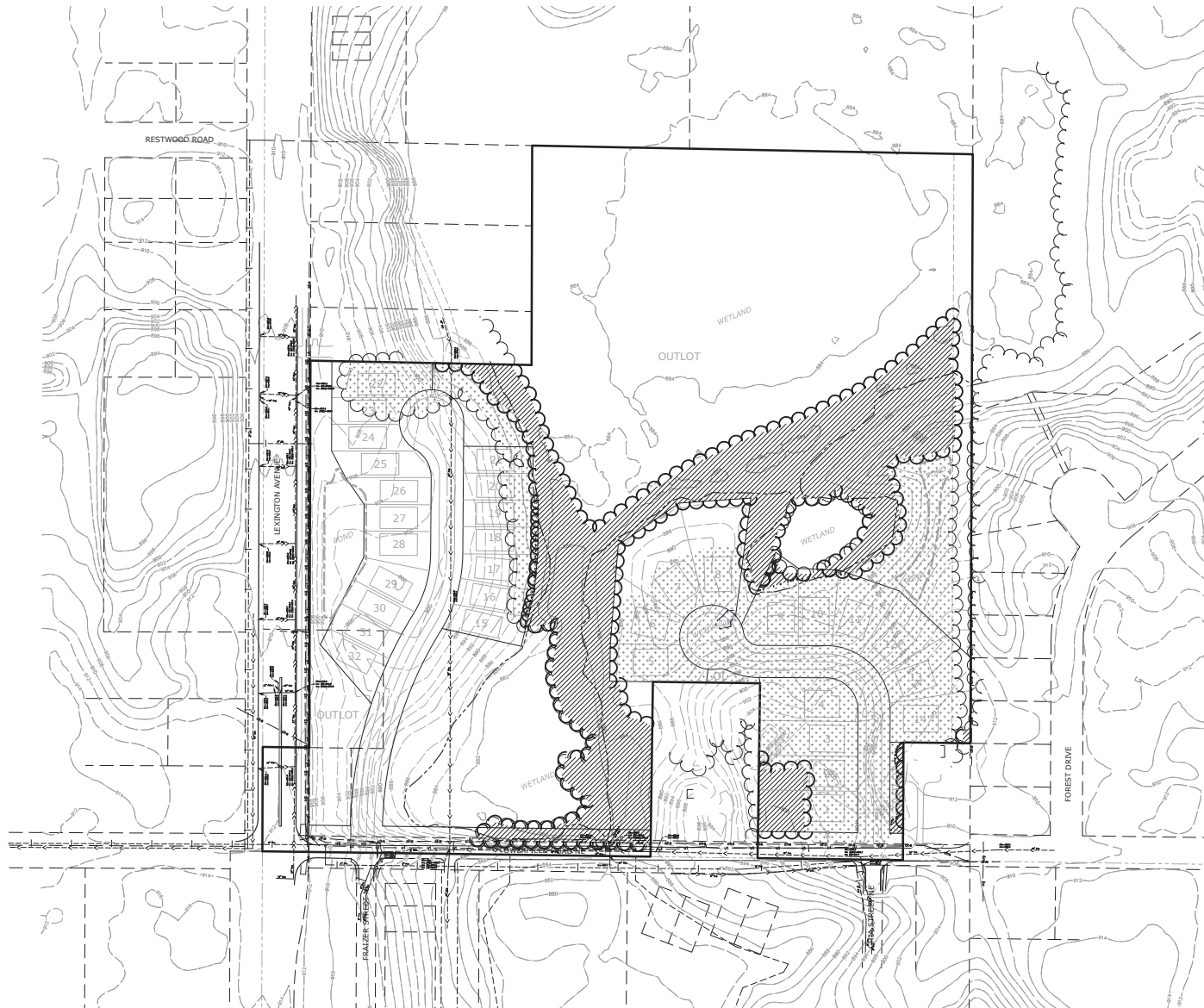
FLOWERFIELD ROAD PARCEL
Blaine, Minnesota

FENWAY LAND COMPANY
13925 Fenway Blvd. N.
Hugo, MN 55038

REVISIONS	
1.	01/11/2014 Revised Layout.
2.	01/23/2025 Revised Layout.
3.	08/21/2025 City Comments.
4.	
5.	
6.	
DRAWN BY:	CS/23/2025 C.F.
ISSUE DATE:	08/23/2025
FILE NO:	XXX

REVIEW COPY

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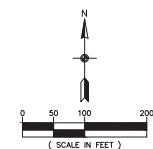


LEGEND

	EXISTING	PROPOSED
PROPERTY LINE	—————	—————
CURB	=====	=====
BUILDING SETBACK LINE	-----	-----
BITUMINOUS	-----	-----
GRAVEL	-----	-----
CONCRETE	=====	=====
10' CONTOUR	890	890
2' CONTOUR	892	892
SILT FENCE	-----	-----
TREE FENCE	-----	-----
TREE LINE	-----	-----
TREE SAVE AREA		
TREE REMOVE AREA		

TREE TOTALS

TOTAL TREE AREA REMOVED	6.21 AC
TOTAL TREE AREA SAVED	5.09 AC
TOTAL TREE AREA	11.30 AC



Flower Field Elevations

Stonegate Plans

<https://www.stonegatebuilders.com/stonegate-home-collections/>

Marion Elevation







Smithtown Elevation







City of Blaine Staff Report

File Number: 2025-147

Agenda Date	Status
July 7, 2025	
In Control	File Type
City Council	Workshop Item

New Business - Daniel Retka, Fire Chief

Agenda Item # 3.3

SBM Fire Department - Quarterly Update

Background

Chief Retka will provide City Council with a quarterly update.

Staff Recommendation

Questions for Council

Attachment List

None



City of Blaine Staff Report

File Number: 2025-148

Agenda Date	Status
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July 7, 2025

In Control	File Type
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City Council

Workshop Item

New Business - Erik Thorvig, Acting City Manager/Community Development Director

Agenda Item # 3.4

City Manager Transition Topics

Background

Erik Thorvig will discuss several key topics regarding his transition into the role of interim city manager.

Staff Recommendation

Questions for Council

Attachment List

None