



City of Blaine

City Council Workshop

October 13, 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. 2025-227 Closed Session Pursuant to MN Statute 13D.03 Subd. (1)(b) - Labor Negotiations Update
Sponsors: Scott Johnson, Director of Administrative Services

3.2. 2025-228 Discussion of Other Sections of Charter for Possible Review - Sec. 6.05 - Purchases and Contracts
Sponsors: Cathy Sorensen, City Clerk

3.3. 2025-229 Proposed Solid Waste Route Changes
Sponsors: Jason Zimmerman, Finance Director

3.4. 2025-230 Pulte Residential Concept for Property South of 125th Avenue and West of Zest Street
Sponsors: Sheila Sellman, Interim Community Development Director

3.5. 2025-231 Short-Term Rental Discussion
Sponsors: Andrew Luedtke, Community Standards Manager/Fire Marshal

4. Other Business

5. Adjournment



City of Blaine Staff Report

File Number: 2025-227

Agenda Date	Status
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October 13, 2025

In Control	File Type
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City Council

Workshop Item

New Business - Scott Johnson, Director of Administrative Services

Agenda Item # 3.1

Closed Session Pursuant to MN Statute 13D.03 Subd. (1)(b) - Labor Negotiations Update

Background

Staff Recommendation

Questions for Council

Attachment List

None



City of Blaine Staff Report

File Number: 2025-228

Agenda Date	Status
October 13, 2025	
In Control	File Type
City Council	Workshop Item

New Business - Cathy Sorensen, City Clerk

Agenda Item # 3.2

Discussion of Other Sections of Charter for Possible Review - Sec. 6.05 - Purchases and Contracts

Executive Summary

Background

As part of a regular review of city code and charter, staff had suggested the commission consider amending Sec. 6.05 - Purchases and Contracts to clarify which contracts require the mayor's signature. Current and possible amended language is below:

Sec. 6.05. Purchases and contracts.

The city manager shall be the chief purchasing agent of the city. Contracts for the sale or the purchase of supplies, materials, equipment or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property shall be made in accordance with the Uniform Municipal Contracting Law, Minn. Stat. § 471.345, as amended. If the amount of the contract is estimated to be fifty thousand dollars (\$50,000) or less, the contract may be made by the city manager. All other purchases and all other contracts shall be submitted to the council for approval. All contracts, bonds and instruments of any kind submitted to the council for approval to which the city is a party shall be signed by the mayor and the city manager on behalf of the city and shall be executed in the name of the city.

(Ord. No. 356, 6-6-1974; Ord. No. 676, 2-21-1980; Ord. No. 84-818, 3-15-1984; Ord. No. 99-1800, 8-19-1999; Ord. No. 15-2313, 6-4-2015; Ord. No. 19-2427, 6-17-2019)

During the overall language review, the commission also discussed the possibility of increasing the contract limit for the city manager from the current level of \$50,000 to something higher. As background, the contract limit was increased from \$10,000 to \$20,000 in 2015 and increased again to the current level of \$50,000 in 2019. The commission requested staff conduct a survey of other charter cities' contract limits for review and discussion at their next meeting.

At the September 23 commission meeting, there was general consensus to recommend the level be increased to \$175,000 based on the reasons below:

- Purchase of any items can only occur if included in the council-approved budget, regardless of the amount
- Operational efficiencies that streamlines purchases
- Comparable to other cities
- Guardrails are still in place based on purchasing policy and statute

The commission wanted the opportunity to share their thoughts with council and answer any questions prior to making any formal recommendation. Statute dictates the process for charter amendments once the commission makes a formal recommendation, so in this way their hope was to answer council's questions first before any actual recommendation is made. For further information, the city's current purchasing policy graphic is attached and a report of how many purchases above the current \$50,000 level will be shared at the workshop.

Strategic Plan Relationship

Board/Commission Review

Financial Impact

Public Outreach/Input

Staff Recommendation

Council is asked to provide feedback on the proposed charter amendments.

Attachment List

1. Purchase Authority Survey - Charter Cities
2. 09-23-25 Charter Commission Minutes
3. Purchasing Policy Quick Reference Guide

City	Population	Amount/Language
Anoka	18,068	Contracts for the purchase of merchandise, materials or equipment, or for any kind of construction work shall be governed by the provisions of Minn. Stat. § Section 471.345.
Blaine	75,933	\$50,000
Bloomington	91,975	\$174,999
Coon Rapids	63,331	\$100,000
Crystal	23,092	\$25,000
Fridley	30,679	All purchases on behalf of the City shall be made and all contracts shall be let by the City Manager, or the City Manager's designee(s), provided the City Council has appropriated sums necessary for the contract or purchase, and the amount of the purchase or contract does not exceed that required for competitive bids as established by state statute. Except for those purchase or contracts subject to the authority of the City Manager as set forth herein, all bonds, contracts, conveyances, real estate purchases and sale agreements, and similar instruments shall be approved by the City Council and signed by the Mayor and City Manager, or the City Manager's designee(s), and shall be executed in the name of the City.
Minnetonka	56,162	\$100,000 Section 6.05. Purchasing. Subd. 1. The city manager is the city's chief purchasing agent. The city manager may make purchases or contracts when the amount does not exceed the amount at which competitive bids are required by law, unless the city council adopts an ordinance establishing a limit that is less than the competitive bidding threshold, but no less than \$100,000. In addition, the city manager may make purchases or contracts exceeding the limit established under this subdivision if (a) the item is identified in the approved city budget, (b) the amount is no greater than the budgeted amount, (c) the item is purchased through a cooperative purchasing agreement with another governmental agency, and (d) the council is notified of the purchase within a reasonable time. Subd. 2. The city manager may also make emergency purchases when the immediate procurement is essential to prevent delays in the work of the city that may vitally affect the life, health or convenience of the public or the protection of property. The city manager must inform the council before making the emergency purchase, must prepare a full written report of the circumstances as soon as possible after the emergency purchase, and must publicly inform

		the council at the first council meeting after the emergency purchase. The written report must be available for public inspection. Subd. 3. Other purchases or contracts may be made only by the council after receiving the city manager's recommendation.																																																	
Plymouth	80,038	Require council authorization when competitive bids are required by law and when the value is greater than \$175,000 per our purchasing policy. Section 6.05. - Purchases and Contracts. The manager is the chief purchasing agent of the city. Purchases and contracts may be made by the manager when the amount of the purchase or contract does not exceed the amount at which competitive bids are required by law. Other purchases and contracts are made by the council on the recommendation of the manager. Except for purchases and contracts made by the manager, contracts, bonds and instruments to which the city is a party must be signed by the mayor and the manager on behalf of the city.																																																	
St. Louis Park	49,321	Section 5.05. Purchases and contracts. The city manager is the chief purchasing agent of the city. All purchases on behalf of the city shall be made, and all purchases and contracts shall be let, by the city manager, or city manager's designee, provided that the approval of the council must be given whenever the amount of such purchase or contract exceeds the amount at which competitive bids are required by law. Except for purchases and contracts made by the city manager, or city manager's designee, as set forth herein, contracts, bonds, and instruments to which the city is a party must be signed by the mayor and city manager on behalf of the city. <table><tr><td colspan="7">REVISED 11/10/2020</td></tr><tr><td colspan="2">General Purchasing</td><td colspan="5">Required Approvals</td></tr><tr><td>Amount</td><td>Documentation</td><td>Authorized Purchaser</td><td>Director</td><td>CFO</td><td>City Manager</td><td>Council</td></tr><tr><td>\$9,999 or less</td><td></td><td>2 signatures</td><td></td><td></td><td></td><td></td></tr><tr><td>\$10,000-\$49,999</td><td></td><td>x</td><td>x</td><td>x</td><td></td><td></td></tr><tr><td>\$50,000-\$174,999</td><td></td><td>x</td><td>x</td><td>x</td><td>x</td><td></td></tr><tr><td>\$175,000 and over</td><td></td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td></tr></table>	REVISED 11/10/2020							General Purchasing		Required Approvals					Amount	Documentation	Authorized Purchaser	Director	CFO	City Manager	Council	\$9,999 or less		2 signatures					\$10,000-\$49,999		x	x	x			\$50,000-\$174,999		x	x	x	x		\$175,000 and over		x	x	x	x	x
REVISED 11/10/2020																																																			
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\$175,000 and over		x	x	x	x	x																																													

White Bear Lake	24,035	Not addressed in charter but by resolution – no amount included just language that the City Manager is authorized to pay claims against the City pursuant to Charter and applicable State laws.
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City of Blaine

Charter Commission

September 23, 2025 | 6:00 PM
Blaine City Hall
10801 Town Square Drive NE
Blaine, MN 55449

MINUTES

1. Call to Order

Chair Lester called the meeting to order at 6:03PM.

2. Roll Call

PRESENT: Chair Jeffrey Lester, Commissioners Ayman Ali Khan, Ken Anderson, Tom Doran, Al Goracke, Jason Halpern, Jason Hartmann, Terri Homan, Trace Ludewig, and Arman Tagarro.

ABSENT: Commissioners Jasen Howard, Abdi Hussein, Ashton Ramsammy, and Nyle Zikmund

ALSO PRESENT: City Clerk Cathy Sorensen

3. Approval of Minutes

3.1. 2025-489 Approval of Minutes
Sponsors:

Motion by Commissioner Homan, second by Commissioner Goracke, to approve the minutes of the August 12, 2025, meeting as presented.

Motion adopted unanimously.

4. Open Forum for Citizen Input

No one appeared.

5. New Business

6. Old Business

6.1. 2025-168 Discussion of Other Sections of Charter for Possible Review - Sec. 6.05 - Purchases and Contracts
Sponsors: Cathy Sorensen, City Clerk

Ms. Sorensen shared a background report stating staff was recommending that the commission consider additional language to clarify that only contracts submitted to the council for approval would require signatures from both the city manager and the mayor. In addition, as part of the August 12 meeting, the commission had discussed possibly increasing the contract limit for the city manager from the current level of \$50,000 to something higher. She shared a survey of other charter cities' contract limits then noted that Blaine's charter had been amended in 2015 from \$10,000 to \$20,000 and then again in 2019 to the current level of \$50,000.

Commissioner Goracke said after reviewing the survey he supported an increase as the amount has changed incrementally over time but still provides accountability and controls, including council's regular review of bills paid.

Commissioner Tagarro confirmed there were corrections put in place after the fraud incident last year, adding these situations are always a moving landscape and this proposed change wouldn't have affected that outcome anyway.

Commissioner Homan supported increasing the level to \$100,000 and could support it being higher based on other cities' amounts.

Commissioner Hartmann said he could see the efficiencies for contractors and the city by this change as well and asked that staff provide data on how many contracts come before the city between \$50,000 and \$100,000, adding this change could allow for the city to respond more quickly in a competitive market.

Commissioner Halpern said while Bloomington is a larger city with larger projects he could support \$175,000 as well.

Commissioner Ludewig said he liked Minnetonka's language regarding the ability to make emergency purchases and agreed with the \$100,000 limit. Ms. Sorensen said she would confirm about purchasing abilities as part of a mayoral emergency declaration.

Commissioner Anderson spoke about internal controls and asked how many signatures are required for outgoing checks as another control and said he could support matching statute at \$175,000.

Commissioner Goracke agreed but felt it was important to get a higher amount agreed upon, especially with a new city manager in place, and that the amount could be reviewed again in the future.

Commissioner Doran agreed moving to \$175,000 may be considered too large of an increase.

Motion by Commissioner Goracke, second by Commissioner Homan, to increase the city manager's purchase and contract amount to \$100,000 and accept staff's recommendation to add "submitted to the council for approval."

After discussion the commission requested that staff explore bringing this discussion to a council workshop to obtain their feedback on increasing the amount to \$175,000, consistent

with statute. Ms. Sorensen said she would work to include this topic on an upcoming workshop and inform the commission.

7. Adjournment

Motion by Commissioner Homan, second by Commissioner Goracke, to adjourn the meeting at 6:44PM.

Motion adopted unanimously.

Appendix B

Purchasing Quick-Reference Guide

To ensure that the purchase and acquisition of all supplies, materials, services, and equipment by the City of Blaine conform to all laws, statutes, regulations, ordinances, and charter provisions, and that all governing rules are applied on a consistent basis. The following provides guidance and instruction for those responsible for carrying out the purchasing process.

Except in instances where the City Charter provides additional restrictions, the City will follow procedures as set forth in Minnesota Statute 471.345:

Purchases should not be separated into smaller components in order to eliminate an authorization threshold requirement.

Type	Amount	Process	Approval Level	Authorization
Supplies, materials, equipment, or the rental thereof, or the construction, alteration, repair, or maintenance of real or personal property	\$0 - \$5,000	Open Market; Purchase Order	Supervisor	City Policy/Charter
	\$5,001 - \$10,000	Open Market; PO	Dept Head	City Policy/Charter
	\$10,001 - \$25,000	Quotes (minimum of 3); PO	Dept Head	City Policy/Charter
	\$25,001 - \$50,000	Quotes (minimum of 3); PO	City Manager	City Charter; MN Statutes 471.345
	\$50,000+	Quotes (minimum of 3); PO	City Council	
	Subject to change per MN Statutes 471.345; \$175,000 as of 7/1/22	Sealed Bids	City Council	City Charter; MN Statutes 471.345
Type	Amount	Process	Approval Level	Authorization
Services	\$0 - \$5,000	Open Market; Purchase Order	Supervisor	City Policy/Charter
	\$5,001 - \$10,000	Open Market; PO	Dept Head	City Policy/Charter
	\$10,001 - \$25,000	Direct Negotiation: Quotes (minimum of 3); PO	Dept Head	City Policy/Charter
	\$25,001 - \$50,000	Quotes (minimum of 3); PO	City Manager	City Policy/ Charter
	\$50,000+	Quotes (minimum of 3); PO	City Council	
	\$100,000+	Formal Request for Proposals (RFP)	City Council	City Policy/ Charter

Minnesota Statute 471.345

The City of Blaine employs a "decentralized" purchasing program where individual departments are responsible for making their own purchases. There are a few exceptions including the following:

- Technology (Hardware and Software): Authorized purchasers must consult with the information Technology Manager prior to acquiring any hardware and/or software to ensure it is consistent with the technology plan.
- Vehicles: Authorized purchasers must consult with the PW Director or designee prior to acquiring vehicles and appurtenant equipment to ensure it is consistent with the maintenance resources.
- Building Maintenance: All building repair and maintenance should be coordinated with the Facility Maintenance Division.
- Other: General office supplies, paper, and stationary products should be purchased through a coordinated process administered by the Director of Administration.



City of Blaine Staff Report

File Number: 2025-229

Agenda Date	Status
October 13, 2025	
In Control	File Type
City Council	Workshop Item

New Business - Jason Zimmerman, Finance Director

Agenda Item # 3.3

Proposed Solid Waste Route Changes

Background

Overview

Walters Refuse and Recycling will present the rationale behind a planned change to residential solid waste and recycling collection routes, effective January 5, 2026.

Since Walters Refuse and Recycling assumed the city's residential collection contract in January 2016, there have been no major service route changes. The collection routes have remained unchanged since 2012, when the city switched contracts to Waste Management. As the city has grown and neighborhood patterns have shifted, Walters has evaluated current operational efficiencies and determined that updates to the route structure are necessary to maintain a reliable, cost-effective service.

Contractual Context

The city's existing agreement with Walter Refuse and Recycling permits route modifications. Specifically, Section 3.1 of the contract states:

"Any proposed changes to the Collection Schedule must be submitted for approval to the Office of the City Manager, which approval shall not be unreasonably conditioned, withheld, or delayed."

This language provides Walter with the ability to propose adjustments based on service needs, with the City Manager's office responsible for administrative review and reasonable approval. It is important to note that, under this clause, the city has limited authority to deny such requests if the proposal is operationally justified and does not materially violate service standards or resident impacts as defined in the agreement.

Communication Plan: Resident Outreach & Education

To ensure a well-informed transition and minimize confusion, the City and Walter Refuse and Recycling have developed a comprehensive communication strategy to notify residents well in advance of the

January 5, 2026, implementation date.

Prior Communications

Communication regarding the planned route change was initially introduced in the November/December 2024 issue of the City Connect Newsletter. At that time, residents were informed that Walter had begun reviewing collection routes with the goal of implementing changes by January 1, 2025. However, staff concerns with the initial proposal required additional review. After addressing those concerns and reaching an agreement on a revised plan, the City and Walter mutually agreed to postpone implementation until 2026. This extended timeline was chosen to provide sufficient notice to residents and to minimize any potential confusion.

Upcoming Outreach & Education

A. Direct Resident Outreach

- **Mailers (Dec):**

- Full-color calendar route maps will be mailed to all households.
- Those directly impacted will be directly mailed a postcard from Walters indicating the new collection day and/or week.

- **Email Messages (Nov and Dec):**

- Sent to residents signed up for city utility billing notices or general city alerts.
- Distributed to all Walters App users and email subscribers.

- **Text/Email Notifications (Dec, Jan):**

- A reminder is sent a week before to residents who opt in via the city website or the Walters App.

B. Digital Communication

- **Website Updates (City and/or Walters):**

- Homepage banner with a link to a dedicated route change page — a week before the change and during the weeks after.
- QR code linking to the online schedule lookup tool located on the City Website. Added to all mailed communications and Walter Calendar.
- Creation of a dedicated City Website page to include:
 - Online Address Lookup Tool: A user-friendly tool where residents can input their address and instantly view their new collection day.
 - New Route Map
 - Frequently Asked Questions (FAQs).
 - Contact information for support.
 - Downloadable/printable schedule and map PDFs.

- **Social Media (Ongoing Dec-Jan):**

- Weekly posts on the city and Walter's social media channels with reminders and helpful tips.

C. Community Engagement

- City Newsletter (Nov/Dec and Jan/Feb Issue):
 - Feature article outlines the purpose of route changes and how to get more information.
- Walters and city staff will be trained to address questions or concerns related to the change.

Staff Recommendation

Questions for Council

Attachment List

None



City of Blaine Staff Report

File Number: 2025-230

Agenda Date	Status
October 13, 2025	
In Control	File Type
City Council	Workshop Item

New Business - Sheila Sellman, Interim Community Development Director

Agenda Item # 3.4

Pulte Residential Concept for Property South of 125th Avenue and West of Zest Street

Background

History

The City Council reviewed a concept plan in May 2025 that included 83 65-foot-wide single-family lots and 91 townhomes. Council consensus in May was to not support a land use change to allow townhomes as many council members wanted to see unique homes on larger lots. At this time, the applicant feels they have submitted a revised concept plan that will provide upscale single-family homes on 70-foot lots and twin homes which target the move-down, or retiree buyer, that allows the site plan to meet the comprehensive plan's minimum density requirements.

Background

Section 75-31 of City Code requires a concept review to ensure that all subdividers are informed of the procedural requirements and minimum standards and the requirements or limitations imposed by other city ordinances, plans and/or policies, prior to the preparation of a preliminary plat. All subdividers shall present a concept plan to the zoning administrator prior to filing a preliminary plat. Concept plans for subdivisions proposing 50 or more residential units and utilizing development flex zoning shall be referred to the city council for review. Concept plans being referred to the city council for review shall be reviewed by the city council within 60 days of submission of a concept plan meeting the submission requirements of section 75-31(b). The subdivision concept review and feedback provided by staff, and the city council is advisory in nature does not constitute any form of approval of the project. The city council reserves the right for additional comment and review during the formal preliminary plat application process.

A concept plan application has been made for properties located at 3900 125th Avenue and 3700 125th Avenue. The three subject properties are a total of approximately 83 acres and have an existing single-family home with accessory buildings on the two western parcels. The larger eastern parcel has accessory buildings located on the parcel. The properties are zoned Farm Residential (FR) and guided for Low Density Residential (LDR) development at a density of 2.5-6 units per acre. The applicant's

concept plan is for 79 single-family homes and 56 twinhomes, which would be 3.13 units/acre for density.

The parcels to the west and south are zoned Farm Residential (FR) and guided Low Density Residential (LDR) and are vacant. The parcels to the east are zoned Town Commercial (B-5) and are guided Planned Commercial (PC) except for the City water tower site which is zoned Planned Business District (PBD). The parcels to the east include an existing single-family home, water tower and a vacant parcel.

The concept proposes:

Single Family – 70' Lots

- 2,400 to 3,300 base square footage (doesn't include basement square footage)
- 4 to 6 bedrooms
- 2.5 to 5 bathrooms
- 3-stall garages
- 2 stories

Twin Homes – 34' by 72'

- 2,448 square feet
- 2 bedrooms
- 1 flex room
- 2 bathrooms
- 2-car garage
- 1 level

The site has vast amounts of wetlands and may have plants categorized as endangered species. Pulte has stated they will do their best to preserve significant trees where they are able to and provide new plantings to augment the trees that will be removed by development. Some of the existing tree cover on the west side of the development will be preserved to provide backyard privacy.

Utilities

Currently, the watermain is installed within an existing roadway and utility easement, across the property to the south. The watermain and the sanitary sewer are proposed to be extended along the future Zest Street extension to the north side of 125th Avenue NE. The proposed project will need to connect to the future watermain and sanitary sewer system within the Zest Street extension. In addition, the watermain will be required to be constructed within an easement across the property to the south to create a loop by providing an additional connection to the existing watermain to the south.

Storm water system will be required to be installed to meet City of Blaine and Rice Creek Watershed District specifications.

There is an existing monitoring well on the property adjacent to 125th Avenue that will be required to remain and contained within a dedicated easement.

Access

The project currently proposes to provide access to the future Zest Street extension.

Additional access will need to be set up and planned for a future connection to the proposed Lakes Parkway alignment.

The project currently proposes an emergency access on the south side of 125th Ave NE. This proposed emergency access will need to receive written approval from Anoka County. In addition, documentation will need to be provided indicating the length of time the emergency access will be permitted and, once removed, how the area will be restored.

Wetlands/Watershed

The property is known to have existing wetlands onsite. In addition, the property may have threatened and/or endangered species present. The development of the property will be required to avoid these areas when possible and mitigate other areas where permitted. All necessary permits are required prior to any approval being received from the City.

Approval from the Rice Creek Watershed District will be required.

Required Right of Way Dedication

In addition to the dedication of right-of-way for the proposed subdivision streets, additional right-of-way will need to be acquired across a small portion of the property to the east to allow for access to the future Zest Street alignment.

Additional right-of-way dedication over the existing roadway and utility easement for the future Lakes Parkway extension will be required to be provided. Coordination of the potential for cost share for the construction of this section of the future Lakes Parkway will need to continue.

In order to develop as proposed, the following approvals are required:

1. The project will require a rezoning from Farm Residential (FR) to Development Flex (DF).
2. The project will require a land use change from Low Density Residential (LDR) to Low/Medium Density Residential (L/MDR) for the entire site to allow twinhomes.
3. The project requires a preliminary and final plat which will include right of way dedication.
4. If the property is rezoned to Development Flex (DF), a conditional use permit will be required to allow the City Council to review the site and building design and apply conditions if needed.
5. The project will need to receive an issued permit from Rice Creek Watershed District.

Staff Recommendation

Provide feedback on rezoning, land use change, single-family elevations, twinhome elevations, and general layout of the proposal.

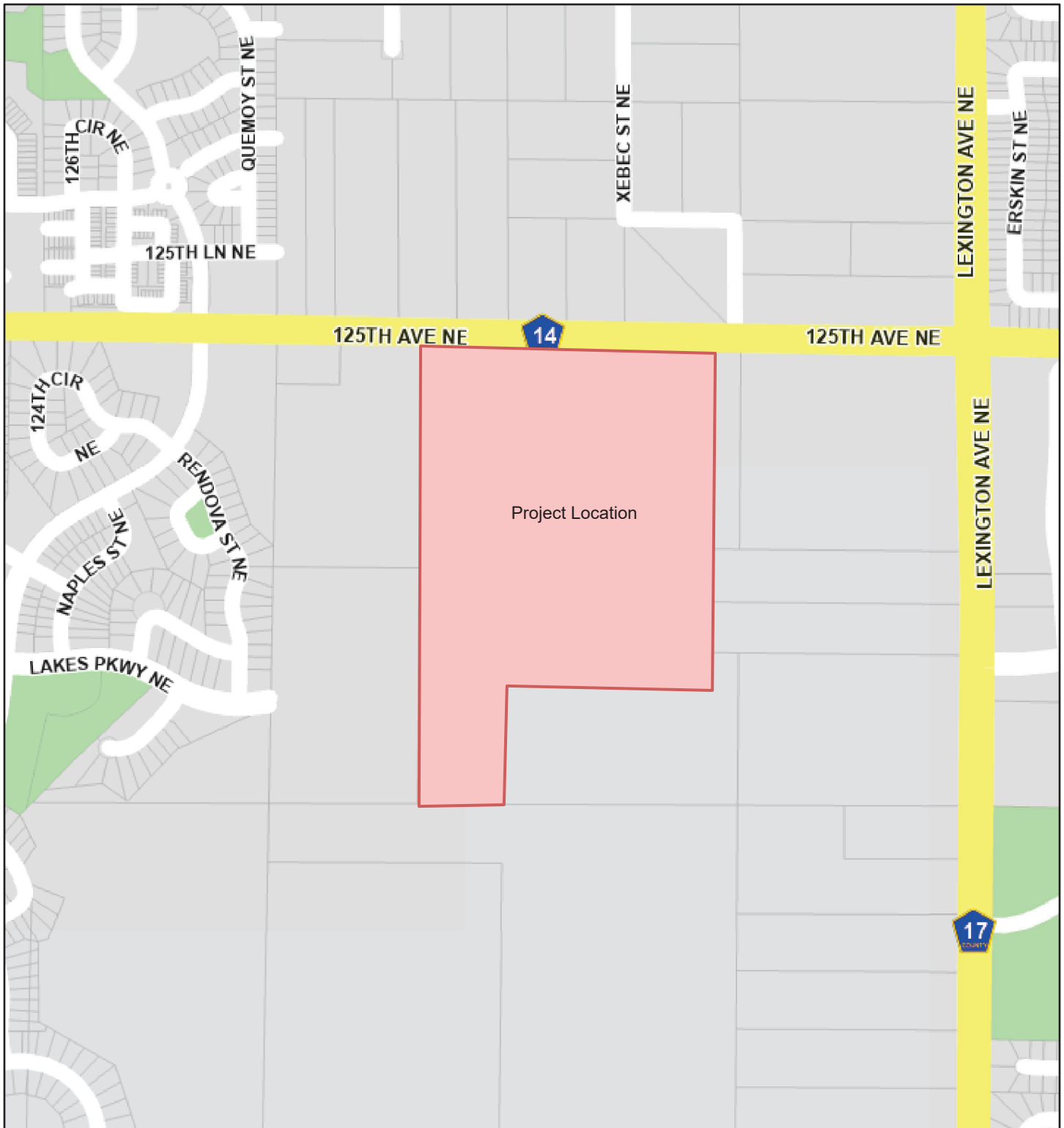
Questions for Council

1. Does the Council support a land use change to L/MDR (Low Density Residential/Medium Density Residential) to the site to allow twinhomes?
2. Does the Council support a rezoning to DF (Development Flex)?
3. Does the Council have any feedback on the layout of the site (lot sizes, etc.)?
4. Does the Council have any feedback on single-family and twinhome elevations?
5. Council discussion of Lakes Parkway, future landscape and parkway vision of extension and potential for the city to participate in parkway construction.

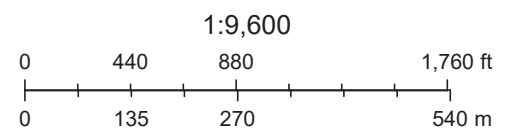
Attachment List

1. Attachments

CONCEPT25-0001 // Pulte Concept



4/22/2025, 9:22:49 AM



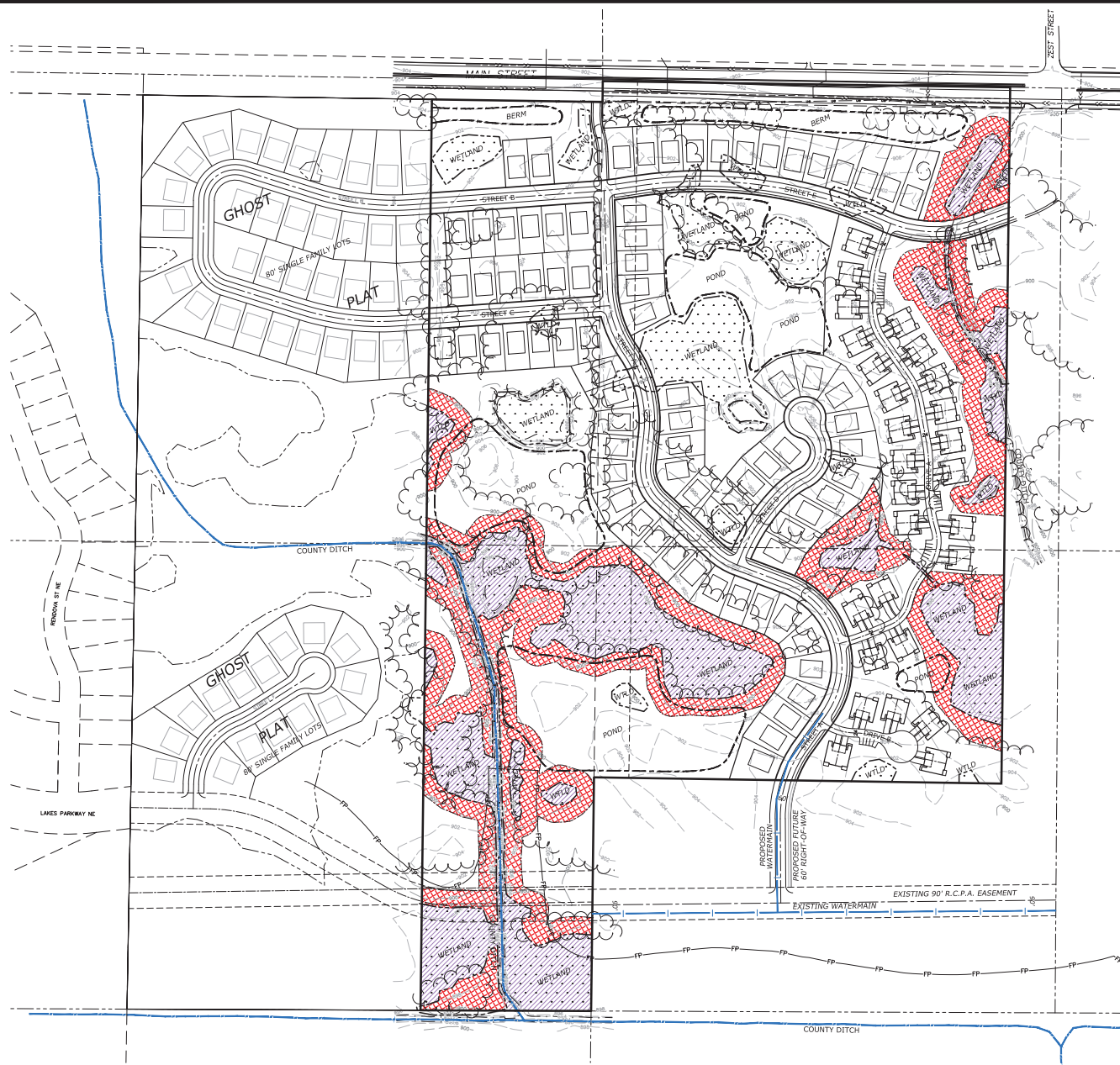


SITE DATA	
Total Site Area	±83.12 ac
Total Number of Lots	135
70' Single Family Lots	79
Twinhome Lots	56
Minimum Setbacks - Single Family	
Front	25 ft
Side (Garage)	10 ft
Side (House)	10 ft
Side (Corner)	20 ft
Rear	30 ft
Minimum Setbacks - Townhomes	
Front (Porch)	18 ft
Front (Garage)	25 ft
Side (Between Bldgs)	20 ft
Side (Corner)	20 ft
Total Street Centerline Length	
Public ROW	4,780 ft
Private Drive	1,645 ft

KEMPf - MCKINLEY CONCEPT PLAN

Blaine, MN | 09/04/25





SITE DATA

TOTAL SITE AREA	±83.12 AC.
TOTAL NUMBER OF LOTS	135
70' SINGLE FAMILY LOTS	79
TWINHOME LOTS	56

70' SINGLE FAMILY LOTS

MINIMUM RESIDENTIAL SETBACK DATA:	
FRONT	25 FT.
SIDE (GARAGE)	10 FT.
SIDE (HOUSE)	10 FT.
SIDE CORNER	20 FT.
REAR SETBACK	30 FT.

TWINHOME LOTS

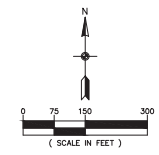
MINIMUM RESIDENTIAL SETBACK DATA:	
FRONT (PORCH)	18 FT.
FRONT (GARAGE)	25 FT.
SIDE (BETWEEN BUILDINGS)	20 FT.
SIDE CORNER	20 FT.

TOTAL CENTERLINE LENGTH	±6,425 L.F.
PUBLIC ROW	±4,780 L.F.
PRIVATE DRIVE	±1,645 L.F.

LEGEND

	- Denotes Delineated Wetland
	- Denotes WMC Wetland
	- Denotes WMC Wetland (25' Min. - 50' Average)

- NOTES**
- 1) Field work completed May 22nd, 2025.
 - 2) Title commitment furnished by Title Resources Group with Commitment Date: November, 24th 2024 at 12:00pm.
 - 3) Wetlands delineated by Kjothaug Environmental Services, May 22nd, 2025.



CONCEPT PLAN A

KEMPFF/MCKINLEY PARCELS
Blaine, Minnesota

PULTE GROUP
1650 W. 82nd St. South
Bloomington, MN 55431

REVISIONS

1.	02/26/2025	Revision layout.
2.	04/16/2025	Revision layout.
3.	06/26/2025	Revision layout.
4.	07/29/2025	Revision layout.
5.	09/04/2025	Revision layout.
6.		

DRAWN BY: [Signature]
ISSUE DATE: 02/21/2025
FILE NO: XXXX

REVIEW COPY

1 of 1



Blaine McKinley Kemp

APPLICATION FOR: CONCEPT PLAN

**Blaine, MINNESOTA
September 4, 2025
Revised October 10, 2025**

Introduction

Pulte Homes of Minnesota, LLC ("Pulte") is pleased to be submitting this application.

Our company mission statement is "***Building Incredible Places Where People Can Live Their Dreams.***" We currently operate under three distinct brands of homebuilding throughout the country: Pulte Homes, Centex Homes, and Del Webb. The office for Pulte's Minnesota Division is in Bloomington. We will sell and build over 700 homes in the Twin Cities a year under the Pulte Homes and Del Webb brands.

Pulte will act as both developer of the property and builder of the homes. The primary contact for Pulte is:

Dean R. Lotter, Director of Land Planning & Entitlement
1650 West 82nd Street
Suite 300
Bloomington, MN 55431
952-219-9082
Dean.Lotter@PulteGroup.com

The owners of the property:

(1) Lisa McKinley
3900 125th Avenue NE
Blaine, MN 55449
763-913-2854
Lisa.a.Mckinely@gmail.com

(2) Jeffery and Susan Kempf
8852 Deer Trail
Pequot Lakes, MN 56472
612-816-5264
eljefe.kempf@gmail.com

The planner, surveyor, civil engineer, and landscape architect are:

Carlson McCain
Attn: Chris Sharp
3890 Pheasant Ridge Drive NE
Suite 100
Blaine, MN 55449
763-489-7920
csharp@carlson-engineering.com

The Property

Legal Description:

- (1) THE N 2000 FT OF W 1170 FT OF NE1/4 OF SEC 11 TWP 31 RGE 23, EX S 310 FT OF N 1130 FT OF W 702.58 FT OF SD 1/4, EX RD, SUBJ T
- (2) THE S 310 FT OF THE N 1130 FT OF THE W 702.58 FT OF THE NE1/4 EX RD SUBJ TO EASE OF REC
- (3) THAT PRT OF E1/2 OF NW1/4 OF SEC 11 T31 R23 DESC AS FOL: COM AT N1/4 COR OF SD SEC TH W ALG N LINE OF SD SEC 490 FT, TH S PRL

Property Identification Number

- (1) 11-31-23-12-0001
- (2) 11-32-23-12-0002
- (3) 11-31-23-24-0002

The Site Plan

Pulte's site plan has gone through several revisions prior to submission of this revised concept plan. Our plan started by proposing a blend of town homes and single-family homes. We considered all single-family lots of different sizes; we also looked at changing townhomes with twin homes, which targets the move down, or retiree buyer. Feedback received on our initial plan from the City Council generally indicated a dislike of town homes. Additionally, the city council expressed a desire for larger, more expensive single-family homes.

Other considerations guide and inform how this site should be developed. Factors to consider when site planning these parcels are the City's comprehensive plan and commonly accepted planning and development practices. This area of Blaine is guided for LDR by the City's Comprehensive Plan. LDR has a density requirement of 2.5 to 6 units/acre at a minimum. When site planning any neighborhood, we review a city's comprehensive plan and create a plan that follows how the land is guided to the best of our ability. This plan was approved by both the City of Blaine and the Metropolitan Council. Any site plan not providing for the minimum required density likely wouldn't get sewer extension permits issued from the MPCA at the request of the Metropolitan Council.

During the months following the review of our initial site plan last May, it became more clear that the lot size of single-family homes may not be the most important requirement of the City Council. Exterior treatment of the homes or aesthetics of the homes seemed to be the primary concern of the city council. In an effort to change our site plan to something that will provide

upscale single-family homes that the city council will be comfortable with yet allow the site plan to meet the comprehensive plan's minimum density requirements, we decided to offer a more upscale single-family home on a 70' lot. The homes themselves and the issue of density are discussed in further detail later in this narrative.

Density Requirement

At the May work session, most of the city council expressed a desire for 80' wide lots. Such a site plan would not comply with the minimum density required for the site as guided by the City's comprehensive plan. Below is a calculation of the density that a site plan of only 80' lots would achieve.

City of Blaine Density Calculations

Number of Residential Units Proposed	87
Total Acreage	83.12
Exclusions	
Wetlands and required buffers (don't include stormwater ponding)	28.89
Rare, threatened, or endangered species preservation	
Public parks and public open spaces	
Arterial Roads	1.61
Future Development	
Public stormwater in outlots to be deeded to the City*	9.56
Commercial Uses	
Gross Density	1.0467
Net Density	2.0204

* Confirm whether outlots are eligible to be deeded to the City with the engineering department

Net density must match the land use designation from the Comprehensive Plan					
LDR	2.5-6 units per acre				
L-MDR	2.5-12 units per acre				
MDR	6-12 units per acre				
M-HDR	6-25 units per acre				
HDR	12-25 units per acre				
HDR2	12-60 units per acre				

An all 80' wide lot plan yields a density of 2.02 units/acre. Furthermore, a site plan with all 65' lots yields a total of 105 lots resulting in a density of 2.4 units/acre. Neither site plans meet the minimum density required by Blaine's comp plan. Some smaller lots are needed to be able to achieve the minimum density required for the site. Seventy-foot-wide lots on the interior of the site with twin homes on the east side of the site targeting the retiree population, would yield 3.1 units per acre and would comply with the City's comprehensive plan while keeping the density to the lower end of the LDR designation. The Met Council will be requiring a higher minimum density from land use applications in the future. With the passage of time, site plans will be required to have a minimum 3.5 units/acre density.

Creating lakes out of the existing wetlands

Additional feedback that was received after the May worksession suggested we could convert the wetlands on our site into man made “lakes” like the existing neighborhood to the west. I looked into the possibility of doing this and it turns out this is not feasible. I posed this question to our wetland expert and her response is as follows.

The neighborhood to the west (the lakes) was a sod field. Very little of it was regulated wetland. Because of the poor soil (peat), the peat needed to be stripped and then the sand underneath was mined. Mined sand was used to make the new upland topography, and then the holes where sand was mined are now “lakes”. Working around wetlands was not something the project layout needed to consider.

The McKinley site has extensive, natural wetlands. Many of the wetlands are in the RCWD wetland management corridor (a contiguous corridor encompassing high priority wetland resources identified at a landscape scale). These wetlands need to be worked around as much as possible to satisfy wetland sequencing and garner a permit from the watershed and Corps of Engineers.

Neighboring Development

HJ Development’s site is proposed to be retail/commercial. As you move from east to west through the HJ site and cross over into the McKinley/Kempf site, develop goes from more intense to less intense. A commonly accepted planning practice is to build medium density homes adjacent to retail/commercial to act as a buffer between retail/commercial and the more upscale single-family homes. This allows for a soft transition as you travel further west through the McKinley/Kempf site into the larger single-family lots. The progression is similar to the Lakes development as you move through the neighborhood from the west to the east, next to busier streets you see quad homes, town homes, apartments and smaller single-family homes. Eventually this medium density type development gives way to larger single-family homes.



Site Access

Access to the site would be primarily achieved with a connection to Zest. In addition to the Zest connection, temporary emergency access is proposed where there is an existing driveway. At some point in the future the Lakes Parkway will be constructed allowing for a permanent secondary access point into other developing areas and Pulte's site as well. When Lakes Parkway is constructed, temporary access will no longer be needed.

Key Facts

- Existing zoning Farm Residential
- Guided zoning Low Density Residential/Commercial
- Proposed zoning Dwelling Flex (DF)
- Proposed use
 - 135 homes total
 - 79 single family homes
 - 56 twin homes
- Gross and Net calculations:
 - Gross area 83.80 acres
 - Total Right of Way 10.10 acres
 - Total Wetlands 15.57 acres
 - Total Ponds 12.68 acres
 - Net Area 45.45 acres
 - Units per Acre 2.9units per acre
 - Minimum required by LDR Guidance 2.5 units per acre
- Dimensions/Setbacks – Twin Home
 - Front Setback 18 feet
 - Front Garage 25 feet
 - Side Yard Set Backs 10/10 feet
 - Side Corner 20 feet
- Dimensions/Setbacks – 70' Single Family Lots
 - Front setback 25 feet
 - Corner setback 20 feet
 - Rear setback 30 feet
 - Side setback 10 feet and 10 feet
 - Minimum lot width 70 feet

The Homes

Pulte Homes is known for the extraordinary steps that we take to ensure that we are designing and building homes that meet the needs and desires of home buyers. You can click on this link to learn more about Pulte's homebuilding process <https://www.pulte.com/design/life-tested>. We continually reach out to home buyers and Pulte homeowners to get feedback to improve our home designs. It is what we call Life Tested®. Through this intensive process, we have conceived of and incorporated innovative features such as the Pulte Planning Center, the Everyday Entry, Super Laundry, Oversized Pantry, and the Owner's Retreat. This exhaustive process has played a major part in Pulte's success in "***Building Incredible Places Where People Can Live Their Dreams.***"

Pulte's first concept plan had town homes along with our move up single-family homes. Since our first presentation we have reviewed our plan internally and made the following changes. Generally speaking, most of the city council did not like the idea of townhomes on this site. Additionally, the city council talked about this area of Blaine being the last area for them to influence or impact development. To that end, a majority of the city council expressed a desire for higher-end single-family homes on the single-family lots.

In an effort to respond to the city council's desire to see no townhomes, we decided to offer a move down home in the form of a twin home. Offering a twin home product here reduces the density of the site but still allows the application to meet the minimum density of the LDR designation. The twin home also provides an option for retirees who want to stay in Blaine but downsize the home in which they live. Twin home aesthetics are also important to the city council. We heard and understood this. Our response is to offer homes with LP siding on all sides and stone accents.

Further responding to the City Council's wishes to see some larger lot, higher end single-family homes on the site, we are offering 70' single family lots with a higher end home. These homes will have LP siding with stone accents, front porches, 3 stall garages, varying roof pitches and more than 30 color schemes to ensure a diverse and rich feel to the development. More information on the homes is available below.

Single Family – 70' Lots – Upscale Homes

- 2,400 to 3,300 base square footage (doesn't include basement square footage)
- 4 to 6 bedrooms
- 2.5 to 5 bathrooms
- 3-stall garages
- Two stories
- 1Basements

Twin Homes – 34' by 72'

- 2,448 square feet
- 2 bedrooms
- 1 flex room
- 2 bathrooms
- 2-car garage
- 1 level

Environmental Due Diligence

We plan to do the necessary site due diligence regarding wetlands and endangered species. We have already had the site surveyed, phase 1 completed and Geotech work performed. Pulte has a consultant already scheduled to delineate the wetlands later this spring and also plans to have an endangered species consultant review the site throughout this season so we can take into account any additional efforts needed to develop the site in a manner consistent with the applicable rules and regulations.

Energy Efficiency

The homes that Pulte will be constructing will have extremely high energy efficiency. Each home is tested using the Home Energy Rating System (HERS) index, which is the industry standard for measuring energy efficiency. Heating, cooling, and water heating constitute the largest cost of homeownership outside of the mortgage. The U.S. Department of Energy has determined that a typical resale home scores 130 on the HERS Index while a home built to the 2004 International Energy Conservation Code is awarded a rating of 100 (lower is more energy efficient). Pulte Homes measures the HERS score of every new home constructed. The average HERS score for our homes runs in the range of 47 to 53. We are building extremely energy efficient homes that dramatically exceed the International Energy Conservation Code threshold.

Park Dedication

It is the applicant's intent to meet the City's Park dedication requirements by paying park dedication fees.

Phasing & Schedule

The City of Blaine's application schedule suggests that staff review, and possible planning commission and council consideration would occur as follows:

Concept Plan Review	September/October 2025
Preliminary plat approval	November/December 2025
Site development	Spring 2026
Model home opens	late 2026
Full build of homes	early 2029

Conceptual Home Elevations – Upscale Single-Family Homes.





Conceptual Twin Homes



City of Blaine

Density Calculations

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Arterial Roads	1.61
Future Development	
Public stormwater in outlots to be deeded to the City*	9.56
Commercial Uses	
Gross Density	1.62416
Net Density	3.13516

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	Input Cell
	Output Cell



City of Blaine Staff Report

File Number: 2025-231

Agenda Date	Status
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October 13, 2025

In Control	File Type
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City Council

Workshop Item

New Business - Andrew Luedtke, Community Standards Manager/Fire Marshal

Agenda Item # 3.5

Short-Term Rental Discussion

Background

As a follow-up to the previous discussion in July pertaining to short-term rentals (STRs), the consensus was to allow homeowners to utilize their properties in a way that benefits them and the city, as it was noted that most STRs occur for a very short time during the major sporting events hosted in Blaine. Staff have spoken with other agencies as to how STR licenses are being discussed/processed in their respective jurisdiction, with the feedback being far and wide. I have also discussed enforcement challenges with attorney Larson.

Again, short-term rentals are typically defined as residential properties rented for periods under 30 days and this does require them to be licensed as a rental property under Article V of the current city code.

Other Staff Activities related to STRs

City staff are discussing options for 2026 to track licenses associated with STR activity.

Summary of STR Approaches in Selected Minnesota Cities

CITY	REGULATION
Blaine	Regulated - Treated the same as long term rental (needs License and inspection).
Brooklyn Park	Prohibited - Short Term Rentals not a permitted use in residential zoning district.
Coon Rapids	Prohibited - The use of a property as a rental with a term shorter than 30 days that is not the renter's permanent residence is prohibited (12-904).

Cottage Grove	Regulated - Treated the same as long term rental.
Duluth	Regulated - City has multiple tiers specific to short term rentals.
Fridley	Regulated - Treated the same as long term rental.
Hopkins	Regulated - Viewed and regulated as Bed and Breakfast
Maple Grove	Regulated - Has an ordinance/policy separate from standard rental licensing (10-441).
Minneapolis	Regulated - License is required depending on the type of short-term rental property.
Plymouth	Regulated - Treated the same as long term rental.
Prior Lake	Regulated - Minimum rental at least 60 days but no more than 180 days. Rental for less than 60 days is prohibited. Also sets limits on number of occupants based on lot and building size.
Roseville	Regulated - City has specific ordinance pertaining to short term rentals.
St. Paul	Regulated - Requires the individual to obtain a license, pay fee and the host license is valid for a year
Woodbury	Prohibited - The use of a property as a rental with a term shorter than 30 days that is not the renter's permanent residence is prohibited (6-208).

Staff Recommendation

Questions for Council

Does council desire a separate ordinance pertaining specifically to short-term rentals?

Attachment List

None