

CITY OF MINNETRISTA

BUSINESS / DISCUSSION ITEM



Subject: 2050 Comprehensive Plan Update Proposal

Prepared By: David Abel, Community Development Director

Meeting Date: October 5, 2026

Issue:

Minnesota law requires metropolitan communities to update and submit their comprehensive plans to the Metropolitan Council once every ten years. The next submittal deadline is December 31, 2028.

Background:

At the May 4th, 2026, Work Session, the City Council discussed the required update to the City's Comprehensive Plan from the current 2040 plan to a new 2050 Comprehensive Plan. The Council also discussed utilizing WSB & Associates as the City's consulting partner to aid in the update process. WSB previously assisted with the 2040 Comprehensive Plan and is familiar with the City's planning needs. Continuing with the firm is expected to provide efficiencies and potential cost savings. The Council generally supported moving forward with the planning process and requesting a proposal from WSB & Associates.

Attached to this report is a proposal for services related to the 2050 Comprehensive Plan Update. The scope of services is based on what was required from past efforts. Half of the cost is budgeted for 2027 and the other half will be part of the 2028 budget.

Recommended City Council Action:

Motion to approve the 2050 Comprehensive Plan Update Proposal from WSB & Associates.

Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.



A PROPOSAL FOR

2050 Comprehensive Plan

FOR THE CITY OF MINNETRISTA



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On behalf of WSB, we are pleased to submit our proposal to develop Minnetrista's 2050 Comprehensive Plan. We value our long-standing relationship with Minnetrista and look forward to continuing our strong partnership. We will deliver a plan that aligns with the goals of the city, its residents, and the Metropolitan Council.

Sincerely,

WSB



Nate Sparks
Project Manager



Project Understanding

With Alyson Fauske serving as the City's consulting engineer, we have a strong understanding of the vision your elected and appointed officials—and residents—have for Minnetrista. We understand you want to update the 2040 Comprehensive Plan to meet the Metropolitan Council's Imagine 2050 standards. Our approach will mirror the process used for the 2040 plan, including a Steering Committee to guide plan development and meetings held in advance of regularly scheduled Planning Commission meetings. WSB will also develop a project website for the comprehensive plan update, including a survey to gather community input on the city's future and the plan's content. We will also discuss whether to include consideration of data centers within the land use chapter.

WSB will guide the city through approvals with the Planning Commission, City Council, and the Metropolitan Council.



Project Approach

Task 1: Kick off/Research

To initiate the project, the WSB team will meet with city staff, the Planning Commission and City Council and provide a thorough review of project parameters, and establish deadlines and meeting schedules. During this meeting our team hopes to extract some of the big issues that the City would like to handle during the process that might be outside the realm of the Metropolitan Council's purview.

During this Task, the team will also gather existing data necessary for research related to the planning document. This will lay the groundwork for the creation of the new plan.

Task 2: Public Engagement

The Planning Commission, along with other community members as appropriate, will serve as the project Steering Committee. We propose two primary engagement events: (1) a pop-up booth at Trista Day to explain comprehensive planning and gather input on residents' vision for the city over the next 10 years, and (2) a visioning workshop using structured exercises (strengths, weaknesses, opportunities, and threats) to inform the plan's direction.

WSB will work with city staff to host an open house before the draft is presented to the Planning Commission and City Council and ahead of the required public hearing.

WSB will develop and maintain an interactive, public ArcGIS project website for the duration of the project. It will include a community input map, project updates, documents, visual media, engagement summaries, and draft materials.

Our engagement team will provide a summary report documenting participation, engagement methods, and event outcomes. We will incorporate this input into the updated comprehensive plan.

INNOVATIVE ENGAGEMENT ELEMENTS SUCCESSFULLY USED:



Esri's
Community
Analyst tool



Interactive
comment map
using ArcGIS
Hub



Strategic
communications
and social media

Task 3: Drafting the Plan

Based on the public engagement results from Task 2 and with the guidance of the Metropolitan Council system statements and Plan requirements, WSB will begin creating the final draft plan document. The following are the required elements of the plan as prescribed by the Metropolitan Council:

- | | | |
|---|------------------|--------------------|
| - Existing conditions and Data Analysis | - Transportation | - Parks and trails |
| - Land use | - Wastewater | - Climate |
| - Housing | - Water supply | - Natural systems |
| | - Surface water | - Implementation |



Existing Conditions and Data Analysis

History, existing conditions, current maps, and development patterns, among other topics, will all be analyzed to create a picture of what the city looks like today. Also in this chapter will be an analysis of current trends in development and emerging issues. This will include trends of social, economic, physical, and political nature. Demographics will be featured in this chapter.



Land Use

A new land use plan, working from the currently adopted plan, will be introduced for the City that illustrates the location and density of future development in phases. This plan will guide future development and growth to achieve the community's objectives. A current inventory of existing land uses will be important as the City looks to plan for its future land use needs. Balancing the growth of the various land use sectors will be explored, particularly as they relate to current and projected market trends, as well as other techniques to assist in cultivating a resilient local economy. A general discussion of the prospect of data centers developing in the city can be included in this chapter.

The final document will include a new land use map tailored to the new identified goals of the City. WSB will review and refine land use categories and residential density ranges to provide flexibility consistent with community goals while continuing to meet regional requirements.



Housing

Housing supply and historical housing trends that have occurred in the community will be examined. Demographic information regarding population and households will be provided. Housing should be examined from a local and regional perspective.

Possible future housing development trends will be analyzed. Long-term housing options, based upon the demographic analyses undertaken, can be suggested and methods for meeting housing goals will be provided. Affordable housing will be a topic of discussion as it relates to the city's required goals of the Metropolitan Council.



Transportation

The WSB Team will review the entire transportation system in and around Minnetrista to understand the existing conditions, challenges, and opportunities related to safety, mobility, and connectivity, and use this information to update the transportation chapter with new goals and strategies. Recommendations in the transportation chapter will be closely coordinated with other related components of the Comprehensive Plan. WSB will collect data on transportation items required for the update. This includes roadways, crash data, transit systems and services, bicycle facilities and barriers, pedestrian facilities and priority network needs, freight systems and deficiencies, travel demand management, aviation, ADA transition plans, and climate and natural systems. Data collection and analysis will focus on meeting Met Council required minimums. Information gathered and analysis results will be written up for the transportation section of the plan. WSB will use provided information from the Metropolitan Council as the basis for the TAZ analysis. The final transportation section will meet all Metropolitan Council requirements.



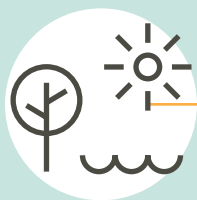
Parks and Trails

As part of this effort, WSB will identify updated goals and collaborate with the City to revise the associated park and trail maps to reflect system changes since the previous 2040 plan adoption. In addition, we will incorporate insights and priorities emerging from the current 2050 planning engagement process to ensure the chapter accurately represents the community's evolving needs and vision for its parks and trails network.



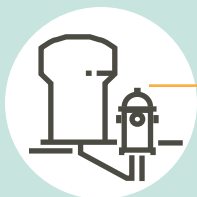
Climate

The Metropolitan Council is requiring cities to plan for climate change as part of their 2050 Comprehensive Plan. Cities are required to implement actions that reduce greenhouse gas emissions and to develop strategies to adjust to current and future climate impacts. For this step, our Sustainability Team will take a data-based approach to conduct an analysis of the current greenhouse gas (GHG) emissions profile for the city utilizing the Metropolitan Council climate model. Using this publicly available resource, we will assess how climate conditions have changed over time and are projected to continue to change, as important input and lens for the Comprehensive Plan. Based on the findings of this analysis, we will provide a narrative summarizing the data.



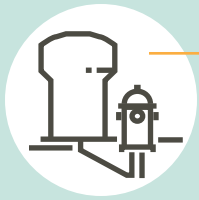
Natural Systems/Surface Water

WSB's Water Resources team will work to develop the required Water Resources section of the City's Comprehensive Plan based on the 2025 Water Resources System Statement. The focus will be to identify and develop policies and strategies to support the goals and initiatives of the Met Council and the City of Minnetrista. Focus will include but not be limited to integrated surface water planning and management, water equity, and resilient and sustainable solutions. Regional prioritization will be included based on proximity to water bodies and other critical infrastructure to help protect and improve resources within the City. The proposed comp plan will reference and include components from the City Local Surface Water Management Plan (LSWMP) developed to be consistent with State Statute 103B.235 and Minnesota Rules 8410.



Waste Water

WSB will review and incorporate key elements from the prior comprehensive plan and the Metropolitan Council's System Statement. This update will ensure the city's wastewater system can serve the land uses identified in the revised plan. Our team will evaluate planned capital improvements and capacities and as needed, review asset management and system expansion. This chapter will confirm infrastructure can support future growth and is appropriately maintained. We will also recommend potential funding sources and maintenance programs.



Implementation

An essential component of any plan is a well-defined implementation strategy. WSB's final deliverable will feature an implementation matrix detailing actionable steps, projected timelines, responsible parties, and estimated costs for each item. Where applicable, WSB may also offer funding recommendations. Furthermore, the matrix will outline targeted strategies designed to achieve the objectives set forth in the plan.

WSB is aware that the City will work with AE2S to complete the water portions of the comprehensive plan. WSB will review and incorporate the critical elements from the AE2S's analyses such as major capital improvements, planned capacities, and network expansion. We will verify that the utility plans account for and will satisfy the updated future land use plan. This section of the Plan is critical to ensure infrastructure can meet future growth and is being monitored for maintenance and upkeep. Suggestions and strategies will be provided in terms of potential infrastructure funding sources and maintenance programs.

Upon completion of this task, WSB will provide the City with a total of two draft plans; the first draft and one edited based upon staff feedback prior to submitting the final draft to the Planning Commission and City Council for approval.

Task 4: Approval of the Plan

Once staff, the Planning Commission, City Council, and WSB complete their efforts, several steps remain to secure approval from both the City Council and the Metropolitan Council for the final plan. WSB will manage the approval process.

STEP 1: INFORMATION AND FEEDBACK SHARING

This step includes one joint meeting with staff, the Planning Commission and City Council to review the drafts as outlined above. This step is also when the open house will be held for the public to review the final draft.

STEP 2: PRELIMINARY REVIEW BY THE METROPOLITAN COUNCIL

The Metropolitan Council offers cities the opportunity to present the proposed plan for preliminary review to ensure all the elements required in the System Statements and the Minimum Requirements documents are adequately addressed. After the community open house, WSB will submit the draft plan to the Metropolitan Council for their preliminary review.

STEP 3: PLANNING COMMISSION REVIEW AND PUBLIC HEARING

After the preliminary review by the Metropolitan Council is completed, the final draft will be presented to the Planning Commission, and a public hearing will be scheduled. The Planning Commission will be required to make a recommendation to the City Council on the proposed document.

STEP 4: CITY COUNCIL REVIEW/ RESOLUTION OF SUBMITTAL TO THE METROPOLITAN COUNCIL

The City Council will be expected to approve a resolution approving the submittal of the plan to the Metropolitan Council when they are satisfied with the final product. WSB has planned for attendance at four meetings (2 Planning Commission and 2 City Council).

STEP 5: ADJACENT JURISDICTION REVIEW

Upon approval of a resolution by the City Council, the city must allow for adjacent jurisdiction review, and WSB will be responsible for managing this review process. The plan will be sent to the required adjacent jurisdictions for their review. WSB will coordinate all jurisdiction responses and then prepare for submittal to the Metropolitan Council.

STEP 6: ELECTRONIC SUBMITTAL TO THE METROPOLITAN COUNCIL

WSB will electronically submit the final document to the Metropolitan Council for their review and approval.

STEP 7: CITY COUNCIL FORMAL ADOPTION

Once the Metropolitan Council approves the plan, the City Council will need to formally adopt the plan at a regular meeting. WSB will then submit the adoption resolution and a copy of the plan to the Metropolitan Council.

STEP 8: MODIFICATION OF OFFICIAL CONTROLS (IF NECESSARY)

If the City has identified local official controls that need to be modified to support the new comprehensive plan, the City will need to begin the process of adopting these controls within 30 days of the approval of the comprehensive plan. City staff will be responsible for presenting these modifications to the Planning Commission and City Council. WSB would be happy to provide a cost estimate for this element if so desired by the City.

Task 5: Delivery of the Comprehensive Plan

A PDF of the entire comprehensive plan document will be provided to the City electronically, along with a Microsoft Word version of the document and any Excel documents associated with the plan. All maps will be delivered electronically in a format that allows the City to modify the documents if necessary, and that is compatible with the city AutoCAD standards and GIS software. Background information, public engagement activities, including survey information and other plan documentation will all be made available to the City.

WSB values the chance to strengthen our partnership with the City of Minnetrista, as well as our connection with your residents and stakeholders. If you have any questions, please don't hesitate to reach out to me directly at nsparks@wsbeng.com or 952.221.0540.

Project Team



Nate Sparks

PROJECT MANAGER | COMMUNITY PLANNING AND ECONOMIC DEVELOPMENT LEAD

Nate has been a community development professional for over 20 years. He has worked with a wide variety of communities in the region. He has provided guidance to municipalities of various sizes and types on a broad array of topics. He has a great amount of experience working in townships and smaller cities which often face unique issues. He has established creative solutions to complex problems that are designed to fit the community. He has written comprehensive plans and zoning ordinances for a number of area communities, as well as serving as the community point person for planning and zoning issues for 10 area cities and townships. In these capacities, he frequently communicates with local government officials and residents and helps them better understand the issues they are facing.



Alyson Fauske, PE

CLIENT LIAISON | DIRECTOR, MUNICIPAL

With 27 years of engineering experience in the municipal industry, Alyson Fauske has built her career providing engineering services to public entities throughout the Twin Cities. Her portfolio of work includes street and utility reconstruction, technical analysis and field observations, direct project planning and management, and comprehensive and capital planning services. Alyson's reputation is built on her excellent collaborative and organizational skills. Her robust ability to develop strategic plans, plan and budget for capital improvements, establish schedules, and initiate and maintain effective communication with project teams assists her ability to provide exceptional services as an experienced professional engineer.



Chevelle Kazmierczak

PUBLIC ENGAGEMENT COORDINATOR

Chevelle is an organized and detail-oriented strategist. With a background in strategic communications, she is passionate about creating intentional engagement that fosters participation and understanding. From being proactive, creating clear and accessible communications, she knows how to connect the community to the project. Her experience in connecting with key stakeholders, coordinating public meetings and pop-up events, gathering feedback, and marketing provides a foundation to help clients tell their story.



Austin Hauf, AICP

PROFESSIONAL TRANSPORTATION PLANNER

Austin has over six years of experience in multimodal transportation planning. He is known for his ability to identify and summarize needs and opportunities for a diverse range of transportation stakeholders. One of Austin's greatest strengths is his ability to understand transportation issues and opportunities across multiple modes and scales of analysis. He has worked on major freeway and interchange projects, Safe Routes to School planning, Complete Streets policies, trail planning, roadway network planning, functional classification studies, and transit plans. This work has spanned corridor plans, long-range transportation plans, comprehensive plans, environmental documents, and more.



Kassidy Przymus, ASLA

GRADUATE LANDSCAPE DESIGNER

Kassidy, a landscape professional since 2015, discovered her passion for botany while working at a nursery in high school. She transitioned this interest into landscape design, utilizing problem-solving skills to create efficient, sustainable solutions for clients. Her experience spans small and large-scale park projects, master planning, and memorial designs. A member of ASLA and MRPA since 2021, Kassidy's daily work involves collaborative site design, 2D/3D renderings, master planning, and construction document preparation. Her approach combines creativity and enthusiasm with a commitment to sustainability.



Mattie Anders

SUSTAINABILITY PROGRAM MANAGER

Mattie Anders is the Sustainability Program Manager at WSB with over seven years of experience in environmental consulting and a master's degree in Science, Technology, and Environmental Policy. She partners with cities, counties, state, Tribal Nations, and non-profits to translate climate and sustainability goals into actionable, community-driven initiatives that balance environmental, social, and economic priorities. Mattie excels in solving complex problems through both mitigation and adaptation methods that address and build sustainable practices, with capacity building at the heart of her work. Her expertise includes stakeholder engagement, group facilitation, climate action planning and implementation, along with identifying, writing, and securing competitive federal, state, and philanthropic grants totaling over \$30M in awarded funds. Mattie is skilled at leading inclusive discussions, distilling complex information into clear messages, and developing equitable, results oriented strategies that help clients implement meaningful, lasting change.



Bill Alms, PE

WATER RESOURCES LEAD

Bill is a project manager in WSB's Water Resources Group with over 17 years of experience serving clients with their water resources engineering needs. Bill's experience includes planning, design, and construction management for a wide range of water resource projects including water quality treatment BMPs and erosion stabilization. He has experience with shared green and low impact developments utilizing standard and alternative storm management systems, above and below ground infiltration, filtration and detention systems, and rainwater harvesting and reuse. Bill is currently leading a pond maintenance research project with the University of Minnesota and the Local Road Research Board.



John Bradford, PE

SENIOR PROJECT MANAGER

John is a civil engineering and public works leader with 33+ years of experience in private consulting and municipal government, with a strong emphasis on wastewater collection and pumping systems, utility infrastructure, and capital program delivery. He held 17 years of public-sector leadership roles, including City Engineer (Hopkins and Woodbury), Deputy Public Works Director (Woodbury), and Maintenance Superintendent (Bloomington). His wastewater-focused expertise includes facility design, utility policy development, wastewater CIP and infrastructure planning, condition assessment and rehabilitation prioritization, interagency partnership agreements, and stakeholder coordination. Additional strengths include comprehensive and master planning. Known for disciplined execution, John leads teams to deliver projects on schedule and within budget while maintaining strong client and stakeholder satisfaction.

Schedule



WSB understands that the City may not want to begin this project in May as depicted below, but this schedule is meant to give you a picture of how long the process might take, depending on when you start.

TASK	2027												2028															
	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
TASK 1: KICK OFF/RESEARCH																												
TASK 2: PUBLIC PARTICIPATION AND ENGAGEMENT																												
TASK 3: DRAFTING THE PLAN																												
TASK 4: APPROVAL OF THE PLAN																												
TASK 4 KEY DATES																												
JOINT SESSION																												
SUBMITTAL TO MET COUNCIL FOR PRELIM. REVIEW																												
PUBLIC HEARING/PLANNING COMMISSION																												
CITY COUNCIL APPROVAL TO SUBMIT TO MET COUNCIL																												
SIX MONTH REVIEW PERIOD																												
ELECTRONIC SUBMITTAL TO MET COUNCIL FOR APPROVAL																												
TASK 5: DELIVERY OF THE COMPREHENSIVE PLAN																												

Cost Proposal



TASK DESCRIPTION		PROJECT MANAGER N. SPARKS	COMMUNITY PLANNER A. THIBAUT	CLIENT LIAISON A. FAUSKE	TRANSPORTATION A. HAUF	PUBLIC ENGAGEMENT C. KAZMIERCZAK	WASTE WATER J. BRADFORD	WATER RESOURCES B. ALMS	NATURAL RESOURCES R. ROBERTSON	SUSTAINABILITY M. ANDERS	GRAPHICS Y. MOUA	LANDSCAPE ARCHITECTURE/ PARKS K. PRYZMUS	PROJECT MANAGEMENT G. STALBOERGER	TOTAL HOURS	COST
1	TASK 1: KICKOFF MEETING/RESEARCH														
1.1	IN-PERSON KICKOFF MEETING	2		2										4	
1.2	GATHER & REVIEW OF RELEVANT DOCUMENTS/MAPS/INFO	2	6		6		6	6	4			4		34	
	TASK 1 TOTAL ESTIMATED HOURS AND FEE	4	6	2	6		6	6	4			4		38	
2	TASK 2: PUBLIC ENGAGEMENT														
2.1	ONE POP UP EVENT		6			10								16	
2.2	ONE VISIONING WORKSHOP	6	4	3		10								23	
2.3	ARCGIS WEBSITE					6								6	
2.4	FINAL ENGAGEMENT REPORT					6								6	
	TASK 2 TOTAL ESTIMATED HOURS AND FEE	6	10	3		32								51	
3	DRAFTING THE PLAN														
3.1	EXISTING CONDITIONS & DATA ANALYSIS	6	6		6									18	
3.2	LAND USE	14	18											32	
3.3	HOUSING	12	16											28	
3.4	TRANSPORTATION				30									30	
3.5	PARKS & TRAILS											16		16	
3.6	CLIMATE									16				16	
3.7	NATURAL SYSTEMS								18					18	
3.8	SURFACE/STORM WATER							60						60	
3.9	WASTEWATER						60							60	
3.10	IMPLEMENTATION	6	10											16	
3.11	TWO PRELIMINARY DRAFTS	6	6								20			32	
	TASK 3 TOTAL ESTIMATED HOURS AND FEE	44	56		36		60	60	18	16	20	16		326	
4	APPROVAL OF THE COMPREHENSIVE PLAN														
4.1	ONE JOINT MEETING WITH STAFF, PLANNING COMMISSION & CITY COUNCIL	4	6											10	
4.2	SUBMIT PRELIMINARY DRAFT TO MET COUNCIL AND REVISE AS NECESSARY	2	4											6	
4.3	OPEN HOUSE FOR PUBLIC VIEWING OF FINAL DRAFT	4	8			4								16	
4.4	PREPARATION FOR & PRESENTATION AT TWO PLANNING COMMISSION MEETINGS	10	6	3										19	
4.5	PREPARATION FOR & PRESENTATION AT TWO CITY COUNCIL MEETINGS	10	6	3										19	
4.6	ADJACENT JURISDICTION REVIEW		2											2	
4.7	ELECTRONIC SUBMITTAL TO THE MET COUNCIL & APPROVAL PROCESS	6												6	
	TASK 4 TOTAL ESTIMATED HOURS AND FEE	36	32	6		4								78	
5	DELIVERY OF COMPREHENSIVE PLAN														
5.1	SUBMITTAL OF FINAL DOCUMENTS TO THE CITY		2											2	
5.2	TASK 6 WSB/CITY STAFF VIRTUAL MEETINGS	6			1	1	1	1	1	1	1	1		14	
5.3	STEERING COMMITTEE MEETINGS (12)	24												24	
5.4	PROJECT MANAGEMENT INVOICES												4	4	
	TASK 5 TOTAL ESTIMATED HOURS AND FEE	30	2		1	1	1	1	1	1	1	1	4	44	
TOTAL ESTIMATED HOURS		120	106	11	43	37	67	67	23	17	21	21	4	537	
AVERAGE HOURLY BILLING RATE		\$241	\$110	\$263	\$195	\$142	\$263	\$226	\$187	\$181	\$142	\$122	\$128		
TOTAL FEE BY LABOR CLASSIFICATION		\$28,920	\$11,660	\$2,893	\$8,385	\$5,254	\$17,621	\$15,142	\$4,301	\$3,077	\$2,982	\$2,562	\$512		
TOTAL PROJECT COST															\$103,309

Forge ahead.



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