

Wayzata City Council Meeting Agenda
Wayzata City Hall Community Room, 600 Rice Street
Tuesday, April 21, 2015

WORKSHOP TOPICS FOR DISCUSSION:

1. Communications Policy with Communications Board (5:00 PM) – Page 2
2. Discuss Year End Transfers (5:30 PM or immediately following) – Page 11
3. 637 Harmony Circle (6:00 PM or immediately following) – Page 15



City of Wayzata
600 Rice Street
Wayzata, MN 55391-1734

Mayor:
Ken Willcox
City Council:
Bridget Anderson
Johanna McCarthy
Andrew Mullin
Steven Tyacke
City Manager:
Heidi Nelson

MEMORANDUM

DATE: April 14, 2015
TO: The Honorable Mayor and Members of the City Council
FROM: Kristin Classey, Communications Specialist
RE: Communications Policy

The Communications Advisory Board and staff have drafted a Communications Policy for all city communications. The communications policy will assist staff on how to provide information from the City and promote City-sponsored events and activities to citizens. Currently, the City of Wayzata utilizes WCTV, The Portal, The Patrol, websites (Wayzata.org, lakeeffect.com, wayzatabarandgrill.com, wayzatawineandspirits.com), social media sites such as Facebook and Twitter to communicate messages regarding city business to the public. Upon Council adoption of this policy, City staff will use this policy to assist in disseminating information to residents and those interested in the City of Wayzata.

Attached to this memo is the communications policy for Council review and a memo from the Communications Advisory Board that discusses how the city website meets the needs for visitors and how we could improve the site to better represent the City of Wayzata as the Gateway to Lake Minnetonka. The Board will review the memo during the meeting. The Board and staff will be seeking feedback from the Council on the policy as well as the recommendations in the memo.



COMMUNICATIONS POLICY

I. PURPOSE OF COMMUNICATIONS POLICY

The purpose of this policy is to guide and govern official communications of the City of Wayzata in all forms those communications may take. The City of Wayzata recognizes and values the importance of communications for our community, residents and visitors. This policy applies to all communication channels utilized by the City of Wayzata to disseminate information to various audiences through all forms of media and technology.

The City Manager or the City Manager's designee/s shall be responsible for implementing and enforcing this policy.

II. SCOPE OF CITY OF WAYZATA COMMUNICATIONS

The City of Wayzata should provide a variety of City-sponsored and controlled communication channels with which to provide information from the City and to promote City-sponsored events and activities. Presently, these communication channels include:

- City web sites (wayzata.org, wayzatabarandgrill.com, wayzatawineandspirits.com, and www.wayzatalakeeffect.com)
- City social media pages (facebook.com/cityofwayzata, facebook.com/wayzatabarandgrill, facebook.com/wayzatawineandspirits, facebook.com/WayzataPD and facebook.com/WayzataLakeEffect, and twitter.com/WayzataMNGov, twitter.com/wayzataliquor, twitter.com/wayzatabargrill, and twitter.com/@wlakeeffect; and flickr.com/photos/wayzatalakeeffect)
- City newsletters and updates (The Portal and The Patrol, Friday Update)
- Municipal cable channel 8 (WCTV) with wayzatacommunitytv.org.

The City of Wayzata will design, implement and manage its communication resources as part of its overall communications and marketing strategy.

III. ACCEPTABLE USE OF COMMUNICATIONS

The City of Wayzata communications are intended to support the municipal government functions of the City, provide convenient and efficient access to information about the City of Wayzata and promote City-sponsored events and services. City communications may also include promotions of programs or organizations in which the City has a direct financial involvement, or organizations or businesses with which the City is partnering to advance beneficial community initiatives, programs, services or events.

IV. LOGO

The official logo of the City of Wayzata is for the exclusive use of the City of Wayzata. It should not be modified or altered in any way.

V. EVENT CALENDAR POLICY

The City of Wayzata will maintain an official calendar of the City and make it available on the City website and other appropriate channels. The calendar will only include the following types of events:

1. City government events (e.g. Council, Board and Commission meetings)
2. Events that the City officially sponsors
3. Relevant meetings of any non-City government agency
4. Events open to the general public for which the City approves a special event permit and/or approves the use of public right-of-way or City property

VI. OFFICIAL CITY WEBSITE AND SOCIAL MEDIA ACCOUNTS

a. SCOPE

The City of Wayzata shall maintain an official website for the City which for the purpose of providing the public with accurate and timely information, communicated in a professional manner, and in accordance with the laws regarding public information and data practices. The website should also serve as a public information resource that gives a high level overview of the organizational mission, structure, and operation of the City. The City may also maintain social media accounts and pages, which shall be governed by the same provisions of this policy applicable to the website.

Employees, departments and facilities of the City may not create independent websites or social media accounts and pages related to the City.

The City will determine what information shall and shall not be placed on the website in accordance with this policy.

b. CITY OF WAYZATA WEBSITE MISSION:

- Provide access to information about City of Wayzata services, programs, business units, and activities, City officials and staff, government issues and local government process, and public facilities;
- Encourage community members to participate in City government;
- Offer information in an effective and time-efficient manner;
- Manage the links and material on the website to ensure that the City's information is easily discernible; and
- Promote the community brand of the City of Wayzata to strengthen the desirability of the City as a destination and premier tourist attraction in the metropolitan area.

c. DOMAIN NAME AND PRIMARY ONLINE INFORMATION SOURCE

The City's official website shall be located at www.wayzata.org and shall remain the City's primary online medium for communicating information to the public.

d. CONTENT PARAMENTERS

The City's official website and its associated content should focus on significant City interest areas and be organized in a manner that avoids ambiguities and/or conflicting information across the City's various communication mediums, including City social media pages.

Wherever possible, content posted to the official City of Wayzata website will also be shared on the City's social media pages.

Wherever possible, content posted to City of Wayzata social media pages should contain links directing users back to the City's official website for in-depth information, forms, documents or online services necessary to conduct business with the City of Wayzata.

The City's official website and social media accounts should be consistently branded with the identity guidelines and logo standards for the City in order to communicate a clear association with the City. This should include the inclusion of the official City logo, the official website colors and font style format.

Administration and use of the City website and social media accounts must comply with applicable laws, regulations and policies, as well as best practices. The official City website and social media accounts may not be used by any City employee or representative for private or personal purposes, or for the purpose of expressing private or personal views on personnel, political or policy issues. The official City website and social media accounts shall not be used by the City or any City employee or representative to disclose sensitive and/or confidential information, such as personal or private information about City employees.

Website content and social media page and posts may not contain any of the following content:

- i. Content that is of an editorial or biased nature or that is not produced by an official organization /unit of government;
- ii. Comments in support of or opposition to political campaigns or ballot measures;
- iii. Profane language or content;
- iv. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
- v. Sexual content or links to sexual content;
- vi. Solicitations of commerce;
- vii. Conduct or encouragement of illegal activity;
- viii. Information that may tend to compromise the safety or security of the public or public systems;
- ix. Content that violates a legal ownership interest of any other party;
- x. Any harassing comments;
- xi. Any media content or image that could be deemed suggestive, subjective or offensive in nature as inappropriate to all audiences.

e. REMOVING CONTENT

Any content posted on the City's official website or via social media accounts not in accordance with this policy shall be removed promptly after a screen shot of the page is captured.

f. LINKS POLICY AND NOTICES

The purpose of the City of Wayzata website is to provide information about the City's government, services and attractions. The City's official website may provide links to other external websites only that complement, enhance or add to this information. The City shall include a notice on the website and accompanying such links that the City is not responsible for and does not endorse the information on any linked website unless the City's website states otherwise, and any other notice and disclaimer recommended by the City Attorney.

The City of Wayzata official website should link only to related government organizations and nonprofits that provide services and information that support the functions and services that the City provides. In general, this would be limited to the following:

- Organizations the City supports financially;
- Organizations in which the City participates through joint powers agreements;
- Organizations in which the City has a membership;
- Organizations with which the City is partnering to advance a particular initiative or program;
- Other government entities and quasi-government entities, such as watershed and park districts;
- Public education institutions and their extension services;
- Public utilities that serve the City of Wayzata;
- Social media sites on which the City communications department has established an official City social media page;
- Websites of private contractors hired by the City of Wayzata to provide a City service such as garbage collection; and/or
- Listing of faith community organizations in Wayzata.

g. NOTICES AND DISCLAIMER

The City of Wayzata website and social media sites shall include the notices and disclaimers consistent with best practices and recommended by the City Attorney.

VII. COPYRIGHT

The City will retain copyright and other intellectual property rights in all content it produces for the official City website and social media pages, including all text, graphics and images, unless otherwise noted. Content generated by others who are not employees, or independent contractors developing the content as work made for hire for the City of Wayzata, will be used only if the City has obtained prior, written permission to use the content. The City will use appropriate notices for all City-owned and third party content.

City of Wayzata

TO: THE CITY COUNCIL

FR: COMMUNICATIONS ADVISORY BOARD

RE: REPORT & RECOMMENDATIONS

DA: APRIL 21, 2015

Communications Policy/Website Content Development

The city's Communications Advisory Board (CAB) has been working with staff for more than a year on the development and rollout of the new website and, concomitantly, to update a formal "Communications Policy" which governs all city-controlled communications platforms.

The updated draft policy has been submitted to the Council for its review, recommendations, and approval.

Members of the CAB involved in this process are:

Steve Fox, Chair
Bruce Biser, Vice-Chair
Richard Diercks
Sure Farrell
Nancy Gnos
Susan Shank
Valentina Weis

City of Wayzata Website Mission

Among the five stated mission statements (Communications Policy draft page 2) for the city's new web platform is to: *Promote the community brand of the City of Wayzata to strengthen the desirability of the City as a destination and premier tourist attraction in the metropolitan area.*

As a fundamental part of the navigational architecture of the new website, the re-design incorporates three audience portals—residents, visitors, businesses—into the home page to allow divergent audiences to access information important to the end user.

For two of the audience segments—residents and businesses—the content development needs are straightforward and relatively easy to address. Indeed, much of the content that now populates the new site has carried over from the old site, although the content has been expanded and, continually, updated. With time and changing end-users’ demands, the City needs to incorporate into its budgeting process ongoing resource investment in content development for all of its communication platforms.

While this may seem implicitly evident, what is often overlooked is the need to match resource investment with end-users’ expectations.

Visitor Expectations

From a visitor’s end-user perspective, the City’s website is woefully content deficient. The new navigational architecture channels visitors to site pages devoid of valuable, useful, even stimulating content, i.e., what to do and where to eat, shop, and recreate.

One plus is the new interactive site map provided by the Parks & Trails Commission; other content sources include links to the Wayzata Chamber of Commerce and Wayzata Historical Society. Together, however, they fail to deliver on the Wayzata brand promise of being a “premier tourist attraction in the metropolitan area.”

Compared to other metropolitan cities with tourism-driven marketing missions—Stillwater, Edina, Bloomington, Maple Grove—there are content deficiencies with the City’s new website. And the chasm is more pronounced when the city’s assets—the lake front, bike trails, the concentration and diversity of restaurant options—are compared with other metro area destinations.

Challenges & Opportunities

The challenge for Wayzata is all about marketing. That’s not a typical municipal government function, and the current communications policy serves as a poor proxy for promotion.

Strategic, sustained, and, at least, minimally funded brand-building is required to attract visitors to the City. The business community needs these dollars; the City needs their tax revenues.

But there is a tension at play here. What is the appropriate role of the City in “boosterism”? To what extent? To serve whose interests?

Chambers of Commerce can assist in the municipal marketing mission to the extent membership policy permits and membership fees can be stretched to visitor outreach initiatives. But a simple digital content link between these entities is an inadequate solution to

driving visitor traffic and burnishing Wayzata's brand of being the "Gateway to Lake Minnetonka".

A forthcoming opportunity arises in the proposed hotel for the Promenade development.

A number of fortunate municipalities are able to support tourism marketing through the formation of city-aligned Convention & Tourism Bureaus (CVBs), funded through special lodging taxes at typically a 3-percent surcharge (exceptions exists for a number of Minnesota cities which impose higher rates, i.e., Duluth, Bloomington, Minneapolis, etc.).

Wayzata appears to be 18-24 months away from the completion of a new boutique hotel, The Landing, which will potentially generate \$90,000 (see footnotes on financials) in promotional revenue for the City.

That's a nice opportunity; it's not a terrific sum of money, relative to the challenge of obtaining a share of voice in the metro tourism marketing arena.

Marketing Recommendations

The city has an immediate need to develop content for its website visitor portal. For the short-term, the basics will suffice:

- A comprehensive list of restaurants, with information parameters TBD.
- An activities guide:
 - Annual community events
 - Charter boat tours/Minnehaha Steamboat schedule
 - Area attractions
 - Bike trails
- Parking options/public transit
- Shopping and visitor-centered retail (rentals)

The initial content generation for these information buckets may be best delegated to free-lance vendors and updated by a combination of a free-lance editor and staff. This is a step that, hopefully, can be implemented for the current summer season.

On a longer-term basis the City should seek co-promotional partnerships to fulfill the tourism information needs of the visitor audience. A natural alliance would be with the Chamber of Commerce or a potential alignment with a local media company to produce an "Official Wayzata Visitors Guide" with print/online/mobile versions.

Second Website for Wayzata

With the inevitable commercial entanglements of tourism marketing, the City should develop a strategic plan for building the destination brand of Wayzata distinct from the current website. A second site, www.visitwayzata.com, could act as a CVB-sponsored visitor portal, with advertising, commercial promotions, and marketing partnerships.

There will be seed money available from the CVB tax on The Landing hotel property, sufficient to underwrite a second website, co-fund a *Visitors Guide*, and help with promoting the Lake Effect and, with multi-community support, the Lake Minnetonka Scenic Byway.

It should be emphasized that revenue-generating activities will be necessary to supplement any hotel tax receipts; specifically, a stated policy to allow advertising and sponsorships on the www.visitwayzata.com domain. (Other area cities accept advertising and sponsorships, examples of which include Edina, Stillwater, Bloomington, Maple Grove.)

Wayzata City Council Directives

The Communications Advisory Board requests the following:

- Support interim funding of content development for the City's current website to enhance the end-user experience of visitors to www.wayzata.org.
- Direct CAB to develop a strategic plan for a CVB extension of the City of Wayzata, and adopt the domain www.visitwayzata.com.
- Explore promotional partnership opportunities and formal tourism relationship with the Greater Wayzata Chamber of Commerce.
- Develop an e-commerce/publishing business plan for an Official Visitors Guide to Wayzata, which is copyrighted and controlled by the City, eventually under its related Wayzata CVB entity.
- Solicit RFPs from local media organizations to sell advertising/sponsorship programs on www.visitwayzata.com and the Official Visitors Guide.
- Create a draft marketing plan for a Lake Minnetonka Scenic Byway consortium of communities bordering the lake

Financial Notes

Revenue assumptions for CVB tax dollars from The Landing hotel:

- 3% lodging tax on hotel stays
- 60% average annual occupancy rate (365 days x 89 rooms @ 60% = 19,650 room nights)
- 19,650 room nights at an average room rate of \$155 = \$3.046 million gross room revenue
- 3% lodging tax on \$3.046 million nets city CVB \$91,000 annually

MEMORANDUM

TO: Mayor and City Council

FROM: Heidi A. Nelson, City Manager
Don Uram, Administrative Services Director

DATE: April 17, 2015

RE: Fund Transfers - Update

At the April 7 Council meeting, staff presented an analysis of available fund balance that could be transferred to other funds in accordance with the City's Fund Balance Policy. The policy established a minimum fund balance of 40% for general fund operations and a process for the allocation of excess revenues at year end. Shown on the attached spreadsheet are the calculations for 2013 and 2014. For 2014, the initial transfer calculation totaled \$1,466,140. Per staff's recommendation, the Council made the decision to transfer \$312,000 to the Street Improvement fund to eliminate the short term deficit projected in the Street CIP. After making this transfer, a total of \$1,154,140 remains to be allocated. In 2012, this allocation was made based on the 5-year average projected expenditures in each of the funds. In 2013, the allocations were based on Council priorities.

The attached table shows the excess transfer calculation, the potential transfer amount based on a 5-year average of expenditures in each specific fund and staff's recommendation.

Besides the recommendation to transfer \$312,000 to streets, staff presented 6 items for the council to consider funding. None of the items listed are included in the current CIP. These were:

1. Lake Effect – \$400,000
2. Pilot Parking Projects – \$45,000 - \$55,000
3. Downtown Parking Ramp – \$62,000 plus \$500,000 for architectural/engineering design and construction
4. Admin/Planning Intern – \$12,000.
5. Dock Master – \$8,500.
6. Other – Council could consider other options not identified above.

Following council discussion, items 4 and 5 were removed since they represent a potential operating expense and should be funded out of current revenues. These positions (if hired) will be funded out of the contingency line item. In general, the Council felt that the priority projects included the Lake Effect, Telecom, and downtown parking. Councilmember Anderson also mentioned the landscaping plans for Bushaway Road and for Eastman Lane.

SRF prepared three levels of plans for landscaping along Bushaway Road. A base plan and two levels of enhanced plans. Hennepin County has agreed to pay \$272,580 towards the City of Wayzata's base landscaping project. Any upgrade to the base level of landscaping would be the responsibility of the city. Estimated additional costs of the two enhanced plans are \$100,709 and \$212,353. No city funds are currently allocated to this project.

An extensive landscape plan was developed for East Lake Street and Eastman Lane which highlighted several opportunities for landscaping and other natural features. The overall plan was divided into several components and cost estimates provided. The total cost estimate was about \$1.3 million. Two projects that are currently being discussed include Circle A roundabout and the Eastman Lane landscape plan. The most recent cost estimate for the roundabout landscape plan is \$80,000. Funding for this project is the responsibility of the developer for the Bay Center. The Eastman Lane landscape plan cost estimate is about \$125,000. The plan has not yet been approved by the Council. No city funds have been allocated to this project.

A Telecom fund has been created with a \$50,000 annual allocation from tower rental revenue. Current balance in that fund is \$181,151.84. This amount includes the \$50,000 annual allocation and back rent recovered from Verizon for additional antennas on the water tower. The total received was \$131,151.84. Staff anticipates that the cost of the work required to evaluate options and ultimately relocate the antennas will exceed the amount currently being allocated. Staff is recommending that an additional \$100,000 be transferred into the fund.

Staff recommends the Council authorize year-end transfer as shown in the last column on Attachment B. These transfers provide funding for:

- Next two phases of the Lake Effect Plan.
- Eastman Lane landscaping plan as currently estimated.
- Parking Pilot projects, ramp pre-design and initial funding for architectural/engineering design.
- Street contingency
- Cell tower evaluation

Attachment A

Transfer calculations out of excess working capital from General, Licensing and Liquor.

	2014 Transfer Calculation	2013 Transfer Calculation
General fund		
2015 General fund budget	\$ 5,500,610	
40%	\$ 2,227,747	
Determine fund balance net of fund 238 (insurance reserve).	\$ 3,222,823	
Transfer available	<u>\$ 995,076</u>	<u>\$ 821,291</u>
Licensing		
Operating disbursements (suppliers & employees)	\$ 272,212	
1 month operations in reserve	<u>1/12</u>	
	\$ 22,684	
Current identified capital improvements	\$ -	
Cash needed	<u>\$ 22,684</u>	
Cash available	<u>\$ 218,748</u>	
Transfer available	<u>\$ 196,064</u>	<u>\$ 130,214</u>
Liquor		
Operating disbursements (suppliers & employees)	\$ 4,916,643	
1 month operations in reserve	<u>1/12</u>	
	\$ 409,720	
Current debt		
Bonds (p&i)	\$ 227,130	
Current identified capital improvements	\$ 53,815	
Cash needed	<u>\$ 690,665</u>	
Cash available	<u>\$ 965,665</u>	
Transfer available	<u>\$ 275,000</u>	
Total excess transfer available	\$ 1,466,140	<u>\$ 951,505</u>
Less Approved Street Transfer	<u>(\$312,000)</u>	
Total available for allocation	<u>\$ 1,154,140</u>	

Attachment B

Fund	Percent	5 - Year CIP Average	Total excess transfer	Staff Recommendation
233 Lakefront	4.5%	100,480	52,369	400,000
404 Parks and Trails	7.6%	168,130	87,627	212,630
408 General CIP	18.4%	407,020	212,134	341,510
409 Equipment	27.7%	613,231	319,609	-
430 Streets	41.8%	925,580	482,401	100,000
407 Cell Tower				100,000
Total		\$ 2,214,441	\$ 1,154,140	\$ 1,154,140

CITY OF WAYZATA



PLANNING DEPARTMENT

MEMORANDUM

To: City Council
From: Bryan Gadow, Director of Planning and Building
Date: April 16, 2015
Re: 637 Harmony Circle Subdivision Workshop

Background

At the March 17th Council meeting, the Council reviewed a two lot subdivision at 637 Harmony Circle, and directed staff to prepare a draft resolution for approval with a number of conditions pertaining to the architectural design of the single family residences, among other items.

After conclusion of the Council meeting on March 17th, the Applicant contacted staff and indicated that they did not own the rights to the architectural plans included in the Council's motion, and wanted to pursue a different architectural design for the homes. The Applicant reached out to the architecture and building firm of Charles Cudd & Co, who had expressed interest in building two one (1) story style structures on the lots if they were subdivided. The Applicant requested a workshop meeting with the Council to receive feedback on a one story style option for the lots, and granted the City a time extension for review of the subdivision application.

Mr. Rick Denman from Charles Cudd & Co has provided concept plans for the one story style option for the Council to review and provide feedback. Charles Cudd & Co has modified the garage location on the proposed house for Lot 1 so that the existing Bur Oak tree would not be impacted by the driveway location. If the Council is agreeable to pursuing this option further, the Applicant would need to provide an updated preliminary plat reflecting the new design; staff would review the updated plans with the Planning Commission for their feedback before bringing the item back to the City Council for their formal review in May. Alternatively, if after the workshop, the Council intends to maintain their direction from the March 17th meeting with regard to two 28 ft/1.5 story residences, staff would provide the Council with the draft resolution for review in May.

Attachments

- 1 Story Plans from Charles Cudd & Co.



Lot 2 (South Lot)

Lot 1 (North Lot)

CHARLES CUDD
+ DE NOVO
ARCHITECTURAL
DESIGN • BUILD

© Charles Cudd De Novo, LLC

THESE ARCHITECTURAL PLANS AND THE HOME CONSTRUCTED PURSUANT TO THE PLANS ARE THE EXCLUSIVE COPYRIGHTED PROPERTY OF CHARLES CUDD DE NOVO, LLC AND ARE PROTECTED BY UNITED STATES COPYRIGHT LAW. ANY UNAUTHORIZED USE OF THESE PLANS IS STRICTLY PROHIBITED

CHARLES CUDD
+ DE NOVO

ARCHITECTURAL
DESIGN • BUILD

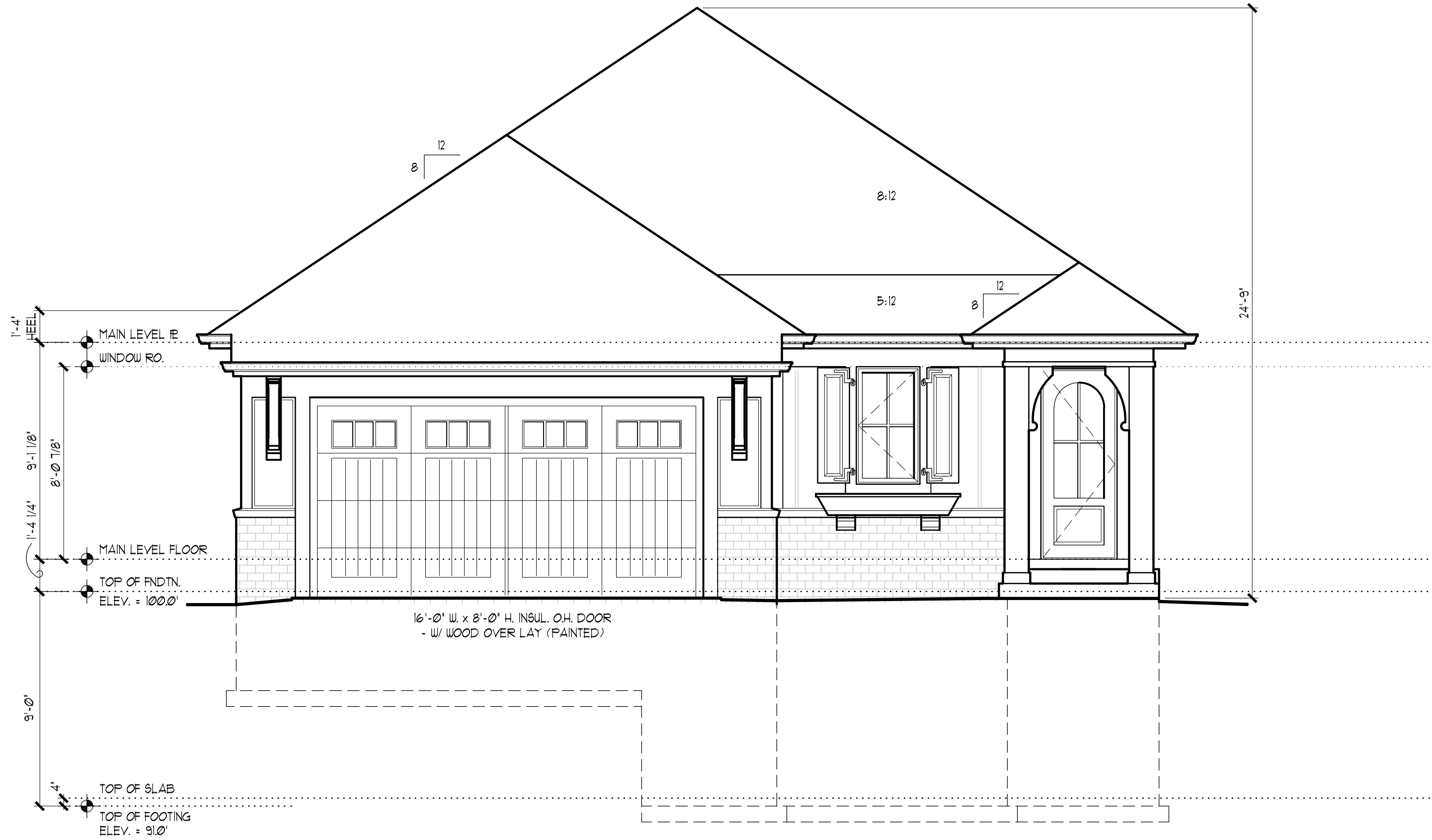
Lot 2 (South Lot)

Lot 1 (North Lot)

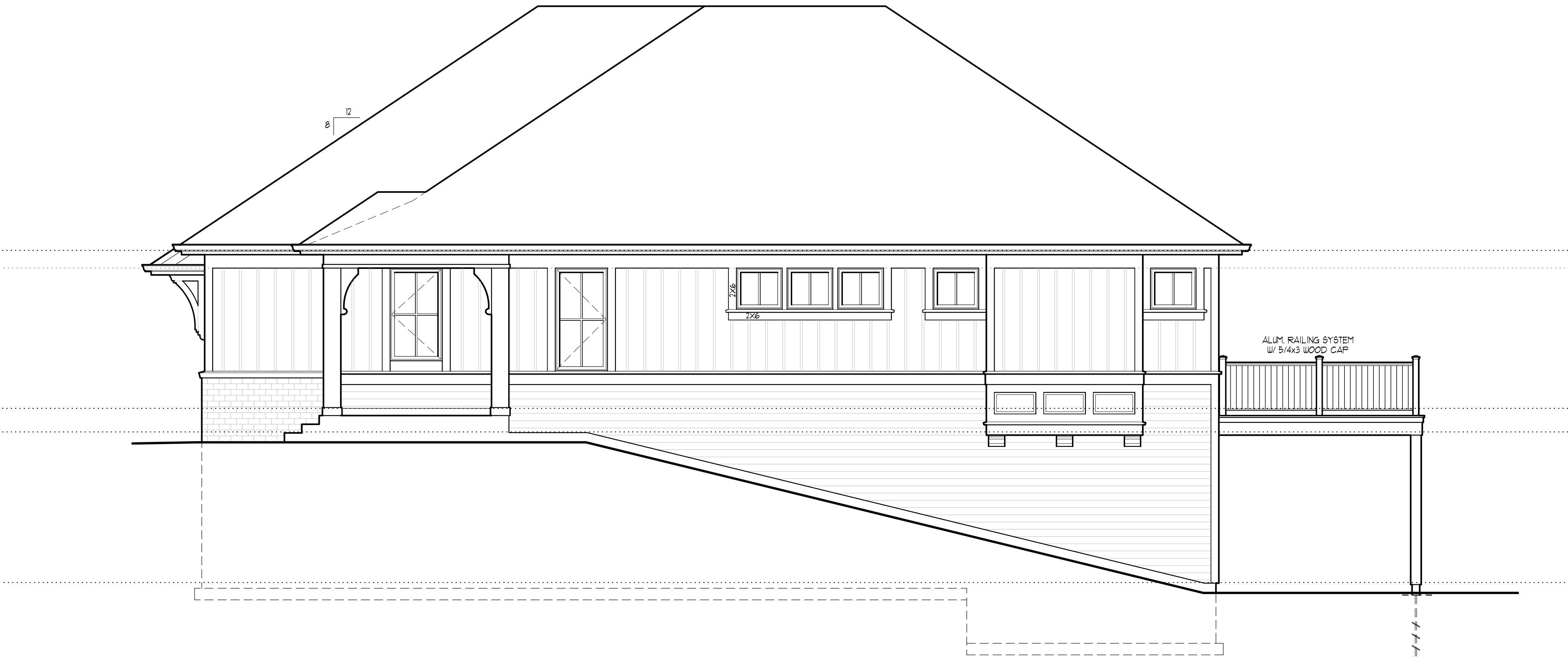
© Charles Cudd De Novo, LLC

THESE ARCHITECTURAL PLANS AND THE HOME CONSTRUCTED PURSUANT TO THE PLANS ARE THE EXCLUSIVE COPYRIGHTED PROPERTY OF CHARLES CUDD DE NOVO, LLC AND ARE PROTECTED BY UNITED STATES COPYRIGHT LAW. ANY UNAUTHORIZED USE OF THESE PLANS IS STRICTLY PROHIBITED

Lot 1 (North Lot) Building Elevations



1 FRONT ELEVATION
A-5 SCALE: 1/4" = 1'-0"



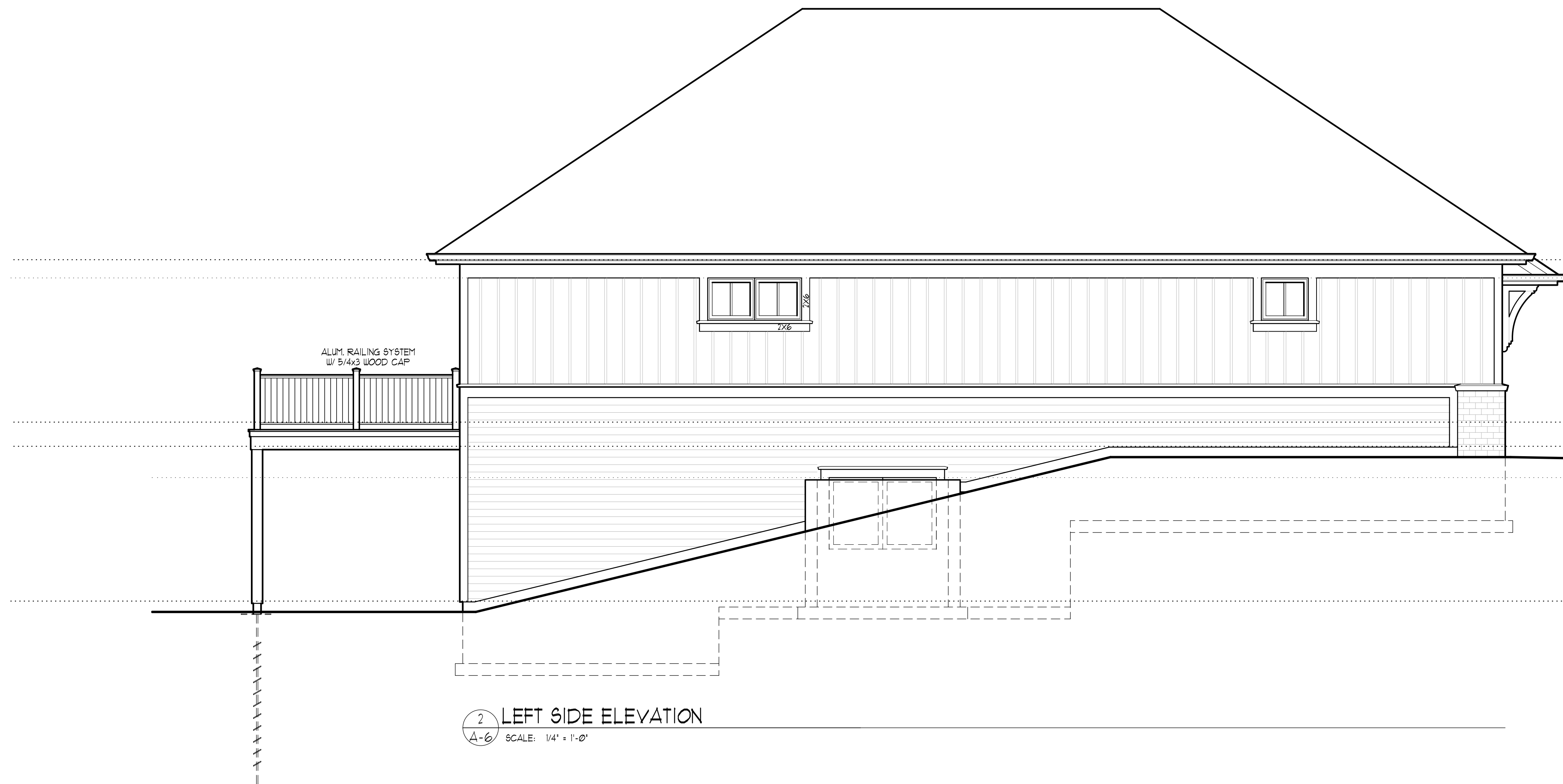
2 RIGHT SIDE ELEVATION
A-5 SCALE: 1/4" = 1'-0"

REVISIONS / ISSUE DATES		DATE	DESCRIPTION
10/20/15 FOR CITY APPROVAL			

DATE DRAWN:	DATE REVIEWED:
CUSTOMER:	PLAN REVIEW:
RELEASE:	DRAWN BY:

SHEET INDEX	
ARCHITECTURAL	
T-1	Title Sheet
A-1	Foundation Plan
A-2	Lower Level Floor Plan
A-3	Main Level Floor Plan
A-4	Roof Plan
A-5	Front Left Elevations
A-6	Rear Right Elevations
A-7	Bldg Sections / Typ. Wall
A-8	Building Sections
S-1	Structural
E-1	Lower Level Electrical
E-2	Main Level Electrical
I-1	Interior Elevations
I-2	Interior Elevations
I-3	Interior Elev./Details

Lot 1 (North Lot) Building Elevations



CHARLES CUDD
+ DENOVO

ARCHITECTURAL
DESIGN • BUILD

1950 23rd Ave. N. • Plymouth, MN 55447 • 612-333-8020 phone
charlescudd.com • denovowarchitects.com

© Charles Cudd De Novo, LLC
THESE ARCHITECTURAL PLANS AND
THE HOME CONSTRUCTED
PURSUANT TO THE PLANS ARE THE
EXCLUSIVE COPYRIGHTED
PROPERTY OF CHARLES CUDD DE
NOVO, LLC, AND ARE PROTECTED BY
UNITED STATES COPYRIGHT LAW.
ANY UNAUTHORIZED USE OF THESE
PLANS IS STRICTLY PROHIBITED.

Copyright © 2011

I HEREBY CERTIFY THAT THIS PLAN,
SPECIFICATION OR REPORT WAS
PREPARED BY ME OR UNDER MY DIRECT
SUPERVISION AND THAT I AM A FULLY
REGISTERED ARCHITECT UNDER THE
LAWS OF THE STATE OF MINNESOTA.

SIGN: DATE: _____

REG. NO. _____

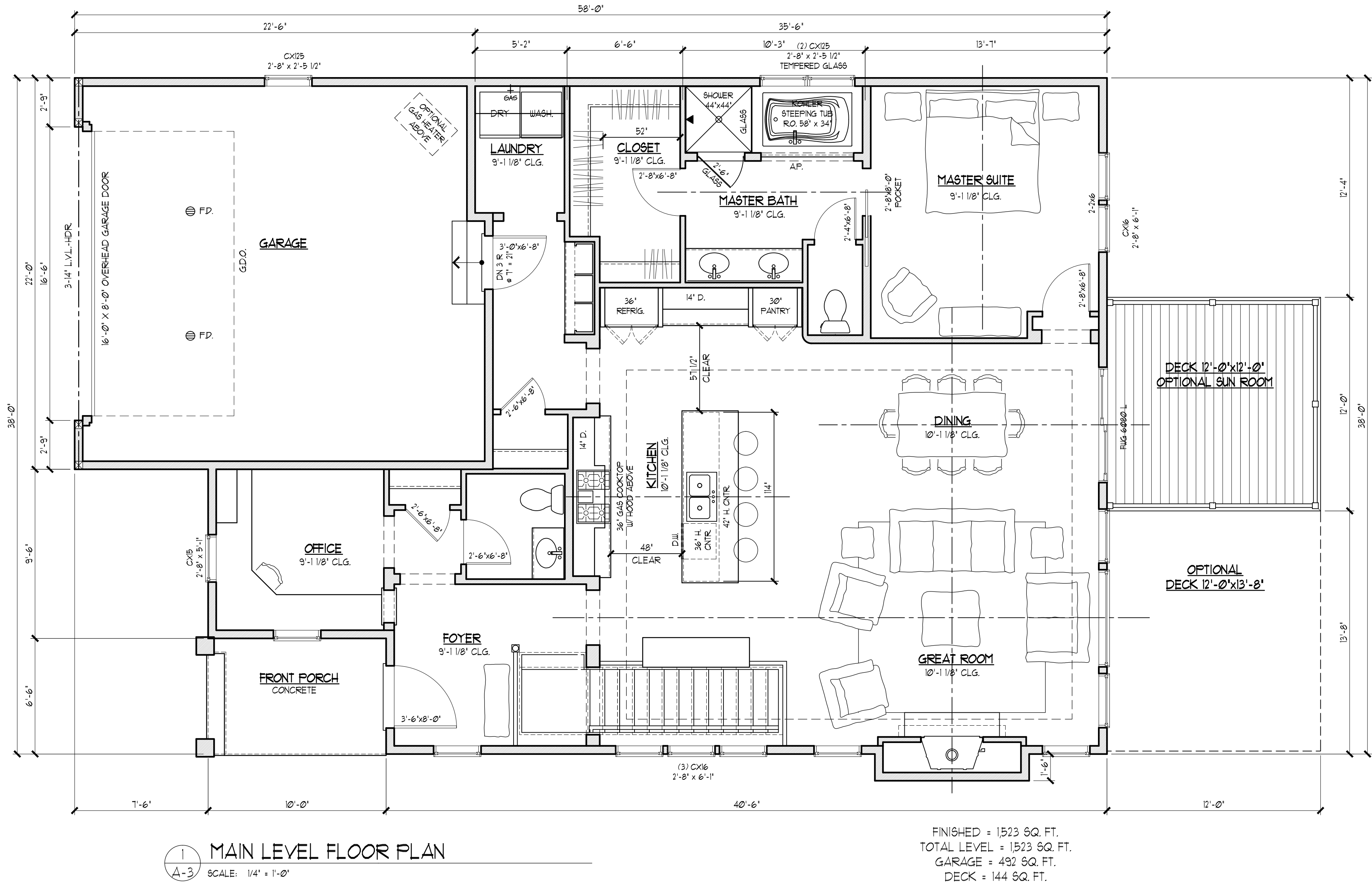
RESIDENCE FOR: **Harmony Circle Villa 38 X 58**
ADDRESS: XXXX XXXX, MN
LOT No.: X BLOCK No.: X
JOB No.:
PROJECT:

[illegible]

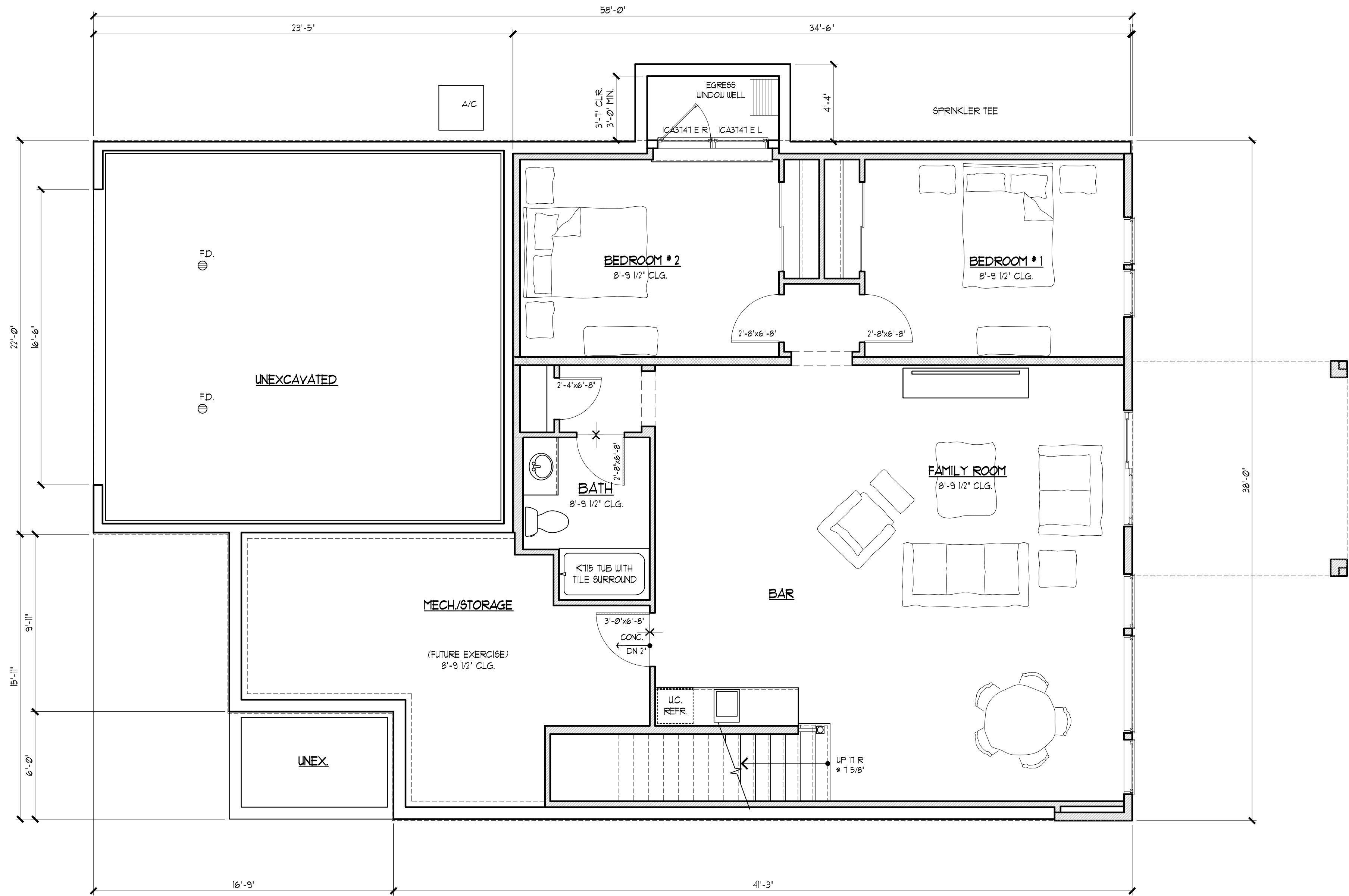
DATE DRAWN:
CUSTOMER:
PLAN REVIEW:
RELEASE:
DRAWN BY:

SHEET INDEX	
<u>ARCHITECTURAL</u>	
T-1	Title Sheet
A-1	Foundation Plan
A-2	Lower Level Floor Plan
A-3	Main Level Floor Plan
A-4	Roof Plan
A-5	Front/Left Elevations
A-6	Rear Right Elevations
A-7	Bldg Sections Typ. Wall
A-8	Building Sections
S-1	Structural
E-1	Lower Level Electrical
E-2	Main Level Electrical
1-1	Interior Elevations
1-2	Interior Elevations
1-3	Interior Elev./Details

A-6
SHEET NO.



Lot 1 (North Lot) Building Elevations



1 LOWER LEVEL FINISH PLAN
A-2 SCALE: 1/4" = 1'-0"

FINISHED = 974 SQ. FT.
(NOT INCLUDING STAIR)
MECH./STOR = 318 SQ. FT.

CHARLES CUDD
+ DENOVO
ARCHITECTURAL
DESIGN • BUILD
1900 23rd Ave. N. • Plymouth, MN 55447 • 612-333-8020 phone
charlescudd.com • denovodesign.com

© Charles Cudd De Novo LLC
THIS DOCUMENT, INCLUDING ALL
THE INFORMATION CONTAINED
HEREIN, IS THE PROPERTY OF
CHARLES CUDD DE NOVO LLC AND
IS NOT TO BE REPRODUCED OR
TRANSMITTED IN ANY FORM OR
BY ANY MEANS, ELECTRONIC OR
MECHANICAL, INCLUDING
PHOTOCOPYING, RECORDING, OR
BY ANY INFORMATION STORAGE
AND RETRIEVAL SYSTEM, WITHOUT
THE WRITTEN PERMISSION OF
CHARLES CUDD DE NOVO LLC.

REVISIONS / ISSUE DATES

DATE	DESCRIPTION
10/20/2018	FOR CITY APPROVAL

RESIDENCE FOR:
Harmony Circle Villa 38 X 58
ADDRESS: XXXXX, MINN
LOT No.: X BLOCK No.: X
JOB No.: X PROJECT:

DATE DRAWN:
CUSTOMER:
PLAN REVIEW:
RELEASE:
DRAWN BY:

SHEET INDEX

ARCHITECTURAL
T-1 Title Sheet
A-1 Foundation Plan
A-2 Lower Level Floor Plan
A-3 Main Level Floor Plan
A-4 Roof Plan
A-5 Front Left Elevations
A-6 Rear Right Elevations
A-7 Bldg Sections/Typ. Wall
A-8 Building Sections
S-1 Structural
E-1 Lower Level Electrical
E-2 Main Level Electrical
I-1 Interior Elevations
I-2 Interior Elevations
I-3 Interior Elev. Details

A-2
SHEET NO.

CHARLES CUDD
+ DENOVO
ARCHITECTURAL
DESIGN ♦ BUILD
15050 23rd Ave. N., Plymouth, MN 55447 • 612-335-8020 phone
charlescudd.com • denovobuildings.com



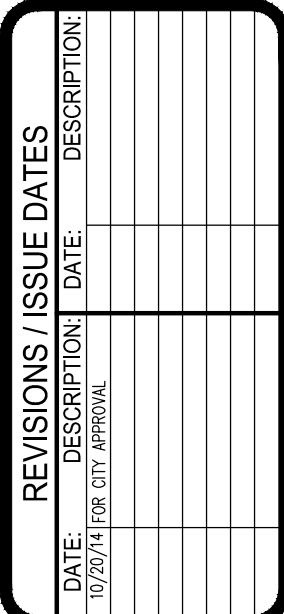
RESIDENCE FOR:
Harmony Circle Villa 34 X 62

ADDRESS: XXXXX
XXXXXX, MN

LOT No.: X BLOCK No.: X

JOB No.:
PROJECT:

- TRUSS HEEL HEIGHT TO BE 1'-5 3/4"
AT 10/10 ROOF SLOPE. ALL OTHER
HEEL HEIGHTS TO MATCH.



DATE DRAWN:
CUSTOMER
PLAN REVIEW:
RELEASE:
DRAWN BY:

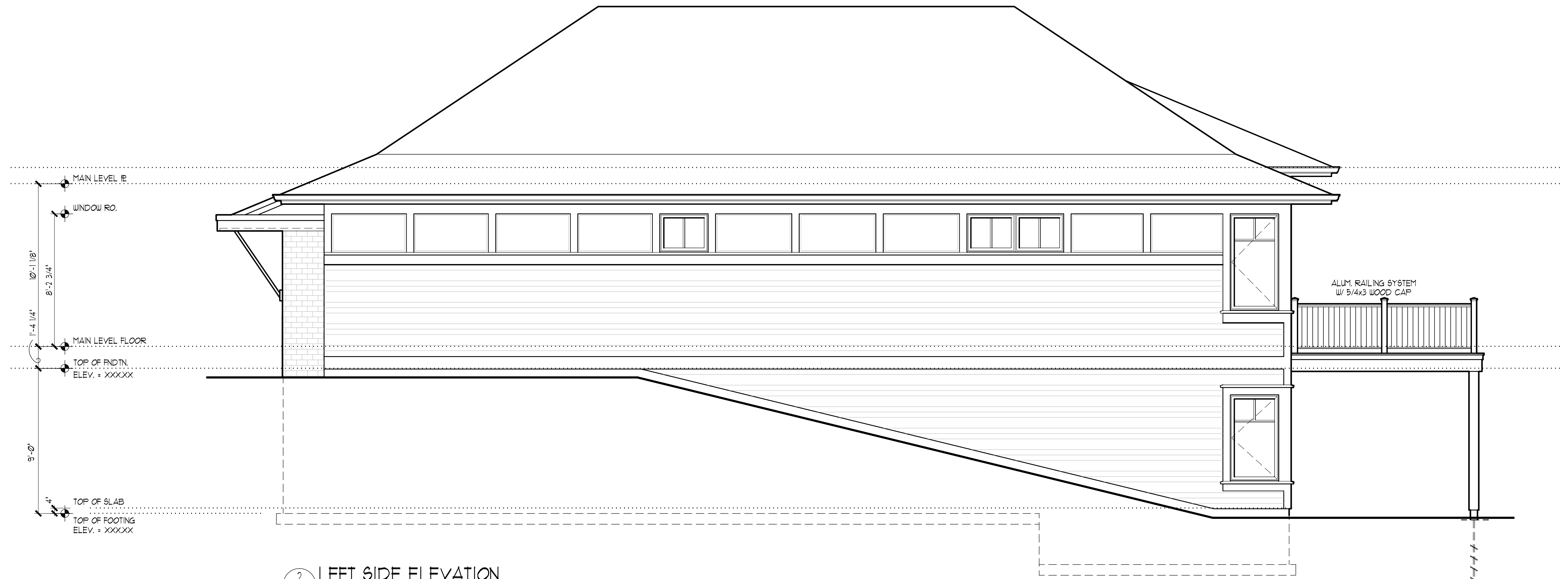
SHEET INDEX	
<u>ARCHITECTURAL</u>	
T-1	Title Sheet
A-1	Foundation Plan
A-2	Lower Level Floor Plan
A-3	Main Level Floor Plan
A-4	Roof Plan
A-5	Front/Left Elevations
A-6	Rear/Right Elevations
A-7	Bldg Sections/Typ. Wall
A-8	Building Sections
S-1	Structural
E-1	Lower Level Electrical
E-2	Main Level Electrical
I-1	Interior Elevations
I-2	Interior Elevations
I-3	Interior Elev./Details

A-5
SHEET NO.

This is a detailed architectural elevation drawing of a two-story residential building. The structure features a prominent gabled roof with wide eaves. The second story is characterized by a large, multi-paned window unit on the right side and a smaller window on the left. A central balcony with a decorative railing is located on this level. The first story includes a large double door in the center, flanked by windows on both sides. The exterior walls are depicted with horizontal siding lines. The drawing uses solid lines for the main structure and dashed lines for the foundation and some window details.



(A-6)



2
A-6

A-6

REVISION / POLE DATE	DATE	DESCRIPTION	DATE	DESCRIPTION
	10/20/14	FOR CITY APPROVAL		

DATE DRAWN:
CUSTOMER
PLAN REVIEW:

SHEET

	ARCHITECT
-1	Title Sheet
-1	Foundation
-2	Lower Level
-3	Main Level
-4	Roof Plan
-5	Front/Left
-6	Rear/Right
-7	Bldg Section
-8	Building
-1	Structural
-1	Lower Level
-2	Main Level
-1	Interior
-2	Interior
-3	Interior

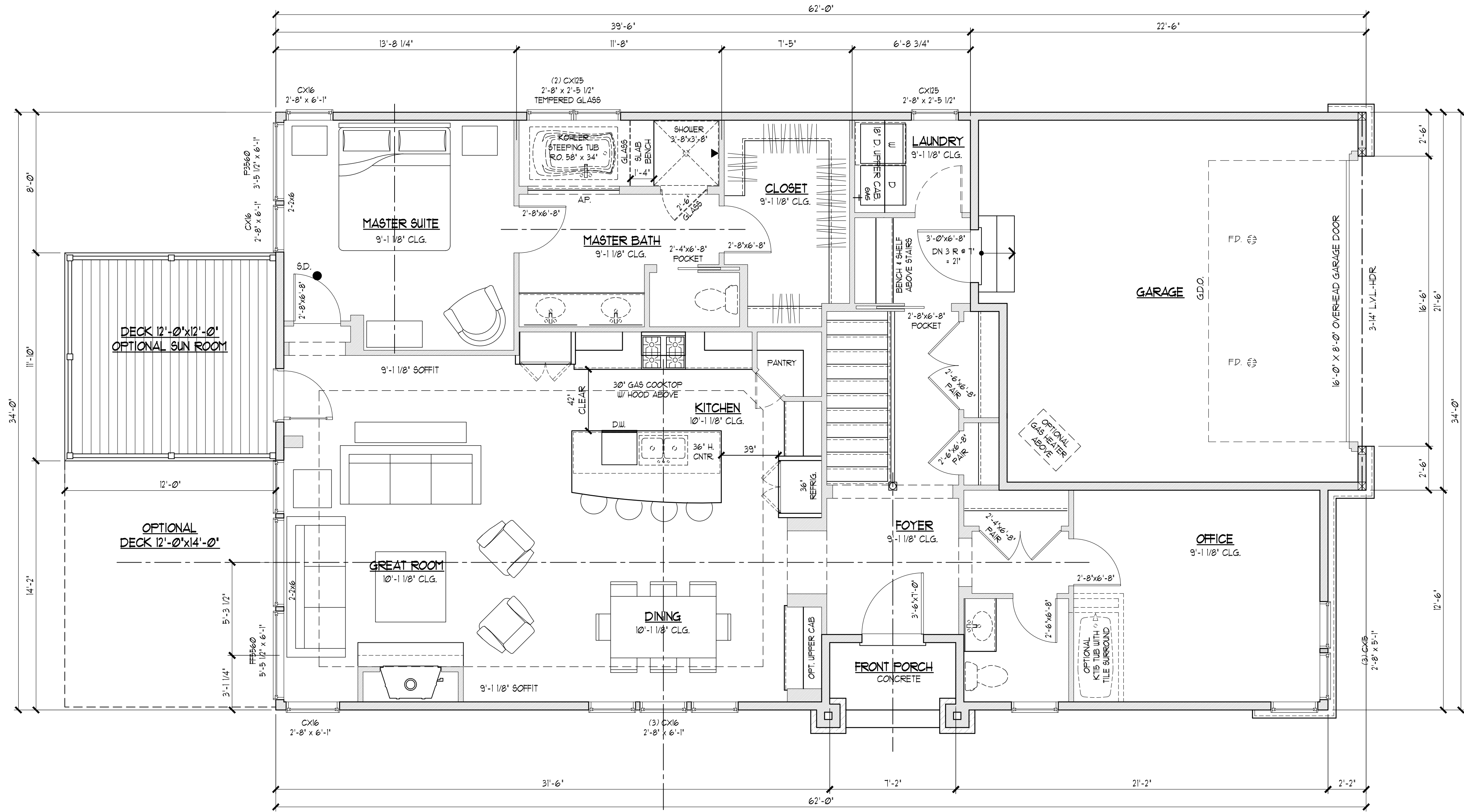
A-6
SHEET NO.

[illegible]

THESE ARCHITECTURAL PLANS AND THE HOME CONSTRUCTED PURSUANT TO THE PLANS ARE THE EXCLUSIVE COPYRIGHT PROPERTY OF CHARNES CLOUD DE NOVO, LLC.

PERMITS, SPECIFICATIONS OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

Harmony Circle Villa 34 X 62



1
A-3 MAIN LEVEL FLOOR PLAN
SCALE: 1/4" = 1'-0"

FINISHED = 1586 SQ. FT.
GARAGE = 452 SQ. FT.
DECK = 144 SQ. FT.
OPTIONAL
SUN ROOM = 144 SQ. FT.
WITH DECK = 168 SQ. FT.

