



CITY COUNCIL MEETING MINUTES

Richfield, Minnesota

City Council Work Session

February 23, 2021

CALL TO ORDER

The meeting was called to order by Mayor Regan Gonzalez at 5:45 p.m. virtually via WebEx.

Council Members Present: Maria Regan Gonzalez, Mayor; Ben Whalen; Mary Supple; Simon Trautmann; and Sean Hayford O'leary

Staff Present: Katie Rodriguez, City Manager; John Stark, Community Development Director; Melissa Poehlman, Assistant Community Development Director ; Ryan Krzos, Planner; Mary Tietjen, City Attorney; Blanca Martinez Gavina, Executive Analyst; and Kelly Wynn, Senior Office Assistant.

Planning Commission Present: Kathryn Quam, Chair; Brett Stursa, Jim Rudolph

Item #1	PRESENTATION AND DISCUSSION ON DRAFT UPDATES TO THE CITY'S SUBDIVISION ORDINANCE
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Assistant Community Development Director Poehlman gave a description of the item and explained staff is looking for feedback on procedure and approval process.

Planner Krzos gave a presentation regarding the Subdivision Ordinance Update that included:

- Explanation of subdivisions;
- Goals for current update;
- Structure;
- General Provisions;
- Procedures (platting and minor subdivision);
- Approvals;
- Design Standards; and
- Required Improvements

Assistant Community Development Director Poehlman explained the Administrative Review Committee (ARC) is made up of representatives from departments within the city.

Chair Quam expressed concern with taking away the opportunity of certain public hearings.

Council Member Hayford O'leary appreciated the stream lining of items.

Council Member Whalen asked for clarification on what would need charter amendment and where public hearing would happen.

Assistant Community Development Director Poehlman explained the process would include a public hearing at a Planning Commission meeting and approval at a Council Meeting.

Council Member Supple asked if a charter amendment would require a vote.

City Attorney Tietjen stated the charter can be amended by an ordinance but there is a process to follow that could take several months to complete.

Assistant Community Development Director Poehlman replied to Chair Quam's concerns in that it can seem disingenuous to bring something to Council when there is little to no discretion.

Chair Quam asked if staff would be renaming 'subdivision waiver' to 'minor subdivision' and have that process done internally.

Assistant Community Development Director Poehlman stated the process currently goes to Council with a public hearing but Council is bound to approve the application it meets all necessary guidelines.

Chair Quam expressed concern of dismissing public hearings and would like to have an outline of what can and cannot be changed.

Mayor Regan Gonzalez stated she is in favor of changes but would like to see a communication piece outlining the process to assist Council and residents to better understand.

Director Stark asked about the appeal process if staff chose to go with an administrative approval approach.

City Attorney Tietjen stated it could be done but would need to be written into an ordinance.

Director Stark offered the option to write the language to give staff the option of going through the administrative process or through Council.

Assistant Community Development Director Poehlman explained that option is currently in the zoning code but not for the subdivision process.

Council Member Whalen agreed with the providing the option for staff to forgo the administrative approval and go to Council.

Assistant Community Development Director Poehlman stated Council could choose to reduce the number from four to three when it comes to dividing a lot.

Council Member Hayford Oleary asked how the timeline would be affected if a resident would appeal a decision.

Assistant Community Development Director Poehlman stated it would take about three to four weeks for regular approval but if it is appealed, could add an additional four weeks.

Chair Quam asked for an explanation on why public hearings are required if nothing could be done by staff or Council.

City Attorney Tietjen explained input can be considered at the beginning of the process but towards the end, if an application meets all guidelines, there is no discretion.

Assistant Community Development Director Poehlman summarized Council and Planning Commission feedback.

ADJOURNMENT

The work session was adjourned by unanimous consent at 6:58 p.m.

Date Approved: March 09, 2021



Maria Regan Gonzalez
Mayor



Kelly Wynn
Senior Office Assistant



Katie Rodriguez
City Manager