



# PLANNING COMMISSION MEETING MINUTES Richfield, Minnesota

## Regular Planning Commission Meeting

### February 26, 2024

**CALL TO ORDER**

The meeting was called to order by Chair Holmwig-Johnson at 7:06 p.m. in the Council Chambers.

Planning Commissioners Present: Cole Hooey, Eddie Holmwig-Johnson, Benjamin Surma, Stephanie Hollman, Matt Taraldsen, Brett Stursa, and Brendan Kennealy

Commissioners Excused:

Staff Present: Sam Crosby, Planner II and Ruby Villa, Assistant Planner

Others Present: Kris Weiby, Recreation Services Facilities Manager

**APPROVAL OF MINUTES**

M/Stursa, S/Surma, to approve the minutes of the Regular Planning Commission meeting of November 27, 2023.

Motion carried: 7-0.

**OPEN FORUM**

Chair Holmwig-Johnson reviewed the options to participate in the open forum. There were no callers or speakers.

<b>ITEM #1</b>	<b>APPROVAL OF THE AGENDA</b>
----------------	-------------------------------

M/Hooey, S/Kennealy, to approve the agenda.

Motion carried: 7-0.

<b>ITEM #2</b>	<b>PUBLIC HEARING TO CONSIDER A REQUEST FOR TWO VARIANCES FROM SIGN CODE REQUIREMENTS AT 636 - 66TH STREET EAST (VETERANS MEMORIAL PARK).</b>
----------------	---

Planner Villa presented Staff Report No. 1.

In response to Commissioner Hooey, Planner Villa explained that the requested variances are more appropriate than a text amendment for greater signage in general because there are no other properties in the city that are zoned residential and are as large or unique as Veterans Park.

Chair Holmwig-Johnson questioned the need for a dynamic display specifically and expressed concern for the character of the neighborhood. Planner Villa explained that the zoning code contains brightness and separation standards. Planner Villa also explained that signs serve a wayfinding purpose and invited the applicant to speak on the dynamic display portion of the sign.

Kris Weiby explained that the existing sign in front of the pool is very old and in disrepair. The existing sign is also static and needs to be manually altered in order to display new messages. Weiby stated that a dynamic display would help to more easily advertise the multiple services and amenities offered at the park, especially given that the current sign is set very far back from the street and not easily readable.

Commissioner Stursa questioned whether the new dynamic display is the same model as the existing one on Portland Ave and 64<sup>th</sup> Street. Planner Crosby stated that while the new dynamic display would be the same brand as the existing, it is most likely a newer make and model.

Chair Holmwig-Johnson opened the public hearing. There were no callers or speakers.

M/Kennealy, S/Hooey, to close the public hearing.

Motion carried: 7-0.

Commissioner Kennealy stated that the request seemed reasonable, given the size of the property.

Chair Holmwig-Johnson stated that he did not agree that a practical difficulty caused by the limitation of one dynamic display per property existed. In response, Commissioner Taraldsen disagreed and stated that the unique size and location of the property warrants flexibility of the rules.

Chair Holmwig-Johnson asked that the request be split into two motions.

M/Hooey, S/Taraldsen, to (1) approve a variance to allow a second dynamic display at 636 66<sup>th</sup> Street East – Veterans Memorial Park.

Motion carried: 6-1 (Holmwig-Johnson dissenting).

M/Taraldsen, S/Hooley, to (2) approve a variance to allow total freestanding signage over 100 square feet at 636 66<sup>th</sup> Street East – Veterans Memorial Park.

Motion carried: 7-0.

<b>ITEM #3</b>	<b>ELECTION OF PLANNING COMMISSION CHAIRPERSON, VICE-CHAIRPERSON AND SECRETARY.</b>
----------------	---

Planner Villa presented Staff Report No. 2.

M/Hooley, S/Surma, to elect Commissioner Holmwig-Johnson as Chairperson.

Motion carried: 7-0.

M/Holmwig-Johnson, S/Taraldsen, to elect Commissioner Kennealy as Vice-Chairperson.

Motion carried: 7-0.

M/Hooley, S/Surma to elect Commissioner Stursa as Secretary.

Motion carried: 7-0.

<b>ITEM #4</b>	<b>REVIEW AND AMEND THE PLANNING COMMISSION BYLAWS.</b>
----------------	---

Planner Villa presented staff report No. 3.

Several Commissioners provided ideas for alternative scheduling procedures. Chair Holmwig-Johnson suggested amending the bylaws to direct staff to provide a calendar of City observed holidays on a yearly basis at every February organizational meeting. At that point, the Commission would agree on all alternative meeting dates for meetings that fall on City observed holidays.

M/Taraldsen, S/Surma, to move the review and amendment of the Planning Commission Bylaws, as well as the yearly re-scheduling task, to the next regular meeting on March, 25, 2024.

Motion carried: 7-0.

<b>ITEM #5</b>	<b>APPOINTMENT OF LIASIONS TO THE CITY COUNCIL, COMMUNITY SERVICES ADVISORY COMMISSION, HOUSING AND REDEVELOPMENT AUTHORITY, SCHOOL BOARD, TRANSPORTATION COMMISSION, CHAMBER OF COMMERCE, AND SUSTAINABILITY COMMISSION.</b>
----------------	---

Planner Villa presented staff report No. 4.

The Commission discussed and agreed upon the following liaison appointments:

City Council: Commissioner Holmwig-Johnson  
Community Services Advisory Commission: Commissioner Hollman  
Housing and Redevelopment Authority (HRA): Commissioner Stursa  
Richfield School Board: Commissioner Kennealy  
Transportation Commission: Commissioner Surma  
Chamber of Commerce: Commissioner Hooey  
Sustainability Commission: Commissioner Taraldsen

<b>LIAISON REPORTS</b>
------------------------

- Community Services Commission: This liaison role is currently vacant.
- City Council: Commissioner Kennealy had no report.
- Housing and Redevelopment Authority (HRA): Commissioner Stursa had no report.
- Richfield School Board: Chair Holmwig-Johnson explained that the Richfield School Board is continuing their Safe Routes to School Initiative this year.
- Transportation Commission: Commissioner Surma stated that the Commission received the results of a speed limit survey as part of the initiative for reducing city wide limits.
- Chamber of Commerce: Commissioner Hooey had no report.
- Sustainability Commission: Commissioner Taraldsen reported that tree sales will open late March/early April. Also, registration for space in the community garden will open on March 4<sup>th</sup>.

<b>ITEM #6</b>	<b>CITY PLANNER'S REPORT</b>
----------------	------------------------------

Chair training is at 6:00 pm on Wednesday, March 20<sup>th</sup>. The training will be led by the City Attorney and is open to all commissioners.

<b>ITEM #7</b>	<b>NEXT MEETING TIME AND LOCATION</b>
----------------	---------------------------------------

The next regular meeting is on March 25, 2024, at 7:00 pm in the Council Chambers.

<b>ITEM #8</b>	<b>ADJOURNMENT</b>
----------------	--------------------

M/Kennealy, S/Surma to adjourn the meeting.

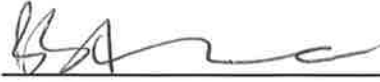
Motion carried: 7-0 and the meeting was adjourned at 7:55 p.m.

Submitted by:



---

Ruby Villa  
Assistant Planner



---

Brett Stursa  
Planning Commission Secretary