



**PLANNING COMMISSION MEETING  
RICHFIELD MUNICIPAL CENTER, COUNCIL CHAMBERS  
OCTOBER 22, 2018  
7:00 PM**

Call to Order

Approval of minutes of the regular Planning Commission meeting of September 24, 2018.

Opportunity for Citizens to Address the Commission on items not on the Agenda

**Agenda Approval**

1. Approval of the Agenda

**Public Hearings**

2. Conduct a public hearing and consider a recommendation of approval for the 2040 Comprehensive Plan.

Note: The full Draft 2040 Comprehensive Plan is available for review on the City's website ([www.richfieldmn.gov/compplan](http://www.richfieldmn.gov/compplan)). The size of the document makes it impractical and technologically difficult to attach directly to this report.

PC Letter #12

3. Cancel a public hearing to consider an Interim Use Permit for a landscaping and snow removal business at 7138 Chicago Avenue.

18-IUP-03

**Other Business**

4. Consideration of a motion rescheduling the December Planning Commission meeting to December 10, 2018.

PC Letter #13

**Liaison Reports**

Community Services Advisory Commission  
City Council  
Housing and Redevelopment Authority (HRA)  
Richfield School Board  
Transportation Commission  
Chamber of Commerce  
Other

**City Planner's Reports**

5. City Planner's Report

6. Next Meeting Time and Location

November 26, 2018, at 7:00 p.m. in the Council Chambers.

7. Adjournment

**Auxiliary aids for individuals with disabilities are available upon request. Requests must be made at least 96 hours in advance to the City Clerk at 612-861-9738.**



# Planning Commission Minutes

September 24, 2018

MEMBERS PRESENT: Chairperson Sean Hayford Oleary, Commissioners Allysen Hoberg, Dan Kitzberger, James Rudolph, Bryan Pynn, Susan Rosenberg, and Kathryn Quam

STAFF PRESENT: Melissa Poehlman, Assistant Community Development Director  
Matt Brillhart, Associate Planner

OTHERS PRESENT: William (last name inaudible), 7301 Penn Avenue representative

Chairperson Hayford Oleary called the meeting to order at 7:00 p.m.

## APPROVAL OF MINUTES

M/Pynn S/Rudolph to approve the minutes of the August 27, 2018 meeting.

*Motion carried: 6-0*

## OPEN FORUM

No members of the public spoke.

## ITEM #1 APPROVAL OF AGENDA

M/Quam, S/Rosenberg to approve the agenda.

*Motion carried: 6-0*

Commissioner Kitzberger arrived late.

## PUBLIC HEARING(S)

### ITEM #2

**18-CP-03,18-RZN-04 – Consideration of a resolution and zoning ordinance amending the Comprehensive Plan and Zoning designations for the property at 7301 Penn Avenue. Consideration of the approval of a resolution related to a stipulation placed upon the property by the City Council in 1995.**

Associate Planner Matt Brillhart presented the staff report.

In response to Commissioner Pynn, Brillhart clarified the types of uses that are permitted or conditional in the Neighborhood Commercial Zoning district.

In response to Commissioner Quam, Brillhart provided a possible explanation for the stipulation that was placed on the property in 1995.

The applicant's representative gave a brief history on the property as well as a summary of the types of businesses that have expressed interest in the building.

M/Rosenberg, S/Rudolph to close the public hearing.

*Motion carried: 7-0*

M/Pynn, S/Rosenberg to recommend approval of a resolution and zoning ordinance amending the Comprehensive Plan and Zoning designations for the property at 7301 Penn Avenue S, and a resolution removing a stipulation placed upon the property by the City Council in 1995.

*Motion carried: 7-0*

**ITEM #3**

**PC Letter #11 – Consideration of changes to the City's Zoning Ordinance to make tattoo businesses 'permitted' rather than 'conditionally permitted' in the C-2 General Business District.**

Associate Planner Matt Brillhart presented the staff report.

In response to Commissioner Rudolph and Chair Hayford Oleary, Brillhart clarified what uses are conditional in the C-2 district and what determines if a use should be conditional. Brillhart further clarified which zoning districts currently permit tattoo businesses.

In response to Commissioner Quam, Brillhart explained that they have not received any feedback from schools about setback requirements for tattoo shops and further stated that Minneapolis permits tattoo shops in neighborhood commercial zoning districts.

Commissioner Pynn commented that he was in support of the ordinance change. Chair Hayford Oleary concurred and also expressed that he would like staff to take a deeper look into whether other conditional uses should instead be permitted.

M/Rosenberg, S/Pynn to close the public hearing.

*Motion carried: 7-0*

M/Pynn, S/Rosenberg to recommend approval of an ordinance amendment making tattoo businesses 'permitted' rather than 'conditionally permitted' in the C-2 General Business District.

*Motion carried: 6-1 (Rudolph opposed)*

**OTHER BUSINESS**

None.

**LIAISON REPORTS**

Community Services Advisory Commission: No report

City Council: No report

HRA: No report

Richfield School Board: Commissioner Quam – update on school board issues

Transportation Commission: Chair Hayford Oleary – draft of Pedestrian Plan available

**CITY PLANNER'S REPORT**

Poehlman notified commissioners of an upcoming work session Oct. 9 to discuss a potential development on the Lunds grocery store property on Penn Avenue.

**ADJOURNMENT**

M/Pynn, S/Rudolph to adjourn the meeting.

The meeting was adjourned by unanimous consent at **7:34 p.m.**

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Planning Commission Secretary

|                 |                 |
|-----------------|-----------------|
| AGENDA SECTION: | Public Hearings |
| AGENDA ITEM #   | 2.              |
| CASE NO.:       | PC Letter #12   |



## PLANNING COMMISSION MEETING 10/22/2018

REPORT PREPARED BY: Melissa Poehlman, Asst. Community Development Director

CITY PLANNER REVIEW: John Stark, Community Development Director  
10/16/2018

### **ITEM FOR COMMISSION CONSIDERATION:**

**Conduct a public hearing and consider a recommendation of approval for the 2040 Comprehensive Plan.**

**Note: The full Draft 2040 Comprehensive Plan is available for review on the City's website ([www.richfieldmn.gov/compplan](http://www.richfieldmn.gov/compplan)). The size of the document makes it impractical and technologically difficult to attach directly to this report.**

### **EXECUTIVE SUMMARY:**

Over the past 18 months, staff and consultants from the Hoisington Kogler Group, Inc. (HKGi) and SRF Consulting Group have been working to gather feedback and update the City's Comprehensive Plan (as required by State Statute). This work has included a significant amount of outreach to the community in the form of paper and online surveys, pop-up events, open houses, and steering committee meetings (See Historical Context Section for additional details). Based on policy-maker feedback, survey responses, and direct conversations, the 2040 Comprehensive Plan has been updated to reflect the direction that Richfield will head in the coming years.

The City has never viewed the Comprehensive Plan as a static document and thus it has been revised a number of times over the past decade to reflect changes in policies and market realities, or in response to anticipated transportation changes. Community input confirmed that the 2030 Plan was still largely relevant and reflective of the community vision. As such, the 2040 Comprehensive Plan (Plan) is more of a refinement than an overhaul of that Plan. Significant time and effort has gone into:

- Vision statement describing the "Urban Hometown" moniker;
- Sub-area plan and guiding principles for the area surrounding the intersection of 66th Street and Nicollet Avenue;
- New Parks Master Plan;
- Bringing pedestrian, bicycle, and transit elements to the forefront of the Transportation Chapter in order to further emphasize their priority in system planning;
- Inclusion of the City's racial history and commitment to racial equity;
- Discussion of tools and challenges to address the improvement and protection of the City's Naturally Occurring Affordable Housing (NOAH);
- Incorporating the work of the Housing Visioning Task Force; and
- Simplification of land use categories, including adjustment of density ranges to reflect existing land use patterns that the City wishes to promote and continue.

As is the case in most discussions, there was a divide in the opinion of the public in regard to the future of Richfield. There are some residents who would prefer that Richfield revert to being a bedroom community, as

it was historically developed. We also spoke with many residents who love Richfield as it is and see no need to change anything further. Finally, there are those who see recent commercial, housing, and transportation changes as only the beginning of a renaissance in Richfield. Things will continue to change in and around Richfield. The City as a bedroom community is not a sustainable economic model; commercial and multi-family development is necessary to help pay for the continued infrastructure costs of the City. Climate change, increased and diverse populations, technological innovations, just to name a few, will continue to influence and change the decisions that people make regarding where to live and work, and how they get to those places. The goal of the Comprehensive Plan is to prepare, as much as possible, for these changes and to manage this change in a way that can make them an asset to the community.

### **RECOMMENDED ACTION:**

**Conduct and close a public hearing and by motion: Recommend adoption of the Richfield 2040 Comprehensive Plan, pending approval by the Metropolitan Council.**

### **BASIS OF RECOMMENDATION:**

#### **A. HISTORICAL CONTEXT**

The Comprehensive Plan update process has included a number of opportunities for residents and business owners to participate. These include:

- Penn Fest information booth - September 2016 and September 2017.
- Steering Committee Meetings - April, June, August 2017, and February 2018.
- Pop-up events - Metro Transit bus riding (May 2017), Loaves and Fishes (May 2017), DMV (May 2017), Farmers Market (July 2017).
- Survey distribution by Steering Committee Members (primarily April/May 2017).
- Open Houses - May 2017, August 2017, March 2018
- Wiki-map survey - April 2017
- Online survey - March 2017

Feedback received has been compiled into two Community Engagement Briefs, available as Appendix B of the Plan.

#### **B. POLICIES (resolutions, ordinances, regulations, statutes, etc):**

- The Metropolitan Land Planning Act (State Statute 473) provides the requirements for the update of the Comprehensive Plan.
- Affected jurisdictions have been provided an opportunity to comment on the Plan. Affected jurisdictions for Richfield include:
  - The cities of Bloomington, Edina, and Minneapolis;
  - Hennepin County;
  - School District 280;
  - Watershed Districts (Lower MN River, Minnehaha Creek, Nine Mile, and Richfield-Bloomington);
  - MnDOT;
  - MnDNR; and
  - Metropolitan Airports Commission.
- The Draft 2040 Comprehensive Plan was also submitted to the Metropolitan Council for preliminary review.
- Staff has reviewed all official comments (attached) and revised the Draft 2040 Comprehensive Plan where necessary.

#### **C. CRITICAL TIMING ISSUES:**

- A six month review period for affected jurisdictions is required prior to submittal of the Comprehensive Plan update to the Metropolitan Council. This review period expires November 9th. No additional substantial comments are expected.
- Council consideration is scheduled for November 13th.
- Plans must be submitted to the Metropolitan Council by December 31, 2018.
- The Metropolitan Council has six months to review the Comprehensive Plan. The 2040 Comprehensive Plan will not officially become effective until it has been approved by the

Metropolitan Council.

**D. FINANCIAL IMPACT:**

- None

**E. LEGAL CONSIDERATION:**

- Notice of this public hearing was published in the Sun Current Newspaper as required.
- Notice was also published via the City's Facebook page and a press release sent to the Sun Current Newspaper.
- Individual letters were sent to owners of property that is proposed for a designation change. Letters specified the current designation of the property and the proposed designation. Staff contact information was provided.

**ALTERNATIVE RECOMMENDATION(S):**

- Recommend approval of the Plan with modifications.

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

Lance Bernard, Planner & Project Manager - Hoisington Kogler Group Inc. Jack Broz, Transportation Engineer Jim Topitzhofer, Recreation Services Director Julie Urban, Housing Manager

**ATTACHMENTS:**

| Description                   | Type            |
|-------------------------------|-----------------|
| ☐ Official Review Comments    | Backup Material |
| ☐ 2030 Comp Plan-Land Use Map | Backup Material |
| ☐ 2040 Comp Plan-Land Use Map | Backup Material |



July 27, 2018

Three Rivers  
Park District  
Board of  
Commissioners

Melissa Poehlman, AICP  
Asst. Community Development Director  
6700 Portland Avenue  
Richfield, MN 55423

Penny Steele  
District 1

**RE: City of Richfield, 2040 Comprehensive Plan Update**

Dear Melissa:

Jennifer DeJournett  
District 2

Three Rivers Park District (Park District) submits the following comments regarding your 2040 Comprehensive Plan. If you have further questions or comments, please contact Ann Rexine, Principal Planner at [ann.rexine@threeriversparks.org](mailto:ann.rexine@threeriversparks.org) or by phone at 763-694-1103.

Daniel Freeman  
Vice Chair  
District 3

|  |                           |
|--|---------------------------|
| <p><b>Text revisions requested.</b></p> <p>Please adjust the following text to read:</p> <ul style="list-style-type: none"> <li>• “The Nine Mile Creek Regional Trail is part of the Three Rivers Park District’s <del>Plan system, to provide</del> <b>providing</b> a 15 mile trail...”</li> <li>• Segments in Richfield, <del>and</del> Hopkins <del>and Edina</del> are complete (4.9 miles), and <del>portions of the Edina segment will open in early 2018.</del></li> </ul> | <p><b>Page</b><br/>72</p> |
|--|---------------------------|

John Gunyou  
Chair  
District 4

John Gibbs  
District 5

|   |                           |
|---|---------------------------|
| <p><b>Map revisions requested (Figure 7-1).</b></p> <p>This map appears to have been a previous iteration of Figure 7-6 on page 81. The below comments are for Figure 7.1, however perhaps a simple date or title indicating that this map has been updated might clear confusion.</p> <ul style="list-style-type: none"> <li>• The existence of Nine Mile Creek Regional Trail (labeled as an Off Street Trail) is partly depicted, as it abruptly terminates at 12<sup>th</sup> Ave. N. – it currently continues south into Bloomington, across 494.</li> <li>• Nokomis-Minnesota River Regional Trail is not depicted and should be shown as an Off Street Trail.</li> </ul> | <p><b>Page</b><br/>76</p> |
|---|---------------------------|

Steven Antolak  
Appointed  
At Large

Gene Kay  
Appointed  
At Large

|   |                           |
|---|---------------------------|
| <p><b>Map revisions requested (Figure 7-3).</b></p> <p>The search corridor depicted as South Hennepin East is incorrectly labeled. It should read “<b>Canadian Pacific Rail Regional Trail.</b>” The Park District has attached a map (Map A) with the correct labeling, should you determine that it is useful for your planning purposes.</p> | <p><b>Page</b><br/>77</p> |
|---|---------------------------|

Boe Carlson  
Superintendent

|   |                           |
|---|---------------------------|
| <p><b>Text revisions requested.</b></p> <ul style="list-style-type: none"> <li>• Please revise the text to read, "Nokomis-MN River <b>Regional</b> Trail." Abbreviating Minnesota to MN is acceptable.</li> <li>• "The City also recognizes the <del>Intercity</del> <b>Nokomis-Minnesota River</b> Regional Trail. This is a <del>planned</del> regional trail that is not yet open to the public <b>travels 7 miles</b> through Minneapolis, Richfield and Bloomington..."</li> </ul> | <p><b>Page</b><br/>82</p> |
| <p><b>Map revisions requested (Figure 7-11).</b></p> <p>The legend should read, "Richfield Parkway (<del>Intercity</del> <b>Nokomis-Minnesota River</b> Regional Trail Route)."</p>   | <p><b>Page</b><br/>93</p> |
| <p><b>Text revisions requested.</b></p> <p>Please adjust the following text to read:</p> <p>"Regional parks that are in close proximity....Hyland-Bush-Anderson Lakes <del>Regional</del> Park <b>Reserve</b>..."</p>   | <p><b>Page</b><br/>93</p> |

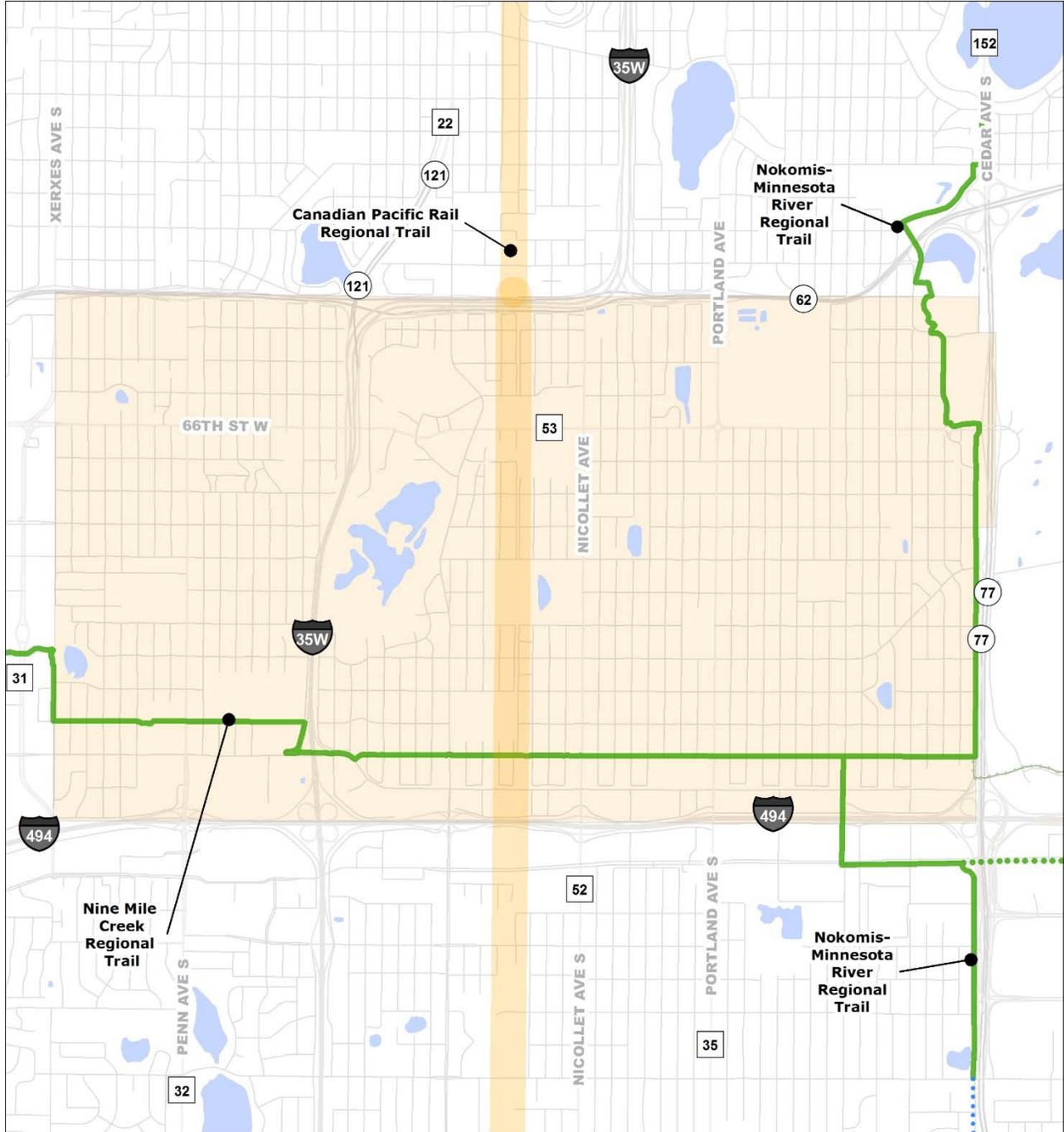
Enclosed: Map A–Three Rivers Park District 2040 Facilities Proposed, Richfield

CC: File  
Metropolitan Council, Michael Larson  
Danny McCullough, Park District Regional Trails System Manager

# MAP A

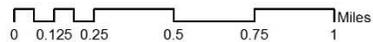
## City of Richfield

### Three Rivers Park District Facilities - 2040 Proposed



**FOR PLANNING PURPOSES ONLY**

Map prepared by Three Rivers Park District  
 Planning Department - AR July 27, 2016



- Existing Regional Trails
- ⋯ Planned Regional Trails
- Regional Trail Search Corridor



## Melissa Poehlman

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**From:** Scheffing, Karen (DOT) <karen.scheffing@state.mn.us>  
**Sent:** Tuesday, May 29, 2018 10:35 AM  
**To:** Melissa Poehlman  
**Subject:** CPA18-024 City of Richfield 2040 Comp plan

Melissa

Thank you for the opportunity to review the City of Richfield's 2040 come plan update. MnDOT has reviewed this document and has no comments. Please contact me if you have any questions regarding this review.

Thanks  
Karen

Karen Scheffing  
Principal Planner  
1500 W County Road B2  
Roseville MN 55113  
651-234-7784

June 15, 2018

Melissa Poehlman, Assistant Community Development Director  
City of Richfield  
6700 Portland Avenue S.  
Richfield, MN 55423

**RE: Preliminary Review of the City of Richfield 2040 Comprehensive Plan Update**  
Metropolitan Council District 5  
Metropolitan Council Review File No. 21949-9

Dear Ms. Poehlman:

Metropolitan Council staff have reviewed the preliminary draft of the City of Richfield's 2040 Comprehensive Plan (Plan), received on May 9, 2018. In the preliminary review, staff focused on whether the Plan appeared to be complete and contained any major system issues or policy conflicts. Time did not permit as thorough a review as will occur when the Plan is officially submitted for Council review. A more detailed review may reveal other important matters that were not identified during this preliminary review.

The review letter identifies preliminary review areas that appear to have potential policy concerns, areas of the Plan that are complete for review, and areas that are incomplete for review.

When addressing the matters in this letter, City staff are advised to refer to the City's Checklist of Minimum Requirements in the Community pages of the online Local Planning Handbook and the City's System Statement:

City of Richfield's Checklist of Minimum Requirements:

[https://metro council.org/Handbook/Files/Checklist/02396362\\_Richfield\\_Checklist.aspx](https://metro council.org/Handbook/Files/Checklist/02396362_Richfield_Checklist.aspx)

City of Richfield's Community Page:

[https://metro council.org/Communities/Planning/Local-Planning-Assistance/System-Statements/System-Statements/02396362\\_Richfield\\_2015SS.aspx](https://metro council.org/Communities/Planning/Local-Planning-Assistance/System-Statements/System-Statements/02396362_Richfield_2015SS.aspx)

City of Richfield's System Statement:

[https://metro council.org/Communities/Planning/Local-Planning-Assistance/System-Statements/System-Statements/02396362\\_Richfield\\_2015SS.aspx](https://metro council.org/Communities/Planning/Local-Planning-Assistance/System-Statements/System-Statements/02396362_Richfield_2015SS.aspx)

The preliminary review process found the following sections **complete for review** and did not identify any major system issues or policy conflicts: Parks, Solar Access, Community Wastewater Treatment, SSTS, and Aggregate Resources. Additional advisory comments are included below.

**Parks** (*Michael Larson, 651-602-1407*)

The Plan is complete for Parks. Staff offer the following advisory comment for your consideration.

### Advisory Comment

The Plan maps the location of the existing regional trails as well as discusses the South Hennepin East Regional Trail Search Corridor. However, this content falls in Chapter 7: Transportation. There are no equivalent references in the Chapter 8: Parks System Plan. Although there are no regional parks, existing or planned, within the City, one of the primary objectives for the regional trail system is to connect the regional parks. Please consider providing that context.

The Plan includes an out-of-date reference on Page 82 to the Intercity Regional Trail (now Nokomis-Minnesota River Regional Trail) being a planned trail not yet open to the public.

The Parks section should discuss the ongoing intention of the City to coordinate with Three Rivers Park District to relocate the Nokomis-Minnesota Regional Trail along Richfield Parkway. This is shown in the map image on Page 93, which also incorrectly refers to the Intercity Regional Trail Route. Please refer to advisory comments that the Metropolitan Council has provided the City with previous reviews of the Cedar Avenue Corridor Plan and its subsequent update.

### **Solar Access Protection & Development** *(Cameran Bailey, 651-602-1212)*

The Plan is **complete** and **consistent** with statutory requirements (Minn. Stat. 473.859. Subd. 2; Section 103B.235) and Council policy regarding planning for the protection and development of access to direct sunlight for solar energy systems as required by the Metropolitan Land Planning Act (MLPA).

### Advisory Comments

Council staff suggests that the City complete a comparative analysis between its already-completed Xcel Energy Profile Report and its Solar Calculations. By doing so, the City may strategically match and maximize its solar generation potential with its community's energy use. For example, according to these two data sets, if the City of Richfield realized only half of its rooftop solar generation potential, it could offset 144% of its Commercial Sector's Energy Consumption, 79% of its Industrial Sector's Energy Consumption, 70% of its Residential Sector's Energy Consumption, or 29% of the City's overall energy consumption.

Council staff also recommend enrolling in the following cost-free technical assistance programs, which are designed for local governments, as additional "solar strategies" in your Plan:

- U.S. Dept. of Energy's SolSmart Program - Solar Permitting, Planning, and Development
- MN GreenStep Cities Program – Sustainability Best Practices
- Xcel Energy's Partners in Energy Program – Energy Action Plan Development

The following sections of the Plan are considered **incomplete**. Changes in the Plan are needed before the Plan is submitted to the Council for formal review.

### **Surface Water Management** *(Jim Larsen, 651-602-1159)*

The Plan is incomplete for review based on the requirement for inclusion of the City's Local Surface Water Management Plan (LSWMP). Richfield lies within the oversight boundaries of the Nine Mile Creek and Minnehaha Creek Watershed Districts, and the Richfield Bloomington Watershed Management Organization. The Plan indicates that the City prepared a LSWMP in 2018, but the LSWMP was not included in this submission. Council staff understand that the City will be submitting the LSWMP to the watersheds and to the Council for review in the near future.

### Advisory Comments

Council staff requests that the City notify the Council of the dates the Watershed Districts approve the LSWMP, and the date the City adopts the LSWMP, when those dates are available. Additionally, the finalized LSWMP be included as part of the formal Plan submittal, either as a free-standing chapter or an appendix.

### **Forecasts** (Todd Graham, 651-602-1322)

The Plan is **incomplete** for review for forecasts. To be complete the Plan will need to address the following items:

The Council requires some measure of employment-bearing land use intensity. Acceptable measurements of intensity include Floor Area Ratio (FAR) or building footprint coverage. Please refer to the following resource on the Local Planning Handbook:

#### Measuring Employment

<https://metro council.org/Handbook/Files/Resources/Fact-Sheet/ECONOMIC-COMPETITIVENESS/How-to-Measure-Employment-Intensity-and-Capacity.aspx>

### Advisory Comments

The Council forecasts expect 1,521 households added in Richfield from 2017-2040. If the City expects all or nearly all identified redevelopment sites to be developed and absorbed, the City could request that the 2030 and 2040 households and population forecasts be revised higher.

Also, Council staff advise that the City request a higher employment forecast for 2020 and 2030. Recent employment growth has pushed employment above 17,200 jobs.

### **Land Use** (Michael Larson, 651-602-1407)

The Plan is **incomplete** for land use. To be complete, the Plan will need to address the following items.

The Plan does not provide a breakdown of land use change by decade. Planning work done in support of the TAZ allocation table in the Plan could inform this work. Please also see related comments regarding land supply for affordable housing.

The Update described four contiguous areas in the City that are guided as Mixed Use. Each of these areas have distinct density ranges and percentage estimates for residential. The description for Lyndale & 66th Street, however, describes two different density ranges: 50-100 dwelling units per acre (du/acre) and 25-50 du/acre. It appears that the intent is to create a transition in density from the center to the perimeter of the district. In Table 5-4, New Density Calculation, the table uses the minimum density of 50 du/acre for the Lyndale & 66th Street district. The narrative and calculations should be consistent in their methodology in use of minimum density. The Plan could utilize the lower end of the range (i.e., 25 du/acre). Alternatively, the Plan could provide a further geographic breakdown of the district. Any changes in this methodology should also be reflected in the Housing Chapter.

The Plan also does not address specific planning responsibilities and density requirements requirements related to regional transitways. The City includes two station areas along the METRO Orange Line: 66th Street and 76th Street. The City also includes alignment of the future D-Line Arterial Bus Rapid Transit. The Plan mentions coordinating with partners in station area planning, but does not provide further detail about the nature or timing of local planning responsibilities. The City should refer to the following two fact sheets in the Local Planning Handbook for further information:

Transitway Station Guidance

<https://metro council.org/Handbook/Files/Resources/Fact-Sheet/TRANSPORTATION/Transitway-Station-Guidance.aspx>

Transit Density and Activity Near Transit

<https://metro council.org/Handbook/Files/Resources/Fact-Sheet/LAND-USE/Density-and-Activity-Near-Transit.aspx>

#### Advisory Comments

The Plan discusses previous planning efforts and how they have informed the comprehensive plan update. However, these small area plans are not specifically incorporated into the Plan. Ordinarily, these small area plans provide more refined level of planning detail in a manner that is consistent with the comprehensive plan. However, since they have been prepared in the past, you may wish to consider discussing scenarios where a conflict might arise between the two (i.e., that the comprehensive plan prevails). Furthermore, you may wish to discuss how these small area plans could be (further) revised, as the Cedar Avenue Corridor Plan has been.

Please note that the legend for Figure 5-2: Future Land Use on page 48 is partially cut off.

#### **Housing** (Tara Beard, 651-602-1051)

The Plan is **incomplete** for housing and **inconsistent** with elements of regional housing policy. To be complete and/or consistent, the Plan will need to address the following items:

Land guided to address the City's allocation of affordable housing need for 2021-2030 is not sufficiently described for review. The Plan needs to include a staging table indicating which of the acres meant to address the need (specifically High Density Residential and Mixed Use) are expected to develop between 2021 and 2030. This is the decade that the allocation number is addressing, and so the anticipated timing of (re)development must reflect that decade as well. Council staff recommend modifying Table 6-16 so that developable acres are separated by decade.

One tool described to address housing needs does not adequately specify when and why the City would consider its use. Please provide more context around why and when the City would consider using TIF to support housing needs and specify what types of needs (perhaps referring back to the policies on p. 38).

Some widely used tools to address housing needs are not included. To be consistent, tools must be acknowledged, and the Plan should state if, and if so when and why, it would consider using them to address housing needs:

- Tax abatement
- Housing bond issuance
- Support or direct application to specific resources within the Consolidated RFP put out by Minnesota Housing
- Site assembly, including partnering with the Land Bank Twin Cities
- Livable Communities Act programs
- A Fair Housing policy (see advisory comments for more information)
- Protection/support for the 40 manufactured homes in Richfield, as they are an important and vulnerable source of affordable housing. Rehabilitation resources, conversion to a co-operative (if not one already), local notice-of-sale or first-look provisions could be considered.

- Use of (if a direct entitlement) or application of (if a subrecipient) federal CDBG and HOME funds
- The exploration or stated support of the development of a Community Land Trust model to address affordable homeownership needs
- Preservation of naturally occurring subsidized housing tools such as 4(d) tax incentives (also known as LIRC), partnership with Greater Minnesota Housing's NOAH Impact fund, and MN Housing's preservation resources.

Furthermore, to be consistent, all housing tools described will be linked clearly and consistently to stated housing needs.

#### Advisory Comments

Council staff recommend reconsidering prioritizing affordable housing near transit (p. 38). Our data show that more than 60% of households earning just 30% AMI or less still use a personal vehicle as their primary source of transportation. While affordable housing should certainly be encouraged near transit, prioritizing that location over others can lead to unintended exclusionary outcomes.

Council staff commends the City's apartment remodeling program (p. 67). Requiring income-restricted affordability of any amount/sort for participants of the program would be a logical connection between tool and identified need. If that is the intention, the Plan should state that clearly.

The Council will require a local Fair Housing policy as a requirements to draw upon Livable Communities Act (LCA) awards beginning in 2019. Local Fair Housing policies do not mean that City's should or can manage or administer Fair Housing complaints. A local fair housing policy rather ensures the City is aware of fair housing requirements with regard to housing decisions and provides sufficient resources to educate and refer residents who feel their fair housing rights have been violated. This can be as simple as having links to resources on the City's website. To learn more, and review a template local fair housing policy developed with Council funding, please review the following resources:

PlanIt Webinar: Implementing A Local Fair Housing Policy

<https://www.youtube.com/watch?v=38JY4pNGnZ8&feature=youtu.be>

Fair Housing Policy Guide Best Practices

<https://metro council.org/Handbook/PlanIt/Files/Webinar-Fair-Housing-Handout2.aspx>

Model Fair Housing Policy Template

<https://metro council.org/Handbook/Training/Webinars.aspx>

(Click Handout 1 under Implementing A Local Fair Housing Policy at bottom of page).

Council staff strongly encourage the City to consider an independent mixed-income housing policy. Statements on page 69 of the Plan are a good start; mixed-income incentives/requirements, however, are nuanced and should be developed in detail to be effective. For example, the policy could discuss whether the City would consider a lesser percentage of affordable units in exchange for local funding if the units were more deeply affordable. Other considerations include large-family units, regulatory triggers for affordability, and converting Housing Choice Vouchers to Project Based Vouchers.

Sophisticated mixed income policies have been adopted by St. Louis Park, Golden Valley, Brooklyn Park, Edina and others. For a high level planning document like a comprehensive

plan, Council staff recommend simply acknowledging this tool and committing to explore it in detail for an independent policy adoption. The adoption of an independent policy can get into the details of plan implementation and would be administratively simpler to modify than a comprehensive plan if changes are needed.

Council staff strongly encourage the consideration of an Accessory Dwelling Unit policy and certain tenants rights policies as intentional actions for the City in the Plan's Implementation program.

**Transportation** (*Russ Owen, 651-602-1739*)

The Plan is **incomplete** for Transportation. To be complete the Plan will need to address the following items.

*Transportation Analysis Zones – 2040 Traffic Forecasts*

The Plan does not include a map of the forecasted 2040 volumes. However, there is a placeholder for this map and it is stated within the text that the City is waiting for results from the Hennepin County activity-based model. This map will need to be included in the final plan to fulfill this requirement.

*Roadways*

The City's plan currently does not include a map and/or table depicting the existing and future number of lanes on Principal and A-Minor arterials within the City. Please include this in the final plan.

The Plan must identify future rights-of-way on the Principal and A-Minor Arterial networks that need to be preserved. In order to fulfill this requirement, the City should either identify specific rights-of-way that will be preserved or include a statement noting that the City has no right-of-way locations that need to be preserved at this time.

Future MnPASS lanes are not addressed in the current iteration of this Plan, though the Plan acknowledges that the "findings of (a feasibility assessment) were not available during the development of this Plan." Given the recent announcement that I-494 MnPASS lanes are planned in Richfield and funded by Corridors of Commerce, the final Plan should include identification and discussion of this project.

As the City is proposing a change to the A-Minor Arterial system (Richfield Parkway) a request must formally be submitted to the Transportation Advisory Board (TAB) for their review. The Plan should discuss this. The TAB's approval must be secured prior to reflecting the new classification in the City's Plan. This process is outlined in the Local Planning Handbook.

Advisory Comments

Council staff recommend incorporating a map that depicts changes to the functional classification. This would ensure the Council's functional classification map accurately reflects any proposed changes.

Council staff recommend including a list and summary of all recent corridor studies that address roadway improvements.

*Transit*

The Plan needs to discuss and map high-frequency transit service as well as Transit Advantages.

The Plan needs to include a discussion on possible Transit Link service within the City.

Figure 7.7 and accompanying text should distinguish between planned (or Current Revenue Scenario) and potential (or Increased Revenue Scenario) transitways. Nicollet Avenue and the American Boulevard Arterial Bus Rapid Transit are part of the Increased Revenue Scenario.

#### Advisory Comments

Please adjust the language on page 39 regarding park-and-ride lots to ensure consistency with existing policies and best practices. Current regional strategies including constructing park-and-ride facilities in areas which can handle larger capacities, as opposed to small lots. Lots are also generally designed for high-frequency service and located in areas adjacent to major highways. The City may consider adjusting the existing language to note that Richfield will work with Metro Transit on ways to encourage transit ridership and determine methods to support high-frequency, limited stop service for residents to access key employment centers.

Under the Metro Transit section on page 84, please change language from “including limited service, non-stop service to/from downtown Minneapolis or St. Paul...” to “including limited stop or non-stop service to/from downtown Minneapolis.” There is no direct service to St. Paul.

Please omit the reference on page 84 to transit service on I-494, as there is no transit service directly on I-494.

Figure 7.7 depicts a bus route east of 35W and west of Lyndale that serves Colfax Avenue S, looping back to 77<sup>th</sup> Street. This “loop” is a flex route, not a fixed route. To avoid confusion, please eliminate this from the map.

As a community within Transit Market Area II, we encourage the City to more proactively discuss areas within the community where transit could play a stronger role based on observed or planned land uses. While the Plan does speak to future transitways, this discussion could be broader in scope by more directly discussing higher-density land use and transit-oriented development. Please see related comments under Land Use.

#### *Bicycling and Walking*

The following are advisory comments regarding bicycling and walking.

Please consider making the following changes with regard to the Regional Bicycle Transportation Network (RBTN) and Regional Trails:

- Modify the title of Figure 7-2 to “RBTN Alignments and Corridors” (or an alternative that reflects the map’s incorporation of elements other than RBTN corridors).
- Combine elements of Figure 7-2 with those of Figure 7-6. This will better illustrate how existing and planned facilities directly relate to RBTN elements.

Please consider making the following changes on Page 82 regarding the RBTN:

- Refer to the specific RBTN elements that have been identified within the City as “alignments.” This assists in differentiating between RBTN corridors and alignments.
- Reconsider the placement and context for the “Regional Trail Search Corridors” section to ensure these are not misconstrued as RBTN corridors. As currently written, the reader might confuse these with the RBTN corridors. Please see related comments under Parks.

- Update the text to reflect that the Intercity Regional Trail is now open to the public and now named the Nokomis-Minnesota Regional Trail.

#### *Aviation*

Council staff commends the City for addressing noise exposure and mitigation. The Plan also needs to address many of the other elements required for communities impacted by an airport, including the following:

- A map of existing facilities that may serve as obstructions to air travel/navigation, if applicable.
- A map of MSP airport location in proximity to Richfield, including existing and future airport boundaries, land access locations, and runways.
- A description of existing and future functional and operational characteristics of MSP as it affects the City of Richfield.

#### *Freight*

The Plan must include available data and associated mapping of volumes of multi-axle trucks (HCAADT) for Principal and Minor Arterials. If data for a particular roadway is not available, the Plan can note this.

On Figure 7-13, the map should include any major truck generators (e.g. warehouses, distribution centers, retail centers, etc). This could also include depictions of truck/air freight transload areas at MSP that are adjacent to Richfield.

The Plan should include a discussion of any local roadway issues or problem areas which may affect the efficient movement of freight.

#### Advisory Comments

Page 99 includes a discussion of the possibility of using a freight rail corridor as a bicycled/pedestrian corridor. This may be more appropriate to include in the Pedestrians and Bicyclists section of Chapter 7.

Please consider replacing the map in Figure 7-14 with a map specific to Richfield. This map is difficult to read at this scale.

The City may find it valuable to develop a map that incorporates the detail regarding freight corridors on page 99 with the mapping of Figure 7-13.

#### **Wastewater** (*Roger Janzig, 651-602-1119*)

The Plan is **incomplete** for wastewater. To be complete, the Plan will need to address the following items:

- Table that details adopted community sewer forecasts in 10-year increments to 2040 for both Households and Employment.
  - This should be broken down by areas served by the Metropolitan Disposal System.
- An electronic map or maps (GIS shape files or equivalent) showing the following information:
  - Existing sanitary sewer system.
    - Lift stations.
    - Existing connections points to the metropolitan disposal system.
    - Future connection points for new growth if needed.

- Local sewer service districts by connection point.
  - Intercommunity connections.
- Copy of intercommunity service agreements entered into with an adjoining community after December 31, 2008, including a map of areas covered by the agreement.
- Table or tables that provide the following local system information:
  - Capacity and design flows for existing trunk sewers and lift stations.
  - Assignment of 2040 growth forecasts by Metropolitan interceptor facility.
- Define your community's goals, policies, and strategies for preventing and reducing excessive inflow and infiltration (I/I) in the local municipal (city) and private (private property) sanitary sewer systems.
  - Include a summary of activities or programs intended to mitigate I/I from **both** public and private property sources.
- Describe the requirements and standards in your community for minimizing inflow and infiltration.
  - Include a copy of the local ordinance or resolution that prohibits discharge from sump pumps, foundation drains, and/or rain leaders to the sanitary sewer system.
  - Include a copy of the local ordinance or resolution requiring the disconnection of existing foundation drains, sump pumps, and roof leaders from the sanitary sewer system.
- Describe the sources, extent, and significance of existing inflow and infiltration in **both** the municipal and private sewer systems.
  - Include a description of the existing sources of I/I in the municipal and private sewer infrastructure.
  - Include a summary of the extent of the systems that contributes to I/I such as locations, quantities of piping or manholes, quantity of service laterals, or other measures. If an analysis has not been completed, include a schedule and scope of future system analysis.
  - Include a breakdown of residential housing stock age within the community into pre- and post- 1970 era, and what percentage of pre-1970 era private services have been evaluated for I/I susceptibility and repair.
  - Include the measured or estimated amount of clearwater flow generated from the public municipal and private sewer systems.
  - Include a cost summary for remediating the I/I sources identified in the community. If previous I/I mitigation work has occurred in the community, include a summary of flow reductions and investments completed. If costs for mitigating I/I have not been analyzed, include the anticipated wastewater service rates or other costs attributed to inflow and infiltration.
- Describe the implementation plan for preventing and eliminating excessive inflow and infiltration from entering **both** the municipal and private sewer systems.
  - Include the strategy for implementing projects, activities, or programs planned to mitigate excessive I/I from entering the municipal and private sewer systems.
  - Include a list of priorities for I/I mitigation projects based on flow reduction, budget, schedule, or other criteria.
  - Include a schedule and the related financial mechanisms planned or needed to implement the I/I mitigation strategy.
- For new trunk sewer systems that require connection to the Metropolitan Disposal System:
  - A table that details the proposed time schedule for the construction of the new trunk sewer system.
  - Type and capacity of the treatment facilities, whether municipally or privately owned.
  - Copies of the associated National Pollutant Discharge Elimination System (NPDES) or State Disposal System (SDS) permits.

**Water Supply** (*Lanya Ross, 651-602-1803*)

The Plan is **incomplete** for Water Supply. To be complete for review, the Plan needs to incorporate a Water Supply Plan. The City should complete all information in the DNR and Metropolitan Council water supply plan template. The City must submit this information through the MnDNR Permit and Reporting System (MPARS).

**Implementation** (*Michael Larson, 651-602-1407*)

The Plan is **incomplete** for Implementation. To be complete, the Plan needs to address the following items detailed below.

*Capital Improvement Program (CIP)*

The Plan mentions that a CIP is included in Appendix D, but no appendices are included. When the Plan is formally submitted, it should include an overall CIP, or CIP summary, that identifies major capital investments over five years for each of the areas of transportation, sewers, parks and open space, and water supply facilities. As relevant, the Plan should specify the timing and sequencing of these public investments. If any of these planning areas do not have needs for capital investment, the CIP should state as such.

Advisory Comments

The Plan discusses that it may be “advisable” to move toward zoning controls that are more “building- or form-based.” Council staff support modernization of zoning codes that create more certainty for development outcomes and encourage the City to undertake this effort. The Plan should, however, identify when the City would resolve the need for this and when these changes would occur.

If you have any questions or need further information regarding the comments in this letter, please contact Michael Larson, Principal Reviewer, at 651-602-1407.

Sincerely,

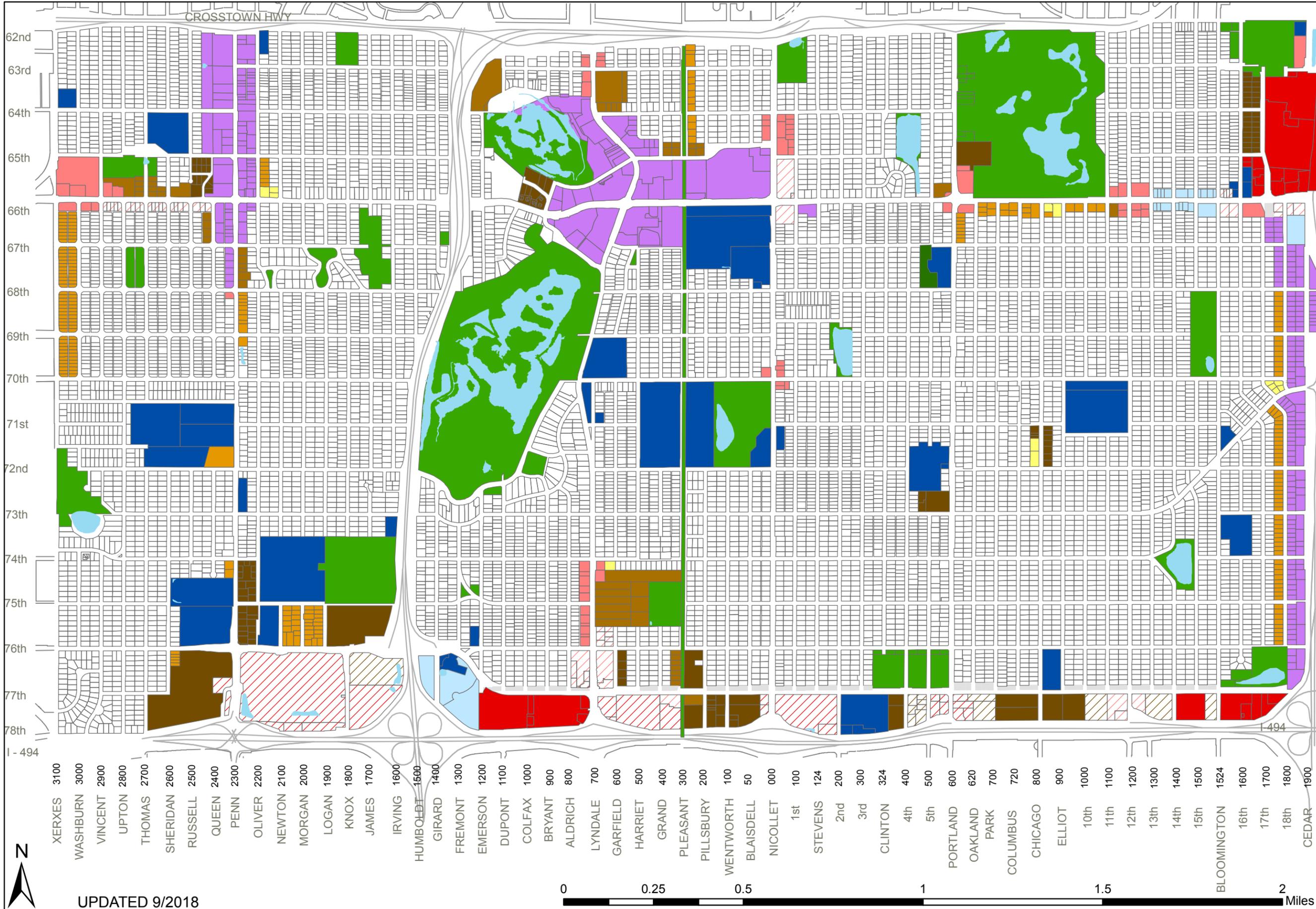


Lisa Beth Barajas, Director  
Community Development Division

CC: Steve Elkins, Metropolitan Council District 5  
Michael Larson, AICP, Sector Representative / Principal Reviewer  
Raya Esmaeili, Reviews Coordinator

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# 2030 Comprehensive Plan - Planned Land Use

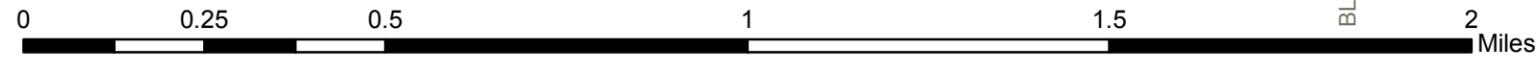


## 2030 Planned Land Use

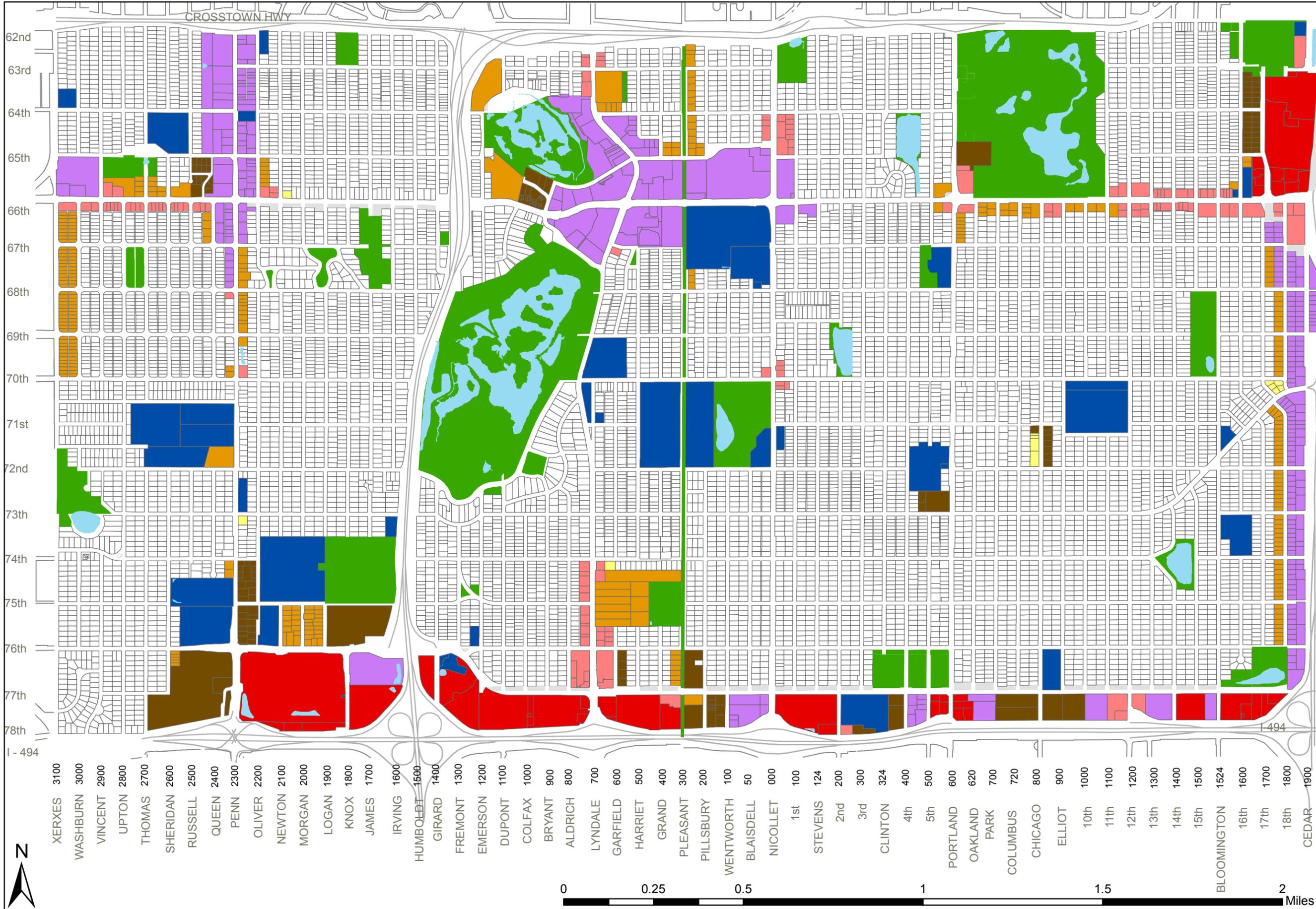
- Regional Commercial
- Regional Commercial/Office
- Community Commercial
- Community Commercial/Office
- Neighborhood Commercial
- Office
- High Density Residential
- High Density Residential/Office
- Medium-High Density Residential
- Medium Density Residential
- Low Density Residential
- Mixed Use
- Park
- Public
- Quasi-Public
- School / QP
- Church / QP
- ROW



UPDATED 9/2018

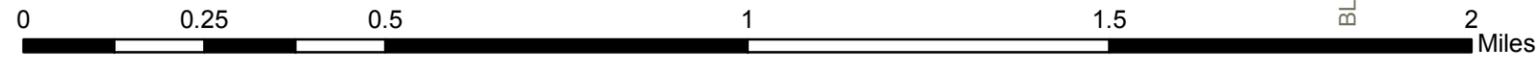


# 2040 Comprehensive Plan - Planned Land Use (Proposed)



## 2040 Planned Land Use

- Mixed Use
- Regional Commercial
- Community Commercial
- Neighborhood Commercial
- High Density Residential
- Medium Density Residential
- Low Density Residential
- Park
- Quasi-Public
- Right-of-Way (ROW)



AGENDA SECTION: Public Hearings  
AGENDA ITEM # 3.  
CASE NO.: 18-IUP-03



## PLANNING COMMISSION MEETING 10/22/2018

REPORT PREPARED BY: Sadie Gannett, Assistant Planner

CITY PLANNER REVIEW: Melissa Poehlman, Asst. Community Development Director  
10/12/2018

### **ITEM FOR COMMISSION CONSIDERATION:**

Cancel a public hearing to consider an Interim Use Permit for a landscaping and snow removal business at 7138 Chicago Avenue.

### **EXECUTIVE SUMMARY:**

The applicant has withdrawn this application to pursue other possible tenants for this property.

### **RECOMMENDED ACTION:**

By motion: Cancel the public hearing to consider applications for an Interim Use Permit for a landscaping and snow removal business at 7138 Chicago Avenue.

### **BASIS OF RECOMMENDATION:**

A. **HISTORICAL CONTEXT**

None

B. **POLICIES (resolutions, ordinances, regulations, statutes, etc):**

None

C. **CRITICAL TIMING ISSUES:**

None

D. **FINANCIAL IMPACT:**

None

E. **LEGAL CONSIDERATION:**

- Notice of this public hearing was published in the Sun Current newspaper and mailed to properties within 350 feet of the site on October 11.

### **ALTERNATIVE RECOMMENDATION(S):**

None

### **PRINCIPAL PARTIES EXPECTED AT MEETING:**

None

AGENDA SECTION: Other Business  
AGENDA ITEM # 4.  
CASE NO.: PC Letter #13



## PLANNING COMMISSION MEETING 10/22/2018

REPORT PREPARED BY: Matt Brillhart, Associate Planner

CITY PLANNER REVIEW: Melissa Poehlman, Asst. Community Development Director  
10/8/2018

### **ITEM FOR COMMISSION CONSIDERATION:**

**Consideration of a motion rescheduling the December Planning Commission meeting to December 10, 2018.**

### **EXECUTIVE SUMMARY:**

The regularly scheduled December Planning Commission meeting falls on Monday, December 24. The City Manager has designated Christmas Eve as a city holiday this year and city offices will be closed. Staff recommends rescheduling the meeting to the second Monday of the month, December 10, 2018.

### **RECOMMENDED ACTION:**

**By motion: Approve the rescheduling of the December Planning Commission meeting from December 24, 2018 to December 10, 2018.**

### **BASIS OF RECOMMENDATION:**

#### **A. HISTORICAL CONTEXT**

The regularly scheduled December Planning Commission meeting is typically rescheduled for the second Monday of December in order to avoid conflicts with the Christmas holiday.

#### **B. POLICIES (resolutions, ordinances, regulations, statutes, etc):**

None.

#### **C. CRITICAL TIMING ISSUES:**

None.

#### **D. FINANCIAL IMPACT:**

None.

#### **E. LEGAL CONSIDERATION:**

None.

### **ALTERNATIVE RECOMMENDATION(S):**

None.

### **PRINCIPAL PARTIES EXPECTED AT MEETING:**

None