



**PLANNING COMMISSION MEETING
RICHFIELD MUNICIPAL CENTER, COUNCIL CHAMBERS
OCTOBER 25, 2021
7:00 PM**

Call to Order

Approval of the Minutes

- September 27, 2021, joint Planning Commission and City Council work session meeting minutes
- September 27, 2021, regular Planning Commission meeting minutes

Open Forum: Opportunity for the public to address the Commission on items not on the Agenda. To share during a meeting: walk in or call in live 612-861-0651*

Agenda Approval

1. Consider a motion to reschedule the December Planning Commission meeting to December 13, 2021.

Public Hearings

Public hearing to consider a proposed ordinance amendment to modify rules related to bicycle parking.

Liaison Reports

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

City Planner's Reports

2. Next Meeting Time and Location

- Joint Work Session with City Council on October 26, 2021, at 6pm in the Bartholomew Room.
- Regular meeting on November 22, 2021, at 7:00 p.m. in the Council Chambers.

3. 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.

***Complete information on how to share comments or questions with the Planning Commission, see our [Agendas and Minutes page](#)**

https://www.richfieldmn.gov/city_government/planning_commission/agendas_and_minutes.php



Work Session Minutes

Planning Commission and City Council

September 27, 2021

PC MEMBERS PRESENT: Commissioners Brendan Kennealy, Susan Rosenberg, and Brett Stursa

PC MEMBERS ABSENT: Chair Kathryn Quam, Commissioners James Rudolph and Bryan Pynn.

COUNCIL MEMBERS PRESENT: Mayor Maria Regan Gonzalez; Mary Supple; Sean Hayford Oleary; and Ben Whalen

COUNCIL MEMBERS ABSENT: Simon Trautmann

STAFF PRESENT: Melissa Poehlman, Assistant Community Development Director; Nellie Jerome, Assistant Planner; Katie Rodriguez, City Manager

OTHERS PRESENT: none.

Mayor Regan Gonzalez called the meeting to order at 6:00 p.m.

ITEM #1 Electric vehicle charging standards:

Staff will review current charging standards and options. Commissioners and Council Members will consider the number or percentage of chargers that could be required for new residential, commercial, and other developments.

Assistant Planner Nellie Jerome presented the discussion topic on electric vehicle (EV) charging. Council Member Mary Supple spoke in favor of charging standards and asked about retrofitting existing developments. Assistant Director Poehlman noted that there are some State and County programs to help install EV infrastructure and that many developers are already planning for future EV charging equipment. Council member Whalen was also in support of requiring EV infrastructure and supported working with partners to help fund it. Council member Hayford Oleary advocated for parking reductions tied to EV charging installations, to help reduce the cost for multifamily development. Commissioner Kennealy and Mayor Regan Gonzalez were in favor of prioritizing EV infrastructure at commercial locations over gas stations, and were both open to requiring a higher amount of EV chargers if possible. Council Member Whalen felt that the DC (fast) charger would be appropriate for gas stations because they are already well-known spots for fueling vehicles.

ITEM #2 Bicycle parking standards:

Staff will review standards in Richfield and in neighboring cities. Commissioners and Council members will consider the number or percentage of bike racks that could be required for residential, commercial, and other developments.

Assistant Planner Nellie Jerome presented the discussion topic. Commissioner Rosenberg noted that it was good that the City is taking on this policy work. As the city's bike infrastructure has greatly improved over the years, Council member Hayford Oleary stated that he was supportive of more bike parking and wanted to push for bike storage rooms that are accessible and do not require that all users lift bikes up onto racks. Commissioner Kennealy hoped that the required bike parking would be tied to building square footage rather than to required car parking. Council member Whalen spoke in favor of reducing car parking requirements for new developments if bike infrastructure is provided and if bike paths are nearby. Council member

Supple stated the importance of requiring long-term bike parking and that it should be enclosed and protected. Mayor Regan Gonzalez wanted to keep schools and childcare facilities involved in bike infrastructure, in relation to Safe Routes to School. Council member Hayford Oleary did not want smaller businesses excluded from the bike parking requirement, especially if they can be installed in the right-of-way, per Public Works approval.

ITEM #3 Firearms sales regulations:

Staff will also follow-up with policymakers on work related to uses involving firearms. Staff will briefly review feedback from the July 26 work session and discuss whether or not additional modifications to buffering distances are desired.

Assistant Director Poehlman presented the discussion topic. The updated policy proposal includes continuing to require a CUP, allowing firearms sales in MU-C districts, increasing the sales prohibition to 250 feet from residentially zoned and used properties (in alignment with Minneapolis and Bloomington), and adding parks to the list of protected uses that require a 300-foot buffer. Council Members and Commissioners were in agreement that the downtown area should also be excluded from firearm sales. Council Member Supple noted that the proposed 250-foot residential buffer was a good policy to adopt to be consistent with neighboring cities.

At the end of the discussion, staff asked some clarifying questions about the discussion items. Commissioner Kennealy felt that gas stations should not be the focus of EV charging efforts, and Council member Hayford Oleary would like gas stations to be phased out eventually. In an effort to transition gas stations over to electric, Council Member Supple was fine with having EV chargers at gas stations.

ADJOURNMENT

The meeting was adjourned by unanimous consent at **6:45 p.m.**

Planning Commission Secretary



Planning Commission Minutes

September 27, 2021

MEMBERS PRESENT: Chair Kathryn Quam, Commissioners Brendan Kennealy, Susan Rosenberg, and Brett Stursa

MEMBERS ABSENT: James Rudolph, Bryan Pynn

STAFF PRESENT: Melissa Poehlman, Assistant Community Development Director; Ryan Krzos, City Planner; Nellie Jerome, Assistant Planner

OTHERS PRESENT: Ben Krsnak at Hempel Companies, and Erik Forsberg, of Erik the Red restaurant, for Public Hearing Item #2.

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

APPROVAL OF MINUTES

M/Rosenberg, S/Stursa to approve the minutes of the August 23, 2021, meeting.

Motion carried: 4-0

OPEN FORUM

No members of the public spoke, no comments received.

APPROVAL OF AGENDA

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

Motion carried: 4-0

OTHER BUSINESS

ITEM #1 - Consider a recommendation of approval of a resolution accepting the Portland Gateway Report and directing staff to consider its recommendations when evaluating proposals and policies in the study area. Assistant Director Melissa Poehlman presented the staff report. Commissioner Rosenberg noted that something similar to this project should be considered for Penn Ave as well, and noted that the Portland Gateway Report was a very useful document to have. Commissioner Stursa and Commissioner Kennealy also stated their support for the report and the improved mobility for all modes of transportation in the area. Chair Quam asked for clarification on the improved safety in the area and Assistant Director Poehlman spoke about public realm improvements creating a more inviting space, adding “eyes on the street” and improving safety in the area.

M/Rosenberg, S/Quam to Recommend approval of a resolution accepting Portland Gateway Report and directing staff to consider its recommendations when considering code amendments, policy and programming, and land use applications in the Portland Gateway area.

Motion carried: 4-0

PUBLIC HEARINGS

ITEM #1 - Consider a variance request for air conditioners in the front yard areas within the Wood Lake Village Condominium property. Assistant Planner Nellie Jerome presented the staff report. A long-time resident of Wood Lake Village, Doris Rubenstein at 6516 Emerson Ave, spoke in support of the variance and noted that the newer, unobtrusive air conditioning systems improve residents’ comfort and air circulation in the units.

M/Quam, S/Rosenberg to close the Public Hearing.

Motion carried: 4-0

Chair Quam reviewed the requirements for approving a variance, and noted that the prior construction of buildings or installations for which a variance is required should not impact the decision to approve or deny a variance request.

Assistant Director Poehlman advised that a timeline for installation and planting screenings should be clarified as part of the variance approval, considering that a variance request expires one year from approval, by default, if the structure or installation is not built.

M/Stursa, S/Kennealy to Approve a resolution allowing a variance for air conditioners in the front yard areas within the Wood Lake Village Condominium property.

M/Quam, S/Stursa to amend the motion to give residents up to 5 years to install split system air conditioning units, and that screenings or plantings must be installed within 6 months of air conditioner installation.

Motion to amend carried: 4-0

M/Stursa, S/ to approve the resolution with the amendments.

Motion as amended carried: 4-0

ITEM #2 - Public hearing to consider a request for a conditional use permit to allow a restaurant at 817 66th Street East. Planner Ryan Krzos presented the Staff Report for the Conditional Use Permit (CUP), and clarified that a variance was originally required but that the plans were able to meet parking minimums on the property so a variance request was not required. Ben Krsnak and Erik Forsberg gave a presentation on the restaurant and the concept plans which include a full-service restaurant, and an ice cream and coffee shop.

Planner Krzos received comments from community members regarding the CUP: Lisa Ann Gorshe and Katie Schmitt, who were opposed to the CUP approval, as well as a letter from Patricia Reiman and Nancy Lindell (Arrangements LLC), who were in favor of the CUP approval. Lisa Ann Gorshe at 6615 Elliot Ave, spoke against the CUP at the Public Hearing and submitted a petition signed by neighbors in opposition to the proposed restaurant.

M/Stursa, S/Rosenberg to close the Public Hearing.

Motion carried: 4-0

Commissioners and applicants discussed reaching out to community members as part of the new restaurant development, and possibly restricting hours of restaurants. Planner Krzos noted that it was possible to add a limit on hours to the CUP, but that it was not a common practice in Richfield. Assistant Director Poehlman brought up the City's noise ordinance and liquor license requirements, which put limits on restaurants in all areas of the city. Commissioner Stursa felt that all CUP requirements were met. Commissioner Kennealy agreed, and did not support special or additional limits on hours or alcohol served.

M/Rosenberg, S/Kennealy to recommend approval of a conditional use permit to allow a Class I restaurant at 817 66th Street East.

M/Quam, S/Rosenberg to amend the motion to restrict sales of alcohol to end at 11pm.

Motion for amendment failed: 2-2

Motion as originally stated carried: 4-0

LIAISON REPORTS

Community Services Advisory Commission: liaison not present

City Council: No report

Housing and Redevelopment Authority (HRA): The HRA supported a resolution for a grant application for Woodland Terrace, a manufactured home community, for infrastructure improvements. They also considered a preliminary donation agreement for a property at 1600 E 78th St.

Richfield School Board: (vacant)

Transportation Commission: Safe Routes to School, the 77th St underpass, Bus Rapid Transit, and other topics were discussed.

Chamber of Commerce: (vacant)

Sustainability Commission: liaison not present

CITY PLANNER'S REPORT

On October 25, the HRA, City Council, and Planning Commission will meet for a joint work session to further work on missing middle housing policies to follow up on a work session held last March. The LYNK 65 development submitted a building permit application and the Novo apartments recently received their certificate of occupancy.

ADJOURNMENT

The next regular meeting is scheduled for Monday, October 25, 2021, at 7pm.

M/Stursa, S/Quam to adjourn the meeting.

Motion carried: 6-0

The meeting was adjourned by unanimous consent at **8:14 p.m.**

Acting Planning Commission Secretary

AGENDA SECTION: Other Business
AGENDA ITEM # 1.
CASE NO.:



PLANNING COMMISSION MEETING 10/25/2021

REPORT PREPARED BY: LaTonia DuBois, Administrative Assistant

CITY PLANNER REVIEW: Melissa Poehlman, Asst. Community Development Director
10/20/2021

ITEM FOR COMMISSION CONSIDERATION:

Consider a motion to reschedule the December Planning Commission meeting to December 13, 2021.

EXECUTIVE SUMMARY:

The regularly scheduled December Planning Commission meeting falls on Monday, December 20, 2021. The Planning Commission has typically rescheduled this meeting to avoid the holiday and winter break time period. Staff recommends rescheduling the meeting to the second Monday of the month, December 13, 2021, as has been custom for several years.

RECOMMENDED ACTION:

By motion: Approve the rescheduling of the December Planning Commission meeting from December 20, 2021 to December 13, 2021.

BASIS OF RECOMMENDATION:

A. HISTORICAL CONTEXT

- The December Planning Commission meeting is typically rescheduled for the second Monday of December in order to avoid conflicts with the holiday week travel plans, etc.

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:

N/A

AGENDA SECTION: Public Hearings
AGENDA ITEM # _____
CASE NO.: _____



PLANNING COMMISSION MEETING 10/25/2021

REPORT PREPARED BY: Nellie Jerome, Assistant Planner

CITY PLANNER REVIEW: Melissa Poehlman, Asst. Community Development Director
10/21/2021

ITEM FOR COMMISSION CONSIDERATION:

Public hearing to consider a proposed ordinance amendment to modify rules related to bicycle parking.

EXECUTIVE SUMMARY:

In line with efforts to reduce transportation emissions (the biggest share of emissions affecting climate change) and to improve local public health and transportation accessibility, staff is proposing an update to the City's bicycle parking requirements. Staff reviewed neighboring cities' bicycle parking standards as well as requirements in Richfield. Our current standards require bike parking spaces at 5% of the number of required off-street auto parking spaces, for any parking lot with over 20 auto spaces. This current standard does not distinguish between different land uses, and ties bicycle parking to auto parking. Neighboring cities like St. Louis Park, Eden Prairie, and Minneapolis have more dynamic and updated bicycle parking standards. Differing land uses have differing bicycle parking demands that are not necessarily correlated to vehicle travel.

Updating standards in the City of Richfield and tailoring them to different land use types and sizes, instead of tying them to an auto parking requirement, can assist in improved bicycle infrastructure. Planning for future transportation trends like electric bikes and other non-car transit is vital. The City of Richfield can make small changes in order to support major shifts in a more accessible and lower-emissions transit future.

A Work Session was held with the Planning Commission and the City Council on September 27, 2021. Staff heard from Council Members and Commissioners that increased bicycle parking was important for the City and that the code should be updated with new requirements. Based on the feedback from the Work Session, Staff proposes the following revisions to the bicycle parking rules:

- For residential uses with four or more dwelling units: one space per unit. If more than ten spaces are required, ninety percent of spaces must be located in an enclosed and secured area such as a bicycle storage room.
- Residential bicycle rooms shall include access to electricity. No more than 75% of required bicycle parking spaces may require the user to lift a bicycle into place.
- Restaurants or food and beverage service uses: the greater of four spaces or one space per 1,500 square feet of gross floor area.
- For retail and similar commercial uses: the greater of four spaces or one space per 2,000 square feet of gross floor area.
- For office or service uses: spaces equal to 10% of the total number of employees on site.
- For schools, libraries, community centers, churches, and similar uses: the greater of four spaces or 10% of the occupancy capacity of the building.
- Bicycle parking in excess of the minimum requirement may be substituted for up to 5% of minimum off-street parking requirements. Four bicycle spaces is equivalent to one parking space.

- Public bicycle parking spaces may contribute to compliance with required bicycle parking when located adjacent to the property in question, with approval of the Community Development Director.
- With the permission of the City Engineer, required bicycle parking may be located in the public right-of-way. Bicycle parking spaces may be located off-site within 200 feet of the site, with approval of the Community Development Director.

RECOMMENDED ACTION:

Conduct and close a public hearing and by motion: Recommend approval of an ordinance amendment modifying rules related to bicycle parking.

BASIS OF RECOMMENDATION:

A. HISTORICAL CONTEXT

None.

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

- Subsection 544.17 of the Richfield Zoning Code sets requirements for bicycle parking.

C. CRITICAL TIMING ISSUES:

None.

D. FINANCIAL IMPACT:

None.

E. LEGAL CONSIDERATION:

- Notice of this public hearing was published in the Sun Current newspaper on October 14, 2021.
- First and second readings of the proposed ordinance amendment by the City Council are scheduled for November 9 and November 23, respectively.

ALTERNATIVE RECOMMENDATION(S):

- Recommend revisions of the ordinance amendment as proposed; or,
- Recommend denial of an ordinance amendment modifying rules related to bicycle parking, thus maintaining the status quo.

PRINCIPAL PARTIES EXPECTED AT MEETING:

None

ATTACHMENTS:

	Description	Type
▢	Ordinance	Ordinance

BILL NO. _____

**AN ORDINANCE AMENDING THE RICHFIELD ZONING CODE
REGULATIONS FOR BIKE PARKING REQUIREMENTS**

THE CITY OF RICHFIELD DOES ORDAIN:

Section 1 Subsection 547.17 of the Richfield Zoning Code is related to Bicycle Parking

Subdivision 1. Purpose. In order to encourage and aid bicycling as a means of transportation for utilitarian and recreational trips for all residents, the Council finds that these requirements are necessary.

Subd. 2. Number of spaces required. ~~For auto parking lots with more than 20 parking spaces, bicycle racks shall be provided in the ratio of five (5) percent of the number of required off-street parking spaces.~~ This number can be reduced by the Director if proof can be provided that such spaces will not be used.

- a) For residential uses with four (4) or more dwelling units: one (1) space per unit.
- b) Restaurant or food and beverage service uses: the greater of four (4) spaces or one (1) space per one thousand five hundred (1,500) square feet of gross floor area.
- c) For retail and similar commercial uses: the greater of four (4) spaces or one (1) space per two thousand (2,000) square feet of gross floor area.
- d) For office or service uses: the greater of four (4) spaces or spaces equal to 10% of the total number of employees on site.
- e) For schools, libraries, community centers, churches, and similar uses: the greater of four (4) spaces or 10% of the occupancy capacity of the building
- f) Bicycle parking in excess of the minimum requirement may be substituted for up to five (5) percent of minimum off-street parking requirements. Four (4) bicycle spaces is equivalent to one (1) parking space.
- g) Public bicycle parking spaces may contribute to compliance with required bicycle parking when located adjacent to the property in question with approval of the Director.

Subd. 3. Location. Bicycling facilities shall be located conveniently near the major entrance(s) to the building. If more than ten (10) bicycle parking spaces are required for residential use, ninety (90) percent of spaces must be located in an enclosed and secured space such as a bicycle storage room. With permission of the Director, bicycle parking spaces may be

located off-site within two hundred (200) feet of the site. With the permission of the City Engineer, required bicycle parking may be located in the public right-of-way.

Subd. 4. Facilities. The bicycle facilities shall be designed to support the bicycle frame and not just one (1) wheel and shall be usable for cable or U-shaped locks. Residential bicycle rooms shall include access to electricity. No more than seventy-five (75) percent of required bicycle parking spaces may require the user to lift a bicycle into place.

Section 2

Subsection 544.14 of the Richfield Zoning Code is related to vehicle parking and loading requirements

Subd. 8. Modification of number of required parking spaces.

- a) An applicant may request a modification of the minimum required number of parking spaces by submitting a study of anticipated parking demand. Parking studies shall be prepared by a professional engineer with expertise in traffic and parking analysis, unless an equally qualified individual is authorized by the Director.
- b) Parking may be reduced by five (5) percent for bicycle parking in excess of the minimum requirement outlines in subsection may be substituted for up to five (5) percent of minimum off-street parking requirements. Four (4) bicycle spaces is equivalent to one (1) parking space.
- ~~b~~ c) Parking may be reduced by ten (10) percent for development on any parcel which is located within one-fourth ($\frac{1}{4}$) mile of a frequently operating transit line provided that separate pedestrian ways are provided which connect the parcel to a transit stop. A frequently operating transit line is defined as having:
 - i. Weekday frequency of two (2) runs/hour between 7:00 a.m. and 6:30 p.m.;
 - ii. Regularly scheduled service weekdays after 6:30 p.m.; and
 - iii. Some Saturday, Sunday, and holiday serviceThis reduction is in addition to reductions by PUD, and for shared parking.
- ~~e~~ d) Parking for retail and service uses may be reduced if on-street parking is adjacent to the parcel and where all of the following conditions exist:
 - iv. The principal building is located within 20 feet of the front property line;
 - v. No parking exists between the front face of the principal building and the street.
 - vi. A sidewalk exists along all sides of the lot that abut a public street;
 - vii. A primary building entrance must face the street with parking; and

- viii. If the Council finds that such parking will not be detrimental to the surrounding neighborhood.
- b c) Sites where at least 20 parking spaces are required, and where at least one (1) street lot line abuts a transit street may substitute transit-supportive plazas for required parking as follows. Existing parking areas may be converted to take advantage of these provisions. Adjustments to the regulations of the paragraph are prohibited:
 - ix. Transit-supportive plazas may be substituted for up to ten (10) percent of the required parking spaces on the site;
 - x. The plaza must be adjacent to and visible from the transit street. If there is a bus stop along the site's frontage, the plaza must be adjacent to the bus stop;
 - xi. The plaza must be at least 300 square feet in area and be shaped so that a 10'x10' square will fit entirely in the plaza; and
 - xii. The plaza must include all of the following elements:
 - 1) A plaza open to the public. The owner must record a public access easement that allows public access to the plaza;
 - 2) A bench or other sitting area with at least five (5) linear feet of seating;
 - 3) A shelter or other weather protection. The shelter must cover at least 20 square feet. If the plaza is adjacent to the bus stop, Metro Transit may need to approve the shelter; and
 - 4) At least ten (10) percent, but not more than 25 percent of the transit-supportive plaza must be landscaped. This landscaping is in addition to any other landscaping or screening required for parking areas by this Code.

Section 3 This Ordinance is effective in accordance with Section 3.09 of the Richfield City Charter.

Passed by the City Council of the City of Richfield, Minnesota this 23rd day of November, 2021.

Maria Regan Gonzalez, Mayor

ATTEST:

Kari Sinning, City Clerk