



COMMUNITY SERVICES COMMISSION AGENDA

Regular CSC Meeting

Tuesday, March 20, 2018, 7:00 pm

Richfield Municipal Center (Heredia Room), 6700 Portland Ave

| Commission Members | Staff/Others | Liaisons |
|---|--|---|
| Anne Basso, Diana Bautista, Danielle Indovino Cawley, Joannette Cintrón de Núñez, Carolyn Engeldinger, Art Felgate, Hayley Hedges, Lisa Rudolph, Meg Slindee, Dan Smieja, Kevin Wendt | Jim Topitzhofer (<i>Staff Liaison</i>) John Evans (<i>Secretary</i>) Jeff Pearson (<i>Transportation Engineer</i>) | Edwina Garcia (<i>City Council</i>) Crystal Brakke (<i>School Board</i>) |

1. Approval of Minutes/Agenda

- Regular Meeting Minutes: February 20, 2018

2. Public Comment

- Resident comment and items not printed on agenda

3. Staff Reports

- Recreation Services (*Topitzhofer*)

4. Action Items

- Surface Water Management Plan (*Pearson*)

5. Discussion Items

- Cell Tower Requirements for Parks (*Topitzhofer*)

6. Committee Reports (*new and old liaisons listed for this month*)

- Transportation Commission (*Basso/Felgate*)
- FOWL Board (*Slindee/Engeldinger*)
- Planning Commission (*Smieja/Cintrón de Núñez*)
- Arts Commission (*Rudolph*)
- Friendship City Commission (*Topitzhofer*)
- Honoring All Veterans Memorial (*Smieja/Topitzhofer*)
- Organics Task Force (*Topitzhofer*)

7. Next Meeting

Tuesday, April 17, 7:00 pm

Richfield Municipal Center (Heredia Room), 6700 Portland Avenue

8. Adjournment

DRAFT MINUTES UNTIL APPROVED BY THE CSC.

February 20, 2018

REGULAR COMMUNITY SERVICES COMMISSION REGULAR MEETING
Tuesday, February 20, 2018
Richfield Municipal Center (6700 Portland Ave)

| | |
|----------------|---|
| PRESENT | CSC: Hayley Hedges, Anne Basso, Meg Slindee, Kevin Wendt, Dan Smieja, Lisa Rudolph, Art Felgate, Diana Bautista |
| | STAFF: Jim Topitzhofer, John Evans HUMAN RIGHTS COM: Grace Verbrugge |
| ABSENT | CSC: Joannette Cintrón de Núñez, Danielle Indovino Cawley, Carolyn Engeldinger PLAN COM: Rick Jabs COUNCIL: Edwina Garcia SCHOOL BOARD: Crystal Brakke |

Call to Order

Topitzhofer called the meeting to order at 7:01 pm.

Approval of Minutes/Agenda

Minutes and Agenda: Rudolph moved, seconded by Felgate, to approve the minutes of the January regular meeting and tonight’s agenda, with the addition of an item by Topitzhofer regarding a cell tower lease proposal for Lincoln Field. Approved, ayes all.

Introduction of New Members

New members Slindee and Wendt were introduced. Topitzhofer mentioned the Commission Member Orientation on Wednesday, February 28, 6:30 pm, Municipal Center.

Action Items

Election of Chair and Vice Chair/Appointment of Liaisons

Chair nominations: Basso nominated Rudolph. Felgate nominated himself. Wendt nominated himself. Six votes in favor of Rudolph. Vice Chair nominations: Smieja nominated Felgate. Wendt nominated himself. Six votes in favor of Felgate.

Rudolph conducted the appointment of liaisons. Transportation: Basso, FOWL Board: Slindee, Planning Commission: Smieja, HAVM: Smieja/Topitzhofer, Arts: Rudolph, Friendship: Topitzhofer. Organics Task Force liaison to be determined.

Friends of Wood Lake Board Appointment

Felgate moved, seconded by Basso, to appoint Grace Hung to the Friends of Wood Lake Board of Directors. Approved, ayes all.

Discussion Items

Richfield Curling Club and Program

Rudolph detailed the plans to introduce curling to the Richfield Ice Arena, with focus on instruction and introduction to the sport. She said that there is interest in a team at Richfield High School. She said that the club plans to partner with the Richfield Fourth of July to attract attention to the sport and provide introduction to the sport. She talked about Jessica Schultz, a Richfield resident and Olympic curler, who is going to be involved with the Richfield Curling Club. She said that there is always increased interest during the Winter Olympics, so the timing is perfect to introduce it. Topitzhofer said that they’re considering timing curling events with Magicians games, when beer and concessions are sold. Rudolph said that the club has a Facebook page with a website coming soon. She said that the first curling event is scheduled for June 10.

Capital Improvement Plan

Topitzhofer reviewed the 2018-2022 Capital Improvement Plan and the \$450,000 annual budget. He mentioned two annual items: the \$45,000 parks major maintenance item and the Wood Lake fence repair item for \$5,000. He mentioned the conversion of Rink 1 at the Ice Arena to indirect refrigeration for \$300,000, a State-mandated improvement. He said that this leaves \$100,000 for improvement items identified in the Parks Master Plan. Topitzhofer said that other funding sources may be available for the Arena upgrade, including State bonding money. Felgate said that the Lyndale Avenue reconstruction has been moved up in priority, which will directly impact the fence along Wood Lake Nature Center. He said that this may make funding available for reconstruction of the fence. Topitzhofer said that the CSC will hopefully have some say in the Lyndale Avenue project if there’s encroachment on any park land. Topitzhofer talked about the prioritization of projects, with a dog park being the next project to begin considering, including site assessments, neighborhood meetings, etc. He said that play equipment replacement is also a high priority, with Donaldson and Taft being the next parks scheduled for replacement. He said that adding lighting to the Honoring All Veterans Memorial is a priority to be able to proceed with accepting engravings on the backs of the tablets. Wendt asked when we may know if State bonding funds would be available for the Arena project. Topitzhofer said that we don’t know yet if or when. Basso said that the CSC has expressed a strong preference to remove the Arena upgrade in the capital improvement plan. Topitzhofer said that the project is currently on hold. Topitzhofer said that another draft plan will be brought to the CSC in March. Wendt asked if the specific projects are determined year-by-year. Rudolph said that items are prioritized, which enables the assembly of the plan each year. Topitzhofer said that another source of capital

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being proposed is the park dedication ordinance, which allocates a certain amount of money towards park infrastructure when a new development is approved. He said that the park dedication ordinance item will be brought to the CSC for consideration, based on the financial needs in the capital improvement plan. Smieja asked if more park signs are going up in 2018. Topitzhofer said that ten more will be put up this year.

Cell Tower Lease in Lincoln Field

Topitzhofer reported that a cell provider is inquiring about leasing land in Lincoln Field for a 75' cell phone tower, which would provide revenue of \$20k to \$30k per year. He said that the proposal would require a zoning variance. Basso said that, having watched many games there, it doesn't appear that the placement of the tower would interfere with foot traffic or site lines. Felgate said that cell towers are all over the metro area; Basso said that it would not be obtrusive. Wendt asked if the pole would get hit with foul balls; Rudolph and Basso didn't think that would be an issue in the proposed area. Smieja asked if the neighbors across the street would object to a tower; Topitzhofer said that the proposal would be vetted by the Planning Commission, who would hold a public hearing to which neighbors would be invited. Rudolph asked if other providers will be approaching Richfield to put up other towers; Basso said that we always have the right to refuse any tower proposal. Felgate suggested asking the cell provider if other towers or infrastructure upgrades would be needed in the future with the introduction of 5G in coming years. Smieja asked if the CSC needs to consider a cell tower lease policy for any other anticipated needs. Felgate said to ask the provider for their road map in upcoming years. Topitzhofer said that the group seems to be in favor of the placement of this tower, but there is concern about creating a precedent with proposals from other providers. Wendt said that such a policy might identify the type of facility at which a tower is being proposed, i.e. a ballfield with light towers versus a facility like Wood Lake Nature Center. Rudolph said that such a policy might identify which locations would be available and which wouldn't.

Staff Reports

Recreation Services: Topitzhofer reported the following:

Committee Reports

Transportation Commission: Felgate reported. ***Human Rights Commission:*** Verbrugge presented a Human Rights survey being conducted to identify demographics in Richfield for recruitment purposes. ***Friends of Wood Lake Board:*** Topitzhofer reported that Karen Shragg, Nature Center Manager, is on medical leave. The Board is preparing for the fundraising dinner in April. ***Arts Commission:*** Rudolph and Topitzhofer reported on public art policies and an annual budget for sculptures and art that isn't already part of another project, like sidewalk poetry. ***Organics Task Force:*** Topitzhofer reported that the first order of business will be the consideration of an organics drop-off site at Roosevelt Park. He said that there will be some vetting and neighborhood meetings on the topic. Felgate said that there will be an education component necessary to familiarize people with sorting organic waste.

Other/Next Meeting/Adjournment

Regular March Meeting: Tuesday, March 20, 7:00 pm, Richfield Municipal Center (6700 Portland Ave)

Adjournment: Wendt moved, seconded by Felgate, to adjourn. Meeting adjourned at 8:40 pm.



**RICHFIELD COMMUNITY SERVICES COMMISSION
EXECUTIVE SUMMARY**

Meeting Date: March 20, 2018

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|---|---|
| Agenda Item: <i>Surface Water Management Plan</i> | Agenda Section: <i>Action Items</i> |
| Attachments: <i>Surface Water Management Goals and Implementation</i> | Contact: <i>Jeff Pearson</i> |
| Recommended Action: <i>Recommend Council approval of the proposed Surface Water Management Plan</i> | |

The Community Services Commission is Richfield's appointed citizen advisory group for the Richfield Bloomington Water Management Organization (RBWMO). Jeff Pearson, City Engineer will be presenting the RBWMO's proposed Surface Water Management Plan. Summary information of the surface water management goals and implementation are attached.

Chapter 8: Public and Private Utilities

Surface Water Management

The City prepared a Surface Water Management Plan (SWMP) in 2018. The SWMP sets the course for the City's management of stormwater and water resources within the city. The SWMP provides data and other background information on resources, assesses city-wide and specific issues, sets goals and policies for the City and its resources, and lays out an implementation program to achieve the City's goals. Its recommendations are included here by reference.

Generally, the City's surface and stormwater management efforts focus on reducing the volume and improving the quality of stormwater runoff. The City is in the process of developing or updating hydrologic, hydraulic, and water quality models to identify issues related to water quantity and water quality within the city and prioritize those issues for future action. As a fully developed City, redevelopment provides the most advantageous opportunity to implement best management practices (BMPs) to address surface water and stormwater issues.

Surface Water Management Goals and Policies

Through its SWMP, the City has developed a number of goals for the management of surface water and stormwater within the City. The City's surface water goals include:

1. Maintain and enhance surface water quality to meet applicable standards and preserve ecological functions.
2. Minimize the risk of flooding and associated negative impacts to public health, infrastructure, and the environment.
3. Protect and preserve the quantity and quality of groundwater resources.
4. Minimize erosion of soil into surface water systems and other negative environmental impacts of stormwater runoff.
5. Protect and enhance fish and wildlife habitat and shoreland integrity.
6. Preserve and enhance the quantity and quality of wetlands.
7. Minimize public expenditures related to surface water management through effective planning, education, cooperation, and implementation.

The City's surface water goals are supported by more specific policies and strategies. The policies and strategies are intended to complement applicable county, regional, or state policies and regulations. The City's policies and actions are organized into four strategies. These strategies will assist the City in targeting its main audiences for the purposes of storm water management as follows:

- Cooperation with other governmental entities
- Education, Training, and Outreach
- Regulation and Permitting
- Operations

The use of these strategies as they pertain to the management of surface water and stormwater is described in greater detail in the SWMP. Specific policies associated with each strategy are documented in the SWMP.

Surface Water Management Implementation Program

The City's SWMP describes the significant components of the City's surface water and stormwater implementation program, including

- Implementation of the City's NPDES MS4 Permit
- Operation and maintenance of the City's stormwater system
- Education and public involvement
- Enforcement of ordinances and official controls
- Projects, including investigative studies and capital improvements

Under the U.S. Environmental Protection Agency's (EPA) Storm Water National Pollutant Discharge Elimination System (NPDES) Rules, the City of Richfield is required to maintain a Municipal Separate Storm Sewer System (MS4) Permit for managing non-point source stormwater. As part of the permit, the City must also prepare and maintain a Storm Water Pollution Prevention Program (SWPPP) addressing all requirements of the permit. The SWPPP outlines the appropriate best management practices used by the City to control or reduce the pollutants in stormwater runoff to the maximum extent practicable. These practices are a combination of education, operations and maintenance, system design and engineering methods, and other such provisions that are appropriate to meet the requirements of the NPDES permit.

The City of Richfield is responsible for maintaining its stormwater system, including storm sewer pipes, ponds, pond inlets and outlets, and channels. The City implements an operation and maintenance program consistent with the requirements of its MS4 SWPPP. Stormwater pond maintenance is a significant element of the City's overall maintenance program. The program includes sediment removal in many of the primary stormwater treatment ponds in the city. Other elements of the City's maintenance program include, but are not limited to: catch basin cleaning, street sweeping, and maintenance of privately-owned stormwater BMPs.

The City performs various education and communication activities to further promote awareness of water resource issues and develop community capacity for watershed stewardship. The City's education and public involvement program is closely tied with the City's implementation of its NPDES MS4 permit and has been designed to be in conformance with the City's NPDES MS4 permit. The watershed management organizations (WMOs) within the city also have strong education and public involvement programs. The City will continue to work with the WMOs within the city to coordinate education and public involvement efforts to maximize impact and minimize redundancy.

The City has instituted regulatory controls and a corresponding permit program to limit negative impacts to water and natural resource resulting from development, redevelopment, and other land-disturbing activities. The City requires proposers of residential projects with land-disturbing activities of one acre or commercial, industrial, institutional, or mixed-use projects to submit a stormwater management plan to the City for approval prior to construction. The City coordinates its project review and permitting process with the WMOs with jurisdiction in the city, where applicable.

In addition to its ongoing programs and permit activities, the City performs studies and capital projects to address surface water and stormwater issues. These may include investigative studies to identify issues (e.g., lake diagnostic studies, hydrologic and hydraulic modeling) and feasibility studies to evaluate potential solutions. Following assessment of feasibility, the City may construct (or cooperate with other

entities to implement) to construct capital projects to implement a solution. To maximize efficiency, the City seeks to coordinate its capital improvements road reconstruction, redevelopment opportunities, or other coordinated projects. The City may also prioritize projects based on the availability of grant funding, cost-share opportunities, or availability of other funding sources or manpower that may reduce the City's financial responsibility.



RICHFIELD COMMUNITY SERVICES COMMISSION EXECUTIVE SUMMARY

Meeting Date: March 20, 2018

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| Agenda Item: <i>Cell Tower Requirements for Parks</i> | Agenda Section: <i>Discussion Items</i> |
| Attachments: <i>None</i> | Contact: <i>Jim Topitzhofer</i> |
| Recommended Action: <i>None – Discussion Only</i> | |

The Commission discussed a proposal to install a 75-foot cell tower in Lincoln Athletic Complex at the last meeting. The question of developing tower requirements specifically for parks came up in the discussion. The following information pertaining to tower requirements and regulations are included in Richfield's zoning ordinance. Bold items relate more to parks:

General criteria to approve any Conditional Use Permit:

The Council may not grant a conditional use permit unless it finds that all of the following conditions will be met:

- a) The proposed use is consistent with the goals, policies, and objectives of the City's Comprehensive Plan;
- b) The proposed use is consistent with the purposes of the Zoning Code and the purposes of the zoning district in which the applicant intends to locate the proposed use;
- c) The proposed use is consistent with any officially adopted redevelopment plans or urban design guidelines;
- d) The proposed use is or will be in compliance with the performance standards specified in [Section 544](#) of this Code;
- e) **The proposed use will not have undue adverse impacts on governmental facilities, utilities, services, or existing or proposed improvements;**
- f) **The use will not have undue adverse impacts on the public health, safety, or welfare;**
- g) There is a public need for such use at the proposed location; and
- h) The proposed use meets or will meet all the specific conditions set by this Code for the granting of such conditional use permit.

A few lines from the Tower ordinance that would apply to towers in parks:

Towers in Residential Zoning Districts. Towers shall be allowed only in the following residentially zoned areas:

- a) Towers supporting amateur radio antennas and conforming to all applicable provisions of this Code shall be allowed only in the rear yard of residentially zoned parcels.
- b) Towers supporting commercial antennas and conforming to all applicable provisions of this Code shall be allowed only in the following residentially zoned locations:
 - i. Church sites, when camouflaged as steeples or bell towers;
 - ii. **Park sites, when compatible with the nature of the park;** and,
 - iii. Government, school, utility, and institutional sites, not including the public right-of-way.

Co-location Requirements. All commercial wireless telecommunication towers within the City shall comply with the following requirements:

- a) A proposal for a new commercial wireless telecommunication service tower shall not be approved unless the City Council finds that the telecommunications equipment planned for the proposed tower cannot be accommodated on an existing or approved tower or building within 1-mile search radius (½-mile search radius for towers under 120 feet in height, or **¼-mile search radius for towers under 80 feet in height**) of the proposed tower

Any proposed commercial wireless telecommunication service tower shall be designed, structurally, electrically, and in all respects, to accommodate both the applicant's antennas and comparable antennas for at least 1 additional user if the tower is over 60 feet in height. Towers must be designed to allow for future rearrangement of antennas upon the tower and to accept antennas mounted at varying heights.

Tower Design Requirements. Proposed towers and attached antennas shall meet the following design requirements:

- a) **Towers and antennas shall be designed to blend into the surrounding environment through the use of color and camouflaging architectural treatment**, except in instances where the color is dictated by federal or state authorities such as the FAA.

- b) Commercial wireless telecommunication service towers shall be of a monopole design unless the City Council determines that an alternative design would better blend into the surrounding environment.

Associated Equipment. **Ground equipment shall be screened by vegetative or other screening compatible with the surrounding environment** if deemed necessary by the Director or designee. When associated ground equipment is housed in a building or structure, that building or structure shall be architecturally designed to blend in with the surrounding environment and shall meet the minimum setback requirements of the underlying zoning district.

Tower Lighting. Towers shall not be illuminated by artificial means and shall not display strobe lights unless such lighting is specifically required by the FAA or other federal or state authority for a particular tower. When incorporated into the approved design of the tower, light fixtures used to illuminate ball fields, parking lots, or similar areas may be attached to the tower.

Signs and Advertising. The use of any portion of a tower for signs other than warning or equipment information signs is prohibited.

Maintenance and Inspections. Tower and antenna finish and paint shall be maintained in good condition, free from rust, graffiti, peeling paint, or other blemish.

Variances. The following standards apply to variance requests for towers, antennas, or wireless telecommunication facilities:

- A) The City Council shall consider the following issues in addition to the variance findings required in [Section 547.11](#) of this Code.
 - i. The viability of Code complying alternative locations for the proposed tower, antenna, or wireless telecommunication facility.
 - ii. The impacts of the tower, antenna, or wireless telecommunication facility at the proposed site relative to the impacts of the tower, antenna, or wireless telecommunication facility at a Code complying alternative location.
 - iii. The extent to which there is a significant gap in coverage surrounding the proposed tower, antenna, or wireless telecommunication facility or other evidence of inadequate service due to antenna location.
 - iv. The extent to which the proposed tower, antenna, or wireless telecommunication facility is the least intrusive, lowest impact design available.
 - v. The extent to which the height of the proposed tower, antenna, or wireless telecommunication facility could be reduced and still provides adequate coverage.

- vi. The extent to which the size of the proposed accessory equipment could be reduced.
- vii. The feasibility of placing the proposed accessory equipment underground.

B) The applicant shall pay the reasonable cost of the City retaining a qualified, independent radio frequency engineer to provide a professional opinion to the City Council if the Director or designee determines that an independent radio frequency engineer is needed to assist in consideration of these regulations.

Jim Topitzhofer will lead a discussion on cell tower requirements in parks at the meeting.