



# Planning Commission Agenda

February 22, 2016  
7:00 p.m.

## Introductory Proceedings

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### Roll Call

**Approval of Minutes:** Regular Planning Commission meeting of January 25, 2016.

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

## Public Hearing

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- |                |  |   |
|----------------|--|---|
| <b>ITEM #1</b> | <b>16-VAR-02</b>   | Consider a request for a variance to allow a fence to exceed six feet in height at the Richfield Water Plant (6399 Oakland Avenue).   |
| <b>ITEM #2</b> | <b>16-APUD-01</b>  | Consider a major amendment to the Market Plaza/Village Shores (6501 Woodlake Drive) Planned Unit Development. The proposal requests approval of an additional 50 housing units, including assisted living and memory care; and modifications to the retail and housing portions of the development to accommodate a 16,000 square foot medical office user. |
| <b>ITEM #3</b> | <b>16-CD-01, 16-RZN-01, 16-PUD-01, 16-FDP-01 &amp; 16-CUP-01</b> | Consider a variety of land use requests (Comprehensive Plan Amendment, Rezoning, Planned Unit Development) related to a proposal for an 88-unit assisted living facility at 76 <sup>th</sup> Street and Pillsbury Avenue.   |
| <b>ITEM #4</b> | <b>PC Letter #2</b>  | Finding of Consistency – Sale of property (former City garage site and adjacent properties) to Mesaba Capital Development, LLC.   |

## New Business

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|----------------|---------------------|---|
| <b>ITEM #5</b> | <b>PC Letter #3</b> | Election of Planning Commission Chairperson, Vice-Chairperson and Secretary   |
| <b>ITEM #6</b> | <b>PC Letter #4</b> | Appointment of liaisons to the Community Services Advisory Commission, City Council, Housing and Redevelopment Authority, School Board and Transportation Committee |
| <b>ITEM #7</b> | <b>PC Letter #5</b> | Review and amend Planning Commission Bylaws   |

## **Old Business**

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## **Liaison Reports**

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

## **City Planner's Report**

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**Next Meeting Date: March 8, 2016 joint CC/HRA/PC  
worksession at 5:45 p.m.**

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## **Adjournment**

"Auxiliary aid 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

January 25, 2016

**MEMBERS PRESENT:** Chairperson Rick Jabs and Commissioners Erin Vrieze Daniels, Sean Hayford O'leary, Susan Rosenberg, Dan Kitzberger, Gordon Vizecky, and Charles Standfuss

**MEMBERS ABSENT:** None

**STAFF PRESENT:** Matt Brillhart, Planning Technician  
Melissa Poehlman, City Planner

**OTHERS PRESENT:** None

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

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## **APPROVAL OF MINUTES**

M/Vizecky, S/Vrieze Daniels to approve the minutes of the December 14, 2015 regular meeting.

**Motion carried: 7-0**

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## **OPEN FORUM**

No members of the public spoke.

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## **PUBLIC HEARING(S)**

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### **ITEM #1**

**15-CUP-05 – Consider approval of a conditional use permit to allow the construction of a new, expanded accessory structure at 6341 Penn Avenue.**

City Planner Melissa Poehlman presented the staff report.

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

**Motion carried: 7-0**

M/Vizecky, S/Vrieze Daniels to recommend approval of the conditional use permit.

**Motion carried: 7-0**

### **ITEM #2**

**PC Letter No. 1 – Consider amendments to the City's Zoning Ordinance, updating day care regulations in residential districts**

January 25, 2016

City Planner Melissa Poehlman presented the staff report.

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

**Motion carried: 7-0**

M/Standfuss, S/Hayford Oleary to recommend approval of the Zoning Code amendments.

**Motion carried: 7-0**

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**NEW BUSINESS**

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None.

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**OLD BUSINESS**

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None.

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**LIAISON REPORTS**

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Community Services Advisory Commission: Chair Jabs – Monroe Park updates

City Council: No report

HRA: No report

Richfield School Board: Commissioner Kitzberger

Transportation Commission: Commissioner Hayford Oleary

Chamber of Commerce: No report

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**CITY PLANNER'S REPORT**

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Poehlman reminded commissioners of the study session taking place on January 26 to discuss the Cedar Corridor Master Plan update and acknowledged Commissioners Rosenberg and Kitzberger for their service on the Planning Commission.

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**ADJOURNMENT**

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M/Vizecky, S/Rosenberg to adjourn the meeting.

**Motion carried: 7-0**

The meeting was adjourned by unanimous consent at **7:12 p.m.**

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Gordon Vizecky  
Secretary



# PLANNING COMMISSION STAFF REPORT

**PC MEETING DATE: FEBRUARY 22, 2016**

## ITEM FOR PLANNING COMMISSION CONSIDERATION:

Public hearing to consider a request for a variance to allow a fence higher than 6-feet at the Richfield Water Treatment Facility.

### I. RECOMMENDED ACTION:

**Conduct and close a public hearing and by motion: Approve a variance to allow a fence higher than 6-feet at 6399 Oakland Avenue.**

### II. BACKGROUND

In July 2015 the Richfield Water Treatment Facility experienced a perimeter breach that resulted in a review of their security measures. A previous review of security measures at the facility recommended installing 8-foot tall fence around the perimeter of the property. A 2007 memo from Richfield Public Safety is attached to this report, detailing the recommended changes. At that time, a decision was made to only install an 8-foot tall fence along Portland Avenue, but to leave the existing shorter chain link fence around the perimeter of the property. Richfield Public Works is now looking to install an 8-foot tall fence around the remaining perimeter of the property to better protect the facility.

### III. BASIS OF RECOMMENDATION

#### A. POLICY

Fences are regulated by Section 509.15 of the Zoning Code, which states that “no fence or wall more than 6-feet in height shall be constructed anywhere on a lot; except that in the General Commercial and Industrial districts the maximum height shall be 8-feet.” This property is zoned Single Family Residential (R). Therefore, a variance from Section 509.15, Subd. 3 is required. The findings necessary to approve a variance are as follows (Subsection 547.11):

1. *There are “practical difficulties” that prevent the property owner from using the property in a reasonable manner.* Strict enforcement of the Zoning Code Subsection listed above would cause a practical difficulty by denying the Public Works Department a reasonable means of protecting the City’s water supply.
2. *There are unusual or unique circumstances that apply to the property which were not created by the applicant and do not apply generally to other properties in the same zone or vicinity.* The security of the Water Treatment Facility and the City’s water supply is of the utmost importance. These circumstances do not apply to other properties within the single-family residential district or the City as a whole.

3. *The variance would not alter the character of the neighborhood or the locality.*  
Granting the variance will not alter the character of the neighborhood. The Water Treatment Facility is surrounded entirely by public roadways and Veterans Park. The property is not directly adjacent to any other developed or developable properties.
4. *The variance is the minimum necessary to alleviate the practical difficulty.*  
The variance requested is the minimum necessary to protect the Water Treatment Facility. 8-foot fences are permitted in the "C-2" and "I" districts. The proposed fence will exceed 8 feet in height when in combination with an existing wall in a limited section of the perimeter.
5. *The variance is in harmony with the general purpose and intent of the ordinance and consistent with the Comprehensive Plan.* The proposed fence will not adversely impact the aesthetics of the community or its health, safety and welfare.

**B. CRITICAL ISSUES**

- None

**C. FINANCIAL**

- The required application fee has been paid.

**D. LEGAL**

- Notification: Notice of this public hearing was published in the Sun Current in accordance with State and Local requirements. Properties within 350 feet were notified by mail.

**IV. ALTERNATIVE RECOMMENDATION(S)**

- Deny with a finding that the requested variance does not meet requirements.

**V. ATTACHMENTS**

- Resolution
- Site plans & photos
- Memo from Richfield Public Safety
- Planning & zoning maps

**VI. PRINCIPAL PARTIES EXPECTED AT MEETING**

- Russ Lupkes – City of Richfield Utilities Supervisor

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE RICHFIELD PLANNING COMMISSION  
GRANTING APPROVAL OF A VARIANCE AT  
6399 OAKLAND AVENUE**

**WHEREAS**, an application has been filed with the City of Richfield which requests approval of a variance on the parcel of land commonly known as 6399 Oakland Avenue (the "Property") and legally described in the attached Exhibit A; and

**WHEREAS**, the proposed fence will exceed the maximum allowed height of six (6) feet in the Single-Family Residential (R) district; and

**WHEREAS**, Minnesota Statutes Section 462.357, Subdivision 6, provides for the granting of variances to the literal provisions of the zoning regulations in instances where their enforcement would cause "practical difficulty" to the owners of the property under consideration; and

**WHEREAS**, the Planning Commission of the City of Richfield held a public hearing for the requested variance at its February 22, 2016 meeting; and

**WHEREAS**, notice of the public hearing was published in the Sun-Current and mailed to properties within 350 feet of the subject property; and

**WHEREAS**, based on the findings below, the Richfield Planning Commission approves the requested variance from Richfield City Code Subsection 509.15, Subd. 3; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Planning Commission of the City of Richfield, Minnesota, as follows:

1. The Planning Commission makes the following general findings:
  - a. The Property is zoned Single-Family Residential (R).
  - b. The proposed fence would exceed the maximum allowed height of six (6) feet. A variance from Subsection 509.15, Subd. 3 is required.
2. With respect to the application for a variance from the above-listed requirements, the Planning Commission makes the following findings:
  - a. Strict enforcement of the Zoning Code Subsection listed above would cause a practical difficulty by denying the Public Works Department a reasonable means of protecting the City's water supply.
  - b. Unique circumstances affect the Property that were not created by the land owner. The security of the Water Treatment Facility and the City's water supply is of the utmost importance. These circumstances do not apply to other properties within the single-family residential district or the City as a whole.
  - c. Granting the requested variance will not alter the essential character of the neighborhood. The Water Treatment Facility is surrounded entirely by public roadways and Veterans Park. The property is not directly adjacent to any other developed or developable properties.
  - d. The variance requested is the minimum necessary to alleviate the practical difficulty. The variance requested is the minimum necessary to protect the Water

Treatment Facility. 8-foot fences are permitted in the "C-2" and "I" districts. The proposed fence will exceed 8 feet in height when in combination with an existing wall in a limited section of the perimeter.

- e. The variance is in harmony with the general purpose and intent of the ordinance and consistent with the comprehensive plan. The proposed fence will not adversely impact the aesthetics of the community or its health, safety and welfare.
3. Based upon the above findings, a variance to the above-specified requirement is hereby approved according to the terms of Richfield City Code Subsection 547.11 with the following additional stipulations:
- a) That the recipient of this approval record this Resolution with the County, pursuant to Minnesota Statutes Section 462.36, Subd. 1 and the City's Zoning Ordinance Section 547.11, Subd. 7. Proof of recording is required prior to the issuance of a building permit;
  - b) This approval shall expire one year from the date of approval unless a building permit has been obtained and construction begun.

Adopted by the Planning Commission of the City of Richfield, Minnesota this 22nd day of February 2016.

\_\_\_\_\_  
Chairperson

**ATTEST:**

\_\_\_\_\_  
Secretary



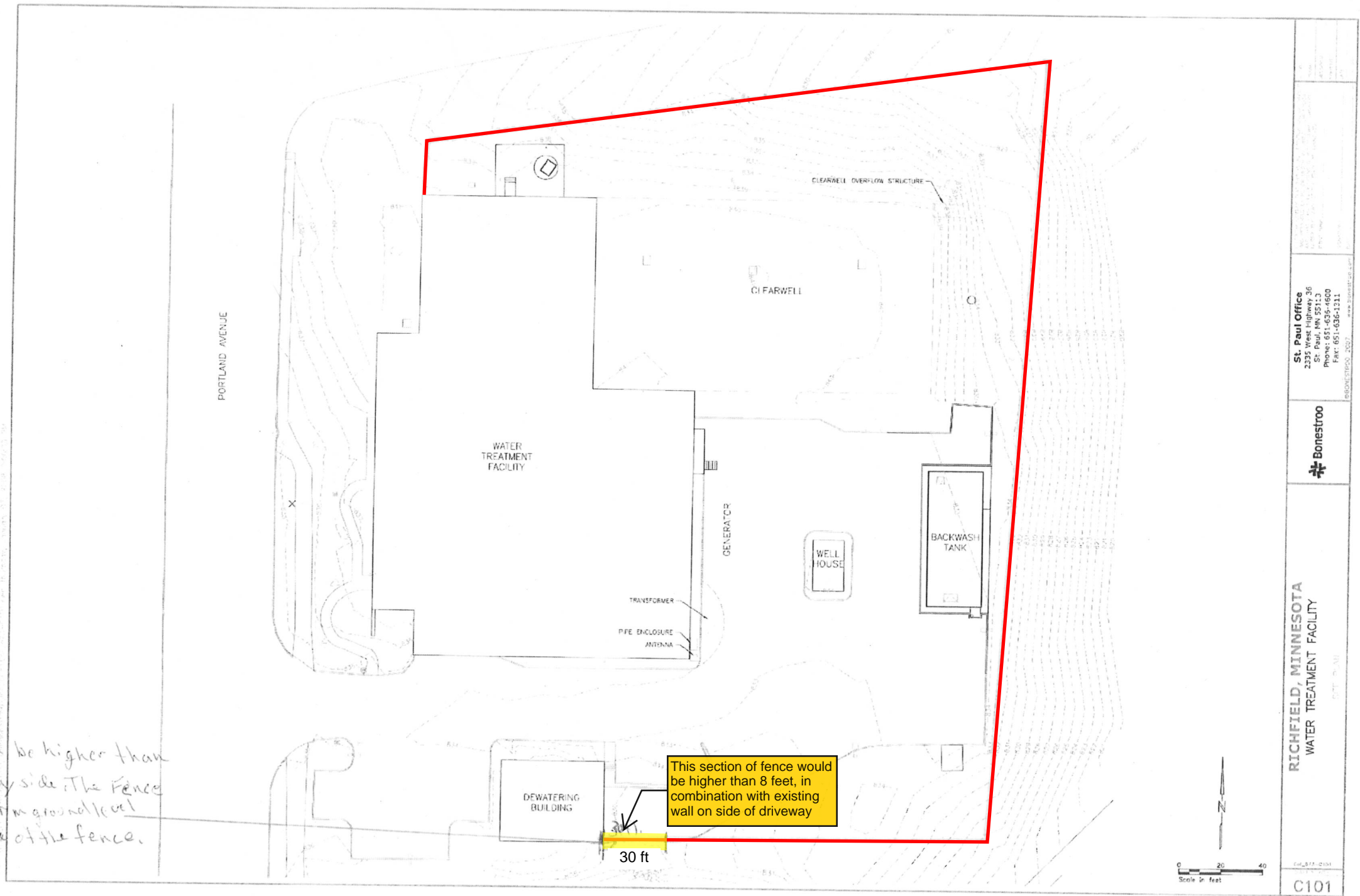
## EXHIBIT A

Land situated in the County of Hennepin and State of Minnesota, to wit:

That part of the West  $\frac{1}{2}$  of the Northwest quarter of Section 26, Township 28 North, Range 24 West, described as follows: Beginning at a point indicated by a stone monument at the Northwest corner of Section 26, thence Easterly along the north boundary line of Section 26 a distance of 318.25 feet to judicial landmark, thence southerly a distance of 455.625 feet on a straight line which if produced would intersect a judicial landmark 657.625 feet south of the north boundary line of said section, measured along said produced line, and 953.97 feet west of a judicial landmark on the North and South center line of the NW quarter of Section 26; thence West parallel with the north boundary line of said Section 26 to the west boundary line of said section, thence north along the west boundary line of said section to the point of beginning, except that part thereof which lies Northwesterly of the following described line and the same extended: Beginning at the Northwest corner of Section 26, Township 28, Range 24; thence East along the North line of said Section 26 to the intersection with a line parallel with and 33.0 feet East of the west line of said Section 26; thence South along said parallel line a distance of 190.0 feet to the actual point of beginning of the line to be described; thence Northeasterly on a straight line to a point 441.0 feet East and 135.0 feet South of the Northwest corner of said Section 26 and there terminating.

Subject to right of way for road along the westerly 33 feet of said tract.

This area would be higher than 8ft on driveway side. The fence would be 8ft. from ground level on the south side of the fence.



This section of fence would be higher than 8 feet, in combination with existing wall on side of driveway

30 ft

St. Paul Office  
2335 West Highway 36  
St. Paul, MN 55113  
Phone: 651-636-1600  
Fax: 651-636-1311



RICHFIELD, MINNESOTA  
WATER TREATMENT FACILITY



**CITY OF RICHFIELD**  
**Department Of Public Safety**

**Memorandum**

Date: April 25, 2007  
To: Lt. Jay Henthorne  
Brian Young - Water Plant Superintendent  
From: Officer Drew Gifford  
Subject: Richfield Water Plant - Security Considerations

The following are recommendations for security upgrades to the City of Richfield Water Plant, 6221 Portland Ave S. These recommendations were developed after the completion of a premise survey conducted on April 18, 2007.

Security Concern

Recommendations

Exterior doors –  
Full Length Glass-Insert

Replace with solid metal door. If glass window is preferred, window should be restricted to top one-fourth of door and be imbedded with wire mesh/lath.

Perimeter Fencing

Fencing for this complex should be at a minimum of eight feet. Perimeter fencing should run from the northwest corner of the Water Treatment Facility to the southeast corner of the Dewatering Building. Barbed wire/razor wire mounted on the top of the fence line is suggested. City Council approval of a variance would be required, but should be pursued.

Monitoring Cameras

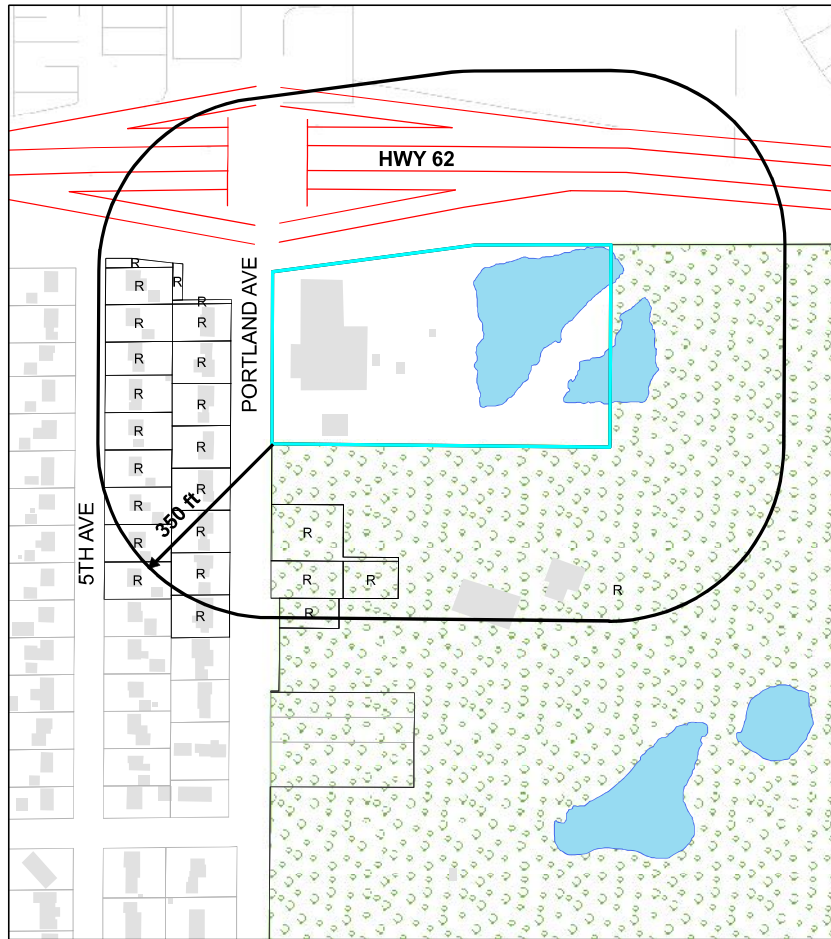
Placement of cameras should be repositioned to exterior access points to monitor who is coming and going from the exterior doors. High-resolution cameras should be positioned on the side of the building to monitor parking lots and Water Treatment Facility grounds. Cameras should also be positioned within the facility at critical area access points.

Controlled Access to Buildings

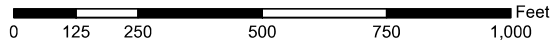
Currently, access to the Water Treatment Facility and other buildings within the City are with Medeco keys or remote access (i.e. you need to be "buzzed" in). Transition to controlled access points with access cards for each employee should be considered. All exterior and several interior doors have been deemed to be critical security risk points. These doors should be monitored with controlled access.

# 6399 Oakland Ave - VAR 2/2016

## Surrounding Zoning

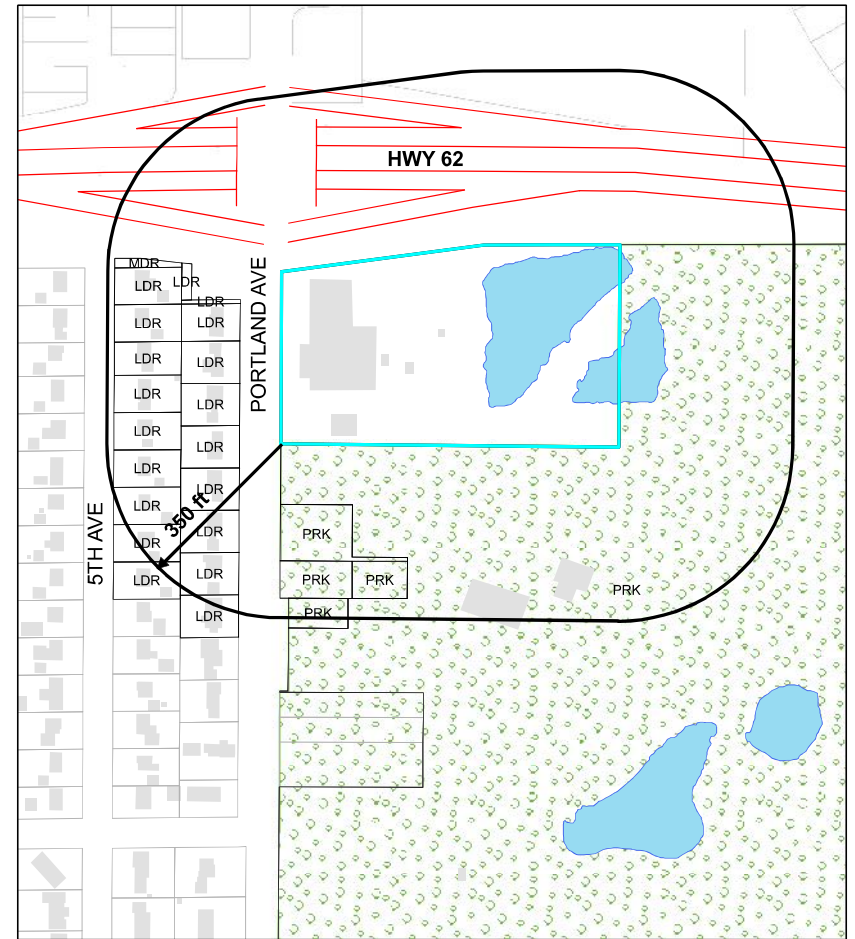


R - Single Family Residential

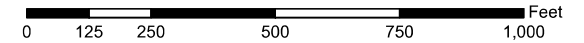


# 6399 Oakland Ave - VAR 2/2016

## Surrounding Comprehensive Plan



LDR - Low Density Residential  
PRK - Park





# **PLANNING COMMISSION STAFF REPORT**

**PC MEETING DATE: FEBRUARY 22, 2016**

**ITEM FOR PLANNING COMMISSION CONSIDERATION:**

Public hearing to consider an amendment to approved development plans for the Market Plaza /Village Shores mixed use development at 6501 Woodlake Drive. The proposal includes an additional 50 housing units and modifications necessary to accommodate a 16,000 square foot medical office user.

**I. RECOMMENDED ACTION:**

**Conduct and close a public hearing and by motion: Recommend approval of an amended Planned Unit Development, Conditional Use Permit and Final Development Plan for 6501 Woodlake Drive (Village Shores/Market Plaza).**

**II. BACKGROUND**

Plans for what is now known as the Market Plaza/Village Shores development and the Woodlake Point Condominiums were originally approved as part of a single Planned Unit Development in 1984. A Commercial Improvement Program for the Lyndale/Hub/Nicollet area had been adopted by the Housing and Redevelopment Authority (HRA) in 1975, and the City was looking to redevelop an area that was described as “inefficient,” “underutilized,” and “fragmented,” with a “confusing inter-block circulation pattern.” The Commercial Improvement Program identified a need for rehabilitated commercial development, new multi-family housing, and improved vehicle and pedestrian circulation. The mixed use development addressed many identified issues.

Now thirty years later, the Market Plaza and Village Shores components of the original project are proposing changes to improve and better align the development with the current market. The proposed amendment makes minimal changes to the footprint of the existing building, but rather repurposes existing, underutilized space to allow for an additional 50 housing units and reconfigured commercial space for a large medical office tenant.

The additional units and amenities proposed for Village Shores will allow the owners to offer a continuum of care for senior residents; moving from a strictly independent living facility to one that offers independent, assisted and memory care units. Exterior building modifications include a new primary entrance facing 66<sup>th</sup> Street, enclosure of the lower-level guest parking area in order to provide new amenity space for residents,

an improved façade along 65<sup>th</sup> Street, removal of dated building embellishments and updated paint colors.

Commercial space will be reconfigured to accommodate a 16,000 square foot Hennepin County Medical Center. Exterior changes related to the medical center include a significantly remodeled building façade.

### III. BASIS OF RECOMMENDATION

#### A. POLICY

##### **Planned Unit Development / Conditional Use Permit / Final Development Plan:**

There are a number of sets of review criteria that apply to this proposal. A full discussion of all requirements is included as an attachment to this report.

##### **Nonconforming Site Improvements:**

It is unlikely that this particular site design, with a large surface parking lot facing a primary “downtown” intersection, would be approved today; however, the movement of buildings is clearly impractical and in cases such as these the Code requires the upgrading of nonconforming site improvements that affect the appearance and impacts of the site. Of particular concern with this site, are the lack of activity and interest at the corner and the poor pedestrian connections throughout the site.

City staff has worked with the developer to develop a plan for some physical improvements and presence at the corner. The proposed trellis structures are placed atop a surface that is varied in both grade level and material from the rest of the parking field. These structures are intended to provide a space that is less attractive for parking and instead lends itself to community activities. Activities could include the farm stand that typically occupies this area for few months each summer, as well as other temporary vendors and displays. Staff has also discussed the opportunity for the incorporation of “Lakes at Lyndale” branding on the proposed trellis structures. We are hopeful that in the future the property owner will consider completely eliminating parking in this area in favor of either permanent quasi-public space or an additional building. Further, a stipulation prohibiting snow storage, as has been typical over the past many years, is included in the proposed resolution.

In addition to presence on the corner, staff has stressed the need to improve pedestrian connections around and within the site. As it exists, pedestrians have to make counterproductive movements to access the sidewalk in front of the retailers. The medical clinic will likely increase the number of visitors who come to the site via transit, and then need to access the retail area on foot. Staff is particularly concerned with creating a safe and direct connection for these users. The shape of the site presents challenges in this respect; we believe the proposal is a good, although not perfect, solution. Staff recommends that plantings be installed in the protective islands surrounding the proposed walkway and has included this stipulation in the attached resolution.

A sidewalk and striping have also been added along the east side of the privately-owned Woodlake Drive, providing a safer connection to Richfield Lake. A connection

from 66<sup>th</sup> Street, adjacent to the primary commercial entrance, has been added to help pedestrians access either the proposed clinic or the new residential entrance.

The following variations from standard requirements are requested:

- **Sign Allowance:** Sign allowances in residential districts are significantly less than those in commercial districts. The current zoning of this property is PMR (Planned Multi-Family Residential) and therefore the guiding district sign regulations are those of the High-Density Multi-Family District. If this project were to be built today, it is likely that the property would have been zoned PMU (Planned Mixed Use) instead. For that reason, staff is recommending approval of the following variations related to signs:
  - Pylon sign at intersection of 66<sup>th</sup> Street & Lyndale Avenue – Apply MU-C / C-2 standards to allow up to 200 square feet of sign area and up to 27 feet tall.
  - Monument signs at entrances – Apply “non-residential” building standards of MR-3 District to allow up to 50 square feet of sign area per sign. Limit height to standard multi-family allowance of 8 feet.

**Additional conditions:**

At the time of this writing, staff does not yet have existing and proposed impervious surface calculations and remains unclear about the areas used to calculate the required parking lot island area (whether or not current calculation includes perimeter screening, which is not considered “island”). Stipulations have been included in the resolution that prohibit an increase in impervious surface and require the site to meet minimum Code requirements related to parking lot islands.

**B. CRITICAL ISSUES**

- Staff believes that even with the additional units and Hennepin County Medical Center, surface parking will continue to exceed needs.
- The proposed improvements are intended to meet the intent of current Code requirements related to site design, connectivity and accessibility without requiring impractical changes such as movement of the building.
- The requested deviations from sign regulations are minor and reasonable given the particulars of the project.

**C. FINANCIAL**

- Required application fees have been paid.

**D. LEGAL**

- Notice of this hearing was mailed to properties within 350 feet of the proposed development and published in the Sun Current Newspaper.
- Other Actions:
  - Council: Council consideration scheduled March 8, 2016



#### IV. ALTERNATIVE RECOMMENDATION(S)

- Recommend approval of the amended final development plan and conditional use permit with additional and/or modified stipulations.
- Recommend denial of the amended final development plan and conditional use permit with a finding that the proposed project does not meet City requirements.

#### V. ATTACHMENTS

- Resolution
- Required findings
- Senior Housing Policy Statement
- Proposed plans
- Planning & zoning maps

#### VI. PRINCIPAL PARTIES EXPECTED AT MEETING

- David Gevers, E.J. Plesko and Associates, Inc.

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION APPROVING AN AMENDED  
FINAL DEVELOPMENT PLAN  
AND CONDITIONAL USE PERMIT  
FOR A PLANNED UNIT DEVELOPMENT AT  
6501 WOODLAKE DRIVE**

**WHEREAS**, an application has been filed with the City of Richfield which requests approval of an amended final development plan and conditional use permit to allow an additional 50 units of housing and site changes at the planned unit development located at 6501 Woodlake Drive, property legally described in the attached Exhibit A; and

**WHEREAS**, the Planning Commission of the City of Richfield held a public hearing and recommended approval of the requested amendment to the final development plan and conditional use permit at its February 22, 2016 meeting; and

**WHEREAS**, notice of the public hearing was mailed to properties within 350 feet of the subject property on February 9, 2016 and published in the Sun-Current on February 11, 2016 and; and

**WHEREAS**, the requested amendment to the final development plan and conditional use permit meets those requirements necessary for approving a planned unit development as specified in Richfield's Zoning Code, Section 542.09, Subd. 3 and as detailed in City Council Staff Report No. \_\_\_\_\_; and

**WHEREAS**, the request meets those requirements necessary for approving a conditional use permit as specified in Richfield's Zoning Code, Section 547.09, Subd. 6 and as detailed in City Council Staff Report No. \_\_\_\_\_; and

**WHEREAS**, the City has fully considered the request for approval of an amended planned unit development, final development plan and conditional use permit; and

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Richfield, Minnesota, as follows:

1. The City Council adopts as its Findings of Fact the **WHEREAS** clauses set forth above.
2. An amended planned unit development, final development plan and conditional use permit are approved for an additional 50 housing units and site improvements as described in City Council Report No. \_\_\_\_, on the Subject Property legally described above.
3. The approved planned unit development, final development plan and conditional use permit are subject to the following conditions:

- A recorded copy of the approved resolution must be submitted to the City prior to the issuance of a building permit.
  - All parking lot islands must be landscaped (including living plant materials) in accordance with Code requirements.
  - Five percent of parking lot area must be devoted to landscape islands with shade trees in accordance with Code requirements.
  - The property owner is responsible for the ongoing maintenance and tending of all landscaping in accordance with approved plans.
  - Snow storage within the surface parking lot is prohibited. All parking spaces and the area between trellis structures must remain available year round.
  - Odor control system may be required to mitigate cooking odors.
  - Separate sign permits are required. This resolution constitutes approval of sign size variances as stated in City Council Report No.\_\_\_\_\_.
  - All new utility service must be underground.
  - All utilities must be screened from public view in accordance with Ordinance requirements. A screening plan is required prior to the issuance of a Building Permit.
  - The applicant is responsible for obtaining all required permits, compliance with all requirements detailed in the City's Administrative Review Committee Report dated February 8, 2016 and compliance with all other City and State regulations.
  - Prior to the issuance of an occupancy permit the developer must submit a surety equal to 125% of the value of any improvements not yet complete.
  - Unless specifically modified by this resolution, all previous conditions of approval remain in place.
4. The approved planned unit development, final development plan and conditional use permit shall expire one year from issuance unless the use for which the permit was granted has commenced, substantial work has been completed or upon written request by the developer, the Council extends the expiration date for an additional period of up to one year, as required by the Zoning Ordinance, Section 547.09, Subd. 9.
5. The approved planned unit development, final development plan and conditional use permit shall remain in effect for so long as conditions regulating it are observed, and the conditional use permit shall expire if normal operation of the use has been discontinued for 12 or more months, as required by the Zoning Ordinance, Section 547.09, Subd. 10.

Adopted by the City Council of the City of Richfield, Minnesota this 22nd day of March, 2016.

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Debbie Goettel, Mayor

ATTEST:

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Elizabeth VanHoose, City Clerk

**EXHIBIT A  
LEGAL DESCRIPTION**

## Required Findings

**Part 1:** The following findings are necessary for approval of a PUD application (542.09 Subd. 3):

1. *The proposed development conforms to the goals and objectives of the City's Comprehensive Plan and any applicable redevelopment plans.* The Comprehensive Plan guides the area around 66<sup>th</sup> Street and Lyndale Avenue for Mixed Use development. The intent of that category is "to focus on creating a city center...that will serve as a "downtown." Housing density is intended to be high in this area (50+ du/acre). The proposed additional units will raise the density on this site to 49.7 du/acre; a great improvement from the current 38.2 du/acre.

Investment in and expansion of existing facilities is important to maintaining vitality in this area.

The Housing Goals of the Comprehensive Plan are:

- a. *Maintain and enhance Richfield's image as a community with strong, desirable and livable neighborhoods; and*
- b. *Ensure sufficient diversity in the housing stock to provide for a range of household sizes, income levels and needs.*

The additional units will not only add desired density to the area, but will also diversify the services offered within the residential development.

In 2014, the HRA adopted a Senior Housing Policy Statement. This document has been attached for reference.

The Transportation Goals and Policies of the Comprehensive Plan include pedestrian-friendly and transit-friendly building and site design measures; bike racks within new developments. The proposed additions to the site greatly improve these conditions on the existing site.

2. *The proposed development is designed in such a manner as to form a desirable and unified environment within its own boundaries.* This requirement is met.
3. *The development is in substantial conformance with the purpose and intent of the guiding district, and departures from the guiding district regulations are justified by the design of the development.* The development is in substantial compliance with the intent of the guiding MR-3 District. Variations are generally minor, are consistent with the Mixed Use Comprehensive Plan designation, and compatible with the surrounding neighborhood.

4. *The development will not create an excessive burden on parks, schools, streets or other public facilities and utilities that serve or area proposed to serve the development.* The City's Public Works, Engineering and Recreation Departments have reviewed the proposal and do not anticipate any issues.
5. *The development will not have undue adverse impacts on neighboring properties.* No undue adverse impacts are anticipated.
6. *The terms and conditions proposed to maintain the integrity of the plan are sufficient to protect the public interest.* This requirement is met; appropriate stipulations have been incorporated into the final resolution.

**Part 2:** All uses are conditional uses in the PMR District. The findings necessary to issue a Conditional Use Permit (CUP) are as follows (Subd. 547.09, Subd. 6):

1. *The proposed use is consistent with the goals, policies, and objectives of the City's Comprehensive Plan.* See above – Part 1, #1.
2. *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.* The use is consistent with the intent of the Planned Multi-Family District and the underlying High Density Residential District. The proposal provides for multi-family senior housing at densities prescribed by the City's Comprehensive Plan.
3. *The proposed use is consistent with any officially adopted redevelopment plans or urban design guidelines.* N/A
4. *The proposed use is or will be in compliance with the performance standards specified in Section 544 of this code.* The proposed development is in substantial compliance with City performance standards. Deviation from Code requirements is requested as follows:
  - Sign size – The applicant has proposed larger signs than are typically permitted in multi-family districts; however the proposed signs are within the limits of what is typically allowed in Mixed Use Districts.
5. *The proposed use will not have undue adverse impacts on governmental facilities, utilities, services, or existing or proposed improvements.* The City's Public Works and Engineering Departments have reviewed the proposal and do not anticipate any adverse impacts.

6. *The use will not have undue adverse impacts on the public health, safety, or welfare. Adequate provisions have been made to protect the public health, safety and welfare.*

7. *There is a public need for such use at the proposed location. See above – Part 1, #1.*

8. *The proposed use meets or will meet all the specific conditions set by this code for the granting of such conditional use permit. This requirement is met.*



**RICHFIELD HOUSING AND REDEVELOPMENT AUTHORITY**  
**SENIOR HOUSING POLICY STATEMENT**

Adopted: April 21, 2014

When considering proposals for senior housing, the Housing and Redevelopment Authority shall evaluate proposals based on the following criteria:

- The inclusion of lower-density senior housing (i.e., attached and detached townhomes);
- If the proposed project includes high-density senior housing, does it provide a continuum of care within the project, including independent living, assisted living and memory care accommodations, when feasible;
- Consideration should be given to the location of the proposed project: how it does or does not lend itself to providing a geographic balance of senior housing throughout the city, and to avoid concentrations of senior housing;
- Senior housing proposals in the Cedar Point II Housing area can be considered;
- Can the senior housing project readily convert to serve other populations in the future (i.e., market rate units), as the market dictates;
- Feasibility of the project based on a market survey conducted on behalf of the HRA; and
- Feedback obtained through one or more “town hall” meetings held jointly by the HRA and the developer to garner input from residents regarding the proposed development, ideally held in locations near the proposed development.
- Work with existing senior developments to continue to update, upgrade and meet needs.

This Senior Housing Policy is intended to guide housing in a comprehensive manner that is consistent with the City’s Market Rate Multi-Family Housing Policy and Affordable Housing Policy.

# Village Shores Senior Community

6501 Woodlake Dr. Richfield, MN



Issue for PUD Submission - Revised  
February 08, 2016

CLIENT / OWNER

**E J Plesko & Associates, Inc**  
6515 Grand Teton Plaza, Suite 300  
Madison, WI 53719

ARCHITECT

**Built Form, LLC**  
935 West Chestnut Street, Suite 520  
Chicago, IL 60642

CIVIL ENGINEER / LANDSCAPE ARCHITECT

**Civil Site Group, Inc**  
4931 W. 35th Street, Suite 400  
St. Louis Park, MN 55416

STRUCTURAL ENGINEER

**Fink Associates, LLC**  
141 N Main St  
Monticello, WI 53570

CONSTRUCTION MANAGER

**Stevens Construction Corp.**  
Two Buttonwood Court  
Madison, WI 53718

# BOUNDARY & TOPOGRAPHIC SURVEY

PROPERTY ADDRESS: 6501 WOODLAKE DR., RICHFIELD MN

~for~ CIVIL SITE GROUP

## LEGEND

- DENOTES IRON MONUMENT FOUND
- DENOTES IRON MONUMENT SET
- ⊕ DENOTES COUNTY MONUMENT
- ⊕ DENOTES UTILITY POLE
- ⊕ DENOTES STREET LIGHT
- ⊕ DENOTES GAS METER/BOX
- ⊕ DENOTES TELEPHONE BOX
- ⊕ DENOTES SANITARY SEWER MANHOLE
- ⊕ DENOTES STORM SEWER MANHOLE
- ⊕ DENOTES CATCH BASIN
- ⊕ DENOTES FIRE HYDRANT
- DENOTES EXISTING CONTOUR
- DENOTES BOLLARD
- DENOTES HANDICAP STALL
- DENOTES UNDERGROUND ELECTRIC
- DENOTES UNDERGROUND TELEPHONE
- DENOTES UNDERGROUND GAS
- DENOTES WATERMAIN
- DENOTES SANITARY SEWER
- DENOTES STORM SEWER
- DENOTES EXISTING FENCE/HAND RAIL
- x1011.2 DENOTES EXISTING ELEVATION.
- x1011.2 T DENOTES EXISTING TOP OF CURB ELEV.
- DENOTES RETAINING WALL
- DENOTES CONCRETE
- DENOTES BITUMINOUS

## LEGAL DESCRIPTION

Tract A, Registered Land Survey No. 1635, Files of Registrar of Titles, Hennepin County, Minnesota.

## NOTES

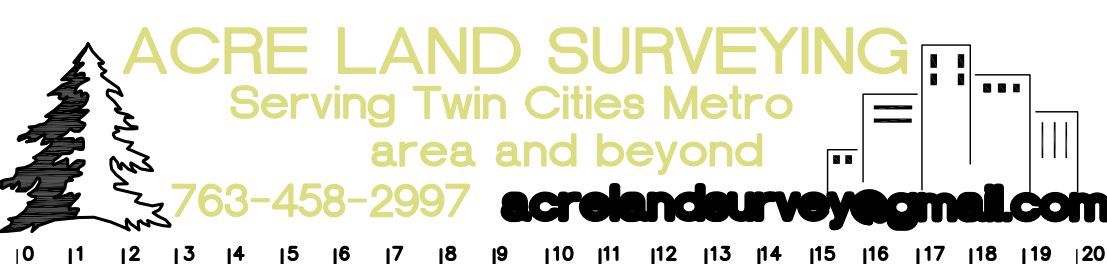
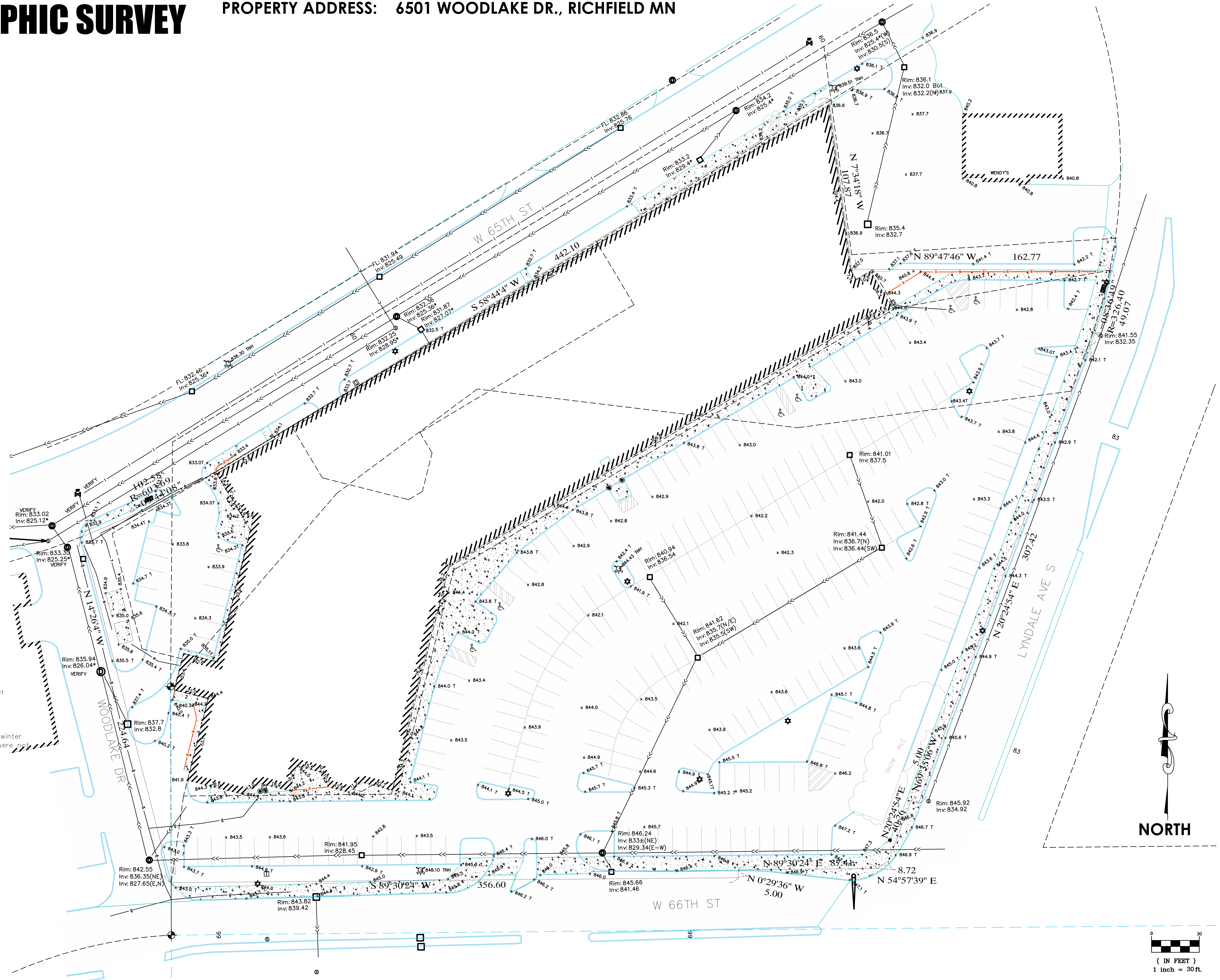
- Field survey conducted on December 4, 2014
- CONTRACTOR TO VERIFY BUILDING DIMENSIONS, AND SEWER DEPTHS.
- Utilities shown hereon are observed. Excavations were not made during the process of this survey to locate underground utilities and/or structures. The location of underground utilities and/or structures may vary from locations shown hereon and underground utilities and/or structures may be encountered. Contact Gopher State One Call Notification Center at (651) 454-0002 for verification of utility type and field location prior to excavation.
- GOPHER ONE CALL WAS CONTACTED FOR SMALL UTILITIES PER TICKET 143250528. ONLY A SMALL PORTION OF UTILITIES ONSITE WERE MARKED. SURVEY SUBJECT TO REVISION.
- This survey was completed December 4, 2014, in the middle of the Minnesota snow/winter season. There may be improvements/features in addition to those shown hereon that were not located due to snow/ice cover.

## BENCHMARK

BASIS FOR ELEVATION: NAVD 88 (VIA REAL TIME GPS MEASUREMENTS UTILIZING MINNESOTA DEPARTMENT OF TRANSPORTATION VRS NETWORK)

I hereby certify that this plan, survey or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Michael D. Nelson Date: 12/10/14 Reg. No. 49546



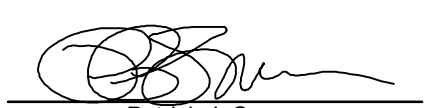


**MARKET PLAZA**

66TH & LYNDAL AVE S., RICHFIELD, MN

PROJECT

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

  
Patrick J. Sarver  
DATE 02/10/16 LICENSE NO. 24904

ISSUE/SUBMITTAL SUMMARY

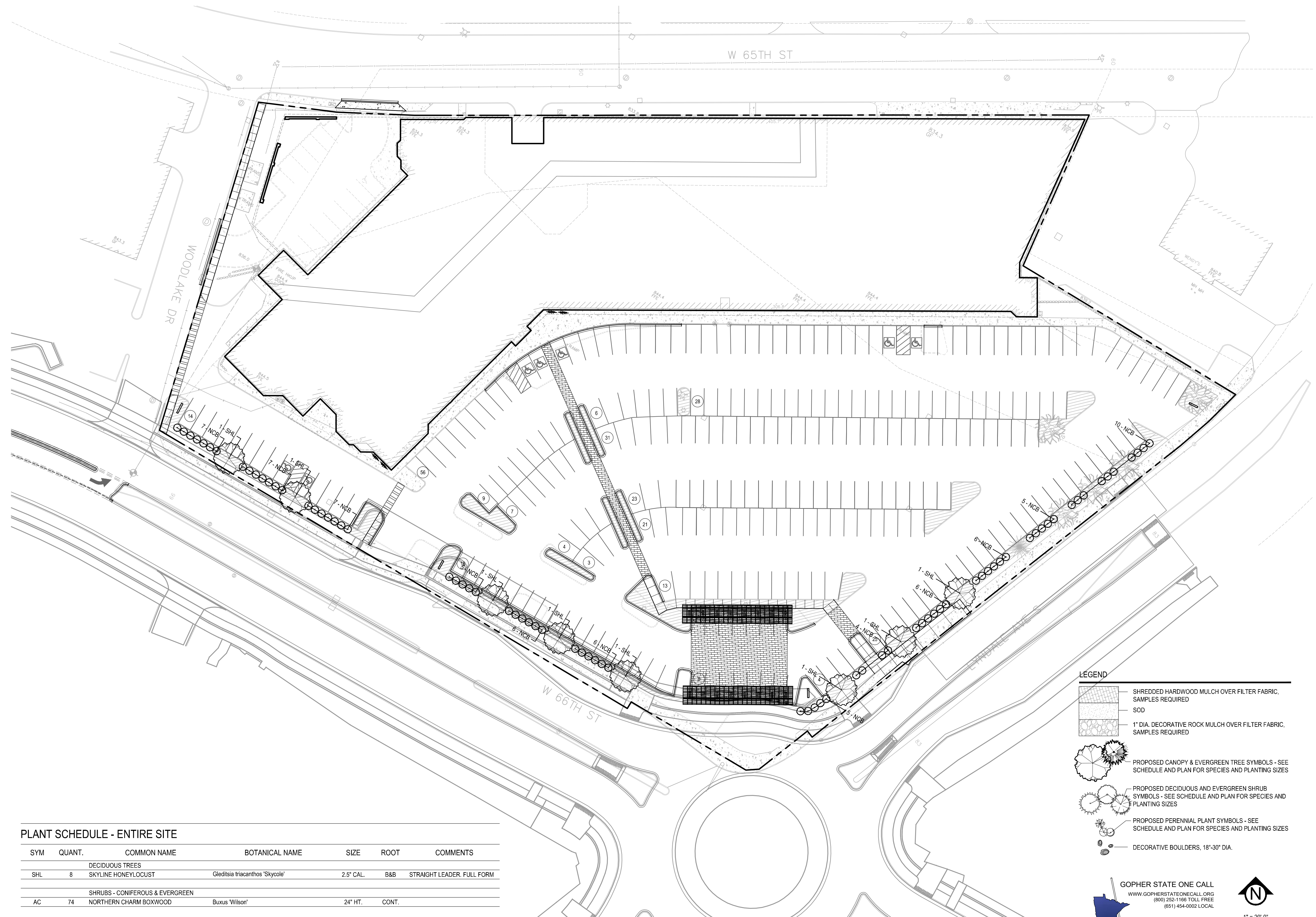
DATE	DESCRIPTION

REVISION SUMMARY

DATE	DESCRIPTION

LANDSCAPE PLAN


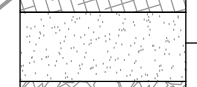
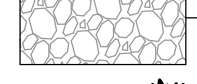
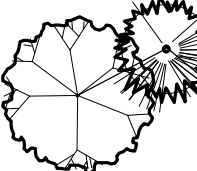
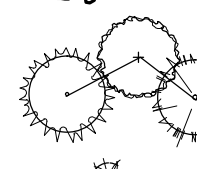
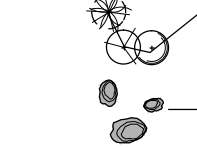

**L1.0**



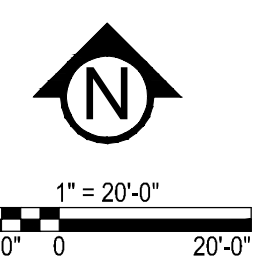
**PLANT SCHEDULE - ENTIRE SITE**

SYM	QUANT.	COMMON NAME	BOTANICAL NAME	SIZE	ROOT	COMMENTS
DECIDUOUS TREES						
SHL	8	SKYLINE HONEYLOCUST	Gleditsia triacanthos 'Skycole'	2.5" CAL.	B&B	STRAIGHT LEADER, FULL FORM
SHRUBS - CONIFEROUS & EVERGREEN						
AC	74	NORTHERN CHARM BOXWOOD	Buxus 'Wilson'	24" HT.	CONT.	

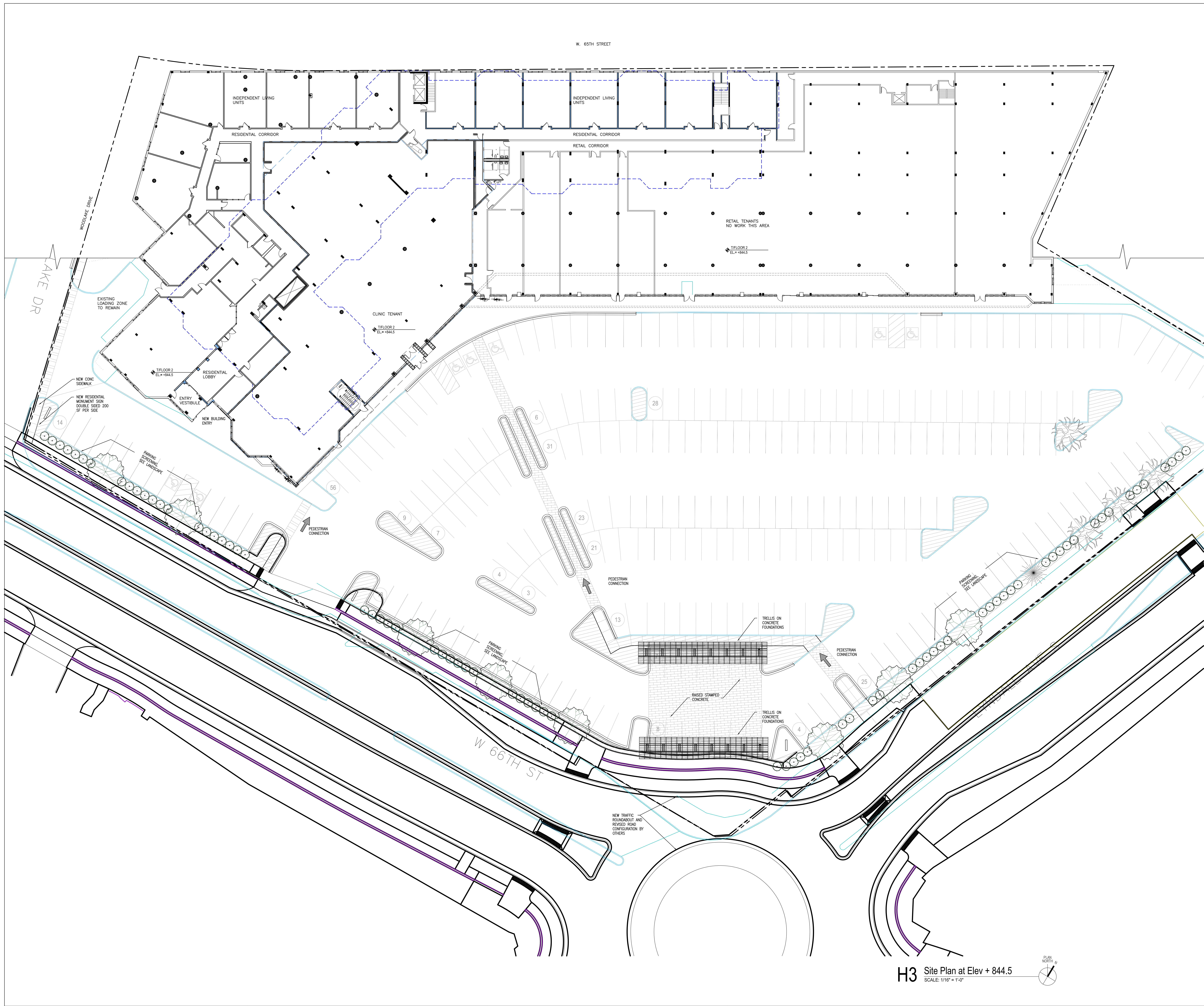
**LEGEND**

-  SHREDDED HARDWOOD MULCH OVER FILTER FABRIC, SAMPLES REQUIRED
-  SOD
-  1" DIA. DECORATIVE ROCK MULCH OVER FILTER FABRIC, SAMPLES REQUIRED
-  PROPOSED CANOPY & EVERGREEN TREE SYMBOLS - SEE SCHEDULE AND PLAN FOR SPECIES AND PLANTING SIZES
-  PROPOSED DECIDUOUS AND EVERGREEN SHRUB SYMBOLS - SEE SCHEDULE AND PLAN FOR SPECIES AND PLANTING SIZES
-  PROPOSED PERENNIAL PLANT SYMBOLS - SEE SCHEDULE AND PLAN FOR SPECIES AND PLANTING SIZES
-  DECORATIVE BOULDERS, 18"-30" DIA.

GOPHER STATE ONE CALL  
WWW.GOPHERSTATEONECALL.ORG  
(800) 252-1166 TOLL FREE  
(651) 454-0002 LOCAL







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GENERAL NOTES

NUMBER	ISSUED FOR	DATE
03	PUD Submission	02.10.16
02	Schematic Design - Revised	01.18.16
01	Schematic Design	02.25.15

NUMBER	ISSUED FOR	DATE

**E.J. PLESKO & ASSOCIATES, INC.**  
 6515 Grand Teton Plaza, Suite 300  
 Madison, WI 53719

**BUILT FORM, LLC**  
 ARCHITECTURE 900 West Chestnut St. 500  
 Chicago, IL 60642  
 312-738-2626

CIVIL ENGINEER / LANDSCAPE ARCHITECT  
 Civil Site Group, Inc.  
 4831 W. 35th Street, Suite 400  
 St. Louis Park, MN 55416

STRUCTURAL ENGINEER  
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CONSTRUCTION MANAGER  
 Stevens Construction Corp.  
 Two Bottomwood Court  
 Madison, WI 53718

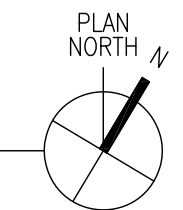
PROJECT  
**Village Shores Senior Community**  
 6501 Woodlake Drive - Richfield, MN

SHEET TITLE  
**Site Plan - Upper Level**

PROJECT NO.  
**14-243**  
 DATE  
**02.18.2015**

**A-011**

**H3** Site Plan at Elev + 844.5  
 SCALE: 1/16" = 1'-0"

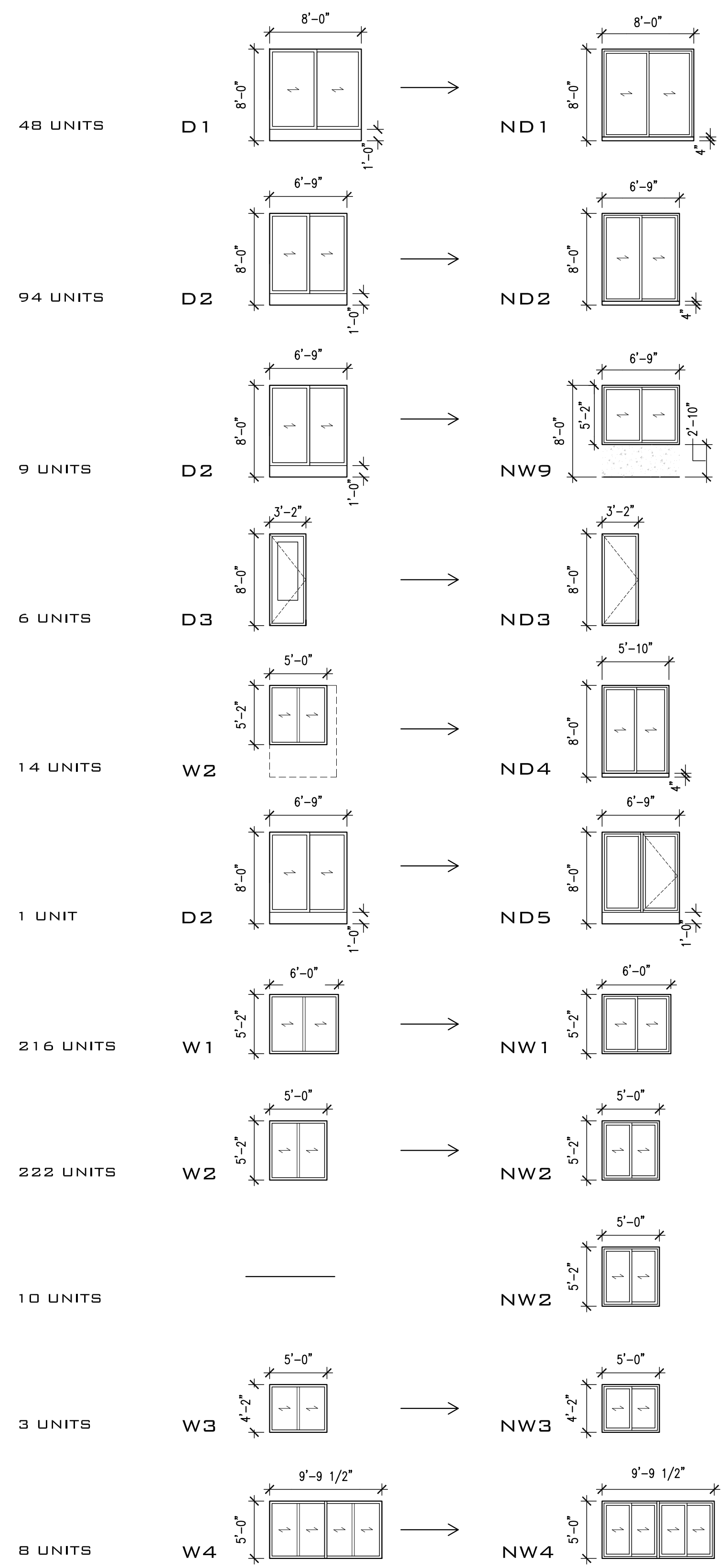


**EXISTING CONDITIONS.**

Remove and Replace with new aluminum and low E insulated glass

**NEW CONDITIONS.**

New aluminum windows/doors



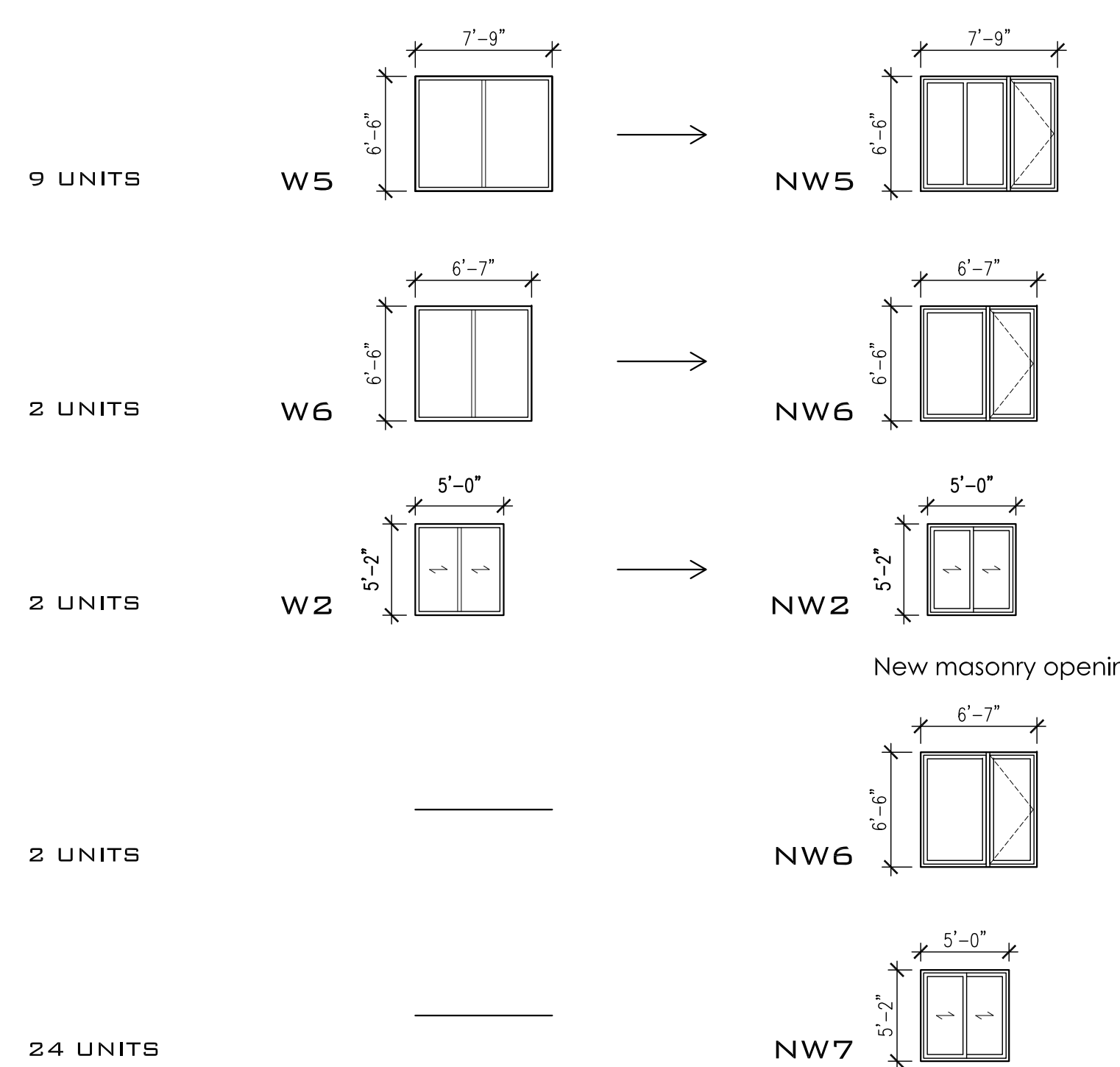
**E10 Tower - Existing/New Openings**  
SCALE: 1/8" = 1'-0"

**EXISTING CONDITIONS.**

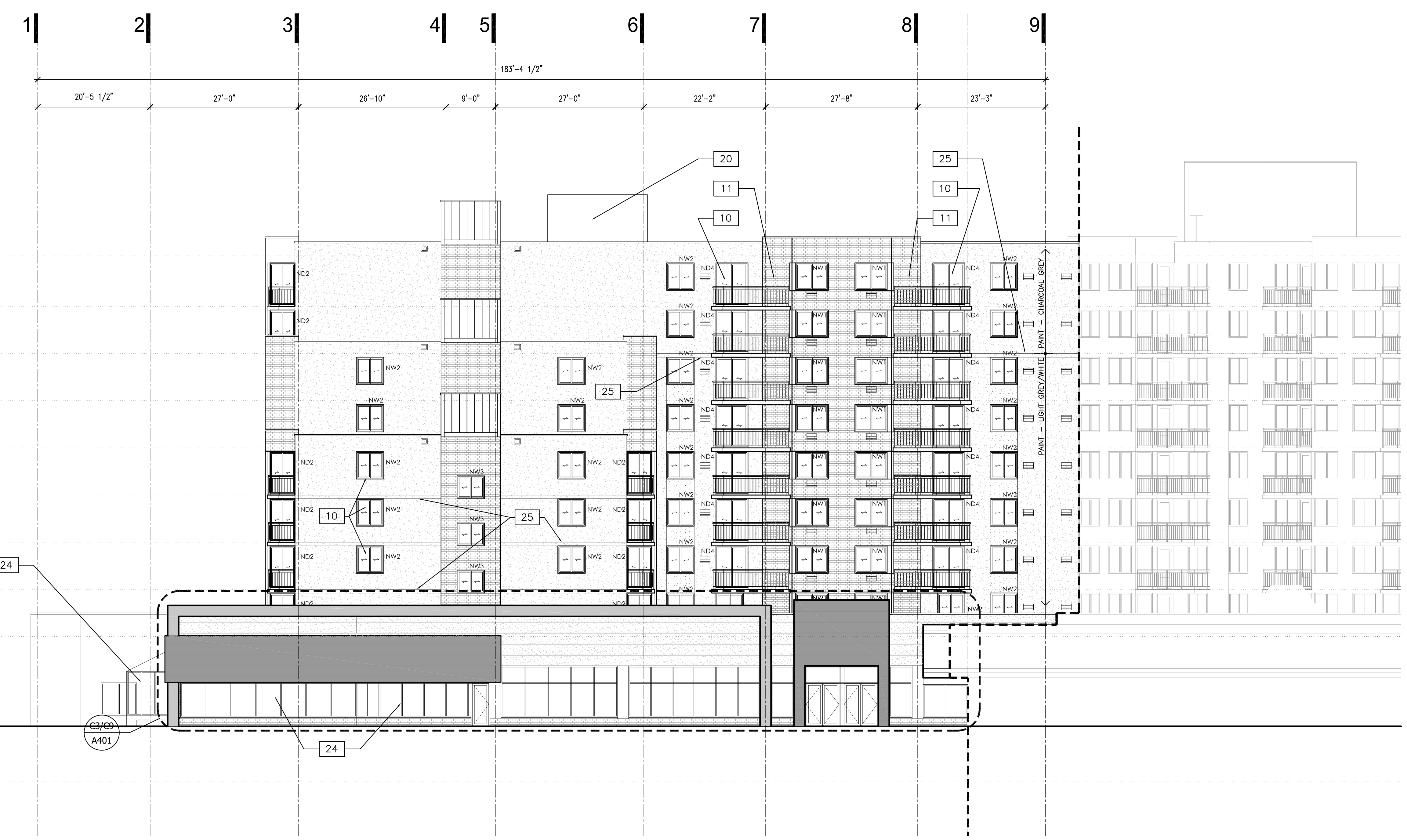
Remove and Replace with new glass

**NEW CONDITIONS.**

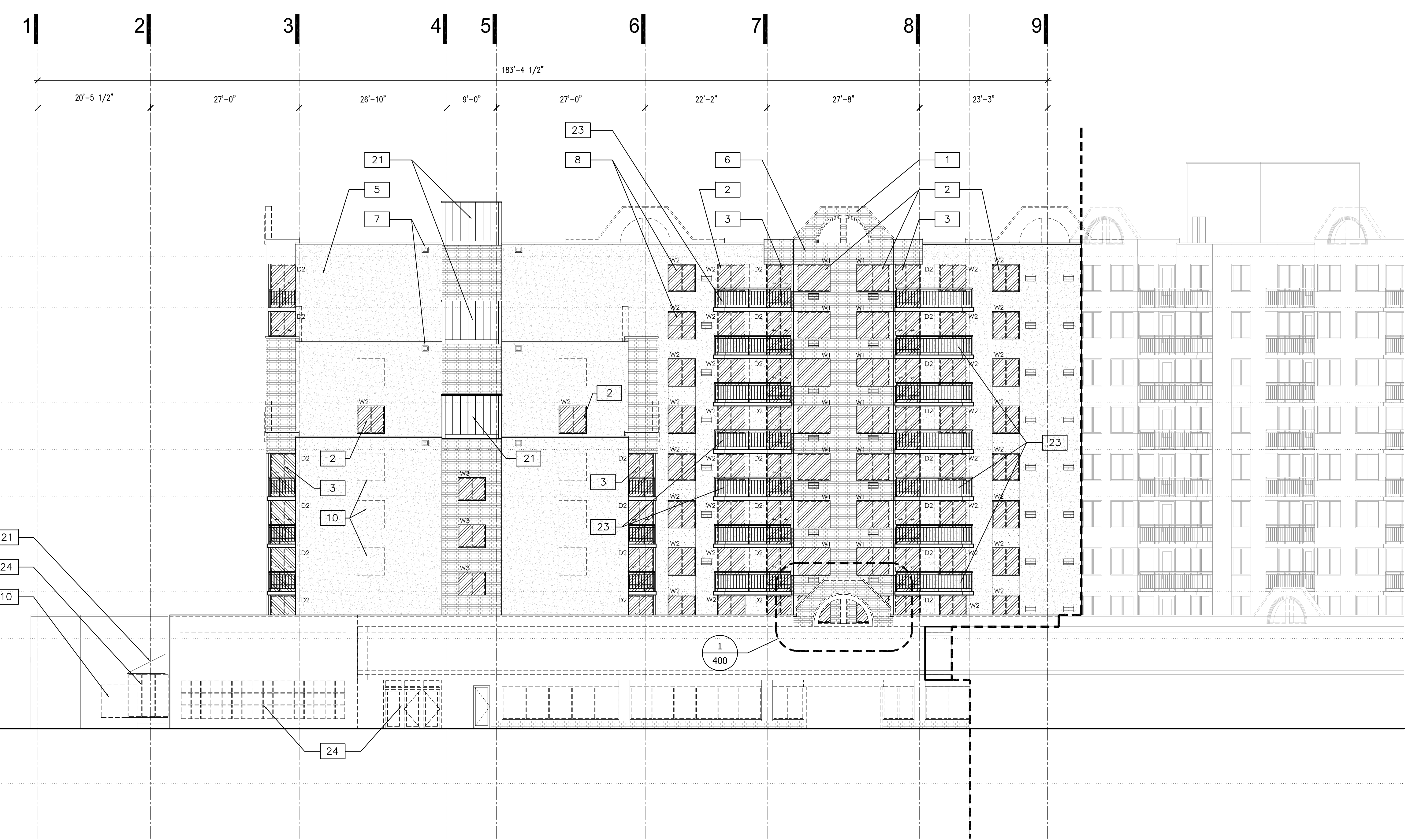
New aluminum windows/doors



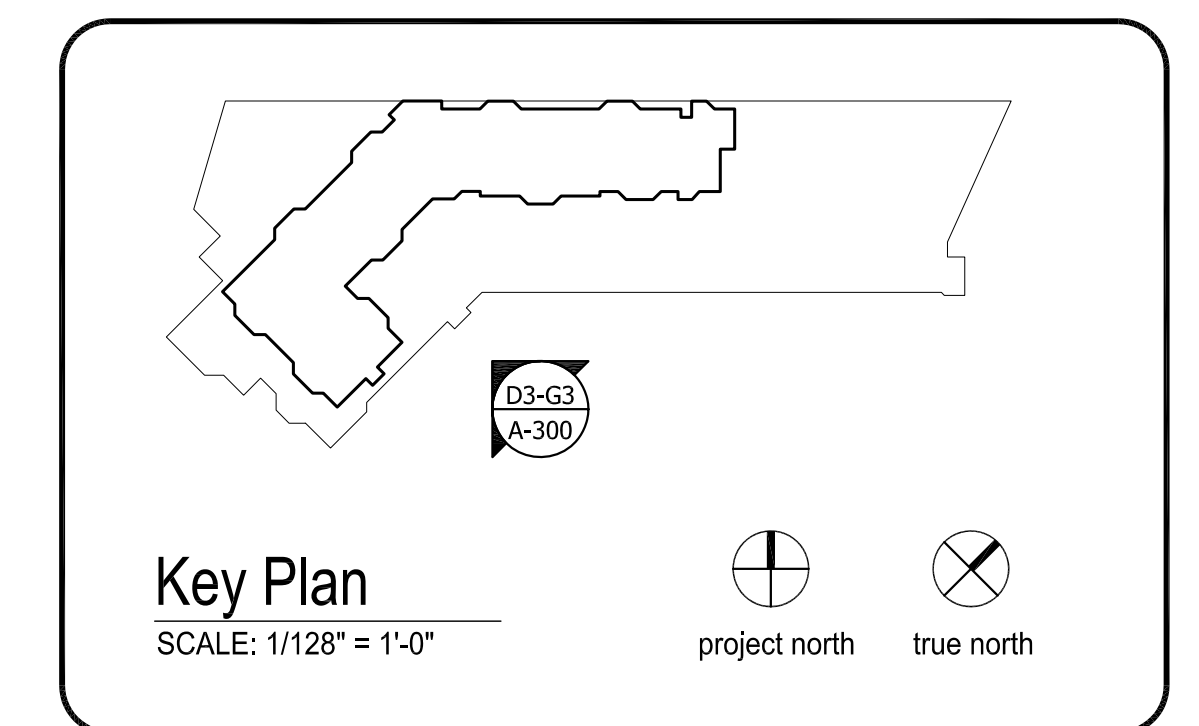
**G10 Podium - Existing/New Openings**  
SCALE: 1/8" = 1'-0"



**D3 New South East Elevation**  
SCALE: 3/32" = 1'-0"



**G3 South East Demo Elevation**  
SCALE: 3/32" = 1'-0"



**Key Plan**  
SCALE: 1/128" = 1'-0"

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**GENERAL NOTES**

ALL WINDOWS, DOORS AND BUILDING JOINTS TO BE RECALCULATED

**DEMO KEYNOTES**

- 1 REMOVE EXISTING MASONRY ARCH
- 2 REMOVE EXISTING WINDOWS
- 3 REMOVE EXISTING DOORS
- 4 EXISTING STOREFRONT - CLEAN, REPAIR AND PAINT
- 5 REPAIR/REPAINT EXISTING STUCCO. COLOR TO BE SELECTED BY ARCHITECT. RECALCULATE ENTIRE EXTERIOR ENVELOPE
- 6 CLEAN/REPAIR DAMAGED AREAS. BRICK WALLS RECALCULATE ENTIRE EXTERIOR ENVELOPE
- 7 SCUPPER, CLEAN OR REMOVE IF IT IS NECESSARY
- 8 AWNINGS TO BE REMOVED
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- 18 REMOVE LOADING DOCK
- 19 BUILD A NEW ENTRANCE CANOPY
- 20 NEW ELEVATOR - MACHINE ROOM
- 21 EXISTING METAL CLADDING - CLEAN, REPAIR AND PAINT
- 22 EXISTING RAILINGS - SCRAPE, CLEAN AND PAINT
- 23 REMOVE EIFS TO CREATE A NEW OPENING
- 24 NEW ALUMINUM STOREFRONT. REMOVE EXISTING ONE
- 25 NEW ARCHITECTURAL BANDS - 8"x2"(HxD)

D3	PUD Submission	02.08.16
D2	Schematic Design - Revised	01.18.16
D1	Schematic Design	02.25.15
NUMBER	ISSUED FOR	DATE

**E.J. PLESKO & ASSOCIATES, INC.**  
6515 Grand Tower Plaza, Suite 300  
Madison, WI 53719

**BUILT FORM, LLC**  
ARCHITECTURE 955 West Chestnut St. 520  
Chicago, IL 60642  
312.738.8850

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4901 N. 35th Street, Suite 400  
St. Louis Park, MN 55416

**STRUCTURAL ENGINEER**  
Fink Associates, Inc.  
541 N. Main Street  
Menasha, WI 53220

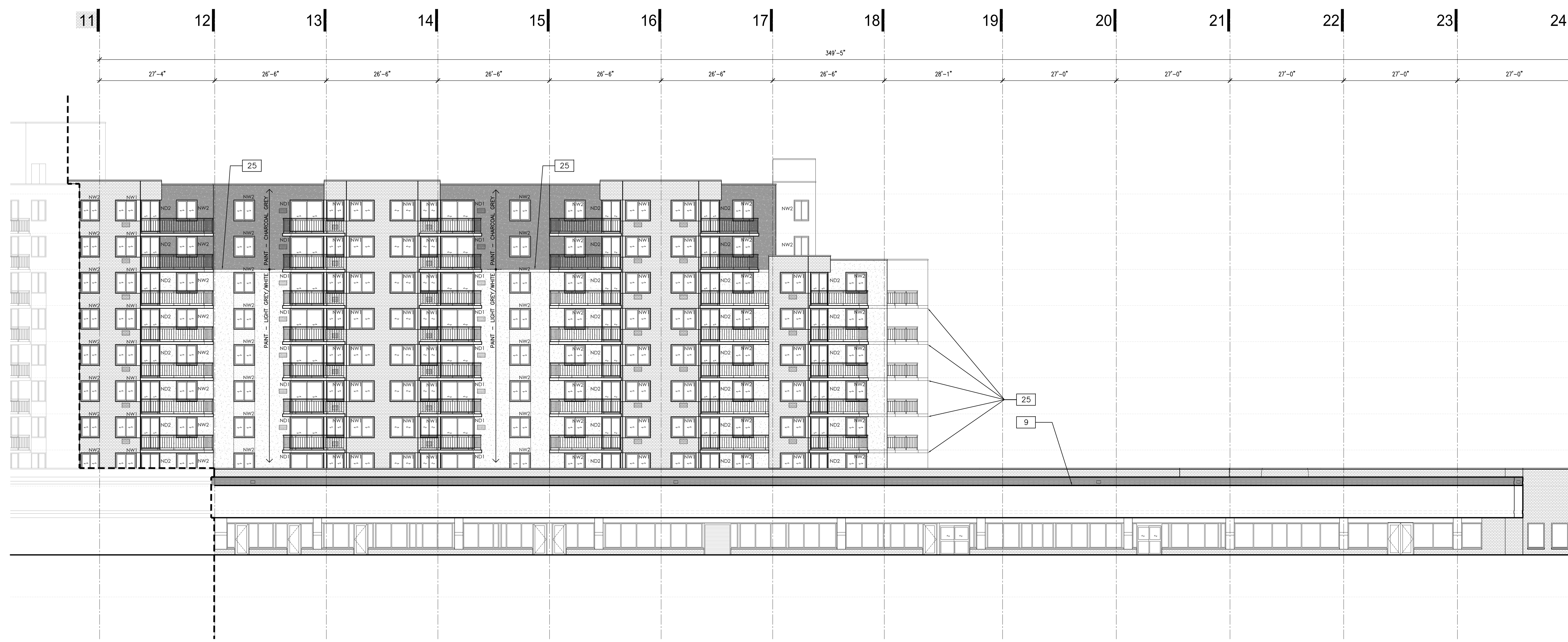
**CONSTRUCTION MANAGER**  
Stevens Construction Corp.  
Two Buttonwood Court  
Madison, WI 53718

**PROJECT**  
Village Shores Senior Community  
6503 Woodlake Drive Richfield, MN

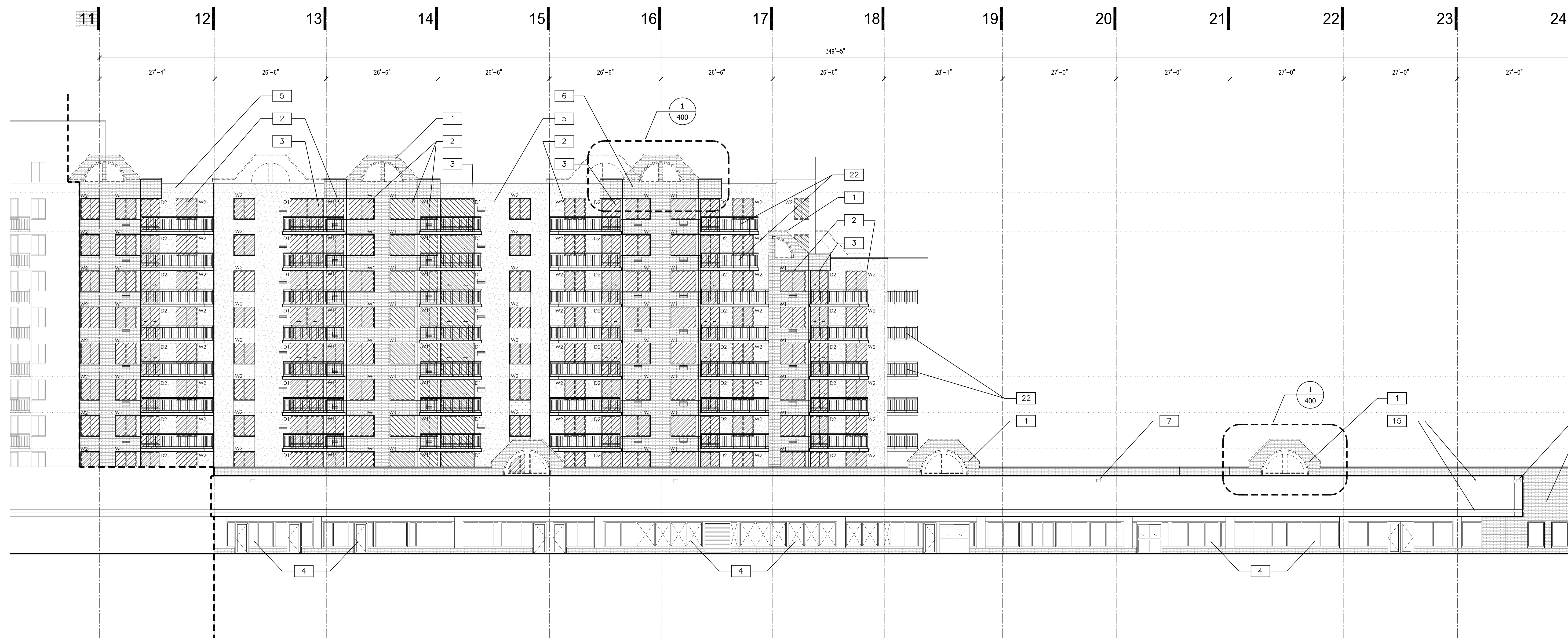
**SHEET TITLE**  
Exterior Building Elevations

**PROJECT NO.** 14-243  
**DATE** 02.18.2015  
**A-300**

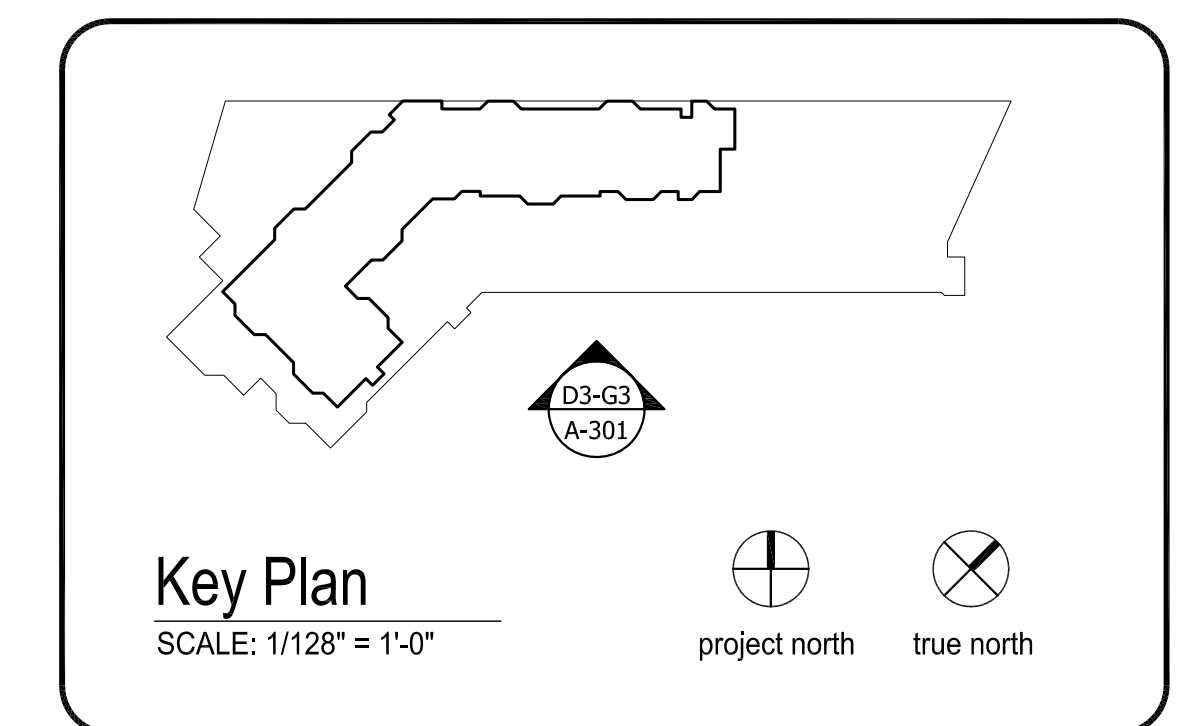




D3 New South Elevation  
SCALE: 3/32" = 1'-0"



G3 South Demo Elevation  
SCALE: 3/32" = 1'-0"



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Chicago, IL 60642  
312.758.9850

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CMI Site Group, Inc.  
4901 N. 35th Street, Suite 400  
St. Louis Park, MN 55416

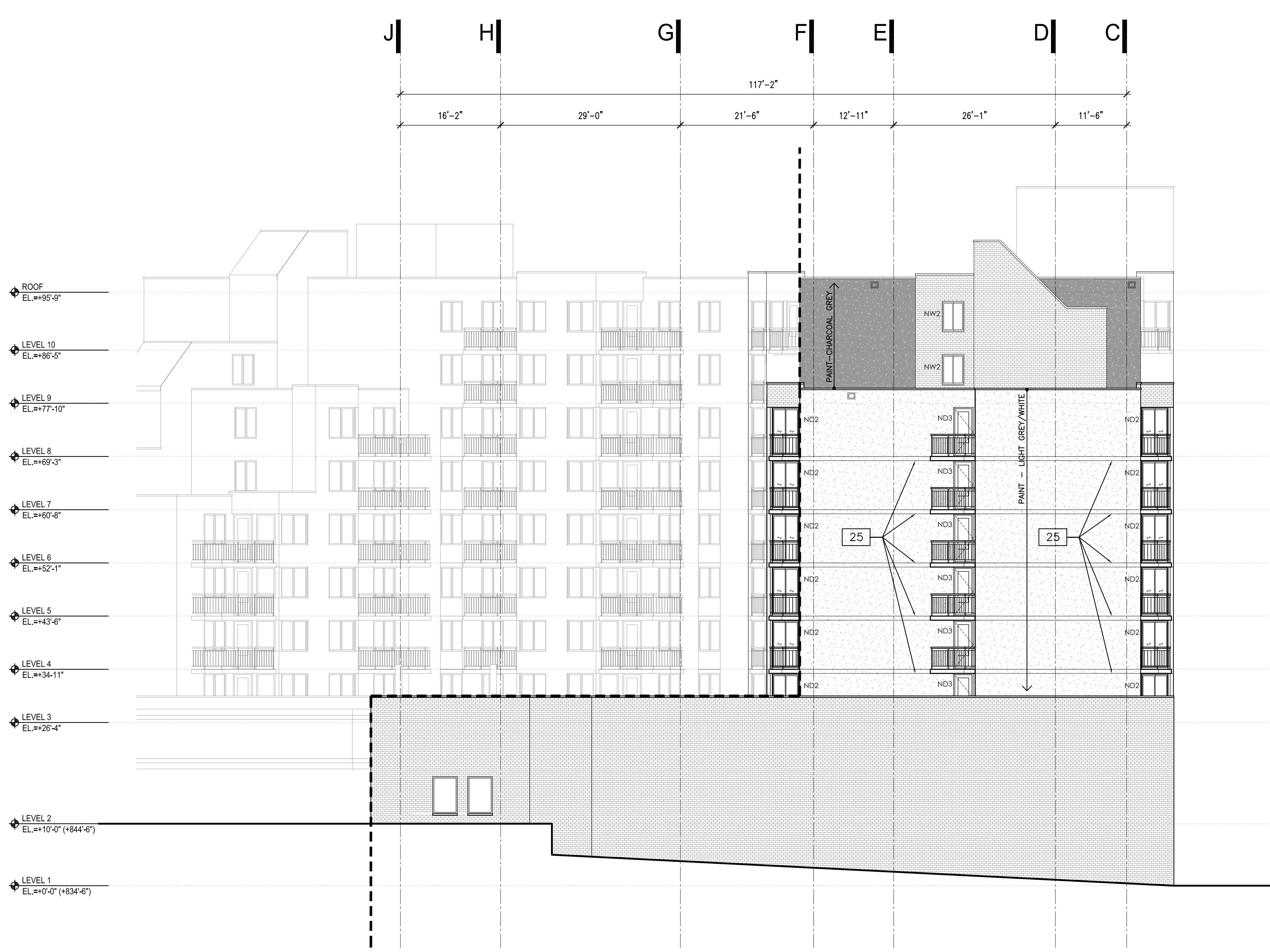
**STRUCTURAL ENGINEER**  
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Monticello, WI 53570

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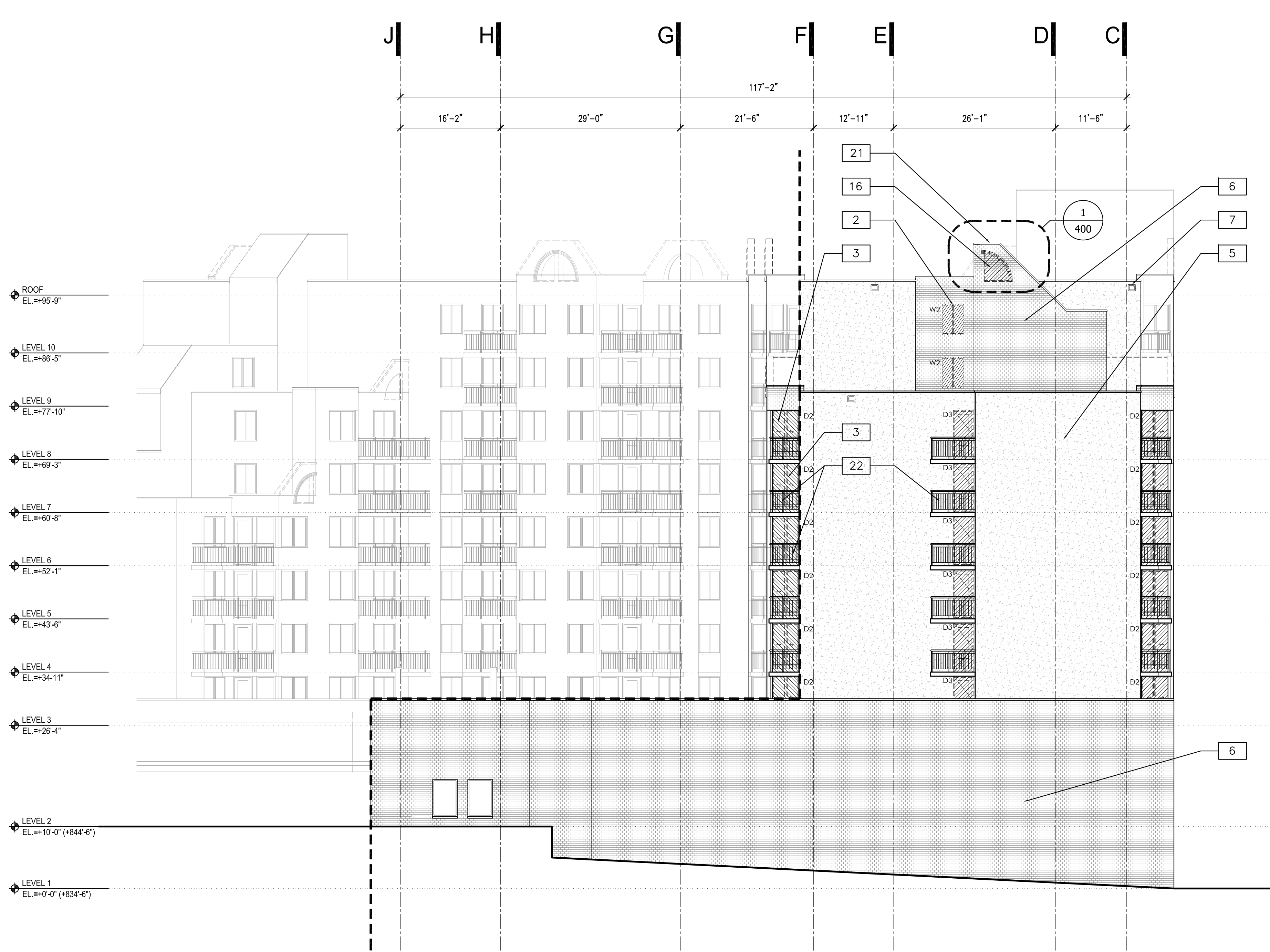
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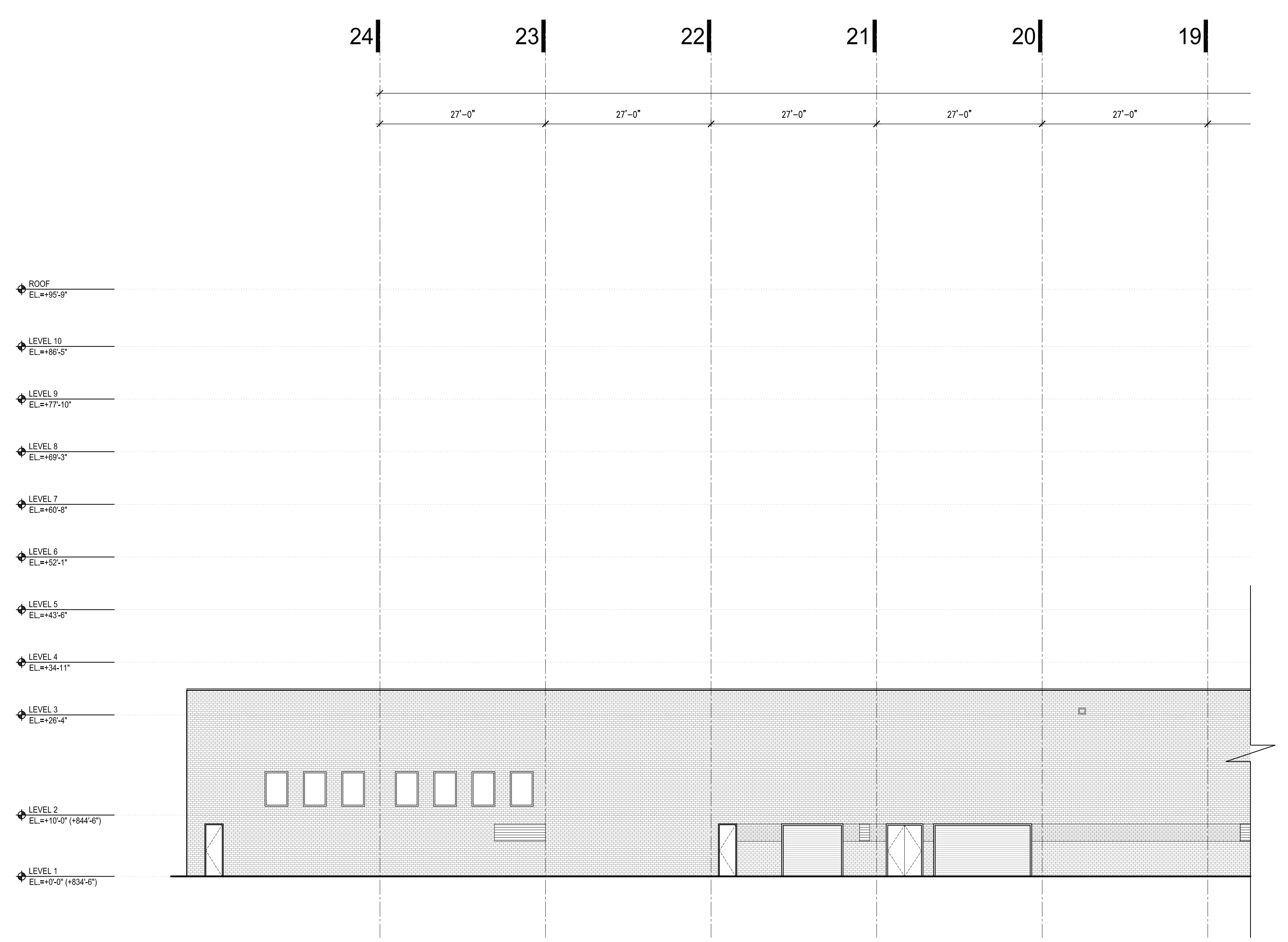
**PROJECT NO.** 14-243  
**DATE** 02.18.2015  
**A-301**



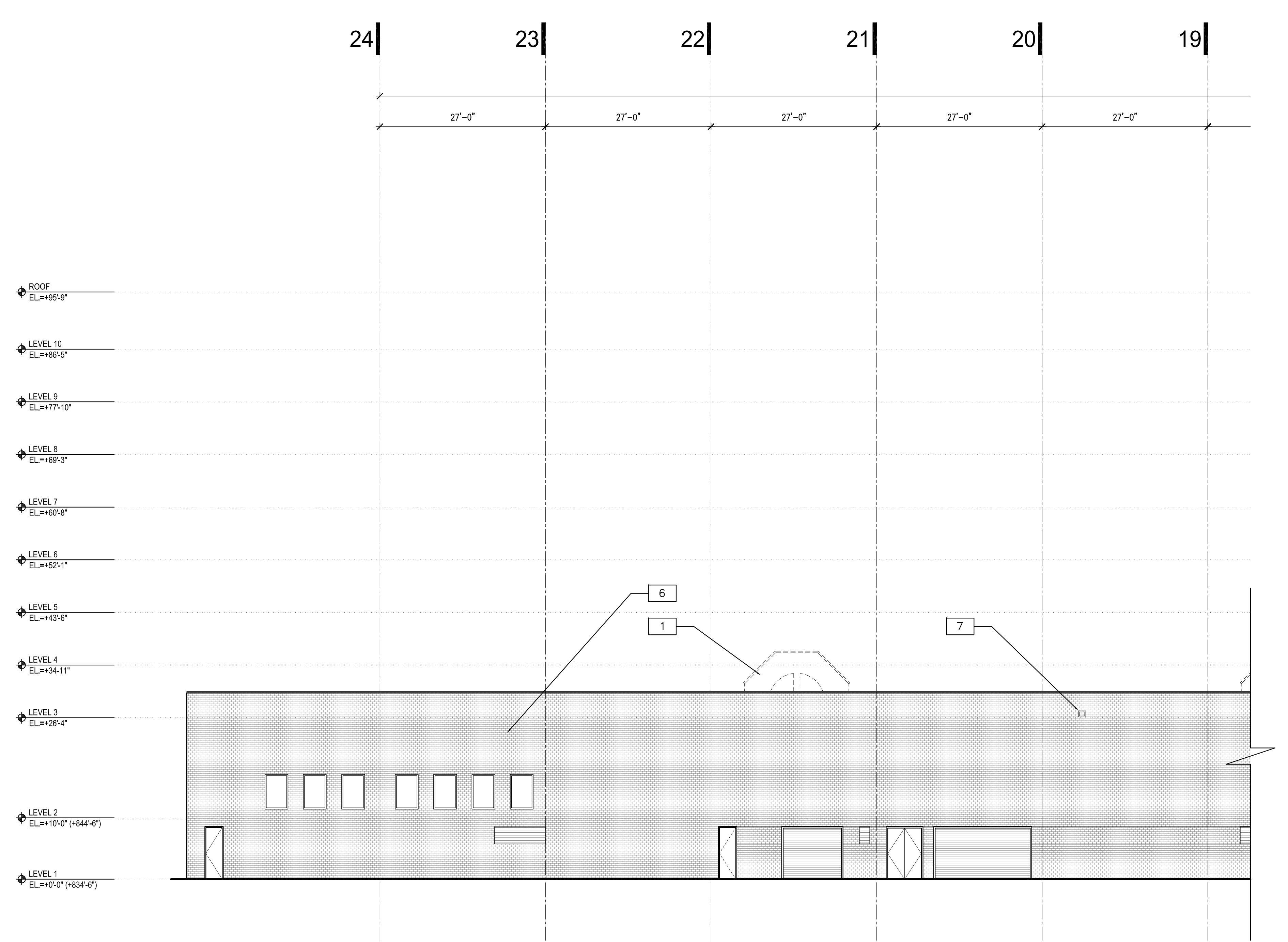
**D10** New East Elevation  
SCALE: 3/32" = 1'-0"



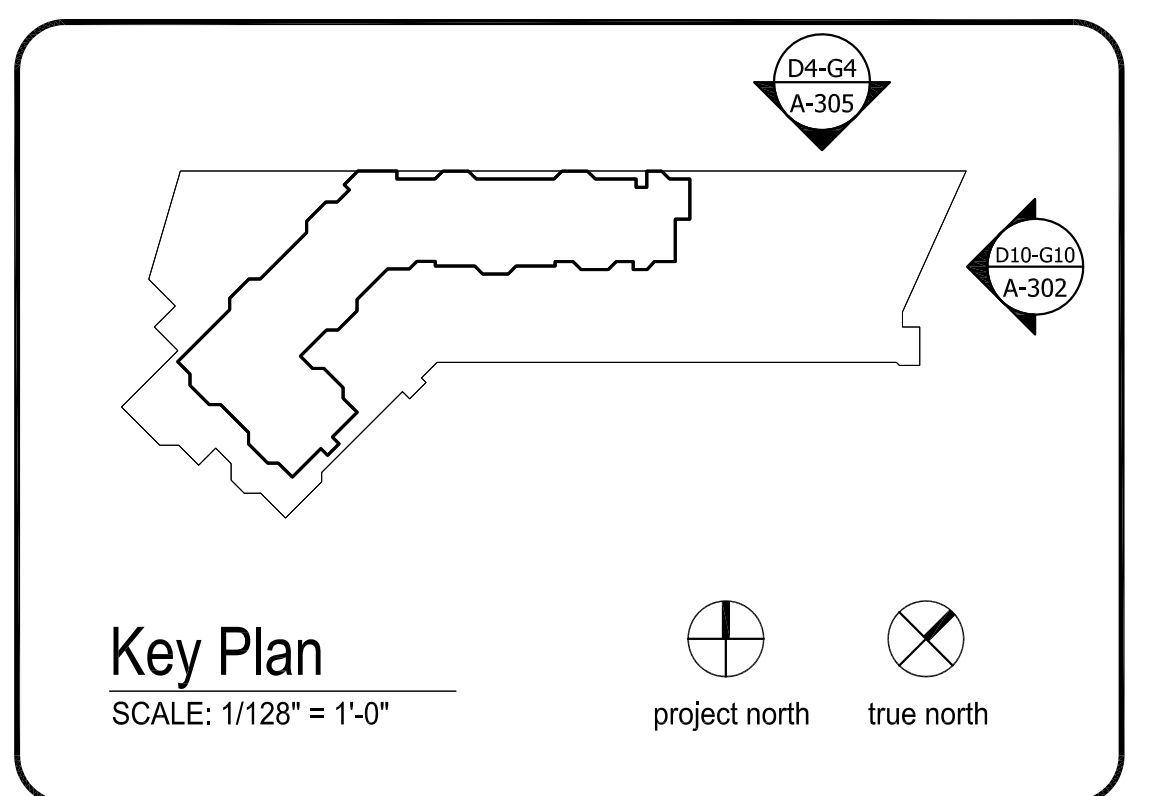
**G10** East Demo Elevation  
SCALE: 3/32" = 1'-0"



**D4** Partial New North Elevation  
SCALE: 3/32" = 1'-0"



**G4** Partial North Demo Elevation  
SCALE: 3/32" = 1'-0"



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Civil Site Group, Inc.  
4901 W. 35th Street, Suite 400  
St. Louis Park, MN 55416

STRUCTURAL ENGINEER  
Fink Associates, Inc.  
141 N. Main Street  
Menasha, WI 54950

CONSTRUCTION MANAGER  
Stevens Construction Corp.  
Two Buttonwood Court  
Madison, WI 53718

PROJECT  
**Village Shores Senior Community**  
6503 Woodlake Drive Richfield, MN

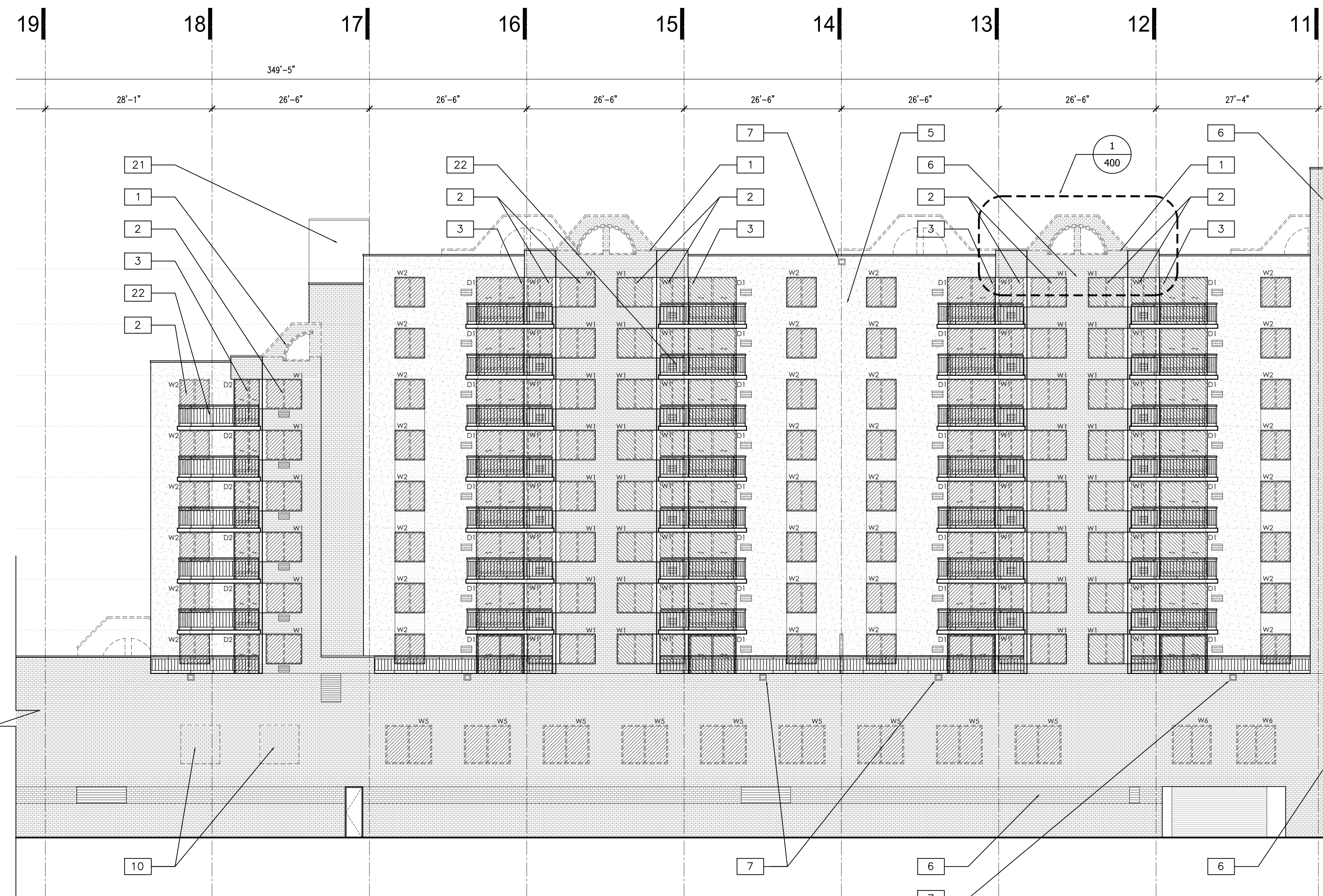
SHEET TITLE  
**Exterior Building Elevations**

PROJECT NO. 14-243  
DATE 02.18.2015

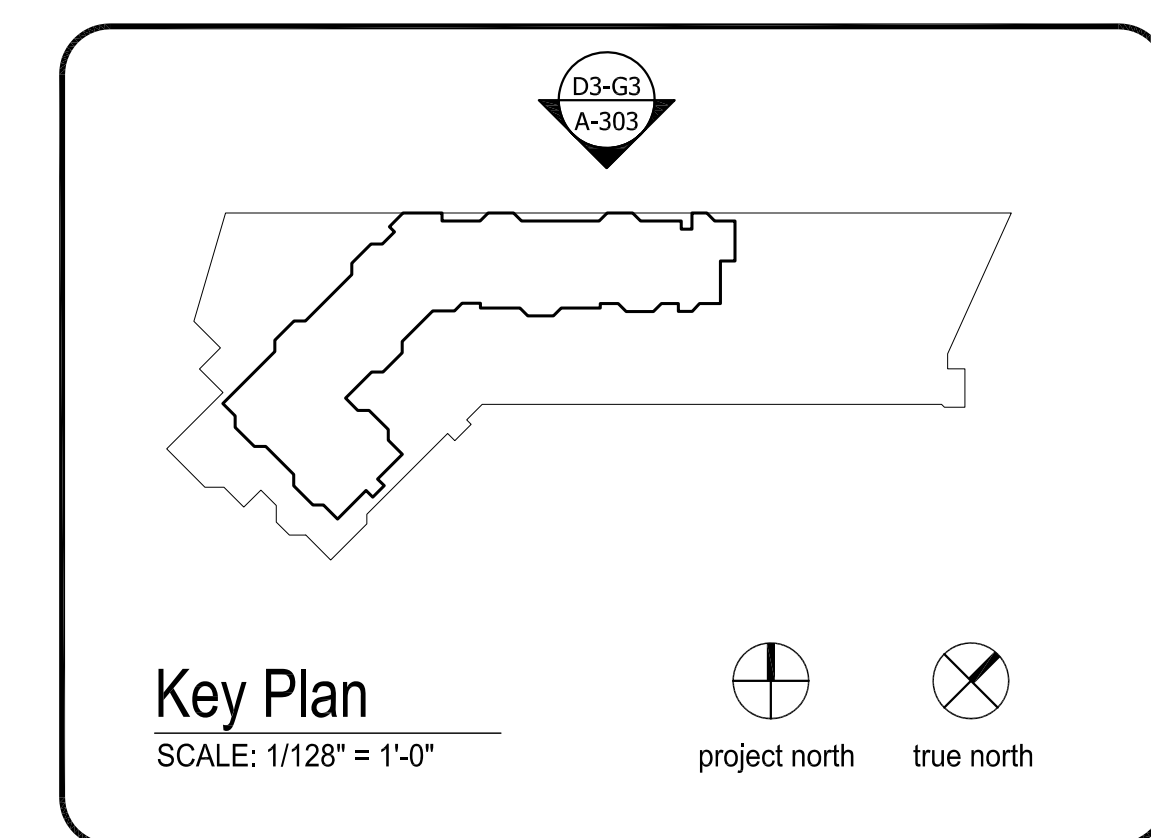
**A-302**



D3 New North Elevation  
SCALE: 3/32" = 1'-0"



G3 North Demo Elevation  
SCALE: 3/32" = 1'-0"



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**GENERAL NOTES**  
ALL WINDOWS, DOORS AND BUILDING JOINTS TO BE RECALKED

- DEMO KEYNOTES**
- 1 REMOVE EXISTING MASONRY ARCH
  - 2 REMOVE EXISTING WINDOWS
  - 3 REMOVE EXISTING DOORS
  - 4 EXISTING STOREFRONT - CLEAN, REPAIR AND PAINT
  - 5 REPAIR/REPAINT EXISTING STUCCO. COLOR TO BE SELECTED BY ARCHITECT. RECALK ENTIRE EXTERIOR ENVELOPE
  - 6 CLEAN/REPAIR DAMAGED AREAS. BRICK WALLS RECALK ENTIRE EXTERIOR ENVELOPE IF IT IS NECESSARY
  - 7 SCUPPER CLEAN OR REMOVE
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  - 9 NEW LIGHTING FOR SIGNAGE
  - 10 NEW OPENINGS TO BE CREATED
  - 11 OPENING TO BE BRICKED IN SOLID
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  - 25 NEW ARCHITECTURAL BANDS - 8"x2"(HxD)

NUMBER	ISSUED FOR	DATE
03	PUD Submission	02.08.16
02	Schematic Design - Revised	01.18.16
01	Schematic Design	02.25.15

**E.J. PLESKO & ASSOCIATES, INC.**  
6515 Grand Street Plaza, Suite 300  
Madison, WI 53719

**BUILT FORM, LLC**  
ARCHITECTURE 955 West Chestnut St. 520  
Chicago, IL 60642  
917-788-8850

**CIVIL ENGINEER / LANDSCAPE ARCHITECT**  
CMI Site Group, Inc.  
4901 N. 39th Street, Suite 400  
St. Louis Park, MN 55416

**STRUCTURAL ENGINEER**  
Fink Associates, Inc.  
141 N. Main Street  
Menomonee Falls, WI 53070

**CONSTRUCTION MANAGER**  
Stevens Construction Corp.  
Two Buttonwood Court  
Madison, WI 53718

**PROJECT**  
Village Shores Senior Community  
6503 Woodlake Drive Richfield, MN

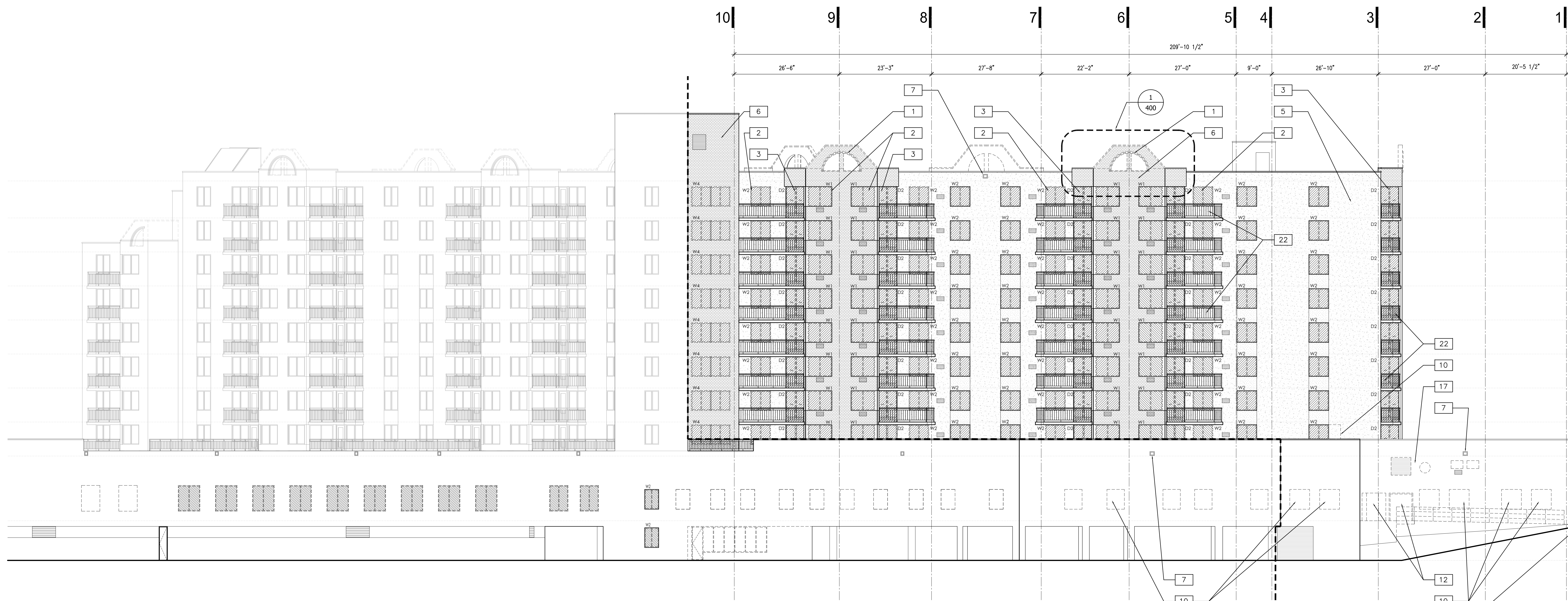
**SHEET TITLE**  
Exterior Building Elevations

**PROJECT NO.** 14-243  
**DATE** 02.18.2015

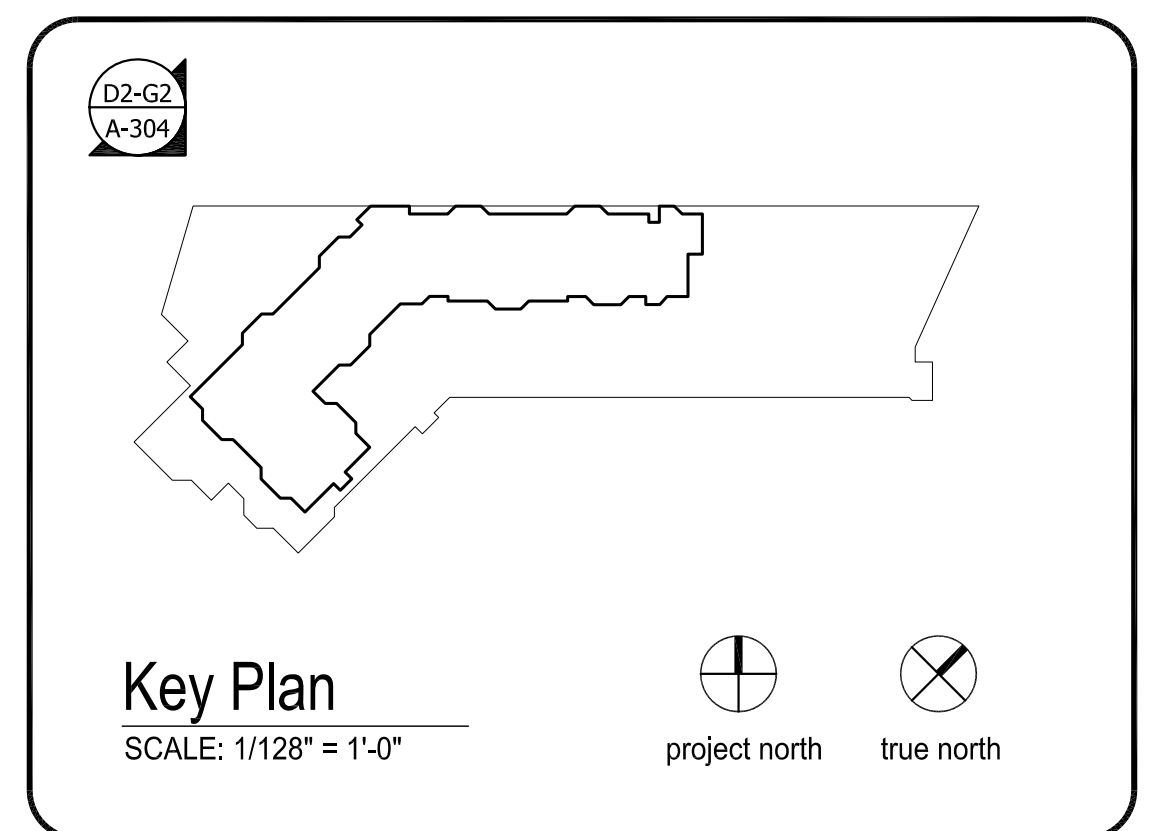
**A-303**



**D2 New North-West Elevation**  
SCALE: 3/32" = 1'-0"



**G2 North-West Demo Elevation**  
SCALE: 3/32" = 1'-0"



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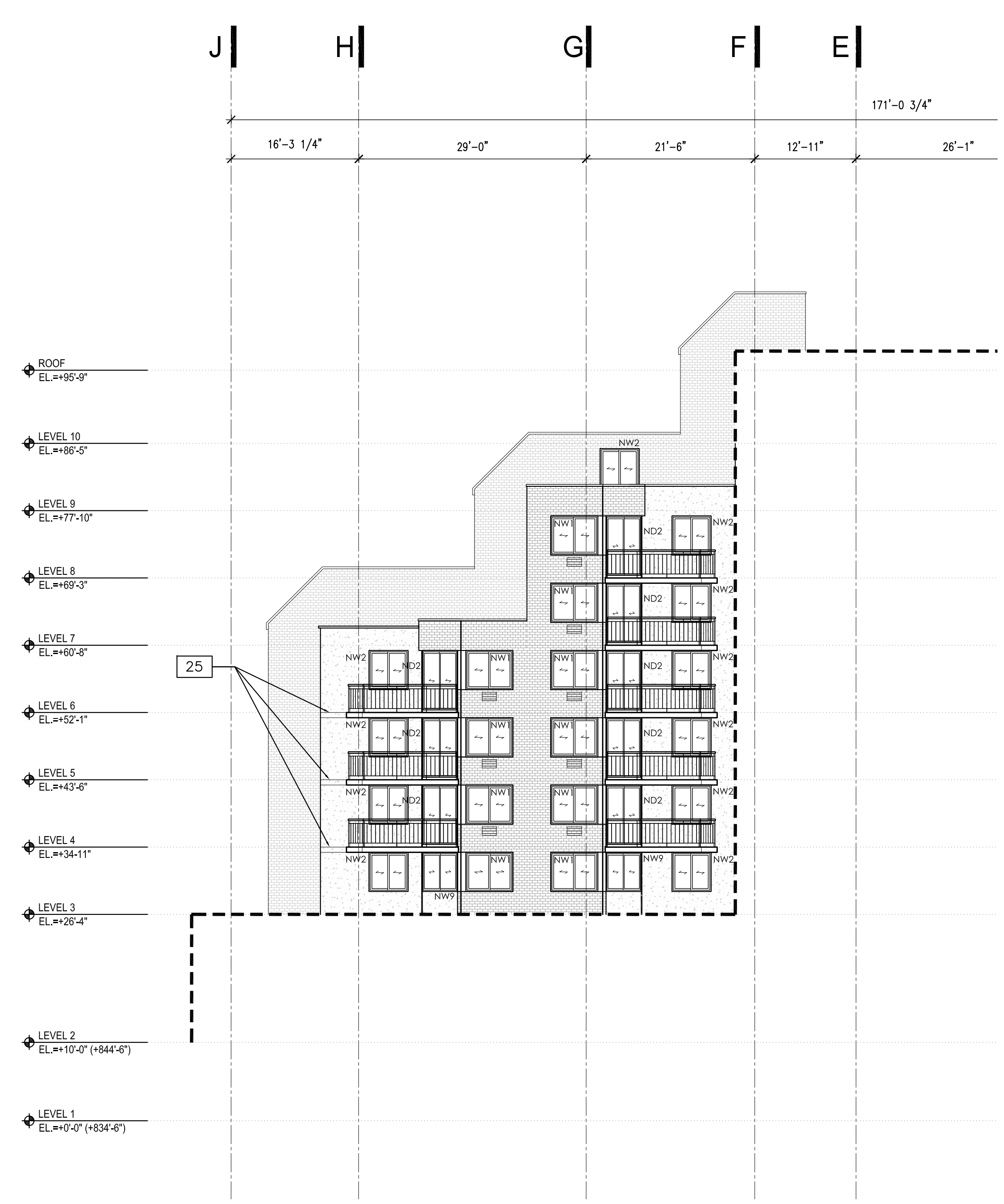
**STRUCTURAL ENGINEER**  
Fink Associates, Inc.  
541 N. Main Street  
Menomonee Falls, WI 53220

**CONSTRUCTION MANAGER**  
Stevens Construction Corp.  
Two Buttonwood Court  
Madison, WI 53718

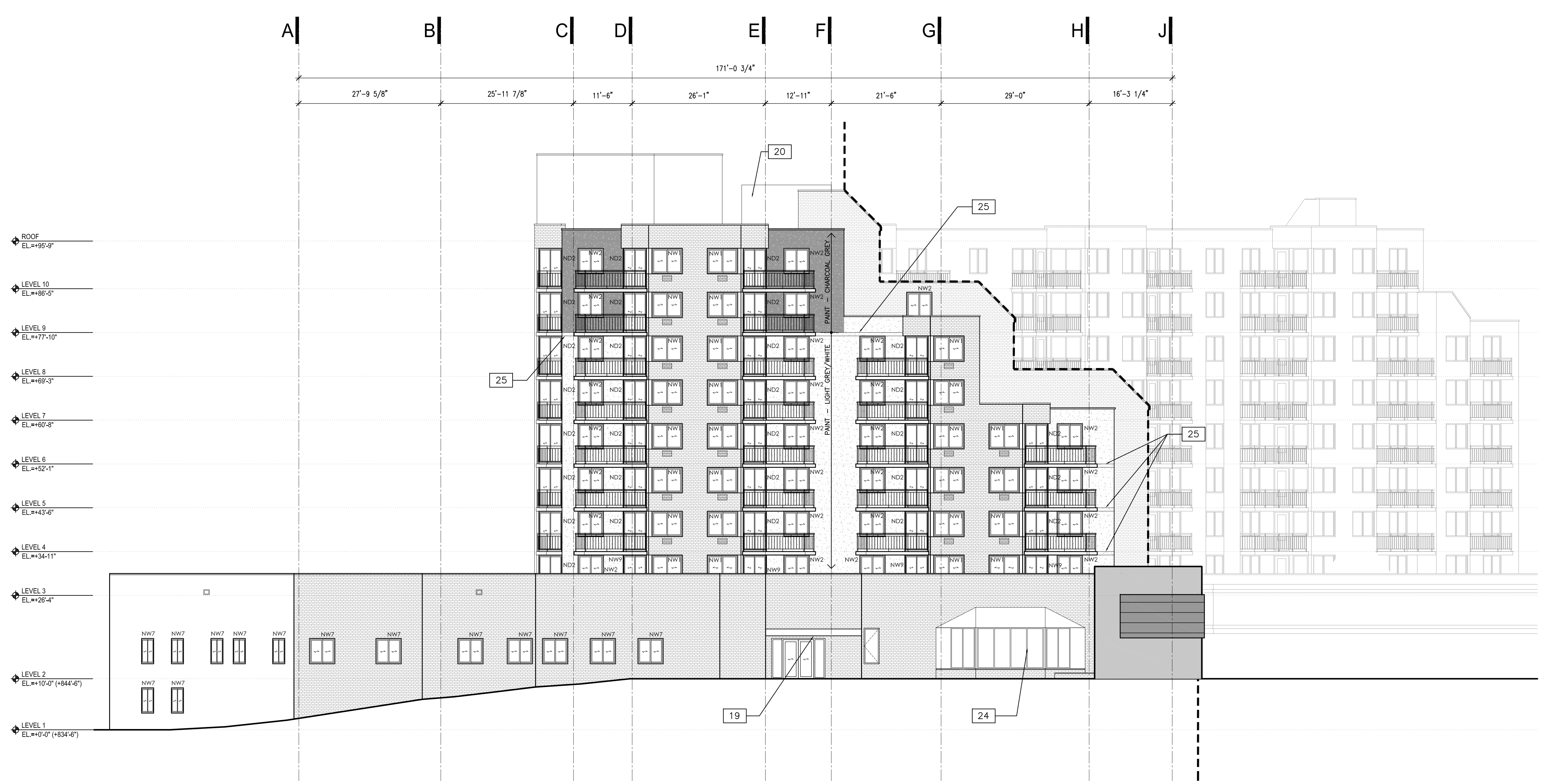
**PROJECT**  
Village Shores Senior Community  
6503 Woodlake Drive Richfield, MN

**SHEET TITLE**  
Exterior Building Elevations

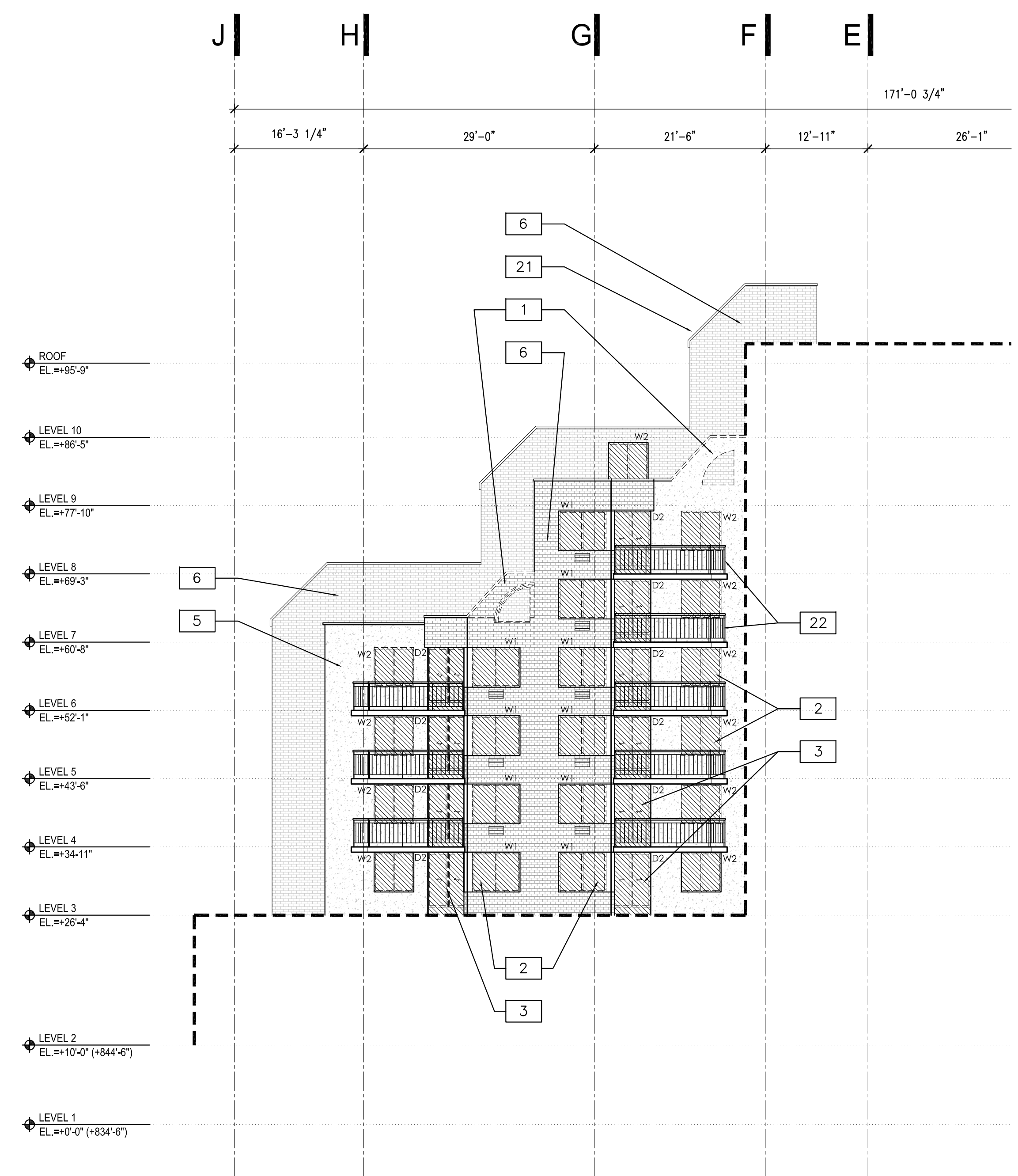
**PROJECT NO.** 14-243  
**DATE** 02.18.2015  
**A-304**



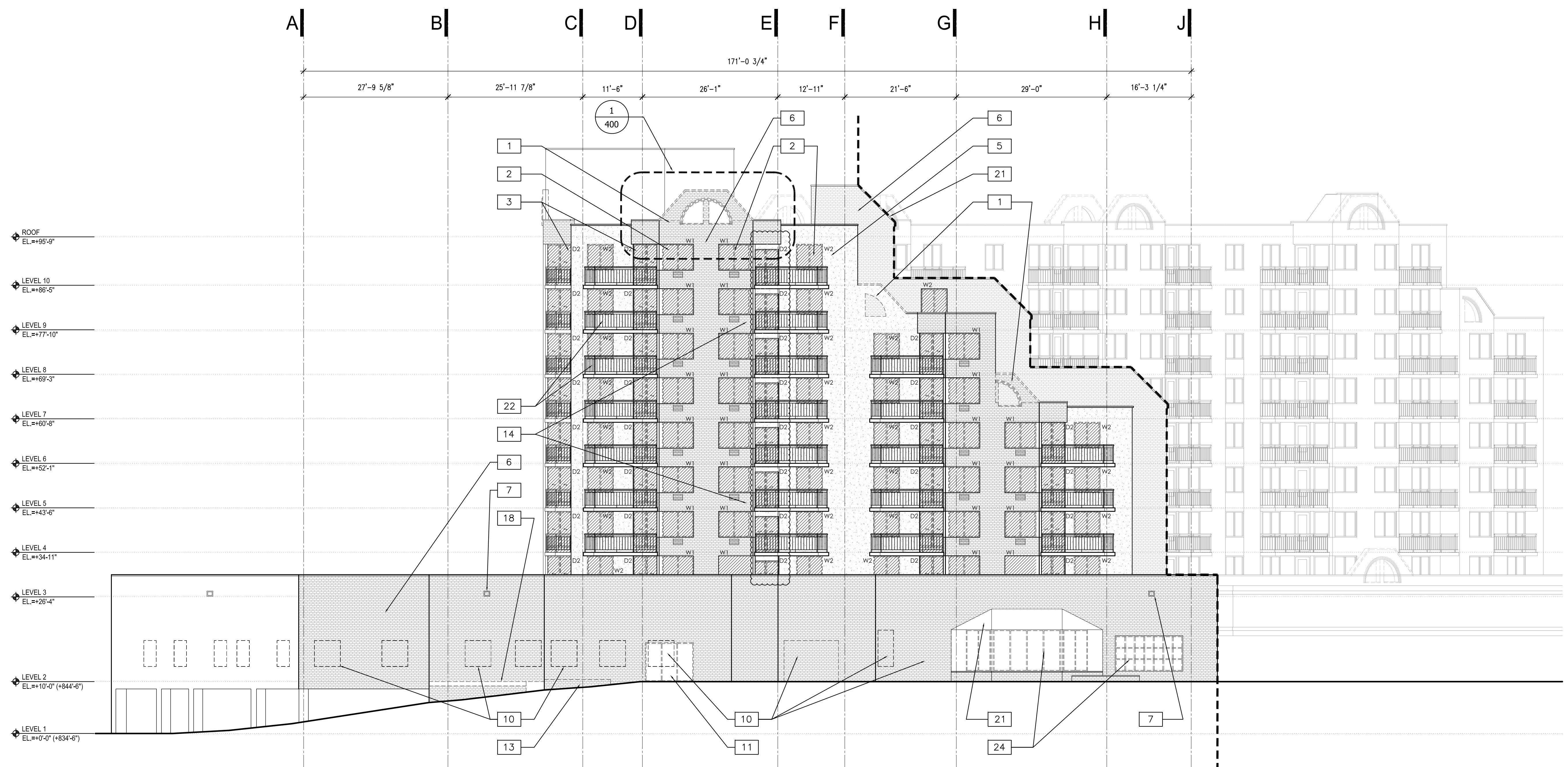
D9 New North East Elevation  
SCALE: 3/32" = 1'-0"



D3 New South West Elevation  
SCALE: 3/32" = 1'-0"



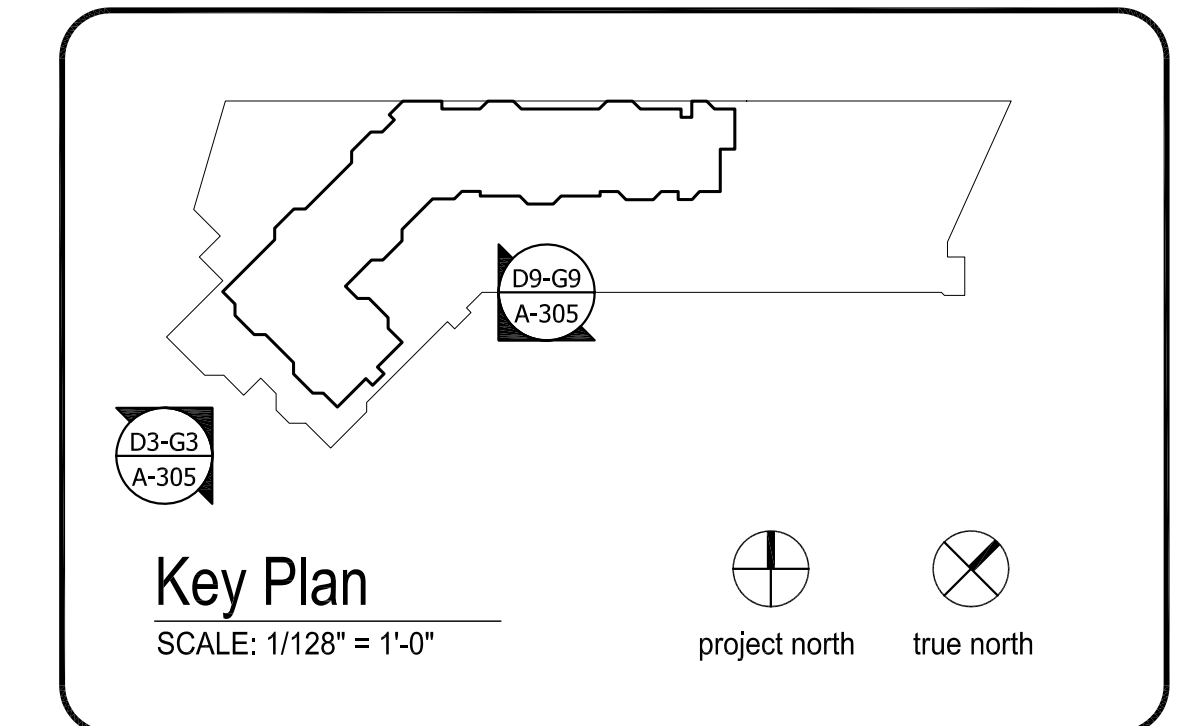
G9 North East Demo Elevation  
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**PROJECT**  
Village Shores Senior Community  
6503 Woodlake Drive Richfield, MN

**SHEET TITLE**  
Exterior Building Elevations

**PROJECT NO.** 14-243  
**DATE** 02.18.2015

**A-305**



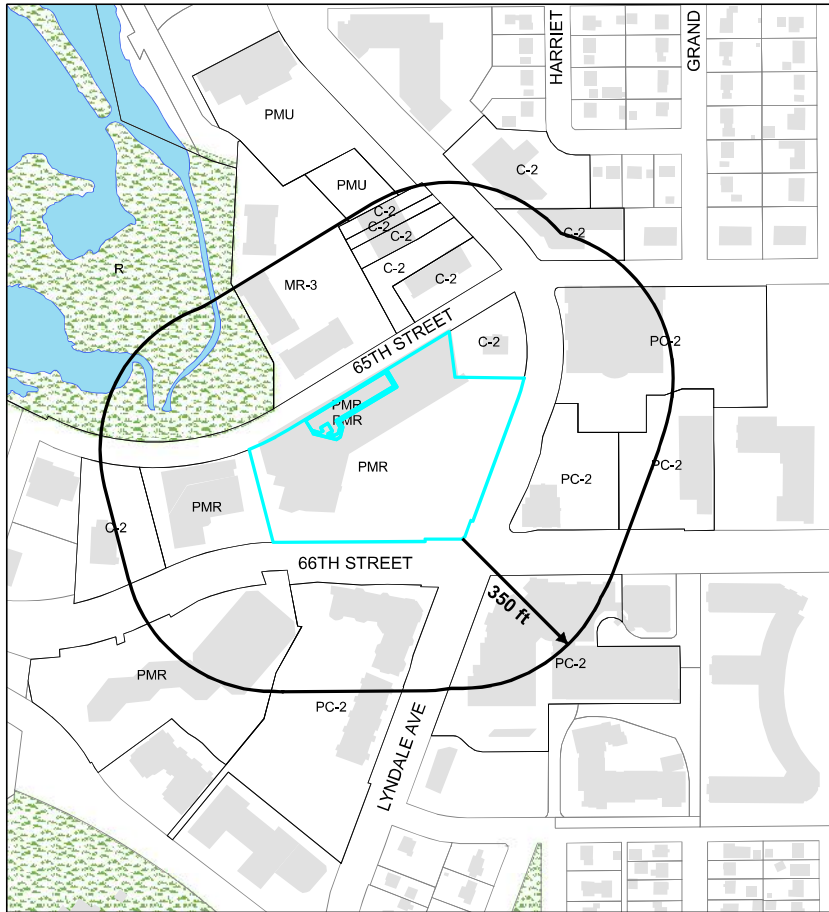
**Bird's Eye View from Southeast**



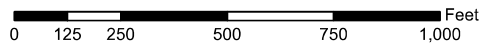
**Perspective View from Northwest**

# 6501 Woodlake Dr - APUD 2/2016

## Surrounding Zoning

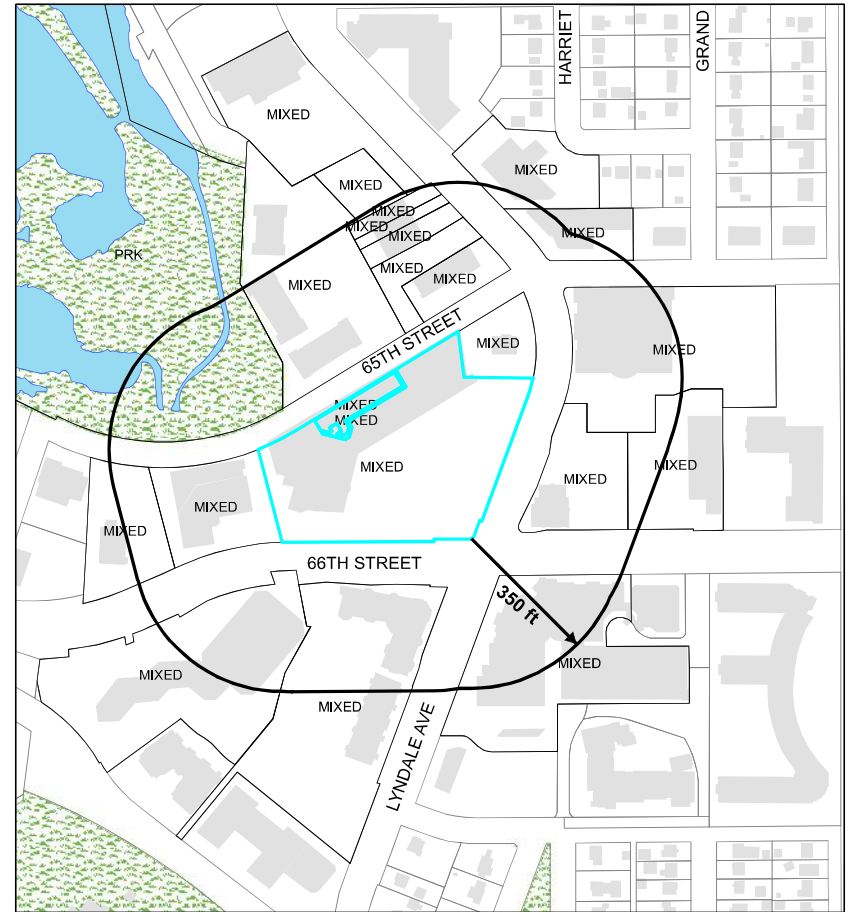


C-2 - General Commercial  
 PC-2 - Planned General Commercial  
 MR-3 - High Density Multi-Family Residential  
 PMR - Planned Multi-Family Residential

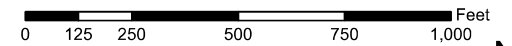


# 6501 Woodlake Dr - APUD 2/2016

## Surrounding Comprehensive Plan



MIXED - Mixed Use





AGENDA SECTION:	PUBLIC HEARING
AGENDA ITEM #	3
PC LETTER #	
CASE #	16-CP-01, 16-RZN-01, 16-PUD-01, 16-FDP-01, 16-CUP-01



# **PLANNING COMMISSION STAFF REPORT**

**PC MEETING DATE: FEBRUARY 22, 2016**

**ITEM FOR PLANNING COMMISSION CONSIDERATION:**

Public hearing to consider requests for a variety of land use applications related to a proposal for an 88-unit assisted living facility and associated site improvements on property located generally between 76<sup>th</sup> and 77<sup>th</sup> Street West and Pleasant and Pillsbury Avenues.

**I. RECOMMENDED ACTION:**

**Conduct and close a public hearing and by motion:**

- 1) Recommend approval of a Comprehensive Plan amendment changing the designation of 211 76<sup>th</sup> Street West; 7600, 7608, and 7644 Pillsbury Avenue South; and an adjacent 30-foot strip of land from Medium-High Density Residential and Right-of-Way to High-Density Residential; and**
- 2) Recommend approval of the rezoning of 211 76<sup>th</sup> Street West; 7600, 7608, and 7644 Pillsbury Avenue South; and an adjacent 30-foot strip of land from Industrial (I) and undesignated to Planned Multi-Family Residential (PMR); and**
- 3) Recommend approval of a Planned Unit Development, Conditional Use Permit and Final Development Plan for an 88-unit assisted living facility at 211 76<sup>th</sup> Street West; 7600, 7608, and 7644 Pillsbury Avenue South; and an adjacent 30-foot strip of land.**

**II. BACKGROUND**

In 2007, the new Richfield Public Works Maintenance Facility at 1900 66<sup>th</sup> Street East opened and the former sites, both north and south of 77<sup>th</sup> Street became available for redevelopment and reuse. In anticipation of this move, the City had partnered with the Center for Neighborhoods and the Corridor Housing Initiative to explore options for this site and surrounding properties. The result was a recommendation for multi-family housing of 2-3 stories that would blend in with the neighborhood through building and site design. The recommendation envisioned a pedestrian-friendly development that would be affordable to low and middle-income family and/or seniors. The City's Comprehensive Plan was updated to designate this area for Medium-High Density Residential development; density that would be similar to that of the nearby Casteel Place development at 76<sup>th</sup> Street and Garfield Avenue.

Last summer, Mesaba Capital Development, LLC (the Developer) approached the City with interest in constructing an assisted living facility on this site. Reception of an initial plan presented at a joint work session of the City Council, Housing and Redevelopment Authority (HRA) and Planning Commission in August of last year, was generally favorable, as was feedback received at a developer-hosted neighborhood meeting in September. A pre-development agreement between the HRA and the developer was approved on September 21, 2015.

Since that time, the Developer has worked with City staff and the neighborhood to design a project that is both financially feasible and context-sensitive to the surrounding area. The Developer is proposing an 88-unit, 2-and 3-story assisted living facility. The L-shaped building allows the bulk of the structure to be set back from the single-family homes along Pillsbury Avenue. Instead, the focus along Pillsbury Avenue is the large amount of greenspace provided. A new sidewalk along Pillsbury Avenue will serve both the development and the surrounding neighborhood, and every effort has been made to be sensitive to the remaining single-family homeowner on this block. Access for larger vehicles involved in deliveries, move-ins/outs and emergency response has been provided off of 77<sup>th</sup> Street, thereby limiting the 76<sup>th</sup> Street traffic to that more typical of a single-family neighborhood. The proposed unit count does exceed the allowable 24 units per acre in the Medium-High Density District. The proposed development exceeds the current allowable unit count by 10 units and is just shy of 27 units/acre; a Comprehensive Plan amendment to designate the property for High Density housing is necessary to move forward. Staff does not believe that the additional units, as proposed, are detrimental to the area or cause undue additional burden on site, surrounding roads or neighborhood. Staff is supportive of an amendment and the proposal in general, provided that the Developer agrees to the placement of a restrictive covenant on the land that will limit the use of the property to a maximum of 88 units.

### III. BASIS OF RECOMMENDATION

#### A. POLICY

**Comprehensive Plan Amendment:** The Comprehensive Plan is a vision and guide for future land use decisions in the City. While the unit counts in this case do exceed those allowed by the current designation, the project is consistent with the City's vision of a context-sensitive, low-rise, multi-family development. The security provided by the restrictive covenant and the conditions of the attached resolution that place an upper limit of 88 units on the site, allow staff to recommend approval of the amendment to High-Density Residential.

**Zoning Amendment:** The existing sites are all zoned Industrial; a vestige of the previous use of much of the site for Public Works-related activities. The City has put off changing this zoning until a viable development proposal was submitted. The Developer is requesting a change to the Planned Multi-Family Residential (PMR) District. The guiding Zoning District under this designation is the High-Density Multi-Family (MR-3) District. The requirements of this guiding district have been met in almost all respects; only minor variations are requested as part of the Planned Unit Development (PUD).

## Planned Unit Development / Conditional Use Permit / Final Development Plan:

There are a number of sets of review criteria that apply to this proposal. A full discussion of all requirements is included as an attachment to this report.

The following variations from standard requirements are requested:

- **West Building Setback:** The bulk of the building meets the required 38.5-foot setback along the railroad tracks. The areas that encroach upon the setback include the one-story loading dock and the kitchen areas. These elements are deliberately situated to minimize disruption to the residential neighborhood and to allow easy access and servicing of roof-top equipment. Furthermore, the required setback in this case, doesn't account for the fact that the adjacent parcel is railroad right-of-way and not a developed/developable piece of land.
- **Principal Entrance Orientation:** Code requires that building be oriented so that at least one principal entrance faces the public street rather than the interior of the site (parking lot). The Developer is requesting flexibility in order to situate the bulk of the building away from the single-family homes along Pillsbury Avenue and also to better serve an elderly population. In a commercial or mixed use corridor, staff would be more concerned with the location of the primary entrance.
- **Sign Allowance:** Sign allowances in residential districts are significantly less than those in commercial districts. The Developer is requesting a 36 square foot monument sign along 76<sup>th</sup> Street (maximum allowed is 24 square feet) and an additional 28.5 square foot monument sign along 77<sup>th</sup> Street to direct delivery vehicles. Total allowable signage is 36 square feet; the Developer is proposing a total of 64.5 square feet. Staff has reviewed the proposed signs and feels that their scale and location are reasonable.

### B. CRITICAL ISSUES

- The requested amendment to High-Density Residential will be limited by both the restrictive covenant and the attached PUD resolution, ensuring that additional units cannot be added.
- Comprehensive Plan amendments require a four-fifths majority vote by the City Council. Amendments must also be approved by the Metropolitan Council.
- The requested deviations from Zoning Code are minor and reasonable given the particulars of the project.
- The owner/resident of 7614 Pillsbury Avenue is not interested in selling. This parcel is not part of the proposed development and will remain indefinitely. In the upcoming months, staff will bring forward a proposal to rezone and reguide this property to Single-Family Residential. These changes would make the property conforming and allow the property owner the greatest flexibility to improve and maintain the property.

### C. FINANCIAL

- Required application fees have been paid.

#### D. LEGAL

- Notice of this hearing was mailed to properties within 350 feet of the proposed development and published in the Sun Current Newspaper.
- Other Actions:
  - Council: 1<sup>st</sup> Reading of Rezoning scheduled March 8, 2016.  
2<sup>nd</sup> Reading of Rezoning request and consideration of Comprehensive Plan amendment, Final Development Plans and Preliminary Plat scheduled March 22, 2016  
Final Plat - TBD
- Metropolitan Council – If approved by the Council, proposed amendment will be submitted to the Metropolitan Council for review.

#### IV. ALTERNATIVE RECOMMENDATION(S)

- Recommend approval of the proposed Comprehensive Plan amendment, rezoning, final development plan and conditional use permit for the proposed planned unit development with additional and/or modified conditions.
- Recommend denial of the proposed Comprehensive Plan amendment, rezoning, final development plan and conditional use permit for the proposed planned unit development with a finding that the proposed project does not meet City requirements.

#### V. ATTACHMENTS

- Ordinance
- Comprehensive Plan Resolution
- Planned Unit Development Resolution
- Required findings
- Senior Housing Policy Statement
- Project narrative
- Proposed plans
- Planning & zoning maps
- Comment Letter

#### VI. PRINCIPAL PARTIES EXPECTED AT MEETING

- Representatives of Mesaba Capital Development, LLC

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE RELATING TO ZONING;  
AMENDING APPENDIX 1 TO THE RICHFIELD CITY  
CODE BY REZONING  
211 76TH STREET WEST; 7600, 7608, AND 7644  
PILLBURY AVENUE SOUTH; AND AN ADJACENT  
30-FOOT STRIP OF LAND  
TO PLANNED MULTI-FAMILY RESIDENTIAL (PMR)**

**THE CITY OF RICHFIELD DOES ORDAIN:**

Section 1. Section 1, Paragraph (5) of Appendix 1 of the Richfield Zoning Code is amended to read as follows:

~~(5) M-16 That area lying between the center lines of the Soo Line Railway right-of-way and Pillbury Avenue, and between the center line of 77<sup>th</sup> Street extended and 76<sup>th</sup> Street. The Easterly 121.99 feet of the North 75 feet of Lot 3, Block 4, R.C. Soens Addition.~~

Sec. 2. Section 9 of Appendix 1 of the Richfield Zoning Code is amended by adding new Paragraph (7) as follows:

(5) M-16, Lot 1, Block 1, Richfield Assisted Living.

Sec. 4. This ordinance is effective in accordance with Section 3.09 of the Richfield City Charter.

\_\_\_\_\_  
Debbie Goettel, Mayor

ATTEST:

\_\_\_\_\_  
Elizabeth VanHoose, City Clerk

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION AMENDING THE CITY'S COMPREHENSIVE PLAN  
CHANGING THE DESIGNATION OF  
211 76TH STREET WEST; 7600, 7608, AND 7644 PILLSBURY AVENUE SOUTH; AND AN  
ADJACENT 30-FOOT STRIP OF LAND  
TO "HIGH-DENSITY RESIDENTIAL"**

**WHEREAS**, the City's Comprehensive Plan provides a Guide Plan establishing particular planning needs for specific segments of the City; and

**WHEREAS**, the Comprehensive Plan designates 211 76<sup>th</sup> Street West and 7600, 7608, and 7644 Pillsbury Avenue South as "Medium-High Density Residential;" and

**WHEREAS**, the Comprehensive Plan does not call out a specific designation for a small, adjacent 30' x 70' strip of land; and

**WHEREAS**, the "Medium-High Density Residential" designation was chosen with a pedestrian-friendly, context-sensitive, low-rise development in mind; and

**WHEREAS**, the proposed "High Density" plan provides a pedestrian-friendly, context-sensitive, low-rise development with a slightly higher unit count than currently allowed; and

**WHEREAS**, the City has reviewed the Guide Plan classification and determined that it would be appropriate to designate 211 76<sup>th</sup> Street West and 7600, 7608, and 7644 Pillsbury Avenue South, as well as the adjacent 30' x 75' strip of land, as "High-Density Residential;" and

**WHEREAS**, the Planning Commission conducted a public hearing on February 22, 2016 concerning modifying the Guide Plan and recommended approval of the modifications; and

**WHEREAS**, the City Council considered the amendment on March 22, 2016;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Richfield, Minnesota that the City's Comprehensive Plan is hereby amended to designate 211 76<sup>th</sup> Street West and 7600, 7608, and 7644 Pillsbury Avenue South, as well as the adjacent 30' x 75' strip of land, as "High-Density Residential;" contingent upon the following:

1. The revision is submitted to and approved by the Metropolitan Council.

Adopted by the City Council of the City of Richfield, Minnesota this 22nd day of March, 2016.

\_\_\_\_\_  
Debbie Goettel, Mayor

ATTEST:

\_\_\_\_\_  
Elizabeth VanHoose, City Clerk

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION APPROVING A FINAL DEVELOPMENT PLAN  
AND CONDITIONAL USE PERMIT  
FOR A PLANNED UNIT DEVELOPMENT AT  
211 76TH STREET WEST; 7600, 7608, AND 7644  
PILLBURY AVENUE SOUTH; AND AN ADJACENT  
30-FOOT STRIP OF LAND**

**WHEREAS**, an application has been filed with the City of Richfield which requests approval of a final development plan and conditional use permit for a planned unit development to allow construction of an 88-unit assisted living facility 211 76<sup>th</sup> Street West and 7600, 7608, and 7644 Pillsbury Avenue South, as well as the adjacent 30' x 75' strip of land, property legally described as follows:

Lots 1, 2, 4, and 5, Block 4, R.C. Soens Addition, according to the recorded plat thereof on file or of record in the office of the Registrar of Titles, Hennepin County, Minnesota.

Lot 3, Block 4, R.C. Soens Addition, except the Easterly 121.99 feet of the North 75 feet, according to the recorded plat thereof on file or of record in the office of the Registrar of Titles, Hennepin County, Minnesota.

**WHEREAS**, the Planning Commission of the City of Richfield held a public hearing and recommended approval of the requested final development plan and conditional use permit at its February 22, 2016 meeting; and

**WHEREAS**, notice of the public hearing was mailed to properties within 350 feet of the subject property on February 9, 2016 and published in the Sun-Current on February 11, 2016 and; and

**WHEREAS**, the requested final development plan and conditional use permit meets those requirements necessary for approving a planned unit development as specified in Richfield's Zoning Code, Section 542.09, Subd. 3 and as detailed in City Council Staff Report No.\_\_\_\_\_; and

**WHEREAS**, the request meets those requirements necessary for approving a conditional use permit as specified in Richfield's Zoning Code, Section 547.09, Subd. 6 and as detailed in City Council Staff Report No.\_\_\_\_\_; and

**WHEREAS**, the City has fully considered the request for approval of a planned unit development, final development plan and conditional use permit; and

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Richfield, Minnesota, as follows:

1. The City Council adopts as its Findings of Fact the **WHEREAS** clauses set forth above.

2. A planned unit development, final development plan and conditional use permit are approved for an 88-unit assisted living facility as described in City Council Report No. \_\_\_\_, on the Subject Property legally described above.
3. The approved planned unit development, final development plan and conditional use permit are subject to the following conditions:
  - Approval of the related Comprehensive Plan amendment by the Metropolitan Council.
  - Development on the above described properties shall be limited to 88 units. Additional units may not be approved through the minor amendment process described in Subsection 542.13 of the Richfield Zoning Code.
  - A recorded copy of the approved resolution must be submitted to the City prior to the issuance of a building permit.
  - The property must be platted and the plat recorded prior the issuance of a certificate of occupancy.
  - Odor control system required to mitigate cooking odors.
  - Separate sign permits are required. This resolution constitutes approval of a size variances to allow approximately 65 square feet of total sign area divided between two monument signs.
  - All new utility service must be underground.
  - All utilities must be screened from public view in accordance with Ordinance requirements. A screening plan is required prior to the issuance of a Building Permit.
  - The property owner is responsible for the ongoing maintenance and tending of all landscaping in accordance with approved plans.
  - The applicant is responsible for obtaining all required permits, compliance with all requirements detailed in the City's Administrative Review Committee Report dated February 4, 2016 and compliance with all other City and State regulations.
  - Prior to the issuance of an occupancy permit the developer must submit a surety equal to 125% of the value of any improvements not yet complete.
  - As-builts or \$7,500 cash escrow must be submitted to the Public Works Department prior to issuance of a final certificate of occupancy.
4. The approved planned unit development, final development plan and conditional use permit shall expire one year from issuance unless the use for which the permit was granted has commenced, substantial work has been completed or upon written request by the developer, the Council extends the expiration date for an additional period of up to one year, as required by the Zoning Ordinance, Section 547.09, Subd. 9.
5. The approved planned unit development, final development plan and conditional use permit shall remain in effect for so long as conditions regulating it are observed, and the conditional use permit shall expire if normal operation of the use has been discontinued for 12 or more months, as required by the Zoning Ordinance, Section 547.09, Subd. 10.



Adopted by the City Council of the City of Richfield, Minnesota this 22nd day of March, 2016.

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Debbie Goettel, Mayor

ATTEST:

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Elizabeth VanHoose, City Clerk

## Required Findings

**Part 1:** The following findings are necessary for approval of a PUD application (542.09 Subd. 3):

1. *The proposed development conforms to the goals and objectives of the City's Comprehensive Plan and any applicable redevelopment plans.* The Housing Goals of the Comprehensive Plan are:
  - a. *Maintain and enhance Richfield's image as a community with strong, desirable and livable neighborhoods; and*
  - b. *Ensure sufficient diversity in the housing stock to provide for a range of household sizes, income levels and needs.*

In 2014, the HRA adopted a Senior Housing Policy Statement. This document has been attached for reference.

Both a market study commissioned by the City and the independent study by the Developer indicate that there is a need for senior housing, especially senior housing with services, in Richfield. The proposed development is compatible with and sensitive to the surrounding neighborhood.

2. *The proposed development is designed in such a manner as to form a desirable and unified environment within its own boundaries.* This requirement is met.
3. *The development is in substantial conformance with the purpose and intent of the guiding district, and departures from the guiding district regulations are justified by the design of the development.* The development is in substantial compliance with the intent of the guiding MR-3 District. Variations are minor, reasonable and compatible with the surrounding neighborhood.
4. *The development will not create an excessive burden on parks, schools, streets or other public facilities and utilities that serve or area proposed to serve the development.* The City's Public Works, Engineering and Recreation Departments have reviewed the proposal and do not anticipate any issues.
5. *The development will not have undue adverse impacts on neighboring properties.* No undue adverse impacts are anticipated. The site and the conditions of the resolution are designed to minimize any potential negative impacts on neighboring properties.
6. *The terms and conditions proposed to maintain the integrity of the plan are sufficient to protect the public interest.* The final development plan and contract for private development establish conditions sufficient to protect the public interest.

**Part 2:** All uses are conditional uses in the PMR District. The findings necessary to issue a Conditional Use Permit (CUP) are as follows (Subd. 547.09, Subd. 6):

1. *The proposed use is consistent with the goals, policies, and objectives of the City's Comprehensive Plan. See above – Part 1, #1.*
2. *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. The use is consistent with the intent of the Planned Multi-Family District and the underlying Medium and High Density Residential Districts. The proposal provides for multi-family senior housing at a "reasonable range" of density and "preserves as many as possible of the desirable characteristics of the single-family district." The proposal "minimize[s] traffic congestion" and provides a "safe and attractive" multi-family housing development.*
3. *The proposed use is consistent with any officially adopted redevelopment plans or urban design guidelines. N/A*
4. *The proposed use is or will be in compliance with the performance standards specified in Section 544 of this code. The proposed development is in substantial compliance with City performance standards. Deviation from Code requirements is requested as follows:*
  - Principal entry orientation – The proposed development does not include a primary entrance along a public street. The specifics of the site shape and use as a senior facility make this impractical and problematic for the community the facility will serve.
  - Sign size – The applicant has proposed slightly larger signs than are typically permitted in order to ensure visibility for visitors, emergency vehicles, and deliveries. The signs are tastefully designed and no larger than necessary.
5. *The proposed use will not have undue adverse impacts on governmental facilities, utilities, services, or existing or proposed improvements. The City's Public Works and Engineering Departments have reviewed the proposal and do not anticipate any adverse impacts.*
6. *The use will not have undue adverse impacts on the public health, safety, or welfare. Adequate provisions have been made to protect the public health, safety and welfare.*
7. *There is a public need for such use at the proposed location. See above – Part 1, #1.*

8. *The proposed use meets or will meet all the specific conditions set by this code for the granting of such conditional use permit.* This requirement is met.

**RICHFIELD HOUSING AND REDEVELOPMENT AUTHORITY**  
**SENIOR HOUSING POLICY STATEMENT**

Adopted: April 21, 2014

When considering proposals for senior housing, the Housing and Redevelopment Authority shall evaluate proposals based on the following criteria:

- The inclusion of lower-density senior housing (i.e., attached and detached townhomes);
- If the proposed project includes high-density senior housing, does it provide a continuum of care within the project, including independent living, assisted living and memory care accommodations, when feasible;
- Consideration should be given to the location of the proposed project: how it does or does not lend itself to providing a geographic balance of senior housing throughout the city, and to avoid concentrations of senior housing;
- Senior housing proposals in the Cedar Point II Housing area can be considered;
- Can the senior housing project readily convert to serve other populations in the future (i.e., market rate units), as the market dictates;
- Feasibility of the project based on a market survey conducted on behalf of the HRA; and
- Feedback obtained through one or more “town hall” meetings held jointly by the HRA and the developer to garner input from residents regarding the proposed development, ideally held in locations near the proposed development.
- Work with existing senior developments to continue to update, upgrade and meet needs.

This Senior Housing Policy is intended to guide housing in a comprehensive manner that is consistent with the City’s Market Rate Multi-Family Housing Policy and Affordable Housing Policy.



MESABA CAPITAL  
PARTNERS

10700 Normandale Blvd.  
Suite 202  
Bloomington, MN 55437  
Phone 651.324.9492  
Fax 952.830.1980  
[www.mesabacapital.com](http://www.mesabacapital.com)

City of Richfield Planning Department  
6700 Portland Avenue South  
Richfield, Minnesota 55423  
RE: Assisted Living on 76<sup>th</sup> Street

Mesaba Capital Development proposes to develop a 88-unit assisted care facility in Richfield, Minnesota. The proposed building will be on the property known as the 'former garage site' between 76<sup>th</sup> Street and 77<sup>th</sup> Street with Pillsbury and Pleasant as east and west borders. The site is conveniently located in the heart of the City of Richfield offering easy access to multiple service and retail centers where family members can shop for their resident family. Bus lines are conveniently located south of the site at 77<sup>th</sup> Street West and Pillsbury, as well as 76<sup>th</sup> Street West at Lyndale Avenue S and Nicollet Avenue S. The current parcel is 3.28 acres and currently zoned Industrial. The parcel is planned to be re-platted and rezoned during the entitlement process.

Mesaba Capital Development along with SilverCrest Properties, LLC and Kaas Wilson Architects believe this is a strong development opportunity and aligns with the vision, goals and needs of the City of Richfield. Delivering the specialty services to the aging Richfield residents, who can no longer remain in their homes, allows for younger families to purchase existing housing stock, which will in turn allow them to robustly patronize local services and businesses.

### **The Program:**

The Assisted Living building will include independent living, assisted living and memory care options. SilverCrest Properties offer industry-leading expertise in management of senior living properties. This team understands the opportunity and challenges inherent with providing services to the aging. Their experienced leaders create customized approaches specific to the unique needs and circumstances of the residents, market and facility. SilverCrest manages eight campuses in two states; Minnesota and Texas. They currently manage Village Shores at 66<sup>th</sup> and Lyndale, a 166-unit senior community in Richfield.

Mesaba Capital Development engaged Viewpoint, a senior housing market research firm, to provide a summation of current senior living providers in the Richfield area. The summary provided several strong market results including the following:

- Between 2016 and 2020, all senior age groups in the PMA will experience strong growth.
- The population ages 70 to 74 will grow at the greatest pace as the first baby boomers begin turning 70 in 2016.
- The age 75 and over population, the target market for senior housing with services, is projected to grow by 8.9% between 2015 and 2020, reaching 8,723 seniors.
- By 2020, about 3,020 households age 75 and older will have incomes of at least \$40,000 (increased from \$35,000 to adjust for inflation).

The proposed building is two and three stories in height with underground parking. The 88-unit facility is being programmed and designed to accommodate a continuum of aging, including Independent Living, Assisted Living and Memory Care Units. The total square footage of the project is proposed to be 114,685 NSF. We see the

residents moving in at ages of 78-82 years of age and then the average age of the resident over the life of the building will be approximately 87 years of age.

#### Overall Development Goals:

- Create a sense of Community Pride
- Provide a warm and inviting environment
- Connection to Nature – indoor and outdoor
- Sense of quality and dignity
- Maximize the potential of the site.

#### Senior Housing with Services (60 units)

Private apartments with full kitchens and laundry. Support services for those who have more complex care requirements and support staff is on site 24-hours-a-day.

- Assisted Living is for seniors who wish to live as independently as possible, yet may require assistance with some of the activities of daily living.
- Independent Living is for seniors who wish to eliminate the burden of home ownership for an apartment and facility offering numerous conveniences and amenities.

#### Memory Care (28 units)

The private memory care apartments will be secure and specially designed for those with mild to moderate memory loss from Alzheimer's and other forms of dementia. The area is designed to bring comfort, peace and familiarity to the residents while providing exceptional care. The Memory Care wings will provide multiple indoor activity spaces and protected outdoor gardens.

#### Proposed Building Amenities:

Office space for support staff and concierge, a nurse on call 24 hours a day to support the health aids.

- Full commercial kitchen with congregate dining.
- Beauty Shop and Spa
- Community Room
- Lounge areas on every floor
- Library & Computer Room
- Craft Room
- Fitness Facility

#### **The Site Planning:**

The overall site concept is to minimize the impact to the surrounding neighborhood. The new building has been anchored in the southwest corner of the site, with an L-shaped building. This placement is desirable in that it maximizes the green space and minimizes the impact on the residential neighborhoods along 76<sup>th</sup> Street West and Pillsbury Avenue. The green space made available will be developed for outdoor amenities. This placement also increase the sunlight into the units and shielding the patio areas from the winds. Also, the plan utilizes the existing rail corridor and new landscaping as a buffer zone to the adjacent multi-family neighborhood to the west.

Access to the site has been designed to separate conflicting traffic and in discussions with the neighbors and City of Richfield, to remove emergency vehicles & delivery trucks from 76<sup>th</sup> Street West, Pleasant and Pillsbury.

- Resident, visitor and employee access from 76<sup>th</sup> Street West.
- Truck deliveries, move-ins and emergency response from 77<sup>th</sup> Street West.

The parking for the project is planned for 90 total parking stalls; 34 surface stalls and 56 below grade enclosed.

A new sidewalk with a boulevard tree planting will be provided along Pillsbury Avenue. Path and sidewalk connections will be made from the proposed building to the existing and proposed sidewalks surrounding the site.

### **The Building Exterior Design:**

The exterior design has been developed to be integrated within the existing neighborhood in terms of scale and articulation. Taking cues from the single family homes near and around the site, as well as being sensitive to the feeling of home and place that this building will create for its future senior residents.

- Gable roof ends break up the pitched roof and relate back to the neighboring homes.
- Masonry & stone is used to highlight building features and create a rhythm along the exterior.
- Areas of lap and panel siding visually blend in with the neighborhood vernacular.
- Balconies add scale & texture allowing residents easy access to the outdoors.
- The drive-under canopy defines a clear point of entry and provides a welcoming extension of the building to guests and neighbors.

The overall massing and space planning of the building has been carefully developed. To lessen the impact of a three story building on the site, the end of the third floor leg facing 76<sup>th</sup> Street W and Pillsbury Avenue South steps down to two stories. In addition, mechanical and kitchen equipment has been located on the west side of the property and will be screened from view.

### **The Landscape Architecture:**

Active engagement in outdoor spaces is an important component in the emotional and physical well-being of senior residents. This plan provides programmed and un-programmed settings for both active and passive activity as well as varying degrees of social interaction. These settings include an array of different spaces, from walking paths & sidewalks to gardens, patios and therapy spaces. Below are several of the spaces described:

- Dining patio - decorative paving and site furnishings, including dining tables and chairs are available for the residence. The space is planted to provide shady, open views to the surrounding lawns.
- Memory Garden – these are programmed therapy spaces, numbering two on-site, which are essentially staff supervised “mini-gardens”. Elements within these include paving, for experiential wandering, as well as colorful, familiar planting areas. Several memory care activities are also incorporated into the garden, dependent on final therapy program.
- Raised Box Gardens – these cedar timber structures are incorporated throughout the site to provide the residents a chance to continue their life-long hobbies of perennial or vegetable gardening. Specialty planting soil, watering facilities, as well as trellis structures may be incorporated into the final design of these pieces.
- Path system – the on-site walking path system is a combination of bituminous and concrete pathways which connect to the surrounding pedestrian and street system for easy interaction. The system may be experienced as both a direct connection style experience or as circular active exercise.
- Corner park – this future proposed park space is envisioned to incorporate paving, and site furnishings into the corner of Pillsbury and 77<sup>th</sup> to help provide a new community node of activity. The possibilities for this area could include garden space, trellis or overhead structure, etc.

### **The Site Lighting:**

The site lighting has been developed using a variety of RAB brand LED light fixtures. This site design includes a combination of pole mounted area lights, wall packs, canopy lights, and pathway bollards to enhance the building and site architecture. The fixture locations are based on achieving IES recommended light levels footcandle levels and reducing/eliminating light spill onto neighboring homes. IES recommends 0.5 minimum foot-candles and a max/min ratio of 15:1 for standard parking lots.



Mesaba Capital Development is requesting for following variance deviations for our project. We have worked diligently with the city staff, neighborhood meetings and our operator to design a facility that meets and exceeds all expectations.

**Setback Variance:**

We are requesting a setback variance along the West side of the property at the one story elements of the building. These include the receiving dock, part of the commercial kitchen, and a dining room alcove. City code requires a 30'-0" or height setback here. The building is 38'-6" to the midpoint of the roof. The main body of the three story building is able to maintain this 38'-6" setback. The three one-story encroachments into this setback benefit the operation and maintenance of the building as well as the neighbors.

- The placement of the receiving dock in this location allows for truck turning to be contained within the site so the traffic of 77<sup>th</sup> Street W. is not disturbed.
- The commercial kitchen extends west beyond the main body of the building in order to provide a place for the roof top equipment to be easily and safely serviced.
- The dining room alcove provides a design element of interest along this facade and a more secluded dining space for residents to enjoy.

**Principal Entrance Variance**

The shape of this building and its position on the site have been developed in order to minimize the impact of an 88 unit, three story, assisted living building within this Richfield neighborhood. As well, the plan has worked around the existing single family home that remains on the site. The main entrance was located in close proximity to the available parking area and at the center of the core elements of the senior living building (elevators, community spaces, and offices). The principal entrance therefore faces Pillsbury Ave S. This entrance is defined architecturally by a welcoming drive-under canopy. Keeping the main entrance in the center of the building and close to available parking makes the most sense for a senior population and is in keeping with the site planning goals.

**Signage variance**

The main drive entrance on the North side of the site along 76<sup>th</sup> Street W. will have a monument sign welcoming residents, guests and staff to the parking areas. We are asking for an additional site sign at the South entrance off 77<sup>th</sup> Street W. This sign is needed to identify the property and direct guests to the main entrance off 76<sup>th</sup> Street W. The South entrance is used primarily for deliveries, move-ins, and emergency vehicles. Appropriate signage in this location is a key means of communication. Please see attached for sketches and sign square footages of the site signs at both the North & South entrance drives.

Sincerely,



Bo Nikoloff  
Managing Partner

February 5, 2016

Planning Commission  
City of Richfield  
6700 Portland Avenue  
Richfield, MN



Greetings Everyone,

This letter is meant to address concerns regarding the proposal for development on the old city garage site. I apologize for the lateness, it seems that time just flies. I do request that it get read into the record regarding proposed developments at the City Garage Site as well as Cedar Point North/South.

As noted before in the neighborhood meeting on September 2, 2016, I am not necessarily opposed to this project, though I am not necessarily for it either. I would, however, like to call your attention to several items that should be considered before a final decision is made.

As part of the Housing Visioning Task Force, I was part of a selected group of people called to assist in your process by creating formal policy statements to be used during any proposal process for new, or "re", development in the city. We assessed current availability, discussed current needs and future forecasts to develop these policy recommendations. We discussed the direction we would like to see Richfield move in order to be able to compete with other cities in the metro. Through that I was able to learn a lot more about our city, and how the process works.

I have read Maxfield Research Inc.'s report that was submitted to the city on January 15, 2014 regarding the assessment for senior housing in Richfield. A map of the current senior housing in Richfield was provided on page two. On it, one can see a large concentration of senior housing at the 66<sup>th</sup> Street/Lyndale intersection. There is one more senior housing facility down the street from my house, at 76<sup>th</sup> and Lyndale. Part of the Senior Housing Policy Statement (SHPS) calls for attention to be paid to providing a better geographic balance of senior housing throughout the city. This proposal would add more senior housing to an area that already has senior and assisted residences, in fact, within five blocks of the proposed area. I do not believe that proposing seven senior properties essentially less than two miles apart, and within the east boundary of Nicollet Avenue and the west boundary of I-35W, fits this parameter.

The SHPS also refers to future developments in terms of density. As we all know, we have a considerable amount of high density senior housing already. We lack lower density senior housing such as townhomes or garden homes. This type of housing can provide easier transitioning to seniors, as many have been in their homes for 20-30+ years and do not wish to move into "apartment" living. Maxfield's report estimates that 85% of the demand for senior housing in the city will come from residents already living in Richfield. The report also notes that "ownership rate" for those age 55-64 as of 2010 was 76% and 82% for those age 65-74. Providing an alternative to high density living might keep seniors already living in Richfield in Richfield.

This proposal consists heavily of one bedroom units. It is a well known fact that Richfield has an over abundance of one bedroom offerings. Included in the SHPS, "Consideration should be given to senior housing projects that

can readily convert to serve other populations (i.e., market rate units) in the future, as the market dictates. This item was discussed during the neighborhood meeting. I am sorry that I have forgotten the presenter's name, but she stated that the facilities within the proposed property could easily apply to market rate (fitness center, community room, beauty salon, etc). She neglected to speak of how infusing the city with many more one bedrooms could convert to future need for the city. This point is also addressed in the Market Rate Housing Policy Statement (MRHPS).

Finally, in regards to the SHPS, recommendations were made to extend senior housing to the Cedar Point II housing site. This area would provide walkable opportunities for shopping, both for groceries and sundries, as well as dining/mingling at restaurants and coffee shops. Further, perhaps areas to the west of I-35W could be explored to compete with Edina?

On a more personal note, I am concerned as to what effect the introduction of a high density property will have on the traffic levels on 76<sup>th</sup> Street. A few years ago money was spent to convert this road from a four lane to a two lane, complete with bike and walking paths. In addition to resident traffic, there will be many other vehicles moving in and out of the property. A property such as this would create jobs, (fantastic for the city) however these employees would be coming and going throughout the day and night. Services would require delivery vehicles/trucks. I also think it fair to assume emergency calls to the neighborhood would potentially increase, resulting fast moving vehicles and loud sirens. With the only access being from 76<sup>th</sup> Street, this is going to make it quite busy and loud three doors down from my house. At a minimum, I would suggest access from 77<sup>th</sup> Street for deliveries, trash pickup and emergency vehicle access.

I implore you to still seek options for the City Garage Site that do not incorporate high density housing. I am aware that this area is zoned for medium-high density; however I believe the people living in the area would actually prefer to see something like garden homes or townhomes on this site. A great example of a style of garden home development (fully ADA compliant, one level living) can be seen in St. Anthony, MN on Silver Lake Road, behind the development that was built after Apache Plaza was demolished. A development such as this would better fit the neighborhood. It would also provide housing for seniors who might otherwise stay in their homes, regardless of ability to maintain them, in order to avoid apartment living.

In conclusion, I will say again that I am not necessarily for or against this project. I am actually much more in favor of this plan than what was proposed with "Pillsbury Commons." I have merely provided you all with "food for thought" as you continue forward in this process of development for the old City Garage land and with the development at Cedar Point as well. Hopefully the eventual development is met with more open arms than closed fists.

Thank you for your time and attention.



Amy Utley

7530 Pillsbury Avenue South

Richfield, MN 55122

612-501-5075

tnvol27@gmail.com

# RICHFIELD SENIOR LIVING

RICHFIELD, MINNESOTA

ISSUED FOR: CITY RESUBMITTAL



MESABA CAPITAL  
PARTNERS

PROJECT  
**RICHFIELD ASSISTED LIVING**

76TH STREET & PLEASANT AVE., RICHFIELD, MN

**MESABA CAPITAL DEVELOPMENT**

10700 NORMANDALE BOULEVARD, SUITE 202, BLOOMINGTON, MN 55437



**DEVELOPER / PROPERTY OWNER:**

MESABA CAPITAL DEVELOPMENT  
10700 NORMANDALE BOULEVARD  
SUITE 202  
BLOOMINGTON, MN 55437

**ENGINEER / LANDSCAPE ARCHITECT:**

CIVIL SITE GROUP  
4931 W 35TH STREET  
SUITE 200  
ST LOUIS PARK, MN 55416  
612-615-0060

**SURVEYOR:**

ACRE LAND SURVEYING, INC.  
9140 BALTIMORE STREET NE, SUITE 100  
BLAINE, MN 55449  
763-458-2997

**GEOTECHNICAL ENGINEER:**

PROFESSIONAL SERVICE INDUSTRIES, INC.  
2915 WATERS ROAD, SUITE 112  
EAGAN, MN 55121  
651-646-8148

**MASTER LEGEND:**

----- 932 -----	EX. 1' CONTOUR ELEVATION INTERVAL	●	PROPOSED MANHOLE STORM
x 932	EXISTING SPOT GRADE ELEVATION	■	PROPOSED CATCH BASIN OR CATCH BASIN MANHOLE STORM
----- 939 -----	PROPOSED 1' CONTOUR ELEVATION INTERVAL	⊗	PROPOSED GATE VALVE
----- 932.0 -----	SPOT GRADE ELEVATION (GUTTER/FLOW LINE UNLESS OTHERWISE NOTED)	⊕	PROPOSED FIRE HYDRANT
932.0BC / 932.0TC	SPOT GRADE ELEVATION BACK OF CURB (TOP OF CURB)	⊙	PROPOSED MANHOLE SANITARY
932.0TW	SPOT GRADE ELEVATION TOP OF WALL	⊖	PROPOSED SIGN
932.0BW	SPOT GRADE ELEVATION BOTTOM OF WALL	⊗	PROPOSED LIGHT
→	DRAINAGE ARROW	—+—	PROPOSED SANITARY SEWER
EO↑	EMERGENCY OVERFLOW	—+—	PROPOSED STORM SEWER
-----	SILT FENCE / GRADING LIMIT	—+—	PROPOSED WATER MAIN
⊠	INLET PROTECTION	—+—	EXISTING SANITARY SEWER
⊠	STABILIZED CONSTRUCTION ENTRANCE	—+—	EXISTING STORM SEWER
⊠	SOIL BORING LOCATION	—+—	EXISTING WATER MAIN
⊠	CURB AND GUTTER (T.O = TIP OUT)	—+—	EXISTING GAS MAIN
		—+—	EXISTING UNDERGROUND ELECTRIC
		—+—	EXISTING UNDERGROUND CABLE
		⊙	EXISTING MANHOLE
		⊠	EXISTING CATCH BASIN
		⊕	EXISTING HYDRANT
		⊗	EXISTING STOPBOX
		⊗	EXISTING GATE VALVE
		⊠	EXISTING ELECTRIC BOX
		⊕	EXISTING LIGHT
		⊠	EXISTING GAS METER
		⊕	EXISTING GAS VALVE

SHEET INDEX	
SHEET NUMBER	SHEET TITLE
C0.0	TITLE SHEET
C0.1	SITE SURVEY 1 OF 2
C0.2	SITE SURVEY 2 OF 2
C0.3	PRELIMINARY PLAT
C2.0	SITE PLAN
C3.0	GRADING PLAN
C4.0	UTILITY PLAN
L1.0	LANDSCAPE PLAN
L1.1	LANDSCAPE NOTES
SW1.0	STORM WATER POLLUTION PREVENTION PLAN - EXISTING CONDITIONS
SW1.1	STORM WATER POLLUTION PREVENTION PLAN - PROPOSED CONDITIONS
SW1.2	STORM WATER POLLUTION PREVENTION PLAN - DETAILS
SW1.3	STORM WATER POLLUTION PREVENTION PLAN - NARRATIVE

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

*Matthew R. Pavlek*  
Matthew R. Pavlek  
DATE 02/05/16 LICENSE NO. 44263

ISSUE/SUBMITTAL SUMMARY	
DATE	DESCRIPTION
1/25/16	CITY SUBMITTAL
02/05/16	CITY RESUBMITTAL

REVISION SUMMARY	
DATE	DESCRIPTION

PROJECT NUMBER: 15186

TITLE SHEET

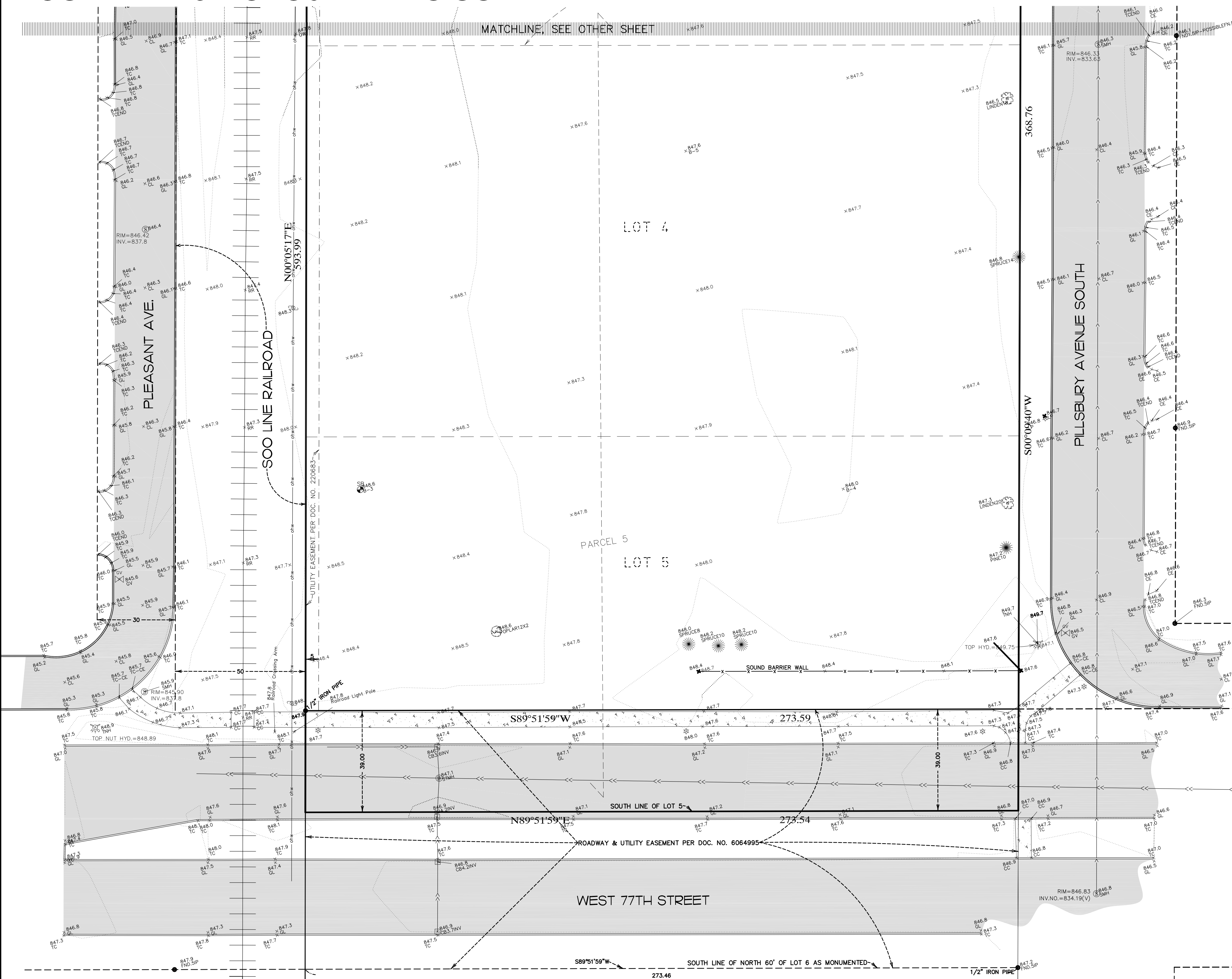
C0.0





# BOUNDARY & TOPOGRAPHIC SURVEY (SHEET 2 OF 2 SHEETS)

PROPERTY ADDRESS: #76xx - Pillsbury Ave.  
So., MINNEAPOLIS, MN



**LEGAL DESCRIPTION:** (Per Title Commitment No. T16-01051)

Parcel 1: The East 121.99 feet of Lot 1, Block 4, "R.C. Soens Addition", Hennepin County, Minnesota. Torrens Certificate No. 1361790. P.I.D.#34-028-24-34-0049

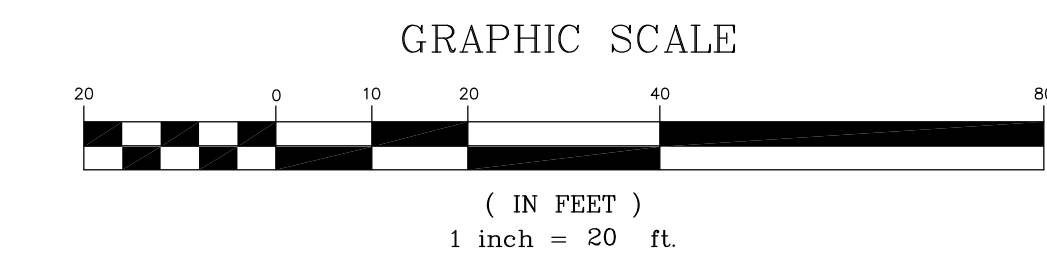
Parcel 2: Lot 1, Block 4, "R.C. Soens Addition", except the East 121.99 feet and except the West 30 feet thereof and Lot 2, Block 4, "R.C. Soens Addition", except the East 121.00 feet thereof, and the North 75 feet of Lot 3, Block 4, "R.C. Soens Addition", except the East 121.99 feet thereof, Hennepin County, Minnesota. Torrens Certificate No. 1318698. P.I.D.#34-028-24-34-0070

Parcel 3: The East 121.99 feet of Lot 2, Block 4, "R.C. Soens Addition", Hennepin County, Minnesota. Torrens Certificate of No. 1023869. P.I.D.#34-028-24-34-0067

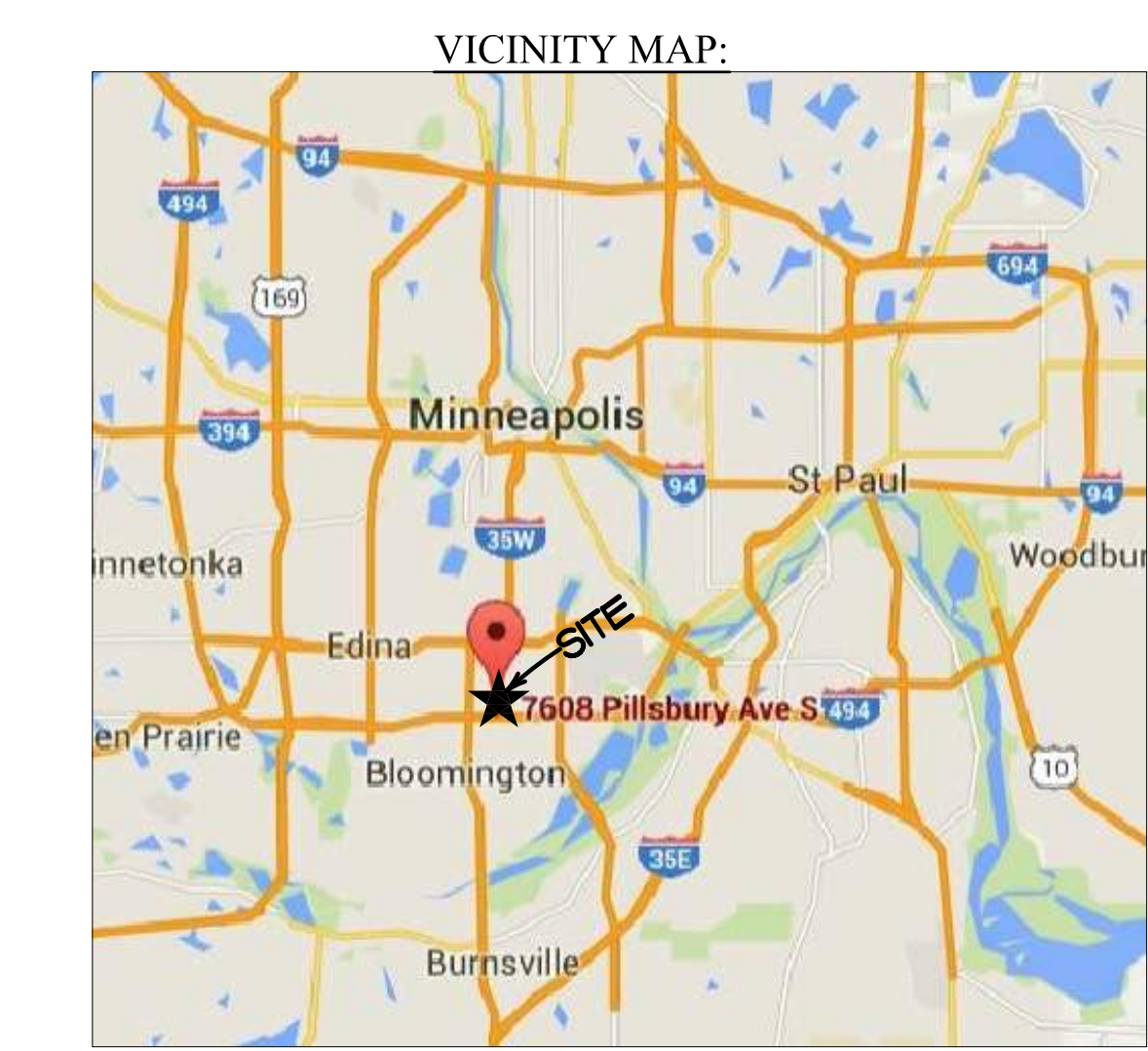
Parcel 4: The West 30 feet of Lot 1, Block 4, "R.C. Soens Addition", Hennepin County, Minnesota. Torrens Certificate No. 1318697. P.I.D.# not available

Parcel 5: Lot 3 except the North 75 feet thereof, and Lots 4 and 5, all in Block 4, "R.C. Soens Addition", Hennepin County, Minnesota. Part of property as described in Torrens Certificate No. 354175. Property describes Lot 6, Block 4 however boundary survey does not include that Lot on survey or in preliminary plat. P.I.D.# 34-028-24-34-0072

Parcel 6: The Easterly 121.99 feet of the North 75 feet of Lot 3, Block 4, "R.C. Soens Addition", Hennepin County, Minnesota. Torrens Certificate No. 1113510. Note: This property is NOT shown as part of preliminary plat of "RICHFIELD ASSISTED LIVING" as dated Jan. 22nd, 2016. This property is NOT shown on this survey as being part of this survey. P.I.D.# 34-028-24-34-0068



- LEGEND**
- DENOTES IRON MONUMENT FOUND
  - DENOTES SANITARY SEWER MANHOLE
  - ⊙ DENOTES STORM SEWER MANHOLE
  - DENOTES CATCH BASIN
  - ⊕ DENOTES FIRE HYDRANT
  - > DENOTES STORM SEWER
  - ⊠ DENOTES GAS METER/BOX
  - DENOTES EXISTING FENCE
  - DENOTES UNDERGROUND GAS
  - DENOTES WATERMAIN
  - DENOTES SANITARY SEWER
  - DENOTES UNDERGROUND COMMUNICATION LINE/FIBER OPTIC
  - ⊠ DENOTES UTILITY BOX
  - ⊕ DENOTES SOIL BORING (BY OTHERS)
  - ▨ DENOTES CONCRETE
  - ▨ DENOTES BITUMINOUS OR CONCRETE

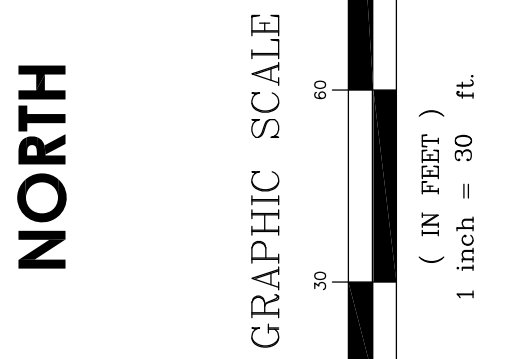
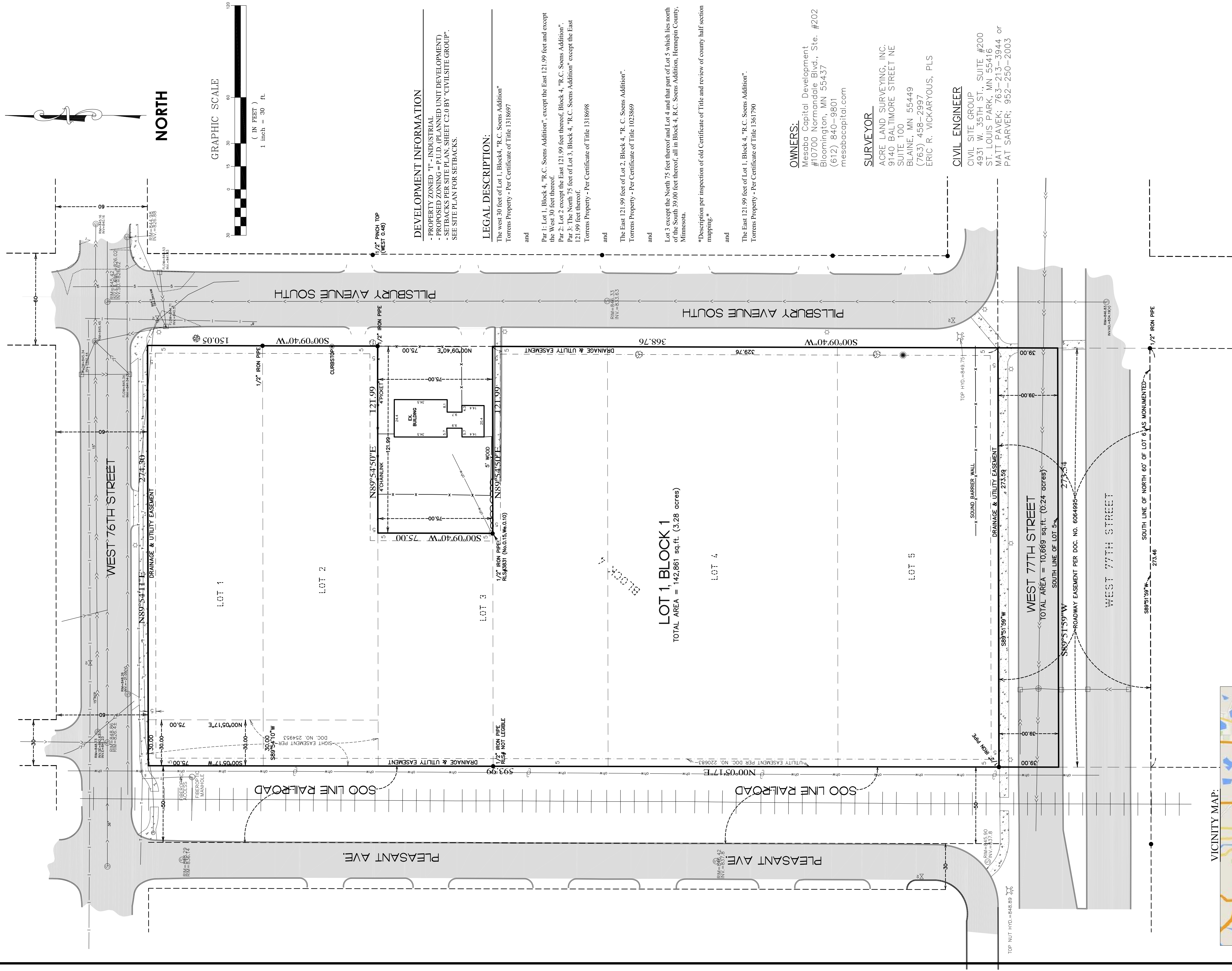


**CERTIFICATION**

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

*Eric R. Vickaryous*  
ERIC R. VICKARYOUS  
Date: Feb. 8th, 2016 Reg. No. 44125

# PRELIMINARY PLAT ~OF~ RICHFIELD ASSISTED LIVING



**DEVELOPMENT INFORMATION**  
 - PROPERTY ZONED "I" - INDUSTRIAL  
 - PROPOSED ZONING = P.U.D. (PLANNED UNIT DEVELOPMENT)  
 - SETBACKS PER SITE PLAN, SHEET C2.0 BY "CIVILSITE GROUP".  
 SEE SITE PLAN FOR SETBACKS.

**LEGAL DESCRIPTION:**  
 The west 30 feet of Lot 1, Block 4, "R. C. Soens Addition"  
 Torrens Property - Per Certificate of Title 1318697

and  
 Par 1: Lot 1, Block 4, "R. C. Soens Addition", except the East 121.99 feet and except the West 30 feet thereof.  
 Par 2: Lot 2 except the East 121.99 feet thereof, Block 4, "R. C. Soens Addition".  
 Par 3: The North 75 feet of Lot 3, Block 4, "R. C. Soens Addition" except the East 121.99 feet thereof.  
 Torrens Property - Per Certificate of Title 1318698

and  
 The East 121.99 feet of Lot 2, Block 4, "R. C. Soens Addition".  
 Torrens Property - Per Certificate of Title 1023869

and  
 Lot 3 except the North 75 feet thereof and Lot 4 and that part of Lot 5, which lies north of the South 39.00 feet thereof, all in Block 4, R.C. Soens Addition, Hennepin County, Minnesota.

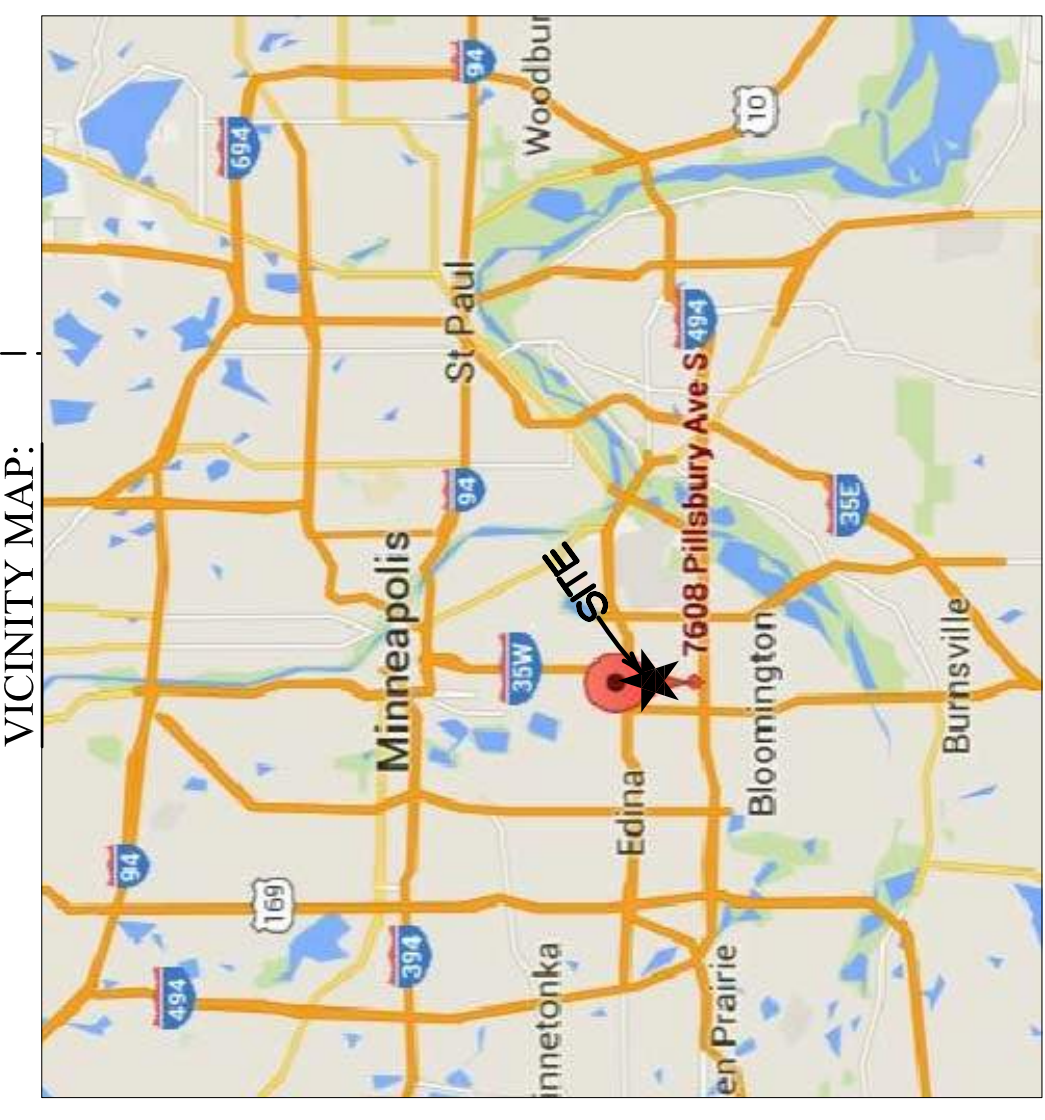
\*Description per inspection of old Certificate of Title and review of county half-section mapping.\*  
 and  
 The East 121.99 feet of Lot 1, Block 4, "R. C. Soens Addition".  
 Torrens Property - Per Certificate of Title 1361790

**OWNERS:**  
 Mesaba Capital Development  
 #10700 Normandale Blvd., Ste. #202  
 Bloomington, MN 55437  
 (612) 840-9801  
 mesabacapital.com

**SURVEYOR**  
 ACRE LAND SURVEYING, INC.  
 9140 BALTIMORE STREET NE  
 SUITE 100  
 BLAINE, MN 55449  
 (763) 458-2997  
 ERIC R. VICKARYOUS, PLS

**CIVIL ENGINEER**  
 CIVIL SITE GROUP  
 4931 W. 35TH ST., SUITE #200  
 ST. LOUIS PARK, MN 55416  
 MATT PAYEK; 763-213-3944 or  
 PAT SARVER; 952-250-2003

**LOT 1, BLOCK 1**  
 TOTAL AREA = 142,861 sq. ft. (3.28 acres)



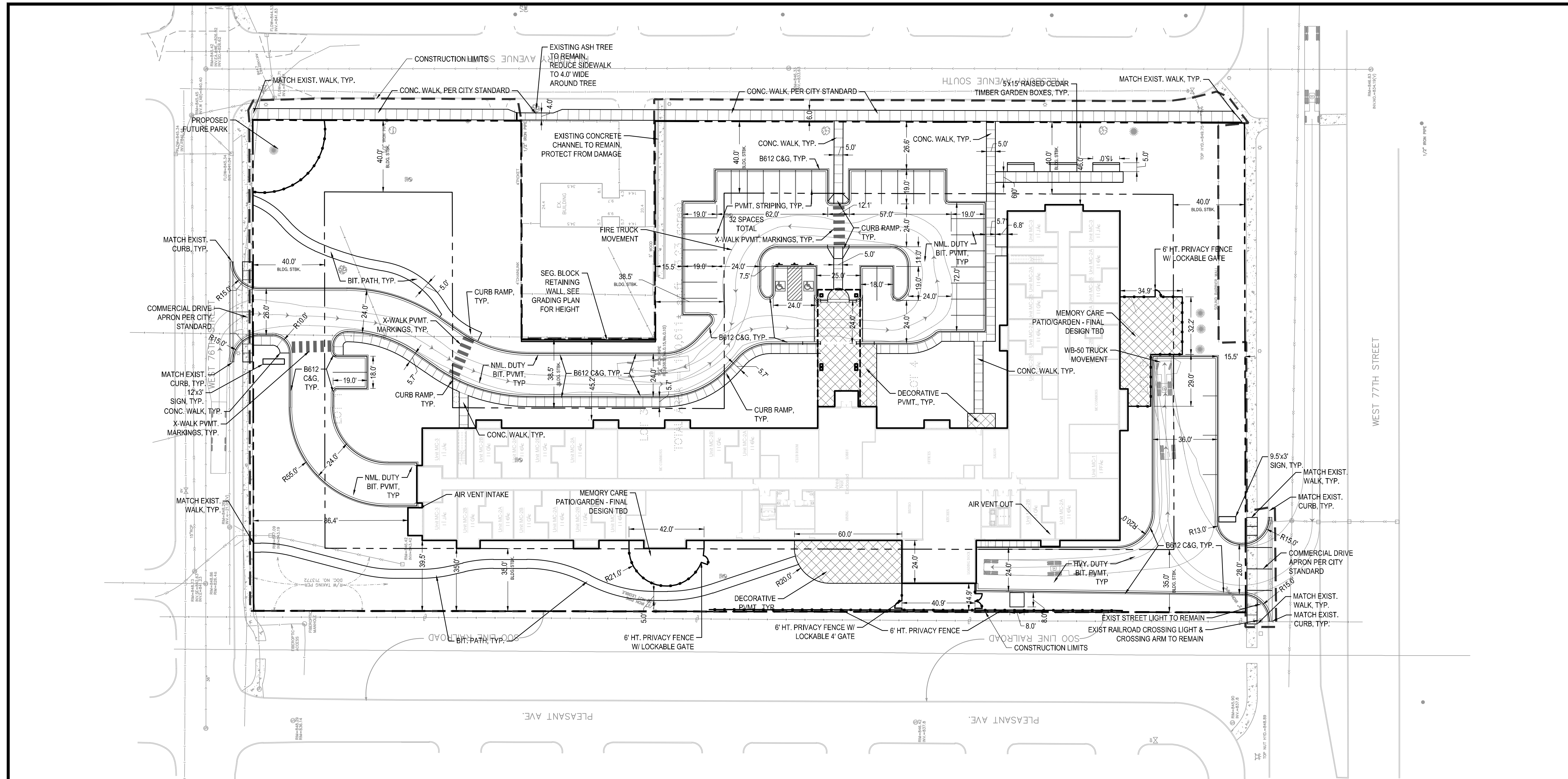
**GENERAL NOTES:**  
 - BASIS FOR ELEVATION: NAVD 88 (VIA REAL TIME GPS MEASUREMENTS UTILIZING MINNESOTA DEPARTMENT OF TRANSPORTATION VRS NETWORK)  
 - BASIS FOR BEARINGS: NAD83 (1996) (VIA REAL TIME GPS MEASUREMENTS UTILIZING MINNESOTA DEPARTMENT OF TRANSPORTATION VRS NETWORK).

REV. 02/08/16, PLAT BOUNDARY, TITLE COMMITMENT EASEMENTS  
 I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

*Eric R. Vickaryous*  
 ERIC R. VICKARYOUS

Date: Jan., 22nd, 2016. Reg. No. 44125

**JOB #15499**



**SITE LAYOUT NOTES:**

- ALL EXISTING UTILITY LOCATIONS ARE APPROXIMATE. CONTRACTOR SHALL VERIFY LOCATIONS AND LAYOUT OF ALL SITE ELEMENTS PRIOR TO BEGINNING CONSTRUCTION, INCLUDING BUT NOT LIMITED TO: LOCATIONS AND ELEVATIONS OF EXISTING AND PROPOSED PROPERTY LINES, TOPOGRAPHIC FEATURES, EASEMENTS, SETBACKS, UTILITIES, BUILDINGS AND PAVEMENTS. CONTRACTOR IS RESPONSIBLE FOR FINAL LOCATIONS OF ALL ELEMENTS FOR THE SITE. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER OF DISCREPANCIES OR VARIATIONS FROM THE PLANS. THE CONTRACTOR SHALL ALSO NOTIFY THE ENGINEER IF ANY EXISTING UTILITY LOCATIONS OR DEPTHS WILL NEED TO BE ADJUSTED FOR CONSTRUCTION TO SATISFY MINIMUM SEPARATION AND DEPTH REQUIREMENTS. REVISIONS AND RELOCATIONS THAT ARE REQUIRED DUE TO SITE VERIFICATION PRIOR TO CONSTRUCTION SHALL BE AT OWNER'S EXPENSE. ANY REVISIONS REQUIRED AFTER COMMENCEMENT OF CONSTRUCTION, DUE TO LOCATIONAL ADJUSTMENTS SHALL BE CORRECTED AT NO ADDITIONAL COST TO OWNER. ADJUSTMENTS TO THE LAYOUT SHALL BE APPROVED BY THE ENGINEER/LANDSCAPE ARCHITECT PRIOR TO INSTALLATION OF MATERIALS. STAKE LAYOUT FOR APPROVAL.
- THE CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS PRIOR TO CONSTRUCTION, INCLUDING A RIGHT-OF-WAY AND STREET OPENING PERMIT.
- THE CONTRACTOR SHALL VERIFY RECOMMENDATIONS NOTED IN THE GEO TECHNICAL REPORT PRIOR TO INSTALLATION OF SITE IMPROVEMENT MATERIALS.
- CONTRACTOR SHALL FIELD VERIFY COORDINATES AND LOCATION DIMENSIONS OF THE BUILDING AND STAKE FOR REVIEW AND APPROVAL BY THE OWNERS REPRESENTATIVE PRIOR TO INSTALLATION OF FOOTING MATERIALS.
- LOCATIONS OF STRUCTURES, ROADWAY PAVEMENTS, CURBS AND GUTTERS, BOLLARDS, AND WALKS ARE APPROXIMATE AND SHALL BE STAKED IN THE FIELD, PRIOR TO INSTALLATION, FOR REVIEW AND APPROVAL BY THE ENGINEER/LANDSCAPE ARCHITECT.
- CURB DIMENSIONS SHOWN ARE TO FACE OF CURB. BUILDING DIMENSIONS ARE TO FACE OF CONCRETE FOUNDATION. LOCATION OF BUILDING IS TO BUILDING FOUNDATION AND SHALL BE AS SHOWN ON THE DRAWINGS.

**CITY OF RICHFIELD SITE SPECIFIC NOTES:**

- RESERVED FOR CITY SPECIFIC NOTES.
- THE CONTRACTOR SHALL SUBMIT SHOP DRAWINGS OR SAMPLES AS SPECIFIED FOR REVIEW AND APPROVAL BY THE ENGINEER/LANDSCAPE ARCHITECT PRIOR TO FABRICATION FOR ALL PREFABRICATED SITE IMPROVEMENT MATERIALS SUCH AS, BUT NOT LIMITED TO THE FOLLOWING: FURNISHINGS, PAVEMENTS, WALLS, RAILINGS, BENCHES, FLAGPOLES, LANDING PADS FOR CURB RAMPS, AND LIGHT AND POLES. THE OWNER RESERVES THE RIGHT TO REJECT INSTALLED MATERIALS NOT PREVIOUSLY APPROVED.
- PEDESTRIAN CURB RAMPS SHALL BE CONSTRUCTED WITH TRUNCATED DOME LANDING AREAS IN ACCORDANCE WITH A.D.A. REQUIREMENTS-SEE DETAIL.
- CROSSWALK STRIPING SHALL BE 24" WIDE WHITE PAINTED LINE, SPACED 48" ON CENTER PERPENDICULAR TO THE FLOW OF TRAFFIC. WIDTH OF CROSSWALK SHALL BE 5' WIDE. ALL OTHER PAVEMENT MARKINGS SHALL BE WHITE IN COLOR UNLESS OTHERWISE NOTED OR REQUIRED BY ADA OR LOCAL GOVERNING BODIES.
- CURB AND GUTTER TYPE SHALL BE B612 UNLESS OTHERWISE NOTED ON THE DRAWINGS-TAPER BETWEEN CURB TYPES-SEE DETAIL.
- ALL CURB RADII ARE MINIMUM 3' UNLESS OTHERWISE NOTED.
- CONTRACTOR SHALL REFER TO FINAL PLAT FOR LOT BOUNDARIES, NUMBERS, AREAS AND DIMENSIONS PRIOR TO SITE IMPROVEMENTS.
- FIELD VERIFY ALL EXISTING SITE CONDITIONS, DIMENSIONS.
- PARKING IS TO BE SET PARALLEL OR PERPENDICULAR TO EXISTING BUILDING UNLESS NOTED OTHERWISE.
- ALL PARKING LOT PAINT STRIPING TO BE WHITE, 4" WIDE TYP.
- BITUMINOUS PAVING TO BE "LIGHT DUTY" UNLESS OTHERWISE NOTED. SEE DETAIL SHEETS FOR PAVEMENT SECTIONS.
- ALL TREES THAT ARE TO REMAIN ARE TO BE PROTECTED FROM DAMAGE WITH A CONSTRUCTION FENCE AT THE DRIP LINE. SEE LANDSCAPE DOCUMENTS.

**CITY OF RICHFIELD SITE SPECIFIC NOTES:**

- RESERVED FOR CITY SPECIFIC NOTES.

**SITE AREA TABLE:**

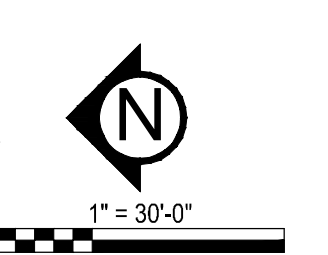
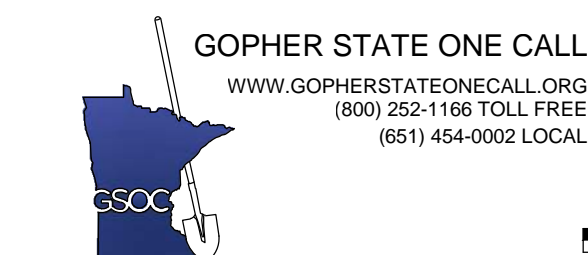
	EXISTING	PROPOSED
BUILDING COVERAGE	36,858 SF 25.8%	34,604 SF 24.2%
ALL PAVEMENTS	61,889 SF 43.3%	42,959 SF 30.1%
ALL NON-PAVEMENTS	44,114 SF 30.9%	65,298 SF 45.7%
<b>TOTAL SITE AREA</b>	<b>142,861 SF 100.0%</b>	<b>142,861 SF 100.0%</b>
IMPERVIOUS SURFACE		
EXISTING CONDITION	98,747 SF 69.1%	
PROPOSED CONDITION	77,563 SF 54.3%	77,563 SF 54.3%
DIFFERENCE (EX. VS PROP.)	-21,184 SF -14.8%	
IMPERVIOUS TOTAL	77,563 SF 54.3%	

**SITE PARKING INFO:**

34 SURFACE STALLS PROVIDED (2 ADA STALLS)

**SITE PLAN LEGEND:**

- CONCRETE PAVEMENT AS SPECIFIED (PAD OR WALK)
- PROPERTY LINE
- CURB AND GUTTER-SEE NOTES (T.O.) TIP OUT GUTTER WHERE APPLICABLE-SEE PLAN
- TRAFFIC DIRECTIONAL ARROWS
- SIGN AND POST ASSEMBLY. SHOP DRAWINGS REQUIRED. HC = ACCESSIBLE SIGN NP = NO PARKING FIRE LANE ST = STOP CP = COMPACT CAR PARKING ONLY





**RICHFIELD ASSISTED LIVING**


76TH STREET & PLEASANT AVE., RICHFIELD, MN

**MESABA CAPITAL DEVELOPMENT**

10700 NORMANDALE BOULEVARD, SUITE 202, BLOOMINGTON, MN 55437

PROJECT

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

  
Patrick J. Sarver  
DATE 02/05/16 LICENSE NO. 24904

**ISSUE/SUBMITTAL SUMMARY**

DATE	DESCRIPTION
1/25/16	CITY SUBMITTAL
02/05/16	CITY RESUBMITTAL

DATE	DESCRIPTION

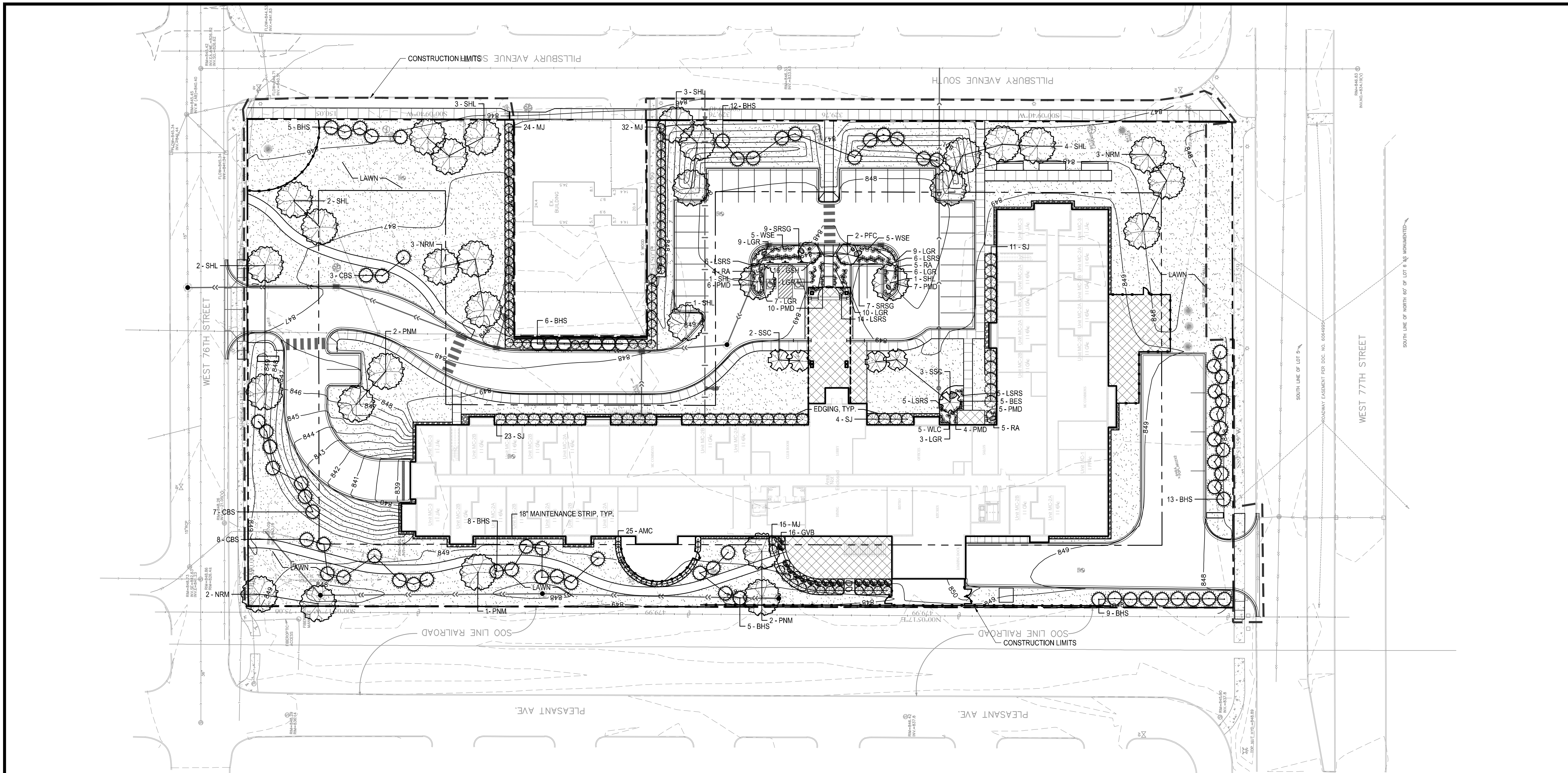
**REVISION SUMMARY**

DATE	DESCRIPTION

PROJECT NUMBER: 15186

**LANDSCAPE PLAN**

**L1.0**



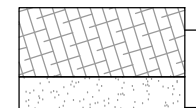
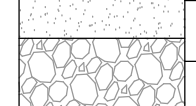



**PLANT SCHEDULE - ENTIRE SITE**

SYM	QUANT.	COMMON NAME	BOTANICAL NAME	SIZE	ROOT	COMMENTS
<b>DECIDUOUS TREES</b>						
NRM	8	NORTHWOOD RED MAPLE	<i>Acer rubrum</i> 'Northwood'	2.5" CAL.	B&B	STRAIGHT LEADER, FULL FORM
SHL	17	SKYLINE HONEYLOCUST	<i>Gleditsia triacanthos</i> 'Skycole'	2.5" CAL.	B&B	STRAIGHT LEADER, FULL FORM
PNM	5	PARKWAY NORWAY MAPLE	<i>Acer</i>	2.5" CAL.	B&B	STRAIGHT LEADER, FULL FORM
<b>ORNAMENTAL TREES</b>						
PFC	2	PRAIRIEFIRE FLOWERING CRAB	<i>Malus</i> 'Prairiefire'	1.5" CAL.	B&B	STRAIGHT LEADER, FULL FORM
SSC	5	SPRING SNOW FLOWERING CRAB	<i>Malus</i> 'Spring Snow'	1.5" CAL.	B&B	STRAIGHT LEADER, FULL FORM
<b>EVERGREEN TREES</b>						
BHS	58	BLACK HILLS SPRUCE	<i>Picea glauca</i> 'Densata'	6" HL.	B&B	STRAIGHT LEADER, FULL FORM
CBS	18	COLORADO SPRUCE	<i>Picea pungens</i>	6" HL.	B&B	STRAIGHT LEADER, FULL FORM
<b>SHRUBS - CONIFEROUS &amp; EVERGREEN</b>						
AMC	25	AUTUMN MAGIC CHOKEBERRY	<i>Aronia melanocarpa</i> 'Autumn Magic'	24" HT.	CONT.	
MJ	71	MEDORA JUNIPER	<i>Juniperus scopulorum</i> 'Medora'	24" HT.	CONT.	
SJ	38	SPARTAN JUNIPER	<i>Juniperus chinensis</i> 'Spartan'	24" HT.	CONT.	
GVB	16	GREEN VELVET BOXWOOD	<i>Buxus</i> 'Green Velvet'	24" HT.	CONT.	
<b>PERENNIALS &amp; GRASSES</b>						
SRSG	16	SHENANDOAH RED SWITCH GRASS	<i>Panicum virgatum</i> 'Shenandoah'	#1	CONT.	
RA	14	RHEINLAND ASTILBE	<i>Astilbe japonica</i> 'Rheinland'	#1	CONT.	
PMD	32	PARDON ME DAYLILLY	<i>Hemerocallis</i> 'Pardon Me'	#1	CONT.	
LSRS	36	LITTLE SPIRE RUSSIAN SAGE	<i>Perovskia</i> 'Little Spire'	#1	CONT.	
BES	5	GOLDSTURM RUDBECKIA	<i>Rudbeckia fulgida</i> 'Goldsturm'	#1	CONT.	
LGR	53	LITTLE GOLDSTAR RUDBECKIA	<i>Rudbeckia fulgida</i> 'Little Goldstar'	#1	CONT.	
GSH	16	GOLD STANDARD HOSTA	<i>Hosta</i> 'Gold Standard'	#1	CONT.	
WSE	10	WHITE SWAN ECHINACEA	<i>Echinacea purpurea</i> 'White Swan'	#1	CONT.	


**LANDSCAPE NOTES:**

- ALL SHRUB BEDS SHALL BE MULCHED WITH 4" DEPTH OF DOUBLE SHREDDED HARDWOOD MULCH OVER WEED BARRIER. OWNER'S REP SHALL APPROVE MULCH SAMPLE PRIOR TO INSTALLATION. EDGING SHALL BE METAL EDGING OR APPROVED EQUAL.
- PLANT MATERIALS SHALL CONFORM WITH THE AMERICAN ASSOCIATION OF NURSERYMEN STANDARDS AND SHALL BE OF HARDY STOCK, FREE FROM DISEASE, DAMAGE AND DISFIGURATION. CONTRACTOR IS RESPONSIBLE FOR MAINTAINING PLUMBNESS OF PLANT MATERIAL FOR DURING OF ACCEPTANCE PERIOD.
- UPON DISCOVERY OF A DISCREPANCY BETWEEN THE QUANTITY OF PLANTS SHOWN ON THE SCHEDULE AND THE QUANTITY SHOWN ON THE PLAN, THE PLAN SHALL GOVERN.
- CONDITION OF VEGETATION SHALL BE MONITORED BY THE LANDSCAPE ARCHITECT THROUGHOUT THE DURATION OF THE CONTRACT. LANDSCAPE MATERIALS PART OF THE CONTRACT SHALL BE WARRANTED FOR ONE (1) FULL GROWING SEASONS FROM SUBSTANTIAL COMPLETION DATE.
- ALL AREAS DISTURBED BY CONSTRUCTION ACTIVITIES SHALL RECEIVE 4" LAYER LOAM AND SOD AS SPECIFIED UNLESS OTHERWISE NOTED ON THE DRAWINGS.
- COORDINATE LOCATION OF VEGETATION WITH UNDERGROUND AND OVERHEAD UTILITIES, LIGHTING FIXTURES, DOORS AND WINDOWS. CONTRACTOR SHALL STAKE IN THE FIELD FINAL LOCATION OF TREES AND SHRUBS FOR REVIEW AND APPROVAL BY THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.
- ALL PLANT MATERIALS SHALL BE WATERED AND MAINTAINED UNTIL ACCEPTANCE.
- REPAIR AT NO COST TO OWNER ALL DAMAGE RESULTING FROM LANDSCAPE CONTRACTOR'S ACTIVITIES.
- SWEEP AND MAINTAIN ALL PAVED SURFACES FREE OF DEBRIS GENERATED FROM LANDSCAPE CONTRACTOR'S ACTIVITIES.

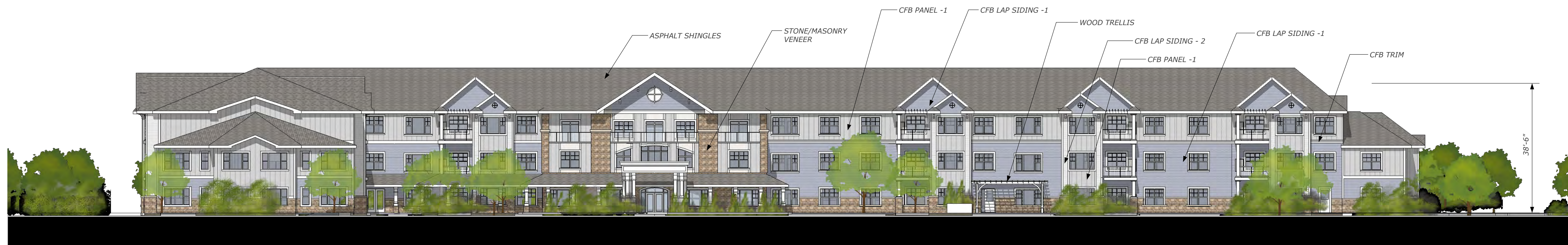
**LEGEND**

-  SHREDDED HARDWOOD MULCH OVER FILTER FABRIC, SAMPLES REQUIRED
-  SOD
- 
-  PROPOSED CANOPY & EVERGREEN TREE SYMBOLS - SEE SCHEDULE AND PLAN FOR SPECIES AND PLANTING SIZES
-  PROPOSED DECIDUOUS AND EVERGREEN SHRUB SYMBOLS - SEE SCHEDULE AND PLAN FOR SPECIES AND PLANTING SIZES
-  PROPOSED PERENNIAL PLANT SYMBOLS - SEE SCHEDULE AND PLAN FOR SPECIES AND PLANTING SIZES
- 

GOPHER STATE ONE CALL  
WWW.GOPHERSTATEONECALL.ORG  
(800) 252-1188 TOLL FREE  
(651) 454-0002 LOCAL







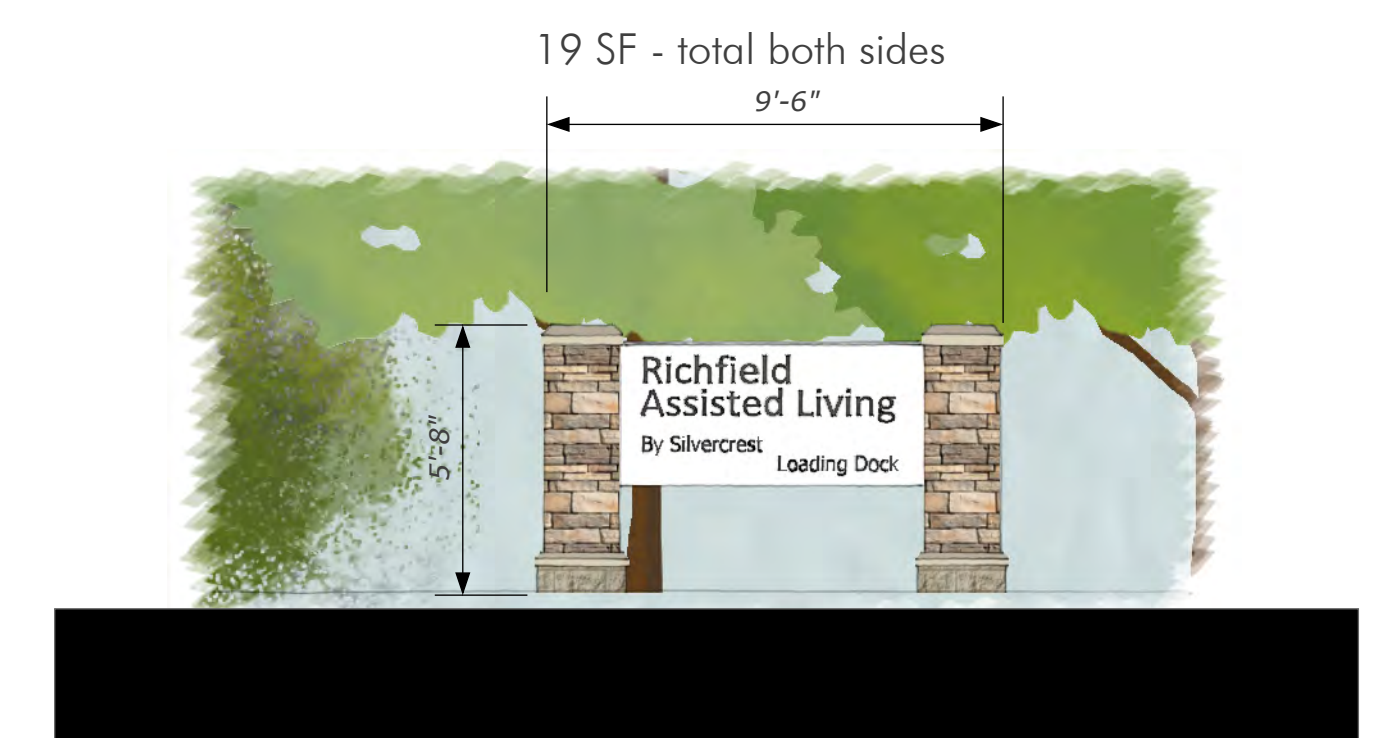
East Elevation - 1/16" = 1'-0"



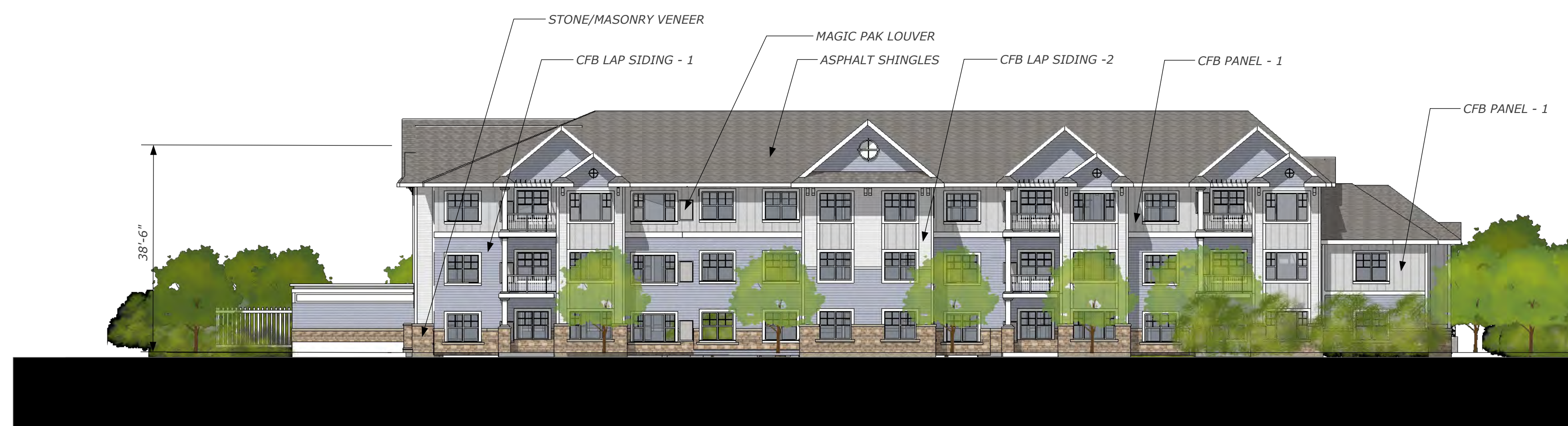
Monument Sign - 1/4" = 1'-0"



West Elevation - 1/16" = 1'-0"



Way Finding Signage - 1/4" = 1'-0"



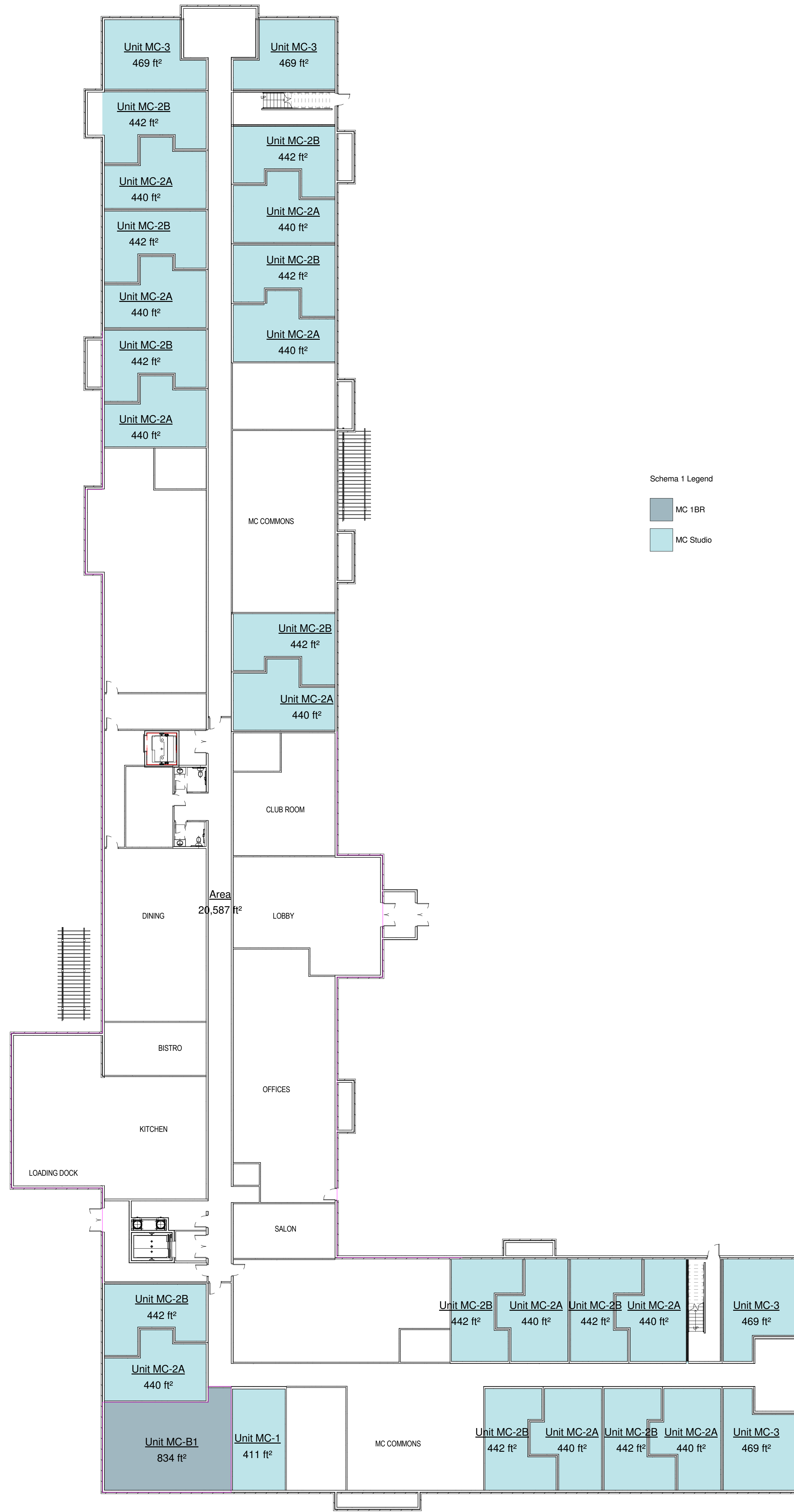
South Elevation - 1/16" = 1'-0"



North Elevation - 1/16" = 1'-0"



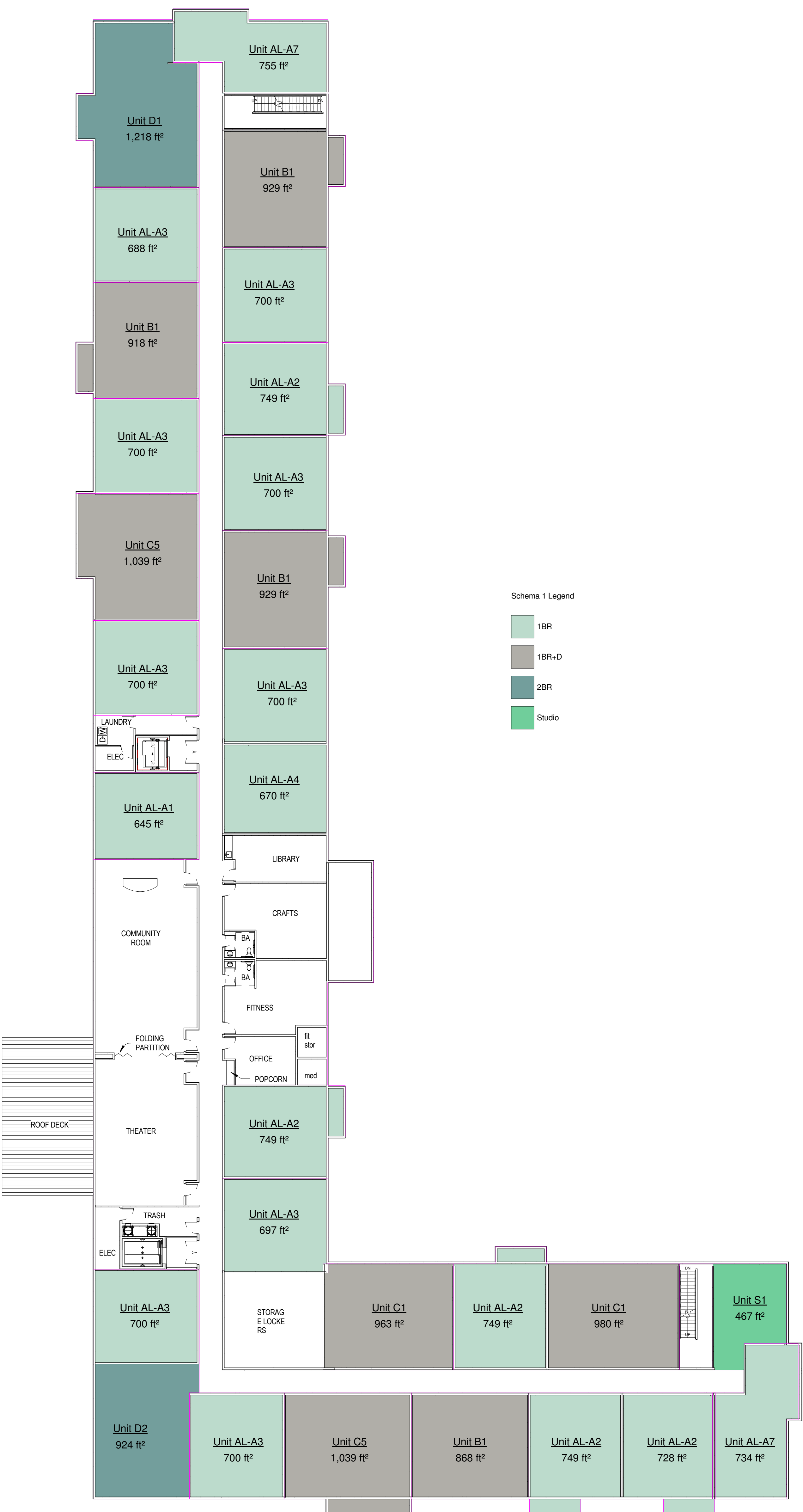
1 Level -1 - Parking Garage  
1/16" = 1'-0"



2 Level 1  
1/16" = 1'-0"

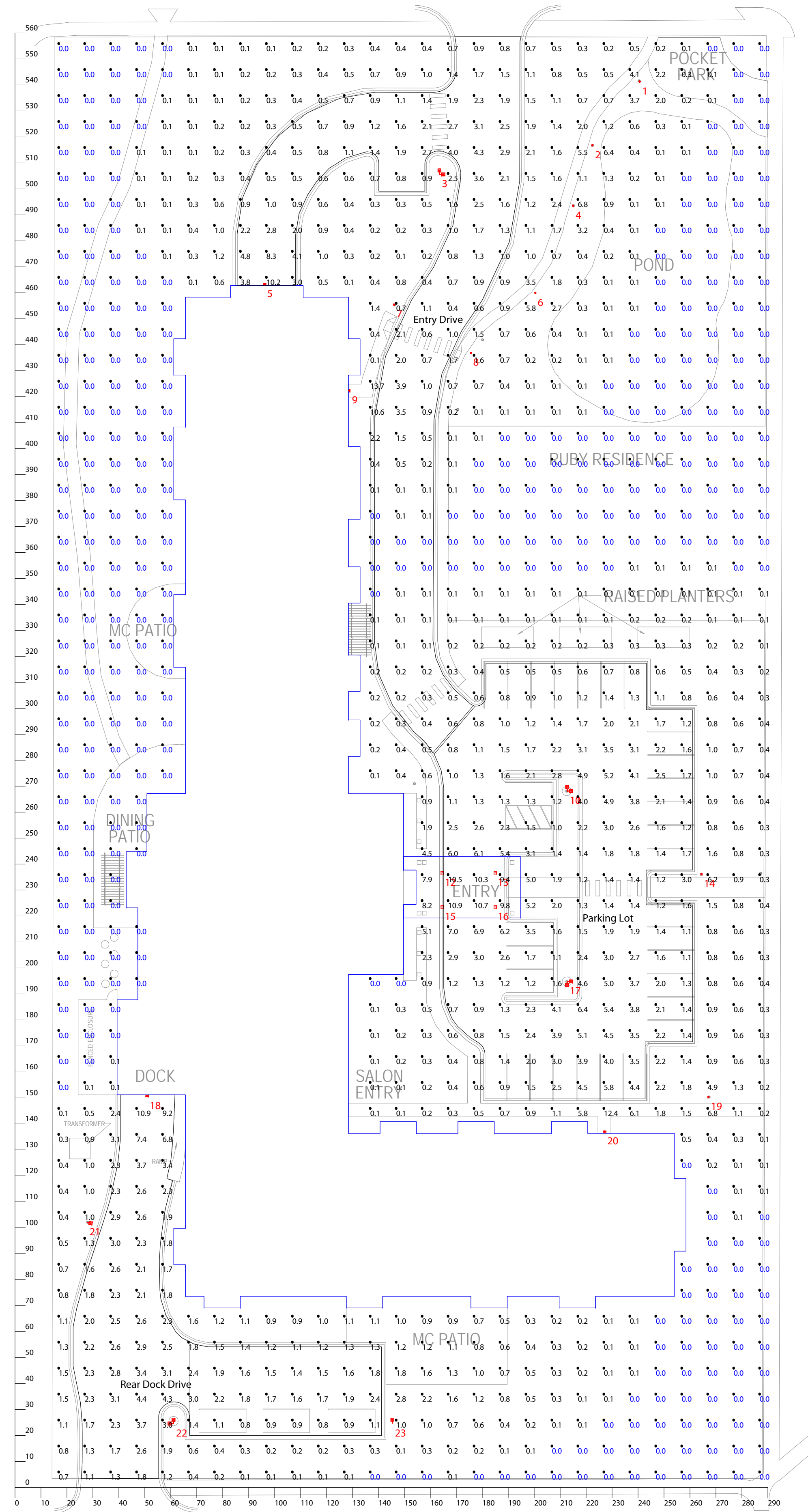
NOT FOR  
CONSTRUCTION

1 Level 2  
1/16" = 1'-0"



2 Level 3  
1/16" = 1'-0"





Scale: 1 inch= 30 Ft.

The Lighting Analysis, Layout, Energy Analysis and/or Visual Simulation ("Lighting Design") provided by RAB Lighting Inc. ("RAB") represents an anticipated prediction of lighting system performance based upon design parameters and information supplied by others. These design parameters and information have not been field verified by RAB and therefore actual measured results may vary from the actual field conditions. RAB warrants that design parameters and other information be field verified to reduce variation. RAB neither warrants, either implied or stated with regard to actual measured light levels or energy consumption levels as compared to those illustrated by the Lighting Design. RAB neither warrants, either implied or stated, nor represents the appropriateness, completeness or suitability of the Lighting Design as compliant with any applicable regulatory code requirements. The Lighting Design is issued in whole or in part, as advisory documents for informational purposes and is not intended for construction nor as being part of a project's construction documentation package.

Scale: as noted	Case # 00023707
Date: 2/1/2016	Filename: Richfield Site Lighting 00023707B.AGI
Drawn By: K. Deines	

Job Name:  
Richfield Site Lighting  
Richfield, MN  
Lighting Layout  
Version B

Prepared For:  
Rouzer Group  
2738 Winneka Ave No  
New Hope, MN 55427

**RAB**  
LIGHTING  
170 Ludlow Avenue, Northville, MI 48167  
888.722.1000 • RABWEB.COM

Calculation Summary											
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min	Description	PtSpclr	PtSpctb	Meter Type
Site Lighting	Illuminance	Fc	0.95	13.7	0.0	N.A.	N.A.	readings taken at 0'-0" AFG	10	10	Horizontal
Entry Drive	Illuminance	Fc	1.50	10.2	0.0	N.A.	N.A.	statistical area			
Parking Lot	Illuminance	Fc	2.69	10.9	0.5	5.38	21.80	statistical area			
Rear Dock Drive	Illuminance	Fc	2.55	10.9	0.8	3.19	13.63	statistical area			



VANLED52



WPLED52



ALED3T78  
EPA: 0.75  
Weight: 31 lbs



ALED3T78X2@90  
ALED4T78X2@90  
EPA: 1.7  
Weight: 64 lbs

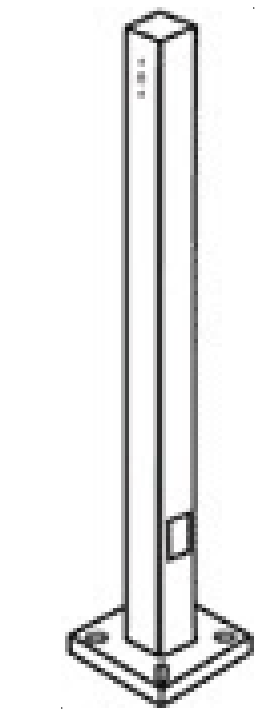
Luminaire Schedule													
Symbol	Qty	Tag	Label	Arrangement	Lum. Lumens	Arr. Lum. Lumens	LLF	Description	Lum. Watts	Arr. Watts	Total Watts	Filename	
	2	AA2	ALED3T78X2@90	2 @ 90 DEGREES	6911	13822	1.000	POLE MOUNT 2@90	78.4	156.8	313.6	ALED3T78 - Cool - ITL79605.IES	
	3	A	ALED3T78	SINGLE	6911	6911	1.000	POLE MOUNT	78.4	78.4	235.2	ALED3T78 - Cool - ITL79605.IES	
	1	BB2	ALED4T78X2@90	2 @ 90 DEGREES	7564	15128	1.000	POLE MOUNT 2@90	79.1	158.2	158.2	ALED4T78 - Cool - ITL79611.IES	
	1	B	ALED4T78	SINGLE	7564	7564	1.000	POLE MOUNT	79.1	79.1	79.1	ALED4T78 - Cool - ITL79611.IES	
	8	C	BLED24	SINGLE	1430	1430	1.000	42in SQUARE BOLLARD	31.7	31.7	253.6	BLED24 - Cool - ITL78069.IES	
	3	D	WPLED52	SINGLE	5896	5896	1.000	WALL MOUNT	60.7	60.7	182.1	WPLED52 - Cool - ITL79750.ies	
	4	E	VANLED52	SINGLE	5401	5401	1.000	SURFACE MOUNT	51.6	51.6	206.4	VANLED52 - Cool - ITL84303.IES	
	1	J	WPLEDFC52	SINGLE	5905	5905	1.000	WALL MOUNT	60.7	60.7	60.7	WPLEDFC52-ALED52 - ITL79744.ie	



BLED24



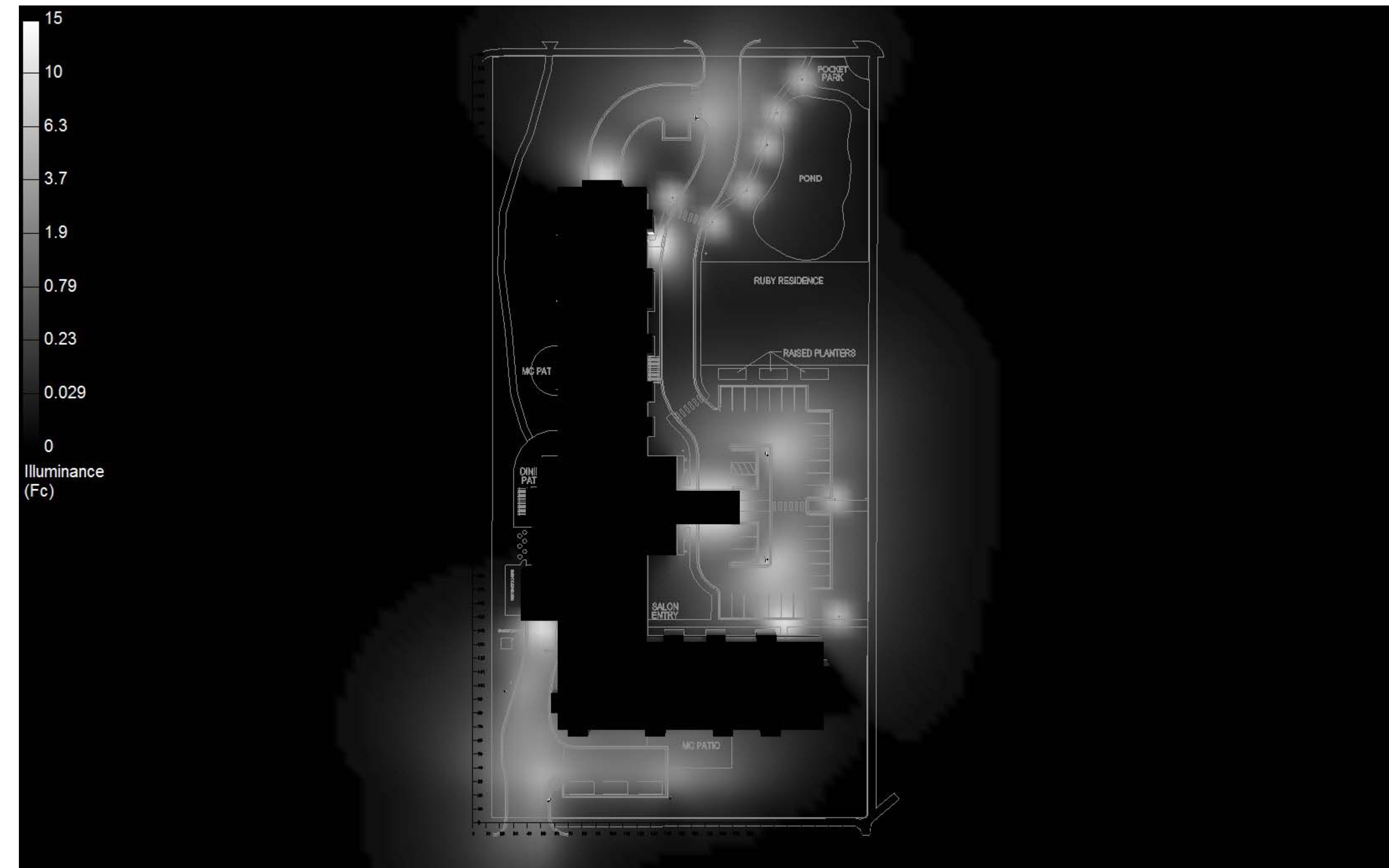
WPLEDFC52



PS4-11-25D2

Expanded Luminaire Location Summary						
LumNo	Tag	X	Y	MTG HT	Orient	Tilt
1	C	240.63	541.3	3.5	139.051	0
2	C	222.43	516.82	3.5	162.603	0
3	AA2	163.5	507.1	25	90	0
3	AA2	165	505.6	25	360	0
4	C	214.98	493.51	3.5	162.603	0
5	D	96.13	463.65	12	90	0
6	C	200.4	459.96	3.5	136.808	0
7	C	145.98	455.47	3.5	338.235	0
8	C	175.51	436.92	3.5	180	0
9	J	129.06	422.38	12	0	0
10	A	212.7	269.7	25	90	0
11	B	214.17	268.18	25	0	0
12	E	164.56	236.65	19.5	0	0
13	E	184.97	236.65	19.5	0	0
14	C	264.42	236.1	3.5	270	0
15	E	164.56	223.52	19.5	0	0
16	E	184.97	223.52	19.5	0	0
17	BB2	214.17	194.86	25	360	0
17	BB2	212.67	193.36	25	270	0
18	D	50.89	150.36	12	270	0
19	C	267.1	150.31	3.5	270	0
20	D	227.14	137.32	12	90	0
21	A	29.159	101.761	25	346.56	0
22	AA2	59.53	24.63	25	180	0
22	AA2	61.03	26.13	25	90	0
23	A	145.36	26.13	25	90	0

Total Quantity: 26



NOTES:  
 \* The light loss factor (LLF) is a product of many variables, only lamp lumen depreciation (LLD) has been applied to the calculated results unless otherwise noted. The LLD is the result (quotient) of mean lumens / initial lumens per lamp manufacturers' specifications.

\* Illumination values shown (in footcandles) are the predicted results for planes of calculation either horizontal, vertical or inclined as designated in the calculation summary. Meter orientation is normal to the plane of calculation.

\* The calculated results of this lighting simulation represent an anticipated prediction of system performance. Actual measured results may vary from the anticipated performance and are subject to means and methods which are beyond the control of RAB Lighting Inc.

\* Mounting height determination is job site specific, our lighting simulations assume a mounting height (insertion point of the luminaire symbol) to be taken at the top of the symbol for ceiling mounted luminaires and at the bottom of the symbol for all other luminaire mounting configurations.

\* RAB Lighting Inc. luminaire and product designs are protected under U.S. and International intellectual property laws. Patents issued or pending apply.

The Lighting Analysis, Energy Analysis and/or Visual Simulation ("Lighting Design") provided by RAB Lighting Inc. ("RAB") represents an anticipated prediction of system performance. These design parameters and information are provided by RAB as a service to its clients and are not to be used for construction purposes. RAB neither warrants, either implied or stated, nor represents the appropriateness, completeness or suitability of the Lighting Design as compliant with any applicable regulatory code requirements. The Lighting Design is issued as a design document for informational purposes and is not intended for construction nor as being part of a project's construction documentation package.

Scale: as noted  
 Date: 2/1/2016  
 Case #: 00023707  
 Job Name: Richfield Site Lighting  
 Richfield, MN  
 Lighting Layout  
 Version B  
 Filename: Richfield Site Lighting 00023707B.AGI  
 Drawn By: K. Deines

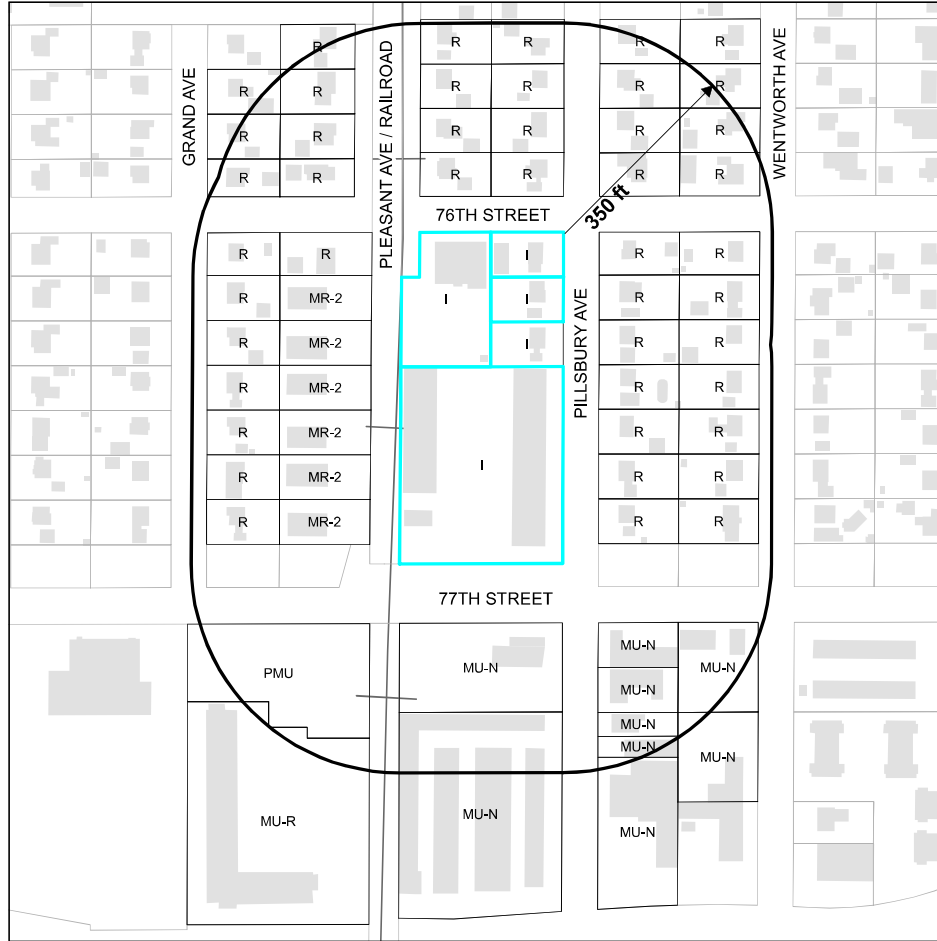
Prepared For:  
 Rouzer Group  
 2738 Winneka Ave No  
 New Hope, MN 55427

Filename: E:\PRE-JOBS\Richfield\Richfield Site Lighting 00023707B.AGI

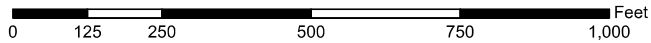
**RAB**  
 LIGHTING  
 170 Ludlow Avenue, Northvale, NJ 07647  
 888 722-1000 • RABWEB.COM

# Former City Garage Site - Senior Housing

2/2016 Land use applications - Current Zoning

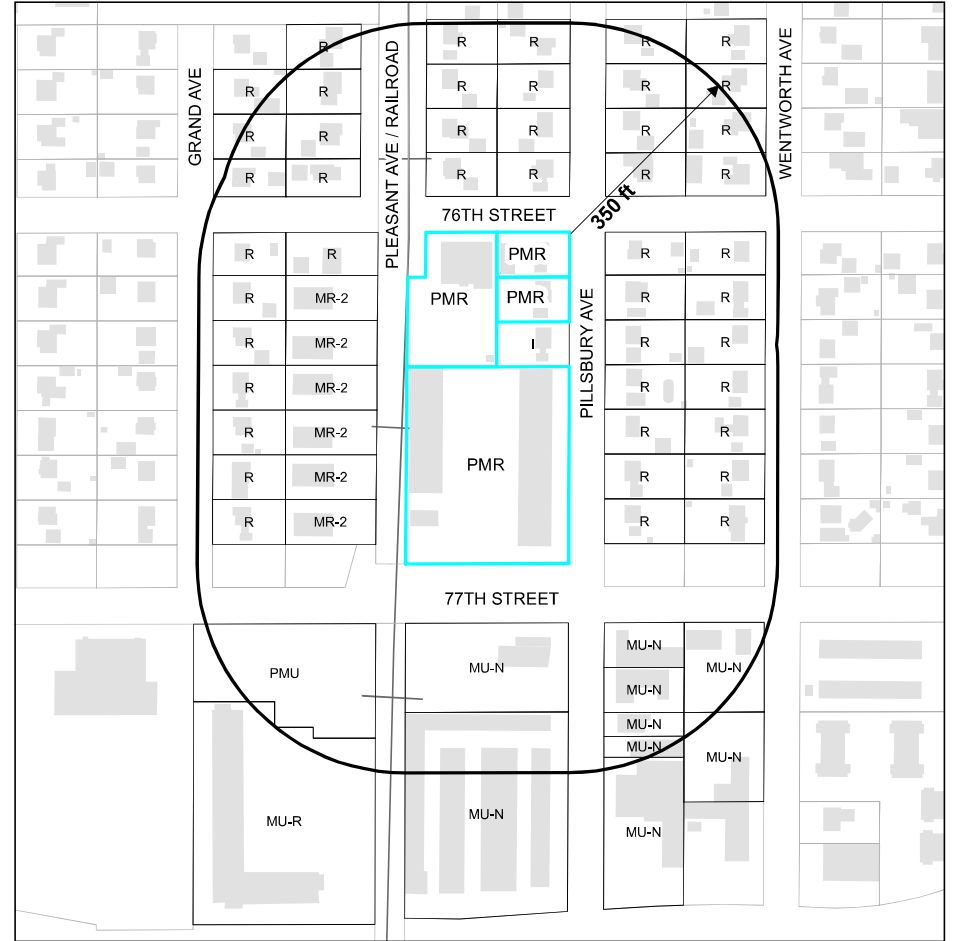


MU-R - Mixed-Use Regional  
 MU-N - Mixed-Use Neighborhood  
 PMU - Planned Mixed Use  
 R - Single Family Residential  
 MR-2 - Multi-Family Residential  
 I - Industrial

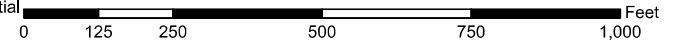


# Former City Garage Site - Senior Housing

2/2016 Land use applications - Proposed Zoning



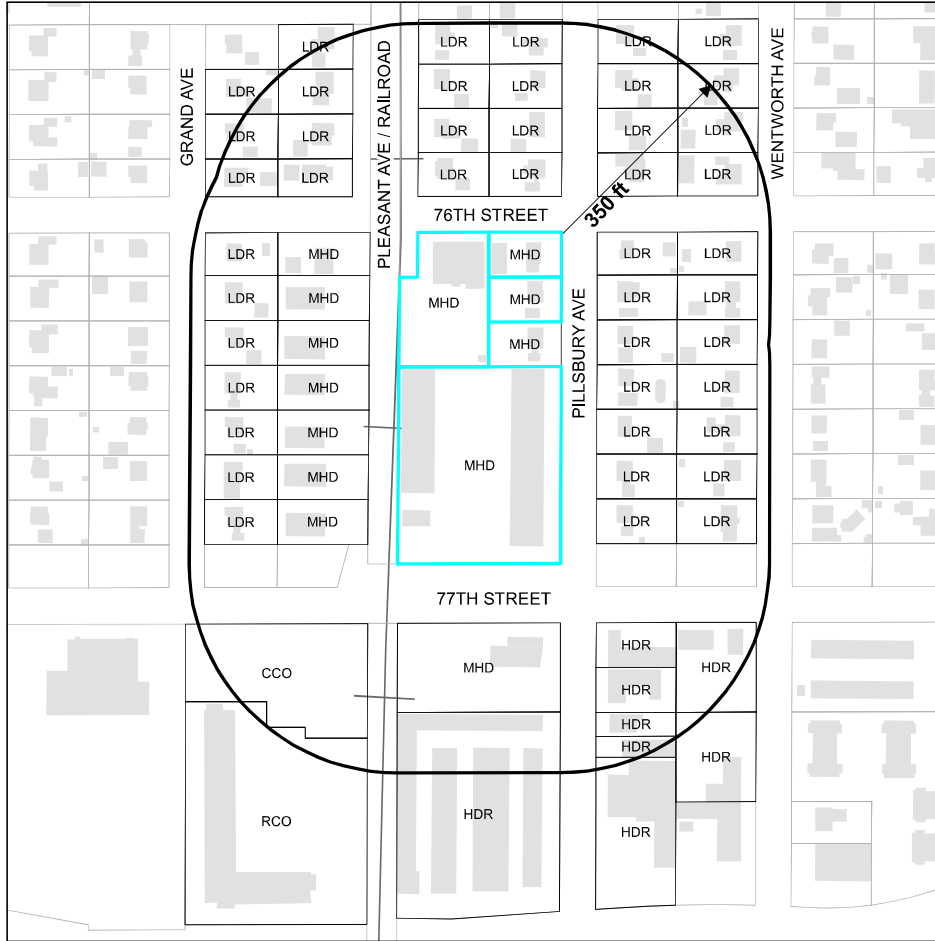
PMR - Planned Multi-family Residential  
 MU-R - Mixed-Use Regional  
 MU-N - Mixed-Use Neighborhood  
 PMU - Planned Mixed Use  
 R - Single Family Residential  
 MR-2 - Multi-Family Residential  
 I - Industrial



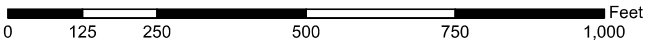


# Former City Garage Site - Senior Housing

2/2016 Land use applications - Current Comp Plan

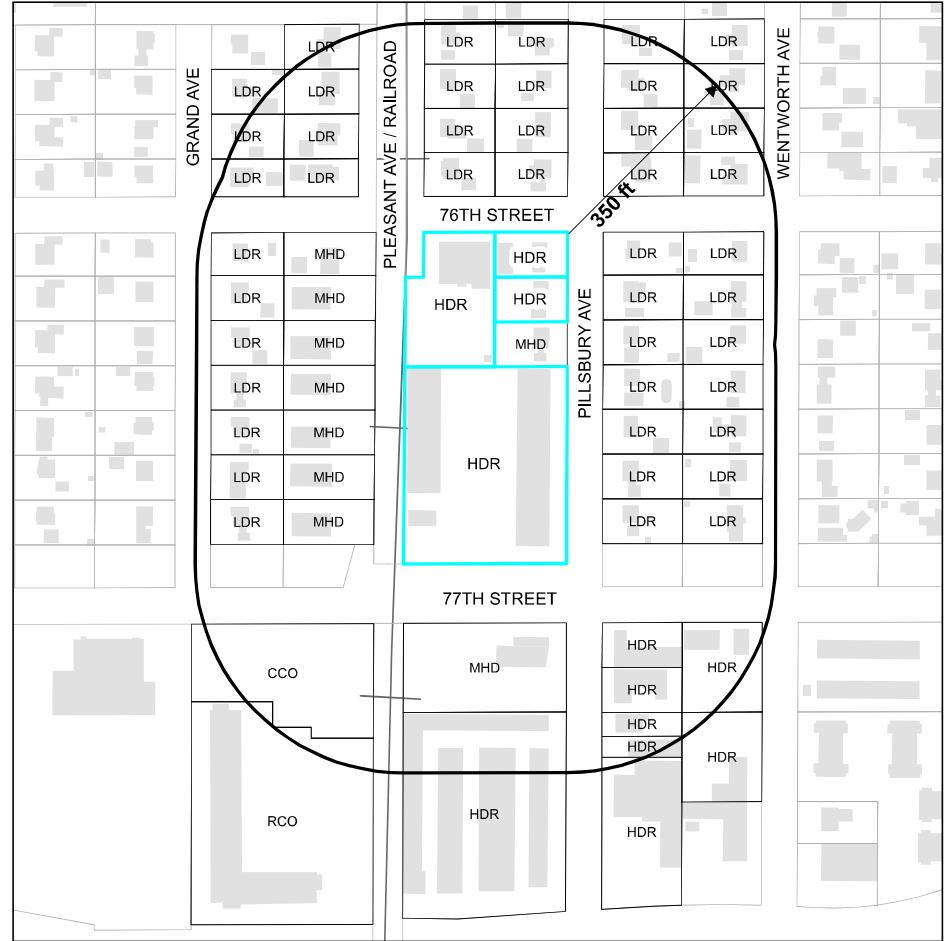


RCO - Regional Commercial/Office  
 CCO - Community Commercial/Office  
 HDR - High Density Residential  
 MHD - Medium-High Density Residential  
 LDR - Low Density Residential

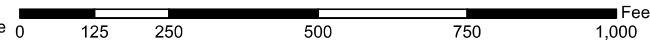


# Former City Garage Site - Senior Housing

2/2016 Land use applications - Proposed Comp Plan



RCO - Regional Commercial/Office  
 CCO - Community Commercial/Office  
 HDR - High Density Residential  
 MHD - Medium-High Density Residential  
 LDR - Low Density Residential



AGENDA SECTION:	PUBLIC HEARING
AGENDA ITEM #	4
PC LETTER #	2
CASE #	



# PLANNING COMMISSION STAFF REPORT

**PC MEETING DATE: FEBRUARY 22, 2016**

## ITEM FOR PLANNING COMMISSION CONSIDERATION:

Consideration of a resolution finding that the sale of 7600, 7608 and 7644 Pillsbury Avenue South and 211–76<sup>th</sup> Street West and an adjacent 30-foot strip of land to Mesaba Capital Development, LLC for construction of an 88-unit assisted living facility is consistent with the Comprehensive Plan.

### I. RECOMMENDED ACTION:

**By Motion: Approve the attached resolution finding that the sale of 7600, 7608, and 7644 Pillsbury Avenue South; 211 76<sup>th</sup> Street West; and an adjacent 30-foot strip of land to Mesaba Capital Development, LLC for construction of an 88-unit assisted living facility is consistent with the Comprehensive Plan.**

### II. BACKGROUND

Mesaba Capital Development, LLC (the Developer) has submitted land use applications proposing an 88-unit assisted living facility on properties currently owned by the Richfield Housing and Redevelopment Authority (HRA). This land was previously used for the Public Works Maintenance Garage and Gleason Mortuary, both of which have demolished, as well as two single-family homes, one of which has been demolished and the other which the HRA has rented on a month-to-month basis. The site has been targeted for redevelopment as multi-family housing for a number of years. The Developer has requested an amendment to the Comprehensive Plan that would change the designation of these properties from Medium-High Density to High-Density in order to construct nine more units than would be allowed under the Medium-High Density designation. Assuming that the Planning Commission has recommended approval of this regarding, the proposed sale will be consistent with the Comprehensive Plan and the Commission should move to approve the attached resolution. If this is not the case, the Commission should direct staff to prepare a resolution finding that the proposal is not consistent with the current Comprehensive Plan designation.

### III. BASIS OF RECOMMENDATION

#### A. POLICY

- Minnesota Statutes Section 462.356 requires the Planning Commission to make a finding whether or not land disposition conforms to the Comprehensive Plan of the City.

**B. CRITICAL ISSUES**

- None

**C. FINANCIAL**

- N/A

**D. LEGAL**

- None

**IV. ALTERNATIVE RECOMMENDATION(S)**

- Reject the proposed resolution and find that the proposed land disposition is not consistent with the Comprehensive Plan.

**V. ATTACHMENTS**

- Resolution
- Proposed Site Plan
- Comprehensive Plan Exhibits

**VI. PRINCIPAL PARTIES EXPECTED AT MEETING**

- Representatives of Mesaba Capital Development, LLC

**RESOLUTION NO. \_\_\_\_\_**  
**PLANNING COMMISSION**  
**CITY OF RICHFIELD, MINNESOTA**

**RESOLUTION DETERMINING THAT CERTAIN SALE  
OF REAL PROPERTY IS CONSISTENT WITH THE  
RICHFIELD COMPREHENSIVE PLAN**

**WHEREAS**, the Richfield Housing and Redevelopment Authority owns the real property described as:

Lots 1, 2, 4, and 5, Block 4, R.C. Soens Addition, according to the recorded plat thereof on file or of record in the office of the Registrar of Titles, Hennepin County, Minnesota.

Lot 3, Block 4, R.C. Soens Addition, except the Easterly 121.99 feet of the North 75 feet, according to the recorded plat thereof on file or of record in the office of the Registrar of Titles, Hennepin County, Minnesota.

**WHEREAS**, the subject property is located within a redevelopment project area generally known as the Richfield Redevelopment Project Area; and

**WHEREAS**, the subject property previously received Planning Commission approval for regarding to High-Density Residential, rezoning to Planned Multi-Family Residential and the issuance of a Final Development Plan; and

**WHEREAS**, the Housing and Redevelopment Authority proposes to convey the subject property to Mesaba Capital Development, LLC; and

**WHEREAS**, the Housing and Redevelopment Authority (HRA) held a public hearing and approved conveyance of the subject property to Mesaba Capital Development, LLC, on February 16, 2016.

**NOW, THEREFORE, BE IT RESOLVED**, by the Planning Commission of the City of Richfield that the proposed conveyance by the Housing and Redevelopment Authority conforms to the City's Comprehensive Plan and to the general plans for development and redevelopment in the City.

Dated: February 22, 2016

\_\_\_\_\_  
Planning Commission Chair

ATTEST:

\_\_\_\_\_  
Planning Commission Secretary

PILLSBURY AVENUE SOUTH

PILLSBURY AVENUE SOUTH

WEST 76TH ST.



EXISTING HOME

MC PATIO

GARAGE ENTRY

PATIO

TRELLIS

MECH. EQ.



CONSTRUCTION LIMITS

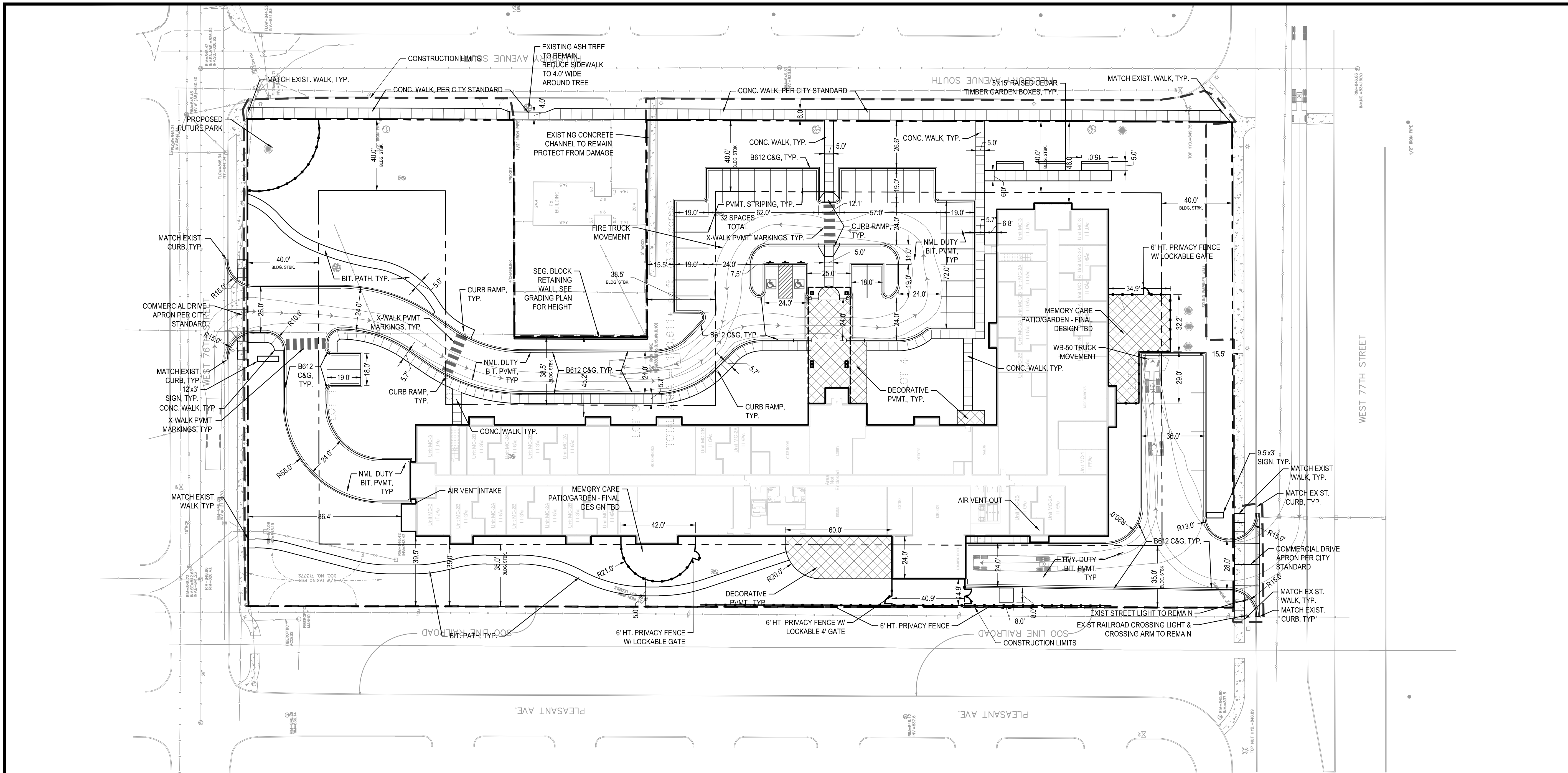
500 LINE RAILROAD

500 LINE RAILROAD

PLEASANT AVE.

PLEASANT AVE.

1/10/2018



**SITE LAYOUT NOTES:**

- ALL EXISTING UTILITY LOCATIONS ARE APPROXIMATE. CONTRACTOR SHALL VERIFY LOCATIONS AND LAYOUT OF ALL SITE ELEMENTS PRIOR TO BEGINNING CONSTRUCTION, INCLUDING BUT NOT LIMITED TO: LOCATIONS AND ELEVATIONS OF EXISTING AND PROPOSED PROPERTY LINES, TOPOGRAPHIC FEATURES, EASEMENTS, SETBACKS, UTILITIES, BUILDINGS AND PAVEMENTS. CONTRACTOR IS RESPONSIBLE FOR FINAL LOCATIONS OF ALL ELEMENTS FOR THE SITE. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER OF DISCREPANCIES OR VARIATIONS FROM THE PLANS. THE CONTRACTOR SHALL ALSO NOTIFY THE ENGINEER IF ANY EXISTING UTILITY LOCATIONS OR DEPTHS WILL NEED TO BE ADJUSTED FOR CONSTRUCTION TO SATISFY MINIMUM SEPARATION AND DEPTH REQUIREMENTS. REVISIONS AND RELOCATIONS THAT ARE REQUIRED DUE TO SITE VERIFICATION PRIOR TO CONSTRUCTION SHALL BE AT OWNER'S EXPENSE. ANY REVISIONS REQUIRED AFTER COMMENCEMENT OF CONSTRUCTION, DUE TO LOCATIONAL ADJUSTMENTS SHALL BE CORRECTED AT NO ADDITIONAL COST TO OWNER. ADJUSTMENTS TO THE LAYOUT SHALL BE APPROVED BY THE ENGINEER/LANDSCAPE ARCHITECT PRIOR TO INSTALLATION OF MATERIALS. STAKE LAYOUT FOR APPROVAL.
- THE CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS PRIOR TO CONSTRUCTION, INCLUDING A RIGHT-OF-WAY AND STREET OPENING PERMIT.
- THE CONTRACTOR SHALL VERIFY RECOMMENDATIONS NOTED IN THE GEO TECHNICAL REPORT PRIOR TO INSTALLATION OF SITE IMPROVEMENT MATERIALS.
- CONTRACTOR SHALL FIELD VERIFY COORDINATES AND LOCATION DIMENSIONS OF THE BUILDING AND STAKE FOR REVIEW AND APPROVAL BY THE OWNERS REPRESENTATIVE PRIOR TO INSTALLATION OF FOOTING MATERIALS.
- LOCATIONS OF STRUCTURES, ROADWAY PAVEMENTS, CURBS AND GUTTERS, BOLLARDS, AND WALKS ARE APPROXIMATE AND SHALL BE STAKED IN THE FIELD, PRIOR TO INSTALLATION, FOR REVIEW AND APPROVAL BY THE ENGINEER/LANDSCAPE ARCHITECT.
- CURB DIMENSIONS SHOWN ARE TO FACE OF CURB. BUILDING DIMENSIONS ARE TO FACE OF CONCRETE FOUNDATION. LOCATION OF BUILDING IS TO BUILDING FOUNDATION AND SHALL BE AS SHOWN ON THE DRAWINGS.

- THE CONTRACTOR SHALL SUBMIT SHOP DRAWINGS OR SAMPLES AS SPECIFIED FOR REVIEW AND APPROVAL BY THE ENGINEER/LANDSCAPE ARCHITECT PRIOR TO FABRICATION FOR ALL PREFABRICATED SITE IMPROVEMENT MATERIALS SUCH AS, BUT NOT LIMITED TO THE FOLLOWING: FURNISHINGS, PAVEMENTS, WALLS, RAILINGS, BENCHES, FLAGPOLES, LANDING PADS FOR CURB RAMPS, AND LIGHT AND POLES. THE OWNER RESERVES THE RIGHT TO REJECT INSTALLED MATERIALS NOT PREVIOUSLY APPROVED.
- PEDESTRIAN CURB RAMPS SHALL BE CONSTRUCTED WITH TRUNCATED DOME LANDING AREAS IN ACCORDANCE WITH A.D.A. REQUIREMENTS-SEE DETAIL.
- CROSSWALK STRIPING SHALL BE 24" WIDE WHITE PAINTED LINE, SPACED 48" ON CENTER PERPENDICULAR TO THE FLOW OF TRAFFIC. WIDTH OF CROSSWALK SHALL BE 5' WIDE. ALL OTHER PAVEMENT MARKINGS SHALL BE WHITE IN COLOR UNLESS OTHERWISE NOTED OR REQUIRED BY ADA OR LOCAL GOVERNING BODIES.
- CURB AND GUTTER TYPE SHALL BE B612 UNLESS OTHERWISE NOTED ON THE DRAWINGS-TAPER BETWEEN CURB TYPES-SEE DETAIL.
- ALL CURB RADII ARE MINIMUM 3' UNLESS OTHERWISE NOTED.
- CONTRACTOR SHALL REFER TO FINAL PLAT FOR LOT BOUNDARIES, NUMBERS, AREAS AND DIMENSIONS PRIOR TO SITE IMPROVEMENTS.
- FIELD VERIFY ALL EXISTING SITE CONDITIONS, DIMENSIONS.
- PARKING IS TO BE SET PARALLEL OR PERPENDICULAR TO EXISTING BUILDING UNLESS NOTED OTHERWISE.
- ALL PARKING LOT PAINT STRIPING TO BE WHITE, 4" WIDE TYP.
- BITUMINOUS PAVING TO BE "LIGHT DUTY" UNLESS OTHERWISE NOTED. SEE DETAIL SHEETS FOR PAVEMENT SECTIONS.
- ALL TREES THAT ARE TO REMAIN ARE TO BE PROTECTED FROM DAMAGE WITH A CONSTRUCTION FENCE AT THE DRIP LINE. SEE LANDSCAPE DOCUMENTS.

**CITY OF RICHFIELD SITE SPECIFIC NOTES:**

- RESERVED FOR CITY SPECIFIC NOTES.

**SITE AREA TABLE:**

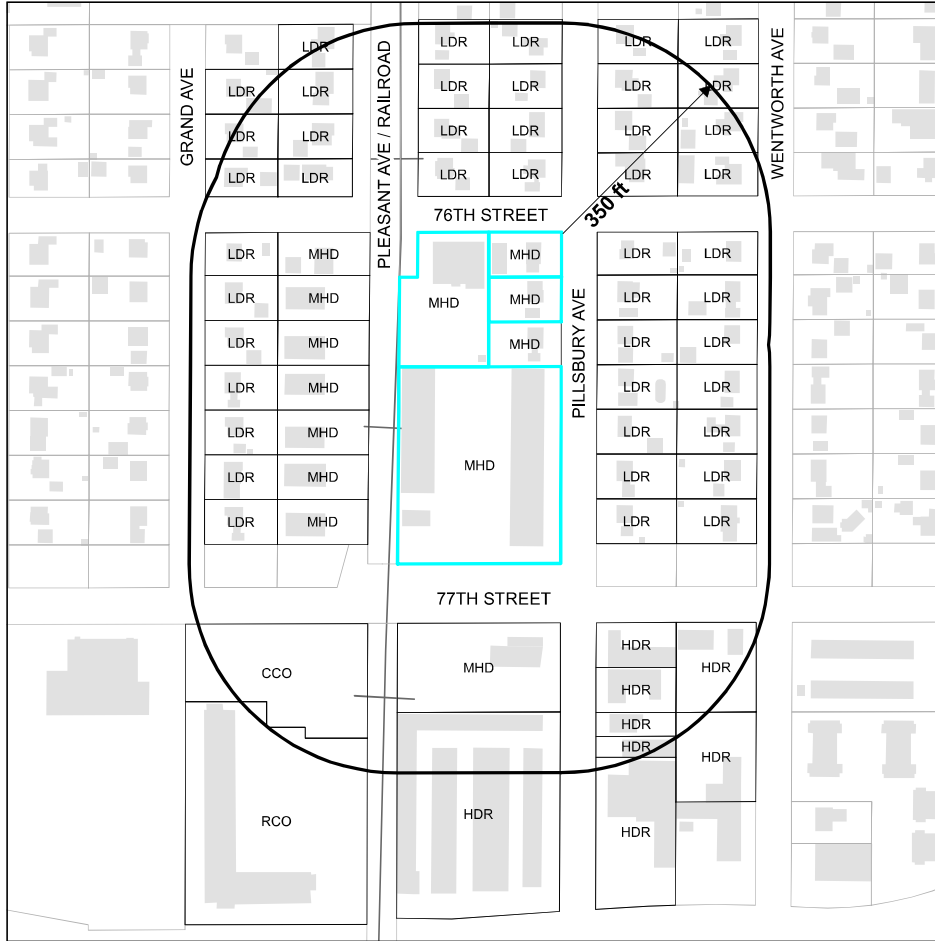
	EXISTING		PROPOSED	
BUILDING COVERAGE	36,858 SF	25.8%	34,604 SF	24.2%
ALL PAVEMENTS	61,889 SF	43.3%	42,959 SF	30.1%
ALL NON-PAVEMENTS	44,114 SF	30.9%	65,298 SF	45.7%
<b>TOTAL SITE AREA</b>	<b>142,861 SF</b>	<b>100.0%</b>	<b>142,861 SF</b>	<b>100.0%</b>
IMPERVIOUS SURFACE				
EXISTING CONDITION	98,747 SF	69.1%		
PROPOSED CONDITION	77,563 SF	54.3%	77,563 SF	54.3%
DIFFERENCE (EX. VS PROP.)	-21,184 SF	-14.8%		
IMPERVIOUS TOTAL	77,563 SF	54.3%		

**SITE PARKING INFO:**

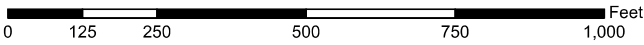
34 SURFACE STALLS PROVIDED (2 ADA STALLS)

# Former City Garage Site - Senior Housing

2/2016 Land use applications - Current Comp Plan

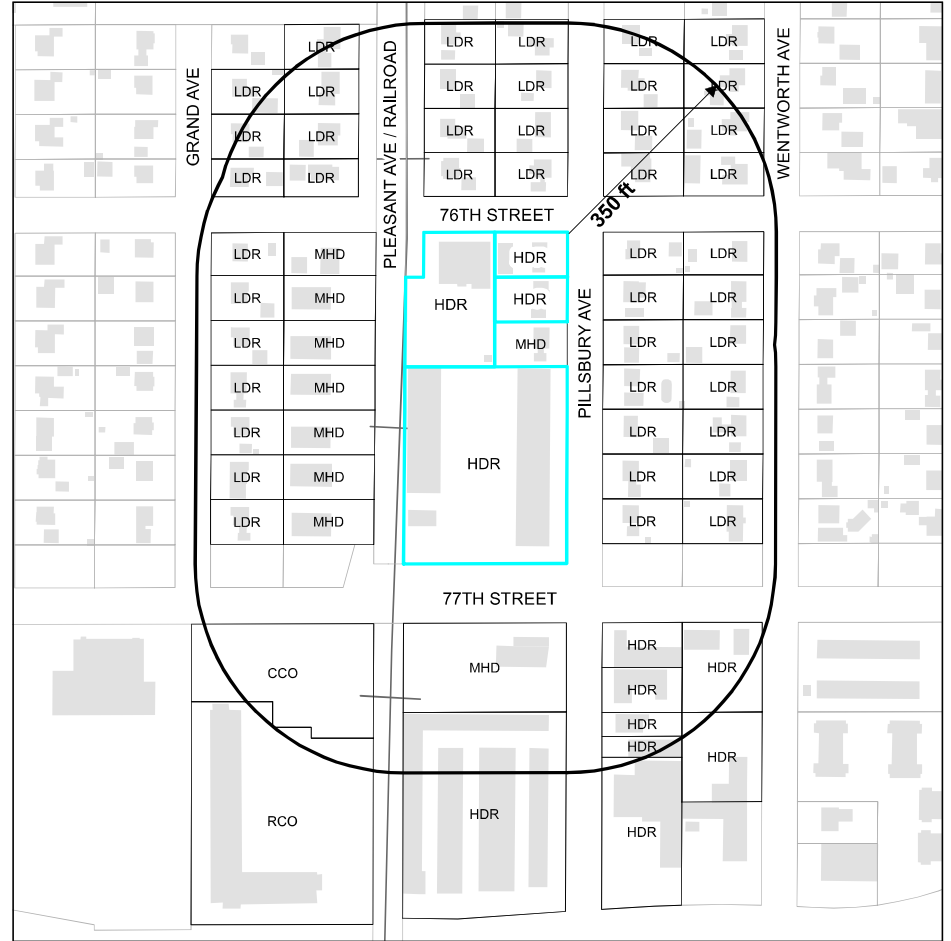


RCO - Regional Commercial/Office  
 CCO - Community Commercial/Office  
 HDR - High Density Residential  
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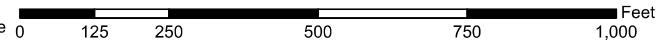


# Former City Garage Site - Senior Housing

2/2016 Land use applications - Proposed Comp Plan



RCO - Regional Commercial/Office  
 CCO - Community Commercial/Office  
 HDR - High Density Residential  
 MHD - Medium-High Density Residential  
 LDR - Low Density Residential





# **PLANNING COMMISSION STAFF REPORT**

**PC MEETING DATE: FEBRUARY 22, 2016**

**ITEM FOR PLANNING COMMISSION CONSIDERATION:**  
Election of Planning Commission Chairperson, Vice-Chairperson and Secretary.

**I. RECOMMENDED ACTION:**  
**Elect a Planning Commission Chairperson, Vice-Chairperson and Secretary.**

**II. BACKGROUND**

The Bylaws require that the Planning Commission hold an annual organizational meeting at the first regular meeting in February and elect from its membership a Chairperson, Vice-Chairperson and Secretary.

According to the Bylaws (Part II, Organization), a majority vote is necessary to first elect a Chairperson and then to elect the remaining officers. The Chairperson, Vice-Chairperson and Secretary are to take office immediately upon election and hold office until their successors are elected next year.

The Chairperson is responsible for conducting all Planning Commission meetings and public hearings. The Chairperson is also responsible for representing the Commission in dealing with the City Council and staff. The Vice-Chairperson is responsible for the duties of the Chairperson in the event the Chairperson is absent. The Secretary assumes these responsibilities when both the Chairperson and Vice-chairperson are absent and signs all minutes and official Commission documents. The 2015 election results were as follows: Chairperson Jabs, Vice-Chairperson Kitzberger and Secretary Vizecky.

**III. BASIS OF RECOMMENDATION**

**A. LEGAL**

An annual organizational meeting is required by the Planning Commission Bylaws.





# PLANNING COMMISSION STAFF REPORT

**PC MEETING DATE: FEBRUARY 22, 2016**

ITEM FOR PLANNING COMMISSION CONSIDERATION:  
Appointment of liaisons to the Community Services Advisory Commission, City Council, Housing and Redevelopment Authority, School Board and Transportation Committee.

I. RECOMMENDED ACTION:  
**The following Planning Commission actions are recommended:  
Approve members to serve as liaison and alternate liaison to the  
Community Services Advisory Commission, City Council, Housing  
and Redevelopment Authority, School Board, and Transportation  
Committee.**

II. BACKGROUND

**Community Services Advisory Commission:**

The Community Services Advisory Commission meets on the third Tuesday of the month at 7:00 pm, at the Community Center. Commissioner Jabs served as liaison to the Community Services Advisory Commission for 2015.

**City Council:**

The City Council meets every second and fourth Tuesday at 7:00 pm in the Council Chambers at City Hall. Commissioner Rosenberg served as liaison to the City Council for 2015.

**Housing and Redevelopment Authority:**

The Housing and Redevelopment Authority meets every third Monday at 7:00 pm in the Council Chambers at City Hall. Commissioner Daniels served as liaison to the HRA in 2015.

**School Board:**

The Commission also appoints a liaison to the Richfield School Board. The School Board generally meets the first and third Monday of each month at 7:00 pm in the District Office Board Room. Commissioner Kitzberger served as liaison to the School Board for 2015.

**Transportation Commission:**

The Transportation Commission was appointed by the City Council to review transportation-related topics and make recommendations to the City Council. The Committee meets the first Wednesday of each month at 7:00 pm in the Council Chambers at City Hall. Commissioner Oleary served as liaison to the Transportation Committee in 2015.



# PLANNING COMMISSION STAFF REPORT

**PC MEETING DATE: FEBRUARY 22, 2016**

ITEM FOR PLANNING COMMISSION CONSIDERATION:  
Review of Planning Commission Bylaws.

**I. RECOMMENDED ACTION:**

- 1. Review the attached Planning Commission Bylaw amendments;**
- 2. Suspend Rule Part III, Section 2 requiring presentation of proposed amendments at a previous meeting (requires 2/3 vote of members present); and**
- 3. Approve the attached Planning Commission Bylaws (requires 2/3 vote of Commission members).**

**II. BACKGROUND**

Part 3, Section 3 of the Planning Commission Bylaws requires annual review of the Bylaws at the February organizational meeting. A number of revisions are proposed this year due to a comprehensive review of all commission bylaws by the City Council.

Summary of proposed changes:

- Specific reference to general requirements of City Code added. These general requirements address residency, term limits, attendance, removal, vacancies, etc.;
- Section related to deadlines removed; this is covered by the Zoning Ordinance;
- Rules of Procedure subsection removed; this is dictated by the City Code;
- Election of Officers section revised to remove requirement for balloted voting;
- Removed requirement for two readings of proposed bylaw amendments; and
- Various housekeeping items.

**III. BASIS OF RECOMMENDATION**

- Annual review of the Bylaws is required and Bylaws should align with City Code regulations.
- The Bylaws allow for suspension of any rule by a 2/3 vote of members present at the meeting. Staff recommends that the Commission suspend the requirement for Bylaw amendments to be discussed at a previous meeting in order to vote on them. This rule is cumbersome and unnecessary. Staff and the City Attorney are recommending that this requirement be removed from the Bylaws permanently.

**IV. ATTACHMENTS**

- Proposed Planning Commissions Bylaws
- City Code Section 305

**BYLAWS AND RULES OF PROCEDURE  
OF THE CITY PLANNING COMMISSION  
RICHFIELD, MINNESOTA**

The following Bylaws and Rules of Procedure are adopted by the City's Richfield Planning Commission to facilitate the performance of its duties and functions as empowered under Chapter III, SubSection 305.057, Subdivisions 1-86 of the City Ordinance Code. General requirements related to residency, terms, attendance, removal, vacancies, etc. shall dictated by Subsection 305.01.

**PART I. MEETINGS**

**Section 1. Regular Meetings**

Regular meetings of the Planning Commission shall be on the fourth Monday of each month commencing at 7:00 P.M. in the Council Chambers of the City Hall/Municipal Center, unless otherwise noticed.

**Section 2. General Planning Meetings**

Approximately six times per year, the Commission will meet to discuss and deliberate on general planning matters related to property development and future well being of the Community. These meetings shall be held on the fourth Monday of the month commencing at 6:00 P.M. whenever possible. In the event of a conflict or need for additional discussion time, meetings shall be held on the second Monday of the month commencing at 7:00 P.M. Unless otherwise noticed, meetings shall be held in the Bartholomew Conference Room of the Municipal Center.

**Section 3. Special Meetings**

Special meetings of the Planning Commission can be called by the Chairperson and one member or by three members of the Commission or at the request of the City Council. Notice, designating the time and place of the meetings, shall be given to all members in accordance with the open meeting law.

**Section 4. Deadline for Hearing Items**

~~The Planning Commission will accept all applications to be heard before it, no later than 28 days preceding the regular Planning Commission meeting in accordance with the regulations of the Richfield Zoning Code. Upon written notice to the Community Development Director prior to the Planning Commission meeting, an application may be withdrawn. Once an application is withdrawn, it must be re-filed with the Community Development Department, City of Richfield, before any Planning Commission hearing is held.~~

**Section 54. Quorum**

Four members of the Planning Commission shall constitute a quorum for the transaction of business. No action shall be taken in the absence of a quorum with the exception that the Planning Commission members present may take testimony for use at a later meeting at which a quorum is present, and may adjourn a meeting to a later time without further notice.

### **Section 6. Voting**

At all meetings of the Planning Commission, each member attending shall be entitled to cast one vote. Voting shall be by voice. An affirmative vote of a majority of members present shall be necessary for the passage of any matter before the Planning Commission, except as otherwise provided in these Bylaws.

### **Section 7. Proceedings**

#### a) Format of Meeting

At a regular meeting of the Planning Commission, the following format shall be followed in conducting the business of the meeting.

- 1) Recording secretary will note the attendance
- 2) Approval of Minutes
- 3) Open Forum
- 34) Regular Business and Public Hearing Items
- 45) New Business
- 56) Old Business
- 67) Liaison Reports
- 78) Adjournment

#### b) Public Hearing

The purpose of a hearing is to collect information and facts in order for the Commission to either render a decision or develop a planning recommendation for the City Council. At a public hearing the following procedure shall be followed for each case for which a public hearing is held:

- 1) Chair shall state the case to be heard.
- 2) Chair shall call upon the Community Development Director or designee to present the staff report.
- 3) Chair shall ask the applicant to present his/her case.
- 4) Members of the Planning Commission shall be allowed to question the applicant about his/her proposal.
- 5) The Chair shall open the public hearing and all interested persons may address the Commission, giving relevant information regarding the proposal before the Commission.

- a) All questions or statements by Richfield staff personnel, planning commissioners, applicants or interested citizens will be directed through the Chair.
  - b) All who wish to speak will be heard, but only in accordance with the above procedure and after recognition by the Chair.
  - c) No individual may speak longer than five (5) minutes, except through previous arrangement with the Chair, or by vote of the Commission.
  - d) The spokesperson for a group will be allowed ten (10) minutes.
  - e) In addition to the statements by individual or groups, there will be a period, not to exceed thirty (30) minutes, during which the public may question the City's staff members present, the applicant or their representatives or any member of the Planning Commission. Questions must be directed through the Chair.
- 6) The hearing shall be closed. Interested persons shall not be heard again unless the hearing is reopened by a majority vote of the Commission.
  - 7) The Commission shall discuss and clarify the item before it, and take action on it.
  - 8) Any decision of the Commission on the merits of any planning question before it shall be embodied in the form of a motion, resolution, or report, and referred to the City Council for action.

~~c) Rules of Procedure~~

~~At all regular meetings of the Planning Commission where formal action is required on a matter before the Commission, the meetings shall be governed by Sturgis' Standard Code of Parliamentary Procedure. At general meetings of the Planning Commission no formal parliamentary procedure shall govern the conduct of the proceedings unless found to be necessary such as when a formal motion is before the Commission. Every motion to be voted upon shall be read prior to voting so that all members clearly understand the motion or amendment.~~

<b>PART II. ORGANIZATION</b>
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**Section 1. Election of Officers**

At the first regular meeting in February of each year, the Commission shall hold an organizational meeting and elect from its membership a Chairperson, Vice-chairperson, and Secretary. ~~Each member shall cast a ballot for the member he/she wishes to be elected Chairperson.~~ Officers shall be elected by a majority

vote of all the members of the Commission. Voting shall take place in a manner agreed to by the Commission. If no one receives a majority of all the members of the Commission, ~~balloting~~voting shall continue until one member receives majority support. Vice-chairperson and Secretary shall be elected from the remaining members by the same procedure.

If the Chairperson resigns from office before the next regular organizational meeting, the Vice-chairperson shall automatically become acting Chairperson. If both Chairperson and Vice-chairperson resign, the Secretary shall become acting Chairperson. In any instance, where an officer of the Commission resigns or retires from office a new officer shall be elected to the vacated position at the next regular meeting of the Commission.

If the Chairperson, Vice-chairperson, and Secretary are absent from a meeting, the Commission shall elect a temporary Chairperson by voice vote.

In the event that the Secretary is absent from a meeting, the Chairperson shall appoint a member of the Commission to approve the minutes of that meeting.

## **Section 2. Tenure**

The Chairperson, Vice-chairperson, and Secretary shall take office immediately following their election and hold office until their successors are elected and assume office.

## **Section 3. Duties of Officers**

The duties and powers of the officers of the Planning Commission shall be as follows:

### **a) Chairperson**

- 1) Presides over all meetings of the Commission.
- 2) Appoints committees and performs such other duties as may be ordered by the Commission.
- 3) Signs documents of the Commission.
- 4) Sees that all actions of the Commission are properly taken.
- 5) Calls special meetings of the Commission in accordance with these Bylaws.
- 6) Works with appropriate city staff in organizing agendas of all general Planning Commission meetings.

### **b) Vice-chairperson**

Performs all of the duties and responsibilities of the Chairperson in his/her absence.

c) **Secretary**

- 1) Assumes duties and responsibilities of the Chairperson when both Chairperson and Vice-chairperson are absent.
- 2) Signs all minutes of the Commission as well as other official documents of the Commission.

**PART III. MISCELLANEOUS**

**Section 1. Suspension of Rules**

The Commission may suspend any of these Rules by a 2/3 vote of those members present.

**Section 2. Amendments**

These Rules may be amended at any regular meeting by a 2/3 majority of the members of the Commission, ~~provided that the amendment was presented and written into the minutes of a previous meeting.~~

**Section 3. Review**

The contents of these Bylaws and Rules of procedure should be comprehensively reviewed, evaluated, and modified where necessary, at the organizational meeting held in February of each year.

**Adopted this \_\_\_ day of \_\_\_\_\_, 2016**

\_\_\_\_\_  
Chairperson, Richfield Planning Commission

\_\_\_\_\_  
Secretary, Richfield Planning Commission

SECTION 305. - ADMINISTRATION; COMMISSIONS; BOARDS

305.00. - Definitions.

Subdivision 1. The following terms, when used in this Section, shall have the following meanings unless the context clearly indicates otherwise:

Subd. 2. "Commission" means a body established by the City Council to advise the Council on matters of municipal concern. The terms "commission" and "board" may be used interchangeably in this Section.

Subd. 3. "Youth" means an individual who is at least 15 years of age.

(Added, Bill No. 2015-17)

305.01. - Creation; general requirements.

Unless otherwise provided by law or herein, the provisions in this subsection apply to all City commissions.

Subdivision 1. Creation. A Commission may be established by a majority of the City Council. The Council shall adopt a resolution or ordinance that will describe the purpose and function of the Commission. City Commissions are advisory bodies to the City Council. The Council shall periodically review the role, responsibilities and procedures of each Commission. The Council may eliminate a Commission by adopting a resolution or ordinance rescinding the resolution or ordinance establishing the Commission.

Subd. 2. Residency. Members of city commissions shall be residents of the City, unless an ordinance or resolution expressly provides otherwise.

Subd. 3. Terms. The City Council shall appoint members to the commissions for terms not to exceed three years. No member shall serve more than three consecutive terms on the same Commission. Appointment to serve on a Commission for a period of time greater than one-half of a complete term shall be counted as a full term. If the Council appoints an individual who had a break in continuous service of at least one full term, it shall be treated as a first-term appointment. Commissioners may only serve on one Commission at a time.

Subd. 4. Youth appointments. The City Council may appoint a maximum of two youth members to certain commissions. Terms for youth appointments shall be one year, commencing on September 1 and ending on August 31. No youth member shall serve more than three consecutive terms on the same Commission. Except as otherwise provided for by resolution of the Council, youth members must be residents of the City and enrolled in a high school or equivalent. A youth member may only serve on one Commission at a time.

Subd. 5. Attendance. Members are required to attend regular commission meetings. Commission members shall notify the Commission Chair or staff liaison if he or she is unable to attend a meeting. The Council shall conduct an annual review of the attendance of members of City commissions.

Subd. 6. Removal/vacancy. Commission members serve at the pleasure of the City Council and, unless prohibited by law, may be removed at any time for any reason, including but not limited to, excessive absences from commission meetings. When a vacancy occurs, the Council shall appoint a person to fill the unexpired term of the vacated seat. Unless provided otherwise by law or city resolution, a seat on a Commission is vacated upon any of the following:

- (a) Death;
- (b) Removal of legal residence in the City;



- (c) Resignation in writing presented to the City Manager, or designee;
- (d) Removal by the Council; or,
- (e) Election or appointment to a public office.

Subd. 7. Committees. Commissions may establish committees from time to time as the need arises.

Subd. 8. Staff/council liaisons. Each January, the City Council shall designate a Council member as liaison and one alternative liaison to each Commission. The City Manager shall appoint one City employee to serve as a staff liaison to each Commission. Council and staff liaisons are not voting members of a Commission.

Subd. 9. Bylaws/rules of procedure.

- (a) Commissions may adopt bylaws to govern meeting procedures and other matters not addressed in this Section. If the bylaws of a Commission and this Section conflict, this Section shall prevail. Commissions may amend bylaws with approval of a 2/3 majority vote of the Commission.
- (b) At all meetings of a Commission where formal action is required on a matter, the meeting shall be governed by Sturgis' Standard Code of Parliamentary Procedure. At meetings where no action is required, no formal parliamentary procedure shall govern the conduct of the proceedings unless necessary such as when a formal motion is before the Commission.

(Added, Bill No. 2015-17)

305.03. - Establishment of human rights commission.

Subdivision 1. Scope of section. It is declared that it is the public policy of the City to fulfill its responsibilities as a partner of the state department of human rights in securing for all citizens equal opportunity in housing, employment, public accommodations, public services and education, and to fully implement those goals set forth in Minnesota Statutes, Chapter 363A, the Minnesota Human Rights Act.

Subd. 2. Establishment of commission. There is established and continued a human rights commission.

Subd. 3. Purpose of commission. The purpose of the Commission is to secure for all citizens equal opportunity in employment, housing, public accommodations, public services and education and full participation in the affairs of this community and to take appropriate action consistent with the Minnesota Human Rights Act. The Commission shall also advise the City Council on long range programs to improve human relations in the City.

Subd. 4. Composition of the commission. The Commission consists of 13 members appointed by the Council. Eleven members shall be appointed for terms of three (3) years, except that (i) a person appointed to fill a vacancy occurring prior to the expiration of the term for which the predecessor in that term was appointed shall be appointed only for the remainder of such, and (ii) two (2) persons shall be appointed as "youth" members for one (1) year terms. The two (2) youth members shall be given all rights, privileges and responsibilities granted to the other appointed members. Members serve without compensation and may be removed from office at any time by the Council.

Subd. 5. Commission's responsibilities. The Commission shall:

- (a) Adopt bylaws and rules for the conduct of its affairs including the election, assumption of duties and definition of responsibilities of officers and committees;
- (b) Engage in discussions with the state department of human rights for the purpose of delineating cooperative regulatory and enforcement procedures;
- (c) Enlist the cooperation of agencies, organizations and individuals in the community in an active program directed to create equal opportunity and eliminate discrimination and inequalities;

- (d) Formulate a human relations program for the City to provide increased effectiveness and direction to the work of all individuals and agencies addressing themselves to planning, policy making and educational programming in the area of civil and human rights;
- (e) Advise the City Council and other agencies of the government on human relations and civil rights problems and act in an advisory capacity with respect to planning or operation of any City department on issues of civil and human rights and recommend the adoption of such specific policies or actions as are needed to provide for full equal opportunity in the community;
- (f) Study, investigate and assist in eliminating alleged violation of Minnesota Statutes, Chapter 363A by conference, conciliation and persuasion, and when necessary, cooperate with the state department of human rights in enforcing the provisions of the state act;
- (g) Develop such programs of education as will assist in the implementation of the Minnesota Human Rights Act and foster the Commission's assumption of leadership in recognizing and resolving potential human rights problems in the community; and
- (h) Develop and implement programs that enhance the advancement of human rights in the community and that promote an awareness of and appreciation for cultural diversity.

Subd. 6. Investigations, enforcement, penalties. The Commission may receive and investigate complaints of alleged violations of this subsection. Investigations shall conform to the Complaint Process formulated by the State Department of Human Rights.

(Amended, Bill No. 2015-17)

305.05. - Joint police and fire civil service commission.

Subdivision 1. Single commission created and continued. The Police Civil Service Commission and the Fire Civil Service Commission of the City have been combined to form a single commission.

Subd. 2. Duties. The Joint Commission is created and will serve as the Police and Fire Civil Service Commission.

Subd. 3. Membership. The Joint Commission consists of three (3) members appointed for staggered terms in the same manner, for the same terms, and with the same qualifications as a police civil service commission under Minnesota Statutes, Chapter 419. Terms of commissioners are for three (3) years commencing on February 1 of the year of appointment.

(Amended, Bill No. 2015-17)

305.07. - Planning commission.

Subdivision 1. Establishment. Pursuant to Minnesota Statutes, section 462.354, subdivision 1, there is created and continued a City Planning Commission.

Subd. 2. Commission form. Except in cases in which the Planning Commission is authorized by this Code or other applicable law to render a final decision, the Planning Commission serves in an advisory capacity to the City Council. Staff services for the Commission shall be furnished by the Community Development Department of the City.

Subd. 3. Composition of the commission. The Commission consists of seven (7) members appointed by the Council to serve for terms of three (3) years, with terms of members to be staggered so that as nearly equal number of terms as possible shall expire each year. Terms begin on the first day of February.

Subd. 4. Powers and duties of the commission. The Planning Commission shall undertake the duties given by Minnesota Statutes, sections 462.351 to 462.354. The Planning Commission shall deliberate and make recommendations, or final decisions as applicable, on:

- (a) Proposed amendments to the zoning code or map;
- (b) Land development applications requiring site plan approval, interim use permits, conditional use permits or variances from the land development regulations of the City; and
- (c) Such other matters relating to planning and development within the City, as may be referred to it by the Council.

Subd. 5. General objectives of the commission. The Planning Commission shall, as necessary, perform the following functions on behalf of the City:

- (a) Subject planning decisions to citizens' examination and influence through technical advisory subcommittees which may study and recommend courses of action on special planning matters;
- (b) Act as an advocate of various beneficial planning projects, as directed by the Council, to stimulate interest and acceptance of planning within the City; and
- (c) Act as a coordinator of planning activities within the City by working with public, quasi-public and private planning groups to coordinate the total planning efforts of the City and other governmental units.

Subd. 6. Additional powers and duties. The Council may assign additional duties and responsibilities to the Planning Commission to assist the Commission in effectively carrying out the Commission's objectives, powers and duties.

(Amended, Bill No. 2015-17)

305.09. - Board of health.

Subdivision 1. Creation of board. Pursuant to Minnesota Statutes, Chapter 145A, there is created and continued a board of health.

Subd. 2. Council to constitute board. The Board consists of the City Council and a physician who is the health officer of the City.

Subd. 3. Powers and duties of board. The Board shall:

- (a) Investigate and make such reports and obey such directions concerning communicable diseases as the State Board of Health may require or give; and
- (b) Cause all laws and regulations relating to the public health, including any and all health regulations contained in this code to be obeyed and enforced.

Subd. 4. Inspection and enforcement. The Board and authorized officers or employees of the Board shall have the right to enter into any building, conveyance or place where contagion, infection, filth or other source or cause of preventable disease exists or is reasonably suspect.

Subd. 5. Uniform enforcement and appeals. Orders or rules and regulations adopted or issued by the Board shall be enforced in the manner provided in Section 320. Persons aggrieved by an order or rule or regulation of the Board may appeal in accordance with the provisions of Section 320.

(Amended, Bill No. 2015-17)

AGENDA SECTION:	NEW BUSINESS
AGENDA ITEM #	8
PC LETTER #	6
CASE #	



# **PLANNING COMMISSION STAFF REPORT**

**PC MEETING DATE: FEBRUARY 22, 2016**

**ITEM FOR PLANNING COMMISSION INFORMATION:**  
Discuss topics for the 2016 Planning Commission Study Sessions.

## **I. BACKGROUND**

The Planning Commission typically holds six regularly scheduled study sessions each year. Those meetings are generally scheduled for the fourth Monday of the month (preceding the regular meeting) at 6:00 pm, although this schedule is subject to change based on the timeliness of topics and whether or not the session will be held jointly with another body. Staff attempts to hold a study session every other month. Possible topics this year include:

- Discuss ordinance changes related to simplified/streamlined approval process for certain land use applications.
- Discuss sign regulations, specifically sandwich boards and other types of temporary signs.
- Consider allowances for light industrial uses.
- Walking or biking tour. Ideas? Commissioner led?
- Joint meeting with Edina and Bloomington Planning Commissions (late summer/fall – Edina to host)
- Recreation Services and/or Transportation project update(s).
- Others?