



Planning Commission Agenda

November 28, 2016
7:00 p.m.

Introductory Proceedings

Roll Call

Approval of Minutes: Regular Planning Commission meeting of October 24, 2016

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

Public Hearing

New Business

ITEM #1 PC Letter 14

Consider recommendation to hire SRF Consulting Group to help the City prepare the 2018 Comprehensive Plan update.

Old Business

Liaison Reports

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

City Planner's Report

Next Meeting Date: December 12, 2016

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

October 24, 2016

MEMBERS PRESENT: Chairperson Erin Vrieze Daniels and Commissioners Sean Hayford Oleary, Gordon Vizecky, Susan Rosenberg, Rick Jabs, and Charles Standfuss

MEMBERS ABSENT: Commissioner Dan Kitzberger

STAFF PRESENT: Melissa Poehlman, City Planner
Matt Brillhart, Associate Planner

OTHERS PRESENT: Kari & Mark Kauffman, 6244 Cedar Avenue

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

APPROVAL OF MINUTES

M/Vizecky, S/Rosenberg to approve the minutes of the September 26, 2016 regular meeting.

Motion carried: 6-0

OPEN FORUM

No members of the public spoke.

PUBLIC HEARING(S)

ITEM #1

16-ACUP-06, 16-VAR-05 – Consider an ordinance amendment, conditional use permit amendment and variances to allow an animal kennel business with an outdoor relief and exercise area at 6244 Cedar Avenue.

Associate Planner Matt Brillhart presented the staff report.

In response to questions from Commissioner Vizecky, Brillhart stated that this was presented as an ordinance amendment because state law prohibits “use variances.” Brillhart stated that staff had analyzed possible sites for this type of use and found limited opportunities around the perimeter of the City.

In response to a question from Chair Vrieze Daniels, Kari Kauffman stated that the branding and signage would be similar to other Adogo locations.

In response to a question from Commissioner Jabs, Brillhart stated that the CUP stipulations regulated sanitation and that the Public Works Department had reviewed the plans.

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

Motion carried: 6-0

Commissioner Rosenberg and Chair Vrieze Daniels spoke favorably of Adogo and noted the cleanliness of the existing locations.

October 24, 2016

M/Rosenberg, S/Vizecky to recommend approval of the ordinance amendment.

Motion carried: 6-0

M/Rosenberg, S/Vizecky to recommend approval of the conditional use permit amendment and variances.

Motion carried: 6-0

ITEM #2

16-ASP-03 – Cancel the public hearing regarding 1415 East 66th Street.

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

Motion carried: 6-0

NEW BUSINESS

None.

OLD BUSINESS

None.

LIAISON REPORTS

Community Services Advisory Commission: Commissioner Jabs

City Council: Commissioner Rosenberg

HRA: No report

Richfield School Board: No report

Transportation Commission: Commissioner Hayford Oleary

Chamber of Commerce: No report

Other: Chair Vrieze Daniels shared the Planning Commission's annual report that will be presented to the City Council

CITY PLANNER'S REPORT

City Planner Melissa Poehlman reminded Commissioners about the upcoming work session to review Comprehensive Plan proposals on November 15th and briefly discussed public outreach and social media components.

ADJOURNMENT

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

Motion carried: 6-0

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

Gordon Vizecky
Secretary



PLANNING COMMISSION STAFF REPORT

PC MEETING DATE: NOVEMBER 28, 2016

ITEM FOR PLANNING COMMISSION CONSIDERATION:

Consider a recommendation to hire SRF Consulting Group to help the City prepare the 2018 Comprehensive Plan update.

I. RECOMMENDED ACTION:

By motion: Recommend hiring SRF Consulting Group to help the City in the preparation of the Richfield 2018 Comprehensive Plan update.

II. BACKGROUND

The Metropolitan Land Planning Act requires every municipality and county within the seven-county metropolitan area to prepare and submit a comprehensive plan to the Metropolitan Council. The plan is required to be updated at least once every 10 years. At a minimum each plan must include discussion of future land use, transportation, water resources, parks and trails, housing, and an implementation section illustrating how local controls will ensure the continued viability of these plans.

In 2008, after a multi-year process, the City adopted a new Comprehensive Plan. Since that time, the Plan has been amended 10 times. The City has developed corridor plans and made revisions based on changing market conditions and community desires. As is the case with the Zoning Code, City staff works to make sure that our Comprehensive Plan does not become a stale document. For that reason, staff believes that this cycle requires an update rather than a new plan.

Updating the Comprehensive Plan is a large undertaking that will require time and resources beyond what staff can provide. To aid in this task, staff published a Request for Proposals and received five responses (Stantec, Future iQ, Kimley-Horn and Associates, WSB and Associates and SRF Consulting Group). Based on a number of factors including experience, public engagement strategies, and cost; staff is recommending that the City hire SRF Consulting Group (SRF). Staff is confident that the team assembled by SRF has the technical knowledge and the interpersonal skills to help guide us through this process.

On November 15th, representatives of SRF presented a general outline of their proposal, demonstrated new technology for collecting feedback, and answered questions from Planning Commissioners and City Council Members. Based on the evaluation of staff and feedback at this joint work session, staff is recommending that the City hire SRF to help update the Comprehensive Plan.

III. BASIS OF RECOMMENDATION

A. POLICY

-) Minnesota Statute §462.355 gives the Planning Commission authority to direct amendments to the Comprehensive Plan. The City Council cannot act upon a proposed plan or amendment until it has received the recommendation of the Planning Commission.

B. CRITICAL ISSUES

-) Local plans are due to the Metropolitan Council by December 31, 2018. Prior to this submittal, there is a six month adjacent jurisdiction review period.
-) The update process will begin in early 2017.

C. FINANCIAL

-) Staff will play a significant role in the preparation and coordination of the Plan in order to help manage costs.
-) The update is expected to cost approximately \$95,000.
 -) Budgeting:
 -) Up to \$20,000 Parks and Open Space
 -) Utilities update to be completed separately and incorporated into Plan.
 -) Community Development budget will include \$25,000 annually until remainder of Update costs have been paid.

D. LEGAL

-) N/A

IV. ALTERNATIVE RECOMMENDATION(S)

-) Recommend denial of the hiring of SRF Consulting Group.

V. ATTACHMENTS

SRF Consulting Group summary proposal

VI. PRINCIPAL PARTIES EXPECTED AT MEETING

-) Representative(s) SRF Consulting Group



City of
Richfield

2018 Comprehensive Plan Update



2018 Richfield Comprehensive Plan Update

Company Overview

SRF Consulting Group: SRF works with cities and counties throughout the seven-county metropolitan area to prepare comprehensive plans that address many aspects of growth, development, infrastructure, community values, and quality of life. Since the last required update in 2008, SRF has assisted six of the seven metropolitan counties and more than 40 local agencies in updating their comprehensive plans. Furthermore, SRF has played an integral role in developing state and regional plans that influence the required comprehensive plan updates.

SRF is highly qualified to complete this project based on our similar experience. More importantly, our project team has a thorough knowledge of both Hennepin County issues and the Metropolitan Council Local Planning Handbook and regional plans and policies. This knowledge will be critical in making sure your comprehensive plan meets all Metropolitan Council and State Statute requirements.

Our Partner (HKGi): For more than thirty years HKGi has helped communities throughout the Upper Midwest create great places for people to live, work, and play. HKGi's approach is built on four core principles: collaborate, listen, explore, and create. These principles emphasize the value of community participation in the planning process, the importance of examining potential strategies to identify the best strategies for moving forward, and the ability of the community to put a plan for the future into action.

HKGi will provide expertise related to zoning and land use, urban design, redevelopment planning, market analysis, economic development, and housing.

Project Understanding

Many communities in the seven-county metropolitan area are approaching their 2018 Comprehensive Plan purely as an update. In some respect, this is true for the City of Richfield. The existing systems (e.g. roads, infrastructure and parks) are well established and redevelopment initiatives will continue to be focused along major corridors (e.g., Cedar Avenue and I-494) and within defined areas (e.g., 66th Street and Nicollet Avenue). The Plan will continue to embrace themes such as connectivity, revitalization and stabilization. However, refining Richfield's Comprehensive Plan will still require a careful lens. This lens will focus on public engagement, connectivity, multimodal components, economic competitiveness, and parks and trails. These elements are recognized and discussed throughout our scope of work.

Project Approach/Scope of Work

Our project approach/scope of work is highlighted in a series of tasks (see below). These tasks will be carried out by a multidisciplinary team of planners, landscape architects and engineers.

- **Task 1 – Project Management:** SRF’s project manager Lance Bernard will work closely with City Staff on a day-to-day basis to ensure the project is within budget and on schedule.
- **Task 2 - Engagement and Transparency:** The update will include a meaningful public engagement process and transparency between the public, city staff and elected leaders. More importantly, the public engagement process will target underrepresented populations.
- **Task 3 - Visioning and Goal Setting:** SRF will screen the existing vision and goal statements based on public input. The update will explore opportunities to integrate new themes (e.g., health, resiliency and economic competitiveness) and community priorities.
- **Task 4 - Economic Competitiveness:** The update will focus on ways to foster economic competitiveness, in turn promoting prosperity. This will include strategic planning initiatives, goal setting and project prioritization for redevelopment areas (e.g., 66th Street and Nicollet Avenue) and neighborhoods.
- **Task 5 - Connectivity:** The update will focus on connectivity and how all modes of transportation move through-out the community. Greater emphasis will be put on pedestrian/bicycle networks, complete streets, and transit facilities.
- **Task 6 - Parks and Open Space:** We recognize the update will require a larger effort in analyzing the park and opens space system. Special attention will be given to this plan element and to updating a “Draft Ten Year Parks Master Plan.”
- **Task 7 - Implementation:** We believe a successful comprehensive plan links the vision and goals with “realistic” action items. Refinements to the Plan’s implementation chapter will focus on project prioritization and strategies to achieve meaningful outcomes.
- **Task 8 – Updates and Modifications:** The update will conform to the Metropolitan Council requirements and State Statutes. SRF will utilize findings from Tasks 2 – 7 to modify the existing plan, which includes the land use, housing, transportation, utilities, public facilities, parks and open space, and implementation chapters.

Public Engagement Plan

As part of this effort, we recognize the importance of public engagement. SRF and City Staff are developing a public engagement plan to ensure a meaningful and transparent planning process. Listed below are examples of public engagement strategies that are being considered.

Public Engagement Strategies

- **Pop-Up Events:** Pop-up events are interactive/information booths at key locations or community events with large volumes of foot traffic. These events have proven to be very effective in collecting input from community members.
- **In Person Surveys:** SRF has invested in mobile devices to conduct in-person surveys. We can position staff at key locations (e.g., schools, the HUB, or City Hall) or during events to collect responses. One effective measure is to ride local busses and interview riders. This has been effective in targeting youth and underrepresented populations.
- **Online Public Input Tools:** SRF has invested in a variety of online public input tools. Each platform provides us the ability to develop interactive mechanisms (e.g., interactive maps, informational videos, polls or questionnaires) to garner public input. One of our newest tools includes a polling software that allows participants to respond to questions via text message.
- **Roundtable Forums:** Roundtable forums help facilitate discussions around specific topics (e.g., parks, economic development and housing). For example, a roundtable focused on parks could include a field visit. This approach helps create a much more engaging conversation around topics and issues. It also provides “boots on the ground” to clearly see and understand the strengths, opportunities and issues being raised by participants.
- **Public Open Houses:** We believe public open houses still provide value as part of the planning process. However, effective public meetings must include a healthy balance between the dissemination of information, listening and collecting feedback. SRF has used a number of techniques to ensure meetings are engaging and fun for the public. These techniques include interactive work stations, visuals, games and videos.