



**PLANNING COMMISSION MEETING
RICHFIELD MUNICIPAL CENTER, COUNCIL CHAMBERS
JUNE 26, 2017
7:00 PM**

Call to Order

Approval of minutes of the Regular Planning Commission Meeting of May 22, 2017.

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

Other Business

1. Consideration of the 2019-2022 Capital Improvement Program and a finding of consistency with the Comprehensive Plan of the Capital Improvement Program and the 2018 Capital Improvement Budget.
PC Ltr #6

Public Hearings

2. Public hearing to consider a request for a conditional use permit and variance to allow a restaurant at 6436 Penn Avenue.
17-CUP-04, 17-VAR-04
3. Public hearing to consider a request for a conditional use permit and variances to allow a restaurant and cafe to operate in the former Richfield Floral space at 817 East 66th Street.
17-CUP-03, 17-VAR-03
4. Continue a public hearing to consider an interim use permit for a housing with services establishment at 6808 3rd Avenue to July 24, 2017.

Liaison Reports

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

City Planner's Reports

5. City Planner's Report
6. Next Meeting Time and Location

July 24, 2017 at 7 p.m. in the City Council Chambers

7. Adjournment

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



Planning Commission Minutes

May 22, 2017

MEMBERS PRESENT: Chairperson Erin Vrieze Daniels, Commissioners Sean Hayford Oleary, Gordon Vizecky, Susan Rosenberg, and Bryan Pynn

MEMBERS ABSENT: Commissioners Dan Kitzberger and Allysen Hoberg

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

OTHERS PRESENT: See Item #1 and attached sign-in sheet

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 April 24, 2017 meeting.

Motion carried: 5-0

OPEN FORUM

No members of the public spoke.

PUBLIC HEARING(S)

ITEM #1

17-ACUP-01, 17-VAR-02 – Consider a request for a conditional use permit amendment and variances to allow an expanded outdoor recreational facility at the Academy of Holy Angels. The proposal includes a synthetic turf playing surface, field lighting, and an additional inflatable dome to be used seasonally.

Associate Planner Matt Brillhart presented the staff report. Brillhart noted that the light poles on the edge of the field would be set back approximately 17 feet from the south property line, not 15 feet as stated in the report.

In response to questions from Chair Vrieze Daniels, Brillhart stated that Holy Angels had provided a photometric lighting plan, which showed that light levels at the south property line would comply with the maximum permitted level of 1 footcandle. Brillhart stated that the exterior lights would not be used when the dome is up.

The following individuals spoke at the public hearing:

Craig Larson (Holy Angels)	7632 W 85th St, Bloomington
Susan and Byron Trebelhorn	6729-6737 Pleasant Avenue
Sharon Miller	6712 Pleasant Avenue
Laura Rand	6729 Pleasant Avenue
Patty Lundquist	6729 Pleasant Avenue
Dan and Sitania Kerkinni	6734 Pleasant Avenue
Satish Iyer	6716 Pleasant Avenue
Bentley Bolen	6728 Wentworth Avenue
Janelle Purcell	6739 Pillsbury Avenue

Pete Haney (MN Thunder Academy)	6607 18th Avenue
Scott Daly (Holy Angels)	2757 Parkview Blvd, Robbinsdale
Craig Gallop (MUSCO Lighting)	15331 Woodside Ln, Minnetonka
Karl Wielgus	6729 Pillsbury Avenue
Jim and Pat Fleming	6734 Wentworth Avenue
Dave Buzicky	6933 Stevens Avenue
Jesse Foley	6735 Pillsbury Avenue
Wayne Peterson	6732 Pillsbury Avenue
Tom Shipley (Holy Angels)	7092 Cahill Road, Edina
Margaret Steiner	400 W 67th Street

15 speakers expressed concerns including increased light and noise pollution, hours of use, traffic and parking, stormwater drainage, access to the field with the proposed fence, snow removal on the dead-end streets, impacts during construction and impacts on property values. Several speakers also questioned the need for the additional dome.

City Planner Melissa Poehlman clarified the timeline and process for approval by the City Council, noting that the City Council meeting on June 13 would not be a public hearing.

M/Rosenberg, S/Hayford Oleary to close the public hearing.
Motion carried: 5-0

Commissioner Vizecky inquired if Holy Angels could reduce late night hours at existing dome after the additional dome is operational.

Chair Vrieze Daniels inquired about a timeline for replacing the existing lighting with LED.

Commissioner Hayford Oleary suggested a 7:00 a.m. start time for new dome, instead of 6:00.

Commissioner Pynn stated that the second dome doesn't fit as well as the existing dome and was inclined not to support the proposal.

Commissioner Rosenberg recalled being on the City Council in 1996 when the existing dome was approved and stated support for the proposal.

M/Vizecky, S/Rosenberg to recommend approval of the CUP amendment and variances, with the additional stipulations:

Hours of use of the field, lights, and secondary dome shall be limited to 7:00 a.m. to 10:00 p.m.

Hours of use of the original/primary dome shall be limited to 6:00 a.m. to 11:30 p.m.

No sound amplification shall be permitted at the secondary field or dome.

Motion carried: 4-1 (Pynn dissenting)

OTHER BUSINESS

None.

LIAISON REPORTS

Community Services Advisory Commission: Chairperson Vrieze Daniels

City Council: Commissioner Rosenberg – special election in Ward 1 on 5/23

HRA: Commissioner Hoberg – No report

Richfield School Board: Commissioner Kitzberger – No report

May 22, 2017

Transportation Commission: Commissioner Hayford O'Leary – 70th Street bikeway update
Chamber of Commerce: Commissioner Vizecky – No report

CITY PLANNER'S REPORT

Poehlman gave an update on the Comprehensive Plan process.
There will be a joint CC/HRA/PC work session on June 19th.

ADJOURNMENT

M/Vizecky, S/Rosenberg to adjourn the meeting.
The meeting was adjourned by unanimous consent at **8:50 p.m.**

Gordon Vizecky
Secretary

PLANNING COMMISSION MEETING SIGN-IN SHEET

Name (print legibly)	Address or Organization
CRAG WYAN	7632 W. 85th ST, BOM HARTMAN'S
Susan McElroy	6709 and property owner 6737 Pleasant
Sharon Hillin	Resident 6712 Pleasant S
Laura Rand	6729 Pleasant ave. #1 Resident
Patty Lundquist	6729 Pleasant Ave #2
DAN & SITANIA KERICIWI	6734 Pleasant Ave
SATISH IYER	6716 PLEASANT AVE
Bentley Bowen	6728 Wentworth
Janell Powell	6739 Pillsbury
BYRON TREBEJAN	6737/6729 Pleasant ^{owner}
CARI GARD	MUSCO SPORTS LEA
KARL WJELGUS	6729 PILLSBURY AVE
JIM FLEMING	6734 WENTWORTH
DAVE BUZICKY	6933 Stevens
Pat Fleming	6734 Wentworth
Jesse Foley	6735 Pillsbury
Wayne Peterson	6732 Pillsbury
Gina Ripley	7092 Cahill. Edna
Margaret Stancee	400 W 67th St

AGENDA SECTION:	Other Business
AGENDA ITEM #	1.
CASE NO.:	PC Ltr #6



PLANNING COMMISSION MEETING 6/26/2017

REPORT PREPARED BY: Melissa Poehlman, City Planner

CITYPLANNER REVIEW: Melissa Poehlman, City Planner
6/19/2017

ITEM FOR COMMISSION CONSIDERATION:

Consideration of the 2019-2022 Capital Improvement Program and a finding of consistency with the Comprehensive Plan of the Capital Improvement Program and the 2018 Capital Improvement Budget.

EXECUTIVE SUMMARY:

Each year, the City Manager makes a recommendation to the City Council regarding the Capital Improvement Budget (CIB) for the upcoming year. The Planning Commission is responsible for reviewing the Capital Improvement Plan (CIP) and making a recommendation to the City Council. The Commission is also responsible for ensuring that the CIB and the CIP are consistent with the Comprehensive Plan.

Finance Manager, Chris Regis will present a summary and answer questions.

RECOMMENDED ACTION:

By motion:

1. Recommend approval of the 2019-2022 Capital Improvement Program; and
2. Adopt a resolution finding that the 2018 Capital Improvement Budget and 2019-2022 Capital Improvement Program are consistent with the Comprehensive Plan.

BASIS OF RECOMMENDATION:

A. **HISTORICAL CONTEXT**

None

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

- The Planning Commission is required by City Charter to prepare and recommend a CIP for inclusion in the annual budget message of the City Council.
- The Planning Commission is required by State Statute to review all proposed capital improvements within the City and make written findings to the City Council for consistency with the Comprehensive Plan.

C. **CRITICAL TIMING ISSUES:**

D. **FINANCIAL IMPACT:**

- The CIB/CIP are the City's immediate budget and five-year plan for making investments in publicly owned facilities and infrastructure.

E. **LEGAL CONSIDERATION:**

- Discussed above.

ALTERNATIVE RECOMMENDATION(S):

- Recommend rejection of the Capital Improvement Program.
- Reject the attached resolution finding that the Capital Improvement Program and Capital Improvement Budget are not consistent with the Comprehensive Plan.

PRINCIPAL PARTIES EXPECTED AT MEETING:

Chris Regis, Finance Manager

ATTACHMENTS:

Description	Type
☐ Resolution	Resolution Letter
☐ 2018 CIB / 2019-2022 CIP	Exhibit
☐ State & local rules	Exhibit

RESOLUTION NO. _____

**RESOLUTION OF THE RICHFIELD PLANNING COMMISSION
FINDING THAT THE 2018 CAPITAL IMPROVEMENT BUDGET AND
2019-2022 CAPITAL IMPROVEMENT PROGRAM
ARE IN CONFORMANCE WITH THE COMPREHENSIVE PLAN**

WHEREAS, the Planning Commission has reviewed the Comprehensive Plan regarding the proposed capital improvements in the 2018 Capital Improvement Budget and 2019-2022 Capital Improvement Program; and

WHEREAS, the Planning Commission has found that the proposed capital improvements is consistent with the City's Comprehensive Plan,

NOW, THEREFORE BE IT RESOLVED, that the Planning Commission finds that the proposed capital improvements found in the 2018 Capital Improvement Budget and the 2019-2022 Capital Improvement Program are in conformance with the City's Comprehensive Plan.

Adopted this 26th day of June, 2017 by the Planning Commission of the City of Richfield, Minnesota.

Erin Vrieze Daniels, Chairperson

ATTEST:

Gordon Vizecky, Secretary

2018
CAPITAL IMPROVEMENT BUDGET
&
2019-2022
CAPITAL IMPROVEMENT PROGRAM

City Manager's Draft

2018 Capital Improvement Budget

	PROJECT EXPENDITURE
RECREATION & OPEN SPACE	
Park Maintenance	\$ 45,000
Wood Lake Fence Repair and Tree Removal	5,000
Parks Master Plan Improvements	100,000
Ice Arena Conversion to Indirect Refrigeration	300,000
	400,000
	100,000
TOTAL REC. & OPEN SPACE	\$ 950,000
RIGHT OF WAY IMPROVEMENT	
66th Street Reconstruction	\$ 4,000,000
	1,000,000
77th Street Underpass	4,500,000
	1,500,000
Bicycle & Pedestrian Improvements	40,000
Mill and Overlay Program	3,250,000
TOTAL RIGHT-OF-WAY IMPROVEMENT	\$ 14,290,000
PUBLIC FACILITIES	
Replacement Central Garage Equipment	\$ 640,000
Technology Replacement	130,000
Water Plant Roof Replacement	450,000
Wood Lake Lift Station Renovation	35,000
Lift Station No. 2 Control Panel	25,000
Lime Slaker Replacement	87,500
Sanitary Sewer Main Lining	200,000
Penn Liquor Store Remodel	1,200,000
TOTAL PUBLIC FACILITIES	\$ 2,767,500
TOTAL USES OF FUNDS	\$ 18,007,500
 ESTIMATED REVENUE BY SOURCE	
(B) G.O. Street Reconstruction Bonds	\$ 4,000,000
(C) Hennepin County	1,500,000
(FF) Franchise Fees	3,250,000
(I) Internal Funding	100,000
(M) Municipal State Aids	1,040,000
(R) Special Revenue	450,000
(S) State Grants	400,000
(SB) State Bonding	4,500,000
(TL) Tax Levy	770,000
(U) User Fees	1,997,500
TOTAL FUNDING BY SOURCE	\$ 18,007,500

2019 Capital Improvement Plan

	PROJECT EXPENDITURE
RECREATION & OPEN SPACE	
Park Maintenance	\$ 45,000
Wood Lake Fence Repair and Tree Removal	5,000
Parks Master Plan Improvements	100,000
Ice Arena Conversion to Indirect Refrigeration	300,000
	400,000
	100,000
TOTAL REC. & OPEN SPACE	\$ 950,000
RIGHT OF WAY IMPROVEMENT	
66th Street Reconstruction	\$ 2,200,000
	1,500,000
77th Street Underpass	5,500,000
	4,300,000
Bicycle & Pedestrian Improvements	40,000
Lyndale Avenue Reconstruction	7,500,000
	450,000
	50,000
Mill and Overlay Program	3,250,000
TOTAL RIGHT-OF-WAY IMPROVEMENT	\$ 24,790,000
PUBLIC FACILITIES	
Replacement Central Garage Equipment	\$ 650,000
Technology Replacement	135,000
Water Meter Upgrade	500,000
Emergency Water Connection	500,000
Emerson Lift Station	500,000
Lift Station No. 3 Control Panel	25,000
Sanitary Sewer Main Lining	200,000
Liquor Operation Capital Improvements	50,000
TOTAL PUBLIC FACILITIES	\$ 2,560,000
TOTAL USES OF FUNDS	\$ 28,300,000
ESTIMATED REVENUE BY SOURCE	
(B) G.O. Street Reconstruction Bonds	\$ 9,700,000
(FF) Franchise Fees	3,250,000
(I) Internal Funding	100,000
(M) Municipal State Aids	1,990,000
(O) Other Funding To Be Determined	4,300,000
(R) Special Revenue	450,000
(S) State Grants	400,000
(SB) State Bonding	5,500,000
(TL) Tax Levy	785,000
(U) User Fees	1,775,000
(X) Xcel Energy Rate Payers	50,000
TOTAL FUNDING BY SOURCE	\$ 28,300,000

2020 Capital Improvement Plan

	PROJECT EXPENDITURE	
RECREATION & OPEN SPACE		
Park Maintenance	\$ 45,000	R
Wood Lake Fence Repair and Tree Removal	5,000	R
Parks Master Plan Improvements	100,000	R
Ice Arena Conversion to Indirect Refrigeration	300,000	R
	100,000	I
TOTAL REC. & OPEN SPACE	\$ 550,000	
 RIGHT OF WAY IMPROVEMENT		
66th Street Reconstruction	\$ 1,850,000	M
77th Street Underpass	7,000,000	F
Bicycle & Pedestrian Improvements	40,000	M
Lyndale Avenue Reconstruction	2,000,000	U
65th Street Reconstruction	3,500,000	B
	4,000,000	U
Mill and Overlay Program	3,250,000	FF
TOTAL RIGHT-OF-WAY IMPROVEMENT	\$ 21,640,000	
 PUBLIC FACILITIES		
Replacement Central Garage Equipment	\$ 690,000	TL
Technology Replacement	135,000	TL
Water Meter Upgrade	500,000	U
Roof Replacement on Wells 2 and 3	30,000	U
Sanitary Sewer Main Lining	200,000	U
Liquor Operation Capital Improvements	50,000	U
TOTAL PUBLIC FACILITIES	\$ 1,605,000	
TOTAL USES OF FUNDS	\$ 23,795,000	
 ESTIMATED REVENUE BY SOURCE		
(B) G.O. Street Reconstruction Bonds	\$ 3,500,000	
(F) Federal Funding	7,000,000	
(FF) Franchise Fees	3,250,000	
(I) Internal Funding	100,000	
(M) Municipal State Aids	1,890,000	
(R) Special Revenue	450,000	
(TL) General Tax Levy	825,000	
(U) User Fees	6,780,000	
TOTAL FUNDING BY SOURCE	\$ 23,795,000	

2021 Capital Improvement Plan

	PROJECT EXPENDITURE	
RECREATION & OPEN SPACE		
Park Maintenance	\$ 45,000	R
Wood Lake Fence Repair and Tree Removal	5,000	R
Parks Master Plan Improvements	100,000	R
Ice Arena Conversion to Indirect Refrigeration	300,000	R
	100,000	I
TOTAL REC. & OPEN SPACE	\$ 550,000	
RIGHT OF WAY IMPROVEMENT		
Bicycle & Pedestrian Improvements	\$ 40,000	M
65th Street Reconstruction	\$ 500,000	U
TOTAL RIGHT-OF-WAY IMPROVEMENT	\$ 540,000	
PUBLIC FACILITIES		
Replacement Central Garage Equipment	\$ 715,000	TL
Technology Replacement	135,000	TL
Water Meter Upgrade	1,500,000	U
Water main(s) replacement under I-35W	750,000	U
Wells 4, 5, and 6 Roof Replacement	60,000	U
Sanitary Sewer Main Lining	200,000	U
Liquor Operation Capital Improvements	50,000	U
TOTAL PUBLIC FACILITIES	\$ 3,410,000	
TOTAL USES OF FUNDS	\$ 4,500,000	
ESTIMATED REVENUE BY SOURCE		
(I) Internal Funding	\$ 100,000	
(M) Municipal State Aids	40,000	
(R) Special Revenue	450,000	
(TL) General Tax Levy	850,000	
(U) User Fees	3,060,000	
TOTAL FUNDING BY SOURCE	\$ 4,500,000	

2022 Capital Improvement Plan

	PROJECT EXPENDITURE	
RECREATION & OPEN SPACE		
Park Maintenance	\$ 45,000	R
Wood Lake Fence Repair and Tree Removal	5,000	R
Parks Master Plan Improvements	100,000	R
Ice Arena Conversion to Indirect Refrigeration	300,000	R
	100,000	I
TOTAL REC. & OPEN SPACE	\$ 550,000	
 RIGHT OF WAY IMPROVEMENT		
70th Street Reconstruction	\$ 2,500,000	U
	\$ 100,000	X
76th Street West Reconstruction	3,500,000	B
	1,000,000	M
	800,000	X
TOTAL RIGHT-OF-WAY IMPROVEMENT	\$ 7,900,000	
 PUBLIC FACILITIES		
Replacement Central Garage Equipment	\$ 715,000	TL
Technology Replacement	135,000	TL
Sanitary Sewer Main Lining	200,000	U
Liquor Operation Capital Improvements	50,000	U
TOTAL PUBLIC FACILITIES	\$ 1,100,000	
TOTAL USES OF FUNDS	\$ 9,550,000	
 ESTIMATED REVENUE BY SOURCE		
(B) G.O. Street Reconstruction Bonds	\$ 3,500,000	
(I) Internal Funding	100,000	
(M) Municipal State Aids	1,000,000	
(R) Special Revenue	450,000	
(TL) General Tax Levy	850,000	
(U) User Fees	2,750,000	
(X) Xcel Energy Rate Payers	900,000	
TOTAL FUNDING BY SOURCE	\$ 9,550,000	

Capital Improvement Plan - Beyond 2022

	PROJECT EXPENDITURE	
RECREATION & OPEN SPACE		
Ice Arena Conversion to Indirect Refrigeration	\$ 358,800	R
	100,000	I
TOTAL REC. & OPEN SPACE	\$ 458,800	
 RIGHT OF WAY IMPROVEMENT		
Humboldt Ave/Lakeshore Drive Reconstruction	\$ 4,000,000	B
Nicollet Avenue Reconstruction	5,000,000	B
	8,000,000	C
Penn Avenue Reconstruction	5,000,000	B
	8,000,000	C
TOTAL RIGHT-OF-WAY IMPROVEMENT	\$ 30,000,000	
 PUBLIC FACILITIES		
Sanitary Sewer Main Lining	\$ 200,000	U
TOTAL PUBLIC FACILITIES	\$ 200,000	
TOTAL USES OF FUNDS	\$ 30,658,800	
 ESTIMATED REVENUE BY SOURCE		
(B) G.O. Street Reconstruction Bonds	\$ 14,000,000	
(C) Hennepin County	16,000,000	
(I) Internal Funding	100,000	
(R) Special Revenue	358,800	
(U) User Fees	200,000	
TOTAL FUNDING BY SOURCE	\$ 30,658,800	

2019 - 2022 CAPITAL IMPROVEMENT PLAN - CITY OF RICHFIELD, MINNESOTA

Recommended and Scheduled for Four Year Period

PROJECTS	TOTAL*	Recommended and Scheduled for Four Year Period				
	CIP COST	2019	2020	2021	2022	Beyond 2022
RECREATION						
OPEN SPACE DEVELOPMENT						
1 Park Maintenance	\$ 180,000	\$ 45,000 R	\$ 45,000 R	\$ 45,000 R	\$ 45,000 R	\$ -
2 Wood Lake Fence Repair and Tree Removal	\$ 20,000	5,000 R	5,000 R	5,000 R	5,000 R	-
3 Parks Master Plan Improvements	\$ 400,000	100,000 R	100,000 R	100,000 R	100,000 R	-
4 Ice Arena Conversion to Indirect Refrigeration Ph. 1	\$ 1,558,800	300,000 R	300,000 R	300,000 R	300,000 R	358,800 R
5	\$ 800,000	400,000 S	100,000 I	100,000 I	100,000 I	100,000 I
6	\$ 100,000	100,000 I	-	-	-	-
7 TOTAL RECREATION & OPEN SPACE	\$ 3,058,800	\$ 950,000	\$ 550,000	\$ 550,000	\$ 550,000	\$ 458,800
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9 (R) Special Revenue	\$ 2,158,800	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 358,800
10 (S) State Grants	\$ 400,000	400,000	-	-	-	-
11 (I) Internal Funding	\$ 500,000	100,000	100,000	100,000	100,000	100,000
12 TOTAL FUNDING BY SOURCE	\$ 3,058,800	\$ 950,000	\$ 550,000	\$ 550,000	\$ 550,000	\$ 458,800
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43 (B) G.O. Improvement Bonds	\$ 30,700,000	\$ 9,700,000	\$ 3,500,000	\$ -	\$ 3,500,000	\$ 14,000,000
44 (C) Hennepin County	\$ 16,000,000	-	-	-	-	16,000,000
45 (F) Federal Funding	\$ 7,000,000	-	7,000,000	-	-	-
46 (FF) Franchise Fees	\$ 6,500,000	3,250,000	3,250,000	-	-	-
47 (M) Municipal State Aid	\$ 4,920,000	1,990,000	1,890,000	40,000	1,000,000	-
48 (O) Other Funding to be Determined	\$ 4,300,000	4,300,000	-	-	-	-
49 (SB) State Bonding	\$ 5,500,000	5,500,000	-	-	-	-
50 (U) User Fees	\$ 8,500,000	-	6,000,000	-	2,500,000	-
51 (X) Xcel Energy Rate Payers	\$ 950,000	50,000	-	-	900,000	-
52 TOTAL FUNDING BY SOURCE	\$ 84,370,000	\$ 24,790,000	\$ 21,640,000	\$ 40,000	\$ 7,900,000	\$ 30,000,000
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67 TOTAL PUBLIC FACILITIES	\$ 8,875,000	\$ 2,560,000	\$ 1,605,000	\$ 3,410,000	\$ 1,100,000	\$ 200,000
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69 (TL) Tax Levy	\$ 3,310,000	\$ 785,000	\$ 825,000	\$ 850,000	\$ 850,000	\$ -

Recommended and Scheduled for Four Year Period

PROJECTS	TOTAL*	Recommended and Scheduled for Four Year Period				
	CIP COST	2019	2020	2021	2022	Beyond 2022
70 (U) User Fees	\$ 5,565,000	1,775,000	780,000	2,560,000	250,000	200,000
71 TOTAL FUNDING BY SOURCE	\$ 8,875,000	\$ 2,560,000	\$ 1,605,000	\$ 3,410,000	\$ 1,100,000	\$ 200,000

Recommended and Scheduled for Four Year Period

PROJECTS	TOTAL*	Recommended and Scheduled for Four Year Period					Beyond 2022
	CIP COST	2019	2020	2021	2022		
2019 - 2022 CAPITAL IMPROVEMENT PLAN - CITY OF RICHFIELD, MINNESOTA							
SUMMARY PROJECTS							
76 Recreation/Open Space Development	\$ 3,058,800	\$ 950,000	\$ 550,000	\$ 550,000	\$ 550,000	\$ 458,800	
77 Right of Way Improvements	\$ 84,870,000	24,790,000	21,640,000	540,000	7,900,000	30,000,000	
78 Public Facilities	\$ 8,875,000	2,560,000	1,605,000	3,410,000	1,100,000	200,000	
79 TOTAL CAPITAL PROJECTS	\$ 96,803,800	\$ 28,300,000	\$ 23,795,000	\$ 4,500,000	\$ 9,550,000	\$ 30,658,800	
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81 (B) G.O. Improvement Bonds	\$ 30,700,000	\$ 9,700,000	\$ 3,500,000	\$ -	\$ 3,500,000	\$ 14,000,000	
82 (C) Hennepin County	\$ 16,000,000	-	-	-	-	16,000,000	
83 (F) Federal Funding	\$ 7,000,000	-	7,000,000	-	-	-	
84 (FF) Franchise Fees	\$ 6,500,000	3,250,000	3,250,000	-	-	-	
85 (I) Internal Funding	\$ 500,000	100,000	100,000	100,000	100,000	100,000	
86 (M) Municipal State Aid	\$ 4,920,000	1,990,000	1,890,000	40,000	1,000,000	-	
87 (O) Other Funding to be Determined	\$ 4,300,000	4,300,000	-	-	-	-	
88 (R) Special Revenue	\$ 2,158,800	450,000	450,000	450,000	450,000	358,800	
89 (S) State Grants	\$ 400,000	400,000	-	-	-	-	
90 (SB) State Bonding	\$ 5,500,000	5,500,000	-	-	-	-	
91 (TL) Tax Levy	\$ 3,310,000	785,000	825,000	850,000	850,000	-	
92 (U) User Fees	\$ 14,565,000	1,775,000	6,780,000	3,060,000	2,750,000	200,000	
93 (X) Xcel Energy Rate Payers	\$ 950,000	50,000	-	-	900,000	-	
94 TOTAL FUNDING SOURCES	\$ 96,803,800	\$ 28,300,000	\$ 23,795,000	\$ 4,500,000	\$ 9,550,000	\$ 30,658,800	

95 * Total CIP costs do not include any project costs reflected in the 2018 CIB.

**CHAPTER 7
RICHFIELD CITY CHARTER**

TAXATION AND FINANCES

Section 7.05. Preparation and Submission of Annual Budget. At a special budget meeting of the Council on or before September 8, the City Manager must submit to the Council a proposed budget and a budget message in the form and containing the information specified in Section 7.06. In preparing the budget and the budget message, the Manager must obtain from City department heads information regarding (i) proposed expenditures for the ensuing fiscal year, and (ii) capital projects and capital expenditures proposed to be undertaken in the ensuing budget year and in the following four fiscal years. The Council must hold one or more informational meetings on the proposed budget at which the public may provide comments and may thereafter revise the proposed expenditures and capital projects contained in the proposed budget document. (Amended Bill 1990-13; Bill No. 2003-23)

Section 7.06. Form of Annual Budget. Subdivision 1. The budget must contain a financial plan for the ensuing fiscal year. The financial plan must include: (i) a budget message, (ii) a general summary of the financial plan, (iii) estimates of revenues applicable to proposed expenditures, and, (iv) proposed expenditures. Proposed expenditures may not exceed proposed revenues. Proposed expenditures for the general and special revenue funds must (i) be listed by organization, unit or activity, and (ii) be in parallel columns opposite the major and minor object of the expenditure showing the amount of expenditure for the last fiscal year, the amount estimated for the current fiscal year and the proposed expenditure for the ensuing fiscal year. The revenues attributable to each general and special fund must be presented in a similar manner. The statement of revenues must include the source of and amount of miscellaneous revenues, the amount of surplus of prior fiscal year revenues, and the amount of revenues raised by property taxes in the prior fiscal year and estimated to be raised in the current fiscal year. (Amended Bill 1990-13; Bill No. 2003-23)

Subd. 2. The Budget Message. The budget message may be submitted by the Manager as a separate document but it must accompany the budget. The message must contain the following elements: (Amended Bill No. 2003-23)

(ii) Capital Improvements. The message must contain a description of pending and proposed capital projects together with estimates of the costs of those projects and the sources of funds to be used to pay for them. (Amended Bill 2003-23)

(iii) Capital Program. The message must contain, or have attached to it, a Capital Project Plan for the four fiscal years following the fiscal year of the budget. The Capital Project Plan is to be prepared by the Manager after consultation with the department heads and any informational meetings conducted under Section 7.05. (Amended Bill 1990-13; Bill No. 2003-23)

**462.356 Procedure to affect plan: generally.
Minnesota State Statute**

Subd. 2. Compliance with plan. After a comprehensive municipal plan or section thereof has been recommended by the planning agency and a copy filed with the governing body, no publicly owned interest in real property within the municipality shall be acquired or disposed of, nor shall any capital improvement be authorized by the municipality or special district or agency thereof or any other political subdivision having jurisdiction within the municipality until after the planning agency has reviewed the proposed acquisition, disposal, or capital improvement and reported in writing to the governing body or other special district or agency or political subdivision concerned, its findings as to compliance of the proposed acquisition, disposal or improvement with the comprehensive municipal plan. Failure of the planning agency to report on the proposal within 45 days after such a reference, or such other period as may be designated by the governing body shall be deemed to have satisfied the requirements of this subdivision. The governing body may, by resolution adopted by two-thirds vote dispense with the requirements of this subdivision when in its judgment it finds that the proposed acquisition or disposal of real property or capital improvement has no relationship to the comprehensive municipal plan.

AGENDA SECTION:	Public Hearings
AGENDA ITEM #	2.
CASE NO.:	17-CUP-04, 17-VAR-04



PLANNING COMMISSION MEETING 6/26/2017

REPORT PREPARED BY: Matt Brillhart, Associate Planner

CITYPLANNER REVIEW: Melissa Poehlman, City Planner
6/21/2017

ITEM FOR COMMISSION CONSIDERATION:

Public hearing to consider a request for a conditional use permit and variance to allow a restaurant at 6436 Penn Avenue.

EXECUTIVE SUMMARY:

Nielsen Foods is proposing to open a Subway restaurant in the building at 6436 Penn Avenue. Fast food / convenience restaurants are a conditionally permitted use in the Mixed Use Community (MU-C) District. In addition to the CUP, the applicant is requesting approval of a variance to reduce off-street parking requirements.

Subway plans to occupy 1,500 square feet of the building, while the remaining 8,000 square feet would be occupied by the building's owner, Dynamic Products Midwest (DPM). The parking requirement for fast food restaurants is 17 spaces per 1,000 square feet and the requirement for wholesale businesses is 1 per 800 square feet of gross floor area. Based strictly on the square footage of the building, the combined parking requirement is 33 spaces (23 for Subway and 10 for DPM.) 17 spaces are available on the property and space is not available to create additional parking.

Several unique factors exist to justify reducing the parking requirement. Despite the large amount of building space they occupy, DPM has just 12 total employees, several of whom work off-site entirely or are dispatched in the field most of the day. Much of the building is used as storage for equipment and product inventory. While the area behind the building cannot officially be counted as parking space due to non-compliant access aisle and stall dimensions, DPM allows up to 5 employees to park in this area, reducing pressure on the parking lot. Furthermore, the City's parking requirement for fast food restaurants are much higher than Subway's own requirement of 12 spaces (1 space per 125 square feet). Lastly, this location is in close proximity to a concentration of apartments and businesses and it is reasonable to assume that some percentage of customers and employees will choose to walk rather than drive. Given the existing usage of the building, staff does not anticipate that shortages will occur.

Finding that the proposal meets requirements, staff recommends approval of the conditional use permit and variance.

RECOMMENDED ACTION:

Conduct and close a public hearing and by motion: Recommend approval of a conditional use permit and variance to allow a restaurant at 6436 Penn Avenue.

BASIS OF RECOMMENDATION:

A. HISTORICAL CONTEXT

See Executive Summary.

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

Fast food / convenience (Type III) restaurants are a conditionally permitted use in the Mixed Use Community (MU-C) District. The applicant is requesting a variance from Zoning Code Subsection 544.13, as described above in the Executive Summary. A full discussion of general CUP requirements and additional information related to the requested variance and required findings can be found as an attachment to this report.

C. CRITICAL TIMING ISSUES:

60-DAY RULE: The 60-day clock 'started' when a complete application was received on June 12, 2017. A decision is required by August 11, 2017 or the Council must notify the applicant that it is extending the deadline (up to a maximum of 60 additional days or 120 days total) for issuing a decision.

D. FINANCIAL IMPACT:

None.

E. LEGAL CONSIDERATION:

- Notice of this public hearing was published in the Sun Current newspaper and mailed to properties within 350 feet of the site on June 13.
- Council consideration has been tentatively scheduled for July 11, 2017.

ALTERNATIVE RECOMMENDATION(S):

- Recommend approval of the proposal with modifications
- Recommend denial of the conditional use permit and/or variance with a finding that requirements are not met.

PRINCIPAL PARTIES EXPECTED AT MEETING:

Steve Nielsen, applicant

ATTACHMENTS:

Description	Type
☐ Resolution	Resolution Letter
☐ Requirements attachment	Backup Material
☐ Site plans, zoning maps	Backup Material

RESOLUTION NO.

**RESOLUTION APPROVING A
CONDITIONAL USE PERMIT AMENDMENT AND VARIANCE
FOR A RESTAURANT
AT 6436 PENN AVENUE**

WHEREAS, an application has been filed with the City of Richfield which requests approval of a conditional use permit amendment and variance to allow a Class III (fast food / convenience) restaurant at property commonly known as 6436 Penn Avenue and legally described as follows:

That part of the north 115.9 feet of the south 270.9 feet of the east 167 feet of Lot 1, RICHFIELD GARDENS which lies south of the north 354.5 feet of said Lot 1, Hennepin County, Minnesota

WHEREAS, the Planning Commission of the City of Richfield held a public hearing and recommended approval of the requested conditional use permit and variance at its June 26, 2017 meeting; and

WHEREAS, notice of the public hearing was published in the Sun Current on June 15, 2017 and mailed to properties within 350 feet of the subject property on June 13, 2017; and

WHEREAS, the requested conditional use permit meets the requirements necessary for issuing a conditional use permit as specified in Richfield's Zoning Code, Subsection 547.09 and as detailed in City Council Staff Report No.____; and

WHEREAS, the Zoning Code states that off-street parking for Class III (fast food / convenience) restaurants shall be provided at a ratio of 17 spaces per 1,000 square feet of gross floor area and for wholesale businesses at a ratio of 1 space per 800 square feet of gross floor area, Subsection 544.13, Subd. 6; 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 City has fully considered the request for approval of the conditional use permit;

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

1. The City Council makes the following general findings:
 - a. The Property is zoned Mixed Use Community (MU-C).
 - b. The Zoning Code states that off-street parking for Class III (fast food / convenience) restaurants shall be provided at a ratio of 17 spaces per 1,000 square feet of gross floor area and for wholesale businesses at a ratio of 1 space per 800 square feet of gross floor area. 17 spaces are available on site. A variance from Subsection 544.13, Subd. 6 is necessary.

2. With respect to the application for a variance from the above-listed requirements, the City Council makes the following findings:
 - a. Parking requirements are based on square footage. Subway plans to occupy 1,500 square feet of the building, while the remaining 8,000 square feet would be occupied by the building's owner, Dynamic Products Midwest (DPM). The parking requirement for Class III (fast food / convenience) restaurants is 17 spaces per 1,000 square feet of gross floor area and the requirement for wholesale businesses is 1 space per 800 square feet of gross floor area. After factoring in a 10 percent reduction for proximity to public transit service, the total parking requirement is 33 spaces (23 for Subway and 10 for DPM.) 17 spaces are available on the property and no space exists to create additional parking.
 - b. Unique circumstances apply in that DPM has only 12 total employees, several of whom work off site entirely or are dispatched in the field most of the day. Much of the building is used as storage for their equipment and products. While the area behind the building cannot officially be counted as parking spaces due to non-compliant access aisle and stall dimensions, DPM allows up to 5 employees to park in that area, reducing pressure on the available spaces in the parking lot. Furthermore, the City's parking requirements for fast food restaurants are much higher than Subway's own requirement of 12 spaces for a 1,500 square foot restaurant (1 space per 125 square feet.)
 - c. Granting the requested variance will not alter the character of the neighborhood or locality. Given the existing usage of the building, staff does not anticipate that shortages will occur. This location is in close proximity to a concentration of apartments and businesses. It is reasonable to assume that some percentage of customers and employees will choose to walk rather than drive.
 - d. The variance requested is the minimum necessary to alleviate the practical difficulty. Space is not available to create additional parking.
 - e. The proposed variance does not conflict with the purpose or intent of the Ordinance or Comprehensive Plan.
3. Based on the above findings, a variance is hereby approved to reduce the off-street parking requirement for the Subject Property to 17 spaces.
4. A conditional use permit is issued to allow a Class III (fast food/convenience) restaurant, as described in City Council Letter No. _____, on the Subject Property legally described above.
5. This conditional use permit is subject to the following conditions in addition to those specified in Section 547.09 of the City's Zoning Ordinance:
 - That the recipient of this conditional use permit record this Resolution with the County, pursuant to Minnesota Statutes Section 462.36, Subd. 1 and the City's Zoning Ordinance Section 547.09, Subd. 8. A recorded copy of the approved resolution must be submitted to the City prior to the issuance of an occupancy permit.
 - The proposed interior trash room must meet all Building/Health Codes.
 - The parking lot must be patched/resurfaced and restriped, including a connection from the sidewalk to accessible parking/loading space before a certificate of occupancy will be issued.

- All rooftop or ground mechanical equipment must be screened, per Zoning Code Section 544.05.
 - Sign permits are required for any signs greater than 6 square feet in area. Awnings are the preferred sign type in this district.
 - The remaining space in the building may not be used by another restaurant.
 - The applicant is responsible for obtaining all required permits, compliance with all requirements detailed in the City's Administrative Review Committee Report dated June 5, 2017, and compliance with all other City and State regulations.
 - Prior to the issuance of an occupancy permit the applicant must submit a surety equal to 125% of the value of any improvements and/or requirements not yet complete. This surety shall be provided in the manner specified by the Zoning Code.
6. The conditional use permit and variance shall expire one year after issuance unless 1) the use for which the permit was granted has commenced; or 2) Building permits have been issued and substantial work performed; or 3) Upon written request of the applicant, the Council extends the expiration date for an additional period not to exceed one year. Expiration is governed by the City Zoning Ordinance, Section 547.09, Subdivision 9.
7. This 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 City's Zoning Ordinance, Section 547.09, Subd. 10.

Adopted by the City Council of the City of Richfield, Minnesota this 11th day of July 2017.

Pat Elliott, Mayor

ATTEST:

Elizabeth VanHoose, City Clerk

Code Requirements / Required Findings

Part 1 – Conditional Use Permit: The findings necessary to issue a Conditional Use Permit (CUP) are as follows (547.09, Subd. 6):

1. *The proposed use is consistent with the goals, policies, and objectives of the City's Comprehensive Plan.* The proposed use of the property is consistent with the guiding "Mixed Use" designation. The Comprehensive Plan identifies a number of goals and policies related to economic development and support for business and employment growth. The proposal is consistent with these goals and policies.
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 purpose of the Zoning Code is to protect and promote the public health, safety, comfort, aesthetics, economic viability, and general welfare of the City. In the Penn Avenue Corridor, the Mixed Use District is intended to be a vibrant, pedestrian-oriented neighborhood center. The proposal is consistent with these purposes.
3. *The proposed use is consistent with any officially adopted redevelopment plans or urban design guidelines.* There are limited opportunities to bring the property into compliance with the Penn Avenue Design Guidelines, such as adding awnings to the building.
4. *The proposed use is or will be in compliance with the performance standards specified in Section 544 of this code.* The proposed use will maintain the status quo compliance with performance standards requirements. The site is 100% impervious surface and limited opportunities exist to add landscaping or screening. The applicant is requesting a variance to reduce the off-street parking requirement, described in Part 2.
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 issues.
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.* Investment and improvement in vacant sites is necessary to maintain a thriving community.
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.

Part 2 - Variance: The findings necessary to approve a variance are as follows (Subd. 547.11):

1. *There are “practical difficulties” that prevent the property owner from using the property in a reasonable manner.*
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.*
3. *The variance would not alter the character of the neighborhood or the locality.*
4. *The variance is the minimum necessary to alleviate the practical difficulty.*
5. *The variance is in harmony with the general purpose and intent of the ordinance and consistent with the Comprehensive Plan.*

Reduced Parking Requirement (Subsection 544.13, Subd. 6)

The applicant is requesting a variance to reduce the off-street parking requirement from 33 stalls to 17 stalls.

Criteria 1: Strict enforcement of this requirement would cause a practical difficulty. Parking requirements are based on square footage. Subway plans to occupy 1,500 square feet of the building, while the remaining 8,000 square feet would be occupied by the building’s owner, Dynamic Products Midwest (DPM). The parking requirement for Class III (fast food / convenience) restaurants is 17 spaces per 1,000 square feet of gross floor area and the requirement for wholesale businesses is 1 per 800 square feet of gross floor area. After factoring in a 10 percent reduction for proximity to public transit service, the total parking requirement is 33 spaces (23 for Subway and 10 for DPM.) 17 spaces are available on the property and no space exists to create additional parking.

Criteria 2: Unique circumstances apply in that DPM has only 12 total employees, several of whom work off-site entirely or are dispatched in the field most of the day. Much of the building is used as storage for their equipment and products. While the area behind the building cannot officially be counted as parking spaces due to non-compliant access aisle and stall dimensions, DPM allows up to 5 employees to park in that area, reducing pressure on the available spaces in the parking lot. Furthermore, the City’s parking requirements for fast food restaurants are much higher than Subway’s own requirement of 12 spaces for a 1,500 square foot restaurant (1 space per 125 square feet.)

Criteria 3: Granting the requested variance will not alter the character of the neighborhood or locality. Given the existing usage of the building, staff does not anticipate that shortages will occur. This location is in close proximity to a concentration of apartments and businesses. It is reasonable to assume that some percentage of customers and employees will choose to walk rather than drive.

Criteria 4: The variance requested is the minimum necessary to alleviate the practical difficulty. Space is not available to create additional parking.

Criteria 5: The proposed variance does not conflict with the purpose or intent of the Ordinance or Comprehensive Plan.



Hennepin County Property Map

Date: 5/25/2017



PARCEL ID: 2902824140022

OWNER NAME: Charis Properties Llc

PARCEL ADDRESS: 6436 Penn Ave S, Richfield MN 55423

PARCEL AREA: 0.44 acres, 19,225 sq ft

A-T-B: Abstract

SALE PRICE: \$750,000

SALE DATA: 03/2007

SALE CODE: Warranty Deed

ASSESSED 2016, PAYABLE 2017

PROPERTY TYPE: Commercial-Preferred

HOMESTEAD: Non-Homestead

MARKET VALUE: \$791,000

TAX TOTAL: \$29,411.74

ASSESSED 2017, PAYABLE 2018

PROPERTY TYPE: Commercial-preferred

HOMESTEAD: Non-homestead

MARKET VALUE: \$812,000

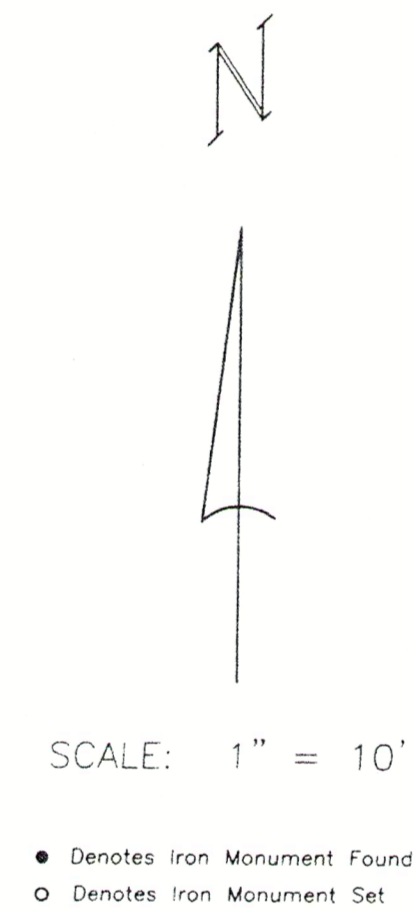
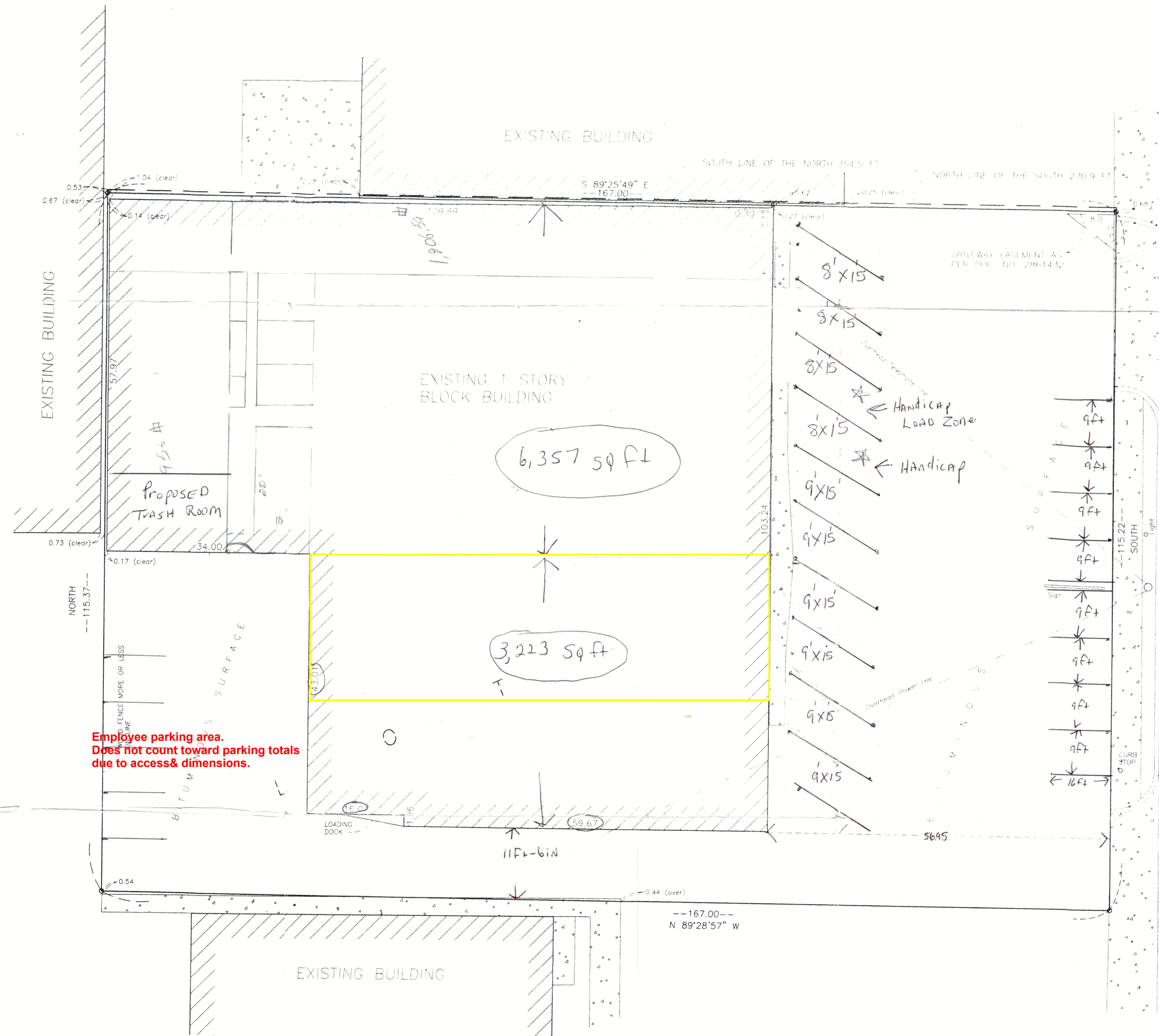
Comments:

This data (i) is furnished 'AS IS' with no representation as to completeness or accuracy; (ii) is furnished with no warranty of any kind; and (iii) is not suitable for legal, engineering or surveying purposes. Hennepin County shall not be liable for any damage, injury or loss resulting from this data.

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CERTIFICATE OF SURVEY

Survey for: GREGG & GREGG LLP



* total Buildings 9,580 sq ft

DESCRIPTION: That part of the North 115.9 ft. of the South 270.9 ft. of the East 167 ft. of Lot 1, RICHFIELD GARDENS which lies South of the North 354.5 ft. of said Lot 1.

DESCRIPTION FOR PROPERTY TO THE NORTH:
The East 167 ft. of the South 114.5 ft. of the North 354.5 ft. of Lot 1, RICHFIELD GARDENS.

I hereby certify that this survey was prepared by me or under my direct supervision, and that I am a registered land surveyor under the laws of the State of Minnesota. Dated this 6th day of June, 2002.

CARLSON & CARLSON, INC.
LAND SURVEYORS
Tele. No. (952) 888-2084

BY *Larry R. Couture*
Larry R. Couture, Land Surveyor
Minnesota License No. 9018

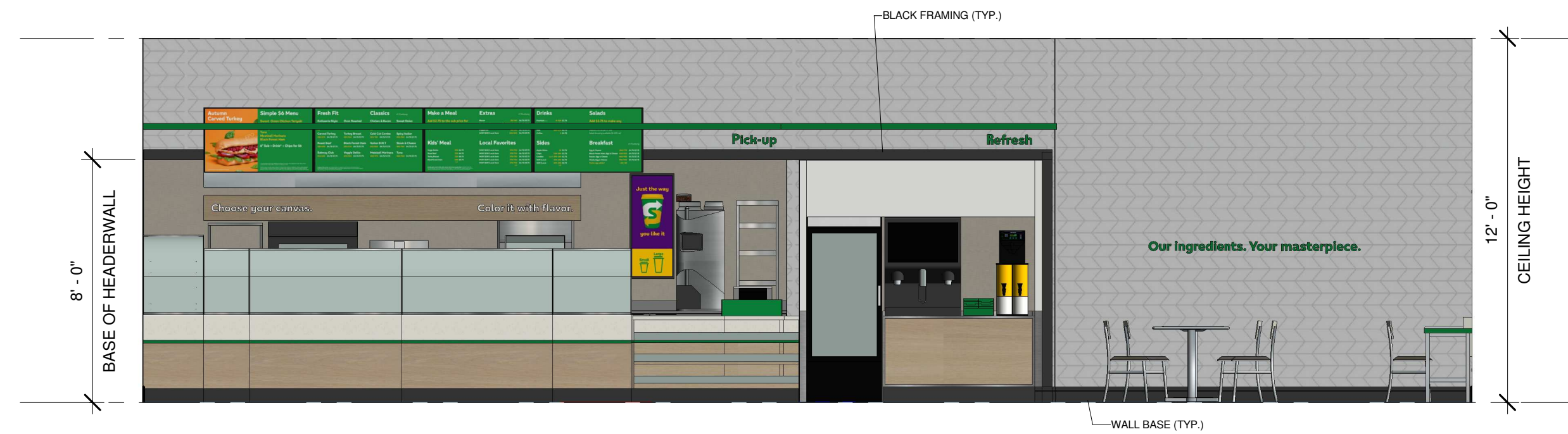


Revised 6-20-02

③ 266
⑤ 11X17



6 STORE OVERVIEW



4 C
1/4" = 1'-0"



5 D
1/4" = 1'-0"



3 B
1/4" = 1'-0"

NOTE:
"THESE PLANS ARE FOR REVIEW ONLY AND ARE NOT TO BE CONSTRUCTED AS FINAL APPROVAL"

SYMBOL LEGEND

- ⊕ - 120V DUPLEX OUTLET
- ⊕ - 220V SINGLE OUTLET
- ⊞ - ELECTRIC PANEL
- ⊞ - PHONE JACK
- ▼ - DATA JACK
- C.M. - CEILING MOUNTED
- F.M. - FLOOR MOUNTED
- ⊕ - JUNCTION BOX
- ⊞ - THERMOSTAT

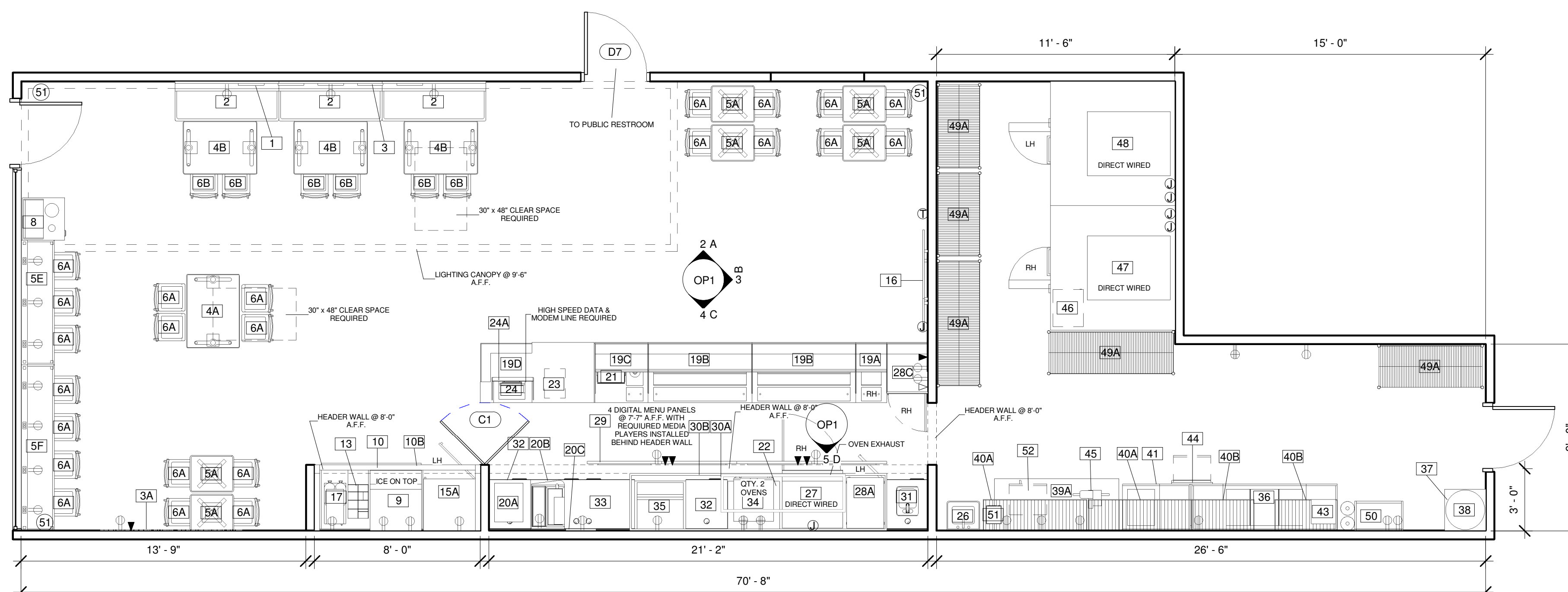
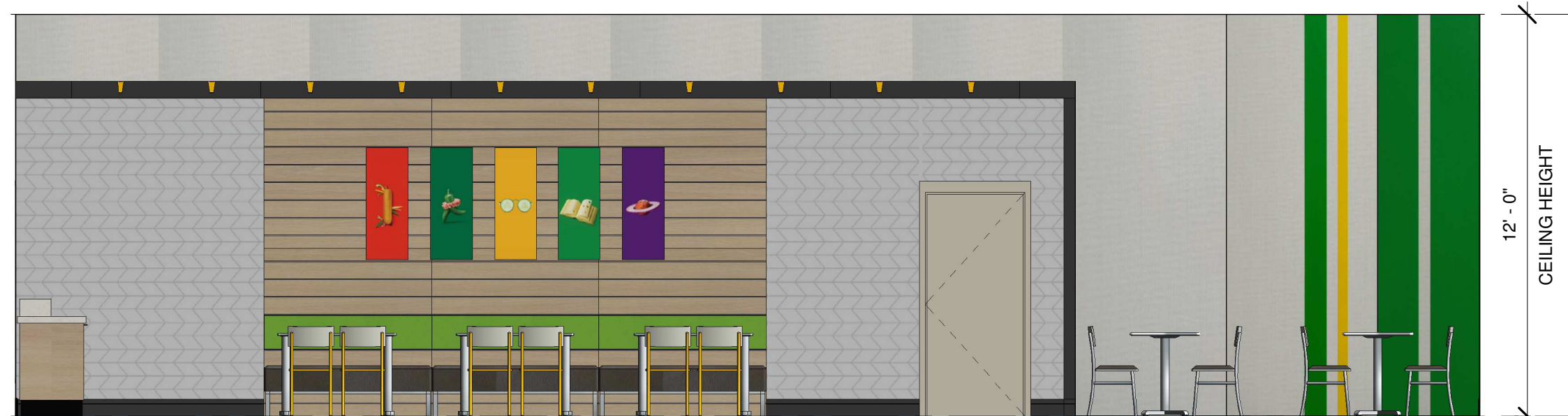
- ELECTRICAL OUTLET HEIGHTS MEASURED TO BOTTOM OF BOX.
- ONE ELECTRICAL JUNCTION BOX TO BE LOCATED IN CEILING ABOVE EACH WINDOW.
- CUNO MODEL SW260-PLUS WATER FILTRATION SYSTEM IS REQUIRED IN ALL NEW STORES THAT DISPENSE BEVERAGES. THE RECOMMENDED PLACEMENT FOR INSTALLATION IS MOUNTED TO SODA SYRUP RACK BY COCA-COLA. SECONDARY PLACEMENT OPTION IS MOUNTED ON THE BACKROOM WALL. THIRD INSTALLATION OPTION IS MOUNTING INSIDE THE FRONT BEVERAGE COUNTER WHEN SPACE LIMITATIONS OCCUR. REQUIRED: 1/2" INCOMING WATER LINE FEED WITH 1/2" BALL VALVE SHUT-OFF AND 1/2" FPT CONNECTION. MINIMUM 110 VOLT, 20 AMP ELECTRICAL SERVICE TO SUPPORT THE CARBONATOR AND WATER BOOSTER (MUST BE DEDICATED CIRCUIT).
- SECONDARY CHIP RACK IS REQUIRED IN THE CUSTOMER AREA. THE TWO AVAILABLE OPTIONS ARE: BASKET STYLE CHIP RACK AT THE POINT OF ORDER (PREFERRED PLACEMENT) OR PURSE RAIL MOUNTED CHIP RACK. (MOUNTED ON TOP OF THE PURSE RAIL)
- EXIT LIGHTS INSTALLED BY G.C. PER LOCAL CODE.
- EMERGENCY LIGHTS INSTALLED BY G.C. PER LOCAL CODE.
- EXTINGUISHERS, SMOKE AND FIRE DETECTION SYSTEMS INSTALLED BY G.C. PER LOCAL CODE.
- LABOR & MATERIAL SUPPLIED BY G.C. UNLESS OTHERWISE NOTED.
- ALL DIMENSIONS TO BE VERIFIED BY G.C. ON SITE.
- REFRIGERATOR AND FREEZER MUST BE ADEQUATELY VENTILATED. REFER TO MANUFACTURER FOR DETAILS.

2. Door Index	
#	Door Size
C1	28" X 36"
D7	36" X 80"

1. Equipment Index

#	Item
1	WOOD PLANK FOCAL WALL
2	WALL BENCH
3	WALL ARTS
3A	BRAND MESSAGING
4A	30" X 42" X 30" TABLE
4B	30" X 42" X 30" TABLE
5A	24" X 20" X 30" TABLE
5E	72" SIT DOWN COUNTER
5F	96" SIT DOWN COUNTER
6A	CHAIR
6B	CHAIR
8	TRASH/RECYCLE RECEPTACLE
9	SODA FOUNTAIN
10	60" BEVERAGE DESTINATION CENTER
10B	BEVERAGE COUNTER SHROUD
13	BEVERAGE CADDY
15A	DISPLAY REFRIGERATOR (LH)
16	60" ILLUMINATED CHOICE MARK SIGN
17	TEA / COFFEE BREWER
19A	18" HOT FOOD SECTION- RH
19B	60" COLD PAN
19C	31" SOUP SECTION- RH
19D	66" CASH SECTION
20A	PICK-UP SHELF
20B	COFFEE MAKER
20C	FRAMED COFFEE GRAPHIC
21	COOKIE DISPLAY
22	OVEN CART
23	SAFE
24	P.O.S.
24A	P.O.S. SHROUD
26	HAND SINK
27	NU-VU BREAD OVEN (RH)
28A	COMBINATION BREAD CABINET(LH)
28C	FRONT LINE BREAD DISPLAY- RH
29	DIGITAL MENUBOARD
30A	WOOD EQUIPMENT VALANCE
30B	DECORATIVE VALANCE
31	24" BACK COUNTER SINK
32	24" BACK COUNTER
33	60" REFRIGERATED BACK COUNTER
34	RAPID COOK OVEN
35	FRESH DISPLAY
36	3 COMP SINK
37	MOP SINK
38	HOT WATER TANK
39A	72" X 30" WORKTABLE
40A	WALL SHELF
40B	SMART WALL SYSTEM
41	VEGETABLE SINK
43	CLEANING PRODUCT RACK
44	DISHWASHER
45	VEGETABLE SLICER
46	RETARDER CABINET
47	6'X6' COOLER
48	6'X6' FREEZER
49A	STORAGE UNITS
50	SODA STORAGE
51	STEREO SYSTEM
52	MICROWAVE

2 A
1/4" = 1'-0"



1 FURNITURE & EQUIPMENT PLAN
1/4" = 1'-0"



STORE #: 4585 RELO.

FRANCHISEE:
STEVE NIELSEN

DEVELOPMENT AGENT
OLSEN/CLARK/
ANDERSON

ADDRESS:
6442 PENN AVE. S.
RICHFIELD, MN.
55423 USA

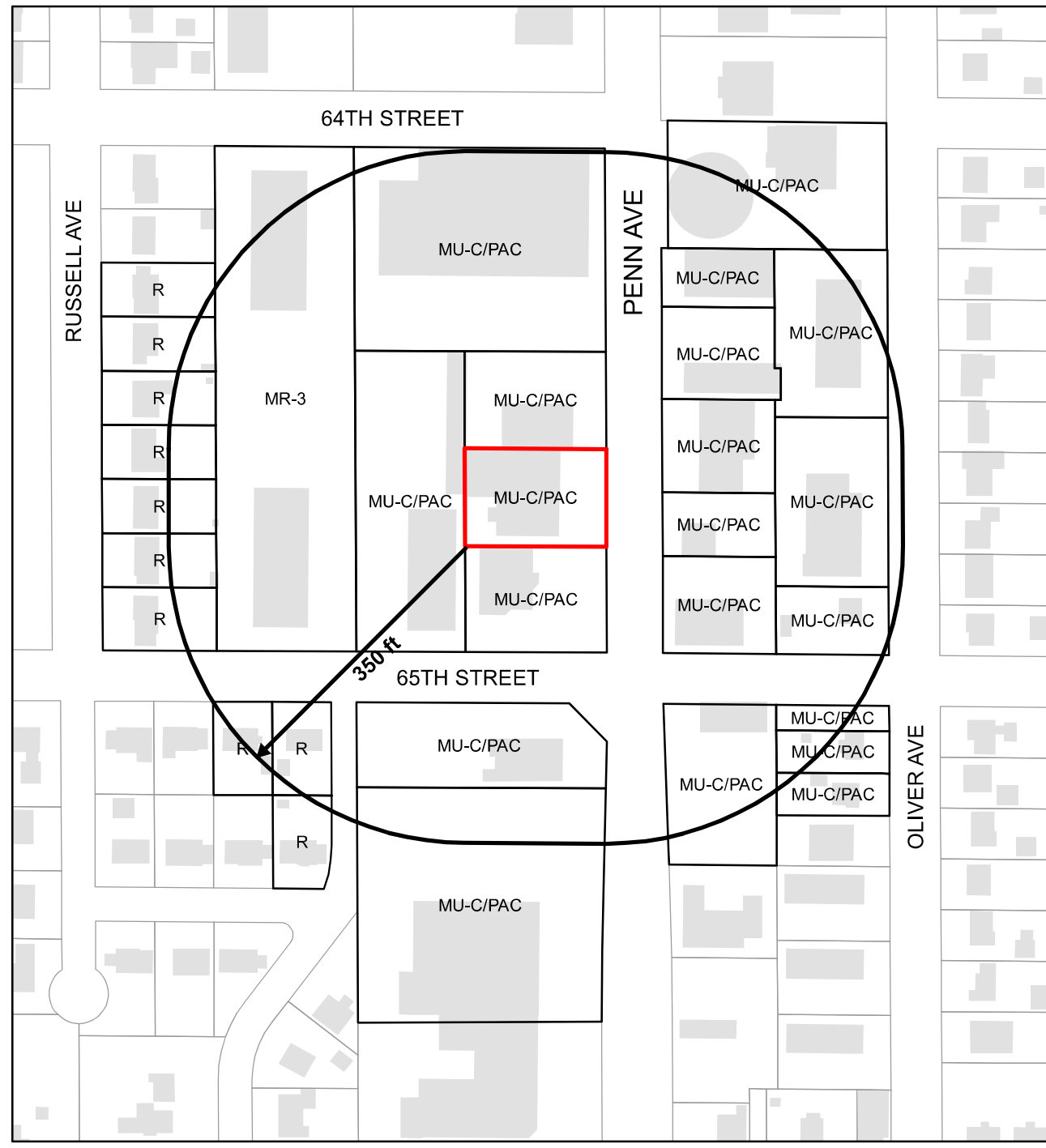
DESIGNED BY:
DAVID SURA

REVISION #:

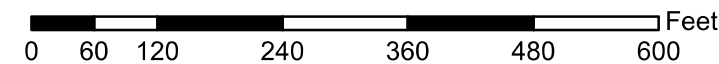
SCALE:
As indicated
DATE:
MAY 5, 2017

6436 Penn Ave - CUP VAR 6/2017

Surrounding Zoning

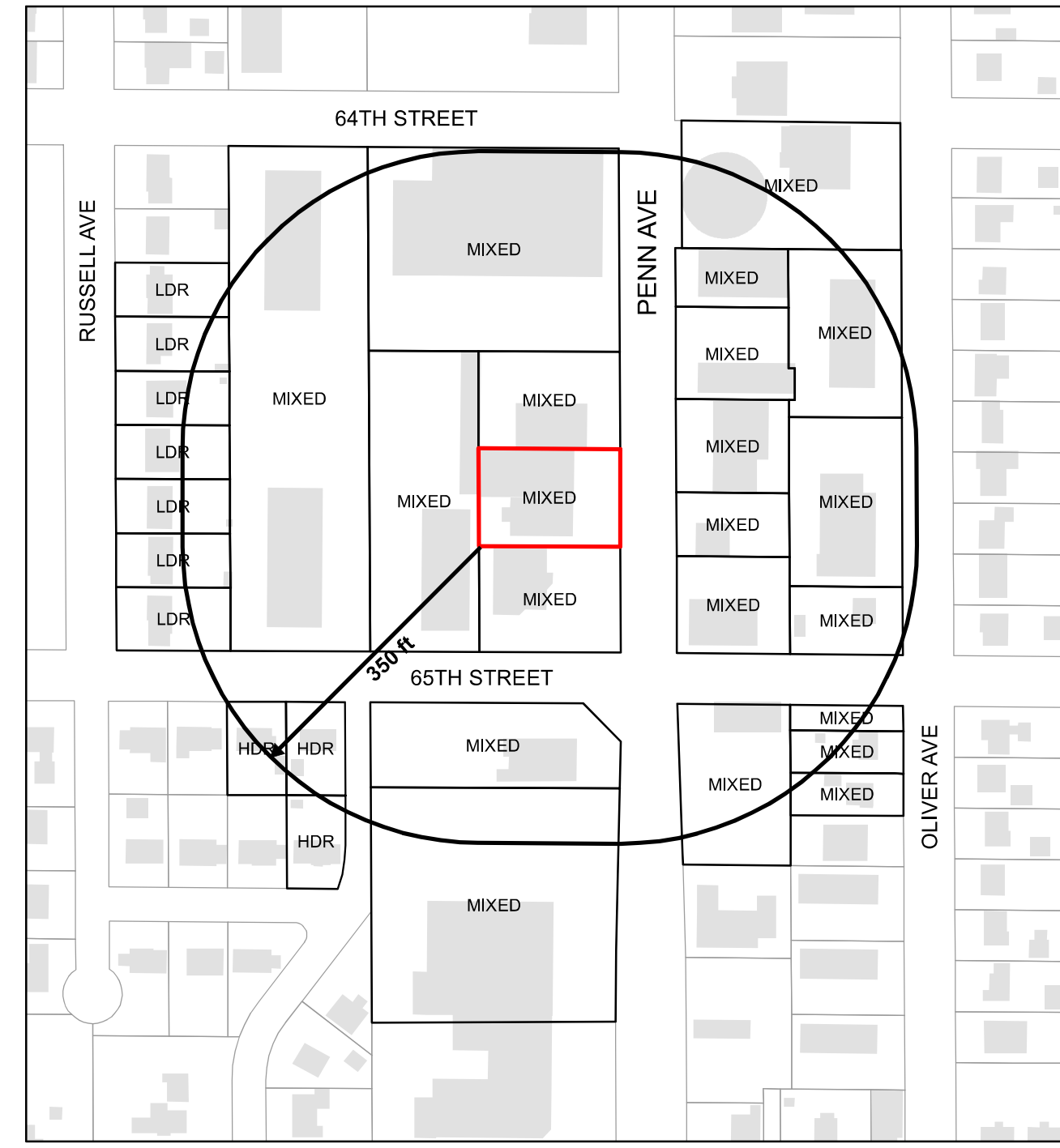


MU-C - Mixed-Use Community
 PAC - Penn Avenue Corridor Overlay
 MR-3 - High Density Multifamily Residential
 R - Single Family Residential

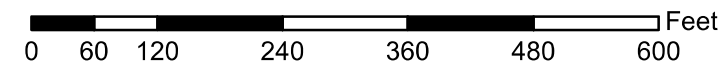


6436 Penn Ave - CUP VAR 6/2017

Surrounding Comprehensive Plan



MIXED - Mixed Use
 HDR - High Density Residential
 LDR - Low Density Residential



AGENDA SECTION:	Public Hearings
AGENDA ITEM #	3.
CASE NO.:	17-CUP-03, 17-VAR-03



PLANNING COMMISSION MEETING 6/26/2017

REPORT PREPARED BY: Matt Brillhart, Associate Planner

CITYPLANNER REVIEW: Melissa Poehlman, City Planner
6/21/2017

ITEM FOR COMMISSION CONSIDERATION:

Public hearing to consider a request for a conditional use permit and variances to allow a restaurant and cafe to operate in the former Richfield Floral space at 817 East 66th Street.

EXECUTIVE SUMMARY:

The property at 817 East 66th Street was previously occupied by Richfield Floral & Garden, which closed for business earlier this year. Local Roots Fine Foods would like to open a restaurant and cafe in the building, along with a separate retail space. Traditional or cafeteria-style restaurants are a conditional use in the C-2 General Business District. In addition to the conditional use permit, the applicant is requesting approval of two variances.

The first variance is required due to the existing zoning designations on the property and is highly technical in nature. The north 125 feet of the Property is zoned General Business (C-2), while the south 75 feet of the property is zoned Multi-family Residential (MR-2). Regarding parcels split between two zoning districts, the Code states "the provisions of this Code which pertain to either zoning district may be applied to the entire lot or for a distance of 30 feet from such district boundary line, whichever is less." The applicant is requesting a variance to extend the C-2 Zoning District over the entire lot, or 75 feet. The south 75 feet of the property was previously a separate lot. To ensure that the south lot (which contains half of the parking spaces for the building) could not be sold separately from the building, the applicant was required to combine the two parcels. This combination, in turn, created the current 'split zoning' situation. Prior to the 2008 Comprehensive Plan (Plan), the south lot was also zoned C-2. The Plan recommended Medium Density Residential as a buffer between commercial property on 66th Street and the single-family residential properties to the south, resulting in rezoning the property to MR-2 in 2010. However, this rezoning was done without specifically reviewing the existing use of the property as a parking lot related to the commercial property at 817 E 66th Street. Rather than rezone the property to C-2 at this time, the Comprehensive Plan and Zoning District designations of the property should be reevaluated as part of the Comprehensive Plan update, which is currently underway.

The applicant is also requesting a variance to reduce the off-street parking requirement. Local Roots plans to occupy 3,185 square feet of the building, while the remaining 515 square feet would be sub-leased to an unidentified retail/office/service user. The total parking requirement is 31 spaces, while only 24 spaces are available on the property. Much of the restaurant area is programmed for uses other than dining area seating, including space for an art gallery, office and

storage space, and a large children's play area. The restaurant is planned to accommodate just 20 seats. Based on these factors, staff does not anticipate a parking shortage. Should the parking demand increase in the future, there is space adjacent to the rear parking lot where an existing landscaping area could be converted into up to 7 spaces. Staff is not recommending that the additional parking be required to be constructed at this time.

Finding that the proposal meets requirements, staff recommends approval of the conditional use permit and variances.

RECOMMENDED ACTION:

Conduct and close a public hearing and by motion: Recommend approval of a conditional use permit and variances to allow a restaurant and cafe at 817 East 66th Street.

BASIS OF RECOMMENDATION:

A. HISTORICAL CONTEXT

See Executive Summary.

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

Traditional or cafeteria-style restaurants are a conditional use in the C-2 General Business District. The applicant is requesting variances from Zoning Code Subsections 512.01 and 544.13, as described above in the Executive Summary. A full discussion of general CUP requirements and additional information related to the requested variances and required findings can be found as an attachment to this report.

C. CRITICAL TIMING ISSUES:

60-DAY RULE: The 60-day clock 'started' when a complete application was received on June 12, 2017. A decision is required by August 11, 2017 or the Council must notify the applicant that it is extending the deadline (up to a maximum of 60 additional days or 120 days total) for issuing a decision.

D. FINANCIAL IMPACT:

None.

E. LEGAL CONSIDERATION:

- Notice of this public hearing was published in the Sun Current newspaper and mailed to properties within 350 feet of the site on June 13.
- Council consideration has been tentatively scheduled for July 11, 2017.

ALTERNATIVE RECOMMENDATION(S):

- Recommend approval of the proposal with modifications
- Recommend denial of the conditional use permit and/or variances with a finding that requirements are not met.

PRINCIPAL PARTIES EXPECTED AT MEETING:

Courtney Norgaard, applicant

ATTACHMENTS:

Description	Type
☐ Resolution	Resolution Letter
☐ Requirements attachment	Backup Material
☐ Site plans	Backup Material
☐ Zoning maps	Backup Material

RESOLUTION NO.

**RESOLUTION APPROVING A
CONDITIONAL USE PERMIT AMENDMENT AND VARIANCES
FOR A RESTAURANT
AT 817 66TH STREET E**

WHEREAS, an application has been filed with the City of Richfield which requests approval of a conditional use permit amendment and variances to allow a Class II (traditional / cafeteria) restaurant at property commonly known as 817 66th Street E and legally described as follows:

[Insert legal description following combination of parcels at 817 66th Street E and 6614 Elliot Avenue S]

WHEREAS, the Planning Commission of the City of Richfield held a public hearing and recommended approval of the requested conditional use permit and variances at its June 26, 2017 meeting; and

WHEREAS, notice of the public hearing was published in the Sun Current on June 15, 2017 and mailed to properties within 350 feet of the subject property on June 13, 2017; and

WHEREAS, the requested conditional use permit meets the requirements necessary for issuing a conditional use permit as specified in Richfield's Zoning Code, Subsection 547.09 and as detailed in City Council Staff Report No.____; and

WHEREAS, the Zoning Code states that "where a district boundary line divides a lot of record placing it into two (2) separate zoning districts, the provisions of this Code which pertain to either zoning district may be applied to the entire lot or for a distance of 30 feet from such district boundary line, whichever is less", Subsection 512.01, Subd. 3

WHEREAS, the Zoning Code states that off-street parking for Class II (traditional / cafeteria) restaurants shall be provided at a ratio of 10 spaces per 1,000 square feet of gross floor area and for retail at a ratio of 5 spaces per 1,000 square feet of gross floor area, Subsection 544.13, Subd. 6; 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 City has fully considered the request for approval of the conditional use permit;

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

1. The City Council makes the following general findings:
 - a. The north 125 feet of the Property is zoned General Business (C-2); the south 75 feet of the property is zoned Multi-family Residential (MR-2). The Zoning Code

states that “where a district boundary line divides a lot of record placing it into two separate zoning districts, the provisions of this Code which pertain to either zoning district may be applied to the entire lot or for a distance of 30 feet from such district boundary line, whichever is less. A variance from Subsection 512.01, Subd. 3 is required to extend the C-2 Zoning District over the entire lot, or 75 feet.

- b. The Zoning Code states that off-street parking for Class II (traditional / cafeteria) restaurants shall be provided at a ratio of 10 spaces per 1,000 square feet of gross floor area and for retail at a ratio of 5 spaces per 1,000 square feet. A variance from Subsection 544.13, Subd. 6 is necessary to reduce this requirement.
2. With respect to the application for a variance from Subsection 512.01, Subd. 3, the City Council makes the following findings:
 - a. Strict enforcement of this requirement would cause a practical difficulty. The south 75 feet of the property was previously a separate lot, zoned MR-2. To ensure that the south lot (containing half of the parking spaces for the building) could not be sold separately from the building, the applicant was required to combine the two parcels. This combination, in turn, created the current ‘split zoning’ situation.
 - b. Unique circumstances apply in that prior to the 2008 Comprehensive Plan, the south 75 feet of the property was also zoned C-2. The Plan recommended Medium Density Residential as a buffer between commercial property and the single-family residential properties to the south, resulting in rezoning the property to MR-2. However, this rezoning was done without specifically reviewing the existing use of the property as a parking lot related to the commercial property at 817 E 66th Street.
 - c. Granting the requested variance will not alter the character of the neighborhood or locality. No changes are proposed to this portion of the property.
 - d. The variance requested is the minimum necessary to alleviate the practical difficulty.
 - e. The proposed variance does not conflict with the purpose or intent of the Ordinance or Comprehensive Plan. The south 75 feet of the property is designated as “Medium Density Residential.” This designation will be reevaluated as part of the next Comprehensive Plan update, which is currently underway.
 3. With respect to the application for a variance from Subsection 544.13, Subd. 6, the City Council makes the following findings:
 - a. Parking requirements are based on square footage. Local Roots plans to occupy 3,185 square feet of the building, while the remaining 515 square feet would be sub-leased to an unidentified retail/office/service user. The parking requirement for Class II (traditional / cafeteria) restaurants is 10 spaces per 1,000 square feet of gross floor area and the requirement for retail is 5 spaces per 1,000 square feet. After factoring in a 10 percent reduction for proximity to public transit service, the total parking requirement is 31 spaces. 24 spaces are available on the property.
 - b. Unique circumstances apply in that much of the restaurant area is programmed for uses other than dining area seating, including space for an art gallery, office and storage space, and a large children’s play area. The restaurant is planned to accommodate just 20 seats. Based on these factors, a shortage is not anticipated. Should the parking demand increase in the future, there is space in the rear parking lot where an existing landscaping area could be converted into up to 7 additional spaces.

- c. Granting the requested variance will not alter the character of the neighborhood or locality. Given the proposed usage of the building and quantity of seating provided, a shortage is not anticipated.
 - d. The variance requested is the minimum necessary to alleviate the practical difficulty.
 - e. The proposed variance does not conflict with the purpose or intent of the Ordinance or Comprehensive Plan.
4. Based on the above findings, a variance is hereby approved to extend the C-2 Zoning District over the entire lot.
5. Based on the above findings, a variance is hereby approved to reduce the off-street parking requirement for the Subject Property to 24 stalls.
6. A conditional use permit is issued to allow a Class II Restaurant, as described in City Council Letter No. _____, on the Subject Property legally described above.
7. This conditional use permit is subject to the following conditions in addition to those specified in Section 547.09 of the City's Zoning Ordinance:
 - That the recipient of this conditional use permit record this Resolution with the County, pursuant to Minnesota Statutes Section 462.36, Subd. 1 and the City's Zoning Ordinance Section 547.09, Subd. 8. A recorded copy of the approved resolution must be submitted to the City prior to the issuance of an occupancy permit.
 - A cross access agreement with the property located at 811 E 66th Street is required and must be recorded prior to occupancy. Proof of recording must be provided to the City. Agreement must note the shared vehicular access and dumpster enclosure.
 - All trash must be stored indoors or in the dumpster enclosure on the property at 811 E 66th Street. Should the subject property come under separate ownership from the property at 811 E 66th Street, a dedicated dumpster enclosure or interior trash room shall be constructed in compliance with Zoning Code Section 544.05.
 - All rooftop or ground mechanical equipment must be screened, per Zoning Code Section 544.05.
 - All areas currently covered with landscaping fabric must be landscaped with trees, shrubs, and groundcover. Landscape rock by itself does not constitute groundcover.
 - The applicant is responsible for obtaining all required permits, compliance with all requirements detailed in the City's Administrative Review Committee Report dated June 5, 2017, and compliance with all other City and State regulations.
 - Prior to the issuance of an occupancy permit the applicant must submit a surety equal to 125% of the value of any improvements and/or requirements not yet complete. This surety shall be provided in the manner specified by the Zoning Code.
8. The conditional use permit and variances shall expire one year after issuance unless 1) the use for which the permit was granted has commenced; or 2) Building permits have been issued and substantial work performed; or 3) Upon written request of the applicant, the Council extends the expiration date for an additional period not to exceed one year. Expiration is governed by the City Zoning Ordinance, Section 547.09, Subdivision 9.
9. This 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 City's Zoning Ordinance, Section 547.09, Subd. 10.

Adopted by the City Council of the City of Richfield, Minnesota this 11th day of July 2017.

Pat Elliott, Mayor

ATTEST:

Elizabeth VanHoose, City Clerk

Code Requirements / Required Findings

Part 1 – Conditional Use Permit: The findings necessary to issue a Conditional Use Permit (CUP) are as follows (547.09, Subd. 6):

1. *The proposed use is consistent with the goals, policies, and objectives of the City's Comprehensive Plan.* The proposed use of the property is consistent with the guiding "Neighborhood Commercial" designation. The Comprehensive Plan identifies a number of goals and policies related to economic development and support for business and employment growth. The proposal is consistent with these goals and policies. Note: the south 75 feet of the property is designated as "Medium Density Residential." This designation will be reevaluated as part of the next Comprehensive Plan update, which is currently underway.
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 purpose of the Zoning Code is to protect and promote the public health, safety, aesthetics, economic viability, and general welfare of the City. The purpose of the General Business (C-2) District is to allow a wide variety of commercial businesses that are attractive and compatible with nearby residential properties. The proposal is consistent with these purposes. Note: the south 75 feet of the property is designated as Multi-family Residential (MR-2.) Regarding parcels like this with split zoning, the Code states "the provisions of this Code which pertain to either zoning district may be applied to the entire lot or for a distance of 30 feet from such district boundary line, whichever is less." A variance is required to extend C-2 zoning over the entire lot. See variance information on next page for detailed explanation.
3. *The proposed use is consistent with any officially adopted redevelopment plans or urban design guidelines.* The *66th Street Corridor Plan: 5th Avenue to Cedar Avenue* (2011) recommended a future land use designation for the entire property as "Medium-high Density Residential." However, the recommendations of that Plan were not officially adopted as an amendment to the 2008 Comprehensive Plan. The Plan does not specify urban design guidelines.
4. *The proposed use is or will be in compliance with the performance standards specified in Section 544 of this code.* The proposed use will improve compliance with performance standards by providing additional landscaping at the rear of the site. The applicant is requesting a variance to reduce the off-street parking requirement, described on next page.
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 issues.
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.* Investment and improvement in vacant sites is necessary to maintain a thriving community.
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.

Part 2 - Variance: The findings necessary to approve a variance are as follows (Subd. 547.11):

1. *There are “practical difficulties” that prevent the property owner from using the property in a reasonable manner.*
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.*
3. *The variance would not alter the character of the neighborhood or the locality.*
4. *The variance is the minimum necessary to alleviate the practical difficulty.*
5. *The variance is in harmony with the general purpose and intent of the ordinance and consistent with the Comprehensive Plan.*

Extension of C-2 Zoning District over entire lot (Subsection 512.01, Subd. 3)

The north 125 feet of the Property is zoned General Business (C-2), while the south 75 feet of the property is zoned Multi-family Residential (MR-2). Regarding parcels split between two zoning districts, the Code states “the provisions of this Code which pertain to either zoning district may be applied to the entire lot or for a distance of 30 feet from such district boundary line, whichever is less.” The applicant is requesting a variance to extend the C-2 Zoning District over the entire lot, or 75 feet.

Criteria 1: Strict enforcement of this requirement would cause a practical difficulty. The south 75 feet of the property was previously a separate lot, zoned MR-2. To ensure that the south lot (containing half of the parking spaces for the building) could not be sold separately from the building, the applicant was required to combine the two parcels. This combination, in turn, created the current ‘split zoning’ situation.

Criteria 2: Prior to the 2008 Comprehensive Plan, the south 75 feet of the property was also zoned C-2. The Plan recommended Medium Density Residential as a buffer between commercial property and the single-family residential properties to the south, resulting in rezoning the property to MR-2. However, this rezoning was done without specifically reviewing the existing use of the property as a parking lot related to the commercial property at 817 E 66th Street.

Criteria 3: Granting the requested variance will not alter the character of the neighborhood or locality. No changes are proposed to this portion of the property.

Criteria 4: The variance requested is the minimum necessary to alleviate the practical difficulty.

Criteria 5: The proposed variance does not conflict with the purpose or intent of the Ordinance or Comprehensive Plan. The south 75 feet of the property is designated as “Medium Density Residential.” This designation will be reevaluated as part of the next Comprehensive Plan update, which is currently underway.

Reduced Parking Requirement (Subsection 544.13, Subd. 6)

The applicant is requesting a variance to reduce the off-street parking requirement from 31 spaces to 24 spaces.

Criteria 1: Strict enforcement of this requirement would cause a practical difficulty. Parking requirements are based on square footage. The applicant (Local Roots) plans to occupy 3,185 square feet of the building, while the remaining 515 square feet would be sub-leased to an unidentified retail/office/service user. The parking requirement for Class II (traditional / cafeteria) restaurants is 10 spaces per 1,000 square feet of gross floor area and the requirement for retail is 5 spaces per 1,000 square feet. After factoring in a 10 percent reduction for proximity to public transit service, the total parking requirement is 31 spaces. 24 spaces are available on the property.

Criteria 2: Unique circumstances apply in that much of the restaurant area is programmed for uses other than dining area seating, including space for an art gallery, office and storage space, and a large children's play area. The restaurant is planned to accommodate just 20 seats. Based on these factors, staff does not anticipate a parking shortage. Should the parking demand increase in the future, there is space in the rear parking lot where an existing landscaping area could be converted into up to 7 spaces.

Criteria 3: Granting the requested variance will not alter the character of the neighborhood or locality. Given the proposed usage of the building and quantity of seating provided, a shortage is not anticipated.

Criteria 4: The variance requested is the minimum necessary to alleviate the practical difficulty.

Criteria 5: The proposed variance does not conflict with the purpose or intent of the Ordinance or Comprehensive Plan.

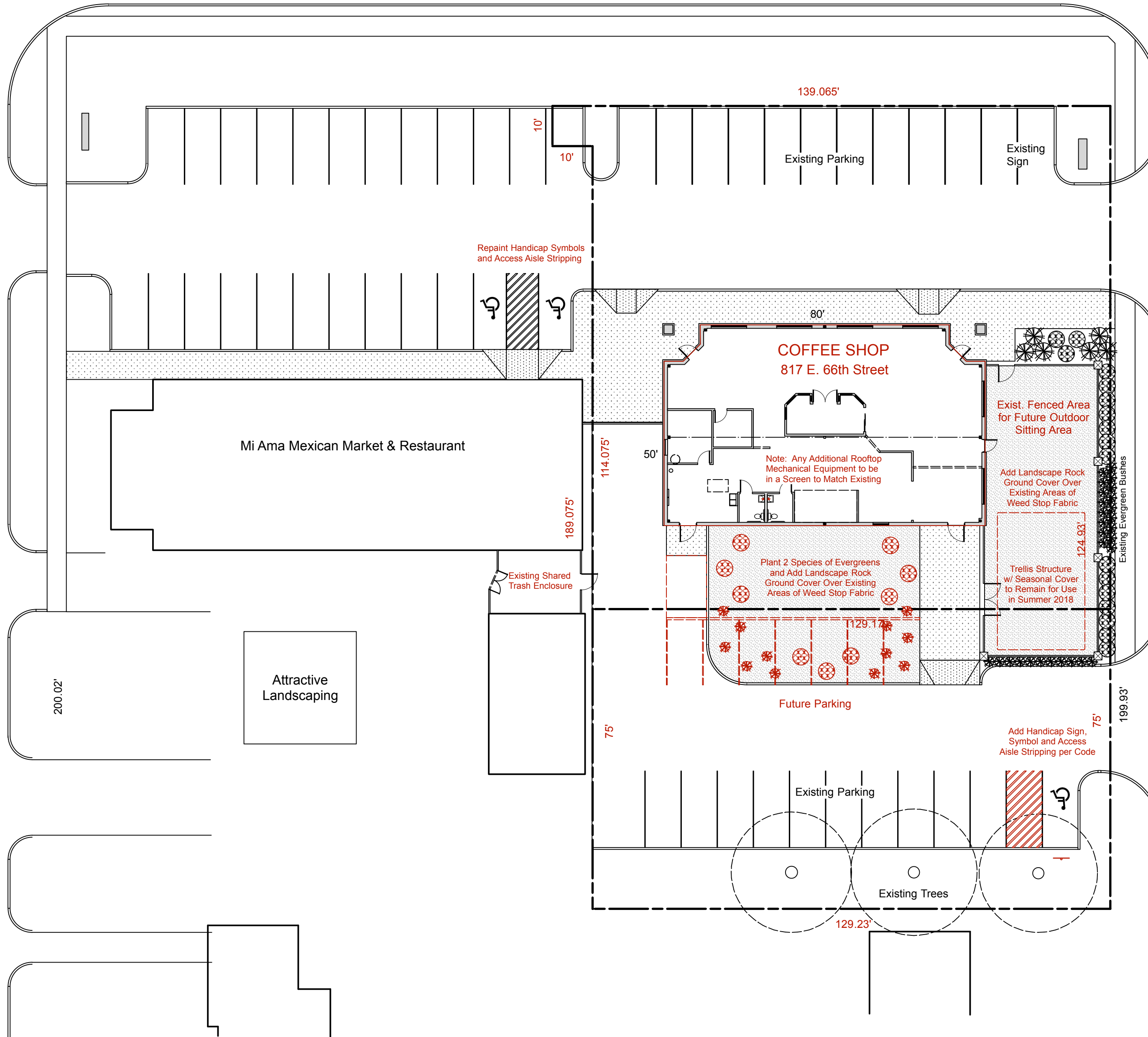
CODE REVIEW

BUILDING DESCRIPTION: Existing 80' X 50', 1 Story, 18' high, Sprinkled, 3,856 s.f. Type 5A Construction (steel frame, bar joists and metal studs).

PROPOSED USE: Coffee Shop, Deli and Some Retail with Less than 50 Occupants, Class B for Business Use Conditional Use and Non-Separated Spaces

CHICAGO AVENUE SOUTH

ELLIOT AVENUE SOUTH



LANDSCAPE PLAN

SCALE: 1" = 20'



Note: Black Lines & Notes Denotes Existing
Red Lines & Notes Denotes New Work
Contractor to Verify All Existing Conditions

Revised Property Lines 6.16.17



LOCAL ROOTS on the PARK @ 817 66TH Street, Richfield, MN

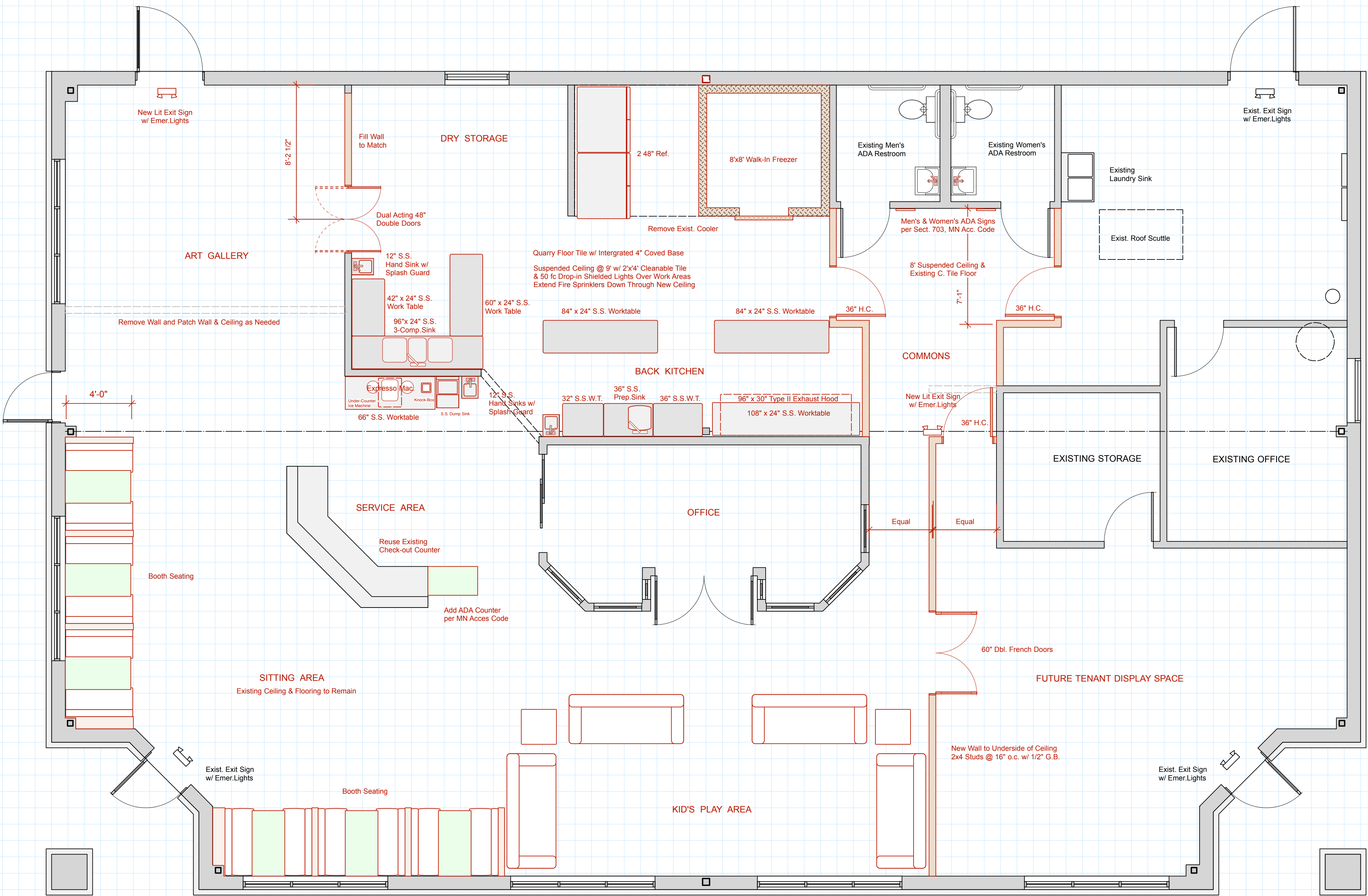
DANIEL L. CHRISTENSEN ARCHITECTURAL CONSULTANTS 7126 Excelsior Way, St. Louis Park, MN 55426 612-377-8493 danc@you-do.com

I DANIEL L. CHRISTENSEN HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A REGISTERED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA, REG. NO. 16908

Daniel L. Christensen DATE:

COMM. NO. **5.4.17**
DATE **6.9.17**
DRAWN **D.L.C.**

SHEET **1** OF **2**



Black Lines and Notes Denote Existing.
 Color Lines and Notes Denote New Construction.
 Contractors to Verify all Existing Conditions & Dimensions

PROPOSED FLOOR LAYOUT

SCALE: 1/4" = 1'-0"



LOCAL ROOTS on the PARK @ 817 66TH Street, Richfield, MN

DANIEL L. CHRISTENSEN ARCHITECTURAL CONSULTANTS 7126 Excelsior Way, St. Louis Park, MN 55426 612-377-8493 danc@you-do.com

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COMM. NO. 5.4.17

DATE 6.9.17

DRAWN D.L.C.

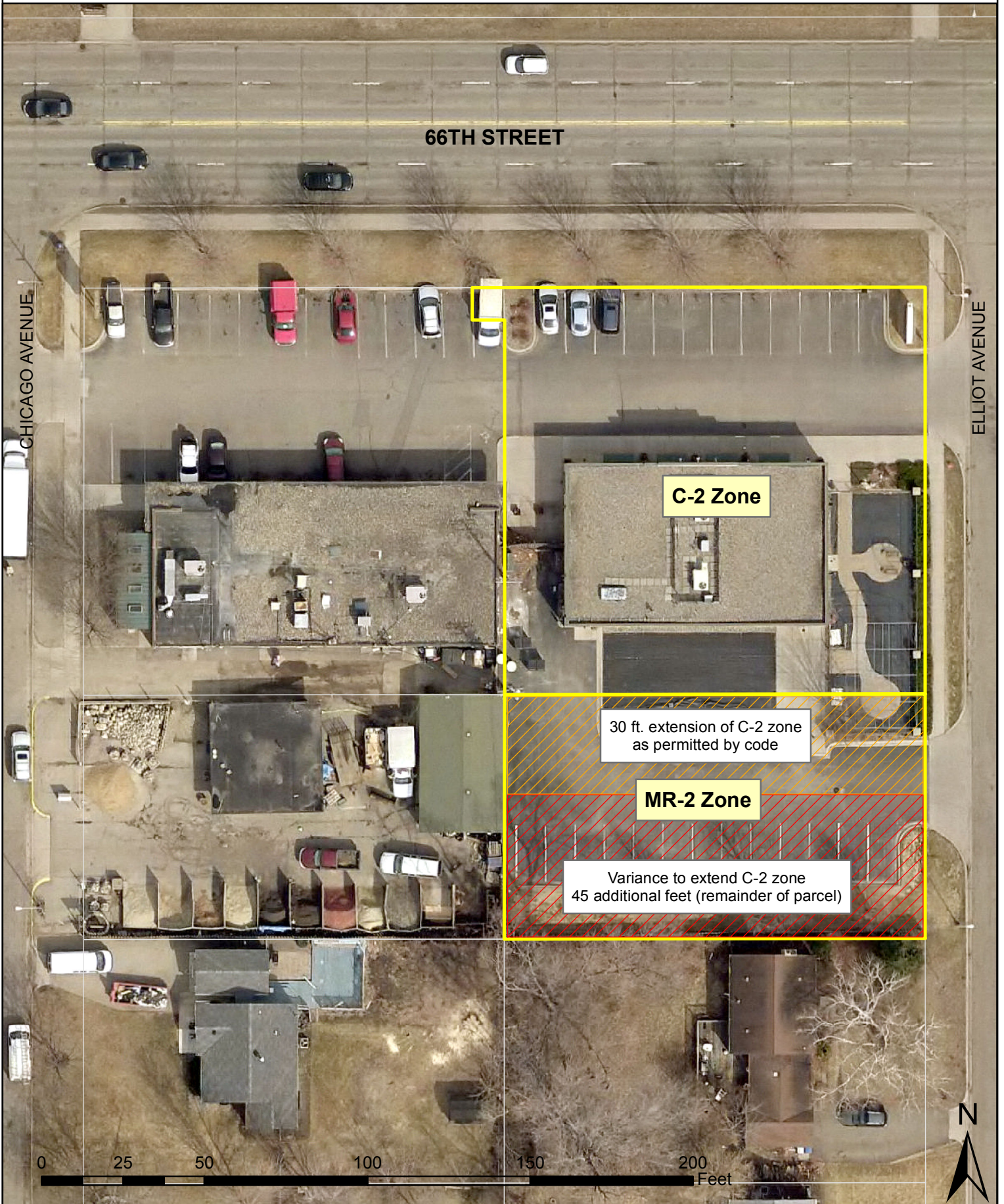
SHEET

2

OF 2

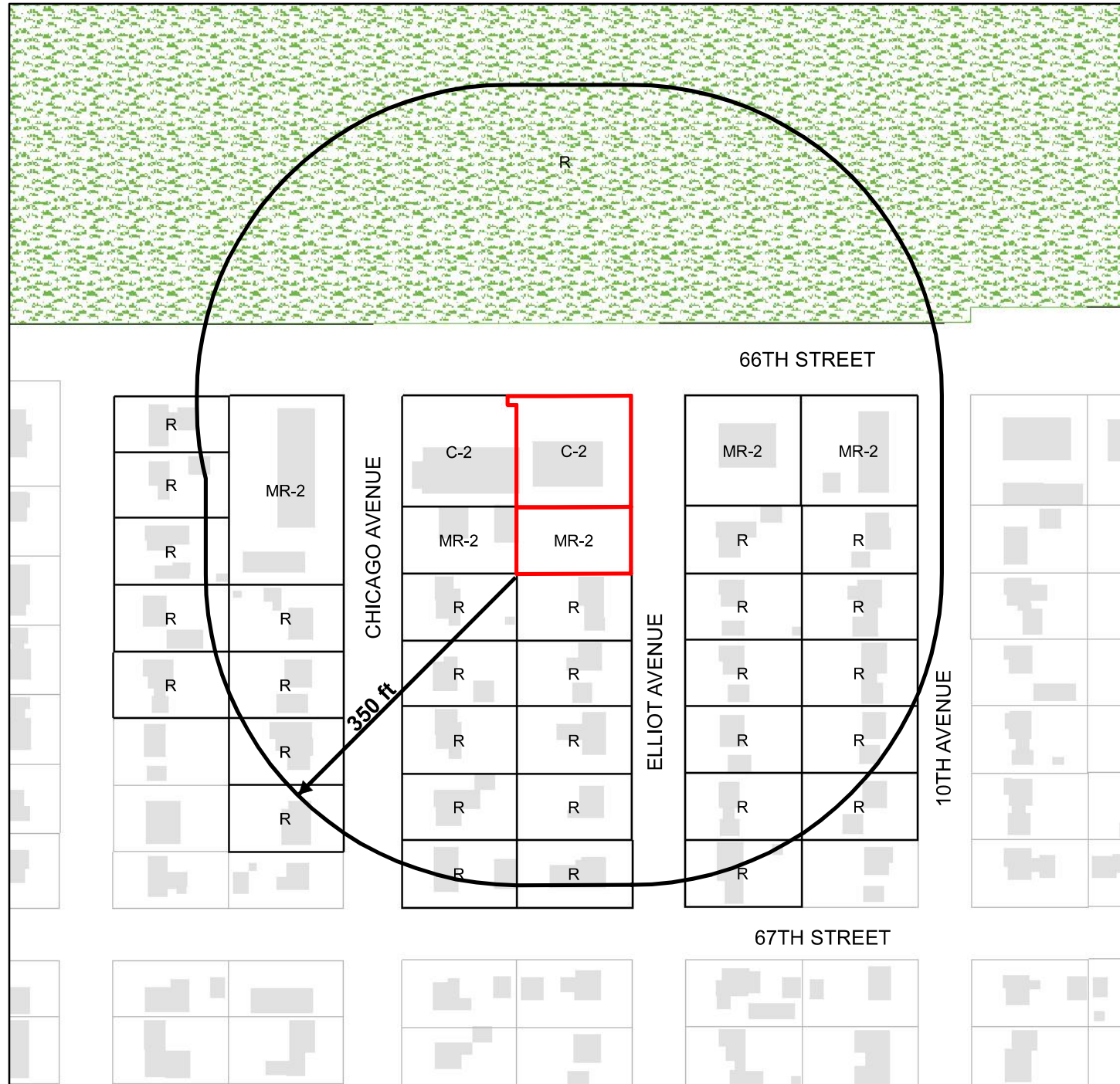
DATE:

817 66th Street E - Zoning Variance Exhibit

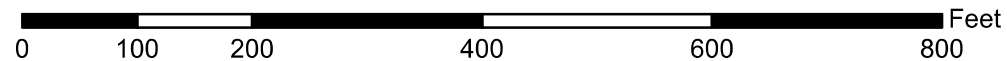


817 66th Street E - CUP VAR 6/2017

Surrounding Zoning

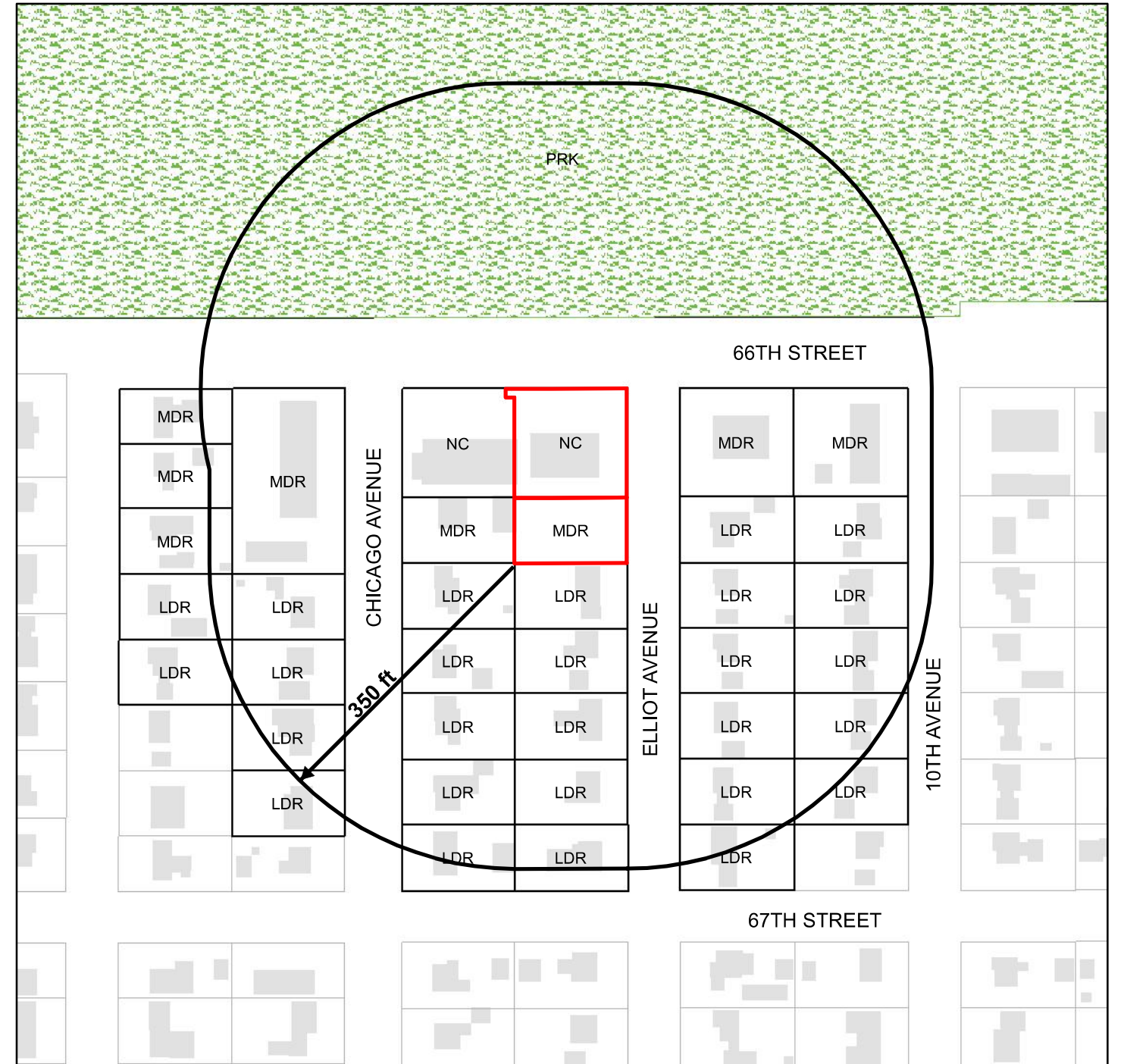


C-2 - General Commercial
 R - Single Family Residential
 MR-2 - Multi-Family Residential

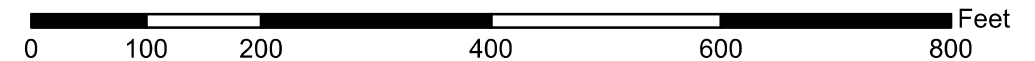


817 66th Street E - CUP VAR 6/2017

Surrounding Comprehensive Plan



NC - Neighborhood Commercial
 LDR - Low Density Residential
 MDR - Medium Density Residential





PLANNING COMMISSION MEETING
6/26/2017

REPORT PREPARED BY: Melissa Poehlman, City Planner

CITYPLANNER REVIEW: Melissa Poehlman, City Planner
6/19/2017

ITEM FOR COMMISSION CONSIDERATION:

Continue a public hearing to consider an interim use permit for a housing with services establishment at 6808 3rd Avenue to July 24, 2017.

EXECUTIVE SUMMARY:

A preliminary application requesting approval of an interim use permit to allow service of up to nine persons at a housing with services establishment has been submitted. The City has requested additional information in order to evaluate the request. At this time, the application is considered incomplete. The public hearing should be continued to July 24, 2017.

RECOMMENDED ACTION:

Continue a public hearing to consider an interim use permit for a housing with services establishment at 6808 3rd Avenue to July 24, 2017.

BASIS OF RECOMMENDATION:

A. HISTORICAL CONTEXT

- Historical information will be provided if the application moves forward.

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

- Policies related to housing with services establishments will be discussed if the application moves forward.

C. CRITICAL TIMING ISSUES:

- The application is currently incomplete and the 60-day "clock" has not started.

D. FINANCIAL IMPACT:

- An application processing fee is required.

E. LEGAL CONSIDERATION:

- Legal considerations will be discussed if the application moves forward.

ALTERNATIVE RECOMMENDATION(S):

- None

PRINCIPAL PARTIES EXPECTED AT MEETING:

None