



**PLANNING COMMISSION MEETING  
RICHFIELD MUNICIPAL CENTER, COUNCIL CHAMBERS  
JULY 24, 2017  
7:00 PM**

Call to Order

Approval of minutes of the Regular Planning Commission Meeting of June 26, 2017.

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

**Public Hearings**

1. Continue a public hearing to consider plans for a new quick-service restaurant with drive-thru and site improvements at 6529 Penn Avenue, 6545 Penn Avenue, and 2210 - 66th Street East to August 28, 2017.  
17-CUP-05, 17-VAR-06
2. Cancel a public hearing to consider an interim use permit for a housing with services establishment at 6808 3rd Avenue.  
17-IUP-02
3. Public hearing to consider a request for a variance to allow a reduced rear building setback for a deck at 7222 James Avenue.  
17-VAR-05
4. Public hearing to consider a request for a site plan amendment to allow additional parking space at 6941 Nicollet Avenue.  
17-ASP-03
5. Public hearing to consider a request for a site plan amendment and variance to allow a building addition and reconfigured parking lot for a K-8 school at 1401 76th Street West.  
17-ASP-04, 17-VAR-07

**Other Business**

6. Amend Planning Commission Bylaws to reflect changes in the format of meetings.  
PC Ltr #7

**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**

7. City Planner's Report

8. Next Meeting Time and Location

August 28, 2017 at 7 p.m. in the City Council Chambers.

9. 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

June 26, 2017

MEMBERS PRESENT: Chairperson Erin Vrieze Daniels, Commissioners Dan Kitzberger, Susan Rosenberg, Sean Hayford Oleary, Bryan Pynn and Allysen Hoberg

MEMBERS ABSENT: Commissioner Gordon Vizecky

STAFF PRESENT: Melissa Poehlman, City Planner  
Matt Brillhart, Associate Planner  
Chris Regis, Finance Manager

OTHERS PRESENT: Mia Simpson, Richfield Arts Commission  
Steve Nielsen, Subway  
Courtney Norgaard, Local Roots

Chairperson Vrieze Daniels called the meeting to order at 7:00 p.m.  
Commissioner Pynn was appointed Acting Secretary.

## **APPROVAL OF MINUTES**

M/Rosenberg, S/Hayford Oleary to approve the minutes of the May 22, 2017 meeting.  
*Motion carried: 6-0*

## **OPEN FORUM**

Mia Simpson, on behalf of the Richfield Arts Commission, invited Planning Commissioners to participate in the upcoming July 4 festivities and Penn Fest.

## **OTHER BUSINESS**

### **ITEM #1**

**PC Letter # 6 – 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.**

Finance Manager Chris Regis gave a presentation of the 2019-2022 CIP and 2018 CIB.

In response to a question from Commissioner Hoberg, City Planner Melissa Poehlman stated that the updated Comprehensive Plan would not change the street maintenance right-of-way and projects.

In response to questions from Chair Vrieze Daniels and Commissioner Hayford Oleary, Poehlman stated that the dollar amount for the Penn Liquor Store was an estimate and that a decision on remodel vs. replacement had not been made.

M/Hayford Oleary, S/Pynn to recommend approval of the 2019-2022 CIP and approve a resolution finding that the 2018 CIB and 2019-2022 CIP are consistent with the Comprehensive Plan.

***Motion carried: 6-0***

## **PUBLIC HEARING(S)**

### **ITEM #2**

**17-CUP-04, 17-VAR-04 – Consider a request for a conditional use permit and variance to allow a restaurant at 6436 Penn Avenue.**

June 26, 2017

Associate Planner Matt Brillhart presented the staff report.

Commissioner Hayford Oleary inquired about lowering or eliminating parking requirements in the Penn Avenue Corridor, based on a study session that was held in 2015. Poehlman stated that based on feedback at that time, staff opted not to bring forward an ordinance amendment and to continue handling parking variance requests on a case-by-case basis. Commissioner Hayford Oleary stated that his preference was for relaxed requirements for everybody and hoped that the Planning Commission would revisit the issue.

In response to questions from Commissioner Hoberg regarding the Penn Avenue Corridor Design Guidelines, Brillhart stated that one opportunity for existing buildings to meet the guidelines was installation of awnings with signage across the storefront.

Steve Nielsen (Nielsen Foods, dba Subway) stated that Subway's busiest hours were typically dinner hours, while DPM's hours are 8:00 a.m. to 5:00 p.m.

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

*Motion carried: 6-0*

M/Hayford Oleary, S/Pynn to recommend approval of the CUP and variance.

Commissioner Hayford Oleary amended his motion to require bicycle parking and accepted an amendment from Chair Vrieze Daniels to require an awning across the entire building façade.

*Motion carried: 6-0*

### **ITEM #3**

**17-CUP-03, 17-VAR-03 – 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.**

Associate Planner Matt Brillhart presented the staff report.

Courtney Norgaard (Local Roots) made brief remarks introducing the proposal.

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

*Motion carried: 6-0*

M/Vrieze Daniels, S/Rosenberg to recommend approval of the CUP and variances.

*Motion carried: 6-0*

### **ITEM #4**

**17-IUP-02 – Continue a public hearing to consider an interim use permit for a housing with services establishment at 6808 3rd Avenue to July 24, 2017.**

M/Hoberg, S/Rosenberg to continue the public hearing to July 24, 2017.

### **LIAISON REPORTS**

Community Services Advisory Commission: Chairperson Vrieze Daniels – Taft Lake kayaks

City Council: Commissioner Rosenberg – No report

HRA: Commissioner Hoberg – No report

Richfield School Board: Commissioner Kitzberger – No report

Transportation Commission: Commissioner Hayford Oleary – 69th Street bike/ped update



June 26, 2017

Chamber of Commerce: Commissioner Vizecky – No report

**CITY PLANNER'S REPORT**

Poehlman gave an update on the Comprehensive Plan task force activities.  
Brillhart discussed the matching grant programs available for bike racks and façade improvements in the Penn Avenue Corridor.

**ADJOURNMENT**

M/Pynn, S/Rosenberg to adjourn the meeting.  
The meeting was adjourned by unanimous consent at **8:02 p.m.**

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Bryan Pynn  
Acting Secretary

AGENDA SECTION:	Public Hearings
AGENDA ITEM #	1.
CASE NO.:	17-CUP-05, 17-VAR-06



## PLANNING COMMISSION MEETING 7/24/2017

REPORT PREPARED BY: Melissa Poehlman, City Planner

CITYPLANNER REVIEW: Melissa Poehlman, City Planner  
7/14/2017

### **ITEM FOR COMMISSION CONSIDERATION:**

Continue a public hearing to consider plans for a new quick-service restaurant with drive-thru and site improvements at 6529 Penn Avenue, 6545 Penn Avenue, and 2210 - 66th Street East to August 28, 2017.

### **EXECUTIVE SUMMARY:**

Penn Avenue Partners II LLC has submitted preliminary plans for a Dunkin' Donuts restaurant with drive-thru at 6529 Penn Avenue (currently CarHop) and site improvements to the adjacent parcels at 6545 Penn Avenue (formerly Flowerama), and 2210 - 66th Street East (unimproved alley). Based on staff feedback, the applicant is working to finalize this application and has requested that the hearing be postponed until August 28, 2017.

### **RECOMMENDED ACTION:**

Continue a public hearing to consider plans for a new quick-service restaurant with drive-thru and site improvements at 6529 Penn Avenue, 6545 Penn Avenue, and 2210 - 66th Street East to August 28, 2017.

### **BASIS OF RECOMMENDATION:**

#### **A. HISTORICAL CONTEXT**

None

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

None

#### **C. CRITICAL TIMING ISSUES:**

None

#### **D. FINANCIAL IMPACT:**

None

#### **E. LEGAL CONSIDERATION:**

- Notice of this public hearing was published in the Sun Current newspaper.
- Mailed notice to properties within 350 feet will be provided in advance of the public hearing.

### **ALTERNATIVE RECOMMENDATION(S):**

None

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

None

AGENDA SECTION:	Public Hearings
AGENDA ITEM #	2.
CASE NO.:	17-IUP-02



## PLANNING COMMISSION MEETING 7/24/2017

REPORT PREPARED BY: Melissa Poehlman, City Planner

CITYPLANNER REVIEW: Melissa Poehlman, City Planner  
7/11/2017

### **ITEM FOR COMMISSION CONSIDERATION:**

**Cancel a public hearing to consider an interim use permit for a housing with services establishment at 6808 3rd Avenue.**

### **EXECUTIVE SUMMARY:**

The applicant has withdrawn this application in order to further investigate the cost of adding a sprinkler system to the home.

### **RECOMMENDED ACTION:**

**Cancel the public hearing to consider an interim use permit for a housing with services establishment at 6808 3rd Avenue.**

### **BASIS OF RECOMMENDATION:**

#### **A. HISTORICAL CONTEXT**

N/A

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

N/A

#### **C. CRITICAL TIMING ISSUES:**

N/A

#### **D. FINANCIAL IMPACT:**

N/A

#### **E. LEGAL CONSIDERATION:**

N/A

### **ALTERNATIVE RECOMMENDATION(S):**

- None

### **PRINCIPAL PARTIES EXPECTED AT MEETING:**

None

AGENDA SECTION:	Public Hearings
AGENDA ITEM #	3.
CASE NO.:	17-VAR-05



## PLANNING COMMISSION MEETING

7/24/2017

REPORT PREPARED BY: Matt Brillhart, Associate Planner

CITYPLANNER REVIEW: Melissa Poehlman, AICP  
7/13/2017

### **ITEM FOR COMMISSION CONSIDERATION:**

**Public hearing to consider a request for a variance to allow a reduced rear building setback for a deck at 7222 James Avenue.**

### **EXECUTIVE SUMMARY:**

The single-family home at 7222 James Avenue is located on a cul-de-sac, and on a lot that measures 93 feet wide by 100 feet deep. The property owner would like to add a 14 foot by 14 foot deck off the rear of the house. The rear setback requirement is 25 feet. Due to the unusual orientation of the house on the lot, along with a lot depth that is approximately 30-34 feet shallower than the average lot in Richfield, the proposed deck would be set back 12 feet from the rear (west) property line. The property owner is requesting a variance to reduce the rear setback requirement from 25 feet to 12 feet.

Finding that the proposal meets all requirements necessary to issue a variance, staff is recommending approval.

### **RECOMMENDED ACTION:**

**Conduct and close a public hearing and by motion: Approve a variance to reduce the rear building setback requirement to 12 feet for a deck at 7222 James Avenue.**

### **BASIS OF RECOMMENDATION:**

#### **A. HISTORICAL CONTEXT**

None.

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

7222 James Avenue is zoned Single Family Residential (R). Building setbacks are regulated by Zoning Code Subsection 514.13, Subdivision 2. Decks that extend more than six feet from the house must meet the setback requirement for principal buildings, which is 25 feet to the rear property line.

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 severely limiting the property owner's ability to construct a deck in the rear yard.*

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 lot is 100*

feet deep - approximately 30-34 feet shallower than the average residential lot in Richfield. The orientation of the house relative to the lot lines is unusual. These circumstances do not generally 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.* The adjacent property to the south (7226 James Avenue) has a similar rear deck, though a variance was not required due to the size and orientation of the lot. Granting a variance to allow the proposed deck will not alter the character of the neighborhood.

4. *The variance is the minimum necessary to alleviate the practical difficulty.* The variance requested is the minimum necessary to allow a functional space for outdoor seating and dining. The proposed 14 foot by 14 foot deck is not unusually large.

5. *The variance is in harmony with the general purpose and intent of the ordinance and consistent with the Comprehensive Plan.* The proposed deck will not adversely impact the aesthetics of the community or its health, safety and welfare.

**C. CRITICAL TIMING ISSUES:**

60-DAY RULE: The 60-day clock 'started' when a complete application was received on July 10, 2017. A decision is required by September 8, 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 on July 13 and mailed to properties within 350 feet of the site on July 11.

**ALTERNATIVE RECOMMENDATION(S):**

Deny the request with a finding that the proposed variance does not meet requirements.

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

Phillip & Ellen Egelston, applicants

**ATTACHMENTS:**

Description	Type
☐ Resolution	Resolution Letter
☐ Site plan, aerial map, photo, zoning map	Backup Material

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

**RESOLUTION OF THE RICHFIELD PLANNING COMMISSION  
GRANTING APPROVAL OF A VARIANCE AT  
7222 JAMES 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 7222 James Avenue (the “property”) and legally described as:

Tract C, Registered Land Survey No. 0770, Hennepin County, Minnesota

**WHEREAS**, the property is located in the Single-Family Residential (R) district and the proposed deck will be set back 12 feet from the rear lot line; and

**WHEREAS**, Subsection 514.13, Subdivision 2 states that the rear building setback requirement is 25 feet; 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 July 24, 2017 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

**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 deck will be set back 12 feet from the rear lot line. A variance from Subsection 514.13, Subd. 2 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 severely limiting the property owner’s ability to construct a deck in the rear yard.
  - b. Unique circumstances affect the property that were not created by the land owner. The lot is 100 feet deep - approximately 30-34 feet shallower than the average residential lot in Richfield. The orientation of the house relative to the lot lines is unusual. These circumstances do not generally apply to other properties within the single-family residential district or the City as a whole.
  - c. Granting the variance will not alter the character of the neighborhood. The adjacent property to the south (7226 James Avenue) has a similar rear deck, though a variance was not required due to the size and orientation of the lot.

- d. The variance requested is the minimum necessary to allow a functional space for outdoor seating and dining. The proposed 14 foot by 14 foot deck is not unusually large.
  - e. The variance is in harmony with the general purpose and intent of the ordinance and consistent with the comprehensive plan. The proposed deck 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 514.13, Subd. 2 with the following stipulations:
- a) This variance to the setback requirement shall apply only to the proposed deck.
  - b) The recipient of this approval shall 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; and
  - c) This approval shall expire one year from the date of approval unless construction has begun.

Adopted by the Planning Commission of the City of Richfield, Minnesota this 24th day of July 2017.

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Planning Commission Chair

**ATTEST:**

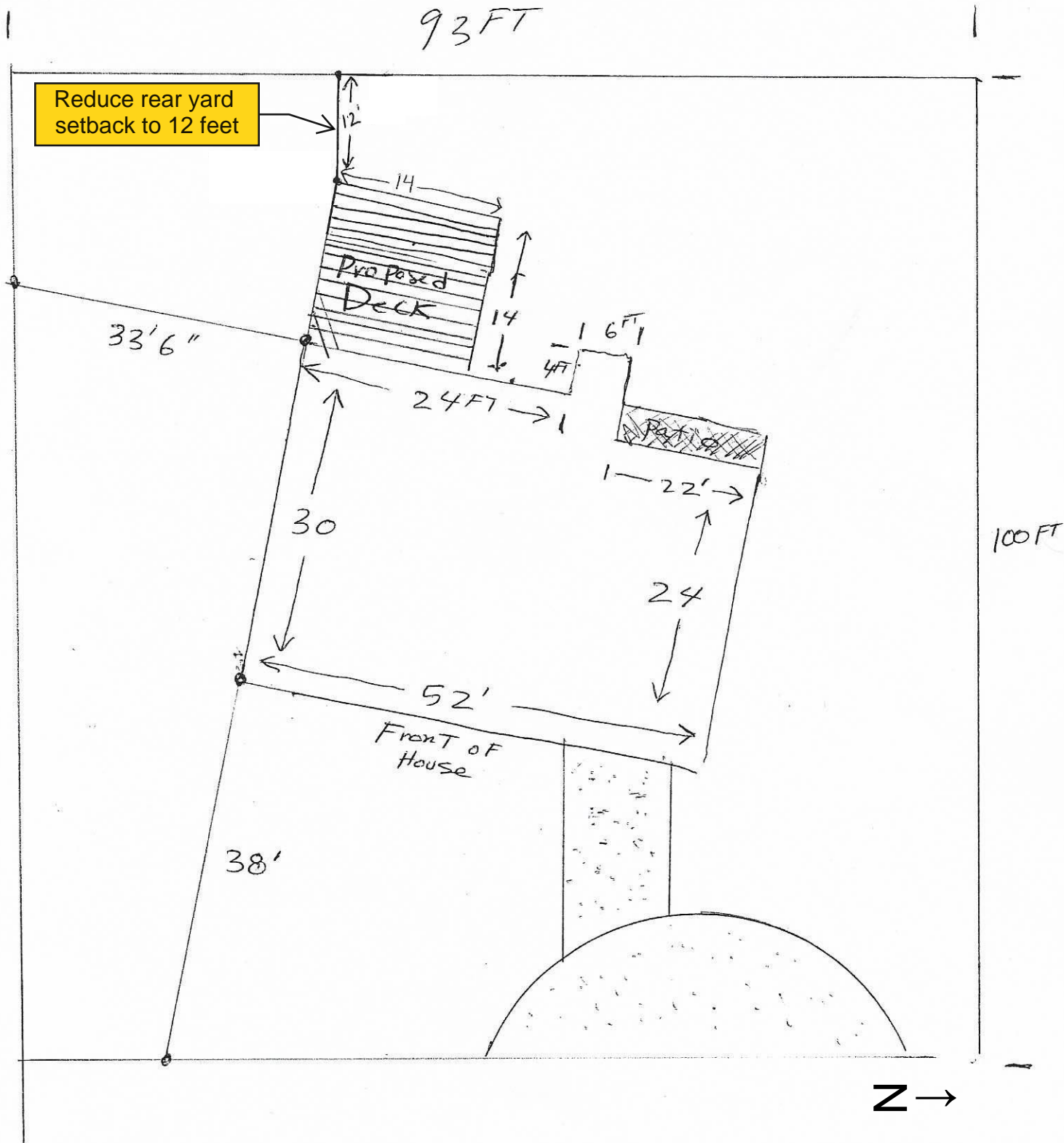
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Planning Commission Secretary

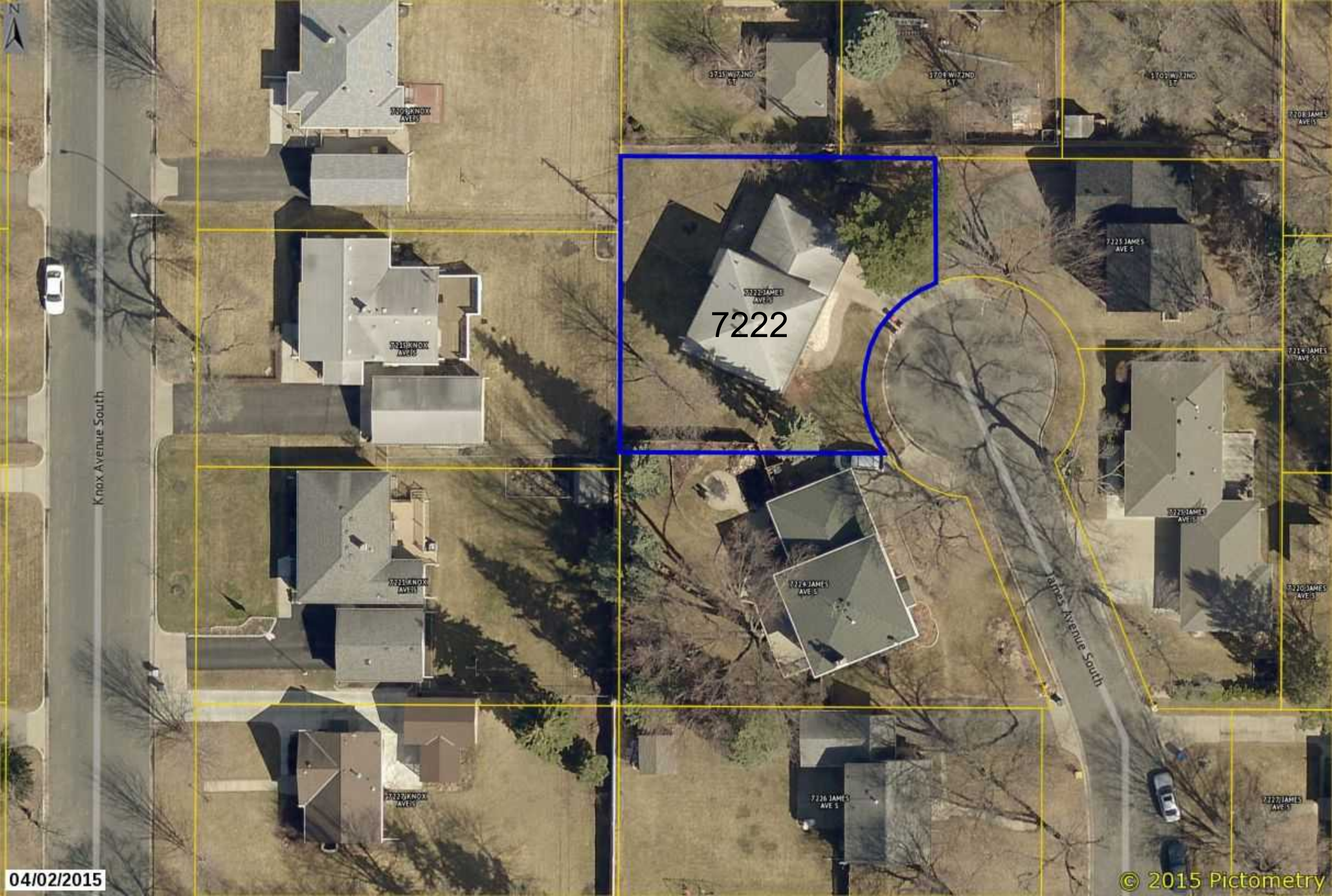


7222 James Ave S. Richfield 55423

\* Deck Variance







7222

Knox Avenue South

James Avenue South

04/02/2015

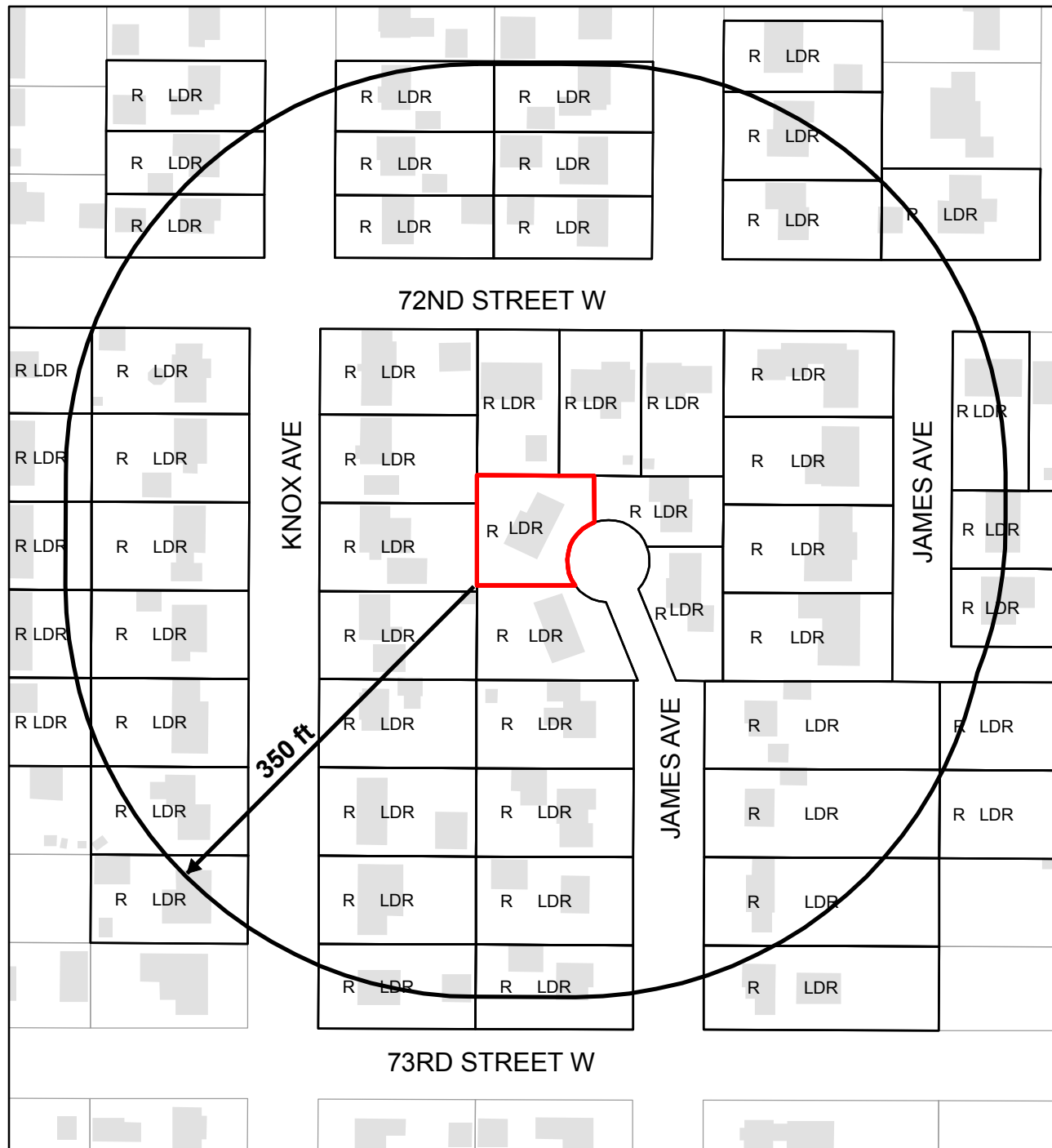
© 2015 Pictometry





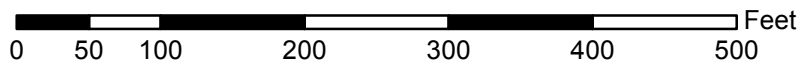


## Surrounding Zoning



Zoning:  
R - Single Family Residential

Comp Plan:  
LDR - Low Density Residential



AGENDA SECTION:	Public Hearings
AGENDA ITEM #	4.
CASE NO.:	17-ASP-03



## PLANNING COMMISSION MEETING

7/24/2017

REPORT PREPARED BY: Matt Brillhart, Associate Planner

CITYPLANNER REVIEW: Melissa Poehlman, AICP  
7/17/2017

### **ITEM FOR COMMISSION CONSIDERATION:**

**Public hearing to consider a request for a site plan amendment to allow additional parking space at 6941 Nicollet Avenue.**

### **EXECUTIVE SUMMARY:**

Prior to 2004, the property at 6941 Nicollet Avenue ("the property") was a single family home. After being re-zoned to the Service Office (SO) District, the property was converted for office use. At the time, the property shared common ownership with the adjacent property to the south, 6945 Nicollet Avenue. When the City Council granted site plan approval for the property in 2004, the resolution included a stipulation specifically prohibiting front yard parking. The minutes from that City Council meeting indicate that there was concern about the parking of a commercial vehicle with signage in the front yard area of the property. Those meeting minutes and City Council Resolution No. 9539 are attached to this report. Despite the prohibition on parking in the front yard area, the property was constructed as it exists today with a paved portion of the front yard area that, for all intents and purposes, is capable of accommodating vehicle parking. This area has been marked as "No Parking" since 2004, though those markings have faded in recent years. The property was later sold to its current owner, Jay Petersen, doing business as Insurance Brokers of Minnesota. Mr. Petersen and his employees make use of all five parking spaces in the rear parking area, leaving no space available for customer parking. Mr. Petersen requests to remove the prohibition on parking in the front yard area, and to allow the area in question to be striped for three parking spaces for customer use. This change requires an amendment to the previously approved site plan. Aside from striping this area for customer parking, no physical changes to the site are proposed.

Finding that the proposal meets requirements, staff recommends approval of a site plan amendment removing the prohibition on parking in the front yard area. While the applicant has requested approval of three parking spaces, staff recommends allowing the area to be striped for two parking spaces for customer use. The reasoning for this recommendation is that the area that would be designated as a third parking space is fully within the public right-of-way for Nicollet Avenue and may not be counted as a parking space. Staff recommends retaining a prohibition on the parking of commercial vehicles in the front yard area.

### **RECOMMENDED ACTION:**

**Conduct and close a public hearing and by motion: Recommend approval of a site plan amendment to allow additional parking space at 6941 Nicollet Avenue.**

### **BASIS OF RECOMMENDATION:**

**A. HISTORICAL CONTEXT**

See Executive Summary.

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

The property is zoned Service Office (SO) and the Comprehensive Plan designation is Neighborhood Commercial. The purpose of the Service Office District is to "provide limited locations for low-intensity, small office businesses in a residential neighborhood setting. Buildings, parking, landscaping and signs should be designed to help the commercial development harmonize with the residential character of the rest of the block."

Modifying a building, site or land feature requires site plan approval. A change of more than 20 percent in the number of parking spaces provided or required qualifies as a "Major Amendment", requiring review by the Planning Commission and City Council.

**General Criteria for Site Plan Approval (Subsection 547.13)**

In evaluating a site plan, the Planning Commission and City Council shall consider its compliance with the following:

- *Consistency with the various elements and objectives of the City's long range plans including, but not limited to, the Comprehensive Plan.*
- *Consistency with the purposes of the Zoning Code.*
- *Preservation of the site in its natural state, insofar as practicable, by minimizing tree and soil removal, and designing any grade changes so as to be in keeping with the general appearance of neighboring developed or developing areas.*
- *Creation of a harmonious relationship of buildings and open spaces with the terrain and with existing and future buildings having a visual relationship to the proposed development.*
- *Creation of a functional and harmonious design for structures and site features.*
- *Creation of an energy-conserving design through design location, orientation and elevation of structures, the use and location of glass in structures, and the use of landscape materials and site grading.*
- *Use of energy-conserving design.*
- *Protection of adjacent and neighboring properties through reasonable provisions for such matters as surface water drainage, sound and sight buffers, preservation of views, light and air, and those aspects of design, not adequately covered by other regulations, which may have substantial effects on neighboring land uses.*

The use of the property as an insurance office is consistent with the guiding Neighborhood Commercial designation and with the purposes of the Zoning Code. No physical changes to the property are proposed, and therefore no changes in compliance with these criteria are anticipated.

**C. CRITICAL TIMING ISSUES:**

60-DAY RULE: The 60-day clock 'started' when a complete application was received on June 26, 2017. A decision is required by August 25, 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 July 11.
- Council consideration has been tentatively scheduled for August 8, 2017.

**ALTERNATIVE RECOMMENDATION(S):**

Recommend denial of the site plan amendment with a finding that requirements are not met.

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

Jay Petersen, applicant

**ATTACHMENTS:**

Description	Type
▢ Resolution	Resolution Letter
▢ 2004 City Council resolution and minutes	Backup Material
▢ Aerial images and zoning map	Backup Material

**RESOLUTION NO.**

**RESOLUTION APPROVING  
AN AMENDMENT TO A SITE PLAN  
FOR A SERVICE OFFICE USE  
AT 6941 NICOLLET AVENUE**

**WHEREAS**, an application has been filed with the City of Richfield which requests approval of an amendment to a previously approved site plan to allow a service office use at 6941 Nicollet Avenue and legally described as follows:

S 80 FT OF N 240 FT OF W 1/8 OF S 1/3 OF SW 1/4 OF SE 1/4 EXCEPT ROAD,  
Hennepin County, Minnesota

**WHEREAS**, the City Council of the City of Richfield approved Resolution No. 9539 on November 9, 2004, granting an Off-Street Parking Permit for 6941 Nicollet Avenue; and

**WHEREAS**, City Council Resolution No. 9539 specifically prohibits parking spaces located in the front yard area; and

**WHEREAS**, the requested site plan amendment would remove the prohibition on parking spaces in the front yard area and allow the striping of two (2) parking spaces to accommodate customer parking; and

**WHEREAS**, the Planning Commission of the City of Richfield held a public hearing and recommended approval of the requested site plan amendment at its July 24, 2017 meeting; and

**WHEREAS**, notice of the public hearing was published in the Sun Current on July 13, 2017 and mailed to properties within 350 feet of the subject property on July 11, 2017; and

**WHEREAS**, the requested site plan amendment meets the requirements necessary for issuing a site plan amendment as specified in Richfield's Zoning Code, Subsection 547.13 and as detailed in City Council Staff Report No.\_\_\_\_; and

**WHEREAS**, the City has fully considered the request for approval of the site plan amendment;

**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 site plan for a service office use, as described in City Council Report No. \_\_\_\_\_, on the Subject Property legally described above is approved.
3. The approved site plan amendment is subject to the following conditions:
  - The site can accommodate five parking spaces in the rear of the property and two parking spaces in the front yard area; and
  - This amendment does not constitute approval of any physical expansion of parking areas; and



- Commercial vehicles shall not be parked in the front yard area; and
- All other conditions stipulated in Resolution No. 9539 shall remain in effect; and
- This approval shall expire one year following the date of approval unless the use has commenced or a building permit has been obtained and construction begun.

Adopted by the City Council of the City of Richfield, Minnesota this 8th day of August 2017.

\_\_\_\_\_  
Pat Elliott, Mayor

ATTEST:

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

**RESOLUTION NO. 9539**

**RESOLUTION GRANTING AN OFF-STREET PARKING PERMIT  
AT 6941 NICOLLET AVENUE**

**WHEREAS**, an application has been filed with the City of Richfield which requests approval of an off-street parking permit for the parcel of land located at 6941 Nicollet Avenue, legally described as:

S 80 FT OF N 240 FT OF W 1/8 OF S 1/3 OF SW 1/4 OF SE 1/4 EXCEPT  
ROAD

**WHEREAS**, the requested off-street parking permit has been reviewed by staff and meets city requirements; and

**WHEREAS**, the proposed parking area will adequately serve the purpose for which it is proposed and will not have an adverse effect upon the public safety or general welfare; and

**WHEREAS**, the City has fully considered the request for approval for the off-street parking permit.

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

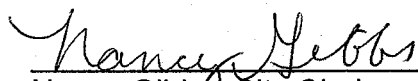
Approval is granted subject to the following conditions:

1. That an off-street parking permit for 6941 Nicollet Avenue is approved for a parking area as detailed in the attached site plan.
2. The site can accommodate the required five parking spaces for an office use as noted on the attached site plan.
3. No parking spaces to be located in the front yard.
4. Landscaped to adequately meet the City's landscape requirements. The petitioner plans to sod, install plant materials, and maintenance system, such as sprinklers. A temporary certificate of occupancy will be issued until landscaping is completed per the landscape plan.
5. The proposed parking lot will meet parking lot standards, for drive aisle width, stall dimensions, and the provision of handicapped spaces.
6. A fifteen-foot setback for parking lots adjacent to residential property on the north and east sides of the property.
7. Installation of a 6-foot privacy fence along the north and east side to screen the lot from the adjoining residential uses.

Adopted by the City Council of the City of Richfield, Minnesota this 9th day of November, 2004.

  
Martin J. Kirsch, Mayor

ATTEST:

  
Nancy Gibbs, City Clerk

# City Council meeting minutes

## November 9, 2004

Item #10	<b>PUBLIC HEARING AND SECOND READING OF ORDINANCE AMENDMENT REZONING PROPERTY AT 6941 AND 6945 NICOLLET AVENUE TO SERVICE OFFICE DISTRICT AND CONSIDERATION OF RESOLUTION REGARDING OFF- STREET PARKING PERMIT AT 6941 NICOLLET AVENUE S.R. NO. 187</b>
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Council Member Sandahl presented Staff Report No. 187 regarding second reading of an ordinance amendment rezoning property at 6941 and 6945 Nicollet Avenue to Service Office District and consideration of a resolution regarding an off-street parking permit at 6941 Nicollet Avenue.

Kevin Anderson, Cornerstone Realty, discussed the proposed project and neighborhood response. He said he is requesting one parking space with the proposed driveway expansion in

front of the building for the Cornerstone van and better snow removal. He added the business fits with that corner as an appropriate SO-1 zoning.

Mr. Anderson explained the difference between the original site plan curbing approved by the Planning Commission and the proposed site plan before the City Council tonight but not reviewed by the Planning Commission.

Council Member Enger stated the proposed new parking space is 15' north of the current space.

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

Motion carried 5-0.

Council Member Sandahl asked about the limited green space in front of the original building.

Mr. Anderson said he tried to make the most of the available space to be visually stimulating.

Council Member Sandahl stated she did not support more parking space in front of the building, when the City Council is restricting this type of parking.

Mr. Anderson stated the truck would be parked in the Taystee lot on the corner if it's not allowed on the Cornerstone site. He added this would not be as attractive.

Mr. Anderson said there is less parking space with the new proposed site plan than when the original house was there.

Council Member Sandahl asked if Mr. Anderson had been given permission to park the van with signage in the front yard.

Council Member Rosenberg asked about parking the van in the back.

Mr. Anderson stated rear parking would result in a lost parking space and the van was not bought to be parked in the back but used to champion the business.

Council Member Sandahl stated the van is used for advertising. She requested Mr. Anderson work with City staff on the lighting because it appears very bright for a residential area.

Mr. Anderson said a lighting adjustment will be made if staff finds it necessary.

Council Member Sandahl asked about the tree removed from the front yard.

Mr. Anderson stated three new trees are to be planted and the landscaping has been approved by staff.

Council Member Sandahl asked if the Planning Commission approved the revised site plan before the City Council tonight.

Mr. Anderson said no but that he believes the plan to be improved.

Council Member Enger asked if the approval of the SO-1 zoning was for the entire corner or just these two parcels.

Community Development Director Palmborg said these two parcels.

Council Member Sandahl explained the concern on the van is that it may appear to encourage the parking of a commercial vehicle with signage when a sign would not be permitted on this parcel.

Mr. Anderson stated the neighbors support the site plan but he will give up the parking of the van on the lot to move the project forward.

Council Member Ulrich stated she liked the project but the concern was the van parking because it runs contrary to what the City Council plans to do regarding front-yard parking regulations.

Mayor Kirsch stated the SO-1 zoning does not promote parking. The concern is if this property receives this parking, a precedent may be set.

Mr. Anderson stated he believed this was very little for the City to give considering Cornerstone's track record with the City. He added this is not a typical residential area.

Council Member Sandahl asked if a sign would be permitted in SO-1 zoning.

Community Development Director Palmborg said no.

Council Member Ulrich agreed a precedent may be set if the front yard parking of the van with signage is permitted.

Council Member Enger stated the revised site plan does not appear to include any additional parking.

City Attorney Thomson clarified the issues before the City Council.

- ♦ The City Council needs to determine if the rezoning is an appropriate land use for the area. If the City Council denies the rezoning, the City Council needs to state the reason on the record. The City needs to comply with the 60-day provision in State law.
- ♦ The City Council needs to determine if standards are met for an off-street parking permit, assuming the rezoning is approved.

M/Enger, S/Ulrich that this constitutes the second reading of Bill No. 2004-13 rezoning property at 6941 Nicollet Avenue from R (Single Family Residential) to SO-1 (Service Office District) and 6945 Nicollet from C-1 (Neighborhood Business) to SO-1 (Service Office District), that it be published in the official newspaper and that it be made part of these minutes.

Motion carried 5-0.

Council Member Enger asked if the existing driveway will be removed or expanded.

Mr. Anderson explained the apron will be widened.

M/Sandahl, S/Kirsch that the following resolution be adopted, that it be spread in the resolution book and that it be made part of these minutes and that Cornerstone work with City staff to ensure lighting is not intrusive to surrounding properties:

## RESOLUTION NO. 9539

RESOLUTION GRANTING AN OFF-STREET PARKING PERMIT  
AT 6941 NICOLLET AVENUE

Council Member Sandahl clarified the resolution includes that no parking spaces be located in the front yard.

Council Member Enger asked if it was feasible to leave the van parked in the existing space.

Mr. Anderson said that would not be as appealing.

Council Member Enger stated the van will still be allowed on Nicollet Avenue, just not in Cornerstone's front yard.

Council Member Sandahl said this was a creative way to have signage in the front yard.

Council Member Enger stated a residential area would allow a driveway with one additional parking area, but asked why not here for an SO-1 zoning.

Council Member Sandahl stated the parking would not be in the front yard. She added the Planning Commission approved no front-yard parking.

Mr. Anderson asked if the City Council had an issue with the revised site plan.

The City Council said no.

Council Member Enger asked about allowing the extra space on an interim basis with the expectation it may be taken away to eliminate front-yard parking when the ordinance or regulations is effective.

City Attorney Thomson stated it is preferable to not grant a request if it may later be taken away. This property is not directly comparable to residential property; it is a limited form of commercial property.

City Attorney Thomson said signage is not before the City Council tonight, only the off-street parking permit. Under the City's sign ordinance, no sign would be permitted. An off-street parking permit requires commercial vehicles to be parked in the rear.

Council Member Enger stated support for allowing the parking space since the property is a form of a commercial site.

Council Member Sandahl said only parking in the front-yard is prevented.

Mayor Kirsch called the question.

Motion carried 4-1. (Enger opposed.) This resolution appears as Resolution No. 9539 in Resolution Book No. 75.

**EXISTING**

Nicollet Avenue South (52)

Parking prohibited  
in this area



6941 NICOLLET  
AVE



6943 NICOLLET  
AVE



**PROPOSED**

Proposed to be  
striped for two (2)  
parking spaces

Nicollet Avenue South (52)

6941 NICOLLET  
AVE

6943 NICOLLET  
AVE



# NEIGHBORHOOD CONTEXT MAP



MR-2

R

SO

SO

C-1

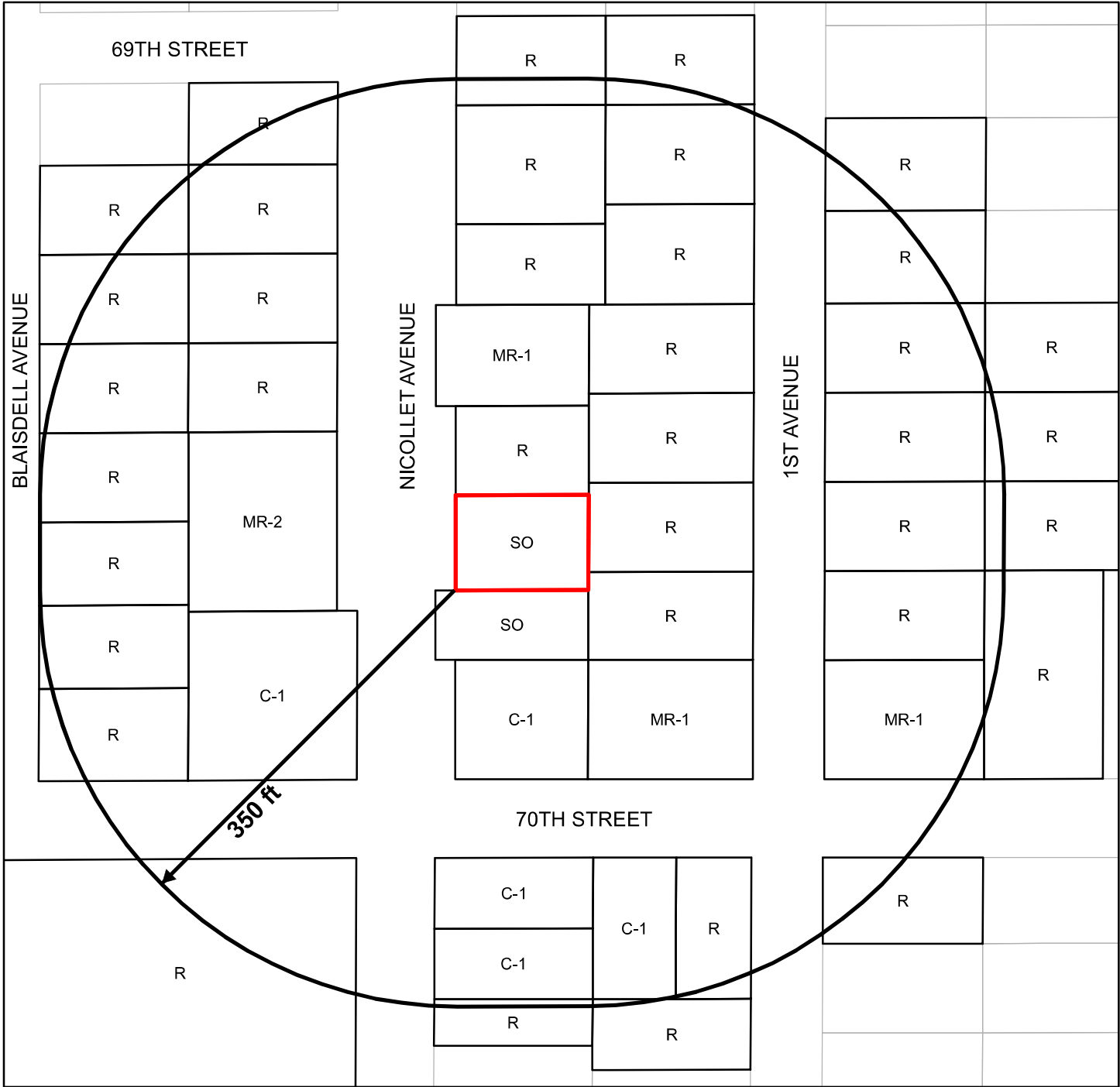
C-1

04/01/2015

© 2015 Pictometry

# 6941 Nicollet Avenue - ASP 7/2017

## Surrounding Zoning

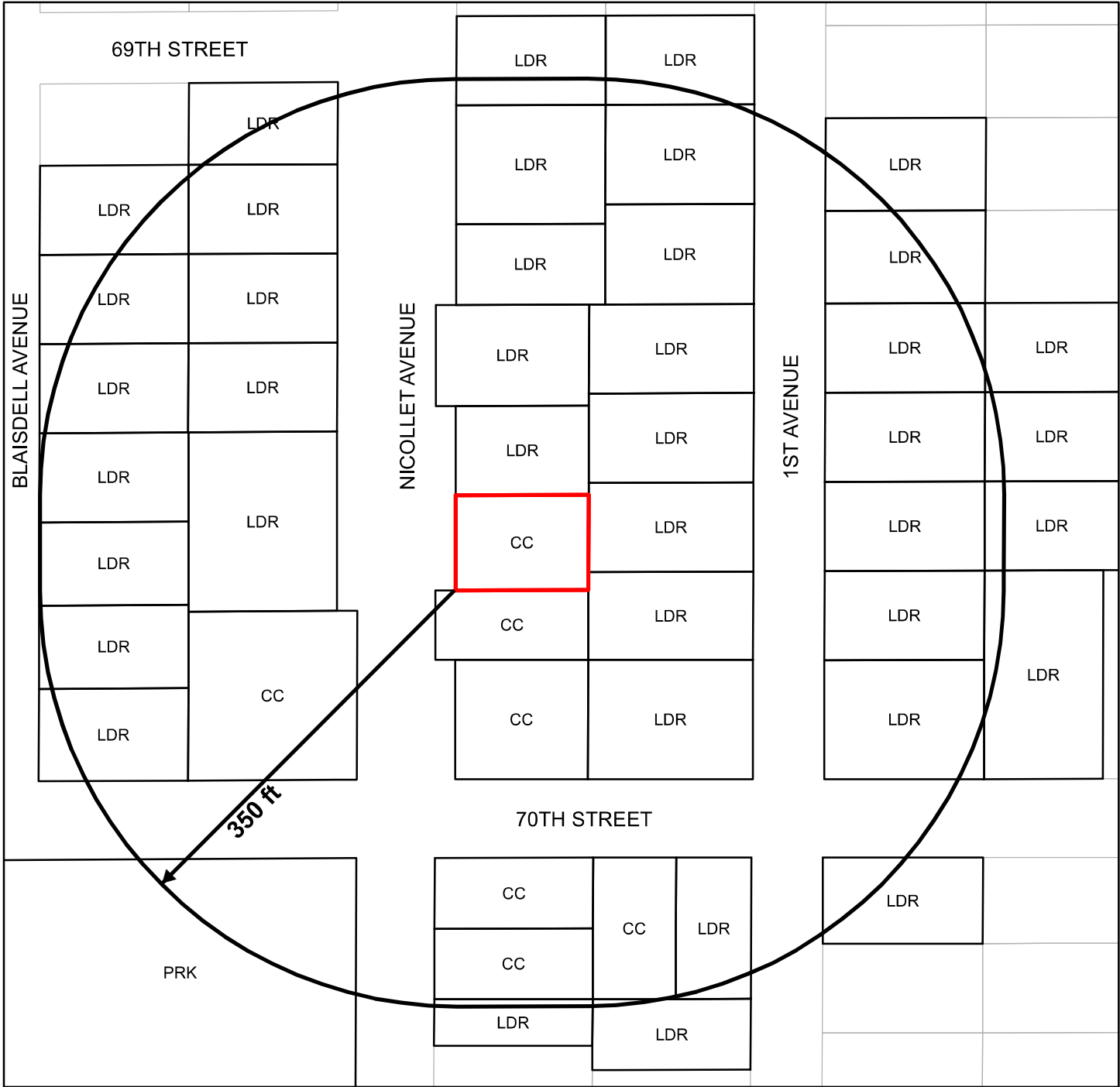


C-1 - Neighborhood Commercial  
SO - Service Office  
R - Single Family Residential  
MR-1 - Two Family Residential  
MR-2 - Multifamily Residential



# 6941 Nicollet Avenue - ASP 7/2017

## Surrounding Comprehensive Plan



CC - Community Commercial  
LDR - Low Density Residential



AGENDA SECTION:	Public Hearings
AGENDA ITEM #	5.
CASE NO.:	17-ASP-04, 17-VAR-07



## PLANNING COMMISSION MEETING

7/24/2017

REPORT PREPARED BY: Matt Brillhart, Associate Planner

CITYPLANNER REVIEW: Melissa Poehlman, AICP  
7/19/2017

### **ITEM FOR COMMISSION CONSIDERATION:**

**Public hearing to consider a request for a site plan amendment and variance to allow a building addition and reconfigured parking lot for a K-8 school at 1401 76th Street West.**

### **EXECUTIVE SUMMARY:**

Seven Hills Preparatory Academy (Seven Hills) has been operating out of the building at 1401 76th Street West since 2015. The building was previously home to Minnesota School of Business, which recently vacated their space after sharing the building with Seven Hills over the last two years. Seven Hills has continued to expand and add more grade levels at the site. They expect to fully occupy the building by the 2020-2021 school year. The existing facility does not have a dedicated gymnasium and Seven Hills has been using converted or makeshift spaces for physical education.

Seven Hills is proposing a building addition of approximately 13,000 square feet to house a gymnasium for physical education programs and athletic activities. The building addition will also include a multi-purpose room, restrooms and changing rooms, and equipment storage space. The proposal would remove a portion of the existing parking lot to accommodate the building addition and an outdoor playground. Other portions of the parking lot would be reconfigured for improved bus and automobile circulation and drop-off. New landscaping would be provided around the building addition, playground, and in the boulevard area along 76th Street. Seven Hills and city staff have discussed several possible options to improve pedestrian and bicycle connections to the site, and that conversation is ongoing.

The proposal requires a variance to building setback regulations. Along the west property line, the minimum setback requirement is 25 feet. A 10 foot setback is proposed for the building addition. Given that the west side of the property is directly adjacent to Interstate 35W, rather than a local street or another property, this is found to be a unique circumstance warranting granting a variance. A full discussion of general site plan requirements and variance findings is included as an attachment to this report.

Finding that the proposal meets requirements, staff recommends approval of the site plan amendment and variance.

### **RECOMMENDED ACTION:**

**Conduct and close a public hearing and by motion: Recommend approval of a site plan amendment**

and variance to allow a building addition and reconfigured parking lot at 1401 76th Street West.

**BASIS OF RECOMMENDATION:**

**A. HISTORICAL CONTEXT**

See Executive Summary.

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

The property is zoned General Business (C-2). Public or private elementary and high schools are a permitted use in the C-2 Zoning District. Modifying a building, site or land feature requires site plan approval. A change of this magnitude qualifies as a major amendment, requiring review by the Planning Commission and City Council.

**Parking**

The minimum parking requirement for a K-8 school is 1 space per employee plus 8 visitor spaces. This requirement is met. 68 spaces are required (60 staff plus 8 visitor spaces) for Seven Hills use and an additional 25 spaces are reserved for a potential office sub-tenant, for a total of 93 required parking spaces. 98 total parking spaces are provided, plus 6 bus loading stalls. A minimum of 5 bicycle parking spaces are required, and Seven Hills plans to exceed that requirement.

**General Criteria for Site Plan Evaluation**

In evaluating a site plan, the Planning Commission and Council shall consider its compliance with the 7 criteria outlined in Subsection 547.13 of the City Code. In general, the Council must consider the following:

- Consistency with the various elements and objectives of the Comprehensive Plan and other long-range plans;
- Site and building designs that offer integrated and thoughtful transitions from adjacent land and buildings;
- Functional connections for drivers, pedestrians and bicyclists;
- Energy-conservation through site or building design; and
- Protection of adjacent and neighboring properties from substantial negative effects.

**Variance from Building Setback Regulations**

Along the west property line, the minimum setback requirement is 25 feet. A 10 foot setback is proposed for the building addition. Given that the west side of the property is directly adjacent to Interstate 35W, rather than a local street or another property, this is found to be a unique circumstance warranting granting a variance.

A full discussion of general site plan requirements and variance findings is included 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 July 10, 2017. A decision is required by September 8, 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 July 11.
- Council consideration has been tentatively scheduled for August 8, 2017.

**ALTERNATIVE RECOMMENDATION(S):**

Recommend denial of the site plan amendment and variance with a finding that requirements are not met.

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

Douglas Feickert, Welsh Architecture (on behalf of Seven Hills)

**ATTACHMENTS:**

Description	Type
▣ Resolution	Resolution Letter
▣ Requirements attachment	Backup Material
▣ Site plans and elevations	Backup Material
▣ Seven Hills - Project narrative	Backup Material
▣ Seven Hills - Description of organization	Backup Material
▣ Zoning map	Backup Material



**RESOLUTION NO.**

**RESOLUTION APPROVING A  
SITE PLAN AMENDMENT AND VARIANCE  
TO ALLOW A BUILDING ADDITION AND RECONFIGURED PARKING LOT  
FOR A K-8 SCHOOL  
AT 1401 76TH STREET WEST**

**WHEREAS**, an application has been filed with the City of Richfield which requests approval of an amendment to a previously approved site plan and a variance to allow a building addition and reconfigured parking lot at property commonly known as 1401 76th Street West and legally described as follows:

Lot 1, Block 1, BOURBON AND BASIN FIRST ADDITION, Hennepin County, Minnesota

**WHEREAS**, the Planning Commission of the City of Richfield held a public hearing and recommended approval of the requested site plan amendment and variance at its July 24, 2017 meeting; and

**WHEREAS**, notice of the public hearing was published in the Sun Current on July 13, 2017 and mailed to properties within 350 feet of the subject property on July 11, 2017; and

**WHEREAS**, the requested site plan amendment meets the requirements necessary for issuing a site plan amendment as specified in Richfield's Zoning Code, Subsection 547.13 and as detailed in City Council Staff Report No. \_\_\_\_\_; and

**WHEREAS**, the Zoning Code states that principal buildings shall be set back 25 feet from street/corner side lot lines, Subsection 534.11, Subd. 1; 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**, based on the findings below, the Richfield City Council hereby approves the requested variance from Richfield Zoning Code Subsection 534.11, Subd. 1;

**WHEREAS**, the City has fully considered the request for approval of the site plan amendment;

**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 site plan for a K-8 school, as described in City Council Report No. \_\_\_\_\_, on the Subject Property legally described above is approved.
3. With respect to the application for a variance from Zoning Code Subsection 534.11, Subd. 1, the City Council makes the following findings:

- a. Strict enforcement would cause a practical difficulty. Shifting the proposed building further east to meet this requirement would encroach into the parking lot area, negatively impacting vehicle parking and circulation.
  - b. Unusual or unique circumstances apply to the property. This side of the property is directly adjacent to Interstate 35W, rather than a local street or another property.
  - c. Granting the requested variances will not alter the character of the neighborhood. The existing building is set back a similar distance from the west property line. As the proposed building is located along Interstate 35W, no negative impacts are expected.
  - d. The requested variances are the minimum necessary to alleviate the practical difficulties. Reducing the building setback to 10 feet is sufficient to allow the desired building addition.
  - e. The proposed variances do not conflict with the purpose or intent of the Ordinances or Comprehensive Plan.
4. This amended site plan approval and variance is subject to the following conditions:
  - The recipient shall 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. A recorded copy of the approved resolution must be submitted to the City prior to the issuance of an occupancy permit.
  - The applicant shall obtain a Boulevard Feature Permit from Richfield Public Works before planting in the public right-of-way. The applicant is responsible for the ongoing maintenance and tending of all landscaping in accordance with approved plans.
  - The applicant shall work with Richfield Community Development and Public Works staff to further refine and improve pedestrian and bicycle connections from 76th Street to the building entrance.
  - The applicant shall submit a photometric lighting plan and detail sheets for new light fixtures. "Wall pak" style fixtures are not permitted, except in loading and service areas.
  - The applicant is responsible for obtaining all required permits, compliance with all requirements detailed in the City's Administrative Review Committee Report dated July 6, 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.
5. The amended site plan approval and variance shall expire one year from issuance unless the use for which the approval 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. The amended site plan approval and variance shall remain in effect for so long as conditions regulating it are observed, and shall expire if normal operation of the use has been discontinued for 12 or more months, as required by the Zoning Ordinance, Section 547.11, Subd. 11 and Section 547.13, Subd. 9.

Adopted by the City Council of the City of Richfield, Minnesota this 8th day of July 2017.

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Pat Elliott, Mayor

ATTEST:

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Elizabeth VanHoose, City Clerk



## Code Requirements / Required Findings

### Part 1 – Site Plan Approval (Subsection 547.13)

In evaluating a site plan, the Planning Commission and Council shall consider its compliance with the following:

- a) *Consistency with the various elements and objectives of the City's long range plans including, but not limited to, the Comprehensive Plan.* The Comprehensive Plan has designated the property as 'Office' for many years, although the use of the building has transitioned from its original corporate office user to a vocational/business college and now a K-8 school. This designation could be reevaluated as part of the ongoing Comprehensive Plan update. Use of the property a K-8 school is not inconsistent with the goals and objectives of the Comprehensive Plan.
- b) *Consistency with the purposes of the Zoning Code.* The purposes of the Zoning Code include: assisting in the implementation of the Comprehensive Plan; creating harmonious and workable relationships among land uses; enhancing and protecting the physical appearance of the City and more. The proposal is consistent with these purposes of the Zoning Code.
- c) *Preservation of the site in its natural state, insofar as practicable, by minimizing tree and soil removal, and designing any grade changes so as to be in keeping with the general appearance of neighboring developed or developing areas.* N/A
- d) *Creation of a harmonious relationship of buildings and open spaces with the terrain and with existing and future buildings having a visual relationship to the proposed development.* See item (e) below.
- e) *Creation of a functional and harmonious design for structures and site features including:*
  - i. *Creation of an internal sense of order for the various functions and buildings on the site and provision of a desirable environment for occupants, visitors and the general community;*
  - ii. *Appropriateness of the amount and arrangement of open space and landscaping to the design and function of the development;*
  - iii. *Appropriateness of the materials, textures, colors and details of construction as an expression of the design concept of the project and the compatibility of the same with the adjacent and neighboring structures and functions; and*
  - iv. *Adequacy of vehicular, cycling and pedestrian circulation, including walkways, interior drives and parking, in terms of location and number of access points to the public streets, width of interior drives and access points, general interior circulation, separation of pedestrian, cycling and vehicular traffic and arrangement and amount of parking so as to be safe, convenient and, insofar as practicable, compatible with the design of proposed buildings, structures and neighboring properties.*

The proposed building façade is complimentary to the existing building. The proposed plans address current bus and vehicle circulation issues and improve pedestrian and bicycle access to the building.

- f) *Creation of an energy-conserving design through design location, orientation and elevation of structures, the use and location of glass in structures, and the use of landscape materials and site grading.* The proposal will improve landscaping within and surrounding the site.
- g) *Protection of adjacent and neighboring properties through reasonable provisions for such matters as surface water drainage, sound and sight buffers, preservation of views, light and air, and those aspects of design, not adequately covered by other regulations, which may have substantial effects on neighboring land uses.* Adequate provisions are in place to protect neighboring land uses from any effects related to the proposed building addition and parking lot modifications.

**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 building setback (534.11, Subd. 1)**

The Zoning Code states that principal buildings shall be set back 25 feet from street/corner side lot lines. The applicant is requesting a variance to allow the building expansion to be set back 10 feet from the west property line.

Criteria 1: Strict enforcement of this requirement would cause a practical difficulty. Shifting the proposed building further east to meet this requirement would encroach into the parking lot area, negatively impacting vehicle parking and circulation.

Criteria 2: This side of the property is directly adjacent to Interstate 35W, rather than a local street or another property.

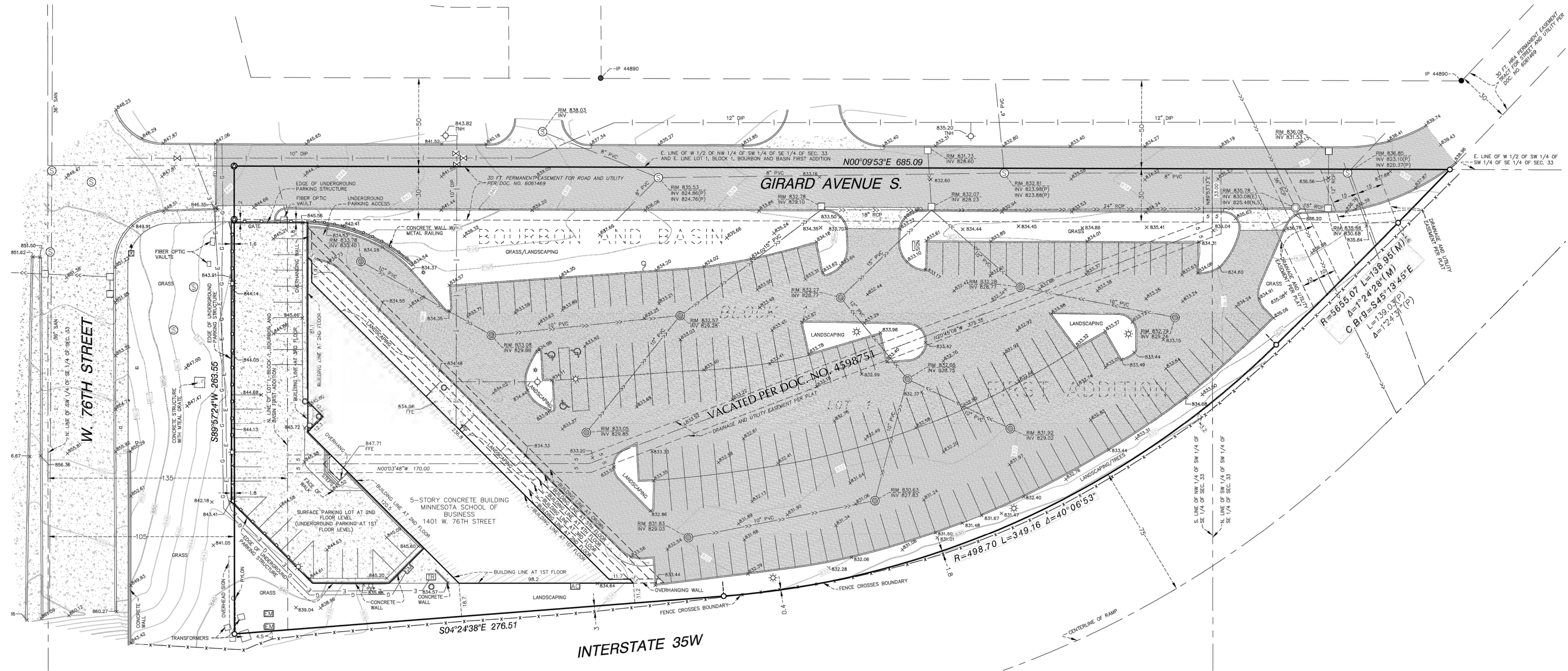
Criteria 3: The existing building is set back a similar distance from the west property line. As the proposed building is located along Interstate 35W, no negative impacts are expected.

Criteria 4: The variance is the minimum necessary to alleviate the practical difficulty. Reducing the building setback to 10 feet is sufficient to allow the desired building addition.

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



# BOUNDARY AND TOPOGRAPHIC SURVEY



## LEGAL DESCRIPTION

Lot 1, Block 1, BOURBON AND BASIN FIRST ADDITION, Hennepin County, Minnesota;

TOGETHER WITH

That part of the West Half of the Northwest Quarter of the Southwest Quarter of the Southeast Quarter of Section 33, Township 28, Range 24 adjacent to said Lot 1 lying easterly of the northerly extension of the westerly line of said Lot 1 and lying south of a line 105 feet south of and parallel with the north line of said West Half. Subject to road.

## NOTES

- This survey was prepared from legal descriptions supplied and our in house records and may not depict all easements, appurtenances or encumbrances affecting the property.
- The locations of underground utilities are depicted based on information from Gopher State One Call system for a "Boundary Survey locate". The information was provided by a combination of available maps, proposed plans or city records and field locations which may not be exact. Verify all utilities critical to construction or design.
- The orientation of this bearing system is based on the Hennepin County Coordinate System NAD83. Coordinates are Hennepin County ground feet, based on the Minnesota Coordinate System, Southern Zone, NAD83, 1986 (non HARN values). Coordinate values dated January, 2005.
- All distances are in feet.
- The area of the above described property is 134,458 square feet or 3.087 acres.
- Spot elevations at curb are to top of curb.
- Bench Marks:
  - Benchmark disk stamped "2785 AP 1970" located in the abutment at the southeast corner of Bridge Number 9289 (railroad over I-494), approximately 0.75 miles east of the site, has an elevation of 848.30 feet NGVD 29.
  - Site benchmark is Top Nut of Hydrant on the east side of Girard Avenue S. approximately 200 feet south of W. 76th Street, has an elevation of 843.82 feet NGVD 29.

## LEGEND

- |                                |                            |
|--------------------------------|----------------------------|
| ● FOUND IRON MONUMENT          | — G — GAS                  |
| ○ SET IRON MONUMENT            | — S — SANITARY SEWER       |
| ⊗ SET MAG NAIL W/ BRASS WASHER | — SS — STORM SEWER         |
| ⊕ HYDRANT                      | — W — WATERMAIN            |
| ⊕ WATER VALVE                  | — E — UNDERGROUND ELECTRIC |
| ⊕ FIRE HOOKUP                  | — FO — OVERHEAD UTILITY    |
| ⊕ SANITARY MANHOLE             | — X — CHAIN-LINK FENCE     |
| ⊕ CATCH BASINS                 | — O — PVC FENCE            |
| ⊕ STORM MANHOLE                | — M — METAL RAILING        |
| ⊕ ELECTRIC METER               | — C — CONTOUR              |
| ⊕ TRANSFORMER                  | — B — CONCRETE             |
| ⊕ AIR CONDITIONER              | — B — BITUMINOUS           |
| ⊕ GAS METER                    |                            |
| ⊕ TRAFFIC LIGHT                |                            |
| ⊕ HAND HOLE                    |                            |
| ⊕ LIGHT POLE                   |                            |
| ⊕ GROUND LIGHT                 |                            |
| ⊕ FLAG POLE                    |                            |
| ⊕ BOLLARD                      |                            |
| ⊕ SPOT ELEVATION               |                            |
| (M) AS MEASURED                |                            |
| (P) PER PLAT                   |                            |



233 Park Ave S, Ste 300  
Minneapolis, MN 55415  
612.758.3080 MAIN  
612.758.3099 FAX  
www.alliant-inc.com

I hereby certify that this survey, plan, 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.

DENNIS B. OLMSTEAD  
Print Name  
Signature  
June 7, 2016  
Date  
18425  
License Number

MINNESOTA SCHOOL OF BUSINESS

1401 W. 76TH STREET  
RICHFIELD, MINNESOTA

DRAWN BY	PG, DPE
CHECKED BY	DBO
DATE ISSUED	6/3/16
SCALE	1"=30'
JOB NO.	160074
BOOK	

SEVEN HILLS  
PREPARATORY  
ACADEMY  
GYMNASIUM  
ADDITION

1401 W 76TH STREET  
RICHFIELD, MN 55423

WELSH  
ARCHITECTURE

WELSH COMPANIES

4350 BAKER ROAD SUITE 400  
MINNETONKA, MN 55343

LOUCKS

PLANNING  
CIVIL ENGINEERING  
LAND SURVEYING  
LANDSCAPE ARCHITECTURE  
ENVIRONMENTAL

7200 Hemlock Lane, Suite 300  
Maple Grove, MN 55369  
763.424.5505  
www.loucksinc.com

## CADD QUALIFICATION

CADD files prepared by the Consultant for this project are instruments of the Consultant's professional services for use solely with respect to this project. These CADD files shall not be used on other projects, for additions to this project, or for completion of this project by others without written approval by the Consultant. With the Consultant's approval, others may be permitted to obtain copies of the CADD drawing files for information and reference only. All intentional or unintentional revisions, additions, or deletions to these CADD files shall be made at the full risk of that party making such revisions, additions or deletions and that party shall hold harmless and indemnify the Consultant from any & all responsibilities, claims, and liabilities.

## SUBMITTAL/REVISIONS

06/26/17 Preliminary City Submittal  
07/10/17 City Comment Resubmittal

## PROFESSIONAL SIGNATURE

## QUALITY CONTROL

C1-1	EXISTING CONDITIONS
C2-1	DEMOLITION PLAN
C2-1	SITE PLAN
C3-1	GRADING PLAN
C3-2	SWPPP PLAN
C3-3	SWPPP NOTES
C4-1	UTILITY PLAN
C8-1	DETAILS
C8-2	DETAILS
L1-1	LANDSCAPE PLAN

EXISTING  
CONDITIONS

C1-1



SEVEN HILLS  
PREPARATORY  
ACADEMY  
GYMNASIUM  
ADDITION

1401 W 76TH STREET  
RICHFIELD, MN 55423



WELSH COMPANIES

4350 BAKER ROAD SUITE 400  
MINNETONKA, MN 55343



PLANNING  
CIVIL ENGINEERING  
LAND SURVEYING  
LANDSCAPE ARCHITECTURE  
ENVIRONMENTAL

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SUBMITTAL/REVISIONS

06/26/17 Preliminary City Submittal  
07/10/17 City Comment Resubmittal

PROFESSIONAL SIGNATURE

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.

Licensed Professional Engineer: St. Martin - PE 24440  
Date: 07/10/17

QUALITY CONTROL

Loucks Project No. 17273.00  
Project Lead CDL  
Drawn By CDL/ZHW  
Checked By MJS  
Review Date 06/26/17

SHEET INDEX

C1-1 EXISTING CONDITIONS  
C1-2 DEMOLITION PLAN  
C2-1 SITE PLAN  
C3-1 GRADING PLAN  
C3-2 SWPPP PLAN  
C3-3 SWPPP NOTES  
C4-1 UTILITY PLAN  
C8-1 DETAILS  
C8-2 DETAILS  
L1-1 LANDSCAPE PLAN

CALL BEFORE YOU DIG!

Gopher State One Call

TWIN CITY AREA: 651-454-0002  
TOLL FREE: 1-800-252-1166



WARNING:

THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND /OR RELOCATION OF LINES.

THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 651-454-0002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.

GENERAL NOTES

- MINNESOTA STATE STATUTE REQUIRES NOTIFICATION PER "GOPHER STATE ONE CALL" PRIOR TO COMMENCING ANY GRADING, EXCAVATION OR UNDERGROUND WORK.
- THE CONTRACTOR SHALL FIELD VERIFY LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES AND TOPOGRAPHIC FEATURES PRIOR TO COMMENCEMENT OF CONSTRUCTION ACTIVITY. THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF ANY DISCREPANCIES OR VARIATIONS FROM THE PLANS.
- THE CONTRACTOR SHALL TAKE ALL PRECAUTIONS NECESSARY TO AVOID PROPERTY DAMAGE TO ADJACENT PROPERTIES DURING THE CONSTRUCTION PHASE OF THIS PROJECT. THE CONTRACTOR WILL BE HELD RESPONSIBLE FOR ANY DAMAGES TO ADJACENT PROPERTIES OCCURRING DURING THE CONSTRUCTION PHASE OF THIS PROJECT.
- THE CONTRACTOR WILL BE RESPONSIBLE FOR PROVIDING AND MAINTAINING TRAFFIC CONTROL DEVICES SUCH AS BARRICADES, WARNING SIGNS, DIRECTIONAL SIGNS, FLAGMEN AND LIGHTS TO CONTROL THE MOVEMENT OF TRAFFIC WHERE NECESSARY. PLACEMENT OF THESE DEVICES SHALL BE APPROVED BY THE ENGINEER PRIOR TO PLACEMENT. TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE APPROPRIATE MINNESOTA DEPARTMENT OF TRANSPORTATION STANDARDS.
- IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, THE CONTRACTOR WILL BE SOLELY AND COMPLETELY RESPONSIBLE FOR CONDITIONS ON THE JOB SITE, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY DURING THE PERFORMANCE OF THE WORK. THIS REQUIREMENT WILL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS.
- THE DUTY OF THE ENGINEER OR THE DEVELOPER TO CONDUCT CONSTRUCTION REVIEW OF THE CONTRACTORS PERFORMANCE IS NOT INTENDED TO INCLUDE REVIEW OF THE ADEQUACY OF THE CONTRACTORS SAFETY MEASURES IN, OR NEAR THE CONSTRUCTION SITE.
- BEFORE BEGINNING CONSTRUCTION THE CONTRACTOR SHALL INSTALL EROSION AND SEDIMENTATION CONTROL MEASURES IN ACCORDANCE WITH NPDES PERMIT REQUIREMENTS, BEST MANAGEMENT PRACTICES, STATE AND LOCAL REQUIREMENTS AND THE DETAILS SHOWN ON THE DETAIL SHEET(S) OF THE PROJECT PLANS.
- ALL CONSTRUCTION PERMITS, APPLICATIONS AND FEES ARE THE RESPONSIBILITY OF THE CONTRACTOR.
- ALL ENTRANCES AND CONNECTIONS TO CITY STREETS SHALL BE CONSTRUCTED PER THE REQUIREMENTS OF THE STATE AND LOCAL JURISDICTIONS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL PERMITS AND NOTIFICATIONS AS REQUIRED.
- ALL STREET REPAIRS AND PATCHING SHALL BE PERFORMED PER THE REQUIREMENTS OF THE CITY. ALL TRAFFIC CONTROL SHALL BE PROVIDED BY THE CONTRACTOR AND SHALL BE ESTABLISHED PER THE REQUIREMENTS OF THE MINNESOTA MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) AND THE CITY. THIS SHALL INCLUDE ALL SIGNAGE, BARRICADES, FLASHERS AND FLAGGERS AS NEEDED. ALL PUBLIC STREETS SHALL BE OPEN TO TRAFFIC AT ALL TIMES.
- ADJUST ALL EXISTING STRUCTURES, BOTH PUBLIC AND PRIVATE TO THE PROPOSED GRADES WHERE DISTURBED AND COMPLY WITH ALL REQUIREMENTS OF THE UTILITY OWNERS. STRUCTURES BEING RESET TO PAVED AREAS MUST MEET OWNERS REQUIREMENTS FOR TRAFFIC LOADING.
- EXISTING TOPOGRAPHY PROVIDED BY ALLIANT ENGINEERING, TOPOGRAPHIC SURVEY DATED 06/03/16.

SITE NOTES

- ALL PAVING, CONCRETE CURB, GUTTER AND SIDEWALK SHALL BE FURNISHED AND INSTALLED IN ACCORDANCE WITH THE DETAILS SHOWN PER THE DETAIL SHEET(S) AND STATE/LOCAL JURISDICTION REQUIREMENTS.
- ACCESSIBLE PARKING AND ACCESSIBLE ROUTES SHALL BE PROVIDED PER CURRENT ADA STANDARDS AND LOCAL/STATE REQUIREMENTS.
- ALL CURB DIMENSIONS SHOWN ARE TO THE FACE OF CURB UNLESS OTHERWISE NOTED.
- ALL BUILDING DIMENSIONS ARE TO THE OUTSIDE FACE OF WALL UNLESS OTHERWISE NOTED.
- TYPICAL FULL SIZED PARKING STALL IS 9' X 18' UNLESS OTHERWISE NOTED.
- BITUMINOUS IMPREGNATED FIBER BOARD TO BE PLACED AT FULL DEPTH OF CONCRETE ADJACENT TO EXISTING STRUCTURES AND BEHIND CURB ADJACENT TO DRIVEWAYS AND SIDEWALKS.
- SEE SITE ELECTRICAL PLAN FOR SITE LIGHTING.

SIGNAGE AND STRIPING NOTES

- CONTRACTOR SHALL BE RESPONSIBLE FOR ALL SITE SIGNAGE AND STRIPING AS SHOWN ON THIS PLAN.
- CONTRACTOR SHALL PAINT ALL ACCESSIBLE STALLS, LOGOS AND CROSS HATCH LOADING AISLES WITH WHITE PAVEMENT MARKING PAINT, 4" IN WIDTH.
- CONTRACTOR SHALL PAINT ANY/ALL DIRECTIONAL TRAFFIC ARROWS, AS SHOWN, IN WHITE PAINT.
- ALL SIGNAGE SHALL INCLUDE POST, CONCRETE FOOTING AND STEEL CASING WHERE REQUIRED.
- ALL SIGNAGE NOT PROTECTED BY CURB, LOCATED IN PARKING LOT OR OTHER PAVED AREAS TO BE PLACED IN STEEL CASING, FILLED WITH CONCRETE AND PAINTED YELLOW. REFER TO DETAIL.
- ANY/ALL STOP SIGNS TO INCLUDE A 24" WIDE PAINTED STOP BAR IN WHITE PAINT, PLACED AT THE STOP SIGN LOCATION, A MINIMUM OF 4' FROM CROSSWALK IF APPLICABLE. ALL STOP BARS SHALL EXTEND FROM DIRECTIONAL TRANSITION BETWEEN LANES TO CURB.
- ALL SIGNS TO BE PLACED 18" BEHIND BACK OF CURB UNLESS OTHERWISE NOTED.

SITE DATA

CURRENT ZONING: C-2 GENERAL COMMERCIAL  
PROPOSED ZONING:

PROPERTY AREA: 3.09 AC  
DISTURBED AREA: 1.21 AC  
EXISTING IMPERVIOUS AREA: 2.04 AC (66.0%)  
PROPOSED IMPERVIOUS AREA: 1.96 AC (63.4%)

GREEN SPACE REQUIRED AT 20% RATIO = 0.617 AC  
GREEN SPACE REQUIRED AT 15% RATIO = 0.463 AC

PROPOSED SITE USES / AREAS:

GREEN SPACE / LANDSCAPE: 0.651 AC (21.1%)  
BUILDING ADDITION: 0.296 AC (9.6%)

PARKING:

AVAILABLE STALLS:  
UNDERGROUND / LEVEL 1 STRUCTURE: 33 STALLS  
SURFACE STALLS IN SOUTH LOT: 65 STALLS  
TOTAL STALLS: 98 STALLS

(236 STALLS EXIST TODAY - A TOTAL OF 138 STALLS WILL BE ELIMINATED BY PROPOSED DEVELOPMENT.

REQUIRED STALLS:

SEVEN HILLS PREPARATORY ACADEMY (K-8 SCHOOL)  
1 STALL PER EMPLOYEE (60), PLUS 8 VISITOR SPACES: 68 STALLS

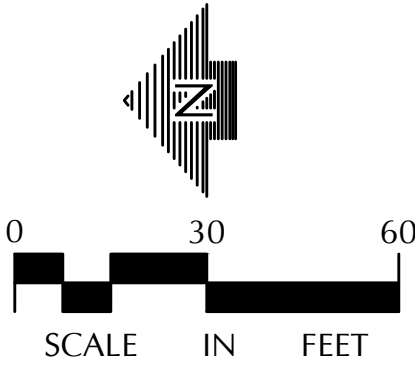
POTENTIAL OFFICE (7,500 SF)  
1 STALL PER 300 SF: 25 STALLS

TOTAL STALLS REQUIRED: 93 STALLS

BENCHMARK

TOP NUT HYDRANT ON THE EAST SIDE OF GIRARD AVENUE S. APPROXIMATELY 200 FEET SOUTH OF W. 76TH STREET, HAS AN ELEVATION OF 843.82 FEET NGVD 29.

INTERSTATE 35W



EXISTING	CIVIL LEGEND	PROPOSED
	SANITARY MANHOLE	
	STORM MANHOLE	
	CATCH BASIN	
	CULVERT	
	HYDRANT	
	GATE VALVE	
	POST INDICATOR VALVE	
	LIGHT POLE	
	POWER POLE	
	SIGN	
	BENCHMARK	
	SOIL BORINGS	
	WATER MANHOLE	
	TELEPHONE MANHOLE	
	UTILITY MANHOLE	
	ELECTRIC MANHOLE	
	WATER SERVICE	
	SANITARY SERVICE	
	HANDICAP PARKING	
	DIRECTION OF FLOW	
	SPOT ELEVATION	
	CONTOURS	
	SANITARY SEWER	
	STORM SEWER	
	WATERMAIN	
	FORCE MAIN	
	DRAIN TILE	
	SILT FENCE	
	CURB & GUTTER	
	RETAINING WALL	
	TREE LINE	
	EASEMENT LINE	
	SETBACK LINE	
	FENCE LINE	
	UNDERGROUND TELE	
	UNDERGROUND GAS	
	OVERHEAD UTILITY	



SEVEN HILLS  
PREPARATORY  
ACADEMY  
GYMNASIUM  
ADDITION

1401 W 76TH STREET  
RICHFIELD, MN 55423



WELSH COMPANIES

4350 BAKER ROAD SUITE 400  
MINNETONKA, MN 55343



PLANNING  
CIVIL ENGINEERING  
LAND SURVEYING  
LANDSCAPE ARCHITECTURE  
ENVIRONMENTAL

7200 Hemlock Lane, Suite 300  
Maple Grove, MN 55369  
763.424.5505  
www.loucksincc.com

CADD QUALIFICATION

CADD files prepared by the Consultant for this project are instruments of the Consultant's professional services for use solely with respect to this project. These CADD files shall not be used on other projects, for additions to this project, or for completion of this project by others without written approval by the Consultant. With the Consultant's approval, others may be permitted to obtain copies of the CADD drawing files for information and reference only. All intentional or unintentional revisions, additions, or deletions to these CADD files shall be made at the full risk of that party making such revisions, additions or deletions and that party shall hold harmless and indemnify the Consultant from any & all responsibilities, claims, and liabilities.

SUBMITTAL/REVISIONS

06/26/17 Preliminary City Submittal  
07/10/17 City Comment Resubmittal

PROFESSIONAL SIGNATURE

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.

Licensed Professional - LA 45591  
D. Loken - LA

QUALITY CONTROL

Loucks Project No. 16540  
Project Lead MJ5  
Drawn By DDL  
Checked By DDL  
Review Date 07/10/17

SHEET INDEX

C1-1 EXISTING CONDITIONS  
C1-2 DEMOLITION PLAN  
C2-1 SITE PLAN  
C3-1 GRADING PLAN  
C3-2 SWPPP PLAN  
C3-3 SWPPP NOTES  
C4-1 UTILITY PLAN  
C8-1 DETAILS  
C8-2 DETAILS  
L1-1 LANDSCAPE PLAN

LANDSCAPE  
PLAN

L1-1

GIRARD AVENUE S.

W. 76TH STREET

INTERSTATE 35W

GENERAL NOTES

CONTRACTOR SHALL VISIT SITE PRIOR TO SUBMITTING BID. HE SHALL INSPECT SITE AND BECOME FAMILIAR WITH EXISTING CONDITIONS RELATING TO THE NATURE AND SCOPE OF WORK.

VERIFY LAYOUT AND ANY DIMENSIONS SHOWN AND BRING TO THE ATTENTION OF THE LANDSCAPE ARCHITECT ANY DISCREPANCIES WHICH MAY COMPROMISE THE DESIGN AND/OR INTENT OF THE PROJECT'S LAYOUT.

ASSURE COMPLIANCE WITH ALL APPLICABLE CODES AND REGULATIONS GOVERNING THE WORK OR MATERIALS SUPPLIED.

CONTRACTOR SHALL PROTECT ALL EXISTING ROADS, CURBS/GUTTERS, TRAILS, TREES, LAWNS AND SITE ELEMENTS DURING PLANTING OPERATIONS. ANY DAMAGE TO SAME SHALL BE REPAIRED AT NO COST TO THE OWNER.

CONTRACTOR SHALL VERIFY ALIGNMENT AND LOCATION OF ALL UNDERGROUND AND ABOVE GRADE UTILITIES AND PROVIDE THE NECESSARY PROTECTION FOR SAME BEFORE CONSTRUCTION / MATERIAL INSTALLATION BEGINS (MINIMUM 10' - 0" CLEARANCE).

ALL UNDERGROUND UTILITIES SHALL BE LAID SO THAT TRENCHES DO NOT CUT THROUGH ROOT SYSTEMS OF ANY EXISTING TREES TO REMAIN.

EXISTING CONTOURS, TRAILS, VEGETATION, CURB/GUTTER AND OTHER EXISTING ELEMENTS BASED UPON INFORMATION SUPPLIED TO LANDSCAPE ARCHITECT BY OTHERS. CONTRACTOR SHALL VERIFY ANY AND ALL DISCREPANCIES PRIOR TO CONSTRUCTION AND NOTIFY LANDSCAPE ARCHITECT OF SAME.

THE ALIGNMENT AND GRADES OF THE PROPOSED WALKS, TRAILS AND/OR ROADWAYS ARE SUBJECT TO FIELD ADJUSTMENT REQUIRED TO CONFORM TO LOCALIZED TOPOGRAPHIC CONDITIONS AND TO MINIMIZE TREE REMOVAL AND GRADING. ANY CHANGE IN ALIGNMENT MUST BE APPROVED BY LANDSCAPE ARCHITECT.

IRRIGATION NOTES:

VERIFY EXISTING/PROPOSED IRRIGATION SYSTEM LAYOUT AND CONFIRM COMPLETE LIMITS OF IRRIGATION PRIOR TO SUPPLYING SHOP DRAWINGS.

LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING AN IRRIGATION LAYOUT PLAN AND SPECIFICATION AS A PART OF THE SCOPE OF WORK WHEN LAYING OUT. THESE SHALL BE APPROVED BY THE LANDSCAPE ARCHITECT PRIOR TO ORDER AND/OR INSTALLATION. IT SHALL BE THE LANDSCAPE CONTRACTOR'S RESPONSIBILITY TO INSURE THAT ALL SODDED/SEEDING AND PLANTED AREAS ARE IRRIGATED PROPERLY, INCLUDING THOSE AREAS DIRECTLY AROUND AND ABUTTING BUILDING FOUNDATION.

THE LANDSCAPE CONTRACTOR SHALL PROVIDE THE OWNER WITH AN IRRIGATION SCHEDULE APPROPRIATE TO THE PROJECT SITE CONDITIONS AND TO PLANT MATERIAL GROWTH REQUIREMENTS.

IRRIGATION SYSTEM IS NOT TO SPRINKLE ACROSS PAVEMENT. THE SYSTEM SHALL INCORPORATE A RAIN SENSOR INTO IRRIGATION SYSTEM.

PLANTINGS OUTSIDE THE LIMITS OF IRRIGATION ARE TO BE WATERED REGULARLY UNTIL PLANTING/SOD/SEED HAS BEEN ESTABLISHED.

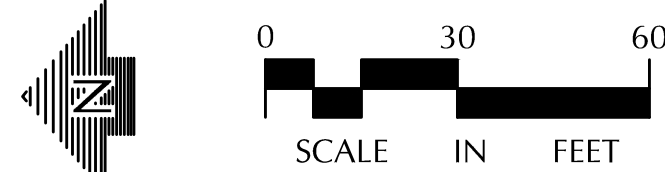
LANDSCAPE REQUIREMENTS:

1 TREE PER 2,500 SQUARE FEET OF DEVELOPABLE LANDSCAPING AREA;

134,458 SF - DEVELOPABLE AREA

134,458 / 2,500 = 54 REQUIRED TREES TOTAL  
22 EXISTING TREES TO REMAIN  
32 NEW TREES REQUIRED  
32 NEW TREES PROPOSED

NOTE: SURVEY WAS PERFORMED BY OTHERS. TREES WERE NOT LOCATED BY SURVEYORS. EXISTING TREES SHOWN ON PLAN WERE LOCATED BY USING AERIAL PHOTOGRAPHY AND GOOGLE STREETVIEW.



CALL BEFORE YOU DIG!

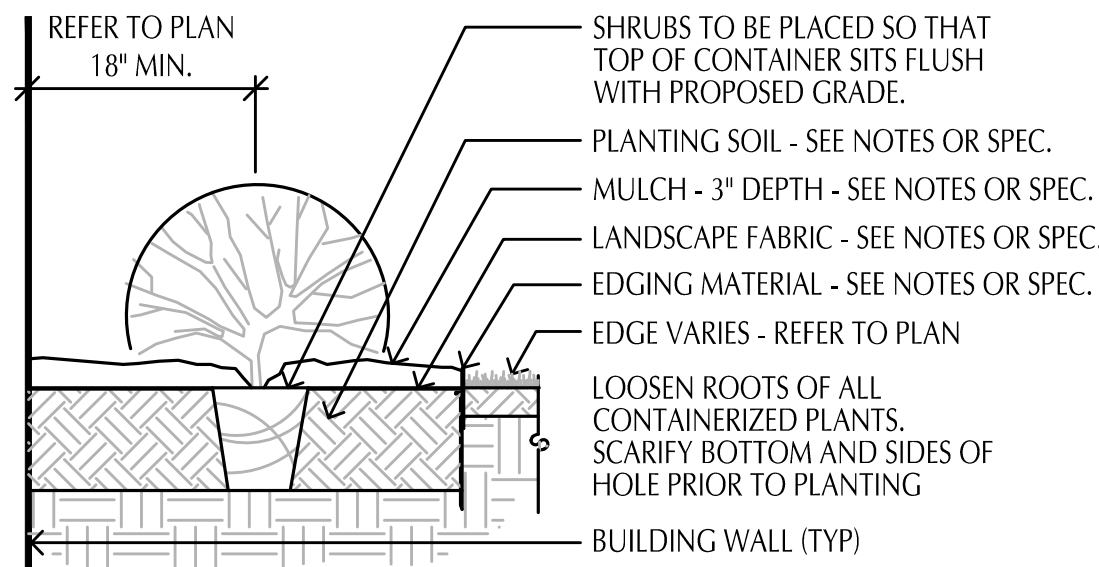
Gopher State One Call

TWIN CITY AREA: 651-454-0002  
TOLL FREE: 1-800-252-1166

PLANT SCHEDULE

DECIDUOUS TREES	QTY	COMMON NAME	BOTANICAL NAME	CONT	SIZE	
BL	3	BOULEVARD LINDEN	Tilia americana 'Boulevard'	B & B	2.5" Cal	
IH	4	IMPERIAL HONEYLOCUST	Gleditsia triacanthos 'Impcole' TM	B & B	2.5" Cal	
RO	2	RED OAK	Quercus rubra	B & B	2.5" Cal	
SGM	1	SIENNA GLEN MAPLE	Acer freemanii 'Sienna Glen'	B & B	2.5" Cal	
EVERGREEN TREES	QTY	COMMON NAME	BOTANICAL NAME	CONT	SIZE	
AP	3	AUSTRIAN PINE	Pinus nigra	B & B	6' HGT	
BS	10	BLACK HILLS SPRUCE	Picea glauca 'Densata'	B & B	6' HGT	
CSP	9	COLORADO SPRUCE	Picea pungens	B & B	6' HGT	
ORNAMENTAL TREES	QTY	COMMON NAME	BOTANICAL NAME	CONT	SIZE	
TH	7	THORNLESS HAWTHORN	Crataegus crus-galli 'Inermis'	B & B	1.5" Cal	
SHRUBS	QTY	COMMON NAME	BOTANICAL NAME	MIN CONT	MIN SIZE	SPACING
AWS	11	ANTHONY WATERER SPIREA	Spirea x bumalda 'Anthony Waterer'	5 gal	24" HGT	45" o.c.
CV	3	COMPACT AMERICAN VIBURNUM	Viburnum trilobum 'Bailey Compact'	5 gal	24" HGT	60" o.c.
GAC	10	GREEN MOUND ALPINE CURRANT	Ribes alpinum 'Green Mound'	5 gal	24" HGT	48" o.c.
GF	31	GRO-LOW FRAGRANT SUMAC	Rhus aromatica 'Gro-Low'	5 gal	24" SPRD	48" o.c.
GRASSES	QTY	COMMON NAME	BOTANICAL NAME	MIN CONT	MIN SIZE	SPACING
FG	12	FEATHER REED GRASS	Calamagrostis x acutiflora 'Karl Foerster'	1 gal		30" o.c.
PERENNIALS	QTY	COMMON NAME	BOTANICAL NAME	MIN CONT	MIN SIZE	SPACING
BAD	30	BAJA DAYLILY	Hemerocallis x 'Baja'	1 gal		24" o.c.
SD	35	STELLA D' ORO DAYLILY	Hemerocallis x 'Stella de Oro'	1 gal		24" o.c.

EXISTING TREES



1 SHRUB PLANTING DETAIL

SCALE: 3/4" = 1'-0"

THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING ALL TREES IN A PLUMB POSITION THROUGH THE WARRANTY PERIOD. STAKING IS SUGGESTED, BUT NOT REQUIRED. ANY STAKING MUST CONFORM WITH PRACTICES AS DEFINED IN A.N.A. GUIDELINES FOR STANDARD PRACTICES.

PRUNE ANY DAMAGED BRANCHES AFTER PLANTING IS COMPLETE.

WATER TREE THOROUGHLY DURING PLANTING OPERATIONS. PLACE BACKFILL IN 8-12" LIFTS AND SATURATE SOIL WITH WATER. DO NOT COMPACT MORE THAN NECESSARY TO MAINTAIN PLUMB.

16"x2" POLYPROPYLENE OR POLYETHYLENE STRAP

SAFETY FLAGGING - ONE PER WIRE

MULCH - 4" DEEP - SEE NOTES OR SPECS. MULCH MUST NOT BE IN CONTACT WITH TRUNK.

BACKFILL WITH IN SITU TOPSOIL

WOOD STAKE (OPTIONAL)

EDGE VARIES - SEE PLAN

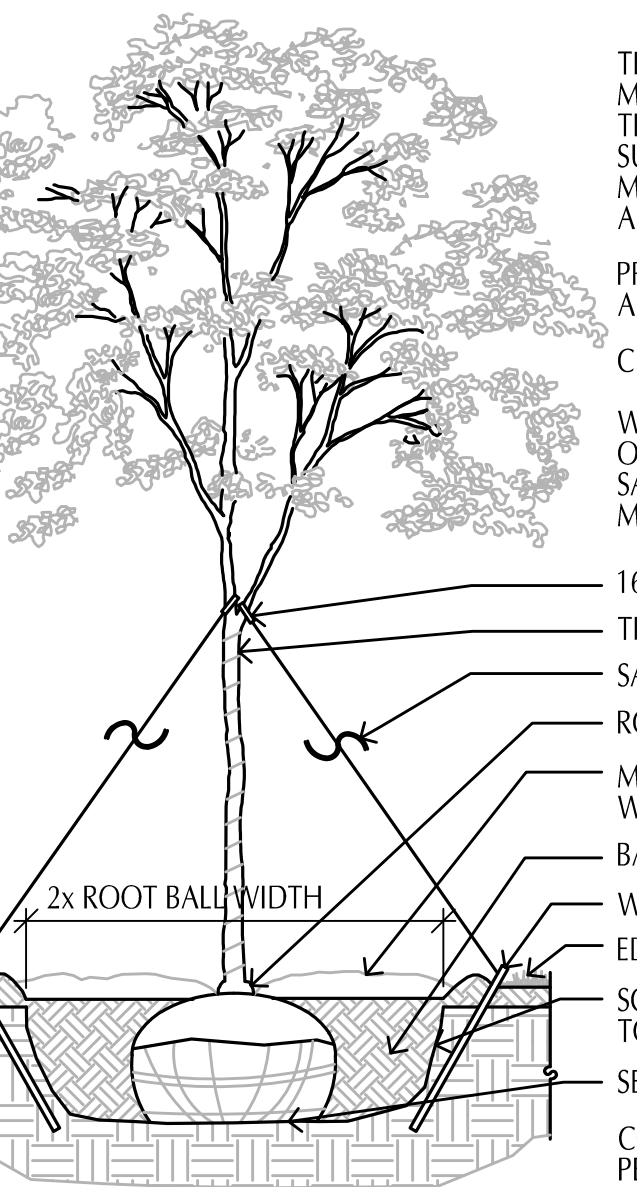
SCARIFY BOTTOM AND SIDES OF HOLE PRIOR TO PLANTING

ROOT BALL SET ON UNDISTURBED SUBGRADE

CONTRACTOR IS RESPONSIBLE FOR TESTING PERCOLATION RATES PRIOR TO PLANTING. NOTIFY LANDSCAPE ARCHITECT IMMEDIATELY IF POOR DRAINAGE EXISTS.

2 PERENNIAL PLANTING

SCALE: 3/4" = 1'-0"



THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING ALL TREES IN A PLUMB POSITION THROUGH THE WARRANTY PERIOD. STAKING IS SUGGESTED, BUT NOT REQUIRED. ANY STAKING MUST CONFORM WITH PRACTICES AS DEFINED IN A.N.A. GUIDELINES FOR STANDARD PRACTICES

PRUNE DAMAGED AND CROSSING BRANCHES AFTER PLANTING IS COMPLETE.

CUT BACK WIRE BASKET

WATER TREE THOROUGHLY DURING PLANTING OPERATIONS. PLACE BACKFILL IN 8-12" LIFTS AND SATURATE SOIL WITH WATER. DO NOT COMPACT MORE THAN NECESSARY TO MAINTAIN PLUMB.

16"x2" POLYPROPYLENE OR POLYETHYLENE STRAP

TREE WRAP TO FIRST BRANCH

SAFETY FLAGGING - ONE PER WIRE

ROOT FLARE EVEN WITH OR JUST ABOVE GRADE.

MULCH - 4" DEEP. NO MULCH IN CONTACT WITH TRUNK - SEE NOTES OR SPECS.

BACKFILL WITH IN SITU TOPSOIL

WOOD STAKE (OPTIONAL)

EDGE VARIES - SEE PLAN

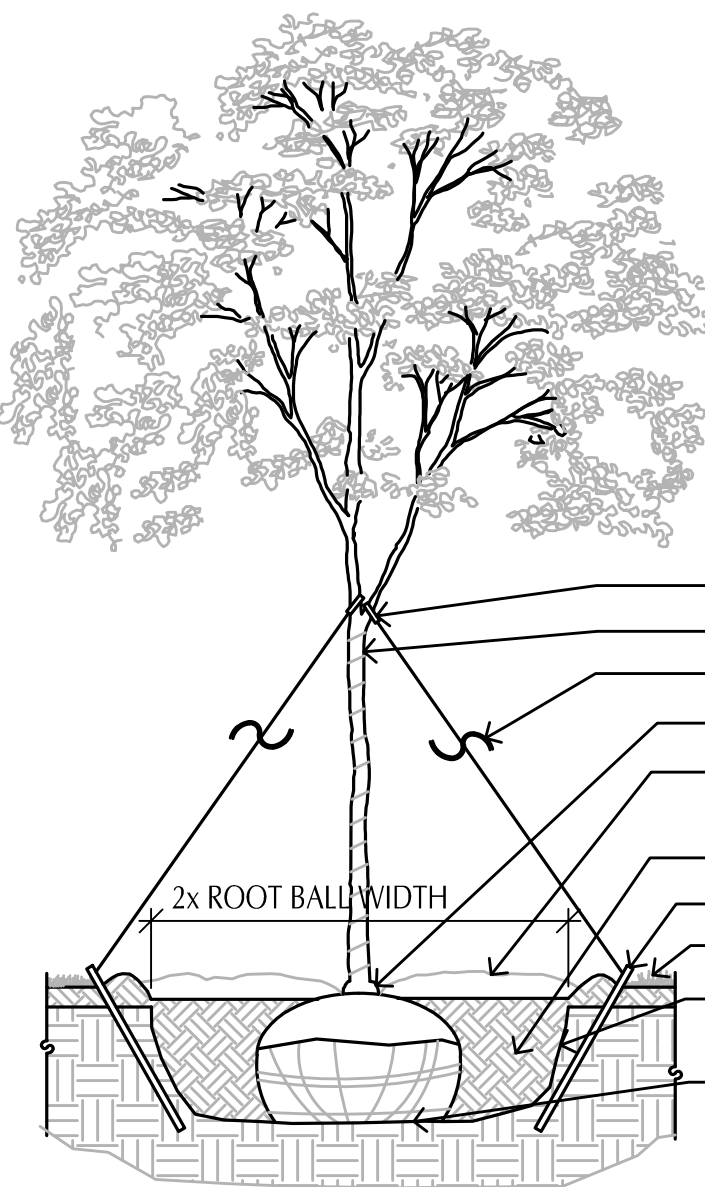
SCARIFY BOTTOM AND SIDES OF HOLE PRIOR TO PLANTING

SET PLANT ON UNDISTURBED NATIVE SOIL

CONTRACTOR IS RESPONSIBLE FOR TESTING PERCOLATION RATES PRIOR TO PLANTING. NOTIFY LANDSCAPE ARCHITECT IMMEDIATELY IF POOR DRAINAGE EXISTS.

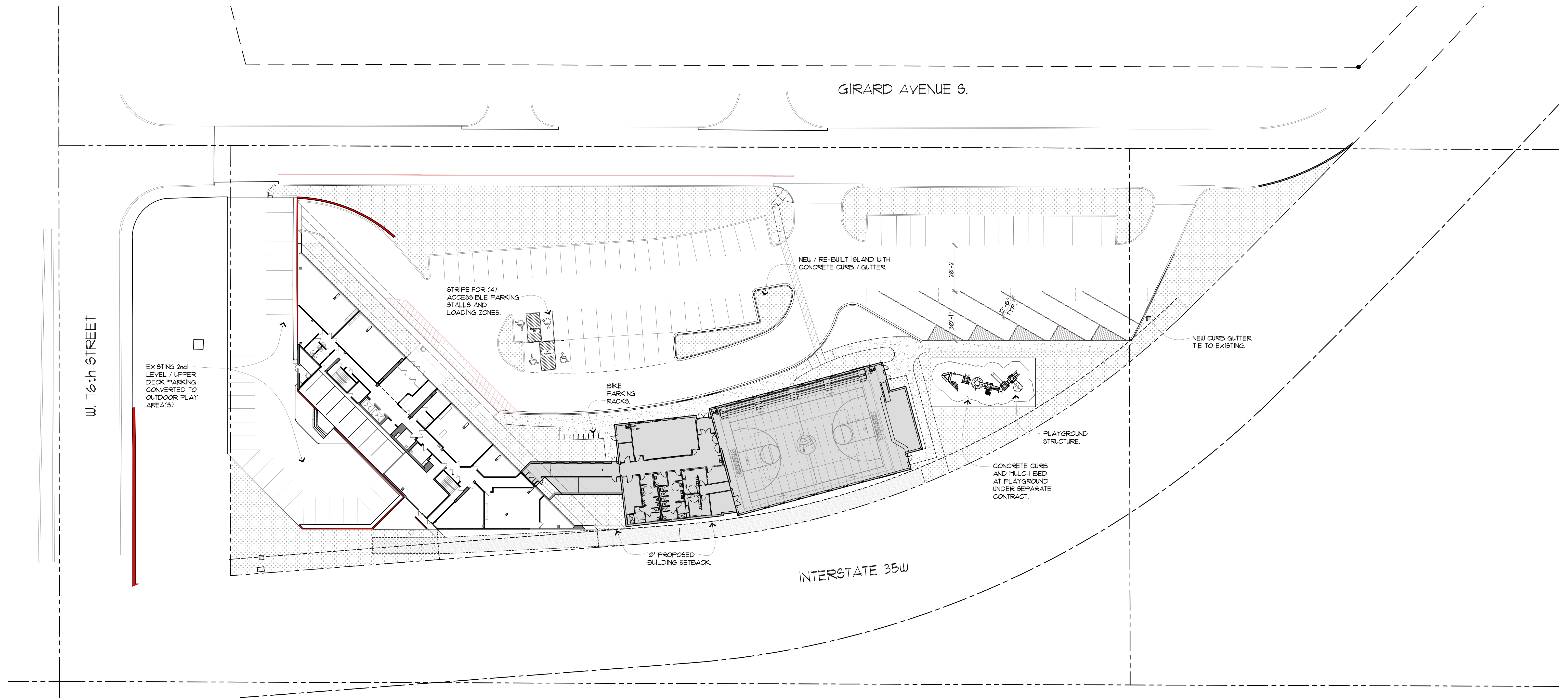
4 DECIDUOUS TREE PLANTING DETAIL

SCALE: 1/2" = 1'-0"

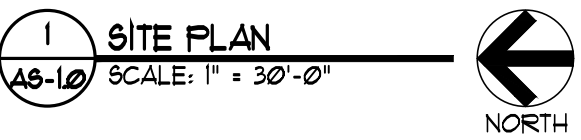


Deciduous Tree.DWG





RICHFIELD ZONING ORDINANCE SUMMARY:			
<b>ZONING:</b> ZONING DISTRICT: C-1 GENERAL BUSINESS PROPOSED USE: SCHOOLS, PUBLIC OR PRIVATE ARE PERMITTED IN C-2 DISTRICT <b>ADJACENT USES:</b> <ul style="list-style-type: none"><li>PROPERTY TO THE EAST IS ZONED PC-2, PLANNED GENERAL COMMERCIAL</li><li>PROPERTY TO THE NORTH IS ZONED R, SINGLE FAMILY</li><li>PROPERTY TO THE WEST (ACROSS I-35W) IS ZONED MR-3, HIGH DENSITY MULTI-FAMILY AND C-2, GENERAL COMMERCIAL</li><li>TO THE SOUTH IS HIGHWAY I-494 AND THE CITY OF BLOOMINGTON</li></ul>	<b>GROSS FLOOR AREA(S):</b> <ul style="list-style-type: none"><li>1ST FLOOR (ENCLOSED PARKING) 12,708 G.S.F.</li><li>1ST FLOOR (OCCUPIED BUILDING) 9,440 G.S.F.</li><li>2ND FLOOR 12,001 G.S.F.</li><li>3RD FLOOR 13,098 G.S.F.</li><li>4TH FLOOR 14,149 G.S.F.</li><li>5TH FLOOR 15,231 G.S.F.</li><li>o SUB-TOTAL 16,633 G.S.F.</li><li>PROPOSED ADDITION 13,001 G.S.F.</li><li>o TOTAL 29,634 G.S.F.</li></ul>	<b>PARKING SUMMARY:</b>  <b>EXISTING PARKING CONFIGURATION:</b> <ul style="list-style-type: none"><li>1ST FLOOR LEVEL (ENCLOSED) 33 SPACES</li><li>2ND FLOOR LEVEL (STRUCTURED) 25 SPACES</li><li>SURFACE LOT 178 SPACES</li><li>o TOTAL = 236</li></ul> <b>PROPOSED PARKING:</b> <ul style="list-style-type: none"><li>1ST FLOOR LEVEL (ENCLOSED) 33 SPACES</li><li>2ND FLOOR LEVEL (STRUCTURED) 0 SPACES (AREA TO BE USED AS OUTDOOR PLAYGROUND)</li><li>SURFACE LOT 64 SPACES</li><li>BUS LOADING / UNLOADING 6 SPACES</li><li>o TOTAL = 103 (NET REDUCTION OF 133 STALLS)</li></ul> <b>PARKING REQUIREMENT:</b> <ul style="list-style-type: none"><li>K-8 SCHOOL o 1 PER STAFF MEMBER = 60</li><li>K-8 SCHOOL VISITORS = 8</li><li>RESERVED FOR TENANT: 1,500 SF o 1 PER 300 SF = 25</li><li>o TOTAL = 93</li></ul>	<b>BICYCLE PARKING:</b> <ul style="list-style-type: none"><li>SPACES REQUIRED: 5 % OF THE NO. OF REQUIRED AUTO PARKING SPACES</li><li>98 REQUIRED AUTO STALLS + 5 BICYCLE PARKING SPACES REQUIRED</li></ul> <b>SIGNS:</b> <ul style="list-style-type: none"><li>REQUIRED: BUILDING ADDRESS SIGN</li><li>MAXIMUM SIGN AREA OF SINGLE SIGN - C-2 DISTRICT: 200 SF</li><li>MAXIMUM HEIGHT OF SIGN - C-2 DISTRICT: 21 FEET</li><li>TOTAL AREA OF ALL FREESTANDING SIGNS: 4 SF PER FOOT OF LOT FRONTAGE</li><li>o LOT FRONTAGE = APPROX 1600 LIN. FT.</li><li>1600 X 4 = 6,400 SF FREESTANDING SIGNS ALLOWED</li><li>SIGN MAY NOT EXCEED 15 % OF THE TOTAL AREA OF THE WALL IT IS ON</li></ul>
<b>DIMENSIONAL REQUIREMENTS:</b> <ul style="list-style-type: none"><li>MINIMUM LOT WIDTH = 90' CORNER LOT / 15' INTERIOR LOT</li><li>MINIMUM LOT AREA = 9,000 SF</li><li>MAXIMUM IMPERVIOUS SURFACE COVERAGE = 85 %</li><li>MAXIMUM BUILDING HEIGHT = 40 FEET / 3 STORIES (EXISTING BUILDING EXCEEDS THIS RESTRICTION - BUT ASSUME THAT THE SITE WOULD BE SUBJECT TO A 100 FOOT HEIGHT RESTRICTION MATCHING PROPERTIES IN THE I-494 CORRIDOR)</li></ul>	<b>BUILDING SETBACKS:</b> <ul style="list-style-type: none"><li>FRONT: 35 FEET</li><li>REAR - ADJACENT TO R, R-1 OR MR-1: 15 FEET</li><li>REAR - ADJACENT TO NON R, R-1 OR MR-1: 5 FEET</li><li>STREET / CORNER SIDE: 25 FEET</li><li>INTERIOR SIDE - ADJACENT TO R, R-1 OR M-1: 15 FEET</li><li>INTERIOR SIDE - ADJACENT TO NON R, R-1 OR M-1: 0</li></ul> <b>PARKING SETBACKS:</b> <ul style="list-style-type: none"><li>FRONT: 0 FEET</li><li>STREET / CORNER SIDE: 6 FEET</li><li>INTERIOR LOT LINE - ADJACENT TO R, R-1 OR M-1: 15 FEET</li><li>INTERIOR LOT LINE - ADJACENT TO NON R, R-1 OR M-1: 5 FEET</li></ul>		



THE DRAWINGS AND / OR SPECIFICATIONS CONTAINED HEREIN ARE THE EXCLUSIVE PROPERTY OF WELSH ARCHITECTURE AND SHALL NOT BE UTILIZED OR COPIED BY OTHER PARTIES WITHOUT PRIOR WRITTEN CONSENT.

REVISION NUMBER	DATE
CITY SUBMITTAL	06/26/2017
CITY PLANNING SUBMITTAL	07/02/2017



**WELSH**  
ARCHITECTURE

4350 Baker Road, Suite 400, Minnetonka, MN 55343  
TEL. 952.897.7874 FAX: 952.897.7740

PROJECT:  
**SEVEN HILLS PREPARATORY ACADEMY  
GYMNASIUM ADDITION**

**1401 WEST 76th STREET  
RICHFIELD, MN**

SHEET TITLE:  
**ARCHITECTURAL  
SITE PLAN**

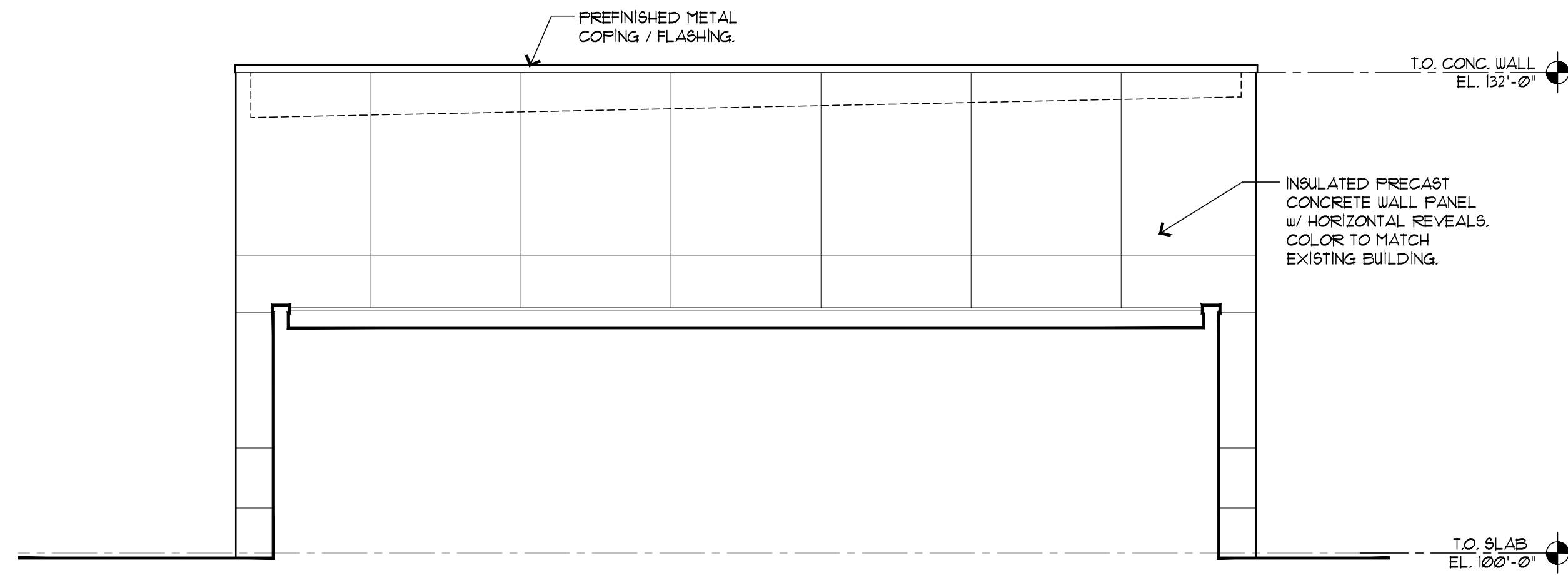
JOB: 2016.246.0  
DRAWN BY: AJV  
CHECKED BY: DF  
SHEET NO.:

**AS-1.0**

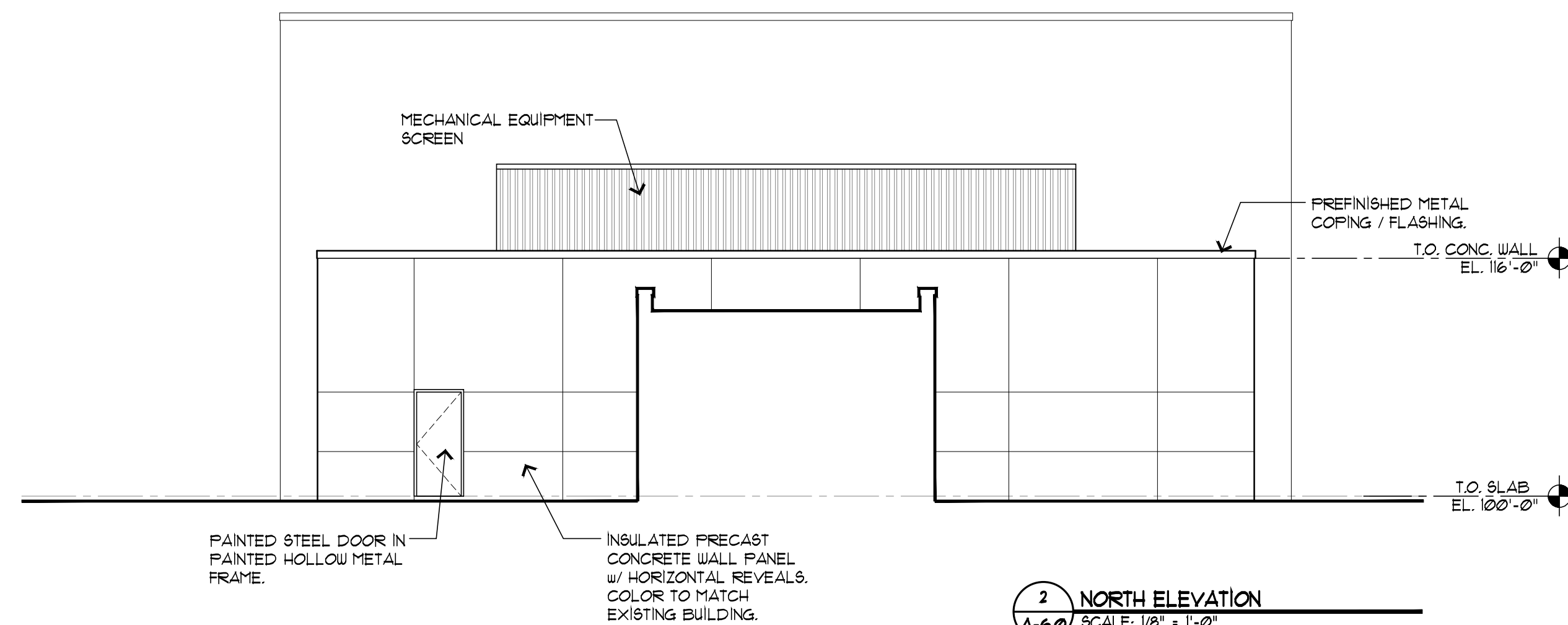




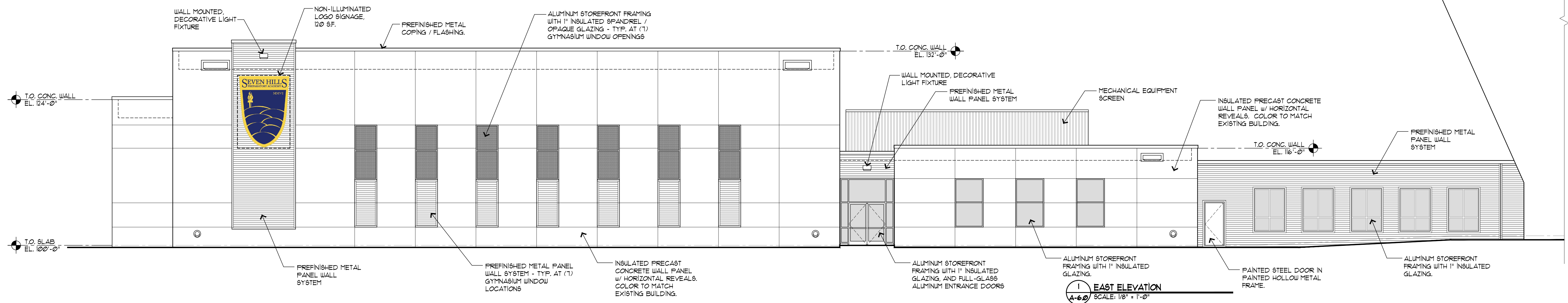
## A-2.0



**3 NORTH ELEVATION**  
A-6.0 SCALE: 1/8" = 1'-0"



**2 NORTH ELEVATION**  
A-6.0 SCALE: 1/8" = 1'-0"



**1 EAST ELEVATION**  
A-6.0 SCALE: 1/8" = 1'-0"

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REVISION NUMBER	DATE
CITY SUBMITTAL	06/26/2017
CITY PLANNING SUBMITTAL	07/20/2017

**SEVEN HILLS**  
PREPARATORY ACADEMY

**WELSH**  
ARCHITECTURE  
4350 Baker Road, Suite 400, Minnetonka, MN 55343  
TEL. 952.897.7874 FAX: 952.897.7740

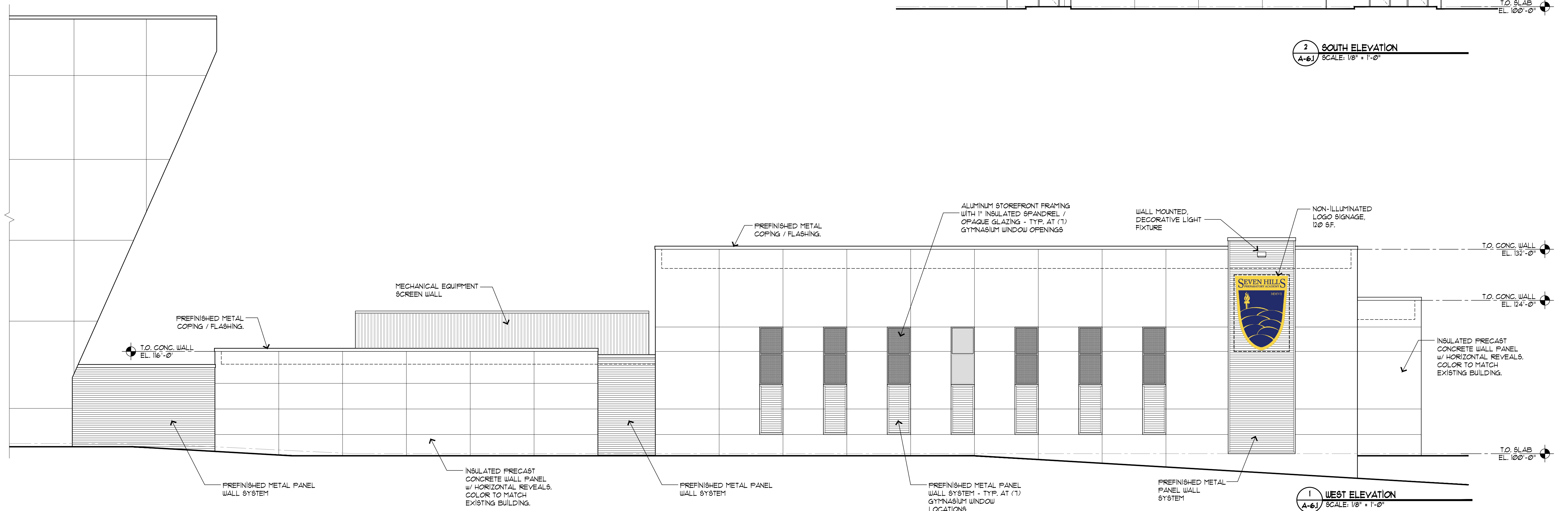
PROJECT:  
**SEVEN HILLS PREPARATORY ACADEMY  
GYMNASIUM ADDITION**  
**1401 WEST 76th STREET  
RICHFIELD, MN**

SHEET TITLE:  
**EXTERIOR  
ELEVATIONS**

JOB: 2016246.0  
DRAWN BY: AJV  
CHECKED BY: DF  
SHEET NO.:

**A-6.0**





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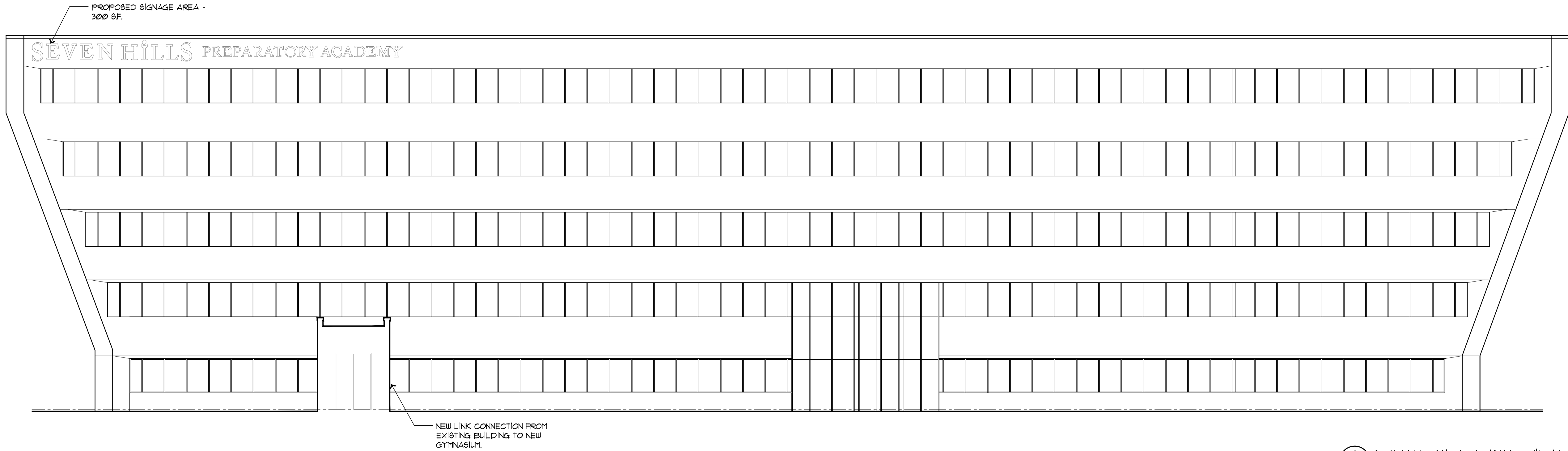
PROJECT:  
**SEVEN HILLS PREPARATORY ACADEMY  
GYMNASIUM ADDITION**

**1401 WEST 76th STREET  
RICHFIELD, MN**

SHEET TITLE:  
**EXTERIOR  
ELEVATIONS**

JOB: 2016246.0  
DRAWN BY: AJV  
CHECKED BY: DF  
SHEET NO.:

**A-6.1**



1 SOUTH ELEVATION • EXISTING BUILDING  
A-6.2 SCALE: 3/32" = 1'-0"

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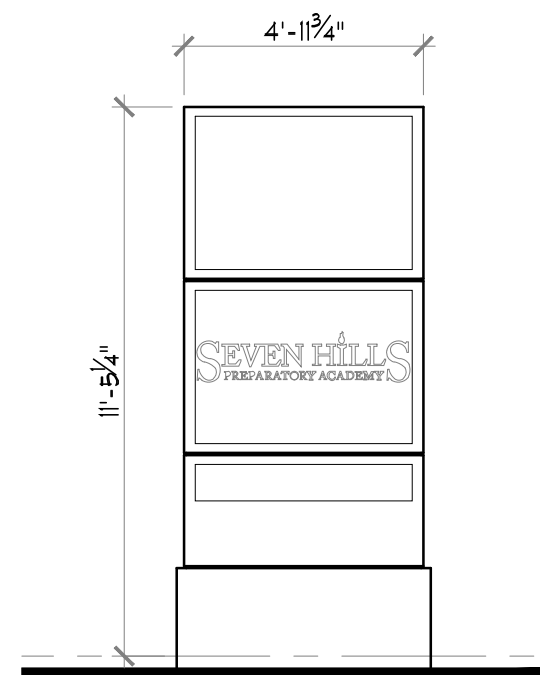
PROJECT:  
**SEVEN HILLS PREPARATORY ACADEMY  
GYMNASIUM ADDITION**

**1401 WEST 76th STREET  
RICHFIELD, MN**

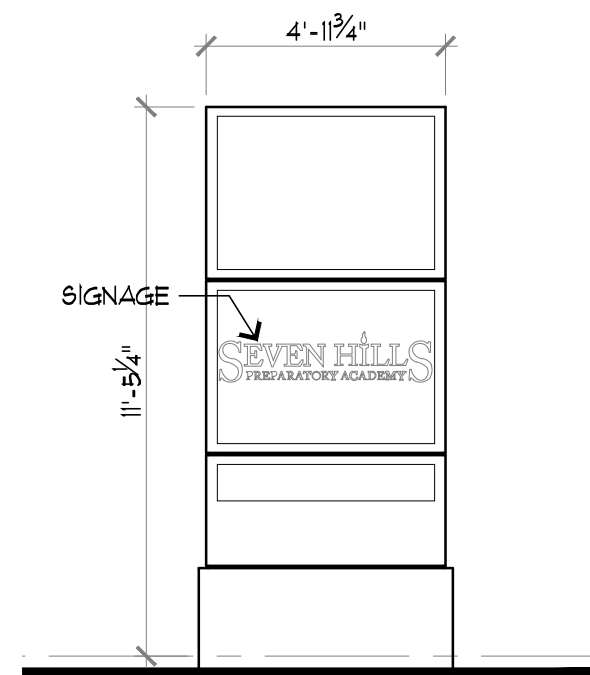
SHEET TITLE:  
**EXISTING  
EXTERIOR  
ELEVATIONS**

JOB: 2016246.0  
DRAWN BY: ALV  
CHECKED BY: DF  
SHEET NO.:

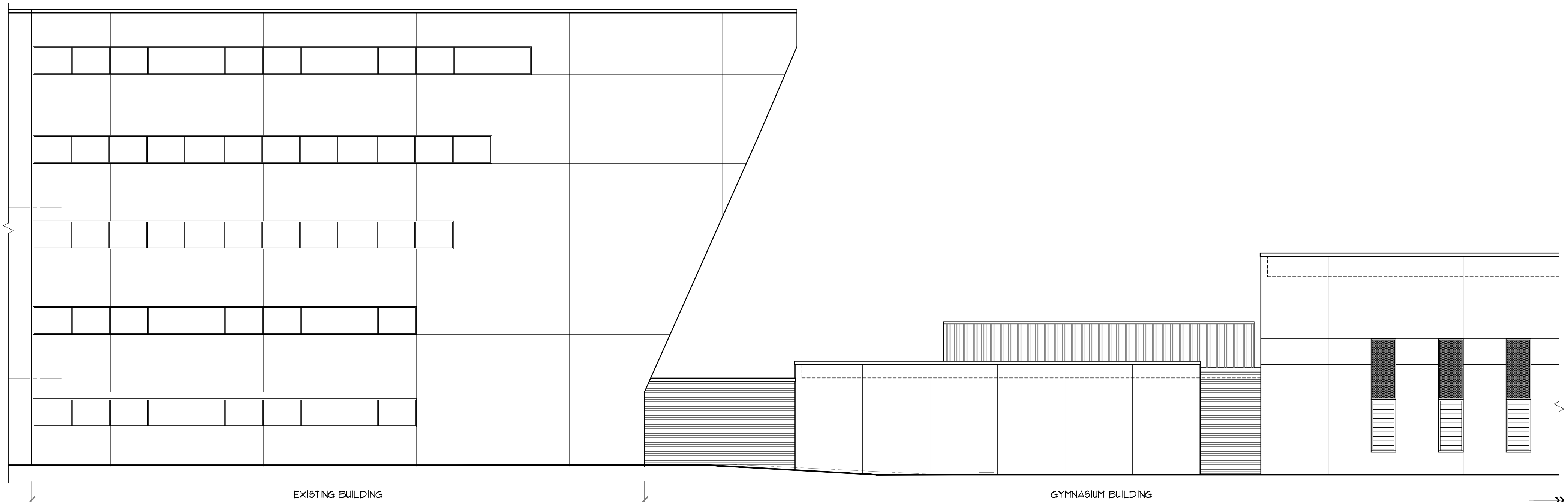
**A-6.2**



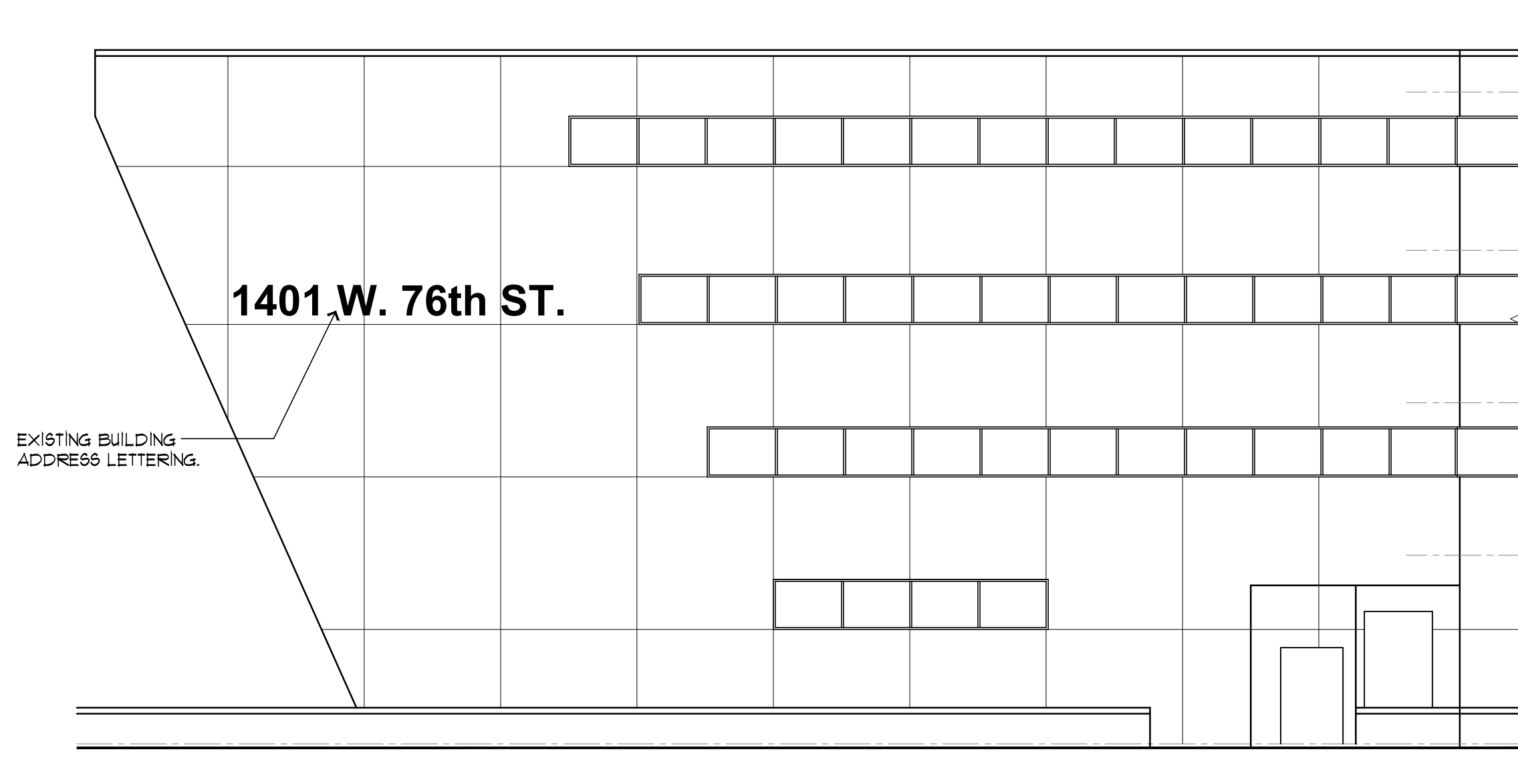
5 EXISTING MONUMENT SIGNAGE  
A-6.3 SCALE: 1/4" = 1'-0"



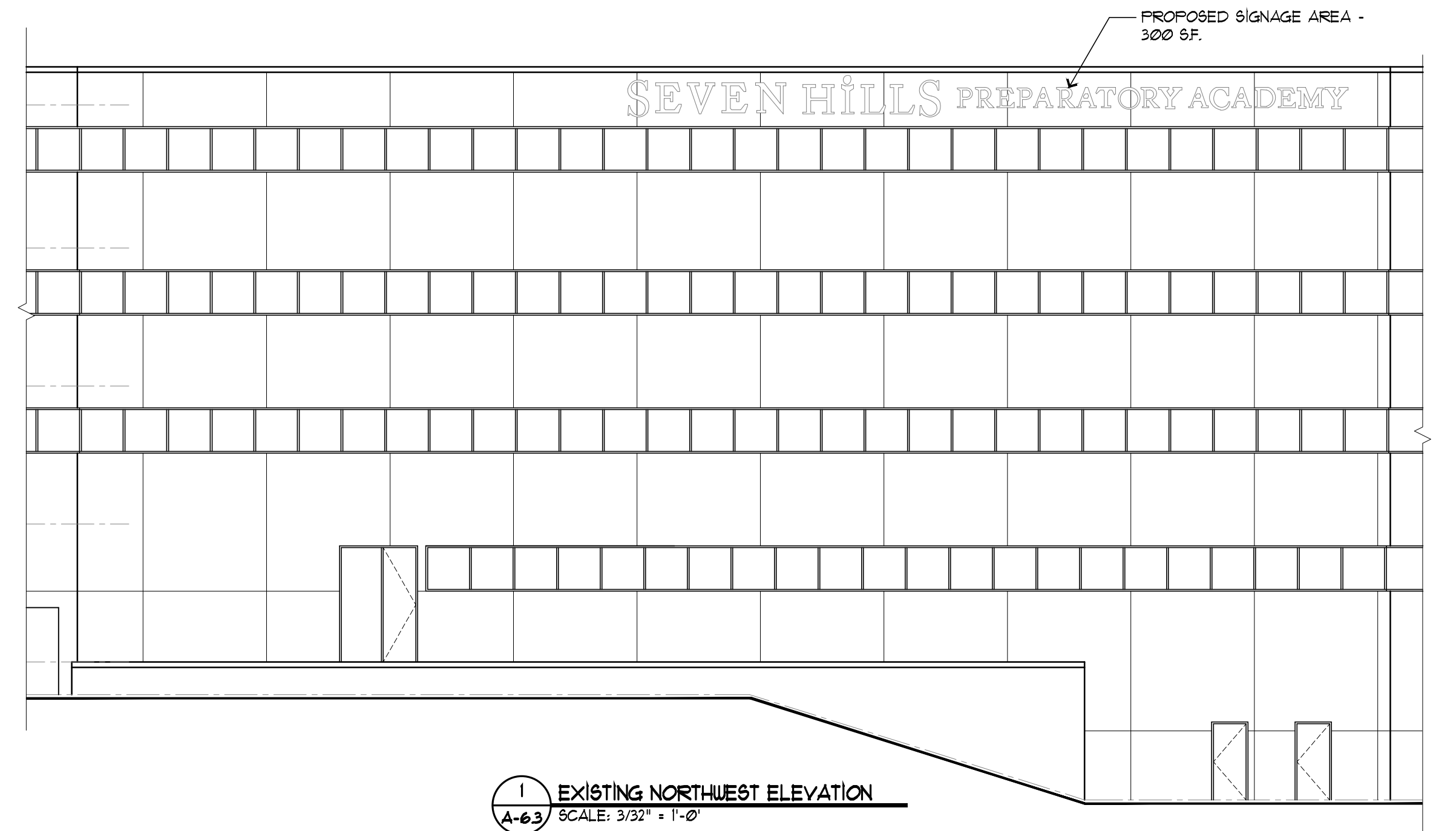
4 EXISTING MONUMENT SIGNAGE  
A-6.3 SCALE: 1/4" = 1'-0"



3 EXISTING / PROPOSED WEST ELEVATION  
A-6.3 SCALE: 3/32" = 1'-0"



2 EXISTING NORTH ELEVATION  
A-6.3 SCALE: 3/32" = 1'-0"



1 EXISTING NORTHWEST ELEVATION  
A-6.3 SCALE: 3/32" = 1'-0"

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SEVEN HILLS  
PREPARATORY ACADEMY

**WELSH**  
ARCHITECTURE  
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TEL: 952.897.7874 FAX: 952.897.7740

PROJECT:  
**SEVEN HILLS PREPARATORY ACADEMY  
GYMNASIUM ADDITION**  
**1401 WEST 76th STREET  
RICHFIELD, MN**

SHEET TITLE:  
**EXISTING  
EXTERIOR  
ELEVATIONS**

JOB: 2016246.0  
DRAWN BY: AJV  
CHECKED BY: DF  
SHEET NO.:

**A-6.3**





Aerial View - Facing West





Aerial View - Facing Northeast





View from Girard Avenue S

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**WELSH**  
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4350 Baker Road, Suite 400, Minnetonka, MN 55343  
TEL: 952.897.7874      FAX: 952.897.7740

PROJECT:  
**SEVEN HILLS PREPARATORY ACADEMY  
GYMNASIUM ADDITION**  
  
**1401 WEST 76th STREET  
RICHFIELD, MN**

SHEET TITLE:  
**CONCEPT  
SKETCHES**

JOB: 2016246.0  
DRAWN BY: AJV  
CHECKED BY: DF  
SHEET NO.:

**ASK-5**



## **SEVEN HILLS PREPARATORY ACADEMY**

Proposed Gymnasium Addition  
1401 West 76<sup>th</sup> Street – Richfield, MN

June 26, 2017

### ***Background & Project Description:***

Since 2015, Seven Hills Preparatory Academy (SHPA), a growing K-8 school, has occupied portions of an existing 5-story building on the site at 1401 West 76<sup>th</sup> Street, for classrooms and other school functions. The building had previously been used as an office building; and for a post-secondary education program.

SHPA is continuing to expand and add more grade levels at the site, and plans to fully occupy the existing building within three years. The existing facility does not have a gymnasium or adequate spaces for Physical Education / athletic programs.

SHPA plans to construct a building addition of approximately 13,000 square feet, all on a single floor level. The new space will primarily house a gymnasium for physical education programs and athletic activities. Other functions include a multi-purpose room, restrooms, an office, changing rooms, and miscellaneous storage and equipment spaces.

A portion of the existing surface parking lot would be removed / reconfigured to make room for the building addition, for a new playground, and for improved automobile and bus circulation and drop-off functions.

The existing site is bounded by Girard Avenue S. on the east; by West 76<sup>th</sup> Street to the north; and by highways 35W and 494 to the west and south. The site does not directly share a lot line with another occupied or buildable property. The building addition will not be directly adjacent to other business or residential structures.

The proposed alterations will result in a net reduction of impervious surface & addition of green space on the site. New landscaping will be provided in areas around the building addition, adjacent to the new playground, and in the boulevard along 76<sup>th</sup> Street on the north side of the existing building.

The addition of a gymnasium, and configuration of the site to facilitate student drop-off and bus parking, will provide vital functions necessary for a K-8 school that they are currently lacking. The proposed improvements will allow SHPA to remain in this location as a permanent home to serve the students and families of Richfield.

### ***Proposed Project / Design:***

The project site is located in the northeast quadrant of the I-494 / I-35W freeway interchange – and sits adjacent to the freeway on-ramp for vehicles travelling from westbound I-494 to northbound I-35W.

The site currently houses a 5-story building that has been utilized in the past as an office building; and as a home for a post-secondary education provider. In 2015, Seven Hills Preparatory Academy (SHPA) took occupancy of a portion of the building for elementary and middle school use.

SHPA has continued to expand into additional space in the building, and is currently its only occupant. SHPA has space on the first three levels of the building, and will continue to expand as they grow and add grade levels. They anticipate utilizing the entire five floors of the building by the 2020-2021 school year.

The proposed expansion will add a gymnasium and supporting spaces to allow the school to offer a full physical education program.

### **Site:**

To make room for the new structure, portions of the existing surface parking lot would be removed or converted to other uses. The new structure will be approximately 13,000 square feet in size, all on a single floor level.

Site renovation will include space for a student play area and play structure, and additional green space. Portions of the parking lot will be reconfigured to create a circular auto circulation path and space for cars to queue up to drop-off and pick-up students. Space will also be created for better circulation of buses and 6 bus parking / loading spaces.

The surface parking lot will retain 64 stalls for staff and visitors. This is in addition to 33 parking spaces existing in the enclosed parking garage adjacent to the 1<sup>st</sup> floor of the original building.

### **Building Functions:**

The primary function in the new structure is a gymnasium. The gymnasium will include a multi-purpose sport surface, sized to accommodate a regulation full-size high school basketball court. There will be bleacher seating for just under 100 people. At one end of the gymnasium there will be a small platform to allow the space to be used for a variety of school presentations and special events.

The expansion will also include a multi-purpose room for Physical Education classes, fully accessible restrooms, changing rooms, a Physical Education office, and various storage and equipment rooms.

A hallway in the addition will connect to the existing building's corridors – allowing students to circulate easily between the 5-story classroom building and the new gym.

**Building Size / Height:**

The footprint of the proposed expansion is 13,007 gross square feet.

At the gym space, building height will be between 32 to 34 feet at the top of the parapet – to accommodate a usable clear height of at least 25 feet inside the gym.

At the support areas of the building, the height will be between 16 and 18 feet to the top of the parapet. The building height will be the same, or slightly less, at the hallway and storage section where connecting to the existing building.

**Construction and Materials:**

The building addition will include an automatic fire sprinkler system throughout. The construction will meet the requirements of MN State Building Code - Type I-B, matching the existing building.

Building footings and floor slabs will be of reinforced cast-in-place concrete.

For most of the building, exterior walls will be of a structural, insulated pre-cast concrete panel system. The pre-cast panels will have an integrally colored, aggregate-textured exterior finish. The panel color and texture will be selected to resemble the original building's wall panel cladding system.

Portions of the building will be clad in a pre-finished metal panel system that resembles metal panel accents on the existing structure.

The roof structure for the gym will include long-span steel joists and a steel roof deck. All new roof areas will be covered with rigid insulation and a membrane roof system. Roofs will be designed with modest slopes to direct water to internal roof drains and overflow / scupper drains.

Service and exit doors in the exterior skin of the new building will be painted and insulated steel doors set in painted steel frames. The primary entry to the gym area will be full-glass aluminum entrance doors, set in pre-finished aluminum frames. Windows in the new building will be insulated glazing panels set in pre-finished aluminum frames. Window and door systems will be selected to resemble those in the original structure.

**End of Document**

**SEVEN HILLS PREPARATORY ACADEMY**

June 26, 2017

**Mission**

*Seven Hills Preparatory Academy engages students in a rigorous Classical education, designed to prepare each one for strong citizenship and life-long learning.*

***Introduction:***

Seven Hills Preparatory Academy (SHPA) is a K-8<sup>th</sup> Grade Public Charter School beginning its 12<sup>th</sup> year of operation. SHPA has been designated a Minnesota Reward School; offering a Classical education model with a rigorous, content-rich curriculum and a mission to prepare students to become strong citizens and lifelong learners. SHPA provides a small-school learning environment, and currently has enrollment waitlists at every grade.

In July 2014, SHPA received approval from the school's Authorizer, Friends of Education, and the Minnesota Department of Education to merge its K-5<sup>th</sup> Grade Elementary School and 6-8<sup>th</sup> Grade Middle School, both of which shared various operational services and were co-located in the Cedar Valley Church facility in the City of Bloomington.

In July 2015, SHPA moved its 6-8<sup>th</sup> Grade Middle School to a second facility in the City of Richfield to support its continued enrollment growth.

In July 2016, SHPA implemented the first year of its K-5<sup>th</sup> Grade replication program, made possible by a Federal CSP Grant award, at its new Richfield Campus site by adding K-1<sup>st</sup> Grades. SHPA will add an additional grade each school year until 2020-21, when its Richfield Campus will serve K-8<sup>th</sup> Grades. SHPA's Bloomington Campus will continue to serve K-5<sup>th</sup> Grades.

In May 2016, SHPA received a Determination Letter from the Internal Revenue Service approving the formation of an Affiliated Building Corporation (ABC). SHPA ABC was created to enable the school to purchase its Richfield Campus Facility from MSB Holdings-Richfield, LLC.

SHPA ABC is an IRS-approved 501(c) (3) organization and will own and bond for the building and property purchase; and is obligated to pay the debt (bonds) on the property and building purchase.

The Richfield Campus facility is comprised of approximately 64,000 total square feet, nearly 38,000 square feet of which SHPA currently leases for its K-2<sup>nd</sup> Grade replication program and 6-8<sup>th</sup> Grade Middle School.

The existing building has two significant issues: the current leased space constraints, and the absence of a gymnasium, making it very challenging to deliver our Physical Education program according to our curriculum and state standards.

Because SHPA has no gymnasium at its Richfield Campus, for two years they have utilized an empty double room and a back parking lot to deliver Physical Education classes every other day at the Elementary Level and every day at the Middle Level.

The proposed purchase of the Richfield Campus, and subsequent renovation and expansion, will address the two main deficiencies (classrooms and a gymnasium).

To support the physical education program, SHPA plans to build a gymnasium and PE support facility of approximately 13,000 square feet at the Richfield Campus site. Future renovations in the existing building will provide additional classrooms and special education program spaces to assist our students with disabilities.

SHPA intends to continue to lease space for its Bloomington Campus from Cedar Valley Church, where it occupies approximately 60,000 square feet, the maximum amount of square footage available for its uses in that facility.

SHPA offers a Classical liberal arts education, which, in addition to its rigorous and content-rich core subjects, believes Physical Education and the Arts to be essential to a curriculum designed to educate the whole child.

Continued growth and success at the Richfield Campus will allow SHPA to make its Classical education available to a larger and more diverse population of students and families living in and around the southern metropolitan area.

We look forward to a continued presence in Richfield, enabling us to fulfill the promise of our mission, and to making our facility available to the communities in which we reside and where we seek to make positive and lasting contributions.

The following pages include further information about SHPA's student demographics, enrollment data, and background on its current facilities.

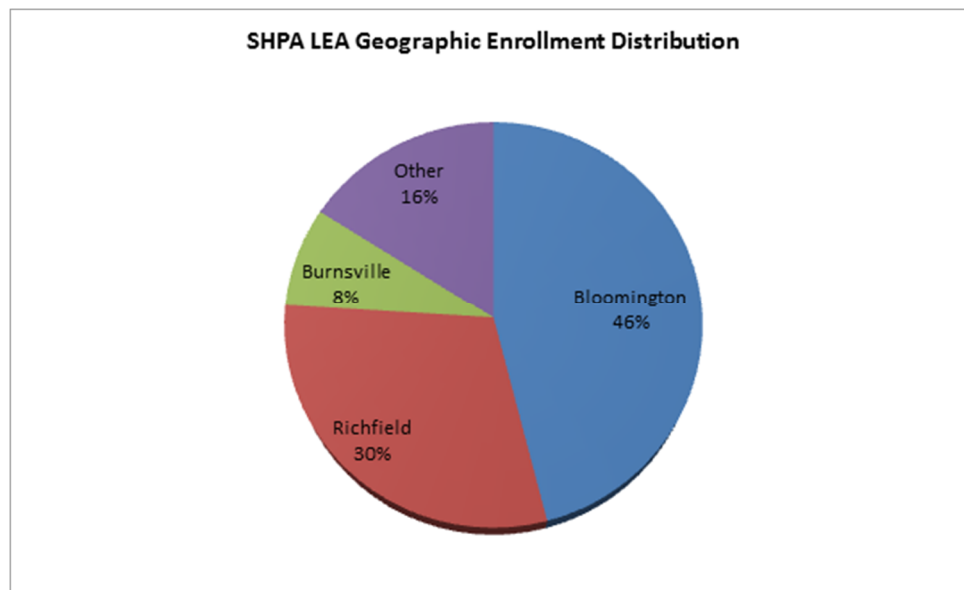
***Geographic area and population served:***

SHPA's Bloomington Campus serves Grades K-5 while SHPA's Richfield's Campus currently serves Grades K-2, as part of its K-5 replication program, in addition serving Grades 6-8.

SHPA's total enrollment at the end of the 2016-17 school year was 811 students, with 284 students served at SHPA's Richfield Campus.

SHPA's attendance rate for the 2016-17 school year was 95%. Nearly 70% of SHPA's families take advantage of bus transportation to and from both campuses, which SHPA provides with 16 total bus routes.

With campuses in both Bloomington and Richfield, SHPA serves students and families in Grades K-8 who reside primarily in the southern metropolitan area. Approximately 76% of SHPA's students reside in either Bloomington or Richfield; approximately 8% of students reside in the Burnsville area; and the remaining 16% of SHPA's students reside in several different zip codes, including South Minneapolis and Edina.





**Enrollment and Demographics:**

Class Size and Student Population:

- SHPA's Elementary School class sizes set capacity at 26 students per section in K-2<sup>nd</sup> Grades with 28 students per section in 3<sup>rd</sup>- 5<sup>th</sup> Grades.
- SHPA's Middle School class sizes average 22 students per class with a maximum of 30 students per class.
- Of the student population at the Richfield Campus, 149 were female and 135 were male.
- The special populations at SHPA's Richfield Campus K-1<sup>st</sup> Grade replication and 6-8<sup>th</sup> Grade Middle School are respectively as follows:
  - K-1<sup>st</sup> Grade Replication: 4% SpEd. students; 11% EL students; and 32% FRP students
  - 6-8<sup>th</sup> Grade Middle School: 13% SpEd. students; 19% EL students; 29% FRP students

Enrollment for the past five years is reflected in the following chart:

**2012 – 2017: K-5 and 6-8 Enrollment**

	2012-13	2013-14	2014-15	2015-16	2016-17
Kindergarten	96	100	100	104	140
1 <sup>st</sup> Grade	79	97	101	104	134
2 <sup>nd</sup> Grade	81	81	100	104	102
3 <sup>rd</sup> Grade	66	75	77	93	88
4 <sup>th</sup> Grade	59	60	71	71	82
5 <sup>th</sup> Grade	54	54	57	63	57
6 <sup>th</sup> Grade	75	75	71	71	78
7 <sup>th</sup> Grade	76	76	66	66	72
8 <sup>th</sup> Grade	36	33	68	53	58
<b>Total</b>	<b>622</b>	<b>651</b>	<b>711</b>	<b>729</b>	<b>738</b>

Richfield Campus projected enrollment for the next five years is shown in the charts below:

**K-5 Replication Enrollment Projection (Richfield Campus)**

	2017-18	2018-19	2019-20	2020-21	2021-22
Kindergarten	50	50	50	50	50
1 <sup>st</sup> Grade	52	52	52	52	52
2 <sup>nd</sup> Grade	40	52	52	52	52
3 <sup>rd</sup> Grade		40	45	45	45
4 <sup>th</sup> Grade			40	40	40
5 <sup>th</sup> Grade				40	40
<b>Total</b>	142	194	239	279	279

**6-8 Enrollment Projection (Richfield Campus)**

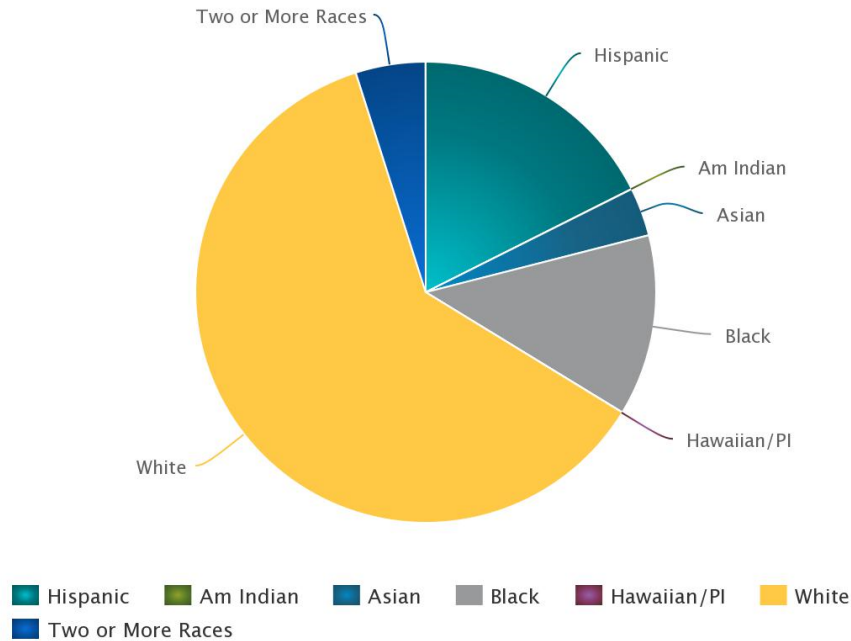
	2017-18	2018-19	2019-20	2020-21	2021-22
6 <sup>th</sup> Grade	80	90	95	95	100
7 <sup>th</sup> Grade	75	80	85	90	90
8 <sup>th</sup> Grade	65	70	75	80	80
<b>Total</b>	220	240	255	265	270

**K-8 Enrollment Projection (Richfield Campus)**

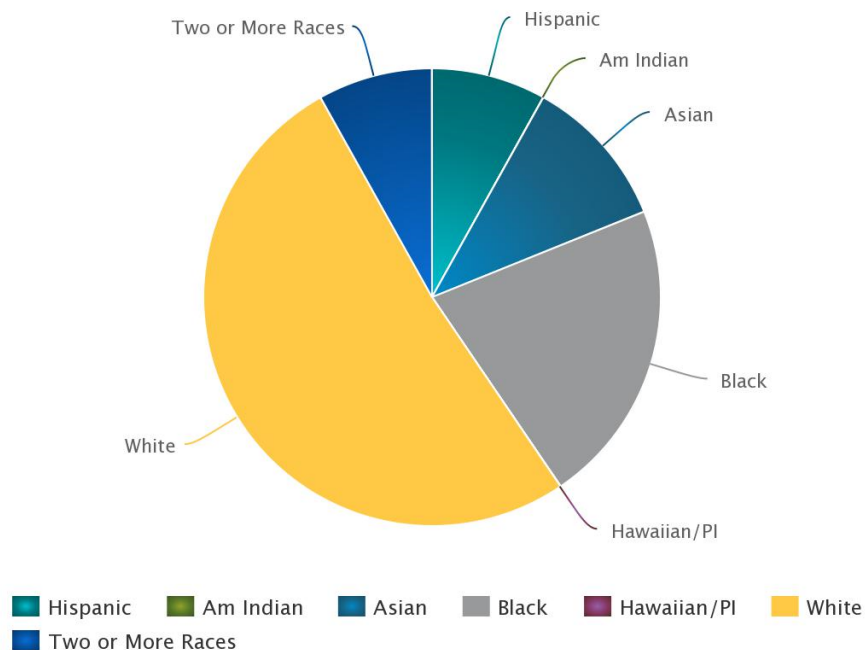
	2017-18	2018-19	2019-20	2020-21	2021-22
<b>Total</b>	362	434	494	544	549

The racial and ethnic demographic breakdown of SHPA's Richfield Campus 6-8 Middle School and K-I Replication programs are represented in the following two charts.

### Richfield Campus - 6-8 Grade Middle School Demographics



### Richfield Campus - Grades K-I Demographics



***Existing school facilities:***

SHPA currently leases space in two existing facilities:

SHPA's K-5 Bloomington Campus is located within the Cedar Valley Church facility at 8600 Bloomington Avenue South. The Cedar Valley Church facility was originally constructed in 1950

SHPA's K-2 and 6-8 Richfield Campus is located within the former Minnesota School of Business building at 1401 West 76<sup>th</sup> Street. The building was constructed in 1983.

A two-year site search and assessment of alternate facilities was conducted from 2013 -2015 in the cities of Bloomington and Richfield. The goal of that search was to find a facility within 3-5 miles of SHPA's existing Bloomington site that would affordably accommodate our present needs and future growth.

Working off an initial list of nearly 100 potential sites, we toured the 12 available facilities that met its criteria, and upon further assessment reduced that number to 4 possible buildings, all in Bloomington. However, as we sought to secure the one facility we believed would best meet our needs, the City of Bloomington revised its zoning code, rendering that property and any other feasible facility alternatives unavailable.

Given the updated zoning regulations in the City of Bloomington, we refocused our site search on the City of Richfield as a result of our need for geographic proximity to our Bloomington Campus in order to serve our families with children attending both campuses. With little time left to secure a facility before the start of the 2015-16 school year, and no available buildings in the City of Richfield to meet our needs, two floors of the Minnesota School of Business building became available to accommodate our 6-8th Grade Middle School.

We entered into a limited 5-year lease with the Minnesota School of Business contingent upon an option to expand to additional floors in the facility and build a gymnasium to support our replication and growth.

SHPA's Richfield Campus currently occupies approximately 38,000 square feet on the 1<sup>st</sup> – 3<sup>rd</sup> Floors of the former Minnesota School of Business building. For the 2017-18 school year, in order to accommodate the addition of 2<sup>nd</sup> Grade as part of its replication program, SHPA will need to renovate approximately 7,500 square feet, or half of the 4<sup>th</sup> Floor of the building, for its 6 – 8<sup>th</sup> Grade Middle School and administrative office space.

For the 2018-19 school year, SHPA will renovate the remaining half, or approximately 7,500 square feet, of the 4<sup>th</sup> Floor for additional Middle School classrooms in order to accommodate the addition of 3<sup>rd</sup> Grade.

For the 2019-20 and 2020-21 school years, SHPA plans to renovate a portion of the 5<sup>th</sup> Floor for Middle School Classrooms and administrative offices in order to accommodate the addition of 4<sup>th</sup> and 5<sup>th</sup> Grades and a larger Middle School program.

SHPA currently has no gymnasium at its Richfield Campus and for two years has utilized an empty double room and a back parking lot to deliver Physical Education classes every other day at the Elementary Level and every day at the Middle Level.

The proposed purchase of the Minnesota School of Business Building will enable SHPA to build an approximately 13,000 square foot gymnasium expansion to support the delivery of its physical education curriculum and its special events programming.

More classroom space, needed to serve students in 2 – 5<sup>th</sup> Grades, will be added over the next four years, from 2017 – 2021, by renovation of available space inside the existing Richfield Campus classroom building.

Additional space will be needed for a larger cafeteria, special education resource rooms, a secondary indoor play and theatre areas, an Elementary School playground, and Science laboratories. These needs will be addressed through future renovation efforts.

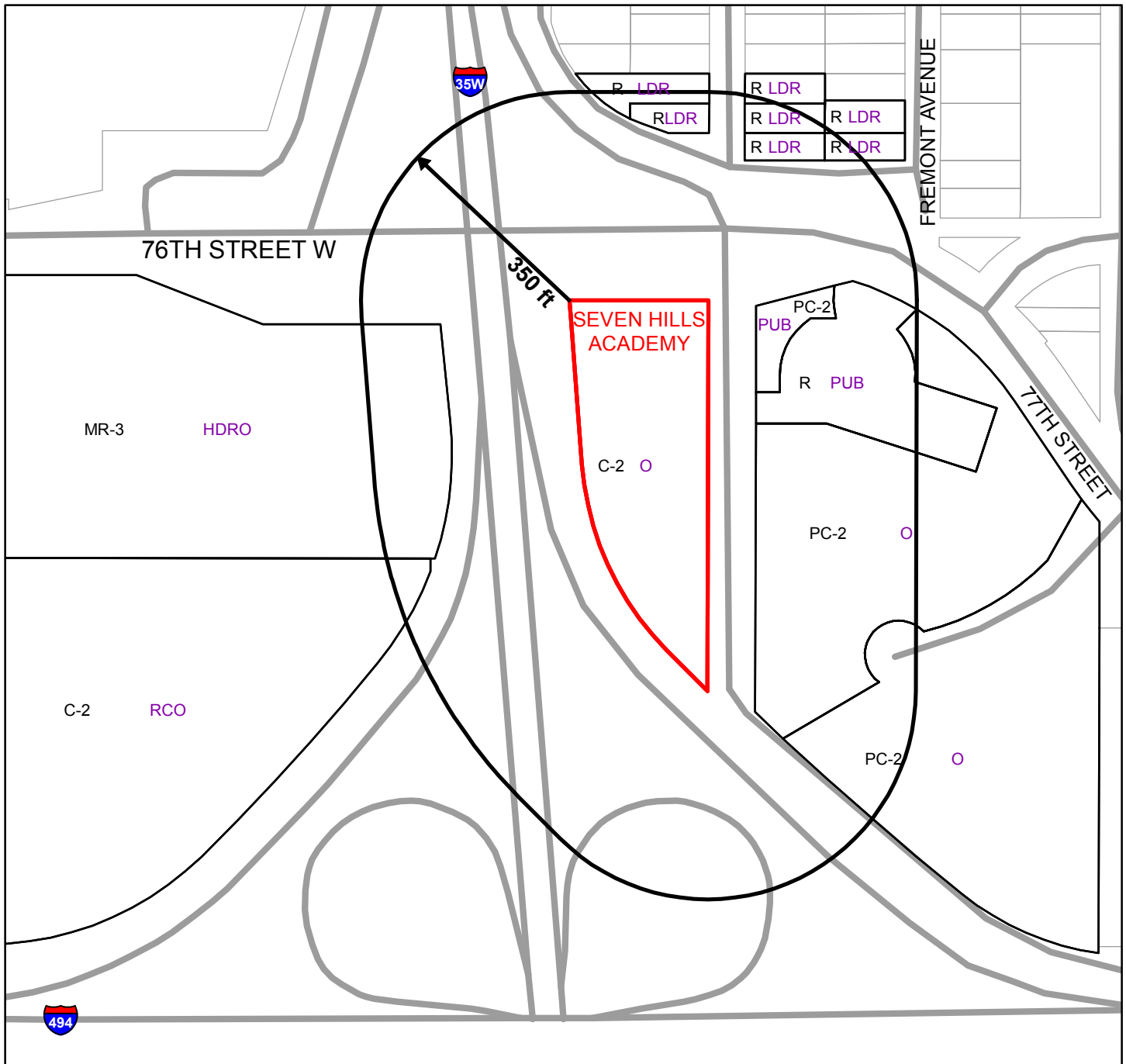
By SHPA ABC purchasing the Minnesota School of Business building, our school will finally be able to secure a facility for the long-term and develop it in a way to meet the present future needs of our students and families.

Furthermore, we will be able to avoid the uncertainty and subsequent risk of destabilizing our community with another move to support our growth and replication. Instead, we will be able to guarantee the families and communities we serve access to a permanent school location that offers high-quality educational choice for their children.

***End of Document***

# 1401 76TH ST W (Seven Hills) - ASP 7/2017

## Surrounding Zoning and Comprehensive Plan



Zoning:  
 C-2 - General Commercial  
 PC-2 - Planned General Commercial  
 MR-3 - Multi-family Residential

Comp Plan:  
 O - Office  
 PUB - Public/Quasi-public  
 HDRO - High-Density Residential/Office  
 RCO - Regional Commercial/Office  
 LDR - Low Density Residential

0 125 250 500 750 1,000 Feet







## PLANNING COMMISSION MEETING

### 7/24/2017

REPORT PREPARED BY: Melissa Poehlman, City Planner

CITYPLANNER REVIEW: Melissa Poehlman, AICP  
7/14/2017

#### **ITEM FOR COMMISSION CONSIDERATION:**

**Amend Planning Commission Bylaws to reflect changes in the format of meetings.**

#### **EXECUTIVE SUMMARY:**

The proposed Bylaw changes are related to the city's move to an online agenda preparation software (NovusAgenda) and relate only to the format of meetings.

#### **RECOMMENDED ACTION:**

**Approve the revised Planning Commission Bylaws.**

#### **BASIS OF RECOMMENDATION:**

A. **HISTORICAL CONTEXT**

N/A

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

Amendments to the Planning Commission Bylaws require approval by a 2/3 majority of the members of the Commission (5 Commissioners).

C. **CRITICAL TIMING ISSUES:**

N/A

D. **FINANCIAL IMPACT:**

N/A

E. **LEGAL CONSIDERATION:**

N/A

#### **ALTERNATIVE RECOMMENDATION(S):**

None

#### **PRINCIPAL PARTIES EXPECTED AT MEETING:**

N/A

#### **ATTACHMENTS:**

Description	Type
□ Bylaws	Exhibit

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

The following Bylaws and Rules of Procedure are adopted by the Richfield Planning Commission to facilitate the performance of its duties and functions as empowered under Chapter III, Subsection 305.07, Subdivisions 1-6 of the City Code. General requirements related to residency, terms, attendance, removal, vacancies, etc. shall be 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 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. 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.

- attendance
- 1) ~~Recording secretary will note the attendance~~ Call to order / noting of attendance
  - 2) Approval of Minutes
  - 3) Open Forum
  - 4) ~~Regular Business and~~ Public Hearing Items
  - 5) ~~New~~ Other Business
  - 6) ~~Old Business~~
  - 7) 6 Liaison Reports
  - 8) 7 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.

## **PART II. ORGANIZATION**

### **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. 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, 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.

**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 \_\_\_\_\_, 2017**

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Chairperson, Richfield Planning Commission

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Secretary, Richfield Planning Commission