



**REGULAR CITY COUNCIL MEETING  
RICHFIELD MUNICIPAL CENTER, COUNCIL CHAMBERS  
FEBRUARY 24, 2020  
7:00 PM**

**INTRODUCTORY PROCEEDINGS**

Call to order

Pledge of Allegiance

Open forum

***Each speaker is to keep their comment period to three minutes to allow sufficient time for others. Comments are to be an opportunity to address the Council on items not on the agenda. Individuals who wish to address the Council must have registered prior to the meeting.***

Approval of the Minutes of: (1) City Council Work Session February 11, 2020; (2) City Council Meeting February 11, 2020; and (3) Special City Council Meeting February 14, 2020.

**AGENDA APPROVAL**

1. Approval of the Agenda
2. **Consent Calendar contains several separate items, which are acted upon by the City Council in one motion. Once the Consent Calendar has been approved, the individual items and recommended actions have also been approved. No further Council action on these items is necessary. However, any Council Member may request that an item be removed from the Consent Calendar and placed on the regular agenda for Council discussion and action. All items listed on the Consent Calendar are recommended for approval.**
  - A. Consider the approval of a contract, not to exceed \$226,439, with Kimley Horn and Associates, Inc. for preliminary design engineering of the 65th Street Reconstruction Project between 66th Street/Rae Drive and Nicollet Avenue, including the Lyndale Avenue Pedestrian Improvements between 64th Street and 66th Street.

Staff Report No. 32
  - B. Consider the first reading of an ordinance amending Subsections 705.17, 715.05, and 720.07 of the Richfield City Code relating to sanitary sewer, water, and storm water utility billing and establishment of a new Subsection 727 relating to the street light system.

Staff Report No. 33
  - C. Consider the adoption of a resolution accepting grants and donations received by the Richfield Recreation Services Department in 2019 and authorizing the Recreation Services Department to administer the funds in accordance with any applicable grant agreements and terms prescribed by donors.

Staff Report No. 34
  - D. Consider the approval of the location of the Richfield Dog Park at Roosevelt Park.

Staff Report No. 35

3. Consideration of items, if any, removed from Consent Calendar

### **PUBLIC HEARINGS**

4. Public hearing and consideration of the adoption of a resolution specifying the use of funds from the Urban Hennepin County Community Development Block Grant allocation for 2020 and consideration of a resolution reprogramming 2019 Community Development Block Grant funds.

Staff Report No. 36

### **RESOLUTIONS**

5.
  - Consider approval of a resolution granting an amendment to the Market Plaza / Village Shores planned unit development to allow a new building for a bank branch with a drive-up ATM.
  - Consider approval of a resolution granting a subdivision waiver to allow the creation of a separate lot for the proposed building.

Staff Report No. 37

### **CITY MANAGER'S REPORT**

6. City Manager's Report

### **CLAIMS AND PAYROLLS**

7. Claims and Payroll

### **COUNCIL DISCUSSION**

8. Hats Off to Hometown Hits
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.**





# CITY COUNCIL MEETING MINUTES

Richfield, Minnesota

## City Council Work Session

February 11, 2020

### CALL TO ORDER

The work session was called to order by Mayor Maria Regan Gonzalez at 5:45 p.m. in the Bartholomew Room.

*Council Members Present:* Maria Regan Gonzalez, Mayor; Mary Supple; Simon Trautmann; and Ben Whalen.

*Council Members Absent:* Edwina Garcia

*Staff Present:* Katie Rodriguez, City Manager; Mary Tietjen, City Attorney; Kristin Asher, Public Works Director; John Stark, Community Development Director; Pam Dmytrenko, Assistant City Manager; Blanca Martinez Gavina, Executive Analyst; and Kelly Wynn, Senior Office Assistant

Item #1	PRESENTATION OF PREVAILING WAGES AND LABOR TRAFFICKING
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City Manager Rodriguez introduced the item and staff.

Executive Analyst Martinez Gavina gave a description of prevailing wage, current rates and research done in 2016 by City staff. She included some key points of current research as well as a study of 140 projects where 122 were using prevailing wage regulations. There was no evidence found to support the proposition that the absence of prevailing wage regulations attracted more bids.

Executive Analyst Martinez Gavina then listed some concerns of how to enforce prevailing wage regulations (1) understanding the hours worked by an employee; (2) contractors refusing to pay fringe benefits; (3) misclassification of employees; and (4) failure to pay overtime rate. She spoke of most cities do not have the resources or knowledge base to be able to enforce the ordinances. Executive Analyst Martinez Gavina then gave some enforcement/monitoring practices (1) certified payroll records; (2) onsite interviews of employees; and (3) inspector check-ins.

Executive Analyst Martinez Gavina stated a recommendation of requiring City projects over \$300,000 are regulated with prevailing wage.

Council Member Whalen asked why is \$300,000 the starting point. Director Asher spoke to the ballpark starting point. There would still be many projects affected but not too many to become overwhelming while they begin the process.

City Manager Rodriguez added that cities with lower thresholds were not really enforcing and Richfield would like to enforce the regulations. The City will most likely have to outsource the enforcement.

Council Member Whalen wondered if it is any project or just fully publicly funded projects. City Manager Rodriguez confirmed it would be City funded projects.

Mayor Regan Gonzalez questioned why other cities were not enforcing these regulations. Executive Analyst Martinez Gavina explained cities may have the regulations in their contract but are not tracking them directly.

Mayor Regan Gonzalez also asked if there would be addition legal protection for renters if developers were accused of not abiding by the regulations. City Attorney Tietjen confirmed protection for renters if legal action were to be taken.

Council Member Trautmann wondered if it would be feasible to create an enforcement prevision to incentivize private attorneys to enforce violations and then attorneys collect the fees from enforcing a wage violation. City Attorney Tietjen stated they could look into it but usually attorney fees are contractual.

Council Member Supple believes it is worth having the ordinance to set a standard, even if not fully enforced.

Mayor Regan Gonzalez asked if there would be a difference in the processing and fees when working with someone who already includes prevailing wage in their contract versus someone who does not. Executive Analyst Martinez Gavina stated there would need to be enforcement with any contractors as well as all subcontractors for the entirety of the project.

Council Member Whalen wondered the City is expected to need another staff person. City Manager Rodriguez stated it would not be enough work to justify hiring another staff person and outsourcing the work would be more practical.

Council Member Trautmann asked if it would just be outsourcing the compliance or piece or shifting in-house contract management to have a general contractor for these projects. City Manager Rodriguez stated it would depend on the project. Director Asher spoke in that it would be the compliance piece. Executive Analyst Martinez Gavina believed it would be 10-20 additional hours a week.

Director Stark spoke on the Redevelopment Contract Agreement to discuss what kind of controls they would want to have for projects that are not abiding by regulations. He stated they do not know of anyone that has terminated a project. Director Stark then added what some costs and limitations might be, including (1) developer unaware of subcontractor and suppliers; (2) staff not having capacity to conduct site visits; and (3) may set an unrealistic expectation that staff is monitoring the projects.

Council Member Supple commented on her concern of a developer not knowing of all subcontractors and suppliers coming into their development. Director Stark explained a developer versus a contractor knowing due to the volume of employees on a project.

Council Member Whalen echoed his concern but is hoping this would be the change in enforcing these regulations. He was also concerned about possible punishment to a developer for the fault of a contractor. Director Stark confirmed that is a possibility but developer may alter the language in their contracts to protect themselves.

Council Member Trautmann was curious of any potential civil liability for making this item an ordinance. City Attorney Tietjen replied there would be no liability for adopting the ordinance.

Council Member Whalen recognized the representative from the Carpenter's Union that was present. He believed it is still worth passing something like this and knowing we have partners in the community that monitor this problem.

Executive Analyst Martinez Gavina went on to describe prevention of labor trafficking. There is a state-wide movement to become engaged and an easy way to provide information is signs. She listed some costs and limitations such as (1) costs for labor trafficking prevention signs; and (2) lack of resources to investigate human trafficking cases.

Council Member Supple commented as being the Human Rights Commission liaison and how they would like to be part of the solution and are willing to provide support.

Council Member Trautmann expressed appreciation for bringing this topic into conversation and wondered if the signs would just be at construction sites or able to proliferate the message. Executive Analyst Martinez Gavina described how some signs cover multiple forms of labor/human trafficking. Director Stark explained the inspections division would have to perform a scope and scale of each project.

Mayor Regan Gonzalez wondered about other types other than signs. Executive Analyst Martinez Gavina explained the signs are just a first step in labor trafficking prevention. Council Member Whalen agreed that signs are great but it worth to looking into more options. He also wondered if the City could require businesses need to have these signs posted. City Attorney Tietjen stated they could look into the matter but not sure if they could mandate it unless it is required by some state or federal law.

Council Member Supple asked where the calls would be directed from the signs. Executive Analyst Martinez Gavina listed a couple options and receiving support from the county.

City Manager Rodriguez stated their research mostly surrounded labor trafficking but they have found there is a direct relation to metro transit so they would see if it's possible to place signs at bus stops and other metro transit areas.

Executive Analyst Martinez Gavina gave a summary of recommendations (1) prevailing wage requirement on projects over \$300,000; (2) redevelopment contractual agreements; and (3) labor trafficking prevention signs; as well as next steps and suggestions.

Council Member Whalen asked for clarification if the prevailing wage requirement would be proposed as an ordinance and then come back to Council. City Attorney Tietjen confirmed they are looking to make an ordinance.

Council Member Supple suggested more research on the feasibility of the redevelopment agreement provisions. Director Stark believes the HRA would want to include the language on agreements and contracts.

Council Member Whalen wanted to clarify by researching the feasibility would be to try it in agreements and contracts. Director Stark confirmed that notion. Council Member Whalen stated his support in the matter.

Council Member Trautmann thanked staff for all their work and expressed his support in moving forward.

Mayor Regan Gonzalez stated her support and would like staff to create a baseline of information to see if the work is effective. She also thanked staff for the presentation.

City Manager Rodriguez clarified steps moving forward as (1) developing language for an ordinance of prevailing wage; (2) moving forward with the redevelopment contractual agreement; and (3) labor trafficking sign distribution.

<b>ADJOURNMENT</b>
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The work session was adjourned by unanimous consent at 6:45 p.m.

Date Approved: February 25, 2020

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Maria Regan Gonzalez  
Mayor

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Kelly Wynn  
Senior Office Assistant

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Katie Rodriguez  
City Manager



# CITY COUNCIL MEETING MINUTES

Richfield, Minnesota

## Regular Council Meeting

February 11, 2020

### CALL TO ORDER

The meeting was called to order by Mayor Maria Regan Gonzalez at 7:00 p.m. in the Council Chambers.

*Council Members Present:* Maria Regan Gonzalez, Mayor; Mary Supple; Ben Whalen; and Simon Trautmann

*Council Members Absent:* Edwina Garcia

*Staff Present:* Katie Rodriguez, City Manager; Mary Tietjen, City Attorney; Neil Ruhland, Communications Manager; Jay Henthorne, Police Chief; Mike Flaherty, Public Safety Deputy Chief; Jennifer Anderson, Support Services Supervisor; Julie Urban, Housing Manager; John Stark, Community Development Director; Melissa Poehlman, Assistant Community Development Director; Chris Regis, Finance Director; Blanca Martinez Gavina, Executive Analyst; and Kelly Wynn, Senior Office Assistant

### PLEDGE OF ALLEGIANCE

Mayor Regan Gonzalez led the Pledge of Allegiance

### OPEN FORUM

No speakers

### APPROVAL OF MINUTES

M/Supple, S/Trautmann to approve the minutes of the: (1) Concurrent City Council and HRA Work Session January 21, 2020; (2) Special City Council Work Session of January 23, 2020; (3) City Council Work Session of January 28, 2020; and (4) City Council Meeting of January 28, 2020

Motion carried 4-0.

<b>Item #1</b>	<b>APPROVAL OF THE AGENDA</b>
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M/Supple, S/Trautmann to approve the agenda

Motion carried 4-0.

<b>Item #2</b>	<b>CONSENT CALENDAR</b>
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City Manager Rodriguez presented the consent calendar.

- A. First reading of transitory ordinance providing funding for certain improvements from the Special Revenue Fund (Staff Report No. 27)
- B. Consider the adoption of a resolution authorizing acceptance of Office of Traffic Safety (OTS) funds for a vehicle to be used for distracted driving enforcement (Staff Report No. 28).

**RESOLUTION NO. 11718**

**RESOLUTION AUTHORIZING THE DEPARTMENT OF PUBLIC SAFETY/POLICE TO ACCEPT GRANT MONIES FROM THE OFFICE OF TRAFFIC SAFETY IN THE AMOUNT OF \$94,100.00 OR A LESSER AMOUNT, AS AWARDED BY THE DEPARTMENT OF PUBLIC SAFETY, TO FUND A VEHICLE FOR DISTRACTED DRIVING ENFORCEMENT**

- C. Continue consideration of land use applications for Chase Bank at Market Plaza (6501 Woodlake Drive) to February 24, 2020 (Staff Report No. 29).

M/Whalen, S/Trautmann to approve the consent calendar

Motion carried 4-0.

<b>Item #3</b>	<b>CONSIDERATION OF ITEMS, IF ANY, REMOVED FROM CONSENT CALENDAR</b>
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None

<b>Item #4</b>	<b>CONSIDER APPROVAL OF AN ORDINANCE, AND SUMMARY PUBLICATION OF SAID ORDINANCE, AMENDING SECTION 405 OF THE CITY CODE RELATED TO HOUSING MAINTENANCE AND ADOPTING THE INTERNATIONAL PROPERTY MAINTENANCE CODE (IPMC). (STAFF REPORT NO. 30)</b>
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Supple presented staff report 30.

Assistant Community Development Director Poehlman reiterated this isn't going to change the processes already enforced by the inspectors. It will provide better customer service, more consistency amongst inspectors, and consolidate many things into one document.

M/Supple, S/Whalen to approve the resolution approving summary publication of an ordinance repealing Section 405 (housing code) of the city code of ordinances and adopting the International Property Maintenance Code with amendments.

#### RESOLUTION NO. 11719

#### RESOLUTION APPROVING SUMMARY PUBLICATION OF AN ORDINANCE REPEALING SECTION 405 (HOUSING CODE) OF THE CITY CODE OF ORDINANCES AND ADOPTING THE INTERNATIONAL PROPERTY MAINTENANCE CODE WITH AMENDMENTS

Council Member Whalen thanked staff for clarification and believes this will provide better quality buildings and customer service.

Mayor Regan Gonzalez also thanked staff for their work and trusts this will create clearer guidance for staff.

Motion carried 4-0

Item #5	<b>CONSIDER THE APPROVAL OF AGREEMENTS WITH NON-PROFIT ORGANIZATIONS TO PROVIDE SOCIAL SERVICES TO THE CITY OF RICHFIELD AND AUTHORIZATION OF THE CITY MANAGER TO EXECUTE AGREEMENTS WITH THOSE AGENCIES (STAFF REPORT NO. 31)</b>
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Mayor Regan Gonzalez read staff report 31.

Housing Manager Urban spoke about the importance of these organizations and supplied examples of how organizations work with departments and outlined the services. She explained what a tough decision it was to make the selection.

Council Member Supple thanked all the organizations and appreciates all the work they do within the community.

Council Member Whalen echoed the gratitude for all the organizations. He also read a statement from Joe McDonald, CEO with VEAP, thanking City Council members and staff for their continued support.

Mayor Regan Gonzalez also thanked all the organizations asked if anyone from those organizations would like to speak. She stated the services and support they provide for the community is greatly appreciated.

M/Supple, S/Trautmann to approve the agreements between the recommended non-profit organizations and the City of Richfield, and authorize the City Manager to execute agreements for services with those agencies

Motion carried 4-0

<b>Item #6</b>	<b>CITY MANAGER'S REPORT</b>
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City Manager Rodriguez had nothing to report.

<b>Item #7</b>	<b>CLAIMS AND PAYROLL</b>
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M/Trautmann, S/Supple that the following claims and payrolls be approved:

<b>U.S. Bank</b>	<b>02/11/2020</b>
A/P Checks 284501 - 284828	\$ 1,719,385.80
Payroll: 152116 - 152452	<u>671,282.89</u>
TOTAL	\$ 2,390,668.69

Motion carried 4-0.

<b>Item #8</b>	<b>HATS OFF TO HOMETOWN HITS</b>
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Council Member Whalen thanked staff for their partnership with "Let's Talk Richfield" discussing the Census. He then reminded residents that early voting is open and available at City Hall.

Council Member Supple commended the Recreation staff for another successful Ice Fishing Bowl at Taft Park. She also reminded residents the Arts Commission is doing another round for their sidewalk poetry contest and the due date is February 14<sup>th</sup>.

Council Member Trautmann spoke about the opportunities available for children and adults at Wood Lake Nature Center.

Mayor Regan Gonzalez sent best wishes to Council Member Garcia to feel better soon. She also spoke of her visit to the State Capital and encouraged residents to contact their local representatives and speak to them about policy issues that are important to the community. Lastly, she mentioned the next meeting for the Minnesota League of Women Voters is February 15, 2020 at 9:15am and will be in the Audi Dealership in Richfield.

<b>Item #9</b>	<b>ADJOURNMENT</b>
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The meeting was adjourned by unanimous consent at 7:23 p.m.

Date Approved: February 24, 2020

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Maria Regan Gonzalez  
Mayor

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Kelly Wynn  
Senior Administrative Assistant

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Katie Rodriguez  
City Manager



# CITY COUNCIL MEETING MINUTES

Richfield, Minnesota

## Special City Council Meeting

February 14, 2020

### CALL TO ORDER

The meeting was called to order by Mayor Regan Gonzalez at 2:30 p.m. in the Council Chambers.

Council Members Present: Maria Regan Gonzalez, Mayor; Edwina Garcia; Mary Supple; Simon Trautmann; and Ben Whalen.

Staff Present: Kelly Wynn, Senior Office Assistant

Others Present: Lisa Sorenson, Sorenson Consulting

<b>ITEM #1</b>	<b>SPECIAL MEETING ITEMS</b> <ul style="list-style-type: none"><li>• Special City Council Closed Executive Session in the Babcock Room regarding the City Manager's 1-year performance evaluation.</li><li>• Reconvene the Special City Council Meeting in the Council Chambers.</li></ul>
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Mayor Regan Gonzalez, City Council Members and Lisa Sorenson moved into a closed executive session in the Babcock Room where discussion of the City Manager's performance was conducted.

The Special City Council Meeting was reconvened in the Council Chambers.

### ADJOURNMENT

The meeting was adjourned by unanimous consent at 4:10 p.m.

Date Approved: February 24, 2020

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Maria Regan Gonzalez  
Mayor

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Kelly Wynn  
Senior Office Assistant

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Katie Rodriguez  
City Manager



**STAFF REPORT NO. 32**  
**CITY COUNCIL MEETING**  
**2/24/2020**

REPORT PREPARED BY: Joe Powers, Assistant City Engineer

DEPARTMENT DIRECTOR REVIEW: Kristin Asher, Public Works Director  
2/13/2020

OTHER DEPARTMENT REVIEW: N/A

CITY MANAGER REVIEW: Katie Rodriguez, City Manager  
2/19/2020

**ITEM FOR COUNCIL CONSIDERATION:**

**Consider the approval of a contract, not to exceed \$226,439, with Kimley Horn and Associates, Inc. for preliminary design engineering of the 65th Street Reconstruction Project between 66th Street/Rae Drive and Nicollet Avenue, including the Lyndale Avenue Pedestrian Improvements between 64th Street and 66th Street.**

**EXECUTIVE SUMMARY:**

Consistent with City Council direction, the Capital Improvement Plan (CIP), and the City's Comprehensive Plan, staff is working towards the reconstruction of 65th Street between 66th Street/Rae Drive and Nicollet Avenue and improvements along Lyndale Avenue between 64th Street and 66th Street.

Kimley Horn and Associates, Inc. has submitted a proposal to provide the preliminary and final engineering services for the 65th Street Reconstruction Project and Lyndale Avenue improvements in an amount not to exceed \$601,673. Consistent with past practices, staff is asking Council to authorize the preliminary design engineering services in the amount of \$226,439. Following the conclusion of preliminary design engineering, staff anticipates returning to Council for final design engineering authorization sometime in early summer 2020.

**PROJECT HISTORY**

The current CIP and 5-Year Street Reconstruction Plan identifies the extents of the 65th Street Reconstruction as 66th St/Rae Drive and Nicollet Avenue. Due to potential redevelopment, reconstruction of the portion of the corridor between Grand Avenue and Nicollet Avenue was previously programmed for 2020, with the remainder of the corridor to be reconstructed in 2021. The public engagement process for 65th Street reconstruction between Grand Avenue and Nicollet Avenue began in late 2018, however due to the HUB redevelopment delay, the planned reconstruction project was put on hold in summer 2019 and the public engagement process for 65th Street was paused.

Stonebrooke Engineering, Inc. provided the preliminary design services prior to pausing of the project. Approximately \$102,000 of their contract of \$348,646 was expended before the project was paused and the contract with Stonebrooke Engineering was closed in June, 2019. The project deliverables provided by Stonebrooke Engineering will be provided to Kimley Horn so as not to duplicate work.

## MOVING FORWARD

Staff is now proposing to resume the public engagement process for the full corridor from 66th Street/Rae Drive to Nicollet Avenue. Additionally, staff proposes that the project include previously identified improvements along Lyndale Avenue between 64th Street and 66th Street. The Lyndale Avenue improvements were designed in 2014, but not constructed due to funding shortages; the existing 2014 design will be updated to align with the 65th Street Reconstruction Project.

The project will also include repair/replacement of City utilities along 65th Street and coordination with adjacent redevelopment projects. Kimley Horn's contract will include coordination with Barr Engineering, who are currently analyzing area drainage issues and will be contracted separately to perform stormwater/drainage design for the 66th Street/HUB/65th Street Area reconstruction.

## PROJECT ESTIMATE

Currently the CIP and 5-Year Street Reconstruction Plan (attached) identifies a total of \$9M for the project which includes both Street Reconstruction Bonds and Utility Bonds to finance it. In 2014, the Lyndale Avenue improvements were estimated at \$150,000 to construct. Including these improvements with this project will then increase the 65th Street estimate accordingly. In addition, the on-going investigation to determine what the long-term fix is to the storm water flooding issues that occur at 66th Street between the HUB and Holy Angels will need to be determined and included as part of the 65th Street reconstruction. Initial findings indicate substantial work will need to be included in order to address the flooding. At this time we are confident that the project costs will exceed the \$9M identified, but to what extent is yet to be determined. Upon completion of the preliminary design, staff will have an engineer's estimate identifying the cost of the project as presented to the City Council for approval. Consideration for approval is anticipated to occur in June 2020, prior to moving forward into final design.

## **RECOMMENDED ACTION:**

**By motion: Approve the contract with Kimley Horn and Associates, Inc. for preliminary design engineering of the 65th Street Reconstruction Project between 66th Street/Rae Drive and Nicollet Avenue, and Lyndale Avenue Pedestrian Improvements between 64th Street and 66th Street, not to exceed \$226,439.**

## **BASIS OF RECOMMENDATION:**

### **A. HISTORICAL CONTEXT**

- The pavement and underground infrastructure condition along 65th Street continues to deteriorate.
- City staff have identified a need for complete reconstruction of the roadway and utilities in the 65th Street corridor between 66th Street/Rae Drive and Nicollet Avenue.
- Roadway improvements along Lyndale Avenue between 64th Street and 66th Street are recommended due to recent and future redevelopment.
- A long-term stormwater solution is needed in advance of the HUB redevelopment and should be included in the 65th Street reconstruction.
- Kimley Horn and Associates, Inc. is in the City's Engineering Consultant Pool and is an experienced engineering firm.
- Staff has negotiated a proposed scope of services that is typical and adequate for a project of this scale.

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

- The reconstruction of 65th Street is identified in the City's Capital Improvement Plan and 5-Year Street Reconstruction Plan.
- Council approval is required for expenditures over \$175,000.

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

Staff and the consultant will resume the public input process shortly after the contract is approved.

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

Approval of the Kimley Horn and Associates, Inc. preliminary design contract includes expenditures not to exceed \$226,439. No other expenditures are being considered at this time.

**E. LEGAL CONSIDERATION:**

The City Attorney will be available to answer questions.

**ALTERNATIVE RECOMMENDATION(S):**

None

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

None

**ATTACHMENTS:**

Description	Type
▣ 65th St. Scope of Services	Contract/Agreement
▣ 65th St. Project Extents	Exhibit
▣ 65th St Sources and Uses Tracking	Backup Material
▣ 2014 Lyndale Ave. Ped. Improvements	Exhibit
▣ 5 Year Street Reconstruction Plan	Backup Material



February 12, 2020

Mr. Jack Broz, P.E.  
Transportation Engineer  
City of Richfield  
1901 E 66<sup>th</sup> Street  
Richfield, MN 55423

■  
Suite 100  
767 Eustis Street  
St. Paul, Minnesota  
55114

**Re: W 65<sup>th</sup> Street Improvements – 66<sup>th</sup> Street to Nicollet Avenue  
Proposal for Preliminary & Final Design Services**

Dear Jack,

Thank you for the opportunity to submit this proposal for preliminary design services for the W 65<sup>th</sup> Street Improvements project. We understand that the primary objective of this scope is to assist the City of Richfield in developing the preliminary and final design for improvements on W 65<sup>th</sup> Street from W 66<sup>th</sup> Street to Nicollet Avenue, including evaluation of corridor improvements that balance mobility, access, and non-motorized uses along the roadway. This project also includes the restriping of Lyndale Avenue from 64<sup>th</sup> to 66<sup>th</sup> Street. We understand construction is planned for 2021 and includes roadway, sidewalk, utilities, lighting, and streetscaping.

**Project Understanding**

The City of Richfield has requested Kimley-Horn provide a Scope of Services that includes project management, data collection, stakeholder engagement, traffic analysis, preliminary design, and final design for this segment of W 65<sup>th</sup> Street. The proposed design will adhere to Minnesota Department of Transportation (MnDOT) State Aid standards.

**Scope of Services**

The following is a summary of our proposed Scope of Services for the project.

**Task 1 – Project Management**

Kimley-Horn will provide project management and coordination services including quality assurance/quality control of the project deliverables.

**1.1 Project Management/Administration**

Kimley-Horn will coordinate project management activities including project monitoring, progress reports, the development of a detailed work plan with specific staff assignments, and preparation of a project schedule indicating critical dates, milestones, and deliverables.

**1.2 Kickoff Meeting**

Kimley-Horn will hold a kickoff meeting with a Project Management Team (PMT) including City of Richfield staff to discuss the scope and

schedule for the project. Kimley-Horn will also hold an internal team kickoff meeting to review the project requirements with staff involved.

### **1.3 PMT Meetings**

Hold up to twelve (12) PMT meetings to discuss issues that arise during the public engagement and design work. Kimley-Horn will be responsible for preparing meeting agendas, meeting minutes, and necessary exhibits to conduct the meetings.

### **1.4 Quality Control Reviews**

Kimley-Horn will coordinate quality control reviews of deliverables. We will also conduct constructability reviews for the public utility layout and the 60 percent plans.

**Deliverables:** Meeting Agendas, Minutes & Exhibits, Work Plan, Schedule, QA/QC Reviews.

## **Task 2 – Data Collection**

### **2.1 Topographic Survey**

A Kimley-Horn subconsultant will perform a field collection of survey data for the preparation of a base map for the project corridor. This includes horizontal/vertical control and topographic survey information, a utility structure survey, and existing right-of-way/easement identification from Lyndale Avenue to 66<sup>th</sup> Street. We will utilize the existing conditions information to develop a base map and digital terrain model for the project corridor.

### **2.2 Geotechnical**

#### **2.2.1 Soil Borings**

A Kimley-Horn subconsultant, Braun Intertec, will perform the subsurface investigation and analysis and prepare a report for the proposed roadway improvements. We have assumed a total of fifteen (15) soil borings at a depth of 5 to 10 feet. Actual soil boring locations and depths will be determined during the final design process.

#### **2.2.2 Laboratory Testing**

Laboratory tests of the soil samples obtained via borings will be completed. The tests will include classification (sieve analysis, density, moisture content, etc.) and one (1) R-value test.

#### **2.2.3 Engineering Analysis and Reports**

A final geotechnical report will be prepared to include the following:

- Description of the process for selecting boring locations
- Soil boring location map
- Descriptions of drilling, sampling, testing, and classification methods
- Boring logs
- Review of soil/groundwater conditions encountered
- A detailed layout showing the limits of unsuitable foundation material

- Recommendations for pavement design and construction
- Recommendations regarding utility installations

**Deliverables:** Electronic Base Map, Geotechnical Report.

### **Task 3 – Stakeholder Engagement**

Stakeholder engagement will be important for the success of the W 65 Street Improvement project. Kimley-Horn will follow the process laid out in the City of Richfield’s Guiding Documents for Public Engagement.

We understand that two open houses were previously held during the preliminary design of the first half of the project from Nicollet Avenue to Lyndale Avenue. To supplement this previous engagement, Kimley-Horn will participate in two (2) public meetings for the overall preliminary design. These will be considered “Open House #3” and “Open House #4” in the City’s guiding document. A City Council Work Session and a Richfield Transportation Commission Meeting will be necessary prior to each open house.

#### **3.1 Richfield Transportation Commission Meetings**

The Richfield Transportation Commission will be the policy-making body governing this project and will be responsible for hosting public meetings, consideration of recommended improvements, and approving the preliminary and final design plans. Kimley-Horn will present at up to two (2) meetings with the Richfield Transportation Commission, at critical milestones throughout the process. Kimley-Horn will prepare necessary meeting materials.

#### **3.2 Public Meetings**

Kimley-Horn will participate in up to two (2) public meetings hosted by the Richfield Transportation Commission. The purpose of these meetings will be to engage the public and agencies in the development of the project. Kimley-Horn will establish meeting locations, prepare up to 10 exhibits per meeting, provide meeting summaries, and provide technical staff necessary to facilitate the meetings. Up to three (3) Kimley-Horn staff representing relevant technical areas will be present at each public meeting.

Prior to construction, Kimley-Horn will participate in a “Kickoff to Construction” open house as described in the City’s guiding documents. Up to three (3) Kimley-Horn staff representing relevant technical areas will be present at each public meeting.

#### **3.3 Stakeholder Meetings**

Kimley-Horn will meet with stakeholders along the project corridor as necessary. Anticipated stakeholders could include Metro Transit, the railroad, Hennepin County, Metro Transit, and local businesses. We have included up to eight (8) stakeholder meetings. Kimley-Horn will establish meeting locations, prepare agendas and exhibits, and draft



meeting summaries. One (1) Kimley-Horn staff member will be present at each stakeholder meeting.

### **3.4 Project Website**

A project website (hosted by the City) will be updated periodically throughout the design process (up to three (3) updates) to inform stakeholders on upcoming public meetings, provide project updates, and advise the public on key design considerations. Kimley-Horn will provide the City with initial website content and updates.

**Deliverables:** Meeting Materials, Minutes/Summaries, Project Website Updates, Project Newsletters.

### **Task 4 – Traffic Analysis**

Kimley-Horn will complete a traffic analysis that will document the existing operations, design year operations, and safety issues within the project limits. We will utilize the traffic forecasts prepared by the City's previous consultant. The analysis will help confirm that the proposed design provides acceptable operations and assist in the evaluation of alternatives.

#### **4.1 Multimodal Safety and Access Analysis**

Kimley-Horn will perform a review of existing multimodal access locations along the corridor. We will identify deficient areas and develop recommendations for improvements.

#### **4.2 Intersection Control Evaluation**

Kimley-Horn will prepare an Intersection Control Evaluation (ICE) in accordance with State Aid standards for the W 65<sup>th</sup> Street/Lyndale Avenue intersection. We will evaluate roundabout and signal options at the intersection.

**Deliverables:** Technical Memoranda, Roundabout Justification Report.

### **Task 5 – Preliminary Design**

Kimley-Horn will develop concept alternatives as a part of preliminary design. Alternatives will be studied and vetted through the PMT as well as through the stakeholder engagement process. Decisions made throughout this process will be incorporated into the preliminary design. Upon conclusion of this phase, the design will be considered 30% complete. A preliminary layout, prepared consistent with MnDOT State Aid criteria, will be submitted along with cross sections for review.

#### **5.1 Concept Alternatives and Evaluation**

Kimley-Horn will develop and evaluate conceptual alternatives in concert with the stakeholder engagement process. Up to three (3) conceptual alternatives will be developed. A preferred alternative will be selected through a process which combines technical analysis and stakeholder input. This process will be documented in an Alternative

Evaluation Technical Memorandum. The preferred alternative will be the basis for the preliminary design.

## **5.2 Preliminary Roadway Design**

Kimley-Horn will establish the overall roadway design to be the basis of the final construction documents. Preliminary design of roadway elements includes:

- Incorporating comments received during the stakeholder engagement and PMT evaluation
- Establishing the final horizontal and vertical design
- Evaluation of the ability to incorporate on-street parking
- Completing preliminary cross-sections necessary to identify grading limits
- Identify necessary permanent and temporary easements

## **5.3 Preliminary Public Utility Design**

### **5.3.1 Preliminary Watermain Design**

Kimley-Horn will meet with the City's utility supervisor to discuss the overall required improvements for sanitary sewer and watermain. We have assumed that existing sanitary sewer and watermain including services within the project corridor will be replaced in the same general location, except for public utilities that exist within The Hub parking lot. We will develop up to two (2) alternatives for realigning these utilities to within nearby right-of-way.

### **5.3.2 Preliminary Roadway Lighting Design**

Kimley-Horn will meet with the City's street supervisor to establish a street lighting design for the corridor in accordance with the City's lighting policy.

### **5.3.3 Preliminary Hydraulic Design**

The City will complete a hydraulic assessment of existing drainage conditions within the project limits. Kimley-Horn will meet with City staff to discuss known drainage issues along the corridor and address them with the project improvements if possible. We have assumed that the existing drainage system will be replaced with similar sized structures and pipes as required.

## **5.4 Pedestrian Connectivity Review**

Kimley-Horn will evaluate existing pedestrian facilities and connectivity within and immediately surrounding the project corridor. We will review crossings, identify gaps, and evaluate potential improvements that can be incorporated into the project design. We will develop up to two (2) concept alternatives for improved pedestrian facilities for evaluation by City staff and stakeholders during the preliminary design process. The preferred set of improvements will be reflected in the preliminary layout.

**5.5 Private Utility Coordination**

Kimley-Horn will conduct up to three (3) meetings with private utilities during the project design. The meetings will be held to discuss the overall project improvements, utility conflicts, schedule and general project coordination. Kimley-Horn will prepare agendas, exhibits, and meeting minutes.

**5.6 Preliminary Engineer's Opinion of Probable Cost**

Kimley-Horn will develop an Engineer's Estimate of Probable Cost.

**Deliverables:** Alternative Evaluation Technical Memorandum, Conceptual Alternative Layouts (3), Public Utility Concepts (2), Pedestrian Improvements Concepts (2), Preliminary Roadway Design Layout, Preliminary Cross-sections, Preliminary Public Utility Layout, Engineer's Estimate of Probable Cost.

**Task 6 – Right of Way****6.1 Refine Construction Limits and Confirm Right of Way Needs**

We will review the proposed roadway geometrics, cross sections and grading limits and confirm the right of way and easement needs for the project. An exhibit will be prepared detailing the overall right of way/easement acquisition requirements.

**6.2 Preparation of Legal Descriptions**

We will review the deed or title commitment for each parcel and prepare a proposed right of way acquisition exhibit and description suitable for recording. We have assumed that exhibits and descriptions will be required for up to 4 parcels. We have assumed that title work for each property will be provided by the City.

**6.3 Survey of Acquisition Limits**

Field survey of acquisition limits will be performed. This will include staking permanent right of way and temporary easements for up to 4 impacted parcels.

**Deliverables:** Overall right of way acquisition exhibit, legal descriptions (4) and exhibits (4)

**Task 7 – Final Design****7.1 Final Plans**

Following City Council approval of the preliminary layout, we will finalize the design of the proposed improvements and develop detailed final design plans and specifications. The documents will satisfy the requirements of the City and permitting agencies and adhere to current MnDOT State Aid standards for MnDOT State Aid Funding. The final plans will include the following sheets:

- Title Sheet
- General Layout
- Estimated Quantities

- Private Utility Contacts
- Soils, Construction Notes, Standard Plates
- Earthwork Tabulations and Summary
- Typical Sections
- Miscellaneous Details
- Standard Plan Sheets
- Construction Staging Plan
- Traffic Control Plan
- Topography and Inplace Utility Plan
- Removal Plan
- Right of Way Plan
- Alignment Plan and Tabulations
- Construction Plan and Profile
- Intersection Details
- Drainage Notes
- Drainage and Erosion Control Plan
- Drainage Tabulations and Details
- Sanitary Sewer and Watermain Plan, Tabulations, and Details
- Landscaping and Turf Establishment Plan
- Signing and Pavement Marking Plan Tabulations and Details
- Lighting Plan and Details
- Signal Plan
- Cross Sections

Electronic AutoCAD files of the final plans will be provided to the City. The coordinates and elevations of all points will be provided in the Hennepin County coordinate system. Kimley-Horn will also provide Excel files used for design and preparation of construction plans as well as final plans and special provisions in Adobe PDF format.

### **7.2 Project Manual**

Kimley-Horn will prepare the project manual including technical special provisions for the project to be submitted both in Microsoft Word and Adobe PDF format at the 95% plan submittal stage.

### **7.3 Cost Estimates**

We will prepare cost estimates at the 30%, 60%, 95%, and 100% plan submittal stages to include proposed construction and any right-of-way/easement acquisition costs. Draft estimates will be prepared for review by City staff. Comments from drafts will be incorporated into final cost estimates.

### **7.4 Permit Applications**

Kimley-Horn will prepare the permit applications for the project including:

- Minnesota Department of Health (MDH) Permit
- National Pollutant Discharge Elimination System (NPDES) Permit
- Stormwater Pollution Prevention Plan (SWPPP)

We will submit the MDH permit application to the review agency and pay the required fee. We will prepare the SWPPP required for the NPDES permit

application but have assumed the Contractor, upon award, will submit the permit application and fee to the Minnesota Pollution Control Agency.

A stormwater analysis will be performed to determine the necessary measures required by MnDOT State Aid. The report will also include hydraulic calculations necessary for State Aid approval.

Based on aerial photography and National Wetland Inventory (NWI) maps there does not appear to be any wetlands in the corridor. We have assumed wetland delineation and/or permitting will not be required for the project.

### **7.5 Bidding Phase**

We will assist the City of Richfield during the bidding phase by distributing the plans and project manual to Contractors, responding to contractor questions, and preparing any necessary addenda.

**Deliverables:** Final Plans, Project Manual, Cost Estimates (30%, 60%, 95%, and 100% completion stages), Permit Applications and SWPPP, Addenda.

### **Estimated Costs/Fee**

KHA will provide the Scope of Services identified above on an hourly labor fee plus expense basis. We have broken down the fee estimate between preliminary and final design tasks per the request of the City. The following is a summary of our estimated fees and expenses.

TASK 1 – PROJECT MANAGEMENT	\$51,330
TASK 2 – DATA COLLECTION	\$35,540
TASK 3 – STAKEHOLDER ENGAGEMENT	\$27,384
TASK 4 – TRAFFIC ANALYSIS	\$12,872
TASK 5 – PRELIMINARY DESIGN	\$89,813
TASK 6 – RIGHT OF WAY	\$11,784
TASK 7 – FINAL DESIGN	\$340,450
SUBTOTAL TASKS 1-5	\$216,939
SUBTOTAL EXPENSES TASKS 1-5	\$9,500
<b>TASK 1-5 PROJECT COST</b>	<b>\$226,439</b>
SUBTOTAL TASKS 6-7	\$352,234
SUBTOTAL EXPENSES TASKS 6-7	\$23,000
<b>TASK 6-7 PROJECT COST</b>	<b>\$375,234</b>
<b>TOTAL</b>	<b>\$601,673</b>

Labor fee will be billed according to our current standard hourly rate schedule. Reimbursable expenses (copy/printing charges, plotting, mileage, delivery charges, etc.) will be charged as an office expense at 6% of the labor fee.

**Schedule**

Kimley-Horn will begin the scope of work above after City Council authorization. The preliminary design work is anticipated to be completed by April 2020 and final design complete by December 2020. This schedule was prepared to include reasonable allowances for review and approval times required by the City and other public authorities having jurisdiction over the project. This schedule shall be equitably adjusted as the project progresses, allowing for changes in the scope of the project requested by the City.

We appreciate the opportunity to submit this proposal and look forward to working with you on this project. Please feel free to contact us if you have any questions.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

William C. Klingbeil, P.E.  
Senior Project Manager

Jon B. Horn, P.E.  
Senior Vice President

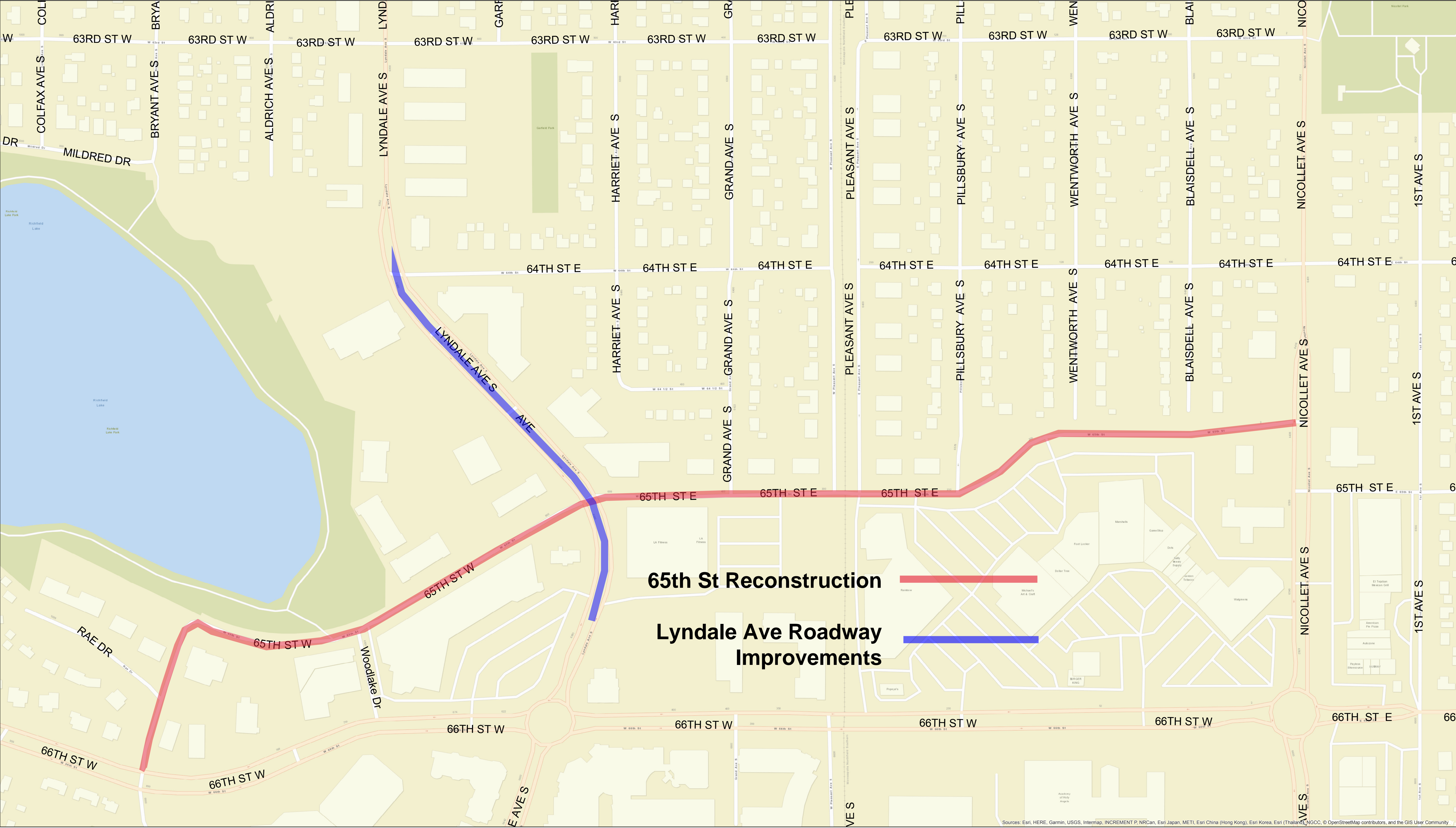
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**CITY OF RICHFIELD  
65TH STREET RECONSTRUCTION  
PRELIMINARY AND FINAL DESIGN FEE PROPOSAL (2/12/20)**

		Project Manager	Task Lead	Graduate Engineer	CAD/Graphics Designer	Admin	Sub-Consultant (Survey/Geotech)	Total Hours	Estimated Fees
<b>TASK 1 PROJECT MANAGEMENT</b>									
1.1	Project Management/Administration (12 months)	96	24			24		144	\$24,840
1.2	Kickoff Meeting	3	3		3	1		10	\$1,594
1.3	PMT Meetings (Up to 12)	36	36		12	12		96	\$15,576
1.4	Quality Control Reviews (assumes 4 reviews)	16	40					56	\$9,320
	<b>Subtotal</b>	<b>151</b>	<b>103</b>	<b>0</b>	<b>15</b>	<b>37</b>		<b>306</b>	<b>\$51,330</b>
<b>TASK 2 DATA COLLECTION</b>									
2.1	Topographic Survey		4		8		239	251	\$25,704
2.2	Geotechnical		8		2			10	\$1,536
2.2.1	Soil Borings (assumes 15)						50	50	\$5,000
2.2.2	Laboratory Testing						3	3	\$300
2.2.3	Engineering Analysis and Reports						30	30	\$3,000
	<b>Subtotal</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>\$32,200</b>	<b>344</b>	<b>\$35,540</b>
<b>TASK 3 STAKEHOLDER ENGAGEMENT</b>									
3.1	Richfield Transportation Commission (2 meetings)	6	2	2	2			12	\$2,026
3.2	Public Meetings (2 meetings)	8	20	60	8	8		104	\$14,144
3.3	Stakeholder Meetings (8 meetings)	16	16	16	16			64	\$9,968
3.4	Project Website (3 updates)	2	2	2	2			8	\$1,246
	<b>Subtotal</b>	<b>32</b>	<b>40</b>	<b>80</b>	<b>28</b>	<b>8</b>		<b>188</b>	<b>\$27,384</b>
<b>TASK 4 TRAFFIC ANALYSIS</b>									
4.1	Multimodal Safety and Access Analysis	4	8	16				28	\$4,020
4.2	Intersection Control Evaluation	4	16	40	4			64	\$8,852
	<b>Subtotal</b>	<b>8</b>	<b>24</b>	<b>56</b>	<b>4</b>	<b>0</b>		<b>92</b>	<b>\$12,872</b>
<b>TASK 5 PRELIMINARY DESIGN</b>									
5.1	Concept Alternatives and Evaluation	2	16	40	16			74	\$10,238
5.2	Preliminary Roadway Design	16	80	120	80			296	\$42,360
5.3	Preliminary Public Utility Design								
5.3.1	Preliminary Watermain Design	4	8	16	8			36	\$5,204
5.3.2	Preliminary Roadway Lighting Design	2	8	16	16			42	\$5,998
5.3.3	Preliminary Hydraulic Design	16	32	40	16			104	\$15,448
5.4	Pedestrian Connectivity Review	2	4	8	2			16	\$2,306
5.5	Private Utility Coordination	4	16	16	4			40	\$5,852
5.6	Preliminary Engineer's Opinion of Probable Cost	1	4	8	4			17	\$2,407
	<b>Subtotal</b>	<b>47</b>	<b>168</b>	<b>264</b>	<b>146</b>	<b>0</b>		<b>625</b>	<b>\$89,813</b>
<b>TASK 6 RIGHT OF WAY</b>									
6.1	Refine Construction Limits and Confirm Right of Way Needs	2	8	16	16			42	\$5,998
6.2	Preparation of Legal Descriptions	2	4		12		18	36	\$4,586
6.3	Survey of Acquisition Limits						12	12	\$1,200
	<b>Subtotal</b>	<b>4</b>	<b>12</b>	<b>16</b>	<b>28</b>	<b>0</b>	<b>\$3,000</b>	<b>90</b>	<b>\$11,784</b>
<b>TASK 7 FINAL DESIGN</b>									
7.1	Final Plans (assumes 250 sheets)	100	350	920	800			2170	\$307,150
7.2	Project Manual	4	16	40		8		68	\$9,060
7.3	Cost Estimates (assumes 4)	8	16	64	8			96	\$13,224
7.4	Permit Applications	4	8	16	4	8		40	\$5,412
7.5	Bidding Phase	4	8	16	8	4		40	\$5,604
	<b>Subtotal</b>	<b>120</b>	<b>398</b>	<b>1056</b>	<b>820</b>	<b>20</b>		<b>2414</b>	<b>\$340,450</b>
<b>SUBTOTAL TASKS 1-5</b>									<b>\$ 216,939</b>
<b>REIMBURSABLE EXPENSES TASKS 1-5</b>									<b>\$ 9,500</b>
<b>TASK 1-5 PROJECT COST</b>									<b>\$226,439</b>
<b>SUBTOTAL TASKS 6-7</b>									<b>\$ 352,234</b>
<b>REIMBURSABLE EXPENSES TASKS 6-7</b>									<b>\$ 23,000</b>
<b>TASK 6-7 PROJECT COST</b>									<b>\$375,234</b>
<b>TOTAL ESTIMATED PROJECT COST (FEES AND EXPENSES)</b>									<b>\$601,673</b>



# 65th St Reconstruction Project Extents





**65th St Reconstruction/Lyndale Avenue Pedestrian Improvements**

Richfield Project No.

41017

SAP No.

TBD

Sources and Uses Tracking - updated 02/20/2020

			Council Action		Council Action	
	2019 CIP	2020 CIP	30% Engineer's Estimate and Project Approval	60% Engineer's Estimate	Final Engineer's Estimate and Project Bid	Contract Award
<b>Planned Construction Year:</b>	2020	2020&2021	2021	2021	2021	2021
<b>Estimated Uses:</b>						
Design	\$600,000	\$704,000				
65th St Reconstruction	\$5,500,000	\$6,100,000				
Lyndale Ave Improvments						
Stormwater Improvements						
Change Orders						
Right of Way	\$50,000	\$60,000				
Legal	\$90,000	\$100,000				
Constrcution Admin/Engineering	\$550,000	\$610,000				
Staff	\$90,000	\$100,000				
Contingency	\$1,100,000	\$1,220,000				
	20% Contingency	20% Contingency	20% Contingency	20% Contingency	10% Contingency	2% Contingency
<b>Total Uses</b>	<b>\$7,980,000</b>	<b>\$8,894,000</b>	<b>TDB</b>	<b>TDB</b>	<b>TDB</b>	<b>TDB</b>
<b>Sources:</b>						
Street Reconstruction Bonds	\$8,000,000	\$7,800,000				
Utility Bonds		\$1,200,000				
<b>Total Sources</b>	<b>\$8,000,000</b>	<b>\$9,000,000</b>	<b>TDB</b>	<b>TDB</b>	<b>TDB</b>	<b>TDB</b>
Difference	\$20,000	\$106,000	<b>TDB</b>	<b>TDB</b>	<b>TDB</b>	<b>TDB</b>

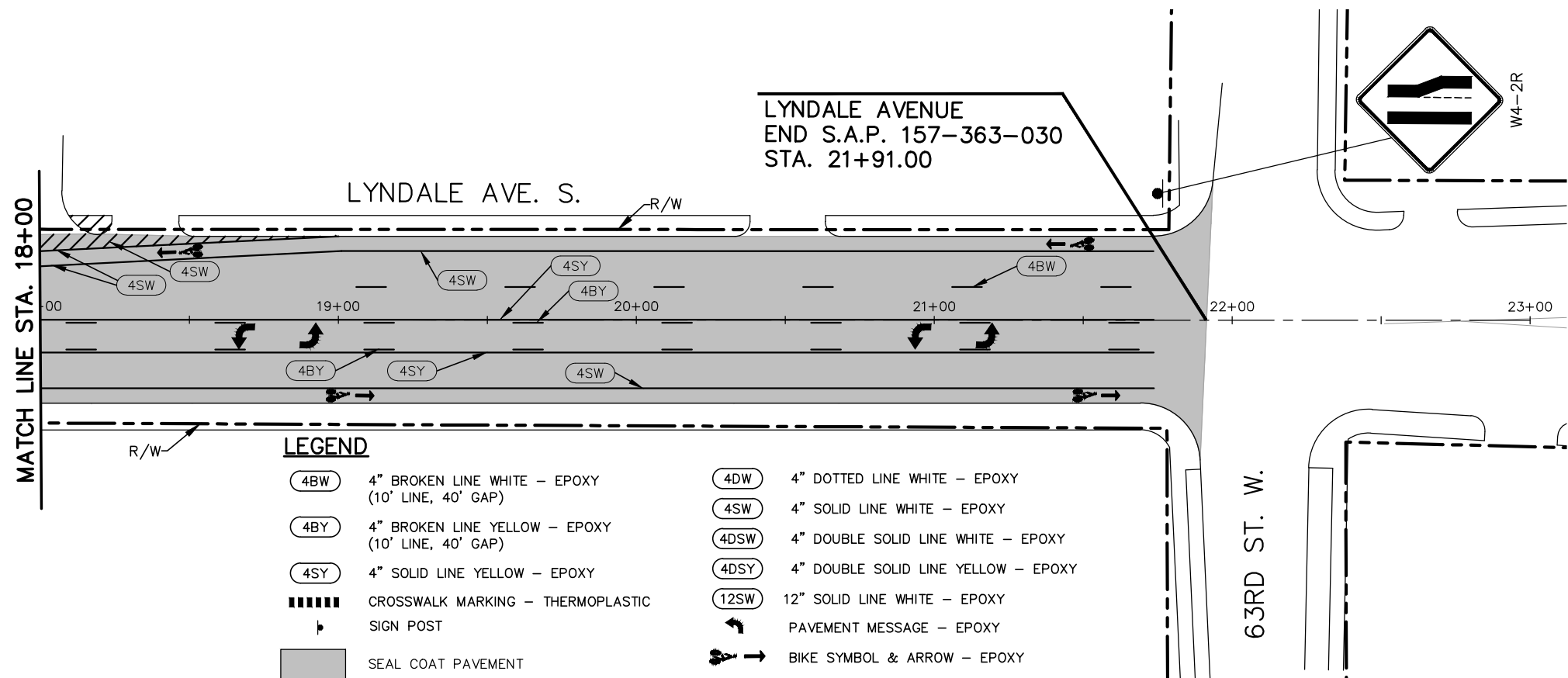
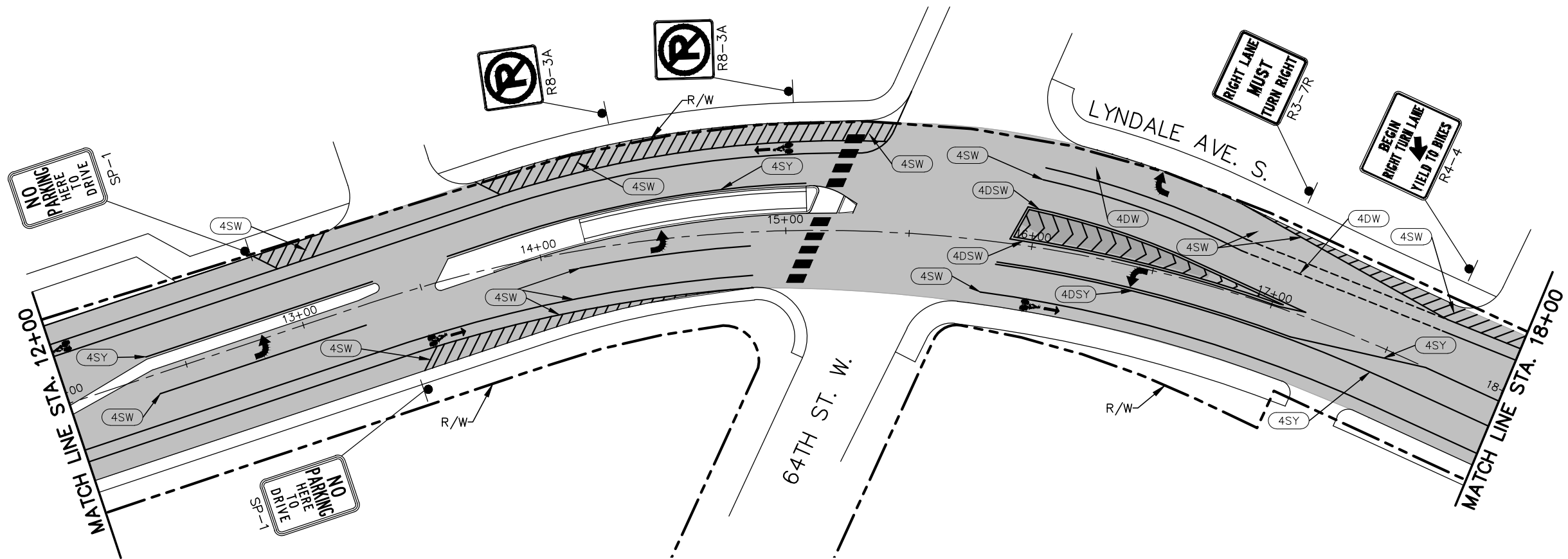
**Notes**

Anticipated Debt Issuance (updated 02/20/2020):

Street Reconstruction Bonds 2021

Utility Bonds 2020

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No.	Date	Revisions	App.	DRAWING NAME 160659002_PC.dwg
				DESIGNED BY: MTM
				DRAWN BY: RBC
				CHECKED BY: WCK
				DATE: 07/07/2014
				PROJECT NO. 160659002

**Kimley»Horn**

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.

WILLIAM C. KLINGBEIL, P.E.  
DATE: 07/07/2014 MN LIC. NO. 43835



CITY OF RICHFIELD  
LYNDALE AVENUE ROADWAY  
IMPROVEMENT PROJECT

SIGNING AND STRIPING PLAN

CITY PROJECT	41014
COUNTY PROJECT	
S.A.P.	157-363-030
S.A.P.	

SHEET NO.  
**13**  
**17**

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ABBREVIATIONS

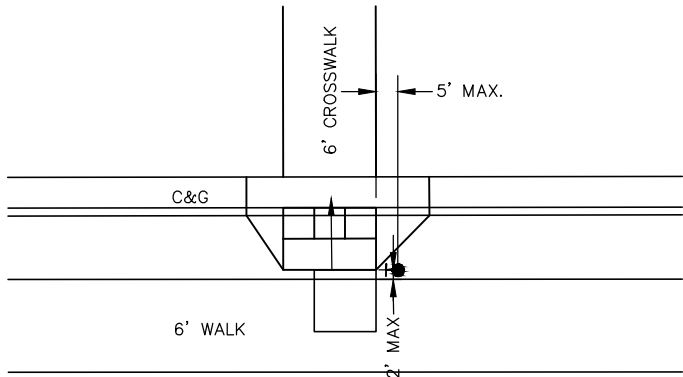
BL	BLUE
BL/BLK	BLUE WITH BLACK TRACER
BLK	BLACK
BLK/WH	BLACK WITH WHITE TRACER
EQ.G	EQUIPMENT GROUND
F&I	FURNISH AND INSTALL
G	GREEN
G/BLK	GREEN WITH BLACK TRACER
GLTA	GREEN LEFT TURN ARROW
GRN	GREEN
GR. RD.	GROUND ROD
HH	HANDHOLE
INP	INPLACE
INS. GR.	INSULATED GROUND
LED	LIGHT EMITTING DIODE
LHT	LIGHT
NEU	NEUTRAL
NMC	NONMETALLIC CONDUIT
O	ORANGE
O/BLK	ORANGE WITH BLACK TRACER
PB	PUSH BUTTON
PB2-1 (e.g.)	PUSH BUTTON (PHASE 2, NO. 1)
PEC	PHOTOELECTRIC CELL
PED	PEDESTRIAN
R	RED
R&S	REMOVE AND SALVAGE
R/BLK	RED WITH BLACK TRACER
RFB	RAPID FLASHING BEACON
RLTA	RED LEFT TURN ARROW
RSC	RIGID STEEL CONDUIT
RRFB	RECTANGULAR RAPID FLASHING BEACON
SOP	SOURCE OF POWER
SPR	SPARE
ST LHT	STREET LIGHT
STA	STATION
SW	SWITCH
SWD	SWITCHED
TYP	TYPICAL
WH	WHITE
WH/BLK	WHITE WITH BLACK TRACER
WLK	WALK
YEL	YELLOW
YLTA	YELLOW LEFT TURN ARROW
YRTA	YELLOW RIGHT TURN ARROW

SYMBOLS

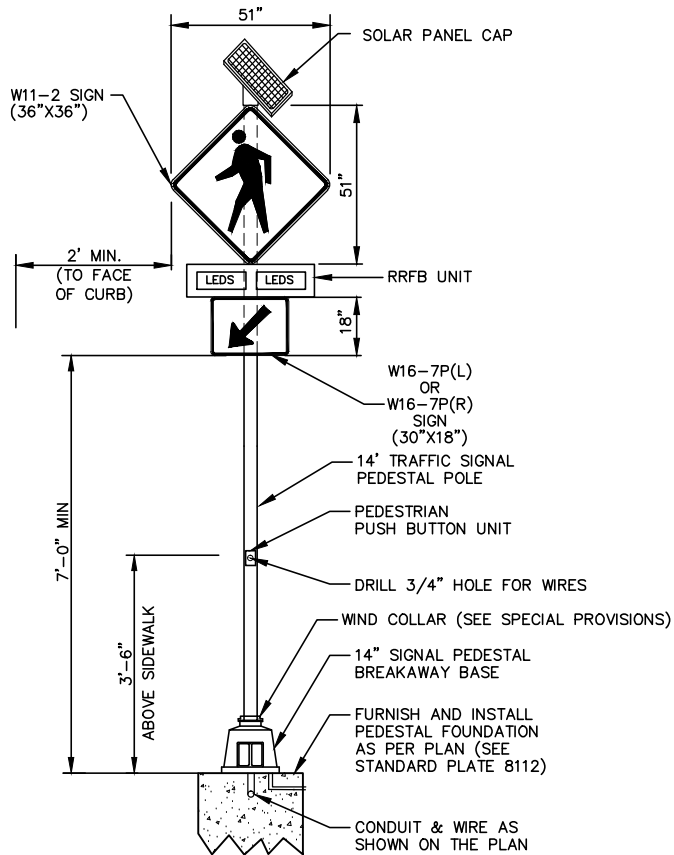
	SIGNAL BASE NO.
	HANDHOLE
	CABLE SPLICE
	NEUTRAL
	PEDESTAL POLE
	GROUNDING ROD/BOLT

GUIDELINES FOR LOCATING PUSH BUTTONS

- THIS IS A GENERAL DETAIL INTENDED TO SHOW THE REQUIREMENTS OF PUSH BUTTON LOCATION. FOR PROJECT SPECIFIC DETAILS REGARDING PEDESTRIAN RAMP LAYOUT, SEE THE PEDESTRIAN CURB RAMP AND SIDEWALK DETAILS.
- BUTTONS SHALL BE WITHIN 5' OF THE OUTSIDE EDGE OF THE CROSSWALK.
- THE FACE OF THE BUTTON SHALL BE PARALLEL WITH THE CROSSWALK.
- A MIN. 4'X4' LANDING AREA SHALL BE PROVIDED ADJACENT TO EACH BUTTON.
- BUTTONS SHALL BE WITHIN 10' OF THE BACK OF CURB OR EDGE OF ROADWAY.
- BUTTONS SHALL BE AT LEAST 10' APART.



TYPICAL PEDESTRIAN PUSH BUTTON LOCATION



DETAIL A – POLES ①, ②, ③  
PEDESTAL POLE & PEDESTRIAN PUSH  
BUTTON PEDESTAL POLE MOUNT  
NOT TO SCALE

STANDARD PLATES – SIGNAL SYSTEMS

THE FOLLOWING STANDARD PLATES, APPROVED BY THE FEDERAL HIGHWAY ADMINISTRATION, SHALL APPLY ON THIS PROJECT

		DESCRIPTION
▽ 8110	E	TRAFFIC SIGNAL BRACKETING (POLE MOUNTED)
▽ 8111	E	TRAFFIC SIGNAL BRACKETING (PEDESTAL MOUNTED)
▶ 8112	G	PEDESTAL FOUNDATION
▶ 8114	A	PVC HANDHOLE/PULLBOX
▽ 8117	F	PRECAST CONCRETE HAND HOLE
▽ 8118	D	SERVICE EQUIPMENT AND POLE
▽ 8119	C	GROUND MOUNTED CABINET FOUNDATION
▽ 8120	P	POLE FOUNDATION (PA-85)
▽ 8121	G	TRANSFORMER BASE AND POLE BASE PLATE
▶ 8122	F	PEDESTAL AND PEDESTAL BASE
▽ 8123	G	POLE AND MAST ARM
▽ 8126	K	POLE FOUNDATION (PA90 AND PA100)
▽ 8127	C	LIGHT FOUNDATION – DESIGN E
▶ 8129	A	SHIM AND WASHER
▽ 8130	E	SAW CUT LOOP DETECTORS
▽ 8132	B	PREFORMED RIGID PVC CONDUIT LOOP DETECTOR
▽ 8133	A	POLE AND MAST ARM – TYPE BA
▽ 8134	B	POLE FOUNDATION – TYPE BA

▶ STANDARD PLATES APPLICABLE TO THIS PROJECT

No.	Date	Revisions	App.	DRAWING NAME 160659002_SIG.dwg
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Kimley»Horn

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WILLIAM C. KLINGBEIL, P.E.  
DATE: 07/07/2014 MN LIC. NO. 43835



CITY OF RICHFIELD  
LYNDALE AVENUE ROADWAY  
IMPROVEMENT PROJECT

PEDESTRIAN CROSSING  
SYSTEM PLAN

CITY PROJECT	41014
COUNTY PROJECT	
S.A.P.	157-363-030
S.A.P.	

SHEET NO.

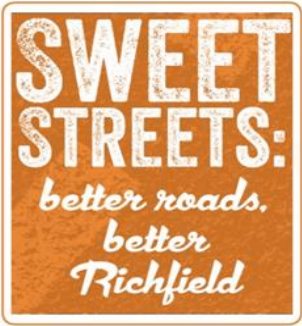
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5-year Street Reconstruction Plan  
Projected Project Year Funding Sources

Proposed Year	2019				2020			2021		2022	2023	2024
	66th Street Reconstruction	Lyndale Avenue Reconstruction	77th Underpass	South Richfield Parkway	66th Street Reconstruction	65th Street Reconstruction	Lyndale Avenue Reconstruction	65th Street Reconstruction	77th Underpass	77th Underpass	69th Street Reconstruction	70th Street Reconstruction
Street Reconstruction Bonds	\$13,000,000	\$5,531,876					\$3,000,000	\$7,800,000			\$4,500,000	\$2,500,000
Municipal State Aid	\$8,308,595				\$1,992,040					\$700,000	\$500,000	
Utility Bonds		\$3,168,343				\$1,200,000						
City Utility Funds												
Water												
Sanitary												
Storm												
Grants												
Federal									\$7,000,000			
State			\$7,100,000						\$5,000,000			
County	\$1,782,500		\$1,500,000									
Bloomington												
Other - 2020 bond request										\$7,000,000		
Special Revenue - LGA		\$1,000,000										
Transfer In from Sweet Streets					\$756,865		\$212,066		\$425,000			
Special Assessment												
Metropolitan Airports Commission										\$300,000		
MnDOT (in-kind & wall)									\$3,164,000			
Three Rivers Park District									\$300,000			\$100,000
Xcel Utility Rate Payers (CRFS)	\$1,325,000											
CenterPoint Energy												
HRA												
Developer Financed				\$600,000								
TOTAL	\$24,416,095	\$9,700,219	\$8,600,000	\$600,000	\$2,748,905	\$1,200,000	\$3,212,066	\$7,800,000	\$15,889,000	\$8,000,000	\$5,000,000	\$2,600,000

	sources	uses	difference
66th Total	\$27,165,000	\$27,165,000	\$0
Lyndale	\$12,912,285	\$12,912,285	\$0
77th Underpass	\$32,489,000	\$32,489,000	\$0





**STAFF REPORT NO. 33**  
**CITY COUNCIL MEETING**  
**2/24/2020**

REPORT PREPARED BY: Chris Regis, Finance Director

DEPARTMENT DIRECTOR REVIEW: Chris Regis, Finance Director  
2/19/2020

OTHER DEPARTMENT REVIEW: N/A.

CITY MANAGER REVIEW: Katie Rodriguez  
2/19/2020

**ITEM FOR COUNCIL CONSIDERATION:**

**Consider the first reading of an ordinance amending Subsections 705.17, 715.05, and 720.07 of the Richfield City Code relating to sanitary sewer, water, and storm water utility billing and establishment of a new Subsection 727 relating to the street light system.**

**EXECUTIVE SUMMARY:**

At the January 28, 2020 City Council work session, staff presented for City Council consideration the implementation of owner only utility billing.

At the present time the City's utility billing system has been set up to generate utility bills by customer/account number, not by property owner and Property Identification Number (PID#).

The implementation of owner only utility billing would require a change in the City ordinance sections that relate to utility billing.

If approved staff would communicate the change to owner only utility billing through the most current utility cycle billing and then implement the change in the next utility cycle billing.

**RECOMMENDED ACTION:**

**By Motion: Approve the first reading of an ordinance amending Subsections 705.17, 715.05, and 720.07 of the Richfield City Code relating to sanitary sewer, water and storm water utility billing and the establishment of a new Subsection 727 relating to the street light system.**

**BASIS OF RECOMMENDATION:**

**A. HISTORICAL CONTEXT**

Owner Only utility billing is already in effect for multi-family buildings. The proposed change would extend to single family and duplex rentals and would provide the following:

- Fewer Move In/Outs processed by Utility Billing (UB) Staff at the City
- Reduces UB staff time for processing Move In/Outs and Final Bills
- Reduces Public Works staff time to obtain final readings
- Reduces printing and mailing expenses for Final Bills

Ensures owner receives the quarterly utility bill and has an opportunity to pay it prior to Certification

- Reduces UB staff time to generate multiple Certification Letters for unpaid balances
- Reduces printing and mailing expenses for Certification Letters

Allows for Clean-up of utility accounts

We do not always receive updated tenant information, leads to incorrect billings to old tenant and creates inefficiencies.

Eliminates the billing confusion of tenants moving in and moving out.

Would Eliminate:

- Calls from property owners checking on payments.
- Owners disputing late fees because the tenant did not pay.
- Eliminates the issue of a renter moving out of a property without paying the final bill unbeknownst to the owner. The unpaid bill now becomes the responsibility of the owner.
- Eliminate utility accounts with the duplicate PID#'s.

Impact on renters:

Renters would no longer automatically receive a bill for their utility charges but they do have the option to request a bill to see actual charges. This may be helpful if the

owner chooses to pass the charges on to the renter as opposed to incorporating the costs

into the rent. The change aligns the billing notification, ultimate responsibility for payment (enforced through year-end Certification process) and responsibility for maintaining the plumbing. For example it would eliminate situations where the renter is billed for excessive usage due to a leak but is not responsible for fixing the leak.

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

The change to owner only utility billing must be accomplished through a change in the current City ordinances.

**C. CRITICAL TIMING ISSUES:**

- Second reading of the proposed ordinance change is scheduled for March 10, 2020.
- At the conclusion of publication of the proposed ordinance change, staff will begin to notify customers through communication with the regular cycle billing.

**D. FINANCIAL IMPACT:**

It is expected that the City will realize savings in postage, printing/paper and mailing service costs.

**E. LEGAL CONSIDERATION:**

City ordinances will need to be change in order to implement owner only billing.

**ALTERNATIVE RECOMMENDATION(S):**

None.

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

N/A.

**ATTACHMENTS:**

Description	Type
❑ Owner Only Utility Billing Ordinance	Cover Memo

BILL NO. \_\_\_\_\_

**AN ORDINANCE AMENDING SUBSECTIONS 705.17, 715.05, AND 720.07 OF THE RICHFIELD CODE OF ORDINANCES RELATING TO SANITARY SEWER, WATER AND STORM WATER UTILITY BILLING AND ESTABLISHMENT OF A NEW SECTION 727 RELATING TO THE STREET LIGHT SYSTEM**

**THE CITY OF RICHFIELD DOES ORDAIN:**

Section 1. Subsection 705.17 of the Richfield Code of Ordinances is amended as follows:

**705.17. – Billings.**

Bills for charges for the use and service of the sewage system shall be ~~made out~~ prepared by the Finance Department in accordance with the usual and customary practice. The City will place all accounts in the name of the fee title owner of the property and will send all bills and notices to such owner or the owner's duly authorized property manager at the designated billing address. Any error in address must be promptly reported to the City. Tenants may request duplicate copies by submitting a written request to the City. Bills shall be payable at the office of the City Finance Coordinator. Bills are rendered quarterly.

Section 2. Subsection 715.05 of the Richfield Code of Ordinances is amended as follows:

**715.05. – Accounts, how maintained.**

All accounts shall be kept on the books of the City by the house and street number and under the account number assigned thereto and the name of the owner or of the person signing the application for services. The City will place all accounts in the name of the fee title owner of the property and will send Aall bills and notices sent out by the City shall be sent to the house or street number of the property such owner or the owner's duly authorized property manager at the designated billing address. Any error in address must be promptly reported to the City. If non-resident owners or agents desire personal notice sent to a different address, they shall file an application therefor with the City. Tenants may request duplicate copies by submitting a written request to the City.

Section 3. Subsection 720.07 of the Richfield Code of Ordinances is amended as follows:

**720.07. – Establishing basic rate and billing.**

In determining charges, the Council shall, from time to time, by resolution establish a basic system rate to be charged against one (1) acre of land having an

REF of one. The charge to be made against each parcel of land shall then be determined by multiplying the REF for the parcel's land use classification times the parcel's acreage times the basic system rate. The City will place all accounts in the name of the fee title owner of the property and will send all bills and notices to such owner or the owner's duly authorized property manager at the designated billing address. Any error in address must be promptly reported to the City. Tenants may request duplicate copies by submitting a written request to the City.

Section 4. A new section 727 is added to the Richfield Code of Ordinances as follows:

**SECTION 727. – STREET LIGHTING SYSTEM**

**727.01. – Basic rates.**

The rates due and payable to the City for use of the street lighting system shall be established, from time to time, by resolution of the City Council.

**727.03. – Billings.**

The City will place all accounts in the name of the fee title owner of the property and will send all bills and notices to such owner or the owner's duly authorized property manager at the designated billing address. Any error in address must be promptly reported to the City. Tenants may request duplicate copies by submitting a written request to the City.

Section 5. This Ordinance will be effective in accordance with Section 3.09 of the City Charter.

Adopted this \_\_\_\_ of \_\_\_\_\_, 2020.

By: \_\_\_\_\_

Maria Regan Gonzalez, Mayor

ATTEST:

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





**STAFF REPORT NO. 34**  
**CITY COUNCIL MEETING**  
**2/24/2020**

REPORT PREPARED BY: John Evans, Recreation Specialist

DEPARTMENT DIRECTOR REVIEW: Amy Markle, Recreation Services Director  
 2/17/2020

OTHER DEPARTMENT REVIEW:

CITY MANAGER REVIEW: Katie Rodriguez, City Manager  
 2/19/2020

**ITEM FOR COUNCIL CONSIDERATION:**

Consider the adoption of a resolution accepting grants and donations received by the Richfield Recreation Services Department in 2019 and authorizing the Recreation Services Department to administer the funds in accordance with any applicable grant agreements and terms prescribed by donors.

**EXECUTIVE SUMMARY:**

The Richfield Recreation Services Department received a number of donations in 2019 from various individuals and organizations to fund different events and projects and require acceptance of these grants by the City Council. The Department received the following grants and donations in 2019:

DATE	DONOR	PURPOSE	AMOUNT
May 2019	Richfield Bloomington Credit Union	Egg Scramble Event	\$800.00
July/August 2019	US Department of Agriculture	Free Summer Meal Program	\$3,907.98
October 2019	MN Family Chiropractic	Farmers Market	\$774.00
October 2019	Renewing the Countryside	Farmers Market	\$2,000.00
October 2019	University of Minnesota	Farmers Market	\$1,148.00
November 2019	Hunger Solutions	Market Bucks: Farmers Market	\$4,074.00

**RECOMMENDED ACTION:**

By motion: Adopt a resolution accepting grants and donations received by the Richfield Recreation Services Department in 2019 and authorizing the Recreation Services Department to administer the funds in accordance with any applicable grant agreements and terms prescribed by donors.

**BASIS OF RECOMMENDATION:**

A. **HISTORICAL CONTEXT**

Provided in the Executive Summary.

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

- Minnesota Statute 465.03 requires every acceptance of a grant or devise of real or personal property on terms prescribed by donor be made by resolution and adopted by two-thirds majority of the City Council.
- The Administrative Services Department issued a memo on November 9, 2004, requiring that all grants and restricted donations to departments be received by resolution and adopted by two-thirds majority of the City Council in accordance with Minnesota Statute 465.03.

**C. CRITICAL TIMING ISSUES:**

None

**D. FINANCIAL IMPACT:**

All of the donations listed were given without obligation to provide any additional matching funds.

**E. LEGAL CONSIDERATION:**

Minnesota Statute 465.03 requires every acceptance of a grant or devise of real or personal property on terms prescribed by the donor be made by resolution and adopted by two-thirds majority of the City Council.

**ALTERNATIVE RECOMMENDATION(S):**

Should Council not accept the grants, the Recreation Services Department would be required to locate alternate funding sources to cover the grant amounts.

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

None

**ATTACHMENTS:**

Description	Type
□ Grant Acceptance Resolution	Resolution Letter

## RESOLUTION NO.

### RESOLUTION AUTHORIZING ACCEPTANCE OF GRANTS RECEIVED BY THE CITY OF RICHFIELD-RECREATION SERVICES DEPARTMENT AND TO AUTHORIZE THE CITY TO ADMINISTER THE FUNDS IN ACCORDANCE WITH GRANT AGREEMENTS AND TERMS PRESCRIBED BY DONORS

**WHEREAS**, Minnesota Statute 465.03 reads in part as follows:

Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every acceptance shall be by resolution of the council adopted by two-thirds majority of its members, expressing such terms in full, and

**WHEREAS**, the City of Richfield has received grants and donations as described below:

DATE	DONOR	PURPOSE	AMOUNT
<i>May 2019</i>	Richfield Bloomington Credit Union	Egg Scramble event	\$800.00
<i>July/August 2019</i>	US Department of Agriculture	Free Meal Program	\$3,907.98
<i>October 2019</i>	MN Family Chiropractic	Farmers Market	\$774.00
<i>October 2019</i>	Renewing the Countryside	Farmers Market	\$2,000.00
<i>October 2019</i>	University of Minnesota	Farmers Market	\$1,148.00
<i>November 2019</i>	Hunger Solutions	Market Bucks: Farmers Market	\$4,074.00

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

That the City Council of the City of Richfield hereby accepts the grants and donations as listed above, received in 2019, and authorizes the City to administer the funds in accordance with grant agreements and terms prescribed by donors.

Adopted by the City Council of the City of Richfield, Minnesota this 24th day of February, 2020.

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Maria Regan Gonzalez, Mayor

ATTEST:

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Elizabeth VanHoose, City Clerk



**STAFF REPORT NO. 35**  
**CITY COUNCIL MEETING**  
**2/24/2020**

REPORT PREPARED BY: Amy Markle, Recreation Services Director

DEPARTMENT DIRECTOR REVIEW: Amy Markle, Recreation Services Director  
2/19/2020

OTHER DEPARTMENT REVIEW: N/A

CITY MANAGER REVIEW: Katie Rodriguez  
2/19/2020

**ITEM FOR COUNCIL CONSIDERATION:**

**Consider the approval of the location of the Richfield Dog Park at Roosevelt Park.**

**EXECUTIVE SUMMARY:**

The City of Richfield has been exploring numerous options over the past several years for a dog park. As a city that is completely built-out there have been challenges finding a location that would fit the community's needs. After careful consideration, Recreation and Public Works Staff, WSB Engineers, and the Community Services Commission recommend adding the dog park to Roosevelt Park. The factors that have been considered include: size in acres, area for large and small dogs, location in the city, access to water, lighting, safety, accessibility of parking and sidewalks, proximity to neighbors, amenities that may need to be eliminated to accommodate the dog park, budget, and environmental (soil drainage). We have explored numerous options and feel like Roosevelt Park is the best fit.

We would like to install the Richfield Dog Park over the course of spring and summer of 2020, so establishing the location will greatly help the planning of the facility to move forward. The Recreation Department will be working with Richfield Public Safety to establish rules for the park and city code that best support a safe and positive park facility for residents. Staff has researched other area municipal dog parks and will be learning from their best practices and challenges in the installation and establishment of rules. We will also be working in tandem with Richfield Public Works to do a lot of the installation in-house; this will help keep the project within budget (\$80,000).

A few acres of green space are needed to construct a dog park. In order to do so, we have to remove a facility that will have the least impact on park users; the hockey rink at Roosevelt Park will need to be removed. We will encourage those affected by this change to utilize Augsburg Park rinks with a warming house just a few blocks north.

Roosevelt Park meets the following considerations:

- Accessible parking and sidewalks
- Enough space for a large and small dog areas
- Access to water
- Lighting
- High visibility

- Shade
- Space for seating and path around premier
- Optimal proximity to neighbors
- Fits within budget
- Minimal impact to overall park
- Has proper soil drainage
- Location is more central and close to high-density housing

### **RECOMMENDED ACTION:**

**By Motion: Approve the location of the Richfield Dog Park to Roosevelt Park.**

### **BASIS OF RECOMMENDATION:**

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

- Richfield residents have vocalized that they would like a dog park within the city for several years. We have received specific feedback from the community at our park system master plan open houses pertaining to the desire for a dog park and know it will be well supported.
- City Staff and WSB Engineers have thoroughly examined several potential sites for the dog park including both Taft and Donaldson Parks, but for many reasons such as poor soils and feedback from adjacent neighbors, they have been determined as non-desirable choices for the site selection.
- Roosevelt Park has been carefully studied and City Staff and the Community Services Commission recommend is the best choice for a new dog park (CSC approved the recommendation on 2/18/2020).

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

N/A

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

Staff need to determine a site selection for the dog park soon, in order to incorporate into budget and staff planning for 2020 spring and summer park projects.

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

The \$80,000 budget for the Richfield Dog Park was previously approved in 2019 and has been set-aside for use when a site is selected.

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

Recreation Staff will be working with Public Safety to establish Richfield Dog Park rules and making sure that City Code as it relates to Animal Control (section 905), supports the safety of people and dogs that utilize the park. This will require the adoption of additional subdivisions to the City Code.

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

The City Council can reject the recommendation and staff can continue to seek other options for a dog park location.

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

N/A

### **ATTACHMENTS:**

Description	Type
<div>  Dog Park Site Plan         </div>	Backup Material



# ROOSEVELT PARK

Small Dog  
Area

Large Dog Area

Proposed  
Metro Transit  
Bus Stop

Portland Ave





**STAFF REPORT NO. 36**  
**CITY COUNCIL MEETING**  
**2/24/2020**

REPORT PREPARED BY: Kate Aitchison/Celeste McDermott, Housing Specialists

DEPARTMENT DIRECTOR REVIEW: Melissa Poehlman, Acting Community Development Director  
2/19/2020

OTHER DEPARTMENT REVIEW: N/A

CITY MANAGER REVIEW: Katie Rodriguez  
2/19/2020

**ITEM FOR COUNCIL CONSIDERATION:**

**Public hearing and consideration of the adoption of a resolution specifying the use of funds from the Urban Hennepin County Community Development Block Grant allocation for 2020 and consideration of a resolution reprogramming 2019 Community Development Block Grant funds.**

**EXECUTIVE SUMMARY:**

Community Development Block Grant (CDBG) funding is annually awarded to Hennepin County (County) on a formula basis from the Department of Housing and Urban Development (HUD). The County, in turn, allocates a portion of these funds to the City of Richfield to address local needs relating to affordable housing, community development, and public services.

Staff is proposing to use the City's 2020 direct allocation of \$210,000 (estimated) as follows:

- \$100,000 - Deferred Loan Rehabilitation Program
- \$110,000 - First Time Homebuyer Down Payment Assistance Program

The City's Housing and Redevelopment Authority's (HRA) Deferred Loan Rehabilitation Program provides assistance to low-income homeowners for home repairs and maintenance, and the First Time Homebuyer Down Payment Assistance Program offers up to \$15,000 in homebuying assistance to low and moderate-income households seeking to purchase their first home.

Additionally, staff is proposing to reprogram funds from the 2019 CDBG allocations. The First Time Homebuyer Program has been increasingly popular, and only \$10,000 currently remains from the 2019 allocation. Staff recommends reprogramming \$95,000 of the 2019 allocation from Single Family Acquisition & Rehabilitation to the First Time Homebuyer Program in order to provide sufficient funds for the program until 2020 funds are available July 1, 2020.

Activity	Approved Budget	Proposed Budget
Single Family Acquisition & Rehabilitation	\$95,000	\$0
First Time Homebuyer Program	\$50,000	\$145,000

The HRA will be asked to budget Housing and Redevelopment Fund money to fund the Single Family

Acquisition & Rehabilitation Program (i.e., New Home Program), which purchases, rehabilitates, and resells homes through a land trust model.

### **RECOMMENDED ACTION:**

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

1. **Adopt a resolution authorizing the use of funds for the 2020 Urban Hennepin County Community Development Block Grant Program and authorizing execution of a Subrecipient Agreement with Hennepin County and any required third party agreements.**
2. **Adopt a resolution authorizing the reprogramming of 2019 Community Development Block Grant Program funds from Single Family Acquisition and Rehabilitation to the First Time Homebuyer Program and authorizing execution of any required agreements with Hennepin County.**

### **BASIS OF RECOMMENDATION:**

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

- In 2019, the City allocated \$95,000 of its 2019 CDBG award to the HRA for Single Family Acquisition & Rehabilitation and \$50,000 to the HRA for the First Time Homebuyer Program. \$40,000 of the 2019 CDBG funds allocated to the First Time Homebuyer Program has been spent, and an applicant has applied for the remaining \$10,000 with an anticipated closing date in mid-March, 2020.
- \$100,000 of the 2020 CDBG funds is proposed to be allocated to the Housing and Redevelopment Authority (HRA) for the Deferred Loan Program (Program), which provides no interest, 30-year loans up to \$30,000 to low-income homeowners to address health, safety, and property maintenance needs. This Program has been in existence since 1984 and is administered for the City by Hennepin County. In the past year, one loan was completed and eight loans were started, 20 households are currently on the waiting list for the Program. Additional funding for loans is available through loan repayments (i.e., when a property is sold).
- \$110,000 of the 2020 CDBG funds is proposed to be allocated to the HRA for a First Time Homebuyer Down Payment Assistance Program administered by City staff. This is a pilot program aimed at low and moderate income Richfield renters who are looking to buy homes in Richfield. It provides no interest, deferred loans of up to \$10,000 to use towards down payment and closing costs. An additional \$5,000 is available to households who are current Richfield renters, have dependents under the age of 18 in the household, or have a household member with a disability.

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

- All funded activities must meet one of three national objectives: benefiting low and moderate income persons, preventing or eliminating slums and/or blight, or meet an urgent need. In addition, activities must be consistent with priorities identified in the County's Five-Year Consolidated Plan. Those priorities include a variety of housing activities such as housing rehabilitation, preserving and creating homeownership opportunities, public services to maintain or increase self-sufficiency, and neighborhood revitalization activities.
- The County recently updated its Consolidated Plan. Current data was analyzed, a survey was made available, and several community listening sessions were held. The process confirmed the prioritization toward housing, including rehabilitation and creating homeownership opportunities, and suggested increasing efforts to serve households with incomes less than 30% of the Area Median Income and households of color.
- Up to 15% of the County's total CDBG allocation can also be spent on Public Services. This amount is set aside for allocation through a single, combined competitive process covering all the cities in the Hennepin County CDBG Program. Richfield staff encourage eligible Richfield service providers to apply and also participate in the review of these funding proposals.

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

- The application for 2020 funds is due to Hennepin County by February 28, 2020.
- Public Service agencies must submit applications to the County by February 28, 2020. Applications will be reviewed in March, and the County Board will act on recommendations in May or June.



- The 2020 Federal Fiscal Year will begin on July 1, 2020. Funds must be spent by June 30, 2021.

**D. FINANCIAL IMPACT:**

- The City's estimated direct allocation for 2020 is \$210,000.
- In the event of a change in the final allocation, the amount allocated to the Deferred Loan Program will be adjusted accordingly.

**E. LEGAL CONSIDERATION:**

- A local public hearing must be held prior to submission of the 2020 application.
- Notice of the public hearing for the 2020 CDBG funding was published in the *Richfield Sun Current* on February 13, 2020.
- Notice of the public hearing for the reprogramming of the 2019 CDBG funding was published in the *Richfield Sun Current* on January 30, 2020.
- Under CDBG guidelines, reallocating funds in such away that the amount awarded to a project decreases by more than 50% of the original budget constitutes a General Amendment, requiring a 15-day written comment period. The comment period to reallocate 2019 funds was open from January 30, 2020 to February 14, 2020. No written comments were received.

**ALTERNATIVE RECOMMENDATION(S):**

Council may modify the amount of funds allocated to each project in a way that still meets funding guidelines.

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

N/A

**ATTACHMENTS:**

Description	Type
□ Reprogramming Resolution	Resolution Letter
□ 2020 CDBG Resolution	Resolution Letter

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

**RESOLUTION APPROVING REPROGRAMMING 2019 URBAN HENNEPIN COUNTY  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FUNDS AND  
AUTHORIZING EXECUTION OF ANY REQUIRED AGREEMENTS WITH HENNEPIN  
COUNTY**

**WHEREAS**, the City of Richfield, Minnesota, through execution of a Joint Cooperation Agreement with Hennepin County, is participating in the Urban Hennepin County Community Development Block Grant (CDBG) Program; and

**WHEREAS**, the City of Richfield adopted a proposal for the use of 2019 CDBG funds made available to it; and

**WHEREAS**, the City of Richfield proposes to reprogram a portion of the 2015 CDBG awards from the Penn Avenue Streetscape Program to the Deferred Loan Program; and

**WHEREAS**, the City held a public comment period from January 30, 2020 to February 14, 2020, to obtain the views of citizens on local and Urban Hennepin County housing and community development needs and priorities for the City's proposed reprogramming of \$95,000 from the 2019 Urban Hennepin County CDBG Program; and

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

1. Approves the reprogramming of \$95,000 from the 2019 Urban Hennepin County Community Development Block Grant Program and authorizes submittal of the proposal to Hennepin County.

Activity	Approved Budget	Proposed Budget	Reprogrammed Amount
1. Single Family Acquisition & Rehabilitation	\$95,000	\$0	- \$95,000
2. First Time Homebuyer Downpayment Assistance	\$50,000	\$145,000	+ \$95,000

2. That the Mayor and City Council hereby authorize and direct the execution of any agreements with Hennepin County.

Adopted by the City Council of the City of Richfield, Minnesota this 24th day of February, 2020.

Maria Regan Gonzalez, Mayor

**ATTEST:**

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Elizabeth Van Hoose, City Clerk

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

**RESOLUTION APPROVING PROPOSED USE OF 2020 URBAN HENNEPIN  
COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FUNDS AND  
AUTHORIZING EXECUTION OF SUBRECIPIENT AGREEMENT WITH HENNEPIN  
COUNTY AND ANY REQUIRED THIRD PARTY AGREEMENTS**

**WHEREAS**, the City of Richfield, Minnesota, through execution of a Joint Cooperation Agreement with Hennepin County, is participating in the Urban Hennepin County Community Development Block Grant (CDBG) Program; and

**WHEREAS**, the City of Richfield has developed a proposal for the use of 2020 CDBG funds made available to it; and

**WHEREAS**, the City held a public hearing on February 24, 2020 to obtain the views of citizens on local and Urban Hennepin County housing and community development needs and priorities for the City's proposed use of \$210,000 from the 2020 Urban Hennepin County CDBG Program; and

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

1. Approves the following projects for funding from the 2020 Urban Hennepin County Community Development Block Grant Program and authorizes submittal of the proposal to Hennepin County.

Activity	Budget
1. Deferred Loan Rehabilitation Program	\$100,000
2. First Time Homebuyer Down Payment Assistance	\$110,000
<b>TOTAL CDBG ALLOCATION</b>	<b>\$210,000</b>

2. That the Mayor and City Council hereby authorize and direct the execution of the Subrecipient Agreement with Hennepin County and any required Third Party Agreements on behalf of the City to implement the 2020 CDBG Program.
3. That should the final amount of FY 2020 CDBG available to the City be different from the preliminary amount provided to the City, the City Council hereby authorizes the City Manager to adjust the project budget of the Deferred Loan Rehabilitation Program to reflect an increase or decrease in funding.

Adopted by the City Council of the City of Richfield, Minnesota this 24th day of February, 2020.

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Maria Regan Gonzalez, Mayor

**ATTEST:**

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Elizabeth VanHoose, City Clerk



**STAFF REPORT NO. 37**  
**CITY COUNCIL MEETING**  
**2/24/2020**

REPORT PREPARED BY: Matt Brillhart, Associate Planner

DEPARTMENT DIRECTOR REVIEW:

OTHER DEPARTMENT REVIEW:

CITY MANAGER REVIEW: Katie Rodriguez  
2/19/2020

**ITEM FOR COUNCIL CONSIDERATION:**

- Consider approval of a resolution granting an amendment to the Market Plaza / Village Shores planned unit development to allow a new building for a bank branch with a drive-up ATM.
- Consider approval of a resolution granting a subdivision waiver to allow the creation of a separate lot for the proposed building.

**EXECUTIVE SUMMARY:**

Market Plaza and Village Shores ("Market Plaza") is a mixed-use residential and commercial development on the northwest corner of Lyndale Avenue and 66th Street. Civil Site Group ("Applicant") has submitted plans for a Chase Bank branch building and drive-up ATM to replace the existing plaza/pergola area at the southeast corner of the development. The proposed building design and use as a retail bank branch complies with all zoning code requirements and provides customer entrances facing the parking lot and the public sidewalk. In response to concerns raised by the Council on January 28, plans have been revised to include a larger south entrance vestibule with stairs provided inside the building. Previous plans showed the sidewalk entrance below grade, requiring exterior stairs and a railing surrounding much of the sidewalk frontage. An accessible path is provided between the public sidewalk and the entrance on the north side of the building, and an additional pedestrian route has been added on the west side of the building to provide a more direct walking route from 66th Street to Market Plaza's shops and clinic.

The proposal includes a standalone drive-up ATM located northeast of the building, accessed by a "slip lane" within the parking lot. All vehicle access will occur via the existing entrances and parking lot - no new curb cuts are proposed. Between the ATM lane and the public street, the Applicant proposes to build a pocket park/plaza with amenities accessible to the public including attractive landscaping, benches and natural stone seat walls, public art, a bicycle repair station, and space for bicycle parking and/or a future bike share station (to be provided by others). In the Mixed Use zoning district, drive-up window or teller service is a conditionally permitted use, provided that a number of conditions are met. The proposal meets 12 of these 14 conditions. The Applicant is asking the Council to allow the addition of a bank-related drive-up within 500 feet of the substantially similar BMO Harris Bank drive-up, and to allow a reduced queuing lane for the ATM.

Planned Unit Developments may offer flexibility to code requirements in exchange for superior building design and innovative/efficient use of land. A well-designed building with active street frontage and the pocket park amenity are a significant improvement over the existing parking lot plaza. The proposed drive-up ATM has been designed to minimize negative impact to the existing site and to public infrastructure. Finding that requirements are met, staff recommends approval of an amendment to the Market Plaza Planned Unit

Development (PUD), and of a subdivision waiver to allow the creation of a separate lot for the bank property.

## **RECOMMENDED ACTION:**

By motion:

1. Approve a resolution amending the Planned Unit Development, Conditional Use Permit, and Final Development Plan for Market Plaza / Village Shores.
2. Approve a resolution granting a subdivision waiver to allow the creation of a separate lot for the proposed building.

## **BASIS OF RECOMMENDATION:**

### **A. HISTORICAL CONTEXT**

- Market Plaza / Village Shores was completed in 1986.
- In 2016, the City Council approved an amendment to the Planned Unit Development, allowing the property to make major renovations including the addition of a medical clinic, assisted living units, and resident amenity spaces. Modifications to the building exterior included improved facades, removal of dated building embellishments, and an updated color scheme.
- The corner plaza and pergolas were added to the property as part of the renovation. At the time, staff urged the property owner to consider eliminating the surplus parking in this area in favor of either permanent quasi-public space or an additional retail building at the corner to activate this key downtown intersection.

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

- **Planned Unit Development / Conditional Use Permit / Final Development Plan:**
  - The proposal fails to meet 2 of 14 criteria related to drive-thru facilities:
    - *A minimum distance of 500 feet must be maintained between substantially similar uses with drive-up window or teller service (as measured from property line to property line).*
      - The proposal is less than 500 feet from a substantially similar bank use (BMO Harris Bank at 6625 Lyndale Avenue). Measured property line to property line across the roundabout, this distance is just 185 feet. However, BMO Harris Bank is an unusual property in that it shares a single lot with the larger Woodlake Centre office complex. If measured to the BMO Harris bank building, the distance separating the two banks is approximately 350 feet, still falling short of the buffer requirement. Policymakers may want to consider whether the proximity of the existing BMO Harris Bank alone warrants denial of this proposal. Considerations may also include if an over-concentration of drive-thru uses near a primary downtown intersection is a concern specific to high-volume fast food uses, or if that concern extends to all drive-thrus.

*Queuing space for at least four cars (70 feet) shall be provided as measured from the drive-up service window or teller station. Such queuing space shall not interfere with parking spaces or traffic circulation.*
      - In the initial plan submittal, the proposal included a much larger drive-thru loop that met the queuing requirement, but did not meet other requirements, nor did it allow for any plaza space. With staff's feedback, the loop was replaced with the proposed ATM "slip lane" that is further from the public street and allowed for the plaza amenity. Code applies this requirement equally to all drive-thru uses, including fast-food restaurants that are likely to have longer customer dwell times than an ATM. Staff finds that it is reasonable to allow a shorter queuing distance for an ATM than other, more intense drive-thru uses.
  - There are a number of sets of review criteria that apply to this proposal. A full discussion of all requirements is included as an attachment to this report.

- **Drive-thru regulations/restrictions:** Staff reviewed drive-thru regulations in several peer communities. With the exception of Minneapolis, who has banned all new drive-thru facilities, municipalities have chosen to address the potential negative impacts of drive-thrus by applying a variety of conditions intended to reduce potential pedestrian conflicts, limit noise, improve aesthetics, etc. While there can be negative impacts related to poorly-designed drive-thru facilities, there are also benefits associated with these facilities. Further discussion is needed if the Council wishes to consider additional changes to existing regulations.
- **Subdivision:**  
The Applicant requests approval of a Subdivision Waiver to allow the creation of an outlot for the proposed bank building. Finding that the requirements in City Code Section 500 are met, staff recommends approval of the attached Subdivision Resolution. If approved by the City Council, the Applicant would file a Registered Land Survey with the Hennepin County Surveyor to effectuate the subdivision of property.

**C. CRITICAL TIMING ISSUES:**

**60-DAY RULE:** The 60-day clock 'started' when a complete application was received on November 29, 2019. Due to the long gap between the Planning Commission meeting and City Council consideration, staff informed the applicant that the City was extending the timeline for a decision by 30 days. A decision is required by February 27, 2020, or the Council must notify the applicant that it is extending the deadline for issuing a decision by 30 additional days (120 days total - March 28, 2020).

**D. FINANCIAL IMPACT:**

None.

**E. LEGAL CONSIDERATION:**

- A public hearing was held before the Planning Commission on December 9, 2019. Notice of the public hearing was mailed to properties within 350 feet of the proposed development and published in the Sun Current newspaper.
- The Planning Commission voted (4-2) to recommend approval of the development plans.
- On January 28, the Council approved an ordinance rezoning the Market Plaza property from Planned Multifamily Residential (PMR) to Planned Mixed Use (PMU). The Council tabled consideration of land use applications to subdivide the property (Subdivision Waiver) and to amend the Market Plaza Planned Unit Development (Amend PUD). The Council directed the applicant to meet with Planning staff to discuss possible solutions to concerns regarding the drive-thru and below-grade building entrance and sidewalk frontage.

**ALTERNATIVE RECOMMENDATION(S):**

- Approve the attached resolution with additional/modified stipulations.
- Deny the request with a finding that Code requirements are not met.

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

David Knable, Civil Site Group (applicant on behalf of owner)

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> Resolution - Amend PUD	Resolution Letter
<input type="checkbox"/> Resolution - subdivision	Resolution Letter
<input type="checkbox"/> Requirements attachment	Backup Material
<input type="checkbox"/> Zoning maps	Backup Material
<input type="checkbox"/> Developer narrative	Backup Material
<input type="checkbox"/> 3D Renderings	Backup Material
<input type="checkbox"/> Exterior elevations	Backup Material
<input type="checkbox"/> Before and After Exhibit	Backup Material
<input type="checkbox"/> Site Plans	Backup Material
<input type="checkbox"/> Subdivision - Registered Land Survey	Backup Material





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

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

**WHEREAS**, an application has been filed with the City of Richfield which requests approval of an amended final development plan and conditional use permit to allow an additional retail building with drive-up ATM and associated site changes at the planned unit development commonly known as Market Plaza & Village Shores, located at 6501 Woodlake Drive, on property legally described in the attached Exhibit A; and

**WHEREAS**, the Planning Commission of the City of Richfield held a public hearing and recommended approval of the requested amendment to the final development plan and conditional use permit at its December 9, 2019 meeting; and

**WHEREAS**, notice of the public hearing was mailed to properties within 350 feet of the subject property and published in the Sun-Current on November 28, 2019; and

**WHEREAS**, the City Council finds that while the drive-up ATM would be located less than 500 feet from the drive-thru of a substantially similar use (BMO Harris Bank at Woodlake Centre), that existing drive-thru is not prominently visible from the intersection of Lyndale Avenue and 66th Street, and therefore the addition of the ATM lane would not create a detrimental overconcentration of similar drive-thru uses in this area; and

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

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

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

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

1. The City Council adopts as its Findings of Fact the **WHEREAS** clauses set forth above.
2. An amended planned unit development, final development plan and conditional use permit are approved for an additional retail building with drive-up ATM and associated site changes as described in City Council Report No. \_\_\_\_, on the Subject Property legally described above.

3. The approved planned unit development, final development plan and conditional use permit are subject to the following conditions:

- Customer entrances on the north and south façade shall remain unlocked and accessible to the public during all business hours.
- Where a pedestrian route crosses the parking lot surface, a distinct paving material shall be used. Where parking spaces abut the pedestrian route, car stops shall be used to prevent vehicle encroachment onto the walkway.
- West of the building, paved surface shall be reduced to only that which is necessary to facilitate trash pickup and egress from required building exit(s).
- The extent of any retaining wall and/or railing placed near the right-of-way shall be limited to only that which is necessary for public safety, due to grade changes. Railing design requires approval by the Community Development Director prior to issuance of building permits.
- Snow storage is prohibited in the Market Plaza parking lot, and on the entire bank outlot property. All surface parking spaces must remain available year round. All walkways and stairways shall be cleared of snow and other debris.
- The proposed public art piece shall be installed within two years of approval.
- Easements for cross-access, parking, and signage are required. Proof of recording said easements must be submitted to the City prior to issuance of a certificate of occupancy.
- The property owner is responsible for the ongoing maintenance and tending of all landscaping in accordance with approved plans.
- All new utility service must be underground.
- All utilities must be screened from public view in accordance with Section 544.05. A screening plan is required prior to the issuance of a building permit.
- No additional freestanding signage shall be permitted, except for smaller directional signs as necessary. Separate sign permits are required; this resolution does not constitute approval of any signs.
- A recorded copy of the approved resolution must be submitted to the City prior to the issuance of a building permit.
- Subdivision of the property is required and must be recorded with the County.
- The applicant is responsible for obtaining all required permits, compliance with all requirements detailed in the City's Administrative Review Committee Report dated November 18, 2019 and compliance with all other City and State regulations.
- Prior to the issuance of an occupancy permit the developer must submit a surety equal to 125% of the value of any improvements not yet complete.
- A maintenance agreement must be executed and approved by the Public Works Director prior to issuance of a Certificate of Occupancy.
- As-builts or \$7,500 cash escrow must be submitted to the Public Works Department prior to issuance of a final Certificate of Occupancy.
- Unless specifically modified by this resolution, all conditions of prior approvals remain in place.

4. This amendment to the planned unit development, final development plan and conditional use permit shall expire one year from issuance unless the use for which the permit was granted has commenced, substantial work has been completed or upon written request by the developer, the Council extends the expiration date for an additional period of up to one year, as required by the Zoning Ordinance, Section 547.09, Subd. 9.
5. The planned unit development, final development plan and conditional use permit shall remain in effect for so long as conditions regulating it are observed, and the conditional use permit shall expire if normal operation of the use has been discontinued for 12 or more months, as required by the Zoning Ordinance, Section 547.09, Subd. 10.

Adopted by the City Council of the City of Richfield, Minnesota this 24th day of February, 2020.

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Maria Regan Gonzalez, Mayor

ATTEST:

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Elizabeth VanHoose, City Clerk

**EXHIBIT A**  
**LEGAL DESCRIPTION**

Tracts A, B, C, E, F, and G, REGISTERED LAND SURVEY NO. 1635

AND

Tracts A & B, REGISTERED LAND SURVEY NO. 1864, Hennepin County, Minnesota

**RESOLUTION NO.**

**RESOLUTION AUTHORIZING A SUBDIVISION WAIVER  
FOR MARKET PLAZA AND VILLAGE SHORES  
AT 6501 WOODLAKE DRIVE**

**WHEREAS**, an application has been filed with the City of Richfield which requests approval of a subdivision waiver for the division of property legally described as:

Tracts A, B, C, E, F, and G, REGISTERED LAND SURVEY NO. 1635

AND

Tracts A & B, REGISTERED LAND SURVEY NO. 1864

**WHEREAS**, the applicant proposes to re-subdivide the above-described property in a new Registered Land Survey, including several Tracts for the various portions of the existing mixed-use development, and a new Tract for the proposed bank building; and

**WHEREAS**, the City Council finds that compliance with City Code Section 500.05, Subdivision 1 would result in unnecessary hardship and that failure to comply therewith will not interfere with the purposes of the platting regulations of Section 500.01.

**WHEREAS**, the City has fully considered the request for approval for the subdivision waiver; and

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

1. A waiver for the subdivision of the property legally described above is hereby granted.
2. City staff is authorized and directed to take any action necessary to effectuate this Resolution and to authorize the recording of conveyances complying with the terms of this Resolution.

Adopted by the City Council of the City of Richfield, Minnesota this 24th day of February, 2020.

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Maria Regan Gonzalez, Mayor

ATTEST:

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Elizabeth VanHoose, City Clerk

## Code Requirements / Required Findings

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

1. *The proposed development conforms to the goals and objectives of the City's Comprehensive Plan and any applicable redevelopment plans.* The Comprehensive Plan guides the area around 66<sup>th</sup> Street and Lyndale Avenue for Mixed Use development. Goals and objectives for the area include "continue expansion of the city center area by incorporating residential housing at 50 to 150 units per acre and providing commercial, office and recreational opportunities." General goals include developing identifiable commercial nodes and corridors, promoting development that broadens the tax base, encouraging shared parking between different developments, and requiring pedestrian connections between land uses. Goals and Policies also include pedestrian/bike-friendly and transit-friendly building and site design features. The proposed additions to the site will improve these conditions.
2. *The proposed development is designed in such a manner as to form a desirable and unified environment within its own boundaries.* This requirement is met – the proposal repurposes surplus parking space into development that complements the existing buildings and uses on the site.
3. *The development is in substantial conformance with the purpose and intent of the guiding district, and departures from the guiding district regulations are justified by the design of the development.* The development is in substantial compliance with the intent of the guiding Mixed Use (MU) District. Requested variations to allow the drive-up ATM, discussed in Part 2 #8, are not inconsistent with the Comprehensive Plan.
4. *The development will not create an excessive burden on parks, schools, streets or other public facilities and utilities that serve or area proposed to serve the development.* The City's Public Works, Engineering and Recreation Departments have reviewed the proposal and do not anticipate any issues.
5. *The development will not have undue adverse impacts on neighboring properties.* No undue adverse impacts are anticipated.
6. *The terms and conditions proposed to maintain the integrity of the plan are sufficient to protect the public interest.* This requirement is met; appropriate stipulations have been incorporated into the final resolution.

**Part 2:** All uses are conditional in Planned Unit Developments, and drive-thrus are conditionally permitted uses (Section 537.05, Subd. 5) in the underlying Mixed Use District. The findings necessary to issue a Conditional Use Permit (CUP) are as follows (Subd. 547.09, Subd. 6):

1. *The proposed use is consistent with the goals, policies, and objectives of the City's Comprehensive Plan.* See above – Part 1, #1.
2. *The proposed use is consistent with the purposes of the Zoning Code and the purposes of the zoning district in which the applicant intends to locate the proposed use.*  
The proposed building design and proposed use as a retail bank branch complies with all zoning code requirements and with the purposes of the zoning code. The building activates the street frontage with a customer entrance and large windows, as well as a new pocket park/plaza area with amenities available to the public. See #8 below for requirements that are not met by the proposed drive-thru ATM.
3. *The proposed use is consistent with any officially adopted redevelopment plans or urban design guidelines.* N/A

4. *The proposed use is or will be in compliance with the performance standards specified in Section 544 of this code.* The proposed development is in substantial compliance with City performance standards.
5. *The proposed use will not have undue adverse impacts on governmental facilities, utilities, services, or existing or proposed improvements.* The City's Public Works and Engineering Departments have reviewed the proposal and do not anticipate any adverse impacts.
6. *The use will not have undue adverse impacts on the public health, safety, or welfare.* Adequate provisions have been made to protect the public health, safety and welfare.
7. *There is a public need for such use at the proposed location.* See above – Part 1, #1.
8. *The proposed use meets or will meet all the specific conditions set by this code for the granting of such conditional use permit.* In the Mixed Use zoning district, drive-up window or teller service is a conditionally permitted use, provided that the conditions listed below are met, as outlined in Section 537.05 Subd. 5.

*A minimum distance of 500 feet must be maintained between substantially similar uses with drive-up window or teller service (as measured from property line to property line).*

This requirement is not met. The proposal is less than 500 feet from a substantially similar use (BMO Harris Bank at 6625 Lyndale Avenue). Measured property line to property line across the roundabout, this distance is just 185 feet. However, BMO Harris Bank is an unusual property in that it shares a single lot with the larger Woodlake Centre office complex. If measured instead to the BMO Harris bank building, the distance separating the two bank uses is approximately 350 feet, which still falls short of the buffer requirement. Policymakers should consider if an overconcentration of drive-thru uses near the City's main downtown intersection is a concern more specific to fast food uses, or if that concern extends to financial institutions as well. Considerations should also include whether the proximity of the existing BMO Harris Bank alone warrants denial of this proposal.

*Uses with drive-up window or teller service may not be located adjacent to a property with an existing drive-up window or teller service unless an applicant can demonstrate that the use will not be detrimental to pedestrian, bicycle or vehicle movements*

This requirement is met. While the property is directly adjacent to a Wendy's restaurant with drive-thru (6500 Lyndale Avenue), the proposed drive-up ATM will not be detrimental to pedestrian, bicycle or vehicle movements. All vehicle access occurs within the existing parking lot and no new curb cuts are proposed. Separate pedestrian routes are provided throughout the property.

*No drive-up window or lane shall be adjacent to a public street.*

While the proposed lane runs parallel to a public street, it is not located between the building and street, nor is it closer to the street than the nearest parking lot drive aisle. Without more specificity in the Code regarding adjacency, it is reasonable to consider this requirement is met, as the drive-thru lane is 26 feet from the nearest property line.

*Drive-up uses shall be limited to one service window which is part of a primary structure and a single queuing lane. The City may consider one additional service lane for automated teller machines (ATMS) or similar facilities.*

In this case, the ATM is not part of the structure. However, there is no "primary" teller service window. As the ATM is the only drive-up feature, it is reasonable to consider this requirement met, as the ATM would otherwise be in compliance with this requirement.

Drive-up facilities must be designed to minimize impacts to the pedestrian environment and adequately address circulation issues and potential noise or light pollution.

This requirement is met.

Drive-through canopies and other structures, where present, shall be constructed from the same materials as the primary building and with a similar level of architectural quality and detailing.

This requirement is met.

There shall be no curb cuts on public streets exclusively for the use of drive-up queuing or exit lanes. Drive-up traffic shall enter and exit from internal circulation drives

This requirement is met.

Queuing space for at least four cars (70 feet) shall be provided as measured from the drive-up service window or teller station. Such queuing space shall not interfere with parking spaces or traffic circulation.

This requirement is not met. In the initial plan submittal, the proposal included a much larger drive-thru loop that met the queuing requirement, but did not meet other requirements nor did it allow for any plaza space. With staff's feedback, the loop was replaced with the proposed ATM "slip lane" that is further from the public street and allowed for the proposed plaza amenities to be added. By code, this queuing requirement applies equally to all drive-thru uses, including fast-food restaurants that are likely to have longer average dwell times per customer than an ATM. Staff finds that it is reasonable to allow a shorter queuing distance for an ATM than other, more intense drive-thru uses.

Any drive-up service window, teller or order station, or exterior loudspeaker shall be located at least 150 feet from any parcel with residential uses on the first floor.

N/A.

The applicant shall demonstrate that such use will not significantly lower the existing level of service on streets and intersections

This requirement is met. No new curb cuts are proposed and the proposal is not expected to generate significant amount of traffic.

The City shall encourage operators to permit bicyclist use of sales and service windows.

This requirement is met. Nothing in the plans would prohibit bicyclist use of the ATM.

Alcoholic beverages shall not be served through a drive-up window.

N/A.

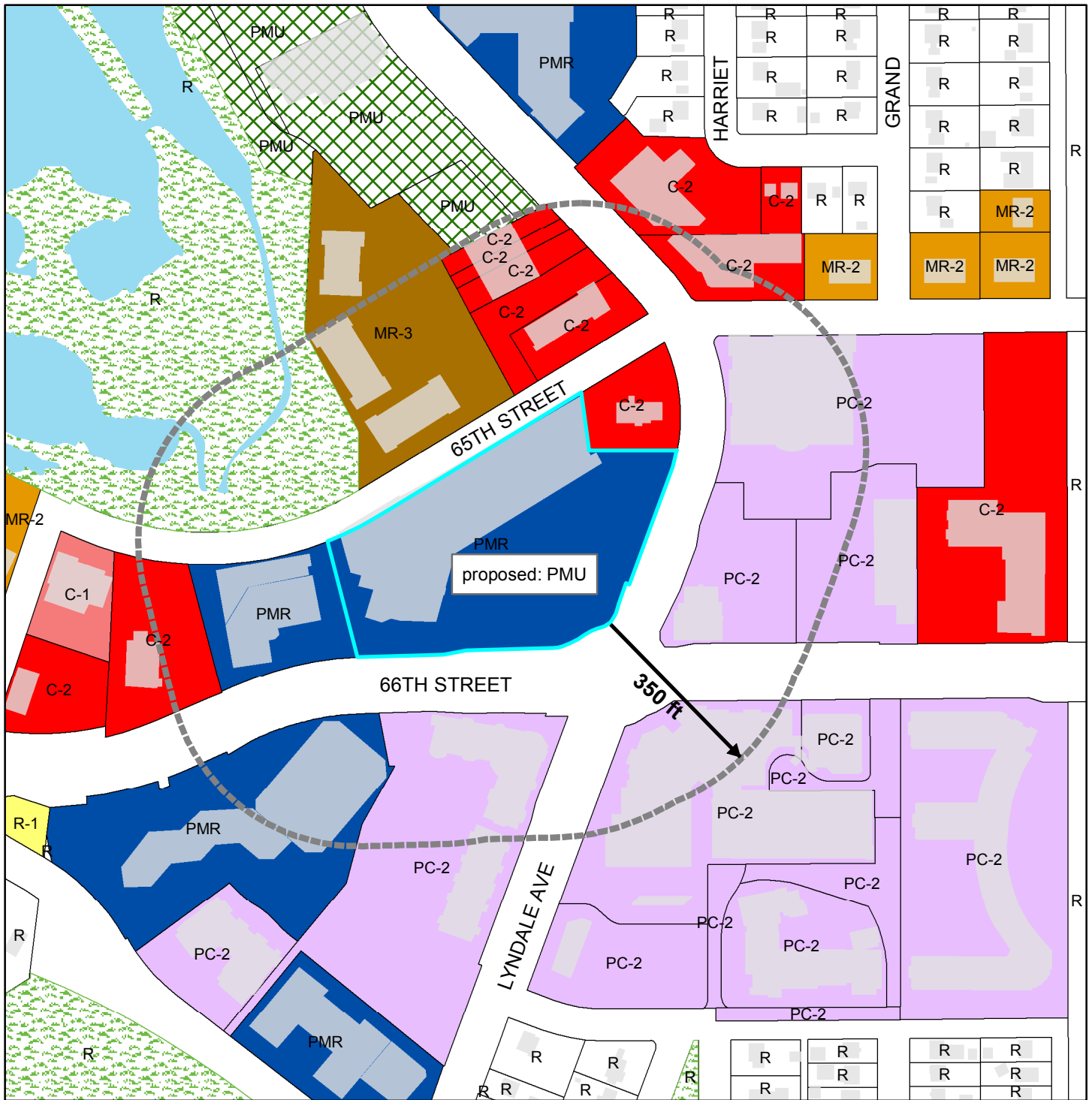
Exterior speakers shall comply with the noise control limits set by Subsection 930 of the City Code.

N/A.



# 6501 Woodlake Dr - APUD 1/2020

## Surrounding Zoning



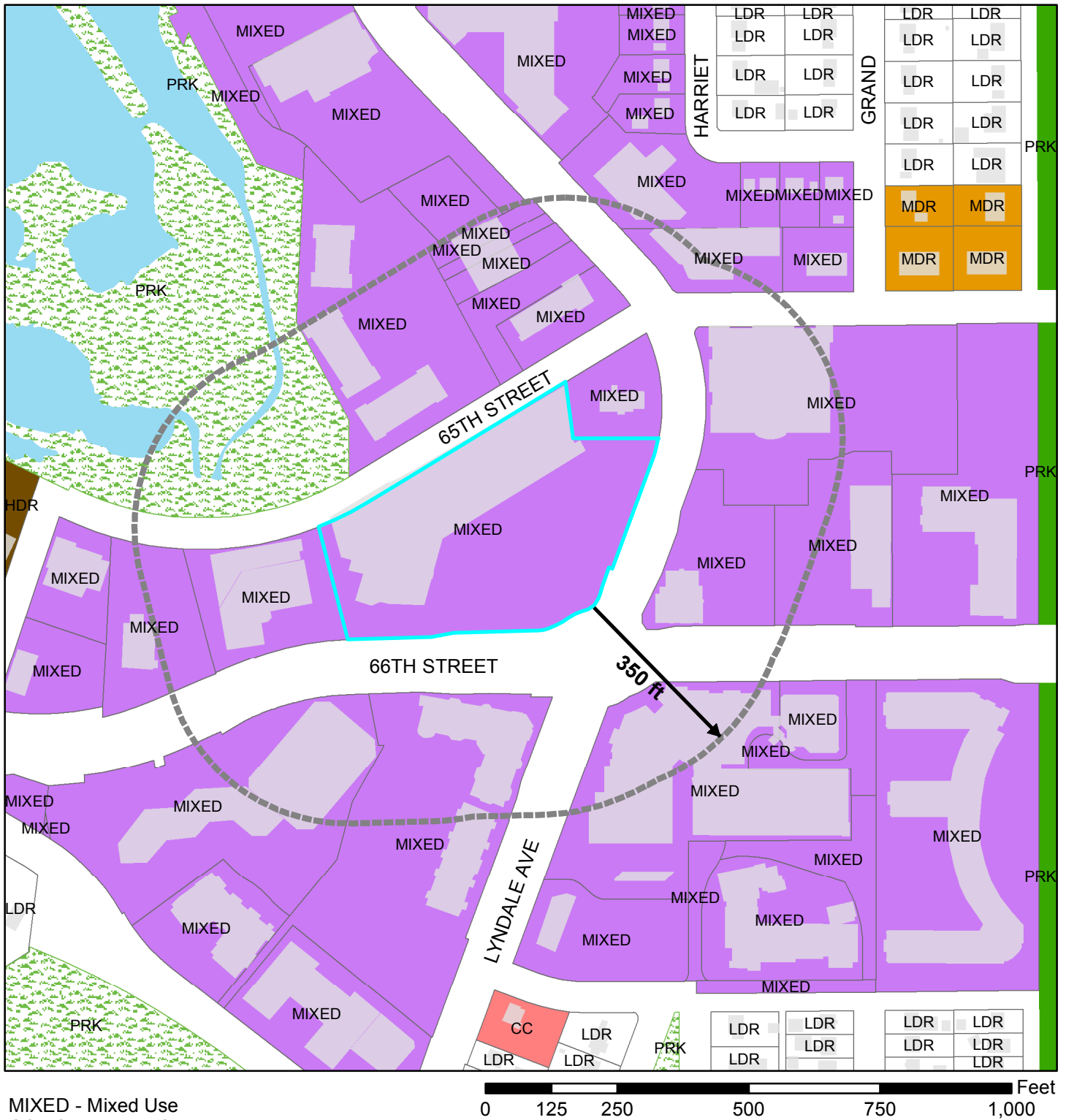
PMR - Planned Multi-Family Residential  
 PMU - Planned Mixed Use  
 C-2 - General Commercial  
 PC-2 - Planned General Commercial  
 MR-2 - Medium Density Residential  
 MR-3 - High Density Residential

0 125 250 500 750 1,000 Feet



# 6501 Woodlake Dr - APUD 1/2020

## Surrounding Comprehensive Plan



MIXED - Mixed Use  
 CC - Community Commercial  
 MDR - Medium Density Residential  
 LDR - Low Density Residential  
 PRK - Park

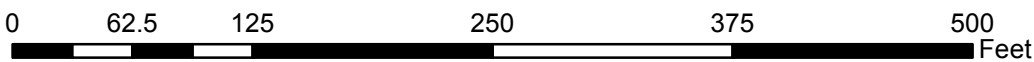


# 6501 Woodlake Dr - APUD 1/2020

Distance to similar (financial) drive-thru



— Property Lines  
— "imaginary property line" between Woodlake Centre office and BMO Bank



6501 Woodlake Drive, Richfield MN  
Amended PUD and Subdivision Waiver Application – Project Narrative  
PID: 2702824230103

February 13, 2020

## **Project Narrative**

The property owners of 6501 Woodlake Drive are seeking approval of a Planned Unit Development Amendment and a Subdivision Waiver. The property owner will be subdividing a portion of their property to facilitate the construction of a new bank building and associated parking and landscaping improvements.

The property is currently 4.59 acres and will be split into two new tracts.

Tract A = 4.16 AC

Tract B = 0.43 AC

The property is currently zoned PMR - Planned Multi-Family and will be rezoned to PMU - Planned Mixed Use.

The anticipated completion date for the project is Fall of 2020.

## **Site Design**

The proposed site is located in the northwest corner of 66<sup>th</sup> Street and Lyndale Avenue. The site is currently a parking lot for the Market Plaza Shopping Center. There currently is a grade change between the front entry of the proposed building and the sidewalk in the 66<sup>th</sup> Street and Lyndale Avenue Right-of-Way. In the current parking configuration, this grade change is accommodated with a retaining wall north of the stalls adjacent to the intersection. To accommodate this grade change with the proposed building, we originally planned for a retaining wall and railing to be constructed along the 66<sup>th</sup> Street and Lyndale Avenue Right-of-Way. Based on feedback at our City Council meeting on January 28<sup>th</sup>, 2020, we have made revisions to our site plan to eliminate the need for a retaining wall and stair system off of the roundabout to access the new building. The building now will have entrances at two different elevations, with the higher elevation occurring adjacent to the Right-of-Way. The entrance off of the Right-of-Way will be at the same grade as the existing sidewalk in the intersection and the entrance of the parking lot will match the existing grades in that location.

To access the site, an accessible sloped sidewalk will be constructed to the entry off the north side of the building. This sidewalk will line up with the crosswalk on Lyndale Avenue north of 66<sup>th</sup> Street. A second access (non-accessible) will be provided on the west side of the building to provide a more direct route to the Market Plaza Shopping Center.

The project is requesting the City to allow a drive-up ATM in coordination with the construction of the bank building. The City has indicated that this drive-up ATM would typically not be allowed because



the City does not allow drive-thrus adjacent to public streets and also does not allow drive-thrus within 500 feet of similar uses. To mitigate the issues of the proposed drive-thru, the project will be making some concessions to their typical design standards and providing some additional site amenities to benefit the public.

The concessions that the project is making is that they are willing to reduce the amount of vehicle stacking that they typically like at their drive-up ATM locations. This reduction will allow the drive-up ATM location to shift away from the public street and allow room to provide the additional site amenities to benefit the public.

The amenities that the project will be constructing to benefit the public include:

- Pocket Park with benches.
- Space for public art.
- Concrete pad to accommodate a future bike share station or bicycle parking.
- A bicycle repair station.
- Decorative fencing and natural stone piers.
- Additional complementary decorative planting beds
- Additional landscaping to screen the proposed drive-thru.

These additional site amenities will not only help mitigate the construction of the drive-up ATM, but they will also enhance the public experience at the recently upgraded intersection.

## **Architectural Design**

The design intent of the proposed Chase Bank is to compliment the surrounding architecture of the recently renovated Market Plaza and the newer adjacent commercial developments. The proposed Banking Center is comprised of a thin limestone veneer, aluminum composite panels and fiber cement architectural wall panels that are designed to achieve the refined look of wood. All of the exterior cladding options are modern finishes and are long lasting cladding materials that will mesh well with the development growth of the area. In addition, the floor to ceiling glazing was incorporated to provide connectivity to the retail customers navigating the Plaza and pedestrians traversing the adjacent public thoroughfare.

This project will fit in with the character of the neighborhood and will bring a new service to this area. This project should have positive impacts to neighboring properties and will be a benefit to the City of Richfield for years to come.

Sincerely,

David Knaeble  
Civil Site Group





















## SITE INFORMATION

### ZONING

PROPOSED CHASE PARCEL: CURRENT ZONING—PMR (MU) — MAJOR AMENDMENT TO CHANGE ZONING TO PLANNED MIXED—USE COMMUNITY (UM\_C)

LOT AREA: 18,740 SQ FT (.43 ACRES)

GROSS BUILDING AREA: 5,120 SQ FT

BUILDING SETBACK:  
FRONT YARD  
REQUIRED: 10' MIN/20' MAX  
PROPOSED: 8'-1 & 7'-4"  
(VARIANCE REQUIRED)  
INTERIOR SIDE YARD  
REQUIRED: 5' MIN  
PROPOSED: 36'

CORNER SIDE YARD  
REQUIRED: 5' MIN  
PROPOSED: 103'-5"

REAR YARD  
REQUIRED: 5' MIN  
PROPOSED: 39'-1"

LANDSCAPING/PARKING SETBACK:  
REQUIRED:  
FRONT: 8' MIN  
SIDE YARD: 8' MIN  
REAR YARD: 5' MIN

PROPOSED:  
FRONT: 15'-11"  
SIDE YARD: 0 (VARIANCE REQUIRED)  
REAR YARD: 11'-5"

MAX BUILDING HEIGHT: 35'  
PROPOSED BUILDING HEIGHT: 21'-6"

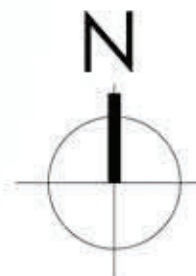
LOADING ZONE: N/A

CAR PARKING COUNT DATA:  
PARKING: 1/250 SF  
PARKING REQUIRED = 13 (INCL. 1 ACCESSIBLE)  
PARKING PROVIDED = 10 (INCL. 2 ACCESSIBLE)  
\*SHARED PARKING WITH EXISTING PLAZA\*  
(VARIANCE REQUIRED)

DRIVE—THRU VEHICLE STACKING:

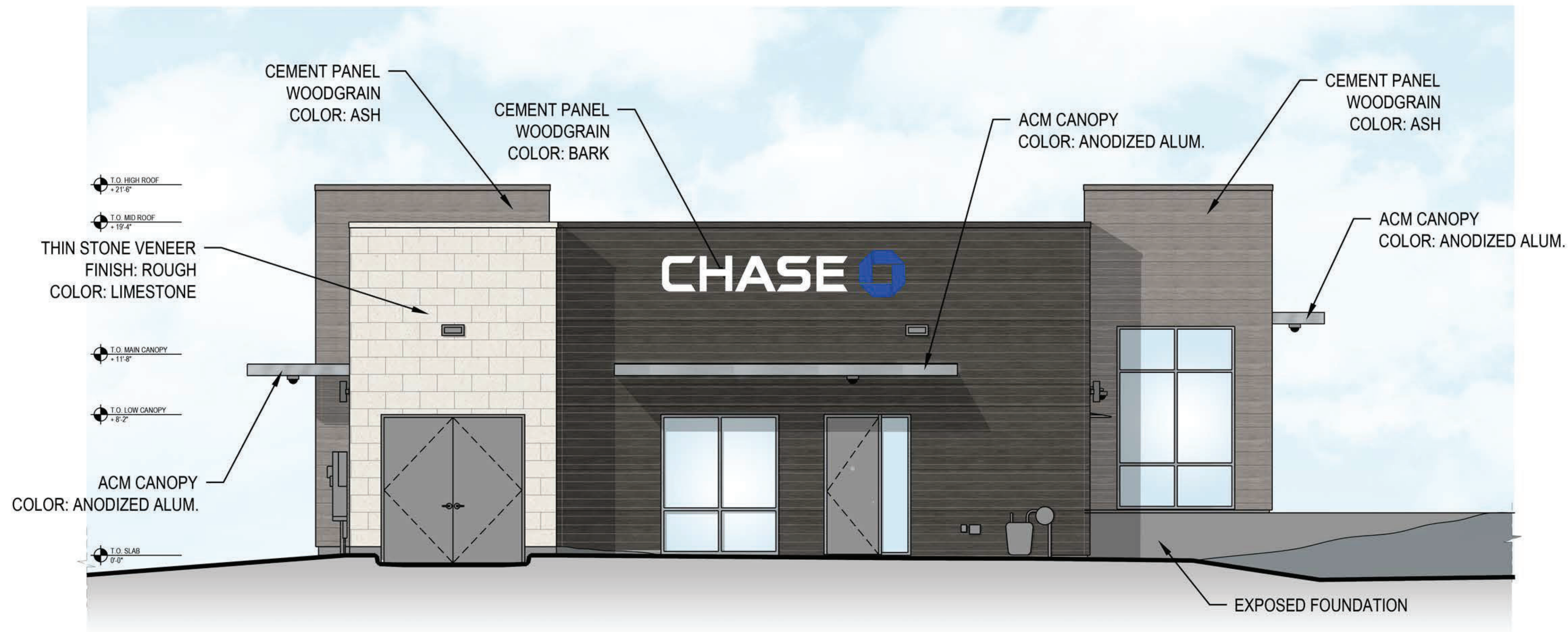
MINIMUM REQUIRED: 4 CARS + 1 TELLER  
PROPOSED STACKING: 2 CARS  
(VARIANCE REQUIRED)

SEE CIVIL UTILITY PLAN FOR PAVED AREA AND IMPERVIOUS SURFACE AREA CALCULATIONS. IF REQUIRED.

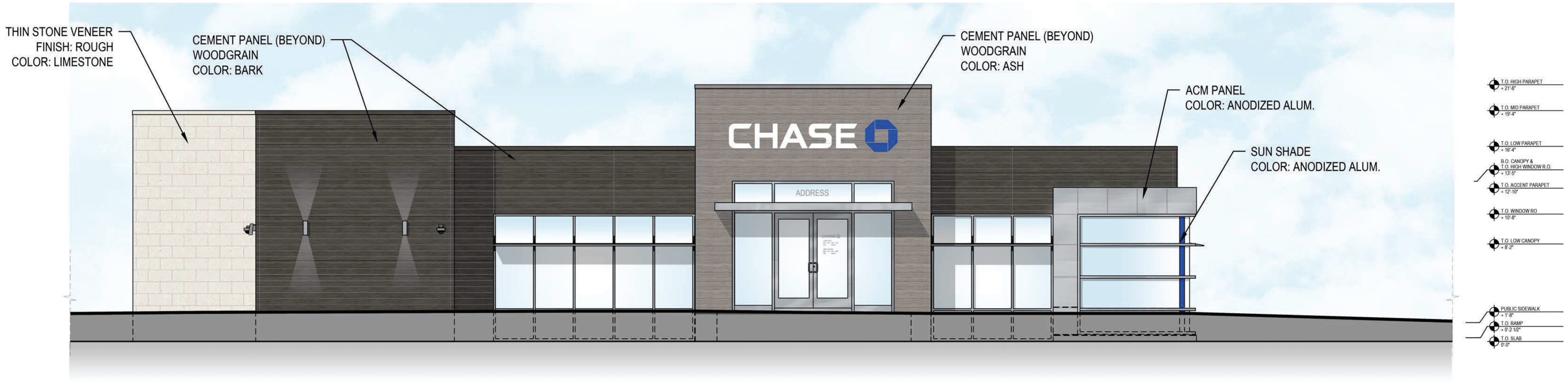


0 20' 40' 60'





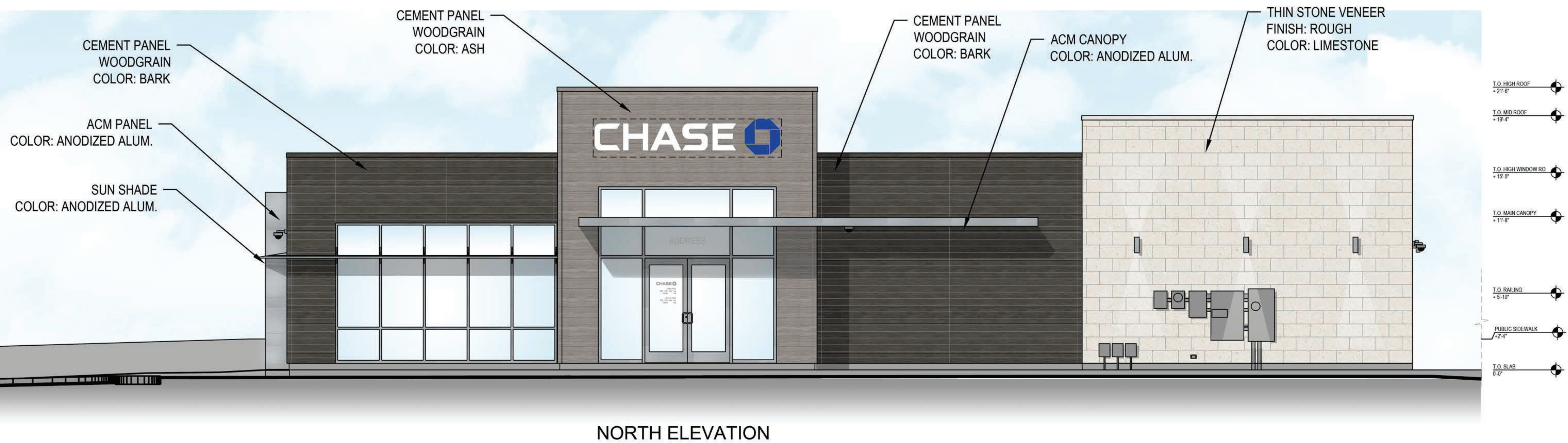
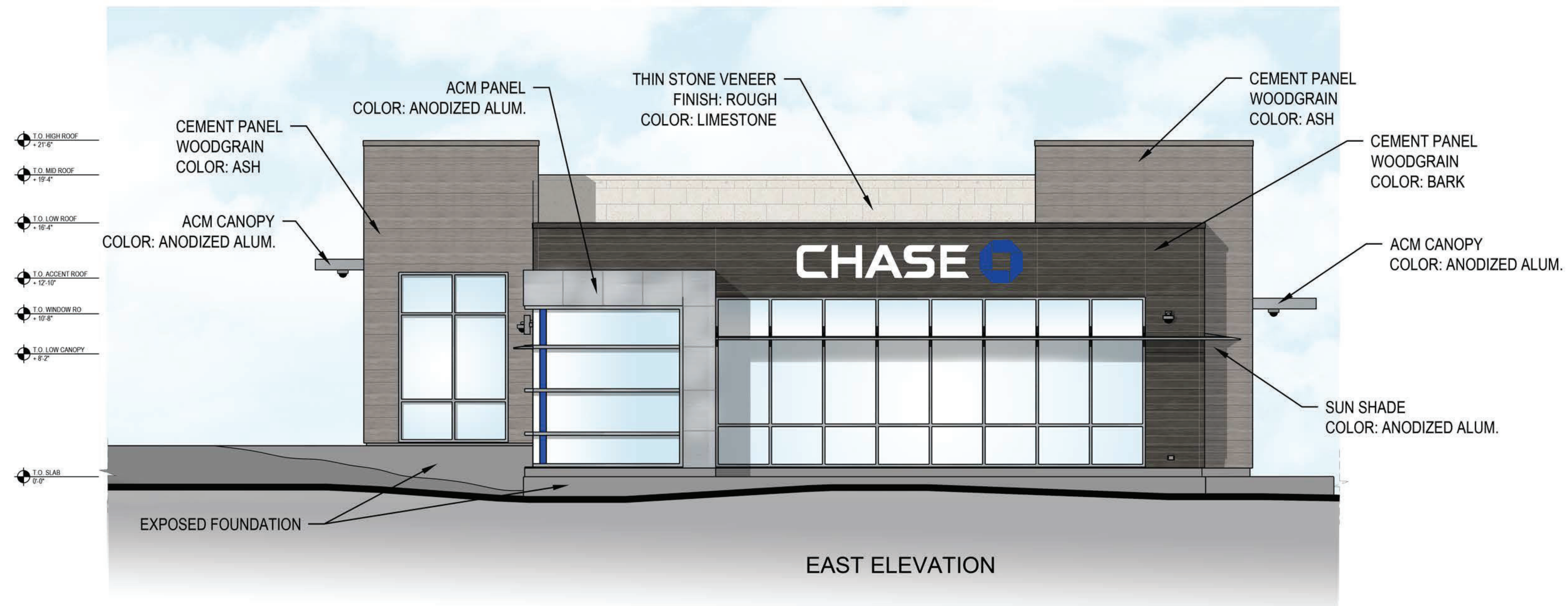
WEST ELEVATION



SOUTH ELEVATION



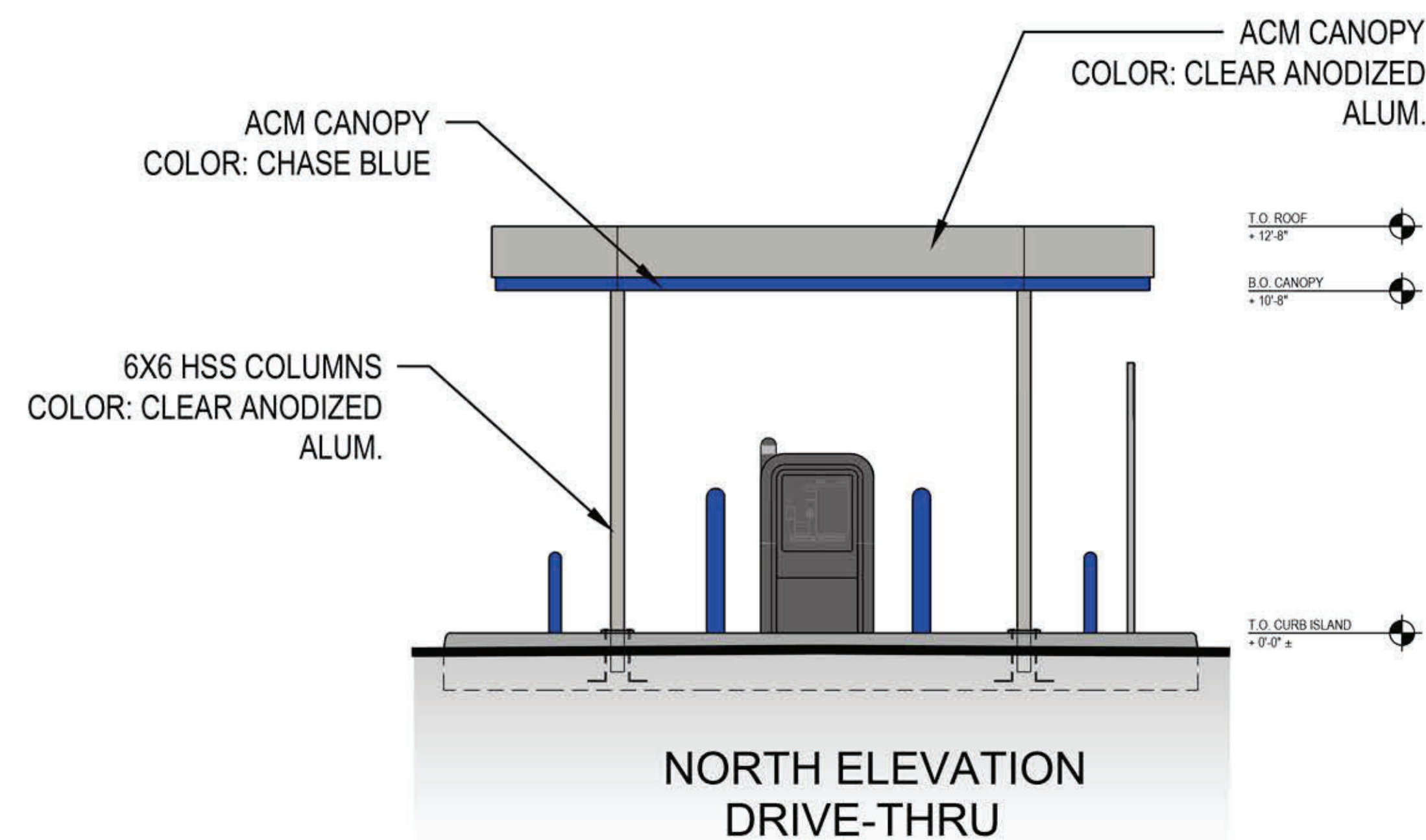
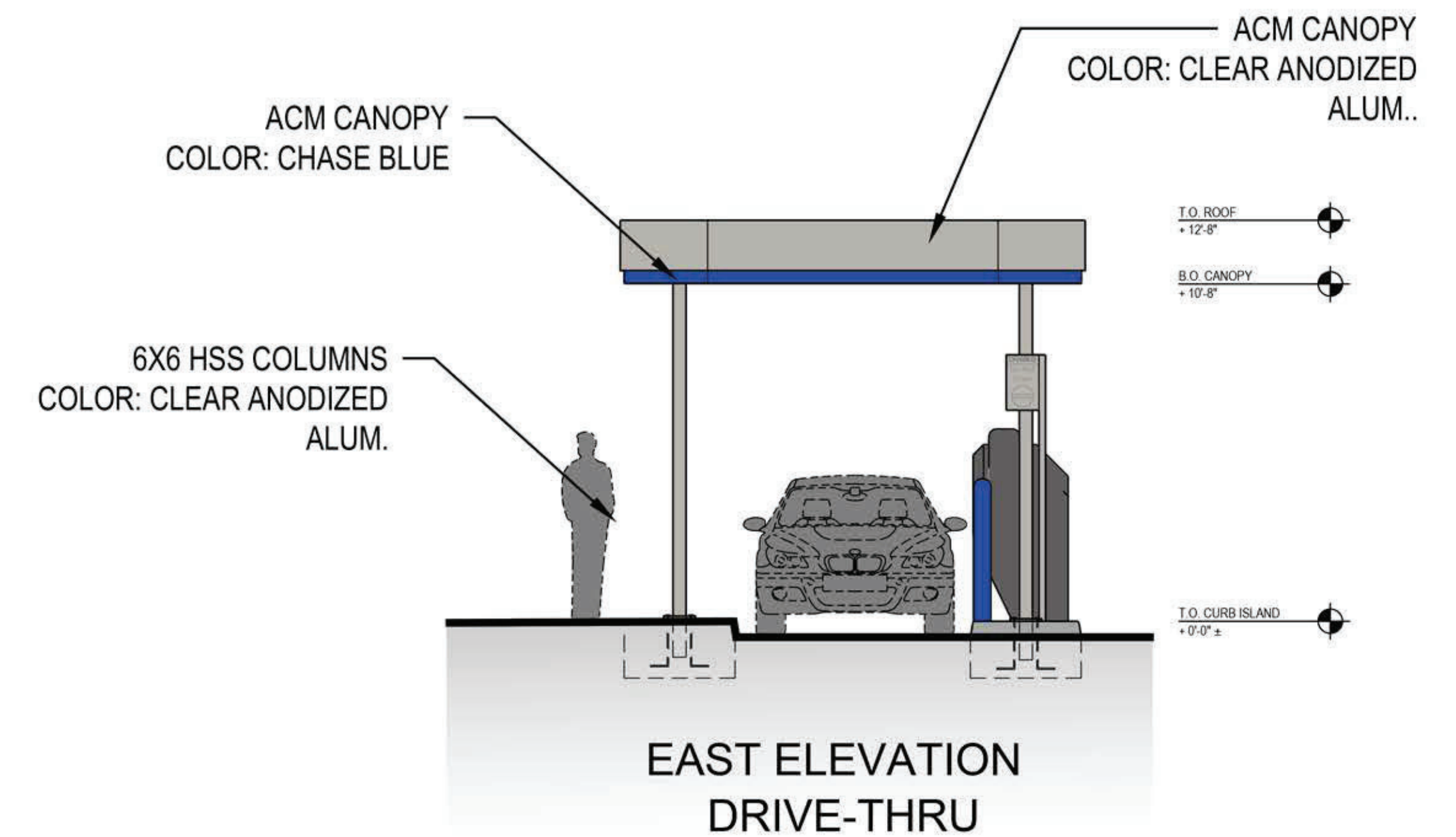
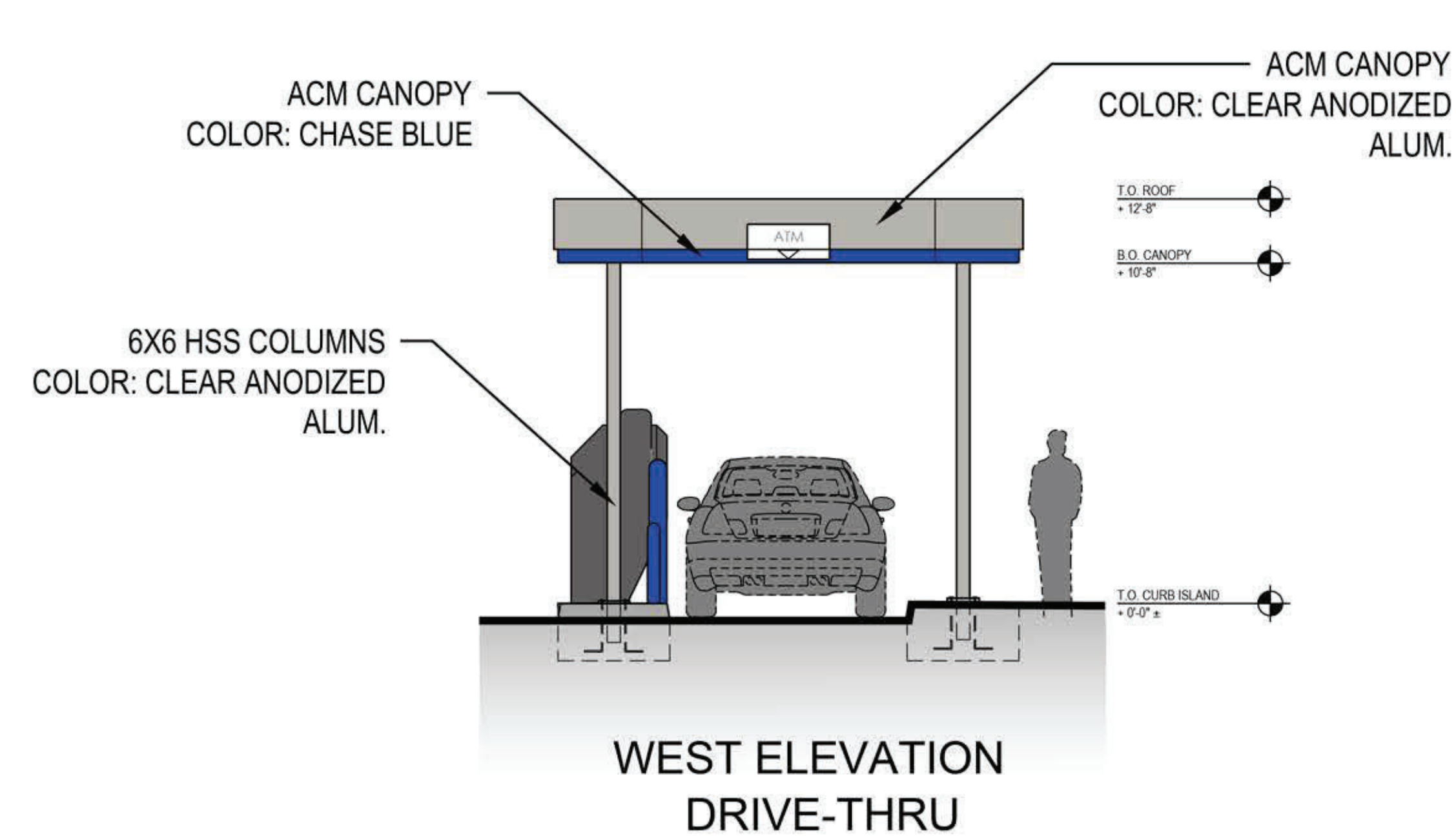
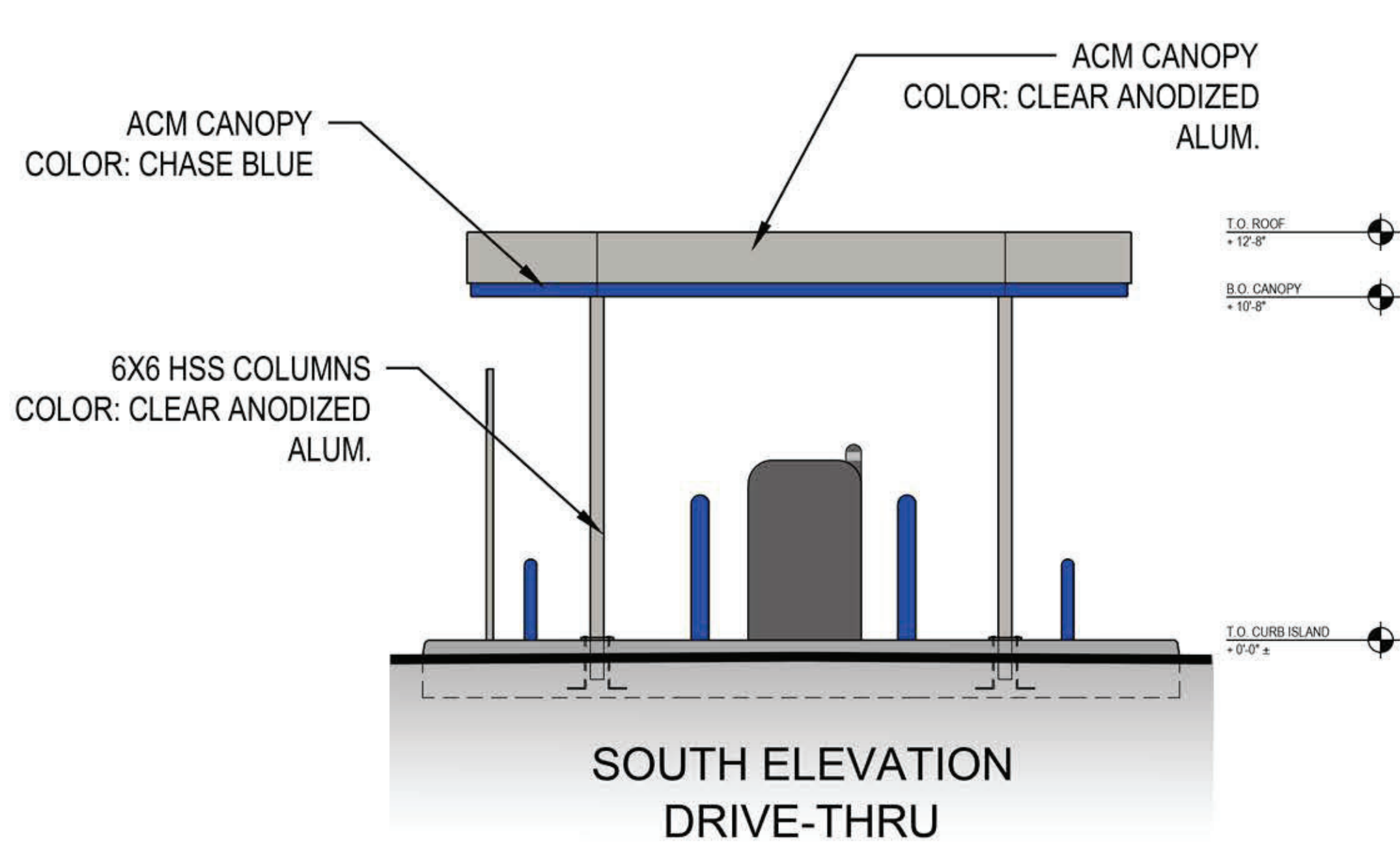




SCALE:  $\frac{1}{4}" = 1'$

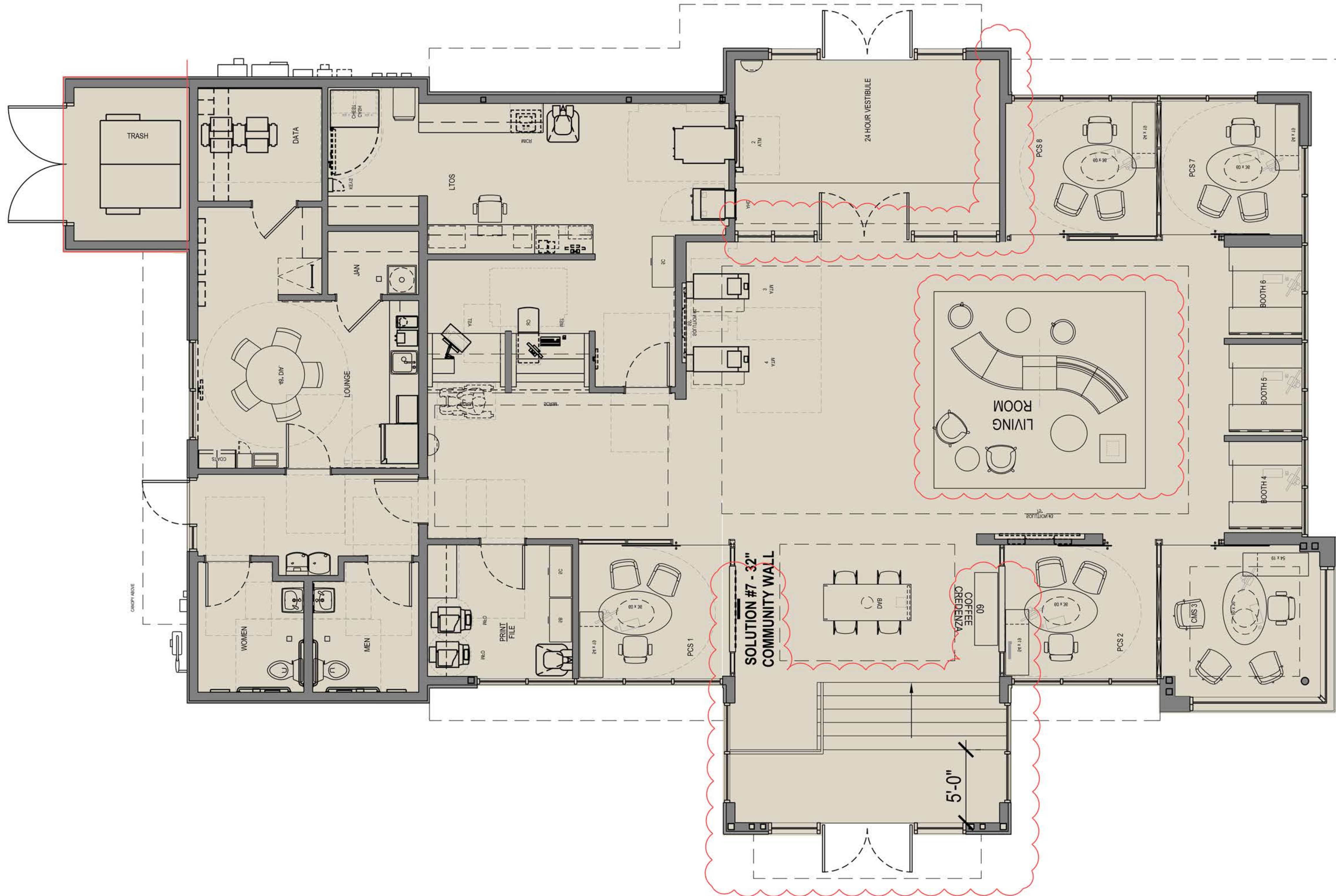
0 5' 10' 15'





SCALE:  $\frac{1}{4}" = 1'$







## Before and After - overhead view

1/28 Council meeting



Revised





Before and After - side view

1/28 Council meeting



Revised





Before and After - Elevations

1/28 Council meeting



**CHASE**  
RICHFIELD  
790 W 66th St.  
RICHFIELD, MN 55423

ARCHITECTURAL ELEVATIONS  
11.25.2019

Revised



**CHASE**  
RICHFIELD  
790 W 66th St.  
RICHFIELD, MN 55423

ARCHITECTURAL ELEVATIONS  
02.11.2020



# MARKET PLAZA CHASE BANK OUTLOT

RICHFIELD, MINNESOTA

ISSUED FOR: CITY SUBMITTAL



ARCHITECT:

THE ARCHITECTS PARTNERSHIP (TAP)  
200 SOUTH MICHIGAN AVE  
SUITE 1020  
CHICAGO, IL 60604  
312-583-9800

DEVELOPER / PROPERTY OWNER:

E J PLESKO & ASSOCIATES, INC.  
6515 GRAND TETON PLAZA, SUITE 300  
MADISON, WI 53719  
608-833-7600

ENGINEER / LANDSCAPE ARCHITECT /  
SURVEY:

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

GEOTECHNICAL ENGINEER:

TBD

MASTER LEGEND:

----- 1125 -----	EX. 1' CONTOUR ELEVATION INTERVAL
X 1137.12	EXISTING SPOT GRADE ELEVATION
----- 1137 -----	1.0' CONTOUR ELEVATION INTERVAL
41.26	SPOT GRADE ELEVATION (GUTTER/FLOW LINE UNLESS OTHERWISE NOTED)
891.00 G	SPOT GRADE ELEVATION TOP OF CURB (GUTTER TOP)
891.00 TC	SPOT GRADE ELEVATION TOP OF WALL
891.00 BS/TS	SPOT GRADE ELEVATION BOTTOM OF WALL
→	DRAINAGE ARROW
EOFF=1135.52	EMERGENCY OVERFLOW
-----	SILT FENCE / BIOROLL - GRADING LIMIT
□	INLET PROTECTION
▨	STABILIZED CONSTRUCTION ENTRANCE
SB-1	SOIL BORING LOCATION
TO	CURB AND GUTTER (T.O = TIP OUT)

○	PROPOSED MANHOLE STORM
□	PROPOSED CATCH BASIN OR CATCH BASIN MANHOLE STORM
+	PROPOSED GATE VALVE
+	PROPOSED FIRE HYDRANT
○	PROPOSED MANHOLE SANITARY
+	PROPOSED SIGN
+	PROPOSED LIGHT
→	PROPOSED SANITARY SEWER
→	PROPOSED STORM SEWER
→	PROPOSED WATER MAIN
→	EXISTING SANITARY SEWER
→	EXISTING STORM SEWER
→	EXISTING WATER MAIN
→	EXISTING GAS MAIN
→	EXISTING UNDERGROUND ELECTRIC
→	EXISTING UNDERGROUND CABLE
○	EXISTING MANHOLE
□	EXISTING CATCH BASIN
+	EXISTING HYDRANT
○	EXISTING STOPBOX
+	EXISTING GATE VALVE
+	EXISTING ELECTRIC BOX
+	EXISTING LIGHT
+	EXISTING GAS METER
+	EXISTING GAS VALVE



Know what's below.  
Call before you dig.

SHEET INDEX

SHEET NUMBER	SHEET TITLE
C0.0	TITLE SHEET
V1.0	SITE SURVEY
C1.0	REMOVALS PLAN
C2.0	SITE PLAN
C2.1	OVERALL SITE PLAN
C3.0	GRADING PLAN
C4.0	UTILITY PLAN
C5.0	CIVIL DETAILS
C5.1	CIVIL DETAILS
C5.2	CIVIL DETAILS
L1.0	LANDSCAPE PLAN
LT1.0	LIGHTING PLAN
SW1.0	SWPPP - EXISTING CONDITIONS
SW1.1	SWPPP - PROPOSED CONDITIONS
SW1.2	SWPPP - DETAILS
SW1.3	SWPPP - NARRATIVE

PROJECT  
**MARKET PLAZA CHASE  
BANK OUTLOT**

9540 LYNDALE AVENUE S, RICHFIELD, MN 55423  
E J PLESKO & ASSOCIATES, INC.  
6515 GRAND TETON PLAZA, SUITE 300, MADISON, WI 53719

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.

*David J. Knaeble*  
David J. Knaeble  
DATE 2/12/20 LICENSE NO. 48776

ISSUE/SUBMITTAL SUMMARY

DATE	DESCRIPTION
11/08/19	CITY SUBMITTAL
11/25/19	CITY RESUBMITTAL
2/12/20	CITY RESUBMITTAL

DRAWN BY:BN REVIEWED BY:DK  
PROJECT NUMBER: 15016.02

REVISION SUMMARY

DATE	DESCRIPTION

TITLE SHEET

C0.0



PROJECT  
**MARKET PLAZA CHASE  
BANK OUTLOT**

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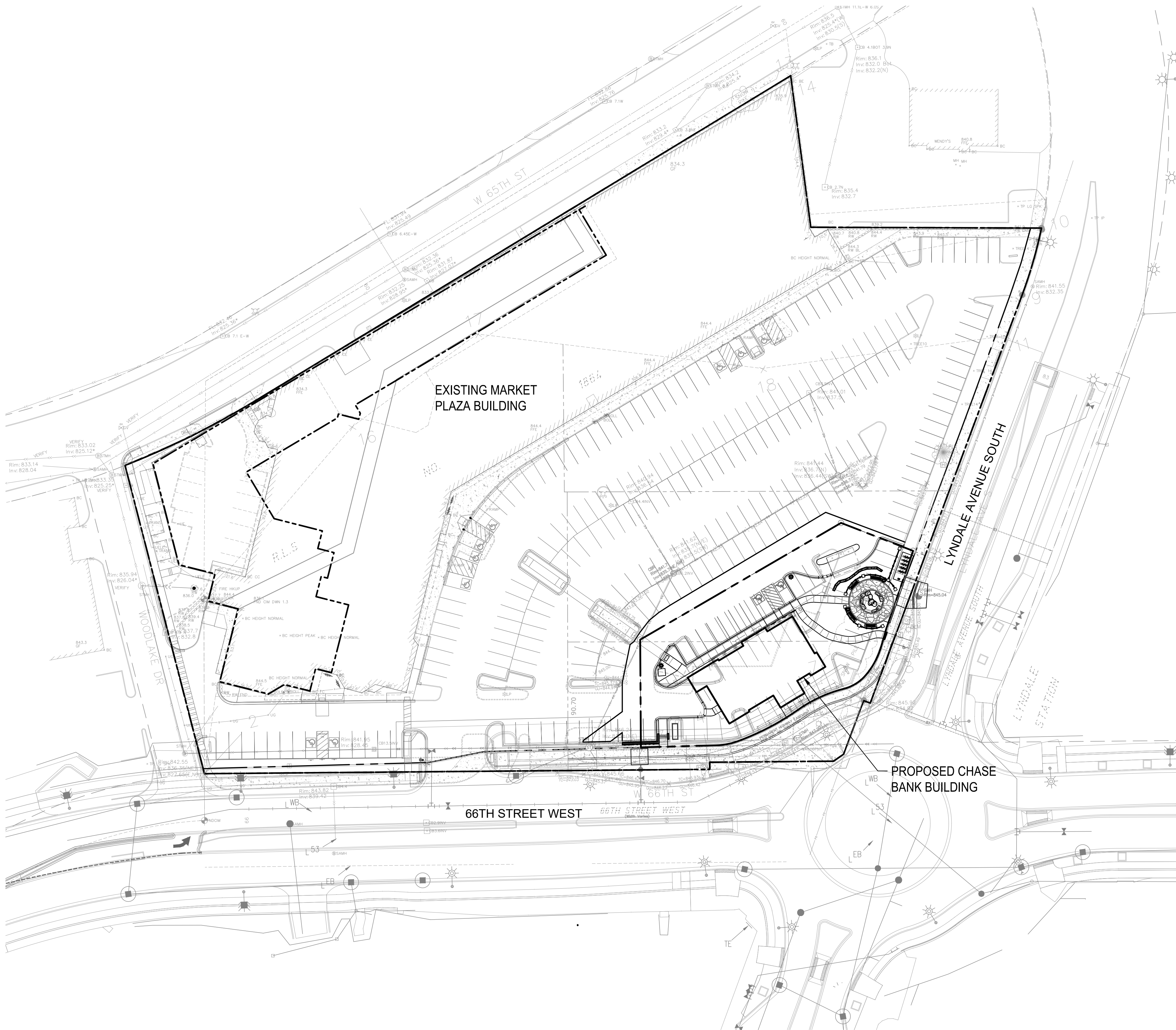
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REVISION SUMMARY

DATE	DESCRIPTION

OVERALL SITE PLAN

C2.1



SITE PLAN LEGEND:

- LIGHT DUTY BITUMINOUS PAVEMENT. SEE GEOTECHNICAL REPORT FOR AGGREGATE BASE & WEAR COURSE DEPTH, SEE DETAIL.
- CONCRETE PAVEMENT AS SPECIFIED (PAD OR WALK) SEE GEOTECHNICAL REPORT FOR AGGREGATE BASE & CONCRETE DEPTHS, SEE DETAIL.
- PROPERTY LINE
- CONSTRUCTION LIMITS
- CURB AND GUTTER-SEE NOTES (T.O.) TIP OUT GUTTER WHERE APPLICABLE-SEE PLAN
- TRAFFIC DIRECTIONAL ARROW PAVEMENT MARKINGS
- SIGN AND POST ASSEMBLY. SHOP DRAWINGS REQUIRED.  
HC = ACCESSIBLE SIGN  
NP = NO PARKING FIRE LANE  
ST = STOP  
CP = COMPACT CAR PARKING ONLY

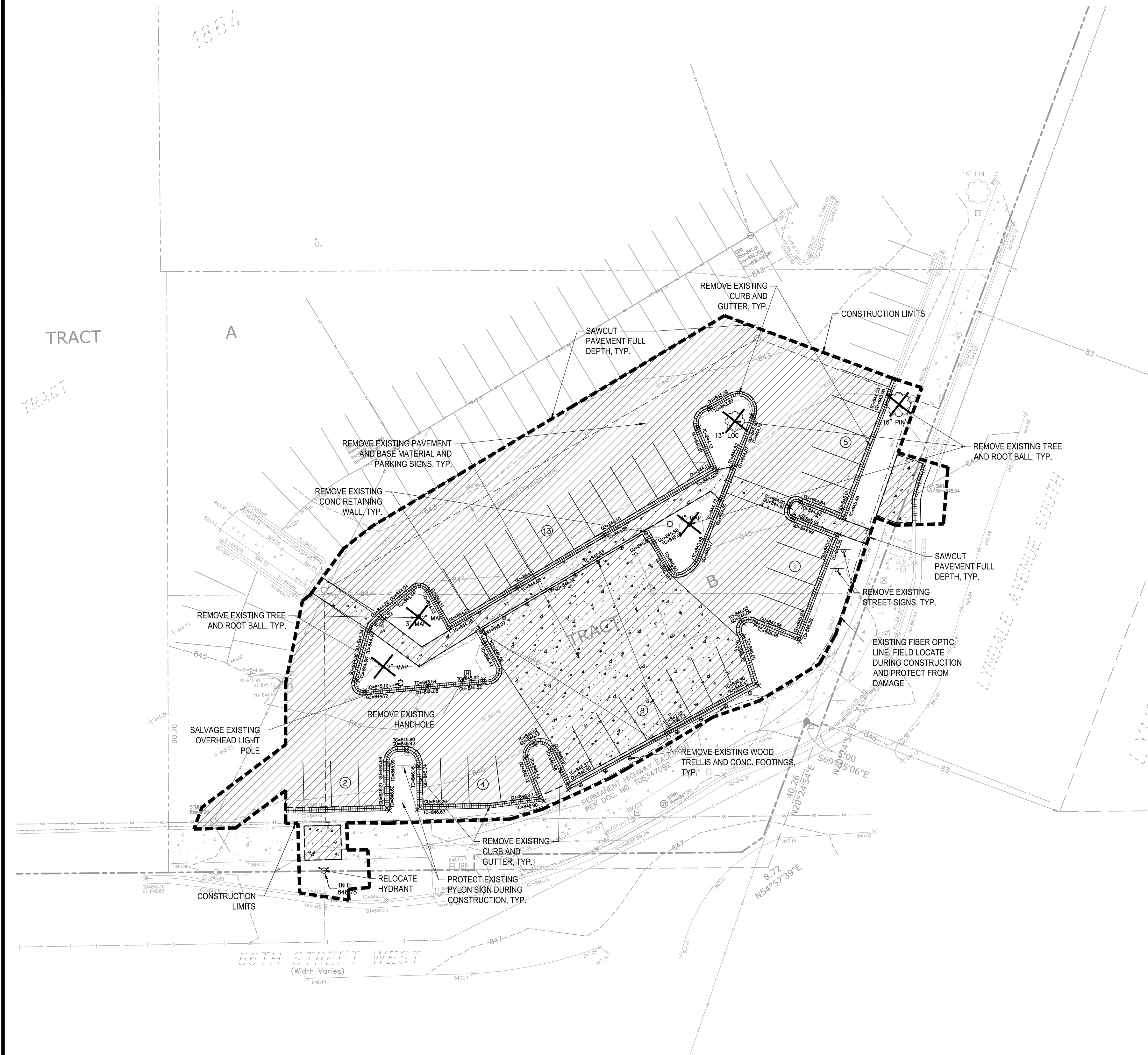


Know what's below.  
Call before you dig.



1" = 40'-0"  
20'-0" 0 40'-0"

2/12/2020 12:47:15 PM



- REMOVAL NOTES:
1. SEE STORM WATER POLLUTION PREVENTION PLAN (SWPPP) PLAN FOR CONSTRUCTION STORM WATER MANAGEMENT PLAN.
  2. REMOVAL OF MATERIALS NOTED ON THE DRAWINGS SHALL BE IN ACCORDANCE WITH MNDOT, STATE AND LOCAL REGULATIONS.
  3. REMOVAL OF PRIVATE UTILITIES SHALL BE COORDINATED WITH UTILITY OWNER PRIOR TO CONSTRUCTION ACTIVITIES.
  4. EXISTING PAVEMENTS SHALL BE SAWCUT IN LOCATIONS AS SHOWN ON THE DRAWINGS OR THE NEAREST JOINT FOR PROPOSED PAVEMENT CONNECTIONS.
  5. REMOVED MATERIALS SHALL BE DISPOSED OF TO A LEGAL OFF-SITE LOCATION AND IN ACCORDANCE WITH STATE AND LOCAL REGULATIONS.
  6. ABANDON, REMOVAL, CONNECTION, AND PROTECTION NOTES SHOWN ON THE DRAWINGS ARE APPROXIMATE. COORDINATE WITH PROPOSED PLANS.
  7. EXISTING ON-SITE FEATURES NOT NOTED FOR REMOVAL SHALL BE PROTECTED THROUGHOUT THE DURATION OF THE CONTRACT.
  8. PROPERTY LINES SHALL BE CONSIDERED GENERAL CONSTRUCTION LIMITS UNLESS OTHERWISE NOTED ON THE DRAWINGS. WORK WITHIN THE GENERAL CONSTRUCTION LIMITS SHALL INCLUDE STAGING, DEMOLITION AND CLEAN-UP OPERATIONS AS WELL AS CONSTRUCTION SHOWN ON THE DRAWINGS.
  9. MINOR WORK OUTSIDE OF THE GENERAL CONSTRUCTION LIMITS SHALL BE ALLOWED AS SHOWN ON THE PLAN AND PER CITY REQUIREMENTS.
  10. DAMAGE BEYOND THE PROPERTY LIMITS CAUSED BY CONSTRUCTION ACTIVITY SHALL BE REPAIRED IN A MANNER APPROVED BY THE ENGINEER/LANDSCAPE ARCHITECT OR IN ACCORDANCE WITH THE CITY.
  11. PROPOSED WORK (BUILDING AND CIVIL) SHALL NOT DISTURB EXISTING UTILITIES UNLESS OTHERWISE SHOWN ON THE DRAWINGS AND APPROVED BY THE CITY PRIOR TO CONSTRUCTION.
  12. SITE SECURITY MAY BE NECESSARY AND PROVIDED IN A MANNER TO PROHIBIT VANDALISM, AND THEFT, DURING AND AFTER NORMAL WORK HOURS, THROUGHOUT THE DURATION OF THE CONTRACT. SECURITY MATERIALS SHALL BE IN ACCORDANCE WITH THE CITY.
  13. VEHICULAR ACCESS TO THE SITE SHALL BE MAINTAINED FOR DELIVERY AND INSPECTION ACCESS DURING NORMAL OPERATING HOURS. AT NO POINT THROUGHOUT THE DURATION OF THE CONTRACT SHALL CIRCULATION OF ADJACENT STREETS BE BLOCKED WITHOUT APPROVAL BY THE CITY PRIOR TO CONSTRUCTION ACTIVITIES.
  14. ALL TRAFFIC CONTROLS SHALL BE PROVIDED AND ESTABLISHED PER THE REQUIREMENTS OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MMUTCD) AND THE CITY. THIS SHALL INCLUDE, BUT NOT BE LIMITED TO, SIGNAGE, BARRICADES, FLASHERS, AND FLAGGERS AS NEEDED. ALL PUBLIC STREETS SHALL REMAIN OPEN TO TRAFFIC AT ALL TIMES. NO ROAD CLOSURES SHALL BE PERMITTED WITHOUT APPROVAL BY THE CITY.
  15. SHORING FOR BUILDING EXCAVATION MAY BE USED AT THE DISCRETION OF THE CONTRACTOR AND AS APPROVED BY THE OWNERS REPRESENTATIVE AND THE CITY PRIOR TO CONSTRUCTION ACTIVITIES.
  16. STAGING, DEMOLITION, AND CLEAN-UP AREAS SHALL BE WITHIN THE PROPERTY LIMITS AS SHOWN ON THE DRAWINGS AND MAINTAINED IN A MANNER AS REQUIRED BY THE CITY.

CITY OF RICHFIELD REMOVAL NOTES:

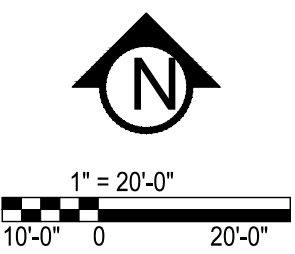
1. RESERVED FOR CITY SPECIFIC REMOVAL NOTES.

EROSION CONTROL NOTES:

SEE SWPPP ON SHEETS SW1.0-SW1.3

REMOVALS LEGEND:

- EX. 1" CONTOUR ELEVATION INTERVAL
- REMOVAL OF PAVEMENT AND ALL BASE MATERIAL, INCLUDING BIT., CONC., AND GRAVEL PVMTS.
- REMOVAL OF STRUCTURE INCLUDING ALL FOOTINGS AND FOUNDATIONS.
- REMOVE CURB AND GUTTER. IF IN RIGHT-OF-WAY, COORDINATE WITH LOCAL GOVERNING UNIT.
- TREE PROTECTION
- TREE REMOVAL - INCLUDING ROOTS AND STUMPS



PROJECT MARKET PLAZA CHASE  
BANK OUTLOT  
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REMOVALS PLAN

C1.0



PROJECT MARKET PLAZA CHASE

BANK OUTLOT

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SITE PLAN

C2.0

SITE LAYOUT NOTES:

- CONTRACTOR SHALL VERIFY LOCATIONS AND LAYOUT OF ALL SITE ELEMENTS PRIOR TO BEGINNING CONSTRUCTION, INCLUDING BUT NOT LIMITED TO, LOCATIONS OF EXISTING AND PROPOSED PROPERTY LINES, EASEMENTS, SETBACKS, UTILITIES, BUILDINGS AND PAVEMENTS. CONTRACTOR IS RESPONSIBLE FOR FINAL LOCATIONS OF ALL ELEMENTS FOR THE SITE. ANY REVISIONS REQUIRED AFTER COMMENCEMENT OF CONSTRUCTION, DUE TO LOCATIONAL ADJUSTMENTS SHALL BE CORRECTED AT NO ADDITIONAL COST TO OWNER. ADJUSTMENTS TO THE LAYOUT SHALL BE APPROVED BY THE ENGINEER/LANDSCAPE ARCHITECT PRIOR TO INSTALLATION OF MATERIALS. STAKE LAYOUT FOR APPROVAL.
- THE CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS PRIOR TO CONSTRUCTION, INCLUDING A RIGHT-OF-WAY AND STREET OPENING PERMIT.
- THE CONTRACTOR SHALL VERIFY RECOMMENDATIONS NOTED IN THE GEO TECHNICAL REPORT PRIOR TO INSTALLATION OF SITE IMPROVEMENT MATERIALS.
- CONTRACTOR SHALL FIELD VERIFY COORDINATES AND LOCATION DIMENSIONS OF THE BUILDING AND STAKE FOR REVIEW AND APPROVAL BY THE OWNERS REPRESENTATIVE PRIOR TO INSTALLATION OF FOOTING MATERIALS.
- LOCATIONS OF STRUCTURES, ROADWAY PAVEMENTS, CURBS AND GUTTERS, BOLLARDS, AND WALKS ARE APPROXIMATE AND SHALL BE STAKED IN THE FIELD, PRIOR TO INSTALLATION, FOR REVIEW AND APPROVAL BY THE ENGINEER/LANDSCAPE ARCHITECT.
- CURB DIMENSIONS SHOWN ARE TO FACE OF CURB. BUILDING DIMENSIONS ARE TO FACE OF CONCRETE FOUNDATION. LOCATION OF BUILDING IS TO BUILDING FOUNDATION AND SHALL BE AS SHOWN ON THE DRAWINGS.
- THE CONTRACTOR SHALL SUBMIT SHOP DRAWINGS OR SAMPLES AS SPECIFIED FOR REVIEW AND APPROVAL BY THE ENGINEER/LANDSCAPE ARCHITECT PRIOR TO FABRICATION FOR ALL PREFABRICATED SITE IMPROVEMENT MATERIALS SUCH AS, BUT NOT LIMITED TO THE FOLLOWING, FURNISHINGS, PAVEMENTS, WALLS, RAILINGS, BENCHES, FLAGPOLES, LANDING PADS FOR CURB RAMPS, AND LIGHT AND POLES. THE OWNER RESERVES THE RIGHT TO REJECT INSTALLED MATERIALS NOT PREVIOUSLY APPROVED.
- PEDESTRIAN CURB RAMPS SHALL BE CONSTRUCTED WITH TRUNCATED DOME LANDING AREAS IN ACCORDANCE WITH A.D.A. REQUIREMENTS-SEE DETAIL.
- CROSSWALK STRIPING SHALL BE 24" WIDE WHITE PAINTED LINE, SPACED 48" ON CENTER PERPENDICULAR TO THE FLOW OF TRAFFIC. WIDTH OF CROSSWALK SHALL BE 5' WIDE. ALL OTHER PAVEMENT MARKINGS SHALL BE WHITE IN COLOR UNLESS OTHERWISE NOTED OR REQUIRED BY ADA OR LOCAL GOVERNING BODIES.
- SEE SITE PLAN FOR CURB AND GUTTER TYPE. TAPER BETWEEN CURB TYPES-SEE DETAIL.
- ALL CURB RADII ARE MINIMUM 3' UNLESS OTHERWISE NOTED.
- CONTRACTOR SHALL REFER TO FINAL PLAT FOR LOT BOUNDARIES, NUMBERS, AREAS AND DIMENSIONS PRIOR TO SITE IMPROVEMENTS.
- FIELD VERIFY ALL EXISTING SITE CONDITIONS, DIMENSIONS.
- PARKING IS TO BE SET PARALLEL OR PERPENDICULAR TO EXISTING BUILDING UNLESS NOTED OTHERWISE.
- ALL PARKING LOT PAINT STRIPPING TO BE WHITE, 4" WIDE TYP.
- BITUMINOUS PAVING TO BE "LIGHT DUTY" UNLESS OTHERWISE NOTED. SEE DETAIL SHEETS FOR PAVEMENT SECTIONS.
- ALL TREES THAT ARE TO REMAIN ARE TO BE PROTECTED FROM DAMAGE WITH A CONSTRUCTION FENCE AT THE DRIP LINE. SEE LANDSCAPE DOCUMENTS.

CITY OF RICHFIELD SITE SPECIFIC NOTES:

- PERMITS ARE REQUIRED FROM RICHFIELD ENGINEERING DEPARTMENT FOR ANY EXCAVATION IN LYNDALE AVENUE RIGHT-OF-WAY.
- RICHFIELD ENGINEERING MUST BE PRESENT TO INSPECT ALL CONCRETE FORMS WITHIN RIGHT-OF-WAY PRIOR TO CONCRETE POUR. MINIMUM 24 HOUR NOTICE REQUIRED.

SITE AREA TABLE:

SITE AREA CALCULATIONS			
	EXISTING CONDITION		PROPOSED CONDITION
BUILDING COVERAGE	0 SF	0.0%	3,580 SF 19.2%
ALL PAVEMENTS	16,246 SF	87.3%	8,907 SF 47.9%
ALL NON-PAVEMENTS	2,355 SF	12.7%	6,114 SF 32.9%
TOTAL SITE AREA	18,601 SF	100.0%	18,601 SF 100.0%

IMPERVIOUS SURFACE			
EXISTING CONDITION	16,246 SF	87.3%	
PROPOSED CONDITION	12,487 SF	67.1%	
DIFFERENCE (EX. VS PROP.)	-3,759 SF	-20.2%	

SITE PLAN LEGEND:

- LIGHT DUTY BITUMINOUS PAVEMENT. SEE GEOTECHNICAL REPORT FOR AGGREGATE BASE & WEAR COURSE DEPTH, SEE DETAIL.
- CONCRETE PAVEMENT AS SPECIFIED (PAD OR WALK) SEE GEOTECHNICAL REPORT FOR AGGREGATE BASE & CONCRETE DEPTHS, SEE DETAIL.
- PROPERTY LINE
- CONSTRUCTION LIMITS
- CURB AND GUTTER-SEE NOTES (T.O.) TIP OUT GUTTER WHERE APPLICABLE-SEE PLAN
- TRAFFIC DIRECTIONAL ARROW PAVEMENT MARKINGS
- SIGN AND POST ASSEMBLY. SHOP DRAWINGS REQUIRED.  
HC = ACCESSIBLE SIGN  
NP = NO PARKING FIRE LANE  
ST = STOP  
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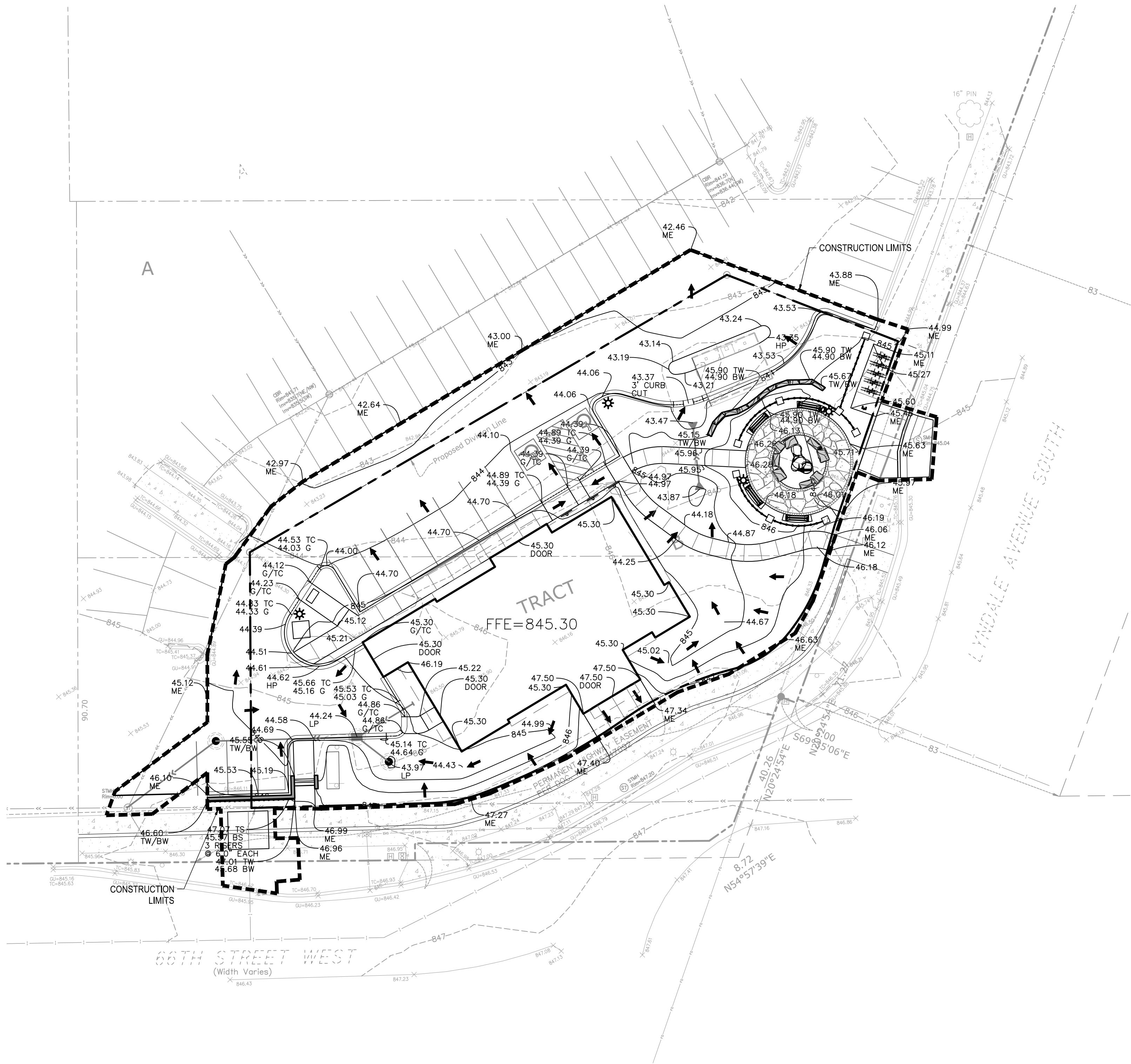


Know what's below.  
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1" = 20'-0"  
10'-0" 0 20'-0"

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GENERAL GRADING NOTES:

- SEE SITE PLAN FOR HORIZONTAL LAYOUT & GENERAL GRADING NOTES.
- THE CONTRACTOR SHALL COMPLETE THE SITE GRADING CONSTRUCTION (INCLUDING BUT NOT LIMITED TO SITE PREPARATION, SOIL CORRECTION, EXCAVATION, EMBANKMENT, ETC.) IN ACCORDANCE WITH THE REQUIREMENTS OF THE OWNER'S SOILS ENGINEER. ALL SOIL TESTING SHALL BE COMPLETED BY THE OWNER'S SOILS ENGINEER. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING ALL REQUIRED SOIL TESTS AND INSPECTIONS WITH THE SOILS ENGINEER.
- GRADING AND EXCAVATION ACTIVITIES SHALL BE PERFORMED IN ACCORDANCE WITH THE NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT REQUIREMENTS & PERMIT REQUIREMENTS OF THE CITY.
- PROPOSED SPOT GRADES ARE FLOW-LINE FINISHED GRADE ELEVATIONS, UNLESS OTHERWISE NOTED.
- GRADES OF WALKS SHALL BE INSTALLED WITH 5% MAX. LONGITUDINAL SLOPE AND 1% MIN. AND 2% MAX. CROSS SLOPE, UNLESS OTHERWISE NOTED.
- PROPOSED SLOPES SHALL NOT EXCEED 3:1 UNLESS INDICATED OTHERWISE ON THE DRAWINGS. MAXIMUM SLOPES IN MAINTAINED AREAS IS 4:1
- PROPOSED RETAINING WALLS, FREESTANDING WALLS, OR COMBINATION OF WALL TYPES GREATER THAN 4' IN HEIGHT SHALL BE DESIGNED AND ENGINEERED BY A REGISTERED RETAINING WALL ENGINEER. DESIGN DRAWINGS SHALL BE SUBMITTED FOR REVIEW AND APPROVAL PRIOR TO CONSTRUCTION.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTENANCE OF GRADE STAKES THROUGHOUT THE DURATION OF CONSTRUCTION TO ESTABLISH PROPER GRADES. THE CONTRACTOR SHALL ALSO BE RESPONSIBLE FOR A FINAL FIELD CHECK OF FINISHED GRADES ACCEPTABLE TO THE ENGINEER/LANDSCAPE ARCHITECT PRIOR TO TOPSOIL AND SODDING ACTIVITIES.
- IF EXCESS OR SHORTAGE OF SOIL MATERIAL EXISTS, THE CONTRACTOR SHALL TRANSPORT ALL EXCESS SOIL MATERIAL OFF THE SITE TO AN AREA SELECTED BY THE CONTRACTOR, OR IMPORT SUITABLE MATERIAL TO THE SITE.
- EXCAVATE TOPSOIL FROM AREAS TO BE FURTHER EXCAVATED OR REGRADED AND STOCKPILE IN AREAS DESIGNATED ON THE SITE. THE CONTRACTOR SHALL SALVAGE ENOUGH TOPSOIL FOR RESPREADING ON THE SITE AS SPECIFIED. EXCESS TOPSOIL SHALL BE PLACED IN EMBANKMENT AREAS, OUTSIDE OF BUILDING PADS, ROADWAYS AND PARKING AREAS. THE CONTRACTOR SHALL SUBCUT CUT AREAS, WHERE TURF IS TO BE ESTABLISHED, TO A DEPTH OF 6 INCHES. RESPREAD TOPSOIL IN AREAS WHERE TURF IS TO BE ESTABLISHED TO A MINIMUM DEPTH OF 6 INCHES.
- FINISHED GRADING SHALL BE COMPLETED. THE CONTRACTOR SHALL UNIFORMLY GRADE AREAS WITHIN LIMITS OF GRADING, INCLUDING ADJACENT TRANSITION AREAS. PROVIDE A SMOOTH FINISHED SURFACE WITHIN SPECIFIED TOLERANCES, WITH UNIFORM LEVELS OR SLOPES BETWEEN POINTS WHERE ELEVATIONS ARE SHOWN, OR BETWEEN SUCH POINTS AND EXISTING GRADES. AREAS THAT HAVE BEEN FINISH GRADED SHALL BE PROTECTED FROM SUBSEQUENT CONSTRUCTION OPERATIONS, TRAFFIC AND EROSION. REPAIR ALL AREAS THAT HAVE BECOME RUTTED BY TRAFFIC OR ERODED BY WATER OR HAS SETTLED BELOW THE CORRECT GRADE. ALL AREAS DISTURBED BY THE CONTRACTOR'S OPERATIONS SHALL BE RESTORED TO EQUAL OR BETTER THAN ORIGINAL CONDITION OR TO THE REQUIREMENTS OF THE NEW WORK.
- PRIOR TO PLACEMENT OF THE AGGREGATE BASE, A TEST ROLL WILL BE REQUIRED ON THE STREET AND/OR PARKING AREA SUBGRADE. THE CONTRACTOR SHALL PROVIDE A LOADED TANDEM AXLE TRUCK WITH A GROSS WEIGHT OF 25 TONS. THE TEST ROLLING SHALL BE AT THE DIRECTION OF THE SOILS ENGINEER AND SHALL BE COMPLETED IN AREAS AS DIRECTED BY THE SOILS ENGINEER. THE SOILS ENGINEER SHALL DETERMINE WHICH SECTIONS OF THE STREET OR PARKING AREA ARE UNSTABLE. CORRECTION OF THE SUBGRADE SOILS SHALL BE COMPLETED IN ACCORDANCE WITH THE REQUIREMENTS OF THE SOILS ENGINEER. NO TEST ROLL SHALL OCCUR WITHIN 10' OF ANY UNDERGROUND STORM RETENTION/DETENTION SYSTEMS.
- TOLERANCES
  - THE BUILDING SUBGRADE FINISHED SURFACE ELEVATION SHALL NOT VARY BY MORE THAN 0.30 FOOT ABOVE, OR 0.30 FOOT BELOW, THE PRESCRIBED ELEVATION AT ANY POINT WHERE MEASUREMENT IS MADE.
  - THE STREET OR PARKING AREA SUBGRADE FINISHED SURFACE ELEVATION SHALL NOT VARY BY MORE THAN 0.05 FOOT ABOVE, OR 0.10 FOOT BELOW, THE PRESCRIBED ELEVATION OF ANY POINT WHERE MEASUREMENT IS MADE.
  - AREAS WHICH ARE TO RECEIVE TOPSOIL SHALL BE GRADED TO WITHIN 0.30 FOOT ABOVE OR BELOW THE REQUIRED ELEVATION, UNLESS DIRECTED OTHERWISE BY THE ENGINEER.
  - TOPSOIL SHALL BE GRADED TO PLUS OR MINUS 1/2 INCH OF THE SPECIFIED THICKNESS.
- MAINTENANCE
  - THE CONTRACTOR SHALL PROTECT NEWLY GRADED AREAS FROM TRAFFIC AND EROSION, AND KEEP AREA FREE OF TRASH AND DEBRIS.
  - CONTRACTOR SHALL REPAIR AND REESTABLISH GRADES IN SETTLED, ERODED AND RUTTED AREAS TO SPECIFIED TOLERANCES. DURING THE CONSTRUCTION, IF REQUIRED, AND DURING THE WARRANTY PERIOD, ERODED AREAS WHERE TURF IS TO BE ESTABLISHED SHALL BE RESEDED AND MULCHED.
  - WHERE COMPLETED COMPACTED AREAS ARE DISTURBED BY SUBSEQUENT CONSTRUCTION OPERATIONS OR ADVERSE WEATHER, CONTRACTOR SHALL SCARIFY, SURFACE, RESHAPE, AND COMPACT TO REQUIRED DENSITY PRIOR TO FURTHER CONSTRUCTION.

CITY OF RICHFIELD GRADING NOTES:

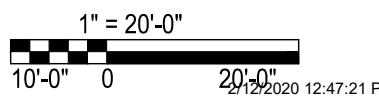
- RESERVED FOR CITY SPECIFIC GRADING NOTES.

EROSION CONTROL NOTES:

SEE SWPPP ON SHEETS SW1.0-SW1.3

GRADING PLAN LEGEND:

- |                  |  |
|------------------|--|
| ----- 1125 ----- | EX. 1' CONTOUR ELEVATION INTERVAL                              |
| ----- 1137 ----- | 1.0' CONTOUR ELEVATION INTERVAL                                |
| 41.26            | SPOT GRADE ELEVATION (GUTTER/FLOW LINE UNLESS OTHERWISE NOTED) |
| 891.00 G         | SPOT GRADE ELEVATION GUTTER                                    |
| 891.00 TC        | SPOT GRADE ELEVATION TOP OF CURB                               |
| 891.00 BS/TS     | SPOT GRADE ELEVATION BOTTOM OF STAIRS/TOP OF STAIRS            |
| 891.00 ME        | SPOT GRADE ELEVATION MATCH EXISTING                            |
| CB               | GRADE BREAK - HIGH POINTS                                      |
| TO               | CURB AND GUTTER (T.O. = TIP OUT)                               |
| EOFF=1135.52     | EMERGENCY OVERFLOW   |



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MARKET PLAZA CHASE  
BANK OUTLOT

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PROJECT NUMBER: 15016.02

REVISION SUMMARY

DATE	DESCRIPTION

GRADING PLAN

C3.0





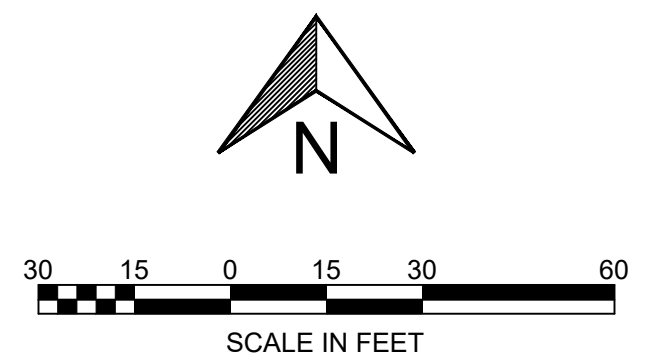
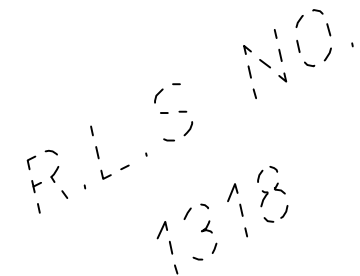
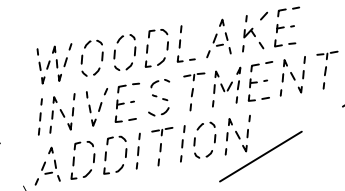






## HENNEPIN COUNTY, MINNESOTA

R.T. DOC. NO —



### Linetype & Symbol Legend

- Denotes Hennepin County cast iron monument (Found).
- Denotes 1/2 inch by 14 inch Iron Pipe set marked with a plastic cap inscribed "RLS 44565".
- Denotes JLM set Pursuant to Torrens Case No. 10017 (None Found)
- ⊕ Denotes site benchmark

The bearing basis is the west line of the Government Lot 1, Section 27, Township 28, Range 24 which is assumed to bear North 00 degrees 10 minutes 26 seconds West.

**BENCHMARK:**  
Top nut of the fire hydrant located on the north side of 66th street  
307 feet east of the southwest boundary corner.  
Elevation = 848.75 feet (NGVD 1929 Datum)



## R.T. DOC. NO

## SURVEYORS CERTIFICATION

Tracts A, B, C, E, F, and G, REGISTERED LAND SURVEY NO. 1635

AND

Tracts A & B, REGISTERED LAND SURVEY NO. 1864

I hereby certify that this REGISTERED LAND SURVEY 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 and this Registered Land Survey is a correct representation of said parcel of land.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Rory L. Synstelien, Land Surveyor, Minnesota License No. 44565

**RICHFIELD, MINNESOTA**

I hereby certify that this REGISTERED LAND SURVEY was approved and accepted by the City Council of Richfield, Minnesota at regular meeting thereof held this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

If applicable, the written comments and recommendations of the Commissioner of Transportation and the County Highway Engineer have been received by the City, or the prescribed 30 day period has elapsed without receipt of such comments and recommendations, as provided by Minnesota Statutes Section 505.03, Subd. 2.

City Council of Richfield, Minnesota

By: \_\_\_\_\_, By: \_\_\_\_\_

Mayor

Manager

**RESIDENT AND REAL ESTATE SERVICES**, Hennepin County, Minnesota

I hereby certify that taxes payable in \_\_\_\_\_ and prior years have been paid for land described on this REGISTERED LAND SURVEY.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Mark V. Chapin, Hennepin County Auditor

By: \_\_\_\_\_, Deputy

**SURVEY DIVISION**, Hennepin County, Minnesota

Pursuant to Minnesota Statutes Section 383B.565 (1969), this REGISTERED LAND SURVEY has been

approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Chris F. Mavis, Hennepin County Surveyor

By: \_\_\_\_\_

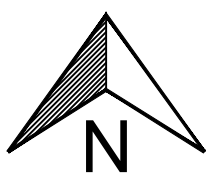
**REGISTRAR OF TITLES**, Hennepin County, Minnesota

I hereby certify that the within REGISTERED LAND SURVEY NO. \_\_\_\_\_ was filed in

this office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ o'clock \_\_\_\_\_ M.

Martin McCormick, Registrar of Titles

By: \_\_\_\_\_, Deputy



The bearing basis is the west line of the Government Lot 1, Section 27, Township 28, Range 24 which is assumed to bear North 00 degrees 10 minutes 26 seconds West.

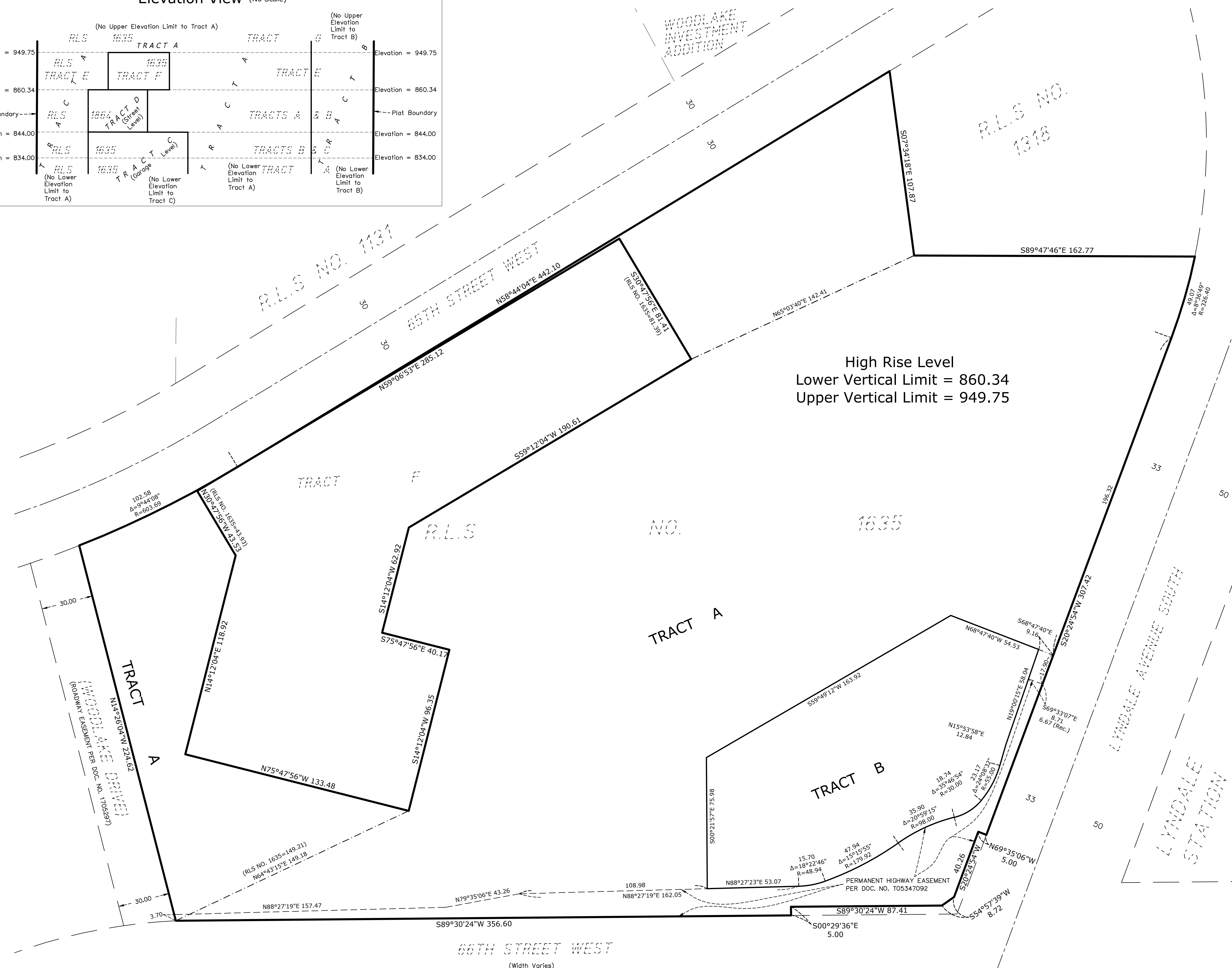
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# CivilSite

G R O U P

## HENNEPIN COUNTY, MINNESOTA

R.T. DOC. NO —



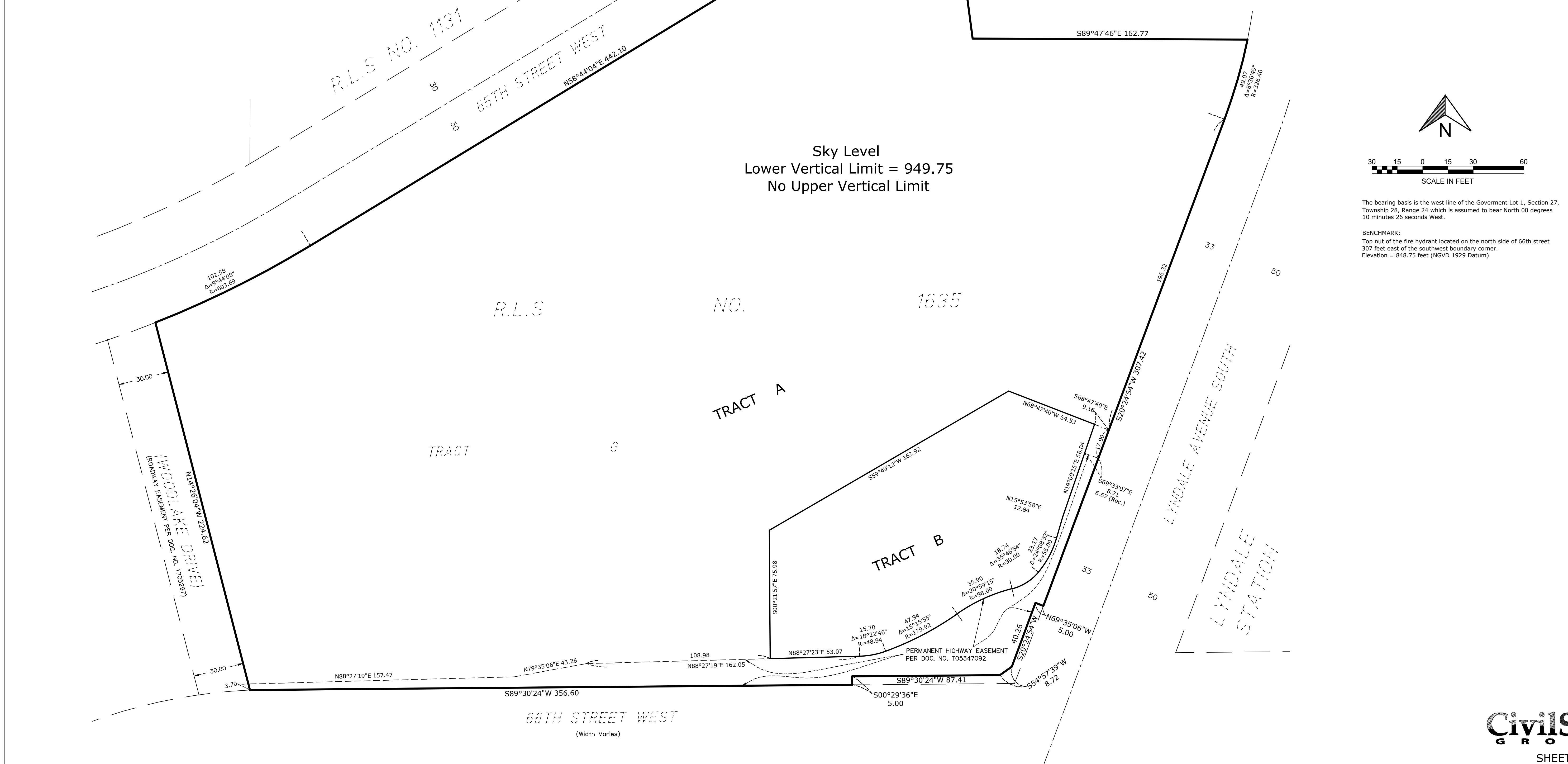
(RLS NO. 1635=) Denotes a record measurement per REGISTERED LAND SURVEY NO. 1635

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## HENNEPIN COUNTY, MINNESOTA

R.T. DOC. NO —



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