

Agenda
Transportation Commission
City Of Edina, Minnesota
Public Works Facility - Multi-Purpose Room

Thursday, June 16, 2022
6:00 PM

- I. Call To Order
- II. Roll Call
- III. Approval Of Meeting Agenda
- IV. Approval Of Meeting Minutes
 - A. Approval of Minutes - Regular Meeting of May 19, 2022
- V. Special Recognitions And Presentations
 - A. 2023 Work Plan Development Review
- VI. Community Comment

During "Community Comment," the Board/Commission will invite residents to share relevant issues or concerns. Individuals must limit their comments to three minutes. The Chair may limit the number of speakers on the same issue in the interest of time and topic. Generally speaking, items that are elsewhere on tonight's agenda may not be addressed during Community Comment. Individuals should not expect the Chair or Board/Commission Members to respond to their comments tonight. Instead, the Board/Commission might refer the matter to staff for consideration at a future meeting.

- VII. Reports/Recommendations
 - A. Traffic Safety Report of May 31, 2022
 - B. 2022 Work Plan Updates
 - C. 2023 Work Plan Development

VIII. Chair And Member Comments

IX. Staff Comments

X. Adjournment

The City of Edina wants all residents to be comfortable being part of the public process. If you need assistance in the way of hearing amplification, an interpreter, large-print documents or something else, please call 952-927-8861 72 hours in advance of the meeting.



CITY OF EDINA

4801 West 50th Street

Edina, MN 55424

www.edinamn.gov

Date: June 16, 2022

Agenda Item #: IV.A.

To: Transportation Commission

Item Type:

Minutes

From: Andrew Scipioni, Transportation Planner

Item Activity:

Subject: Approval of Minutes - Regular Meeting of May 19, 2022

Action

ACTION REQUESTED:

Approve the minutes of the Transportation Commission regular meeting of May 19, 2022.

INTRODUCTION:

See attached draft minutes.

ATTACHMENTS:

Draft Minutes: May 19, 2022



Minutes
City Of Edina, Minnesota
Transportation Commission
Public Works Multi-Purpose Room
May 19, 2022

I. Call To Order

Chair Johnson called the meeting to order at 6:06 p.m.

II. Roll Call

Answering roll call: Commissioners Ahler, Brown, Lewis, McCarthy, Plumb-Smith, Rubenstein, Johnson

Late: Commissioners Kitui, Kanti Mahanty

Absent: Commissioners Richman, Clark

Staff present: Transportation Planner Andrew Scipioni

III. Special Recognitions and Presentations

A. Welcome Commissioner Tricia Rubenstein

Liaison Scipioni introduced new Commissioner Tricia Rubenstein.

IV. Approval Of Meeting Agenda

Motion was made by Commissioner McCarthy and seconded by Commissioner Ahler to approve the agenda. All voted aye. Motion carried.

Commissioner Kitui arrived at 6:09.

V. Approval Of Meeting Minutes

Motion was made by Commissioner Lewis and seconded by Commissioner Brown to approve the April 21, 2022 meeting minutes. All voted aye. Motion carried.

VI. Community Comment

None.

VII. Reports/Recommendations

A. CloverRide Service Contract Renewal

The Commission review staff's recommendation to renew the service contract with DARTS for the CloverRide circulator bus. Comments from Commissioners included:

- Staff clarified that the service contract allows the City to modify the route when necessary to better serve riders' needs.
- The ability to accommodate mobility-impaired riders makes CloverRide more accessible than other ride-sharing services.
- Riders continue to enjoy the social interaction provided by the service.
- Commissioners are supportive of continuing the service contract.

Commissioner Kanti Mahanty arrived at 6:14.

B. Traffic Safety Report of April 26, 2022

The Commission reviewed and commented on the Traffic Safety Report of April 26, 2022.

- Item B3. Request outwalk curb cut at 5040 Windsor Avenue.

Motion was made by Commissioner Lewis and seconded by Commissioner Brown to recommend that staff research private funding sources for homeowner to pursue private modifications to their property. All voted aye. Motion carried.

C. Draft Boulevard Tree Ordinance Language

The Commission reviewed the draft boulevard tree ordinance language.

D. 2022 Work Plan Updates

- **#1 Tree Boulevard Policy** – Commission reviewed draft ordinance.
- **#2 Public Transit Checklist** – Commission discussed ideas/topics to include in checklist.
- **#3 PACS Fund Policy** – Organized data provided by staff, working on how best to structure deliverable.
- **#4 SRTS Demonstration Projects** – No update.
- **#5 TIS Process Review** – No update.
- **#6 Transit Connectivity** – Subcommittee is considering refocusing initiative to advocate for improvements at Southdale Transit Center or for transit service reinstatements.

VIII. Chair and Member Comments – Received.

IX. Staff Comments – Received.

X. Adjournment

Motion was made by Chair Ahler and seconded by Commissioner McCarthy to adjourn the May 19, 2022 meeting at 7:53 p.m. All voted aye. Motion carried.

| TRANSPORTATION COMMISSION ATTENDANCE | | | | | | | | | | | | | | |
|--------------------------------------|---|---|---|----------|---|---|---|---|---|---|---|---|-----------|--------------|
| | J | F | M | A | M | J | J | A | S | O | N | D | # of Mtgs | Attendance % |
| Meetings | 1 | 1 | 1 | 1 | 1 | | | | | | | | 5 | |
| NAME | | | | | | | | | | | | | | |
| Ahler, Mindy | 1 | 1 | 1 | 1 | 1 | | | | | | | | 5 | 100% |
| Brown, Chris | 1 | 1 | | 1 | 1 | | | | | | | | 4 | 80% |
| Johnson, Kirk | 1 | 1 | 1 | 1 | 1 | | | | | | | | 5 | 100% |
| Kitui, Janet | | 1 | 1 | 1 | 1 | | | | | | | | 4 | 80% |
| Lewis, Andy | 1 | 1 | | 1 | 1 | | | | | | | | 4 | 80% |
| McCarthy, Bruce | 1 | | 1 | 1 | 1 | | | | | | | | 4 | 80% |
| Plumb-Smith, Jill | 1 | 1 | 1 | | 1 | | | | | | | | 4 | 80% |
| Richman, Lori | 1 | 1 | 1 | 1 | | | | | | | | | 4 | 80% |
| Rubenstein, Tricia | | | | | 1 | | | | | | | | 1 | 100% |
| Clark, Anna (s) | 1 | | | 1 | | | | | | | | | 2 | 40% |
| Kanti Mahanty, Stephen (s) | | 1 | | 1 | 1 | | | | | | | | 3 | 60% |
| Kane, Bocar | | | | Resigned | | | | | | | | | 0 | N/A |



CITY OF EDINA

4801 West 50th Street

Edina, MN 55424

www.edinamn.gov

Date: June 16, 2022

Agenda Item #: V.A.

To: Transportation Commission

Item Type:

Other

From: Andrew Scipioni, Transportation Planner

Item Activity:

Subject: 2023 Work Plan Development Review

Information

ACTION REQUESTED:

None.

INTRODUCTION:

Community Engagement Coordinator MJ Lamon will review the 2023 work plan development process.

ATTACHMENTS:

2023 Work Plan Development Review

Commissioner Work Plan Guide

Climate Action Plan Menu Memo



Commission Member Review 2022

MJ Lamon

Community Engagement Manager

Updated 2022.05.23

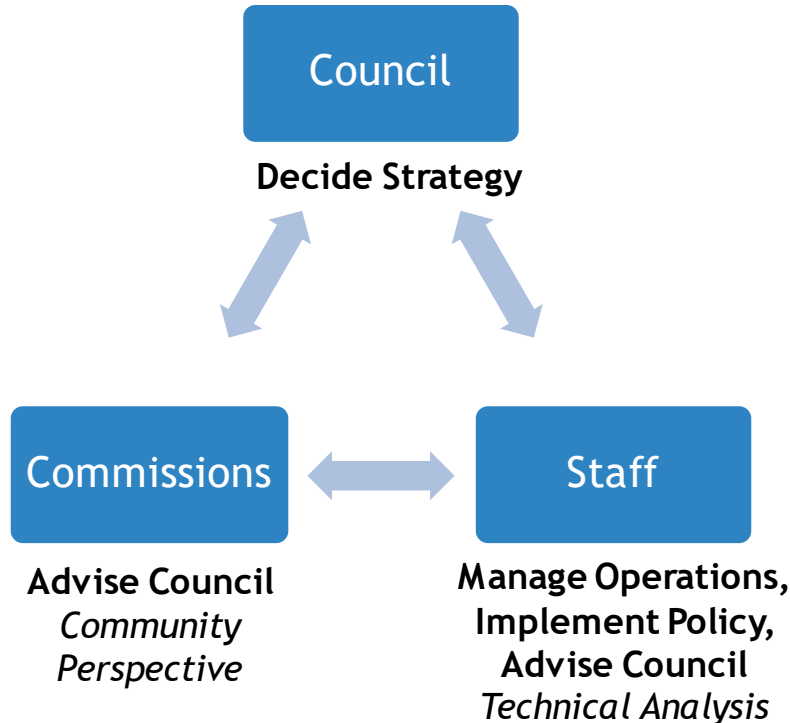
Agenda

► Work Plan Development

- Citywide Work Plans
- Calendar
- Roles
- Sub-committee & working groups
- Template
- Field Descriptions



Supporting Council



Council

- Make policy-level decisions
- Hire & supervise City Manager
- Approve
 - Budget and related work plan
 - Ordinances and policy decisions
 - Development proposals
 - Variances and rezoning requests
- Appoint advisory boards and commissions

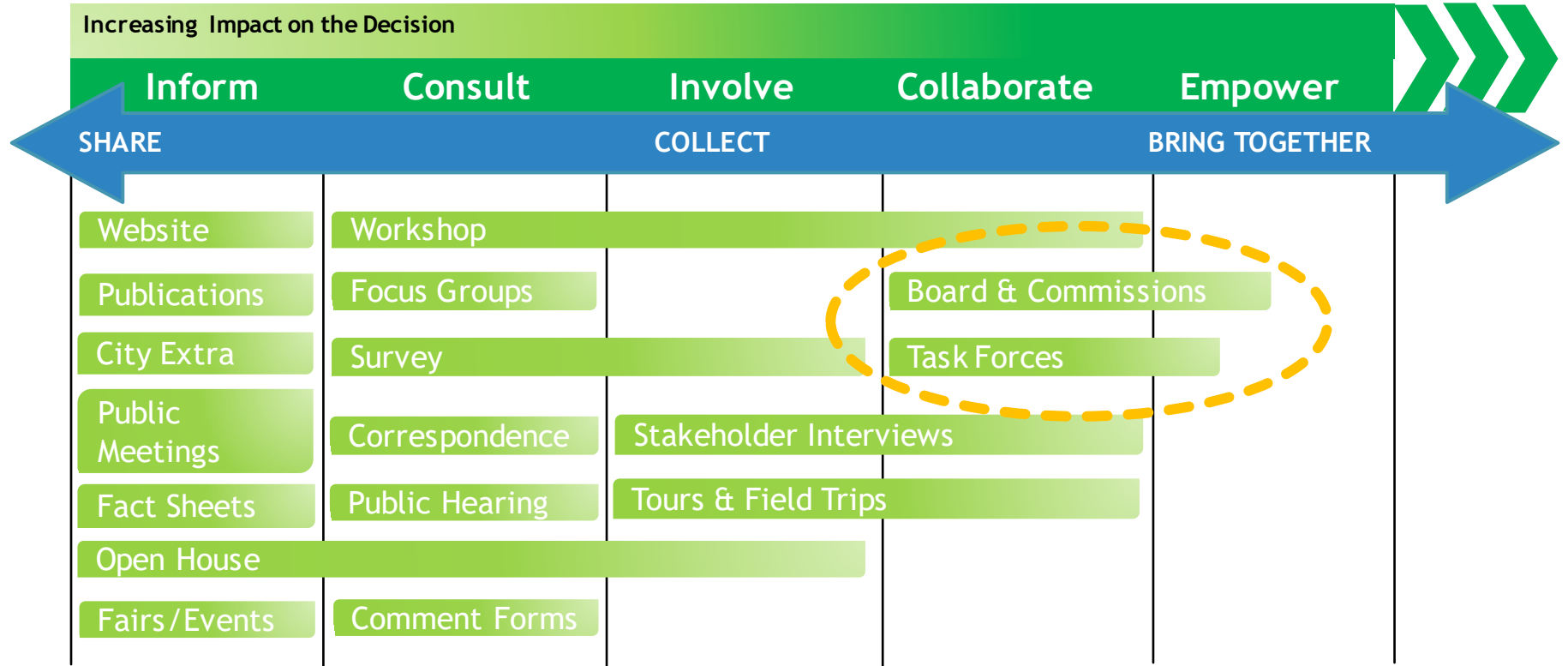
Staff

- Provide best efforts and technical advice to Council
- Manage operations and staff
- Propose budget and policies
- Carry out Council decisions
- Deliver services
- Equitably enforce codes and policies

Advisory Boards, Commission & Task Forces

- Provide community perspective on values and needs
- Propose work plan items
- Advise the council through work plan charges
- Hold hearings as directed by Council
- Assist as directed in work plan with engagement efforts

Technique Examples on the Spectrum

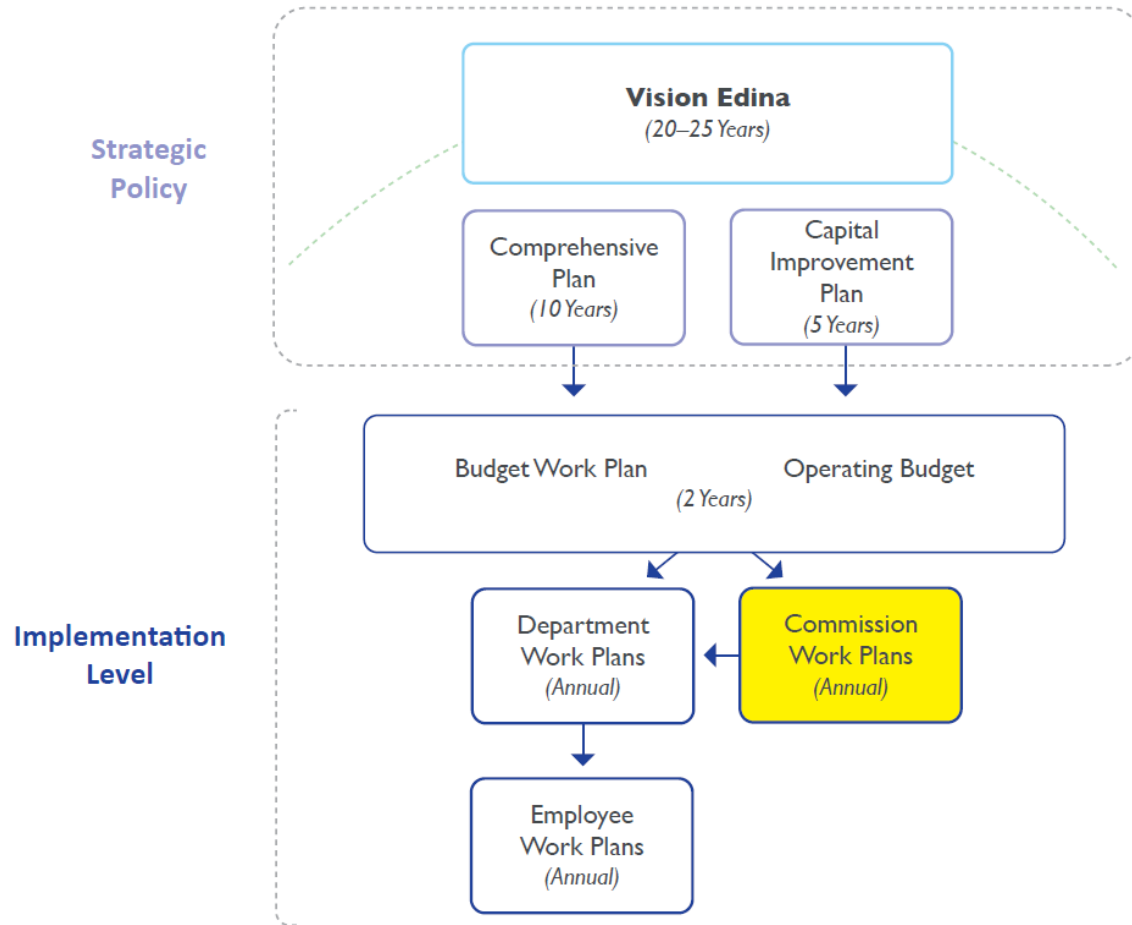


| | Commission | Subcommittee | Working Group | Task Force |
|---------------|------------|-------------------------|-----------------------------|-------------------------|
| Tenure | Ongoing | Temporary | Temporary | Temporary |
| Members | Residents | Commission members only | Commission + Public members | As defined |
| Scope | Work Plan | Work Plan Item | Work Plan Item | Task Force Charge |
| OML | Required | Not required | Not required | Not required |
| Staff Support | Yes | No | Not typically | Yes |
| Reports To | Council | Commission | Commission | Council or City Manager |

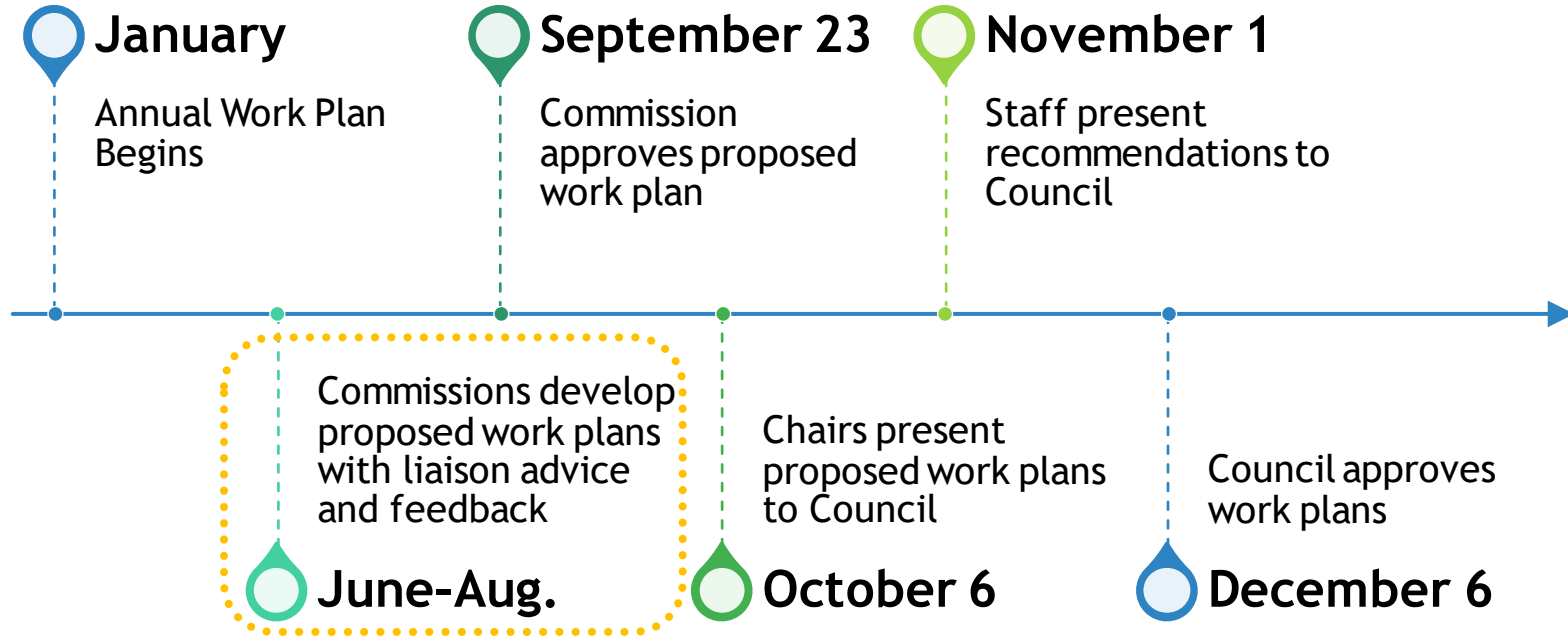
Key Roles

| CHAIR | STAFF LIAISON |
|---|---|
| <ul style="list-style-type: none">• Work with liaison to prepare agenda• Lead meetings and facilitate discussion• Facilitate development of the annual work plan and provide progress updates• Encourage member participation• Manage areas of conflict | <ul style="list-style-type: none">• Prepare agenda and meeting materials• Provide official notice of meetings• Record & prepare minutes.• Maintain BC official records• Provide technical expertise and access to City staff and resources• Relay information to council |

Work Plans



Commission Work Plan Calendar



Roles

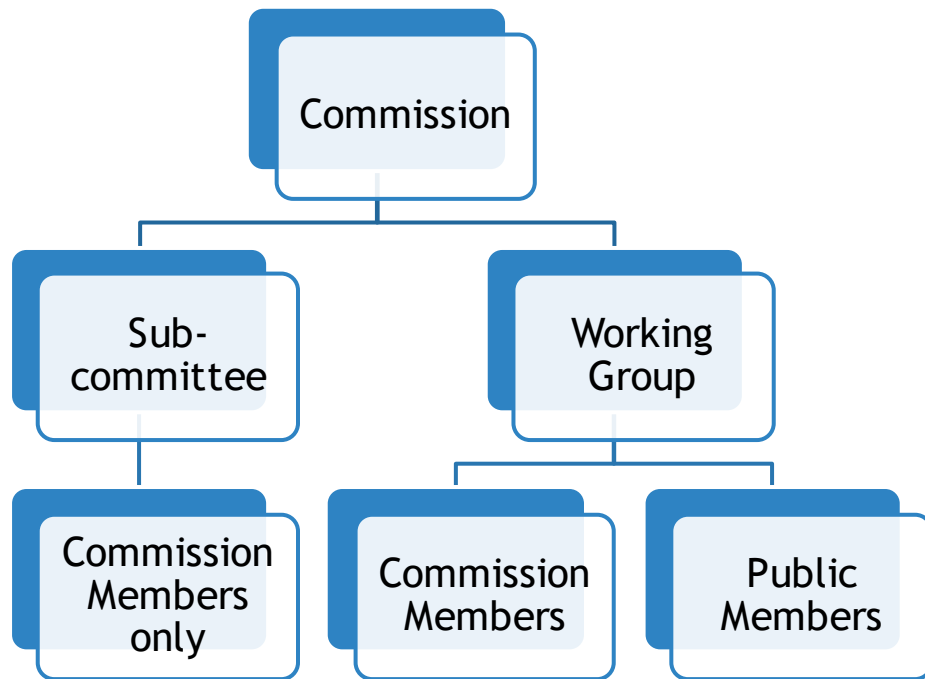
Commission Chair

- Lead work plan development
- Make sure work plan is not overloaded
- Ensure there is a “lead(s)” to each initiative
- Present proposed work plan to City Council

Staff Liaison

- Provide technical expertise, recommendations and advice to the commission
- Provide clear recommendations to City Management and/or Council to consider
- Ensure work plan template fields are completed

Committees & Working Groups



Considerations:

- Quorum
- Student members



Commission: Choose an item.

2023 Annual Work Plan Proposal



| Initiative # | Initiative Type <input type="checkbox"/> Project <input type="checkbox"/> Ongoing / Annual <input type="checkbox"/> Event Council Charge <input type="checkbox"/> 1 (Study & Report) <input type="checkbox"/> 2 (Review & Comment) <input type="checkbox"/> 3 (Review & Recommend) <input type="checkbox"/> 4 (Review & Decide) | | |
|--|--|--|---------------------------|
| Initiative Title | Deliverable | Leads Sub-Committee or Working Group | Target Completion Date |
| Budget Required: (Completed by staff) Are there funds available for this project? If there are not funds available, explain the impact of Council approving this initiative. | | | |
| Staff Support Required (Completed by staff): How many hours of support by the staff liaison? Communications / marketing support? | | | |
| Liaison Comments: | | | |
| City Manager Comments: | | | |
| Progress Q1: | | | |
| Progress Q2: | | | |
| Progress Q3: | | | |
| Progress Q4: | | | |

Parking Lot: (These items have been considered by the BC, but not proposed as part of this year's work plan. If the BC decides they would like to work on them in the current year, it would need to be approved by Council.)

Title

Be clear and provide detail

Deliverable

What exactly will be the product / result of your initiative

Budget

Staff determines if funds are available, commission collectively decides to available funds

Liaison Comments

Liaisons will provide you technical advice and feedback

Leads

Signify who is working on the item, working group?

Target Completion

Be realistic, impacts to supporting departments

Partner Projects

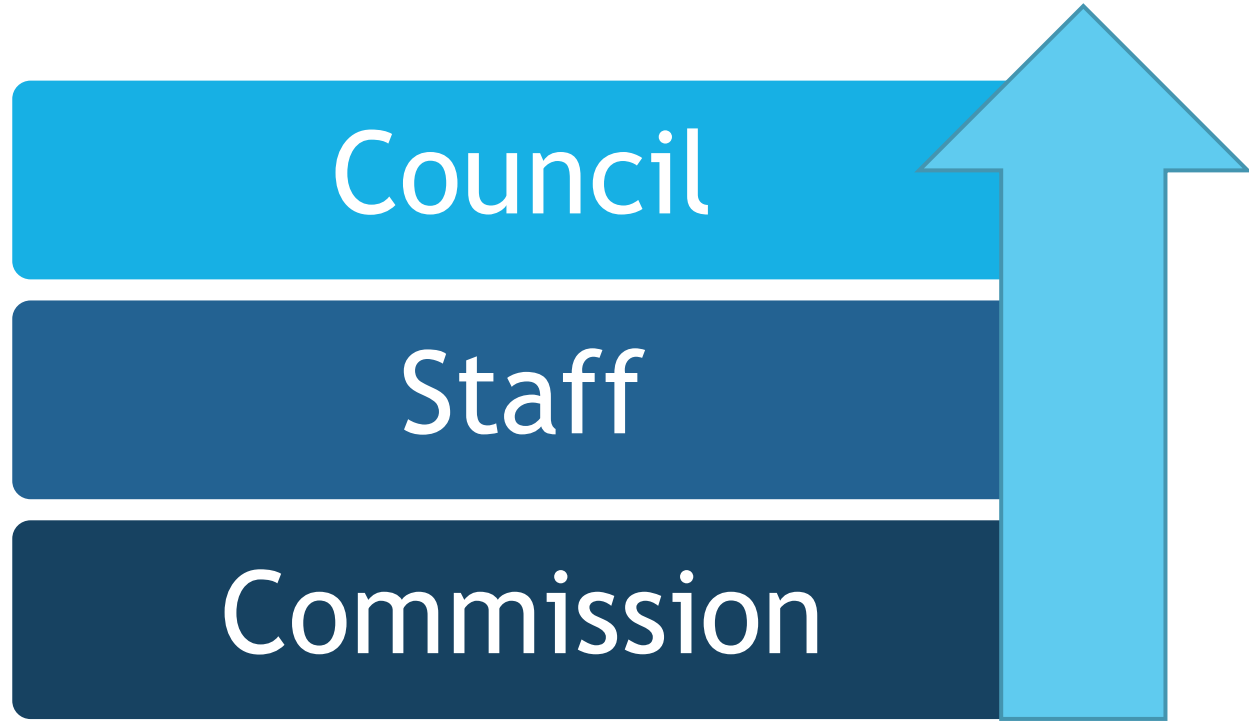
Cross commission initiatives, liaisons communicate partner requests

Progress Reports

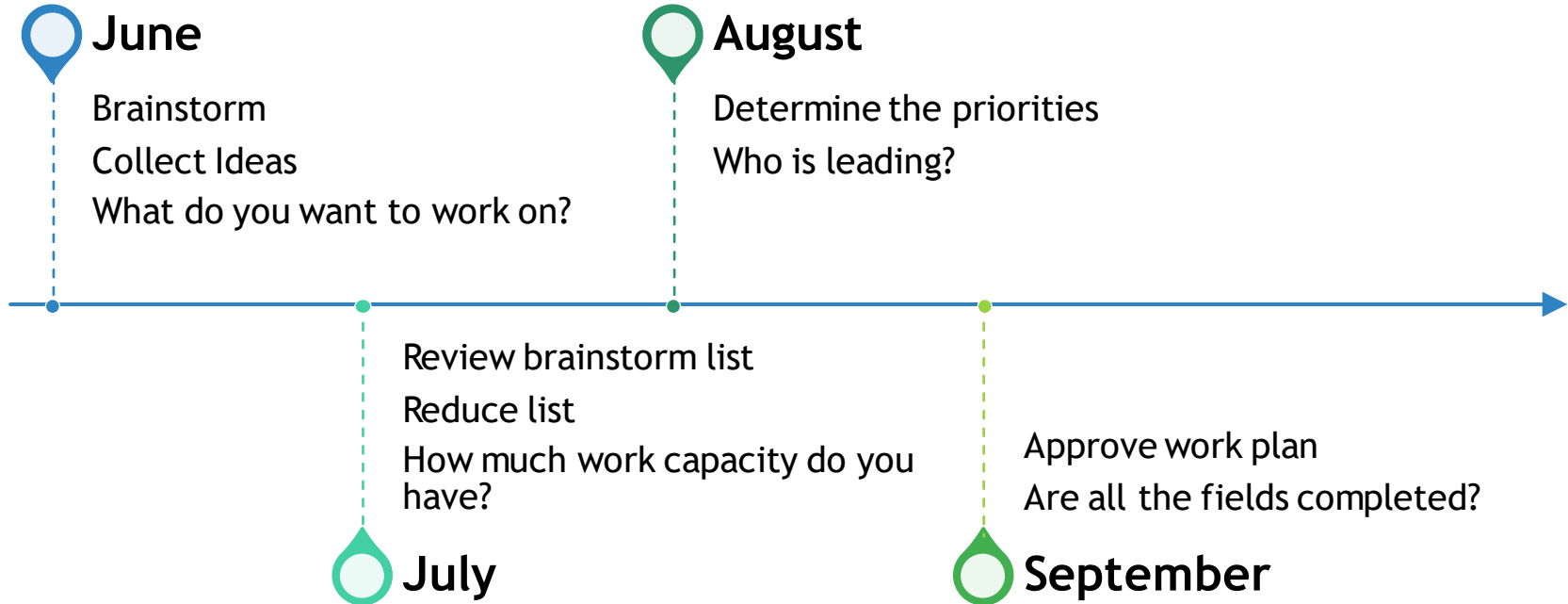
Complete quarterly & always before joint meeting

***Don't leave white fields blank**

Commission Up



Steps to Develop your work plan!



Climate Action Plan (2023)

- Review Climate Action Menu
- Consider including one Climate Action to 2023 work plan
- For questions, contact EEC Chair

Questions?

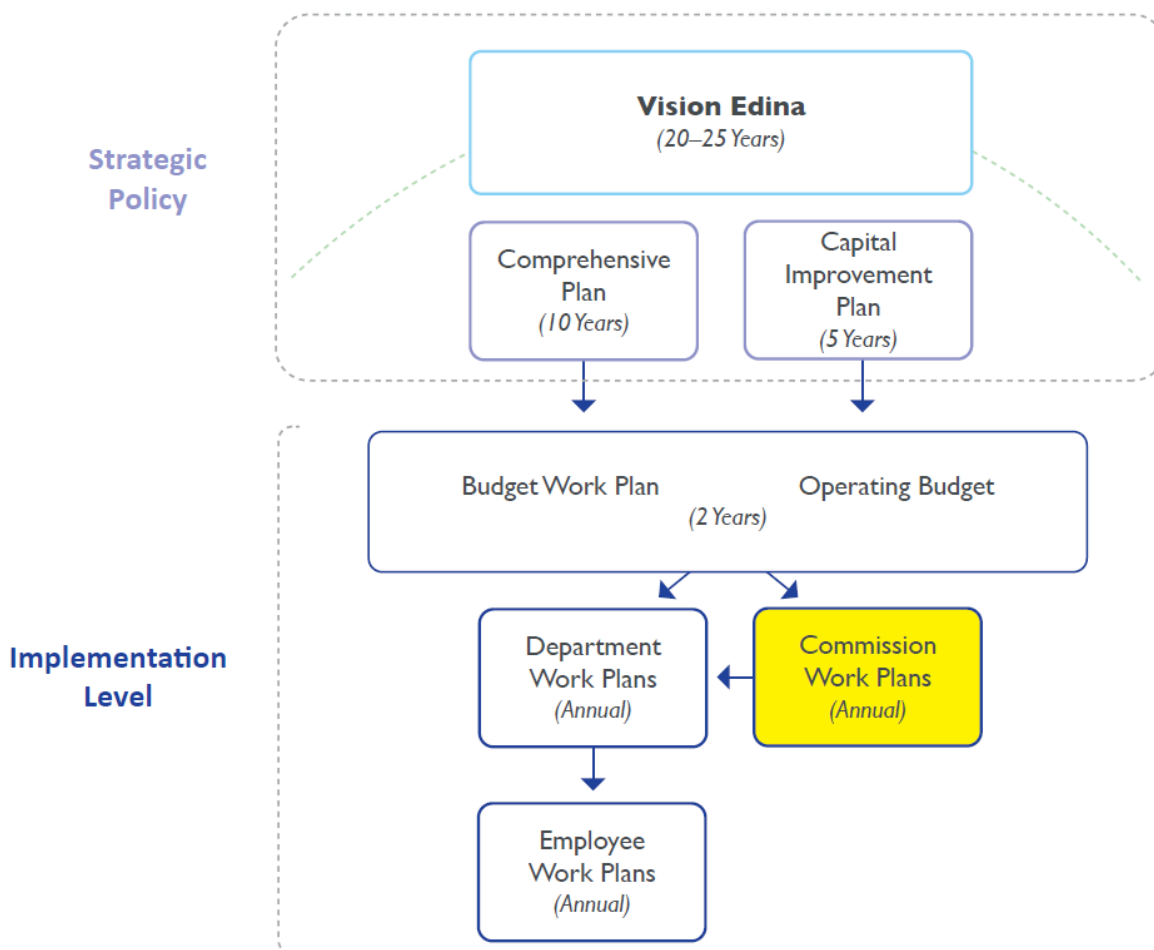


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CITY-WIDE WORK PLAN PROCESS

At the same time Commissions are developing their work plans, the city is developing the Budget work plan and department work plans. Commission work plans are one piece of the larger puzzle.



Before You Start

Commission work plans are advisory up. Council does not dictate every work plan items. They are interested in hearing what the Commission members feel is important to dedicate time to and they approve the final plan. There may be overarching strategic plans or implementation plans informing commission work plan initiatives. It is the responsibility of staff to ensure work plan items are not in direct conflict with department work plans, budget work plan or strategic policies. At times, Council may direct staff to amend a work plan whether it is adding a new item, deleting an item, or altering a work plan item.

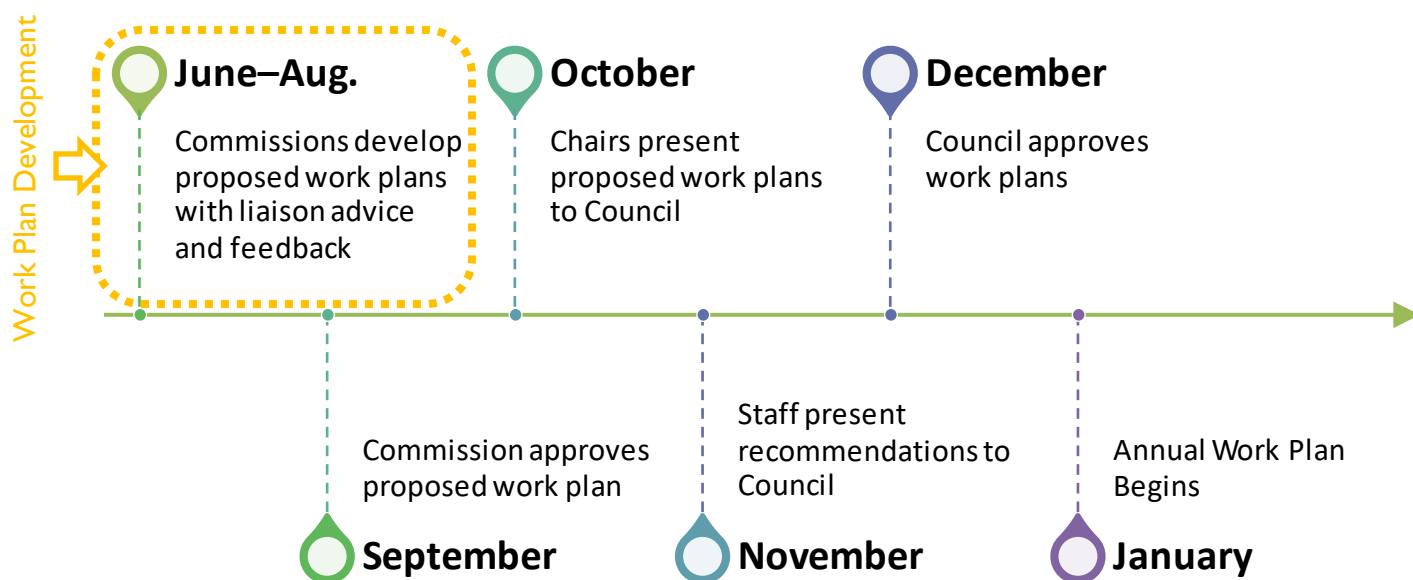


Generally:

- Commission work plans are developed by the Commission, not the staff liaison.
- There should be a commissioner willing to “lead” the initiative if it is being proposed.
- Work plan initiatives should not include City Department work plan initiatives. (while there may be overlap, it should be clear what the Commission’s role is)
- List initiatives in order of priority (#1 is highest priority).
- Commissions should be careful not to overload their work plan but pursue an achievable number of initiatives.
- “Parking Lot” is reserved for initiatives the Commission considered but did not propose as part of the work plan. These items are not considered approved and would require a work plan amendment approved by Council to allow the Commission to begin work.

Annual Calendar

Annual work plans ensure that the Commissions’ initiatives are aligned with the City Council’s priorities. Approving work plans is a three-part process. Work plans development starts in the summer months and ends in December.



Important Dates for 2022:

September 23 – Work plans due

October 6 – Chair present work plans to Council

November 1 – Staff presents recommendations to Council

December 6 – City Council approves work plans

*These dates change every year

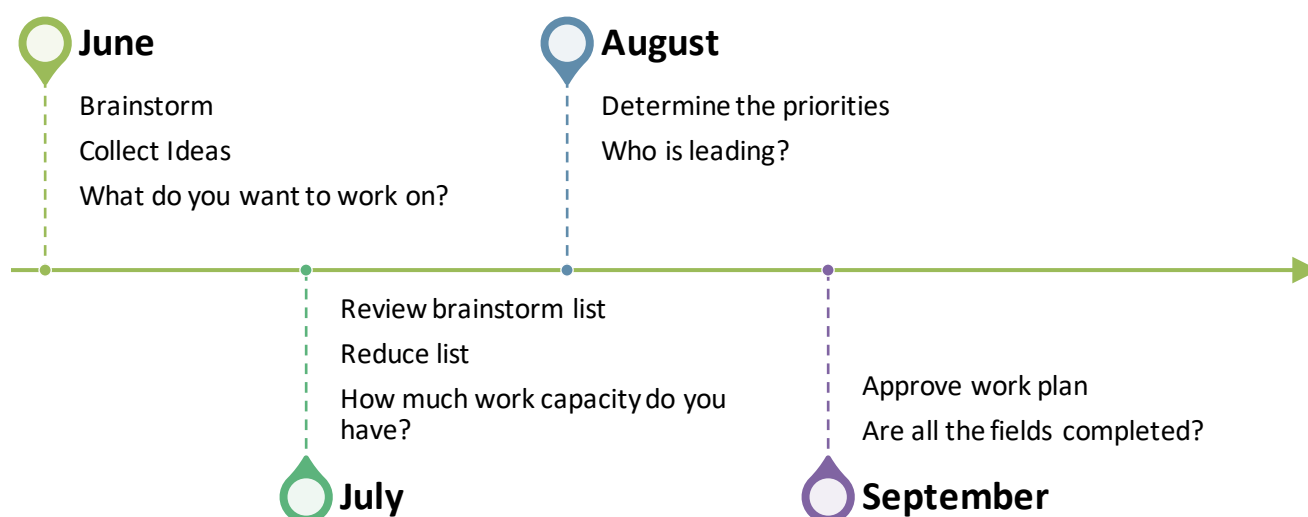
Roles

| | | |
|----------|---------------------------|--|
| 1 | Chair | <ul style="list-style-type: none"> • Ensure work plan template is complete • Present proposed work plan to Council • Facilitate the development of the work plan |
| 2 | Commission Members | <ul style="list-style-type: none"> • Sign up as a lead(s) for sub-group work • Propose work plan initiatives to be added to the work plan |
| 3 | Staff Liaison | <ul style="list-style-type: none"> • Attend Council meetings when work plans are being proposed • Communicate final approved work plan and supporting documentation to Commission • Provide input on proposed work plan initiatives throughout the entire process • Provide liaison comments on the work plan for staff and council review |
| 4 | Council | <ul style="list-style-type: none"> • Assign a Council Charge • Approve work plans • Review proposed work plans • Provide feedback |

WORK PLAN DEVELOPMENT

Work plans are vital for guiding the work of each commission on an annual basis. The work plans enhance city services/opportunities and at times assist in completing citywide strategies. Work Plan Development takes place during the months of June, July and August.

Steps to Work Plan Development



Council Charges

Council provides guidance on complete the work by assigning council charges. Before starting your work plan development take some time to understand what the charges mean.

- The Council Charge is a guide for Council to provide clear and specific direction to Boards and Commissions on.
- Council Charge is given in instances when Council tasks a board or commission with an initiative.
- City staff ensures Council identifies the charge level of the task.
- The Council Charge concept is implemented in Board and Commission work plans.

| Charge | 1: Study & Report | 2: Review & Comment | 3: Review & Recommend | 4: Review & Decide |
|---------------------------|--|--|---|--|
| Commission Role | Study a specific issue or event and report its findings to Council | Review a specific policy issue and staff will seek comments from each individual member of the group to pass on to Council | Review a specific policy issue and provide a recommendation on the issue to Council | Study, review and decide on an issue. The Decision will be the City's official position on the matter unless the issue is formally reversed by Council |
| Commission Vote | No vote is taken by the commission | No vote is taken by the commission | A majority vote is required | A majority vote is required |
| Commission Recommendation | No official recommendation is provided to Council | No official recommendation is provided to Council | An official recommendation is provided to Council | No official recommendation is provided to Council |
| Report Type | Required: Advisory Communication & Staff Report | Required: Staff Report | Required: Staff Report Optional: Advisory Communication | None |

Work Plan Template

Each commission uses a work plan template. The screen shot of the template is below. The fields in white must be filled out by the commission. The fields in green will be completed by your staff liaison and other City staff who participate in the work plan review process.



Commission: Choose an item.
2023 Annual Work Plan Proposal



| Initiative # | Initiative Type <input type="checkbox"/> Project <input type="checkbox"/> Ongoing / Annual <input type="checkbox"/> Event | | |
|---|---|--------------------------------|------------------------|
| | Council Charge <input type="checkbox"/> 1 (Study & Report) <input type="checkbox"/> 2 (Review & Comment) <input type="checkbox"/> 3 (Review & Recommend) <input type="checkbox"/> 4 (Review & Decide) | | |
| Initiative Title | Deliverable | Leads | Target Completion Date |
| | | Sub-Committee or Working Group | |
| Budget Required: (Completed by staff) Are there funds available for this project? If there are not funds available, explain the impact of Council approving this initiative. | | | |
| Staff Support Required (Completed by staff): How many hours of support by the staff liaison? Communications / marketing support? | | | |
| Liaison Comments: | | | |
| City Manager Comments: | | | |
| Progress Q1: | | | |
| Progress Q2: | | | |
| Progress Q3: | | | |
| Progress Q4: | | | |
| Parking Lot: (These items have been considered by the BC, but not proposed as part of this year's work plan. If the BC decides they would like to work on them in the current year, it <u>would</u> need to be approved by Council.) | | | |
| | | | |
| | | | |

Work Plan Template Field Descriptions

Initiative Type

- Project
This is a new or continued initiative
- Ongoing / Annual
This is an initiative that the commission has on their work plan every year
- Event
These are events or awards coordinated by the commission (not City staff)

Council Charge

- Study and Report
- Review and Comment
- Review and Recommend
- Review and Decide

Initiative Title

The title should describe the project the commission wants to work on. Describe what the commission will do. If you lead with a council charge, this helps understand the commissions desire for the depth of working on an initiative.

Examples:

- Review and recommend a building energy benchmarking policy.
- Study and report on possible city actions to reduce access and usage of vaping for youth.

Deliverable

Provide detail on what will be the outcome or final product of the project.

Leads

Each initiative will be completed via a sub-committee or working group. Every initiative should have commissioner(s) assigned to it for completion. ALL should be avoided.

Target Completion Date

What month or quarter does the commission hope to complete the initiative.

Budget Required

Will the commission need funds for this initiative? Are there funds available? Per state statute commissions does not have the approval to spend city funds. When a commission approves an amount to support a commission, this recommendation is passed to City staff for further investigation and approval.

Staff Support Required

How much staff resources will be needed to complete the initiative? This section includes liaison, additional staff and communications support. If the initiative will require a communications/marketing components add it here.

Liaison Comments

This is the liaison's response to the initiative. Liaisons are asked to provide the commission guidance during the entire process of work plan development. For staff review they are also asked to provide and recommended changes in this section.

City Manager Comments

This is the City Manager's response to the initiative.

Progress Report

This section is completed prior to the joint work session with Council. The audience for this update is Council.

COMPLETING WORK PLAN ITEMS

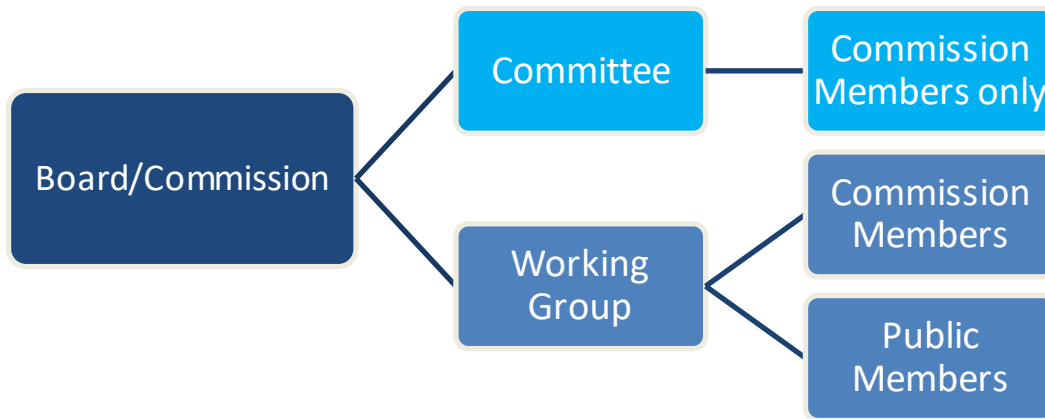
Work plan items are completed by the commission. Work plan items usually include the entire commission in final approval; however, the bulk of the work is done outside of regularly scheduled meetings by smaller groups of commissioners.

Sub-committees and Working Groups

Local governments often use a variety of advisory groups, including Boards and Commissions, to complete the mission of the city. Commissions also may create sub-committees and working groups to assist them with their work plan, however, **sub-committees and working groups work at the direction of the whole commission.**

Role of these groups:

- Study issues in greater depth and report findings
- Assist with community initiatives or events



| COMMITTEES | |
|---|--|
| Membership <ul style="list-style-type: none"> The commission selects at least two, but less than a quorum of members All members must be members of the commission The commission selects a chair or co-chairs Not subject to Open Meeting Law | Guidelines: <ul style="list-style-type: none"> Committees are established with the approval of the commission to assist with a work plan initiative The commission has final recommendations on all matters which the committee has been given guidance Staff does not provide support to committees Meetings of Committees are not public meetings |

| WORKING GROUPS | |
|---|---|
| Membership <ul style="list-style-type: none"> A Working Group is comprised of one or more members of the Board/Commission, but less than a quorum of members and includes members of the public. Commission selects the chair or co-chairs The chair will recommend to the commission other working group members who are outside of the Board/Commission. The board/commission appoints additional working group members. Not subject to Open Meeting Law | Guidelines: <ul style="list-style-type: none"> Established with the approval of the commission Created when work requires more support Set timeline Notice is given to the public of the formation of the working group providing a minimum of 14 days for the public to express interest before members are selected Commission has final recommendations on all matters of the working group Staff liaison does not support working groups Meetings of working groups are not legally required to be public |

When presenting recommendations to City Council it is essential that Board and Commission members keep the following in mind:

- Recommendations should be in written form.
- Ideas should be expressed in clear and concise language.
- Proposed solutions should be viable and cost-effective.
- Recommendations should identify reasons for the changes suggested.
- Advice should reflect the views of a consensus or a majority of Board and Commission members.

Role of Staff Liaison. One of the primary roles of the Staff Liaison is to assist in delivering information from the City Council to, and vice versa. It is the responsibility of the Staff Liaison to communicate the guidance of their Board and Commission completely and impartially.

Communication Tools. Boards and Commissions have five primary tools for communication with the City Council. Since Council time is limited and it is important that all members of the Council receive the information, it is imperative that communication is done through these formal channels. The table below outlines each tool and its intended purpose:

| | |
|----------|--|
| 1 | Meeting Minutes <ul style="list-style-type: none"> • Meeting minutes are intended to give members a record of Board and Commission proceedings. After the minutes are approved, they are included as part of the upcoming Council packet. Council members are very diligent about reading Board and Commission minutes. |
| 2 | Joint Work Session <ul style="list-style-type: none"> • Joint work sessions are held at least once a year. This is an opportunity to update the Council on the Commission's work plan and to get Council feedback on the progress to date. |
| 3 | Annual Work Plan <ul style="list-style-type: none"> • The annual work plan process enables Commissions to share their goals for the upcoming year. The Council reviews those goals and other ideas before giving final direction on Commission priorities. • Council will assign each work plan item a Council Charge |
| 4 | Staff Reports <ul style="list-style-type: none"> • Staff reports are prepared by staff to forward a regulatory item or other goal from the Commission's approved work plan to a Council meeting for approval or direction. It is staff's responsibility to outline the Commission's recommendation, as well as staff recommendations, and to highlight any important differences between the two. |
| 5 | Advisory Communication <ul style="list-style-type: none"> • Advisory communication is prepared by the Commission members under the direction of the Commission. This template should be used when the Commission wants to give input on an issue but due to timing or the nature of the issue, meeting minutes are deemed insufficient. Advisory communications should be used if the Commission wishes to advise the Council on a topic not included on their approved work plan. |

Department Name

Phone 952-927-8861 • Fax 952-826-0390 • EdinaMN.gov



Date: 06/01/2022
To: Edina Boards and Commissions
From: Grace Hancock, Sustainability Manager
Subject: Edina Commission Climate Action Menu: 2023 Work Plan options
Attachment: 2023 Commission Climate Action Menu

Background: The City's first [Climate Action Plan](#) (CAP) was approved at the end of 2021 with 36 strategies supported by 200 actions. The CAP identifies the City's GHG emission reduction target of 45% below 2019 levels by 2030 and achieve net zero emissions by 2050. The CAP's goal is to help those who live and work in Edina imagine and achieve a future where the Earth and all who live on it thrive.

For more information, the Climate Action Plan was the subject of a 2021 Town Talk, viewable here: https://www.bettertogetheredina.org/town-talks/forum_topics/sustainability-climate-action-plan

In 2022, City staff kicked off the implementation of the CAP, undertaking ~60 actions, along with a few actions led by Commissions. With feedback from the Energy and Environment Commission, the Sustainability Division has informed City Council that it will ask that each Commission consider adding a Climate Action to its 2023 work plan.

Attached is a refined list of Climate Actions that are suitable for Commission leadership. Some have been identified as especially suitable for certain Commissions, but all are available for all Commissions to consider for their 2023 work plan. These actions were chosen based on the nature of Commission work – resident volunteers who advise Council based on their Commission Charge. The intent for any Climate Action undertaken by a Commission is to study the issue and identify what's possible for Council to consider as next steps. It is not expected that Commissions accomplish the Action within one year, rather it is hoped that Commissions can lend their resident perspective and expertise to make meaningful contributions to the progress of any action they choose to undertake.

Action Requested: Commissions should discuss the Climate Action Menu as part of their 2023 work plan development process. Commissions should consider including one Climate Action in their 2023 work plan, and be prepared to mention how their work aligns with the Climate Action Plan when presenting to City Council. For clarifying questions related to any Climate Actions, Commission Chairs should contact the EEC Chair and/or Vice Chair.

EEC Chair: Hilda Martinez, hildakimx99@gmail.com
EEC Vice Chair: Michelle Horan, mhoran00@gmail.com

Edina Commission Climate Action Menu: 2023 Work Plan options

| Strategy | Action | Potential Commission Work Plan |
|----------------------------------|--|--------------------------------|
| Buildings & Energy 1-5 | Partner with local organizations and businesses to educate the public and promote the adoption of energy efficiency habits like purchasing high-efficiency equipment, turning the lights off in unused spaces and at night, having efficient indoor temperature control, and promote home energy audits among their staff and students. | |
| BE 1-7 | Create a welcome packet for new businesses and residents, which will provide information on all the energy efficiency improvement resources and opportunities. | |
| BE 1-13 | Establish a performance ratings/labeling program for all homes listed for sale or rent so that owners, tenants and prospective buyers can make informed decisions about energy costs and carbon emissions. Rating program to require Energy Audit/Energy Efficiency Program participation. | EEC |
| BE 4-2 | Partner with institutions and businesses within Edina to secure commitments to reduce operational greenhouse gas emissions in line with the goals of this Climate Action Plan, achieving carbon neutrality by 2050. | |
| BE 4-5 | Create an educational program to inform residential and commercial properties about renewable energy opportunities including technologies that eliminate on-site fossil fuel use. | |
| Economic Development CE 1-4 | Promote Edina as an environmentally friendly destination by highlighting the businesses that are taking steps to reduce resource consumption (Green Business Recognition program). | EEC |
| Greenspace GS 1-4 | Update City's Landscape ordinance to include a minimum tree coverage per lawn area or per impervious surface coverage for all new construction or expansion projects. Explore options for decrease of turf grass/lawn coverage and increase of wildflower/prairie grass coverage requirements. | |
| GS 1-7 | Prioritize planting and preservation of native species of plants and trees and species of plants and trees adaptive to climate change on public and private property through education, incentives and other promotional programs. <i>Ensure that landscaping requirements articulated in the zoning code include the preservation of the maximum possible number of existing trees, the use of native plantings and the preservation of natural areas whenever possible.</i> | |
| GS 2-2 | Remove and ease lawn/grass requirements in ordinances. | |
| GS 2-6 | Establish a policy to require the use of native plants in landscaping at City-owned properties. Continue natural vegetation conversion for passive park areas. Add 110 Acres of native plant and pollinator restoration area on City Property by 2040. | EEC |
| GS 2-7 | Establish a policy and identify, create, and promote incentives to assist homeowners and households with low incomes by covering some of the cost of converting traditional lawns by planting pollinator friendly food gardens, permaculture, wildflowers, clover or native grasses in an effort to slow the collapse of the state's bee population. | |
| GS 2-8 | Develop educational and informational resources providing information on benefits of and strategies for reduced and repurposed lawn space including: native plantings, "carbon gardening" strategies for ornamental gardens, and produce gardens, tree profile rebuilding, elimination of synthetic fertilizer and pesticide use, high mow deck settings, use of biochar amendments, polyculture lawn mixture and other beneficial greenspace practices included in this CAP. | |
| Environmental Health HS 2-2 | Add climate preparedness elements to public health programs already aimed at vulnerable populations and low-income households and dedicate increased funding to accommodate demand for public health services among at-risk populations. | CHC |
| HS 4-3 | Support, leverage create relationships with, and enhance community networks and connections for those who require special attention, such as people who are elderly, homebound, disabled, isolated, or those likely to be in need of financial assistance during or after extreme weather events (heat, cold and heavy precipitation). | CHC |
| Local Food LF 1-2 | Support existing school and community gardens and provide opportunities to expand community growing spaces with a focus on locating garden infrastructure to serve youth, immigrant, and people with lower incomes or who are experiencing food insecurity. Community growing and garden spaces may include use of park space, unused city owned space, or public right of way/boulevard areas. Program should prioritize conversion of impervious spaces to garden space and preservation/increase of overall green space benefit. Provide on-going promotion, communication, and education of the sites and opportunities including appropriate translated and accessible content. | |
| LF 1-4 | Incentivize and reward soil best management practice for urban lawns, gardens, landscaping, parks, open spaces, prairies, environmentally sensitive areas, and agricultural land uses. | EEC |
| LF 4-2 | Establish an Green Business Refrigeration upgrade cost sharing incentive program providing a 25% matching grant for qualified buildings and applicants to switch to green refrigeration practices. | EEC |
| Transportation & Land Use TL 3-2 | Eliminate parking minimums to reduce surface parking and institute new parking pricing models to maintain 85% utilization (performance-based parking, off-street parking tax, dynamic pricing, etc.) | PC/ETC |
| TL 3-7 | Allow and encourage the construction of accessory dwelling units ("ADU") to increase rental opportunities in both established neighborhoods and new development. This will add additional housing options for the City's workforce, seniors, families with changing needs, and others for whom ADUs present an affordable housing option. | PC |
| TL 4-5 | Develop incentive and educational programs to transition lawn care companies and homeowners from using fuel-burning lawn equipment (e.g., lawn mowers, blowers) to electric. | EEC |
| TL 1-5 | Establish a branded communications campaign to promote increased alternative transportation use, with a particular focus on short distance trips (ie <2 miles) including school and other daily commutes. | ETC |
| Waste WM 1-2 | Support collaborative consumption community projects, such as neighborhood compost projects, tool libraries, and repair cafes through mini-grant programs. | |
| WM 2-3 | Conduct an organics waste collection pilot project with a sample of City businesses to test the interest, methodology, and amount of commercial food waste that would need to be accommodated by a commercial organics collection program. Explore possible incentives for food retailers, restaurants, and institutions to participate in food waste reuse and recycling programs. | |
| WM 3-2 | Explore a requirement that all waste be recycled or salvaged at large construction sites. | |
| WM 4-5 | Promote and partner to support a Fix It Fair at the Library and create a resource list for reuse. | |
| W 1-3 | Facilitate reduction of water use by top customers annually through an opt-in water reduction program targeting water reduction goals of 20% or more per site. Offer free technical resources to large institutions and businesses to identify specific opportunities for employees or customers to conserve water and incorporate water efficiency into internal operations. Program can be coordinated with the City's Waste Audit and Diversion Assistance program. Goal: 30 business water use audits completed annually with customers engaged in measuring and reducing water consumption. | |
| W 1-6 | Conduct a Water Conservation "challenge" campaign ask participants to reduce water consumption through water use behavior change strategies, irrigation system utilization, and replacement of fixtures like shower heads with WaterSense certified fixtures. | |
| WM 1-3 | Explore options for waste hauling improvements supporting CAP goal achievement, including modifications to City's existing licensure process and requirements as well as organized waste hauling strategies. | |



CITY OF EDINA

4801 West 50th Street

Edina, MN 55424

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Date: June 16, 2022

Agenda Item #: VII.A.

To: Transportation Commission

Item Type:

Report and Recommendation

From: Nick Bauler, Traffic Safety Coordinator

Item Activity:

Subject: Traffic Safety Report of May 31, 2022

Discussion

ACTION REQUESTED:

Review and comment on the Traffic Safety Report of May 31, 2022.

INTRODUCTION:

See attached staff report.

Comments received by the Commission will be included in the staff report provided to City Council at their July 19 regular meeting.

ATTACHMENTS:

Traffic Safety Report of May 31, 2022



Date: June 16, 2022

To: Transportation Commission

From: Nick Bauler, Traffic Safety Coordinator

Subject: Traffic Safety Report of May 31, 2022

Information / Background:

The Traffic Safety Committee (TSC) review of traffic safety matters occurred on May 31. The Traffic Safety Coordinator, City Engineer, Streets Public Service Worker, Public Works Director, Police Sergeant and Assistant City Planner were in attendance for this meeting. The Transportation Planner was not able to attend but was informed of the decisions and had no objections to the recommendations.

On each of the items, persons involved have been contacted and the staff recommendation has been discussed with them. They were informed that if they disagree with the recommendation or have additional facts to present, they can submit correspondence to the Transportation Commission and/or to City Council prior to the July 19 regular meeting.

Section A: Items on which the Traffic Safety Committee recommends action

A1. Request for eastbound speed limit sign on W 66th St, east of Ridgeview Dr.

- Edina Police Sergeant requested a speed limit sign for eastbound traffic.
- 66th is 34' wide.
- Parking allowed on south side.
- Speed limit is 25 mph.
- Three crashes on W 66th west of Tingdale due to failure to yield.
- 2022 Traffic study:
 - i. ADT 4,676
 - ii. Eastbound- 85% speed 38.1 mph, 60% of traffic, 976 vehicles between 4:15-5:45 pm.
 - iii. Westbound- 85% speed 42.9 mph, 339 vehicles between 4:15-5:45 pm.
 - iv. 640 vehicles exceed 40 MPH – both directions combined.
- Previous eastbound speed limit sign on Valley Ln, east of roundabout - 1/2 mile west.



W 66th St

Staff recommends installing a speed limit sign to increase driver awareness.

Section B: Items on which the Traffic Safety Committee recommends no action

B1. All-way stop compliance at Benton Ave and Tingdale Ave.

- Resident nearby has concerns vehicles are failing to stop when traveling on Benton.
- Intersection is all-way stop controlled.
- No reported crashes reported in last 10 years.
- November 2021 turn count – 3,092 total at intersection.
 - i. Benton 2,767 (89%)
 - ii. Tingdale 325 (11%)
 - iii. 36 pedestrian crosses north/south.
 - iv. Sight line issues at southeast corner.
 - v. No noticeable lack of stopping from video study.



Benton at Tingdale

Staff recommends no changes as impacted sight lines warrant all-way stop controls and crosswalk markings are unwarranted.

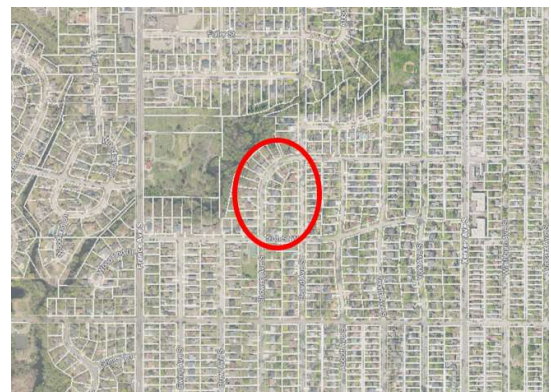
B2. Request for speed limit signs on east Highway 169 frontage road.

- Speed limit is 30 mph.
- One speed limit sign in both directions from W 78th St to Valley View Rd.
- Braemar Ice Rink and Courtney Baseball Complex to the east.
- 2022 ADT and 85% speed is 3,084 and 42.3 MPH, respectively.
- Parking is allowed on east side of street.
- Current speed limit signs roughly 3/5 mile apart.
- No speed limit signage entering from Braemar Blvd.

Staff recommends no further signage.

B3. Volume and speed concerns along Chowen Ave between W 56th and 57th Sts

- Two residents submitted concerns of vehicle speeds along curve of Chowen.
- 2022 ADT 467 and 85% speed 26.5 mph.
- 61% total traffic southbound.
- No sidewalks present.
- Chowen Park located southwest corner at Chowen and W 57th.
- East/west stop controlled at W 56th.

Chowen Ave between W 56th St and W 57th St

Staff recommends no action as volume and speed are within acceptable ranges for Chowen Ave.

Section C: Items on which the Traffic Safety Committee recommend further study

C1. Request for parking restrictions on one side of School Rd

- Bus drivers are having issues when a vehicle parks on the street adjacent to 4808 School Rd, forcing vehicles to take turns.
- W 60th is 29' wide.
- Parking is restricted west of 4808, thru School Rd corner.
- No accidents reported at the curve.
- Resident at 4808 sold home in February 2022.
- School hours at Concord: 7:50-2:25.



School Rd facing East

Staff recommends further study in the fall months to determine if issue continues.

Section D: Other traffic safety items handled

D1. Two submissions reported downed limbs and trees along Kellogg Ave and Grimes Ave following a storm from May 11th. Public Works was informed of these and removed the debris.

D2. A resident submitted concerns of vehicle speeds along Olinger Blvd and requested police enforcement and a safety campaign promoted by the City to improve traffic safety.

D3. A concern was made regarding the volume of semi-truck traffic on W 44th St. 44th is a Municipal State Aid Street and is designed to carry such traffic. EPD has been informed of the concern.

D4. A request was made for all-way stop controls at Harrison Ave and 2nd St S. This three-leg intersection is yield controlled for 2nd St traffic. An intersection turn-count and site visit found stop control warrants were not met.

D5. A resident was concerned with the location of a road work sign blocking a bike lane along Valley View Rd between Antrim Rd and Valley Ln. Staff reviewed the signage and determined its placement was appropriate for the work being performed.

D6. A resident was concerned with vehicle speeds and children using Grove St that commute to Countryside Elementary and the Good Samaritan Methodist Church. A traffic study found an ADT of 924 and 85% speed 27.7 mph which warrant no physical changes to the roadway. The requester was informed of the process to petition for a sidewalk.

D7. A resident on Wooddale Ave was concerned with vehicles parking too close to their driveway near Edina Country Club. The resident was informed to contact the EPD non-emergency dispatch for enforcement.

D8. A resident on Maddox Ln was concerned with vehicle speeds. A 2022 study found an ADT of 1,266 and 85% speed of 29.1 mph. No traffic calming techniques are warranted as a 2017 street reconstruction project narrowed streets and added a sidewalk on the north side of Maddox.

D9. A request was made for all-way stop controls at W 59th St and Kellogg Ave. An intersection turn count found nearly 190 vehicles entering the intersection from Kellogg and 90 entering from W 59th St. W 59th is stop-controlled due to sight line impacts and no further controls are warranted.

D10. A resident requested parking restrictions on W 56th St citing sightline impacts when stopped on Dale Ave facing east. The resident was informed to contact the non-emergency police dispatch when a vehicle is parked within 30 feet of the intersection. No restrictions are warranted with adequate sight lines available.

D11. A request was made to move a speed limit sign further away from Interlachen Blvd on Vandervork Ave stating the sign is overlooked when vehicle enter from Interlachen. The sign is located properly and does not warrant relocation.

D12. A resident was concerned with the visibility of traffic signals for westbound traffic on W 50th St approaching Eden Ave. The signals are visible for the required distance of 325 feet due to 85% speed.

D13. A resident was concerned with increased traffic and speed on W 58th St east of France Ave following the installation of the traffic signal. The resident requested stop signs along W 58th St to slow traffic. Staff recommends no changes as the City does not install stop signs to control vehicle speeds.

D14. A resident reported a traffic signal was not operating properly for pedestrians attempting to cross Vernon Avenue at Blake Road. A request was sent to Hennepin County as this traffic signal is owned and maintained by the County.



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Date: June 16, 2022

Agenda Item #: VII.B.

To: Transportation Commission

Item Type:

Other

From: Andrew Scipioni, Transportation Planner

Item Activity:

Subject: 2022 Work Plan Updates

Information

ACTION REQUESTED:

None.

INTRODUCTION:

Commissioners will provide updates on the status of 2022 Work Plan initiatives (unless an item is elsewhere on the current agenda). See attached work plan.

ATTACHMENTS:

2022 Work Plan Progress Report



Commission: Transportation Commission 2022 Annual Work Plan

| Initiative # 1 | Initiative Type <input checked="" type="checkbox"/> Project <input type="checkbox"/> Ongoing / Annual <input type="checkbox"/> Event Council Charge <input type="checkbox"/> 1 (Study & Report) <input type="checkbox"/> 2 (Review & Comment) <input checked="" type="checkbox"/> 3 (Review & Recommend) <input type="checkbox"/> 4 (Review & Decide) | | |
|---|--|-----------------------------|-------------------------------------|
| Boulevard Tree Policy Research, develop and recommend a citywide boulevard tree policy that addresses planting, protection, maintenance, removal and funding. | Deliverable Policy for consideration by City Council | Lead Lori Richman | Target Completion Date Q4 |
| Budget Required: No funds available. | | | |
| Staff Support Required: 1-2 hours per month from Staff Liaison, periodic support from City Forester and/or Community Development Director. | | | |
| Jan: Looking for committee members to assist in developing the policy, reviewing other agencies' policies. | | | |
| Feb: Met with City Forester, planning to talk to other Commissions about their thoughts. | | | |
| Mar: Met with representatives from Planning, Energy & Environment, and Park and Recreation Commissions, will meet with Manager Neal Apr 6 to discuss how to move forward. | | | |
| Apr: EEC has work plan initiative to propose revisions to tree ordinances that will support Climate Action Plan. Once ETC approves draft boulevard tree language, it will be submitted to EEC to be included in their ordinance recommendations. | | | |
| Initiative # 2 | Initiative Type <input checked="" type="checkbox"/> Project <input type="checkbox"/> Ongoing / Annual <input type="checkbox"/> Event Council Charge <input checked="" type="checkbox"/> 1 (Study & Report) <input type="checkbox"/> 2 (Review & Comment) <input type="checkbox"/> 3 (Review & Recommend) <input type="checkbox"/> 4 (Review & Decide) | | |
| Public Transit Checklist Develop a transit checklist to review on the proposed development projects. Planning Commission will review and comment | Deliverables Report to City Council | Lead Andy Lewis | Target Completion Date Q4 |
| Budget Required: No funds available. | | | |
| Staff Support Required: 1-3 hours per month from Staff Liaison; periodic support from Community Development Director. | | | |
| Jan: Reached out to members of the Planning Commission and Met Council for updates on transit operations in the city in 2022. | | | |
| Feb: Met with Metro Transit staff; service levels are expected to decrease due to driver shortage and ridership decline. Next step is to take information and start formalizing checklist. | | | |
| Mar: Reviewed example frameworks, putting together a draft. | | | |
| Apr: Working with document currently used by Planning Commission, making revisions based on ETC discussions. | | | |

| Initiative # 3 | Initiative Type <input checked="" type="checkbox"/> Project <input type="checkbox"/> Ongoing / Annual <input type="checkbox"/> Event Council Charge <input type="checkbox"/> 1 (Study & Report) <input type="checkbox"/> 2 (Review & Comment) <input checked="" type="checkbox"/> 3 (Review & Recommend) <input type="checkbox"/> 4 (Review & Decide) | | |
|--|--|----------------------------|-------------------------------------|
| PACS Fund Policy Review and recommend changes to the Pedestrian and Cyclist Safety Fund policy. | Deliverable Report to City Council | Lead Chris Brown | Target Completion Date Q4 |
| Budget Required: No funds available. | | | |
| Staff Support Required: 1-3 hours per month by Staff Liaison; periodic support from Finance and/or Administration | | | |
| Jan: Would like to meet with staff to understand expenditures and buying power of the fund. Admin and Engineering are preparing a report on fund to bring to Commission for review and comment. | | | |
| Feb: Scheduling meeting with staff to discuss next steps. | | | |
| Mar: Met with staff to learn about PACS Fund, staff work and current challenges. | | | |
| Apr: Reviewing data provided by staff, trying to determine what the objective is and how this initiative can be helpful to staff. | | | |

| Initiative # 4 | Initiative Type <input checked="" type="checkbox"/> Project <input type="checkbox"/> Ongoing / Annual <input type="checkbox"/> Event Council Charge <input checked="" type="checkbox"/> 1 (Study & Report) <input type="checkbox"/> 2 (Review & Comment) <input type="checkbox"/> 3 (Review & Recommend) <input type="checkbox"/> 4 (Review & Decide) | | |
|--|--|--------------------|-------------------------------------|
| SRTS Demonstration Projects Study Pedestrian and Bicycle Master Plan and report on potential Safe Routes to School demonstration projects. | Deliverable Report to staff | Lead TBD | Target Completion Date Q4 |
| Budget Required: No funds available. | | | |
| Staff Support Required: 1-2 hours per month from Staff Liaison. | | | |
| Jan: No update. | | | |
| Feb: No update. | | | |
| Mar: No update, change lead to TBD. | | | |
| Apr: On hold until new Commissioner is appointed. | | | |

| | | | |
|--|--|--------------------|-------------------------------------|
| Initiative # 5 | Initiative Type <input checked="" type="checkbox"/> Project <input type="checkbox"/> Ongoing / Annual <input type="checkbox"/> Event Council Charge <input checked="" type="checkbox"/> 1 (Study & Report) <input type="checkbox"/> 2 (Review & Comment) <input type="checkbox"/> 3 (Review & Recommend) <input type="checkbox"/> 4 (Review & Decide) | | |
| TIS Process Review Study and report on other agencies' process for completed traffic impact studies related to development/redevelopment projects. | Deliverable Report to City Council | Lead TBD | Target Completion Date Q4 |
| Budget Required: No funds available. | | | |
| Staff Support Required: 1-2 hours per month by Staff Liaison; periodic support from Director of Engineering and Community Development Director. | | | |
| Jan: No update. | | | |
| Feb: No update. | | | |
| Mar: No update, change lead to TBD. | | | |
| Apr: On hold until new Commissioner is appointed. | | | |

| | | | |
|---|--|---------------------------|-------------------------------------|
| Initiative #6 | Initiative Type <input checked="" type="checkbox"/> Project <input type="checkbox"/> Ongoing / Annual <input type="checkbox"/> Event Council Charge <input type="checkbox"/> 1 (Study & Report) <input type="checkbox"/> 2 (Review & Comment) <input checked="" type="checkbox"/> 3 (Review & Recommend) <input type="checkbox"/> 4 (Review & Decide) | | |
| Transit Connectivity Review the Pedestrian and Bicycle Master Plan and recommend changes to proposed facilities to improve connectivity to public transit. | Deliverables Report to City Council | Lead Andy Lewis | Target Completion Date Q4 |
| Budget Required: No funds available. | | | |
| Staff Support Required: 1-2 hours per month from Staff Liaison. | | | |
| Jan: Committee will meet to discuss first steps. | | | |
| Feb: This initiative will follow the lead of Initiative #2. | | | |
| Mar: Discussed limited transit opportunities in Edina, considering reviewing the Southdale Transit Station and surrounding area, which is a key connector. | | | |
| Apr: Driver shortage continues to be a problem for Metro Transit. Subcommittee recommends focusing efforts on E Line and Southdale Transit Center, ignoring services that are currently suspended, and will incorporate last year's work into this initiative. | | | |

| |
|--|
| Parking Lot: (These items have been considered by the BC, but not proposed as part of this year's work plan. If the BC decides they would like to work on them in the current year, it would need to be approved by Council.) |
| Organized trash collection |



CITY OF EDINA

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Date: June 16, 2022

Agenda Item #: VII.C.

To: Transportation Commission

Item Type:

Other

From: Andrew Scipioni, Transportation Planner

Item Activity:

Subject: 2023 Work Plan Development

Discussion, Information

ACTION REQUESTED:

None.

INTRODUCTION:

The Commission will discuss possible initiatives to include in the 2023 work plan proposal. 2023 work plans proposals must be approved by the Commissioners by September 23, 2022.