

Agenda
Transportation Commission
City Of Edina, Minnesota
City Hall - Community Room

Thursday, July 21, 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 June 16, 2022
- V. Special Recognitions And Presentations
 - A. Local Option Sales Tax
- 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 June 28, 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: July 21, 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 June 16, 2022

Action

ACTION REQUESTED:

Approve the minutes of the Transportation Commission regular meeting of June 16, 2022.

INTRODUCTION:

See attached draft minutes.

ATTACHMENTS:

Draft Minutes: Jun 16, 2022



Minutes
City Of Edina, Minnesota
Transportation Commission
Public Works Multi-Purpose Room
June 16, 2022

I. Call To Order

Chair Johnson called the meeting to order at 6:03 p.m.

II. Roll Call

Answering roll call: Commissioners Kitui, Lewis, Plumb-Smith, Richman, Kanti Mahanty, Johnson

Absent: Commissioners Ahler, Brown, McCarthy, Rubenstein, Clark

Staff present: Transportation Planner Andrew Scipioni, Community Engagement Manager MJ Lamon

III. Approval Of Meeting Agenda

Motion was made by Commissioner Richman and seconded by Commissioner Plumb-Smith to approve the agenda. All voted aye. Motion carried.

IV. Approval Of Meeting Minutes

Motion was made by Commissioner Lewis and seconded by Commissioner Plumb-Smith to approve the May 19, 2022 meeting minutes. All voted aye. Motion carried.

V. Special Recognitions and Presentations

A. 2023 Work Plan Development Review

Community Engagement Manager MJ Lamon reviewed the 2023 work plan development process.

VI. Community Comment

Jae Woo Kim, 5609 Chowen Ave, spoke about Item B3 on the Traffic Safety Report of May 31, 2022, expressing concerns about traffic volume and speeds on Chowen Ave between W 56th and 57th Sts. Kim suggested that other metrics be taken into consideration aside from the 85th-percentile speed, including grade, limited visibility, the number of children in the neighborhood and obstruction of sight lines caused by snowbanks.

VII. Reports/Recommendations

A. Traffic Safety Report of May 31, 2022

The Commission reviewed and commented on the Traffic Safety Report of May 31, 2022.

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

Motion was made by Commissioner Richman and seconded by Commissioner Lewis to recommend that staff options to improve safety along Chowen Ave including but not limited to a reduced speed limit or advisory signage. All voted aye. Motion carried.

B. 2022 Work Plan Updates

- **#1 Tree Boulevard Policy** – The Commission reviewed updated ordinance.

Motion was made by Commissioner Kitui and seconded by Chair Johnson to approve the draft boulevard tree ordinance as presented and submit it to the Energy and Environment Commission for consideration. All voted aye. Motion carried.

- **#2 Public Transit Checklist** – Commission reviewed revised list of ideas/topics. Subcommittee will reach out to Planning Commission members to review.
- **#3 PACS Fund Policy** – No update.
- **#4 SRTS Demonstration Projects** – No update.
- **#5 TIS Process Review** – No update.
- **#6 Transit Connectivity** – Subcommittee is considering including in the deliverable a recommendation that City Council advocate to Metro Transit for improvements to the Southdale Transit Center as part of the E Line project, as well as for general transit service restoration.

C. 2023 Work Plan Development

The Commission discussed possible initiatives to include in the 2023 work plan proposal.

VIII. Chair and Member Comments – Received.

Commissioner Lewis left at 7:51 p.m.

IX. Staff Comments – Received.

X. Adjournment

Motion was made by Commissioner Richman and seconded by Commissioner Plumb-Smith to adjourn the June 16, 2022 meeting at 7:54 p.m. Quorum was not reached. Motion failed.

Chair Johnson declared the meeting adjourned at 7:54 p.m.

TRANSPORTATION COMMISSION ATTENDANCE														
	J	F	M	A	M	J	J	A	S	O	N	D	# of Mtgs	Attendance %
Meetings	1	1	1	1	1	1							6	
NAME														
Ahler, Mindy	1	1	1	1	1								5	83%
Brown, Chris	1	1		1	1								4	67%
Johnson, Kirk	1	1	1	1	1	1							6	100%
Kitui, Janet		1	1	1	1	1							5	83%
Lewis, Andy	1	1		1	1	1							5	83%
McCarthy, Bruce	1		1	1	1								4	67%
Plumb-Smith, Jill	1	1	1		1	1							5	83%
Richman, Lori	1	1	1	1		1							5	83%
Rubenstein, Tricia					1								1	33%
Clark, Anna (s)	1			1									2	33%
Kanti Mahanty, Stephen (s)		1		1	1	1							4	67%
<i>Kane, Bocar</i>				<i>Resigned</i>									0	N/A



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Date: July 21, 2022

Agenda Item #: V.A.

To: Transportation Commission

Item Type:

Other

From: Andrew Scipioni, Transportation Planner

Item Activity:

Subject: Local Option Sales Tax

Information

ACTION REQUESTED:

None.

INTRODUCTION:

City Manager Scott Neal will present on the local option sales tax proposal to fund improvements at Fred Richards and Braemar Parks (<https://edinaatplay.org>).



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Date: July 21, 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 June 28, 2022

Discussion

ACTION REQUESTED:

Review and comment on the Traffic Safety Report of June 28, 2022.

INTRODUCTION:

See attached staff report.

Comments received by the Commission will be included in the staff report provided to City Council at their August 3 regular meeting.

ATTACHMENTS:

Traffic Safety Report of June 28, 2022



Date: July 21, 2022

To: Transportation Commission

From: Nick Bauler, Traffic Safety Coordinator

Subject: Traffic Safety Report of June 28, 2022

Information / Background:

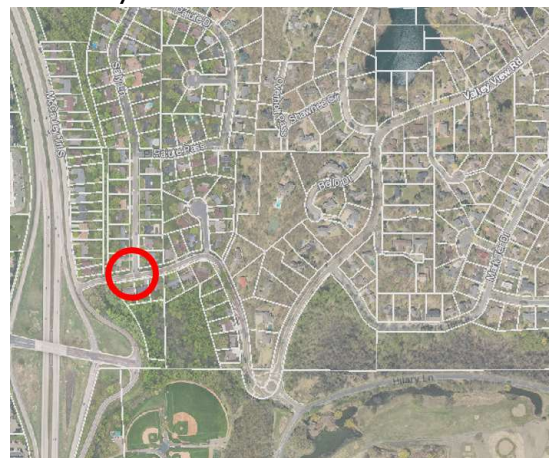
The Traffic Safety Committee (TSC) review of traffic safety matters occurred on June 28. The Traffic Safety Coordinator, City Engineer, Streets Public Service Worker, Public Works Director, Police Sergeant and Assistant City Planner were in attendance for this meeting. The Transportation Planner was 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 August 3 regular meeting.

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

AI. Request for crosswalk improvements at Valley View and Sally Ln

- Resident concerned about crosswalk with no signage.
- Valley View was reconstructed in 2015.
- Intersection has marked crosswalk with in-street sign.
- No pedestrian ramp on north end.
- Valley View ADT is 2,560.
- Valley View has bike lanes and a sidewalk on south side.
- Observed 93 pedestrian and 7 bike crosses were observed in May 2022.



Valley View Rd at Sally Ln

Staff recommends installing roadside signs to align with the City crosswalk policy.

A2. Request for additional parking restriction sign on Wooddale Avenue south of Valley View Road

- Resident concerned with drivers parking illegally on east side of Wooddale.
- Three restriction signs north of Garrison Ln, northern two are approx. 260' apart.
- Parking issues exacerbated during project at 4425 Valley View.

Staff recommends installing a sign to clarify current restrictions.



Wooddale Ave and Valley View Rd

A3. Request for street name sign for Arbour Ln at Jeff Pl intersection

- Arbour Ln is located between Tracy Ave, Arbour Ave and Jeff.
- Resident is having issues with people finding their home, particularly coming from Jeff.
- Where Arbour Ave & Ln intersect with Jeff Pl, no sign shows Arbour Ln.

Staff recommends updating the street name signage to include Arbour Ln with directional arrows.



Arbour Ln

A4. Review guardrail specifications at W 78th St eastbound guardrail west of West Bush Lake Rd

- Eastbound direction includes guardrail along curve.
- One crash west of W Bush Lake Rd.
- Vehicle traveling west on 78th was struck by a SB vehicle exiting 7700 78th
- 2013 AADT was 7,900.
- Guardrail is damaged regularly from snowplow operations.
- Narrow spacers would prevent continuous damage from plows.
- MnDOT structural engineers advised that the size and width of the spacers could be reduced based on historical crash frequency and severity without impacting safety of the traveling public.



W 78th St Guardrail

Staff recommends installing smaller spacers on the guardrail to reduce the likelihood of repetitive snowplow damage.

A5. Request for parking restrictions adjacent to 5313 W 56th St

- Many residents have safety concerns when vehicles parked on the south side of W 56th St east of Dale Ave.
- Melody Lake neighborhood was reconstructed in 2021.
- 5313 W 56th is a group home with frequent workers and visitors needing on-street parking.
- W 56th between Hansen Rd and Dale is 21' wide, tapers to 24' east of Dale.
- Living Streets design guidelines recommend no on-street parking on streets less than 24' wide.
- W 56th is measured 24' wide approximately 19' west of the driveway at 5313 W 56th.
- Parking is restricted on the north side of W 56th.



W 56th St

Staff recommends installing a parking restriction sign with a placard stating “From Corner To Here” approximately 19' west of the driveway of 5313 W 56th.

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

BI. Review traffic study along northbound Normandale Rd between W 70th and W 66th St

- Previous complaints of high speeds.
- New lane layout includes travel lane, buffer, bike lane and parking bay (left to right).
- Current complaints during winter months of vehicles driving in two lanes when road is snow-covered.
- Resident had a mailbox hit and wrecked.
- Traffic study in August 2019.
 - ADT 2,138
 - 85% Speed 35.6
- Traffic study conducted in May 2022.
 - ADT 1,733
 - 85% speed 37.1
- Resident is requesting bump-outs at Payton Ct and W 69th to further distinguish the parking lane.



Normandale Rd between W 66th and W 70th St

Staff recommends no changes. Future work along Normandale can offer options for added traffic calming treatments.

B2. Request for parking restriction adjacent to bus stop on W 74th St, east of Bush Lake Rd

- Bus driver reported difficulties for users accessing bus when vehicles are parked on W 74th.
- Parking restriction adjacent to 7401 Bush Lake Rd was removed in 2020.
- 2011 W 74th ADT 3420
- Parking demand increased in past 3 years – Wooden Hill Brewery, other businesses.
- Sidewalk installed in 2020.



February 2022



November 2019

Staff recommends not adding parking restrictions with increasing demand for on-street parking in the area. A discussion with Metro Transit will take place regarding options for improvement.

Section D: Other traffic safety items handled

D1. Many requests made for speed enforcement along Valley View Rd, W 66th St, Cahill Rd, W 70th St, Dewey Hill Rd, Schaefer Rd. These requests were submitted to EPD for enforcement.

D2. A resident was concerned for a sidewalk blocked with signs on Vernon Ave west of Tracy Ave. The sidewalk was closed due to a utility project with a detour onto the eastbound shoulder on Vernon. The resident was informed to follow the detour.

D3. A resident was concerned for the safety of neighborhood children playing in the street near the intersection of Zenith Ave and W 59th St. The resident was recommended to speak to their neighbors recommending refraining from playing in the street and to use caution if doing so.

D4. A resident was concerned about a missing parking restriction sign on Alden Dr. The sign was replaced by the Public Works Department.

D5. A commuter had concerns of using roundabouts on W 70th as a bicyclist. The user was informed bicyclists have the right-of-way like any other vehicle when entering roundabouts.

D6. A resident was requesting temporary parking restrictions for pickup and drop off traffic on Richmond Dr for Our Lady of Grace students. No signage is warranted as Richmond can accommodate vehicles parking on both sides of the street with vehicles able to pass thru.

D7. A resident requested speed limit signs on W 40th St citing fast traffic. A traffic study found the 85% speed was 27 mph. No action is recommended.

D8. A resident requested to relocate a stop sign on Indian Hills Rd at Indian Hills Pass citing eastbound vehicles fail to stop as it's in a poor location. Due to the intersection layout, the sign should remain in place with no evidence of vehicles failing to follow it at the current location.

D9. A request was made for added stop signs or speed humps along the driveway of 3250 W 66th St connecting between York Ave citing vehicles travel at high speeds or even cut thru onto York. The requester was informed to contact the property management as the driveway is private property and outside of City jurisdiction.

D10. A request was made to improve damaged curb on John St from City plows. Request was sent to Public Works.

D11. A resident was concerned with the visibility of a stop sign for eastbound traffic on Tower St at St. Johns. The City Forester inspected the sign and provided the resident a notice to trim vegetation covering the sign.

D12. A resident requested a duck crossing sign on W 64th St between York Ave and Xerxes Ave. Edina does not utilize such signs as they provide no change in driver behavior.

D13. A resident requested updating the pedestrian signal when crossing France Ave at Gallagher Dr. This was sent to Hennepin County staff as the County owns and operates this signal.



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Date: July 21, 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.			
May: Commission reviewed draft ordinance.			
Jun: Commission reviewed and approved an updated ordinance for submission to the EEC.			

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.			
May: Commission discussed ideas/topics to include in checklist.			
Jun: Commission reviewed revised list of ideas/topics. Subcommittee will reach out to Planning Commission members to review.			

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.			
May: Organized data provided by staff, working on how best to structure deliverable.			
Jun: No update.			

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.			
May: No update.			
Jun: No update.			

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.			
May: No update.			
Jun: No update.			

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.			
May: Subcommittee is considering refocusing initiative to advocate for improvements at Southdale Transit Center or for transit service reinstatements.			
Jun: Subcommittee is considering including in the deliverable a recommendation that City Council advocate to Metro Transit for improvements to the Southdale Transit Center as part of the E Line project, as well as for general transit service restoration.			

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



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Date: July 21, 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.

ATTACHMENTS:

2023 Work Plan Brainstorming

Commission Work Plan Guide

2023 CAP Menu Memo

Work Plan 2023 Development (6/16 Brainstorming)

1. [Comprehensive Plan](#)
2. [Capital Improvement Plan](#)

Category	Title
Active Routes to Schools	Reducing parking by schools
Bicycling Routes	Revisit bicycling infrastructure
Climate Action Plan	Active boulevard tree planting
Climate Action Plan	Increase Capacity for Electric Vehicle Charging
Climate Action Plan	Organized Trash Collection

Category	Title
Climate Action Plan	School bus ridership
Education	Education and engage public for Organized Trash Collection
Education	Safety for pedestrian crossings
Safety	Speed limit adherence
Safety	Walking & Biking to/from Parks
TIS	Process Review

Category	Title
Transportation	France Avenue: active planning with Hennepin County
Capital Improvement Plan (CIP)	Reconstruction for streets – consider all aspects

July Meeting – refine brainstorm review from June (above) using table below.

Lead	Rank	Topic	Title	Description (Brief content, why important, deliverable)	Initiative Type (Project, Ongoing, Annual, Event)	Council charge 1. Study/Report 2. Review/Comment 3. Review/Recommend 4. Review/Decide
		Safety	Speed limit adherence	Education & enforcement to improve vehicle speed compliance resulting in safer conditions. Deliverable: study and report with recommendation	Project → Ongoing	3
		Safety	Walking to/from Parks	Safer walking conditions connecting neighborhood parks Background: According to the Quality of Life survey 88% of respondents said they used neighborhood parks (p31). Improving the safety of the connections to these parks might be a good item to consider in the coming year. Deliverable: study and report with recommendation		3

Lead	R a n k	Topic	Title	Description (Brief content, why important, deliverable)	Initiative Type (Project, Ongoing, Annual, Event)	Council charge 1. Study/Report 2. Review/Comm ent 3. Review/Recom mend 4. Review/Decide
		TIS	Process Review	<p>Study and report on other agencies' process for completed traffic impact studies related to development/redevelopment projects.</p> <p>Background: was approved for 2021 but leader resigned. City Council expressed interested this in 2021.</p>	Project	1
		Climate Action Plan	Trees?	See memo from Grace for Climate Action Plan		
		Education				
		Safe Routes to Schools				

Lead	Rank	Topic	Title	Description (Brief content, why important, deliverable)	Initiative Type (Project, Ongoing, Annual, Event)	Council charge 1. Study/Report 2. Review/Comment 3. Review/Recommend 4. Review/Decide
		Climate Action Plan	Standards for Electronic Vehicle Charging			

Parking Lot

1. Organized trash collection?

Process Summary

1. June – brainstorm; also see if we have volunteers to “watch” other commissions’ progress
2. July – review brainstorm, reduce list if needed, think about capacity
3. August – August (priorities and leading)
4. September – approve work plan; are all fields completed?

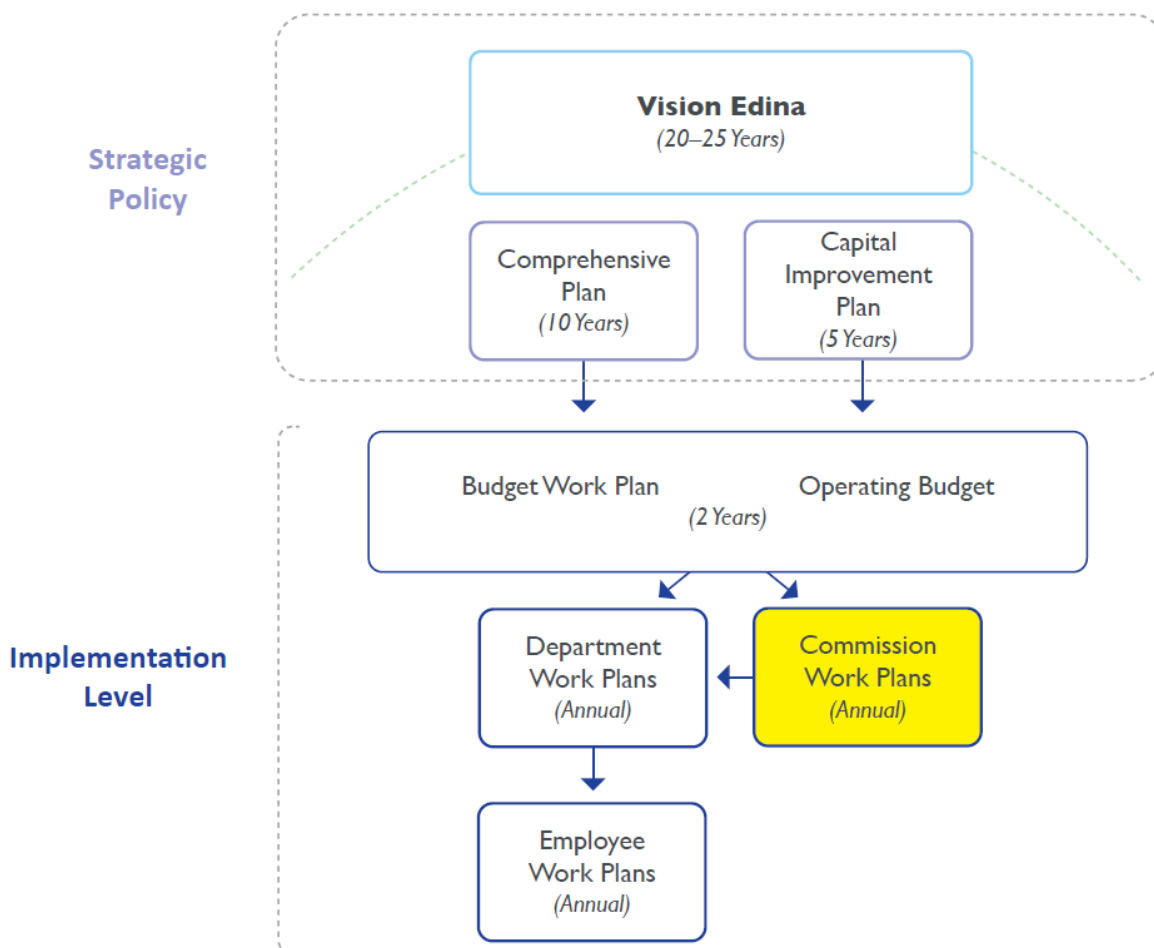


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CITY-WIDE WORK PLAN PROCESS

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.

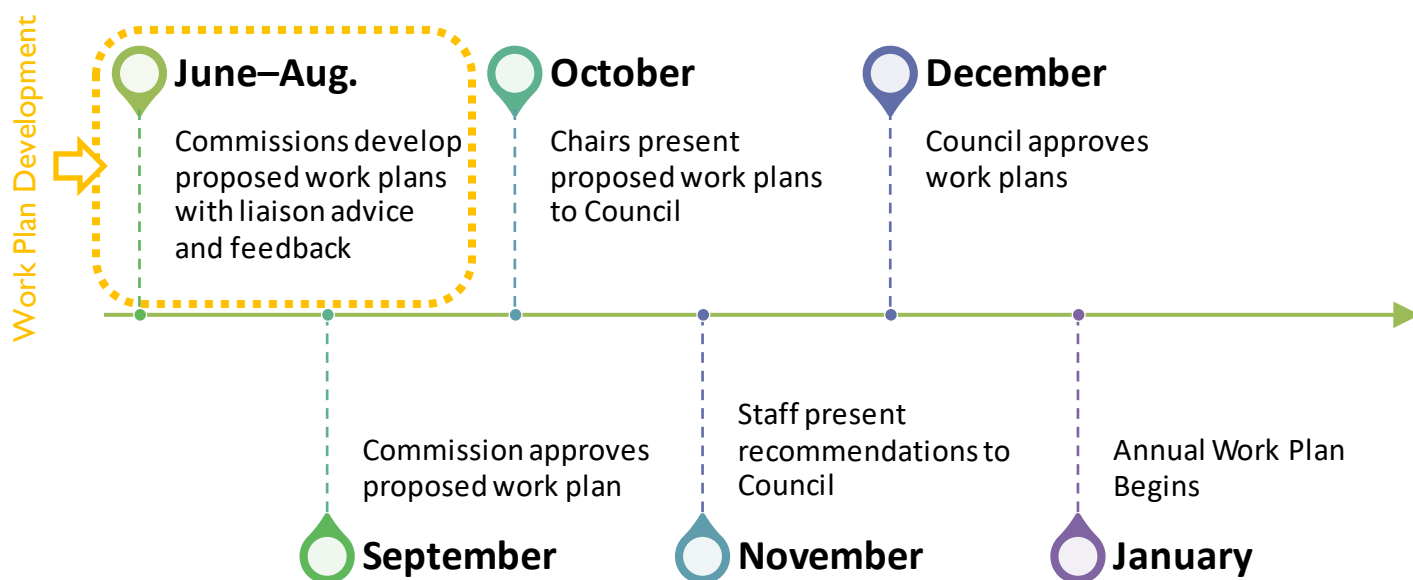


Generally:

- 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

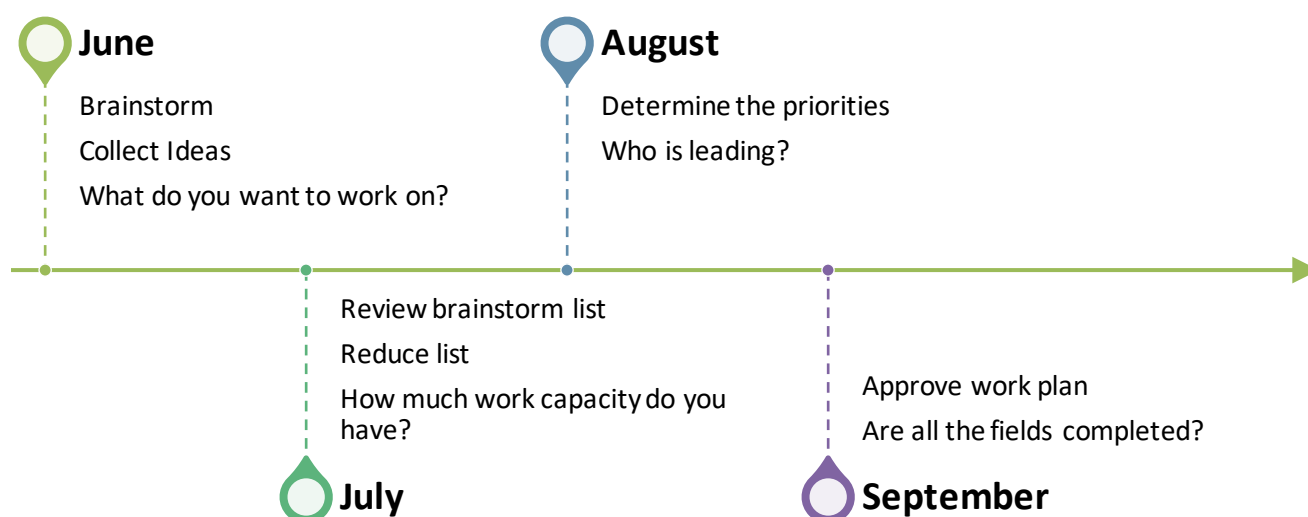
Roles

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 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 <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

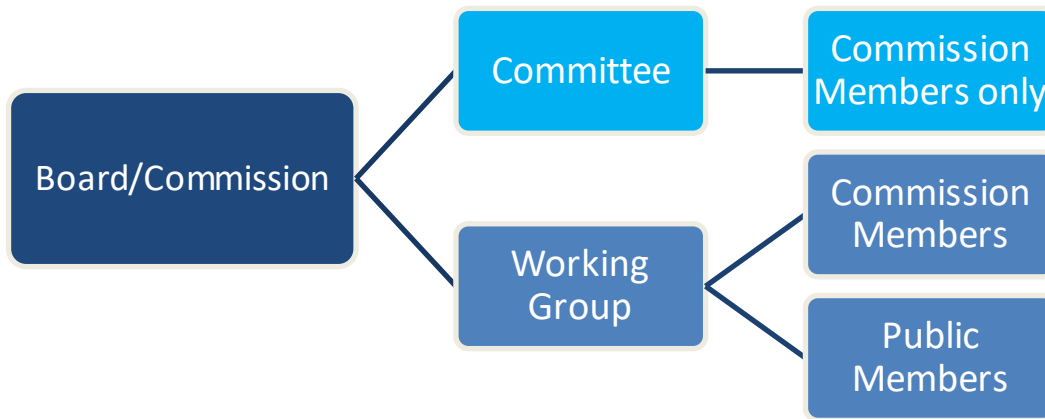
Work plan items are completed by the commission. Work plan items usually include the entire commission in final approval; however, the bulk of the work is done outside of regularly scheduled meetings by smaller groups of commissioners.

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

Communicating to Council

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

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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.	