



SUSTAINABILITY COMMISSION AGENDA

Thursday, January 18, 2024

6:30 p.m.

Coon Rapids City Center

Civic A

Call to Order

Roll Call

Adopt Agenda

1. Approval of Minutes

New Business

2. New Commissioners Oath of Office

Old Business

3. Landscape Standards - Next Steps
4. 2024 Work Plan Mapping

Other Business

5. Staff Updates
6. Chair and Commissioner Comments

Adjourn



Sustainability Commission - Regular

1.

Meeting Date: 01/18/2024

SUBJECT: Approval of Minutes

Approve minutes from November 16 meeting.

Attachments

November 16 Minutes

COON RAPIDS SUSTAINABILITY COMMISSION MEETING MINUTES FOR NOVEMBER 16, 2023

The November 16, 2023 meeting of the Sustainability Commission was called to order at 6:33 p.m.

Commission Members Present: Kate Anderson, Chris Backes, Kelsey Brodt, Peter Butler, Eve Commerford

Commission Members Absent: Elzaki Ishag, Keygan McClellan

Staff Present: Olivia Dorow Hovland

1. Adopt Agenda & Approve Minutes

Motion by Commissioner Brodt, seconded by Commissioner Butler to adopt agenda. The motion passed unanimously.

Motion by Commissioner Brodt, seconded by Commissioner Butler to approve minutes of the October 19, 2023 Sustainability Commission meeting, as presented. The motion passed unanimously.

2. Presentation from Metropolitan Mosquito Control District

Alex Carlson, the Public Affairs Manager with the Metropolitan Mosquito Control District, attended the meeting and gave a presentation on MMCD's work in Coon Rapids over the past year.

Commissioners suggested MMCD attend the city's Summer in the City events to engage with residents. Commissioners also asked that the city promote MMCD's tire removal program.

3. Landscape Standards – Next Steps

Commissioner Butler compiled a document on what other cities in Anoka and Hennepin counties have for native plant ordinances, landscape standards, and tree preservation ordinances. Brooklyn Center has a lot of information on their website on general plant care. A handful of city codes talked about preferred tree species. No cities had their landscape standards publicly available. He suggested contacting other cities to see if they have their standards in handout format.

Commissioner Brodt looked at tree ordinances. The most comparable city to us was Maplewood, which has a tree preservation ordinance. GreenStep Cities has a tree preservation ordinance guide available online. Commissioner Brodt noted that Anoka County is originally in the prairie and oak savanna biome and that the city should consider prairie preservation as well.

Commissioner Backes suggested that the city's preferred list of plants fall in line with native prairie plants. He also noted that the city could ask that landscape plans indicate if something like a pocket prairie is installed.

Commissioner Anderson has a list of contacts to email about the cost of plants.

Commissioner Brodt asked if the city forester had provided information on suggested shrub species.

Commissioners landed on an end goal of creating a report for City Council and/or internal staff. They will work on figuring out the correct framing and audience for the report. They also discussed when they may need to involve Planning Commission.

5. 2024 Work Plan Review

Ms. Dorow Hovland walked commissioners through the final work plan for 2024.

Commissioner Brodt noted that National Public Lands day is in September and is typically a large volunteer day. She will share our Earth Month volunteer opportunities with the Minnesota Master Naturalists, who typically do a lot of promotion of volunteer opportunities. She suggested that the city promote or create additional volunteer opportunities in September.

6. Staff Updates

Ms. Dorow Hovland shared the following list of updates:

- The city's new beekeeping ordinance will be adopted next week
- Commissioner Holmlund resigned from the commission
- New commissioners will be appointed in January after staff finish interviews this week
- The city is applying for an active transportation planning grant from MnDOT

8. Chair and Commissioner Comments

Motion by Commissioner Brodt, seconded by Commissioner Butler to adjourn the meeting at 7:51 pm. The motion passed unanimously.



Sustainability Commission - Regular

2.

Meeting Date: 01/18/2024

Subject: New Commissioners Oath of Office

From: Olivia Dorow Hovland, Sustainability Planner

INTRODUCTION

On January 16, the City Council approved a resolution appointing Lynne Riley and Josh Zeller to the Sustainability Commission with 2-year terms ending December 2025.

DISCUSSION

City staff will administer the Oath of Office to Lynne Riley and Josh Zeller.

RECOMMENDATION

NA



Sustainability Commission - Regular

3.

Meeting Date: 01/18/2024

Subject: Landscape Standards - Next Steps

From: Olivia Dorow Hovland, Sustainability Planner

INTRODUCTION

Staff attended the September 21 Commission meeting to present on the city's landscape standards. Commissioners had the opportunity to ask questions about how landscape standards are incorporated in the development process and what opportunities there may be to update the standards.

At the October 19 Commission meeting, Commissioners assigned work tasks amongst themselves. At the November 16 meeting, Commissioners debriefed further work progress.

DISCUSSION

Work tasks from the November 16 meeting included:

- Reach out to other cities to get copies of their landscape standards as many don't have them available online.
- Commissioner Anderson committed to emailing contacts about the costs of plant species.
- Get a native and pollinator-friendly shrub list from the city forester.
- Determine final report audience and framing.

RECOMMENDATION

Staff recommend starting to draft a final report, and determining necessary next steps to make progress in that.

Attachments

Landscape Standards

City of Coon Rapids Landscape Standards

Reviewed by Planning Commission on: June 15, 2006

Adopted Administratively on: June 16, 2006

Landscape Requirements-Terms

Street Frontage - Areas located within 20 feet of a lot line abutting a public street.

Open Yard - The part of a lot not including the street frontage, buildings, or hard surfaced areas. A portion of the landscaping required in the open yard may be planted within the street frontage, but does not count toward street frontage planting requirements.

Bufferyard - Landscaped area between land uses of different intensities sharing a lot line.

Screening - Methods to used to obscure or block unsightly views.

Boulevard - The area of the public right-of-way between the curb and the sidewalk or front lot line of a property.

Landscape Plan

Landscape plans must reflect and enhance the proposed site plan and contain the following information:

- Location, size and common name of any existing plants proposed for preservation.
- Location, size, common name and quantity of all proposed plants.
- Location, size, common name and quantity of all proposed ground covers and flowers.
- Location, height and types of materials of any proposed berms, walls, fences or other screening.

Landscaping Objectives

Plants, ground covers and screening must reflect the following design objectives:

- Enhance the image and physical appearance of the development.
- Reflect and complement the context and scale of the development.
- Provide attractive and interesting open spaces and building accents.
- Complement adjacent land uses.
- Provide a variety of plants for four-season interest.

Plant Material Sizes

<i>Plant Type</i>	<i>Minimum Size When Installed</i>
Deciduous Shrub	24 inch height
Evergreen Shrub	spreading-3 gallon medium-5 gallon upright-4 feet
Ornamental Tree	1 ½ inch diameter measured 6 inches above ground
Over-Story/Shade Tree	2 ½ inch diameter measured 6 inches above ground
Evergreen Tree	6 foot height and 1 ½ inch diameter measured 6 inches above ground

All plant materials must meet standards set by the American Association of Nurserymen and be a variety suitable to the plant hardiness zone of Coon Rapids, Zone 4a. All dead or injured plant materials must be replaced at the end of the second growing season.

Location and Minimum Quantity of Plant Materials¹

<i>Zoning</i>	<i>Street Frontage</i>	<i>Open Yard</i>	<i>Parking Lot</i>	<i>Screening</i>
LDR-1 LDR-2 (single-family)	1 over-story tree located in the boulevard per housing unit per frontage Sod boulevard areas	-	-	-
MDR HDR	1 over-story tree per 40 ft. of frontage.	1 over-story tree per 3,000 sq. ft. of open area 1 ornamental tree per 1,500 sq. ft. of open area 1 evergreen tree per 3,000 sq. ft. of open area 1 deciduous or evergreen shrub per 500 sq. ft. of open area	3% of the parking area must contain landscaped islands with a minimum width of 5 ft. and underground irrigation. 2 over-story trees per parking lot island.	3 ft. sodded berm or 3 ft. high solid hedge between parking areas and street right-of-way and adjacent residential uses. Screening for outdoor activities reasonably annoying or endangering the value of surrounding properties. ²
O NC CC GC I RS Civic Use in Res. District	1 over-story tree per 40 ft. of frontage 1 deciduous and evergreen shrub per 5 ft. of frontage	1 over-story tree per 3,000 sq. ft. of open area 1 ornamental tree per 1,500 sq. ft. of open area 1 evergreen tree per 3,000 sq. ft. of open area 1 deciduous or evergreen shrub per 100 sq. ft. of open area	3% of the parking area must contain landscaped islands with a minimum width of 5 ft. and underground irrigation. 2 over-story trees per parking lot island.	3 ft. sodded berm or 3 ft. high solid hedge between parking areas and street right-of-way and adjacent residential uses. Screening for outdoor activities reasonably annoying or endangering the value of surrounding properties. ²

PORT RRO	Along Coon Rapids Blvd.: 1 over-story tree per 25 ft. of street frontage along Coon Rapids Blvd. The 200 square feet of ground area around the base of a monument sign shall be landscaped with shrubs and perennials. Along other streets: 1 over-story tree per 40 ft. of frontage 1 deciduous and evergreen shrub per 5 ft. of frontage	For single family, including single-family detached common-interest communities: 1 over-story tree located per housing unit per public and private street frontage 1 deciduous or evergreen shrub in the foundation area per 1 foot of building foundation facing Coon Rapids Blvd. For other development: 1 over-story tree per 3,000 sq. ft. of open area 1 ornamental tree per 1,500 sq. ft. of open area 1 evergreen tree per 3,000 sq. ft. of open area 1 deciduous or evergreen shrub per 250 sq. ft. of open area 1 deciduous or evergreen shrub in the foundation area per 1 foot of building foundation facing Coon Rapids Blvd.	3% of the parking area must contain landscaped islands with a minimum width of 5 ft. and underground irrigation. 2 over-story trees per parking lot island.	Parking, drive-throughs, pump islands, and loading and service areas must be screened by a 3 to 5 ft. high 50% opaque masonry wall, fence, berm, hedge or combination thereof (walls and fences should reflect Port Elements Plan) and a sufficient number of plants to achieve required opaqueness. Screening for outdoor activities reasonably annoying or endangering the value of surrounding properties.²
-------------	--	---	--	--

¹Quantities and types may be reduced or substituted for the preservation of desirable existing trees or unusual site characteristics. Reductions or substitutions may be made with the approval of the Community Development Director.

²Adequate screening includes one of the following: 6 foot tall, 80% opaque screening wall or fence constructed of wood, masonry or other durable material and compatible with the development and surrounding uses, 6 foot tall evergreen trees planted every 10 feet, 6 foot tall sodded berm with side slopes of less than 1.5 to 1, existing topography and/or vegetation or buildings providing equivalent screening as approved by the Planning Commission

Required Bufferyards

<i>Proposed Use</i>	<i>Bufferyard Width (May Include Building Setback Area)</i>	<i>Minimum Number of Landscape Units per 100 ft. of Adjacent Use Property Line*</i>
Moderate Density Residential	25 ft. adjacent to LDR-1 or LDR-2 use	40
High Density Residential	30 ft. adjacent to LDR-1 or LDR-2 use	80
Day care facility serving more than 17 persons	20 ft. adjacent to MDR or HDR use	80
Office	20 ft. adjacent to LDR-1, LDR-2, MDR, or HDR use	80
Commercial	30 ft. adjacent to LDR-1, LDR-2, MDR, or HDR use	120
Industrial	50 ft. adjacent to LDR-1, LDR-2, MDR, or HDR use	160

*overstory tree = 10 landscape units; evergreen (spruce only) or ornamental tree = 8 landscape units; shrub = 1 landscape unit; no single plant type may exceed 1/3 of the required landscape units

Typical Plant Materials

	<i>Common Name</i>
Evergreen trees	Pine - Austrian, Norway and Ponderosa Spruce - Black Hills and Norway
Ornamental trees	Amur Maple Hawthorn Flowering crabapple Flowering plum Japanese tree lilac Newport plum Shadblow Serviceberry
Over story trees	Bur Oak Hackberry Honeylocust Linden Maple
Shrubs - deciduous	
-low	Sumac, low growth fragrant Azalea Barberry Forsythia Honeysuckle, dwarf bush Potentilla Spirea Viburnum, dwarf
-medium	Dogwood Hydrangea Regents Serviceberry Glossy Black Chokeberry Spirea
-tall	Dogwood Burning Bush Honeysuckle Lilac Ninebark Sumac Viburnum
Shrubs - evergreen	
-spreading	Juniper
-medium	Juniper Yew
-upright	Arborvitae Juniper



Sustainability Commission - Regular

4.

Meeting Date: 01/18/2024

Subject: 2024 Work Plan Mapping

From: Olivia Dorow Hovland, Sustainability Planner

INTRODUCTION

At the October meeting, commissioners brainstormed a work plan for 2024. At the November meeting, staff presented the final draft of the 2024 work plan. The work plan is attached.

DISCUSSION

To guide commissioners through the calendar year, staff suggest mapping out a timeline for each work plan task onto the year's meeting calendar. The commission typically has 10 meetings each year.

RECOMMENDATION

Staff recommends commissioners map out work plan tasks.

Attachments

2024 Work Plan

Initiative #1 Initiative Type: ☐ Project ☒ Ongoing/Annual ☒ Event Council Charge: ☐ Study & Report (council requested) ☐ Review & Comment (council requested)			
Initiative Title Tabling and Engagement	Deliverable - Engagement materials to distribute at tabling events. - A table/presence at 3-6 public events in 2023 including Summer in the City and the Native Plant Sale	Leads	Target Completion Date Q3 2024
Budget Required: \$100 for printing, engagement supplies			
Staff Support Required: Printing of materials, staffing events, coordinating volunteers, purchasing materials			
Progress Q1:			
Progress Q2:			
Progress Q3:			
Progress Q4:			

Initiative #2 Initiative Type: ☒ Project ☐ Ongoing/Annual ☐ Event Council Charge: ☐ Study & Report (council requested) ☐ Review & Comment (council requested)			
Initiative Title Earth Month	Deliverable - Create awards for residents, businesses, and institutions undertaking sustainable actions - Work with City Council to do an Earth Month proclamation - Outline weekly communications topics - Organize a planting or clean-up event	Leads	Target Completion Date Q2 2024
Budget Required: \$200 for award printing and clean-up day supplies			
Staff Support Required: Coordinate with City Council on Earth Month proclamation and awards presentation, collaborate with communications group on messaging, coordinate with Parks Department on clean-up event			
Progress Q1:			
Progress Q2:			
Progress Q3:			

Progress Q4:

Initiative #3	Initiative Type: ☐ Project ☐ Ongoing/Annual ☐ Event Council Charge: ☒ Study & Report (council requested) ☐ Review & Comment (council requested)		
Initiative Title Landscape Standards Revision	Deliverable • Research landscape standards best practices • Create report for staff on recommended changes to landscape standards	Leads	Target Completion Date Q2 2024
Budget Required: NA			
Staff Support Required: Receive the report, help coordinate research with internal staff as necessary			
Progress Q1:			
Progress Q2:			
Progress Q3:			
Progress Q4:			

Initiative #4	Initiative Type: ☒ Project ☐ Ongoing/Annual ☐ Event Council Charge: ☒ Study & Report (council requested) ☐ Review & Comment (council requested)		
Initiative Title EV Stations Research and Promotion	Deliverable • Promote existing EV stations across the city • Research best practices for siting EV stations • Create report for City Council on EV recommendations	Leads	Target Completion Date Q4 2024
Budget Required: NA			
Staff Support Required: Coordination with communications team for promotion of current EV stations, receive the best practices report			
Progress Q1:			
Progress Q2:			
Progress Q3:			
Progress Q4:			

Initiative #5 Initiative Type: ☒ Project ☐ Ongoing/Annual ☐ Event Council Charge: ☐ Study & Report (council requested) ☐ Review & Comment (council requested)			
Initiative Title Water Use Reduction Education	Deliverable Communications materials on best practices for residents	Leads	Target Completion Date Q4 2024
Budget Required: NA			
Staff Support Required: Coordination with communications team on publication of messaging			
Progress Q1:			
Progress Q2:			
Progress Q3:			
Progress Q4:			

Initiative #6 Initiative Type: ☐ Project ☐ Ongoing/Annual ☒ Event Council Charge: ☐ Study & Report (council requested) ☐ Review & Comment (council requested)			
Initiative Title Pollinator Week	Deliverable - Educational messaging around protecting pollinators - Potential tour or map of best pollinator gardens around the city, with awards or recognition	Leads	Target Completion Date Q3 2024
Budget Required: NA			
Staff Support Required: Coordination with communications team on messaging, creation of webpage for pollinator tour			
Progress Q1:			
Progress Q2:			
Progress Q3:			
Progress Q4:			

Initiative #7 Initiative Type: ☐ Project ☐ Ongoing/Annual ☐ Event Council Charge: ☐ Study & Report (council requested) ☒ Review & Comment (council requested)			
---	--	--	--

Initiative Title	Deliverable	Leads	Target Completion Date
Project comment	Review and comment on various city-led projects, at staff request		Q4 2024
Budget Required: NA			
Staff Support Required: Present on city projects that require commission comment			
Progress Q1:			
Progress Q2:			
Progress Q3:			
Progress Q4:			

Parking Lot: (These items have been considered by the SC, but not proposed as part of this year's work plan.)
Wildlife education
Community solar project
Promotion of WasteWise for businesses
Outreach to businesses on organics recycling
Sustainable transportation

KEY

Initiative Types:

- Project
 - Project initiated by the board/ commission
- Ongoing/Annual
- Event

Council Charge: Projects tasked to a board/commission by the city council

1. Study & Report
 - a. Board/commission will study a specific issue or topic and report its findings or comments to the city council in writing
 - b. No direct action is taken by the board/commission
2. Review & Comment
 - a. Board/commission will review a specific issue or topic and provide comments to the city council in writing
 - b. No direct action is taken by the board/commission



Sustainability Commission - Regular

5.

Meeting Date: 01/18/2024

Subject: Staff Updates

From: Olivia Dorow Hovland, Sustainability Planner

INTRODUCTION

Staff will provide an update on sustainability-related work going on at the city.

DISCUSSION

NA

RECOMMENDATION

Receive the update.



Sustainability Commission - Regular

6.

Meeting Date: 01/18/2024

Subject: Chair and Commissioner Comments

From: Olivia Dorow Hovland, Sustainability Planner

INTRODUCTION

Commissioners are invited to share any new or relevant sustainability-related information with the group.

DISCUSSION

NA

RECOMMENDATION

Receive the comments.
