

REGULAR CITY COUNCIL MEETING – AGENDA #36

If you need these materials in an alternative format or need reasonable accommodations for a City Council meeting, please provide the City with 72-hours' notice by calling 763-424-8000 or emailing Josie Shardlow at josie.shardlow@brooklynpark.org.
Para asistencia, 763-424-8000; Yog xav tau kev pab, 763-424-8000.

Our Vision: Brooklyn Park, a thriving community inspiring pride where opportunities exist for all.

Our Brooklyn Park 2025 Goals:

• A united and welcoming community, strengthened by our diversity • Beautiful spaces and quality infrastructure make Brooklyn Park a unique destination • A balanced economic environment that empowers businesses and people to thrive • People of all ages have what they need to feel healthy and safe • Partnerships that increase racial and economic equity empower residents and neighborhoods to prosper • Effective and engaging government recognized as a leader

I. ORGANIZATIONAL BUSINESS

1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE

2. PUBLIC COMMENT AND RESPONSE 6:00 p.m. Provides an opportunity for the public to address the Council on items which are not on the agenda. Public Comment will be limited to 15 minutes (*if no one is in attendance for Public Comment, the regular meeting may begin*), and it may not be used to make personal attacks, to air personality grievances, to make political endorsements or for political campaign purposes. Individuals should limit their comments to three minutes. Council Members will not enter into a dialogue with residents. Questions from the Council will be for clarification only. Public Comment will not be used as a time for problem solving or reacting to the comments made, but rather for hearing the residents for informational purposes only.

2A. RESPONSE TO PRIOR PUBLIC COMMENT

2B. PUBLIC COMMENT

3A. APPROVAL OF AGENDA (Items specifically identified may be removed from Consent or added elsewhere on the agenda by request of any Council Member.)

3B. PUBLIC PRESENTATIONS/PROCLAMATIONS/RECEIPT OF GENERAL COMMUNICATIONS

3B.1 Commission Interviews

A. ATTENDANCE SHEET AND VOTING FORM BAC

B. ATTENDANCE SHEET AND VOTING FORM HRC

C. ATTENDANCE SHEET AND VOTING FORM RPAC

3B.2 Proclamation Recognizing October 15, 2023 as National Pregnancy and Infant Loss Remembrance Day in the City of Brooklyn Park

A. PROCLAMATION

3B.3 Annual Presentation of the Minneapolis Northwest Tourism Board

II. STATUTORY BUSINESS AND/OR POLICY IMPLEMENTATION

4. CONSENT (All items listed under Consent, unless removed from Consent in agenda item 3A, shall be approved by one council motion.) Consent Agenda consists of items delegated to city management or a commission but requires council action by State law, City Charter or city code. These items must conform to a council approved policy, plan, capital improvement project, ordinance or contract. In addition, meeting minutes shall be included.

4.1 Resolution Cancelling 4810 General Obligation Bonds, Series 2016A that is Certified to Hennepin County for Street Reconstruction Plan Principal and Interest in the Amount of \$454,866.57 for Payable 2024

A. RESOLUTION

B. DEBT LEVY REQUIREMENTS SCHEDULE

- 4.2 Approve a Tetrahydrocannabinol (THC) License and a Tobacco License for Lifted Inc. dba Tobacco Plus, 1436 85th Ave N., Brooklyn Park, MN 55444
- 4.3 Approve a Tetrahydrocannabinol (THC) License for Lifted Inc. dba Kush House, 3015 85th Ave N., Brooklyn Park, MN 55443
- 4.4 Approve a Temporary On-Sale Liquor License for the Brooklyn Park Rotary Foundation for their Beer Fest and Wine Tasting to be held on October 7, 2023, at 5600 85th Avenue North
- 4.5 Appointments to the Shingle Creek and West Mississippi Watershed Management Commissions
- 4.6 2024 Toward Zero Deaths Grant Agreement
 - A. RESOLUTION
- 4.7 Second Reading – Amendments to Ordinance 72.08 Pertaining to Overnight Parking Restrictions
 - A. ORDINANCE
- 4.8 Approve funding for CIP 3713-22 Bass Creek Restoration for the 2023-2027 CIP
 - A. RESOLUTION
 - B. CIP CARRY OVER 2023-2027
- 4.9 Order Public Hearing for the Vacation of Drainage and Utility Easements at 9500 Decatur Dr. N.
 - A. RESOLUTION
 - B. PROPOSED EASEMENT VACATION AREA

The following items relate to the City Council’s long-range policy-making responsibilities and are handled individually for appropriate debate and deliberation. (Those persons wishing to speak to any of the items listed in this section should fill out a speaker’s form and give it to the City Clerk. Staff will present each item, following in which audience input is invited. Discussion will then be closed to the public and directed to the council table for action.)

5. PUBLIC HEARINGS

None.

6. LAND USE ACTIONS

- 6.1 Penske Conditional Use Permit
 - A. RESOLUTION – AUTO ORIENTED REPAIR
 - B. LOCATION MAP
 - C. PLANNING COMMISSION MINUTES
 - D. ADDITIONAL APPLICANT SUBMISSIONS
- 6.2 Events on 85th - Conditional Use Permit #23-115 for an Assembly, Banquet, Convention Hall, or Conference Center at 8568 Edinburgh Centre Drive
 - A. RESOLUTION
 - B. PLANNING COMMISSION MINUTES
 - C. LOCATION MAP
 - D. APPLICANT’S NARRATIVE
 - E. PLAN SET

7. GENERAL ACTION ITEMS

- 7.1 Award the City Insurance Programs for Contract Year 2023-2024 to the League of Minnesota Cities Insurance Trust
 - A. RESOLUTION
- 7.2 Council Adoption of Proposed 2024 Property Tax Levies and Preliminary 2024 -2025 General Fund and Debt Service Funds Budgets
 - A. RESOLUTION APPROVING THE 2024 - 2025 COUNCIL PRELIMINARY GENERAL AND DEBT SERVICE FUNDS BUDGETS
 - B. RESOLUTION ADOPTING THE 2024 PROPOSED GENERAL AND DEBT SERVICE FUNDS NET PROPERTY TAX LEVIES AND CERTIFYING THEM TO HENNEPIN COUNTY
 - C. RESOLUTION ADOPTING A PROPOSED SPECIAL BENEFIT HRA TAX LEVY AND A PRELIMINARY EDA CITY TAX LEVY

III. DISCUSSION – These items will be discussion items but the City Council may act upon them during the course of the meeting.

8. DISCUSSION ITEMS

- 8.1 Safe Routes to School Plan
 - A. SAFE ROUTES TO SCHOOL, BROOKLYN PARK, MINNESOTA, JUNE 2023

IV. VERBAL REPORTS AND ANNOUNCEMENTS

9A. COUNCIL MEMBER REPORTS AND ANNOUNCEMENTS

9B. CITY MANAGER REPORTS AND ANNOUNCEMENTS

V. ADJOURNMENT

Since we do not have time to discuss every point presented, it may seem that decisions are preconceived. However, background information is provided for the City Council on each agenda item in advance from city staff and appointed commissions, and decisions are based on this information and past experiences. If you are aware of information that has not been discussed, please raise your hand to be recognized. Please speak from the podium. Comments that are pertinent are appreciated. Items requiring excessive time may be continued to another meeting.

City of Brooklyn Park Request for Council Action

Agenda Item:	3B.1	Meeting Date:	September 25, 2023
Agenda Section:	Public Presentations/ Proclamations/Receipt of General Communications	Originating Department:	Administration
Resolution:	N/A	Prepared By:	Katrina Doshier, Program Assistant
Ordinance:	N/A		
Attachments:	3	Presented By:	Hollies Winston, Mayor
Item:	Interview Applicants for Commissions		

City Manager's Proposed Action:

Interview applicants to fill current and upcoming openings on commissions.

Overview:

The City has advertised to fill openings on the Budget Advisory Commission, Human Rights Commission, and the Recreation and Parks Advisory Commission. The appointments are open seats to be effective immediately. Applicants have been contacted; voting sheets are attached.

Per Resolution #2019-46, there are district requirements on all of these city commissions. The City Council will make the appointments taking into consideration the representation required by each commission. An applicant who represents outside of his/her residing district and is seeking reappointment to a commission is eligible for reappointment to the same seat even if other individuals who reside in the appropriate district apply for the seat.

I wish to make Council aware of City Code Section 30.39 which states, "Notwithstanding any provisions of this Code to the contrary, if there are no applicants for an appointment to a board or commission residing in the district from which the appointment is required to be made, an applicant residing in any district of the city may be appointed to such board or commission." (Ord. 2000-932, passed 9-11-00.)

The regular openings are for balance of terms, effective immediately. The Budget Advisory Commission and Recreation and Parks Advisory Commission openings are effective immediately, for the balance of a three-year term, and to expire April 1, 2024. The Human Rights Commission opening is effective immediately, for the balance of a three-year term, and to expire April 1, 2026

Budget Advisory Commission – One opening

West District (1) – replacing Thomas Samlaska

Human Rights Commission – One Opening

West District (1) – Replacing Chelsea Youngquist

Recreation and Parks Advisory Commission – Two openings

City At-large (1) – replacing Johnny Hoang

West District (1) – replacing William Birdnecklace

In the packet are voting forms to indicate your choices. At the end of the meeting, please pass your voting forms to Mayor Winston with your choices indicated. He will consolidate the votes to determine who will be appointed to the commissions. The appointments will be made during the October 9, 2023 Council meeting.

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues: N/A

Attachments:

- 3B.1A ATTENDANCE SHEET AND VOTING FORM BAC
- 3B.1B ATTENDANCE SHEET AND VOTING FORM HRC
- 3B.1C ATTENDANCE SHEET AND VOTING FORM RPAC

BUDGET ADVISORY COMMISSION (BAC) VOTING FORM

Monday, September 25, 2023

COUNCIL MEMBER: _____

Voting Form to submit to the Mayor

BUDGET ADVISORY COMMISSION 1 Opening (West District) Balance of Term Ending April 1, 2024
West District: Replacing Thomas Samlaska

Commission Applicants

Name	Residing District	Will Attend Meeting	Council Appointment Choice
<i>BAC applicants – Listed as 1st Choice</i>			BUDGET ADVISORY COMMISSION
Terri Merrill*	West	No	1 st choice (West District) _____

*Terri is not able to attend but would still like their application considered.

Note: This ballot is public information per Minnesota Government Data Practices Act.

HUMAN RIGHTS COMMISSION (HRC) VOTING FORM

Monday, September 25, 2023

COUNCIL MEMBER: _____

Voting Form to submit to the Mayor

HUMAN RIGHTS COMMISSION 1 Opening (West District), Balance of Term Ending April 1, 2026
West District: Replacing Chelsea Youngquist

Commission Applicants

Name	Residing District	Will Attend Meeting	Council Appointment Choice
<i>HRC applicants – Listed as 1st Choice</i>			HUMAN RIGHTS COMMISSION 1 st choice (West District) _____
Valen Ademodi	West	Yes	
<i>Listed as 2nd Choice</i>			
Terri Merrill*	West	No	

*Terri's First Choice is Budget Advisory Commission.

Note: This ballot is public information per Minnesota Government Data Practices Act.

RECREATION AND PARKS ADVISORY COMMISSION (RPAC) VOTING FORM

Monday, September 25, 2023

COUNCIL MEMBER: _____

Voting Form to submit to the Mayor

RECREATION AND PARKS ADVISORY COMMISSION 2 Openings (1 West District, 1 City At-large), Balance of Terms Ending April 1, 2024
 West District: Replacing William Blackbird
 City At-large: Replacing Johnny Hoang

Commission Applicants

Name	Residing District	Will Attend Meeting	Council Appointment Choice
<i>RPAC applicants – Listed as 1st Choice</i>			RECREATION AND PARKS ADVISORY COMMISSION 1 st choice (West District) _____ 1 st choice (City At-large) _____
Daniel Nelson*	West	No	
Tawah Crawford*	East	No	
<i>Listed as 2nd Choice</i>			
Mercy Matthews	West	Yes	
<i>Listed as 3rd Choice</i>			
Valen Ademondi**	East	Yes	

*Daniel and Tawah are not able to attend but would still like their applications considered.

** Valen’s first choice is Human Rights Commission.

Note: This ballot is public information per Minnesota Government Data Practices Act.

City of Brooklyn Park Request for Council Action

Agenda Item:	3B.2	Meeting Date:	September 25, 2023
Agenda Section:	Public Presentations/ Proclamations/Receipt of General Communications	Originating Department:	Administration
Resolution:	N/A	Prepared By:	Katrina Doshier, Program Assistant
Ordinance:	N/A		
Attachments:	1	Presented By:	Mayor Hollies Winston
Item:	Proclamation Recognizing October 15, 2023 as National Pregnancy and Infant Loss Remembrance Day in the City of Brooklyn Park		

City Manager's Proposed Action:

The Mayor shall proclaim October 15, 2023, as Pregnancy and Infant Loss Remembrance Day in the city of Brooklyn Park.

1. "I, Hollies Winston, Mayor of the city of Brooklyn Park, Minnesota, do hereby proclaim October 15, 2023, as Pregnancy and Infant Loss Remembrance Day in the city of Brooklyn Park.

OR

2. By reading the proclamation.

Overview:

Infants Remembered In Silence, Inc. (IRIS) works with thousands of people across Minnesota, and the USA, who have experienced the death of a child during pregnancy through early childhood. This includes death from miscarriage, ectopic pregnancy, molar pregnancy, stillbirth, neo-natal death, sudden unexplained death of a child (SUDC), sudden infant death syndrome (SIDS), birth defects, illness, accidents, and all other types of early childhood death. These are parents who lose a child unexpectedly. Many of these parents live in, deliver in, and have a child die in, or bury a child in this community.

Bereaved parents remember these children annually with a 7 p.m. candle lighting on October 15. Some will remember their child/children in their homes while others will remember them in small gatherings around the state and across the nation. This resolution/proclamation would unify these parents in tribute of their children.

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues: N/A

Attachments:

3B.2A PROCLAMATION

PROCLAMATION

**PROCLAIMING OCTOBER 15, 2023, AS
PREGNANCY AND INFANT LOSS
REMEMBRANCE DAY
IN THE CITY OF BROOKLYN PARK, MINNESOTA**

WHEREAS, Infants Remembered In Silence, Inc. and many other nonprofit organizations work with thousands of parents all over the state of Minnesota, and across the United States, who have experienced the death of a child during pregnancy through early childhood; and

WHEREAS, many of these parents live in, deliver in, have a child die in, or a bury a child in our community; and

WHEREAS, Infants Remembered In Silence, Inc., a 501(c)(3) nonprofit organization was founded in 1987, 35 years ago, to offer support for parents whose child/children died from miscarriage, ectopic pregnancy, molar pregnancy, stillbirth, neo-natal death, birth defects, sudden unexplained death of a child (SUDC), sudden infant death syndrome (SIDS), illness, accidents, and all other types of infants and early childhood death; and

WHEREAS, bereaved parents around the world remember their children annually on October 15 with candle lighting at 7 p.m. Some will remember their child/children in their homes while others will remember them in small gatherings around the state, across the nation and around the world; and this would unify these parents in tribute to their children; and

WHEREAS, in 1988, President Ronald Reagan proclaimed October as National Pregnancy and Infant Loss Awareness month; and

WHEREAS, in honor of the thousands of children that die each year in Minnesota, Infants Remembered In Silence, Inc. respectfully requests that October 15, 2023 be recognized as Pregnancy and Infant Loss Remembrance Day.

NOW, THEREFORE, I, Hollies Winston, Mayor of the City of Brooklyn Park, do hereby proclaim October 15, 2023, as Pregnancy and Infant Loss Remembrance Day in the city of Brooklyn Park.



Hollies Winston, Mayor

5200 85th Avenue North

City of Brooklyn Park Request for Council Action

Agenda Item:	3B.3	Meeting Date:	September 25, 2023
Agenda Section:	Public Presentations/ Proclamations/Receipt of General Communications	Originating Department:	Community Development
Resolution:	N/A	Prepared By:	Breanne Rothstein, Economic Development and Housing Director
Ordinance:	N/A		
Attachments:	N/A	Presented By:	Cyd Haynes, Interim CEO of Minneapolis NW Tourism Board
Item:	Annual Presentation of the Minneapolis Northwest Tourism Board		

City Manager's Proposed Action:

Annual Presentation of the Minneapolis Northwest Tourism Board by Cyd Haynes and Breanne Rothstein.

Overview:

Cyd Haynes, interim CEO of Minneapolis Northwest Tourism Board will be presenting their annual report to the Brooklyn Park City Council. This is required as part of the Cooperation Agreement between the city and the tourism board.

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues: N/A

Attachments: N/A

City of Brooklyn Park Request for Council Action

Agenda Item:	4.1	Meeting Date:	September 25, 2023
Agenda Section:	Consent	Originating Department:	Finance
Resolution:	X	Prepared By:	Dolly Lee, Asst. Finance Director, Chris Kuecker, Accountant/Analyst
Ordinance:	N/A		
Attachments:	2	Presented By:	LaTonia Green, Finance Director
Item:	Resolution Cancelling 4810 General Obligation Bonds, Series 2016A that is Certified to Hennepin County for Street Reconstruction Plan Principal and Interest in the Amount of \$454,866.57 for Payable 2024		

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2023-____ CANCELLING B4810 GENERAL OBLIGATION BONDS, SERIES 2016A THAT IS CERTIFIED TO HENNEPIN COUNTY FOR STREET RECONSTRUCTION PLAN PRINCIPAL AND INTEREST IN THE AMOUNT OF \$454,866.57 FOR PAYABLE 2024.

Overview:

Hennepin County maintains a Debt Levy Requirement schedule for all general obligation bond levies for the City of Brooklyn Park, Minnesota. In accordance to M.S. 475.61, the County is required to levy the amount originally certified unless the taxing authority passes a resolution cancelling the levy. Each year a bond is active, the bond schedule is updated to include the principal and interest payment for the bond pay year. When the General Obligation Bonds, Series 2016A were sold, the repayment source was identified as the franchise fee. Since this is not a traditional payment source, the bonds are included on the Debt Levy Requirement schedule. If the City of Brooklyn Park has accumulated franchise fee revenues to pay the principal and interest, the City can adopt a resolution to cancel the debt from the schedule for that payable year. The Franchise Fees fund has sufficient balance to cover the 2024 responsibility.

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues:

The total bond levy for the 2024 preliminary budget does not include the 4810 General Obligation Bonds, Series 2016A in the amount of \$454,866.57 bond levy. Should the City Council choose not to pass the resolution cancelling 4810 General Obligation Bonds, Series 2016A, the 2024 preliminary budget would need to be adjusted accordingly.

Attachments:

- 4.1A RESOLUTION
- 4.1B DEBT LEVY REQUIREMENTS SCHEDULE

RESOLUTION #2023-

RESOLUTION CANCELLING B4810 GENERAL OBLIGATION BONDS, SERIES 2016A THAT IS CERTIFIED TO HENNEPIN COUNTY FOR STREET RECONSTRUCTION PLAN PRINCIPAL AND INTEREST IN THE AMOUNT OF \$454,866.57 FOR PAYABLE 2024

WHEREAS, on June 27, 2016, the City Council adopted Resolution #2016-122, a Resolution approving a Street Reconstruction Plan and Authorizing Issuance of General Obligation Bonds, Series 2016A in an Aggregate Principal Amount of \$7,860,000; and

WHEREAS, the 4810 General Obligation Bonds, Series 2016A was certified to Hennepin County and was adopted; and

WHEREAS, the Hennepin County Debt Levy Requirements schedule for taxes payable in 2024 include 4810 General Obligation Bonds, Series 2016A in the amount of \$454,866.57; and

WHEREAS, according to M.S. 475.61, the County is required to levy the amount originally certified unless the taxing authority passes a resolution canceling the levy; and

WHEREAS, in order to cancel 4810 General Obligation Bonds, Series 2016A in the amount of \$454,866.57 payable 2024, the City Council has to adopt a resolution cancelling the debt levy.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park:

1. That the City hereby cancels 4810 General Obligation Bonds, Series 2016A in the amount of \$454,866.57 payable 2024.

HENNEPIN COUNTY
MINNESOTA

Levy Schedule for 2024

Jul. 13, 2023

City of Brooklyn Park		Date	Original Amount Issued	Levy Scheduled for 2024
4809	General Obligation (Series 2014A)	7 /10/2014	\$9,490,000.00	\$680,767.50
4810	General Obligation (Series 2016A)	7 /27/2016	\$7,860,000.00	\$454,866.57
4811	General Obligation (Series 2017A)	6 /29/2017	\$7,320,000.00	\$303,305.63
4815	General Obligation (Series 2019A)	7 /18/2019	\$4,470,000.00	\$322,402.50
4816A	General Obligation (Series 2021A)	6 /28/2021	\$7,585,000.00	\$887,092.50
4816B	General Obligation (Series 2021A)	6 /28/2021	\$690,000.00	\$17,497.50
4816C	General Obligation (Series 2021A)	6 /28/2021	\$925,000.00	\$23,027.50

City of Brooklyn Park Total:	\$2,688,959.70
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City of Brooklyn Park Request for Council Action

Agenda Item:	4.2	Meeting Date:	September 25, 2023
Agenda Section:	Consent	Originating Department:	Community Development
Resolution:	N/A	Prepared By:	Megan Bookey, Program Assistant III
Ordinance:	N/A		
Attachments:	N/A	Presented By:	Keith Jullie, Rental and Business Licensing Manager
Item:	Approve a Tetrahydrocannabinol (THC) License and a Tobacco License for Lifted Inc. dba Tobacco Plus, 1436 85 th Ave N., Brooklyn Park, MN 55444		

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO APPROVE A TETRAHYDROCANNABINOL (THC) LICENSE FOR LIFTED INC. DBA TOBACCO PLUS, 1436 85TH AVE N., BROOKLYN PARK, MN 55444.

MOTION _____, SECOND _____, TO APPROVE A TOBACCO LICENSE FOR LIFTED INC. DBA TOBACCO PLUS, 1436 85TH AVE N., BROOKLYN PARK, MN 55444.

Overview:

This is a new business owner operating in this location, however, there have been previous tobacco shops located in this mall.

The first action is for approval of a new THC license at 1436 85th Ave N. The THC license application has been approved and the police department has completed their investigation of the applicants.

The second action is for approval of a new tobacco license at 1436 85th Ave N. The tobacco application has been approved and the police department has completed their investigation of the applicants.

There are no known code violations and staff recommends approval of both the THC and Tobacco licenses.

Background:

On July 1, 2022, the Minnesota legislature legalized the sale of limited amounts of Tetrahydrocannabinol (THC), which is the intoxicating component within the hemp plant. THC can be extracted from the plant and added to edibles and beverages for consumption. State law requires that these products contain no more than 0.3% of any THC total, no more than five milligrams of THC per serving, and no more than 50 milligrams of THC per package. The law prohibits the sale of edible THC products to anyone under the age of 21 and contains several requirements regarding labeling and packaging.

Ordinance Requirements:

The THC ordinance and licensing requirements include regulations from State law and City code including:

- Business must have a license approved by the city council to sell THC products effective March 1, 2023.
- Customers must be 21 years old to purchase THC products, and it is a petty misdemeanor violation for anyone under 21 to possess licensed products.
- Customers must provide a valid government issued photo identification for purchase upon request.
- Products must be located behind a counter or in a locked case requiring store employees to access.
- License applicants must pass a background check prior to license approval.

- Compliance checks and business inspections are required to ensure compliance with regulations.
- Annual license fee of \$1,000 and background check fee of \$500
- The total number of THC licenses allowed in the city proposed at 15 per each of three city council districts (east, central, west) and 45 total licenses allowed in the city based on discussion with the city council during the first reading.
- THC licenses are allowed in all retail areas except within 300 feet of a school.
- Penalties for violations and appeal processes are comparable to tobacco compliance processes.

THC Business Locations:

Map #	Business Name	Location	Council District	Total in District		
				Central	East	West
1	A&J Tobacco	8058 Brooklyn Blvd	West			X
2	Boone Tobacco	6284 Boone Ave	West			X
3	BP Smoke Shop	7654 Brooklyn Blvd	East		X	
4	Cellar's Wine & Spirits	7944 Brooklyn Blvd	West			X
5	E-Vapor and Tobacco	4658 85 th Ave	Central	X		
6	Good Zen	8509 Jefferson Ln	West			X
7	Ike's Wine & Spirits	9682 Colorado Ln	West			X
8	Lifted Inc. dba Kush House	8470 Xerxes Ave moving to 3015 85 th Ave N	East		X	
9	Love is an Ingredient	6276A Boone Ave	West			X
10	Love is an Ingredient	8505 Jefferson Ln	West			X
11	Neighborhood Gas and Food	7416 Brooklyn Blvd	East		X	
12	New Superette	6290 Boone Ave	West			X
13	Speedy Market & Tobacco	7401 Regent Ave	East		X	
14	Winner Gas	1500 Brookdale Dr	East		X	
15	Cub Liquor	7555 W Broadway	West			X
16	Lifted Inc. dba Tobacco Plus	1436 85 th Ave N	East		X	
			TOTALS	1	6	9

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues:

THC License prorated fees totaling \$500 will be added to the general fund.
Tobacco License prorated fee of \$100 will be added to the general fund.

Attachments: N/A

City of Brooklyn Park Request for Council Action

Agenda Item:	4.3	Meeting Date:	September 25, 2023
Agenda Section:	Consent	Originating Department:	Community Development
Resolution:	N/A	Prepared By:	Megan Bookey, Program Assistant III
Ordinance:	N/A		
Attachments:	N/A	Presented By:	Keith Jullie, Rental and Business Licensing Manager
Item:	Approve a Tetrahydrocannabinol (THC) License for Lifted Inc. dba Kush House, 3015 85 th Ave N., Brooklyn Park, MN 55443		

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO APPROVE A TETRAHYDROCANNABINOL (THC) LICENSE FOR LIFTED INC. DBA KUSH HOUSE, 3015 85TH AVE N., BROOKLYN PARK, MN 55443

Overview:

This is a request for approval of a new THC license of a business at 3015 85th Ave N. The business owner had a THC license approved for 8470 Xerxes Ave N but decided to relocate to a different location within the mall. The THC license application has been approved and the police department has completed their investigation of the applicants.

There are no known code violations and staff recommends approval of the THC license.

Background:

On July 1, 2022 the Minnesota legislature legalized the sale of limited amounts of Tetrahydrocannabinol (THC), which is the intoxicating component within the hemp plant. THC can be extracted from the plant and added to edibles and beverages for consumption. State law requires that these products contain no more than 0.3% of any THC total, no more than five milligrams of THC per serving, and no more than 50 milligrams of THC per package. The law prohibits the sale of edible THC products to anyone under the age of 21 and contains several requirements regarding labeling and packaging.

Ordinance Requirements:

The THC ordinance and licensing requirements include regulations from State law and City code including:

- Businesses must have a license approved by the city council to sell THC products effective March 1, 2023.
- Customers must be 21 years old to purchase THC products, and it is a petty misdemeanor violation for anyone under 21 to possess licensed products.
- Customers must provide a valid government issued photo identification for purchase upon request.
- Products must be located behind a counter or in a locked case requiring store employees to access.
- License applicants must pass a background check prior to license approval.
- Compliance checks and business inspections are required to ensure compliance with regulations.
- Annual license fee of \$1,000 and background check fee of \$500
- The total number of THC licenses allowed in the city proposed at 15 per each of three city council districts (east, central, west) and 45 total licenses allowed in the city based on discussion with the city council during the first reading.

- THC licenses are allowed in all retail areas except within 300 feet of a school.
- Penalties for violations and appeal processes are comparable to tobacco compliance processes.

THC Business Locations:

Map #	Business Name	Location	Council District	Total in District		
				Central	East	West
1	A&J Tobacco	8058 Brooklyn Blvd	West			X
2	Boone Tobacco	6284 Boone Ave	West			X
3	BP Smoke Shop	7654 Brooklyn Blvd	East		X	
4	Cellars Wine & Spirits	7944 Brooklyn Blvd	West			X
5	E-Vapor and Tobacco	4658 85 th Ave	Central	X		
6	Good Zen	8509 Jefferson Ln	West			X
7	Ike's Wine & Spirits	9682 Colorado Ln	West			X
8	Lifted Inc. dba Kush House	8470 Xerxes Ave moving to 3015 85 th Ave N	East		X	
9	Love is an Ingredient	6276A Boone Ave	West			X
10	Love is an Ingredient	8505 Jefferson Ln	West			X
11	Neighborhood Gas and Food	7416 Brooklyn Blvd	East		X	
12	New Superette	6290 Boone Ave	West			X
13	Speedy Market & Tobacco	7401 Regent Ave	East		X	
14	Winner Gas	1500 Brookdale Dr	East		X	
15	Cub Liquor	7555 W Broadway	West			X
16	Lifted Inc. dba Tobacco Plus	1436 85 th Ave N	East		X	
			TOTALS	1	6	9

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues:

THC License prorated fees totaling \$500 will be added to the general fund.

Attachments: N/A

City of Brooklyn Park Request for Council Action

Agenda Item:	4.4	Meeting Date:	September 25, 2023
Agenda Section:	Consent	Originating Department:	Community Development Rental and Business Licensing
Resolution:	N/A	Prepared By:	Megan Bookey, Program Assistant III
Ordinance:	N/A		
Attachments:	N/A		
Item:	Approve a Temporary On-Sale Liquor License for the Brooklyn Park Rotary Foundation for their Beer Fest and Wine Tasting to be held on October 7, 2023, at 5600 85th Avenue North		

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO APPROVE A TEMPORARY ON-SALE LIQUOR LICENSE FOR THE BROOKLYN PARK ROTARY FOUNDATION FOR THEIR BEER FEST AND WINE TASTING TO BE HELD ON OCTOBER 7, 2023, AT 5600 85TH AVENUE NORTH.

Overview:

The Brooklyn Park Rotary Foundation is hosting their Beer Fest and Wine Tasting on October 7, 2023 at the Brooklyn Park Community Activity Center, 5600 85th Avenue North. The hours of the event are 2:00 p.m. to 5:00 p.m. at the community center. A special event permit application has been submitted and covers various aspects of the event to ensure that proper procedures are in place for the sale and consumption of alcohol on the premises.

The Community Development Department has approved the application and the Police Department has completed their investigation of the applicant. There are no known code violations at the property and staff recommend approval of the Temporary On-Sale Liquor license.

The license must be approved by the State of Minnesota Alcohol and Gambling Enforcement Division once the City of Brooklyn Park has approved the license.

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues: N/A

Attachments: N/A

City of Brooklyn Park Request for Council Action

Agenda Item:	4.5	Meeting Date:	September 25, 2023
Agenda Section:	Consent	Originating Department:	Administration
Resolution:	N/A	Prepared By:	Katrina Doshier, Program Assistant
Ordinance:	N/A		
Attachments:	N/A	Presented By:	Hollies Winston, Mayor
Item:	Appointments to the Shingle Creek and West Mississippi Watershed Management Commissions		

City Manager's Proposed Action:

Appoint Alternate Commissioners to serve the balance of terms on the Shingle Creek and West Mississippi Watershed Management Commissions due to resignation of Commissioner Alex Prasch.

SHINGLE CREEK WATERSHED MANAGEMENT COMMISSION One appointment – City At-large

MOTION _____, SECOND _____, TO APPOINT GREG SPOODEN AS THE COMMISSIONER TO THE SHINGLE CREEK WATERSHED MANAGEMENT COMMISSION REPRESENTING THE CITY AT-LARGE FOR THE BALANCE OF A TERM TO EXPIRE JANUARY 31, 2024. (Replacing Alex Prasch)

WEST MISSISSIPPI WATERSHED MANAGEMENT COMMISSION One appointment – City At-large

MOTION _____, SECOND _____, TO APPOINT MESLISSA COLLINS AS THE COMMISSIONER TO THE WEST MISSISSIPPI WATERSHED MANAGEMENT COMMISSION REPRESENTING CITY AT-LARGE FOR THE BALANCE OF A TERM TO EXPIRE JANUARY 31, 2024. (Replacing Alex Prasch)

Overview:

Commissioner Alex Prasch resigned effective August 1, 2023. The Alternate Commissioners have agreed to finish out the balance of the term, ending January 31, 2024. Recruitment will begin to fill the seat for the new term on October 1, 2023.

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues: N/A

Attachments: N/A

City of Brooklyn Park Request for Council Action

Agenda Item:	4.6	Meeting Date:	September 25, 2023
Agenda Section:	Consent	Originating Department:	Police
Resolution:	X	Prepared By:	Stephanie Heiberger, Administrative Assistant
Ordinance:	N/A		
Attachments:	1	Presented By:	Police Chief Mark Bruley
Item:	2024 Toward Zero Deaths Grant Agreement		

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2023-____ AUTHORIZING THE POLICE DEPARTMENT TO ENTER INTO A GRANT AGREEMENT WITH THE STATE OF MINNESOTA DEPARTMENT OF PUBLIC SAFETY, OFFICE OF TRAFFIC SAFETY FOR THE 2024 TOWARD ZERO DEATHS ENFORCEMENT PROGRAM GRANT.

Overview:

The Police Department has been awarded a grant from the State of Minnesota, Department of Public Safety, Office of Traffic Safety for the 2024 Toward Zero Death Enforcement program. This grant is funded by the U.S. Department of Transportation's State and Community Highway Safety Program and will be used for overtime enforcement to address all traffic safety issues with an emphasis on impaired driving, occupant protection, speed and distracted driving. The Department of Public Safety is awarding federal funds to local communities to participate in the enforcement of specific areas of traffic safety. These funds will be under the control of and managed by the Chief of Police or his designated subordinate. Brooklyn Park's allocation for the 2024 Fiscal Year is \$163,200. The department is seeking Council authorization to accept the grant and enter into the grant agreement.

The Toward Zero Deaths grant program will cover the period of October 1, 2023 – September 30, 2024. The grant funds will be sub-granted to partner law enforcement agencies. The Brooklyn Park Police Department, as fiscal agent for the grant funds, will subgrant with the Brooklyn Center Police Department, Hennepin County Sheriff's Office, Champlin Police Department, and Osseo Police Department to work on combining increased enforcement with public awareness.

Receipt of these funds will enable the Police Department to enforce, in a proactive and prioritized manner, traffic laws, which are of concern to many residents. Being that the Toward Zero Deaths grant program activities will be performed by personnel on an overtime basis, it will not impact the delivery of other public safety services performed by the Police Department.

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues: N/A

Attachments:

4.6A RESOLUTION

RESOLUTION #2023-

RESOLUTION AUTHORIZING THE POLICE DEPARTMENT TO ENTER INTO A GRANT AGREEMENT WITH THE STATE OF MINNESOTA DEPARTMENT OF PUBLIC SAFETY, OFFICE OF TRAFFIC SAFETY FOR THE 2024 TOWARD ZERO DEATHS ENFORCMENT PROGRAM GRANT

WHEREAS, the Minnesota Department of Public Safety has awarded the city of Brooklyn Park Police Department the 2024 Toward Zero Deaths Enforcement Program grant, which is funded by the U.S. Department of Transportation's State and Community Highway Safety Program; and

WHEREAS, the grant will support law enforcement agencies to fund overtime for police officers to join in the enforcement campaigns to enforce traffic laws with an emphasis on impaired driving, occupant protection, speed and distracted driving; and

WHEREAS, these grant funds will enable the Police Department to enforce, in a proactive and prioritized manner, traffic laws, which are of concern to many residents and will not impact upon the delivery of other public safety services; and

WHEREAS, the management of this grant and its funds will be the responsibility of the Chief of Police for the city of Brooklyn Park or his designee.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the city of Brooklyn Park to authorize the Police Department to accept this grant and enter into a grant agreement with the Minnesota Department of Public Safety, Office of Traffic Safety for the 2024 Toward Zero Deaths Enforcement Program grant during the period of October 1, 2023 through September 30, 2024.

City of Brooklyn Park Request for Council Action

Agenda Item:	4.7	Meeting Date:	September 25, 2023
Agenda Section:	Consent	Originating Department:	Operations and Maintenance
Resolution:	N/A	Prepared By:	Dan Ruiz, Operations & Maintenance Director
Ordinance:	SECOND READING		
Attachments:	1	Presented By:	Dan Ruiz
Item:	Second Reading – Amendments to Ordinance 72.08 Pertaining to Overnight Parking Restrictions		

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT ON SECOND READING ORDINANCE #2023-_____ AMENDING BROOKLYN PARK CITY CODE SECTION 72.08 PERTAINING TO OVERNIGHT PARKING.

Overview:

In 2017, the City Council directed staff to present our current practices related to the enforcement of Ordinance 72.08 – All Night Parking. The City Council and Police Department was receiving many complaints about overnight parking, particularly around apartment communities. In June of 2017, staff presented current practices and possible ordinance changes for consideration. No changes were made at that time.

On June 4, 2018, a modified option to the parking rules (no parking on public streets from 2 a.m. to 5 a.m., October 15 – April 15), including a snow emergency declaration, was discussed. By declaring a snow emergency, the city could increase communication on plowing operations and address parked cars impeding plowing. Staff was directed to draft amendments to Ordinance 72.11 to address snow emergencies for Council consideration.

On July 9, 2018, the City Council held a public hearing on the snow emergency ordinance. After testimony and discussion, the item passed 7-0 in favor of the new ordinance. The existing winter parking restrictions of no parking on public streets from 2 a.m. to 5 a.m., October 15 – April 15 remained unchanged.

In May 2021, the City Council discussed parking regulations and decided to implement a pilot project to reduce the timeframe for enforcing the overnight parking to November 1 – March 31. Based on positive feedback the shortened overnight parking restriction from November 1 – March 31 was continued for the 2022 – 2023 winter.

The piloted overnight restrictions continued to work well during the 2022-2023 winter and based on continued positive feedback, staff is recommending to permanently change the overnight parking regulations on public streets from 2 a.m. to 5 a.m., November 1 – March 31, instead of the current dates of October 15 – April 15.

On September 11, 2023, the city council held a public hearing on the proposed changes. On the first reading of the ordinance changes, they voted unanimously (6-0) in favor of the changes.

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues: N/A

Attachments:

4.7A ORDINANCE

ORDINANCE #2023-

ORDINANCE AMENDING BROOKLYN PARK CITY CODE SECTION 72.08 PERTAINING TO
OVERNIGHT PARKING

Underlined text is proposed to be added
Text with strikeout is proposed for ~~deletion~~

The City of Brooklyn Park does ordain:

Section 1. Section 72.08 of the Brooklyn Park City Code is amended to read:

§ 72.08 ALL NIGHT.

It is unlawful, except for a physician on an emergency call, to park a vehicle on a street between the hours of 2:00 a.m. and 5:00 a.m. of any day from ~~October 15~~ November 1 in one calendar year until ~~April 15~~ March 31 in the following calendar year.

City of Brooklyn Park Request for Council Action

Agenda Item:	4.8	Meeting Date:	September 25, 2023
Agenda Section:	Consent	Originating Department:	Operations and Maintenance Engineering Services Division
Resolution:	X	Prepared By:	Mitch Robinson, Water Resources Engineer
Ordinance:	N/A		
Attachments:	2	Presented By:	Mitch Robinson
Item:	Approve funding for CIP 3713-22 Bass Creek Restoration for the 2023-2027 CIP		

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2023-_____ APPROVING FUNDING FOR CIP 3713-22 BASS CREEK RESTORATION FOR THE 2023-2027 CIP.

Overview:

The purpose of the Bass Creek Restoration Project is to improve water quality and biotic integrity in Bass Creek in the City of Brooklyn Park. Bass Creek is an Impaired Water for excess chloride and an impaired fish community. Approximately 1,400 linear feet between Cherokee Drive N and I-94/694 will be improved by thinning trees, establishing native vegetation in the buffer and on the banks, enhancing habitat, and introducing low-flow sinuosity and reaeration opportunities with rock vanes and root wads. This reach of the stream flows through Bass Creek Park with an adjacent bicycle/pedestrian trail. The project will improve aesthetics and provide an opportunity for park user education about native habitat and stream ecology. The outcome will be enhanced habitat for aquatic and upland wildlife, improved water quality, and improved stream aeration.

While completing the close out of the project in summer of 2023, additional items were added to the project to remove fallen trees in the creek and add additional rip rap to prevent erosion. The initial cost included in the CIP was \$450,000. Final project costs for the project are approximately \$252,000 with payments of \$242,000.

Staff is requesting City Council to approve \$10,000 in order to close out the project.

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues: N/A

The project is reimbursed by the Shingle Creek Watershed Management Commission. Project costs will be paid by the Special Assessment Construction funds and reimbursed upon completion of the project.

Attachments:

- 4.8A RESOLUTION
- 4.8B CIP CARRY OVER 2023-2027

RESOLUTION #2023-

RESOLUTION APPROVING FUNDING FOR CIP 3713-22 BASS CREEK RESTORATION FOR THE 2023-
2027 CIP

WHEREAS, the City of Brooklyn Park has previously allocated \$450,000 for CIP 3713-22 into the 2022-2026 CIP; and

WHEREAS, the City of Brooklyn Park has incurred final costs of \$252,017.09; and

WHEREAS, the funding will be provided by the Special Assessment Construction funds and reimbursed by the Shingle Creek Watershed Management Commission.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park to approve funding for CIP 3713-22 Bass Creek Restoration for the 2023-2027 CIP.

**CITY OF BROOKLYN PARK
CAPITAL PLAN
PROJECT CARRYOVER REQUEST**

(DEADLINE Wednesday, October 19, 2022)

DEPARTMENT/DIVISION: Engineering/Operations and Maintenance

REQUESTOR: Mitch Robinson DATE: 9/25/23
(Print Name)

CIP/CEP Project #: 3713-22

Project Description:

Shingle Creek Watershed Management Commission is leading a project that stabilized approximately 1,400 linear feet of Bass Creek from Cherokee Drive to Interstate 94.

Project Carry Over Justification:

While completing project close out in summer of 2023, additional items were added to the project to remove fallen trees from the creek and add additional rip rap to prevent erosion.

Funding Plan/Source(s):

The project will be funded initially from the construction fund. All project costs will be reimbursed by Shingle Creek Watershed Management Commission upon completion of project.

Related Info/Reports: _____

NOTE: Coordinate with Operations & Maintenance, Finance or others, as appropriate, for assistance with completing the following Capital Expenditure Estimates and Operating Budget Impact Estimates section.

Capital Expenditure Carryforward Amount-Round to the nearest \$1,000:

Year	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>Total</u>
Plan/Design	_____	_____	_____	_____	_____	_____
Construct	<u>10,000</u>	_____	_____	_____	_____	<u>10,000</u>
Other	_____	_____	_____	_____	_____	_____
Total	<u>10,000</u>	_____	_____	_____	_____	<u>10,000</u>

REQUESTOR _____ DATE 9/25/2023
(Signature)

DIRECTOR _____ DATE _____
(Signature)

FINANCE _____ DATE _____
(Signature)

City of Brooklyn Park Request for Council Action

Agenda Item:	4.9	Meeting Date:	September 25, 2023
Agenda Section:	Consent	Originating Department:	Operations and Maintenance – Engineering Services Division
Resolution:	X	Prepared By:	Jesse Struve, City Engineer
Ordinance:	N/A		
Attachments:	2	Presented By:	Jesse Struve
Item:	Order Public Hearing for the Vacation of Drainage and Utility Easements at 9500 Decatur Dr. N.		

City Manager's Proposed Action:

MOTION _____, SECOND _____ TO WAIVE THE READING AND ADOPT RESOLUTION #2023-_____ ORDERING A PUBLIC HEARING FOR THE VACATION OF DRAINAGE AND UTILITY EASEMENTS AT 9500 DECATUR DR. N.

Overview:

A developer at 9500 Decatur Dr N is looking to develop the property and is requesting to vacate easements on the parcel. The developer will then re-issue new easements with the upcoming plat of the property.

A vacation hearing is scheduled to be held on October 23, 2023 for Council review of the proposed vacation of drainage and utility easements. Prior to the hearing, staff will notify the utility companies of the Council's motion to vacate so they can provide input on the proposed vacation prior to the public hearing.

Staff is recommending vacating these existing drainage and utility easements.

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues: N/A

Attachments:

- 4.9A RESOLUTION
- 4.9B PROPOSED EASEMENT VACATION AREA

RESOLUTION #2023-

RESOLUTION ORDERING A PUBLIC HEARING FOR THE VACATION OF DRAINAGE AND UTILITY
EASEMENTS AT 9500 DECATUR DR. N.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park that a public hearing be held on the 25th day of October, 2023 at 6:00 p.m. in the Administrative Offices at 5200 85th Avenue North, to consider the vacation of the following right of way easements and any associated drainage and utility easements.

Parcel Description

Lot 1, Block 1, GATEWAY 6TH ADDITION, Hennepin County, Minnesota.

And

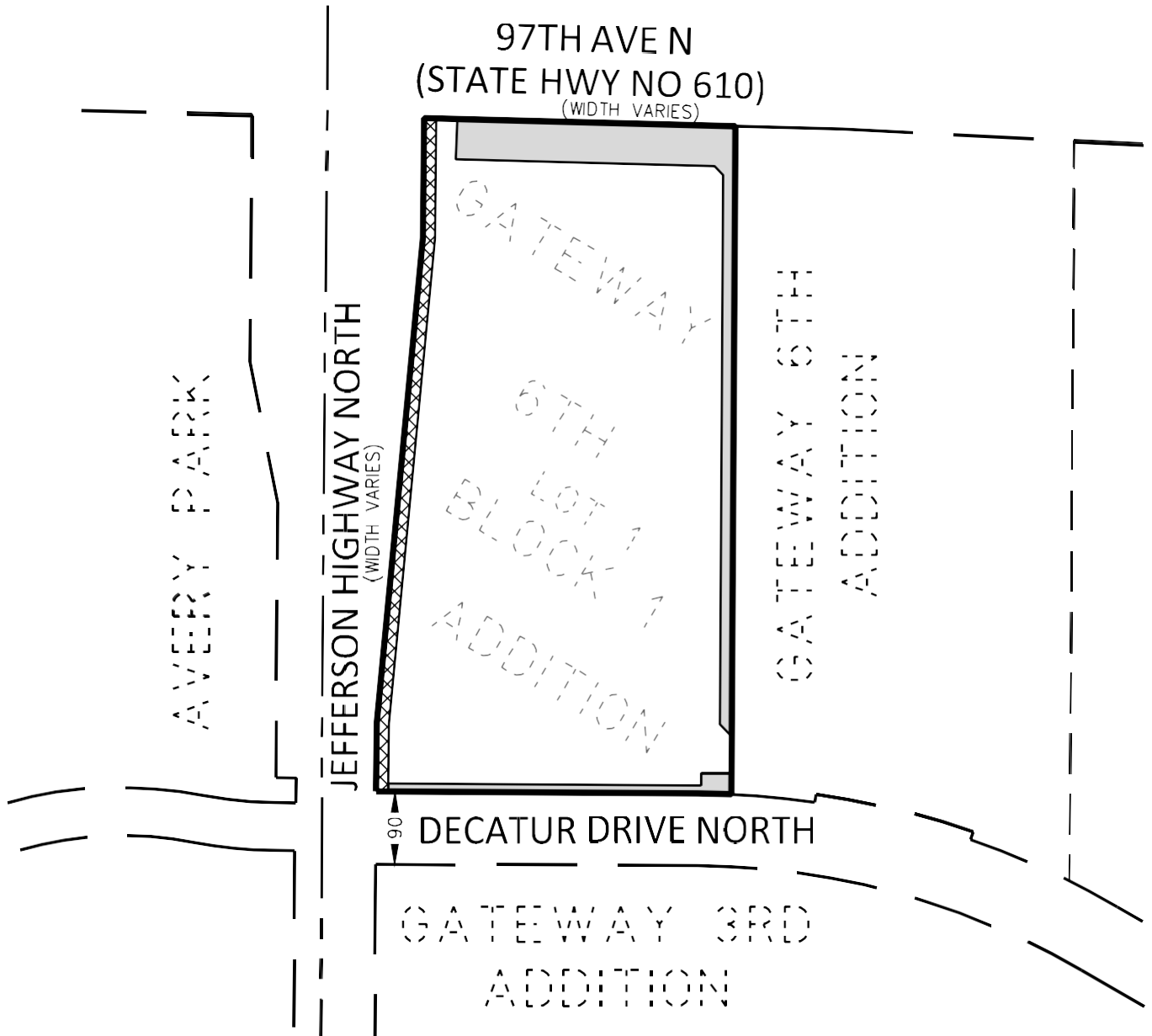
Lot 1, Block 1, GATEWAY 6TH ADDITION as created on the plat of GATEWAY 3RD ADDITION, Hennepin County, Minnesota.

Easements to be Vacated:

All Drainage & Utility Easements within Lot 1, Block 1, GATEWAY 6TH ADDITION, Hennepin County, Minnesota, as created on said plat.

Together with the Drainage & Utility Easement lying within said Lot 1, Block 1, GATEWAY 6TH ADDITION as created on the plat of GATEWAY 3RD ADDITION, Hennepin County, Minnesota.



BE IT FURTHER RESOLVED, that the City Clerk be directed to file the proper legal notice of such hearing in the manner required by law.



DESCRIPTION

All Drainage & Utility Easements within Lot 1, Block 1, GATEWAY 6TH ADDITION, Hennepin County, Minnesota, as created on said plat.

Together with the Drainage & Utility Easement lying within said Lot 1, Block 1, GATEWAY 6TH ADDITION as created on the plat of GATEWAY 3RD ADDITION, Hennepin County, Minnesota.

-  GATEWAY 3RD ADDITION EASEMENT TO BE VACATED
-  GATEWAY 6TH ADDITION EASEMENT TO BE VACATED



NORTH

0 200



SCALE IN FEET

DRAWN BY: DJJ
 DESIGNED BY:
 CHECKED BY: MRS
 ISSUED: 01/27/2023
 REVISION:
 REV DATE:



Sambatek
www.sambatek.com
 Engineering | Surveying | Planning | Environmental

VACATION EXHIBIT
 REAL ESTATE EQUITIES
 BROOKLYN PARK, APTS.
 BROOKLYN PARK, MN

SHEET
1

PROJECT NO: 51412

City of Brooklyn Park Request for Council Action

Agenda Item:	6.1	Meeting Date:	September 25, 2023
Agenda Section:	Land Use	Originating Department:	Community Development
Resolution:	1	Prepared By:	Erin McDermott, Associate Planner
Ordinance:	X		
Attachments:	4	Presented By:	Paul Mogush, Planning Director
Item:	Penske - Conditional Use Permit, #23-114 for an Auto Oriented Repair Service on a Property Zoned I - Industrial		

City Manager's Proposed Action:

MOTION _____, SECOND _____ TO RECOMMEND APPROVING A CONDITIONAL USE PERMIT FOR AN AUTO ORIENTED REPAIR SERVICE, SUBJECT TO CONDITIONS CONTAINED IN THE DRAFT RESOLUTION.

Overview:

Penske is a national moving truck company and operates moving truck rentals from the adjacent property to the north of the subject property. Penske is in the process of purchasing the subject property with the intent of using this space for the repair of moving trucks. Penske has been working with the City's Environmental Health team to resolve code enforcement issues that have existed on the site from the previous owner. The application is for a Conditional Use Permit (CUP) for an auto oriented repair service. This use is allowed within the zoning district with a CUP (§ 152.342).

There is no development proposed at this time. The applicant is in the process of acquiring the property, and is seeking land use approvals prior to closing, but plans to redevelop the property after the purchase of the property. The existing structures are sufficient for the intended use of vehicle repair and body work until the redevelopment occurs.

Prior to redevelopment, the applicant is required to have an approved Site Plan. At that time, this Conditional Use Permit will be reevaluated and amended based on the details available only through the Site Plan Review. The conditions being reviewed as a part of this request are for the applicant to understand the general requirements for this use. Future land use applications will continue through the typical process of a public hearing at the Planning Commission and a final vote by the City Council. A Site Plan application will be required as a condition of approval.

Previous Approvals

A CUP was approved in 1988 (1988-3409) for RV Sales and Service on this property, however, this CUP has since expired as the previous owner and occupant of this property was North American Gear and Forge, an industrial business for the manufacture of aluminum dies and gears. CUPs expire if the use has discontinued for more than 364 consecutive days from the date the use ceased (§ 152.035(F)).

Current Conditions

The subject property is 3.34 acres and is located west of Bottineau Blvd, east of Winnetka Ave, and north of Highway 694.

Future Land Use Plan	Industrial
Current Zoning	Industrial

Proposed Zoning	No Change
Neighborhood	Northland
Site Area	3.34 acres
Conforms to:	
Land Use Plan	Yes
Zoning Code	Yes
Notification	9Public Hearing Notices mailed Posted in the Sun Post
Timeline (MN §15.99)	
60-day	October 13, 2023
120-day	December 12, 2023

Land Use/Zoning and Overlay

The site is zoned Industrial and is within the Northland neighborhood. The future land use for the property is Industrial. All adjacent properties are zoned Industrial. The site was developed 35 years ago, with an industrial building constructed for the sale and service of recreational vehicles.

Conditional Use Permit

Auto Oriented Repair services are a conditional use in the Industrial zoning district (§ 152.342.01). Conditional uses must be reviewed against the standards of the Code (§ 152.035). The use is evaluated below:

- (D) **Review Standards.** The request may address the following factors, although the City Council, the Planning Commission, and city staff has the authority to request additional information from the applicant concerning operational factors pertaining to the proposed use or to retain experts with the consent and at the expense of the applicant concerning operational factors, when necessary to establish performance conditions to effect the intent of this chapter.

- (1) **Comprehensive Plan.** Compliance with the Comprehensive Plan, public facilities and capital improvement plans, and all sections of the City Code.

The Future Land Use of the Brooklyn Park 2040 Comprehensive Plan guides the property as Industrial. The Industrial uses include manufacturing and processing, with medium and high intensity uses. The intent is to minimize negative impacts on residential neighborhoods. The auto-oriented repair service is consistent with the Comprehensive Plan.

- (2) **Traffic.** The generation and characteristics of the traffic associated with the use and its impact on the traffic volumes of and safety associated with driveway location on adjacent roads, sidewalks, and trail connections.

Vehicular access to the site will be from two locations. The first directly from Winnetka Avenue North and the second from an easement to their adjacent property to the north. The internal circulation will reduce trips required on Winnetka Avenue to move vehicles needing repair between sites.

- (3) **Parking.** The characteristics of the parking area of the use, including the number and design of parking spaces, landscaping, traffic circulation, drainage, and lighting. The city may require additional parking above that required in § 152.140 through 152.146.

The code does not prescribe a number of parking spaces needed for the use. There are 12 striped spaces on site. Staff finds the number of spaces adequate because this is used as an internal business function with no anticipated customer on this site. Conditions related to parking will be evaluated at the time of Site Plan Review.

- (4) **City services.** The provision of adequate public facilities and services to the site where the use is proposed and the ability of the existing infrastructure to absorb the additional demand for city services.

Access to City sewer and water services are available for this site. Redevelopment of this site will require further review of utilities and additional public services.

- (5) **Screening and landscaping.** The ability to screen and buffer incompatible off-site impacts of the proposed use on adjacent property and the surrounding neighborhood. The city may require additional landscaping or screening above that required in the specific zoning district.

This site is nonconforming with current standards, but the use is consistent with the original approvals for development. Upon future redevelopment, screening and landscaping will be required and evaluated at the time of Site Plan Review.

- (6) **Architectural standards.** The degree that the site or building associated with the proposed use meets or exceed the architectural design and landscaping standards for the district in which it is located. The city may require additional architectural standards above those required in the specific zoning district.

Buildings are not proposed with this CUP and conformance with architectural standards will be evaluated at the time of Site Plan Review.

- (7) **Other sections of the city code.** The applicant may be required to submit additional information demonstrating that the development is able to comply with any other applicable section of this chapter or the city code.

There are no additional code sections against which to review this CUP request.

The required findings of § 152.035 have been addressed and Staff recommends approval of the CUP request.

Pedestrian Connections

Pedestrian circulation is required when properties meet certain criteria, such as traffic volumes, roadway connections from a neighborhood to commercial area, and in business districts. This does not meet the criteria set for required locations, as this property is located firmly within an Industrial development (§ 152.131) and no sidewalk is required at this time.

Lighting, Landscaping and Screening

No development is proposed with this application and the Code requirements for lighting (§ 152.110) and landscaping and screening (§ 152.370) will be evaluated at the time of Site Plan.

Grading and Drainage

No development is proposed with this application and will be evaluated at the time of Site Plan. Development plans will need to be submitted to the West Mississippi Watershed Commission.

Conditions of Approval

Staff recommends the adoption of Resolution 2023-___ Approving a Conditional Use Permit for an Auto Oriented Repair Service at 7204 Winnetka Avenue North with the following conditions:

1. All vehicles parked on this property must be parked on a paved surface.
2. Outdoor storage of tires and parts is not permitted.
3. The storage of vehicles for the sole purpose of salvage or recycling of parts is prohibited.
4. Parking of any vehicles associated with the business must be on site. On-street parking is prohibited.
5. All vehicular repairs must occur within the building, screened from public view.

6. Vehicle sales are prohibited on this property.
7. The property must remain compliant with the property maintenance code.
8. Site Plan Review is required for development on this site.
9. All previously approved conditional use permits are hereby rescinded and replaced with this conditional use permit.
10. Any proposed development will require a Site Plan Review. Additional conditions may be applied when the development details are proposed to evaluate how the site functions.
11. At the time of Site Plan Review, the property must become compliant with all landscaping, lighting, and screening requirements as required by the code in effect at the time of review.
12. At the time of Site Plan Review the following information shall be provided:
 - a. Letter detailing expected traffic generation.
 - b. Verification indicating that the project has been submitted to the West Mississippi Watershed Commission.

Primary Issues/Alternatives to Consider:

1. Approve the Conditional Use Permit as presented.
2. Approve the Conditional Use Permit with modifications.
3. Deny the Conditional Use Permit based on certain findings.

Budgetary/Fiscal Issues: N/A

Attachments:

- 6.1A RESOLUTION – AUTO ORIENTED REPAIR
- 6.1B LOCATION MAP
- 6.1C PLANNING COMMISSION MINUTES
- 6.1D ADDITIONAL APPLICANT SUBMISSIONS

RESOLUTION #2023-___

RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR AN AUTO ORIENTED REPAIR FACILITY
AT 7204 WINNETKA AVENUE NORTH

Planning Commission File #23-114

WHEREAS, Penske Trucking, LLC has made application for a Conditional Use Permit under the provisions of Chapter 152 of the City Code on property legally described as:

Lot 16 Block 1 of Brooklyn Gardens, Hennepin County, Minnesota.

WHEREAS, the proposed development is consistent with the purposes of the Zoning District and the Comprehensive Plan; and

WHEREAS, the matter has been referred to the Planning Commission public hearing and who have given their advice and recommendation to the City Council; and

WHEREAS, the effect of the proposed use upon the health, safety and welfare of surrounding lands, existing and anticipated traffic conditions, and its effect on the neighborhood have been considered.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park that a Conditional Use Permit is hereby approved for an auto oriented repair facility on the above described parcel, subject to the following:

1. All vehicles parked on this property must be parked on a paved surface.
2. Outdoor storage of tires and parts is not permitted.
3. The storage of vehicles for the sole purpose of salvage or recycling of parts is prohibited.
4. Parking of any vehicles associated with the business must be on site. On-street parking is prohibited.
5. All vehicular repairs must occur within the building, screened from public view.
6. Vehicle sales are prohibited on this property.
7. The property must remain compliant with the property maintenance code.
8. Site Plan Review is required for development on this site.
9. All previously approved conditional use permits are hereby rescinded and replaced with this conditional use permit.
10. Any proposed development will require a Site Plan Review. Additional conditions may be applied when the development details are proposed to evaluate how the site functions.
11. At the time of Site Plan Review, the property must become compliant with all landscaping, lighting, and screening requirements as required by the code in effect at the time of review.
12. At the time of Site Plan Review the following information shall be provided:
 - a. Letter detailing expected traffic generation.
 - b. Verification indicating that the project has been submitted to the West Mississippi Watershed Commission.

The petitioner shall be required to record a copy of this resolution with the Hennepin County Recorder and to pay all fees for said recording. Proof of said recording shall be filed promptly with the City.



Conditional Use Permit
Case #23-114 – Penske
Area of Request (Air Photo)
7204 Winnetka Ave



1. CALL TO ORDER

The meeting was called to order at 7:05 PM.

2. ROLL CALL/PLEDGE OF ALLEGIANCE

Those present were: Commissioners Cavin, Borer, Fraser, Gaye-Bai, Kiekow, Udomah, and Wako; Council Liaison Ton McGarvey; Planning Director Mogush; Principal Planner Turnquest; and Associate Planner McDermott.

Those arrived late: None

3. EXPLANATION BY CHAIR

4. APPROVAL OF AGENDA

MOTION BORER, SECOND FRASER, TO APPROVE THE SEPTEMBER 13, 2023 AGENDA.

MOTION CARRIED UNANIMOUSLY.

5. CONSENT AGENDA

A. Minutes – August 9, 2023

MOTION WAKO, SECOND GAYE-BAI, TO APPROVE THE SEPTEMBER 13, 2023 CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY.

6. PUBLIC HEARING

A. Penske – Conditional Use Permit #23-114 for an auto oriented repair service on a property zoned I - Industrial

Associate Planner McDermott introduced the application for a Conditional Use Permit (CUP) from Penske for the operation of an auto oriented repair facility at the property located at 7204 Winnetka Avenue. She reviewed surrounding uses as well as the industrial zoning of the subject property and neighboring properties. She commented that this use is allowed in the zoning district through the use of a CUP. She stated that staff recommends approval of the request and noted that development is not associated with the request at this time, noting that will follow the typical public hearing process once the property sale is completed.

Commission Chair Cavin opened the public hearing.

Seeing no one approach the podium, Commission Chair Cavin closed the public hearing.

MOTION UDOMAH, SECOND KIEKOW, TO RECOMMEND APPROVAL OF A CONDITIONAL USE PERMIT FOR AN AUTO ORIENTED REPAIR SERVICE, SUBJECT TO CONDITIONS CONTAINED IN THE DRAFT RESOLUTION.

FURTHER DISCUSSION: COMMISSIONER WAKO ASKED FOR DETAILS ON THE NEW OWNER AND PENDING PURCHASE.

ASSOCIATE PLANNER MCDERMOTT REPLIED THE PENSKE WILL BE THE NEW OWNER OF THE PROPERTY, AS THEY CURRENTLY OWN THE ADJACENT SITE. SHE EXPLAINED THAT THE CURRENT CUP HAS EXPIRED AS THE PROPERTY WAS NOT USED FOR THAT PURPOSE FOR OVER ONE YEAR. SHE NOTED THAT THIS WOULD BE THE SAME USE THE PROPERTY WAS DEVELOPED FOR BUT A NEW CUP WOULD BE REQUIRED AS THE PREVIOUS CUP EXPIRED.

MOTION CARRIED UNANIMOUSLY.

B. Events on 85th – Conditional Use Permit #23-115 for an assembly, banquet, convention hall, or conference center at 8568 Edinburgh Centre Drive

Principal Planner Turnquest introduced the application for a Conditional Use Permit for an event center to be located at 8568 Edinburgh Centre Drive. She reviewed the subject property location, zoning and surrounding uses. She stated that this business has existed in the community through the use of temporary space and as the business has grown a more permanent location is being sought in an existing building. She stated that no demolition or construction would be needed and there would be a posted occupancy of 125 people. The request would be for an alcohol-free event center and food will not be prepared onsite. Staff recommends approval with the conditions listed in the draft resolution.

Commission Chair Cavin opened the public hearing.

Seeing no one approach the podium, Commission Chair Cavin closed the public hearing.

Commissioner Kiekow asked if alcohol would not be served at the facility or whether it would not be allowed on the premises.

Laquita Brinkley, applicant, replied that alcohol would not be allowed on the premises and would not be served.

Commissioner Kiekow asked the police call record for the past few years of operation.

Ms. Brinkley replied that they have had zero police calls for her events.

Commissioner Borer asked if the applicant hosts the events or rents the space to other parties.

Ms. Brinkley replied that she is the event planner and typically sets up the event and then comes back to break down the event.

Commissioner Borer asked if there is security onsite for events.



Project Narrative
Brooklyn Park, MIN
8/1/2023

Penske Truck Leasing Co, L.P. ("Penske") is proposing to utilize the existing 18,765 square foot building located on 3.35 acres at 7204 Winnetka Avenue North, Brooklyn Park, MN.

Penske's intended use of the premises is for "the operation of a motor vehicle and truck leasing, including the housing, maintaining to full capacity and repairing of motor trucks and trailers, outside parking and storage of such vehicles, motor vehicle repair shop for the benefit of our internal customers only".

We conduct two essential functions from the facility: (1) Provide Full-Service Lease (FSL) or Contract Maintenance (CM) to our contractual customers and (2) Provide maintenance to our supporting fleet.

Penske will conduct truck and trailer repairs consisting of general and preventative maintenance to our private and customer fleet (not open to the general public) such as clutches, oil changes, belt/bulb replacements, tune-ups, tire changes, etc. No major work such as framework, collision repair or Body Shop work, etc. would occur. All work is conducted within the facility.

A high-level overview of our maintenance operation/product lines for our location:

- Full Service Lease (FSL) - 4, 5, and 6 year leasing of commercial transportation equipment
 Equipment Type - Semi tractors | Box Trucks | Semi Trailers.
 The customer rate for this equipment guarantees all of the maintenance on these units.
 The customer understands what the monthly costs are in one essential rate. We assume all of the maintenance expense for these units. Penske owns these Assets / we sell the units at the end of the lease agreement.
- Contract Maintenance (CM) - Customer owns the unit and agrees to a set term (years of term vary). Penske provides the maintenance at a contractually agreed upon labor and parts rate.

Location Information:

- Penske is looking to operate 2 shifts, subject to change:

Service: Monday – Friday 07:00 – 24:00
 Saturday 07:00 – 15:00

- We anticipate employment of approximately 11 associates at this location:
 3 - 4 - Office staff
 6 - 8 - Fully certified diesel technicians

Penske Proprietary

Penske Truck Leasing Co., L.P.

Penske Truck Leasing, headquartered in Reading, Pennsylvania, is a leading transportation services provider in North America with \$9.0 billion in revenue, 40,000 associates, and a fleet of more than 350,000 vehicles. Product lines include full-service leasing, contract maintenance, truck rentals, and used vehicle sales.



Full-Service Lease

Our full-service lease helps companies:

- Control costs with predictable monthly budgets
- Free up capital for use in their core business
- Operate the right vehicle for efficient operations
- Maintain high customer service standards



Contract Maintenance

We can provide all the maintenance and fleet management services of our full-service lease

product. Gain visibility of performance and costs

- Optimize vehicle life cycle by tracking maintenance
- Maximize vehicle uptime to improve on-time deliveries

Penske Truck Rental: operates one of the newest and most diverse rental fleets in North America.

Commercial Rental



- Industry Leader
- Latest Technology
- Late-model fleet of tractors and trucks
- Focused on peak demand delivery needs for business and customer support

Consumer Rental



- Do-It-Yourself Moves
- ~2,500 Rental Locations
- Exclusive AAA Partner
- Offering Travel and Discounts
- Fast Online Reservations



ITEMS CORRESPONDING TO SCHEDULE B-II

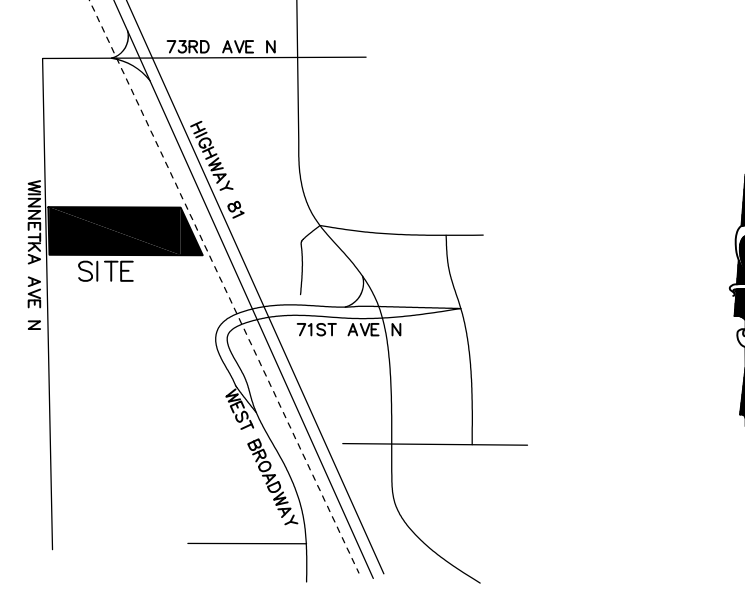
- 9 The terms and provisions contained in the document entitled "Resolution No. 1988-165" recorded March 14, 1989 as Document No. 5515279 of Official Records. (NOT PLOTTED, NO PLOTTABLE INFORMATION)
- 10 The terms and provisions contained in the document entitled "Resolution No. 1994-382" recorded March 09, 1995 as Document No. 6405605 of Official Records. (NOT PLOTTED, NO PLOTTABLE INFORMATION, ONLY APPLIES TO LAND WITHIN THE EASEMENT SHOWN ON ITEM 11)
- 11 The terms, provisions and easement(s) contained in the document entitled "Easement Agreement" recorded July 16, 1996 as Document No. 6607526 of Official Records. (PLOTTED, SHOWN HEREON)

ZONING INFORMATION

At the time of the survey, the surveyor has not been provided the building setback requirements, height and floor space area restrictions by the insurer.

PARKING SPACE TABLE	
TYPE	SPACES PROVIDED
STANDARD	11
HANDICAP	
TOTAL SPACES - 11 SPACES	

VICINITY MAP - NOT TO SCALE

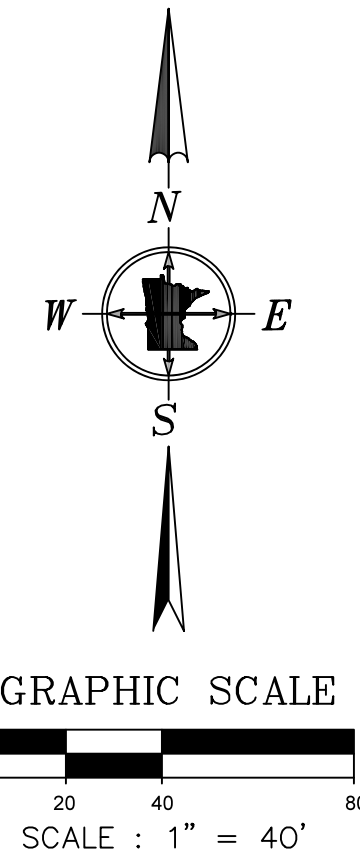
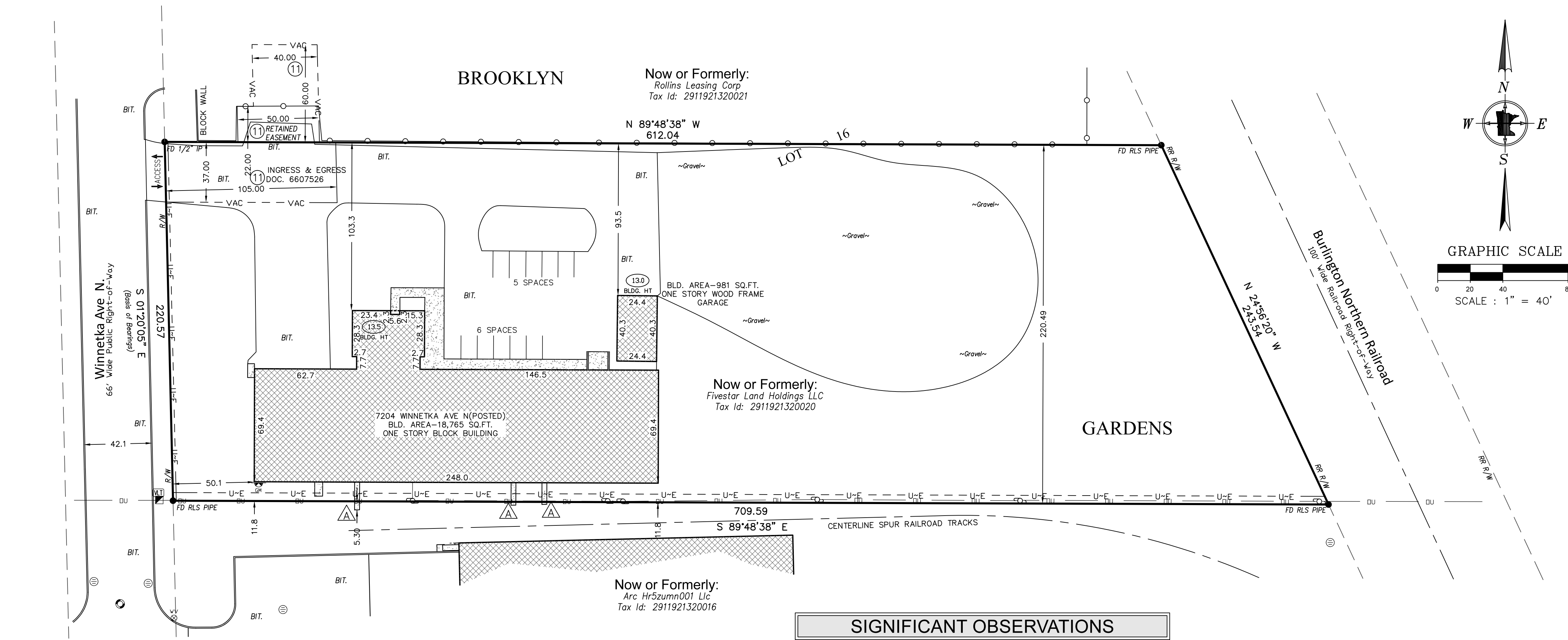


MISCELLANEOUS NOTES

1. At the time of this survey, there was no observed evidence of substantial areas of refuse.
2. Property has direct physical access to Winnetka Ave N being a publicly dedicated and maintained Right-of-Way.
3. Based on observed evidence only the site does not contain any cemeteries or burial grounds.
4. Orientation of this bearing system is assumed to have a bearing of South 01 degrees 20 minutes 05 seconds East along the west line of Lot 16 of BROOKLYN GARDENS.
5. Subsurface buildings, improvements and/or Environmental issues may exist on site that we were not made aware of and therefore were not examined or considered during the process of this survey.
6. Adjoining ownership information shown hereon was obtained from the Hennepin County Parcel Information website. Ownership information is subject to revision upon receipt of a title search by a title insurance company.
7. All statements within the certification, and other references located elsewhere here on, related to: utilities, improvements, structures, buildings, party walls, parking, easements, servitude's, and encroachments; are based solely on above ground, visible evidence, unless another source of information is specifically referenced hereon.
8. This survey meets or exceeds the survey standards/standards of care as set forth in section 3 of the 2021 ALTA/NSPS survey requirements.
9. Building areas shown hereon are to the footprint of the building only.
10. Per table A item 9 there are 11 standard spaces, 0 Handicap spaces and 0 other spaces for a site total of 11 Spaces.
11. Per table A item 18 the surveyor has shown any appurtenant plottable offsite easements as disclosed in either documents provided to or obtained by the surveyor at the time of survey.
12. There are no other lakes, creeks, streams or other waterways on subject property except those shown hereon.
13. Subject property forms a mathematically closed figure with no gaps or gores. All component parcels of the land shown on the survey are contiguous and there are no apparent gaps or gores between them.
14. The subject property contains 3.35 acres or 145,703 sq. ft. more or less.

LEGEND OF SYMBOLS & ABBREVIATIONS

	Building Foot Print		Wall Mount Gas Meter
	Concrete Surface		Sanitary Sewer
	Chain Link Fence		Utility Vault
	Overhead Line		Water Valve
	Found Iron Pipe		Light Pole
	Communications Pedestal		Storm Inlet (Round)
	Utility Pole		Indicates Building Height At Symbol Location
	Building Setback Line		Ingress & Egress Easement
			Utility Easement



FLOOD NOTE

BY GRAPHIC PLOTTING ONLY, THIS PROPERTY IS IN ZONE "X" OF THE FLOOD INSURANCE RATE MAP, COMMUNITY NO. 27053C, MAP NUMBER 0184F WHICH BEARS AN EFFECTIVE DATE OF 11/4/2016 AND IS NOT IN A SPECIAL FLOOD HAZARD AREA AS SHOWN ON THE FEMA WEBSITE (HTTP://MSCFEMA.GOV). WE HAVE LEARNED THIS COMMUNITY DOES CURRENTLY PARTICIPATE IN THE PROGRAM. NO FIELD SURVEYING WAS PERFORMED TO DETERMINE THIS ZONE, AND A FLOOD ELEVATION CERTIFICATE MAY BE NEEDED TO VERIFY THIS DETERMINATION OR APPLY FOR A VARIANCE FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY.

PROJECT REVISION RECORD

DATE	DESCRIPTION	DATE	DESCRIPTION
7/28/23	CLIENT COMMENTS		

FIELD WORK: 6/28/23 DRAFTED: CRM CHECKED BY: DSH JOB NO: 2023146

SIGNIFICANT OBSERVATIONS

- THIS IS A LISTING OF OBSERVED IMPROVEMENTS THAT CROSS DEED LINES. THIS IS NOT A STATEMENT OF OWNERSHIP OR POSSESSION.
- CONCRETE SURFACE FOR ROOF DRAINS FALLS UP TO 5.3 FEET ON TO ADJOINING PROPERTY TO THE SOUTH.

LEGAL

THIS SURVEY WAS PREPARED FOR THE PURPOSE OF THIS REAL ESTATE TRANSACTION ONLY AND NO FURTHER PARTIES OTHER THAN THOSE CERTIFIED ABOVE SHALL RELY ON IT FOR ANY OTHER PURPOSE OR TRANSACTION

RECORD DESCRIPTION

The Land referred to herein below is situated in the County of Hennepin, State of Minnesota, and is described as follows:
The South 220.49 feet, as measured at right angles to the South line, of Lot 16, Brooklyn Gardens, Hennepin County, Minnesota.
THE LANDS SURVEYED, SHOWN AND DESCRIBED HEREON ARE THE SAME LANDS AS DESCRIBED IN THE TITLE COMMITMENT PROVIDED BY FIRST AMERICAN TITLE INSURANCE COMPANY, COMMITMENT NO. MNF23-1141, DATED MARCH 12, 2023.

ALTA/NSPS LAND TITLE SURVEY

for
WAN Brooklyn Park
NV5 Project No. 202302381, 001
7204 Winnetka Ave N, Brooklyn Park, MN 55428
BASED UPON TITLE COMMITMENT NO. MNFA23-1141 OF FIRST AMERICAN TITLE INSURANCE COMPANY BEARING AN EFFECTIVE DATE OF MARCH 12, 2023 @ 8:00 A.M.

Surveyor's Certification
To: Land Services USA, LLC; Fitzpatrick Lentz & Bubba, P.C; Penske Truck Leasing Co., L.P. and First American Title Insurance Company, and Bock & Clark Corporation, an NV5 Company.
This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2021 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes Items 2, 3, 4, 6a, 6b, 7a, 7b1, 7c, 8, 9, 13, 18, and 19 of Table A thereof.
THE FIELD WORK WAS COMPLETED ON 6/28/2023.

DDUG HUHN DATE
REGISTRATION NO.43808
IN THE STATE OF MINNESOTA
DATE OF FIELD SURVEY: JUNE 28, 2023
DATE OF LAST REVISION: JULY 28, 2023
NETWORK PROJECT NO. 202302381-001-RLS
Survey Performed By:
Northstar Surveying
310 East Depot Street
Litchfield, MN 55355
Phone: 320-693-3710
Email: chuck.northstar@gmail.com
SHEET 1 OF 1

Bock & Clark Corporation
an NV5 Company

Transaction Services 1-800-SURVEYS (787-8397)
3550 W. Market Street, Suite 200, Akron, Ohio 44333
www.BockandClark.com maywehelpyou@bockandclark.com www.NV5.com

SURVEY • ZONING • ENVIRONMENTAL • ASSESSMENT

City of Brooklyn Park Request for Council Action

Agenda Item:	6.2	Meeting Date:	September 25, 2023
Agenda Section:	Land Use Actions	Originating Department:	Community Development
Resolution:	X	Prepared By:	Amber Turnquest, Principal Planner
Ordinance:	N/A		
Attachments:	5	Presented By:	Paul Mogush, Planning Director
Item:	Events on 85th - Conditional Use Permit #23-115 for an Assembly, Banquet, Convention Hall, or Conference Center at 8568 Edinburgh Centre Drive		

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2023-____ APPROVING A CONDITIONAL USE PERMIT FOR AN ASSEMBLY, BANQUET, CONVENTION HALL, OR CONFERENCE CENTER AT 8568 EDINBURGH CENTRE DRIVE NORTH.

Overview:

The subject property is located at 8568 Edinburgh Centre Drive North and is zoned Planned Community Development District (PCDD).

Events on 85th is an existing business which has been operating within the Brooklyn Park community. The applicant has rented space in the Community Activity Center for the past few years; however, the business has grown, and a more permanent location is being sought. in in an existing building north of Edinburgh Centre Drive. Architectural plans indicate that there will be no demolition or construction and that 125 should be posted occupancy load.

The application is for a Conditional Use Permit (CUP) for an alcohol-free, event center that would operate Sunday-Thursdays (9AM- 10PM) and Friday- Saturdays (9AM -12AM) in compliance with applicable Brooklyn Park Codes and Ordinances. Food will not be prepared on site and will be catered by third parties. Event centers are considered an assembly, banquet, convention hall, or conference center use within the Brooklyn Park Zoning code and are a conditional use within the zoning district.

Previous Approvals

The Edinburgh Center II building was constructed in 2004 as a multi-tenant retail building. The property is zoned Planned Community Development District (PCDD) and the use is listed as conditional within the Business Districts and is therefore entitled to review under §152.035 (§152.415(C)).

Current Conditions

The subject property is 2.86 acres and is located north of Edinburgh Centre Drive.

Future Land Use Plan	Community Commercial
Current Zoning	Planned Community Development District (PCDD)
Proposed Zoning	Planned Community Development District (PCDD)
Neighborhood	Edinburgh
Site Area	2.86 Acres
Conforms to:	
Land Use Plan	Yes
Zoning Code	Yes

Notification	Legal notice was published in the Sun Post, Proposed Development Sign placed on the property, A neighborhood email will be sent to the Edinburgh neighborhood, 19 Public Hearing Notices mailed
Timeline (MN §15.99) 60-day 120-day	October 13, 2023 December 12, 2023

Land Use/ Zoning Overlay

The site is zoned Planned Community Development District (PCDD) and is within the Edinburgh neighborhood. The future land use for the property is Community Commercial. There is one property to the north zoned Conservancy District and the surrounding properties are zoned PCDD.

Conditional Use Permit

Assembly, banquet, convention halls, or conference centers are conditional uses in the General Business “B-3” District (§ 152.342.01), which is the zoning district used to evaluate permitted and conditional uses within the PCDD. Conditional uses must be reviewed against the standards of the Code (§ 152.035). The proposed use is evaluated below:

(D) Review Standards. The request may address the following factors, although the City Council, the Planning Commission, and city staff has the authority to request additional information from the applicant concerning operational factors pertaining to the proposed use or to retain experts with the consent and at the expense of the applicant concerning operational factors, when necessary to establish performance conditions to effect the intent of this chapter.

(1) Comprehensive Plan. Compliance with the Comprehensive Plan, public facilities and capital improvement plans, and all sections of the City Code.

The Future Land Use of the Brooklyn Park 2040 Comprehensive Plan guides the property as Community Commercial. The event center is consistent with the Comprehensive Plan.

(2) Traffic. The generation and characteristics of the traffic associated with the use and its impact on the traffic volumes of and safety associated with driveway location on adjacent roads, sidewalks and trail connections.

Vehicular access to the site is provided from two existing access points along Edinburgh Centre Drive.

(3) Parking. The characteristics of the parking area of the use, including the number and design of parking spaces, landscaping, traffic circulation, drainage, and lighting. The city may require additional parking above that required in §152.140 through 152.146.

The applicant provided the anticipated number of vehicles on site at 41 at peak times. There are sufficient parking stalls to accommodate this use.

(4) City services. The provision of adequate public facilities and services to the site where the use is proposed and the ability of the existing infrastructure to absorb the additional demand for city services.

The applicant will not be adding to the existing number of restroom facilities, so there will be no additional impact to existing utilities.

(5) Screening and landscaping. The ability to screen and buffer incompatible off-site impacts of the proposed use on adjacent property and the surrounding

neighborhood. The city may require additional landscaping or screening above that required in the specific zoning district.

This site is compliant with screening and landscaping requirements in place at the time of development.

- (6) Architectural standards. The degree that the site or building associated with the proposed use meets or exceed the architectural design and landscaping standards for the district in which it is located. The city may require additional architectural standards above those required in the specific zoning district.**

The existing structure met all architectural requirements at the time of development, and there are no exterior changes proposed with this application.

- (7) Other sections of the city code. The applicant may be required to submit additional information demonstrating that the development is able to comply with any other applicable section of this chapter or city code.**

Existing conditions of the site are consistent with City Code requirements.

The required findings of §152.035 have been addressed and Staff recommends approval of the CUP.

Conditions of Approval

Staff recommends the adoption of Resolution 2023-___ approving a Conditional Use Permit for an assembly, banquet, convention hall, or conference center at 8568 Edinburgh Centre Drive with the following conditions:

- 1. Prior to using the space as an event center, a new Certificate of Occupancy for the correct occupancy type must be applied for and obtained from the Brooklyn Park Building Department in accordance with all applicable building codes and requirements.
- 2. Signage must comply with all requirements of City Code Chapter 150: Signs.
- 3. The maximum posted occupancy load for the space is 125 people, any increase in the intensity shall require an amendment to the Conditional Use Permit.

Primary Issues/Alternatives to Consider:

- 1. Approve the Conditional Use Permit as presented.
- 2. Approve the Conditional Use Permit with modifications.
- 3. Deny the Conditional Use Permit based on certain findings.

Budgetary/Fiscal Issues: N/A

Attachments:

- 6.2A RESOLUTION
- 6.2B PLANNING COMMISSION MINUTES
- 6.2C LOCATION MAP
- 6.2D APPLICANT'S NARRATIVE
- 6.2E PLAN SET

RESOLUTION #2023-___

RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR AN ASSEMBLY, BANQUET,
CONVENTION HALL, OR CONFERENCE CENTER AT 8568 EDINBURGH CENTER DRIVE NORTH

Planning Commission File #23-115

WHEREAS, Laquita Brinkley of Events on 85th has made application for a Conditional Use Permit under the provisions of Chapter 152 of the City Code on property legally described as:

Lots 2 and 3, Block 002, Edinburgh Centre 2nd Addition, Hennepin County, Minnesota.

WHEREAS, the proposed development is consistent with the purposes of the Zoning District and the Comprehensive Plan; and

WHEREAS, the matter has been referred to the Planning Commission public hearing and who have given their advice and recommendation to the City Council; and

WHEREAS, the effect of the proposed use upon the health, safety and welfare of surrounding lands, existing and anticipated traffic conditions, and its effect on the neighborhood have been considered.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park that a Conditional Use Permit is hereby approved for an assembly, banquet, convention hall, or conference center on the above-described parcel, subject to the following:

1. Prior to using the space as an event center, a new Certificate of Occupancy for the correct occupancy type must be applied for and obtained from the Brooklyn Park Building Department in accordance with all applicable building codes and requirements.
2. Signage must comply with all requirements of City Code Chapter 150: Signs.
3. The maximum posted occupancy load for the space is 125 people, any increase in the intensity shall require an amendment to the Conditional Use Permit.

This resolution expires one year from the date of approval unless all conditions are met. This resolution must be recorded with the Hennepin County Recorder's office within one year of the date of approval. The approvals can be revoked if not in compliance with the conditions stated above.

MOTION UDOMAH, SECOND KIEKOW, TO RECOMMEND APPROVAL OF A CONDITIONAL USE PERMIT FOR AN AUTO ORIENTED REPAIR SERVICE, SUBJECT TO CONDITIONS CONTAINED IN THE DRAFT RESOLUTION.

FURTHER DISCUSSION: COMMISSIONER WAKO ASKED FOR DETAILS ON THE NEW OWNER AND PENDING PURCHASE.

ASSOCIATE PLANNER MCDERMOTT REPLIED THE PENSKE WILL BE THE NEW OWNER OF THE PROPERTY, AS THEY CURRENTLY OWN THE ADJACENT SITE. SHE EXPLAINED THAT THE CURRENT CUP HAS EXPIRED AS THE PROPERTY WAS NOT USED FOR THAT PURPOSE FOR OVER ONE YEAR. SHE NOTED THAT THIS WOULD BE THE SAME USE THE PROPERTY WAS DEVELOPED FOR BUT A NEW CUP WOULD BE REQUIRED AS THE PREVIOUS CUP EXPIRED.

MOTION CARRIED UNANIMOUSLY.

B. Events on 85th – Conditional Use Permit #23-115 for an assembly, banquet, convention hall, or conference center at 8568 Edinburgh Centre Drive

Principal Planner Turnquest introduced the application for a Conditional Use Permit for an event center to be located at 8568 Edinburgh Centre Drive. She reviewed the subject property location, zoning and surrounding uses. She stated that this business has existed in the community through the use of temporary space and as the business has grown a more permanent location is being sought in an existing building. She stated that no demolition or construction would be needed and there would be a posted occupancy of 125 people. The request would be for an alcohol-free event center and food will not be prepared onsite. Staff recommends approval with the conditions listed in the draft resolution.

Commission Chair Cavin opened the public hearing.

Seeing no one approach the podium, Commission Chair Cavin closed the public hearing.

Commissioner Kiekow asked if alcohol would not be served at the facility or whether it would not be allowed on the premises.

Laquita Brinkley, applicant, replied that alcohol would not be allowed on the premises and would not be served.

Commissioner Kiekow asked the police call record for the past few years of operation.

Ms. Brinkley replied that they have had zero police calls for her events.

Commissioner Borer asked if the applicant hosts the events or rents the space to other parties.

Ms. Brinkley replied that she is the event planner and typically sets up the event and then comes back to break down the event.

Commissioner Borer asked if there is security onsite for events.

Ms. Brinkley replied that she does not have security because there is not alcohol involved. She commented that anytime she has hosted events with alcohol, she has had security onsite.

Commissioner Fraser asked if there is music at the events.

Ms. Brinkley replied that there is music at the events.

Commissioner Fraser asked for details on noise ordinances from staff.

Principal Planner Turnquest commented that the hours of operation would comply with the zoning ordinances and with the appropriate times.

Commission Chair Cavin asked for details on the typical clients of the business.

Ms. Brinkley replied that she hosts birthday parties, baby showers and other small intimate private gatherings.

Commission Chair Cavin asked and received confirmation that the maximum allowed occupancy would meet the needs of the business. He asked if the available parking would also meet the demand of the business.

Principal Planner Turnquest replied that the City has reviewed the plans and determined that the parking would be adequate given the difference in hours between the other businesses in the area.

Commissioner Turner asked if the vendors the business works with would have food permits.

Ms. Brinkley replied that in the contract she would stipulate that the client would be required to obtain a licensed caterer.

MOTION WAKO, SECOND UDOMAH, TO RECOMMEND APPROVAL OF A CONDITIONAL USE PERMIT FOR AN ASSEMBLY, BANQUET, CONVENTION HALL, OR CONFERENCE CENTER AT 8568 EDINBURGH CENTRE DRIVE, SUBJECT TO CONDITIONS CONTAINED IN THE DRAFT RESOLUTION.

MOTION CARRIED UNANIMOUSLY.

Planning Director Mogush stated the public hearing item is scheduled to be reviewed at the City Council meeting on September 25, 2023.

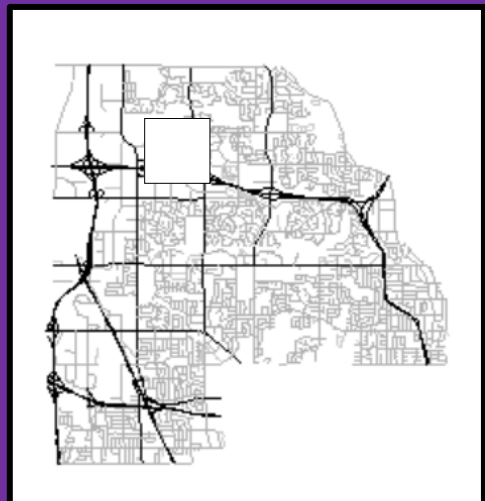
C. First Student – Variance #23-113 for a 10-foot electric fence.

Associate Planner McDermott introduced the application for First Student. She reviewed the subject site location and noted that the applicant seeks a variance for the height of the fence along with a deviation on the prohibition of electric fences. She provided details on the subject property, surrounding uses, and zoning. She stated that the applicant would propose to install an electric fence behind the current chain link fence. She reviewed the three-factor test required for a variance consideration and explained how this request would not meet the factors for a practical



Conditional Use Permit
Case #23-115 – Events on 85th
Area of Request (Air Photo)
8568 Edinburgh Centre Drive

Brooklyn Park 





Events on 85TH

August 1, 2023

8-1-2023

**8568 EDINBURGH CENTRE DR, BROOKLYN PARK, MN
55443**

I am excited to join the Brooklyn park community by providing and showcasing a clean, accessible, and inviting event space for clients from all communities and abilities. I will provide a neutral landscape allowing for creativity for different THEMEd settings and decor. Social media will be used for the platform for advertisement of the event space and to book clients. I or a representative from our staff will be the booking agents to provide direction with requirements and guidelines through a contractual agreement. Our representatives will meet and walk through the event space with each client to make sure the space is adequate for the client's needs. Events on 85th will be available seven days a week, Sunday thru Thursday / (9am- 10pm) and Friday & Saturday (9am -12am) (per city code and ordinances our hours are subject to CHANGE DEPENDING ON Brooklyn parks ordinances.) During all events a representative will be on site or accessible for any unforeseen contingencies. Events on 85th will be an alcohol free establishment until actions are taken to honor that service at the venue. By Understanding the importance of business DEVELOPMENT, we understand as a collective unit, the safety of our CLIENTS will always be a top priority while hosting their event at Events on 85th. I look forward to partnering with the Brooklyn Park Community. If you have any questions or concerns please feel free to contact me via phone or email.

Thank you very much for your time!

Ph: 612-986-7275

Email: Lbrinkley0525@gmail.com

Sincerely,

Laquita Brinkley / EVENTS on 85th



EVENT CENTER

8568 Edinburgh Centre Drive North, Brooklyn Park, MN 55443

TENANT	PROPERTY OWNER	ARCHITECT
LAQUITA BRINKLEY XXX XXX t 612.986.7275 e lbrinkley0525@gmail.com	DANG PROPERTIES LLC CHUNG DANG 8456 BLAZING STAR CIR SHAKOPEE MN 55379 t - e -	hw² DESIGN + ARCHITECTURE, LLC ANDREA HAMMEL WOLLAK 9232 68TH ST N GRANT, MN 55082 t 612.532.4147 e AHWOLLAK@HW2DESIGN.COM

DRAWING INDEX

NUMBER	NAME
A00.00	COVER SHEET
A10.00	LIFE SAFETY PLAN - MAIN LEVEL

08.16.2023 - ISSUED FOR PERMIT

EVENT CENTER

8568 Edinburgh Centre Drive North, Brooklyn Park, MN 55443

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.
NAME: ANDREA HAMMEL WOLLAK

SIGNATURE:
DATE: 08.16.2023 LICENSE #48183



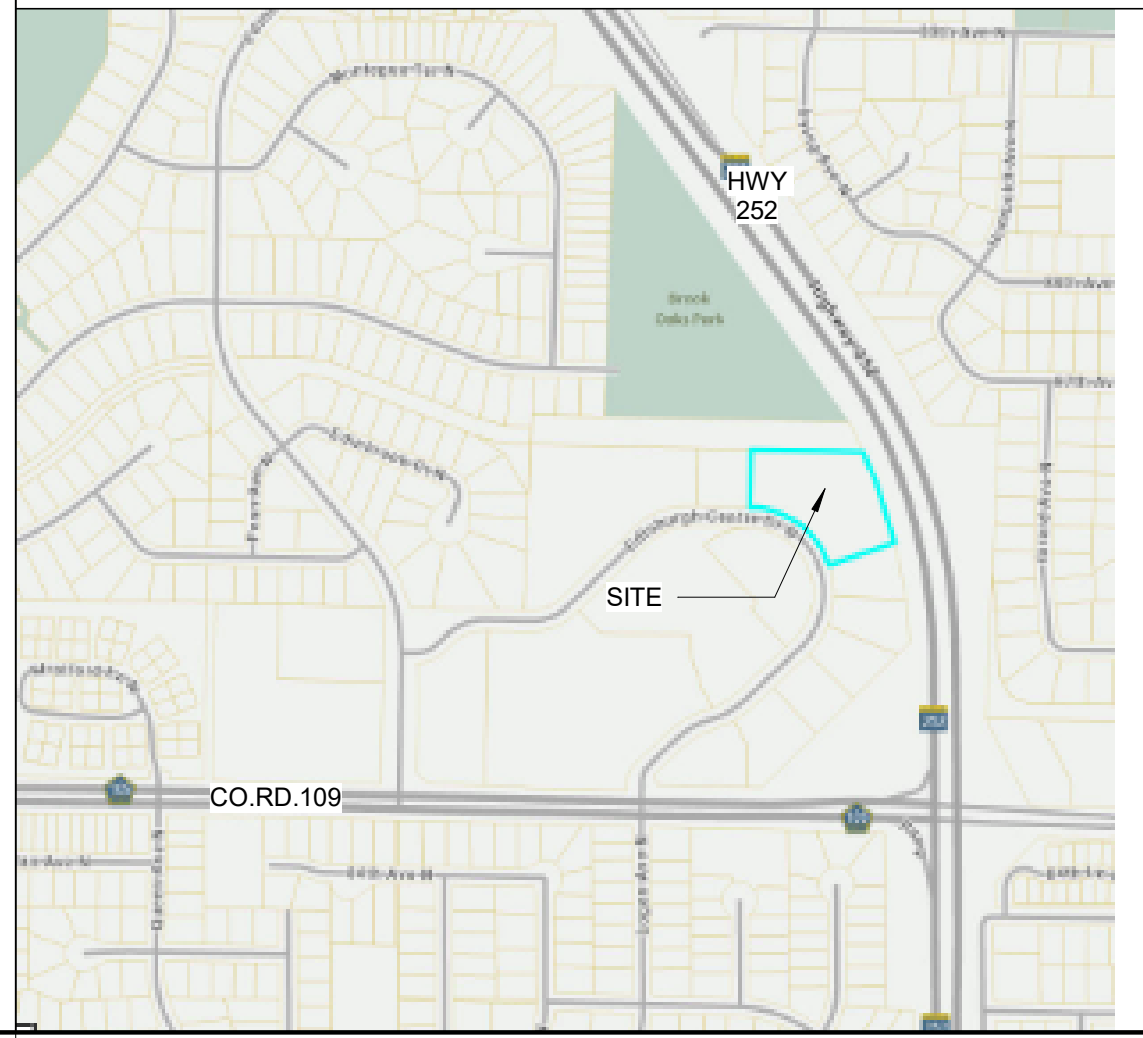
GENERAL NOTES

- ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF THE APPLICABLE CODES AND REGULATIONS. APPLICABLE CODES INCLUDE:
2020 MINNESOTA RESIDENTIAL CODE
- CONTRACTOR SHALL VISIT THE PROJECT SITE AND APPRAISE HIMSELF/HERSELF OF EXISTING CONDITIONS AND SEQUENCES FOR INSTALLATION.
- DO NOT SCALE DRAWINGS. CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS AND FIELD CONDITIONS PRIOR TO COMMENCEMENT OF WORK, AND SHALL NOTIFY THE ARCHITECT IMMEDIATELY IF ANY CONFLICTS OR DISCREPANCIES OCCURRED.
- MATERIALS AND NOTES COMMON TO SEVERAL DRAWINGS MAY BE NOTED ON ONLY ONE DRAWINGS. CONTRACTOR SHALL BE RESPONSIBLE FOR ENTIRE SET OF DOCUMENTS. REVIEW SPECIFICATIONS FOR INSTRUCTIONS NOT SHOWN ON DRAWINGS.
- REFERENCES SHOWN ON DRAWINGS DO NOT NECESSARILY INDICATE ALL LIKE CONDITIONS AND DO NOT LIMIT APPLICATION OF DRAWING OR DETAILS. WHERE SPECIFIC DIMENSION, DETAILS, OR DESIGN INTENT CANNOT BE DETERMINED, CONSULT THE ARCHITECT PRIOR TO PRECEDING WITH THE WORK.
- CONTRACTOR SHALL MAINTAIN CLEAN AND PRESENTABLE WORK AND STORAGE AREAS, AND SHALL NOT ALLOW ANY MATERIALS AS A RESULT OF DEMOLITION OR CONSTRUCTION TO ACCUMULATE.
- PRIOR TO COMMENCEMENT OF ANY OPERATIONS, EACH CONTRACTOR SHALL EXAMINE WORK PERFORMED BY OTHERS TO WHICH HIS OR HER WORK ADJOINS OR IS APPLIED, AND REPORT TO THE ARCHITECT ANY CONDITIONS PREVENTING SATISFACTORY ACCOMPLISHMENT OF THEIR WORK, STARTING WORK OF ANY OPERATION SHALL INDICATE ACCEPTANCE OF CONDITIONS.
- UPON COMPLETION OF WORK, CONTRACTOR SHALL REMOVE ALL CONSTRUCTION DEBRIS. ALL AREAS AFFECTED BY THE PROJECT SHALL BE DELIVERED CLEAN, WHOLE AND FIT FOR IMMEDIATE OCCUPANCY.
- ALL EXISTING CONDITIONS TO REMAIN SHALL HAVE PROTECTION APPLIED TO KEEP THE FINISH (FLOOR, WALLS, CEILINGS) FROM GETTING DAMAGED FROM CONSTRUCTION WORK.
- ALL DIMENSIONS ARE TO FACE OF SHEATHING UNLESS NOTED OTHERWISE.
- MAINTAIN DIMENSIONS NOTED AS "MINIMUM" OR "CLEAR".
- PARTITIONS NOT DIMENSIONED ARE GENERALLY LOCATED BY ONE OF THE FOLLOWING CRITERIA:
A. CENTERLINE - CENTER OF THE PARTITION ALIGNS WITH THE CENTER OF THE GRIDLINE OR OBJECT CENTERLINE (SUCH AS A COLUMN LINE OF WINDOW MULLION)
B. ALIGN - LOCATE THE PARTITION FLUSH WITH THE FACE OF THE GYPSUM BOARD, OR OTHER SURFACE AS INDICATED.
- DOOR OPENINGS ARE DIMENSIONED TO CENTERLINE OF OPENING. IF NOT DIMENSIONED, THE HINGE SIDE OF THE DOOR JAMBS SHALL BE SPACED 4" FROM THE FACE OF THE ADJACENT WALL.
- IT IS THE DESIGN INTENT THAT ALL ITEMS SHOWN MOUNTED AT TYPICAL HEIGHTS BE ACCESSIBLE TO PERSON WITH DISABILITIES IN ACCORDANCE WITH THE LOCAL ACCESSIBILITY CODE.
- THE PURPOSE OF THE MOUNTING HEIGHTS SHEET IS TO ILLUSTRATE THE TYPICAL HEIGHTS AND WHERE APPLICABLE, THE TYPICAL MINIMUM OR MAXIMUM CLEARANCES, AND/OR TYPICAL MOUNTING CONFIGURATIONS FOR A VARIETY OF BUILT / INSTALLED ITEMS. REFER TO THE PLANS, ELEVATIONS, SECTIONS, DETAILS, SCHEDULES, AND SPECIFICATIONS TO DETERMINE WHICH ITEMS AND CONFIGURATIONS APPLY TO THE SPECIFIC SCOPE OF THE WORK OF THIS PROJECT.

PROJECT INFORMATION

- EXISTING COMMUNITY CENTER TO HAVE A CHANGE OF USE TO AN EVENT CENTER TO A EVENT CENTER A-2. NO DEMOLITION OR CONSTRUCTION OF THE EXISTING SPACE WILL TAKE PLACE. FOOD WILL BE CATERED IN BY A THIRD PARTY FROM A LICENSED KITCHEN.

SITE MAP



NO.	ISSUE	DATE
JOB NUMBER	XX.XXXX.XXXX	

COVER SHEET

A00.00



9232 68th St North
Stillwater, MN 55082
1612.532.4147

EVENT CENTER

8568 Edinburg Centre Drive
North, Brooklyn Park, MN 55443

CODE ANALYSIS

EXISTING COMMUNITY CENTER TO HAVE A CHANGE OF USE TO AN EVENT CENTER TO A EVENT CENTER A-2. NO DEMOLITION OR CONSTRUCTION OF THE EXISTING SPACE WILL TAKE PLACE. FOOD WILL BE CATERED IN BY A THIRD PARTY.

APPLICABLE CODES:
 BUILDING: 2020 MINNESOTA STATE BUILDING CODE (MSBC), THE 2020 MSBC INCLUDES THE 2018 INTERNATIONAL BUILDING CODE (IBC) WITH MINNESOTA AMENDMENTS.
 FIRE PREVENTION: 2020 MINNESOTA STATE FIRE CODE (MSFC), THE 2020 MSFC INCLUDES THE 2018 INTERNATIONAL FIRE CODE (IFC) WITH MINNESOTA AMENDMENTS.
 ACCESSIBILITY: 2020 MINNESOTA ACCESSIBILITY CODE (MAC)
 ENERGY: 2020 MINNESOTA ENERGY CODE
 ELECTRICAL: 2020 NATIONAL ELECTRICAL CODE (NFPA 70)
 MECHANICAL: 2020 MINNESOTA MECHANICAL AND FUEL AND GAS CODE
 PLUMBING: 2015 PLUMBING CODE
 OTHER: NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) STANDARDS, AS REFERENCED BY THE MSBC AND MSFC

USE AND OCCUPANCY CLASSIFICATIONS
 PRIMARY OCCUPANCY - A-2 - EVENT/BANQUETTE HALL SPACE
 SECONDARY OCCUPANCY - B - BUSINESS - OFFICE

BUILDING CONSTRUCTION TYPE
 TYPE VB
 FULLY SPRINKLERED

TRAVEL DISTANCE
 EXIT ACCESS TRAVEL DISTANCE - WITH SPRINKLER SYSTEM 250 FEET

SEPARATION OF OCCUPANCIES
 PER TABLE 508.4 - A OCCUPANCY TO B OCCUPANCY SHALL BE A 1 HOUR SEPARATION FOR SPRINKLERED BUILDINGS

FIXTURE COUNTS

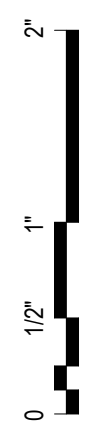
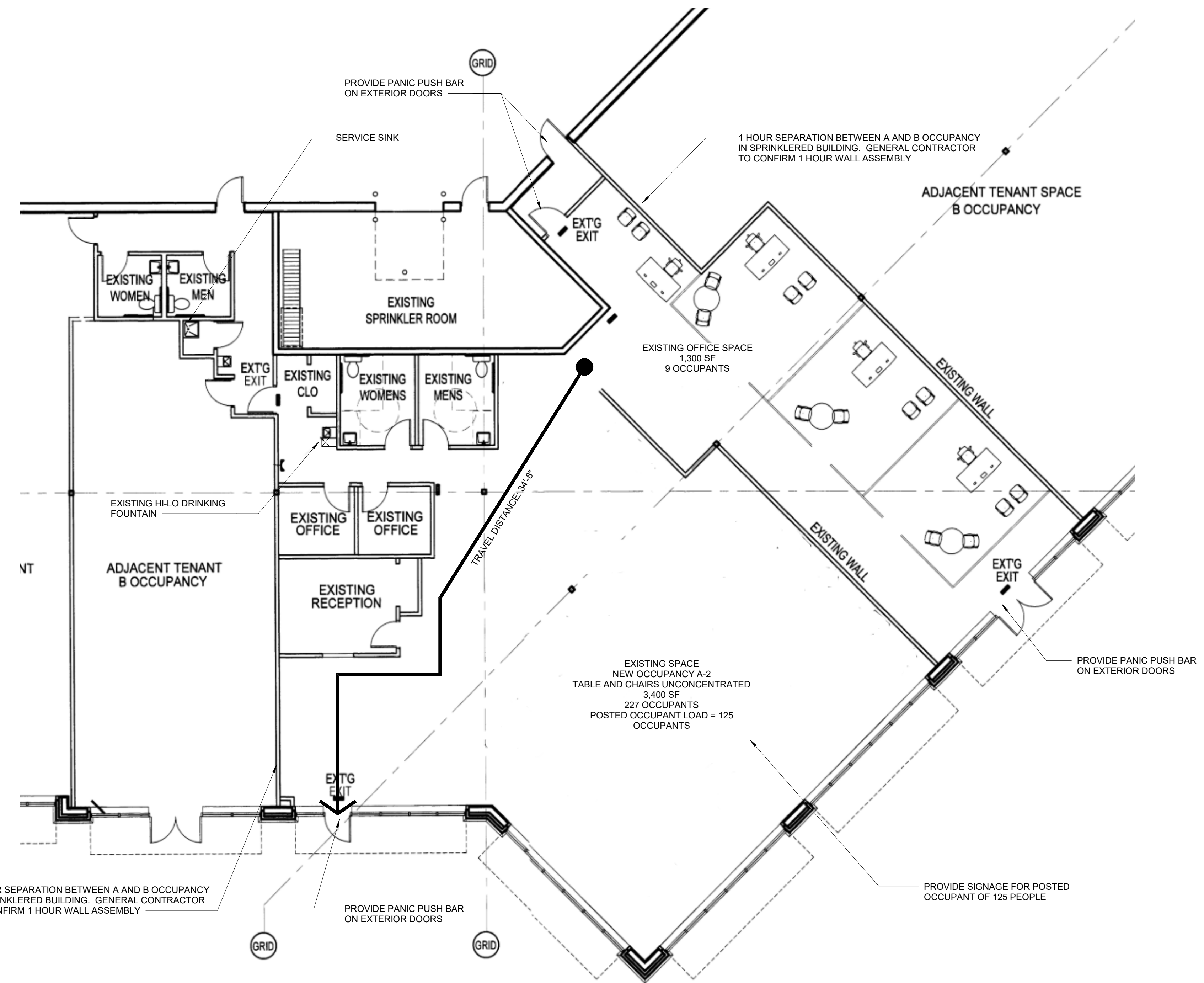
OCCUPANCY TYPE A-2 & B, TABLE 2902.1

	WATERCLOSETS M/F	SINKS M/F	DRINKING FOUNTAINS	OTHER (SERVICE SINK)
A-2 = 1 PER 75	A-2 = 1 PER 200		1 PER 500	1
B = 1 PER 25	B = 1 PER 40			
REQUIRED	1 M/1 F*	1 M/1 F*	1	1
PROVIDED	1 M/1 F	1 M/1 F	1	1

* POSTED OCCUPANCY FOR SPACE

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.
 NAME: ANDREA HAMMEL WOLLAK

SIGNATURE: *Andrea Hammel Wollak*
 DATE: 08.16.2023 LICENSE #48183



NO.	ISSUE	DATE
JOB NUMBER		XX.XXX.XXXX

**LIFE SAFETY
 PLAN - MAIN
 LEVEL**

A10.00

City of Brooklyn Park Request for Council Action

Agenda Item:	7.1	Meeting Date:	September 25, 2023
Agenda Section:	General Action Items	Originating Department:	Finance
Resolution:	X	Prepared By:	Dolly Lee, Asst. Finance Director
Ordinance:	N/A		
Attachments:	1	Presented By:	LaTonia Green, Finance Director
Item:	Award the City Insurance Programs for Contract Year 2023-2024 to the League of Minnesota Cities Insurance Trust		

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2023-_____ TO AWARD THE CITY INSURANCE PROGRAMS FOR CONTRACT YEAR 2023-2024 TO THE LEAGUE OF MINNESOTA CITIES INSURANCE TRUST.

Overview:

The City of Brooklyn Park (City) is a member of the League of Minnesota Cities Insurance Trust (LMCIT). The LMCIT is a cooperative joint powers organization and member cities' premiums contribute to a jointly owned fund. The money in the fund is then used to pay members' claims, losses, and expenses. The LMCIT's purpose is to meet member cities' coverage and risk management needs, and not to make a profit. Income that is not needed for operations or reserves is returned to member cities in the form of a dividend. The City became a member of the LMCIT in 1985, and recently received the following annual dividends:

Year	Dividend Received
2022	\$127,404
2021	\$187,033
2020	\$72,738
2019	\$32,726
2018	\$33,742
2017	\$72,304
2016	\$292,592

2023 Workers' Compensation Renewal:

The City is currently utilizing the LMCIT's \$10,000 medical only deductible plan. In city staff discussion with the City's broker, Marsh & McLennan Agency (MMA), the recommendation is to maintain the deductible program structure. This will help shelter the City for large volatile claims that are expected to increase in frequency in the years going forward. This decision was largely driven by the significant increase in PTSD cases, which accounts for a substantial portion of LMCIT's claims cases this past year.

The City renewal represents a deterioration to the experience modification factor and is now 26% higher than the average LMCIT city member. The renewal represents a 3% rate increase for all LMCIT members. The City's PTSD claims accounts for 35% plus of LMCIT's total claims cost and is expected to continue rising. The City's PTSD claims also accounts for the increase in premiums.

The City's 2022 workers compensation premium was \$2,134,649 for the \$10,000 medical only deductible plan. The City's 2023 renewal premium for the \$10,000 medical-only deductible plan is \$2,735,374, an increase of \$600,725. The main driver of the premium increase is the City's deterioration of its experience modification factor from 1.09 to 1.26 – a difference of 17 points (26% higher). PTSD claims continue to drive the City's experience modification factor higher than it would otherwise be.

City staff continue to work with MMA to explore self-insurance options.

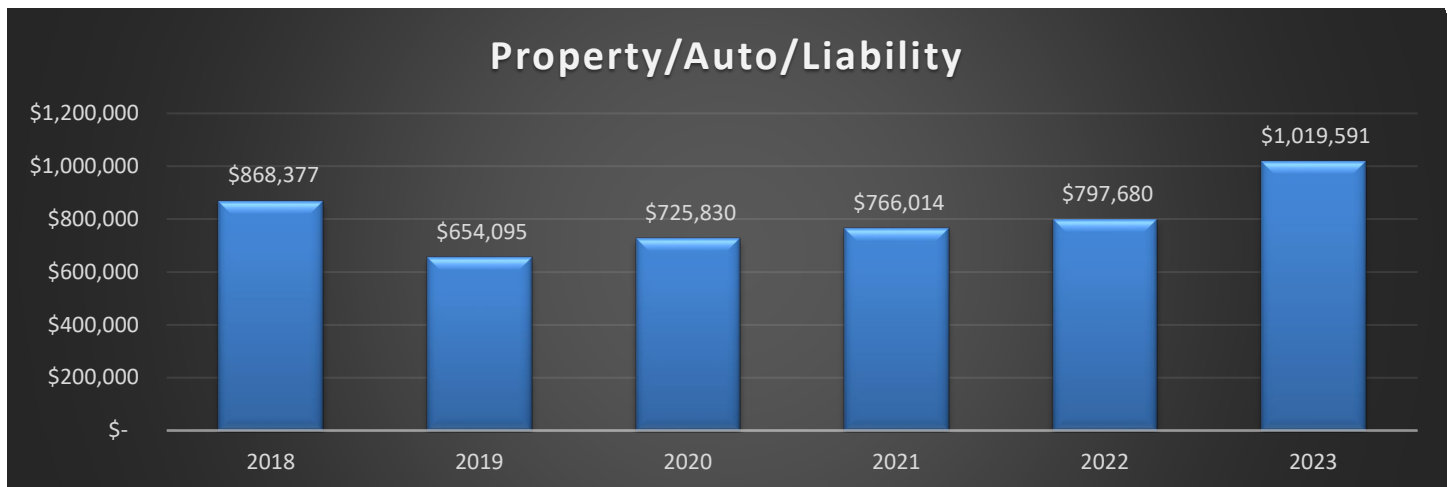
2023 Property/Casualty Renewal:

Aggregate Deductible:

This is the maximum amount that the City is required to pay in total claims for the policy year. Once the City has reached the aggregate deductible limit, the City would pay \$1,000 per occurrence thereafter.

To keep the same coverages and deductibles, 2023's premium would be \$1,019,591, an increase of \$221,911 over 2022's premium of \$797,680. The increase is primarily attributed to the following:

- 28% overall premium increase is attributed to deterioration in liability experience modification
- The City's liability experience modification increased 21% during the experience rating period
- LMCIT rates increased 5% to all member cities
- The City's loss experience is 9% worse than average member city



Primary Issues/Alternatives to Consider:

City staff and MMA have reviewed proposals received from the LMCIT. The LMCIT provides competent, comprehensive service, claims handling and insurance coverage that is specifically designed to meet the needs of the City. The LMCIT program meets our requirement to conserve the City's assets while retaining the capacity to respond to obligations and responsibilities under the law.

Options for the City Council to consider:

- Accept the proposal as presented. City staff and MMA have reviewed and assessed the LMCIT program as well as selected coverage and deductibles. This option is consistent with prior insurance acquisition by the City Council and would permit city staff to implement the upcoming year's program without interruption. City staff and MMA would continue exploring self-insurance options. The LMCIT would refund a proportionate share of 2023's premiums if the City Council opts for self-insurance during the 2023-2024 coverage period.
- Reject the proposal. Should the City Council elect this alternative, city staff would need immediate direction as to the City Council's intent, given that the current insurance policies have been extended on a 30-day binder until final processing by the LMCIT. Coverage would cease unless we obtain an extension.
- Take no action at this time. If we take no action or defer action beyond our renewal and binder date, we have in effect opted to self-insure outside the LMCIT. The City is not equipped, in finances or staff, to be self-insured, nor is the City presently qualified under Minnesota statute to individually self-insure apart from the LMCIT pool.

Budgetary/Fiscal Issues:

The insurance program/policy decisions made by Council will be reflected in the 2024 budget for adoption at the December 11, 2023 Council meeting.

Attachments:

7.1A RESOLUTION

RESOLUTION #2023-

RESOLUTION TO AWARD THE CITY INSURANCE PROGRAMS FOR CONTRACT YEAR 2023-2024 TO
THE LEAGUE OF MINNESOTA CITIES INSURANCE TRUST

WHEREAS, the city's Agent of Record has reviewed options and the market for various insurance coverage and services; and

WHEREAS, the LMCIT quotes were competitive and provide broad coverage designed to meet the needs of cities; and

WHEREAS, the agent and city staff have reviewed the proposals and made their recommendation concerning the city's 2023-2024 insurance program; and

WHEREAS, the City Council recognizes the need to provide a responsible means of responding to claims, litigation and damages arising out of the city's operations and actions.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the city of Brooklyn Park to award the insurance coverage for the year 2023-2024 to the League of Minnesota Cities Insurance Trust.

City of Brooklyn Park Request for Council Action

Agenda Item:	7.2	Meeting Date:	September 25, 2023
Agenda Section:	General Action Items	Originating Department:	Finance
Resolution:	XXX	Prepared By:	Dolly Lee, Asst. Finance Director
Ordinance:	N/A		
Attachments:	3	Presented By:	Jay Stroebel, City Manager LaTonia Green, Finance Director
Item:	Council Adoption of Proposed 2024 Property Tax Levies and Preliminary 2024 -2025 General Fund and Debt Service Funds Budgets		

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2023-_____ APPROVING THE 2024 – 2025 PRELIMINARY GENERAL AND DEBT SERVICE FUNDS BUDGETS.

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2023-_____ ADOPTING THE PROPOSED 2024 GENERAL AND DEBT SERVICE FUNDS NET PROPERTY TAX LEVIES AND CERTIFYING THE TAX LEVIES TO HENNEPIN COUNTY.

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2023-_____ ADOPTING A PROPOSED SPECIAL BENEFIT HRA TAX LEVY AND A PROPOSED EDA CITY TAX LEVY FOR THE PURPOSE OF DEFRAYING THE COSTS INCURRED BY THE BROOKLYN PARK ECONOMIC DEVELOPMENT AUTHORITY UNDER ITS HOUSING AND REDEVELOPMENT POWERS FOR THE YEAR 2024, CERTIFYING THEM TO HENNEPIN COUNTY.

Overview:

This represents the first action of the 2024 - 2025 budget process. The Council is being asked to consider the adoption of the 2024 - 2025 Council Preliminary Budget for the General Fund and Debt Service Funds. In addition, the Council needs to consider adopting the 2024 Proposed Property Tax levies maximum, which are required to be submitted to Hennepin County by October 2, 2023.

Starting the 2024 - 2025 budget process allows the City to prepare for and respond to the changes in local government funding faced over the last several years, thus building stability in the budget process. A stable budget cycle means policymakers, senior management, employees, and residents will have better information for adjusting and prioritizing budget allocations.

As a reminder, in 2023, Local Government Aid (LGA) decreased to \$0. For 2024, LGA will increase to \$0.9 million but is still significantly lower than historical amounts. From 2014 to 2022 the average LGA received was \$1.3 million a year. Furthermore, the City's distribution share of the Fiscal Disparities tax for the General Fund decreased from 2023 by \$0.8 million (9.1%) to \$8.2 million (\$145,712 allocated to HRA).

At the September 5, 2023, City Council work session, the Council was presented with the 2024 Proposed Tax Levy. Since the work session, staff have put together two scenarios for Council to consider for setting the maximum tax levy. The first scenario would set the maximum tax levy at 10.99% and the second scenario would set the maximum tax levy at 11.99%.

Maximum tax levy scenario at 10.99%:

In this scenario, the 2024 - 2025 Council Preliminary Budgets are estimated to be \$68.5 million for 2024 and \$70.8 million for 2025. The proposed increase in the 2023 budget is 5.4% over 2023 Adopted Budget of \$65 million. In the scenario below, Council is being presented with an initial proposed tax levy totaling \$64.1 million.

The Proposed 2024 Tax Levies for the 10.99% scenario as compared to 2023 are shown below:

	2023 Final Adopted	2024 Proposed	2024 Proposed change from 2023 Final Adopted	
General Levy	52,640,276	57,731,598	5,091,322	9.67%
Heritage Levy (Includes LGA adjustment)	-	935,961	935,961	100.00%
Tax Abatement	700,000	715,000	15,000	2.14%
Debt Service Levy	1,035,307	1,024,599	(10,708)	-1.03%
EDA Levy (.01813% of EMV)	1,326,649	1,426,649	100,000	7.54%
HRA Levy (0.01850% of EMV)	1,000,000	1,100,000	100,000	10.00%
Total Tax Capacity Levy (incl EDA/HRA)	56,702,232	62,933,807	6,231,575	10.99%
Less: Fiscal Disparity Distribution	9,003,100	8,186,410	(816,690)	-9.07%
Total Net Tax Capacity (NTC) Levy	47,699,132	54,747,397	5,414,885	14.78%
NTC Levy % Change from Prior Year	9.74%	10.99%		
Referendum Bonds				
2019 Park Referendum	319,253	322,403	3,150	0.99%
2021A Parks Projects	887,670	887,093	(578)	-0.07%
Total Referendum Bonds	1,206,923	1,209,495	2,572	0.21%
Referendum Levy % Change from Prior Year	-38.94%	0.21%		
Total Tax Capacity Levy & Referendum Levy	57,909,155	64,143,302	6,234,147	10.77%

Maximum tax levy scenario at 11.99%:

In this scenario, the 2024 - 2025 Council Preliminary Budgets are estimated to be \$69 million for 2024 and \$71.4 million for 2025. The proposed increase in the 2023 budget is 6.2% over 2023 Adopted Budget of \$65 million. In the scenario below, Council is being presented with an initial proposed tax levy totaling \$64.7 million.

The Proposed 2024 Tax Levies for the 11.99% scenario as compared to 2023 are shown below:

	2023 Final Adopted	2024 Proposed	2024 Proposed change from 2023 Final Adopted	
General Levy	52,640,276	58,296,114	5,655,838	10.74%
Heritage Levy (Includes LGA adjustment)	-	935,961	935,961	100.00%
Tax Abatement	700,000	715,000	15,000	2.14%
Debt Service Levy	1,035,307	1,024,599	(10,708)	-1.03%
EDA Levy (.01813% of EMV)	1,326,649	1,426,649	100,000	7.54%
HRA Levy (0.01850% of EMV)	1,000,000	1,100,000	100,000	10.00%
Total Tax Capacity Levy (incl EDA/HRA)	56,702,232	63,498,323	6,796,091	11.99%
Less: Fiscal Disparity Distribution	9,003,100	8,186,410	(816,690)	-9.07%
Total Net Tax Capacity (NTC) Levy	47,699,132	55,311,913	7,612,781	15.96%
NTC Levy % Change from Prior Year	9.74%	11.99%		
Referendum Bonds				
2019 Park Referendum	319,253	322,403	3,150	0.99%
2021A Parks Projects	887,670	887,093	(578)	-0.07%
Total Referendum Bonds	1,206,923	1,209,495	2,572	0.21%
Referendum Levy % Change from Prior Year	-38.94%	0.21%		
Total Tax Capacity Levy & Referendum Levy	57,909,155	64,707,818	6,798,663	11.74%

Considerations:

The 2024 - 2025 budgets will continue to be analyzed and reviewed. The 2025 budget is still being developed based on 2024 and the preliminary budget will change based on 2024 being finalized. This represents the beginning of our budget discussion, which is anticipated to conclude on December 11, 2023. Looking at the budget challenges facing the city in 2024 and future years, the Council needs to determine the tax levy that will best meet the City's priorities.

Please keep in mind that once the Council sets the maximum tax levy, it may be lowered but not increased. The 10.99% tax levy includes 8.98% to fund the current service level and 2.01% in approved initiatives which include inflationary contractual obligations. The 11.99% tax levy includes 8.98% to fund the current service level and 3.01% in approved initiatives which include inflationary contractual obligations.

Primary issues/alternatives to consider:

Per the State of Minnesota, governing bodies of each city must adopt a proposed property tax levy for taxes payable 2024 and certify that amount to Hennepin County. The proposed tax levies cannot be increased but may be reduced prior to the adoption of the final tax levies, which is planned for the December 11, 2023, City Council meeting. The maximum tax levies are used for truth-in-taxation notices that are sent out in November.

Budgetary/Fiscal Issues:

This preliminary budget is not intended to be the final budget. More detailed information including service and funding level discussions are intended to continue into the fall.

The Council is being asked to adopt a 2024 - 2025 preliminary budget on the General Fund and Debt Service Funds.

Attachments:

- 7.2A RESOLUTION APPROVING THE 2024 - 2025 COUNCIL PRELIMINARY GENERAL AND DEBT SERVICE FUNDS BUDGETS
- 7.2B RESOLUTION ADOPTING THE 2024 PROPOSED GENERAL AND DEBT SERVICE FUNDS NET PROPERTY TAX LEVIES AND CERTIFYING THEM TO HENNEPIN COUNTY
- 7.2C RESOLUTION ADOPTING A PROPOSED SPECIAL BENEFIT HRA TAX LEVY AND A PROPOSED EDA CITY TAX LEVY

RESOLUTION #2023-

RESOLUTION APPROVING THE 2024 - 2025 COUNCIL PRELIMINARY GENERAL AND
DEBT SERVICE FUNDS BUDGETS

BE IT RESOLVED by the City Council of the City of Brooklyn Park that the Council preliminary budgeted expenditures affecting the levy for the General Fund and Debt Service Funds for the calendar year 2024 - 2025 budget shall be:

	2024 Council Preliminary Budget	2025 Council Preliminary Budget
Total General Fund Expenditures	\$ 68,459,083	\$ 70,805,272
Total Debt Service Funds	\$ 3,243,281	\$ 3,233,286

RESOLUTION #2023-

RESOLUTION APPROVING THE 2024 - 2025 COUNCIL PRELIMINARY GENERAL AND
DEBT SERVICE FUNDS BUDGETS

BE IT RESOLVED by the City Council of the City of Brooklyn Park that the Council preliminary budgeted expenditures affecting the levy for the General Fund and Debt Service Funds for the calendar year 2024 - 2025 budget shall be:

	2024 Council Preliminary Budget	2025 Council Preliminary Budget
Total General Fund Expenditures	\$ 69,023,599	\$ 71,369,788
Total Debt Service Funds	\$ 3,243,281	\$ 3,233,286

RESOLUTION #2023-

RESOLUTION ADOPTING THE PROPOSED 2024 GENERAL AND
DEBT SERVICE FUNDS NET PROPERTY TAX LEVIES
AND CERTIFYING THE LEVIES TO HENNEPIN COUNTY

WHEREAS, Minnesota Statutes require the adoption of the proposed property tax levies; and

WHEREAS, the proposed property tax levies must be certified to Hennepin County on or before October 2, 2023.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the city of Brooklyn Park adopts the following proposed 2024 General Fund and Debt Service Net tax levies, certifying them to Hennepin County:

General Property Taxes

General Levy	\$57,731,598
Heritage Fund Levy	935,961
Tax Abatement	<u>715,000</u>
Total General Property Taxes	<u>59,382,559</u>

Proposed Levy

General Obligation Debt Service – Tax Capacity Based

G.O. Capital Improvement Bonds, Series 2014A	680,768
G.O. Bonds, Series 2017A	303,306
G.O. Bonds, Series 2021A	<u>40,525</u>

Total Debt Service – Tax Capacity Based 1,024,599

Total Tax Capacity Based Levies 60,407,158

General Obligation Debt Service – Market Value Referendum

G.O. Park Referendum 2019A	322,403
G.O. Parks Projects, 2021A	887,093

Total Debt Service – Market Value Referendum 1,209,496

Total Tax Levies \$61,616,654

RESOLUTION #2023-

RESOLUTION ADOPTING THE PROPOSED 2024 GENERAL AND
DEBT SERVICE FUNDS NET PROPERTY TAX LEVIES
AND CERTIFYING THE LEVIES TO HENNEPIN COUNTY

WHEREAS, Minnesota Statutes require the adoption of the proposed property tax levies; and

WHEREAS, the proposed property tax levies must be certified to Hennepin County on or before October 2, 2023.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the city of Brooklyn Park adopts the following proposed 2024 General Fund and Debt Service Net tax levies, certifying them to Hennepin County:

General Property Taxes

General Levy	\$58,296,114
Heritage Fund Levy	935,961
Tax Abatement	<u>715,000</u>
Total General Property Taxes	<u>59,947,075</u>

Proposed Levy

General Obligation Debt Service – Tax Capacity Based

G.O. Capital Improvement Bonds, Series 2014A	680,768
G.O. Bonds, Series 2017A	303,306
G.O. Bonds, Series 2021A	<u>40,525</u>

Total Debt Service – Tax Capacity Based 1,024,599

Total Tax Capacity Based Levies 60,971,674

General Obligation Debt Service – Market Value Referendum

G.O. Park Referendum 2019A	322,403
G.O. Parks Projects, 2021A	887,093

Total Debt Service – Market Value Referendum 1,209,496

Total Tax Levies \$62,181,170

RESOLUTION #2023-

RESOLUTION ADOPTING A PROPOSED SPECIAL BENEFIT HRA TAX LEVY AND A PROPOSED EDA CITY TAX LEVY FOR THE PURPOSE OF DEFRAYING THE COSTS INCURRED BY THE BROOKLYN PARK ECONOMIC DEVELOPMENT AUTHORITY UNDER ITS HOUSING AND REDEVELOPMENT POWERS FOR THE YEAR 2024, CERTIFYING THEM TO HENNEPIN COUNTY

WHEREAS, the Brooklyn Park Economic Development Authority (the “EDA”) was created by the City Council of the City of Brooklyn Park (the “City Council”) by its adoption of Resolution #1988-273, dated October 24, 1988, pursuant to *Minnesota Statutes*, §§469.090 to 469.1081 (the “Enabling Resolution”); and

WHEREAS, the Enabling Resolution was amended by Resolution #1995-72, dated March 20, 1995, whereby the EDA was granted all of the powers, rights, duties, and obligations set forth in *Minnesota Statutes* §§469.001 to 469.047 (the “HRA Act”); and

WHEREAS, pursuant to §469.033, Subd. 6 of the HRA Act, the EDA is authorized to levy a special benefit tax within its area of operation, not to exceed 0.0185 percent of the City’s estimated market value, for the purpose of defraying its operational costs under the HRA Act (the “HRA Levy”); and

WHEREAS, pursuant to §469.107, Subd. 1 of the EDA Act, the EDA may request that the City levy a special benefit tax within its area of operation, not to exceed 0.01813 percent of the City’s estimated market value, for the purpose of defraying its operational costs under the EDA Act; and

WHEREAS, by Resolution #2023-20, the EDA Board of Commissioners approved a 2024 HRA Levy in the amount of \$1,000,000, pursuant to Section 469.033, Subd. 6 of the HRA Act, as amended, for the purpose of defraying the EDA's operational costs; and

WHEREAS, by Resolution #2023-20, the EDA Board of Commissioners approved a 2024 EDA Levy in the amount of \$1,426,649 which does not exceed 0.01813 percent of taxable estimated market value in the City, pursuant to Section 469.107, Subd. 1 of the EDA Act for the purpose of defraying the EDA's operational costs.; and

WHEREAS, the City Council has reviewed the EDA Levy Resolution as a part of establishing the 2024 - 2025 Preliminary Economic Development Authority budget.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Brooklyn Park:

1. Adopt a 2024 proposed HRA Levy in the amount of \$1,000,000 for the purpose of defraying the EDA’s operational costs pursuant to *Minnesota Statutes*, §469.033, Subd. 6, and certify it to Hennepin County.
2. Adopt a 2024 proposed EDA levy in the amount of \$1,426,649 for the purpose of defraying the EDA’s operational costs and certify it to Hennepin County.

City of Brooklyn Park Request for Council Action

Agenda Item:	8.1	Meeting Date:	September 25, 2023
Agenda Section:	Discussion Items	Originating Department:	Community Development
Resolution:	N/A	Prepared By:	Amber Turnquest, Principal Planner
Ordinance:	N/A		
Attachments:	1	Presented By:	Paul Mogush, Planning Director
Item:	Safe Routes to School Plan		

City Manager's Proposed Action:

Informational and discussion item on the Brooklyn Park Safe Routes to School Plan.

Overview:

June 2023 marked the completion of the Brooklyn Park Safe Routes to School (SRTS) plan, a year-long planning effort to identify ways to make walking, biking, and rolling to school safer and easier for all students. The plan area includes five schools: Park Brook Elementary, Zanewood Community School, North View Middle School, Excell Academy for Higher Learning, and Fair Oaks Elementary.

The SRTS plan identifies policy changes, infrastructure improvements, and program strategies to create a safe, comfortable, and fun active transportation system and culture of walking and biking to school, with a focus on addressing equity in transportation and meeting the needs of under resourced groups. Alta Planning + Design and Zan Associates worked with staff from the schools, Hennepin County, MnDOT, and the City of Brooklyn Park to identify opportunities.

City Staff will use this plan to apply for grant funding to address the identified needs. At the Council meeting, staff will provide an overview of the plan and how it fits in with the broader strategy of building out the City's network of sidewalks and trails.

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues: N/A

Attachments:

8.1A SAFE ROUTES TO SCHOOL, BROOKLYN PARK, MINNESOTA, JUNE 2023

SAFE ROUTES TO SCHOOL

A plan to make walking, biking, and rolling to school safer and easier for all students, to help students feel safe and supported by their community, and to provide students and the community reliable access to resources throughout the school year and beyond.

BROOKLYN PARK, MINNESOTA

JUNE 2023

Park Brook Elementary, Zanewood Community School, North View Middle School, Excell Academy for Higher Learning, Fair Oaks Elementary



Acknowledgments

We gratefully acknowledge the participation of the following individuals and organizations in the development of this Safe Routes to School Plan.

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City of Brooklyn Park - Community Engagement Specialist

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City of Brooklyn Park - City Transportation Engineer

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Adrain Pendelton

Zanewood Community School - Principal

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Alta Planning + Design

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Zan Associates



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02. INFRASTRUCTURE	20
03. PROGRAMS	42
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ORGANIZATION OF THIS REPORT

This report is designed to support and be accessible to multiple groups of people involved with Safe Routes to School in Brooklyn Park, including students, caregivers, teachers, school administrators, public works staff, elected officials, and county and state employees. This plan focuses on key information and recommendations, while the appendices document additional participation, analysis, resources, and deliberation that shaped the development of the plan.

THE VISION

A plan to make walking, biking, and rolling to school safer and easier for all students, to help students feel safe and supported by their community, and to provide students and the community reliable access to resources throughout the school year and beyond.

THE 6 Es

Safe Routes to School (SRTS) programs rely on six core strategies, called the “Six Es,” to work toward their vision.



EQUITY – THE OVERARCHING E

Prioritizing positive outcomes for students from lower-income households; Black, Indigenous, and other students of color; students with disabilities; and other students who face disproportionate barriers to walking, biking, and rolling to school because of their group membership. This plan uses the term “priority populations” to refer to disproportionately impacted groups of students and other community members.



ENGAGEMENT

Working with students, families, school staff, and community members and organizations, especially those from priority populations, to identify needs, better understand barriers, and create solutions together for walking, biking, and rolling.



EVALUATION

Measuring how Safe Routes to School initiatives are implemented (process evaluation) and what their impacts are (outcome evaluation), especially how initiatives Engage with and support priority populations.



EDUCATION

Providing students and other community members, especially those from priority populations, with skills and knowledge about walking, biking, and rolling.



ENCOURAGEMENT

Normalizing a culture of walking, biking, and rolling through incentive programs, events, and activities that center priority populations.



ENGINEERING

Developing Equity-focused changes to the built environment that support youth travel, designed and prioritized through community Engagement.

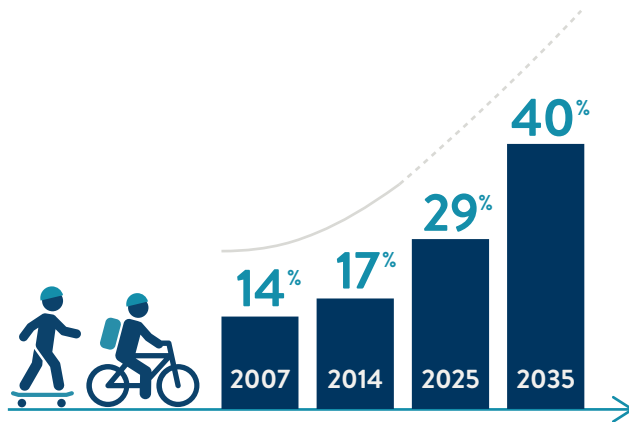




01. WHY SAFE ROUTES TO SCHOOL?

Why Safe Routes to School?

Today, less than 20% of K-8 students walk or bike to school, but as recently as 1970, nearly 50% of students walked or biked to school. Where schools and housing are located, how roads are designed, and how automobiles are regulated have all contributed to this decline. Through policy changes, infrastructure improvements, and programs, Safe Routes to School helps create physical and social environments that empower students, their families, and their communities to walk and bike more often. Communities that participate in Safe Routes to School also benefit from less air, noise, and water pollution; lower road maintenance costs; and more pleasant streetscapes for pedestrians, bicyclists, and drivers alike.



SRTS initiatives are contributing to more students and families walking and biking to school.



Most kids are not getting enough physical activity.



Roads near schools are congested, decreasing safety and air quality for children.

KIDS WHO WALK OR BIKE TO SCHOOL:



Arrive alert and able to focus on school



Get most of their recommended daily physical activity just from traveling to and from school



Feel better about their physical health



Have better school performance and test scores



Are more likely to have good mental health

A REINFORCING CYCLE OF WALKING AND BIKING TO SCHOOL



More students walking and biking to school

Greater focus on policies, infrastructure, and programs to support walking and biking

Better air quality and more pleasant bike and pedestrian environments

Safer and easier routes to and from school

*More information, including primary sources, can be found at <http://guide.saferoutesinfo.org>.



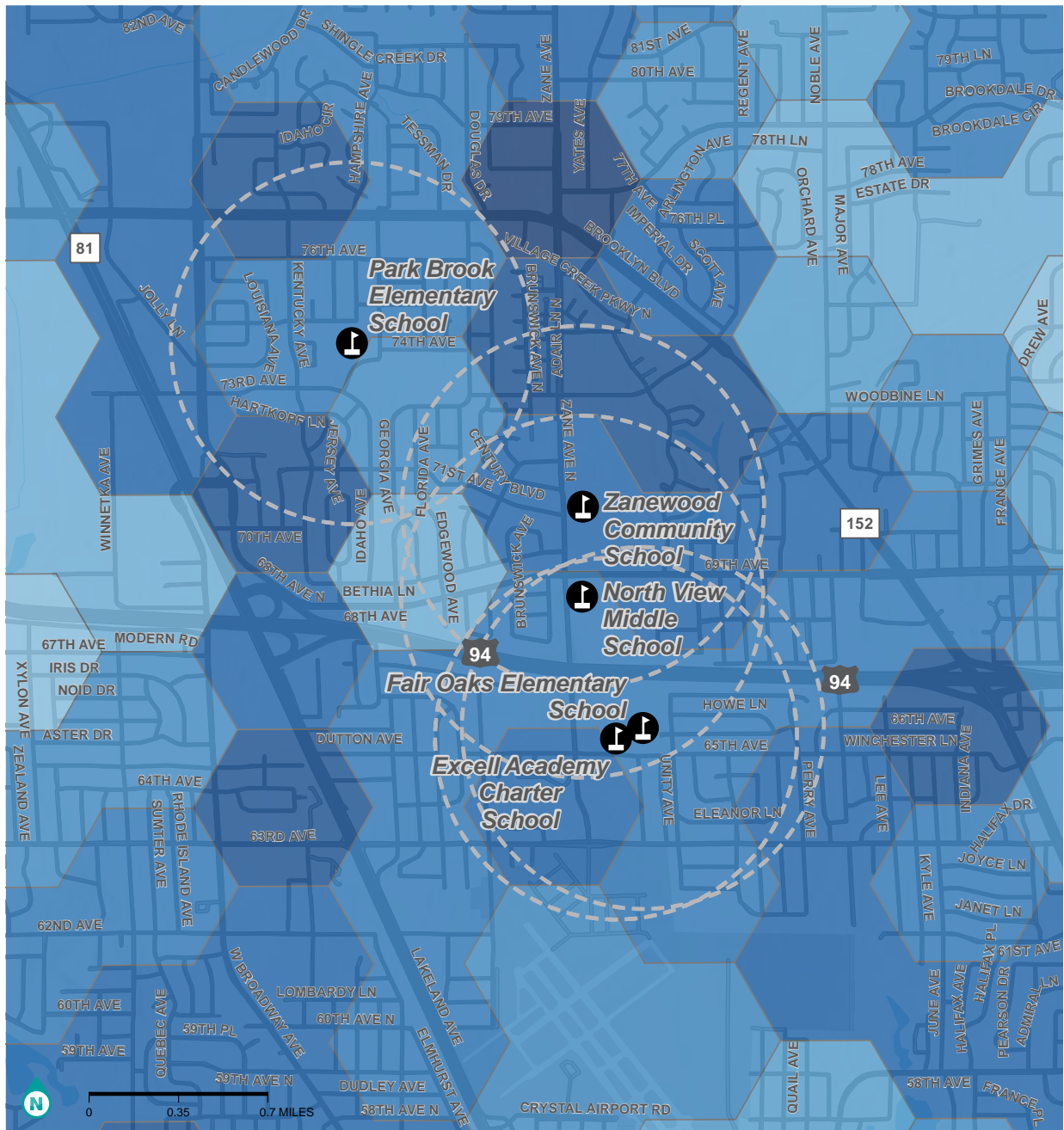
Equity in SRTS

Disparities in access to resources such as high-quality jobs, schools, parks, healthcare, food, and a full range of transportation choices impact the health and well-being of communities. These differences are not random—they are the results of government policy and funding in the past and present, which has worked to the benefit of some and to the disadvantage of others.

Equity in Safe Routes to School is impacted by transportation system inequities—such as limited access to high-quality walking and biking infrastructure or the presence of highways or busy roads in lower-income neighborhoods and neighborhoods with more BIPOC (Black, Indigenous, and People of Color) individuals—as well as inequities in related systems. For example, racial wealth inequities and racial discrimination in housing mean that BIPOC or lower-income students may live further away from schools

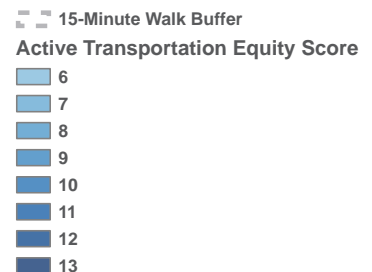
than their white peers and those from higher-income families.

Safe Routes to School works to address these inequities through programs, infrastructure, and policy improvements that help priority populations. Priority populations include individuals, groups, and communities who are more likely to rely on walking, biking, or transit for transportation; are more vulnerable to unsafe traffic conditions; or have suffered historic disinvestment in safe, comfortable, walking and biking infrastructure. By looking at demographic data, examining existing transportation services and policies, and speaking with members of the community, the Brooklyn Park Safe Routes to School team worked to develop recommendations that support equity in walking and biking to school.



PRIORITY EQUITY AREAS

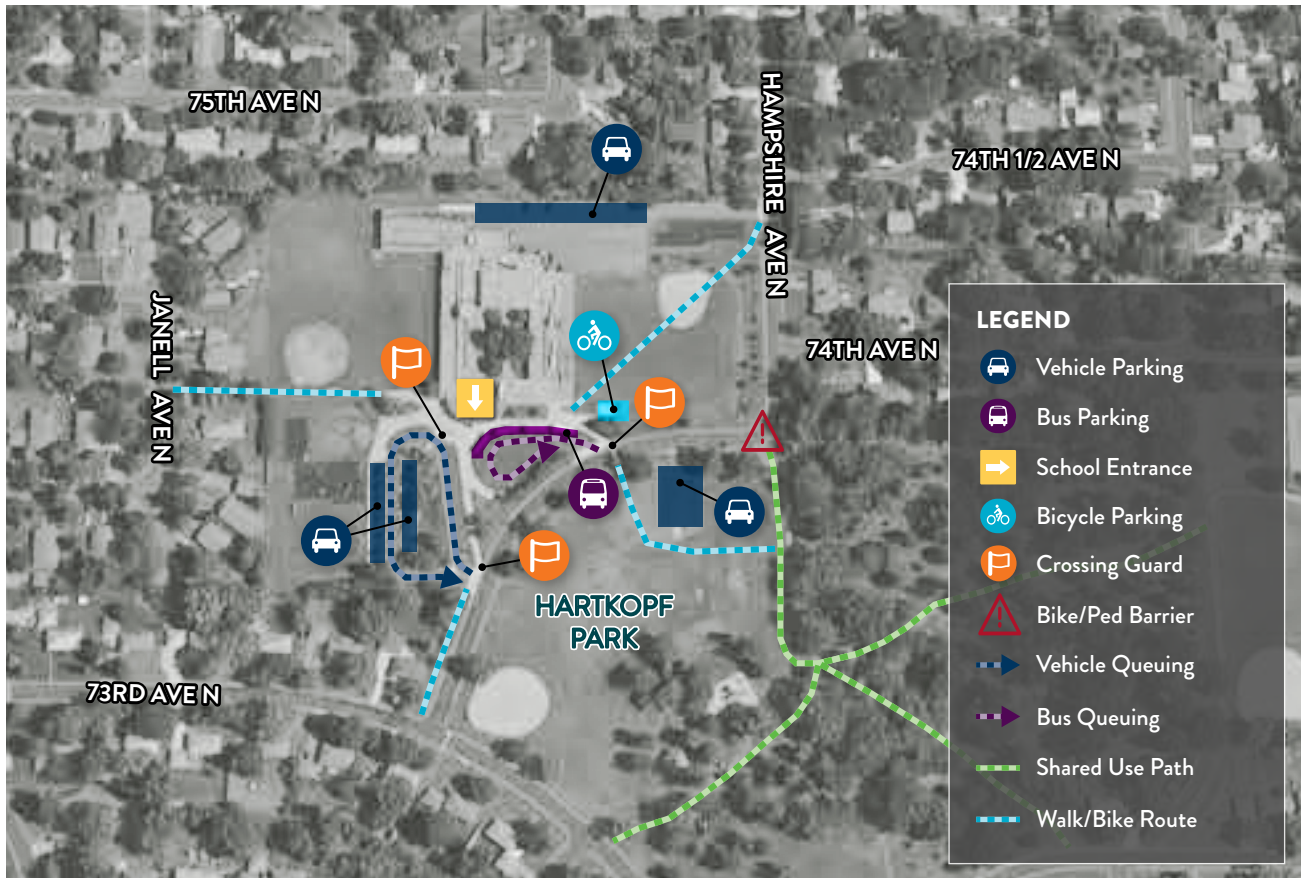
BROOKLYN PARK
SAFE ROUTES TO SCHOOL PLAN



Refer to Appendix G for a description of the methods used to produce this map.



Park Brook Elementary



SITE CIRCULATION:

Pedestrians and Bicyclists: Students walking and biking to Park Brook reach the school from the south through Hartkopf Park or along Hampshire Avenue (despite the lack of sidewalk). From the west, students take a formal path from Janell Avenue N or informally cut through the baseball field from 74th 1/2 Avenue N to reach the main entrance. There is no dedicated walking or biking access from the northeast, but students cut through the athletic fields across from 74th 1/2 Avenue N. Crossing guards help students cross to the school grounds from Hartkopf Park and Hampshire Avenue N to the south, as well as from the parking area to the school building.

School Buses: School buses enter and exit the drop-off loop on Hampshire Avenue N, taking a counterclockwise route through the loop.

Vehicles: Parents and caregivers dropping off their students at Park Brook enter the western parking area and make a counterclockwise loop, stopping across from the buses to let their students out near the crossing guards. Some parents and caregivers park in the parking lot at Hartkopf Park and walk their student across the street. The parking lot on the north side of campus is only used for staff parking.

SCHOOL CONTEXT:*

Park Brook Elementary



ENROLLMENT:

293

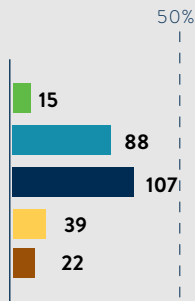


GRADES SERVED:

Pre-K-5

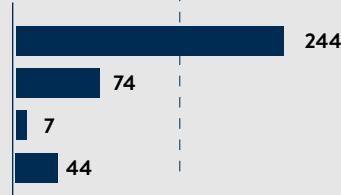
DEMOGRAPHICS

American Indian/Alaska Native
 Asian
 Black/African American
 Hispanic/Latinx
 White



SOCIOECONOMIC

Free and Reduced Price Lunch
 English Learner
 Experiencing Homelessness
 Receiving Special Education



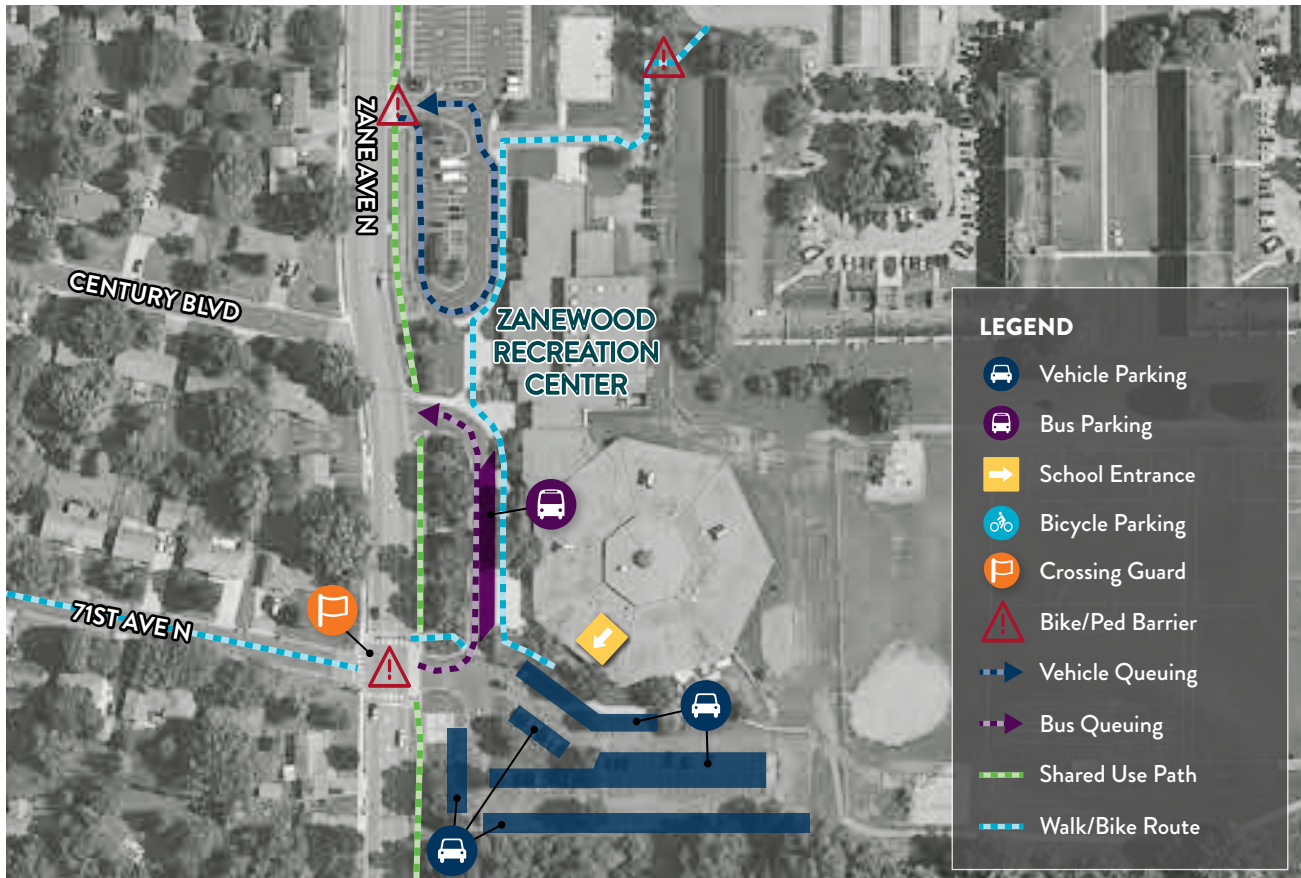
STUDENT DEMOGRAPHICS:

- Students who attend Park Brook Elementary are predominantly Black and Asian, with relatively small subsets of students who are Latinx, White, or American Indian/Alaska Native.
- Park Brook has a high percentage of free and reduced-price lunch-eligible students (83%) compared to the state of Minnesota (40%), but that figure is consistent with the schools in this plan.
- Almost 28% of Park Brook students speak a language other than English at home.
- Over 50% of Park Brook students are ineligible for busing because they live close enough to school.
- Equity considerations for all schools in this plan focus on communities that have been historically impacted by safety, health, or transportation access inequities.

*Source: SY 2023 student enrollment data from the Minnesota Department of Education.



Zanewood Community School



SITE CIRCULATION:

Pedestrians and Bicyclists: Students walking to Zanewood from west of Zane Avenue N often cross to the school grounds at the signal at 71st Avenue N. There is a crossing guard at this location to assist students. Others walk north or south to reach the school along the trail on Zane Avenue N. Many students walk from the Huntington Place Apartments northeast of school, but there is a gate that is closed before 7:00 a.m. and after 4:30 p.m.

School Buses: Buses enter the school grounds from Zane Avenue N at 71st Avenue N and head north to drop students along the curb, before exiting back onto Zane Avenue N.

Vehicles: Most parents and caregivers dropping their students off on campus use the drop-off loop in front of the Zanewood Recreation Center to the north. Staff and visitors park on the south side of the school and use the driveway at 71st Avenue. Some parents and caregivers park on Century Boulevard, and students cross Zane Avenue N to be picked up.

SCHOOL CONTEXT:*

Zanewood Community School



ENROLLMENT:

312

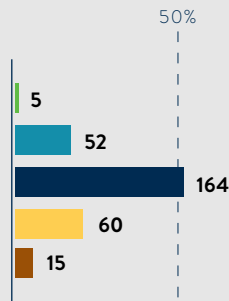


GRADES SERVED:

Pre-K-5

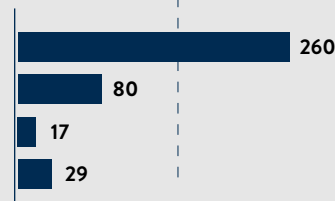
DEMOGRAPHICS

American Indian/Alaska Native
 Asian
 Black/African American
 Hispanic/Latinx
 White



SOCIOECONOMIC

Free and Reduced Price Lunch
 English Learner
 Experiencing Homelessness
 Receiving Special Education



*Source: SY 2023 student enrollment data from the Minnesota Department of Education.

STUDENT DEMOGRAPHICS:

- Students who attend Zanewood Community School are predominantly Black, Hispanic/Latinx, or Asian, with relatively small subsets of students who are White or American Indian/Alaska Native.
- Zanewood has a high percentage of free and reduced-price lunch-eligible students (83%) compared to the state of Minnesota (40%), but that figure is consistent with the schools in this plan.
- One out of every four Zanewood students speaks a language other than English at home.
- Over 50% of Zanewood students are ineligible for busing because they live close enough to school.
- Many students live nearby in the Huntington Place Apartments, the second densest apartment complex in Minnesota with around 2,400 residents. Strengthening connections between Huntington Place and Zanewood Community School is an important aspect of the following Safe Routes recommendations.
- Equity considerations for all schools in this plan focus on communities that have been historically impacted by safety, health, or transportation access inequities.



North View Middle School



SITE CIRCULATION:

Pedestrians and Bicyclists: Many students who walk or bike reach the school from the northwest, crossing at the signalized intersection of 69th Avenue N and Zane Avenue N. There is a sidewalk gap on the south side of 69th Avenue N to the east of the school, where students walk in the grass or have to cut through the parking lot to reach a sidewalk on school grounds. There is currently no bike parking at the school.

School Buses: School buses enter the drop-off loop on the north side of campus from 69th Avenue N, and exit back onto 69th Avenue N. There is a sidewalk between the bus and vehicle parking for students to reach the school entrance. Students with special needs are dropped off on the south (parking lot) side of this sidewalk to enter the building.

Vehicles: Drivers enter the drop-off loop on the northwest corner of the school off of 69th Avenue N. Drivers move counterclockwise and exit back onto 69th Avenue N after dropping off their students.

SCHOOL CONTEXT:*

North View Middle School



ENROLLMENT:

406

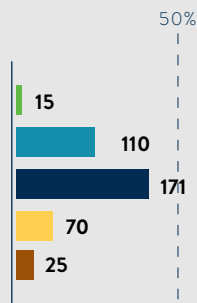


GRADES SERVED:

6-8

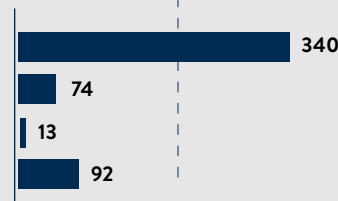
DEMOGRAPHICS

American Indian/Alaska Native
 Asian
 Black/African American
 Hispanic/Latinx
 White



SOCIOECONOMIC

Free and Reduced Price Lunch
 English Learner
 Experiencing Homelessness
 Receiving Special Education



STUDENT DEMOGRAPHICS:

- Students who attend North View Middle School are predominantly Black, Hispanic/Latinx, or Asian, with relatively small subsets of students who are White or American Indian/Alaska Native.
- North View has a high percentage of free and reduced-price lunch-eligible students (84%) compared to the state of Minnesota (40%), but that figure is consistent with the schools in this plan.
- More than 16% of North View students speak a language other than English at home.
- One quarter of North View students are ineligible for busing because they live close enough to school.
- Equity considerations for all schools in this plan focus on communities that have been historically impacted by safety, health, or transportation access inequities.

*Source: SY 2023 student enrollment data from the Minnesota Department of Education.



Excell Academy



SITE CIRCULATION:

Pedestrians and Bicyclists: A new sidepath on the north side of 65th Avenue N has made it easier for students walking to school to enter the south side of the building. The signal at Zane Avenue N and 65th Avenue N provides a crossing opportunity for students coming from the west side of Zane Avenue N or south of 65th Avenue N.

School Buses: All students at Excell Academy are eligible for busing. There are no formal circulation plans, however the front parking area on 65th Ave N is marked for buses only from 8:45 to 9:15 AM and 3:30 to 4:15 PM.

Vehicles: Drivers pick up and drop off their students at the north entrance of the building. There are no formal circulation plans.

SCHOOL CONTEXT:*

Excell Academy



ENROLLMENT:

510

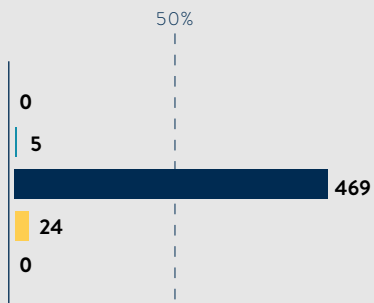


GRADES SERVED:

Pre-K-8

DEMOGRAPHICS

American Indian/Alaska Native
 Asian
 Black/African American
 Hispanic/Latinx
 White



SOCIOECONOMIC

Free and Reduced Price Lunch
 English Learner
 Experiencing Homelessness
 Receiving Special Education



STUDENT DEMOGRAPHICS:

- Students who attend Excell Academy are predominantly Black (92%).
- Excell has a high percentage of free and reduced-price lunch-eligible students (over 90%) compared to the state of Minnesota (40%), the highest of any school in this plan.
- Almost 22% of Excell students speak a language other than English at home.
- Equity considerations for all schools in this plan focus on communities that have been historically impacted by safety, health, or transportation access inequities.

*Source: SY 2023 student enrollment data from the Minnesota Department of Education.



Fair Oaks Elementary



SITE CIRCULATION:

Pedestrians and Bicyclists: There are two adult crossing guards at the intersection of Unity Avenue and Winchester Lane to help students walking from Brooklyn Center neighborhoods to the east. Some students walk from housing to the south of the school, but don't have a designated crossing across 65th Avenue N (there is no stop or signal at 65th Avenue N and Welcome Avenue N). Once on school grounds, there is no sidewalk to get them to the school entrance without crossing the school driveway. A recently added sidepath on 65th Avenue N to the west of school connects the walking route for students coming from the west of Zane Avenue N.

Students biking to school park their bikes by the eastern driveway, north of where the buses drop students off.

School Buses: School buses enter school grounds at Unity Avenue and Winchester Lane. Bus drivers drop students along the curb outside the main school entrance and loop around to exit at the same location they entered.

Vehicles: Parents and caregivers dropping off their students enter the west side of the school parking lot from 65th Avenue N. Drivers stop along the extended curb and loading area (opposite the buses) to let their students out before completing a counterclockwise loop to exit. Parents and caregivers also line up on Unity Avenue N and drop their students or walk them to the school building. Staff park in the far west parking lot.

SCHOOL CONTEXT:*

Fair Oaks Elementary



ENROLLMENT:

371

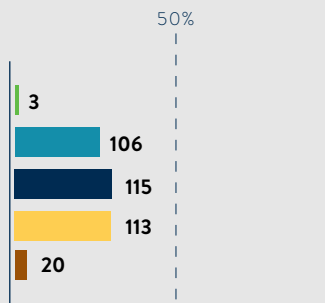


GRADES SERVED:

Pre-K-5

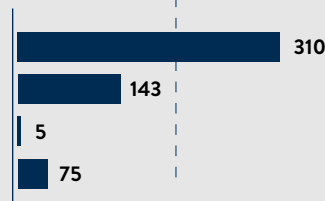
DEMOGRAPHICS

American Indian/Alaska Native
 Asian
 Black/African American
 Hispanic/Latinx
 White



SOCIOECONOMIC

Free and Reduced Price Lunch
 English Learner
 Experiencing Homelessness
 Receiving Special Education

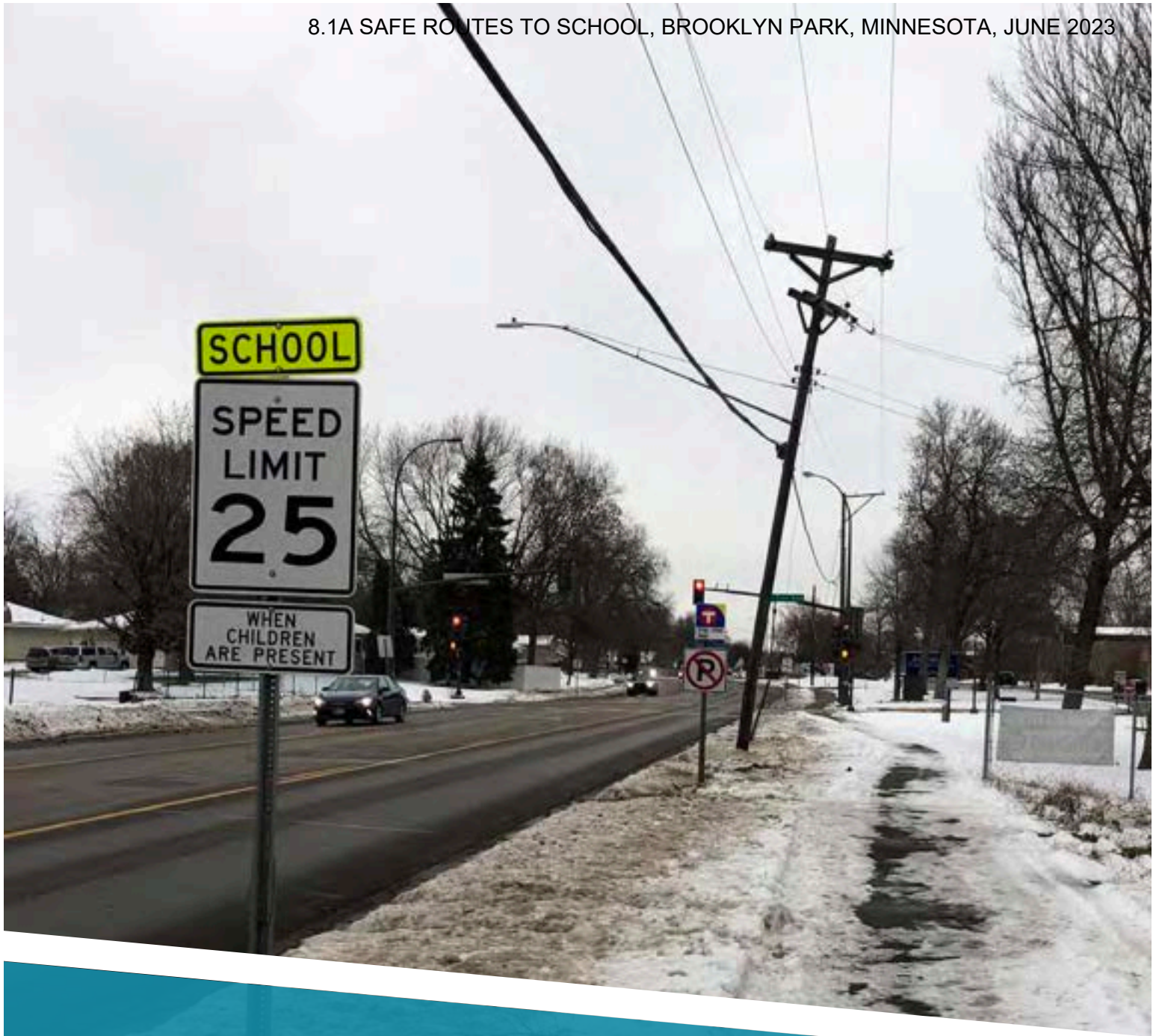


STUDENT DEMOGRAPHICS:

- Students who attend Fair Oaks Elementary are predominantly Black, Hispanic/Latinx, or Asian, with relatively small subsets of students who are White or American Indian/Alaska Native.
- Fair Oaks has a high percentage of free and reduced-price lunch-eligible students (86%) compared to the state of Minnesota (40%), but that figure is consistent with the schools in this plan.
- More than 42% of Fair Oaks students speak a language other than English at home.
- One quarter of Fair Oaks students are ineligible for busing because they live close enough to school.
- Equity considerations for all schools in this plan focus on communities that have been historically impacted by safety, health, or transportation access inequities.

*Source: SY 2023 student enrollment data from the Minnesota Department of Education.





02. INFRASTRUCTURE



Introduction to Infrastructure

Physical changes to the streetscape are essential to making walking, biking, and rolling to school safer and more comfortable.

An in-person walk audit and discussions with the Safe Routes to School Team, school and district staff, caregivers, students, community members, and city and county staff informed recommendations to address key barriers to walking and biking around Brooklyn Park.

Recommendations are prioritized on the basis of community and stakeholder input, traffic and roadway conditions, cost, number of students impacted, and benefit to priority populations. This planning process was designed to address historical and contemporary inequities in who benefits from and who is burdened

by transportation systems, and equity considerations accordingly played a central role in the prioritization of infrastructure recommendations. Especially in the winter months, improved maintenance and lighting can contribute to improving equitable access to walking and biking routes, even where a sidewalk or path is present.

WINTER MAINTENANCE

For students and community members with disabilities, winter maintenance is key to being able to access sidewalks and trails during snowy months. This is also true for students and families who walk and roll as their primary means of transportation, either because they cannot afford or choose not to own a vehicle, or because other transportation options aren't accessible to them. Cities can adopt policies that prioritize winter maintenance of existing infrastructure and make it easier



for the most vulnerable users of our transportation system – including students – to get around in winter. These policies help to increase transparency and improve reliability for the active transportation network.

For example, they can:

- Adopt policies that prioritize snow clearing and removal on active transportation facilities
- Prioritize clearing of routes that provide access to transit
- Develop and share information publicly regarding sidewalk and shared use pathway snow clearing and removal practices
- Hold a winter maintenance forum or conduct a survey around specific winter engagement concerns
- Work with schools to establish volunteer groups of residents to clear sidewalks on priority routes to school

LIGHTING AND VISIBILITY

Similarly, lighting for people walking and biking is important for both actual and perceived sense of safety and security. In winter climates like Minnesota, where darker days mean school arrival and dismissal can occur in the dark, lighting is especially important for mitigating safety concerns and encouraging active transportation throughout the year.

While lighting can sometimes be seen as a costly investment, it is an important step for ensuring equitable access to walking and biking routes. Lighting should be seen as a necessary component of bicycle and pedestrian safety improvements, not seen as a potential add-on or “nice to have.”

Communities can consider:

- Creating a lighting plan for priority pedestrian routes to install trail or sidewalk lighting over time
- Partnerships with or requirements for private development to provide lighting



- Incorporating high-visibility safety vests into crossing guard and walking school bus events
- Giveaways that help kids access winter gear such as clothing or bike lights

UPDATES TO CITY POLICY

In addition to winter maintenance and lighting, design guidance and city policies around traffic calming can influence whether engineers and planners can implement innovative, proven solutions for improving safety on priority routes to school.

For example, the City of Brooklyn Park should revisit existing policies around traffic calming to identify additional opportunities for safety improvements. Speed humps, traffic circles, and similar solutions are important elements of safe roadways designs in cities across Minnesota and the country. These treatments can be installed at a range of costs (including low cost, quick build) and help to create slow streets and other priority safety corridors, such as those called out by the Brooklyn Park Pedestrian and Bicycle Plan.

HOW TO USE THIS PLAN

This plan does not represent a comprehensive list of every project that could improve conditions for walking and bicycling around the selected schools. Instead, it calls attention to key conflict points and potential improvements. Recommendations range from simple striping changes to more significant changes to streets, intersections, and school infrastructure.

While the following recommendations are primarily in Brooklyn Park, there are locations around Excell Academy and Fair Oaks Elementary that fall under the City of Brooklyn Center’s jurisdiction. These recommendations are noted for consideration as Brooklyn Center conducts an updated SRTS planning process in the future. Priority levels identified in this plan are determined consistent with the factors used for Brooklyn Park recommendations, being relative impact and cost. As Brooklyn Center completes their own SRTS

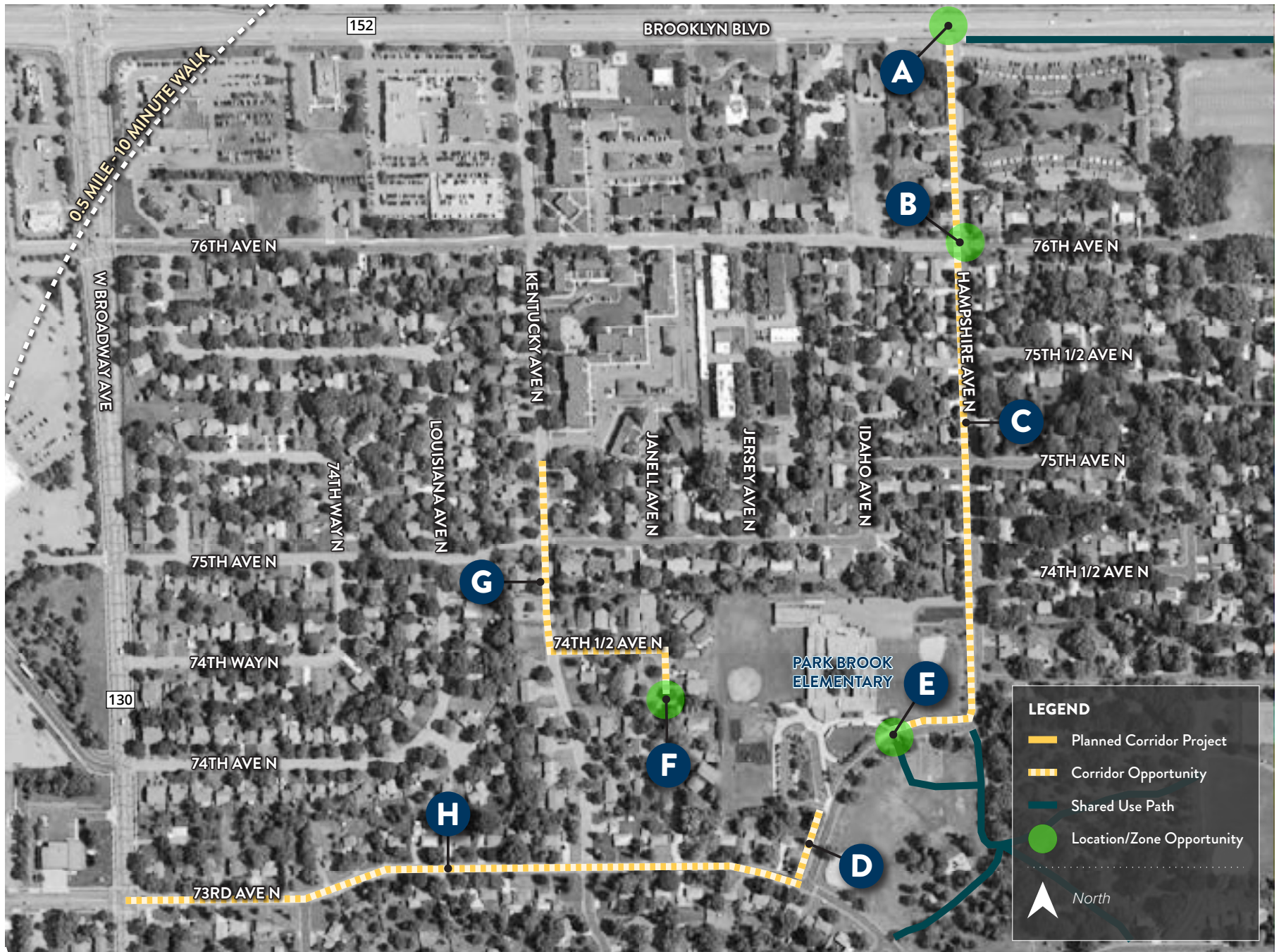
planning, priority levels may be adjusted to be consistent with that process.

Recommendations identified in this plan are not necessarily endorsed by MnDOT, Brooklyn Park, or Brooklyn Center, but are planning-level concepts that will require additional engineering design.



Infrastructure Recommendations - Park Brook

8.1A SAFE ROUTES TO SCHOOL, BROOKLYN PARK, MINNESOTA, JUNE 2023



BROOKLYN BOULEVARD/CSAH 152 AT HAMPSHIRE AVENUE N



PRIORITY Medium ○●○

While this improvement would greatly increase access and comfort for students and community members, there are significant costs and coordination associated with implementation.

WHO WILL MAKE THIS HAPPEN?

Hennepin County

RECOMMENDATION

Enhance the existing crossing with an enhanced at-grade crossing; consider a Pedestrian Hybrid Beacon and high-visibility crosswalks for people crossing Brooklyn Boulevard/CSAH 152.

WHY IS THIS RELEVANT?

Brooklyn Boulevard/CSAH 152 is a major barrier in the Park Brook Elementary school attendance zone. With current conditions, the school and city do not recommend that students cross this roadway. A long-term recommendation to add an enhanced crossing would greatly improve conditions for walking and biking across Brooklyn Boulevard/CSAH 152, but would require significant coordination between the county and city. Additional coordination with the school district may be needed to make this a recommended crossing location.

HOW WILL THIS ADDRESS EQUITY?

Improving this crossing would increase walking and biking access for priority populations north of Brooklyn Boulevard/CSAH 152, who do not feel comfortable crossing with the current conditions.

HAMPSHIRE AVENUE N AND 76TH AVENUE N



PRIORITY High ●○○

Stakeholders and community members were very supportive of this project, which would benefit priority populations; it stands to provide significant safety and comfort benefits to users.

WHO WILL MAKE THIS HAPPEN?

City of Brooklyn Park

RECOMMENDATION

Add a high-visibility crosswalk across 76th Avenue N on the west side of Hampshire Avenue N, in conjunction with a new sidewalk or temporary walking path on the west side of Hampshire Avenue N. Add “school crossing ahead” signage on 76th Avenue N to the east and west of the intersection. Coordinate with recommendation C.

WHY IS THIS RELEVANT?

This location was identified as a challenging crossing for students coming from multifamily housing to the north.

HOW WILL THIS ADDRESS EQUITY?

An improved crossing here provides safer access for students living in multifamily housing along Hampshire Avenue N near Brooklyn Boulevard/CSAH 152.



HAMPSHIRE AVENUE N FROM THE SCHOOL TO BROOKLYN BOULEVARD/CSAH 152



PRIORITY High ●○○

This project would provide a direct connection to the school, address stakeholder concerns, and could be implemented with low- or moderate-cost options.

WHO WILL MAKE THIS HAPPEN?

City of Brooklyn Park

HAMPSHIRE AVENUE N FROM 73RD AVENUE N TO THE SCHOOL



PRIORITY Medium ○●○

This project would provide a direct connection to the school, address stakeholder concerns, and is likely to be moderate in cost.

WHO WILL MAKE THIS HAPPEN?

City of Brooklyn Park

RECOMMENDATION

Add a sidewalk or quick-build walking path on the west side of Hampshire Avenue N from the school entrance to Brooklyn Boulevard/CSAH 152.

WHY IS THIS RELEVANT?

Students living to the northeast of Park Brook currently have to walk in the road to reach the school, or cut through the athletic fields. Visibility for walking students is low around the turn on Hampshire Avenue N just east of the school. The Brooklyn Park Pedestrian and Bicycle Plan identifies Hampshire Avenue (from 73rd Avenue N to north of Brooklyn Boulevard/CSAH 152) for a new shared use path, which is a preferred long-term option. Hampshire Avenue N from 73rd Avenue N to Brooklyn Boulevard/CSAH 152 is identified as a priority corridor in that plan.

HOW WILL THIS ADDRESS EQUITY?

A route to the north provides safer access for students living in multifamily housing along Hampshire Avenue N near Brooklyn Boulevard/CSAH 152.

RECOMMENDATION

Add a sidewalk on the west side of Hampshire Avenue N connecting 73rd Avenue with the southern school entrance. Coordinate with recommendation H.

WHY IS THIS RELEVANT?

There are periods with many motorized vehicles moving from 73rd Avenue N onto Hampshire Avenue N, and there is no dedicated space for walking or biking. Students from the south and west use this route to reach the school.

HOW WILL THIS ADDRESS EQUITY?

Due to the high presence of priority populations in neighborhoods surrounding the school, this improvement in walking and biking access is considered to increase transportation equity.

CROSSING FROM HARTKOPF PARK TO PARK BROOK ELEMENTARY



PRIORITY Medium ○●○

This project will serve a moderate number of students, will provide safety and comfort benefits, and is likely to be moderately expensive.

WHO WILL MAKE THIS HAPPEN?

City of Brooklyn Park

RECOMMENDATION

Enhance the existing crossing by adding a Rectangular Rapid Flashing Beacon (RRFB) where the trail from Hartkopf Park connects with the school bus drop-off loop.

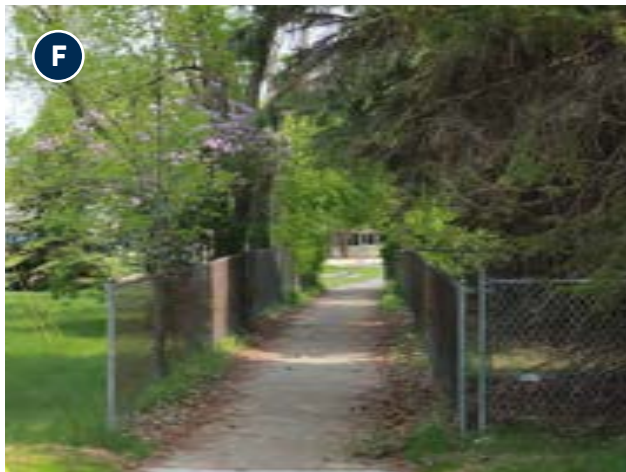
WHY IS THIS RELEVANT?

Many students and families take the trail through Hartkopf Park, or park at the Hartkopf Park parking lot and walk to school, crossing Hampshire Avenue N at this location. This will enhance the crossing at all times of the day (including when there are no crossing patrols present).

HOW WILL THIS ADDRESS EQUITY?

Due to the high presence of priority populations in neighborhoods surrounding the school, this improvement in walking and biking access is considered to increase transportation equity.

JANELL AVENUE N AT PEDESTRIAN PATH TO SCHOOL



PRIORITY Medium ○●○

This project will serve a moderate number of students in priority populations, will provide moderate safety and comfort benefits, and is likely to be moderately expensive.

WHO WILL MAKE THIS HAPPEN?

City of Brooklyn Park

RECOMMENDATION

Formalize the entrance to the school path off Janell Avenue N by adding pedestrian lighting and a small no-parking zone in front of the trail.

WHY IS THIS RELEVANT?

Parents and caregivers park along this part of Janell Avenue N to walk their students to school. Some students walking to school from the neighborhoods to the west cut through an adjacent property and across the ball fields to reach the school instead of taking this trail. Adding lighting and a more formal entrance to the existing path will encourage greater use of this access point (potentially reducing congestion at other drop-off points) and provide a more comfortable walk for students.

HOW WILL THIS ADDRESS EQUITY?

Students in priority populations living north and south of the school around Kentucky Avenue N will have improved access to the school from this western entrance.

KENTUCKY AVENUE N FROM NORTH OF 75TH AVENUE N TO THE SCHOOL VIA JANELL AVENUE N



PRIORITY High ●○○

This project will serve a moderate number of students in priority populations, will provide significant safety and comfort benefits, and is likely to be moderately expensive.

WHO WILL MAKE THIS HAPPEN?

City of Brooklyn Park

RECOMMENDATION

Add a sidewalk or temporary walking path on the east side of Kentucky Avenue N from the end of the existing sidewalk north of 75th Avenue to 74th ½ Avenue N. Connect the sidewalk/path with the existing path from Janell Avenue N to the school grounds.

WHY IS THIS RELEVANT?

Students living to the northwest of Park Brook have to walk in the road or through neighbors’ lawns to reach the school.

HOW WILL THIS ADDRESS EQUITY?

Students in priority populations living north of the school around Kentucky Avenue N will have improved access to the school from this western entrance.

73RD AVENUE N FROM W BROADWAY AVENUE TO HAMPSHIRE AVENUE N



PRIORITY High ●○○

Many stakeholders and community members were very supportive of this project; it stands to provide significant safety and comfort benefits to users. It will benefit priority populations and could be implemented with a range of costs depending on the treatment.

RECOMMENDATION

Add a sidewalk and bikeway enhancements along 73rd Avenue N from W Broadway Avenue to Hampshire Avenue N. The bikeway may include street markings and signage.

WHY IS THIS RELEVANT?

School and community members noted that traffic moves quickly through this corridor and there is no dedicated space to walk or bike. The Brooklyn Park Pedestrian and Bicycle Plan identified this section of 73rd Avenue N as a priority corridor for adding new sidewalk, and recommends creating a Neighborhood Slow Street here.

HOW WILL THIS ADDRESS EQUITY?

This recommendation will improve access for students in priority populations living along W Broadway Avenue, and to the south of school along Kentucky Avenue N.

WHO WILL MAKE THIS HAPPEN?

City of Brooklyn Park

Infrastructure Recommendations - Zanewood

8.1A SAFE ROUTES TO SCHOOL, BROOKLYN PARK, MINNESOTA, JUNE 2023



DOUGLAS DRIVE N AND 71ST AVENUE N**PRIORITY** Low ○○●

This improvement could be implemented with relatively low-cost solutions, and improve comfort and safety for students. Existing conditions are calmer than other locations identified in the plan, so the potential impact may be smaller from these improvements.

WHO WILL MAKE THIS HAPPEN?

City of Brooklyn Park

73RD AVENUE N FROM DOUGLAS DRIVE N TO ZANE AVENUE N**PRIORITY** High ●○○

This project will directly improve walking access for priority populations, and significantly improve comfort and safety along this corridor.

WHO WILL MAKE THIS HAPPEN?

City of Brooklyn Park

RECOMMENDATION

Add bike boulevard elements to create a Neighborhood Slow Street on Douglas Drive from 73rd Avenue N to 71st Avenue N, and continue southeast on 71st Avenue N to Zane Avenue N. Elements may include street markings and signage. With citywide policy change, improvements could include quick-build traffic circles or speed humps. The Brooklyn Park Pedestrian and Bicycle Plan calls for new sidewalk along this route as a longer-term investment.

WHY IS THIS RELEVANT?

These streets connect neighborhoods on the west side of Zane Avenue with Zanewood Community School. There is a crossing guard at 71st Avenue and Zane Avenue when Zanewood lets out in the afternoons to help provide a more comfortable crossing experience.

HOW WILL THIS ADDRESS EQUITY?

Due to the high presence of priority populations in neighborhoods surrounding the school, this improvement in walking and biking access is considered to increase transportation equity.

RECOMMENDATION

Add a sidewalk along 73rd Avenue N from Douglas Drive N to Zane Avenue N.

WHY IS THIS RELEVANT?

School and community members noted this segment as a sidewalk gap. This part of 73rd Avenue N is identified for a new sidewalk and an on-street bike lane in the Brooklyn Park Pedestrian and Bicycle Plan.

HOW WILL THIS ADDRESS EQUITY?

This project would improve access and safety in an area with significant priority populations. A sidewalk here would extend the one block of sidewalk along multifamily housing at Zane Avenue N and 73rd Avenue N.

ZANE AVENUE N AND 71ST AVENUE N



PRIORITY High ●○○

This project is low cost to implement using existing signal infrastructure and will affect a large number of students.

WHO WILL MAKE THIS HAPPEN?

City of Brooklyn Park

RECOMMENDATION

Prioritize pedestrian movements at the signal at Zane Avenue N and 71st Avenue N by adding automatic pedestrian recall during school hours. Mark a high-visibility crosswalk across the school driveway.

WHY IS THIS RELEVANT?

Stakeholders noted that it is uncomfortable to cross here, though many students do since it is at the school entrance.

HOW WILL THIS ADDRESS EQUITY?

Due to the high presence of priority populations in neighborhoods surrounding the school, this improvement in walking and biking access is considered to increase transportation equity.

SCHOOL SPEED ZONE ON ZANE AVENUE N AROUND 71ST AVENUE N



PRIORITY Medium ○●○

This project will serve a moderate number of students, will provide moderate safety and comfort benefits, and is likely to be moderately expensive.

WHO WILL MAKE THIS HAPPEN?

City of Brooklyn Park

RECOMMENDATION

Enhance the existing school speed zone with upgraded signage. This could include flashers that illuminate during school hours when students are present, or adding a speed feedback sign.

WHY IS THIS RELEVANT?

School staff and community members noted that Zane Avenue N is a barrier for students because of fast traffic.

HOW WILL THIS ADDRESS EQUITY?

This project would improve the safety and comfort of walking and biking for priority populations in neighborhoods to the north and south of the school along Zane Avenue N.

TRAIL CROSSING ZANEWOOD RECREATION CENTER PARKING LOT



PRIORITY High ●○○

This project will serve a significant number of students and address a conflict point that is busiest during school hours. Implementation is relatively low cost.

WHO WILL MAKE THIS HAPPEN?

City of Brooklyn Park

RECOMMENDATION

Add a marked crosswalk and stop bar across the driveway to the Zanewood Recreation Center.

WHY IS THIS RELEVANT?

Motor vehicles entering and exiting the parking lot create conflicts with students and community members using the sidepath along Zane Avenue N.

HOW WILL THIS ADDRESS EQUITY?

This project would improve the visibility and comfort of walking and biking for priority populations in neighborhoods to the north along Zane Avenue N.

GATED CONNECTION TO HUNTINGTON PLACE APARTMENTS



PRIORITY High ●○○

This recommendation is a low-cost way to improve a key connection to the largest priority population near Zanewood.

WHO WILL MAKE THIS HAPPEN?

School staff, Huntington Place Apartments staff

RECOMMENDATION

Work with management at the Huntington Place Apartments to expand the hours that the pedestrian gate is open between their property and the Zanewood Recreation Center. Improve existing coordination so that there is a back-up individual on call to open the school gate if responsible Huntington Place staff are unavailable.

WHY IS THIS RELEVANT?

Students use this connection to go between the apartment complex and Zanewood School, but the gate is only open between 7:00 a.m. and 4:30 p.m. For times when Huntington Place staff are delayed in opening it, school and recreation center staff have keys but often lack the staff capacity to open the gate.

HOW WILL THIS ADDRESS EQUITY?

Many students in priority populations live in the Huntington Place Apartments, and this is the most direct connection for them to walk and bike to school without detouring up to 73rd Avenue N.

ENTRANCE TO ZANEWOOD SCHOOL



PRIORITY Medium ○●○

Adding bike racks would make it easier for all students interested in biking to school, as well as increase visibility for active transportation.

WHO WILL MAKE THIS HAPPEN?

Osseo Area Schools

RECOMMENDATION

Add bike racks near the school entrance across from 71st Avenue N, or just off the trail along Zane Avenue N on the south side of the school driveway (next to the existing bicycle repair station). MnDOT Boost grant funding may be available to implement this recommendation.

WHY IS THIS RELEVANT?

There is currently no bike parking on campus. Bike racks here would provide a central parking location and would be visible for all students entering the building.

HOW WILL THIS ADDRESS EQUITY?

Due to the high presence of priority populations in neighborhoods surrounding the school, this improvement in biking access is considered to increase transportation equity.

ZANE AVENUE N AND 69TH AVENUE N



PRIORITY High ●○○

This project could be implemented in phases, starting with low-cost updates to existing infrastructure. Improvements would be adjacent to the school and would affect a large number of students.

WHO WILL MAKE THIS HAPPEN?

Hennepin County

RECOMMENDATION

Add a Leading Pedestrian Interval to the signal at Zane Avenue N and 69th Avenue N. Extend pedestrian clearance time to provide adequate time for those of all ages and abilities to safely cross at the intersection, and shorten the cycle length to reduce the risk-taking behavior of people walking who don't want to wait for the signal. With reconstruction, add curb extensions to reduce crossing distances.

WHY IS THIS RELEVANT?

Stakeholders noted that with the signal timing at this location, wait times feel long for pedestrians, encouraging students to cross against traffic rather than wait for a signal. There is also a history of crashes at this location, 35 total and 4 involving people walking or biking in the last 10 years. Stakeholders noted that it is uncomfortable to cross.

HOW WILL THIS ADDRESS EQUITY?

This project would improve the safety and comfort of walking and biking for priority populations in neighborhoods to the north of the school along Zane Avenue N; including students coming from the Huntington Place Apartments.

Infrastructure Recommendations - North View

8.1A SAFE ROUTES TO SCHOOL, BROOKLYN PARK, MINNESOTA, JUNE 2023



SCHOOL SIDEWALK CONNECTION AT ZANE AVENUE N AND 69TH AVENUE N



PRIORITY Low ○○●

This project will improve biking and walking convenience and visibility for North View students, at a relatively low cost. It is not a high-priority improvement compared to other potential infrastructure around school grounds.

WHO WILL MAKE THIS HAPPEN?

Osseo Area Schools

69TH AVENUE N/COUNTY ROAD 130



PRIORITY High ●○○

This project will provide increased safety and comfort for students walking and biking to school in an area that is busy with bus and other traffic during pick-up and drop-off.

WHO WILL MAKE THIS HAPPEN?

Hennepin County and Osseo Area Schools

RECOMMENDATION

Add a sidewalk segment directly from the intersection of Zane Avenue N and 69th Avenue N to the existing school sidewalk around the vehicle drop-off loop. Prioritize winter maintenance for this new segment.

WHY IS THIS RELEVANT?

School and community members noted that students take this connection in all seasons, and in winter it is not maintained.

HOW WILL THIS ADDRESS EQUITY?

Due to the high presence of priority populations in neighborhoods surrounding the school, this improvement in walking and biking access is considered to increase transportation equity.

RECOMMENDATION

Fill in the sidewalk gap on the south side of 69th Avenue N from the vehicle drop-off loop to the existing sidewalk east of the school, complete with ADA improvements. In future county projects along this corridor, prioritize linear investments in bicycle and pedestrian comfort and safety, such as separated walking and bicycling facilities and enhanced crossing treatments at intersections.

WHY IS THIS RELEVANT?

School and community members noted this segment as a sidewalk gap for students walking in the vicinity of campus. Hennepin County has an upcoming Capital Improvement Program project along this corridor.

HOW WILL THIS ADDRESS EQUITY?

This project would improve walking and biking access for priority populations living in the neighborhoods to the east of the school.



MAIN NORTH VIEW SCHOOL ENTRANCE**PRIORITY** Medium ○●○

Adding bike racks would make it easier for all students interested in biking to school, as well as increase visibility for active transportation.

WHO WILL MAKE THIS HAPPEN?

Osseo Area Schools

RECOMMENDATION

Add bike parking at the main school entrance, between the vehicle and bus drop-off loops. MnDOT Boost grant funding may be available to implement this recommendation.

WHY IS THIS RELEVANT?

There is currently no bike parking on campus. Bike racks here would provide a central parking location and would be visible for all students entering the building.

HOW WILL THIS ADDRESS EQUITY?

Due to the high presence of priority populations in neighborhoods surrounding the school, this improvement in biking access is considered to increase transportation equity.

Infrastructure Recommendations - Excell and Fair Oaks

8.1A SAFE ROUTES TO SCHOOL, BROOKLYN PARK, MINNESOTA, JUNE 2023



ZANE AVENUE N AND 65TH AVENUE N



PRIORITY High ●○○

This project is low cost to implement using existing infrastructure and would improve conditions at a location with a history of crashes.

WHO WILL MAKE THIS HAPPEN?

City of Brooklyn Park

RECOMMENDATION

If the signal is compatible, add a Leading Pedestrian Interval to the signal at Zane Avenue N and 65th Avenue N to prioritize pedestrian movements when pedestrians are present. Otherwise pursue adding automatic pedestrian recall to the signal or shortening signal phases to reduce risk-taking behavior of people walking.

WHY IS THIS RELEVANT?

Stakeholders noted that with the signal timing at this location, wait times feel long for pedestrians, encouraging students to cross against traffic rather than wait for a signal. There is also a history of crashes at this location, 44 total and 8 involving people walking or biking in the last 10 years. Stakeholders noted that it is uncomfortable to cross.

HOW WILL THIS ADDRESS EQUITY?

This project would improve walking and biking access for priority populations living west of Zane Avenue N.

ENTRANCE TO EXCELL ACADEMY



PRIORITY Medium ○●○

Adding bike racks would make it easier for all students interested in biking to school, as well as increase visibility for active transportation.

WHO WILL MAKE THIS HAPPEN?

Excell Academy

RECOMMENDATION

Add bike racks near the school entrance off of 65th Avenue N. MnDOT Boost grant funding may be available to implement this recommendation.

WHY IS THIS RELEVANT?

There is currently no bike parking on campus. Bike racks here would provide a central parking location and would be visible for students entering the building.

HOW WILL THIS ADDRESS EQUITY?

Due to the high presence of priority populations in neighborhoods surrounding the school, this improvement in walking and biking access is considered to increase transportation equity.

WELCOME AVENUE N



PRIORITY Medium ○●○

Stakeholders, including school staff, supported this project, which will provide significant safety and comfort benefits, and is likely to be moderately expensive.

WHO WILL MAKE THIS HAPPEN?

City of Brooklyn Park

RECOMMENDATION

Add a sidewalk along the east side of Welcome Avenue N between 63rd Avenue N and 65th Avenue N. Explore SRTS infrastructure grant opportunities to install it, and work with the school and/or townhome association on a potential shared maintenance agreement.

WHY IS THIS RELEVANT?

Students living in the dense housing on the east side of Welcome Avenue N currently have no dedicated place to walk, alongside traffic heading to and from the businesses on the west side. A sidewalk would give these students direct access to the school entrance. The Brooklyn Park Pedestrian and Bicycle Plan calls for adding new sidewalk to this block.

HOW WILL THIS ADDRESS EQUITY?

Due to the high presence of priority populations in neighborhoods surrounding the school, this improvement in walking and biking access is considered to increase transportation equity.

SOUTHERN FAIR OAKS DRIVEWAY



PRIORITY Medium ○●○

Stakeholders, including school staff, supported this project, which will provide significant safety and comfort benefits for students crossing to school grounds and is likely to be moderately expensive.

WHO WILL MAKE THIS HAPPEN?

Osseo Area Schools, City of Brooklyn Park

RECOMMENDATION

Enhance the crossing at the school entrance on 65th Avenue N and Welcome Avenue N with a marked crosswalk on the east side and school crossing ahead signage on 65th Avenue N (approaching from the west). Make this location an all-way stop.

WHY IS THIS RELEVANT?

Students walking and biking from the dense housing to the south arrive at the school driveway with no crossing infrastructure to connect with the school. A marked crossing and additional stop control will provide a more comfortable crossing. Currently there are stop signs for traffic exiting the school driveway and westbound traffic on 65th Avenue N. The lack of control for eastbound and northbound traffic is confusing for drivers and people walking, and could be made clearer.

HOW WILL THIS ADDRESS EQUITY?

Due to the high presence of priority populations in neighborhoods surrounding the school, this improvement in walking and biking access is considered to increase transportation equity.



65TH AVENUE N FROM WELCOME AVENUE N TO VERA CRUZ LANE N



PRIORITY High ●○○

There is support from school leaders to improve this access point to the school. There are moderate coordination needs and costs associated with this project.

WHO WILL MAKE THIS HAPPEN?

Osseo Area Schools, Towns Edge Village Association

RECOMMENDATION

Add a sidewalk on the north side of 65th Avenue N between Welcome Avenue N and Vera Cruz Lane N (owned by the village association to the south). Add a connecting sidewalk to the school walkway that leads to the front door, between the bus and parent/caregiver drop-off loops.

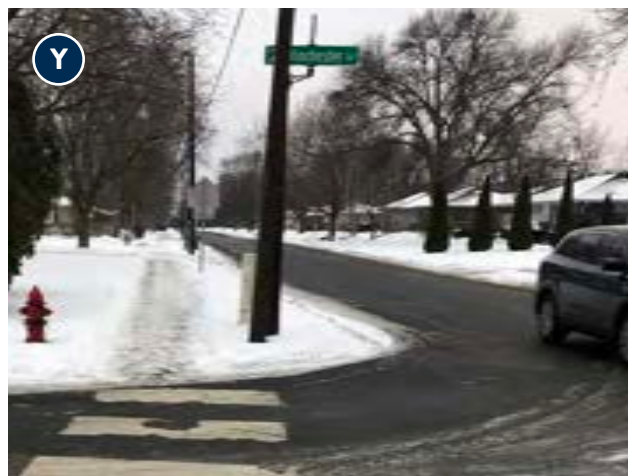
WHY IS THIS RELEVANT?

Students crossing to the school grounds from Welcome Avenue N or Vera Cruz Lane N do not currently have designated space to connect to the school entrance, without crossing the school driveway to enter school grounds on the west. This connection will provide a clearer, more direct route for students walking or biking from the south.

HOW WILL THIS ADDRESS EQUITY?

Due to the high presence of priority populations in neighborhoods surrounding the school, this improvement in walking and biking access is considered to increase transportation equity.

UNITY AVENUE N



PRIORITY Medium ○●○

This project responds to stakeholder concerns, will address traffic safety concerns for multiple modes, and could be implemented with a range of costs depending on traffic calming devices and materials chosen.

WHO WILL MAKE THIS HAPPEN?

City of Brooklyn Center (pending an update to the city's SRTS plan)

RECOMMENDATION

Add traffic calming on Unity Avenue N between 65th Avenue N and 63rd Avenue N. Improvements could include speed humps, quick-build traffic circles, or other devices intended to slow traffic.

WHY IS THIS RELEVANT?

Parents and caregivers noted concerns around speeding through this segment of Unity Avenue N. Adding speed humps or other traffic calming will help to reduce speeds. This location was identified in Brooklyn Center's 2013 SRTS Plan.

HOW WILL THIS ADDRESS EQUITY?

Due to the high presence of priority populations in neighborhoods surrounding the school, this improvement in walking and biking access is considered to increase transportation equity.

UNITY AVENUE N AND ELEANOR LANE



PRIORITY Medium ○●○

This project responds to stakeholder concerns, will address traffic safety concerns for multiple modes, and could be implemented with a range of costs depending on materials chosen for the installation.

WHO WILL MAKE THIS HAPPEN?

City of Brooklyn Center (pending an update to the city's SRTS plan)

RECOMMENDATION

Add a quick-build median safety island or curb extensions at the intersection to reduce crossing distances and calm traffic.

WHY IS THIS RELEVANT?

Parents and caregivers noted concerns around speeding through this intersection, encouraged by wide turning radii and a lot of open space. Adding an island will slow down turning movements and encourage greater caution through this intersection. This location was identified in Brooklyn Center's 2013 SRTS Plan.

HOW WILL THIS ADDRESS EQUITY?

Due to the high presence of priority populations in neighborhoods surrounding the school, this improvement in walking and biking access is considered to increase transportation equity.

UNITY AVENUE N AND WINCHESTER LANE



PRIORITY High ●○○

This project will serve a high number of students, directly responds to stakeholder and school input, and will provide safety and comfort benefits for all users. Implementation is relatively low cost.

WHO WILL MAKE THIS HAPPEN?

City of Brooklyn Center (pending an update to the city's SRTS plan)

RECOMMENDATION

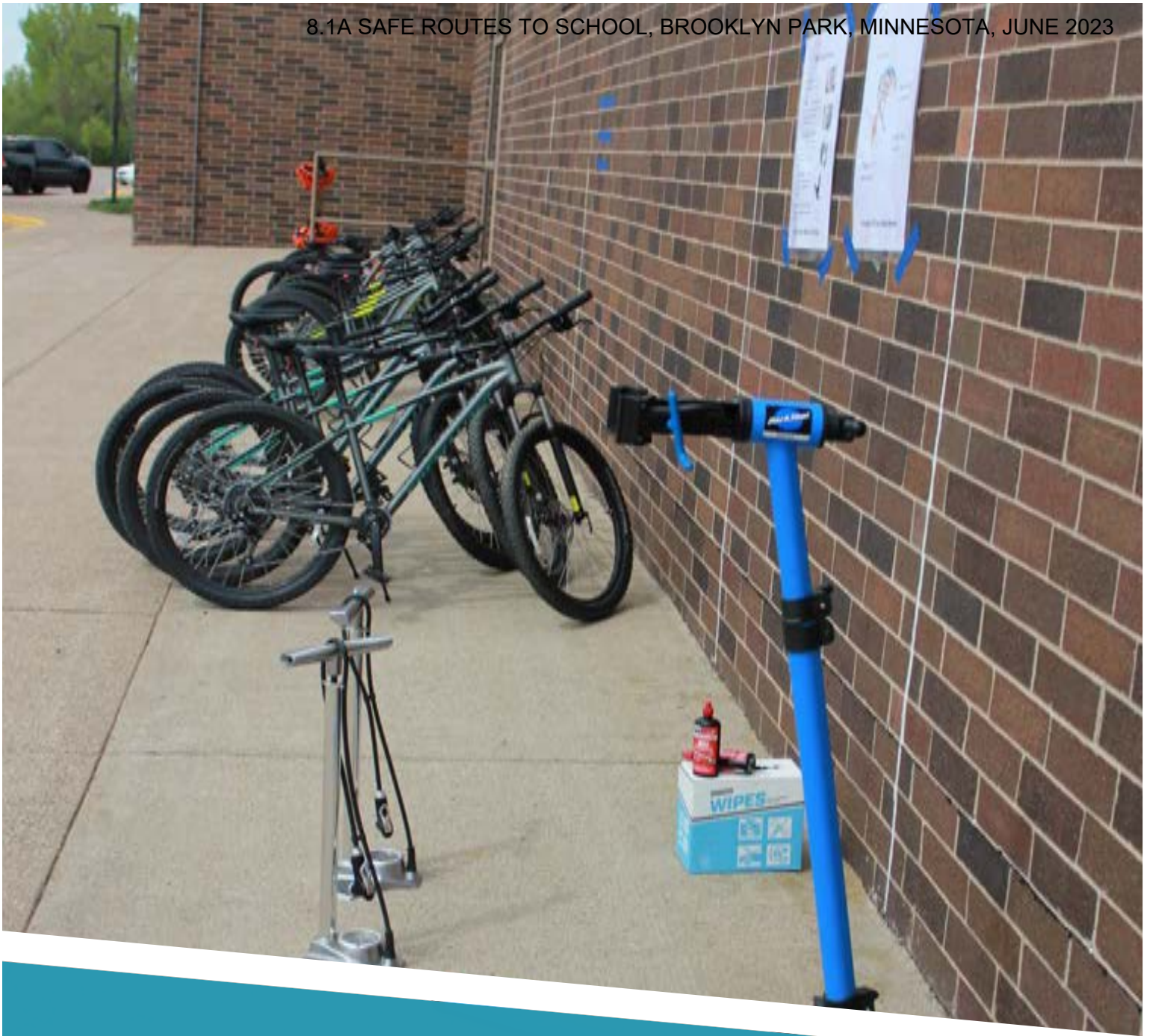
Add at least one stop sign on Winchester Lane approaching the school. If warranted through city policy or an all-way stop warrant study, add additional stop signs for both directions of traffic on Unity Avenue N.

WHY IS THIS RELEVANT?

There is currently only one stop sign at this intersection, for vehicles leaving the school grounds. There are enough drivers and students walking and biking through this intersection that the school warrants having two crossing guards. Adding additional stop control will help make this intersection more predictable and more comfortable for all users. This location was identified in Brooklyn Center's 2013 SRTS Plan.

HOW WILL THIS ADDRESS EQUITY?

Due to the high presence of priority populations in neighborhoods surrounding the school, this improvement in walking and biking access is considered to increase transportation equity.



03. PROGRAMS



Introduction to Programs

Programs are opportunities to increase awareness, understanding, and excitement around walking, biking, and rolling to school.

Programs are focused on educating students, families, and the broader community about walking and biking. Programs also help to build a culture that supports and normalizes walking and biking to school and other destinations. Because programs are low cost and can often be implemented quickly by an individual school or the school district, they represent an important Safe Routes to School strategy that complements longer-term strategies, including infrastructure improvements and policy changes.

Program Recommendations



EXISTING PROGRAMS

The City of Brooklyn Park and partners, including the City of Brooklyn Center, have been actively working toward providing safe and inviting spaces around school for students. This work provides a valuable baseline for expanding programs to encourage more students to walk and bike.

Active or previously implemented programs include:

- Active living events with loaner bikes and a repair clinic
- Bus drop and walk
- Bus safety curriculum
- Bike fleet partnerships
- Bike skills park (City of Brooklyn Center)
- Crossing guards
- Safety patrols

Note: when “the city” is used, the term refers to the City of Brooklyn Park unless specified otherwise.

PROGRAM RECOMMENDATIONS

Conversations with school and district staff, caregivers, students, community members, and city and county staff led to the following program recommendations. Programs were identified to meet the needs, capacities, and interests of the community and were prioritized based on existing programs, input from local stakeholders, how well the program would serve priority populations, and the readiness of the school to launch the program.

Recommended programs:

- Bike fleet partnership
- Bike rodeo
- Bike mechanic training
- Drop and walk
- Increase bike access for low-income students
- SRTS campaign
- Suggested route map/wayfinding
- Walk! Bike! Fun! curriculum
- Walking school bus and bike train

EQUITABLE IMPLEMENTATION CONSIDERATIONS

Each of the recommended programs can be implemented to benefit priority populations. In some cases, programs are inherently beneficial, but other times they require intentional thought to make sure they are implemented equitably and reach students who could benefit the most from them.

When working to start a new or update an old program, school staff and partners should ask themselves:

- Who could benefit the most from this program?
- Are there any barriers to participating in this program, including cultural, social, or financial?
- Are there any school resources that can help reduce barriers to participation?
- Are there community partners who could help us spread the word about this program, or help make it more effective?

After an event, it is also important to think about what went well and what could be improved in the future.

Helpful questions to consider include:

- Is this a one-off program, or is there a way to provide ongoing support for it?
- Were any student or family groups absent? Is there something that could help them participate in the future?
- What did students think of the event? Families? Staff?

Taking a few minutes before and after an event to check in on these questions can make a big difference in building a culture of walking and biking that is accessible to all students and families.



BIKE FLEET

Access to bicycles is a key to educating students on safe bicycling skills. Three Rivers Park District has a bike fleet that is available for use at school events, including biking field trips or in conjunction with Walk! Bike! Fun! education. A school or the district could also apply for their own bike fleet to have greater access. Fleets often include about 30 to 40 bicycles (including adaptive bicycles) helmets, basic supplies, and a trailer to store and move equipment.

When, where, and how will this be implemented? School (district) staff can apply for a MnDOT Boost grant or Hennepin County Active Living grant to acquire a bike fleet. Schools can also partner with Three Rivers Park District to use their bike fleet for bike education efforts.

Why is this relevant and recommended? Bike fleets help students who do not have their own bicycle to learn basic skills and enjoy bike field trips.

How will this address transportation inequities? A bike fleet provides access for students who may not have access to a bicycle outside school hours; especially for students with special needs or mobility considerations.

How will this be evaluated? Student participation counts.

Who needs to be involved to make this happen? School staff, Three Rivers Park District.

What is the timeline for implementation?

Short term (1 year).





BIKE RODEO

Bicycle safety education should involve comprehensive skills-based sessions designed to encourage students to bike more, by giving them the knowledge and skills they need to be able to ride a bike safely and confidently. Events such as bike rodeos can teach bike handling skills, as well as knowledge about the rules of the road and safe cycling practices.

When, where, and how will this be implemented? The city and schools could partner on an annual springtime bike rodeo event held around the community. This is a great event to host after obtaining a bike fleet.

Why is this relevant and recommended? Bike rodeos are a skill-building event, providing students and families an opportunity to learn if they are not confident on a bicycle. The event can use a shared bike fleet to encourage broad participation and build confidence in students regardless of their access to a bike.

How will this address transportation inequities? With a newly acquired or borrowed bike fleet, this event will support student knowledge of and comfort with biking, regardless of whether they own their own bicycle.

How will this be evaluated? Student participation counts.

Who needs to be involved to make this happen? City and school staff.

What is the timeline for implementation?
Current/short term (1 year).

BIKE MECHANIC TRAINING

Bike mechanic classes provide students with hands-on skills to fix bicycles. Classes can be offered as an after-school extracurricular class or as an elective similar to shop classes. Earn-a-bike programs are bike mechanic classes where students get to keep the bike they fix when the class is complete.

When, where, and how will this be implemented?

Trained school staff or volunteers from community bike shops can lead mechanic classes either as a conventional class or as an after-school opportunity. An earn-a-bike-style program could address bike access needs, or classes could work on school bike fleet bikes.

Why is this relevant and recommended?

Mechanic classes can teach students relevant, hands-on technical skills while providing students with bikes (earn-a-bike) or addressing bike fleet maintenance needs.

How will this address transportation inequities?

These programs address inequities in bike access and ensure that a malfunctioning bike doesn't become a transportation barrier because of repair costs.

How will this be evaluated? Student surveys, educator feedback.

Who needs to be involved to make this happen?

School staff, students.

What is the timeline for implementation?

Medium term (2-3 years).



DROP AND WALK

During a drop-and-walk event (also called park and walk or remote drop-off), bus drivers and caregivers drop students at a designated off-campus location and students walk the rest of the way to school. Remote drop-off events can help reduce drop-off congestion on campus and provide students who live further from school with an opportunity to walk to school.

When, where, and how will this be implemented?

Work with students and families to identify a good drop-off location for walking to school. Organize an event to get families familiar with the system and promote making it a regular routine.

Why is this relevant and recommended?

Providing a drop-and-walk location near the school would reduce congestion in front of the school and still give students the opportunity to get outside and get some activity in to start their day.

How will this address transportation inequities? While this program would improve walking and biking conditions near the school, it does not directly address equity.

How will this be evaluated? Annual caregiver survey.

Who needs to be involved to make this happen?

Students, school, and potentially city staff.

What is the timeline for implementation?

Short term (1 year).

INCREASE BIKE ACCESS FOR LOW-INCOME STUDENTS

There are a number of organizations around Brooklyn Park that offer free bikes or safety gear for low-income students. Free Bikes for Kidz, Brooklyn Park Police, and Safe Kids through North Memorial have all provided this opportunity for students in the past.

When, where, and how will this be implemented?

School staff or a student club could partner with one of these organizations to distribute bikes to students in their community. Receiving a bike could be tied to participation in an educational program, bike mechanic training, or other empowering event.

Why is this relevant and recommended?

Outfitting students with bikes is a great way to build enthusiasm around biking and walking to school.

How will this address transportation inequities?

These programs offer a way for students and families with limited financial resources to access a bike.

How will this be evaluated? Number of students who receive a bike.

Who needs to be involved to make this happen?

School staff, students, community organizations.

What is the timeline for implementation?

Medium term (2-3 years).



SAFE ROUTES TO SCHOOL CAMPAIGN

A coordinated SRTS campaign can feature activities, events, and communications highlighting the many benefits of active school travel for students, families and the wider community. Planning a schedule of campaign activities to happen throughout the school year is a good way to build awareness, enthusiasm, and a school culture that supports walking and biking.

When, where, and how will this be implemented?

An SRTS campaign can begin any time that there are staff resources to organize events and materials. Communications can be built into existing school and community channels.

Why is this relevant and recommended?

Events and information normalize biking and walking to school, as well as build enthusiasm for students who may not otherwise try biking or walking.

How will this address transportation inequities? Based on barriers at each school, this program could be implemented to reach specific priority populations.

How will this be evaluated? Annual caregiver survey.

Who needs to be involved to make this happen?

Students, school, and city staff. Potential for additional partnerships with local businesses for incentive programs, such as local bike shops.

What is the timeline for implementation?

Short term (1 year).

SUGGESTED ROUTE MAP/WAYFINDING

Route maps show signs, signals, crosswalks, sidewalks, paths, crossing guard locations, and hazardous locations around a school. They identify the best way to walk or bike to school. A well-defined route should provide the greatest physical separation between students and traffic, expose students to the lowest traffic speeds, and use the fewest and safest crossings. Wayfinding signage helps to make routes more visible to the surrounding community.

When, where, and how will this be implemented?

The city and school staff can work with students to identify preferred walking and biking routes. City staff can pursue funding for wayfinding (e.g., MDH SHIP), while school partners share walking route information.

Why is this relevant and recommended?

Route maps help families unfamiliar with walking and biking figure out where to start. Wayfinding builds awareness of safe routes for both students walking and parents/caregivers driving.

How will this address transportation inequities? Based on barriers at each school, this program could be implemented to reach specific priority populations.

How will this be evaluated? Annual caregiver survey.

Who needs to be involved to make this happen?

Students and parents/caregivers, city and school staff.

What is the timeline for implementation?

Medium term (2-3 years).



WALK! BIKE! FUN! CURRICULUM

Walk! Bike! Fun! is a two-part curriculum designed specifically to meet Minnesota education standards. The program helps students ages five to thirteen learn traffic rules and regulations (including how to cross a street safely), the potential hazards to traveling, and handling skills needed to bike and walk effectively, appropriately, and safely through their community.

When, where, and how will this be implemented?

Physical education teachers can integrate the program as a component in their annual curriculum for students of all ages.

Why is this relevant and recommended?

Walk! Bike! Fun! is tailored to meet education standards for students in Minnesota. Utilizing a bike fleet with adaptive bicycles also provides an opportunity for students with special needs to learn alongside their peers.

How will this address transportation inequities?

Curriculum empowers students to walk and bike, regardless of a student's access to resources outside school; addressing transportation safety, personal safety and adaptations for students with special needs.

How will this be evaluated? Student participation counts.

Who needs to be involved to make this happen?

School staff, Bike MN, students.

What is the timeline for implementation?

Medium term (2-3 years).

WALKING SCHOOL BUS AND BIKE TRAIN

A walking school bus or bike train is a group of children walking or bicycling to school with one or more adults. Parents or caregivers can take turns leading the group, which follows the same route every time and picks up children from their homes or bus stops at designated times.

When, where, and how will this be implemented?

There are a number of high-density housing complexes near schools in Brooklyn Park. These sites are an ideal starting point for a walking school bus or bike train, which can be held on a recurring basis (e.g., Walking Wednesdays).

Why is this relevant and recommended?

These events build enthusiasm for walking and biking, and help families try out new transportation options and routines. Walking and biking in a group also helps parents and caregivers feel more confident in their student's safety.

How will this address transportation inequities?

Groups can be organized around dense housing and locations that serve many priority populations.

How will this be evaluated? Annual caregiver survey.

Who needs to be involved to make this happen?

School staff, students, parents.

What is the timeline for implementation?

Short term (1 year).





**04. WORKING FOR
CHANGE**



Action Steps

This plan provides two critical ingredients for creating a more equitable transportation system around schools in Brooklyn Park: a prioritized set of infrastructure and program recommendations. To make these recommendations a reality, all members of the Brooklyn Park community can play a role. The following text provides ideas for where to start.

PRIORITY SRTS INITIATIVES

- Implementing low-cost solutions that use existing infrastructure and have potential to make an impact in the near term - such as signal timing adjustments or crosswalk markings.
- Adding new sidewalk facilities where students are currently walking in the road or on a grassy/snowy shoulder.
- Instituting Walk! Bike! Fun! curriculum during class time, with the help of external partners who are ready to help implement the program.
- Promoting walking school buses and bike trains, with a focus on high-density housing locations around the schools.

IMPLEMENTING INFRASTRUCTURE CHANGES

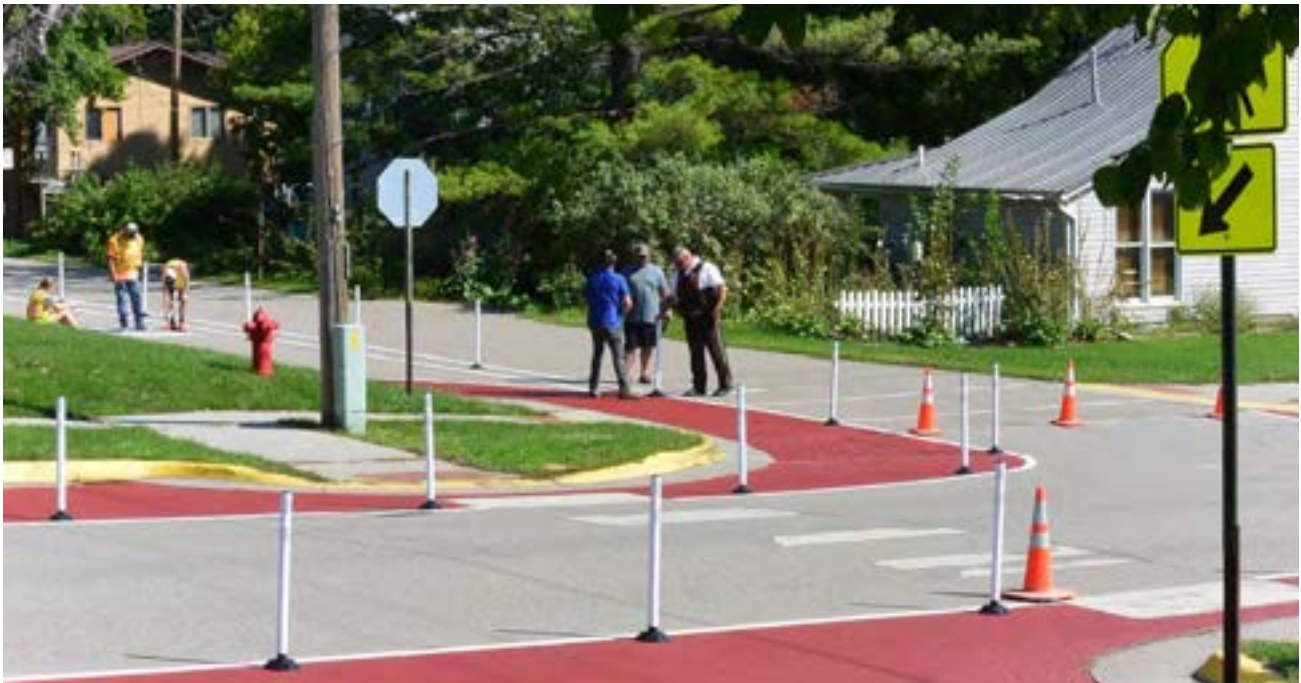
DEMONSTRATION PROJECTS

Before investing in a long-term infrastructure change, cities and partners may implement a demonstration project to test out an idea. These temporary projects are quick, have a relatively low installation cost, and build support for a long-term permanent change. Demonstration projects can also help engineers and designers make sure that design details are worked out before any new concrete is installed, such as making sure school buses have enough room to turn.

Demonstration projects can also be paired with programming or educational events to encourage additional behavior change. For example, new curb extensions may be paired with a crossing guard to bring additional attention to tricky crossing locations. Or a school may organize a Walk or Bike to School Day after installing a demonstration project to encourage students and families to try out the new infrastructure.

A demonstration project can include multiple components. The project shown here includes curb extensions and an on-street walking lane where there is currently a sidewalk gap.

This raised crosswalk connects to a school entrance and slows traffic on the adjacent road.



DEMONSTRATION PROJECT EXAMPLES

Demonstration projects can take many forms, with a few examples shown here. In previous SRTS efforts, communities have installed a shared use path on the street where there are no sidewalks (top left photo below), curb extensions at wide and uncomfortable intersections (top right and bottom photos below), and a number of other creative solutions.

Demonstration projects are typically installed in the spring or fall to have enough time to observe their effects before winter arrives. In some cases, a community may be specifically interested in a component of winter maintenance and may design the project to stay in place through the winter.





TAKING COMMUNITY ACTION

A more equitable transportation system that prioritizes safe, comfortable, and fun opportunities to walk, bike, and roll benefits everyone. While this plan is focused on addressing connections to schools, many improvements will benefit people with no relationship to the schools because we all share the same streets, sidewalks, and trails. Likewise, many needed changes, such as reducing speed limits and normalizing walking and biking, extend far beyond the school system.

Your number one role as a community member is to advocate for changes that make walking, biking, and rolling safer, more comfortable, and more fun. Speak to elected officials, show up to community meetings, talk about walking and biking at school events and with school administrators, and organize and vote for candidates who support walking, biking, and public transit.

I AM A STUDENT, CAREGIVER, OR COMMUNITY MEMBER

Students, families, neighborhood associations, advocacy groups, and local businesses can have incredible influence when advocating for change in their school and broader community. This is true both as individuals, as well as when community members come together into groups, such as a Parent Teacher Organization or disability advocacy groups. For example, students, caregivers, and community members can support and lead SRTS initiatives including:

- Advocating for policy change and funding at City Hall
- Developing campaigns to generate enthusiasm and improve social conditions for SRTS
- Volunteering time to lead a Walking School Bus or organize a bike drive
- Fundraising for SRTS programs and small infrastructure projects

I AM A SCHOOL DISTRICT EMPLOYEE

School district staff bring an important perspective and voice to advocating for a more equitable transportation

system. By describing the challenges and opportunities their students face around walking and biking, and by petitioning local elected officials for improvements, school district employees can support policy and infrastructure improvements that benefit their students and the broader community. Staff are also ideally positioned to implement the recommendations in this plan, whether it be a classroom-level curriculum or school district-wide policy around walking and biking.

I WORK FOR THE CITY OR COUNTY

As members of the governments that own, regulate, and maintain the roads, city and county staff can be instrumental in reorienting transportation policies and infrastructure around walking and biking to schools and other destinations. City and county staff can leverage their expertise to identify, advocate for, and implement changes that contribute toward a more equitable transportation system. Key policies that staff can support include:

- Reducing lane widths and vehicular speed limits
- Reducing minimum parking requirements
- Revising land use regulations to promote denser and more integrated land uses that promote walkable and bikeable trips
- Prioritizing municipal maintenance and snow clearing of all pedestrian and bike facilities
- Requiring complete streets infrastructure as part of all road resurfacing and reconstruction projects
- Ensuring that the governing body has adopted subdivision regulations requiring new and proposed developments to have connected sidewalks and/or bicycle infrastructure. This is a requirement for SRTS funding eligibility for projects on city or county right-of-way

City staff can also use this report to support Safe Routes to School funding applications to programs such as MnDOT SRTS grants, federal infrastructure grants, and the Statewide Health Improvement Program (SHIP).

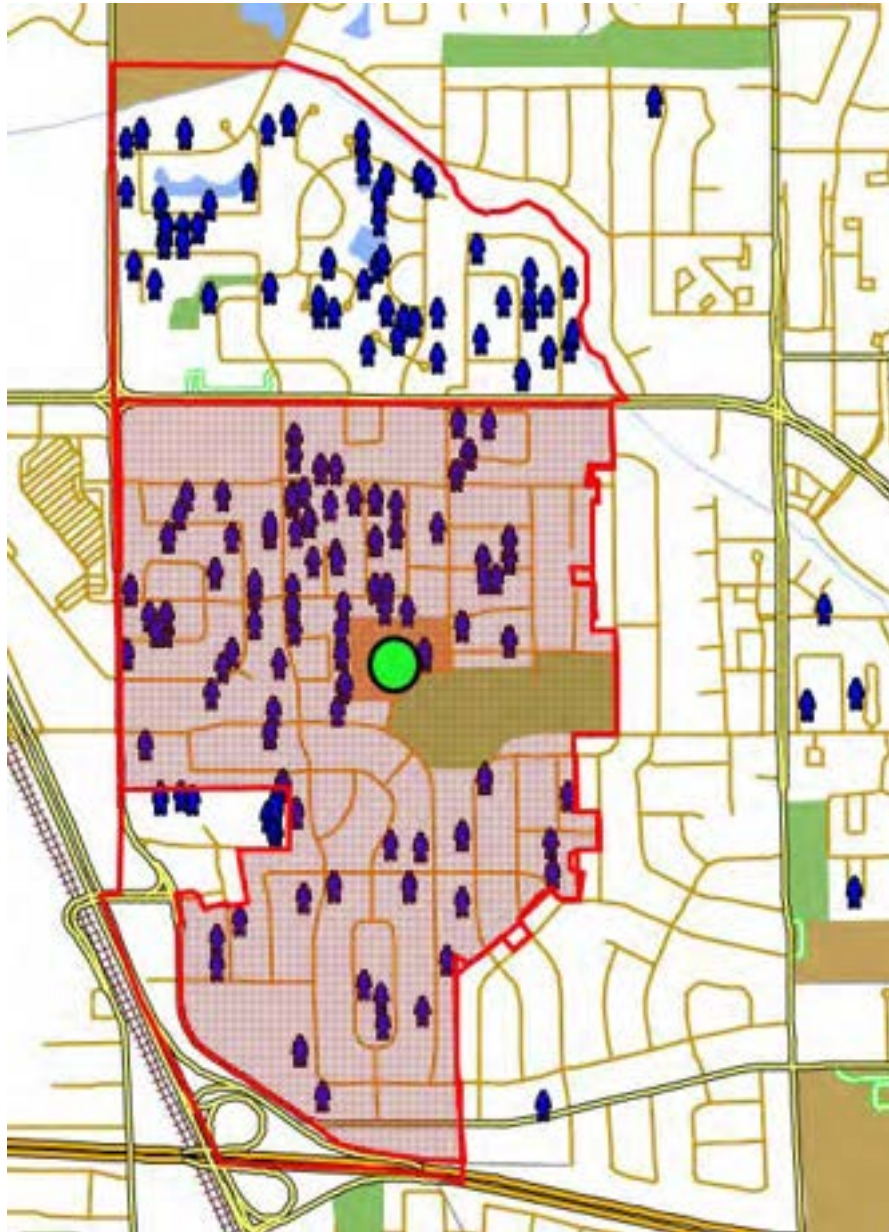




05. APPENDICES

Appendix A: Student Residential Density

PARK BROOK ELEMENTARY STUDENT ATTENDANCE



The green circle represents the location of Park Brook Elementary.

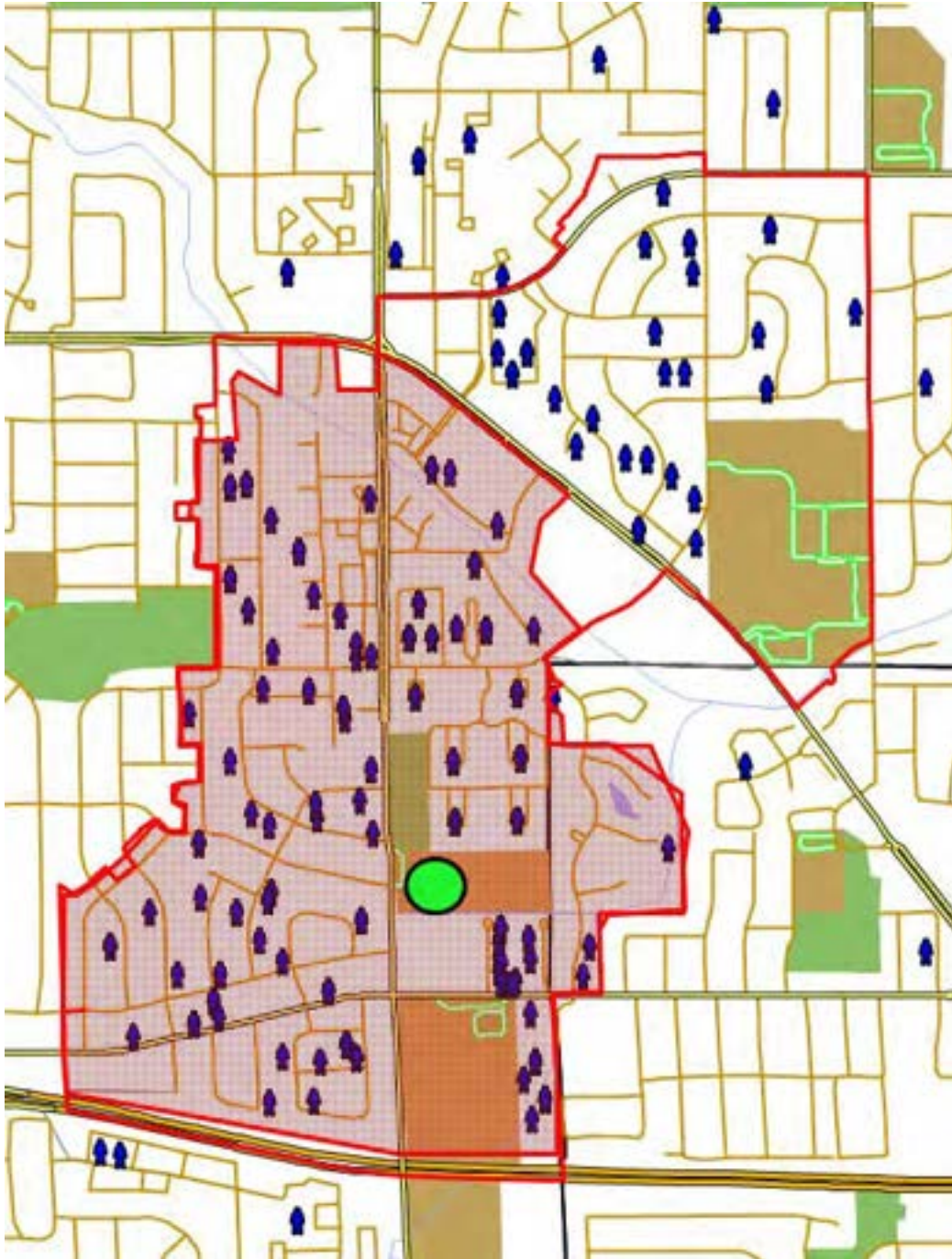
Blue person icons represent student residential locations. There may be more than one student per parcel.

Shaded areas represent transportation ineligible zones where bus transportation is not provided by the school district.

Map provided by Osseo Area Schools.

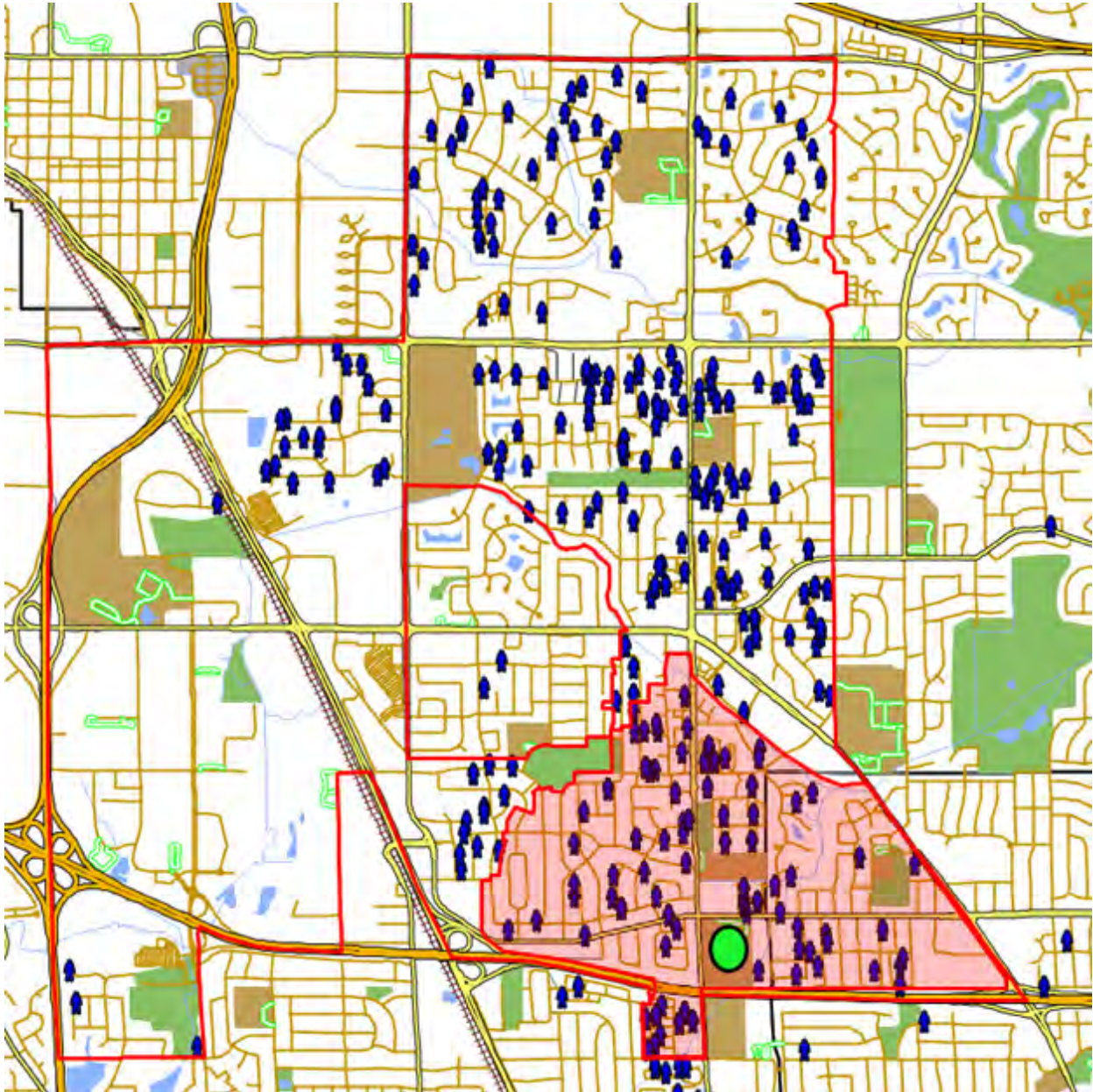


ZANEWOOD COMMUNITY SCHOOL STUDENT ATTENDANCE



The green circle represents the location of Zanewood Community School.
Blue person icons represent student residential locations. There may be more than one student per parcel.
Shaded areas represent transportation ineligible zones where bus transportation is not provided by the school district.

NORTH VIEW MIDDLE SCHOOL STUDENT ATTENDANCE



The green circle represents the location of North View Middle School.

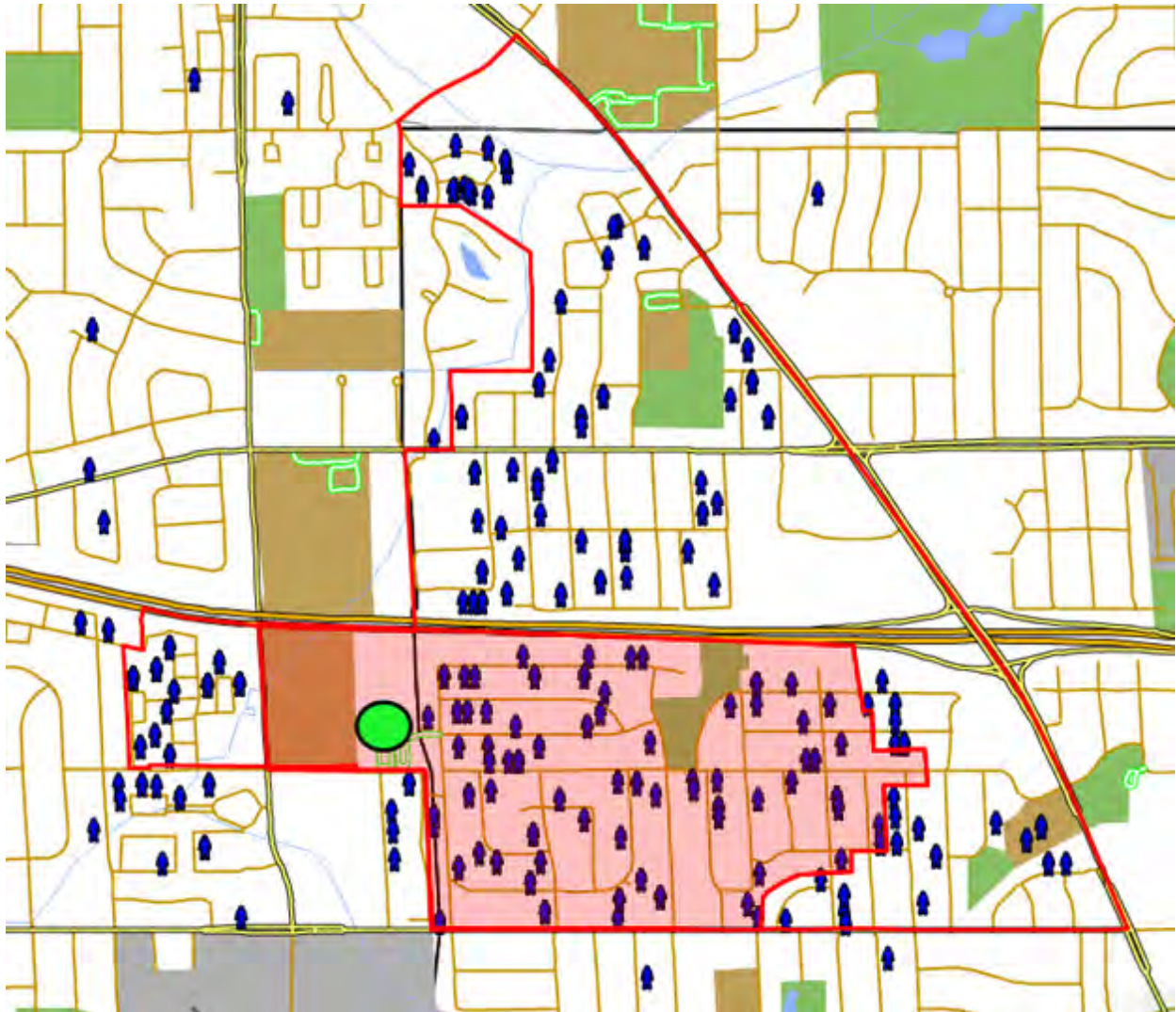
Blue person icons represent student residential locations. There may be more than one student per parcel.

Shaded areas represent transportation ineligible zones where bus transportation is not provided by the school district.

Map provided by Osseo Area Schools.



FAIR OAKS ELEMENTARY STUDENT ATTENDANCE



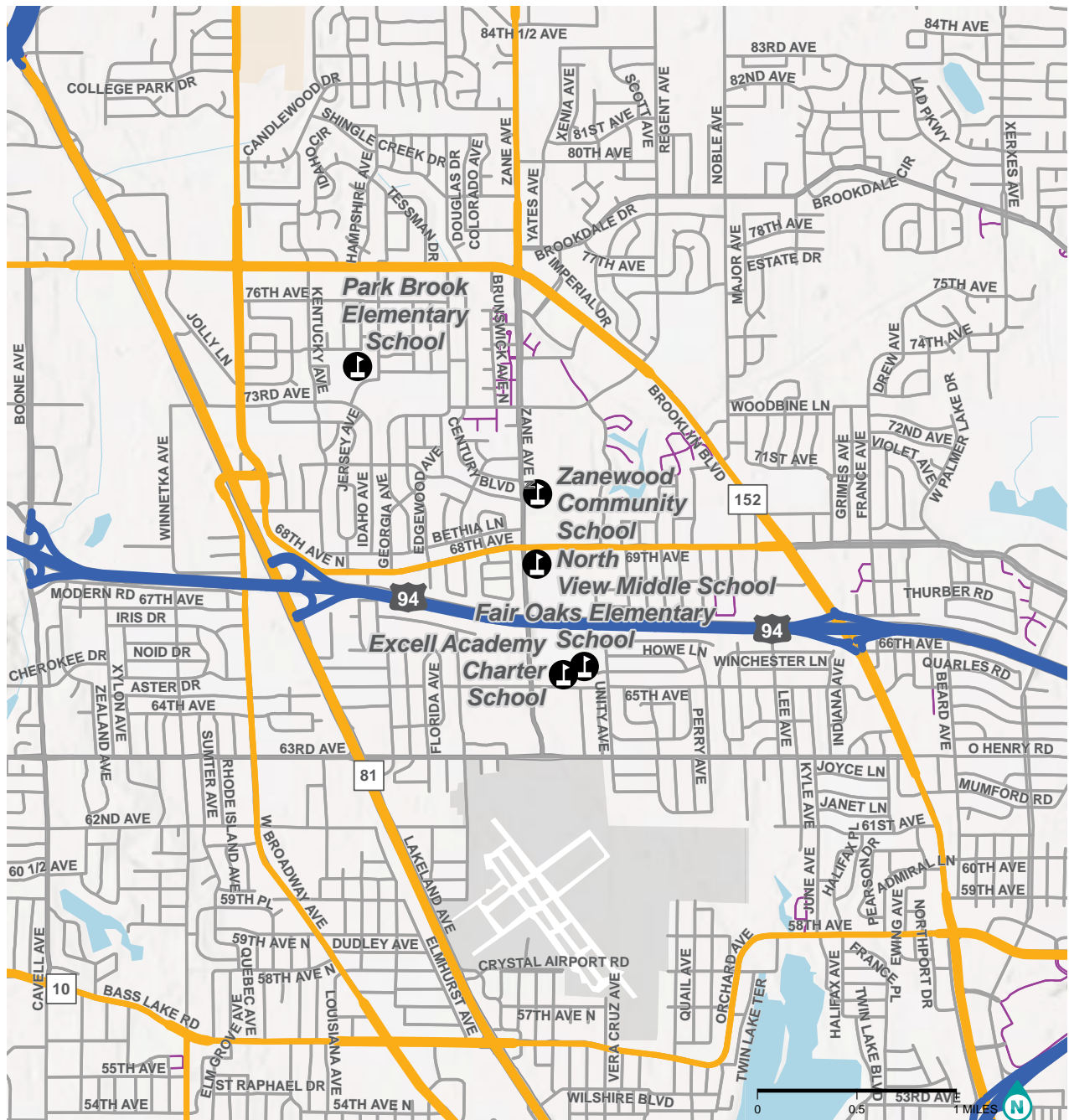
The green circle represents the location of Fair Oaks Elementary.

Blue person icons represent student residential locations. There may be more than one student per parcel. Shaded areas represent transportation ineligible zones where bus transportation is not provided by the school district.

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Appendix B: Road Ownership



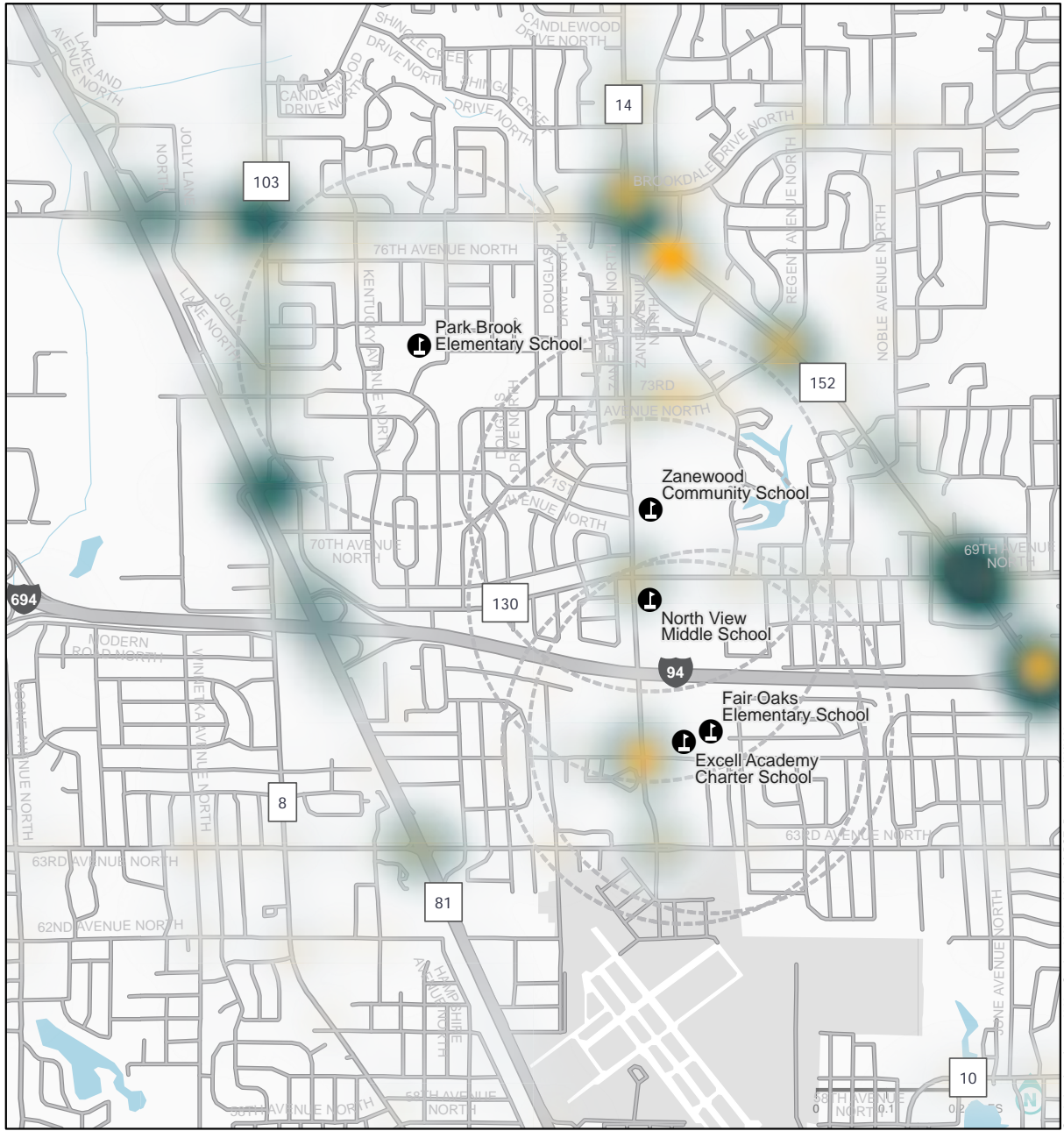
ROAD OWNERSHIP
 BROOKLYN PARK SAFE ROUTES
 TO SCHOOL PLAN

- Federal
- State
- County
- Tribal
- Local
- Other



Refer to Appendix G for a description of the methods used to produce this map.

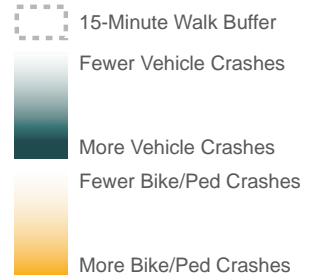
Appendix C: Crashes by Road User Vulnerability (2011 - 2021)



Crash data from January 2008 to October 2022, provided by MnDOT. Date saved: 3/28/2023.

COLLISIONS BY ROAD USER VULNERABILITY

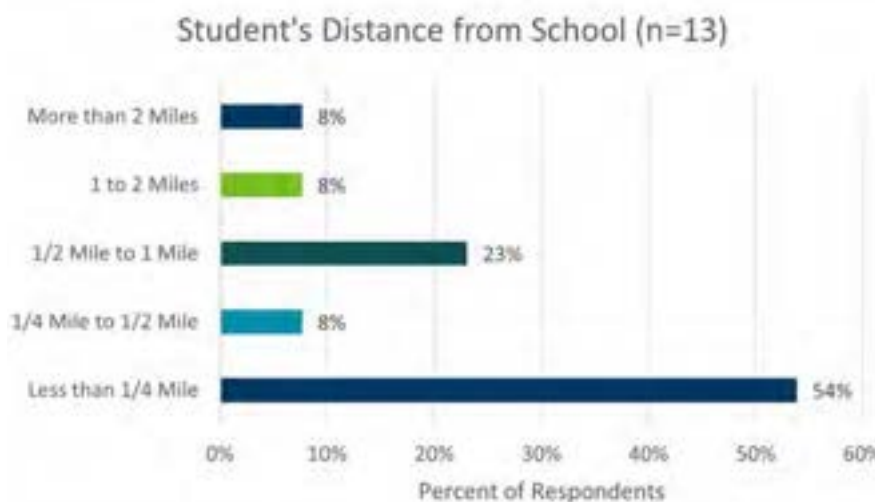
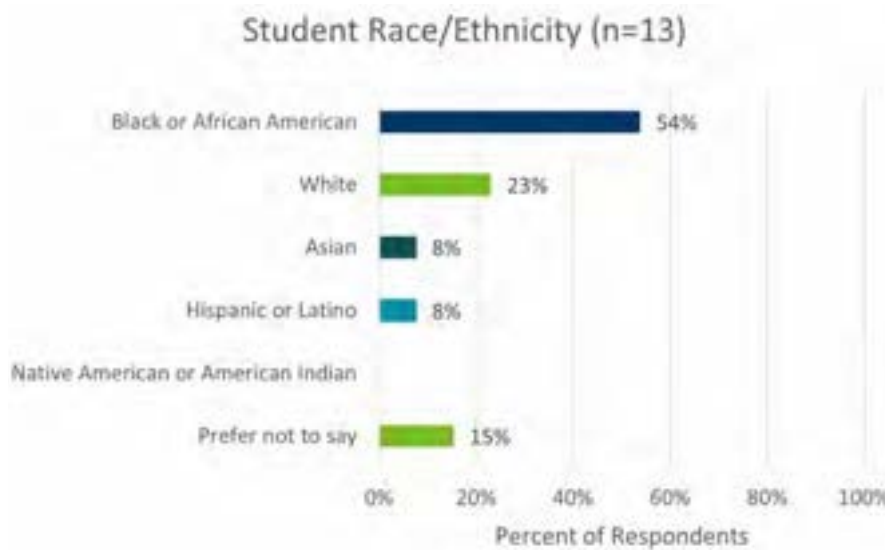
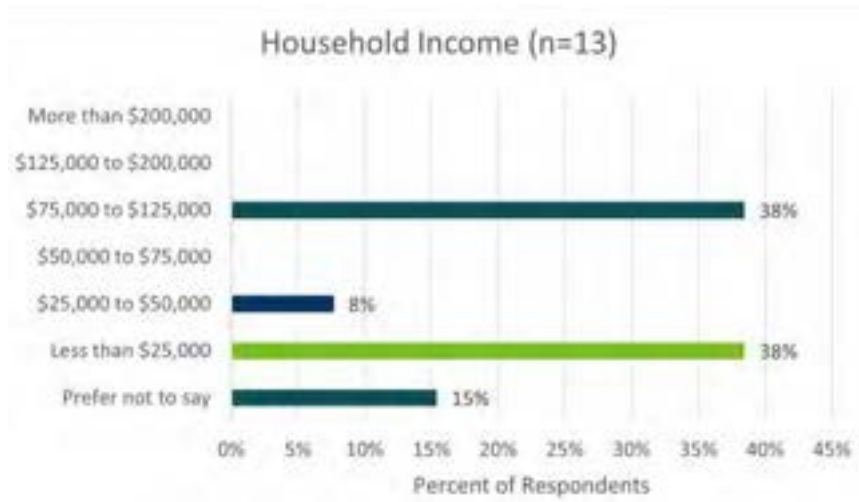
BROOKLYN PARK
 SAFE ROUTES TO SCHOOL PLAN



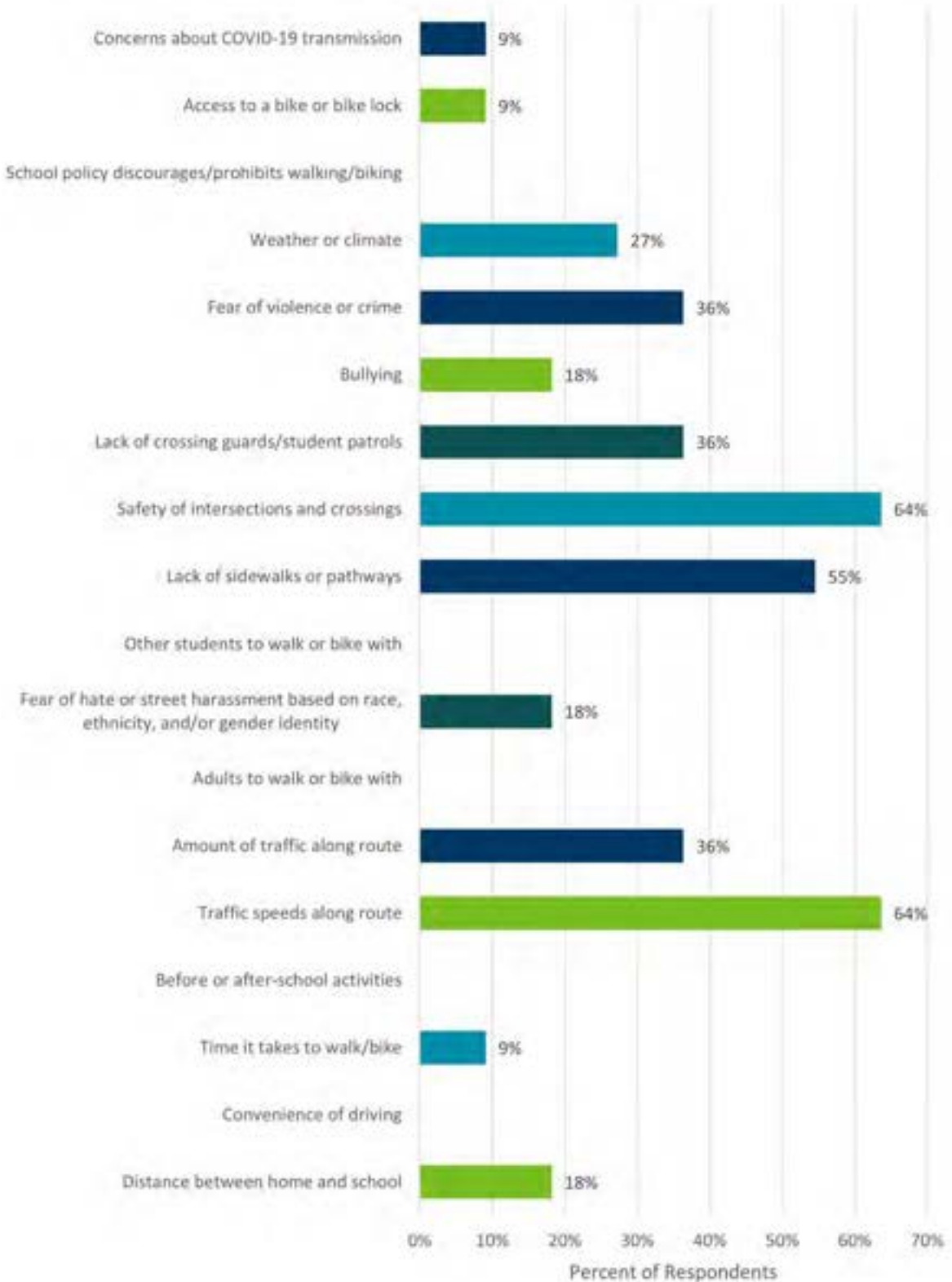
Refer to Appendix G for a description of the methods used to produce this map.



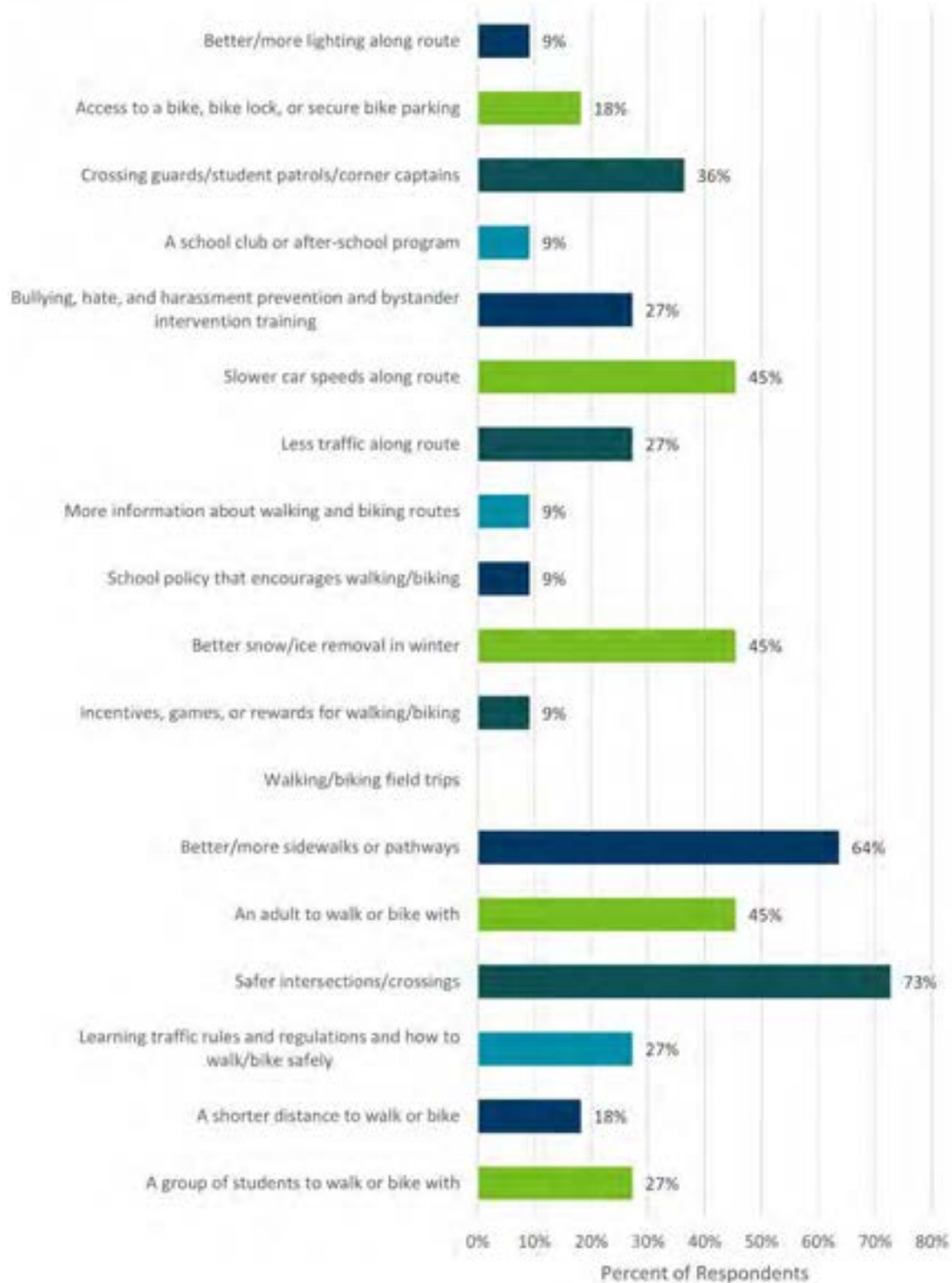
Appendix D: Caregiver Survey Results



Which of the following issues prevent your student from walking or biking to school? (n=11)



What would help your child walk or bike to/from/at school more often? (n=11)



Appendix E: Project Process and Timeline

Intro Call: SRTS staff and consultants meet with local SRTS team lead(s), review the timeline of the planning process, talk through the responsibilities of the different stakeholders, and identify short-term next steps, such as scheduling the kick-off meeting and finalizing stakeholders for the SRTS team, including local community members and staff from the school(s), city and county governments, and MnDOT.

Kick-Off Meeting: the SRTS team, including SRTS staff and local and county participants, reviews the planning process and talks about high-level goals.

Engagement + Data Collection: SRTS staff and consultants work with the schools, non-profits, and the broader community to build awareness of the planning process, solicit input, and identify opportunities for programs and infrastructure improvements.

Rapid Planning Workshop: the SRTS team discusses past efforts around walking and biking in the community, identifies areas of need, and brainstorms possible resources, collaborations, and opportunities to implement new programs and infrastructure improvements.

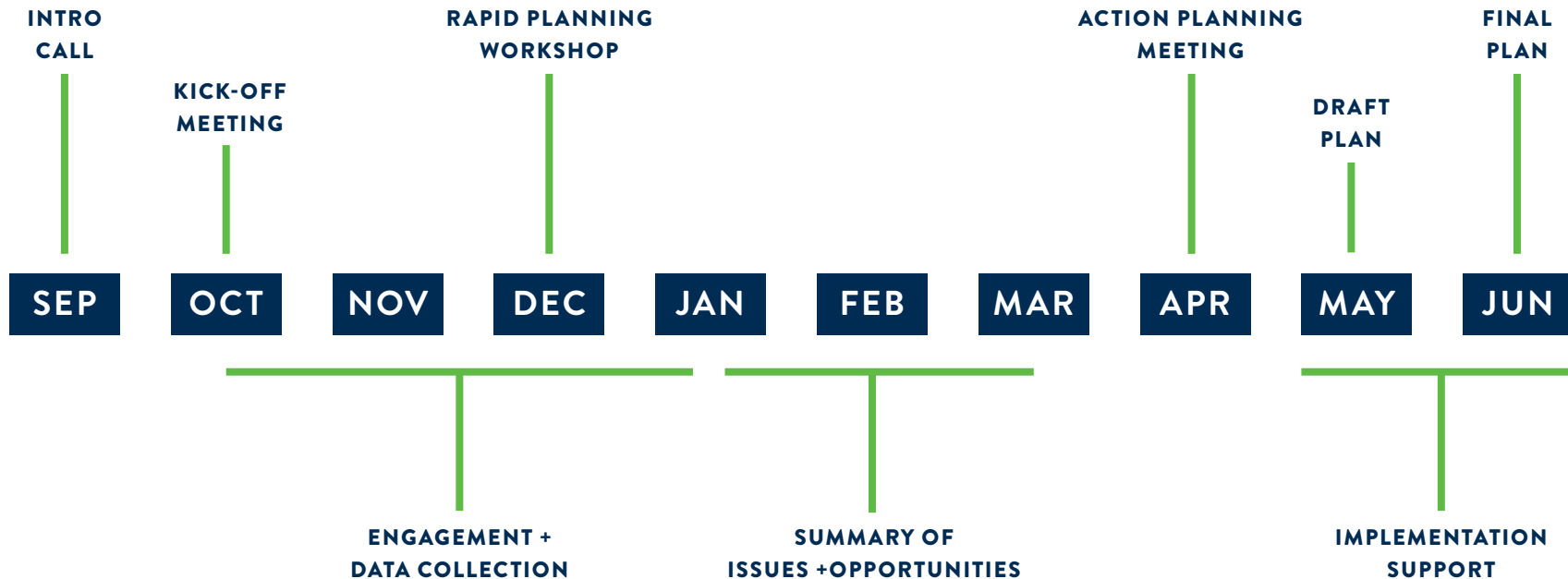
Summary of Issues + Opportunities: building on input from community engagement, data collection, the rapid planning workshop, and the technical meeting, SRTS staff and consultants compile identified program opportunities and locations where infrastructure improvements could support walking and biking to school.

Action Planning Meeting: the SRTS team reviews the summary of issues and opportunities and discusses possible actions to take in response to issues/ opportunities.

Draft Plan: the SRTS team reviews and provides feedback on a draft of the full plan.

Implementation Support: SRTS staff and consultants assist the community with short-term actions, such as designing a concept for a demonstration project to test improvements at a problematic intersection near the school.

Final Plan: the completed plan is published online and in print and is formally adopted to guide future SRTS efforts.



Appendix F: Engagement Summary

INTRODUCTION

Safe Routes to School (SRTS) staff provided community engagement support to collect ideas on walking and biking from the Brooklyn Park community. SRTS staff assisted local Brooklyn Park Safe Routes to School staff by using multiple strategies such as hosting an [interactive engagement website](#), requesting feedback through caregiver and student surveys, and engaging with families at in-person events (shown in Figure 1).

The purpose of the engagement was to:

1. Identify walking and biking challenges
2. Understand where people would like to go
3. Provide information about walking and biking safety
4. Build excitement for the Brooklyn Park Safe Routes to School Plan

These engagement strategies were chosen to make it easy for the Brooklyn Park community to talk to staff and participate.

Figure 1: Staff talk with students during a back-to-school event at Zanewood Recreation Center.



TABLE 1: ENGAGEMENT STRATEGIES

DATE	STRATEGY	DESCRIPTION	COUNT
August 20, 2022 – January 20, 2023	Interactive map	Interactive online map provided for residents to leave comments and match them to the exact locations.	6
August 20, 2022 – January 20, 2023	Caregiver survey	Survey to identify why families walk and bike and what would make it safer to walk and bike. The survey was available online and in paper-pencil form upon request. Available languages were English, Spanish, Somali, Karen, Hmong, and Chinese.	12
October 21, 2022 – January 20, 2023	Student survey	Survey using student-friendly language to identify why they walk and bike and what would make it safer to walk and bike. Surveys were distributed during school lessons.	2

DATE	STRATEGY	DESCRIPTION	COUNT
August 20, 2022	Pop-up table	Tabling at the Brooklyn Park back-to-school event. Activities included an interactive trivia board, a roll plot map of the school’s neighborhood, and a sticker survey.	50
October 13, 2022	Pop-up table	Tabling at the Excell Academy Latinx Celebration Night. Activities included a roll plot map of the school’s neighborhood and a sticker survey.	55
December 8, 2022	Equity scorecard	Equity analysis completed with the project team during the Rapid Planning Workshop and used to guide engagement strategies.	17

KEY TAKEAWAYS

- There were multiple complaints of violence occurring throughout the area. Specific areas mentioned include 73rd Avenue N around the Huntington Place Apartments, Norwood Park, and the Zanewood Recreation Center. Many expressed that they do not feel safe walking or biking due to personal security concerns.
- To address the concerns of safety, bike maintenance, and general knowledge of bicycling, SRTS offers many programs. Programs found to be the most compatible with the specific needs of the Brooklyn Park community are bus drop and walk, bike rodeos, and bike mechanic training.
- The community would most like to see two changes regarding infrastructure: reduced speeding and more sidewalks. Zane Avenue and 73rd Avenue were the two most mentioned roads. People said that drivers run stop signs and do not obey the speed limits on either road. In a survey for caregivers, the most popular answer to the question about what would help their children walk or bike to, from, or at school more often was “safer intersections/crossings” (Figure 2).



Figure 2: Caregiver responses to survey question: “What would help your child walk or bike to/from/at school more often? Check all that apply.”



EQUITY

Tabling at the Zanewood Recreation Center back-to-school event and Excell Academy’s Latinx Celebration Night provided a space for people to share their feedback on walking and biking to Brooklyn Park Schools (Figure 3). The events proved to be the best ways of reaching busy families in Brooklyn Park, especially the Black and Latinx families who make up most of the population at this year’s SRTS schools. Attendees at the events self-identified as predominantly Black/African American or Hispanic/Latinx and living in lower-income households.

Many families expressed concerns with the alarming rate of gun violence in their area. The areas mentioned most frequently were 73rd Avenue around the Huntington Place Apartments, Norwood Park, and near the Zanewood Recreation Center.

One comment from a parent at the back-to-school event described Huntington Place as “the projects.” Several parents stated that they did not feel comfortable having their children walk or bike outside without accompanying

them and that they sometimes missed school because of the lack of transportation options to get their child to school. “My kids are three and two,” explained another parent, “and I’m concerned about them going out without me because I don’t believe that they would be safe.”

PROGRAMS

The fear of children being unsafe without trusted adult supervision, poor bike maintenance, and not knowing how to ride a bike were among the many reasons why families and children felt discouraged from walking or biking more frequently. To remedy these issues, SRTS offers several programs that may be an ideal fit for some students, depending on their specific needs. These include bus drop and walk, bike rodeos, and bike mechanic training.

WALKING SCHOOL BUS

Countless parents attending the back-to-school event shared that they struggled with a fear of having their children go outside alone and possibly face the risk of gun violence or unsafe road conditions. Many stated that they do not allow their kids to walk or bike without them

because of these concerns.

A possible solution for this would be a walking school bus program. With this program, students are accompanied by adults and other children on their walks to school or other destinations. Benefits of this program are expected to include increased walking, improved walking safety behavior, and understanding of health and environmental connections. The walking school bus would be a great way to encourage families that walking to school can be a safe and viable alternative, especially for those concerned about their student walking alone.

BIKE RODEO

Several families expressed that they understood the importance of exercise and that biking is a great form of physical activity. However, many of the children do not know how to ride a bike or don't have access to a working bike. Bike rodeos could help kids gain skills and could include bike giveaways. Benefits of bike rodeos are expected to include increased bicycling, improved bicycling safety behavior, and understanding of health and environmental connections.

BIKE MECHANIC TRAINING

Many older children attending the back-to-school event said their bikes are not in working condition. Many families said they do not know how to repair the students' bikes. For them, bike mechanic training could remove a barrier. These workshops could also provide students with repair skills of their own to have agency and control in their transportation decisions. Students could attend these trainings after school or on weekends to accommodate busy school days.

INFRASTRUCTURE

Two issues regarding infrastructure were raised repeatedly: speeding/heavy traffic and lack of sidewalks on some streets (Figure 4). Zane Avenue and 73rd Avenue received the most complaints, being described as too risky to have students walk on them alone

Figure 3: Students leave feedback at an SRTS table during a back-to-school event at Zanewood Recreation Center.

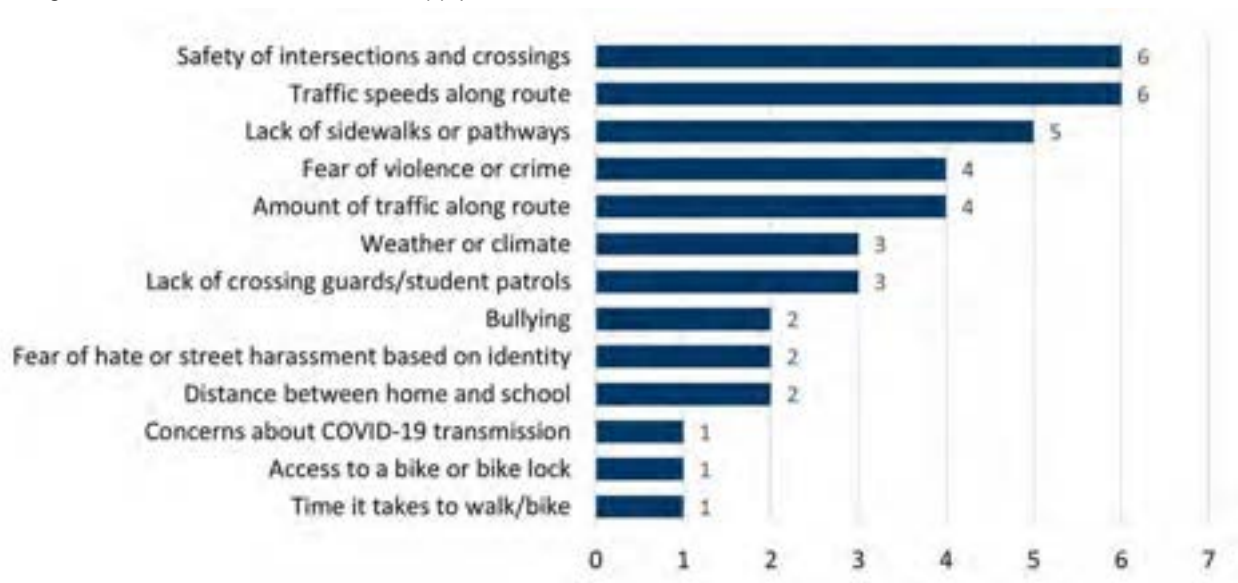


because of dangerous driving and drivers running stop signs. Additionally, many people noted other streets, specifically 69th Avenue and Candlewood Drive, that they felt need sidewalks. One caregiver noted that if there were sidewalks on these larger roads, they would bike more frequently. Right now, their family only bikes in the paved parks, and not to get to school.

ZANE AVENUE

Many attendees of the in-person events and those who responded via the online survey complained about Zane Avenue's heavy traffic. People would often remark on how drivers have poor compliance at traffic lights and often fail to yield for people walking across the road. Below are a few specific parts of Zane Avenue that were mentioned by at

Figure 4: Responses to caregiver survey question “Which of the following issues prevent your child from walking or biking to/from school? (Check all that apply.)”



least a handful of people during SRTS engagement.

- 73rd Avenue:** One student mentioned in the survey that one of their friends was hit by a car at this intersection. They suggested adding a flashing crossing beacon to alert drivers to pedestrians.
- Noble Avenue:** The intersection of Zane and Noble Avenues was often referred to as being too dangerous for pedestrians. One student from Zanewood Community School said: “Noble is hard to cross—people drive too crazy.” Many others agreed, saying they worried about the intersection’s heavy traffic and avoid it when possible.
- 69th Avenue:** The intersection of Zane Avenue and 69th Avenue was also brought up several times, with many describing it as generally “unsafe” and pointing out 69th Avenue’s lack of sidewalks. One caregiver noted that some students attempting to cross get impatient and risk crossing against the light. Flooding on 69th Avenue near this intersection was another issue noted by a handful of caregivers.

73RD AVENUE

Respondents also noted traffic-related issues on 73rd

Avenue. One caregiver said, “People run stop signs on 73rd.” Another person from the back-to-school event said, “It’s very dangerous and I won’t allow my child to taker her bike there.” People traveling along this street are usually residents of Hunting Place Apartments or visitors of Zanewood Park.

CANDLEWOOD DRIVE

Candlewood Drive was also mentioned repeatedly as being in need of added sidewalks. Residents of the area said that they are too close to traffic when walking on the sidewalk and that there isn’t enough separation from the vehicle lanes. One caregiver noted that the stop lights on Candlewood Drive are too far apart. Cars have a lot of time to pick up speed between lights, which creates a dangerous environment for walking and biking.

63RD AVENUE

One family noted that they tend to avoid traveling east of 63rd Avenue due to the narrow streets. They would prefer if bike lanes were implemented so they could more safely travel the area on bikes.

REGENT AVENUE AND BROOKLYN BOULEVARD

A caregiver mentioned that the intersection of Regent Avenue and Brooklyn Boulevard has high-speed traffic and is dangerous for students to cross on foot. Park Center Senior High and Brooklyn Middle STEAM are both located at this intersection.

Appendix G: Methods and Data Sources

CRASHES BY ROAD USER VULNERABILITY

Visualized crashes are taken from a crash database that spans from January 2008 to October 2022. Pedestrian- and bike-involved crashes were those events with “Crash Type Description” values of either “Pedalcycle (bike)” or “Pedestrian.”

ROAD OWNERSHIP

Highway Performance Monitoring System (HPMS) data from 2021 were visualized on the basis of each road segment’s “Ownership” value. These values were consolidated from 26 categories down to six for visualization purposes; these six categories were “Federal,” “Tribal,” “State,” “County,” “Local,” and “Other.”

SCHOOL ENROLLMENT CHARACTERISTICS

[School year 2022-2023 enrollment data](#) were downloaded from the Minnesota Department of Education Data Center.

PRIORITY EQUITY AREAS

Data representing priority populations used for this report is from MnDOT’s Active Transportation Equity application. This process used a set of data inputs to assign an equity score to half-mile hexagons across the state of Minnesota, for use in awarding Active Transportation Program grants.

Scores range from 0 to 13 out of a possible 15 points (note that no hexagon received 15/15 points). Higher numbers of points indicate areas with greater equity needs that will receive more points in the equity section of grant solicitation.

Input data sets used to create the scores include:

- Life expectancy lower than MN average (CDC U.S. Small-area Life Expectancy Estimates Project 2010-2015)
- Presence of transit (Metropolitan Council, 2019; MnDOT Office of Transit and Active Transportation)
- Presence of pedestrian-generating jobs (On the Map LEHD 2017)
- Presence of schools (Minnesota Department of Education SY 2019-2020)
- Two or more pedestrian crashes within 5 years (DPS Crash Data, 2014-2018)
- Tribal government areas (MnDOT Tribal Government Areas)
- Foreign born population greater than MN average (American Community Survey 2017 5-year estimates)
- More people 17 and under than MN average (American Community Survey 2017 5-year estimates)

(Continued on next page)

- More people 65 and older than MN average (American Community Survey 2017 5-year estimates)
- More people with disabilities than MN average (American Community Survey 2017 5-year estimates)
- More people of color than MN average (American Community Survey 2017 5-year estimates)
- More people with low incomes than MN average (American Community Survey 2017 5-year estimates)
- More people without vehicle access than MN average (American Community Survey 2017 5-year estimates)
- More people who do not speak English than MN average (American Community Survey 2017 5-year estimates)
- More people without high school diplomas than MN average (American Community Survey 2017 5-year estimates)

Appendix H: Bike Parking for Schools

Bicycle parking at schools does more than just provide space for storage during the school day. Depending on design, bicycle parking can actually encourage students and staff to choose to ride their bikes to school. Here are some things to think about when planning bicycle parking at school.

HOW MUCH PARKING SHOULD BE PROVIDED?

The amount of bike parking needed will depend on the capacity of your school, the ages of students, and the number of staff. But remember: be aspirational! Provide parking for the number of students and staff you'd like to see biking! The following are some guidelines:

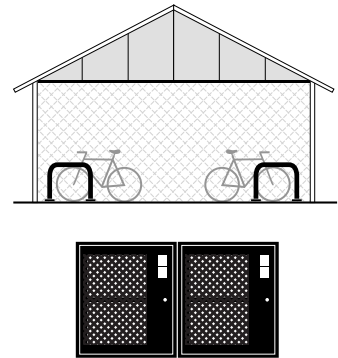
- Aim for 25% of the maximum student capacity of the school.
- Provide additional parking to encourage staff and faculty to bike to school.

For example, if each classroom has a max capacity of 20 students and there are 10 classrooms, space for 50 bicycles should be provided. Don't forget to add some for faculty and staff!

WHERE SHOULD PARKING BE LOCATED?

Well-located bike parking will be:

- Visible to students, staff, and visitors
- Near the primary school entrance/exit
- Easily accessed without dismounting
- Clear of obstructions which might limit the circulation of users and their bikes
- Easily accessed without making a rider cross bus and car circulation
- Installed on a hard, stable surface that is unaffected by weather
- Often found near kindergarten and daycare entrance, which allows caregivers to conveniently pick up their children on their bikes



CAN MY SCHOOL PROVIDE ADDITIONAL AMENITIES?

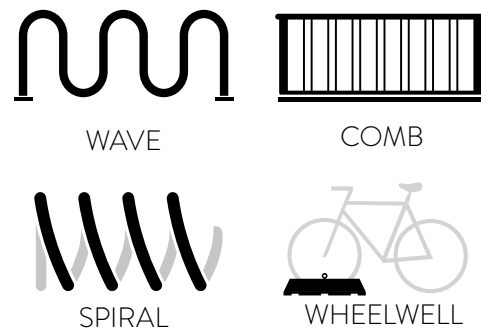
Bike parking shelters and lockers provide extra comfort and security for those choosing to ride to school. They're also a great project for a shop class. Both can be very simple in construction and go a long way toward making biking attractive and prioritized!

RECOMMENDED RACKS

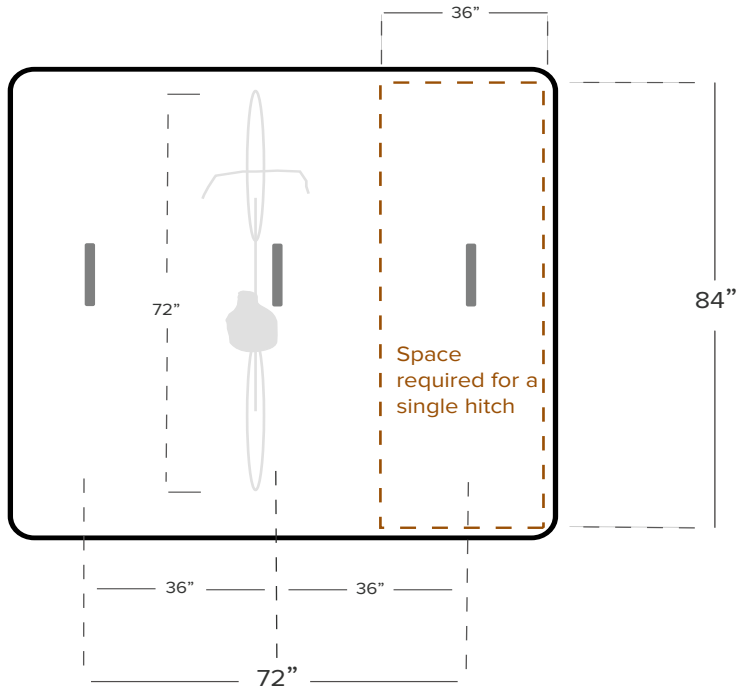


These racks provide two points of contact with the bicycle, accommodate varying styles of bike, allow for at least one wheel to be U-locked, and are intuitive to use!

RACKS TO AVOID

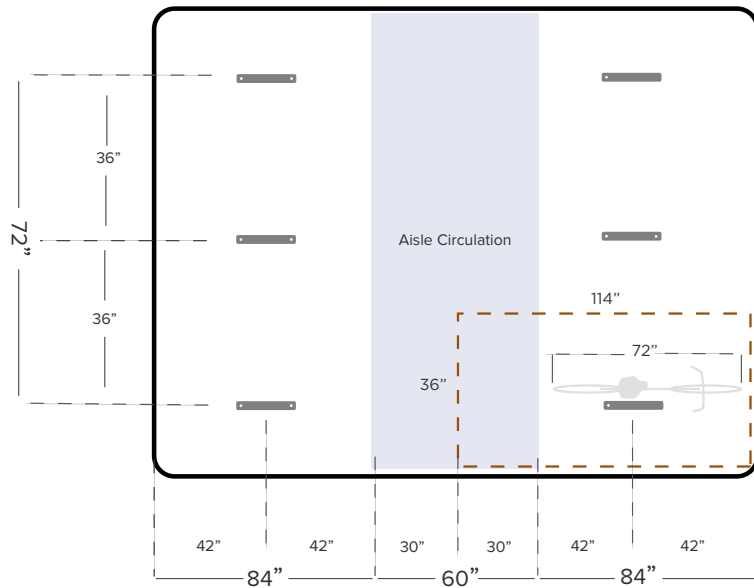


SPACE REQUIREMENTS



The space requirements shown here assume a person parking their bike would have open access forward and from behind.

The space requirements shown here assume the area is confined on either side (left and right). Access is located at the top and bottom of the image, requiring a center aisle for circulation.



Space required for a single hitch

MORE INFORMATION

[APBP Essentials of Bike Parking](#)
[Bike Shelter Development Guide - Portland Public Schools](#)

RESOURCES FOR EQUIPMENT

[Dero](#)
[Sportworks](#)
[Urban Racks](#)

Graphics courtesy of Association of Pedestrian and Bicycle Professionals Essentials of Bike Parking report (2015).



