



Richfield City Council Agenda
September 8, 2026 -- 5:45 PM
Richfield Municipal Center
Bartholomew Conference Room
6700 Portland Avenue South

- 1. Call to Order**
- 2. Item Discussion**
 - a. Comprehensive Plan Phase One**
- 3. Adjournment**

Auxiliary aids for individuals with disabilities are available upon request. Requests must be made at least 96 hours in advance to the City Clerk at 612-861-9739.

Includes Materials - Materials relating to these agenda items can be found in the Council Chambers Agenda Packet book located by the entrance. The complete Council Agenda Packet is available electronically on the City of Richfield website.



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Item for Consideration:

Comprehensive Plan Phase One

EXECUTIVE SUMMARY

The City is beginning the process of updating its Comprehensive Plan, a long-range policy document that guides decisions related to land use, housing, transportation, parks, economic development, and public infrastructure.

The purpose of this work session is to introduce the City Council and Planning Commission to the Comprehensive Plan Update process and discuss the community engagement plan that will guide public participation throughout the planning effort.

The Comprehensive Plan Update and community engagement plan will be led by TC2, with support from Zan Associates and Humanize MN, who will assist with engagement, outreach, and facilitation throughout the planning process. The following community engagement activities and strategies will be reviewed and discussed during the work session:

Community Engagement Plan: The project will utilize a phased community engagement approach designed to gather input from residents, businesses, property owners, and community organizations at key milestones throughout the planning process (see attachment).

Penn Fest Launch: Phase 1 engagement is anticipated to officially launch at Penn Fest, where community members will have an opportunity to learn about the Comprehensive Plan Update, participate in engagement activities, and provide initial feedback on the community's future.

Comprehensive Plan Advisory Committee: The project will be guided by a Comprehensive Plan Advisory Committee composed of representatives from City commissions, community members, and other stakeholders who will provide ongoing input and feedback throughout the planning process.

Project Website: Staff and the project team will present a working draft of the project website, which will serve as the primary hub for project information, engagement activities, project updates, and opportunities for public participation. [Richfield 2050 Comprehensive Plan](#)

City Council and Planning Commission members are encouraged to review the attached Community Engagement Plan and draft project website prior to the work session. The discussion will focus on the proposed engagement approach, opportunities for community participation, and strategies for reaching a broad cross-section of residents, businesses, and stakeholders throughout the Comprehensive Plan Update process. The Community Engagement Plan reflects the engagement strategy included in the project scope and is intended to guide outreach activities throughout the planning process. Feedback received during the work session will help with the implementation of the plan and preparations for the project's public launch at Penn Fest.

RECOMMENDED ACTION

For discussion only.

HISTORICAL CONTEXT

The Legislature passed the Metropolitan Land Planning Act (Minnesota Statutes Section 473) in 1976, requiring all cities, townships, and counties in the 7-county metropolitan area to adopt local comprehensive plans. The law requires local governments to update their comprehensive plans every ten years. The City's current 2040 plan was adopted in 2018.

EQUITABLE OR STRATEGIC CONSIDERATIONS OR IMPACTS

Outreach and engagement must reach a broad and diverse spectrum of the community in order to plan for the future equitably. The City must employ intentional strategies to actively and meaningfully engage underrepresented communities, such as partnering with community-based leaders, using multiple languages, and reaching out directly to historically marginalized groups.

Ultimately, the plan itself will help guide the City's decisions in areas impacting equity, such as strengthening affordable housing, enhancing access to multi-modal transportation, and targeting improvements in historically disinvested areas. The Comprehensive Plan will also support the Strategic Plan's priority of Community Development -- creating a community where all can thrive.

POLICIES (RESOLUTIONS, ORDINANCES, REGULATIONS, STATUTES, ETC.)

The Comprehensive Plan must be reviewed by the Metropolitan Council, the regional planning agency responsible for coordinating growth, transportation, housing, and infrastructure planning throughout the Twin Cities metropolitan area. The Metropolitan Council will review the Comprehensive Plan for conformance with metropolitan system plans, consistency with its adopted policy plans, and compatibility with adjacent and affected jurisdictions' plans. Additional information regarding the regional requirements can be found on the Metropolitan Council's website:

<https://metro council.org/Planning/Imagine-2050.aspx>

CRITICAL TIMING ISSUES

The Comprehensive Plan must be complete and distributed to adjacent and affected jurisdictions for review by June of 2028. The reviewing jurisdictions have 6 months to comment on the plan. Then the City must take those comments into consideration before the plan is submitted to the Metropolitan Council by December 31, 2028.

FINANCIAL IMPACT

The City Budget includes funding for this required update.

LEGAL CONSIDERATIONS

Minnesota State Statutes require cities to review and update their Comprehensive Plans every ten years to ensure local policies remain responsive to changing community needs and regional requirements.

ALTERNATIVE RECOMMENDATION(S)

N/A

ATTACHMENTS

1. Richfield 2050 Comp Plan Engagement Plan August 2026



City of Richfield

Our 2050 Community Guide

Comprehensive Plan Update | Engagement Plan

Last updated Augst 26, 2026

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Introduction

The Community Engagement Plan is intended to be a living, working document that will evolve as we collaborate with staff and the advisory committee throughout the course of the update. It will be refined and adjusted as we engage the community, gather feedback, and apply a range of engagement tools and techniques over time.

Process Overview

The City of Richfield is beginning the process of updating its Comprehensive Plan (2050 Plan) in alignment with the Metropolitan Council's 2050 planning cycle. This update presents an important opportunity to reflect on the community's evolving needs, respond to emerging regional and local trends, and ensure compliance with the Metropolitan Council's statutory requirements.

To create a plan document which meets the needs and desires of present and future residents, the project team will invite community members into the update process early on, so we can meaningfully incorporate their input into plan goals and actions. Below is a snapshot of the community's demographics which is important to recognize as we strive to reach a broad cross section of the community:

Subject	Group	Percent
Race and ethnicity	American Indian	0.35%
	Asian	5.52%
	Black	10.69%
	Latine	17.85%
Language	Non-English speakers	8.83%
Age	Youth (under age 25)	25.48%
	Older adults (over age 65)	19.09%
Disabilities	Any disability	12.15%
Poverty	200 percent of federal poverty level	16.92%
Vehicle availability	Households without vehicle access	11.04%

Central Themes

The project team currently understands the following topic areas to be central points of discussion for the 2050 Plan. As the planning process begins to evolve, these topics will be refined and expanded upon to best meet the vision and goals for the City of Richfield:

- **Mixed-Use:** As mixed-use development continues to evolve, Richfield needs a clearer framework for defining where different types and intensities of mixed-use are appropriate and what outcomes they should achieve. This effort will address questions around economic viability, neighborhood compatibility, transit-supportive development, and design expectations to create a more intentional approach to future growth.
- **Quasi-Public Land Use:** Many faith-based and institutional properties are experiencing changing space and land use needs, creating both opportunities and uncertainty for the future of these sites. This 2050 Plan will address how quasi-public lands can adapt to changing community needs while balancing housing opportunities, community-serving uses, and neighborhood context.
- **Transit and Density:** New regional planning requirements and planned transit investments present an opportunity to rethink how and where growth occurs around transit routes. The 2050 Plan will address the relationship between transit access, development intensity, and land use patterns to ensure future growth supports ridership, expands housing opportunities, and strengthens walkable mixed-use environments.
- **Transportation, Mobility, and Neighborhood Vitality:** As transportation needs and travel behaviors continue to change, the 2050 Plan will update goals and strategies that continue to support safety, accessibility, and neighborhood quality of life. This discussion will address priorities such as traffic calming, sidewalk connectivity, project investment decisions, and emerging mobility strategies to create a more connected and people-focused transportation system.

Engagement Approach

To make the broad and expansive nature of the comprehensive planning process accessible and approachable to community members, the project team will be tailoring questions and activities to focus on community members' current lived experiences and future aspirations for the community.

Public Outreach Methods

Throughout the duration of engagement, the project team will be using a variety of methods to reach community members, recognizing that different communities are best reached through different methods of engagement. Below is a summary of the engagement methods that the project team will use to communicate with the public about the 2050 Plan. More details on when and how each method will be used are further elaborated in the **Public Engagement Plan** section.

Planning Commission / City Council Workshops

Small, facilitated discussions with members of the Planning Commission and City Council will be held to allow for deeper dialogue about key areas of the 2050 Plan. By actively engaging local elected leaders in the development of the 2050 Plan, it helps to empower them to confidently use the 2050 Plan in their decision-making roles.

[Advisory Committee](#)

An Advisory Committee will be composed of members from City commissions and community organizations. Its purpose is to maintain engagement across all commissions and organizations through designated liaisons and ensure ongoing coordination throughout the planning process. The Advisory Committee will also provide an opportunity to review and validate community engagement findings, discuss central themes and plan updates, and offer feedback before recommendations are presented to the Planning Commission and City Council for consideration.

[Branding](#)

Richfield staff is developing a brand to support and promote the variety of planning efforts underway that will inform updates to the 2050 Plan. The consultant team will incorporate this brand, including the logo, tagline, and color palette, into all engagement materials to ensure a consistent and recognizable visual identity. Branding elements will be included in this document when they are ready for the consultant team to use.

[Community Pop-Ups](#)

Tabling at community events provides us with the opportunity to meet community members where they are and reduces the barriers to engaging with the 2050 Plan. Pop-ups can be seen as “mini meetings” and will be leveraged to share information and gather feedback from community members who might not otherwise engage with the project.

[Open Houses](#)

An open house provides an opportunity to invite the community to learn about the 2050 Plan and provide feedback through a variety of activities. The project team is available to answer questions and dive into deeper discussion about the project with community members.

[Project Website](#)

It is assumed that, as part of the City's branding and communications efforts, a central hub for planning projects will be created on the City's website. The consultant team will provide a link to the 2050 Plan for inclusion on this hub. The 2050 Plan website will be developed as an ESRI StoryMap and will serve as the primary platform for sharing project updates, key documents, schedules, and engagement opportunities. The StoryMap will provide 24/7 access to project information and can host interactive features such as comment forms, maps, surveys, and other tools to gather community feedback.

Online Survey

Online surveys will be used to collect feedback from community members who may not be able to attend in-person events. Questions in the online surveys will mirror questions and activities at in-person events.

Social Media and Email Updates

Social media posts will be used to promote the project through the City's social media channels. Community members will also be able to sign up for email updates on the 2050 Plan development process through the project website and at in-person engagement events. Information about the plan, upcoming engagement events and ways to provide feedback will be provided through these updates.

Community Newsletter

Project updates and engagement opportunities will be communicated through a community newsletter or postcard, which will be used to promote upcoming open house events and key project milestones. This approach helps ensure that a broad audience remains informed about the 2050 Plan, including community members who may not regularly engage with online outreach efforts. By utilizing direct mail, the project team can reach as many households as possible and provide accessible opportunities for residents to stay connected to the planning process. The project scope includes two mailings, which will be distributed during Phases II and III of the project.

Public Engagement Plan

Engagement Timeline

Engagement for the 2050 Plan will occur in three phases:

- Phase I (*September – November 2026*) will focus on identifying issues and opportunities within the community and update the 2040 Plan's vision and goals. The engagement process will officially kick-off as part of Penn Fest on September 20, 2026
- Phase II (*February – August 2027*) will confirm findings from Phase I and focus on options for plan updates through discussions and activities around the central themes.
- Phase III (*August – November 2027*) will focus on finalizing the 2050 Plan and sharing the results with the community.

To meet the goals of each engagement phase, the project team will be using a variety of engagement methods, as outlined in the **Public Outreach Methods** section. Other scheduling items of note include other plan elements that are being worked on that will be incorporated in the update are listed below. It is important to consider the timing of these plans, as they may have separate engagement efforts or generate information that could help inform and guide this plan's development process.

- Park Master Plan - Adoption anticipated in late Spring of 2027.
- Comprehensive Sewer Plan- TBD
- Stormwater Management Plan - Draft by early 2028 and adoption by end of summer of 2028.
- The RBWMO Comprehensive Watershed Management Plan – Draft by August 2027 and adoption around March of 2028
- Water Supply Plan - Completion scheduled by January 31, 2027.

Phase I: Reflect - What does Richfield mean to you, today, and in the future?

The first phase will focus on the values and lived experiences of the community. It will include both digital engagement and intentional in-person events to engage directly with community members in their own spaces. Outcomes will be used to update the plan's vision, goals, and strategies, and inform the second phase of engagement.

Phase I Scope

1. Collaborate with staff to prepare marketing and communications content, including online/electronic newsletters.
2. Develop a project website with a survey and interactive tools for community input.
3. Create a contact list and email list serve for project updates.
4. Prepare for and attend one (1) Advisory Committee meeting.
5. Prepare content for and attend one (1) joint City Council and Planning Commission work session.
6. Prepare for and attend up to eight (8) community pop-ups with community-based groups.
7. Prepare a summary of the phase one public engagement results.
8. Provide monthly website updates and social media content for staff to post.

Proposed Phase I Activities

- Activity #1: The project website and other outreach efforts will invite people to submit an art piece such as a photo, poem, drawing, short video, or story that expresses what Richfield means to them. **This exercise encourages people to share their hopes, ideas, and feelings about Richfield to help shape the Plan's updated vision.**
- Activity #2: The project website and pop-up events will include the following engagement activity focused on residents lived experiences and community needs related to improving quality of life in Richfield. **This exercise is intended to better understand people's aspirations for the future.**

Participants will be invited to complete a postcard featuring a Mad Libs-style exercise that encourages them to share their perspectives, priorities, and ideas for the future of the community. This activity will help gather qualitative feedback in a fun, accessible, and interactive format in different languages. General questions will also be asked about the demographics of participants.

Finish the Story: Richfield's Next Chapter

Richfield feels like home when _____.

Something about Richfield I hope never changes is
_____.

Life in Richfield would be even better if _____.

Richfield could do a better job of _____.

In the future, I hope Richfield has more _____ and less _____.

Twenty years from now, I want people to describe Richfield
as _____.

If I could make one wish for Richfield's future, it would be _____.

- Activity #3: We will work closely with Richfield staff to develop questions for an online, interactive issues map that will gather location-specific feedback to help inform future transportation and land use decisions. **This exercise is intended to**

better understand existing issues and needs. Below is a draft of the exercise that will be created.

Instructions: Place a pin on the map to identify locations that are important to this planning effort. You may place multiple pins. For each pin, briefly describe the issue, concern, or reason you selected that location.

- a) Mobility: Where are there transportation or mobility issues in the community? *Place a pin and select your mode of travel where it is difficult, unsafe, or inconvenient to move.*
- b) Housing: Over the next 20 years, the City is projected to grow by 1,200 units. *Place a pin on locations where you think new housing or housing opportunities should be considered and tell us why.*
- c) Economic Development: As the community grows and evolves, where should future economic development or investment occur? *Place a pin on locations where you think new businesses, redevelopment, or investment should be encouraged and tell us why.*
- d) Heart of the Community: Where is the heart of the community? *Place a pin on the location that best represents the center of community life, activity, and identity.*

Phase II: Discuss - reflections and proposed plan changes.

This phase focuses on the future. It includes sharing the outcomes from Phase I in a way that demonstrates how community contributions are shaping the plan update. It includes developing a community-centered activity that presents community input alongside clear, accessible summaries of central themes and potential plan changes. These materials will illustrate how community voices are interpreted and translated into revised goals and plan directions.

Phase II Engagement will also take place both online and through approachable formats such as small gatherings, pop-up displays, and facilitated discussions in familiar community locations. The community will also be invited (Open House #1) to reflect on what resonates, identify what may be missing or misrepresented, and offer additional perspectives based on lived experience.

This phase of engagement is intended to validate what was heard, demonstrate how input is being used to update the comprehensive plan, and gather feedback on the proposed changes to the plan.

Phase II Scope

1. Collaborate with staff to prepare marketing and communications content, including online/electronic newsletters.
2. Update project website with interactive tools for community input.
3. Prepare for and attend one (1) Advisory Committee meeting.
4. Prepare content for and attend one (1) joint City Council and Planning Commission work session.
5. Prepare for and attend up to eight (8) community pop-ups with community-based groups.
6. Prepare and post mail one (1) community-wide one-pager to promote the open house.
7. Provide monthly website updates and social media content for staff to post.
8. Prepare a summary of the Phase two public engagement results.
9. Prepare for and attend one (1) open house.

Proposed Phase II Activities

TBD based on the outcomes of Phase 1. Interactive engagement activities will be developed to gather additional community input. Questions will be tailored to specific plan recommendations, changes, and priorities identified during Phase 1 to help validate and refine the draft plan.

Phase III: Celebrate - confirm and commit to Richfield's future.

This final phase focuses on sharing the draft plan document and celebrating the community's role in shaping it, while creating a clear transition from planning to implementation. Building on earlier phases, this effort will present the full draft plan in a story-driven format that explicitly connects community input, especially artistic submissions and lived experiences, to the plan's final goals, strategies, and priorities. Some of the artworks and narratives from Phase I will be integrated alongside plan highlights to demonstrate how community voices have directly informed outcomes.

Engagement will center on a community-wide event (Open House #2) and complementary display boards that combine elements of a celebration, exhibit, and feedback opportunity. Community members will be invited to:

- See how their contributions shaped the final plan.
- React to and affirm the draft plan changes.
- Identify any final refinements before adoption.

This phase will close the loop in a celebratory way, reinforcing transparency and accountability while fostering a sense of shared ownership and community pride. It ensures community members not only see themselves reflected in the plan but also understand how it will guide future decisions and investments.

This phase will build confidence in the plan, strengthen trust in the process, and inspire continued community engagement as Richfield moves from vision to action.

Phase III Scope

1. Collaborate with staff to prepare marketing and communications content, including online/electronic newsletters.
2. Update project website with interactive tools for community input.
3. Prepare for and attend one (1) Advisory Committee meeting.
4. Prepare content for and attend one (1) joint City Council and Planning Commission work session.
5. Prepare and post mail one (1) community-wide one-pager to promote the open house.
6. Prepare for and attend one (1) open house.

Proposed Phase III Activities

The final phase of engagement will focus primarily on reviewing the draft plan and hosting a community open house. Feedback on the draft plan will be collected through accessible and engaging activities designed to help community members understand the plan's key recommendations, priorities, and outcomes without requiring them to read the full document. This approach will ensure participants can provide meaningful input on the draft the plan.

Schedule Tracker

As the engagement process unfolds, the following table will be used to track and organize engagement activities and events in accordance with the project scope of work.

Phase I Tracking Tool

Engagement Activity		Date	Time	Location	Attendance	Notice Tracker	Notes
1	City Branding/Mailing	late August	-	-	-		City will be mailing a postcard to inform the community on the breadth of work underway.
2	City Council Work Session	9.8.26	5:45 p.m. to 6:45 p.m.	Richfield City Hall	Sam Crosby - City Lance Bernard – TC2		
3	Advisory Committee #1	9.14.26	6:00 p.m.to 8:00 p.m.	Richfield City Hall	Sam Crosby – City Steph Falkers – TC2		
4	Project Website (information only)	9.1.26	-	-	-		The project website will be launched ahead of the citywide mailer.
5	Project Website (online engagement)	9.18.26	-	-	-		Online engagement activities will go live after the City Council work session and Advisory Committee #1
6	Pop-Up 1: Penn Fest	9.20.26	Noon to 5:00 pm	Penn Avenue	Sam Crosby - City Lance Bernard – TC2 Maya Sheikh – TC2 Dan Edgerton - Zan	☐ City Website	TC2 and Zan staff members will be floating between multiple booths, including the Penn Avenue Safety Improvement Project and the Comprehensive Plan.
						☒ Project Website	
						☐ City Social Media	
						☐ Richfield Recap	
7	Pop-Up 2: Tri-Fest (hosted by 3 churches)	9.26 and 9.27			Zan	☐ City Website	
						☐ Project Website	
						☐ City Social Media	
						☐ Richfield Recap	
8	Pop-Up 3: Richfield Soccer	9.26 – 10.26	Monday evenings or Saturday mornings		Zan	☐ City Website	
						☐ Project Website	
						☐ City Social Media	
						☐ Richfield Recap	
9	Pop-Up 4: Partnership Academy	10.2.2026	2:25 p.m. – 3:00 p.m.	6500 Nicollet Avenue S Richfield, MN 55423	Sam Crosby – City Lance Bernard – TC2	☐ City Website	Presentation to school assembly – staff will be requiring students to participate in a comp plan activity
						☐ Project Website	
						☐ City Social Media	
						☐ Richfield Recap	
10	Pop-Up 5: Homeowner Tour	10.3.26			City of Richfield Staff	☐ City Website	
						☐ Project Website	
						☐ City Social Media	
						☐ Richfield Recap	

Engagement Activity		Date	Time	Location	Attendance	Notice Tracker	Notes
11	Pop-Up 6: Kids at Home	10.8.26	6:15 - 7:00 pm	Hope Church 7132 Portland Avenue S	Humanize MN	☐ City Website	
						☐ Project Website	
						☐ City Social Media	
						☐ Richfield Recap	
12	Pop-Up 7: Richfield Fair For All	10.10.26?			Zan	☐ City Website	
						☐ Project Website	
						☐ City Social Media	
						☐ Richfield Recap	
13	Pop-Up 8: Loma Bonita	10.XX.26			Javier - Zan	☐ City Website	
						☐ Project Website	
						☐ City Social Media	
						☐ Richfield Recap	
14	Pop-Up 9: Community Canvassing	10.15.26			Humanize MN	☐ City Website	Canvass the community by popping by shopping centers, apartment complexes, and parks to share project information. Focus areas will include the SE portion and other densely populated areas.
						☐ Project Website	
						☐ City Social Media	
						☐ Richfield Recap	
15	Pop-Up 10: Dar Al-Farooq Islamic Center	10.16.26	After Friday prayer	8201 Park Ave S, Bloomington	Humanize MN	☐ City Website	This is a great opportunity to connect with Somali-speaking and general Muslim worshippers. The one downside is that this mosque is in Bloomington, but since there are no mosques in Richfield, this is our best opportunity to connect with this demographic group. We can also coordinate with VEAP, which runs a mobile food pantry here every Friday from 12 to 2 p.m.
						☐ Project Website	
						☐ City Social Media	
						☐ Richfield Recap	
16	Comp Plan Display	9.01.26 – 11.30.26		City Hall		☐ City Website	
						☐ Project Website	
						☐ City Social Media	
						☐ Richfield Recap	

Phase II Tracking Tool

	Engagement Activity	Date	Time	Location	Attendance	Notice Tracker	Notes
1	City Council Work Session	Tues. Feb. 23rd.					
2	Advisory Committee #2						
3	Open House #1						
4	Newsletter #1						
5	Pop-Up 1: Dia de Los Ninos (Children’s Day)	April 2027					
6	Pop-Up 2: Partnership Academy	March/April 2027					
7	Pop-Up 3: Farmers Market	July 2027					
8	Pop-Up 4: Juneteenth	June 18, 2027					
9	Pop-Up 5:						
10	Pop-Up 6:						
11	Pop-Up 7:						
12	Pop-Up 8:						
13	Community Displays						

Phase III Tracking Tool

	Engagement Activity	Date	Time	Location	Attendance	Notice Tracker	Notes
2	City Council Work Session	Tues. Sept. 28					
3	Advisory Committee #3	Mon. Sept. 13					
4	Open House #2						
5	Newsletter #2						
14	Community Displays						

