



The Lake Elmo Economic Development Authority (EDA) is committed to preserving and enhancing our community by creating an attractive business climate and listening to businesses and residents to prepare for the economy of tomorrow.

NOTICE OF MEETING

**City of Lake Elmo Economic Development Authority
Meeting
3880 Laverne Avenue North
Tuesday, November 21, 6:00 PM**

AGENDA

- | | |
|---|------------------|
| A. Call to Order | 6:00 p.m. |
| B. Minutes
August 15, 2023 Minutes | 6:00p.m. |
| C. Discuss Sale of Fire Station 1 and Parks Building | 6:05p.m. |
| D. Annual Review of EDA Work Plan | 6:25p.m. |
| E. Future Agenda Items/Reports
-Next Meeting February 20, 2024 | 6:45 p.m. |
| F. Adjourn | 6:50 p.m. |

**CITY OF LAKE ELMO
ECONOMIC DEVELOPMENT AUTHORITY MINUTES
August 15, 2023**

Call to Order/Roll Call

Waldoch called the meeting to order at 6:01pm.

PRESENT: Jeff Holtz, Charles Cadenhead, Ninna Waldoch, and Tony Manzara

ABSENT: Paul Ryberg

Staff Present: City Planner Sophia Jensen and City Administrator Handt (6:30pm)

May 16, 2023 Minutes:

Motion by Mazara, seconded by Cadenhead to approve. Motion carried.

Washington County Labor Market Study

Erin Olson the Senior Director of Strategic Research from Real Time Talent (the consultant who completed the study for Washington County) gave presentation on the county labor study including highlights and critical issues. She, along with Chris Eng from Washington County CDA, answered questions from the commissioners.

Business Retention and Expansion (BRE) Survey Updates

Handt provided an update on the one visit completed since the last meeting. There was discussion about opening it up to all businesses in the city to see if a better response rate could be achieved. Manzara said he had a hard time getting businesses to devote the half hour time. Waldoch mentioned she sent it to folks to fill out on their own and did not get it back. The EDA will review keeping this in their work plan at the November meeting.

Future Agenda/Reports

Handt provided an update on the Business District sign along Manning Ave and the council decision not to move forward with any offer to purchase city land on Ideal Ave. The next meeting will be November 21, 2023 and include an update to the EDA work Plan for 2024.

Adjourn

Motion by Cadenhead, seconded by Manzara to adjourn at 6:45 P.M. Motion carried.

Respectfully Submitted,
Kristina Handt



STAFF REPORT

DATE: November 21, 2023

REGULAR

AGENDA ITEM: Sale of Fire Station 1 and Parks Building

SUBMITTED BY: Kristina Handt, City Administrator

BACKGROUND:

With the city beginning to occupy the new city center this summer, we are looking toward selling the old fire station and parks building located on Laverne Ave across from Lions Park next spring. In preparation of that Request for Proposals (RFP) similar to when the city put the 180 acres on Ideal Ave out for RFP, staff is seeking feedback from commissions in order to help develop the criteria in the RFP.

PROPOSAL DETAILS/ANALYSIS:

The Planning Commission held a public hearing at their November 13th meeting regarding the zoning and future land use designation of the parcels. Attached is a copy of the staff report from that meeting. The Planning Commission has recommended the parcels be regraded and rezoned to Village Mixed Use. The VMX District allows for both residential and business uses and a combination thereof. Included in your packet is the table from the zoning code listing the uses.

While staff wouldn't recommend any zoning restrictions more than what is already in city code, the EDA may want to provide feedback on other factors used to determine who to sell the property to. For example, in the RFP for the 180 acres in addition to the price other evaluation factors included:

EVALUATION CRITERIA

The City reserves the right to contact some or all of the respondents to clarify non-material aspects of their offers. In evaluating the proposals, the City's selection will be based upon those factors deemed necessary to promote the best interests and welfare of the City, the neighborhood, and the community, including, but not limited to, the best use of the Property, change in tax valuation, and quantity/quality of jobs created.

To that end the Offer to Purchase Form included the following questions:

1. The proposed use of the property will be:

2. How is the property intended to be developed?
3. When do you intend to develop the property?

4. How much will the proposed development increase the taxable value of the property?
5. How many jobs (both permanent and temporary construction jobs) will be created by the proposed development?

Temporary Construction Jobs: _____

Permanent Jobs: _____

Anticipated Annual Salaries/Wages of Jobs: _____

Are there any other evaluation criteria the EDA would suggest be included for this sale?

Should the city consider including a minimum bid price? I'd suggest \$100,000. While this may seem low and is only a fraction of the assessed value, there is a lot of work that needs to be done to the buildings to bring them up to code or replaced aged system. The RFP should also include a requirement that any bidder attend a site visit before submitting their proposal. They will be encouraged to bring their contractors so they can estimate their own costs after acquisition. Staff may include excerpts from the 2017 Space Needs Study that analyzed the fire station and noted the areas needing improvement.

Lastly, does the EDA have any recommendation on whether or not all 9 parcels and both buildings should be sold in one transaction or should the two buildings be offered separately? If the latter, suggestions on where the properties are divided? The challenge is going to be making sure there is adequate parking available for each building depending upon the type of use. Keep in mind the city will require an easement over the alley and roadway to be dedicated back to the city when the new owner plats so the usable space is less than shown within the blue squares.

RECOMMENDATION:

EDA may wish to provide feedback or direction if different than noted above. That feedback will be shared with the city council when the final RFP is presented.

ATTACHMENT:

- 11/13/23 PC Staff Report
- VMX Table of Uses



STAFF REPORT DATE:
11/13/2023
Item# 4a- Public Hearing
MOTION

TO: Planning Commission
FROM: Sophia Jensen, City Planner
AGENDA ITEM: **Old City Facilities Comprehensive Plan Amendment and Zoning Map Amendment**

BACKGROUND:

Lake Elmo City Staff and Firefighters made the transition into the New City Center facility in July of this year. City Hall Staff and the Fire Department are now fully functioning out of this facility leaving the old fire hall (3510 Laverne Ave N) and parks building (11200 Upper 33rd St N) vacant. The City is looking to list the parcels that comprise these sites for sale in the upcoming year.

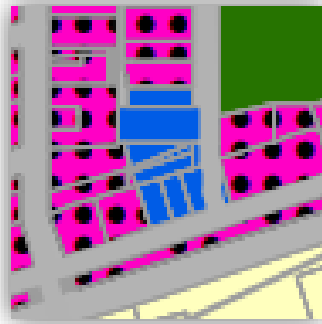
In the City's Zoning Map parcels are currently zoned Public Facilities (PF) which significantly restricts the uses. Uses allowed in the PF zoning district include cemeteries, religious institutions, municipal buildings, libraries/museums, schools, and historic sites. The City is looking to amend the zoning map (rezone) the sites to Village Mixed Use (V-MX) so the parcels are consistent with the surrounding zoning and expand on the possible uses for future buyers.

In order to rezone the parcels the City must first process a Comprehensive Plan Amendment to reguide the parcels to a consistent land use guidance in the Future Land Use map. The parcels are currently guided Institutional (I). The City is looking to amend the land use guidance to Village Mixed Use (V-MU). Based on our 2040 Comprehensive Plan if the site is reguided and rezoned to Village Mixed Use the following conclusions can be made: 1) the total net acres of this district will go from 18 acres to roughly 19.2 acres. 2) If the site were to be used solely for commercial uses the City can expect to see a minimum of 8 employees added. 3) If the site is used solely for housing, based on the minimum density of 5 units per acre, the City can expect to see at least 6 dwelling units added. At this time the City is only looking to rezone in anticipation of listing the parcels for sale. Proposed uses, platting and easement dedication of the parcels will occur as part of future development.

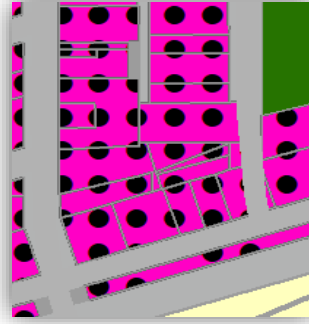
The PID/address and acreage for the 9 affected parcels are as follows:

13.029.21.23.0028	0.1 acre
13.029.21.32.0031 – 3510 Laverne Ave	0.4 acre
13.029.21.32.0028	0.1 acre
13.029.21.32.0029	0.1 acre
13.029.21.32.0030	0.1 acre
13.029.21.32.0092	>0.1 acre
13.029.21.32.0043	0.1 acre
13.029.21.32.0044 - 11200 Upper 33 rd St	0.1 acre
13.029.21.32.0045	0.2 acre
Total Acres:	~1.2

2040 Comprehensive Plan - Future Land Use Map



Existing FLU Map (I)

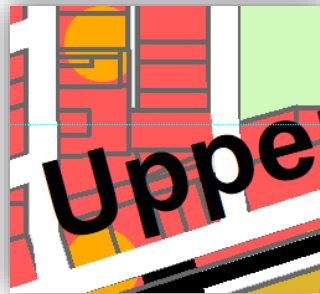


Proposed FLU Map (V-MU)

City Zoning Map



Existing Zoning (PF)



Proposed Zoning (V-MX)

ISSUE BEFORE THE PLANNING COMMISSION:

The Planning Commission is being asked to hold a public hearing and made a recommendation on the comprehensive plan amendment and zoning map amendment.

PROPOSAL REVIEW AND ANALYSIS:

The decision to change or amend the Comprehensive Plan is a policy matter for Council. Any change to the Comprehensive Plan should be based on the findings and criteria to show that the change would be consistent with the goals, policies, and intent of the City. If the City Council approves the Comprehensive Plan amendment the City will still need to submit the amendment request to Metropolitan Council and receive formal notice of approval prior to any official map changes.

The City's zoning map should be consistent and follow the City's Future Land Use map in the Comprehensive Plan. In order to be consistent with the proposed change from Institutional (I) to Village Mixed Use (V-MU) in the Comprehensive Plan the City will need to process a zoning map amendment (rezoning) of the property from Public Facilities (PF) to Village Mixed Use (V-MX). The zoning map amendment will be contingent upon City Council and Metropolitan Council's approval of the Comprehensive Plan Amendment.

RECOMMENDED FINDINGS:

Below are the recommended findings for the comprehensive plan amendment and zoning map amendment:

1. The Comprehensive plan amendment is to change the future land use guidance of the nine parcels that comprise the old fire hall and parks building from Institutional (I) to Village Mixed Use (V-MU).
2. The Zoning Map amendment is to change the zoning of the nine parcels that comprise the old fire hall and parks building from Public Facilities (PF) to Village Mixed Use (V-MX).
3. The proposed amendments are consistent with the overall goals and objectives of the Lake Elmo 2040 Comprehensive Plan.
4. The proposed amendments are consistent with the overall goals and objectives of the Lake Elmo Zoning Code.
5. The proposed amendments are consistent and compatible with surrounding land uses.

RECOMMENDED CONDITION OF APPROVAL

Staff recommends the following condition of approval:

1. The zoning map amendment and comprehensive plan amendment shall not be effective until such time as the Metropolitan Council sends formal notice of approval to the City for the Comprehensive Plan Amendment.

PUBLIC HEARING NOTICE

A public hearing was sent to surrounding property owners on November 1st 2023 and published in the local paper on November 3rd 2023.

The Sector Representative from the Metropolitan Council has waived the affected jurisdiction notification requirement for the comprehensive plan amendment due to the location and size of the proposed amendment on October 16th 2023.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends the following motions:

“Move to recommend approval of the Comprehensive Plan Amendment of the nine parcels that comprise the old fire hall and parks building from Institutional to Village Mixed Use based on the findings listed in the staff report.”

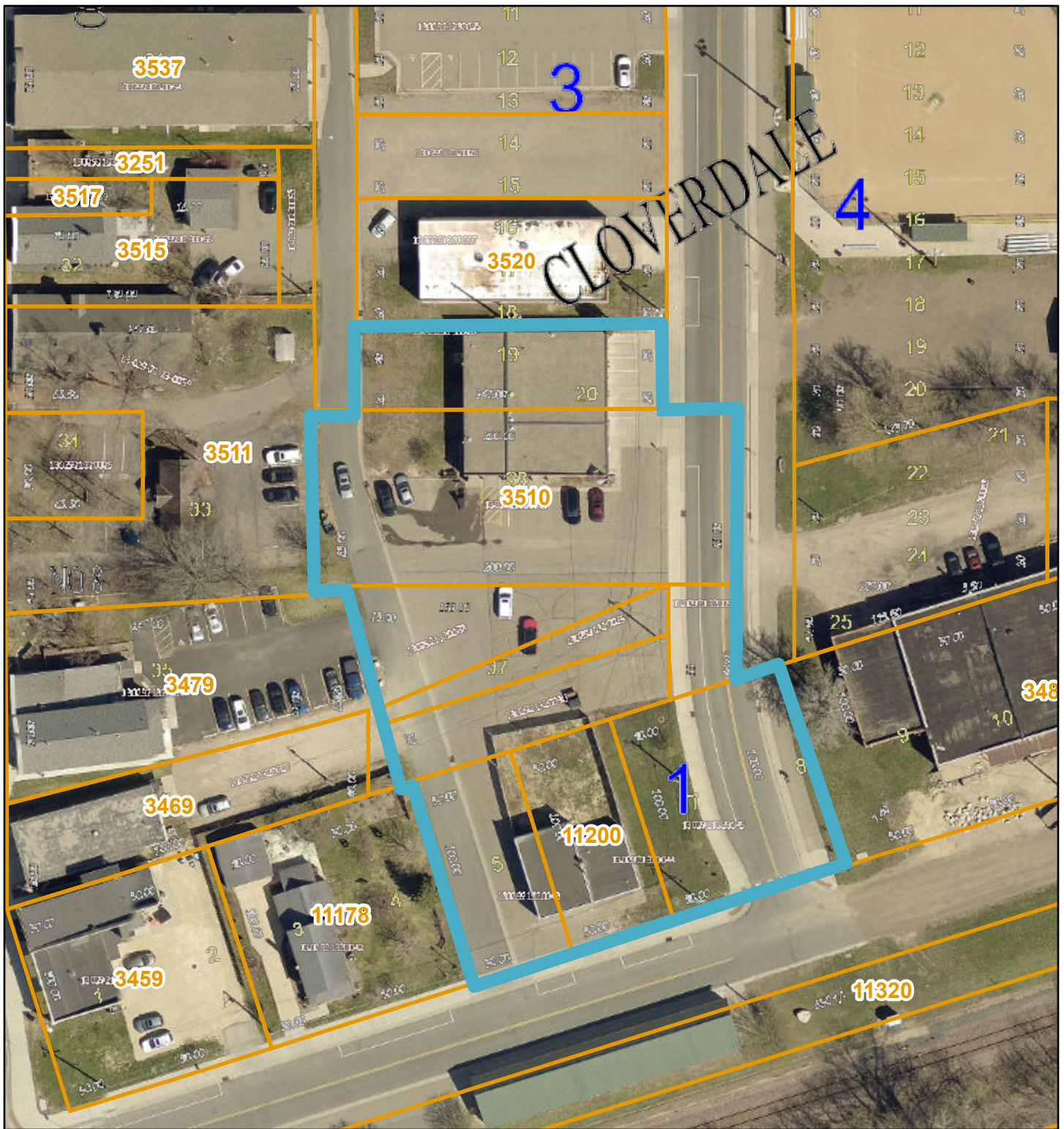
AND

“Move to recommend approval of the zoning map amendment of the nine parcels that comprise the old fire hall and parks building from Public Facilities to Village Mixed Use based on the findings and subject to the conditions listed in the staff report.”

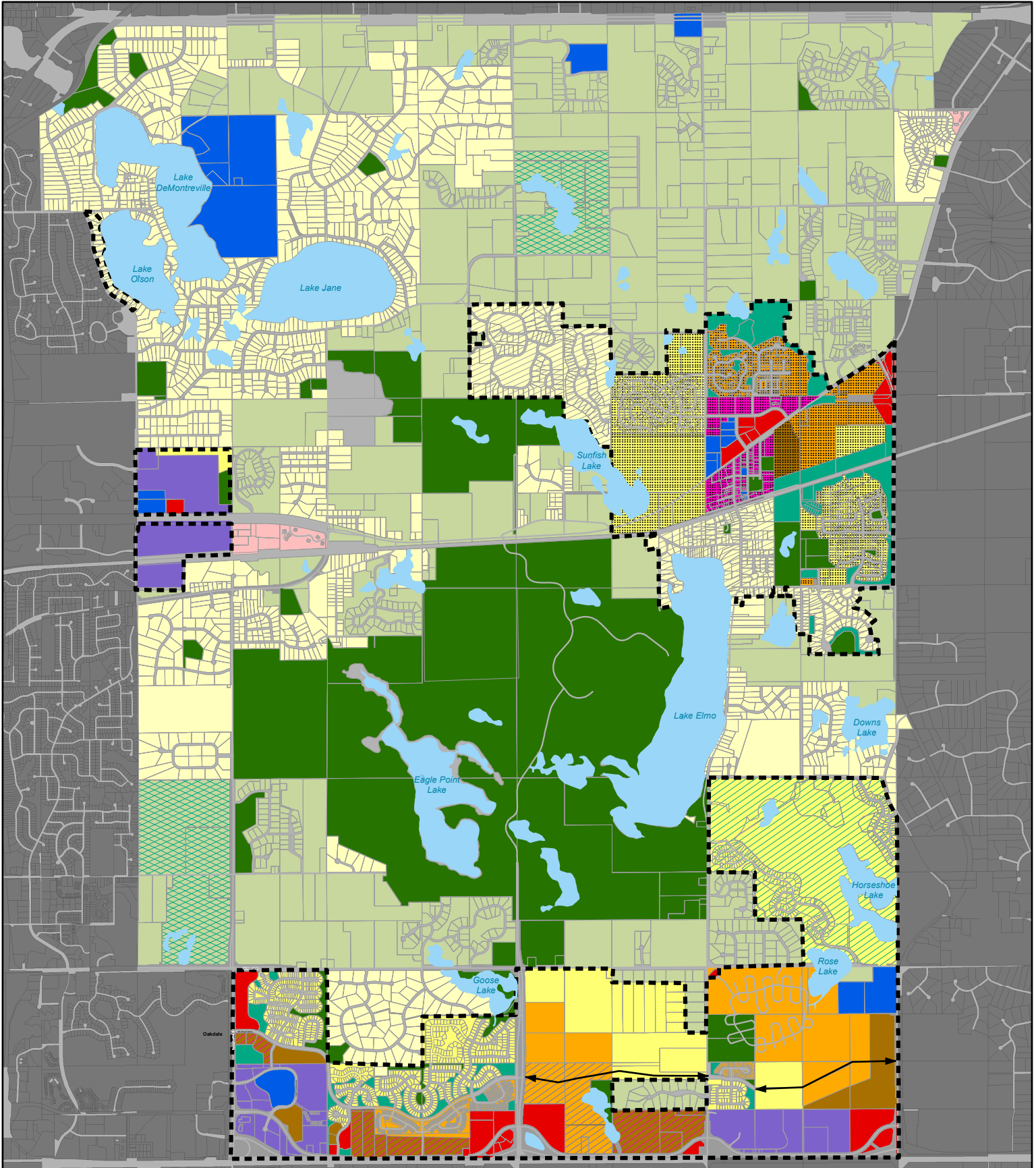
ATTACHMENTS:

- Aerial Image Site Location
- 2040 Comprehensive Plan - Future Land Use Map
- City Zoning Map

ArcGIS Web AppBuilder



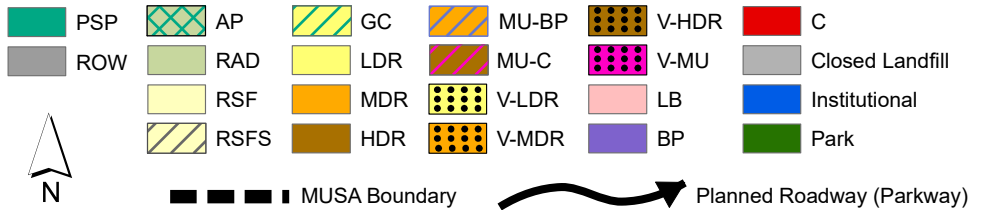
Future Land Use Map



2040 Future Land Use

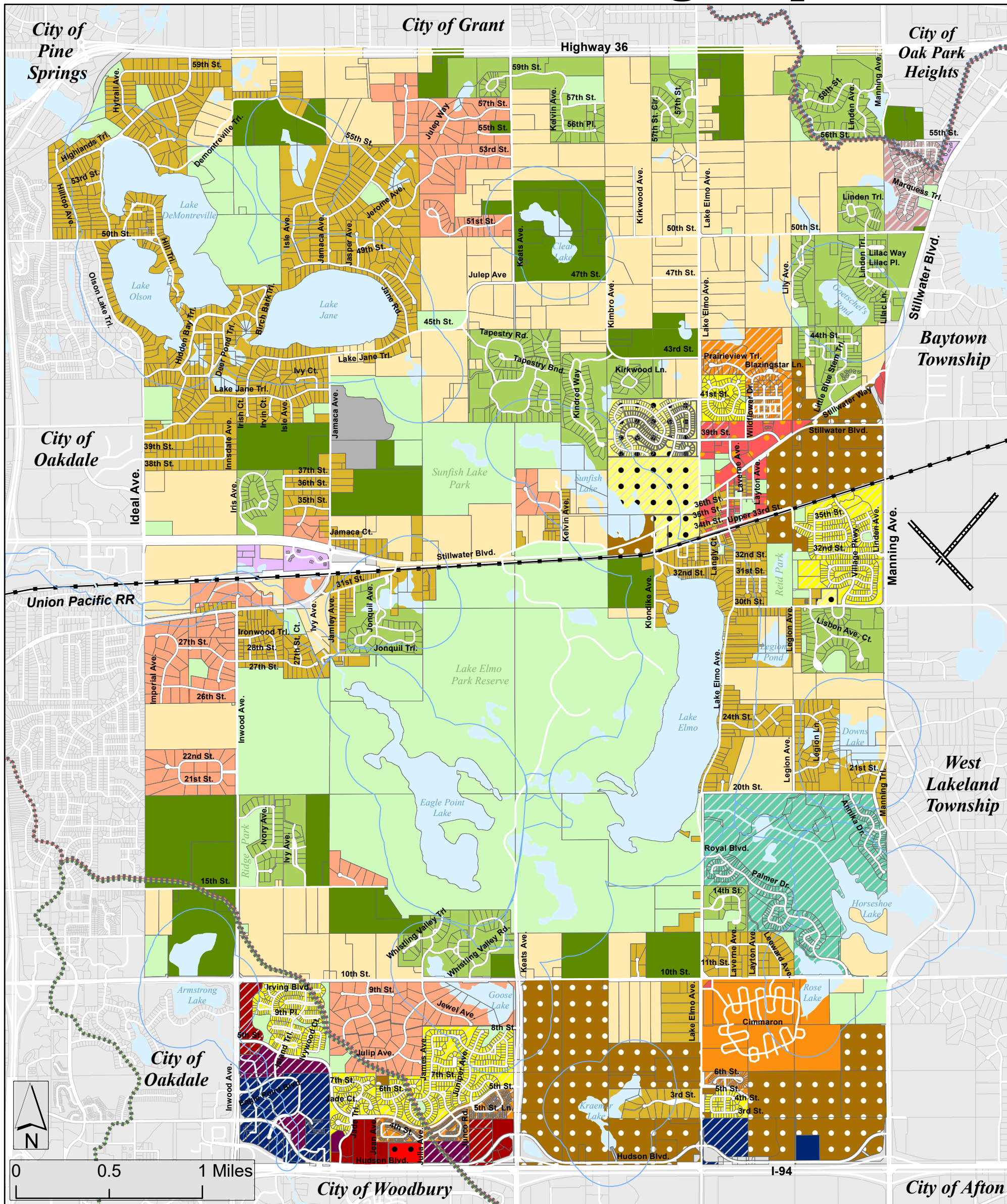
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Map Date: January 2023
































Lake Elmo Zoning Map

Data Source: Washington County
Map Created By: Planning Dept.
Map Updated: May 2023



Zoning Districts

- | | | |
|--|--|---|
|  LDR - Low Density Residential |  LC - Limited Commercial |  A - Agricultural |
|  MDR - Medium Density Residential |  C - Commercial |  PF - Public Facilities |
|  HDR - High Density Residential |  CC - Convenience Commercial |  Water Body |
|  R2 - One & Two-Family Residential |  BP - Business Park |  Closed Landfill |
|  RS - Rural Single Family |  MU-BP - Mixed-Use Business Park |  Browns Creek |
|  RE - Residential Estate |  MU-C - Mixed-Use Commercial |  South Washington |
|  RR - Rural Residential |  V-MX - Village Mixed Use |  Valley Branch |
|  RT - Rural Transitional |  V-LDR - Village Low Density Residential |  Shoreland Overlay District |
|  OP - Open Space |  V-MDR - Village Medium Density Residential |  Hatching Represents Planned Unit Developments (PUD) |
|  GCC - Golf Course Community |  V-HDR - Village High Density Residential | |

105.12.780 Permitted And Conditional Uses

Table 11-1 lists all permitted and conditional uses allowed in the village districts. "P" indicates a permitted use, "C" a conditional use. Uses not so indicated shall be considered prohibited. Cross-references listed in the table under "Standards" indicate the location within this section of specific development standards that apply to the listed use.

(a) *Combinations of uses.* The following use types may be combined on a single parcel:

- (1) Principal and accessory uses may be combined on a single parcel.
- (2) Permitted or conditional uses allowed within the district may be combined on a single parcel, provided that a unified and integrated site plan is approved. If one or both of the uses is/are conditional, the entire development must be approved as a conditional use.

(b) *STOPPED Combination of uses, VMX district.*

- (1) A mixed-use building that combines permitted or conditionally permitted uses may be developed meeting the form standards of this subchapter.

(c) *Non-Residential Uses.*

- (1) On property zoned V-HDR, permitted on the street level (first floor) only. Such use shall have its primary entrance from the front or side of the building.

Table 11-1: Permitted and Conditional Uses, Village Districts

	V- LDR	V- MDR	V- HDR	VMX	Standard
Residential Uses					
Household Living:					
Single-family detached dwelling	P	P	-	C	LEC 105.12.830(a)
Two-family dwelling	-	P*	-	C*	
Single-family attached dwelling	-	C	C	C	LEC 105.12.830(a)
Multifamily dwelling	-	C	C	C	LEC 105.12.830(a)
Secondary dwelling	C	C	-	C	LEC 105.12.830(a)
Live-work unit	-	C	-	C	LEC 105.12.830(b)
Group Living:					
Group home	P	C	-	P	LEC 105.12.500
Group residential facility	-	C	-	C	LEC 105.12.500
Congregate housing	-	C	-	C	LEC 105.12.500
Semi-transient accommodations	-	-	-	C	LEC 105.12.500
Public and Civic Uses:					

Community services	-	-	-	P	LEC 105.12.110
Day care center	-	C	-	P	LEC 105.12.110
Public assembly	-	-	-	C	LEC 105.12.110
Religious institutions	-	-	-	C	LEC 105.12.110
Schools, public and private	-	-	-	C	LEC 105.12.110
Services:					
Business services	-	-	C	P	LEC 105.12.110
Business center	-	-	-	P	LEC 105.12.110
Offices	-	-	C	P	LEC 105.12.110
Communications services	-	-	-	P	LEC 105.12.110
Education services	-	-	C	P	LEC 105.12.110
Financial institution	-	-	C	P	LEC 105.12.110, V-HDR first floor only and drive-thru prohibited. VMX drive-thru by Conditional Use Permit.
Funeral home	-	-	-	C	LEC 105.12.110
Lodging	-	-	C	C	154.302(d)
Medical facility	-	-	C	C	LEC 105.12.510
Membership organization	-	-	-	C	
Nursing and personal care	-	-	-	C	LEC 105.12.510
Personal services	-	-	C	P	
Repair and maintenance shop	-	-	-	C	LEC 105.12.830
Trade shop	-	-	-	C	
Veterinary services	-	-	-	C	
Food Services:					
Standard restaurant	-	-	C	P	
Restaurant with drive-through	-	-	C	C	In VMX drive-thru shall be located in rear yard.
Drinking and entertainment	-	-	-	P	LEC 105.12.520
Sales of Merchandise:					
Retail trade ¹	-	-	-	P	
Farmer's market	-	-	-	C	
Garden center	-	-	-	C	LEC 105.12.960(g)
Neighborhood convenience store	-	C	P	P	
Shopping center	-	-	-	C	

Wayside stand	P	-	-	P	LEC 105.12.750(d)
Automotive/Vehicular Uses:					
Automobile maintenance service	-	-	-	C	LEC 105.12.830
Automobile parts/supply	-	-	-	C	LEC 105.12.830
Gasoline station	-	-	-	C	LEC 105.12.530(b)
Parking facility	-	C	C	C	LEC 105.12.830(b)
Sales and storage lots	-	-	-	C	LEC 105.12.530(c)
Outdoor Recreation:					
Outdoor recreation facility	-	C	-	C	LEC 105.12.550(c)
Parks and open areas	P	P	P	P	On public property or as an accessory use to serve residents of a primary use
Indoor Recreation/Entertainment:					
Indoor athletic facility	-	C	C	C	LEC 105.12.560
Indoor recreation	-	-	-	C	LEC 105.12.560
Transportation and Communications:					
Broadcasting or communications facility	-	-	-	C	
Accessory Uses:					
Home occupation	P	P	P	P	LEC 105.12.110
Bed and breakfast	P	-	-	P	LEC 105.04.220(a)
Family day care	P	P	-	P	LEC 105.12.110
Group family day care	-	-	-	C	
Temporary sales	P	P	-	P	LEC 105.12.870(g)
Parking facility	-	-	-	P	LEC 105.12.830
Solar equipment	P	P	P	P	Roof mounted only

¹Retail Trade in the VMX District includes all uses and activities defined as Retail Trade in LEC 105.12.110(b) (5) with the exception of building supplies sales and warehouse club sales.

HISTORY

Amended by Ord. [08-243](#) on 1/5/2021

Adopted by Ord. [08-253](#) on 11/3/2021

Amended by Ord. [2022-10](#) on 6/21/2022



STAFF REPORT

DATE: November 21, 2023

REGULAR

AGENDA ITEM: Economic Development Plan

TO: Economic Development Authority Commissioners

SUBMITTED BY: Kristina Handt, City Administrator

BACKGROUND:

The current work plan was last recommended by the EDA in November 2022 and approved by the City Council in February 2023.

Each fall the city's commissions update their work plans for council review and approval early the following year. While the EDA previously had a multi-year plan, the new one is proposed to only cover one year consistent with how other commissions operate. That is not a requirement though if the EDA prefers a multi-year plan.

ISSUE BEFORE COMMITTEE:

Are there any additional changes to the work plan before submitting to City Council for approval?

PROPOSAL DETAILS/ANALYSIS:

The top goal for 2023 was the business retention and expansion surveys. The commission has gathered about a dozen survey responses from the Old Village area but responses have slowed down the last couple of quarters. Should this goal be extended into 2024 or removed?

Another goal for 2023 was to develop more data. This year the EDA heard from the Washington County CDA on the labor market and supply report completed for our region. Staff assumes then that this goal should be marked as completed in 2023 and removed from the work plan for 2024-2025.

A remaining goal for 2024 was to increase the number of commercial and industrial businesses. It included significant staff investments in updating the website, newsletters and other communications. We don't currently have the resources to complete all of these deliverables but will plan to once a Community Development Director is on board.

Any additions to the work plan should be in the same format-goal, action steps, deliverables and timeline.

FISCAL IMPACT:

TBD

The council did not include any funding for the EDA in the 2024 budget. They would like to wait for the community development director to be on board and then revisit the need for funding.

OPTIONS:

1. Make no changes to the work plan
2. Amend and then recommend to Council

RECOMMENDATION:

“Motion to recommend the 2024 (or 2025 and beyond if new items are added or reprioritized) Lake Elmo EDA Work Plan to the City Council.”

ATTACHMENT:

- Draft 2024 Lake Elmo Economic Development Work Plan

2024 Lake Elmo EDA Economic Development Work Plan

Lake Elmo EDA Mission

The Lake Elmo Economic Development Authority (EDA) is committed to preserving and enhancing our community by creating an attractive business climate and listening to businesses and residents to prepare for the economy of tomorrow.

Goals

- 1. Develop strong relationships with existing businesses and explore options for a Business Retention and Expansion (B,R&E) Visitation Program
- 2. Develop data (talent availability, business types, demographic information)
- 3. Increase the number of commercial and industrial business
- 4. Develop and maintain sense of place and create new positive community perception

Planning Process

The purpose of this document is to serve as the Lake Elmo EDA 2024 Economic Development Strategic Plan with a planning horizon through 2025.

Strengths, Weaknesses, Opportunities and Threats / 2040 Comp Plan

To assist in the EDA’s discussion and to help achieve the goals and action steps identified within this plan, a summary of the July 21, 2021 group discussion on Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis and also includes maps from the 2040 Comprehensive Plan Update is included as Attachment A.

Goals/Action Steps/Deliverables

1. Develop strong relationships with existing businesses and explore options for a Business Retention and Expansion (B,R&E) Program.

Action Step: City and Washington County CDA staff will research and explore options for a business retention and expansion visitation program. Staff will: 1) work to create a list for possible businesses to visit, 2) develop and recommend a proposed program structure including

Draft 11/21/23

timing, 3) create a draft business survey and 4) discuss the potential interview process and overall program operations including reporting the survey results. Recommendations will be brought to the EDA for consideration, input and discussion.

Deliverables: Staff will be providing potential program options to EDA for discussion and consideration. This began in the fourth quarter of 2021, continued through 2023 and is expected to continue into 2024 as well.

2. Increase the number of commercial and industrial businesses

Action Step: City staff with the assistance of CDA staff will explore opportunities to attract new businesses into the city. Updates to the EDA may include maintaining a list and periodic reports of commercial and industrial projects that are in the planning process, under construction and recently completed.

Action Step: City staff will showcase more economic development stories and business updates on the EDA website the CDA's website as well as in the City's Newsletter.

Action Step: A community asset and resources list will begin to be developed in 2024 and will be maintained on an ongoing basis.

Action Step: City staff with the assistance of CDA staff will meet with interested property owners, site selectors, commercial realtors, developers on an ongoing basis to promote development opportunities.

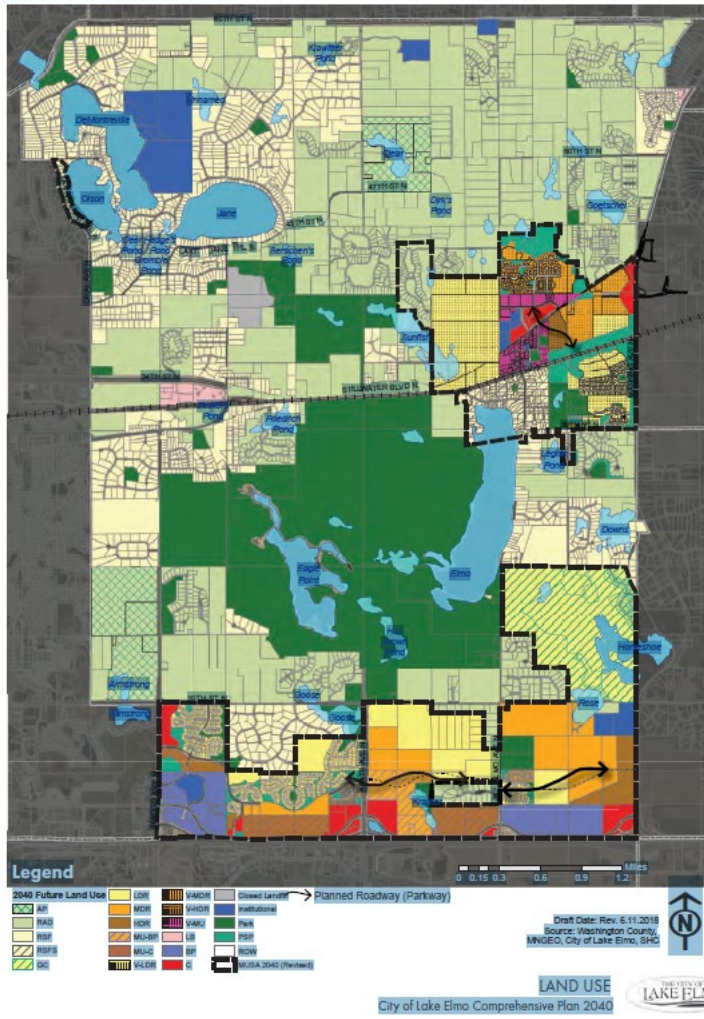
Deliverables: Staff will explore options to update the EDA's web presence including, considerations for a potential web platform, adding an inventory of available land and buildings, listing available business resources and developing a digital marketing plan and materials {digital rollout} for business recruitment, expansions and retention. This will begin in the first quarter of 2024 and will be ongoing. Recommendations will be provided to the EDA members on a regular basis for discussion and input.

Deliverables: Staff will attend events attended by commercial realtors, developers and site selectors. This began in the second quarter of 2021 and will be ongoing.

Attachment A

2040 Lake Elmo Comprehensive Plan Map
Strengths, Weaknesses, Opportunities,
Threats Group Discussion

Map 3-3. Future Land Use Map



3-17

Draft 11/21/23

Strengths, Weaknesses, Opportunity, Threats Discussion

Lake Elmo EDA

July 21, 2021

Strengths

Available land (zoned, open, transportation)
Low tax base
Large residential base (high incomes)
Educated talent pool
Central geographic location
Highway 36 & I-94
Interest in development
Flexible zoning
Quality of life
Excellent schools

Opportunities

Demand for warehouse and industrial
Shift in workplace/telecommuting
Broadband
Downtown
Partner with County
Survey small businesses
Airport
Neighboring communities
Imation (4 Front)
Recreation opportunities
Truck/trailer parking

Weaknesses

Infrastructure availability
Neighboring communities
Perception (not business friendly)
Small city (talented city staff)
Conflicting goals
Clean energy
Economic incentives
Data on talent availability
Education/training
Transit

Threats

Competition neighbor communities
New workforce (post pandemic)
Social unrest
Economic future
Wisconsin
Perception of the past
Resources for businesses
Unknowns (Met Council)