



*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**

The City of Lake Elmo  
Economic Development Authority Meeting  
3880 Laverne Ave N.

**Tuesday, February 4, 2025  
at 6:00 p.m.**

### **AGENDA**

- |   |               |
|---|---------------|
| <b>1. Call to Order</b>   | <b>6:00pm</b> |
| <b>2. Approve Agenda</b>  | <b>6:00pm</b> |
| <b>3. Approve Minutes of November 19, 2024 meeting</b>  | <b>6:05pm</b> |
| <b>4. Election of Officers</b>  | <b>6:05pm</b> |
| 1) Chair  |               |
| 2) Vice Chair   |               |
| <b>5. Presentation from Megan Flanagan (ULI) on Technical Assistance Panel (TAP) – 180 acres</b>    | <b>6:10pm</b> |
| <b>6. EDA 2025 Workplan update</b>  | <b>6:45pm</b> |
| <b>7. Discussion on meeting frequency</b>   | <b>6:50pm</b> |
| <b>8. Communications/Updates</b>  |               |
| <b>a. City Council Updates</b>  |               |
| i. Letter of Intent for 3M Priority 2 Solar/Landfill project approved for submittal at CC 12/3/2024 |               |
| ii. EDA Workplan to go to CC 2/18/25  |               |
| iii. RFP to CC 3/18/25  |               |
| <b>b. Updates</b>   |               |
| i. Old Fire Station and PW RFP update   |               |
| 1. Environmental Phase 1 Approval (County and EPA), timeline updated                                |               |
| <b>c. Upcoming EDA Meetings</b>   |               |
| i. May 6, 2025  |               |
| <b>9. Adjourn</b>   |               |

\*\*\*Note: Every effort will be made to accommodate person or persons that need special considerations to attend this meeting due to a health condition or disability. Please contact the Lake Elmo City Clerk if you are in need of special accommodations.



**City of Lake Elmo Economic Development Meeting  
City Council Chambers – 3880 Laverne Avenue North  
Minutes of Regular Meeting of  
November 19, 2024**

**CALL TO ORDER:** Called to order the meeting of the Lake Elmo Planning Commission at 6:00 P.M.

**COMMISSIONERS PRESENT:** Charles Cadenhead, Jeff Holz, Nina Waldoch, Brandon Quam, Anthony Manzara, Don Place

**COMMISSIONERS ABSENT:** None

**STAFF PRESENT:** Community Development Director Stopa, City Planner Jensen, City Planner Monterusso, City Administrator Miller

1. **Cadenhead called meeting to order at 6:00pm.**
2. **Approve Minutes: 6:32 PM M/S/P: Place/Holtz made a motion to approve the 8/20/2024 meeting minutes. Vote: 5-0, motion carried unanimously.**
3. **RFP Discussion for Old Fire-station and PW Building.**  
Community Development Director Stopa presented.  
The potential need for a phase I and phase II environmental study were discussed, and the EDA supported the idea. Process and timeline were discussed. Performance measures discussed. Evaluation criteria and weighing of scoring discussed. The mayor suggested a redistribution of points. Closing and post-closing requirements were discussed. Marketing plan also discussed.  
  
**M/S/P:** Manzara/Place moved to recommend approval of RFP for Old Fire-station and PW Building with revisions to City Council. **Vote: 5-0, motion carried unanimously.** (6:39pm)
4. **2025 Workplan Discussion**  
Community Development Director Stopa presented the 2025 work plan to the EDA for feedback. Commissioner Manzara proposed adding the 3M Priority 2 grant project for solar on Lake Elmo landfill. Adding more details to deliverables was suggested by Cadenhead.
5. **Future Items and reports.** Next meeting of the EDA is scheduled for February 4, 2025.
6. **Meeting adjourned** by Cadenhead at 6:52 PM.

Respectfully submitted,  
Ashley Monterusso, City Planner



## STAFF REPORT

DATE: February 4, 2025

REGULAR

**AGENDA ITEM:** Technical Assistance Panel Discussion by Urban Land Institute (ULI) for the City owned 180 acres

**Presented by:** Megan Flanagan, ULI

**SUBMITTED BY:** Ashley Monterusso, Planner

**Reviewed By:** Jason Stopa, Community Development Director

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### **BACKGROUND:**

The city currently holds 180 acres of land near Ideal St. and 34<sup>th</sup> St. The city previously issued an RFP for this land but did not have success. Creating a plan to develop the City owned 180 acres to issue an RFP is a part of the 2025 EDA Workplan.

Megan Flanagan has been asked to present on the Technical Assistance Panel (TAP) offered by the Urban Land Institute. The EDA is being asked to consider whether the City should fund a study on the area as a preliminary step in developing a plan for the property.

### **From the ULI:**

Technical Assistance Panels (TAPs) bring an unbiased, interdisciplinary and market-based perspective to your specific development/land use challenge or policy issue. TAPs provide an unbiased, interdisciplinary panel of volunteer real estate professionals who address a specific project, development or policy issue.

ULI Minnesota will assemble a panel of high-level land use and real estate professionals specifically selected for their expertise relating to the TAP assignment. Our panel can tell you what kinds of development you can realistically expect and what tools you might use to attract the development you want.

The workshop is preceded by analysis of background information provided by the sponsor, planning sessions, community interviews, and site tours. The panel's findings and recommendations are documented in a written report. Length of TAP is negotiated based on need.

### **Why Host a TAP?**

- You could benefit from an outside private market perspective.
- Completing a TAP may provide market specifics to make the project more feasible.
- You may find it easier to secure regulatory approvals and/or attract capital, as it will have the TAP report as a reference.

**ISSUE BEFORE THE COMMISSION:**

EDA may wish to provide feedback or ask questions as they evaluate the benefits of a TAP for the city owned 180 acres.

**ATTACHMENT:**

- ULI presentations slides
- Link: [Technical Assistance Panel \(TAP\) | ULI Minnesota](#)



# Technical Assistance Panel

PRESENTED BY **ULI MINNESOTA**





## ULI'S MISSION

Shape the future of the built environment for  
transformative impact in communities worldwide.



# Urban Land Institute

- ▶ A multi-disciplinary membership organization with more than 48,000 members in private enterprise and public service
- ▶ What the Urban Land Institute does:
  - ▶ Conducts **research**
  - ▶ Provides a forum for sharing of **best practices**
  - ▶ Writes, edits, and publishes **books** and **magazines**
  - ▶ Organizes and conducts **meetings**
  - ▶ Directs **outreach programs**
  - ▶ Conducts **Technical Assistance Panels (TAPs)** and **Advisory Service Panels (ASPs)**

## ABC RAMPS TAP

A ULI Minnesota Technical Assistance Panel for Minnesota Department of Transportation

April 15-17, 2019

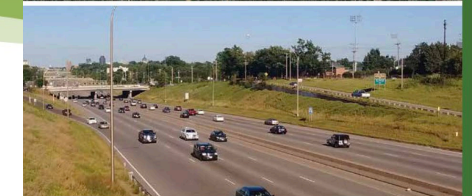


ADVISORY

Services Panel Report

## St. Paul Minnesota

March 18-23, 2018



## LITTLE CANADA RICE STREET CORRIDOR

A ULI Minnesota Technical Assistance Panel for the City of Little Canada, Minnesota  
June 4 & 5, 2024

minnesota.uli.org

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# What is a Technical Assistance Panel?

ULI MN conducts Technical Assistance Panels (TAPs) at the request of a community or public agency to provide an unbiased, interdisciplinary panel of volunteer real estate professionals who address a specific project, development or policy issue.

The design of the Advisory Services program is highly immersive and experiential so that panelists can truly understand a community before making recommendations to advance its needs. By bringing together national and local experts, Technical Assistance Panels (TAPs) bring the benefits of lessons from other communities facing similar challenges around the country while still maintaining a grounding in the local context. TAPs include emphasis on three important areas: engagement with the sponsor, engagement with the community, and an expert deliberative process.



# ULI Minnesota Relevant Experience

ULI Minnesota has conducted more than 20 TAPs over the past 15 years, with over 120 real estate leaders bringing their time and talent to address pressing challenges facing communities.

These TAPs are supported by our robust network of Advisory Services work, including Navigating Your Competitive Future Panels, Urban Plan for Public Officials, workshops, and training sessions for municipal officials and staff, and senior leadership councils on a range of topics.

*With the assistance of the ULI Minnesota TAP, the City has been able to move forward on a key redevelopment project that expands rental housing options for residents. The TAP provided immeasurable assistance and was vital in guiding the strategic directions for the property. – Mayor Sandra Martin, City of Shoreview*

*Thank you all for being there, it exceeded our expectations exponentially!! Such a great group of amazing experts who really dug into our questions! – Corrin Wendell, City of Little Canada*

# Pre-Panel Process

1. The Sponsor engages ULI Minnesota to provide insight on a land use or policy challenge.
2. ULI Staff recruits Chair(s) from membership.
3. A Steering Committee of Sponsor Staff, ULI Staff, Chair(s), and potential other key stakeholders begins planning the panel, including finalizing 3-4 key questions for the panelists to consider.

# Sponsor Responsibilities

- Working as part of Steering Committee to define the scope of work and questions for the panel to address
- Providing meeting facilities for the panel
- Preparing study area maps and briefing materials in advance of the TAP
- Preparing list of local stakeholders to be interviewed by the TAP panel
- Leading a tour of the study area
- Hosting a reception on the first day and providing breakfast and lunch for the panel during work days
- Conducting a briefing at the beginning of the panel
- Being available for panel questions, if necessary, during the closed-session discussions
- Attending presentation to review preliminary recommendations
- Reviewing and commenting on draft panel report

# Steering Committee Responsibilities

- Defining the scope of work and questions for the panel to address
- Identifying, vetting, and recruiting potential panelists, ensuring a diverse range of perspectives and expertise
- Providing recommendations on materials to include in the briefing book
- Providing recommendations for stakeholders to include in the interviews; assisting with outreach to the identified stakeholders
- Assisting with planning and logistics
- Attending presentation to review preliminary recommendations

# Chair Responsibilities

- Reviewing and providing input on TAP agenda and work plan prepared by ULI MN staff
- Leading the discussion at pre-TAP conference calls and/or meetings with the Sponsor
- Reviewing briefing book materials before they are distributed to the panel
- At receptions or dinners, speaking on behalf of ULI MN, introducing panelists and describing the TAP assignment.
- During the TAP:
  - Convening the TAP and describing its objectives
  - Guiding the work and discussions of work teams
  - Emphasizing the need for the panel to focus on the questions posed by the sponsor
  - Leading the discussion regarding the preparation of materials for the post-TAP presentation
- Reviewing the first draft TAP report and providing edits and recommendations; further reviewing the second draft and signing off on the final report
- Leading the formal presentation of the panel's final report and recommendations to the TAP sponsor

# Panelist Responsibilities

- Fully committing time and attention to the panel, attending all sessions and actively participating
- Reviewing background materials in advance of the panel and asking clarifying question if needed
- Conducting interviews with stakeholders, recording insights, and maintaining confidentiality
- Participating in deliberations, formulating recommendations, and preparing the materials for the presentation to the sponsor. This can include providing drawings, sourcing images, illustrative examples, and data, and compiling the slide deck.
- Reviewing the second draft TAP report and providing recommendations
- Participating in presentations of the recommendations as the chair requests



# ULI Staff Responsibilities

- Scheduling and participating in preparatory meetings, including steering committee, meetings with Sponsor, and advance panelist meetings
- Working with the panel chair(s) to plan the agenda for the TAP
- Working with the Sponsor to ensure that adequate space is reserved and communicating the required technology needs
- Compiling the briefing book materials into a user-friendly format for the panelists
- Assigning staff roles and engaging contractors as needed (project management, technical writing, etc)
- Securing permissions for illustrative images
- Inviting stakeholders to participate in interviews and scheduling them
- Securing reimbursement for panelist expenses
- Handling contracts and invoices
- Publishing the finalized report to ULI Knowledge Finder and arranging for distribution
- Scheduling a follow-up interview one year after the TAP's completion

# Process

- Panel reviews briefing materials in advance
- Tour of study site
- Conversations at reception
- Sponsor presentation to panel
- Stakeholder interviews
- Panel recommendations
- Presentation & written report



# Example Slides from Recent Report





# TAP Overall Guiding Principles

- ▶ Use City-owned sites as catalysts for surrounding properties.
- ▶ Prioritize improved pedestrian connectivity from each site to nearby amenities and residences for a safe and walkable environment.
- ▶ Establish an identity or long-term vision that is emblematic of the character of the community including branding, tagline, and visual cues.
- ▶ Capture activity on each site that supports the local economy, including but not limited to, tax base, diverse commercial services, and increased households.

# Housing Rent Viability

## Multifamily Cost Analysis

Land Price per Unit		20,000
Cost of Construction		250,000
Total Cost Basis		270,000
Expected Profit Margin	20%	54,000
Total Basis		324,000

## Sample Townhome Sales

304 Manitoba	355,000
2786 Quebec	403,000

## Apartment Income Analysis

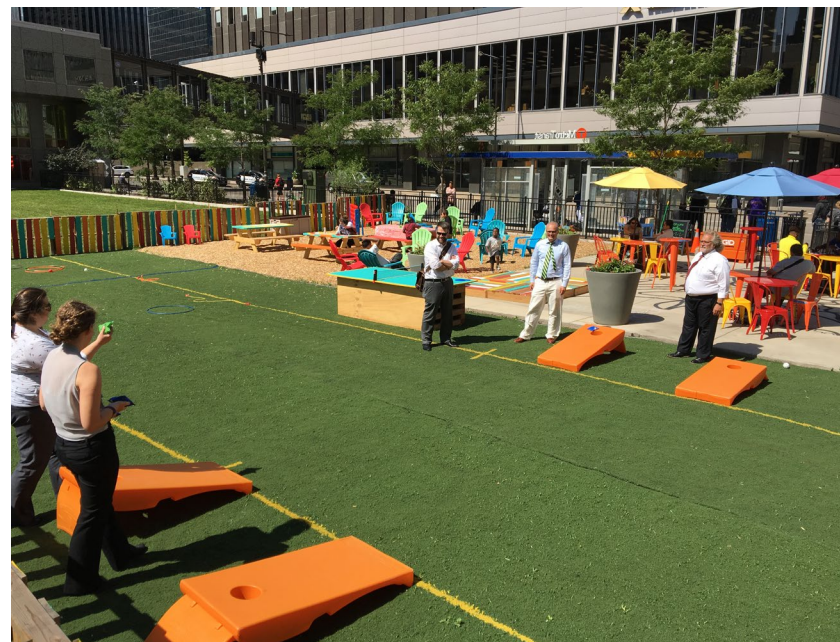
Expected Return on Cost	7%
Required Rent per Unit	22,680
Per month	1,890
Average Rent PSF Required	2.91

## Current Market Rents

Ansel Rents	2.73
McMillan Rents	2.28
Bujold Projected New Rents	2.00

Townhomes and Income Restricted Units Funded by Bonds are Most Viable

# 0 First Bank Drive - Site Activation Pilot Examples



Pop ups at Central Station, St. Paul

Winter Market at Lyndale Gardens, Richfield

Both activations took place on formerly vacant sites



# Activation Example: Texa-Tonka (St. Louis Park)









# 2828 Rice Street: Key Takeaways

- ▶ 3-5 years
  - ▶ Hold on to site until Rice is reconstructed
  - ▶ Get into use agreement with next door building to use the site, may lead to sale
- ▶ 5-10 years
  - ▶ Try to sell after Rice gets reconstructed
  - ▶ Negotiate with new developer for higher and better use of liquor store site
  - ▶ Future development is likely focused on commercial

# Prioritize Placemaking and Walkability

- ▶ Create design workbook with standards for the public realm to guide new private development along Rice Street and Little Canada Road
  - Streetlights
  - Sidewalks and landscape buffer (all new projects should be required to put in sidewalks and landscape buffer) along right of way and to any buildings that are set back from the street
  - Street furniture
  - Trash facilities
  - Building façades

# Next Steps

- ▶ Create Station Area/Small-Area Plan for the Town Center
  - ▶ Focus on public realm and programming improvements and relationship to development potential
  - ▶ Design BRT station-area
  - ▶ Develop public-private partnership framework – i.e. what the City is able to offer to a private developer to achieve the development it wants to see
- ▶ Develop design standards for Rice Street and Little Canada Road
- ▶ Develop Small-Area Plan for 2828 Condit Site
  - ▶ Reconsider traffic engineering
  - ▶ Create framework for public realm improvements
  - ▶ Develop public-private partnership framework

# Investment

- ▶ Starts at \$17,500, depending on project scope
- ▶ Factors include length of panel, number of panelists, local versus out of market panelists
- ▶ Panels are usually 1.5 – 3 days, though can be up to 5 days



# Q&A



## STAFF REPORT

DATE: February 4, 2025  
REGULAR

**AGENDA ITEM:** RFP for Old Fire-station and PW Building Discussion

**SUBMITTED BY:** Jason Stopa, Community Development Director

**Reviewed By:** Ashley Monterusso, Planner

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### **BACKGROUND:**

Community Development Director Stopa presented a draft RFP for the sale of the Old Fire Station and Parks/Public Works building at the EDA meeting on 11/18/2024. At the previous meeting determining a timeline was discussed along with determining methods for scoring criteria for the RFP. A phase I environmental review was discussed. Updates to the RFP have been drafted for review.

Since the last meeting, staff has worked with WA CDA to nominate both the fire station and public works sites for the environmental assessment grant program. Both sites have been approved. We are waiting on an update on the timing for the Phase I environmental reviews.

The EDA motioned to recommend the RFP with revisions from the previous meeting to City Council.

### **ISSUE BEFORE THE COMMISSION:**

EDA may wish to provide feedback or direction on the draft RFP.

### **ATTACHMENT:**

- Draft RFP
- Brownfields Timeline



**DRAFT**

**Request for Proposals (RFP) for  
THE PURCHASE OF REAL PROPERTY OWNED BY THE CITY OF LAKE ELMO  
THE PROPERTY IS COMMONLY KNOWN AS:  
*The Former Fire Station and Parks Building***



**Tax Parcel IDs:**

<b>13.029.21.23.0028</b>	0 .1 acre
<b>13.029.21.32.0031 – 3510 Laverne Ave</b>	0.4 acre
<b>13.029.21.32.0028</b>	0 .1 acre
<b>13.029.21.32.0029</b>	0 .1 acre
<b>13.029.21.32.0030</b>	0 .1 acre
<b>13.029.21.32.0092</b>	>0 .1 acre
<b>13.029.21.32.0043</b>	0 .1 acre
<b>13.029.21.32.0044 - 11200 Upper 33rd St</b>	0 .1 acre
<b>13.029.21.32.0045</b>	0.2 acre
<b>Total Acres:</b>	~1.2 acre

All proposals and other communications must be addressed and returned to:

**City of Lake Elmo**

**Attn: COMMUNITY DEVELOPMENT DIRECTOR**

**3880 Laverne Ave N, Suite 100**

**Lake Elmo, MN 55042**

**PROPOSALS MUST BE RECEIVED NO LATER THAN 3:00 PM LOCAL TIME**

**ON [XXDAY, DATE]**

# **REQUEST FOR PROPOSALS FOR CITY OF LAKE ELMO**

## **I. PURPOSE OF THE REQUEST FOR PROPOSALS**

The City of Lake Elmo, Lake Elmo, Minnesota (the “City”) will accept proposals for the purchase of City owned property known as the former Fire Station and Parks Building (the “Property”). The property for sale is approximately 1.2 acres (~0.8 acres not including right of way dedication). The City has the right to reject any or all proposals.

Responses to this Request for Proposals (“RFP”) must address each component as set forth herein. Proposals must be in writing.

## **II. PROPERTY INFORMATION**

The Property is approximately 0.8 acres in the Old Village area of downtown Lake Elmo. Small town character and quaint, charming aesthetics are key strengths of downtown. The parcels are zoned Village Mixed Use.

The respondent will be required to plat the property so that it is consistent with the Village Mixed Use guiding in the 2040 Comprehensive Plan during the development process. The respondent will be responsible for seeking any land use or other governmental approvals necessary for its intended use of the Property at its own expense. The respondent will also be required to combine lots and dedicate portions of the property as public right-of way, as determined by the city, to support infrastructure improvements. Municipal water and sewer are currently available to the site.

A listing of the permitted and conditional uses for properties that are zoned as Village Mixed Use in the City is attached to this Request for Proposals as Exhibit 1.

## **A. BACKGROUND**

In recognition of the significance of the Old Village Area to Lake Elmo’s economic vitality and overall identity, the City of Lake Elmo initiated a visioning study to ensure future development aligns with the City’s objectives. Based on community feedback received in the Lake Elmo Village Vision Plan Study gathered in early 2024, residents strongly preferred the following uses for the subject property:

- Eating and drinking establishments
- Family friendly spaces
- Housing, including mixed use
- Community center
- Green spaces
- Recreational spaces
- Retail

The survey results indicated that residents want to preserve the charm and character of the Old Village as it currently exists. Residents indicated they would like to limit “big box” development.

## **B. LAND USE**

This district is intended to continue the traditional mixed-use development that has occurred in the Old Village by allowing retail, service, office, civic and public uses as well as residential units. The mixture of land uses within the district is essential to establishing the level of vitality and intensity needed to support retail and service uses. Development within areas zoned VMX will occur at a residential density of 5 - 10 units per acre. Senior congregate care facilities may exceed this density maximum with a range not to exceed a total of 16 units per acre, provided the facility can satisfy all zoning and applicable conditional use permit review criteria. The placement of building edges and treatment of building, parking, landscaping, and pedestrian spaces is essential to creating the pedestrian friendly environment envisioned for the VMX district.

## **III. CONDITIONS GOVERNING THE SALE OF THE PROPERTY**

## **A. Offer**

All offers submitted to the City in response to this RFP shall remain valid for 90 days from the submittal deadline set forth in this RFP. This time period may be extended by mutual agreement of the City and any of the proposer(s). The Property is being sold by the City "AS IS."

## **B. Purchase Price**

The minimum purchase price for the Property is \$100,000. The purchase price must be paid in full to the City either by wire transfer or certified check at closing. The property will be appraised after being awarded but prior to signing the purchase agreement. The difference between the value and the purchase price will be considered a benefit that the developer will receive in equity based on post-closing performance measures (Section VIII). The benefit may be considered a business subsidy per the standards in the state statutes.

**While the purchase price is not a primary factor in the decision, the City may consider the offer amount when selecting a proposal.**

## **C. Closing Fees and Costs**

The successful respondent will be solely responsible for paying all closing fees and costs, including, but not limited to, a survey, any tests desired by the respondent, title commitment fees, title search and examination fees, any title insurance premiums or the cost of any endorsements, closing fees charged by the closing company, any brokers' fees or commissions, the respondent's attorneys' fees, the state deed tax, the cost of recording the deed, and any escrow fees. The City will be responsible for the cost of making title to the Property marketable and the City's attorneys' fees.

## **D. Commission**

The City agrees and acknowledges that it has not engaged the services of any agent or broker for the sale of the Property. In the event that the successful respondent has engaged an agent or broker, the respondent will be solely responsible for the payment of said agent or broker, and said fees must not be deducted from the purchase price.

## **E. Earnest Money Deposit**

Within five business days after all parties signing a purchase agreement, the successful respondent will be required to deposit 10 percent of the purchase price, as earnest money, with a title company who will hold the earnest money in escrow. The earnest money will be applied to the purchase price and will be refundable except in the event of a breach of the purchase agreement by the respondent.

## **F. Proposal Submission**

To be considered, a written proposal must be submitted by the respondent to the City either by email, mail or personal delivery no later than 3:00 p.m. on 4/17/2025. No proposals submitted by facsimile will be accepted. If submitting by email, the proposer shall confirm that the proposal has been received by City staff. If submitting by mail or personal delivery, the outside of the envelope must be marked "PURCHASE OF REAL PROPERTY RFP- FIRE STATION" and delivered to:

City of Lake Elmo

Attn: Community Development Director

3880 Laverne Ave N, Suite 100

Lake Elmo, MN 55042

All submissions are subject to the Minnesota Data Practices Act, Minnesota Statutes Chapter 13. Pursuant to Minnesota Statutes Section 13.591, subdivision 3 (b), data submitted in response to a request for proposals by

a government entity are private or nonpublic until the time and date specified in the solicitation that proposals are due, at which time the name of the responder becomes public. All other data in a responder's proposal are private or nonpublic data until completion of the evaluation process. "Completion of the evaluation process" means that the City has completed negotiating the purchase agreement with the selected respondent. After the City has completed the evaluation process, all remaining data submitted by all responders are public with the exception of trade secret data as defined in Minnesota Statutes Section 13.37. If all proposals are rejected prior to completion of the evaluation process, all data, other than the names of the responders, remain private or nonpublic until a re-solicitation of the request for proposals results in the completion of the evaluation process or a determination is made to abandon the sale. If a re-solicitation of proposals does not occur within one year of the proposal opening date, the remaining data become public.

## **H. Provision of Contact Information**

Those interested in submitting a proposal are encouraged to provide contact information to Jason Stopa, Community Development Director at: [jstopa@lakeelmo.gov](mailto:jstopa@lakeelmo.gov) and Ashley Monterusso, City Planner at: [amonterusso@lakeelmo.gov](mailto:amonterusso@lakeelmo.gov). This will allow the City to contact interested parties in the event that there are any addenda or changes to this RFP. Individuals who do not submit contact information to the City shall be solely responsible for independently verifying if any addenda or other changes have been issued for this RFP by contacting the City in writing prior to the submission deadline.

## **I. Selection**

The City will select the proposal that is in the best interests of the City and will support the best use of the Property in the City's sole discretion. The sale of the Property is subject to the approval of a purchase agreement between the successful respondent and the City Council. The City reserves the right to negotiate with respondents and to reject any and all offers.

### **Committee**

A selection committee will be established to evaluate proposals and ensure a fair review process. The committee will consist of a maximum of ten representatives comprised of the city's EDA, one Planning Commissioner, and city staff.

## **J. Schedule**

The schedule includes initial milestones for submission and review; however, some dates are currently to be determined (TBD). These dates pertain to stages of the process that occur later such as finalist presentations and City Council's final selection. Finalists will receive updated schedule details as they advance in the selection process. The city is committed to providing all respondents with timely updates to ensure transparency and allow adequate preparation time. Subject to change.

<b>RFP Timeline</b>		
<b>Request for Proposals Issued</b>	Thursday	4/17/2025
<b>Building Open House</b>	Thursday	5/1/2025
<b>Preapplication Conference</b>	Thursday	5/8/2025
<b>Inquiries due</b>	Friday	5/16/2025
<b>Inquires Answered</b>	Monday	6/2/2025
<b>Proposals due</b>	Thursday	6/26/2025
<b>EDA Review of Proposals and at least 3 Recommendation</b>	TBD	
<b>Finalist Present at EDA special meeting</b>	TBD	
<b>City Council Selection</b>	TBD	



## **K. Questions**

All questions or requests for clarification should be submitted in writing via email to Jason Stopa, Community Development Director at: [jstopa@lakeelmo.gov](mailto:jstopa@lakeelmo.gov) and Ashley Monterusso, City Planner at: [amonterusso@lakeelmo.gov](mailto:amonterusso@lakeelmo.gov). Additionally, the City will hold a building open house to interested parties. The City shall not be responsible for the delay in the transmission of any request for clarification or other communication. The City will make all questions and answers available to all interested parties.

## **L. Conflict of Interest**

Any respondent who has a conflict of interest or potential conflict of interest shall disclose the same in its offer. The City will review any potential conflicts of interest in its evaluation of the proposals. Evaluation processes and final recommendations will be made available.

## **IV. SUBMISSION REQUIREMENTS**


### **A. Required Content**

At a minimum, the following information must be included in all proposals:

#### **1. Cover Letter**

The respondent must submit a cover letter committing the respondent to purchasing the Property on the terms and conditions set forth in this RFP and providing information regarding the respondent's intended use of the Property.

Applicants must submit one digital file and one physical copy of their proposal containing the following information:

- a. A cover page including the following information:
  - Developer/team's name and mailing address
  - Name, mailing address, telephone number and email address of the primary contact person
  - Signature of authorized representative of responding developer or team
  - Address of the property(s) included in the proposal
- b. A narrative that describes the proposed project and how it meets or exceeds the City's development goals and benefits the community.
  - Explain how proposed plans promote historic preservation and traditional building design
  - Explain how the proposed development will encourage people to live near the Village Area
  - If a proposer only wants a portion of the site or would like to split the site with a partner, then as much detail as possible should be provided.
  - The specific businesses that would occupy the site should be listed. If the proposal has speculative businesses, then a list of business types/land uses should be provided.
- c.  of two or more development projects of similar nature or scale

#### **2. Preliminary Site Plan**

- Basic site plan is encouraged and description of the proposed design.
- List of project components, stories, square footages, and building materials.
- Acknowledgement that developer must consolidate city lots and dedicate ROW.

#### **3. Project's estimated economic benefits (the applicant may use the Offer-to Purchase or above narrative to communicate this information)**

- Community benefits resulting from the project

- Projected timeline for land use approvals, purchase of site and construction of project
- Developer's current legal status: corporation, partnership, sole proprietor, etc.
- Supporting evidence of financial ability to complete project with references

**4. Description of how the development team will provide updates to the community to assure the project aligns with city's vision**

**5. Any other information that is critical to the City's ability to evaluate the proposal**

**V. EVALUATION CRITERIA**

The City reserves the right to contact some or all respondents to clarify non-material aspects of their offers. In evaluating the proposals, the City's selection will be based upon the alignment with the city's goals and its potential 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. Points will be awarded across several categories, with particular emphasis on the community benefits that the proposal can provide. Based on scoring, the committee will select finalists. Regardless of the initial score, the City retains the right to award the property to the proposer that it believes best meets the goals of the City.

In addition to purchase price, all proposals must include information related to:

**a. Community Benefits (65 pts)**

*This section evaluates how well the project aligns with the city's goals to foster a vibrant community at a pedestrian-scale. Proposals should aim to create a long-term positive impact on the neighborhood aligning with community needs. Points in this section will be awarded as follows:*

- **Land Use (30 points)**– The Village Area Study supports uses at the site that range from a place that can be enjoyed by residents to uses that promote a gathering space for residents. Examples include retail, restaurants, bakeries, taprooms, brew pubs, markets, etc. Mixed use development with dwellings above commercial are encouraged at the site in the area outside of the Fire Station footprint. Buildings should not exceed two stories.
- **Preservation & Design (15 points)** – The City encourages developers to preserve the Fire Station through adaptive reuse. If the Park's building is proposed to be demolished, the developer would not lose points. Since the site is in the Old Village Area, a design district, the developer should include how their plans promote historic preservation and traditional building design. Quality of architectural design, including aesthetics and sustainability will also be taken into consideration.
- **Public space & Streetscape Improvements (10 points)** – The Village Area Study supports promoting public space in and around the site. Additional ideas to enhance the public space will be considered and should be included by the developer. Enhancements to the surrounding streetscape, such as landscaping, pedestrian safety improvements and other improvements on the site and along the public right of way should be included.
- **Parking (10 points)** – Due to limited parking in the Old Village, a parking plan should be submitted that retains spaces (some public) and enhances

landscaping and traditional neighborhood development. A creative plan to retain some public parking would be awarded points if determined that it enhances the public space.

**a. Economic Impact (10 pts)**

*This section evaluates the anticipated economic impact of the proposal to the community. Points will be awarded based on projected job creation, support for local businesses, tax revenue generation, and long-term economic success. Points will be awarded as follows:*

- **Proposed Use (5 pts)** – The proposed use should consider small businesses.
- **Draw to the Old Village (5 pts)** -- The type of development should attract residents from Lake Elmo and surrounding areas to the Old Village. Explain how the development will encourage people to live near the Village Area.

**b. Developer Qualifications (25 pts)**

*This section examines the developers' capabilities to execute the project effectively. Points will be awarded as follows:*

- **Experience and Success (10 points)** – Demonstrated success with similar projects. Provides references.
- **Approach & Timeline (5 points)** – Plan includes a clear timeline and development plan with outlined costs (rough estimate).
- **Proof of Funds (10 points)** – Evidence of financial capability to complete the project as proposed.

**VI. REJECTION OF PROPOSALS**

**A. Selection does not Guarantee a Purchase Agreement**

This RFP shall not create any legal obligation of the City to evaluate any proposal that is submitted or to enter into any purchase agreement with a respondent who submits a proposal except on terms and conditions that the City deems, in its sole and absolute discretion, to be satisfactory and desirable. All proposals should contain an affirmative statement regarding whether there is any "conflict of interest" with the City, its elected and appointed officials, and the respondent.

The City reserves the right to reject any and all proposals received and the right to waive non-material formalities and technicalities according to the best interests of the City. The City reserves the right to select a respondent or multiple respondents for the purchase of the Property. The City is not obligated to select the proposal with the highest offering price, as it is considering other factors that are outlined in this RFP in addition to price.

By submitting a proposal, the Respondent acknowledges its understanding of the requirements of this RFP and agrees to be bound to the same when negotiating the purchase agreement, if its proposal is selected by the City.

**B. No Liability for Expenses or Costs**

The City is not responsible for expenses or costs incurred by respondents in connection with this RFP process and submitting a proposal. This includes, but is not limited to, costs associated with preparing the proposal and of participating in any site visits, oral presentations, or negotiations.

## **VII. SELECTION**

### **A. Completion**

The Respondent's proposal must be complete in order to be considered by the City for selection. Proposals will be reviewed by the Community Development Director for completeness in addressing the criteria listed in the submission requirements set forth.

### **B. Purchase Agreement**

The selected proposer will be required to enter into a purchase agreement with the City for the purchase of the Property. The purchase agreement is subject to the approval of the City Council.

## **VIII. POST-CLOSING PERFORMANCE MEASURES AND COMPLIANCE**

**The project will be required to meet certain compliance requirements. Not meeting them could result in the property being returned to the City. More details will be provided prior to signing a purchase agreement.**

## City of Lake Elmo Zoning Regulations

### EXHIBIT 1 – City of Lake Elmo Zoning Regulations for Village Mixed Use

The following table lists permitted uses that the city considers appropriate for the subject property. Some uses have been removed based on community feedback received in the Lake Elmo Village Vision Plan Study gathered in 2024.

Permitted and Conditional Uses, VMX as shown in [105.12.780 Permitted And Conditional Uses](#).

Table 11-1: Permitted and Conditional Uses, Village Districts	
	VMX
<b>Residential Uses</b>	
Household Living:	
Single-family detached dwelling	P
Two-family dwelling	P
Single-family attached dwelling	C
Multifamily dwelling	C
Secondary dwelling	P
Live-work unit	P
<b>Group Living:</b>	
Group home	P
Group residential facility	C
Congregate housing	C
Semi-transient accommodations	C
<b>Public and Civic Uses:</b>	
Community services	P
Day care center	P
Public assembly	C
Religious institutions	C
Schools, public and private	C
<b>Services:</b>	
Business services	P
Business center	-
Offices	P
Communications services	P
Education services	P
Financial institution	P
Funeral home	-
Lodging	C
Medical facility	C
Membership organization	C
Nursing and personal care	C
Personal services	P
Repair and maintenance shop	C <sup>2</sup>

Trade shop	C
Veterinary services	C
<b>Food Services:</b>	
Standard restaurant	P
Restaurant with drive-through	C
Drinking and entertainment	P
<b>Sales of Merchandise:</b>	
Retail trade <sup>1</sup>	P
Farmer's market	P
Garden center	C
Neighborhood convenience store	P
Shopping center	C
Wayside stand	P
<b>Automotive/Vehicular Uses:</b>	
Automobile maintenance service	C <sup>2</sup>
Gasoline station	C <sup>2</sup>
Parking facility	C
<b>Outdoor Recreation:</b>	
Outdoor recreation facility	C
Parks and open areas	P
<b>Indoor Recreation/Entertainment:</b>	
Indoor athletic facility	C
Indoor recreation	C
<b>Transportation and Communications:</b>	
Broadcasting or communications facility	C
<b>Accessory Uses:</b>	
Home occupation	P
Bed and breakfast	P
Family day care	P
Group family day care	C
Temporary sales	P
Parking facility	P
Solar equipment	P

Based on community feedback received in the Lake Elmo Village Vision Plan Study gathered in 2024, residents strongly preferred the following uses:

- Eating and drinking establishments
- Family friendly spaces
- Community center
- Green spaces
- Recreational spaces

- Retail

The aforementioned survey results indicated that residents want to preserve the charm and character of the Old Village as it currently exists. Residents indicated they would like to limit “big box” development.

DRAFT

# City of Lake Elmo - RFP Old Fire Station and Public Works Sites

Project Name:

## ***a. Community Benefits***

Criteria	Description	Score	Total Possible	Notes
Land Use	The Village Area Study supports uses at the site that range from a place that can be enjoyed by residents to uses that promote a gathering space for residents. Examples include retail, restaurants, bakeries, taprooms, brew pubs, markets, etc. Mixed use development with dwellings above commercial are encouraged at the site in the area outside of the Fire Station footprint. Buildings should not exceed two stories.		30 pts	
Preservation & Design	The City encourages developers to preserve the Fire Station through adaptive reuse. If the Park's building is proposed to be demolished, the developer would not lose points. Since the site is in the Old Village Area, a design district, the developer should include how their plans promote historic preservation and traditional building design. Quality of architectural design, including aesthetics and sustainability will also be taken into consideration.		15 pts	
Public Space & Streetscape Improvements	The Village Area Study supports promoting public space in and around the site. Additional ideas to enhance the public space will be considered and should be included by the developer. Enhancements to the surrounding streetscape, such as landscaping, pedestrian safety improvements and other improvements on the site and along the public right of way should be included.		10 pts	
Parking	Due to limited parking in the Old Village, a parking plan should be submitted that retains spaces (some public) and enhances landscaping and traditional neighborhood development. A creative plan to retain some public parking would be awarded points if determined that it enhances the public space.		10 pts	
<b>Total</b>			<b>65 pts</b>	

## ***b. Economic Impact***

Criteria	Description	Score	Total Possible	Notes
Proposed Use	The proposed use should consider small businesses		5 pts	



Draw to the Old Village	The type of development should attract residents from Lake Elmo and surrounding areas to the Old Village. Explain how the development will encourage people to live near the Village Area		5 pts	
Total			10 pts	
<b>c. Developer Qualifications</b>				
Criteria	Description	Score	Total Possible	Notes
Experience and Success	Demonstrated success with similar projects. Provides references.		10 pts	
Approach & Timeline	Plan includes a clear timeline and development plan with outlined costs (rough estimate).		5 pts	
Proof of Funds	Evidence of financial capability to complete the project as proposed.		10 pts	
Total			25 pts	
		Score	Total Possible	
Final Total			100	



## **STAFF REPORT**

DATE: February 4, 2025

### **REGULAR**

**AGENDA ITEM:** 2025 EDA Work Plan

**TO:** Economic Development Authority Commissioners

**SUBMITTED BY:** Ashley Monterusso, Planner

**Reviewed by:** Jason Stop, Community Development Director

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### **BACKGROUND:**

Each fall the city's commissions update their work plans for council review and approval early the following year. Staff built off the 2024 work plan to establish the 2025 work plan.

In 2025 staff are proposing a new format for the workplan that is categorized by Project and Description, Deliverables/Action items and Status. There is also a section for guiding goals.

The attached workplan was reviewed at the November 19, 2024 meeting and has been revised to include the submission of the LOI for the Priority 2 EPA grant and additional details to deliverables.

### **ISSUE BEFORE COMMISSION:**

The EDA is being asked to make a recommendation on the proposed EDA Work Plan for 2025.

### **PROPOSAL DETAILS/ANALYSIS:**

The 2025 Economic Development Authority Work Plan was developed by staff using discussion points and feedback from previous EDA meetings and insights from the progress made from previous work plans.

The new plan focuses on:

1. Issuing RFPs for city-owned land
2. Enhancing Lake Elmo's communication efforts around Economic Development
3. Developing and maintaining relationships with local businesses
4. Guiding goals

### **FISCAL IMPACT:**

None

### **OPTIONS:**

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

### **RECOMMENDATION:**

**"Motion to recommend the 2025 Lake Elmo EDA Work Plan to the City Council."**

### **ATTACHMENT:**

- 2025 Lake Elmo Economic Development Work Plan

# 2025 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. Business Retention, Expansion, and Attraction (BREA)
  - Prioritize retention of current businesses and create a favorable environment to attract new development
2. Collaboration and Partnership
  - Engage with regional organizations, Washington County, Chambers of commerce, etc.
3. Community Centered Development
  - Align development with community needs and encourage public participation
4. Sustainable Growth
  - Encourage responsible development that balances economic, environmental, and social factors

### Purpose

The purpose of this document is to guide implementation of EDA action items and the assist Lake Elmo staff when making decisions.

### Action Items

Project and Description	Deliverable/Action Item	Timeline
<b>City Property Planning</b>		
Assist City staff and City Council with marketing efforts for city owned properties:	Issue an RFP for Old Fire Station and Public Works Building including exploring brownfield grants for any environmental clean up necessary	2nd Quarter
	Create a plan to develop the City owned 180 acres to issue an RFP. Work with the Urban Land Institute and/or commercial real estate brokers and/or consultants. Consider funding a study on the area.	2 <sup>nd</sup> /3 <sup>rd</sup> Quarter
	Issue an RFP for the City owned 180 acres	4 <sup>th</sup> Quarter
<b>Enhancing Lake Elmo's Communication Efforts for Economic Development</b>		
Participate in City efforts to improve marketing materials. Continuing efforts to highlight local businesses.	Collaborating with new communications coordinator to make effective website/social updates	2 <sup>nd</sup> Quarter
	Adding content to The Fresh Newsletter	Year round
	Explore joining small business organizations (Stillwater Chamber of Commerce, etc.)	2 <sup>nd</sup> Quarter

# 2025 Lake Elmo EDA

## Economic Development Work Plan



	Sharing business stories in Lake Elmo	Year round
<b>Developing and Maintaining Relationships with Local Businesses</b>		
Promote resources and tools for economic development to business partners and stakeholders	Keep outreach materials updated. Previous examples in 2024 include Sign Guide, Community Development map and information on new projects	Year round
	Creating a city property viewer for zoning districts, shoreland classifications, etc.	Year round
	Compile a list of available resources for businesses - Info to know for Small Businesses in LE - Met Council (SAC and WAC)	Year round
	Engage with local chambers of commerce and business groups to distribute resources and information	Year round
<b>Continuing investigation into 3M Priority 2 Grant Opportunity for Developing Solar on Landfill</b>		
Submit letter of intent & proposal if accepted by Trustees.		TBD