

**CITY OF LAKE ELMO**  
**ECONOMIC DEVELOPMENT AUTHORITY MINUTES**  
**August 20, 2024**

**Call to Order/Roll Call**

Charles Cadenhead called the meeting to order at 6:05pm

**PRESENT: Charles Cadenhead, Jeff Holtz, and Don Place**

Staff Present: City Administrator Nicole Miller, Community Development Director Jason Stopa

**May 21, 2024 Minutes**

Motion by Place, seconded by Holtz to approve. Motion carried.

**Work Plan Updates**

Stopa presented on work plan goals and progress including showcasing economic development stories, updating the city website, exploring the use of 3M grant funds for a solar project, and reviewing the Old Village Plan. Stopa mentioned limitations on the formatting of the city website which may be rectified by the website updates. Place asked for an example of a potential business story. Stopa clarified that the stories could include new business openings or retirement of long-term business owners.

**Sign Code Updates**

Stopa presented on updates to the sign code which were approved by City Council. Stopa added that a guide for small businesses is nearing completion. Stopa mentioned that the new code has already been used to approve a new sign for a local business.

**Old Fire Station/PW Building RFP Discussion**

Stopa presented on the Old Village Vision Study survey results. Over 1,000 survey responses indicated that residents want eating & drinking establishments, community spaces, and retail. Stopa discussed next steps including determining a timeline for appraisal, determining methods for scoring proposals, and drafting the RFP for the November EDA meeting. Holtz asked if Public Works still had a need for the storage units on site. Stopa responded that to his knowledge the units are available. Cadenhead added that the site is not one parcel, but several parcels. Stopa responded that he planned to request appraisal for the entire site and the separate buildings. Holtz mentioned that the

alleyway to the north of the site is not owned by a private entity, but the southern portion is part of the available city parcels. Cadenhead stated that it would be prudent to keep the alley in place. Place added that many local business owners and residents had the same type of responses and stated that the scoring of the RFP should be based on those responses. Holtz agreed. Holtz asked about city code regulations on noise levels and live music. Place added that the city of Cumberland, WI has many entertainment establishments, but noise levels are well controlled by city ordinances. Stopa agreed that noise control should be under consideration. Holtz asked if there were aspects of the beautification plan related to the Fire Station site. Stopa responded that whoever purchases the site will be responsible for the full landscaping according to city code. Cadenhead asked what the zoning will be. Stopa stated that the site is zoned V-MX and would stay the same. Holtz added that there is flexibility within V-MX while not being too broad as to allow uses that were not discussed by the public. Cadenhead asked who would be on the proposal review. Stopa responded that the scoring committee would likely consist of EDA members.

### **Future Items and Reports**

Stopa stated he plans to complete a draft of the 2025 workplan for the November meeting and any items should be emailed to him. Cadenhead stated that future discussion could focus on how to promote development opportunities. He added that the City has previously put out two different RFPs and both were unsuccessful, and suggested hiring a broker with development experience. Holtz agreed and added that he would be interested to know what other similar-sized cities have done. Holtz asked for a status update on the County's plan to add a walking path along Stillwater Blvd. Stopa responded that he has no new updates. The next meeting of the EDA is scheduled for November 19, 2024.

### **Adjourn**

Meeting adjourned by Cadenhead at 6:35 PM.

Respectfully submitted,

Miranda Moulis