

**INVER GROVE HEIGHTS  
PLANNING COMMISSION AGENDA**

**TUESDAY, MARCH 6, 2012 – 7:00 p.m.  
City Council Chambers - 8150 Barbara Avenue**

1. **CALL TO ORDER**
  
2. **APPROVAL OF PLANNING COMMISSION MINUTES FOR February 21, 2012.**
  
3. **APPLICANT REQUESTS AND PUBLIC HEARINGS**
  - 3.01 **L&D SIGN – CASE NO. 12-03PDA**  
Consider a **Planned Unit Development Amendment** to increase the size of the existing multi-tenant monument sign for the property located at 9087 Broderick Boulevard.  
  
Planning Commission Action \_\_\_\_\_
  
4. **OTHER BUSINESS**
  - 4.01 Update on the IGH Economic Development Authority (EDA)
  
5. **ADJOURN**

## PLANNING COMMISSION MINUTES - CITY OF INVER GROVE HEIGHTS

Thursday, February 21, 2012 – 7:00 p.m.  
City Hall Chambers - 8150 Barbara Avenue

Chair Bartholomew called the Planning Commission meeting to order at 7:00 p.m.

Commissioners Present: Tom Bartholomew  
Armando Lissarrague  
Dennis Wippermann  
Pat Simon  
Harold Gooch  
Tony Scales  
Paul Hark  
Victoria Elsmore

Commissioners Absent: Mike Schaeffer

Others Present: Allan Hunting, City Planner

### **SALAS TRUCKING – CASE NO. 12-02VAC**

#### **Reading of Notice**

Commissioner Simon read the public hearing notice to consider the request for a vacation of unimproved right-of-way (Chester Avenue) and the alley right-of-way east of Lots 9-11, Block 2, Laura Riebe Addition, generally located in the vicinity of 6080 – 6202 Concord Boulevard. 1 notice was mailed.

#### **Presentation of Request**

Allan Hunting, City Planner, explained the request as detailed in the report. He advised that the applicant is requesting to vacate the unimproved right-of-way south of 6080 Concord Boulevard as well as a segment of alley right-of-way east of 6080 Concord Boulevard. He advised there is an overlap in the legal descriptions from this property and the property to the south. The vacation request would resolve that discrepancy and the landowners have agreed upon a new property line. Although there are no road improvements in the right-of-way there is an existing storm sewer. Engineering staff supports the vacation provided drainage and utility easements are granted to the City as well as an encroachment agreement. The applicant has submitted a survey which addresses all the City Engineer's comments and leaves no outstanding issues. The Planning and Engineering staff recommend approval of the request with the three conditions listed in the report.

Chair Bartholomew asked if the applicant had received a copy of the memo from Tom Kaldunski, City Engineer.

Mr. Hunting replied in the affirmative.

Commissioner Hark asked for clarification of the alley right-of-way segments.

Mr. Hunting replied this appears to be the only alley right-of-way behind these particular lots on this block; the right-of-way is not needed for future or present public access. Engineering staff would like to retain a 10 foot easement for any future stormwater needs.

Chair Bartholomew asked how the easement would limit the property owner's use of the property.

Mr. Hunting replied that structures would be prohibited in the easement.

### **Opening of Public Hearing**

Bob Travers, 971 Sibley Memorial Highway, Lilydale, advised he was here on behalf of Juan Salas, the applicant, and the adjoining neighbor, Mr. Barry. He stated the two adjoining parcels emanate from two different plats which have extremely ambiguous legal descriptions. As a result, the two parcels overlap rather significantly. Approval of this vacation will eliminate title concerns and establish accurate lot lines. Mr. Travers advised that Mr. Barry is asking for assurance that the vacation would not interfere with the current and future use of his existing building.

Chair Bartholomew asked how the situation would be handled should the building encroach into the easement.

Mr. Hunting replied that if the building was determined to be conforming but the new property line would bring it closer than the required setback, it would become non-conforming. This would restrict any future expansion without City approval. Another option would be to request a variance at the same time which would make the building conforming to the new property line. He advised that Mr. Barry's property is in a different plat than Mr. Salas's, however, and he would have to review the plat to establish whether the building was currently conforming or non-conforming.

Chair Bartholomew asked if the applicant would like to table the request to give staff time to review the issue, or if they would prefer to move it forward with the assurance that there would be a resolution.

Mr. Travers asked to rephrase the concern, stating Mr. Barry would like to know if his building could be sold or rebuilt to the existing footprint should it suffer destruction.

Mr. Hunting advised that a non-conforming building can be reconstructed with just a building permit within a certain timeframe.

Commissioner Simon asked if the building could be expanded should it burn down.

Mr. Hunting advised that a non-conforming structure could be expanded up to 30% by conditional use permit but would have to be rebuilt in the same general area as the existing footprint.

Mr. Travers stated that based on that information, Mr. Salas would like to move forward with the application as it appears that Mr. Barry is in agreement as well.

Chair Bartholomew asked Mr. Travers if he read the memo from the City Engineer and if he was in agreement with the conditions listed in the report.

Mr. Travers replied in the affirmative.

### **Planning Commission Discussion**

Chair Bartholomew stated he supported the request.

### **Planning Commission Recommendation**

Motion by Commissioner Simon, second by Commissioner Scales, to approve the request for a vacation of unimproved right-of-way (Chester Avenue) and the alley right-of-way east of Lots 9-11, Block 2, Laura Riebe Addition, generally located in the vicinity of 6080 – 6202 Concord Boulevard with the three conditions listed in the report.

Motion carried (8/0). This item goes to the City Council on March 12, 2012.

**ADJOURNMENT**

Chair Bartholomew adjourned the meeting at 7:16 p.m.

Respectfully submitted,

Kim Fox  
Recording Secretary

DRAFT

**P L A N N I N G    R E P O R T**  
**C I T Y   O F   I N V E R   G R O V E   H E I G H T S**

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**REPORT DATE:**        March 1, 2012                                **CASE NO:** 12-03PDA

**HEARING DATE:**     March 6, 2012

**APPLICANT:**         L&D Sign

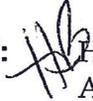
**PROPERTY OWNER:**     Walmark One, Inc.

**REQUEST:**        A planned unit development amendment to increase the size of the existing multi-tenant sign

**LOCATION:**         9087 Broderick Boulevard

**COMPREHENSIVE PLAN:**    RC, Regional Commercial

**ZONING:**         PUD, Planned Unit Development

**REVIEWING DIVISIONS:**    Planning                                **PREPARED BY:**  Heather Botten  
Associate Planner

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**BACKGROUND**

The existing sign was installed in 2000 when Holiday, Rainbow, and the strip mall were constructed. The approved PUD development plans included a 118 square foot monument sign known as the "Center Sign". The monument sign actually installed was 113 square foot sign. The applicant is proposing to increase the size of the sign by about nine square feet to 122 square feet total. The actual monument is not changing. The additional signage is being added to the bottom half of the sign. The applicant is requesting to remove the existing reader board and add a digital price display and an electronic reader board.

The specific request consists of the following:

- A.) A **Planned Unit Development Amendment** to increase the size of the existing multi-tenant monument sign.

**EVALUATION OF THE REQUEST**

The following land uses, zoning districts, and comprehensive plan designations surround the subject property:

North	Ruby Tuesday/Bank; zoned PUP; guided CC, Community Commercial
East	Vacant; zoned PUD; guided RC, Regional Commercial
South	Discount Tire; zoned PUD; guided RC, Regional Commercial
West	Rainbow/strip mall; zoned PUD; guided RC, Regional Commercial

SITE PLAN REVIEW

No changes are being proposed to any buildings, parking, access, lighting, or landscaping.

The total square footage for the existing sign is about 113 square feet and the proposed sign is 122 square feet. The proposed signage would be adding about nine square feet to the existing sign. The monument frame is staying the same, as is the top half of the sign. The applicant is proposing to remove the existing reader board and replace it with a digital price sign and an electronic message center. Even though the increase in signage is minimal the overall size of the sign is greater than the 100 square feet allowed by zoning code and greater than the 118 square foot monument sign approved with the PUD, therefore triggering the PUD Amendment.

The additional signage does not appear to have any negative effects on City facilities or services. Aesthetically the frame of the monument is not changing. The new signage would not impact the existing landscaping or interfere with traffic. The property meets all other sign requirements.

Engineering and Fire take no exception to the request. The new signage would require a sign permit with the City Inspections Department.

ALTERNATIVES

The Planning Commission has the following actions available on the following requests:

- A. Approval. If the Planning Commission finds the application to be acceptable, the following action should be taken:
- Approval of a Planned Unit Development Amendment to increase the size of the multi-tenant monument sign (the PUD refers to as the Center Sign) to 122 square feet subject to the following conditions:
    1. The site shall be developed in substantial conformance with the following plan on file with the Planning Department except as may be modified by the conditions below.

Sign Elevation dated: 11-10-11
    2. The City Code Enforcement Officer, or other designee, shall be granted right of access to the property at all reasonable times to ensure compliance with the conditions of this permit.
- B. Denial. If the Planning Commission does not favor the proposed application the above request should be recommended for denial. With a recommendation for denial, findings or the basis for the denial should be given.

**RECOMMENDATION**

Based on the information in the preceding report and the conditions listed in Alternative A, staff is recommending approval of the planned unit development amendment.

Attachments: Zoning/Location Map  
Narrative  
Site Plan  
Sign Elevation



# L&D Sign (Holiday Gas Station) Case No. 12-03PDA

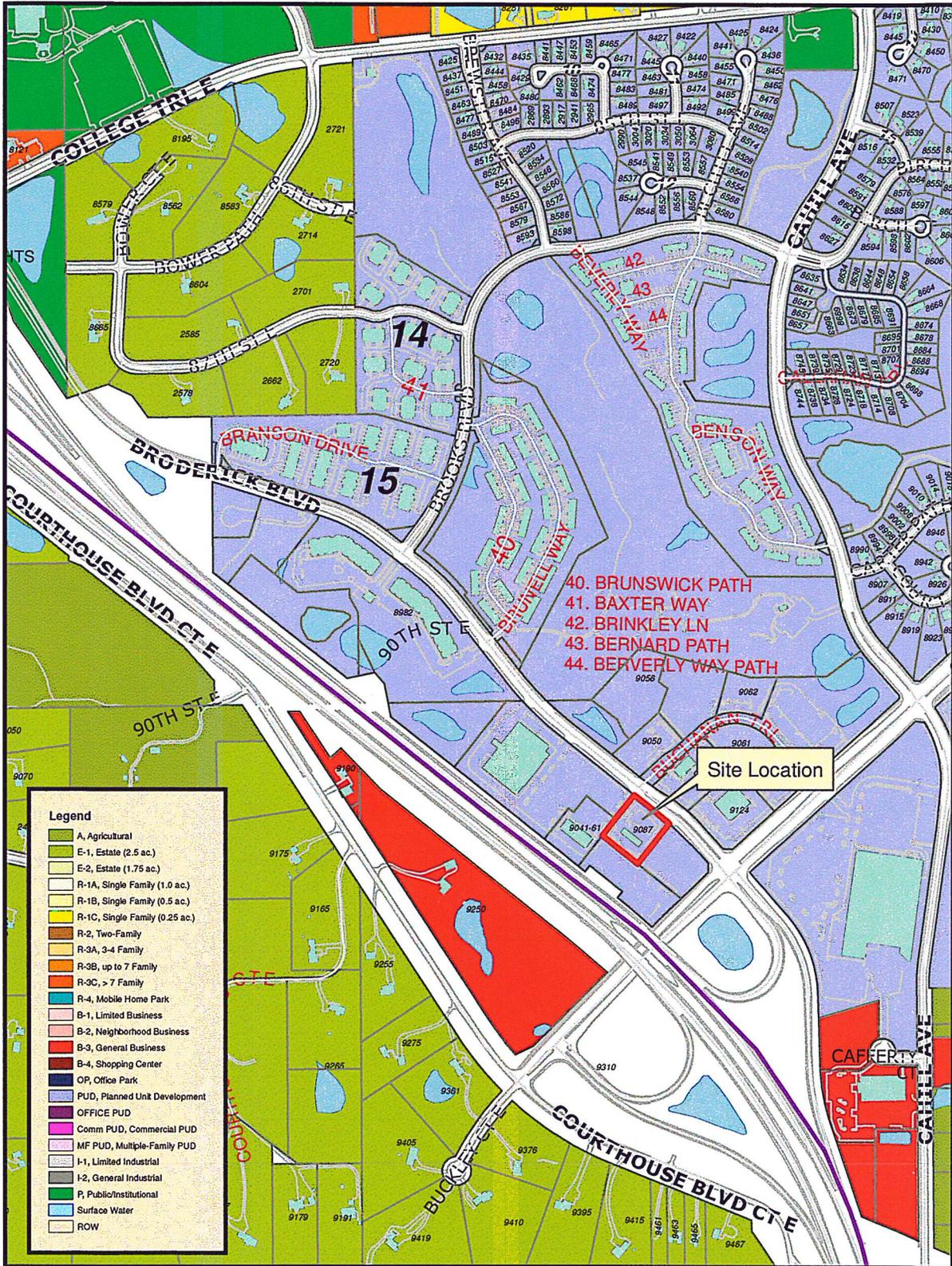


Exhibit A  
Zoning Map

**L & D SIGN**

6045 Lake Elmo Avenue North  
Stillwater, Minnesota 55082

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Telephone 651-430-2550 Fax 651-430-2551

TO:  
City of Inver Grove Heights

RE:  
PUD amendment to pylon sign for Holiday Stationstore, 9087 Broderick.

Holiday would like to add gas price sign to pylon sign. Holiday has already been approved to add electronic message center, but in doing so, they lose their gas pricing capabilities.

It is our understanding that existing sign has been approved for 113 sq ft. By adding proposed price sign, square footage of signage would be 121.75 sq ft.

Overall physical size of structure would not be affected.

Thank you,

Duane Downey

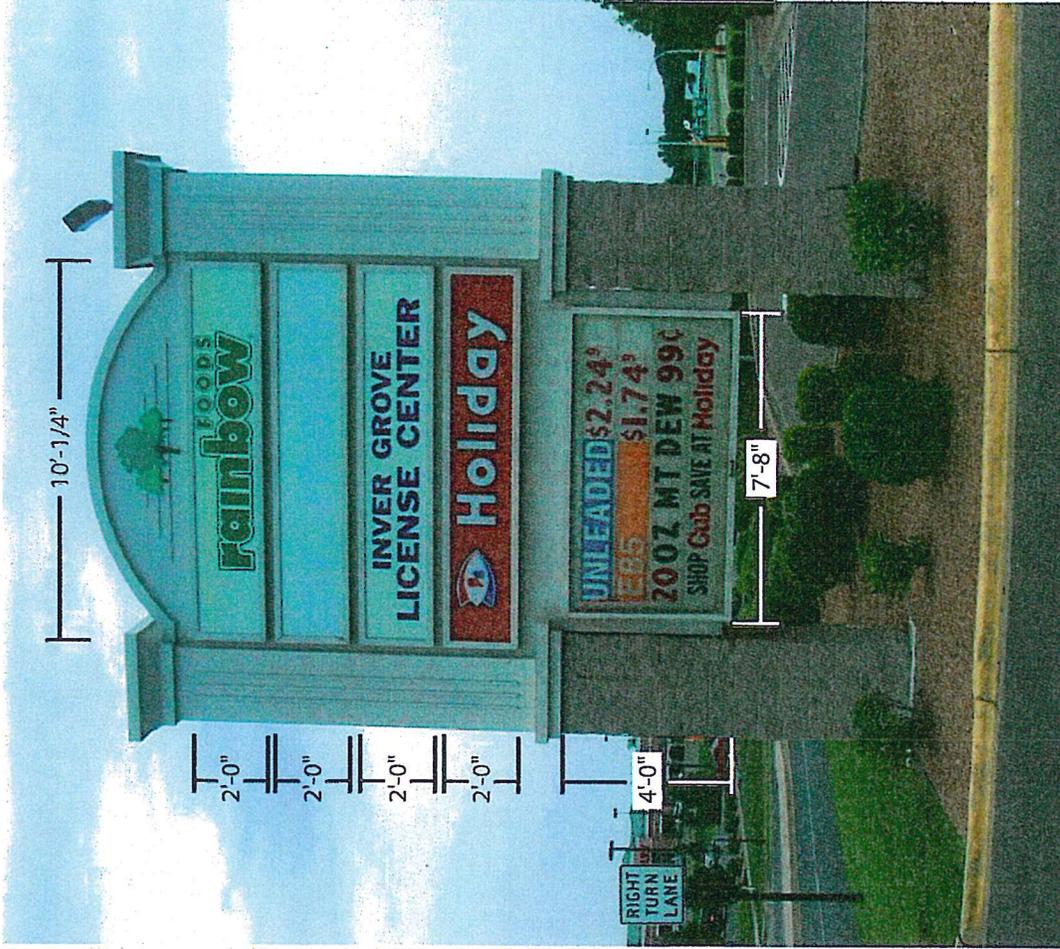


OPTION 1



PROPOSED

proposed 122 sqft.



existing 113 sqft.

EXISTING

Note: Color computer may not be exact when viewing or printing this drawing. All colors used are PMS or the closest CMYK equivalent. If these colors are incorrect, please provide the correct PMS match and a revision to this drawing will be made.

Eng: -

Prepared By: TRT/CM/TT

Date: 11/10/11

Customer: HOLIDAY STATION STORES  
Location: INVER GROVE HEIGHTS, MN # 3537

File Name: 108356 - R1 - 4X7 EMC - 2X7 LED PRICER - 2X10 LED PRICER

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**MEMO**  
**CITY OF INVER GROVE HEIGHTS**

**TO:** Planning Commission

**FROM:** Thomas J. Link, Director of Community Development 

**DATE:** March 1, 2012 for March 6, 2012 Commission Meeting

**SUBJECT:** Inver Grove Heights Economic Development Authority (EDA)

City staff will make an informational presentation to the Planning Commission Tuesday evening regarding economic development authorities. The presentation is in response to questions that the Planning Commission had when it considered the City's sale of the excess golf course property to the EDA a couple of months ago.

Attached, for Commissioners' information, are:

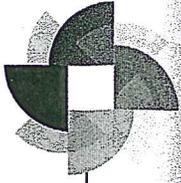
- A PowerPoint presentation made to the City Council in February, 2009 by Ehlers, the City's financial consultant
- Inver Grove Heights EDA's 2012 Work Plan
- Progress Plus's 2012 Work Plan

Many cities have economic development authorities. Minnesota State Statutes provide for such authorities and grants them specific powers that municipalities do not have. As such, EDAs offer the following benefits:

- Financial Tools – An EDA has the ability to use a greater array of financial tools
- Process – The EDA procedures are simpler and more understandable than City procedures
- Flexibility – An EDA has more flexibility, especially regarding real estate transactions, such as limited partnerships, equity arrangements, etc.
- Liability – The EDA can offer cities certain legal protections
- Explicit Powers – The EDA's authority is more clearly defined and articulated in statutes
- Image – The EDA is an indication to the development community that a municipality is committed to development/redevelopment
- Competition – The presence of an EDA puts a city on a more equal footing in comparison to other competing communities
- Focus – An EDA requires a community, especially if the Board consists of the City Council, to set aside time exclusively to discuss development issues, instead of fitting it into a regular Council meeting with numerous other municipal issues

The Inver Grove Heights EDA consists of a five member board that meets quarterly. The Board consists of the City Council members. The City is assisted in its economic development activities by Progress Plus. Progress Plus is a public/private non-profit organization that provides, by contract, economic development services to the cities of Inver Grove Heights and South St. Paul. The 2012 work plans for the EDA and Progress Plus are attached and will be discussed more fully at Tuesday night's meeting.

Enclosures



# Inver Grove Heights: Economic Development Authorities

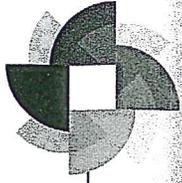
February 2009



**EHLERS**

LEADERS IN PUBLIC FINANCE

# Why an EDA?

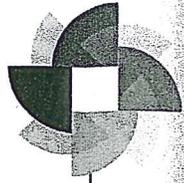


- The City continues to deal with Economic Development/Housing issues
  - Requests for Developer assistance
    - Golf Course land
    - A&W
  - Acquisition and Sale of Property
    - 80<sup>th</sup> Street
    - Concord St
    - South Robert Street
- There will be other requests
- An EDA provides an option for coordinating long-term economic development planning



**EHLERS**  
LEADERS IN PUBLIC FINANCE

# Purpose/Powers of an EDA



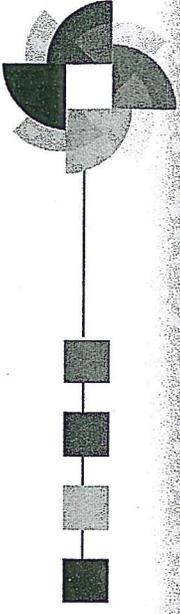
- Utilize TIF for purposes of Act
- Make loans for economic development
- Acquire and/or hold or sell property
- Act as limited partner
- Enter into contacts for economic development purposes
- Advance funds for development and redevelopment
- Provide seed or venture capital
- Acquire easements
- Own and operate public facilities that promote an economic development district
- Improve land for development purposes
- Borrow money/issue bonds
  - GO or Revenue
- Accept land, money or assistance from federal or state government
- Establish Economic Development Districts
- Eminent domain
- Others...



**EHLERS**

LEADERS IN PUBLIC FINANCE

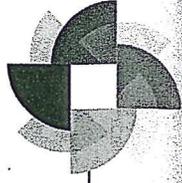
# Pros and Cons of EDA



- Pros
  - Potential to be self-supporting economic development tool
  - Promotes a focus on economic development
  - Tax levy to support development/staff
  - More statutory authority to complete development activities
  - Ability to serve as a conduit for lease purchase
  - Separate from City
- Cons
  - Likely require seed money, EDA levy, or other revolving source of revenue
  - Autonomy could cause political / accountability problems
  - Another public body to support



## How to financially sustain EDA

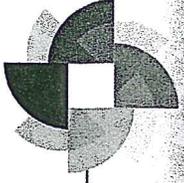


- Seed Money
  - Transfer and Sale of Assets
    - Golf property
    - Other City properties
  - Transfer funds from City
- TIF
  - Old TIF: Examine use of 10% Administration
  - New TIF: Create a Revolving Loan Fund and pick up admin costs related to project



**EHLERS**  
LEADERS IN PUBLIC FINANCE

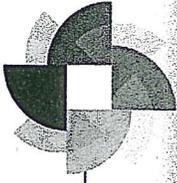
## How to financially sustain EDA



- EDA Tax Levy
  - Limited to 0.01813 percent of market value or about \$600,000
  - Can be higher but subject to:
    - Public hearing
    - Publication of notice
    - Reverse referendum
  - EDA Tax Levy is subject to City levy limit but EDA can levy as an HRA which is not subject to levy limits
- Creation of Revolving Loan Fund (RLF) that recycles loan proceeds over time



# Recommendations



- Create EDA and use EDA to favorably position the City for the long-term benefit of development
- Generate seed money from sale of City property and future TID's
- Establish Revolving Loan Fund to create self-sustaining cash-flow
- Have proposed Economic Development position be paid out of EDA fund and levy. Reflects a more appropriate staffing allocation.



**EHLERS**

LEADERS IN PUBLIC FINANCE

**MEMO  
CITY OF INVER GROVE HEIGHTS**

**TO:** Inver Grove Heights Economic Development Authority  
**FROM:** Thomas J. Link, Director of Community Development  
**DATE:** January 19, 2012 for EDA Meeting of February 6, 2012  
**SUBJECT:** 2012 EDA Work Plan

1. **ACTION REQUESTED:** The Economic Development Authority (EDA) is to identify issues that it would like to focus on this year.

2. **BACKGROUND:** In 2011, the EDA Work Plan had four items, as follows:

- Acquisition Policy – This policy was completed with the EDA's adoption of the policy in November.
- Small Business Loan Program – This program was discussed at each of its meetings last year and is still being worked on.
- Progress Plus Marketing Program – The EDA reviewed this program and found that no further action was necessary.
- EDA Financing - This activity will look at how surrounding cities finance their EDA activities. This project has not yet been started.

3. **ANALYSIS:** Staff proposes the following Work Plan for 2012, in order of priority:

- Excess Golf Course Property – This issue arose in the middle of 2011. It involves the EDA's acquisition of excess golf course property with the intent of, at some future undetermined time, selling it for development. This project probably will take another couple months to complete.
- Small Business Loan Program – Continue to work on establishing the program
- EDA Financing/Structure- Carry forward this 2011 project. It could also be expanded to look at how other cities' EDAs are structured.
- Gun Club Site – The City and Minnesota Department of Transportation (MNDOT) have been working on the City acquiring the property for future office development. Recent and current efforts focus on environmental investigation because of contamination by lead shot and clay pigeons. The environmental investigation will continue and hopefully lead to acquisition, marketing, and development. Progress on this issue is highly dependent on the efforts of MNDOT.

4. **RECOMMENDATION:** Staff is requesting direction from the EDA regarding the 2012 Work Plan.

cc: Jennifer Gale, Progress Plus  
Ellen Watters, Progress Plus

**Inver Grove Heights  
2012 WORK PLAN**

Draft 1-17-12

**Economic Development Authority**

- Provide support to Community Development Director in researching and preparing information for the EDA, including developing financing tools and EDA marketing activities
- Serve as a resource and provide research as needed
- Attend quarterly EDA meetings
- Market the financing options available and offer prequalification assistance to interested developers/businesses.

Measure: Meet monthly with Community Development Director

**Concord Redevelopment Planning (From South St. Paul border to 70<sup>th</sup> street)**

- Assist with tasks associated with redevelopment planning and implementation
- Assist with gathering business input for plan, including working with Concord Boulevard business group
- Assist in marketing the site(s) as directed

Measure: Meet monthly with Community Development Director to assess progress and agree on tasks

**Establish, maintain, share and analyze database information, including:**

- Demographics
- Labor supply
- Utility providers, including availability and rates
- Land availability – location, size, owner, broker, asking price
- Building availability – size, description, owner, broker, asking price
- List of businesses in IGH (by industry if possible) as requested

Measure: Provide updated data set by May 1, 2012

**Inquiries**

Respond to inquiries from business and industries searching for land or buildings for new construction or expansion

Measure: Provide monthly written report via Progress Plus Activity Report

### **Business Retention Program (list provided by Tom Link)**

- Schedule ten desired retention visits that include the Community Development Director
- Visit other existing businesses to gather information on the business climate in IGH
- Report visits to GrowMN, a statewide retention program in order to qualify for the rfp/lead program.
- Assist existing businesses with expansion, relocation, land purchase, building leasing and construction
- Assist businesses in understanding City process, purpose and function in development/redevelopment
- Assist in promoting Business Town Hall meeting
- Provide report on issues or requests raised by businesses related to City services, including feedback when no issues are raised

Measure: Include Community Development Director in 10 visits and provide report on visits and specific requests for follow-up

### **Marketing**

- Provide supply of Progress Plus brochures featuring IGH to City
- IGH information and sites on Progress Plus website
- IGH information in monthly e-newsletter and distribution to nearly 650 brokers and developers and continue to expand its reach
- Promotion of IGH at annual Progress Plus meeting attended by approximately 100 business leaders
- IGH information in editorials and ads in publications, including ad and editorial copy in the SouthWest Review Progress Edition; ad in the Resource Guide distributed to all residents and businesses and in links to partner organizations
- IGH promotional material, such as brochures and developer informational
- Promotion of IGH at two conferences/events for brokers and developer each year,
- Celebrate grand opening of new Argenta Hills/Target to draw attention to opportunities
- Produce an IGH centered broker tour/event and additionally include IGH in exhibition/sponsorship of annual Minnesota Commercial Realtors Association (MNCAR) EXPO

Measure: Provide monthly written report