

The Maplewood City Council Serves as the Maplewood Area Economic Development Authority and Will Conduct a Meeting as Such Preceding the City Council Meeting.

AGENDA
MAPLEWOOD AREA ECONOMIC DEVELOPMENT AUTHORITY
6:30 P.M. Monday, October 14, 2013
City Hall, Council Chambers

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF AGENDA

D. APPROVAL OF MINUTES

1. Approval of September 23, 2013 EDA Meeting Minutes

E. PUBLIC HEARING

1. Approval of Purchase Agreements for City-Owned Real Property, Castle Avenue and Van Dyke Street
 - a. Housing and Economic Development Commission Report
 - b. Approval of Purchase Agreement between City and EDA
 - c. Approval of Purchase Agreement between EDA and Solomon Real Estate Group, Inc.

NOTE: THIS PUBLIC HEARING IS BEEN CANCELLED.

F. UNFINISHED BUSINESS

1. Approval of Terms for a Commercial Reinvestment Loan, Larkin Dance Studio, 1400 East Highway 36 – Additional Information Will be Presented at the Meeting
 - a. Approval of Loan Terms

G. NEW BUSINESS

1. Approval of Selling Excess City-Owned Real Property Policy
 - a. Housing and Economic Development Commission Report
 - b. Approval of Policy

H. ADJOURNMENT

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G. NEW BUSINESS

1. **Approval of Commercial Reinvestment Loan, Larkin Dance Studio, 1400 East Highway 36**
 - a. **Housing and Economic Development Commission Report**
 - b. **Approval of Loan Terms**

Assistant City Manager/Community Development Director Coleman gave the staff report and answered questions of the council. City Manager Ahl gave additional information. Mark Jenkins representing the Housing and Economic Development Commission gave the HEDC report and answered questions of the council. Dean Trongard, Real Estate Broker representing Larkin Dance addressed the council to give additional information about Larkin and the proposed site. Molly Larkin Symanietz, Michelle Larkin Wagner and Scott Symanietz were present and addressed the council to give additional information about the Larkin Dance Studio Project.

Member Juenemann moved to approve the conceptual Commercial Reinvestment Loan and directed staff to prepare an agreement and collect various details from the applicant that the EDA has indicated and present it at the October 14, 2013 EDA meeting.

Seconded by Member Rossbach

Ayes - All

The motion passed.

H. ADJOURNMENT

EDA Chair Koppen adjourned the meeting at 9:33 p.m.

MEMORANDUM

TO: Charles Ahl, City Manager

FROM: Michael Martin, AICP, Planner
Melinda Coleman, Assistant City Manager

DATE: October 7, 2013

SUBJECT: Approval of Selling Excess City-Owned Real Property Policy

- a. Housing and Economic Development Commission Report
- b. Approval of Policy

Introduction

The city has been presented with a purchase offer for property it owns at the intersection of Castle Avenue and Van Dyke Street. Because of this purchase offer, city staff is recommending the city adopt a policy to guide this and any future proposals.

Discussion

The proposed selling excess city-owned real property policy outlines Maplewood's mandatory criteria and the city's review policies, procedures and criteria. These would be in effect for any real property that the city deems in excess and proceeds to sell. The proposed policy incorporates the minimum requirements for selling real property as required by Minnesota state statutes.

The policy requires the planning commission and housing and economic development commission (HEDC) to make a recommendation to the city council deeming the real property in excess and available to sell. The council then shall deem the real property in excess. If the intent is to use proceeds from a sale for economic development then the city council will transfer ownership to the city's economic development authority (EDA) to sell the land. Once a buyer has been found, the EDA shall call a public hearing and make any final decisions on selling the land. If the proceeds are to be used for other public functions then the city council shall remain the owner of the real property. The HEDC will also review any purchase proposals and make a recommendation to the city council or EDA.

Budget Impact

None.

Commission Review**Housing and Economic Development Commission**

The city's housing and economic development commission reviewed this policy at its meeting on September 11, 2013 and recommended approval.

Planning Commission

The city's planning commission reviewed this policy at its meeting on September 17, 2013 and recommended approval.

Recommendation

Adopt the selling excess city-owned real property policy attached to this report. This policy has Maplewood's criteria and project review policies, procedures and criteria for any city-owned real property that would be sold in the city of Maplewood.

Attachments

1. Proposed Maplewood Selling Excess City-Owned Land Policy
2. Housing and Economic Development Commission Minutes, September 11, 2013
3. Planning Commission Minutes, September 10, 2013

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PROCEDURE FOR THE SALE OF EXCESS MAPLEWOOD REAL PROPERTY

1 PURPOSE AND AUTHORITY

- 1.01 The purpose of this document is to establish the criteria and process for the City of Maplewood (the "City") to sell or dispose of excess city-owned real property.
- 1.02 The City's ability and authority to sell and dispose of real property is governed by the limitations established in Minnesota Statutes.
- 1.03 The City may amend this document at any time. Amendments to these criteria are subject to the same review requirements established by this policy.

2 DEEMING CITY-OWNED REAL PROPERTY IN EXCESS

- 2.01 The planning commission shall review all proposals for the sale of city-owned land. To sell city land, the planning commission must determine the sale of such land would be consistent with the city's comprehensive plan and other official controls. The planning commission shall make a recommendation to the city council.
- 2.02 The housing and economic development commission shall review all proposals for the sale of city-owned land and shall determine whether the land is in excess and suitable for sale into the private development market. The housing and economic development commission shall make a recommendation to the city council.
- 2.03 The city council shall consider recommendations from the planning commission and the housing and economic development commission on deeming any city-owned properties in excess.

3 SELLING EXCESS CITY-OWNED REAL PROPERTY

- 3.01 If the proceeds of any sale of city-owned real property is intended for the use of economic development in the city then the real property shall be transferred to the City's economic development authority. The city attorney shall prepare a purchase agreement for approval by the city council and the City's economic development authority.
- 3.02 If the proceeds of any sale of city-owned real property is intended for public use, except for economic development, than the city council shall retain ownership.
- 3.03 Any agreements or contracts with Realtors or other real estate professionals to represent the City must be approved by the city council or the City's economic development authority.
- 3.04 Upon receiving any purchase offers for City-owned real property, city staff shall prepare a report for the housing and economic development commission's review. The housing and economic development commission shall make a

- recommendation to the city council or the City's economic development authority.
- 3.05 For real property owned by the City's economic development authority, a public hearing must be held and noticed in the City's official newspaper at least 10 days prior to the scheduled meeting.
 - 3.06 Any and all purchase agreements or other legal documents related to transferring land must be reviewed by the city attorney.
 - 3.07 The city council or the City's economic development authority may close a public meeting to determine the asking price for real property to be sold, to review confidential or nonpublic appraisal data, and to consider offers or counteroffers for the sale of real property.
 - 3.08 Any proposed changes to the City's comprehensive plan's future land use map or the official zoning map shall be the sole responsibility of the entity purchasing the real property. All land use applications and public hearing processes must be adhered to by the purchasing entity.

DRAFT
MINUTES OF THE HOUSING AND ECONOMIC DEVELOPMENT COMMISSION
1830 COUNTY ROAD B EAST, MAPLEWOOD, MINNESOTA
7:00 P.M., WEDNESDAY, SEPTEMBER 11, 2013

5. NEW BUSINESS

b. Approval of Selling Excess City-Owned Real Property Policy

- i. Planner, Mike Martin gave the report and answered questions of the commission.
- ii. Assistant City Manager, Community Development Director, Melinda Coleman addressed and answered questions of the commission.

Commissioner Wessel moved to approve the selling of excess city-owned real property policy in the staff report. This policy has Maplewood's criteria and project review policies, procedures and criteria for any city-owned real property that would be sold in the city of Maplewood.

Seconded by Commissioner Unger.

Ayes – All

The motion passed.

DRAFT
MINUTES OF THE MAPLEWOOD PLANNING COMMISSION
1830 COUNTY ROAD B EAST, MAPLEWOOD, MINNESOTA
TUESDAY, SEPTEMBER 17, 2013

6. NEW BUSINESS

a. Approval of Selling Excess City-Owned Real Property Policy

- i. Planner, Mike Martin gave the staff report and answered questions of the commission.

Commissioner Tripler moved to approve the selling city-owned real property policy in the staff report. This policy has Maplewood's criteria and project review policies, procedures and criteria for any city-owned real property that would be sold in the city of Maplewood.

Seconded by Commissioner Arbuckle.

Ayes - All

The motion passed.