



MINUTES OF THE REGULAR EDA MEETING

EDA Members Present: Russ Smith, Shelly Peterson, Bruce Ahlgren, Mike Schultz, Ross Peterson, Lara Wilkinson, Dave Bjerkness

EDA Members Absent: Steve Micke

Staff/Ex-Officio Present: Holly Butcher, Brian Fritsinger, Al Cottingham (City of Cloquet); Connie Christenson (Carlton County Economic Development)

CALL TO ORDER

President Shelly Peterson called the meeting to order at 8:11 A.M.

ANNOUNCEMENTS, ADJUSTMENTS, CORRESPONDENCE AND OTHER

None.

APPROVAL OF MEETING MINUTES

President Shelly Peterson asked for any corrections or additions to the November 5, 2014 Meeting Minutes? Hearing none she asked for a motion.

Motion: **Commissioner Bjerkness moved, and Commissioner Ross Peterson seconded, that the EDA approve the Meeting Minutes from November 5, 2014. (Motion passed 6-0.)**

APPROVAL OF CLOQUET EDA FINANCIALS

NOVEMBER:

EDA members reviewed the November 2014 financials. Ms. Butcher reported updates on the cash balances and loan balances. President Shelly Peterson asked for a motion to approve the November 2014 financials.

Motion: **Commissioner Bjerkness moved, and Commissioner Ross Peterson seconded, that the EDA approve the November 2014 financials. (Motion passed 6-0.)**

DECEMBER:

EDA members reviewed the December 2014 financials. Ms. Butcher reported updates on the cash balances and loan balances. President Shelly Peterson asked for a motion to approve the December 2014 financials.



Motion: Commissioner Ross Peterson moved, and Commissioner Schultz seconded, that the EDA approve the December 2014 financials.
(Motion passed 6-0.)

ACTION ITEMS / PRESENTATION / DISCUSSION

Discussion on Business Park Zoning and Hwy 33 Design Standards

Al Cottingham, City Planner / Zoning Administrator for the City provided an overview of three Zoning Ordinance pieces of information for the EDA:

1. Information on the “RC” or Regional Hwy Commercial zoning which applies to the front portion of the Business Park; and
2. Information on the “IP” or Industrial Park zoning which applies to the rear portion of the Business Park; and
3. Information on the Hwy 33 Design Standards.

Mr. Cottingham reviewed two Zoning Ordinance items with the EDA:

1. Section 17.5.15 related to the Design Standards for the Highway 33 Corridor and what is required; and
2. Requirements of the Industrial Park “IP” Zoning District which include the following:

All exterior wall finishes on any building shall be any single or combination of the following:

- a. Face Brick
- b. Natural Stone.
- c. Concrete block with surfaces painted or treated with decorative material or texture.
- d. Specially designed concrete units if the surfaces have been integrally treated with an applied decorative material or texture.
- e. Factory fabricated and finished metal framed panel construction, with the panel materials to include any of those named above, glass, prefinished metal (other than unpainted galvanized iron), or plastic, and which materials meet or exceed the minimum standards of the Minnesota State Building Code.
- f. Other materials as may be recommended by the Planning Commission.

The two questions he posed to the EDA were:

1. How far off of the Hwy 33 Corridor do the Design Standards apply, specifically do they cover the rear IP portion of the Business Park?



2. How does the EDA envision the Business Park to develop, what type of development do they expect to see happen and what should that look like?

EDA members grappled with the questions posed and discussed. Overall suggested that the Highway 33 Design Standards were fine and they would not be supportive of them being any less restrictive but also realized asking for quality buildings increases building costs and hence potential business opportunities in the Business Park. Commissioner Schultz added that requiring façade and higher building standards is in all probability an additional twenty percent to the building cost. Ms. Christenson was asked about zoning requirements for the Esko Park but could not speak to specific code requirements but mentioned that building plans for Coates RV in the Esko Business Park stating that there will be a maintenance building and a front showroom / primary office type building. Other EDA members suggested that perhaps if the EDA / City is to participate financially in a building project additional design standards be required in the rear section (already required for sure in the front commercial portion of the Business Park).

Mr. Cottingham asked – is it ok for a pole building to go up in the “IP” portion of the Business Park? EDA members could not specifically answer this question stating that it really depends on the project, jobs provided and the quality of those types of buildings. Ms. Butcher mentioned that she enforced the Hwy 33 Design Standards on the rear IP District Daqota Systems building because the front façade is visible from Hwy 33. Mr. Fritsinger suggested that when the Business Park was originally built it was created to bring jobs to the community.

Mr. Fritsinger suggested to Mr. Cottingham that he review past Planning Commission / Council minutes related to the approval of the 2009 Zoning Ordinance, perhaps scan the 1998 Sketch Plan or contact former Planner Bill Schlenvogt for additional guidance.

Direction: City Planner should review past Planning Commission / Council minutes to see if there is any guidance provided in those. The EDA may wish to further discuss this in the future – as these standards may impact development opportunities within the Business Park.

Housing Updates

Staff reviewed four general housing items:

1. **Rental Housing Ordinance:** Al Cottingham provided an update on the status of the Rental Housing Ordinance stating that it would take effect on March 1, 2015 and would involve for a period of a few years a voluntary registry of rental units in the community.



Rental owners will be sent notice, that information will be derived from the County's non-homesteaded parcel data.

2. **Final Small Cities Application:** Holly Butcher mentioned that she would be recrafting the City's application and resubmitting it to DEED by the due date of February 26th.
3. **Cloquet HRA Initiatives:** Brian Fritsinger mentioned that the HRA has an upcoming Strategic Planning Session and has planned to be part of the Minnesota Housing Institute. The EDA discussed the topic, the City Administrator suggested he attend the Strategic Planning and EDA suggested the HRA's Housing Institute group meet to craft direction as a group on their needs without the EDA's involvement at this point.
4. **Middle School Referendum:** Holly Butcher mentioned the upcoming referendum and efforts working with the school in examining repurposing opportunities of the building if that referendum successful. The referendum vote is February 10th.

2015 EDA Work Plan Development

Ms. Butcher reviewed the 2014 EDA Work Plan and what was accomplished, what was not accomplished and changes along the way. Ms. Butcher mentioned that the Council earmarked funding for a marketing / branding study in 2015 recent additional outside requests for staff time related to Carlton County Blandin Broadband Community and HRA Strategic Planning and Housing Institute.

Ms. Butcher reviewed the EDA's specific 2014 Work Plan Goals which were:

1. Hwy 33 / I-35 Marketing
2. Housing
3. Downtown Reinvestment
4. Staying Abreast with Business Needs
5. Business and Community Marketing

Ms. Butcher noted the City Council's Strategic Plan goals related to Economic Development were:

1. Hwy 33 / I-35 Retail Development Project – Sales Tax Approval
2. Set transformative vision for Downtown and Riverfront
3. Community Appearance

EDA members were asked to add ideas / issues that were left out. Ms. Butcher wrote those key items on the board and then provided three voting stickers to EDA Commissioners. Voting results for 2015 were as follows:

1. Cloquet Business Park
2. Housing



3. Hwy 33 / Interstate 35 Retail Development
4. Downtown Revitalization
5. Community Marketing
6. Staying Abreast with Local Business Needs

Marketing / Branding Study – Discussion on Scope of Work

Tabled until the February EDA meeting.

Informational Updates / EDA Questions

Ms. Butcher reviewed informational updates. Discussed the new business park signage, status of LHB’s schematic design work, and Carlton County’s concept moving forward as a Blandin Broadband Community “beyond infrastructure” to come up with strategies to provide service in underserved areas of the County. Staff and EDA mentioned that some areas of Cloquet that are underserved while most of the City is served well therefore caution Cloquet’s involvement in this broadband discussion to ensure there is focus and strategies to use broadband to leverage enhancements to bolster downtown areas and lands on the north side of town that have service gaps to ensure good service in these built up areas and to attract business.

Next meeting date

Wednesday February 4, 2014 at 8:00am.

ADJOURNED 10:00 A.M.

Respectfully submitted,

Holly L. Butcher, Community Development Director