

**City of Moorhead**  
**Economic Development Authority**  
**Meeting Minutes**  
**January 23, 2012 at 11:45 AM**  
**1st Floor, Council Chambers, Moorhead City Hall**

Pursuant to due call and notice thereof, a regular meeting of the Economic Development Authority was held in the 1st Floor, Council Chambers, Moorhead City Hall, on January 23, 2012, at 11:45 AM.

**Roll call of the members was made as follows:**

Board Member:	Les Bakke	Present
Council Member:	Brenda Elmer	Present
Board Member:	Werner Golling	Present
Board Member:	Ray Grefsheim	Present
Council Member:	Steve Gehertz	<i>Absent</i>
Board Member:	Kay Parries	<i>Absent</i>
Board Member:	Robert Remark	<i>Absent</i>
Board Member:	Jon Riewer	Present
Board Member:	Jim Steen	Present
Board Member:	James Taylor	Present
Board Member:	Mark Wallert	Present

**Others Present:**

Scott Hutchins, Director of Community Services  
Kristie Leshovsky, City Planner

Amy Thorpe, Community Services Planner

**1. Call meeting to Order / Roll Call**

**2. [Agenda Amendments](#)**

**3. [Approve Minutes](#)**

A [November 28, 2011](#)

B [December 1, 2011](#)

**Motion to Approve made by Les Bakke and seconded by Jim Steen**

Approve minutes from November 28, 2011 and December 1, 2011.

*Motion Passed: For: 8; Against: 0; Abstain: 0; Absent: 3*

**4. Citizens Addressing the Board - Reserved for citizens wishing to speak on matters not listed on the agenda.**

**5. [Commissioners' Reports](#)**

Minutes: Elmer stated that the annual City Council retreat was held last weekend. She stated that many of the issues discussed involved growth and economic development and a number of good ideas came forward. She stated that the Council will hold another retreat session later in the spring.

**6. [Presentation: New Mixed Use Zoning District \(MU-3\) - Kristie Leshovsky, City Planner and Zoning Administrator](#)**

**A Recommendation in Support of New Mixed Use (MU-3) Zoning District**

**B Materials:** <http://www.cityofmoorhead.com/mu/>

Minutes: Kristie Leshovsky, City Planner and Zoning Administrator, presented to board members the proposed Mixed-Use 3 Zoning District for the certain areas of 1<sup>st</sup>, Center, and Main Avenues. She stated that the purpose for creating a new zoning district was to address a market interest to provide commercial and residential options close to downtown and college campuses. She stated that the district is designed to facilitate the redevelopment of vacant or under-utilized property by allowing more flexibility. She stated that often commercial and residential are compatible uses and help improve the transition from commercial to residential neighborhoods. She stated the new development standards were designed to provide more flexibility, as follows:

- Setbacks - Minimum setbacks and options to further reduce setbacks with landscaping
- Building height - Allows a maximum height of 40 feet and terracing required when adjacent to residential
- Architectural design - Minimal standards requiring 30% of front of building to be constructed of a material other than steel, vinyl, or fiberglass.
- Landscaping is required adjacent to residentially zoned area.

She stated an open house had been held January 18th and received positive comments from those participants. She stated she received a letter of support from one business owner on 1st Avenue. She thanked Bakke and Steen for their participation at the open house

Elmer asked Leshovsky if she had received comment from the property owner north of Cashwise. Leshovsky affirmed that she had spoken with the owner and he is pleased with the updated zoning.

Bakke added that Leshovsky had also presented at last week's Moorhead Business Association meeting. Leshovsky stated that group asked good questions and seemed pleased with the update.

**Motion in Support made by Brenda Elmer and seconded by Les Bakke**  
Motion in Support of the Mixed Use 3 Zoning District.

*Motion Passed: For: 8; Against: 0; Abstain: 0; Absent: 3*

**7. [Director's Report - Hutchins](#)**

Minutes: Hutchins updated the board on various economic development projects. Project updates included the following.

- Salvation Army - Awaiting approval from their district office to proceed with environmental review.
- Listing City-owned 1<sup>st</sup> Ave / 11<sup>th</sup> Street property - Received a response to the RFQ and will set up a meeting for the review board to meet with Coldwell Banker First Realty-Encore.
- 8th Street Mixed Use Project – Discussion continues on the scope/ownership of the possible project
- Business Park Strategic Plan – Seeking proposals.

- Housing Study & Communications Plan - Scheduled for presentation to the City Council.

- A [Update Memorandum - Flaherty & Hood \(Attachment\)](#)
- B [Bluestem CFA - Request to the City Council \(January 24, 2012\) \(Attachment\)](#)
- C Governor Dayton's 2012 Capital Budget:
  - i <http://www.mmb.state.mn.us/doc/budget/bud-cap/12/powerpoint.pdf>
  - ii <http://www.mmb.state.mn.us/doc/budget/bud-cap/12/gov-rec.pdf>
- D [Governor Dayton's Jobs Plan \(Attachment\)](#)
- E House and Senate Republican Caucus "Reform 2.0" <http://mnhousegop.squarespace.com/reformblog/>
- F [CGMC Greater Minnesota Economic Recovery Plan \(Attachment\)](#)

## 8. [Information / Update](#)

Minutes: Wallert opened to floor for discussion of topics not found on the agenda. He stated that he would like to see more interaction between the EDA and the Moorhead Business Association. He asked board members for ideas and suggested the EDA Board and MBA occasionally hold a joint meeting. Hutchins noted a joint meeting could easily be arranged and currently an MBA representative serves on the EDA which provides a direct opportunity for interaction. Also noted Executive Director Chadwick occasionally distributes materials and information found in the EDA packet to the MBA membership.

Bakke stated that Community Access TV is attempting to purchase additional equipment and that, in the future, off-site meetings could be recorded.

Elmer stated this was an excellent suggestion noting that the MBA has much experience and expertise which should be tapped. She suggested a tour of the industrial park with a meeting afterward or a "development tour."

Elmer also noted that staff had been working on impediments to development with the Home Builder's Association and asked for an update on that. She also noted that at the retreat council members brought up the usefulness of the gateway overlay district and where discussions were left in regards to this.

Hutchins stated that it was his recollection of the board's discussion of the gateway overlay district was that the standards were useful but that a few changes were warranted which Kristie Leshovsky would be bringing forward to the Planning Commission. He stated that there has been progress made with the Home Builders Association and a meeting with staff would occur soon. He stated that in the early 2000's, the city hosted a conference at the Marriott bringing together all stake holders to discuss relevant issues. He suggested that another forum of this nature should be held to discuss impediments to development from their perspective.

## 9. [Adjourn](#)

APPROVED BY:

ATTEST:

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Mark Wallert  
Chair

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Jim Taylor  
Secretary

The proceedings of this meeting are digitally recorded and are available for public review.

*Respectfully submitted by:*  
*Amy Thorpe, Community Services Planner*