

CITY OF HANOVER
ECONOMIC DEVELOPMENT AUTHORITY AGENDA

Thursday, January 12, 2012
8:00 a. m.
HANOVER CITY HALL

Mr. Todd Bartels
Mr. Joe Kaul
Mr. Keith Ulstad
Mr. Randy Whitcomb

Mr. Chris Kauffman
Mr. Jim Hennessey
Mr. John Vajda

This document does not claim to be complete and is subject to change at any time.

1. Call to Order
2. Oath of Office
3. Election of 2012 Officers
 - a. President
 - b. Vice-President
 - c. Treasurer
4. Approval of:
 - a. Agenda
 - b. Minutes of December 8, 2011 regular meeting
 - c. Accounts Payable and Financial Report
5. Business
 - a. PHS West Update
 - b. 2012 SEH Contract
 - c.
 - d.
6.
 - a. Board Member Reports:
 - (1) Bartels –
 - (2) Whitcomb –
 - (3) Vajda–
 - (4) Kaul –
 - (5) Kauffman –
 - (6) Hennessey –
 - (7) Ulstad –
 - b. Executive Director Report
 - (1) Buchholtz –
 - (2) Peper –
7. Adjournment

CITY OF HANOVER
ECONOMIC DEVELOPMENT AUTHORITY MINUTES
December 8, 2011

President Todd Bartels called the Economic Development Authority meeting of December 8, 2011 to order at 9:15am at Hanover City Hall. Commissioners present were: Bartels, Jim Hennessey, Chris Kauffman, John Vajda, Keith Ulstad, Randy Whitcomb, and Joe Kaul. Absent: None. Also present was City Administrator Daniel Buchholtz and EDA Consultant Heidi Peper. Call to Order

Buchholtz requested that PHS West Update be added to the agenda. Approval of Agenda

MOTION by Whitcomb, second by Kaul, to approve the agenda for the December 8, 2011 EDA meeting, as amended. Motion carried 7:0.

MOTION by Hennessey, second by Kauffman, to approve the November 10, 2011 regular EDA meeting minutes. Motion carried 7:0. Approval of Minutes

MOTION by Kaul, second by Hennessey, to approve the accounts payable and financial report, as presented. Motion carried 7:0. Motion to Approve Accounts Payable

Business Business

1. 2012 Budget/Final Levy Approval

2012 Budget/Final Levy Approval

Bartels introduced the item.

MOTION by Kauffman, second by Whitcomb, to approve the 2012 budget and 2012 payable EDA tax levy. Motion carried 7:0. MOTION to approve 2012 Budget/Tax Levy

2. Homebuilder Marketing Letter

Homebuilder Marketing Letter

Bartels introduced the item. Buchholtz informed the EDA of the pending foreclosure of vacant lots in Crow River Heights by Village Bank. He presented a letter that he is sending to builders who have built in Hanover previously informing them of the availability of these lots.

Vajda stated that he would like to see a builder or a group of builders purchase the lots for construction rather than existing homeowners who would keep the lots vacant. Buchholtz stated that he would pass that sentiment to Village Bank.

No action was taken on the item.

3. County Road 19 Corridor Market Study Update

County Road 19 Corridor Market Study Update

Bartels introduced the item. Buchholtz stated that the Marketing Subcommittee is meeting with McComb Group to kickoff the Hennepin County Road 19 corridor market study.

Bartels stated that he is excited to have McComb Group complete the market study. He said that he believes it is important to receive a fresh perspective about Hanover market possibilities. Hennessey agreed.

No action was taken on the item.

CITY OF HANOVER
ECONOMIC DEVELOPMENT AUTHORITY MINUTES
December 8, 2011

4. PHS West Update

PHS West Update

Bartels introduced the item. Peper stated that she and Buchholtz met with Dan Cummings who stated that he was advised by three contractors not to build on the proposed industrial park site. She said that Cummings believes that it is cost prohibitive to develop on the site. She said that Cummings is looking toward his original proposal of adding two additions to his site to create one building.

Peper stated that the infill solution will only support his business for the intermediate term. She said that he will need to identify a long-term solution for his business. Bartels suggested the seven acre Ordorff gravel pit owned by Pearson Brothers. Buchholtz stated that Cummings did not want to locate in the existing industrial park as he feels that the existing buildings in the industrial park would depreciate the value of his new building. Discussion ensued around other options including selling the entire ten acre site, minus an easement to access the Fire Hall property, or work with the developer of a proposed commercial parcel to see if Cummings' building would fit on that site.

Ulstad suggested that the City complete a Phase 2 environmental assessment and a geotechnical survey on the City property in order to reassure potential builders that the property is not contaminated and that the front portion of the property is buildable. Kauffman inquired if there were funds available to do the soil borings along with the Phase 2 environmental assessment. Buchholtz stated that there were funds available from the initial \$20,000 allocation granted by the Council for soil borings. Kauffman stated that soil borings are necessary to show the ability to build on the site and what remediation, if any, would be necessary.

MOTION by Vajda, second by Ulstad, to authorize staff to complete the Phase 2 environmental study on the City property and complete additional soil borings on the front three acres of the site. Motion carried 7:0.

Reports

Reports

1. Board Member Reports

No reports

2. Executive Director Report

No report.

**CITY OF HANOVER
ECONOMIC DEVELOPMENT AUTHORITY MINUTES
December 8, 2011**

Adjournment

Adjournment

Meeting adjourned at 10:30am.

Daniel R. Buchholtz, Executive Director

CITY OF HANOVER
COMBINED CASH INVESTMENT
DECEMBER 31, 2011

COMBINED CASH ACCOUNTS

001-11000	CASH	7,774,569.72
	TOTAL COMBINED CASH	7,774,569.72
001-11111	CASH ALLOCATED TO OTHER FUNDS	(7,774,569.72)
	TOTAL UNALLOCATED CASH	<u>.00</u>

CASH ALLOCATION RECONCILIATION

100	ALLOCATION TO GENERAL FUND	945,528.91
107	ALLOCATION TO FIRE DONATIONS (& GRANTS) FUND	6,372.50
110	ALLOCATION TO GENERAL DONATION FUND	49.70
201	ALLOCATION TO EDA SPECIAL REVENUE FUND	69,911.48
205	ALLOCATION TO BUSINESS INCENTIVE FUND	155,350.12
309	ALLOCATION TO 2004 G.O. STREET IMPROV BOND	65,575.18
310	ALLOCATION TO 2006A G.O. IMPROVEMENT BOND	318,749.85
311	ALLOCATION TO 2008A G.O. C.I.P. REFUNDING	113,984.87
312	ALLOCATION TO 2009A G.O. IMP REFUNDING BOND	39,533.65
313	ALLOCATION TO 2010 G.O. E.C. I.	1,426.07
314	ALLOCATION TO 2011A G.O. IMPR CRSSVR REF BND	1,205,329.34
401	ALLOCATION TO GEN CAPITAL PROJ FUND	847,763.02
402	ALLOCATION TO PARKS CAP PROJ FUND	254,542.96
403	ALLOCATION TO FIRE DEPT CAP PROJ FUND	102,144.54
404	ALLOCATION TO HISTORICAL CAP PROJ FUND	64,099.53
407	ALLOCATION TO T.I.F. (REDEV DIST #1-1) FUND	12,390.10
408	ALLOCATION TO 8TH STREET CAP PROJ FUND	5,424.96
412	ALLOCATION TO CROW RIVER CROSSING PROJ FUND	94,940.38
416	ALLOCATION TO RIVER ROAD RECONSTRUCTION FUND	6,228.95
601	ALLOCATION TO WATER ENTERPRISE FUND	531,865.06
602	ALLOCATION TO SANITARY SEWER ENTERPRISE FUND	209,583.23
603	ALLOCATION TO STORM WATER UTILITY FUND	70,478.53
611	ALLOCATION TO WATER CAP IMP FUND	382,077.85
612	ALLOCATION TO SEWER CAP IMP FUND	1,413,026.01
613	ALLOCATION TO STORM SEWER CAP PROJ FUND	512,948.42
804	ALLOCATION TO SCHENDEL'S FIELD ESC FD	15,236.61
808	ALLOCATION TO CROW RIVER HEIGHTS 3RD ESC FD	50,233.31
809	ALLOCATION TO BRIDGES AT HANOVER ESC FD	(12,992.48)
811	ALLOCATION TO EROSION CONTROL ESCROW FD	210,698.14
815	ALLOCATION TO LANDSCAPE ESCROW FUND	51,787.97
817	ALLOCATION TO INFRASTRUCTURE ESCROW FUND	1,010.52
818	ALLOCATION TO MISCELLANEOUS ESCROWS FUND	(252.81)
820	ALLOCATION TO BRIDGES AT HANOVER TOWNHOMES	3,374.02
821	ALLOCATION TO QUAIL PASS 2ND ADD ESCROW FUND	11,250.88
822	ALLOCATION TO CRHW 2ND ADDITION ESCROW FUND	14,898.35
	TOTAL ALLOCATIONS TO OTHER FUNDS	7,774,569.72
	ALLOCATION FROM COMBINED CASH FUND - 001-11111	(7,774,569.72)
	ZERO PROOF IF ALLOCATIONS BALANCE	<u>.00</u>

CITY OF HANOVER

BALANCE SHEET
DECEMBER 31, 2011

EDA SPECIAL REVENUE FUND

ASSETS

201-11000	CASH	<u>69,911.48</u>	
	TOTAL ASSETS		<u><u>69,911.48</u></u>

LIABILITIES AND EQUITY

LIABILITIES

201-21000	ACCOUNTS PAYABLE	<u>859.55</u>	
	TOTAL LIABILITIES		859.55

FUND EQUITY

201-29100	FUND BALANCE	48,212.11	
	REVENUE OVER EXPENDITURES - YTD	<u>20,839.82</u>	
	TOTAL FUND EQUITY		<u>69,051.93</u>
	TOTAL LIABILITIES AND EQUITY		<u><u>69,911.48</u></u>

CITY OF HANOVER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2011

EDA SPECIAL REVENUE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>TAXES</u>						
201-31010	PROPERTY TAXES-CITY	23,141.79	47,362.26	47,500.00	(137.74)	99.71
201-31011	TREEHOUSE TAX ABATEMENT	1,970.41	4,038.05	4,000.00	38.05	100.95
	TOTAL TAXES	<u>25,112.20</u>	<u>51,400.31</u>	<u>51,500.00</u>	<u>(99.69)</u>	<u>99.81</u>
<u>TAXES</u>						
201-33410	MV CREDIT	36.27	72.54	.00	72.54	.00
	TOTAL TAXES	<u>36.27</u>	<u>72.54</u>	<u>.00</u>	<u>72.54</u>	<u>.00</u>
<u>MISCELLANEOUS REVENUE</u>						
201-36230	INTEREST EARNINGS	.00	712.95	1,100.00	(387.05)	64.81
	TOTAL MISCELLANEOUS REVENUE	<u>.00</u>	<u>712.95</u>	<u>1,100.00</u>	<u>(387.05)</u>	<u>64.81</u>
	TOTAL FUND REVENUE	<u><u>25,148.47</u></u>	<u><u>52,185.80</u></u>	<u><u>52,600.00</u></u>	<u><u>(414.20)</u></u>	<u><u>99.21</u></u>

CITY OF HANOVER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2011

EDA SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>BOARDS & COMMITTEES</u>						
201-41330-107	BRDS & COMM: MEETINGS	2,544.32	2,783.45	3,000.00	216.55	92.78
201-41330-437	EDA: DISCRETIONARY MISC	100.00	2,166.75	9,000.00	6,833.25	24.08
	TOTAL BOARDS & COMMITTEES	2,644.32	4,950.20	12,000.00	7,049.80	41.25
<u>STAFF EXPENSES</u>						
201-41435-308	STAFF: CONTRACTED SERVICES	859.55	12,077.42	18,000.00	5,922.58	67.10
	TOTAL STAFF EXPENSES	859.55	12,077.42	18,000.00	5,922.58	67.10
<u>PURCHASING</u>						
201-41570-215	PURCH: SUPPLIES	.00	1,014.66	600.00	(414.66)	169.11
201-41570-320	PURCH: DUES/SUBSCRIPTIONS	.00	.00	500.00	500.00	.00
201-41570-322	PURCH: POSTAGE	.00	.00	500.00	500.00	.00
	TOTAL PURCHASING	.00	1,014.66	1,600.00	585.34	63.42
<u>CITY ATTORNEY</u>						
201-41610-304	ATTORNEY: LEGAL FEES	.00	.00	1,000.00	1,000.00	.00
	TOTAL CITY ATTORNEY	.00	.00	1,000.00	1,000.00	.00
<u>CITY ENGINEER</u>						
201-41950-303	ENG: ENGINEERING FEE	.00	.00	1,000.00	1,000.00	.00
	TOTAL CITY ENGINEER	.00	.00	1,000.00	1,000.00	.00
<u>BOARDS & COMMITTEES</u>						
201-48205-811	ABATEMENT: TREEHOUSE/REIMB	.00	3,303.70	4,000.00	696.30	82.59
	TOTAL BOARDS & COMMITTEES	.00	3,303.70	4,000.00	696.30	82.59
<u>BOARDS & COMMITTEES</u>						
201-49360-810	TRANSFER OUT: BUSINESS INCENT	.00	10,000.00	15,000.00	5,000.00	66.67
	TOTAL BOARDS & COMMITTEES	.00	10,000.00	15,000.00	5,000.00	66.67

CITY OF HANOVER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2011

EDA SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
TOTAL FUND EXPENDITURES	3,503.87	31,345.98	52,600.00	21,254.02	59.59
NET REVENUES OVER EXPENDITURES	21,644.60	20,839.82	.00	20,839.82	.00

CITY OF HANOVER
REVENUES / EXPENDITURES COMPARED TO BUDGET - SUMMARY
FOR THE 12 MONTHS ENDING DECEMBER 31, 2011

EDA SPECIAL REVENUE FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
REVENUE					
TAXES	25,112.20	51,400.31	51,500.00	99.69	99.8
TAXES	36.27	72.54	.00	(72.54)	.0
MISCELLANEOUS REVENUE	.00	712.95	1,100.00	387.05	64.8
	<u>25,148.47</u>	<u>52,185.80</u>	<u>52,600.00</u>	<u>414.20</u>	<u>99.2</u>
TOTAL FUND REVENUE	25,148.47	52,185.80	52,600.00	414.20	99.2
EXPENDITURES					
BOARDS & COMMITTEES	2,644.32	4,950.20	12,000.00	7,049.80	41.3
STAFF EXPENSES	859.55	12,077.42	18,000.00	5,922.58	67.1
PURCHASING	.00	1,014.66	1,600.00	585.34	63.4
CITY ATTORNEY	.00	.00	1,000.00	1,000.00	.0
CITY ENGINEER	.00	.00	1,000.00	1,000.00	.0
BOARDS & COMMITTEES	.00	3,303.70	4,000.00	696.30	82.6
BOARDS & COMMITTEES	.00	10,000.00	15,000.00	5,000.00	66.7
	<u>3,503.87</u>	<u>31,345.98</u>	<u>52,600.00</u>	<u>21,254.02</u>	<u>59.6</u>
TOTAL FUND EXPENDITURES	3,503.87	31,345.98	52,600.00	21,254.02	59.6
NET REVENUE OVER EXPENDITURES	21,644.60	20,839.82	.00	(20,839.82)	.0

CITY OF HANOVER

BALANCE SHEET
DECEMBER 31, 2011

BUSINESS INCENTIVE FUND

ASSETS

205-11000	CASH	175,350.12	
205-12200	LOAN RECEIVABLE	<u>34,142.54</u>	
	TOTAL ASSETS		<u>209,492.66</u>

LIABILITIES AND EQUITY

FUND EQUITY

205-29100	FUND BALANCE	196,688.87	
	REVENUE OVER EXPENDITURES - YTD	<u>12,803.79</u>	
	TOTAL FUND EQUITY		<u>209,492.66</u>
	TOTAL LIABILITIES AND EQUITY		<u>209,492.66</u>

CITY OF HANOVER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2011

BUSINESS INCENTIVE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>MISCELLANEOUS REVENUE</u>						
205-36230	INTEREST EARNINGS	58.24	2,803.79	2,500.00	303.79	112.15
	TOTAL MISCELLANEOUS REVENUE	58.24	2,803.79	2,500.00	303.79	112.15
<u>MISCELLANEOUS REVENUE</u>						
205-39200	TRANSFERS IN	.00	10,000.00	15,000.00	(5,000.00)	66.67
	TOTAL MISCELLANEOUS REVENUE	.00	10,000.00	15,000.00	(5,000.00)	66.67
	TOTAL FUND REVENUE	58.24	12,803.79	17,500.00	(4,696.21)	73.16

CITY OF HANOVER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2011

BUSINESS INCENTIVE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>EDA BIF EXPENSES</u>					
205-49310-318 EDA BIF: MATCHING GRANT	.00	.00	5,000.00	5,000.00	.00
TOTAL EDA BIF EXPENSES	.00	.00	5,000.00	5,000.00	.00
TOTAL FUND EXPENDITURES	.00	.00	5,000.00	5,000.00	.00
NET REVENUES OVER EXPENDITURES	58.24	12,803.79	12,500.00	303.79	102.43

CITY OF HANOVER
REVENUES / EXPENDITURES COMPARED TO BUDGET - SUMMARY
FOR THE 12 MONTHS ENDING DECEMBER 31, 2011

BUSINESS INCENTIVE FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
REVENUE					
MISCELLANEOUS REVENUE	58.24	2,803.79	2,500.00	(303.79)	112.2
MISCELLANEOUS REVENUE	.00	10,000.00	15,000.00	5,000.00	66.7
TOTAL FUND REVENUE	<u>58.24</u>	<u>12,803.79</u>	<u>17,500.00</u>	<u>4,696.21</u>	<u>73.2</u>
EXPENDITURES					
EDA BIF EXPENSES	.00	.00	5,000.00	5,000.00	.0
TOTAL FUND EXPENDITURES	<u>.00</u>	<u>.00</u>	<u>5,000.00</u>	<u>5,000.00</u>	<u>.0</u>
NET REVENUE OVER EXPENDITURES	<u>58.24</u>	<u>12,803.79</u>	<u>12,500.00</u>	<u>(303.79)</u>	<u>102.4</u>



City of Hanover
11250 5th St NE; PO Box 278
Hanover, MN 55341
763-497-3777 (p) 763-497-1873 (f)
cityhall@ci.hanover.mn.us

MEMORANDUM

To: President Bartels and Members of the Economic Development Authority
From: Daniel R. Buchholtz, City Administrator
Date: January 5, 2012
RE: PHS West

PHS West has decided to proceed with their original “in-fill” option, where they plan to construct buildings in-between the existing three building, essentially connecting the buildings together.

The Planning Commission, on January 9, will be holding a public hearing on allowing limited manufacturing as a conditional use within the B-1 district. This is needed as an expansion of PHS West would not be an allowed use within the B-1 district. Their current operation is grandfathered in. Should this ordinance amendment be approved, we expect the Commission to hold public hearings on site plan, a conditional use permit for limited industrial, and a number of variances. I have included the staff memo and the proposed ordinance for your review. I will have a report on the meeting at your January 12 meeting.

We have received a sketch plan for the in-fill proposal. I have included that with this memorandum for your information.

PHS West is requesting EDA assistance on any additional SAC/WAC fees that may be required. I have submitted their plan to Kelly Daleiden, Joint Powers Water Board, to assist in the SAC/WAC fee calculation. The EDA has a grant program to pay for ½ of one SAC and WAC fee, but I believe PHS West is looking for funds to cover these fees.

PHS West also requested information on the availability of tax increment financing. With the high cost to establish the TIF district and the expected increment to be fairly low (around \$230,000 of new value is expected to be created – this would generate no more than \$40,000 for the project), staff is unsure whether it is worth the effort to creating the district.

If you have any questions, please don't hesitate to contact me at 497-3777.

Collaborative Planning, LLC

821 Meander Court
Medina, MN 55340
763-473-0569

Memorandum

Date: January 4, 2012
To: Planning Commission
From: Cindy Nash, City Planner
RE: Ordinance Amending Article 52

Attached please find for your consideration an ordinance amending Article 52 pertaining to the B-1 Zoning District.

The B-1 Zoning District contains buildings and existing businesses that are most closely associated with a limited industrial use. This type of use is not allowed in the B-1 Zoning District. Existing properties may be grandfathered in for this type of use, depending on when they started operating with a limited industrial use. Expansions and new limited industrial uses may not currently be permitted.

This ordinance amendment is proposed to allow for both expansion and new limited industrial uses under a Conditional Use Permit. Proposed conditions are included in the ordinance for the Planning Commission's consideration.

**CITY OF HANOVER
COUNTIES OF WRIGHT AND HENNEPIN
STATE OF MINNESOTA**

ORDINANCE NO. 2012-____

**AN ORDINANCE AMENDING ARTICLE 52, B-1, DOWNTOWN RIVER COMMERCIAL
DISTRICT**

THE CITY COUNCIL OF THE CITY OF HANOVER ORDAINS AS FOLLOWS:

Section 1. Article 52 of the Hanover Zoning Code, entitled B-1, Downtown River Commercial District, is hereby amended to add a new Conditional Use as follows.

Limited Industrial. Buildings combining Limited Industrial use with office and warehousing uses may be permitted by Conditional Use Permit provided that:

1. Street Access. The site and related parking and service entrances are served by a street of sufficient capacity to accommodate the type of traffic that will be generated.
2. The total square footage of the buildings on the property subject to the Conditional Use Permit shall not exceed 10,000 square feet.
3. The Limited Industrial use may not occupy more than 33% of the total square footage of buildings on the parcel.
4. Office uses of the buildings on the parcel must occupy more square footage than the Limited Industrial uses.
5. The Limited Industrial uses must not operate later than 9:00 p.m. nor earlier than 6:00 a.m.

Section 2. This Ordinance shall be effective following its passage and publication.

Adopted by the Hanover City Council this ____th day of _____, 2012.

CITY OF HANOVER

Martin Waters, Mayor

Attest:

Daniel R. Buchholtz, City Administrator

Collaborative Planning, LLC

821 Meander Court
Medina, MN 55340
763-473-0569

Memorandum

Date: January 4, 2012
To: Planning Commission
From: Cindy Nash, City Planner
RE: PHS West

Attached please find a concept plan and survey for the PHS West property located on River Road NE.

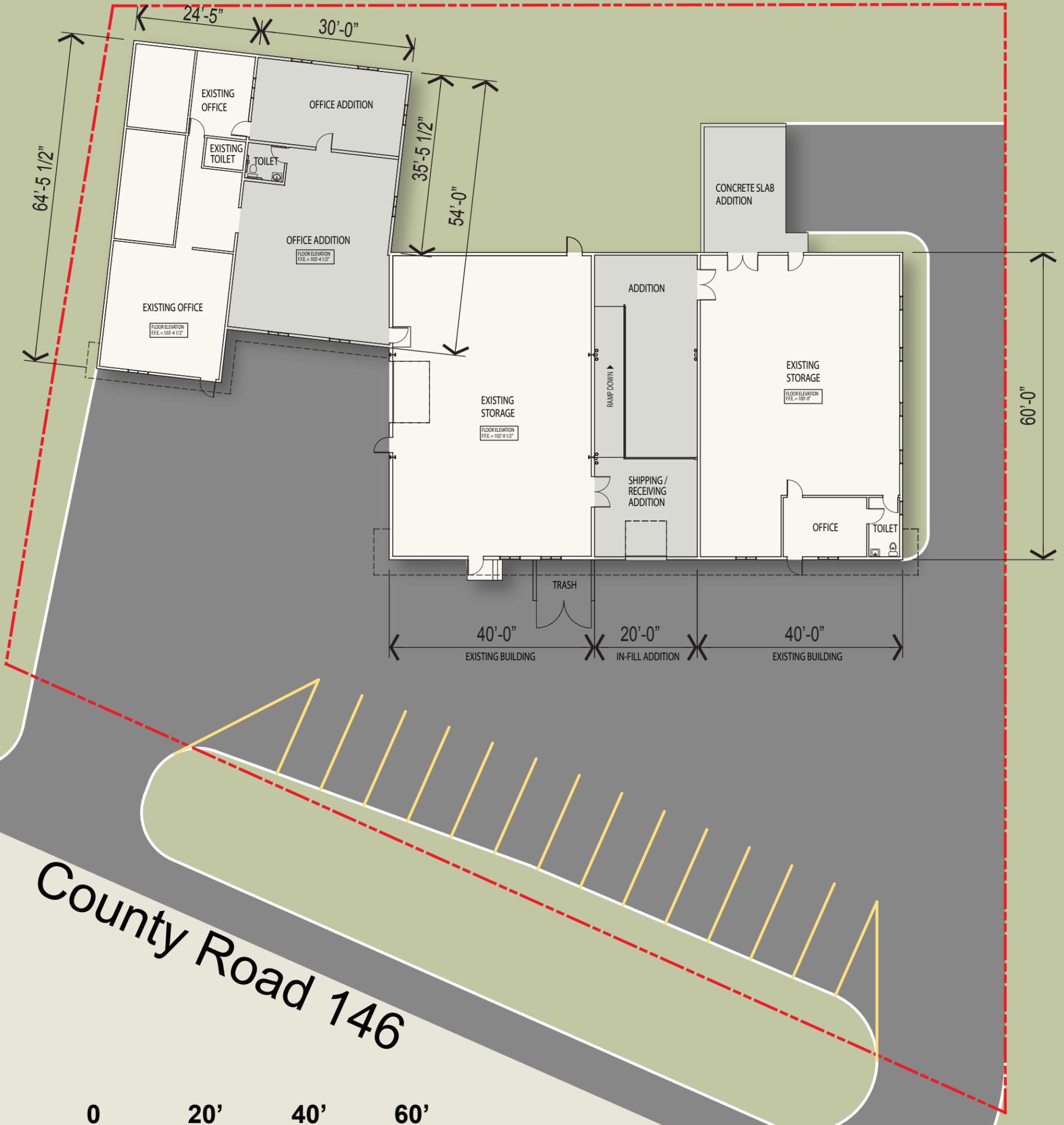
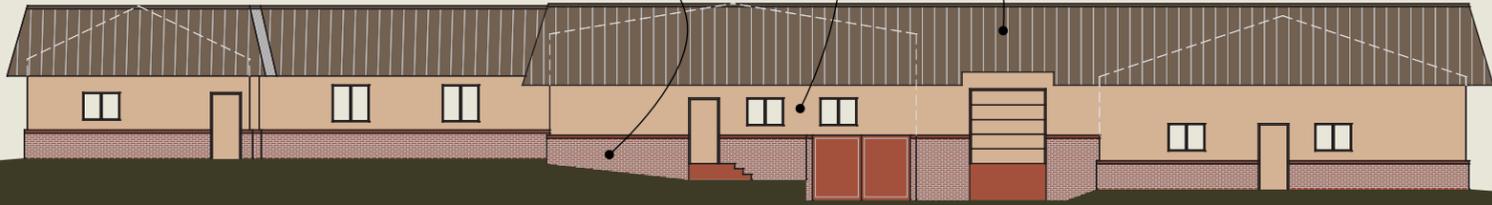
PHS West occupies three non-conforming buildings on the Subject Property. The proposal would be to construct two additions that effectively combine the three buildings into one building.

Preliminary comments on this concept plan are the following:

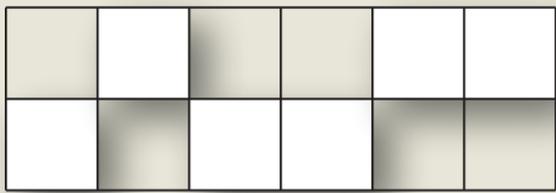
1. The existing use is grandfathered, but the use is not permitted in the B-1 district so expansion is not permissible. In a separate action, the Planning Commission is considering an ordinance amendment that would make this type of use permissible as a conditional use.
2. A Conditional Use Permit is required, provided that the Planning Commission and City Council approve the pending ordinance amendment.
3. A rear yard setback variance will be required. The extent of the variance cannot be determined from this drawing.
4. A variance from the requirement that loading areas must be screened and landscaped from the public right-of-way and located to the rear of the buildings would be needed.
5. The exterior siding materials are proposed to be brick and EIFS. EIFS ("Exterior Insulation and Finish Systems") is a synthetic stucco product and would qualify under the City's ordinance as "brick or better". As per the concept, the front would have all brick or better materials. A concept for the rear and sides was not provided, but must have at least 50% brick or better or a variance would be required.
6. The building front must contain multiple windows. The Planning Commission should determine if the windows shown are sufficient.
7. A variance from the requirement that parking is to be provided to the rear of the buildings is required to permit this application.

8. An analysis to determine if sufficient parking stalls are provided will be completed with site plan review.
9. The ordinance requires that trash receptacles must be enclosed and located to the rear of the building. A variance will be needed regarding the specific location. Additional information including construction materials will be needed with site plan review to determine if the trash receptacles are sufficiently screened considering their location in the front of the building.
10. Buffers/screening from the residential properties including types of materials used need to be submitted with the site plan.
11. Calculations regarding permeable areas must be submitted with the site plan. A variance for maximum impervious surface may be required.
12. Additional variances may be determined to be necessary with the full site plan submittal. It is not possible to review for all ordinance requirements with the information submitted.

Standing Seam Metal Roof •
EIFS •
Brick Veneer •



0 20' 40' 60'





January 12, 2012

RE: 2012 EDA Services
SEH No. 119156 HANOV

1

Mr. Daniel Buchholtz
City of Hanover
11250 5th Street NE
PO Box 278
Hanover, MN 5341-0278

Dear Mr. Buchholtz:

Thank you for the opportunity to continue my work with the Hanover Economic Development Authority. As requested, we are submitting this letter proposal to provide services to the EDA in 2012. The list of activities is an example of initiatives we can undertake in the coming year, but not intended to be all-inclusive. As you know, opportunities may arise in the coming year that we are currently unaware of.

Project Goals and Objectives

The overall project goal is to work with the Hanover EDA to further economic development efforts within the City. SEH is proposing to work for the Hanover EDA, at its direction, for an hourly fee. Some of the activities that could be performed at the EDA's direction include, but are not limited to:

Marketing/Studies

- Work with site locators and commercial/industrial realtors regarding Hanover opportunities.
- Identify and promote industrial uses complementary to existing uses.
- Update the State of Minnesota MNPRO's website (contains profiles for all cities).
- Maintain inventory of available land and buildings.
- Assist in the updating of the downtown plan.

Grant Writing

- Research grant and low-interest loans to finance projects related to economic development. This could be funds to offer businesses directly or funds for the City for community facilities/redevelopment/etc.
- Write grant and loan applications as directed by the EDA.
- Grant and loan administration of any funds secured, specifically the Minnesota Business Development Public Infrastructure Grant.

Business Development

- Meet with existing businesses regarding growth plans.
- Explore redevelopment opportunities.

- Pursue new business development.
- Assist with new business leads.

Financing/Management

- Keep EDA apprised of new and existing business development financing tools.
- Provide financial packaging assistance to new and expanding businesses.
- Maintain progress on the EDA's workplan.

Miscellaneous Activities as Directed by the EDA and Resulting from Strategy Session.

Fee

SEH proposes to provide the services outlined above for the following fee on an hourly basis.

SEH agrees:

- a) To provide professional economic development services as necessary to complete the project. SEH will provide services on an hourly basis, with invoices for payment stating:
 - 1) Work and type of service performed
 - 2) Number of hours worked
 - 3) Date the work was performed
 - 4) Name of the employee performing the work
 - 5) Rate of the employee performing such work or service
 - 6) Itemization of claimed expenses

Invoices will be in accordance with the terms of this Agreement, and will be in the form and contain the information required by the Owner. The acceptance by the Owner of any invoice shall not be construed as a waiver on the part of the Owner to require additional information or modifications as to form for any future invoices.

- b) SEH will incur certain reimbursable expenses during the implementation of the project. SEH shall be reimbursed for these expenses in accordance with the schedule shown below:
 - 1) Mileage - IRS reimbursable rate
 - 2) Photocopies - at cost
 - 3) Other Reimbursable Expenses - at cost
- c) The rates in effect through 2012 shall be:

Community Development Manager	\$125/per hour
Administrative Technician	\$80/per hour

Prior to any increase in rate, SEH shall submit written notice to the Owner of such increase. SEH shall not be authorized to perform additional work or incur additional costs or expenses at any increased rate until such time as approved by the Owner in writing. Upon receipt of SEH's notice of a rate increase, the Owner shall have the right to accept or reject such increase and terminate this Agreement.

Schedule and Method of Payment

SEH shall submit invoices for economic development services and reimbursable expenses on a monthly basis. Compensation is due within 30 days of receipt of and approval by the Owner of each invoice.

Termination of Contract

- a) Termination for Cause: If one party to this contract shall fail to fulfill in a timely and proper manner the obligations under this Agreement, or if SEH or one party to this contract shall violate any of the covenants, agreements, or stipulations of the Agreement, the other party shall have the right to terminate this Agreement by giving written notice of such termination and specifying the effective date, at least ten (10) days before the effective date of such termination. In such events, all finished or unfinished documents, data, studies, and reports prepared by SEH under this Agreement shall, at the option of the Owner, become the property of the Owner; SEH shall be compensated for any work completed; SEH shall have no obligation to finish work in progress.
- b) Termination for Convenience - The Owner or SEH may terminate this Agreement at any time by giving at least thirty (30) days notice in writing and SEH will be paid for the time provided and expenses incurred up to the termination date.
- c) Upon termination with or without cause, SEH shall provide to the Owner copies of all documents, forms, notes, or materials of any kind generated in the performance of this Agreement.

Agreement

This letter, and the Agreement for Professional Services between SEH and the Hanover EDA, represents the entire understanding between the EDA and SEH with respect to this project and may only be modified in writing and signed by both parties. If it satisfactorily sets forth your understanding of our agreement, please sign the enclosed copies of this letter in the space provided, and return an original signature copy to our St. Cloud office.

We look forward to working with you on this project. If you have any questions or comments about this agreement, please contact Heidi Peper at 320.229.4386.

Sincerely,
SHORT ELLIOTT HENDRICKSON INC.



Heidi Peper, Associate
Community Development Manager



Scott Lange, PE
Principal

mrc/djg
c: Kate Henkemeyer, SEH

Accepted by: City of Hanover, MN

By: _____
Authorized Client Signature

Date: _____

All meetings are accessible to the physically challenged. Attempts will be made to accommodate any other individual in need of special services. Please contact City Hall at 763-497-3777 to make necessary arrangements.

FYI