Joint Development Authority
Monday, June 6, 2016
Arden Hills City Council Chambers
Minutes
5:30 pm

Present:
Joint Development Authority: Chair David Sand, Commissioner Blake Huffman, Commissioner Brenda Holden, Commissioner David Grant, Commissioner Rafael Ortega (arrived at 5:39 p.m.)

Also present: Josh Olson (Ramsey County); Stacie Kvilvang (Ehlers & Associates); JDA Attorney Mike Norton; Matthew Bachler (Arden Hills)

Roll call taken.

Approval of agenda.

Motion by Commissioner Huffman seconded by Commissioner Holden to approve the agenda as presented. Motion carried.

Approval of Minutes.

A. 4/19/16, Special Meeting

Motion by Commissioner Grant seconded by Commissioner Holden to approve the minutes as presented. Motion carried.

B. 4/26/16 Special Meeting

Motion by Commissioner Huffman seconded by Commissioner Grant to approve the minutes as presented. Motion carried.

C. 5/2/16 JDA Meeting

Motion by Commissioner Grant seconded by Commissioner Huffman to approve the minutes as presented. Motion carried.

Public Inquiries/Informational
None

Consent Agenda
None

Old Business
None

Public Hearing
None

New Business

Master Developer Preliminary Development Agreement

Josh Olson explained the JDA appointed Alatus the Master Developer on May 2nd. Since that time, Alatus has been getting up to speed on the project and staff has been working on the Preliminary Development Agreement. He explained this document outlines the responsibilities of both the JDA and Alatus. He noted the agreement would also guarantee Alatus that the JDA will only negotiate with them. Staff requested approval of the Preliminary Development Agreement.

Commissioner Holden asked if each of the team members for Alatus should be included within the agreement.

Commissioner Grant believed that these corporate entities were working in partnership with Alatus, LLC.

Chair Sand reviewed the original motion to appoint Alatus noting that the team members were not named specifically on May 2.

Stacie Kvilvang, Ehlers & Associates, reported this same question was raised by staff and it was recommended the agreement refer solely to Alatus.

Motion by Commissioner Huffman seconded by Commissioner Grant to approve the Preliminary Development Agreement.

Mayor Grant requested an amendment to the agreement noting a grammatical change on Page 1 of the document. He requested that all references to the TCAAP Regulating Code be changed to the TCAAP Redevelopment Code.

Amendment: Motion by Commission Grant seconded by Commissioner Huffman to amend all references to TCAAP Regulating Code to TCAAP Redevelopment Code.

Chair Sand questioned the terms of the Preliminary Development Agreement. Mr. Olson reported the agreement would be in place through December 31, 2016. He provided further comment on the interim benchmarks within the agreement.

Amendment carried.

Amendment: Motion by Commission Grant seconded by Commissioner Holden to delete the "'s" from the term JDA's Board on Page 3.

Amendment carried.

Amended motion carried.

JDA Planning Process

JDA Attorney Mike Norton advised he met with JDA staff in order to discuss the JDA planning process. He reviewed the agreed upon process in detail with the JDA.

Commissioner Holden asked how the JDA would manage situations where changes made during the construction of a building that did not meet the requirements of the TRC.

JDA Attorney Norton stated staff would hopefully catch these issues prior to any final approvals being granted. He noted that any buildings that were not constructed to plan specifications would come back to JDA staff and may be forwarded to the JDA board. Any significant code changes not meeting the requirements of the TRC would have to be reviewed by the Arden Hills City Council.

Further discussion ensued regarding how the JDA would manage deviations from the TRC.

JDA Attorney Norton advised that if the issue was outside of the jurisdiction of the JDA, the Arden Hills City Council would have to address the matter or amend the TRC.

Mr. Olson stated discussed the development review flow chart noting this portion of the document could be further evaluated by the JDA in order to expedite the approval processes.

Senior Planner Bachler commented the development review flow chart was also included in the TRC and has been provided to Alatus.

Mr. Olson described how the approval process would differ for this project given the fact the County, Arden Hills, and the JDA were involved.

Commissioner Holden encouraged the JDA staff to be very cautious of the 60 day review period required by State statute.

Senior Planner Bachler understood that JDA staff may be reviewing multiple projects concurrently. He discussed the application review process that would be followed by staff for all projects and ways in which this process will be streamlined.

Cancellation of July 5, 2016 Meeting

Mr. Olson requested the JDA cancel the July 5, 2016 meeting.

Motion by Commissioner Grant seconded by Commissioner Huffman to cancel the July 5, 2016 JDA meeting. Motion carried.

Set Work Session: August 1, 2016; 5:30 p.m. at Arden Hills City Hall

Mr. Olson requested the JDA set a work session meeting with Alatus for August 1, 2016 at 5:30 p.m. at the Arden Hills City Hall.

Motion by Commissioner Huffman seconded by Commissioner Ortega to set a JDA Work Session meeting for August 1, 2016 at 5:30 p.m. at the Arden Hills City Hall. Motion carried.

Development Director's Report
None

Administrative Director's Report
None

Commissioner Updates

Commissioner Holden indicated the Alatus team met with the Arden Hills City Council at a recent worksession meeting.

Future Meeting Schedule

The next meeting will be Monday, August 1, 2016, at Arden Hills City Hall.

Meeting adjourned at 6:07 pm.

Approved David B. Sand 8-1-16
David B. Sand, Chair Date