

AGENDA

**ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF CRYSTAL
• SPECIAL MEETING •
TUESDAY, JANUARY 21, 2014
IMMEDIATELY FOLLOWING THE REGULARLY SCHEDULED CITY COUNCIL MEETING
CRYSTAL CITY HALL
COUNCIL CHAMBERS**

1. Call to order
2. Roll call
3. Consider approval of minutes from the January 7, 2014 annual organizational meeting and January 7, 2014 work session *
4. Consider tentative acceptance of a proposal from Novak-Fleck to purchase a lot at 4720 Douglas Drive North for construction of a new house *
5. Consider approval of an option agreement with Novak-Fleck for the lot at 5824 Regent Avenue North *
6. Other business
7. Adjournment

** Materials attached*

**Minutes of the
Crystal Economic Development Authority
Annual Meeting
January 7, 2014**

Commissioner Hoffmann called the annual organizational meeting of the Crystal Economic Development Authority to order at 6:55 p.m.

Upon call of the roll, the following members were present: Jim Adams, Julie Deshler, John Budziszewski, Mark Hoffmann, Laura Libby, Casey Peak and Joe Selton.

The following staff members were present: Anne Norris, Executive Director; Patrick Peters, Deputy Executive Director; John Sutter, City Planner/Assistant Community Development Director; and Mike Norton, City Attorney.

Commissioner Hoffmann placed into nomination a slate of EDA officers for 2014.

Motion by Commissioner Budziszewski (Hoffmann) to approve the following slate of officers for 2014:

President: Julie Deshler
Vice President: Mark Hoffmann
Secretary: Laura Libby
Treasurer: Casey Peak

Motion carried.

The EDA considered the 2014 meeting calendar.

Motion by President Selton (Adams) to approve the 2014 meeting calendar.

Motion carried.

Motion by Commissioner Peak (Selton) to approve the minutes of the December 3, 2013, Regular Meeting.

Motion carried.

The EDA considered tentative approval of a proposal and option agreement with Berger Built Construction for the lot at 5700 Regent Avenue North.

Motion by Commissioner Budziszewski (Adams) to authorize an option agreement with Berger Built Construction for the lot at 5700 Regent Avenue North.

Motion carried.

Motion by Commissioner Budziszewski (Selton) to adjourn the annual meeting.

Motion carried.

The meeting adjourned at 7:00 p.m.

Julie Deshler, President

ATTEST:

Mark Hoffmann, Vice President

**Minutes of the
Crystal Economic Development Authority
Work Session
January 7, 2014**

President Deshler called the work session of the Crystal Economic Development Authority to order at 7:45 p.m.

Upon call of the roll, the following members were present: Jim Adams, John Budziszewski, Julie Deshler, Mark Hoffmann, Laura Libby, Casey Peak and Joe Selton.

The following staff members were present: Anne Norris, Executive Director; Patrick Peters, Deputy Executive Director; John Sutter, Assistant Community Development Director/City Planner.

The EDA discussed the 2013 Annual Report and 2014 Work Program.

The work session adjourned at 8:34 p.m.

Julie Deshler, President

ATTEST:

Mark Hoffmann, Vice President



EDA STAFF REPORT
4720 Douglas Dr
New home proposal from Novak-Fleck

FROM: John Sutter, City Planner/Assistant Community Development Director 

DEPARTMENT HEAD REVIEW: Patrick Peters, Community Development Director 

DATE: January 15, 2014

TO: Anne Norris, Executive Director (for January 21, 2014 EDA meeting)

SUBJECT: Consider tentative acceptance of a proposal from Novak-Fleck for the lot at 4720 Douglas Drive North (public hearing to be held on February 3)

Novak-Fleck has submitted a proposal to purchase the lot at 4720 Douglas Drive North for \$50,000. Attached are the builder's proposal form, 2012 aerial photo, and preliminary site and house plans.

The proposed house would be similar to the one recently built at 5533 Xenia:

- Two car attached garage (unknown whether there would be space to add a third stall)
- 972 sq. ft. on the upper level, with an open living-dining-kitchen area, two bedrooms and one bathroom.
- 912 sq. ft. on the lower level, with one bedroom and one bathroom finished now plus a laundry/mechanical room and space for a combination of additional bedrooms and/or a family room to be finished later.

The required public hearing prior and consideration of a resolution approving the lot sale is scheduled for the February 3 EDA meeting. The builder would have preferred to option this lot, but could not because they are also optioning the lot at 5824 Regent. Instead, the builder seeks to go ahead and purchase 4720 Douglas, but is requesting the flexibility to increase the size, features and finishing of the proposed house depending on market conditions and buyer interest. If EDA members have concerns about this approach, it would be good to discuss it on January 21.

REQUESTED EDA ACTION: EDA approval of a motion tentatively accepting the proposal for the EDA lot at 4720 Douglas Drive North.

PROPOSAL FORM
PROPOSAL TO THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF CRYSTAL
4720 DOUGLAS DRIVE NORTH

CHECK ONE:

(per DA for N-F)



BUILDER OFFERS \$50,000 TO PURCHASE THIS LOT

BUILDER OFFERS \$500 FOR A SIX-MONTH OPTION TO PURCHASE THIS LOT FOR \$50,000

This proposal is not a purchase agreement or other binding contract. At this time, the Builder is submitting a proposal to purchase this lot and build a new single family house in accordance with the RFP Guidelines, or is requesting a six-month option for same.

If a builder's proposal is tentatively accepted by the EDA board, then EDA staff would work with the Builder to determine the specific house plan and present it at the next EDA meeting. If the EDA board gives final approval at that time, the Builder would sign a Purchase & Redevelopment Agreement and provide \$2,000 earnest money for the lot. Only after such an Agreement is signed would a binding contract exist between the EDA and the Builder.

Builders may purchase a 6-month option on a lot for \$500, renewable for an additional 6 months for an additional \$500. The option provides the builder with exclusive rights to purchase the lot and build a house subject to the normal EDA process, requirements and guidelines. As a condition of the option, the builder must list the lot with a to-be-built house on the MLS for the duration of the option. The number of options is limited: No builder may have options on more than 10% of the EDA's lots, and no more than 50% of the EDA's lots may be under option at any time.

BUILDER: (Builder is required to be a Residential Building Contractor licensed by the State of Minnesota.)

Name: Novak - Fleck, Incorporated State License Number: BC001631
Tel (1): (763) 424-4955 Tel (2): _____ Fax: (763) 424-1030
Address: 8957 Zealand Ave N, 1 City/State/Zip: Brooklyn Park, 55445
Email: johnson@novak-fleck.com Signature: Candice Johnson Date: 8/09/2014

REQUIRED ATTACHMENTS AND ADDITIONAL INFORMATION:

- Attach one representative example of a house you would plan to build on this lot if your proposal is selected. It does not need to show exactly how it would be placed on the lot; it just needs to show the approximate size, quality and features you would anticipate a new house would have on this lot. A specific house plan would be determined after a proposal is tentatively accepted by the EDA.
- The EDA will only sell lots to builders who have experience in house construction in Minnesota. Please list the addresses of three houses you have built in Minnesota within the last five years, or attach other evidence of qualification for review by the EDA:

House #1: 3556 Welcome Ave N

House #2: 3564 Welcome Ave N

House #3: 4516 Brentwood Ave N

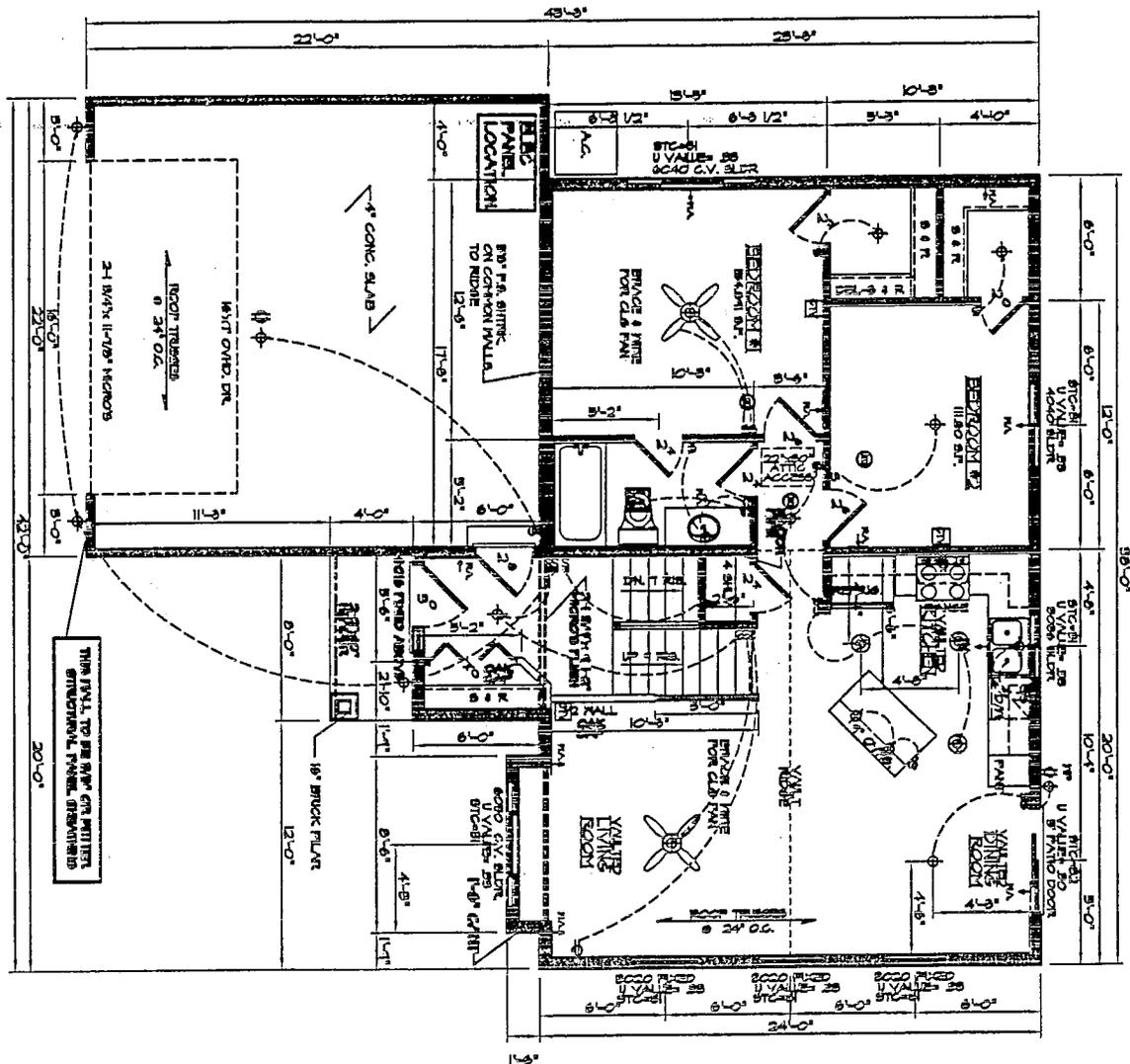
SUBMIT PROPOSAL TO: Attn: John Sutter, Crystal EDA, 4141 Douglas Dr N, Crystal MN 55422
TEL: 763.531.1142 FAX: 763.531.1188 john.sutter@crystalmn.gov

**PROPOSALS MAY BE SUBMITTED BY HAND DELIVERY, U.S. MAIL, FAX, OR EMAIL (.pdf format).
PROPOSALS MAY BE SUBMITTED AT ANY TIME AND WILL BE CONSIDERED ON A "FIRST COME,
FIRST SERVED" BASIS UNLESS THE LOT HAS BEEN OPTIONED BY ANOTHER BUILDER.**



2012 aerial photo



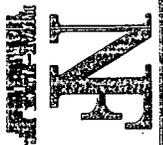


FLOOR PLAN

SCALE 1/4" = 1'-0"

(REVERSE PLAN)

- NOTES:**
- DUE TO ELECTRONIC REPRODUCTION THIS PLAN MAY NOT SCALE CORRECTLY. THE HOUSE WILL BE BUILT ACCORDING TO THE DIMENSIONS SPECIFIED.
 - ALL DIMENSIONS, CONDITIONS AND SPECIFICATIONS ARE SUBJECT TO FIELD VERIFICATION. SOME CHANGES MAY BE NECESSARY.
 - ALL ELECTRICAL SYMBOLS SHOWN ARE APPROXIMATE. ACTUAL PLACEMENT WILL BE DETERMINED BY THE ELECTRICIAN PER CODE REQUIREMENTS.
 - ALL SQUARE FOOTAGES ARE PROVIDED RELIABLE BUT NOT GUARANTEED.
 - LIGHT FIXTURES ON EXTERIOR WALLS (CATEGORY ONE)
 - GUTTER & FLASH ALL EXTERIOR OPENINGS.

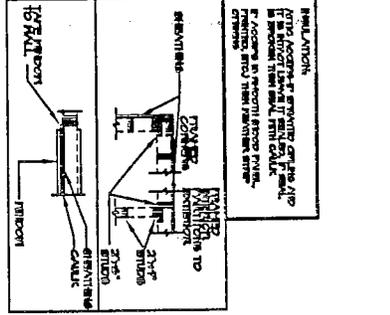
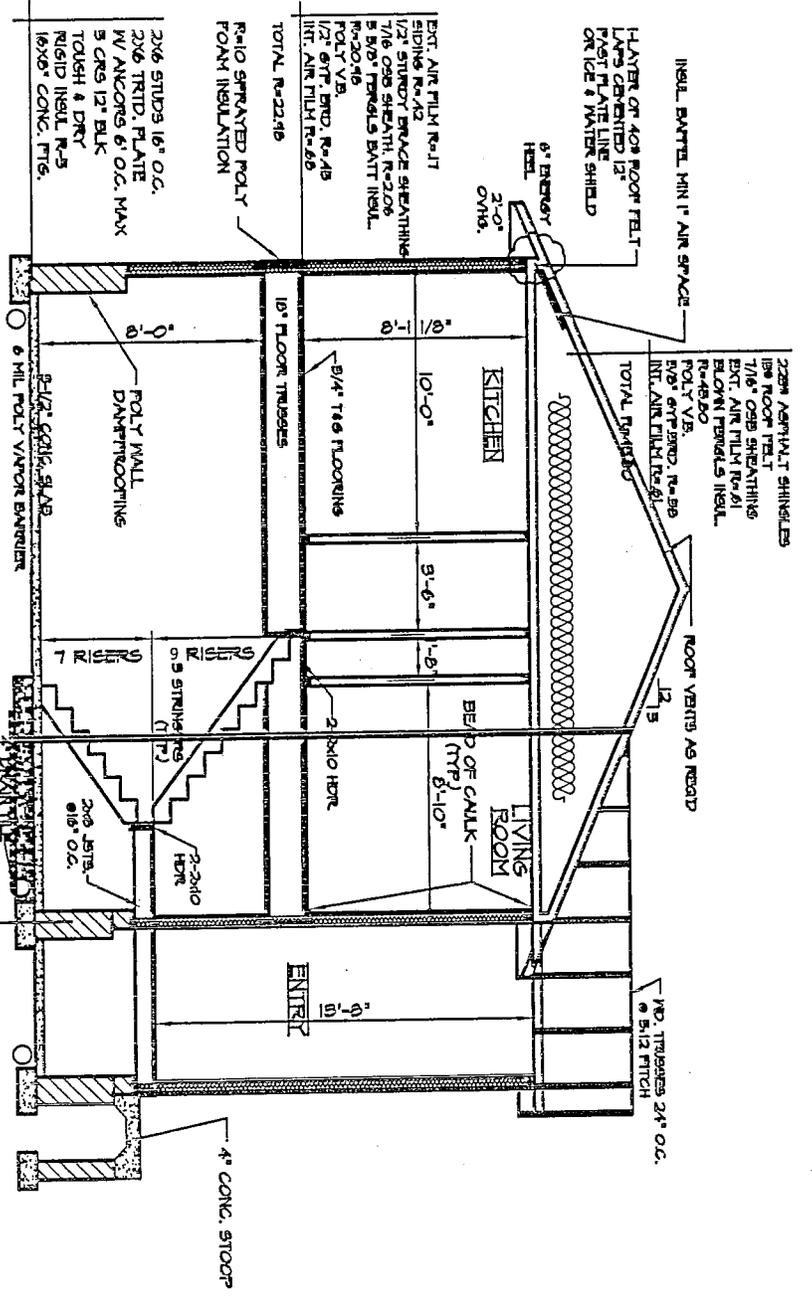


GENERAL CONTRACTOR	BRANDER CLARK
ARCHITECT	WEDGEWOOD
DATE	11/10/00
PROJECT	11/10/00
OWNER	11/10/00
ADDRESS	11/10/00
CITY	11/10/00
STATE	11/10/00
ZIP	11/10/00
PHONE	11/10/00
FAX	11/10/00
EMAIL	11/10/00
WEBSITE	11/10/00
PROJECT NO.	11/10/00
DATE	11/10/00
SCALE	11/10/00
BY	11/10/00
CHECKED	11/10/00
DATE	11/10/00

**IF POURED WALLS
CONC WALLS
TO HAVE 16X8
CONCRETE FTGS**

TRAVELER.
CONTINGENCY AND NO THER INSULATION
CONC. WALLS TO HAVE 16X8
CONCRETE FTGS

BUILDING SECTION
SCALE: 5/8"=1'-0"



NOTE
ALL DIMENSIONS, CONDITIONS AND SPECIFICATIONS ARE
SUBJECT TO FIELD VERIFICATION. SOME CHANGES MAY BE NECESSARY.
ALL ELECTRICAL SYMBOLS SHOWN ARE APPROXIMATE ACTUAL PLACEMENT.
ALL SQUARE FOOTAGES ARE DERIVED RELIABLE BUT NOT GUARANTEED.
FASTENING DEVICES ON EXTERIOR WALLS (GALVANIZED GIRD
CAULK & FLASH ALL EXTERIOR OPENINGS.

WALLS
WALLS TO HAVE 16X8
CONCRETE FTGS

WALLS
WALLS TO HAVE 16X8
CONCRETE FTGS

WALLS
WALLS TO HAVE 16X8
CONCRETE FTGS



EDA STAFF REPORT
5824 Regent
Lot option proposal from Novak-Fleck

FROM: John Sutter, City Planner/Assistant Community Development Director *JBS*

DEPARTMENT HEAD REVIEW: Patrick Peters, Community Development Director *pat*

DATE: January 15, 2014

TO: Anne Norris, Executive Director (for January 21, 2014 EDA meeting)

SUBJECT: Consider approval of an option agreement with Novak-Fleck for the lot at 5824 Regent Avenue North

Novak-Fleck has submitted a proposal for a \$55,000 purchase option on the EDA lot at 5824 Regent Avenue North. The option will cost the builder \$500 for six months, is renewable for an additional 6 months for another \$500, and during the option period the builder is required to list the property for sale on the MLS as a "to be built" house. If the builder exercises the option, then the option fee may be applied to the purchase price. If the builder fails to exercise the option, then the EDA retains the fee.

Attached are the builder's proposal form, 2012 aerial photo, and preliminary site/house plans.

The proposed house would be similar to the one recently built at 5527 Xenia:

- Two car attached garage (but with space to add a third stall)
- 972 sq. ft. on the upper level, with an open living-dining-kitchen area, two bedrooms and one bathroom.
- 912 sq. ft. on the lower level, with one bedroom and one bathroom finished now plus a laundry/mechanical room and space for a combination of additional bedrooms and/or a family room to be finished later.

Final approval of the house plan would not be granted until the builder exercises the option and the EDA holds the required public hearing, which could occur at any time during the option period. The builder may seek EDA approval of a different house plan at the time of the public hearing, depending on homebuyer/market demand. It is likely that the final house plan will be larger than the one proposed in the option.

REQUESTED EDA ACTION: EDA approval of a motion authorizing an option agreement with Novak-Fleck for 5824 Regent Avenue North.

PROPOSAL FORM
PROPOSAL TO THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF CRYSTAL
5824 REGENT AVENUE NORTH

CHECK ONE:

BUILDER OFFERS \$55,000 TO PURCHASE THIS LOT

BUILDER OFFERS \$500 FOR A SIX-MONTH OPTION TO PURCHASE THIS LOT FOR \$55,000

This proposal is not a purchase agreement or other binding contract. At this time, the Builder is submitting a proposal to purchase this lot and build a new single family house in accordance with the RFP Guidelines, or is requesting a six-month option for same.

If a builder's proposal is tentatively accepted by the EDA board, then EDA staff would work with the Builder to determine the specific house plan and present it at the next EDA meeting. If the EDA board gives final approval at that time, the Builder would sign a Purchase & Redevelopment Agreement and provide \$2,000 earnest money for the lot. Only after such an Agreement is signed would a binding contract exist between the EDA and the Builder.

Builders may purchase a 6-month option on a lot for \$500, renewable for an additional 6 months for an additional \$500. The option provides the builder with exclusive rights to purchase the lot and build a house subject to the normal EDA process, requirements and guidelines. As a condition of the option, the builder must list the lot with a to-be-built house on the MLS for the duration of the option. The number of options is limited: No builder may have options on more than 10% of the EDA's lots, and no more than 50% of the EDA's lots may be under option at any time.

BUILDER: (Builder is required to be a Residential Building Contractor licensed by the State of Minnesota.)

Name: Novak-Fleck, Incorporated State License Number: BC001631
Tel (1): (763) 424-4955 Tel (2): _____ Fax: (763) 424-1030
Address: 8857 Zealand Ave N City/State/Zip: Brooklyn Park 55445
Email: cjohnson@novak-fleck.com Candice Johnson 01/09/2014
Signature Date

REQUIRED ATTACHMENTS AND ADDITIONAL INFORMATION:

- Attach one representative example of a house you would plan to build on this lot if your proposal is selected. It does not need to show exactly how it would be placed on the lot; it just needs to show the approximate size, quality and features you would anticipate a new house would have on this lot. A specific house plan would be determined after a proposal is tentatively accepted by the EDA.
- The EDA will only sell lots to builders who have experience in house construction in Minnesota. Please list the addresses of three houses you have built in Minnesota within the last five years, or attach other evidence of qualification for review by the EDA:

House #1: 3556 Welcome Ave N
House #2: 3564 Welcome Ave N
House #3: 6516 Brentwood Ave N

SUBMIT PROPOSAL TO: Attn: John Sutter, Crystal EDA, 4141 Douglas Dr N, Crystal MN 55422
TEL: 763.531.1142 FAX: 763.531.1188 john.sutter@crystalmn.gov

**PROPOSALS MAY BE SUBMITTED BY HAND DELIVERY, U.S. MAIL, FAX, OR EMAIL (.pdf format).
PROPOSALS MAY BE SUBMITTED AT ANY TIME AND WILL BE CONSIDERED ON A "FIRST COME,
FIRST SERVED" BASIS UNLESS THE LOT HAS BEEN OPTIONED BY ANOTHER BUILDER.**



2012 aerial photo

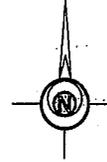


Established in 1992
LOT SURVEYS COMPANY, INC.
 LAND SURVEYORS
 REGISTERED UNDER THE LAWS OF STATE OF MINNESOTA
 7601 73rd Avenue North (763) 680-3093
 Minneapolis, Minnesota 55428 Fax No. 680-3522
Surveyors Certificate

INVOICE NO. 77732
 F.B.NO. 1044-16
 SCALE: 1" = 20'

○ Denotes Iron Monument

x000.0 Denotes Existing Elevation



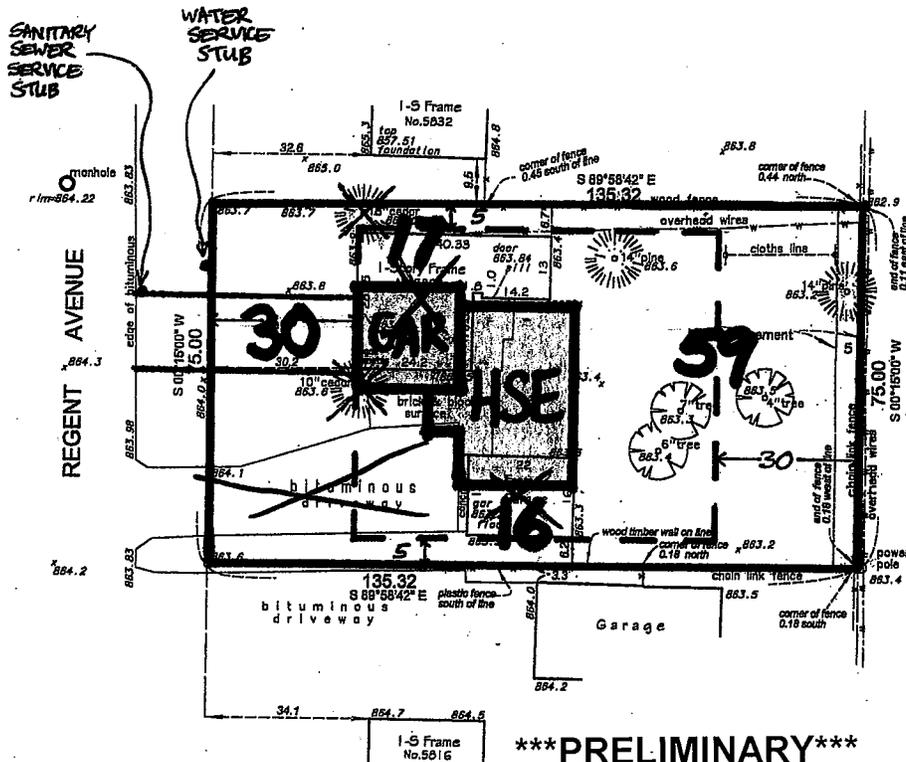
Basis of bearings is assumed.

CRYSTAL ECONOMIC DEVELOPMENT AUTHORITY

Property Address:
 5824 Regent Avenue North

PID .04-118-21-14-0025

Benchmark:
 Top Nut of Hydrant
 located at NW corner of
 58th Ave. N & Regent Ave. N.
 Elev. = 866.76 NGVD



PRELIMINARY

FINAL HOUSE PLAN MAY BE LARGER
 FRONT SETBACK MAY BE GREATER THAN 30 FEET
 REAR AND SIDE SETBACKS MAY BE LESS THAN SHOWN

Lot 8, Block 3, LARSONS TWIN LAKE PARK, Hennepin County, Minnesota.

The only easements shown are from plats of record or information provided by client.

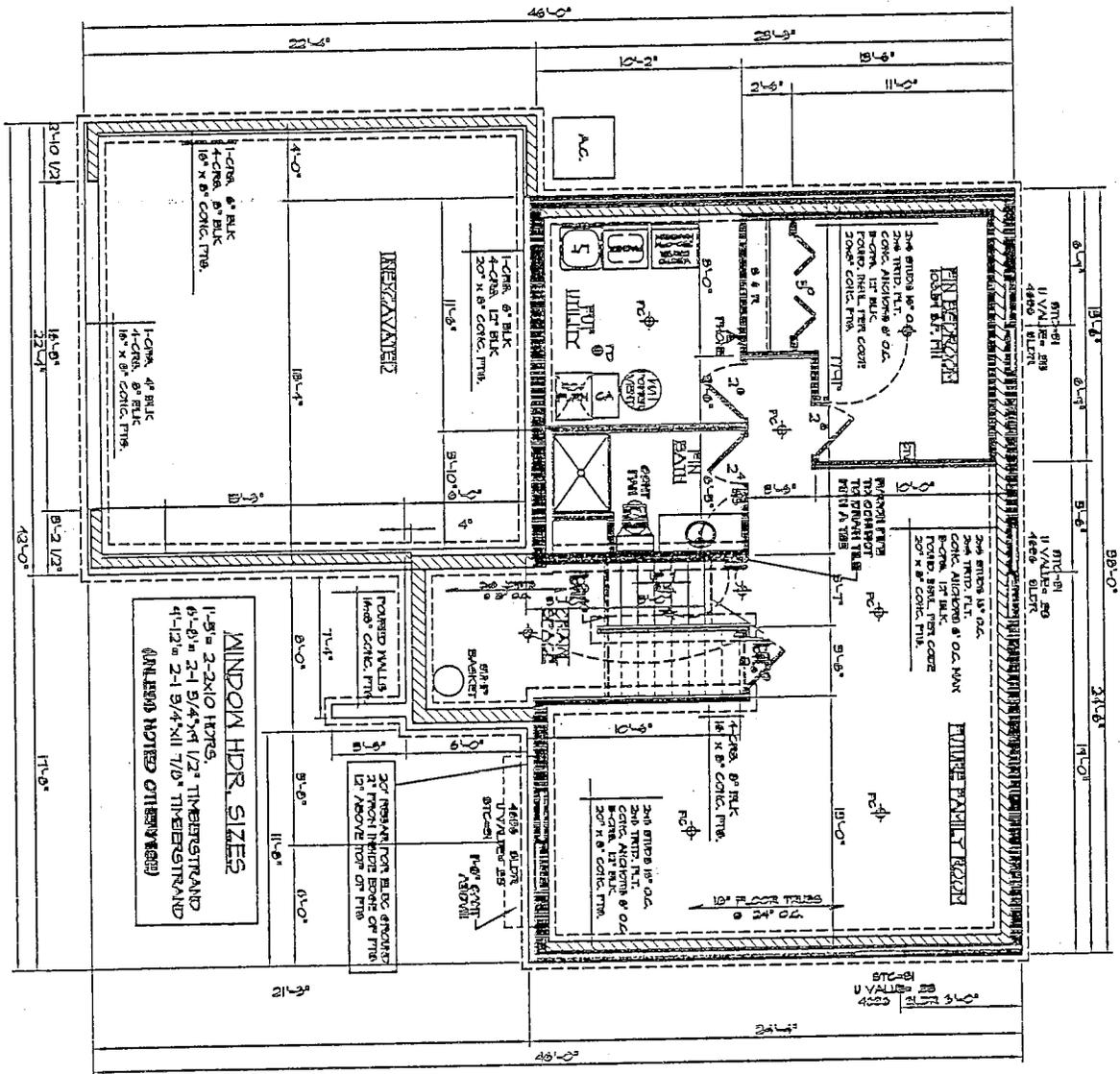
We hereby certify that this is a true and correct representation of a survey of the boundaries of the above described land and the location of all buildings and visible encroachments, if any, from or on said land.

Surveyed by us this 4th day of December 2008.

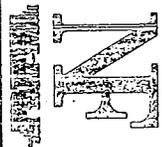
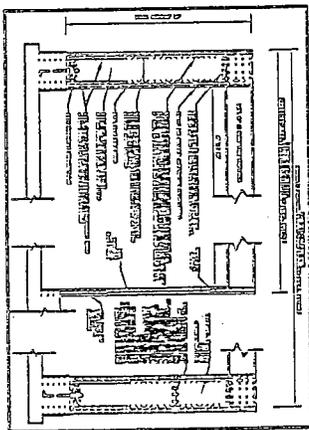
Signed Gregory R. Prasch
 Gregory R. Prasch, Minn Reg No. 24992

LOWER LEVEL & FOUNDATION PLAN

SCALE 1/4" = 1'-0"



WINDOW HDR. SIZES
 1-5'6" 2-2'x10' HTGS.
 6'-8" 2-1 5/4" x 1/2" TYPERS/STAND
 4'-12" 2-1 3/4" x 1/2" TYPERS/STAND
 (ALL DIMS NOTED OTHERWIS)



NOTES

1. TO BE BY ELECTRONIC REPRODUCTION THIS PLAN MAY NOT BE USED TO CONSTRUCT. THE OWNER WILL BE HELD ACCOUNTABLE TO THE DISCREPANCY.
2. ALL DIMENSIONS AND SPECIFICATIONS ARE SUBJECT TO FIELD VERIFICATION AND CORRECTIONS AS NECESSARY.
3. ALL ELECTRICAL SYMBOLS AND NOTATIONS ARE APPROXIMATE ACTUAL PLACEMENT WILL BE DETERMINED BY THE ELECTRICIAN PER CODE REQUIREMENTS.
4. ALL DIMENSIONS NOTED ARE FIELD RELIABLE BUT NOT GUARANTEED.
5. MOUNTING BRACKETS ON EXTERIOR WALLS (GATEWAY) ARE 1/2\"/>

GENERAL NOTES

1. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
2. ALL WALLS ARE TO BE CONCRETE UNLESS NOTED OTHERWISE.
3. ALL FLOORS ARE TO BE CONCRETE UNLESS NOTED OTHERWISE.
4. ALL ROOFS ARE TO BE AS SHOWN UNLESS NOTED OTHERWISE.
5. ALL EXTERIOR FINISHES ARE TO BE AS SHOWN UNLESS NOTED OTHERWISE.
6. ALL INTERIOR FINISHES ARE TO BE AS SHOWN UNLESS NOTED OTHERWISE.
7. ALL MECHANICAL SYSTEMS ARE TO BE AS SHOWN UNLESS NOTED OTHERWISE.
8. ALL ELECTRICAL SYSTEMS ARE TO BE AS SHOWN UNLESS NOTED OTHERWISE.
9. ALL PLUMBING SYSTEMS ARE TO BE AS SHOWN UNLESS NOTED OTHERWISE.
10. ALL PAINTS AND COATINGS ARE TO BE AS SHOWN UNLESS NOTED OTHERWISE.
11. ALL MATERIALS ARE TO BE AS SHOWN UNLESS NOTED OTHERWISE.
12. ALL WORK IS TO BE DONE IN ACCORDANCE WITH ALL APPLICABLE CODES AND REGULATIONS.
13. ALL WORK IS TO BE DONE IN ACCORDANCE WITH ALL APPLICABLE CONTRACT DOCUMENTS.
14. ALL WORK IS TO BE DONE IN ACCORDANCE WITH ALL APPLICABLE PERMITS AND REGULATIONS.
15. ALL WORK IS TO BE DONE IN ACCORDANCE WITH ALL APPLICABLE SAFETY PROTOCOLS.
16. ALL WORK IS TO BE DONE IN ACCORDANCE WITH ALL APPLICABLE ENVIRONMENTAL PROTECTION MEASURES.
17. ALL WORK IS TO BE DONE IN ACCORDANCE WITH ALL APPLICABLE HISTORIC PRESERVATION REQUIREMENTS.
18. ALL WORK IS TO BE DONE IN ACCORDANCE WITH ALL APPLICABLE ACCESSIBILITY REQUIREMENTS.
19. ALL WORK IS TO BE DONE IN ACCORDANCE WITH ALL APPLICABLE ENERGY EFFICIENCY REQUIREMENTS.
20. ALL WORK IS TO BE DONE IN ACCORDANCE WITH ALL APPLICABLE SUSTAINABILITY REQUIREMENTS.

