CITY OF SHOREVIEW
AGENDA
ECONOMIC DEVELOPMENT AUTHORITY
Monday February 02, 2026
5:00 PM

Under MN Statutes 13D.02 and city policy, members may participate remotely.

1. **CALL TO ORDER**

2. **APPROVAL OF AGENDA**

3. **APPROVAL OF MINUTES**
   - 3.a EDA Minutes - January 5, 2026

4. **FINANCES AND BUDGET**
   - 4.a Payment of Claims/Purchases and Acceptance of December 2025 Financial Reports

5. **GENERAL BUSINESS**
   - 5.a Ordinance amending Chapter 30 related to closure of a rental license, postings, and grammatical corrections and clarifying certain language.
   - 5.b Discussion of EDA Strategic Plan Goals and Work Plan Priorities for 2026-2027
   - 5.c Monthly Staff Report: Project Updates and Information

6. **ADJOURNMENT**

Memorandum

TO:	Economic Development Authority
FROM:	Tom Simonson , Assistant City Manager and Community Development Director
DATE:	February 2, 2026
SUBJECT:	EDA Minutes - January 5, 2026
ITEM NUMBER:	3.a
SECTION:	APPROVAL OF MINUTES

REQUESTED MOTION
To approve the EDA meeting minutes of January 5, 2026.

INTRODUCTION
The draft of the EDA meeting minutes from January 5, 2026, are presented to the board for review and approval.

DISCUSSION
The draft minutes from January 5, 2026 are attached.

RECOMMENDATION
Staff recommends the board review and approve of the official EDA meeting minutes from January 5, 2026.

ATTACHMENTS
EDA Minutes - January 5, 2026

SHOREVIEW ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES
JANUARY 5, 2026

CALL TO ORDER

President Cory Springhorn called the meeting to order on January 5, 2026, at 5:00 p.m.

ROLL CALL

The following members were present: President Cory Springhorn; Board Members: Mayor Sue Denkinger, Rachel Japuntich and Josh Wing.

Member John Doan arrived late.

Also attending:
Councilmember Paul Gardner
Councilmember Shelly Myrland

Staff in attendance:
Tom Simonson, Asst. City Manager/Community Development Director
Niki Hill, AICP, Asst. Community Development Director
Brad Martens, City Manager
Renee Eisenbeisz, Assistant City Manager

Guests:
Jeff LaFavre, IAG Commercial
Zach Synstegaard, IAG Commercial

APPROVAL OF AGENDA

MOTION: by Japuntich, seconded by Wing, to approve the January 5, 2026 agenda as presented.

VOTE: AYES - 4 NAYS - 0

ELECTION OF OFFICERS

Simonson stated that at the annual business meeting at the start of each year, pursuant to the adopted by-laws, there must be a formal election of EDA board officers.

Councilmember Doan arrived at this time of the meeting.

President Springhorn said he has been serving as president, Mayor Denkinger as vice president and board member Wing as treasurer.

All officers stated they would be willing to continue in their roles, but Mayor Denkinger suggested board member Japuntich may wish to serve as vice president. Member Japuntich said she would accept the position of vice president.

Councilmember Gardner arrived at this time of the meeting.

MOTION: by Councilmember Doan, seconded by Japuntich, to elect the following officers to the Shoreview Economic Development Authority Board for 2026, in accordance with the adopted by-laws:

President:	Cory Springhorn
Vice President:	Rachel Japuntich
Treasurer:	Josh Wing

VOTE: AYES - 5 NAYS - 0

APPROVAL OF MINUTES - DECEMBER 1, 2025

MOTION: by Japuntich, seconded by Mayor Denkinger to approve the December 1, 2025 meeting minutes, as presented.

VOTE: AYES - 5 NAYS - 0

FINANCES AND BUDGET

Wing asked for clarification on the Verizon Wireless claim. Simonson said that relates to service for a variety of mobile devices for code enforcement and housing staff, which costs fall under the HRA budget of the EDA. Hill said the claim shows up sporadically, as all Verizon bills are sent to the IT division for processing payments and then charged to appropriate accounts in the organization.

Japuntich asked if the taxes are not reflected because of a timing issue. Martens said the finance director will allocate those when they are received twice a year from the county. Hill noted the report is only through November.

MOTION: by Mayor Denkinger, seconded by Japuntich, to accept the monthly financial reports for EDA Fund 240 and HRA Fund 241; and approve the following payments of claims and purchases:

1. Xtreme Clothing - Community Development Department Clothing - $40.00 (Fund 240)
2. Verizon Wireless - Cellular Phone Service - Sept. 11 - Oct. 10, 2025, $335.34 (Fund 241)

VOTE: AYES - 5 NAYS - 0

GENERAL BUSINESS

DISCUSSION WITH IAG COMMERCIAL CONSULTANTS ON REPURPOSING OF CITY-OWNED FIRE STATION 140

Simonson opened the discussion by introducing representatives from IAG Commercial, the firm hired by the city to assist with the pursuit of a re-use of the fire station that will be vacated by the fire department in July of this year. He said the purpose of tonight's discussion is for the city council and EDA board members to meet IAG, discuss the process proposed, and begin to identify questions, issues, and desired uses for the city-owned property.

Presentation by Jeff LaFavre from IAG Commercial

LaFavre said IAG focuses on three types of clients: corporate, government, and non-profit. Assistance is given in planning, leasing, buying, selling and building. These services include relooking at sites and buildings.

IAG will be working with the city to repurpose Fire Station 140 that will be replaced when the new fire station opens next summer. Ideas that have been suggested include:

- A restaurant with indoor seating
- Brew pub
- Distillery
- Arts and cultural center
- Recreation center
- Incubator
- Maker spaces

IAG's mission will be to work with four stakeholder groups: 1) city council and two at-large EDA members; 2) local business owners, including EDC business owners; 3) developers and investors with interest in the site; and 4) neighbors of the site. Focus group meetings will consist of 6 to 12 people to discuss targeted open-ended questions to align stakeholder interests with market demand. Focus group meetings will begin in February.

A valuation will be put on the property to determine what would happen if the city were to lease the property, or decide to sell the property. What would it look like if someone were to buy the site, scrape it and do something different? Valuation is based on land value minus the cost of scraping the building. The goal is to provide the information needed so the city can make good decisions.

Optional services that have been discussed are looking at the structural integrity of the building and an environmental report. He does not anticipate any structural issues, and he would recommend passing these expenses to a prospective buyer or tenant. If there are issues, they can be addressed at that time.

Wing asked IAG's first impression of the building and location. LaFavre said he had not been to that area for some time. He was surprised by the amount of new housing and how vibrant the area has become. The look of dark brick on the building holds its value. Ceiling heights range from 8 feet to 26 feet, which will present a challenge with the shorter ceilings to find appropriate uses.

IAG has agreed to deliver the following to the city:

- Summary report of common themes from stakeholder meetings
- Market valuation
- Comments on market demand
- Completed report by end of April

Councilmember Doan asked the market demand for retail versus other uses, such as restaurants or maker spaces. LaFavre said this is the sixth year of COVID. When COVID began, it was thought retail would be worse off than office space because of shut downs and ordering online, but retail is stronger

in the Twin Cities than it has ever been. There are few vacancies in local strip malls and neighborhood centers. There is demand for experiential retail and things that bring community. If there is surrounding density to support retail, it does well. When retail came back after COVID, rental rates were in the low $20s to $25 per square foot. Now that vacancies are low, new development has to be considered. New construction costs are so high that to justify new development in retail rents have to be in the mid-$40s per square foot. This is per square foot per year net rent, not including operating expenses.

Wing asked the strongest segment in retail. LaFavre said experiential retail is the strongest, things that cannot be bought online or that bring an experience. Food is certainly one of those and has been growing, especially natural wellness. New startups cannot afford the cost, but businesses that are thriving can survive. Sometimes they have to downsize to make their space more efficient.

Councilmember Gardner asked if IAG has clients who request lower carbon buildings, decarbonized passive houses, net zero, carbon neutral. LaFavre said that is being driven more by Fortune 500. There are fewer requests than 10 years ago. It is a factor for new development. However, in many cases people want to use components to create green space, but they cannot justify going to the Energy Star rating because of the cost.

Councilmember Gardner said that it is not necessary to create an elite platinum building, but something above average can be done. LaFavre said that comes with a practicality component. An example is that solar panels would not be added to a 10- or 20-year old roof. The time to add them is when the roof is replaced.

Mayor Denkinger asked if the site can support retail. LaFavre said if the retail brings heavy traffic, there is probably not enough parking. Normal density retail would probably work depending on the use. Normal parking on retail would be approximately five or six parking spaces per 1,000 square feet. An example of normal density would be Jimmy John's. High density parking would be some type of medical use, gym or fitness center.

Simonson said there may be an opportunity to look at joint parking with the county. There is no synergy with other retail around, but the site is unique with the lake and building structure. He asked IAG the positive and negative impression of the location and whether multi-tenant or a single tenant should be considered. LaFavre said the new housing in that area makes a huge difference, and there is good traffic. Destination retail would work well.

It could be multi-tenant, but it is small enough that it would be nice to find a single tenant. The site is one acre; the building is 4,000 square feet.

Potential uses could include:

- A specialized gym such as a Ninja gym
- Impulse coffee shop
- Restaurant/catering business
- Bike shop with the nearby trails
- Starbuck's/Caribou, not drive-through but as a gathering place

The market will tell what should be there.

President Springhorn said he would like to see a restaurant/catering business, that would be helpful. With the proximity of the school, he would not support an alcohol based business or distillery. LaFavre said that pub houses and distilleries are declining, as there are so many of them.

Councilmember Doan asked the process for deciding whether the city should continue to own the property or sell it. LaFavre said IAG will provide data to help the city make an informed decision. The data includes:

- Demand in market place
- What stakeholders would like to see
- What does the math say in selling versus leasing

Mayor Denkinger said with the multifamily housing in the area, she believes people would like to see something that is an experiential draw with the park and school nearby. LaFavre said that one idea taking hold is gaming rooms where every type of game is available and people come to play games. After COVID people were missing getting together and having a sense of community.

Martens asked about the market for a daycare. LaFavre said it is really strong and growing. The challenge is finding employees.

Councilmember Doan said he would not be supportive of a bank, and the highest and best use would not be some type of storage. LaFavre noted that banks are the highest paying tenant. Councilmember Doan said he would like to balance revenue with community. He asked what a maker space development would be. LaFavre gave the example of Brooklyn Park where there is a large immigrant population that is very entrepreneurial. The city created a space and put in systems for businesses to complement each other: A marketing company, an accounting company, a data company, business lawyers all in with untraditional vendors.

Mayor Denkinger asked if central markets are viable where several businesses are located in one building, such as in Milwaukee, or a standalone restaurant. LaFavre said that the problem with maker spaces and startup businesses is they do not have a lot of money and the rent has to be less. It may be a good decision long term, but not in the short term to generate revenue. Also, it is management intensive with managing tenants and leases. A standalone restaurant would depend on parking. Access will be right in/right out which is a limitation, but that option will be considered.

LaFavre thanked the city for hiring them for this project and invited feedback all through the process.

APPROVAL OF LEASE RENEWAL FOR 910 COUNTY ROAD E WITH COMMUNITY ACTION PARTNERSHIP OF RAMSEY AND WASHINGTON COUNTIES (CAPRW)

Presentation by Assistant Community Development Director Niki Hill, AICP

Councilmember Gardner said he serves on the board of CAPRW and will step out of the meeting for this item.

Hill reported CAPRW has reached out to staff regarding the 5-year lease at 910 County Road E that has expired. CAPRW agrees to continuing the existing terms of the lease. A recommendation to the city council is requested to execute the lease for another 5-year term with the option to terminate before five years if necessary.

CAPRW did renew the lease for the 902 property with the same terms.

Wing asked the how the city became involved with this property. Hill explained the history of how the three residential properties abutting Bobby Theisen Park are part of the city's park master plan. When two were for sale, it was determined they would be best used as affordable rental homes until such time the third residence is for sale. CAPRW became involved as the property manager. HRA funds that were used to purchase the homes will be paid back once the properties become part of the park.

Simonson added that the city has an inholding park property acquisition plan which means that when opportunities become available surrounding parks, the city assesses whether or not to acquire the property. An example is Sitzer Park, where the city purchased a house in the middle of the park area. Another example are several homes adjacent to the Shoreview Commons that were acquired for the community center and for the new library.

CAPRW receives the rent and manages the property well. There have been no problems. Hill said that CAPRW takes care of minor repairs and pays the taxes. The city is only liable for bigger costs that exceed the rent. CAPRW was hired because the city has no expertise in being a landlord and does not have staff capacity to do it.

Japuntich asked if larger costs, such as a roof replacement, are anticipated. Hill said no, and it is not anticipated the city will rent these properties long term because they are part of the parks master plan.

Simonson said that the EDA budget each year has a place for those types of capital improvements that has yet to be tapped into.

Councilmember Doan asked if the city would purchase the third residence if it were for sale. What is the city foregoing in rent and the city's investment to keep these properties affordable? Simonson said the city would consider purchasing the third property because it would create an opportunity for a future park expansion.

Wing said the city cannot keep buying properties. It is important to understand the plans for parks and the financials of keeping these properties.

Simonson responded that the acquisition of these two properties was supported and approved by the EDA and city council with the specific desire to create affordable rental family housing until such time when the city decides to expand the park. Long-range, the primary objective is to incorporate these three residential properties into the park as identified in the master park plan. Shorter-term was the desire to provide two affordable rental homes for families.

Mayor Denkinger said she was on the EDA when these properties were purchased and it was unanimously supported to acquire and utilize as affordable rental housing until the city decides to use the land for expanded park amenities. She believes it has been beneficial and noted that Mead Metals employees even helped with some of the house renovation work.

It was agreed that the EDA and city council should have a discussion on the subject of property acquisition and possible guidelines.

MOTION: by Doan, seconded by Japuntich, to recommend the city council authorize the city manager to execute a renewed lease with the Community Action Partnership of Ramsey and Washington Counties for 910 County Road E, subject to further review by the city attorney. Execution of said lease will enable the home to continue to be used as an affordable rental housing unit.

VOTE: AYES - 4 NAYS – 1 (Wing)

MONTHLY STAFF REPORT: PROJECT UPDATES AND INFORMATION

Presentation by Community Development Director Tom Simonson

Senior Planner Allison Eddins is leaving as of January 9. Will Harris, Housing Program Specialist will transition into an Associate Planner position. Izaak Peterson had previously been promoted to Senior Planner.

Shoreview Hills Trident Development: Trident has informed the city they have terminated the purchase agreement with Shoreview Hills because it

was expiring and without an approved project they would have been required to lose earnest money. Trident is trying to negotiate a new agreement and hoping for a compromise on the purchase price and closing date. There is still an opportunity for negotiations to be successful. However, Trident also informed staff that they continue to have concerns about some of the city's terms based on direction from the EDA. For example, they cannot meet the 80% affordability units on the new market rate building required by the EDA and even cannot agree to 10% of those units being affordable per city policy. Trident has asked for the development fees to be waived due to the fire department's recommended improvements, but it would be unprecedented for the city to waive development fees which can be substantial. There are not many resources to cover additional costs for the fire safety improvements, but the city is willing to explore other grant opportunities for outside funding. Again, the prevailing wage requirement for grant programs is a hurdle. There will be discussions with the ownership on other possible opportunities with developers.

Enclave Project: The city has been informed that Enclave is not in a position to close on the property January 12, 2026, the deadline from the last amendment to the purchase agreement. One major equity partner has asked for more time as the closing as an IRS 1031 sale was delayed due to IRS requirements for projects like this. Enclave is adjusting to pull in a substitute equity investor which will take time so the closing needs to be pushed to February 16, 2026. In exchange for the added delay, Enclave has agreed to increase their non-refundable earnest money from $125,000 to $200,000 to the city. A motion has been drafted for an eighth amendment to be presented to the city council at its January 20th meeting. He is not sure if EDA support is sufficient for their investors because Enclave will be in default of the amended purchase agreement for January 12.

Councilmember Doan asked what it means legally to be in default of the purchase agreement. Simonson said the city would have to take action to inform Enclave they are in default. He is recommending EDA action showing general support of another extension in hopes that this will satisfy the investors. Even if technically in default, the city would not take any official

action before the council's January 20th meeting, where the extension would be granted.

President Springhorn noted that Enclave is still spending money to continue to work on agreements and lining up equity partners. He would support the extension.

Mayor Denkinger said that Enclave has a good established reputation in the Twin Cities and with the increase in earnest money, she would support the extension.

Wing said the city is applying inconsistent standards to large developers versus residents doing their own projects. It is important to be mindful to constituents and make sure the same consistent standards are used. It would be a major expense to start over from Enclave, but the city is applying inconsistent standards. Enclave should have been notified by the city of being in default to give the city an option.

Martens said to be fair to the city, this is a unique time the city is the seller of property. It takes time behind the scenes for things to work out. If there were remorse over this project, that would be different, but that is not the case. People are still excited about the future of the project. He would be inclined to recommend February 18, the day after the city council meeting so Enclave would not be in default if something else happens.

Simonson added that he believes the city isn't applying different standards as much as this project is a partnership deal with a selected developer in which the city is selling land. The extensions, while frustrating, are consistent with the support for the project and also recognition the entire process would need to start over if we terminated our agreement with Enclave.

MOTION: by Doan, seconded by Mayor Denkinger, that the EDA board hereby approves an extension of the closing date on the land transaction between the City of Shoreview and Enclave Shoreview Rice Street, LLC, for the Krew redevelopment project, and recommends city council approval of an eighth amendment to be drafted by the city attorney to be considered at their January, 20, 2026 meeting. Said eighth amendment shall include:

1. Moving the closing deadline from January 12, 2026 to February 18, 2026.
2. Increase of non-refundable earnest money from $125,000 to $200,000 (an additional $75,000 for this proposed extension)

VOTE: 5 AYES 0 NAYS

It was the consensus of the EDA to be flexible with the extension date, and Simonson said that by the time this recommendation is given to the council, the extension date will be what makes the most sense.

Chipotle did close on the Burger King property. Hill said the building will not come down immediately until building plans are approved so the equipment used for demolition can also be used for construction. No code enforcement action has been requested. The city has an agreement that until the building comes down, Chipotle is responsible for maintenance, security, and any damage to the building. Demolition is anticipated in the next five or six months.

ADJOURNMENT

MOTION: by Japuntich, seconded by Doan, to adjourn the meeting at 6:40 p.m.

VOTE: 5 AYES 0 NAYS

President Springhorn declared the meeting adjourned.

Memorandum

TO: Economic Development Authority

FROM: Niki Hill, AICP , Assistant Community Development Director

DATE: February 2, 2026

SUBJECT: Payment of Claims/Purchases and Acceptance of December 2025 Financial Reports

ITEM NUMBER: 4.a

SECTION: FINANCES AND BUDGET

REQUESTED MOTION

To accept the monthly financial reports for EDA Fund 240 and HRA Fund 241; and approve the following payments of claims and purchases:

1. Neighborworks Home Partners - Edgewater Ave - $55,000 (Fund 307) - Date: 12/31/2025
2. Paninos - EDA Meeting Supplies - $200.90 - (Fund 240) - Date: 12/2/2025
3. Golden Shovel Gatekeeper - $15,450 - (Fund 240) - Date 12/4/2025
4. Kirstin Chatfield - October 1-15 ED Consulting - $625.00 - (Fund 240) - Date 12/11/2025
5. Taft Stettinius & Hollister - TIF 14 - $700 - (Fund 240) - Date: 12/31/2025
6. Taft Stettinius & Hollister - TIF 13 - $4,200 - (Fund 240) - Date: 12/31/2025
7. Taft Stettinius & Hollister - General ED Consulting - $6,850 - (Fund 240) - Date: 12/31/2025
8. Amazon - Leadership Book - Hill - $15.68 (Fund 240) - Date: 12/11/2025
9. Verizon Wireless - Cellular Phone Service - October 11 - November 10 - $335.34 (Fund 241) - Date Paid: 11/10/25
10. Verizon Wireless - Cellular Phone Service - November 11 - December 10 - $335.34 (Fund 241) - Date Paid: 12/10/2025
11. Metric One Training - Code Enforcement Training - $150 - (Fund 241) -
12.

INTRODUCTION

Staff is presenting to the EDA board the EDA and HRA financial reports from December 2025 and Home Loan Funds 305 and 307 for acceptance, as well as claims and purchases for approval.

DISCUSSION

The monthly financial reports for the EDA Fund 240, and HRA Fund 241, and Home Loan Funds 305 and 307 are attached for your review.

RECOMMENDATION

It is recommended the EDA review and accept the monthly financial fund reports, and approve the payment of claims and purchases.

ATTACHMENTS

Fund 305 - December 2025
Fund 307 - December 2025
EDA Fund 240 - December 2025
HRA Fund 241 - December 2025

(TIF #4 - Loan Activity)
Balance Sheet
For the period ending December 31, 2025

Assets:		
	Cash and Investments	$ 347,252.77
	Accounts receivable	$ -
	Loan Receivable	$ 271,118.90
	Total assets	$ 618,371.67
Liabilities and Fund Balance:		
Liabilities:		
	Deferred Revenue	$ 271,118.90
		$ 271,118.90
Fund Balance:		$ 348,002.77
	Total liabilities and fund balance	$ 619,121.67

(TIF #4 - Loan Activity)
Statement of Revenues, Expenditures, and Changes in Fund Balance
For the period ending December 31, 2025

Revenues:		
Interest revenue	$	3,297.96
Repayment of Loan Principal	$	28,350.68
Total revenues	$	31,648.64
Expenditures:		
Total expenditures	$	27,500.00
Revenue (under) expenditures	$	4,148.64

From 01/01/2025 to 12/31/2025

03/21/2025	AP	INV	NEIGHBORWORKS HOME PARTNERS	ALAMEDA STREET	27,500.00	27,500.00
05/31/2025				END BALANCE		27,500.00

(TIF #4 - Loan Activity)
Loans Outstanding
For the period ending December 31, 2025

Closing Date	Address	Loan Amount Approved	Loan Disbursed	Loan Repaid	Loan Balance
6/15/20	Ridge Creek Rd	25,000.00	25,000.00	25,000.00	-
6/3/21	Bluestem Lane	40,000.00	40,000.00	10,918.93	29,081.07
9/21/21	Carlson Street	7,687.00	7,687.00	3,818.73	3,868.27
8/16/22	County Rd F W	10,000.00	10,000.00	-	10,000.00
12/22/22	W Royal Oaks Drive	20,000.00	20,000.00	-	20,000.00
3/27/23	St Albans St N	20,000.00	20,000.00	-	20,000.00
8/7/23	Knoll Drive	20,000.00	20,000.00	-	20,000.00
12/12/23	Victoria St N	25,000.00	25,000.00	1,185.50	23,814.50
12/4/23	Chatsworth S N	20,000.00	20,000.00	-	20,000.00
12/20/23	Crystal Ave	20,000.00	20,000.00	-	20,000.00
3/29/24	Kent Street	20,000.00	20,000.00	-	20,000.00
1/18/24	Sheldon St	25,000.00	25,000.00	-	25,000.00
3/6/24	Alameda St	25,000.00	25,000.00	4,862.34	20,137.66
5/10/24	Glenhill Rd	25,000.00	25,000.00	-	25,000.00
9/10/24	N Owasso Blvd	14,217.40	14,217.40		14,217.40
Total		$ 344,444.40	$ 344,444.40	$ 73,325.50	$ 271,118.90

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(TIF #1 - Fund 307)
Balance Sheet
For the period ending December 31, 2025

Assets:

Cash and Investments	$	98,981.79
Accounts Receivable	$	502.12
Interfund Receivable	$	437,323.78
Loan Receivable	$	550,387.24
Total assets	$	1,087,194.93

Liabilities and Fund Balance:

Liabilities:

Deferred Revenue	$	550,387.24
		$550,387.24

Fund Balance:

	$	536,807.69
Total liabilities and fund balance		$1,087,194.93

(TIF #1 - Fund 307)
Statement of Revenues, Expenditures, and Changes in Fund Balance
For the period ending December 31, 2025

Revenues:	
Interest revenue	$ 14,291.43
Repayment of Loan Principal	$ 9,863.89
Total revenues	$ 24,155.32
Expenditures:	
Total expenditures	$ 248,299.59
Revenue (under) expenditures	$ (224,144.27)

From 01/01/2025 to 12/31/2025

Date	Description	Reference #	Amount	Balance
01/01/2025	307-4410-44890.000 OTHER	BEG. BALANCE		0.00
01/01/2025	RAMSEY-PRRRV-003394	0000020480	(282.89)	(282.89)
02/06/2025	RAMSEY COUNTY	PRRRV-003394	282.89	0.00
05/01/2025	NEIGHBORWORKS HOME PARTNERS	NANCY PLACE	21,700.00	21,700.00
05/01/2025	NEIGHBORWORKS HOME PARTNERS	HODGSON CONNECT	32,550.00	54,250.00
07/10/2025	NEIGHBORWORKS HOME PARTNERS	CARMEL COURT	32,550.00	86,800.00
08/28/2025	NEIGHBORWORKS HOME PARTNERS	EMIL AVENUE	32,550.00	119,350.00
08/28/2025	NEIGHBORWORKS HOME PARTNERS	HANSKA COURT	32,550.00	151,900.00
08/28/2025	NEIGHBORWORKS HOME PARTNERS	HODGSON ROAD	32,550.00	184,450.00
09/08/2025	Interest Repayment	LOAN 0000118081	3,021.52	187,471.52
09/10/2025	Interest Repayment	CHURCHILL STREET	5,828.07	193,299.59
12/31/2025	NEIGHBORWORKS HOME PARTNERS	EDGEWATER AVE	55,000.00	248,299.59
12/31/2025		END BALANCE		248,299.59

(TIF #1 - Fund 307)
Loans Outstanding
For the period ending December 31, 2025

Closing Date	Address	Loan Amount Approved	Loan Disbursed	Loan Repaid	Loan Balance
9/29/20	Wilshire Circle	25,000.00	25,000.00	-	25,000.00
10/16/20	Willow Trail	25,000.00	25,000.00	855.08	24,144.92
10/28/20	Lion Lane	16,900.00	16,900.00	5,379.82	11,520.18
3/11/24	Chatsworth St N	30,000.00	30,000.00	-	30,000.00
2/8/24	West County Road D	50,000.00	50,000.00	3,120.95	46,879.05
9/8/23	Tanglewood Dr	50,000.00	50,000.00	4,488.55	45,511.45
11/1/24	Rice Creek Trail	30,000.00	30,000.00	0.96	29,999.04
11/27/24	Oakwood Dr	21,000.00	21,000.00		21,000.00
11/4/24	Owasso St	30,000.00	30,000.00	83.88	29,916.12
12/31/24	Victoria St N	34,643.03	34,643.03	1,532.53	32,953.21
9/23/24	Oxford St N	25,973.17	25,973.17	1,146.61	24,826.56
2/14/25	Hodgson connection Rd	30,000.00	30,000.00	-	30,000.00
3/17/25	Nancy Place	20,000.00	20,000.00	-	20,000.00
6/13/25	Carmel Court	30,000.00	30,000.00	-	30,000.00
7/31/25	Hanska Court	30,000.00	30,000.00	8.42	29,991.58
7/31/25	Emil Avenue	30,000.00	30,000.00	-	30,000.00
8/15/25	Hodgson Road	30,000.00	30,000.00	-	29,957.05
9/18/25	Edgewater Avenue	50,000.00	50,000.00	221.92	49,778.08
8/15/25	Knight Street	8,910.00	8,910.00	-	8,910.00
Total		$ 828,274.76	$ 828,274.76	$ 286,595.42	$ 550,387.24

Shoreview EDA (Fund 240)
Balance Sheet
For the period ending December 31, 2025

Assets:		
	Cash and Investments	$ 165,033.57
	Taxes Receivable	$ 1,861.66
	Accounts Receivable	$ 1,200.00
	Due from Other Gov	$ 407.06
	Prepaid Items	$ 2,608.80
	Total assets	**$ 171,111.09**
Liabilities and Fund Balance:		
Liabilities:		
	Salaries Payable	$ 4,814.46
	Deferred Revenue-Taxes	$ 1,861.66
	Total liabilities	**$ 6,676.12**
Fund Balance:		**$ 164,434.97**
	Total Liabilities and Fund Balance	**$ 171,111.09**

Fund 240 -

Shoreview EDA (Fund 240)
Operating Statement
For the period ending December 31, 2025

	Budget	Actual
Revenues:		
Property taxes	$ 265,000.00	$ 125,234.29
Delinquent Taxes		$ (423.48)
Mobile Home Tax		$ 31.07
Fiscal Disparities		$ 11,430.27
Other		$ 5,475.00
Total revenues	$ 265,000.00	**$ 141,747.15**
Expenditures:		
Employee wages	$ 119,651.00	$ 128,424.28
PERA contribution	$ 7,932.00	$ 9,632.70
FICA/Medicare contribution	$ 8,933.00	$ 9,645.40
MN Paid Leave		$ 18.33
Group insurance	$ 11,338.00	$ 11,420.25
Workers' compensation insurance	$ 140.00	$ 121.24
Supplies	$ 7,000.00	$ 3,339.88
Contractual fees	$ 64,000.00	$ 59,638.17
General liability insurance	$ 3,058.00	$ 193.60
Dues and Subscriptions	$ 4,000.00	$ 1,782.00
Travel expense	$ -	$ 745.93
Training	$ 4,000.00	$ 795.68
Other	$ 1,000.00	$ 500.00
Total expenditures	$ 238,052.00	**$ 226,257.46**
Net of Revenues & Expenditures	$ 26,948.00	$ (84,510.31)
Net Change in Fund Balance	$ 26,948.00	**$ (84,510.31)**
Fund equity balance January 1, 2025		$ 248,945.28
Fund equity balance December 31, 2025		**$ 164,434.97**

Shoreview EDA (Fund 240)
Expenditure Detail
For the period ending December 31, 2025

Contractual Services

Date Paid	Check Number	Payee	Description	Amount
1/7/2025	7731	Tavern Grill	EDA Meeting Supplies	290.69
1/29/2025	20577	Taste of Scandanavia	EDA Meeting Supplies	63.07
2/11/2025	7727	Panino's	EDA Meeting Supplies	265.97
3/3/2025	7834	Olivers	EDA Meeting Supplies	249.09
3/18/2025	7871	Brueggers	Economic Development Commission	82.36
4/7/2025	8101	Red Ginger	EDA Meeting Supplies	208.66
5/5/2025	8244	La Casita	EDA Meeting Supplies	219.66
6/3/2025	8246	Red Robin	EDA Meeting Supplies June	246.94
6/15/2025	8390	Target	Bus Tour Supplies	72.63
6/24/2025	8391	Tavern Grill	HRA meeting Supplies - food order	252.10
8/4/2025	8428	Olivers	2025 EDA Meeting Supplies	251.56
8/19/2025	89.92	Taste of Scandanavia	Meeting Supplies	89.92
9/5/2025	8628	Churchill St	Business Council Meeting Space 9/17	150.00
9/17/2025	8844	Churchill St	Business Council Meeting Space 9/17	434.32
10/9/2025	8985	The Winkin Rooster	EDA Meeting Supplies	200.90
12/2/2025	9097	Panino's	EDA Meeting Supplies	262.01
Total Supplies				**3,339.88**

1/30/2025	7400	Allen, Deanne	Minutes 12/17, EDA 1/6	200.00
1/30/2025	579036	Kirstin Chatfield	Jan second half Economic Development	2,437.50
2/13/2025	579184	Kirstin Chatfield	Jan Economic Development	1,187.50
2/24/2025	7833	REDI	Catylist Viewer Annual Data	2,100.00
3/6/2025	7425	Allen, Deanne	Minutes 2-24-25	200.00
3/6/2025	579348	Audio Eye	Audio Eye	10,585.00
4/3/2025	7564	Allen, Deanne	Minutes 3/31/25	200.00
4/10/2025	579717	Kirstin Chatfield	Feb 15 - Mar Economic Development	625.00
4/25/2025	579850	Kirstin Chatfield	April 1-15 Econ Development	1,125.00
5/1/2025	7610	Allen, Deanne	Minutes 4/30/25	200.00
5/30/2025	7770	Allen, Deanne	Minutes 5/28/25	200.00
6/5/2025	580286	Grancicus	Communications Cloud	2,682.17
6/5/2025	580308	Northfield Lines	EDC Bus Tour	721.00
6/20/2025	580480	Kirstin Chatfield	May 1 - 15 Econ Dev Consulting	250.00
6/20/2025	580480	Kirstin Chatfield	May 20-28 Econ Dev Consulting	875.00
6/20/2025	580480	Kirstin Chatfield	June 1-16 Econ Dev Consulting	312.50
6/27/2025	7770	Allen, Deanne	Minutes 6/23/25	200.00
8/1/2025	8148	Allen, Deanne	Meeting Minutes	200.00

Shoreview EDA (Fund 240)
Expenditure Detail
For the period ending December 31, 2025

Contractual Services

Date Paid	Check Number	Payee	Description	Amount
8/22/2025	581220	Kirstin Chatfield	Aug 1 - Aug 15 Econ Dev Consulting	1,062.50
8/22/2025	581220	Kirstin Chatfield	July 1-16 Ed consulting	562.50
8/22/2025	581220	Kirstin Chatfield	Invoice 625 Part 2	562.50
8/28/2025	8286	Allen, Deanne	Meeting Minutes	200.00
9/11/2025	581546	Taft Stettinius & Hollister	TIF District 13	500.00
9/11/2025	581546	Taft Stettinius & Hollister	TIF District 14	2,400.00
10/1/2025	8554	Allen, Deanne	Minutes 9/30	200.00
10/29/2025	8712	Allen, Deanne	Meeting Minutes	200.00
10/31/2025	581981	Kirstin Chatfield	September Consulting	500.00
10/31/2025	581981	Kirstin Chatfield	October Consulting	125.00
10/31/2025	582015	Taft Stettinius & Hollister	TIF District 13	1,200.00
12/4/2025	582230	Golden Shovel Agency	Annual Gatekeeper Services	15,450.00
12/11/2025	582328	Kirstin Chatfield	October 1-15 ED Consulting	625.00
12/31/2025	582548	Taft Stettinius & Hollister	TIF District 14	700.00
12/31/2025	582548	Taft Stettinius & Hollister	TIF District 13	4,200.00
12/31/2025	582548	Taft Stettinius & Hollister	General Consulting Charges	6,850.00
Total Contractual Fees				**59,638.17**

1/9/2025	578808	League of MN Cities	EDA/HRA/PROP/liability remain balance	45.00
12/11/2025	582344	North Risk Partners	Agent Fee	148.60
Total General Liability Insurance				**193.60**

Shoreview EDA (Fund 240)
Expenditure Detail
For the period ending December 31, 2025

Contractual Services

Date Paid	Check Number	Payee	Description	Amount
1/1/2025	7534	Pioneer Press	January Subscription	14.00
1/16/2025	7726	Pioneer Press	February Subscription	14.00
2/13/2025	7831	Pioneer Press	March Subscription	14.00
3/13/2025	7963	Pioneer Press	April Subscription	14.00
4/11/2025	8099	Pioneer Press	May Subscription	14.00
5/8/2025	8241	Pioneer Press	June Subscription	14.00
5/16/2025	8247	Finance & Commerce	Digital Subscription	329.00
6/5/2025	8242	Pioneer Press	July Subscription	14.00
6/16/2025	8388	Star Tribune	Digital Access	260.00
8/26/2025	8625	MPLS St Paul Business Journal	Renewal	230.00
9/10/2025	8626	Pioneer Press	Subscription	185.00
11/26/2025	9096	Urban Land Institute MN	AGNM Membership	680.00
Total Dues and Subscriptions				**1,782.00**
6/27/2025	7996	Hill, Nicole	EDAM Summer Conference	745.93
Total Travel Expense				**745.93**
1/29/2025	7532	EDAM	EDAM Winter Conference	395.00
4/1/2025	7962	EDAM	EDAM Winter Conference	435.00
4/14/2025	380	EDAM	EDAM Summer Conference	(50.00)
12/11/2025	582283	Amazon	CD orders Niki Professional Dev	15.68
Total Training				**795.68**
1/13/2025	7723	EDAM	EDAM Winter Conference Sponsor	500.00
Total Other				**500.00**
Total Contractual Services				**66,249.33**

Shoreview HRA (Fund 241)
Balance Sheet
For the period ending December 31, 2025

Assets:		
Cash and Investments	$	1,085,390.45
Taxes Receivable	$	2,587.09
Total assets	**$**	**1,087,977.54**
Liabilities and Fund Balance:		
Liabilities:		
Accounts Payable	$	835.34
Salaries Payable	$	8,958.43
Damage Deposit	$	1,000.00
Deferred Revenue	$	5,379.39
Total liabilities	**$**	**16,173.16**
Fund Balance:	**$**	**1,071,804.38**
Total Liabilities and Fund Balance	**$**	**1,087,977.54**

Shoreview HRA (Fund 241)
Operating Statement
For the period ending December 31, 2025

	Budget	Actual
Revenues:		
Property taxes	$325,000.00	$ 291,311.69
Delinquent Taxes		$ (802.16)
Mobile Home Tax		$ 192.78
Fiscal Disparities		$ 27,209.03
State aid/Grants		$ 334,672.99
Rental Licensing	$120,000.00	$ 139,255.00
Refunds/Reimbursements		$ 6,306.25
Total revenues	$ 445,000.00	**$ 798,145.58**
Expenditures:		
Employee wages	$ 249,106.00	$ 247,529.78
PERA contribution	$ 18,683.00	$ 18,563.73
FICA/Medicare contribution	$ 18,836.00	$ 18,844.60
Group insurance	$ 39,228.00	$ 39,325.97
MN Paid Leave		$ 34.10
Workers' Compensation Insurance	$ 1,850.00	$ 1,602.20
Supplies	$ -	$ 289.98
Contractual fees	$ 35,817.00	$ 7,973.75
Cell Phone	$ 1,000.00	$ 4,076.57
General Liability Insurance	$ -	$ 792.70
Dues & Subscriptions	$ 500.00	$ 223.04
Training & Professional Development	$ 2,000.00	$ 1,761.25
Other	$ -	$ 1,173.47
Building & Structure	$ -	$ 2,430.02
Total expenditures	$ 392,020.00	**$ 344,621.16**
Net of Revenues & Expenditures	$ 52,980.00	$ 453,524.42
Fund equity balance January 1, 2025		$618,279.96
Fund equity balance December 31, 2025		**$ 1,071,804.38**

Shoreview HRA (Fund 241)
Expenditure Detail
For the period ending December 31, 2025

Contractual Services

Date Paid	Check Number	Payee	Description	Amount
1/17/25	7729	Mister Car Wash	Car Wash - Marshall	41.18
3/21/25	579492	Amazon	Supplies	19.13
4/14/25	8098	Xtreme	2025 CommDev Clothing	51.00
5/22/25	580100	Amazon	Supplies	39.98
6/5/25	580267	Amazon	Supplies	15.89
9/18/25	580267	Amazon	CD Orders	13.98
10/6/25	8983	Xtreme	2025 Fall CommDev Clothing	40.00
12/23/25	582423	Amazon	CD Orders	42.23
12/31/25	582492	Amazon	CD Orders	26.59
Supplies				**$ 289.98**
5/1/25	579927	Quickturn Property Services	3985 Virginia Circle Cleanout	1,000.00
5/9/25	579993	Kimley-Horn Associates	Hodgson Road Drainage Study	1,643.75
7/11/25	580710	Scandia Shores	4d affordable housing program	1,000.00
7/25/25	580946	Tree Trust	5931 Lexington Tree Removal	2,840.00
7/25/25	580946	Tree Trust	5932 Lexington Stump Removal	1,490.00
Total Contractual Fees				**$ 7,973.75**
1/10/25	7819	Verizon Wireless	Cellular Phone Service Dec 11 - Jan 10	344.28
2/10/25	7820	Verizon Wireless	Cellular Phone Service Jan 11 - Feb 10	344.28
3/10/25	8046	Verizon Wireless	Cellular Phone Service Feb 11 - Mar 10	344.28
4/10/25	8047	Verizon Wireless	Cellular Phone Service Mar 11 - Apr 10	344.28
5/10/25	8191	Verizon Wireless	Cellular Phone Service Apr 11 May 10	344.28
6/10/25	8049	Verizon Wireless	Cellular Phone Service May 11 - June 10	344.28
7/10/25	8454	Verizon Wireless	Cellular Phone Service Jun 11 - July 10	344.31
8/10/25	8645	Verizon Wireless	Cellular Phone Service Jul 11 - Aug 10	335.25
9/10/25	8855	Verizon Wireless	Cellular Phone Service Aug 11 - Sept 10	335.31
10/10/25	8990	Verizon Wireless	Cellular Phone Service Sept 11 - Oct 10	335.34
11/10/25	9103	Verizon Wireless	Cellular Phone Service Oct 11- Nov 10	335.34
12/10/25	visa	Verizon Wireless	Cellular Phone Service Nov 11 - Dec 10	325.34
Cell Phone				**$ 4,076.57**
3/27/25	579600	Minnesota Housing	MN Housing Rental Class	150.00
5/9/25	580011	Nystrom Publishing	SHINE Flyers	522.45
5/22/25	580168	Nystrom Publishing	SHINE Flyers	501.02
Other				**$ 1,173.47**
1/29/25	7535	Metric One Training & Consulting	Courtroom Procedures for Code Officers	145.00
1/29/25	7536	Metric One Training & Consulting	Legal, Ethical and Moral Code Enforcement	145.00
2/27/25	7835	Metric One Training & Consulting	Training Renee B	295.00
3/6/25	7830	MAHCO	MAHCO Spring trng Wharris	125.00
5/14/25	8243	Metric One Training & Consulting	Training Renee B	145.00
8/22/25	VISA	American Planning Association	APA Willmar Conference Wharris	470.19
9/26/25	VISA	Country Inn & Suites	APA Conference Wharris	286.06
12/19/25	VISA	Metric One Training & Consulting	Code Enforce/Compli Rbredy	150.00
Training & Professional Development				**$ 1,761.25**
1/9/25	578808	League of MN Cities	2025 Prop/Liab Insurance	188.25
3/6/25	579370	League of MN Cities	2026 Prop/Liab Insurance	188.25
6/5/25	579370	League of MN Cities	2026 Prop/Liab Insurance	188.25
9/11/25	581439	League of MN Cities	2026 Prop/Liab Insurance	188.25
12/11/25	582344	North Risk Partners	Agent Fee	39.70
General Liability Insurance				**$ 792.70**
8/25/25	VISA	American Planning Association	APA Membership Wharris	112.35
8/28/25	VISA	American Planning Association	APA Membership Ipeterson	110.69
Dues & Subscriptions				**$ 223.04**
4/3/25	579671	Ramsey County	910 County Rd E Tax payment	1,965.00
4/3/25	579738	Ramsey County	902 County Rd E Tax Payment	52.50
4/4/25	7961	Ramsey County	0 Hodgson Rd E Tax Payment	37.60
4/10/25	579738	Ramsey County	5931 Lexington 2024 & 25 Tax Payment	374.92
Building & Structure				**$ 2,430.02**

Memorandum

TO: Economic Development Authority

FROM: Will Harris , Housing Program Specialist

DATE: February 2, 2026

SUBJECT: Ordinance amending Chapter 30 related to closure of a rental license, postings, and grammatical corrections and clarifying certain language.

ITEM NUMBER: 5.a

SECTION: GENERAL BUSINESS

REQUESTED MOTION

To support the proposed revisions and updates to Chapter 30 of the municipal code relating to rental housing licensing, and recommending the city council adoption amendments by ordinance.

INTRODUCTION

Staff is proposing to implement amendments and updates to the existing rental licensing regulations for codifying a proper procedure for closing a rental license, creating language for expediting corrective action for properties that continue to rent without licenses after notification, and minor grammatical and clarifying some language.

DISCUSSION

The following is a summary of the proposed updates to rental licensing regulations in the municipal code:

- Staff included a definition of “city manager” to include their designees at the request of the city attorney.

- Prior procedure for closing a rental license required a submission of a signed affidavit stating the reason for closure. However, this system was based on city policy rather than city code. So when staff were challenged on the justification of this document by an owner during rental renewals this year, we were advised by the city attorney to update the code to provide legal justification for the requested documentation. The proposed code language can be found under Sec. 30-32.

- Minor modifications were made to the introductory statement of Sec. 30-91 to correct grammatical errors that occurred during the transition to MuniCode.

- Language was introduced within Sections 30-94 and 30-95 to allow staff to post properties that have failed to obtain a license using a different placard than was previously allowed. Under prior code, staff were only allowed to post a property to “prevent occupancy” after a revocation process or approval by city council. New code language allows for more flexibility in creating a different posting that allows tenants to

continue to reside in the home, but notifies them that the home does not have an active license. This is beneficial for properties that we discover as rental properties through utility billing, Zillow listings, etc., as a quicker compliance tool than the letters we use currently. Language is also being introduced to include harsher penalties for those who tamper with or remove either of these postings, as we have had issues with owners ignoring them and continuing to rent their homes to unsuspecting tenants.

RECOMMENDATION

Staff is seeking board review and comments on the proposed code amendments. If the changes are supported, a motion has been drafted for consideration recommending the revisions to the city council for ordinance adoption.

ATTACHMENTS

Updates to Chapter 30 Rental Licensing FINAL DRAFT

ARTICLE I. IN GENERAL

Sec. 30-1. Purpose and scope.

(a) It is the purpose of this chapter to ensure that rental housing in the city is decent, safe, and sanitary and is operated and maintained in accordance with the city's regulations. The implementation of a rental licensing program is a mechanism to ensure that rental housing will not become a nuisance to the neighborhood, will not foster blight and deterioration, and will not create a disincentive to reinvestment in the community.

(b) The operation of rental housing entails certain responsibilities. Owners of rental housing are responsible to take the reasonable necessary steps to ensure that the citizens who occupy rental housing units may pursue the quiet enjoyment of the normal activities of life in the surrounding area that are safe, secure, and sanitary, free from crimes and criminal activity, noise, nuisances or annoyances, free from unreasonable fears about safety of persons and security of property, and suitable for raising children.

(Prior Code, § 714.010)

Sec. 30-2. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Agent means a person designated in writing by the owner as the owner's representative.

Certificate of compliance means a document issued by the city, stating that the dwelling unit has been inspected and is in compliance with applicable property maintenance codes and regulations.

City Manager means the City Manager or their designee

Dwelling means a building or one or more portions thereof occupied or intended to be occupied for residential purposes; but not including rooms in motels, hotels, nursing homes, boardinghouses, tents and recreational vehicles.

Dwelling unit means a residential accommodation located within a dwelling that includes permanently installed cooking and sanitation facilities, designed or intended for use as living quarters for a single family.

Dwelling unit, general, (GDU) means a dwelling unit located in a building that contains up to ten (10) dwelling units that may be detached, attached side-by-side, stacked ceiling to floor and having a common entrance and do not have common ownership.

Dwelling unit, multifamily, (MFD) means a community, complex or building containing eleven (11) or more dwelling units that may be attached side-by-side, stacked ceiling to floor and have a common entrance and have a common owner.

Occupant means a person who lives or sleeps in a dwelling unit.

Owner means a person who is the recorded or unrecorded owner of the dwelling unit.

Rent means to permit occupancy of a dwelling unit by a person other than the legal owner thereof, pursuant to a written or unwritten agreement, whether or not a fee is required by the agreement.

Rental dwelling means a dwelling unit that has been rented, but excluding accessory apartments and boarding rooms where the owner of the dwelling unit is an occupant.

Short-Term Rental means a dwelling unit or portion of a dwelling unit including accessory apartments or boarding rooms rented for a period of thirty (30) consecutive days or less.

(Prior Code, § 714.020; Ord. No. 1041, 11-18-2024)

Secs. 30-3—30-22. Reserved.

ARTICLE II. LICENSING

DIVISION 1. GENERALLY

Sec. 30-23. License required.

No person shall rent a dwelling unit to another for occupancy unless the city has issued a GDU, MFD, or Short-Term rental license for the dwelling unit. The application for a dwelling unit rental license will be reviewed by the city manager in accordance with the provisions of this chapter and other applicable regulations of the municipal code.

(Prior Code, § 714.030(A); Ord. No. 775, 4-18-2005; Ord. No. 863, 2-10-2010; Ord. No. 910, 6-17-2013; Ord. No. 1041, 11-18-2024)

Sec. 30-24. Application.

The owner of a dwelling unit may submit a n application for a GOU, MFD, or short-term rental license on forms provided by the city manager. A person who has been issued a GDU, MFD, or short-term rental license shall give notice, in writing, to the city manager, within five (5) business days of any change in the information contained on the license application. In approving a rental license application, the city manager may impose such reasonable conditions and requirements as it deems necessary and appropriate to ensure compliance with the rental requirements.

(Prior Code, § 714.030(B); Ord. No. 775, 4-18-2005; Ord. No. 863, 2-10-2010; Ord. No. 910, 6-17-2013; Ord. No. 1041, 11-18-2024)

Sec. 30-25. Fees.

Licensing fees shall be as provided in the city fee schedule. The required fees shall be submitted along with the application for a new or renewal license. Applications for a renewal license submitted after the license term expiration are subject to a penalty fee. Submitted applications for a renewal license that have a delinquent utility account for the dwelling are subject to a penalty fee. Properties that do not possess a current rental license with the City that have tenants currently occupying the dwelling unit or have listed the property for rent 30 days or more after the purchase date shall be subject to a penalty fee.

(Prior Code, § 714.030(C); Ord. No. 775, 4-18-2005; Ord. No. 863, 2-10-2010; Ord. No. 910, 6-17-2013; Ord. No. 1041, 11-18-2024)

Sec. 30-26. Term; expiration.

All dwelling unit rental licenses shall expire on December 31 of each year except as otherwise provided herein or in cases of suspension or revocation.

(Prior Code, § 714.030(D); Ord. No. 775, 4-18-2005; Ord. No. 863, 2-10-2010; Ord. No. 910, 6-17-2013)

Sec. 30-27. Issuance.

The city shall issue a dwelling unit rental license if the dwelling unit is in compliance with the provisions of this chapter, and the real estate taxes and municipal utility bills for the dwelling unit have been paid. Real estate taxes will not be considered to be due and payable for the purposes of this section while a proper and timely appeal of such taxes is pending and is diligently pursued to completion by the licensee.

(Prior Code, § 714.030(E); Ord. No. 775, 4-18-2005; Ord. No. 863, 2-10-2010; Ord. No. 910, 6-17-2013)

Sec. 30-28. Posting.

MFD rental licenses shall be posted in a conspicuous public corridor or hallway or lobby of the building in which the dwelling unit is located if the area is present. The license shall be framed with a clear covering.

(Prior Code, § 714.030(F); Ord. No. 775, 4-18-2005; Ord. No. 863, 2-10-2010; Ord. No. 910, 6-17-2013)

Sec. 30-29. Renewal.

A licensee may continue to rent a dwelling unit after the expiration date of the GDU, MFD, or short-term rental license, provided that the owner or its agent has filed with the city manager, on or before the expiration date, the appropriate renewal license application and license fee.

(Prior Code, § 714.030(G); Ord. No. 775, 4-18-2005; Ord. No. 863, 2-10-2010; Ord. No. 910, 6-17-2013; Ord. No. 1041, 11-18-2024)

Sec. 30-30. Transfer.

A GDU or short-term rental license shall not be transferable to another person or to another dwelling unit. A MFD rental license is transferable, for a fee, to any person who has acquired legal ownership of the building in which the dwelling unit is located. The transfer shall be effective for the unexpired portion of the rental license period, provided that the transfer application is filed with the city manager prior to the actual change of legal ownership and that the transferee is not disqualified from holding the license due to prior revocation or suspension of a license. Failure to submit the license transfer form and the transfer fee may result in termination of the rental license.

(Prior Code, § 714.030(H); Ord. No. 775, 4-18-2005; Ord. No. 863, 2-10-2010; Ord. No. 910, 6-17-2013; Ord. No. 1041, 11-18-2024)

Sec. 30-31. Resident agent required.

Owners who do not reside within the counties of Anoka, Carver, Chisago, Dakota, Hennepin, Ramsey, Scott, Washington Counties (the "metro area") must appoint an agent who does reside within the metropolitan area to be responsible for the maintenance of the dwelling unit, receipt of service of notice of violation, receipt of compliance order, institution or remedial action to effect such order, and acceptance of all service of process pursuant to law. The city manager shall be notified in writing of any change in the identification of the agent within five business days of such change. Agents listed for short-term rental properties shall maintain an up to date phone number as well as a current address on file with the City. The agent shall be available 24-hours a day at the listed phone number during all times that the dwelling unit is being rented to respond immediately to complaints or issues relating to the dwelling unit.

(Prior Code, § 714.030(I); Ord. No. 775, 4-18-2005; Ord. No. 863, 2-10-2010; Ord. No. 910, 6-17-2013; Ord. No. 1041, 11-18-2024)

Sec. 30-32. Closure

(a) Any dwelling or dwelling unit that has ceased operations as a rental shall close their rental license by way of a signed affidavit, completed by the owner, and kept on file with the City of Shoreview.

(b) The owner of any dwelling or dwelling unit that has a valid certificate and ceases operations as a rental shall file an affidavit of non-rental with the city within 15 days of the sale, vacancy, or change in occupancy. Owners will not need to file an affidavit of non-rental upon change of occupancy to those who are not the owner.

(c) Any owner of a dwelling or dwelling unit that has such an affidavit filed shall receive a new license prior to occupancy by someone who is not the owner.

(d) Any property that has such an affidavit filed that is found to be occupied by any person other than the owner shall be in violation of this chapter and subject to the penalties herein.

Secs. 30-33~~2~~—30-50. Reserved.

DIVISION 2. LICENSE CONDITIONS

Sec. 30-51. Conformity to applicable regulations.

No dwelling unit rental license shall be issued or renewed unless the rental dwelling and its premises conform to all applicable regulations of the city including, but not limited to, chapter 28 and section 30-56. The city manager is authorized to conduct inspections of rental dwelling units to determine the compliance of the applicable provisions of this code, including, but not limited to, chapter 28.

(Prior Code, § 714.040(A); Ord. No. 797, 5-1-2006; Ord. No. 910, 6-17-2013)

Sec. 30-52. Building security.

(a) *Generally.* Doors, windows or hatchways for dwelling units, room units or housekeeping units shall be provided with devices designed to provide security for the occupants and property within.

(b) *Main entryways.* Main entryways shall be equipped with a security device designed to prevent entry to the building from unauthorized individuals.

(c) *Doors.* Doors providing access to a dwelling unit, rooming unit or housekeeping unit that is rented, leased or let shall be equipped with a deadbolt lock meeting specifications set forth herein. Such deadbolt locks shall be operated only by the turning of a knob or a key and shall have a lock throw of not less than one inch. For the purpose of this section, a sliding bolt shall not be considered an acceptable deadbolt lock. Such deadbolt locks shall be installed according to manufacturer's specifications and maintained in good working order.

(d) *Deadbolt locks.* All deadbolt locks required by this section shall be designed and installed in such a manner so as to be operable inside of the dwelling unit, rooming unit or housekeeping unit without the use of a key, tool, combination thereof or any other special knowledge or effort.

(e) *Windows.* Operable windows located in whole or in part within six feet (1,828 millimeters) above ground level or a walking surface below that provide access to a dwelling unit, rooming unit or housekeeping unit that is rented, leased or let shall be equipped with a window sash locking devices, without a tool, key or any special knowledge. Replacement of existing windows shall conform to the egress requirements of the building code.

(f) *Basement hatchways.* Basement hatchways that provide access to a dwelling unit, rooming unit or housekeeping unit that is rented, leased or let shall be equipped with devices that secure the units from unauthorized entry.

(Prior Code, § 714.040(B); Ord. No. 797, 5-1-2006; Ord. No. 910, 6-17-2013)

Sec. 30-53. Inspections.

(a) *Required generally.* No dwelling unit rental license shall be issued or renewed unless the owner of the rental unit agrees in the application to permit inspections of the unit. It shall be the responsibility of the operator or agent to inform tenants of the scheduled inspections. The license holder and designated resident agent shall be present for scheduled inspections. The city reserves the right to perform or require additional inspections if deemed necessary by the city or at the request of the tenant.

(b) *Initial and routine inspections.* Upon receipt of a complete application for a dwelling unit rental license, an inspection of the premises shall be conducted thereafter by the city manager to ensure that the dwelling unit and premises is in substantial compliance with all applicable city regulations.

(c) *Notice of routine inspection.* Prior to conducting an inspection, the city manager shall provide written notification to the owner or the owner's agent and provide reasonable notice of the scheduled inspection date.

(d) *Routine inspection schedule.* Licensed units be inspected by the city manager in accordance with the following:

(1) General dwelling unit: all dwelling units every two years.

(2) Multi-family dwelling unit: one-third of all dwelling units annually.

(3) Short term unit: all dwelling units every year.

(e) *Complaint activated inspections.* Inspections may be scheduled based on complaints received by the city. Not less than seven days prior to the inspection, written notification to inspect a property and the reason therefor shall be sent to the owner and agent of the property stating the date and time of the inspection. If the owner and agent of the property request a change in proposed date of inspection, request must be made within 72 in advance hours of proposed inspection date. It shall be the responsibility of the owner and manager to notify the tenants of the property of the scheduled inspection. The owner and its agent must be on site at the time of inspection for entry and security purposes.

(Prior Code, § 714.040(C); Ord. No. 797, 5-1-2006; Ord. No. 910, 6-17-2013; Ord. No. 1041, 11-18-2024)

Sec. 30-54. Access to premises.

Every occupant of a rental dwelling unit shall, upon reasonable notice, give the owner or agent and the city manager or authorized representative access to any part of the dwelling unit or its associated properties at all reasonable times for the purpose of making inspections, repairs, or alterations as are necessary to effect compliance with the provisions of this code. If any owner, occupant, or other person in charge of the building refuses to permit free access and entry to the structure or premises under their control for inspection, the city manager may seek a court order authorizing such inspection.

(Prior Code, § 714.040(D); Ord. No. 797, 5-1-2006; Ord. No. 910, 6-17-2013)

Sec. 30-55. Tenant register.

The owner or the owner's agent shall keep, or cause to be kept, a current register of occupancy for each dwelling unit which shall be made available for viewing or copying by the city manager as requested. Said register shall provide, at a minimum, the following information:

(1) Address of the dwelling unit;

(2) Number of bedrooms in the dwelling unit;

(3) Number of adults and children (under 18 years of age) currently occupying the dwelling unit.

(4) For all short-term rental licenses, documentation shall include contact information including a phone number and email of one occupant per stay, over the age of eighteen (18} years old.

(Prior Code, § 714.040(E); Ord. No. 797, 5-1-2006; Ord. No. 910, 6-17-2013; Ord. No. 1041, 11-18-2024)

Sec. 30-56. Conduct on license premises.

Tenant leases for all licensed rental dwelling units shall contain language applicable to occupants of the licensed premises which prohibits the occupants from engaging in disorderly conduct. For purposes of this section, an occupant will be considered disorderly if the occupant violates:

(1) Section 14-19 relating to noise.

(2) Section 24-1 relating to weapons.

(3) M.S.A. § 152.01 et seq. relating to the possession of controlled substances.

(4) M.S.A. § 609.72 relating to disorderly conduct.

(5) M.S.A. §§ 340A.701, 340A.702 and 340A.703 relating to the sale of intoxicating liquor.

(6) M.S.A. § 609.321, subd. 9, relating to prostitution or acts of prostitution.

(7) M.S.A. § 609.66 et seq., relating to the unlawful use or possession of firearms.

(8) M.S.A. § 609.2242 relating to assault.

(9) M.S.A. ch. 260C, relating to contributing to the need for protection or services or delinquency of a minor.

(10} M.S.A. §§ 609.75 through 609.76 relating to gambling.

(Prior Code, § 714.040(F); Ord. No. 797, 5-1-2006; Ord. No. 910, 6-17-2013; Ord. No. 1041, 11-18-2024)

Sec. 30-57. Fire safety.

The owner or the owner's agent is responsible for compliance with the provisions of chapter 8, article III.

(Prior Code, § 714.040(G); Ord. No. 797, 5-1-2006; Ord. No. 910, 6-17-2013)

Sec. 30-58. Crime- and drug-free lease addendum.

All tenant leases signed following the enactment of the ordinance from which this section is derived, except for state-licensed residential facilities and subject to all preemptory state and federal laws, shall contain the following crime-free housing language or equivalent thereof in the lease or in the form of an addendum:

(1) The resident, any members of the resident's household or a guest or other person under the resident's control shall not engage in illegal activity, including drug-related illegal activity, on or near the

premises. The term "drug-related illegal activity" means the illegal manufacture, sale, distribution, purchase, use or possession with the intent to manufacture, sell, distribute, or use of a controlled substance (as defined in section 102 of the Controlled Substance Act (21 USC 802)) or possession of drug paraphernalia.

(2) The resident, any members of the resident's household or a guest or other person under the resident's control shall not engage in any act intended to facilitate illegal activity, including drug-related illegal activity, on or near the premises.

(3) The resident or members of the household will not permit the dwelling unit to be used for, or to facilitate, illegal activity, including drug-related illegal activity, regardless of whether the individual engaging in such activity is a member of the household.

(4) The resident or members of the household shall not engage in the manufacture, sale, or distribution of illegal drugs at any locations, whether on or near the dwelling unit premises or otherwise.

(5) The resident, any member of the resident's household or guest or other person under the resident's control shall not engage in acts of violence or threats of violence, including, but not limited to, the unlawful discharge of firearms, prostitution, criminal street gang activity, intimidation, or any other breach of the rental agreement that otherwise jeopardizes the health, safety and welfare of the landlord, their agents or tenants.

(6) Violation of the provisions in subsections (1) through (5) of this section shall be a material violation of the lease and good cause for immediate termination of tenancy.

(Prior Code, § 714.040(H); Ord. No. 797, 5-1-2006; Ord. No. 910, 6-17-2013)

Secs. 30-59—30-89. Reserved.

DIVISION 3. ADMINISTRATION AND ENFORCEMENT

Sec. 30-90. Compliance order.

If the initial, routine or complaint activated inspection or tenant conduct incidents indicates that the owner is not in compliance with the rental licensing regulations, the city shall send a compliance order to the owner.

(1) *Content of order.* The compliance order shall:

a. Be in writing.

b. Describe the location and nature of the violations of this code.

c. Establish a reasonable time period for the correction of such violation.

d. Be served upon the owner or the owner's agent and the occupant, as the case may require. Such notice shall be deemed to be properly served if a copy thereof is:

i. Personally served on the owner or the owner's agent;

ii. Sent to the owner or the owner's agent; or

iii. Upon failure to affect notice through subsection (l)d.1 or 2 of this section, notice may be posted at the main entrance to the dwelling unit.

(2) *Tenant conduct violations.* If the compliance order specifies tenant conduct violations, the following additional regulations shall apply:

a. Upon determination by the city manager that a dwelling unit on the licensed premises was used in a disorderly manner, as described in section 30-56, the city manager shall give written notice via certified mail to the owner or the owner's agent of the violation as provided in subsection (l)d of this section and direct the owner/licensee to take steps to prevent further violations. This shall include a written report submitted by the licensee outlining the actions taken, and proposed to be taken, by the owner or the owner's agent to prevent further disorderly use of the premises. This written report must be submitted to the city manager within five (5) days of receipt of the notice of disorderly use and must detail all actions taken by the licensee in response to all notices of disorderly use of the premises.

b. An action to deny, revoke, suspend, or not renew a license under this section may be initiated by the city manager who must give to the owner or the owner's agent written notice of a hearing before the city council to consider such denial, revocation, suspension or non-renewal per section 30-91.

(Prior Code, § 714.050; Ord. No. 1041, 11-18-2024)

Sec. 30-91. Rental license enforcement.

All ~~dwelling unit~~ rental licenses are subject to suspension~~, or~~ revocation ~~suspension. revocation.,~~ or further enforcement ~~by the city council~~ for the reasons specified herein.

(1) *Suspension or revocation.* Prior to suspension or revocation, the owner or the owner's agent shall be notified in writing at least five (5) days prior to the city council's consideration of such action. In the event that a dwelling unit rental license is suspended or revoked by the city council, it shall be unlawful for the owner or the owner's agent to thereafter permit any new occupancies for vacant, or thereafter vacated dwelling units, until the dwelling unit rental license has been reinstated. Upon decision to suspend, revoke, deny or not renew a license, no new application for the same facility will be accepted for a period specified in the council's written decision, not exceeding one year. Issuance of a new dwelling unit rental license after suspension or revocation shall be made in the manner provided for obtaining an initial license, except that the license fee shall be equal to 150 percent of the original license fee. A dwelling unit rental license may be suspended or revoked for any of the following reasons:

a. Failure of owner or the owner's agent to operate or maintain the dwelling unit in compliance with the provisions of the city's regulations, including the failure to correct deficiencies noted in a compliance order, within the time specified in the notice.

b. Upon finding that an owner is in violation of the rental licensing regulations within 365 days of the same initial offense, and reasonable actions have not been taken by the owner since the first offense.

c. The license was procured by misrepresentation of material facts, by fraud, by deceit or by bad faith.

d. The owner or the owner's agent made oral or written misrepresentations of material facts in or accompanying the application.

e. Failure to pay any license, penalty, reinspection or reinstatement fee required by city council resolution.

f. The owner or the owner's agent has failed to comply with any condition set forth in any other permits granted by the city.

g. The activities of the owner or the owner's agent create or have created a serious danger to the public health, safety or welfare.

h. The owner or the owner's agent manage and operate the unit in a manner that permits conditions that injure, annoy, or endanger the safety, health, morals, comfort and repose of any member of the public.

i. A determination that the licensed premises have been used in a disorderly manner as described in section 30-56 shall be made upon substantia l evidence to support such a determination. It shall not be necessary that criminal charges be brought in order to support a determination of disorderly conduct, nor shall the fact of dismissal or acquittal of such a criminal charge operate as a bar to adverse license action under this subsection.

j. Failure of the owner or the owner's agent to allow access and entry to the structure or premises under their control for inspection pursuant to this article.

(2) *Criminal enforcement.*

a. An owner, agent, operator, tenant, or occupant of any dwelling, dwelling unit, building or property who is found in violation of the provisions of this article ~~after the dwelling unit's rental license has been revoked~~ may be charged and found guilty of a misdemeanor and may be held responsible for the cost of enforcement in addition to penalties.

b. The City may exercise any and all remedies at law or in equity to ensure compliance with this article. All unpaid costs, charges, and penalties may be certified to the property for collection with the property taxes.

c. The City hereby further declares that a rental dwelling unit in violation of this article after the rental license has been revoked or posted with a placard in accordance with sections 30-94 or 30-95 may constitute a public nuisance pursuant to chapter 22 of the code and the City may exercise its authority to abate such nuisances.

(Prior Code, § 714.060; Ord. No. 1041, 11-18-2024)

Sec. 30-92. Conduct pending eviction.

No adverse license action shall be imposed where the instance of disorderly use of a licensed premises occurred during the pendency of eviction proceedings (unlawful detainer) or within 30 days of notice given by the owner or the owner's agent to a tenant to vacate the premises, where the disorderly use was related to conduct by the tenant or by other occupants or guests of the tenant's unit. Eviction proceedings shall not be a bar to adverse license action, however, unless they are diligently pursued by the owner or the owner's agent. Further, an action to deny, revoke, suspend, or not renew a license based upon violations of this chapter may be postponed or discontinued at any time it appears that the owner or the owner's agent has taken appropriate measures which will prevent further instances of disorderly use.

(Prior Code, § 714.070)

Sec. 30-93. Reinspection fee.

There is no fee for an initial inspection to determine the existence of a housing maintenance code violation, nor any fee for the first reinspection to determine compliance with an order to correct a code violation. A fee shall be charged for all subsequent reinspections when the violation is not corrected by the time specified in the written notice. The fee shall be established by resolution from time to time of the city council.

(Prior Code, § 714.080)

Sec. 30-94. Posted to prevent occupancy.

Whenever any dwelling or dwelling unit has not obtained the required license or has been denied a license or has had its dwelling unit rental license suspended or revoked or is deemed unfit for human habitation, it shall be posted with a placard indicating violation of Shoreview City Ordinance by the city manager to prevent further occupancy. No person, other than the city manager, shall remove or tamper with any placard used for posting.

(Prior Code, § 714.090)

Sec. 30-95. Failure to obtain license.

If it is determined that a rental dwelling unit is being operated without a valid license, the city reserves the right to conduct an immediate inspection with proper notice in accordance with section 30-53. It shall be unlawful for an owner, designated agent or operator, after notice, to continue operation of a rental dwelling unit without submitting an application for a license under this chapter, along with the necessary penalty and license fees. Once an application has been made, it shall be unlawful for the owner, or their duly authorized agent, to permit any new occupancies of vacant, or thereafter vacated, rental units until such time as the license is issued. Failure to obtain a rental license may result in the issuance of administrative citations and any other civil or criminal penalties available to the City.

(1) Posting of unlicensed properties. Any dwelling found in violation of this section shall be posted with a placard near or upon the main entrance of the dwelling or dwelling unit indicating violation of Shoreview City Ordinance. No person, other than the city manager, shall remove or tamper with any placard used for posting.

(Prior Code, § 714.100; Ord. No. 1041, 11-18-2024)

Sec. 30-96. Liability.

Neither the city nor its employees or agents shall be deemed liable for damages to a third person or property by reason of this chapter.

(Prior Code, § 714.110)

Secs. 30-97—30-120. Reserved.

Memorandum

TO:	Economic Development Authority
FROM:	Tom Simonson , Assistant City Manager and Community Development Director
DATE:	February 2, 2026
SUBJECT:	Discussion of EDA Strategic Plan Goals and Work Plan Priorities for 2026-2027
ITEM NUMBER:	5.b
SECTION:	GENERAL BUSINESS

REQUESTED MOTION

No formal action is required at this time - staff is recommending the EDA board begin discussion of the strategic goals and priorities to incorporate into an updated work plan for 2026-2027.

INTRODUCTION

Each year, the economic development authority reviews and updates their major goals and work plan priorities for the coming two-year cycle. Staff is suggesting the board begin the process at the February meeting by reviewing past goals and accomplishments, projects and studies currently underway, and identifying potential new initiatives and priorities. The objective is to have an update strategic plan for 2026-2027 completed in the next couple of months.

DISCUSSION

The goals and work plan priorities of the EDA encompasses all areas that fall within the mission and role of the board including business and economic development, redevelopment, business outreach, partnerships, housing programs and initiatives, and financial resources. The overall strategies and actions developed are subject to the approval of the city council, and in collaboration with the economic development commission.

Staff has provided the current adopted work plan and other background materials to assist the board (see attached). Staff will be providing a slide presentation at the meeting to facilitate discussion.

RECOMMENDATION

No action is required at this time - staff is seeking board discussion of updating the strategic goals and priorities of the EDA to incorporate into a work plan for 2026-2027.

ATTACHMENTS

EDA Strategic Plan - Goals and Priorities - Adopted April 7, 2025
Shoreview Development Update - December 2025
2025 Development Highlights

2025 Accomplishments

EDA Strategic Plan

Adopted

Work Plan Goals & Priorities

2025-2026

EDA Strategic Objectives

- Maintaining quality neighborhoods
- Preserving housing stock conditions
- Providing a variety of housing choices
- Supporting the retention of business and expansion
- Supporting the attraction of new business and services that benefit community
- Fostering redevelopment of older commercial and industrial areas

Redevelopment

- Continue to monitor and explore the potential for developing the Town Center plan – includes redevelopment of the Shoreview Mall site and industrial area between Lexington and Victoria north of Highway 96
- Future opportunities for reinvestment and redevelopment of older commercial properties including:
  - Older industrial area between I-694 and County Road E, east of Seven Lakes
  - Cummins Power property at Victoria Street and I-694
  - Westinghouse property along Highway 96
- Modernize older industrial space or redevelopment to create more multi-use space with modern amenities that are sought by businesses

Business & Economic Development

- Support our smaller businesses by developing a small business loan program
- Support and work closely with Ramsey County on facilitating access to small business resources for Shoreview businesses through their EDA program (if approved by State)
- Incorporate the Shoreview Energy Action Plan into development and businesses

Housing

- Update previous Housing Study and broaden scope to include a Housing Needs Assessment with recommendations on use of LAHA funds and other resources
- Build awareness of our home loan programs, consider creating a package of programs to help residents or prospective residents with owning and updating older homes
- Identify challenges and explore ways the city can improve existing programs or create new programs to support updating housing stock and remove obstacles to home ownership
- Include the information from NeighborWorks and discuss ideas on how to better market housing programs to the community
- Explore loan assistance program enhancements for the Brookside Community including working with RCLLG and Ramsey County

Housing

- Homeownership – the city has seen high demand for multifamily rental housing, but consider ways to encourage affordable homeownership projects with developers
- Move-up housing – explore how the city can support housing/resident retention, so they can remain in the community
- Review options for residents who want to age in their homes or provide additional housing opportunities for single-level living, if possible with limited land available
- Ensure that redevelopment or major upgrades to older multifamily properties that are considered naturally occurring affordable housing (NOAH) do not put a burden on the residents (e.g. Midland Terrace and Shoreview Hills)

Housing Projects

- Rice Street Crossings (KREW by Enclave)
- Canal Brook Twin Homes (Rondo Community Land Trust and Twin Cities Habitat for Humanity)
- 5931 Lexington Home Rehab/New Housing (Community Action Partnership of Ramsey & Washington Counties – CAPRW)
- Shoreview Hills Renovation/New Building (Trident Development)

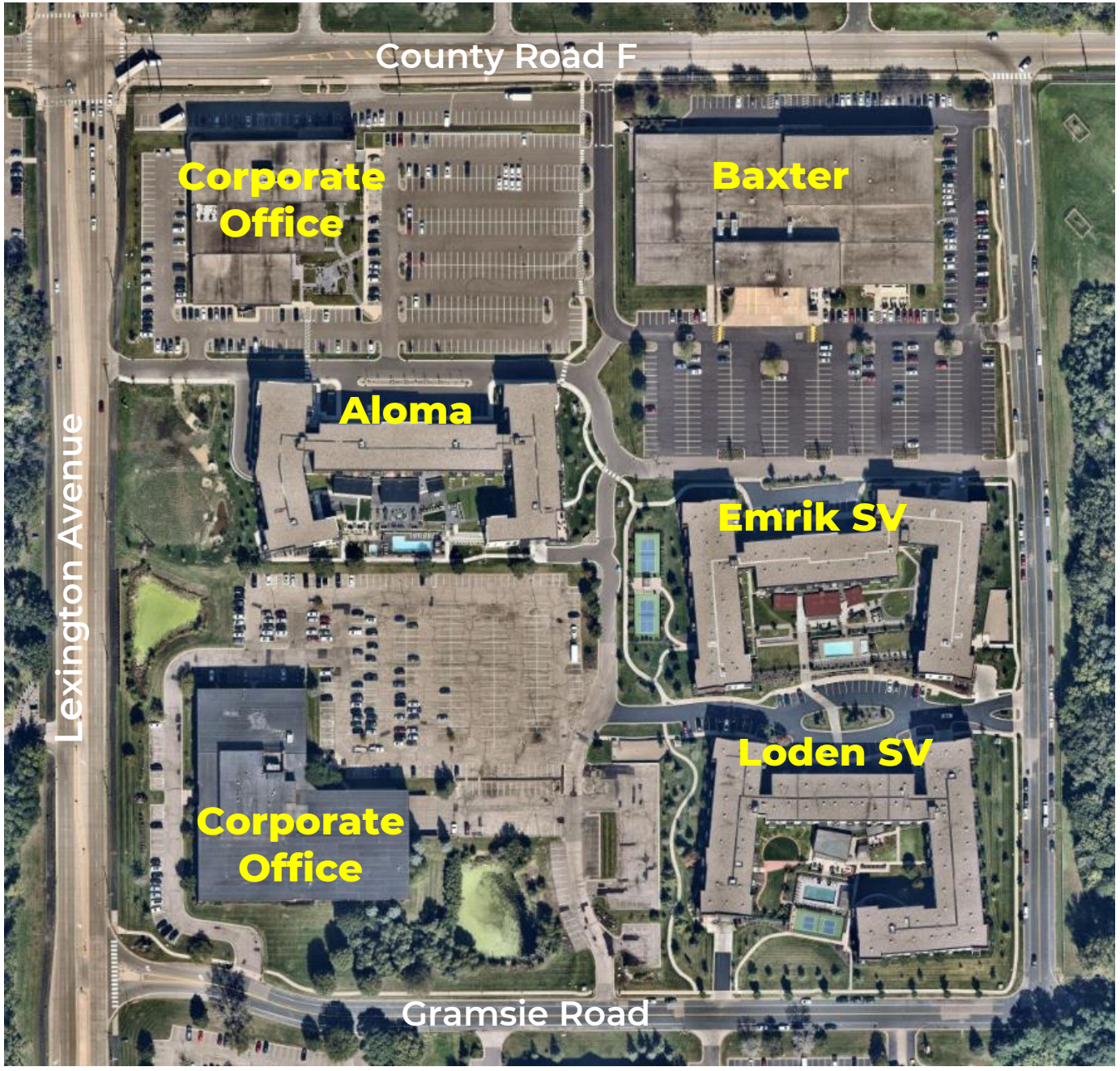
City of Shoreview

Development Update

December 2025

Development Projects

SHOREVIEW CORPORATE CENTER

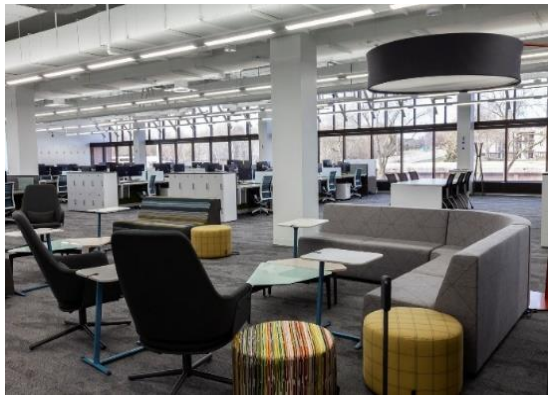


- Eagle Ridge Partners (the owner) committed to major reinvestment with financial help from City of Shoreview
- Eagle Ridge partnered with Greco Properties to transform property to a modern mixed-use campus of corporate business and high density housing











The Lex at 4100

- Eagle Ridge Partners undertook major renovations to older single user 160,000 square foot office building to modernize and attract new corporate office tenants
- Building is 100% fully leased with tenants including

  - PTC Software
  - Great Waters Financial
  - Alerus Financial

- Third and final phase **Aloma** - 200 apartments (20 affordable units) opened this past year
- Adjacent to the **Loden SV and Emrik SV** apartments
- Total of 612 apartments including 44 affordable units supported by city











Development Projects

SHOREVIEW

SEVEN LAKES


BINKS
PAR SYSTEMS
FAIRVIEW HEALTH
Seven Lakes
Shoreview

- The Seven Lakes redevelopment of the former 50-acre Deluxe corporate campus significantly impacts Shoreview's economy by revitalizing underutilized land into a modern industrial and commercial hub
- The project adds 450,000 square feet of modern commercial space tailored for medical technology, high-tech, and manufacturing sectors
- Employment growth with the campus already hosting over 1,000 jobs with future expansion expected to exceed over 1,400 jobs once fully
- Anchor tenants include these major companies:
  - Fairview Health Services relocated its pharmaceutical operations, bringing approximately 650 high-paying jobs to a build-to-suit 150,000 square foot building
  - Binks leasing an entire 150,000-square-foot facility for their headquarters operations
  - Shoreview-based PAR Systems expansion of their local campus by completing a state of the art 140,000 square foot building



RETAIL PROJECTS

Development Projects

SHOREVIEW

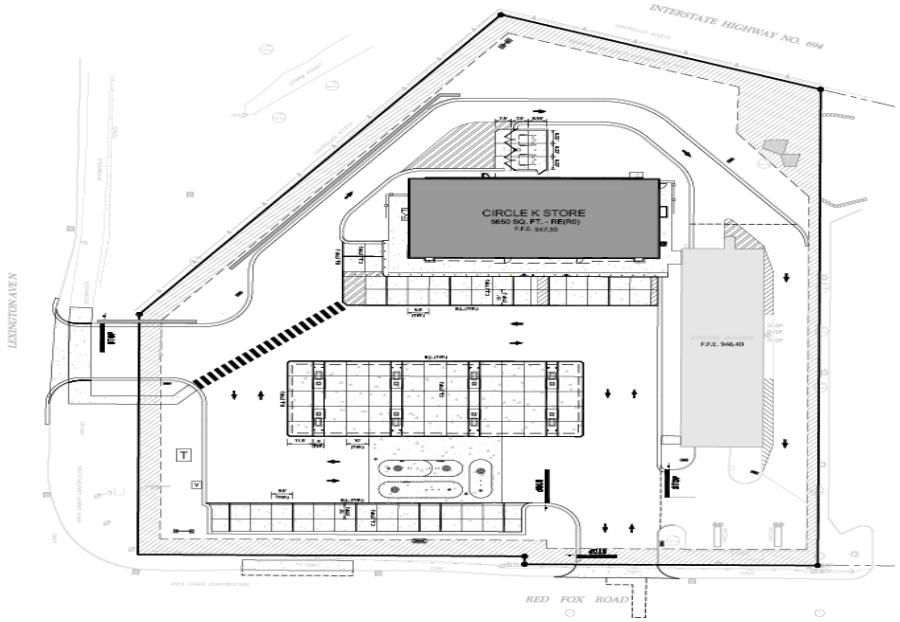
Chipotle

- Redevelopment of vacant Burger King (fire in 2024) at 3333 Rice Street
- City approved construction of a new Chipotle restaurant
- Project expected to begin in January 2026



Holiday/Circle K

- City approved redevelopment of existing Amoco gas station at corner of Lexington Ave and Red Fox Rd
- New Circle K/Holiday Station store with 16 new fuel pumps, and upgrades to car wash



Development Projects

SHOREVIEW

RESIDENTIAL DEVELOPMENT

Gramsie Junction

- Rental project includes 53 apartments and 21 row-style townhomes
- Project targets low/moderate incomes
- Located northwest corner of Hodgson and Gramsie Roads



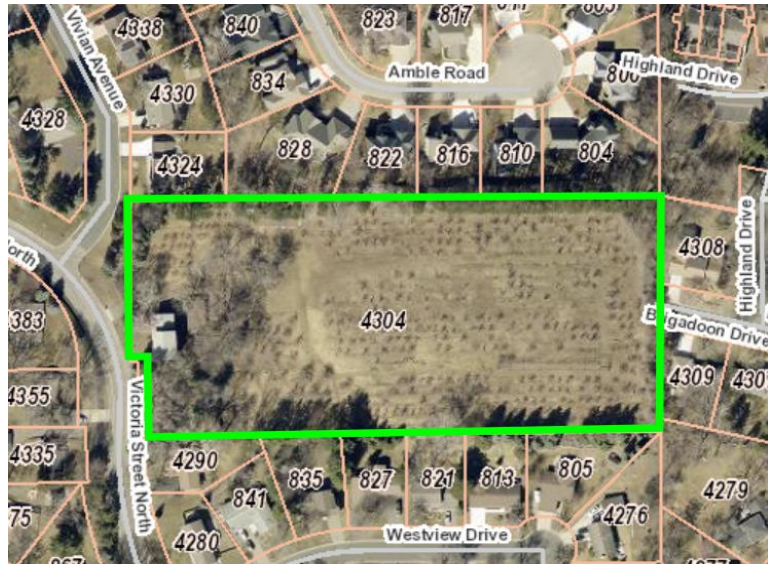
Harbor Shores

- Includes 8 executive single-family lake lots and 14 detached villas
- Located at 580 Highway 96 on Snail Lake (former Union Gospel Mission site)
- Future phase for 5-acres on Hwy 96 (undetermined)



Victoria Valley Apple Orchard

- Residential single-family subdivision consisting of 13 lots on the former Victoria Valley Apple Orchard property 4304 Victoria Street



The Krew Apartments



The Krew

- Brownfield contaminated 11-acre redevelopment site
- Property is owned by City of Shoreview – closing on sale in January 2026
- Enclave Companies is the developer
- Project -
  - 293 apartments
  - including 8 live/work units,
  - 5,200 square feet of retail/restaurant space
- Construction to start early 2026
- Completed by late 2027


I-694
PHASE 2
CLUBHOUSE
PHASE 1
RETAIL
PUBLIC SPACE
POTENTIAL STORMWATER MANAGEMENT AREA
EXISTING SOUND WALL
PARKING
AMENITY DECK
PLAY GROUND
PATIO
MAIN ENTRY
LIVE/WORK UNITS
DOG PARK
SOO ST
SOO LINE RAILROAD
SOO ST.
OWASSO BLVD N
CREDIT UNION



AFFORDABLE HOUSING

20% of units in project dedicated to persons at 50% AMI

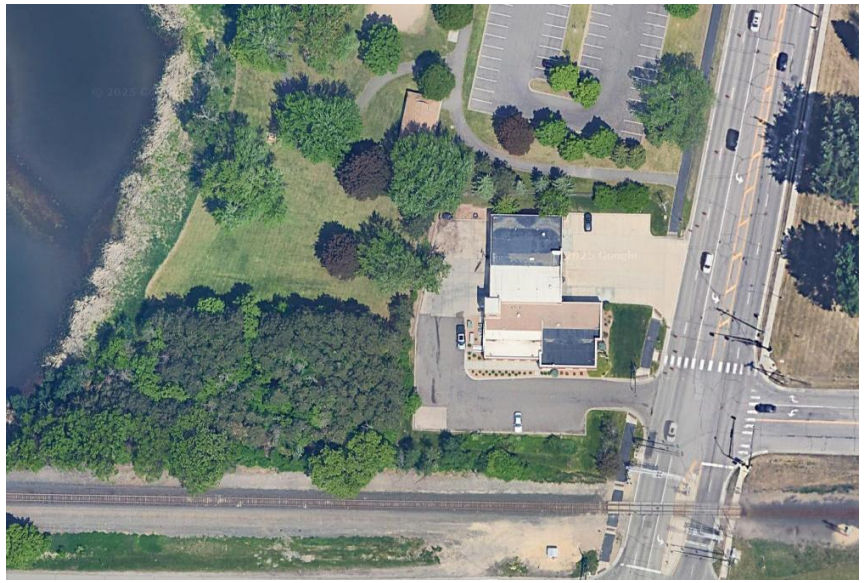
Total of 59 affordable units (out of 293) – largest affordable housing component supported by City



Future Projects

SHOREVIEW

FIRE STATION 140



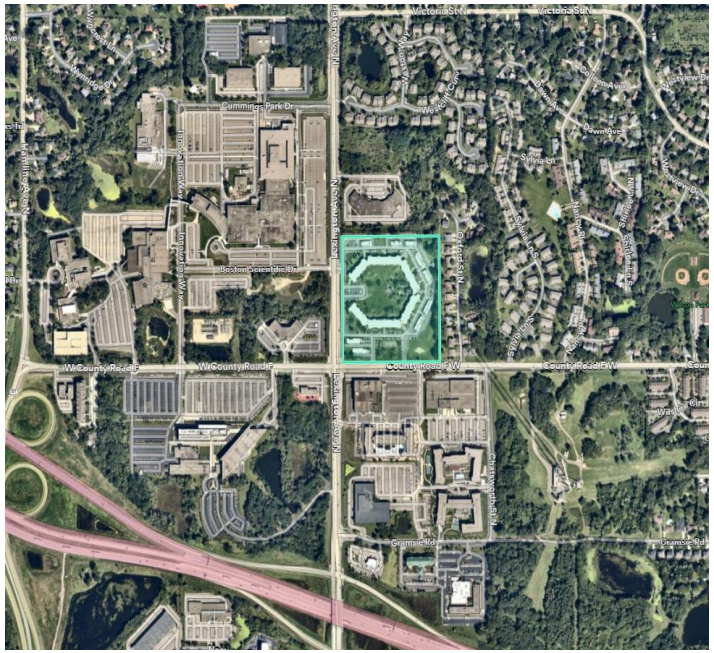


Station 140

- City-owned building and property adjacent to Island Lake County Park at Victoria Street and County Road E
- New Lake Johanna Fire Department Headquarters Station completed in July 2026
- City goal is to re-purpose the property for use(s) that serve and benefit the community as an attraction
- Hired real estate consulting firm to analyze building, assess market, and pursue potential tenants/buyer


LAKE JOHANNA FIRE DEPARTMENT
STATION NO. 4
CITY OF
SHOREVIEW
3615

SHOREVIEW HILLS







Shoreview Hills

- Trident Development proposal to renovate and develop the Shoreview Hills apartments
- Property located at northeast corner of Lexington Avenue and County Road F
- Trident intends to retain and renovate the existing 6 buildings with 240 total apartments
- All existing apartments would remain affordable at 60% AMI
- Construct a new market rate apartment on the south portion of the site with 140 units
- City will consider financial assistance and development approval later this year

A Year of Investment: Shoreview's 2025 Development Highlights

The past year marked a period of record construction activity and investment in the City of Shoreview, with significant commercial, housing, and business development bringing additional retail services, housing choices, and jobs to the community.

Business & Employment Growth

One of the most transformative areas of development continued to be **Seven Lakes**, the redevelopment of the former Deluxe corporate campus. Nearly **450,000 square feet** of med-tech, high-tech, and manufacturing space has now been constructed, with major tenants including Binks, Fairview Pharmacy Services, and Shoreview-based PAR Systems. Together, these employers now support **more than 1,000 jobs**, reinforcing Shoreview's position as a regional employment center.

At the **Shoreview Corporate Center**, Eagle Ridge Partners—working in partnership with the City and Greco Properties—continued reinvestment in a mixed-use campus combining corporate offices and housing. The fully renovated Lex at 4100 corporate office building is now 100 percent leased, attracting high-quality corporate tenants and breathing new life into an older office property.

Retail Reinvestments

Several retail redevelopment projects advanced this year, helping modernize key corridors. The City approved plans for a new Chipotle restaurant at the former Burger King site on Rice Street, and for the redevelopment of the Holiday/Circle K gas station at Lexington Avenue and Red Fox Road, which will include expanded fuel service and upgraded facilities.

Expanding Housing Options — Including Affordability

Housing development remained a central focus in 2025. At the Shoreview Corporate Center, the third and final phase of **Aloma Apartments** opened, completing more than **600 total units**, including **44 affordable units**

supported by the City. Other residential projects progressed across Shoreview, including The Gramsie – a mix of apartments and rental townhomes targeting low- and moderate-income households, Harbor Shores villas on Snail Lake, and the approval of a 13-lot single-family subdivision at the former Victoria Valley Apple Orchard site.

Looking Ahead: Strategic Investment & Future Projects

Several major initiatives set the stage for Shoreview's future growth. The City approved development plans and financial assistance for **The Krew**, a 293-unit mixed-use redevelopment of a city-owned brownfield site at I-694 and Rice Street. With **20 percent of units affordable at 50 percent AMI**, it represents the deepest affordable housing investment the City has supported to date.

Additional efforts included ongoing work with a developer on the proposed major renovations of **Shoreview Hills** apartments, exploration of reuse options for the City-owned **Fire Station 140** near Island Lake Park, and the launch of an updated housing study to guide future affordability strategies and inform the City's **2050 Comprehensive Plan**.

Together, these accomplishments reflect a year of thoughtful, well-managed growth in Shoreview—balancing economic development, housing choice, and neighborhood quality while laying a strong foundation for the years ahead.

2025 ACCOMPLISHMENTS

Housing

- Implemented licensing of short term/vacation rental properties requiring annual application/renewal and inspection of residence
- The housing program specialist inspected 1/2 of all general dwelling rental units, as required by policy, which is over 300 properties
- There are currently 15 multifamily apartment complexes, which consist of over 2,600 dwelling units in total. Approximately 1/3 of the dwelling units (over 850 units) within each of the apartment complexes will be inspected in 2025 for compliance with the city's housing and property maintenance codes
- Housing staff has worked with property owners and cooperating agencies in addressing significant health/safety conditions at 9 properties in 2025 to bring them into compliance with housing and fire code regulations.

Economic development

- Provided financial assistance through the city council and economic development authority for several major redevelopment projects that brought new businesses, additional good paying jobs, and more housing choices including affordable housing, including:
    - Aloma Apartments – completing the third phase of 200 additional apartments adjacent to the Emrik SV and Loden SV, bringing over 600 new apartments including a total of 44 affordable units
    - Seven Lakes – redevelopment of the 50-acre former Deluxe corporate campus by Scannell Properties with almost 450,000 square feet of med tech/high tech and manufacturing space constructed. Major tenants now include Binks, Fairview Health Services pharmaceutical, and expansion of Shoreview-based PAR Systems with the three companies having over 1,000 employees.
    - Rice Street Crossing/The Krew – approved the development plans, financial assistance, and purchase/sale agreement for the redevelopment coming soon to the 11-acre city-owned brownfield

property at the southwest quadrant of I-694 and Rice Street with Enclave Companies building. “The Krew”, a 293-unit apartment project including 8 live/work units, and approximately 5,200 square feet of restaurant/retail space. The project will include 20% of the apartment units being dedicated to people at 50% of the area median income, which will be the most deeply affordable housing the city has financially supported.

- Worked with a developer and city council/economic development authority on a proposal to renovate and redevelopment the Shoreview Hills apartments property
- Began the exploration of repurposing/redevelopment options for the city-owned Fire Station 140 near Island Lake Park, with the fire department vacating the property in mid-year of 2026 for their new headquarters fire station under construction in Arden Hills
- Approved a contract to move forward with an updated housing study analysis that will develop new strategies in support of providing a variety of housing choices and affordable housing with recommendations on use of Local Affordable Housing Aid (LAHA) and incorporate data and actions in the 2050 comprehensive plan
- Launched Business Matters, a monthly e-newsletter to subscribers on city information and news, business programs and resources available, and features on local businesses
- Oversaw revisions and enhancements to the Think Shoreview business and economic development website and updated a comprehensive business directory as a new search tool on the website
- Initiated a project with the Golden Shovel Agency to update the city’s successful business retention and expansion (BR & E) program including development a new business outreach plan, marketing strategies, and printed and digital marketing resources
- Undertook an online business survey of local businesses to learn more about business needs, concerns, resource needs, and communication preferences

Memorandum

TO:	Economic Development Authority
FROM:	Tom Simonson , Assistant City Manager and Community Development Director
DATE:	February 2, 2026
SUBJECT:	Monthly Staff Report: Project Updates and Information
ITEM NUMBER:	5.c
SECTION:	GENERAL BUSINESS

REQUESTED MOTION
No action required - information and discussion purposes only.

INTRODUCTION
Staff would like to provide the EDA board updates on current business, development, and housing related developments and projects. A monthly report is attached for your review.

DISCUSSION
The staff monthly report to the EDA is attached for your review.

RECOMMENDATION
For review and discussion purposes - no formal action requested.

ATTACHMENTS
EDA Monthly Report - February 2026

EDA monthly report

To: Economic Development Authority

From: Tom Simonson
Community Development Director/Assistant City Manager

Date: February 2, 2026

Economic development authority

February agenda

The economic development authority will be meeting on Monday, February 2, beginning at 5pm in the council chambers. The agenda includes:

- Recommended revisions to the rental licensing regulations (please refer to separate report in the agenda packet)
- Discussion on updating the EDA strategic goals and priorities to develop a new work plan for 2026-2027 (a separate report and background materials are included in the agenda packet)
- Monthly report update on projects, programs, and initiatives.

January meeting recap

At the first meeting of the year in January, the EDA held the annual business meeting, as required by statute and establishing by-laws. Actions and discussion items at the meeting included:

- Elected the board officers to serve in 2026, with councilmember Cory Springhorn reelected as president, Rachel Japuntich elected as vice president, and Josh Wing, reelected as treasurer.
- EDA/city council discussion with representatives from consultant IAG Commercial on the repurposing of city-owned Fire Station 140 near Island Lake Park that will be vacated by the fire department by July of this year when the new headquarters facility is completed in Arden Hills.



- Recommended the renewal of the lease with Community Action Partnership of Ramsey and Washington County (CAPRW) allowing for the continued use of the city-owned property at 910 County Road E as an affordable family rental home.
- Received an update from staff on most recent discussions with Trident Development on their plan to acquire the Shoreview Hills property, renovate the existing apartment buildings, and construct a new market rate apartment building.

New remote meeting option

The city council recently adopted new policies on virtual remote participation in meetings by members of the city council, and advisory commissions and committees. This policy was created after the Legislature last year passed a bill allowing for remote participation by boards in the aftermath of virtual meetings during the pandemic.

Below are the rules for having remote participating at meetings:

Remote meeting options

Advisory boards are open to the public and subject to the open meeting law (Minnesota Statutes, Chapter 13D). The city's attendance policy for advisory boards allows for members to attend remotely up to three meetings per year if the following requirements are met:

- Technology
  - A room is available at city hall or the community center to allow for remote participation
    - For those that typically meet in the council chambers (besides the planning commission), it's recommended that you move meetings to meeting room 4 in the community center
    - Your advisory board may also meet in Grass Lake Conference Room
    - You may prohibit remote participation if a room with the necessary technology is not available
  - All members can hear and see each other and all discussion from any location
    - Members cannot call in from a phone with no video
  - Members of the public are able to hear and see everyone from the regular meeting location
- Regular meeting location
  - At least one member is at city hall or the community center
- Notice, votes, and minutes
  - The agenda notes that members may be attending and participating remotely
  - All votes are conducted by roll call

- The minutes indicate who attended remotely and why

Staff are responsible for setting up the virtual meeting with a city Zoom or Google Meet account. They must also remain the host and retain control throughout the entire meeting.

Economic development commission

BR&E initiative

As approved by the economic development authority and city council, staff is working with the Golden Shovel Agency and the economic development commission on a major initiative to enhance our business retention and expansion (BR&E) program and connections to the business community. Golden Shovel is an experienced communications and marketing firm specializing in supporting economic development for cities and counties throughout the country, including many in the Twin Cities region. They developed and manage the city's business and economic development website ThinkShoreview.com, which focuses on information and resources available for business growth and attraction.

This project involves Golden Shovel providing assistance to the city to enhance our outreach and improve communications with the local business community, including:

- Creating a new BR&E outreach strategy
- Developing a business engagement campaign
- Providing special software for tracking and follow-up actions
- Marketing collateral materials

One of the first steps in this process is seeking input from our businesses to better understand their challenges and priority needs, and to help the city improve our effectiveness in providing helpful information and resources, and develop programs that meaningfully support our businesses. City staff and representatives from Golden Shovel prepared and distributed an online survey to 160 businesses asking for them to provide us feedback. Additionally, in-person and virtual interviews are being conducted with around 25 selected large and small businesses, as well as stakeholders such as the school district, the county, and local chamber of commerce. The interviews should be completed by the end of next week, and then Golden Shovel will review the feedback from both the interviews and survey results to prepare a draft strategic plan based on the responses of our businesses.

EDC meeting discussions

At their most recent meetings, the economic development commission focused on the following:

- The annual election of chair and vice chair of the economic development commission for 2026. The commission unanimously approved the re-election of Megan Larson as chair and Ritesh Patel as vice chair for the year.
- Heard an update on the BR&E initiative with support from the Golden Shovel Agency.
- Held a discussion of the recent events happening in Minnesota and impacts on our local business community. The commissioners also reviewed resources available to assist businesses.
- Hosted Evan Keller from LearningRx, and heard information about the Shoreview business.
- Began planning for a winter happy hour business networking event (tentatively planned for early March).

Business connect

Staff met recently with the new president of the Twin Cities North Chamber of Commerce, Mike Dvorak, along with representatives from Arden Hills to discuss plans for the 2026 program for the Arden Hills-Shoreview Business Council. Discussion included agreement on a rebranding of the event name from Business Council to Business Connect. City staff felt that the term “council” may have suggested it was a formal board meeting and not an event specific for businesses. The name change will hopefully allow for better marketing of the meetings and increased turnout.

Planning

Planning commission

- The planning commission held their first meeting of the new year on January 27, with only one item on the business agenda:
  - Comprehensive sign code amendment (Circle K store at 3854 Lexington Ave North) for a revised pylon sign dimension, per planning commission and city council direction at the time of site plan review.
- This was the final meeting for Barb Yarusso, as she leaves the planning commission. On behalf of our planning staff, we thank Barb for her service, great insights, and support over the years. We wish you all the best!

- At their meeting on January 21, the city council appointed Nic Ahmadvand to the planning commission through January 31, 2029. His first meeting will be in February. The council conducted interviews with two applicants at their workshop session prior to the regular meeting.

Department news

Izaak Peterson named senior planner



Izaak Peterson was promoted from associate planner to senior planner. Izaak has been a valued member of the team since he arrived at Shoreview three years ago from the City of Victoria, where he served as a senior planner. Izaak will take over as the lead planner in the review of land use, zoning, and development applications and working with the planning commission. He will continue to have a major role in the update of the development code, and will also help coordinate the required update to the city's comprehensive plan. Congratulations Izaak!

Congratulations Will Harris



We are very pleased to announce that Will Harris has accepted a promotion to be an associate planner in the community development department. Will has served as our housing program specialist since May of 2024. He began as a code enforcement intern for the city while attending the University of Minnesota during the summer of 2022. He left to take a full-time offer from the firm WSB to work as a graduate community planner, and actually provided code enforcement and rental licensing support for the city during that time. When the housing program specialist position was created, Will returned to oversee our rental licensing program, hoarding cases, and assisting with housing related programs and projects through the economic development authority. He officially moved into his new position on January 20.

Thanks Allison Eddins

Our senior planner Allison Eddins last day at Shoreview was January 9. She has returned to Memphis, Tennessee, where she was born and raised, to be closer to family. After 12 years of municipal planning and adventure in Juneau, Alaska and Shoreview, she accepted a planning position in a community close to Memphis. Allison has been a valued and highly respected member of our organization since her arrival back in March, 2022. She has overseen several major development projects

including the Harbor Shores and Seven Lakes redevelopments. She has also instrumental in our ongoing project to completely update the city's development code.



From Allison, "I have truly loved my time in Shoreview. I will always value the friendships that I have made here. My co-workers have taught me so much and have really helped me grow professionally. I can only hope that my new co-workers are half as great as y'all have been."

Thank you to Allison for all she did for the city, and the positivity she brought daily to your work. We wish her the very best as she moves on to the next chapter in her life!

Housing program specialist position

With the recent promotion of Will Harris to associate planner, we are actively recruiting to fill the vacant housing program specialist position. To date, we have received close to 40 applications. First consideration will be given to applications received by Sunday, February 1, 2026.

The housing program specialist position is responsible for overseeing the general dwelling and multifamily rental licensing programs, investigating interior housing maintenance violations and providing support and assistance with the implementation of housing programs and initiatives consistent with the goals and objectives of the economic development authority and city council.

Development code update

- Staff hosted an open house on January 14 for certain proposed changes to the development code. Property owners of Residential Estate 40,000 (RE40) zoned properties, and mixed use property owners, were invited to discuss prospective changes to Residential Estate and Mixed Use areas.
- Staff is in the process of drafting code language for review based on feedback collected to date from the planning commission, city council, and public. An online story map website is being created that highlights draft code changes, and will facilitate collecting public feedback.

Code enforcement

Cases open/closed and types

- There were 11 new code enforcement cases opened in December, 2025. Of these new cases, 8 are already compliant and closed, while 3 remain open cases.

- December categories:
  - Refuse/recycling - 2
  - Exterior housing maintenance - 3
  - Outside storage - 2
  - Property maintenance - 2
  - Snow & ice - 2

- There were a total of 166 code enforcement cases in 2025, with 147 closed.
- The top violation this past year was parking/storage (32 cases), followed by tall grass/weeds (29 cases)

Rental licensing

General dwellings

- In 2025, there were 621 active general dwelling unit (GDU) rental licenses issues, with 12 being short term vacation rental properties.

General Dwelling Rentals Year by Year Comparison				
2021	2022	2023	2024	**2025**
513	509	535	589	**621**
N/A	-0.78%	5.11%	10.09%	**5.4%**

- Staff is currently working on the renewal process for rental licenses for 2026. Below are the most up-to-date statistics of all rental licenses, including multi-family licenses as of December 31:
  - 574 properties have renewed their licenses
  - 8 properties have submitted renewal applications but have not paid
  - 12 properties have not yet informed the city of their plans for 2026
  - 40 properties submitted affidavits to close their rental license during renewal period
- The city currently has 4 active properties “renting without a license” cases
  - the city is still trying to make contact with the owners of 2 properties
  - the city is actively working on citing the property owners of 2 other properties

Multifamily properties

- Staff have completed all MFD inspections for the 2025 year. Corrections for these properties are collected in the form of completed work orders for their maintenance technicians. All properties have submitted their corrections and their renewal information.
- There are currently 17 multi-family dwelling (MFD) complexes, which contain approximately 2,680 dwelling units in total. Approximately 1/3 of the dwelling units within each of the MFU complexes were inspected this year for compliance with the city's housing and property maintenance codes.

Hoarding/clutter properties

There are currently 8 active cases of hoarding houses being investigated by the city, with another 5 prior cases requiring follow-up inspections to make sure the properties remain in compliance with housing maintenance regulations.

There are currently 17 multi-family dwelling (MFD) complexes, which contain approximately 2,680 dwelling units in total. Approximately 1/3 of the dwelling units within each of the MFU complexes were inspected this year for compliance with the city's housing and property maintenance codes.

Building permit activity

Below is the summary of building permit activity for December and all of last year. It was another very busy year for construction with overall permits in 2025, exceeding the previous year. Building valuation was down significantly from 2024, but this is primarily because most large development projects were issued the building permits in 2024.

SHOREVIEW COMMUNITY DEVELOPMENT

Monthly Building Permit Activity Current Year To Previous Year

Dec-25

	December 2025 Permits	December 2025 Valuation	2025 YTD Permits	2025 YTD Valuation	December 2024 Permits	December 2024 Valuation	2024 YTD Permits	2024 YTD Valuation
Dwellings	1	$875,000	12	$8,783,509	2	$1,219,566	9	$5,430,386
Townhomes			21	$4,233,000			0	$0
Additions	2	$158,178	23	$3,528,172	1	$25,000	12	$953,000
Garages	1	$40,510	5	$135,210			2	$170,000
Miscellaneous	40	$840,542	946	$17,704,285	45	$750,659	1002	$20,626,740
Apartments			0	$0			1	$10,200,000
Offices			0	$0			0	$0
Retail			0	$0			0	$0
Industrial/Warehouse			0	$0			3	$34,813,930
Public buildings			0	$0			2	$2,134,056
Commercial Additions			0	$0			0	$0
Commercial Alter	3	$128,755	30	$10,213,667			28	$45,427,942
HVAC	66		782	$0	63		698	$0
Plumbing	35		643	$0	36		604	$0
TOTAL	148	$2,042,985	2462	$44,597,843	147	$1,995,225	2361	$119,756,054