



**AGENDA – REGULAR MEETING  
6:00 p.m., June 10, 2019**

## **Economic Development Authority**

- 1. ROLL CALL**
- 2. APPROVAL OF AGENDA**
- 3. APPROVAL OF MINUTES**
  - A. May 13, 2019
- 4. MATTERS FROM THE FLOOR**
- 5. PUBLIC HEARING**
- 6. ACCOUNTS PAYABLE**
- 7. OLD BUSINESS**
- 8. NEW BUSINESS**
  - A. Discuss Property at 632 Central Avenue
  - B. Discuss Gateway Sign Use
  - C. Discuss Public Parking in Downtown
- 9. REPORTS OR COMMENTS: Executive Director, President, Members**
- 10. ADJOURNMENT**

**OSSEO ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR MEETING MINUTES  
May 13, 2019**

1. ROLL CALL

President Poppe called the regular meeting of the Osseo Economic Development Authority to order at 6:00 p.m., Monday, May 13, 2019.

Members present: Teresa Aho, Deanna Burke, Harold E. Johnson, Duane Poppe, Mark Schulz, and Larry Stelmach.

Members absent: Sherry Murdock.

Staff present: Executive Director Riley Grams, City Planner Nancy Abts, and City Attorney Mary Tietjen.

Others present: Mike Bosl and Gary Groen.

2. APPROVAL OF AGENDA

**A motion was made by Stelmach, seconded by Schulz, to approve the Agenda as presented. The motion carried 6-0.**

3. APPROVAL OF MINUTES – APRIL 8, 2019

**A motion was made by Johnson, seconded by Aho, to approve the minutes of April 8, 2019, as presented. The motion carried 6-0.**

4. MATTERS FROM THE FLOOR – None.

5. PUBLIC HEARINGS – None.

6. ACCOUNTS PAYABLE

Executive Director Riley Grams presented the EDA Accounts Payable listing, providing a clarification on TIF funds.

Johnson stated he objected to the handling of this. Grams further discussed how TIF notes are managed by developers and what is covered by administrative fees.

**A motion was made by Stelmach, seconded by Schulz, to approve the Accounts Payable. The motion carried 6-0.**

7. OLD BUSINESS – None.

8. NEW BUSINESS

A. FY2018 EDA AUDIT REVIEW (Michael Bosl, Bergan KDV)

Grams stated Michael Bosl with Bergan KDV was present to provide the EDA with a summary of the EDA audit. He reported this was a blended document between the City and EDA audit.

Michael Bosl, Bergan KDV, provided the EDA with a presentation on the 2018 Audit. He reviewed the EDA fund balances along with the revenue and expenditure activity for the previous year. He discussed the TIF fund balances and noted when the TIF districts would be decertified.

Johnson commented on the negative figure in the audit report. He requested further information regarding this number. Mr. Bosl stated it was his understanding tax increment revenue has been paid to the City since December 31. He provided further information on an interfund loan that offset the cash balance, resulting in a negative figure for the overall TIF account.

Johnson thanked staff and Bergan KDV for bringing this information to the EDA.

B. NOTICE OF INTENT TO SEEK REDUCTION IN TAX VALUATION OF 5 CENTRAL APARTMENTS

Grams explained the City received official notice on April 18 from Magellan Investment Partners, the new owners of the 5 Central Apartments property. Magellan would be seeking a reduction in market value for taxes payable 2019. The total reduction is \$1,427,000 to an official value of \$22,540,000. The amendment to the Development Agreement, which was approved on December 10, 2018, allows the owner to seek a reduction in market value to a floor of \$22,540,000 (or \$161,000 per unit). The recent amendment increased that floor from \$105,000 to the \$161,000 per unit. The amendment requires the owner to notify the EDA if they are submitting a petition to seek a reduction of market value.

Grams reported there is no official action required by the EDA or the City. The official petition will be sent to Hennepin County and eventually reviewed and settled by the County. This could take multiple years, as we have recently seen with the petition from the previous owner of 5 Central, Dean Lundski. That previous petition has still not been settled by the County. Taxes will continue to be paid at the current value. After the County settles the petition, the EDA will make the necessary adjustments to the various payments.

Stelmach asked if staff should reach out to the County to learn when the County would be making a decision. Grams indicated he could reach out to the County but anticipated their response would be that the County would resolve the matter according to their own schedule.

Johnson questioned if the County hearings were open to the public. Grams stated he was uncertain but stated he would check into this.

Schulz inquired if the City would have to cut a check to the developer if the County were to change the value of the 5 Central property. Grams reported this would have to occur.

Schulz requested staff do further research to see if the City would be responsible for paying interest if an amount were owed to the developer. Grams stated he would look into the matter and would report back to the EDA.

9. REPORTS OR COMMENTS: Executive Director, President, Members

Stelmach stated he was pleased by the attendance at the Foreign Car Show and Craft Fair this past weekend.

Johnson reported Amazon would be building a facility in Maple Grove.

Johnson explained he attended the grand opening of True IT Technology Company located in the Bell Tower building. He welcomed this new business to the City.

10. ADJOURNMENT

**A motion was made by Stelmach, seconded by Aho, to adjourn at 6:29 p.m. The motion carried 5-1 (Schulz opposed).**

Respectfully submitted,

Heidi Guenther  
*TimeSaver Off Site Secretarial, Inc.*



## City of Osseo Economic Development Authority Meeting Item

### Accounts Payable Listing

6/10/19EDA

2019

6

Check Name	Comments	Amount
CITY OF OSSEO	2018 AGENT FEE GO BOND 2014B	\$100.00
CITY OF OSSEO	2018 BROADCASTING	\$364.00
ECONOMIC DEVELOPMENT ASSOC	ABTS REG - BASIC ECON DEV COURSE	\$500.00
EHLERS & ASSOCIATES, INC	5 CENTRAL MARKET REDUCTION REQUEST	\$367.50
KENNEDY & GRAVEN, CHARTERED	APR 2019 LEGAL SERVICE	\$115.22
TIMESAVER OFF SITE	5/13/19 EDA MTG	<u>\$145.00</u>
		\$1,591.72

EDA MONTH END CASH BALANCE								
FUND	DESCRIPTION	5/13/2019 BALANCE	DEPOSITS	ADJUSTMENTS (+/-)		6/10/2019 BALANCE	PROPOSED EXPENSE	6/10/2019 BALANCE
801	GENERAL	468,085.36		18.36	1	468,103.72	-1,124.22	466,979.50
806	TIF 2-5 REALIFE	11,094.04				11,094.04		11,094.04
817	TIF 2-4 BELL TOWER	151,115.06				151,115.06		151,115.06
819	TIF 2-6 CELTIC CROSSING	59,606.94				59,606.94		59,606.94
825	TIF 2-8 LANCOR/LYNDES	13,970.52				13,970.52		13,970.52
836	TIF 2-9 5 CENTRAL	-44,836.46				-44,836.46	-467.50	-45,303.96
		659,035.46	0.00	18.36		659,053.82	-1,591.72	657,462.10
1	MAR 2019 INTEREST			18.36				



## City of Osseo Economic Development Authority Meeting Item

**Agenda Item:** Discuss Donation of 632 Central Ave

**Meeting Date:** June 10, 2019

**Prepared by:** Riley Grams, Executive Director

**Attachments:** Hennepin County Property Map  
Special Assessment Review  
Appraisal Proposal

**Policy Consideration:**

Consider a donation of 632 Central Ave to the Osseo EDA.

**Background:**

EDA President Duane Poppe was recently approached by Bruce Wiley about the vacant lot located at 632 Central Ave. Mr. Wiley suggested he would like to donate the property to the City and/or EDA. His only requests are that the EDA pay off the current special assessments (at last look up on June 6, 2019, the outstanding special assessment balance was \$19,709.18) and pay for an appraisal of the property (so the full value could be determined for tax donation purposes). I reached out to a local appraisal company and obtained a proposal for \$3,000.

In the past the EDA has considered purchasing the property at some point, but opted not to at the full asking price because no immediate plan had been realized for its eventual redevelopment. However, Staff is recommending the EDA accept this donation, pay off the special assessments, and pay for the appraisal. This would be the first step in acquiring property in the North Central Redevelopment Corridor, with an eye towards a future more comprehensive redevelopment project.

The property has a total tax bill of \$5,007.74 (for taxes payable in 2019, according to the Hennepin County property website). The City receives approximately one-third of that, so this donation would be taking +/- \$1,652.55 off of the annual tax rolls. However, an opportunity to receive a piece of property on Central Ave for less than \$23,000 does not come around often.

While no immediate plan is in place for its redevelopment, this would represent an important first step in acquiring property in that area for a future redevelopment.

**Budget or Other Considerations:**

The total cost to the EDA is \$22,709.18 (\$19,709.18 for the special assessment pay off and \$3,000 for the appraisal). The cost would come out of the EDA General Fund.

**Recommendation/Action Requested:**

Staff recommends the Economic Development Authority discuss this donation and direct Staff accordingly. If the EDA finds this is a favorable action, direction could be given to Staff to enter into the necessary agreements for the donation, and to approve the payoff amounts of \$19,709.18 for the special assessments and \$3,000 for the appraisal.

**Next Step:**

If approved, Staff will work with the property owner to get the necessary documents drawn up. Staff may need to come back to the next EDA meeting for official approval of the agreement (pending legal review).



# Hennepin County Property Map

Date: 6/4/2019



PARCEL ID: 1811921220113

OWNER NAME: Barbara J Wiley

PARCEL ADDRESS: 632 Central Ave, Osseo MN 55369

PARCEL AREA: 0.23 acres, 10,230 sq ft

A-T-B: Abstract

SALE PRICE: \$50,000

SALE DATA: 02/2002

SALE CODE: Vacant Land

ASSESSED 2018, PAYABLE 2019

PROPERTY TYPE: Vacant Land-Commercial

HOMESTEAD: Non-Homestead

MARKET VALUE: \$82,000

TAX TOTAL: \$5,007.74

ASSESSED 2019, PAYABLE 2020

PROPERTY TYPE: Vacant Land-commercial

HOMESTEAD: Non-homestead

MARKET VALUE: \$82,000

## Comments:

This data (i) is furnished 'AS IS' with no representation as to completeness or accuracy; (ii) is furnished with no warranty of any kind; and (iii) is not suitable for legal, engineering or surveying purposes. Hennepin County shall not be liable for any damage, injury or loss resulting from this data.

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## SPECIAL ASSESSMENT SEARCH

DATE ISSUED 6/4/19

VOID AFTER 11/15/19

Name Barbara J Wiley Address 632 Central Ave

PID 18-119-21-22-0113 LOT 5 BLK 2 ADDN CODE 62910

ADDN NAME Osseo

to pay the following special assessments:

DESCRIPTION	LEVY	YEARS FROM TO		TOTAL PRINCIPAL	PREPAYMENT AMOUNT
Central Ave Imp 09	17720	2011		\$35,834.93	\$19,709.18
<b>TOTALS</b>				Remaining principal if paid prior to Nov. 15, 2019	\$19,709.18

Remarks:

Authorized by LeAnn Larson

May 14, 2019

Honorable Duane Poppe, Mayor  
**City of Osseo, Minnesota**  
415 Central Avenue  
Osseo, Minnesota 55369-1164

*Contract for Professional Services*

**Re: Market Value Real Estate Appraisal Assignment**  
Vacant land parcel  
625 Central Avenue, Osseo, MN 55369  
Hennepin County Parcel # 18-119-21-22-0113

Dear Mayor Poppe:

Thank you for considering the Valuation/Consultation Services Division of The Appraisal Group, regarding the above-referenced property. This letter will serve as a contract and will engage our services to perform a Market Value Real Estate Appraisal. The purpose of this appraisal report is for potential acquisition of the property by the City of Osseo.

**The fee for this assignment shall be \$3,000. Report delivery shall be made in digital fashion only (pdf) via e-mail.** Color hard copies of the report can be printed at an additional fee of \$150 per copy, at the option of the client. This report will be sent to you (and/or designated Osseo staff) no later than three weeks after engaging this contract. A retainer fee of 50% (\$1,500) is required, along with a signed contract, to begin work on this assignment. The report will be addressed to you, as Mayor for the City of Osseo or your designee.

The research and analysis relating to this assignment and report shall conform to the Uniform Standards of Professional Appraisal Practice (USPAP) of the Appraisal Foundation and the Appraisal Institute. The intention of this report is for analysis/valuation purposes for potential acquisition purposes.

Client (or owner) shall be cooperative in allowing for inspection and any support documents (leases, operating statements, etc.) necessary to complete the assignment, if applicable.

**If you are in agreement with the terms and conditions of this proposal, please acknowledge by signing where indicated on the following page along with the necessary Retainer Fee (\$1,500).** Retain one copy for your files and send the other back to us as soon as possible as shown below to:

**The Appraisal Group Ltd.**  
**Daniel T. Boris, MAI, CCIM, SRA**  
**11212—86<sup>th</sup> Avenue North, Suite A**  
**Maple Grove, MN 55369-4552**

Please call me at 763-367-6327 should you have any further questions.



- *Daniel T. Boris*

**Daniel T. Boris, MAI, CCIM, SRA**  
**Senior Vice President, Litigation/Consultation Division**



**Date: 05/14/2019**

\_\_\_\_\_  
**Duane Poppe, Mayor of the City of Osseo, Minnesota (or authorized designee)**

**Date** \_\_\_\_\_

# THE APPRAISAL GROUP

A DIVISION OF KLINE INTERNATIONAL <sup>TM</sup>

*Premier Commercial & Residential Real Estate Valuation Services*

## INVOICE

**File Number:** 2019TBD

**Date:** 05/14/2019

Honorable Duane Poppe, Mayor  
**City of Osseo, Minnesota**  
415 Central Avenue  
Osseo, Minnesota 55369-1164

**Invoice #:** 2019TBD (Initial Retainer Fee)

**Order Date:** May 14, 2019

**Primary Appraiser:** Daniel T. Boris, MAI, CCIM, SRA

**Reference to:** Vacant lot (Owner identified as Barbara J Wiley)

**625 Central Avenue**

**Osseo, Minnesota 55369**

**Hennepin County PID #18-119-21-22-0113**

Appraisal Fee \$ 3,000.00

**Retainer 50%** \$ **1,500.00**

State Sales Tax @ \$ 0.00

**Amount Due:** \$ **1,500.00**

**Terms:** Net 30 Days

**Make check payable to:**

**The Appraisal Group, LTD**  
11212 – 86<sup>th</sup> Avenue North, Suite A  
Maple Grove, MN 55369-4552

Phone: (763) 367-6327

Fax: (763) 543-3880

**Fed. I.D.#: 41-1766480**

Contact: Honorable Duane Poppe, Mayor of the City of Osseo  
Phone: 612-201-4498

**THE APPRAISAL GROUP**  
A DIVISION OF KLINE INTERNATIONAL  
The TAG Team™ - Real Estate Valuation Specialists



**Daniel T. Boris**  
MAI, CCIM, SRA  
Senior Vice President, Litigation Division

11212-86<sup>th</sup> Avenue North  
Maple Grove, MN 55369-4552  
T 763.367.6327 F 763.543.3880

[DBoris@tagmn.com](mailto:DBoris@tagmn.com)

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*Corporate appraisal clients:* 3M Company, American Express Financial Advisors, Andersen Window Company, Baker Square Restaurants, Bank of America, Bethany Eldercare, Borg-Warner Chemical Company, Briggs and Morgan Law Firm, Butler Paper Company, C. B. Richard Ellis, Cargill Company, Chicago-Northwestern Railway Company, Cintas Corporation, Citicorp, Dana Corporation, Dex Media, Dorsey & Whitney Law Office Downtown Council of Minneapolis, Eastman Kodak Company, Employee Transfer Company, Faegre & Benson Law Office Flanagan Bilton and Branigan Law Firm, Fredrikson & Byron Law Office Gittleman Company, Glasrud Associates Real Estate Company, Grand Casinos, Inc, I.B.M, Imagine! Print Solutions, I.N.A. Insurance Company, IRET Properties, Kimco Corporation, Kinney & Lange Law Office, KKE Architects, K-Mart, Kohl's Department Stores, Land O' Lakes Cooperative, Leonard Street & Deinard Law Office M & I Corporate Trust Services, MacMillan Bloedel Limited, Mellon Bank of Houston, Meritex Corporation, Metropolitan Life Insurance Company, Midland National Life Insurance Resource Group, Minneapolis Public School District S-1 Northwestern Bell Telephone Company, Onan Corporation, Owens-Corning Fiberglass, Penske Trucking Company, Pittsburgh Plate Glass (P.P.G.), Principal Mutual Life Insurance Company, Public School District No. 287, Robert Hill and Associates Law Office, Target Corporation, U-Haul Corporation, Unisys Corporation, US Postal Service, Wal-Mart, Walgreens, Welcome Furniture Company, Westfield Insurance Company and Xcel Energy.

*Government Appraisal performed for:* Anoka-Hennepin Public School District No. 11, Hennepin County Probate Court, Ramsey County Probate Court, Hennepin County Family Court, Ramsey County Family Court, Hennepin County Park Reserve District, Scott County Housing and Redevelopment Authority, Dakota County Housing and Redevelopment Authority, Minnesota State Tax Court, the U.S. Department of Veterans Affairs (V.A.), the City of

Saint Louis Park, Minnesota, Minneapolis Public Schools, University of Minnesota, State of Minnesota Department of Land Management and numerous condemning authorities.

*Mortgage appraisals performed for:* Agstar Financial, American National Bank of St. Paul, American Residential Mortgage Corporation, Amerus Mortgage, Atlantic Mortgage of Jacksonville, Atlantis Mortgage of Florida, BancPlus Mortgage of San Antonio, Bell Mortgage Company, Bishop Cendant Mortgage, BMO Harris Bank Centennial Mortgage, Chemical Bank of New York, Citibank N.A., Citizens State Bank Columbia National Mortgage, Commonwealth United Mortgage Company, Community State Bank of Bloomington, Countrywide Home Loan, CTX Mortgage Company, Edina Financial Services Corporation, Elan Financial Advisors, Evergreen Mortgage Company, F.B.S. Mortgage Company (U.S. Bank System), Family Bank of Mankato, First Federal Savings and Loan of Rochester, First National Bank of Saint Peter, First National Bank of Waconia, First Republic Mortgage, First State Bank of Excelsior, Firststar Home Mortgage, Forest Lake State Bank, G.E. Capital Credit Corporation of San Bernardino, GMAC Mortgage Corporation, Great Lakes Mortgage Company, Heigl Mortgage & Financial Corporation, Hometown Mortgage, Homeside Lending of Jacksonville, Florida, Homestead Mortgage, Huntington Mortgage of Columbus, Ohio, ICM Mortgage Corporation, Inland Mortgage, Investors Mortgage, Irwin Mortgage, Knutson Mortgage Corporation, Lakeland Mortgage Corporation, M&I Bank, Margaretten & Company, Marquette Bank, Marshall & Ilsley Trust, Merrill Lynch Mortgage, Metmor Financial Corporation, Metropolitan Federal Bank, Meridian National Bank, Mid-America Mortgage Corporation, Midland Mortgage Company of Oklahoma City, Moneylink Mortgage, Mortgage Direct of Santa Ana, National City Bank of Minneapolis, Northeast State Bank Northern Federal Savings Bank of Saint Paul, Northern Mortgage Company, Northwest Mortgage Corporation, PHH Mortgage, Pet Dairy Employees Federal Credit Union, Premier Mortgage Corporation, Presidential Bank, Prime Mortgage Corporation, Principal Mortgage Corporation, Pro-Action Mortgage Corporation, Residential Mortgage Group, River City Mortgage, Ryland Mortgage Corporation, Saint Paul Postal Employees Credit Union, Sears Mortgage Company, Sierra Mortgage, LLC, Standard Federal Savings Association of Gaithersburg, Maryland, Sterling Mortgage Corporation, TCF Mortgage Corporation, Village Bank Voyager Mortgage Corporation Wells Fargo Mortgage, Western Mortgage Corporation, United Mortgage, U.S. Bank and U.S. Home Mortgage Corporation.

## **Education**

University of Minnesota, B.A. in Political Science

## **Industry Leadership**

North Star Chapter of the Appraisal Institute 2011 President

Appraisal Institute Region III Ethics and Review Counseling National Committee member.

Certified Real Property Appraiser, Minnesota State Department of Commerce, License #4000357, Saint Paul, Minnesota.

Registered Appraiser-Federal National Mortgage Association (FNMA) License #1085993, Chicago, Illinois.

Fee Appraiser-U.S. Department of Veterans Affairs (VA), Saint Paul, Minnesota Regional Office.

Fee Appraiser-U.S. Department of Housing and Urban Development (H.U.D), Minneapolis, Minnesota Regional Office.

1<sup>st</sup> Place Award from the Minnesota Creative Computer Symposium for development of a computer program which analyzes and calculates cash equivalency of non-market financial instruments

International Right-Of-Way Association, Member

Minnesota Employee Relocation Council, Member

Minneapolis Building Owners and Managers Association (BOMA), Member

National Association of Mortgage Brokers, Member

## **Professional Designations**

Received GRI designation (Graduate, Realtors Institute), Minnesota Association of Realtors, December, 1974.

Received CMA designation (Certified Minnesota Assessor), Minnesota State Board of Assessors, August, 1977.

Received SAMA designation (Senior Accredited Minnesota Assessor), Minnesota State Board of Assessors, January, 1988.

Received SRPA designation (Senior Real Property Appraiser) from the International Society of Real Estate Appraisers, Chicago, Illinois, September, 1988.

Received MAI designation from the Appraisal Institute, Chicago, Illinois, May, 2005.

Received CCIM designation from CCIM Institute, Chicago, Illinois, May, 2007.

### **Teaching Experience**

Instructor of Real Estate Appraisal, William Mitchell College of Law, Saint Paul, Minnesota.

Instructor of Real Estate Appraisal, Minnesota Institute of Legal Education, Minneapolis, Minnesota.

Instructor of Real Estate Appraisal, Duluth Area Vocational Technical Institute (D.A.V.T.I).

Instructor, "Expert Witness Testimony—Preparing for Court," Minnesota Association of Assessing Officers.

Instructor, "Discounted Cash Flow Analysis," Minnesota Association of Assessing Officers, Saint Cloud, Minnesota.

### **Continuing Education**

- Completed Course #101, "An Introduction to Appraising Real Property", sponsored by the Society of Real Estate Appraisers, University of Wisconsin at Madison, 1974.
- Completed Course #201, "Principles of Income Property Appraising", sponsored by the Society of Real Estate Appraisers, University of Oklahoma at Norman, March, 1975.
- Completed "Real Estate Law", University of Minnesota at Minneapolis, June, 1976.
- Completed Course A, "Tax Assessment Laws and History", sponsored by the Minnesota Department of Revenue and the University of Minnesota, August, 1977.
- Completed Course #301, "Special Applications of Appraisal Analysis", sponsored by the Society of Real Estate Appraisers, University of Nebraska at Lincoln, August, 1978.
- Completed Course B, "Techniques of Mass Appraisal", sponsored by the Minnesota Department of Revenue and the University of Minnesota, April, 1979.
- Completed "Computer-Aided Assessment and Ratio Studies", sponsored by the Minnesota Department of Revenue and the University of Minnesota, February, 1980.
- Completed International Association of Assessing Officers (IAAO) Course in "Assessment Administration", Saint Paul, Minnesota, August, 1980.
- Completed "Capitalization Theory and Techniques", sponsored by the American Institute of Real Estate Appraisers, University of Minnesota, September, 1983.
- Completed "Appraisal Analysis and Report Writing", sponsored by the American Institute of Real Estate Appraisers, University of Minnesota, September, 1984.
- Completed "Lotus 1-2-3 Spreadsheet Analysis", sponsored by Ameridata Institute, Minneapolis, Minnesota, December, 1985.
- Completed "Calculator, Segregated, and Computerized Cost Estimating", sponsored by Marshall-Swift Company, Bloomington, Minnesota, July, 1987.
- Completed "Standards of Professional Practice and Professional Ethics", sponsored by the American Institute of Real Estate Appraisers and the University of Minnesota, January, 1988.
- Completed "Business Valuation and Real Estate Seminar", sponsored by the American Institute of Real Estate Appraisers and the University of Minnesota, May, 1989.

- Completed “Real Estate Extraction and Investment Analysis”, sponsored by the Appraisal Institute and the University of Arizona at Tucson, February, 1991.
- Completed “Appraising Troubled Properties”, sponsored by the Appraisal Institute and the University of Minnesota at Saint Paul, December, 1991.
- Completed “Americans with Disabilities Act and Real Estate”, sponsored by the Minnesota Mortgage Bankers Association, Bloomington, March, 1992.
- Completed “Mortgage Foreclosure Procedures”, sponsored by the Minnesota Institute for Legal Education, Bloomington, Minnesota, April, 1992.
- Completed “Eminent Domain Real Estate Valuation”, sponsored by the Minnesota Institute for Legal Education, Bloomington, Minnesota, November, 1992.
- Completed “Comprehensive Appraisal Review Seminar”, sponsored by the Appraisal Institute and Boston University, Boston, Massachusetts, July, 1993.
- Completed “Real Estate Property Tax Appeals”, sponsored by the Minnesota Institute for Legal Education, Bloomington, Minnesota, November, 1993.
- Completed “Mortgage Underwriting Review Seminar”, sponsored by the Minnesota Mortgage Bankers Association, Minneapolis, Minnesota, February, 1994.
- Completed “Discounted Cash Flow Analysis”, sponsored by the Appraisal Institute and the University of Saint Thomas, Minneapolis, Minnesota, March, 1994.
- Completed “Understanding Limited Appraisals Assignments”, sponsored by the Appraisal Institute and the University of Saint Thomas, September, 1994.
- Completed “The Underwriter’s Perspectives on the Universal Residential Appraisal Report”, sponsored by Norwest Mortgage Corporation, Bloomington, Minnesota, September, 1994.
- Completed “Appraising Contaminated Real Estate”, sponsored by the Minnesota Department of Revenue, Saint Cloud, Minnesota, December, 1994.
- Completed “Appraising FHA-Insured Property”, sponsored by the Appraisal Institute and the Department of Housing and Urban Development, Minneapolis, Minnesota, January, 1995.
- Completed “Fair Lending and the Appraiser”, sponsored by the Appraisal Institute and the University of Saint Thomas, Minneapolis, Minnesota, January, 1996.
- Completed “Hotel/Motel Valuation Seminar”, sponsored by the Appraisal Institute and the University of Saint Thomas, Minneapolis, Minnesota, April, 1996.
- Completed “Tax Increment Financing”, sponsored by Minnesota Institute for Legal Education, Minneapolis, Minnesota, November, 1996.
- Completed “Case Studies in Professional Appraisal Practice and Ethic Standards”, sponsored by the Appraisal Institute and Arizona State University, Tempe, Arizona, September, 1997.
- Completed “Real Estate Investment Trusts (REITs)”, sponsored by the Appraisal Institute and the University of Colorado, Boulder, Colorado, April, 1999.



- Completed “Case Studies in Commercial Highest and Best Use” sponsored by the Appraisal Institute and Arizona State University, Tempe, Arizona, August, 1999.
- Completed “Internet Technologies in Real Estate Appraisal”, sponsored by Ala Mode Software and University of Chicago, Chicago, Illinois, April, 2000.
- Completed “Partial Interest Valuation” sponsored by the Appraisal Institute and University of Washington, Seattle, Washington, August, 2001.
- Completed “2003 National USPAP Update”, sponsored by the Appraisal Institute and University of Saint Thomas, Minneapolis, Minnesota, January, 2003.
- Completed “Separating Business Enterprise Value and Personal Property from Real Estate”, sponsored by the Appraisal Institute and Southern Methodist University, Dallas, Texas, September, 2003.
- Completed “Appraising Manufactured Housing”, sponsored by the Appraisal Institute and University of Minnesota, Saint Paul, Minnesota, March, 2004.
- Completed “Evaluating Commercial Construction”, sponsored by the Appraisal Institute and University of Minnesota, Saint Paul, Minnesota, January, 2005.
- Completed “Commercial Real Estate Investment Analysis”, sponsored by University of Iowa, Iowa City, Iowa, September, 2006.
- Completed “User Decision Analysis of Commercial Real Estate”, sponsored by Ohio State University, Columbus, Ohio, February, 2007.
- Completed “Nursing Home and Assisted Living Appraisal”, sponsored by Northwestern University, Evanston, Illinois, May, 2008.
- Completed “Business Practices and Ethics”, sponsored by University of Minnesota, Saint Paul, Minnesota, July, 2008.
- Completed “Real Estate Trends”, sponsored by University of Minnesota, Saint Paul, Minnesota, May, 2009.
- Completed “Appraisal Curriculum Overview” sponsored by the University of Nebraska, Lincoln, Nebraska, April, 2010.
- Completed “Appraising the Appraisal”, sponsored by the University of Saint Thomas, Saint Paul, Minnesota, November, 2011.
- Completed “Review of Minnesota Property Tax Laws”, sponsored by North Star Appraisal Institute, Minneapolis, Minnesota, March, 2012.
- Completed “Economic Outlook for Housing”, sponsored by Institute for Real Estate Management (IREM), Golden Valley, Minnesota, January, 2013.
- Completed “Eminent Domain Appraisal”, sponsored by MNDOT and Stinson-Leonard Law Firm, Roseville, Minnesota, April, 2013.
- Completed “Ramsey County Redevelopment Initiatives”, sponsored by North Star Appraisal Institute, Saint Paul, Minnesota, June, 2014.

- Completed “Appraising Real Estate for IRS”, sponsored by North Star Appraisal Institute, Sioux Falls, South Dakota, September, 2014.

**Professional Publications / Presentations**

- “Appraising for Property Tax Appeals”, sponsored by Institute for Professionals in Taxation (IPT), Austin, Texas, November, 2009.
- “Distinction between Fee Simple and Leased-Fee Estates”, sponsored by Minnesota Shopping Center Association, Minnetonka, Minnesota, January, 2011.
- “Appraising Real Estate in a Volatile Marketplace”, sponsored by Northwestern Financial Review, Minneapolis, Minnesota, September, 2011.
- “Lessons Learned from a Changing Real Estate Market”, sponsored by Minnesota Paralegal Association, Bloomington, Minnesota, July, 2012.
- “Appraising Hospitality Property”, sponsored by Minnesota Real Estate Journal, Minneapolis, Minnesota, October, 2012.
- “Appraising Fractured Interests in Real Estate”, sponsored by Institute for Professionals in Taxation (IPT), Palm Springs, California, November, 2013.



## Osseo Economic Development Authority Meeting Item

<b>Agenda Item:</b>	<b>Discuss Gateway Sign Use</b>
<b>Meeting Date:</b>	June 20, 2019
<b>Prepared by:</b>	Nancy S. Abts, AICP, City Planner
<b>Attachments:</b>	2018 Gateway Sign Users List Gateway Sign Survey Results Gateway Sign Policy

### **Policy Consideration:**

The EDA is asked to discuss ways to better use the Gateway Sign as an economic development tool.

### **Background:**

The Gateway Sign is located at the intersection of County Road 81 and Jefferson Highway. It is a 2-sided electronic readerboard sign and has been in operation since June 2016. Osseo businesses can display messages on the sign, in accordance with the Gateway Sign Policy. The cost for a 1-week message is \$100.

The EDA contributed \$60,000 to the sign's construction. Hennepin County's Business District Initiative contributed approximately \$50,000.

Possible suggestions include better outreach to Osseo businesses about the sign, running additional 'economic development' promotions alongside other City messages on the sign, or promoting a 'business of the week' selected from the City's business listing.

### **Previous Action or Discussion:**

The City Council reviewed the Gateway Sign at their May Work Session Meeting. The meeting packet & recording are available online.

### **City Goals Met By This Action:**

Foster and promote economic development in the City  
Increase communication with citizens and encourage citizen

### **Recommendation/Action Requested:**

Staff recommends the EDA discuss use of the Gateway Sign.

## Gateway Sign Users

**2018**

	<u>Name</u>
\$ 200	GIDF ( <b>Get it Done Fitness</b> )
\$ 400	Yellow Tree
\$ 800	North Clinic
\$ 200	Lyndes
\$ 200	GIDF
\$ 100	Lyndes
\$ 200	Osseo Power Sports
\$ 100	St Paul's Lutheran
\$ 400	Yellow Tree
\$ 100	Osseo Football
\$ 100	Alano
\$ 200	Lyndes
\$ 1,200	North Clinic
\$ 100	OGC ( <b>Osseo Gun Club</b> )
\$ 100	Nola
\$ 200	OPC Youth lacrosse
\$ 300	OGC
\$ 100	Niggler
\$ 100	Legion Event
\$ 700	ISD 279
\$ 100	Relay for Life
\$ 200	OGC
\$ 200	Osseo UMC
\$ 475	GIDF
\$ 100	Lyndes
\$ 100	Lyndes
\$ 200	St Paul's Lutheran
\$ 100	Legion Event
\$ 100	Escalate Dance
\$ 400	Yellow Tree
\$ 200	OGC
\$ 100	St Vincet De Paul
\$ 400	OGC
\$ 100	Thrivent
\$ 400	GIDF
\$ 100	Lyndes
\$ 114	St Paul's Lutheran
\$ 400	OGC
\$ 100	Osseo Football
\$ 100	Legion Event
\$ 100	Cottens Napa
\$ 100	Sipe Brothers
\$ 100	OGC
\$ 200	Fighters Foundation
\$ 200	OGC
\$ 1,200	North Clinic
\$ 500	Yellow Tree
\$ 200	OGC
\$ 100	St Vincet De Paul
\$ 132	Explore Osseo
\$ 100	OGC
\$ 600	OGC
\$ 100	St Paul's Lutheran
\$ 114	K & Co
\$ 400	GIDF

# Gateway Sign Survey

A survey to evaluate the City of Osseo's Gateway Sign was administered from April 10-24, 2018. The sign is located at the intersection of County Road 81 and Central Avenue/Jefferson Highway in Osseo, Minnesota. In 2016, Hennepin County reported an annual average daily traffic volume of 13,800 for this section of roadway.

The sign began operations in 2017. Funding came from the Hennepin County Business District Initiative grant, the Osseo Economic Development Authority, and contributions from community organizations and individuals.

A total of 57 survey responses were received, with 20 responses coming from area businesses, organizations, and agencies eligible to post messages to the sign. Results are summarized below.



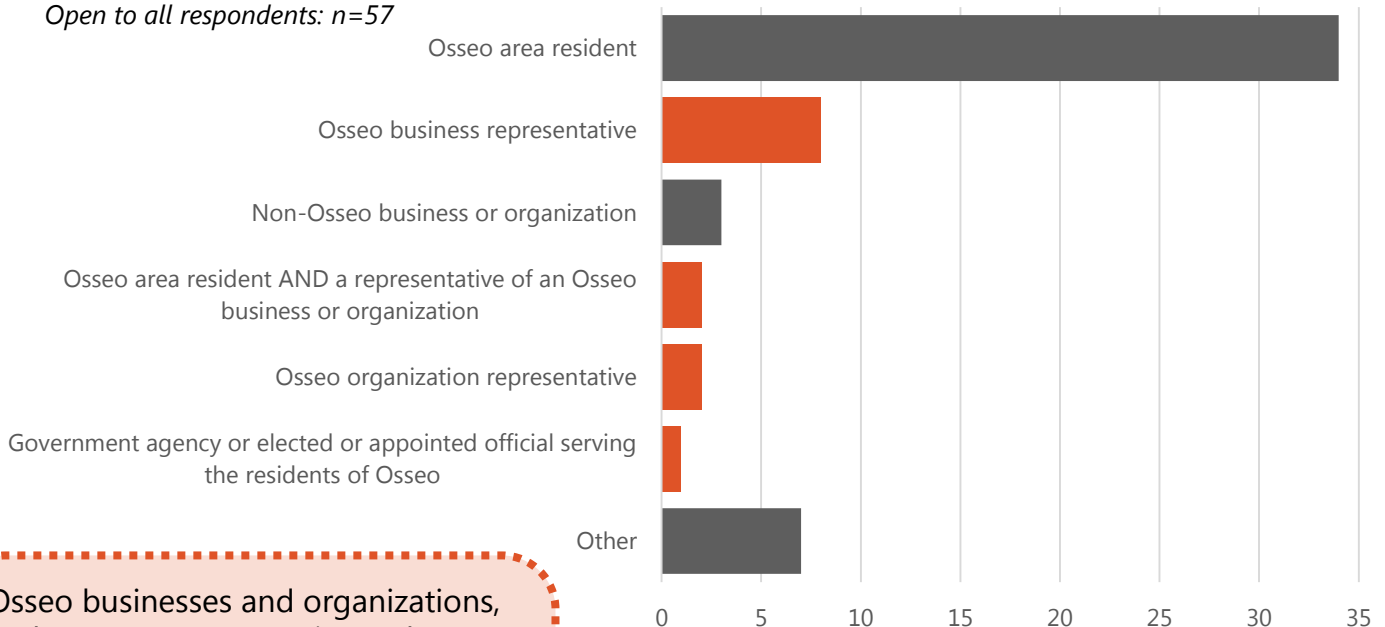
Learn more about the Gateway Sign:  
[www.discoverosseo.com/blog/gateway-sign-electronic-message-board/](http://www.discoverosseo.com/blog/gateway-sign-electronic-message-board/)

## General Awareness

Open to all respondents: n=57

### Which best describes you?

Open to all respondents: n=57



Osseo businesses and organizations, and government agencies and officials representing Osseo, are eligible to post messages on the sign. The sign may also be used to promote public events taking place in Osseo.

Osseo area residents & non-Osseo businesses and organizations who completed the survey were able to comment on the information shared on the sign, as well as providing other general feedback.

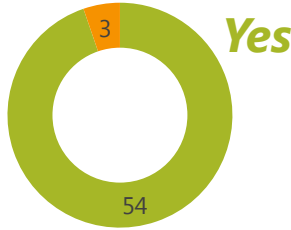
# Gateway Sign Survey

## General Awareness

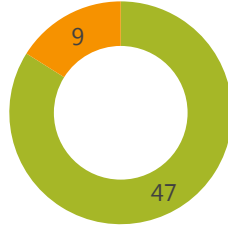
Open to all respondents: n=57

*Prior to this survey, were you:*

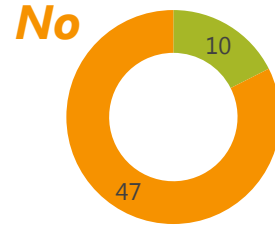
Familiar with the Gateway Sign?



Aware that Osseo businesses, orgs. & gov't reps. may post messages



Aware of Hennepin County's Business District Initiative grant contribution?

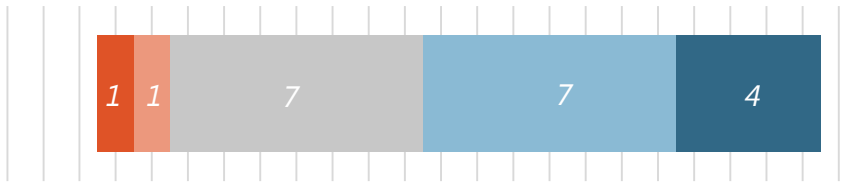


## Effectiveness

Open to eligible users of the Gateway Sign: n=20

*How effective is the Gateway Sign for the following purposes?*

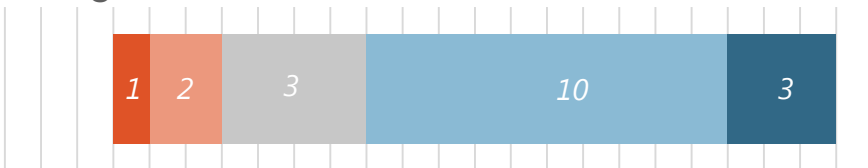
*Communicating with my target audience*



**Ratings**

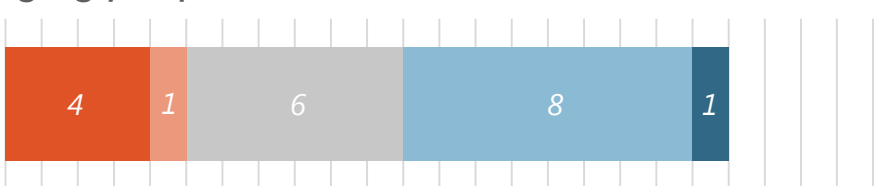
- Not at all effective
- Somewhat ineffective
- Neutral
- Somewhat effective
- Extremely effective

*Reaching new audiences*



Respondents generally believed the sign was "somewhat" or "extremely" effective at reaching customers (55 percent) or new audiences (65 percent),

*Bringing people to Osseo*



However, some respondents doubted the sign's effectiveness for bringing new visitors and customers to the City. Twenty-five percent of respondents rated the sign "minimally" or "not at all" effective in this area. This may be because the sign reaches people already driving through Osseo.

# Gateway Sign Survey

## General Impressions

*Open to all respondents. 43 comments received.*

### ***What do you think about the messages and graphics you have seen displayed on the Gateway Sign?***

Approximately 47 percent of the comments received remarked positively on the sign. Examples include:

"I have found out about community events through this sign when I have been sitting at red lights. I like it!"

"Great stuff. It does not distract drivers which is great and is big enough to display a nice ad."

Approximately 19 percent of the comments offered negative feedback. Examples include:

"Graphics could use some work. They are a bit bright at times. Other times they can be hard to read. Overall, I think they are somewhat distracting at that intersection. "

"They are distracting and disrupt traffic, creating an even more dangerous intersection. It is too big to read when stopped at the light."

An additional 35 percent of comments offered mixed or neutral feedback.

Within the Negative, Mixed, and Neutral comment types, 23 percent of the comments offered constructive feedback regarding the design, timing, and content of the messages on the sign. Examples include:

"Not seeing as much community info[rmation] as I expected. [It's] mostly city info."

"It may be worth looking into upgrading to better screen."

"Many messages are difficult to read due to low resolution of the screens, the choice of colors and small sizes of text used. Most screens have too much information...Maybe limit the number of screens to what can fit in 30-40 seconds and still be read/absorbed."

Additionally, several representatives from area nonprofit groups questioned the charge for posting messages on the sign. Just prior to releasing the survey, the City Council changed the sign policy to allow community groups and events to request a fee waiver for the sign.

# Gateway Sign Survey

## Appendix I: Comments received

### *What do you think about the messages and graphics you have seen displayed on the Gateway Sign?*

- Fantastic
- Gives good info about what is happening!
- Good (3x)
- Graphics could use some work. They are a bit bright at times. Other times they can be hard to read. Overall, I think they are somewhat distracting at that intersection.
- Graphics, colors, lights, gateway sign is blindingly bright, and does not match the look and feel of historic Osseo. Osseo already uses several messaging modalities. Money for gateway sign would have been better spent on two-way communication opportunities. City council voted to spend tax money on the sign without input from residents.
- Great stuff. It does not distract drivers which is great and is big enough to display a nice ad.
- I do not have an issue with the messages on the sign
- I have found out about community events through this sign when I have been sitting at red lights. I like it! I like to see the city benefit from all of the new construction and new activity.
- I like it! Great source of information. It's really cool looking!
- I like it. I like the local information
- I think the sign is eye catching!
- I think they are great and informative
- I've never really noticed the messages.
- Informative and easy to read.
- it is a great idea but haven't really seen anything exciting yet
- It's too busy
- Looks good
- Looks good. Nice size and location. Graphics and color are great
- Love it!!
- Many messages are difficult to read due to low resolution of the screens, the choice of colors and small sizes of text used. Most screens have too much information. Also, if the stoplight on 81 is green, I don't have time to look at it and if the light is red, it's not long enough to see a message come back around that I only partially saw. Maybe limit the number of screens to what can fit in 30-40 seconds and still be read/absorbed.
- Messages are good. It's a bummer the lighted graphics aren't crisper & clearer. It looks blurry from a distance.
- Most of them are good. Some have too much information. I didn't have time to read them while I was in my car.
- Mostly good, some have had too much copy
- Never
- Nice
- non usefull
- Not seeing as much community info as I expected. Mostly city info
- Only one I remember I think was for a pancake breakfast I believe.
- Some are hard to read...to bright
- Some of the colors are difficult to see / read
- They have evolved nicely
- The messages are fine.
- They are distracting and disrupt traffic, creating an even more dangerous intersection. It is too big to read when stopped at the light.
- They are evolving!
- They are good. Sometimes hard to read, but I think that is the nature of these signs.
- They are ok
- They look great! Clear and eye-catching
- They look nice
- They looked great
- Too busy, hard to read.
- Very good and colorful
- Wonder if there's a way to do a little video instead of just a static picture.

### *Additional comments:*

- [The following comments were offered as a numbered list:]
  1. Please report statistical outcomes from the gateway sign such as percent of increased business for companies that purchase gateway ads.
  2. Allow Osseo businesses to receive free advertising on the sign to increase profitability and success.
  3. Implement a comprehensive city-wide survey that covers more than just the gateway sign.
  4. Merge Osseo and Maple Grove to lower taxes, increase the level of professionalism and innovation in the city council, increase diversity in the city, move Osseo leadership ideation beyond its "good old boys club" into a future of gender equity.
  5. Address the residential blight that affects certain areas of town: limit / reduce percent of homes that may be rentals, strengthen landlord regulations and monitoring, and tear down the garbage homes and replace with affordable single family homes financed with government grants/program funding.
- Another Osseo City project NOT thought out BEFORE constructing. Why don't you spend our tax dollars on something more useful like the park. Update the playground equipment that is going into disrepair before someone gets hurt. Put a sidewalk along the park, where it actually would get used. So we don't have to walk in the middle of the street when there are games being played at the park and cars parked all around it.
- Can you get the school district involved too? Post names of honor roll students?
- city maintenance snow removal all winter was poorly performed
- Community event info should be free. They should not need to pay for an advertisement
- I believe civic groups should have a reduced cost or free use of the sign for their events. I know some of the groups donate monies back to the city and within the community.
- I do understand that the City of Osseo must make the process fair for everyone. I personally do not share the same belief as some of my peers in that it should be free for our organization. I get we do a lot for the city and community but that is not a reasonable excuse. I would however like to see some type of process that reduced the expense for non-profit organizations pending city staff or council review. For example: Halloween, Lunch with Santa and Lions Roar are free and community driven events. I would also like to mention that Osseo Lions and other organizations in Osseo contributed money to the original Gateway Sign project when it was being proposed for the SE corner of Hwy 81 and Jefferson. I do feel it would be appropriate for the city to recognize these organizations in some way. Even a letter or mention somewhere would go a long way with the members of these organizations. Thank you for your consideration.
- I think it's a nice asset to the community
- It is over priced
- It may be worth looking into upgrading to better screen.
- Nice add to the city. Location is great!
- Sign itself is a bit garish.
- So far all great. Thanks
- Staff was super helpfull
- The construction is monstrous and a bit of an eyesore. I like having a sign there, just would have appreciated a better design.
- Waste of money
- "waste of taxpayer money so politicians can pat themselves on the back"
- Why does it cost \$100 a week to put a message on the sign? I can see it for a business, but for community organizations too? It looks like a money grab for the city. I've also noticed that most of the messages are from the city. I don't think many people want to pay \$100 a week to advertise on an led sign. The payment to put a message on the sign is a disgrace. The sign should post community events for free. Such as Breakfast with Santa, Car Show, Lions Roar, Easter Egg Hunt, Halloween Event, should I continue?



# Gateway Sign Survey

## Appendix II: Summary of sign use

In the "Additional comments" section, some respondents asked for more information on the use and financial statistics of the sign.

	2017	2018
Dates of Operation	6/13-12/31	1/1-8/13
Weeks in Operation	29	33
Unique users of the sign	11	17
Average Paid messages / week	1.31	1.91

The sign has not yet been fully operational for a calendar year. However, average per-week costs exceed average per-week revenues for the times the sign was active in 2017 and 2018.

Revenues	2017	2018 YTD
Total	\$4,528.57	\$6,875.00
Per operational week	\$156.16	\$208.33

Expenses	2017	2018 YTD
Operational Costs (Utilities, insurance, etc)	\$1,602.00	\$3,025.41
Staffing	<i>Not calculated</i>	
Maintenance (budgeted)	\$0	\$1,000
Electronic Display replacement (per year cost with 15 year amortization)	\$6,000	\$6,000
Total	\$7,602.00	\$11,525.41
Per operational week	\$262.14	\$303.80

No cost is assigned to the time used to administer the sign & create messages.

The sign vendor predicts a lifetime of 11-15 years for the electronic readerboard and a replacement cost of \$90-100,000. An annual service call budget of \$1,000 is also recommended.

Net Revenue – Cost	2017	2018 YTD
Overall	-\$3,073.43	-\$3,150.41
Revenue/operational week – cost/operational week	-\$105.98	-\$95.47

## **GATEWAY SIGN POLICY CITY OF OSSEO**

**Intent:** The City of Osseo (“City”) has constructed the Gateway Sign as a method to disseminate information of general public interest to residents of the City as well as the general public. This policy (“Policy”) aims to outline the use of the sign and how to submit an application to display a message.

**Purpose:** The Gateway Sign was constructed with funds from both the Hennepin County Business District Initiative and the Osseo EDA. These funds were dedicated to the Gateway Sign in anticipation of the positive impact that it would have on economic development activity within the City. The Gateway Sign was generally designed to:

1. Provide information about the City of Osseo;
2. Provide information about city-sponsored events;
3. Provide information about businesses and commercial events located within the City; and
4. Provide information about governmental agencies or elected or appointed officials serving the residents of Osseo.

**Rights:** The City retains the right to update this Policy at any time in the future without notice. Further, the City may edit any messages being displayed on the Gateway Sign in any manner deemed necessary (e.g., clarity, length, etc.). Finally, display of any message on the Gateway Sign is subject to space availability and at the sole discretion of the City. This Policy does not create a public forum for public discourse or expressive activity, nor does it provide a general forum for commercial advertisement on the Gateway Sign.

**Permitted Messaging:** In recognition of the purpose of the Gateway Sign, the City has determined that the following types of messages may be displayed on the Gateway Sign:

1. City messages (e.g., meeting information, city-sponsored events, snow emergencies, etc.);
2. Business, government agency, and public institution messages if such messages meet the requirements of this Policy, subject to space availability, application, and approval.

Campaign messages, position statements, or other expressive activity are not types of permitted messaging.

**Who May Post Messages:** Any entity that has its principal place of business or address within the City of Osseo, or any governmental agency or elected or appointed official serving the residents of Osseo, is eligible to submit an application for a message to be displayed on the

Gateway Sign, subject to space availability and at the sole discretion of the City. Examples include Osseo businesses, schools, community groups, government representatives, etc.

**Allowable Messages:** The following is a list of messages that are allowed to be displayed on the Gateway Sign. This list is not exhaustive, but the City retains sole discretion to determine whether any type of message not included in this list complies with the spirit of this Policy:

1. Messages identifying the name and location of businesses, commercial properties, and public institutions within the City;
2. Events taking place within the City, such as concerts, car shows, or other events open to the public; and
3. Limited-time sales and promotions occurring within the City and open to the public.
4. Announcements from governmental agencies or elected or appointed officials serving the residents of Osseo.

**Message Application Process:** Any entity wishing to submit a message to be displayed on the Gateway Sign must fill out an application on a form approved by the City. All applications must include the message that is proposed to be displayed on the Gateway Sign, along with the duration for such display (e.g., one week or less). City staff will not accept incomplete applications. The deadline to submit an application for display the following week beginning on Monday at noon (or later, at applicant's request) is the preceding Thursday at 7:30 a.m. Approved signs will be displayed for approximately seven days per application (or fewer, if applicant requests start time later than Monday at noon).

**Application Review:** City staff will be solely responsible for reviewing applications submitted pursuant to this Policy and determining whether such applications satisfy the requirements herein. Any decision made by City staff under this Policy may be appealed to the City Council upon written notice of the applicant's intent to appeal. Written notice must be provided to the City Administrator within 10 days of the time upon which the administrative decision being appealed is made.

**Fees:** An application fee as established by the current City Fee Schedule will be included with every message application. Messages displayed by the City (e.g., notice of a city council meeting or City event) or for public safety purposes (e.g., amber alert, snow emergency) will not be assessed a fee. All other messages are subject to the message application fee. The City will return the application fee for messages that are not displayed. For messages that are approved and displayed, the fee is non-refundable. The City Council may set special fees or waive fees for special conditions or circumstances, including where the applicant or event has performed or will perform a commensurate service to the City. To request reduced or waived fees, contact City staff. Any request to reduce or waive fees must be approved by the City Council.

**Messaging Priority:** City staff will give messages the following priority:

1. Emergency notifications and other messages pertaining to the health and safety of the public will have the first priority on the sign and will supersede any regularly-scheduled messages on the sign;
2. City-sponsored messages or other messages of general public interest; and
3. Commercial messages will be displayed in the order in which they were received, where possible. All commercial messages will be on a “first-come, first-served” basis. If the number of applications exceeds the number of available message slots, City staff will notify any outstanding applicants to determine whether the applicant wishes to display their message at another time. The City also reserves the right to give preference to those entities that have not utilized the Gateway Sign in the prior thirty days.

**Administrative Procedures:** City staff will be responsible for creating and posting all messages on the Gateway Sign. In order to manage administrative burden, City staff will only change the messages on the Gateway Sign once per week, except that emergency or City-sponsored messages can be changed as the City determines is appropriate or necessary. Each message that is approved on the Gateway Sign will be displayed beginning at (or after, at applicant’s request) approximately noon on Monday until approximately noon the following Monday (or before, at applicant’s request).



## Osseo Economic Development Authority Meeting Item

**Agenda Item:** Discuss Public Parking in Downtown

**Meeting Date:** June 10, 2019  
**Prepared by:** Nancy S. Abts, AICP, City Planner

**Attachments:** 1997 Parking Study

**Policy Consideration:**

The EDA should discuss downtown parking.

**Background:**

In Osseo, economic development requires attracting customers, business owners, and employees from outside the city's 0.75 square miles. Improvements have been made to support the downtown and position it well for redevelopment and additional growth. Recent successes include Rochon, a 2-story office building completed in 2016 which has brought 30 new professional employees downtown, and 5 Central, a 140-unit apartment building completed in 2015 has increased Osseo's population by more than 10 percent. Approximately 110 businesses and multi-family properties, 45 percent of the city's commercial entities, are located within the Central Business District.

Yet parking remains a concern for the area. Recently, potential new businesses have re-evaluated locating in downtown Osseo due to a perceived lack of available parking. Existing downtown businesses and residents are challenged by parking congestion at peak periods.

Possible strategies to improve parking in the area include shared parking, signage and wayfinding, messaging and communications to be used by both the City and businesses, creative reuse and redevelopment, placemaking, improvements to ADA-accessible parking, and stormwater improvements.

**Previous Action or Discussion:**

The Planning Commission has acknowledge Parking as an area for potential changes in implementing the Comprehensive Plan.

**Budget or Other Considerations:**

(Fill in if this will affect the budget (cost money) or any other things it would affect)

**City Goals Met By This Action:**

Foster and promote economic development in the City  
 Develop and implement the Comprehensive Plan Update  
 Adapt to changing demographics of the community

**Recommendation/Action Requested:**

Staff recommends the EDA discuss downtown parking.

# Past Parking Plans



MEMO

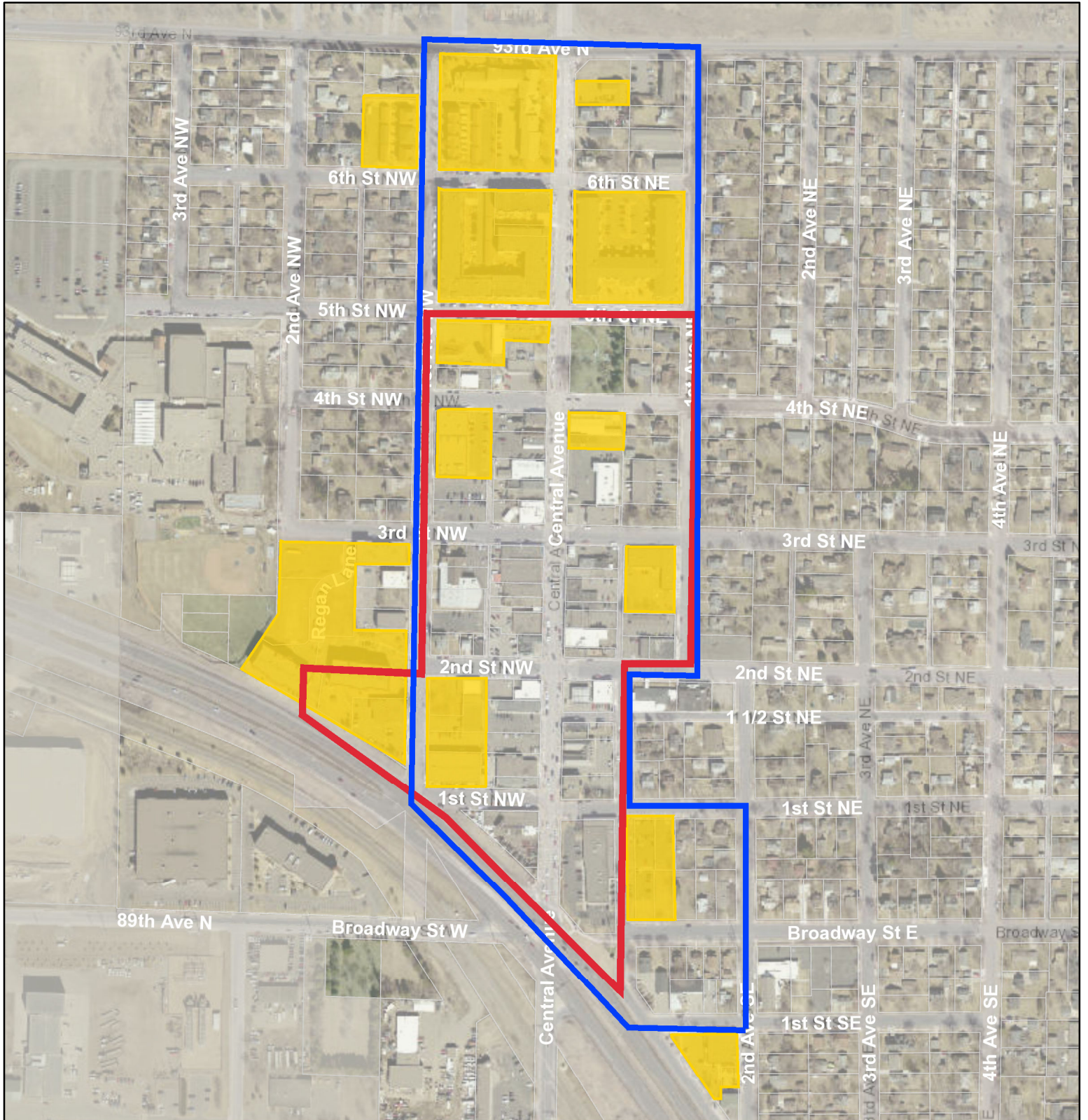
**TO:** Riley/Osseo City Council  
**FROM:** City Clerk LeAnn Larson  
**DATE:** June 1, 2017  
**SUBJECT:** Past Parking Plans

**October 1997:** Very comprehensive plan prepared by Benshoof & Associates, called Osseo Downtown Parking Study, 40 pages long, at a cost of \$9,200, was presented to EDA and Council. Downtown businesses and property owners were invited to an open forum in November 1997 on specific results of this parking study. Parking alternatives and recommendations included removing some on-street angle parking, adding some on-street angle parking, restriping, locating best handicap parking spaces, parking restrictions and signage on particular streets, etc. [This information is 20 years old now and needs to be updated to fit current businesses, parking lots, and streets post-Central Avenue street project in 2009.]

**2008 Parking Inventory** from HKGi on existing parking info (don't know where this digital file is), appears to be only indicating where parking spaces are on a map, both on-street and off-street.

**2011:** EDA wanted City Engineer to prepare on-street parking plan and signage for such in the CBD area. A comprehensive plan was quoted by Bolton & Menk at almost \$14,000. Upon discussion at several EDA meetings, the proposal was narrowed to \$5,000 for an on-street striping plan (\$4,000) and parking lot site plan/pro-formas (\$1,000) for two specific city-owned sites. The EDA ultimately voted against the proposal.

# Osseo Downtown Parking Study Map



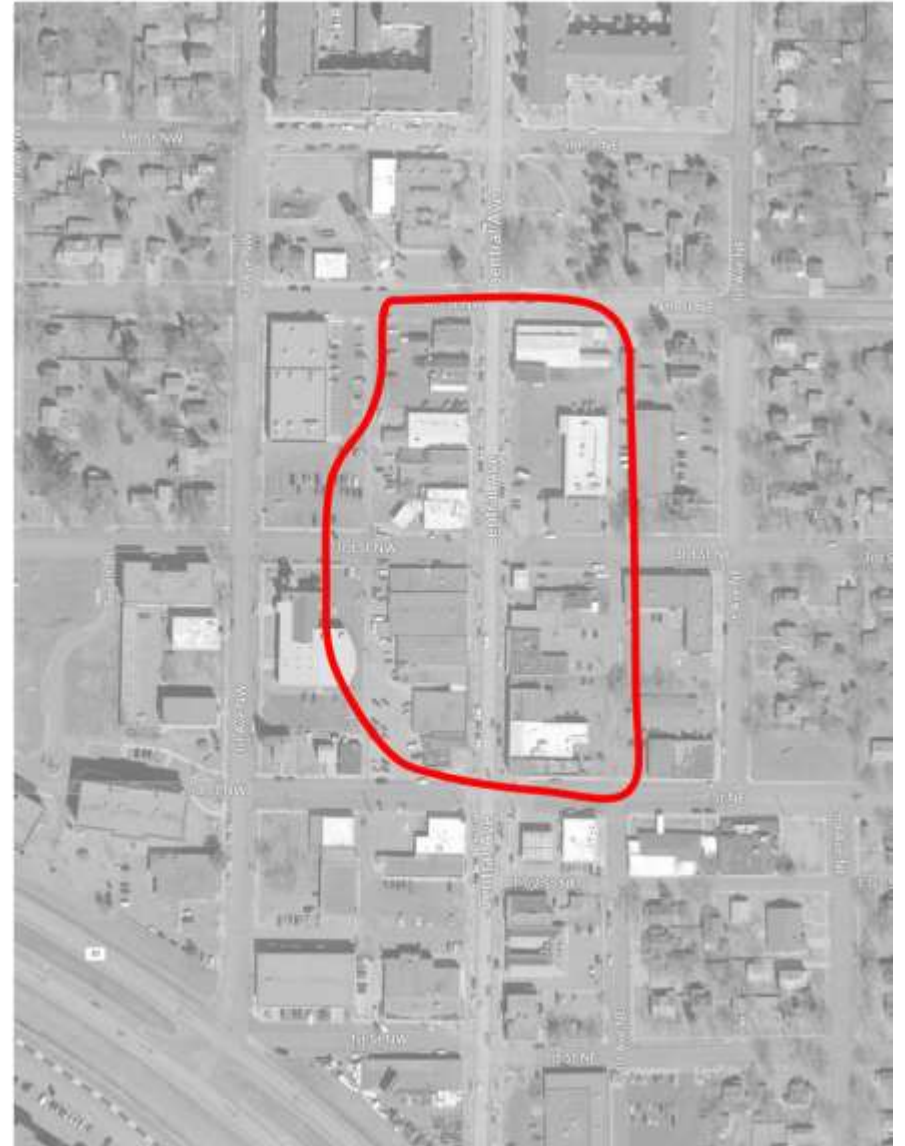
1 inch = 400 feet

## Key

- 1997 Study Area
- 2019 Study Area
- Land Use Change since 1997



## Walmart Parking Lot vs. Downtown Osseo





**OSSEO DOWNTOWN PARKING STUDY**

**FINAL REPORT**

**Submitted to:**

**City of Osseo**

**Submitted by:**

**Benshoof & Associates, Inc.  
Ehlers and Associates, Inc.**

**October, 1997**

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## INTRODUCTION

### *VISION*

---

The key objective of this Downtown Parking Study is to address the vision of the City of Osseo. This vision, as expressed in the Request for proposal, included:

- *Sufficient parking spaces conveniently located to serve the needs of the businesses, institutions, and residents in the downtown areas.*
- *Establish funding provisions for capital improvements and maintenance of existing and new parking facilities.*
- *Develop methodology to address parking needs resulting from new developments and land uses changes.*

### *PURPOSE AND ISSUES*

---

The fundamental purpose of this parking study is to provide and manage parking spaces so as to enhance the economic viability of the downtown area. To effectively accomplish this purpose, several major issues were identified in the Request for Proposal as follows:

- Parking limitations for the west side of the 200 Central Avenue block (Study Block 5).
- Parking needs relating to the City's zoning code as they affect future plans for expansion, relocation, or redevelopment of business and properties.
- Parking is currently perceived as a hurdle to overcome versus a tool to encourage economic development.
- Parking supply problems during the noon and late afternoon periods.
- Issue of parking spaces being used and available for employees versus customers.
- Funding issues related to ongoing maintenance of parking lots, sidewalks, and streetscape.
- Issues related to funding and use of parking capital improvement bonds.
- How to address parking needs related to changes in land use and future development, especially north of 5th Street.
- Implications of high school student use of on-street parking in the downtown area.

---

**PARKING STUDY  
WORK PLAN**

---

The parking study focuses on an eleven block area of the City of Osseo as shown in Figure 1 - Study Area. This downtown area is expected to be expanded to the north to include four more blocks (two blocks on each side of Central Avenue from 5th Street to 7th Street).

The parking program requested by the City of Osseo includes three key steps as follows:

- A. Parking Study to identify needs and recommend solutions.
- B. Extensive community and business involvement in selecting the appropriate parking and funding solutions.
- C. Implementation of the solutions.

This parking study (Step A above), which is the focus of this report, was accomplished based on the following work plan.

- PHASE 1 - Established Project Framework This phase established a sound understanding regarding the needs and issues to be studied, confirmed key aspects of the work plan, and collected the pertinent background information.
- PHASE 2 - Completed Parking Survey This phase collected information to quantify the parking supply and demand characteristics. This phase was accomplished through field checks and observations of parking use.
- PHASE 3 - Analyzed Parking Needs This phase analyzed the parking data and determine needs, issues and patterns. The results were accomplished through parking demand analysis, supply/demand comparison, along with a review and identification of parking needs.
- PHASE 4 - Developed Parking Alternatives and Recommendations This phase developed alternatives and recommendations to the parking needs and issues. Alternatives and recommendations were developed for on-street parking, off-street parking, parking system management measures, and finance options.
- PHASE 5 - Prepared a Project Report This phase documents the work performed and provides the City a working document for the subsequent community participation and implementation steps.

# STUDY AREA

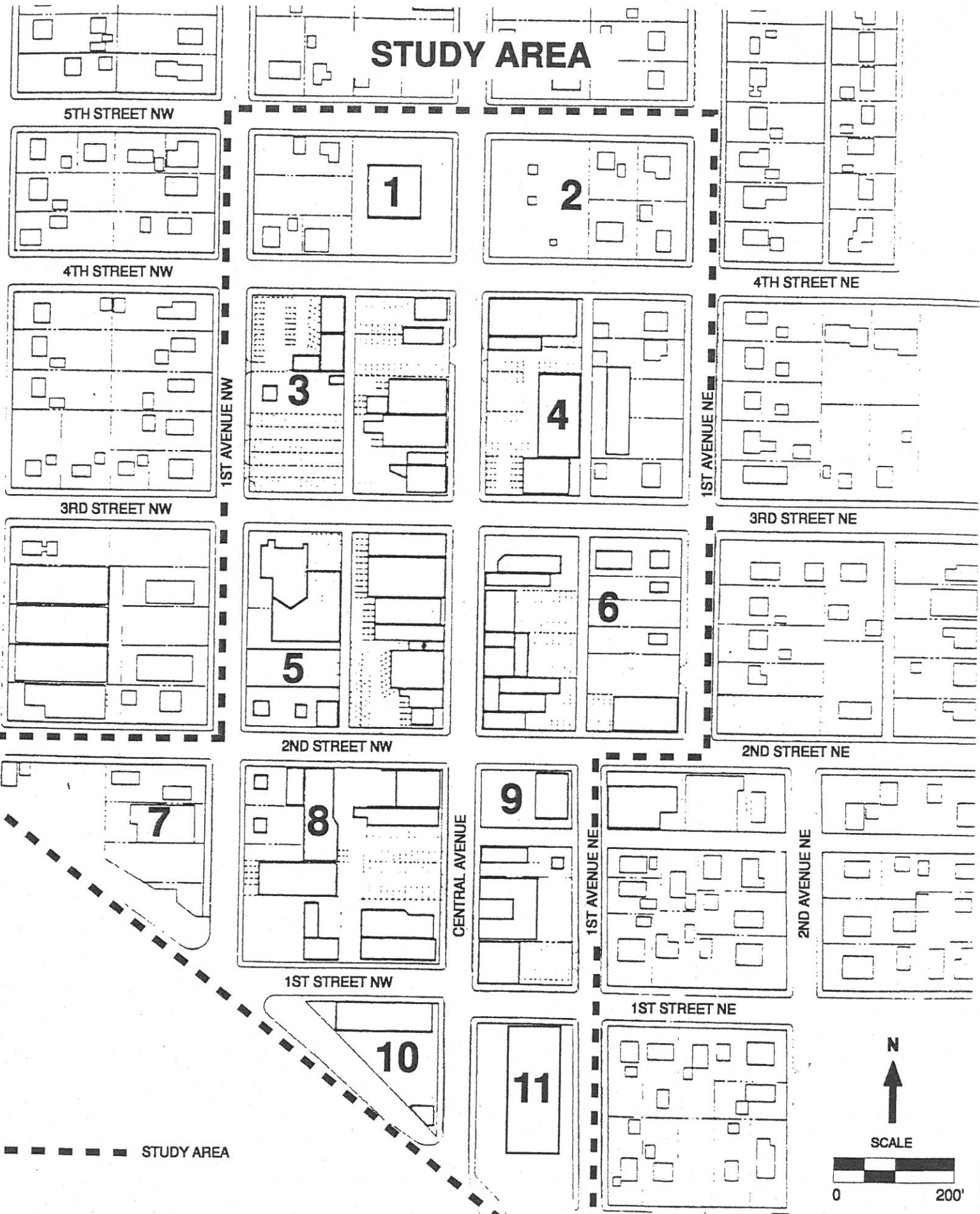


FIGURE 1

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## DATA COLLECTION

### *OVERVIEW*

---

The data collection for the parking study included:

- Background information from the City which entailed previous studies, listing of commercial and industrial properties, off-street parking zoning ordinance, and a parking inventory study.
- The existing parking supply, both on and off-street, was checked and verified by the Benshoof firm.
- Meetings were held with City staff and the study area businesses and property owners to understand and learn of parking concerns and issues.
- A parking survey was conducted to obtain parking use and duration data (see detailed description below).

### *COMMUNITY ISSUES AND QUESTIONS*

---

Issues and questions brought forth by the City and the community included:

- Parking concerns are from 8:30 a.m. to 4:30 p.m. Block 5 is the worst case block.
- Customer versus employee parking is not very clear.
- Enforcement of time limits on Central Avenue and other City streets should be addressed.
- How should off-street lots, both public and private, be enforced?
- Some potential off-street parking areas are being used as business storage or display. Can or should this be converted to parking?
- Issue of fairness regarding businesses that do not have adequate parking. Is there a fair payment method for parking costs? How does equal participation work in a parking program?
- Need common sense approach to parking concerns.
- Bank parking lot is restricted and is not fully used.
- Limited signs for parking. How do we educate our customers?
- Use of on-street parking spaces as storage areas for businesses.
- Snow removal and maintenance are concerns for both public and private spaces. Parking supply is reduced during the winter season.
- What happens when future redevelopment occurs on parking lots or properties?

**PARKING SURVEY**

A Parking Survey was conducted by the Benshoof firm on Thursday, May 22, 1997 from 11:00 a.m. to 7:00 p.m. over the entire study area. This parking survey documented which parking spaces were used and how long they were used.

**PARKING USE**

The parking spaces used on a block by block basis is presented in Table 1. Key findings from Table 1 are that Blocks 3, 5, and 7 were used most. In addition, the observed parking use was highest during the 11:00 a.m. to 2:00 p.m. period.

**PARKING DURATION**

The length of time a parking space was occupied is shown in Figure 2 - Parking Duration. The parking duration was categorized into three time frames: short, medium, and long-term. Figure 2 depicts the predominant parking duration for a each specific parking area. It should be noted that most, but not all, vehicles in each specific area were parked for this parking duration time frame.

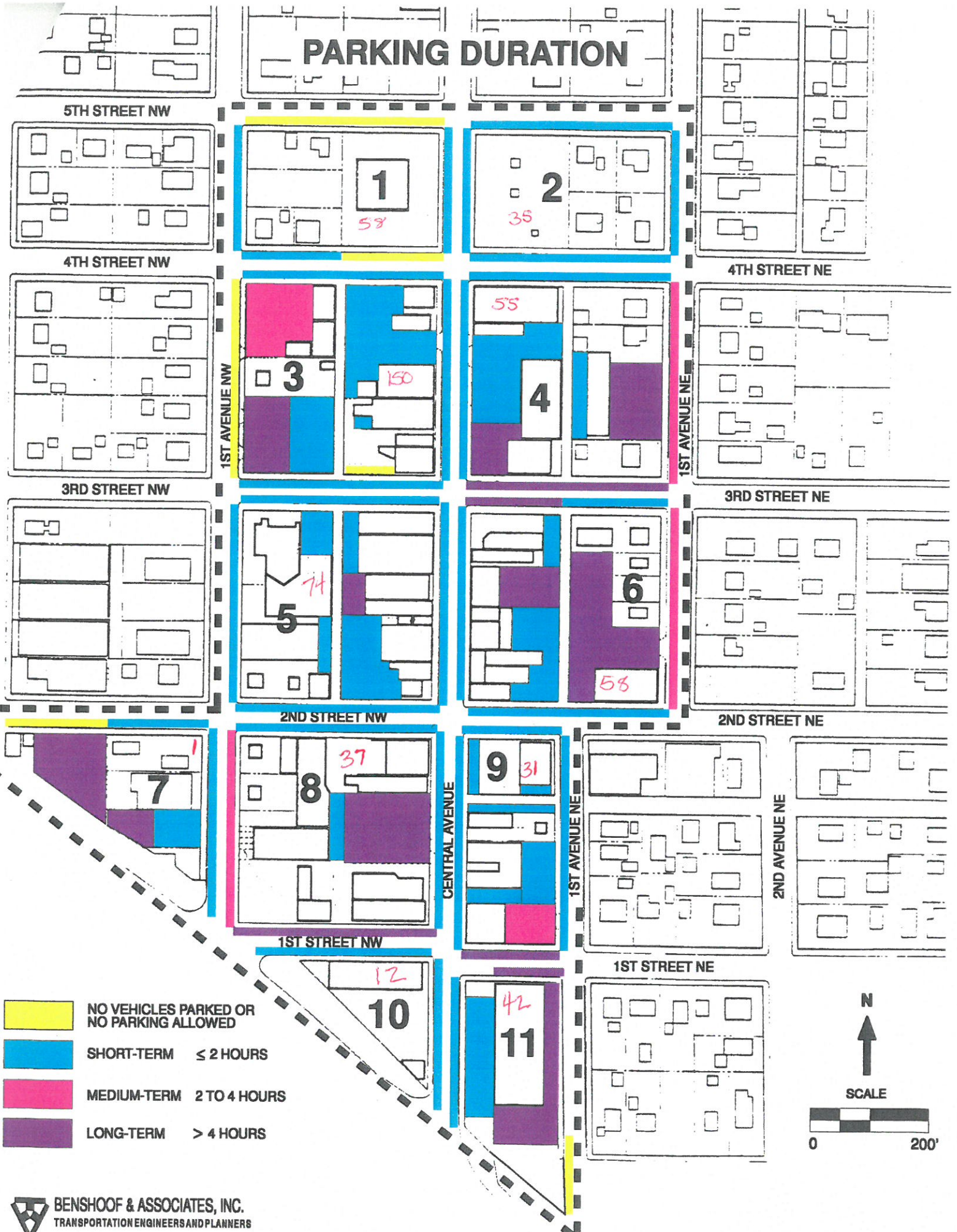
**TABLE 1  
SURVEYED PARKING USE**

Study Block #	Parking Location	Parking Spaces Occupied by Hour								
		11:00 AM	12:00 PM	01:00 PM	02:00 PM	04:00 PM	05:00 PM	06:00 PM	07:00 PM	
1	On Street	6	4	4	3	7	5	2	2	
	Off Street	0	1	1	1	0	0	0	0	
	TOTAL	6	5	5	4	7	5	2	2	
2	On Street	2	0	2	0	4	2	0	0	
	Off Street	0	0	0	0	0	0	0	0	
	TOTAL	2	0	2	0	4	2	0	0	
3	On Street	8	21	13	9	18	7	4	8	
	Off Street	28	47	44	33	42	<b>21</b>	<b>16</b>	<b>12</b>	
	TOTAL	36	68	57	42	60	<b>28</b>	<b>20</b>	<b>20</b>	
4	On Street	11	10	9	9	5	2	3	8	
	Off Street	33	31	34	33	37	26	33	30	
	TOTAL	44	41	43	42	42	28	36	38	
5	On Street	24	26	24	20	26	23	35	13	
	Off Street	43	48	39	45	43	33	33	24	
	TOTAL	67	74	63	65	69	56	68	37	
6	On Street	22	17	19	21	20	11	6	5	
	Off Street	20	23	27	30	27	19	11	15	
	TOTAL	42	40	46	51	47	30	17	20	
7	On Street	4	7	10	10	4	2	3	1	
	Off Street	56	55	72	71	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	TOTAL	60	62	82	81	<b>10</b>	<b>2</b>	<b>3</b>	<b>1</b>	
8	On Street	29	33	22	21	21	26	23	10	
	Off Street	25	20	20	19	25	19	14	18	
	TOTAL	54	53	42	40	46	45	37	28	
9	On Street	11	11	12	9	10	12	3	1	
	Off Street	31	26	21	24	28	23	13	8	
	TOTAL	42	37	33	33	38	35	15	9	
10	On Street	3	3	2	2	3	3	0	0	
	Off Street	0	0	0	0	0	0	0	0	
	TOTAL	3	3	2	2	3	3	0	0	
11	On Street	3	2	3	3	4	0	0	0	
	Off Street	50	28	48	49	38	13	11	6	
	TOTAL	53	30	51	52	42	13	11	6	
<b>HOURLY TOTALS</b>		409	413	426	412	368	247	210	161	

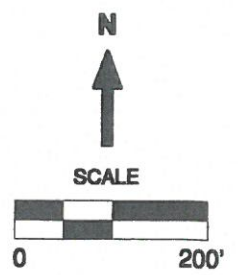
Notes:  
**Block 3** excludes the bank parking that was not allowed to be counted.  
**Block 7** excludes the bus employee parking that was not allowed to be counted.



# PARKING DURATION



- NO VEHICLES PARKED OR NO PARKING ALLOWED
- SHORT-TERM ≤ 2 HOURS
- MEDIUM-TERM 2 TO 4 HOURS
- LONG-TERM > 4 HOURS



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## PARKING ANALYSIS

### OVERVIEW

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The parking analysis was conducted to answer key questions regarding the study: Does a parking shortage exist in the study area? If yes, what is the deficiency in terms of the number of spaces, what users are most seriously affected, and what are the locations and time periods where a parking shortage is most experienced? To answer these key questions and to address parking concerns and issues raised by City staff and the community, the parking analysis consisted of the following:

- Parking Demand Analysis
- Parking Supply/Demand Comparison
- Analysis of the Parking Duration Data
- Parking Needs Identification

### PARKING DEMAND ANALYSIS

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A land use based parking demand analysis was conducted to determine the estimated unconstrained parking need for each of the eleven study area blocks. This parking demand analysis used City data regarding the specific land use types and sizes. This land use data was correlated to industry standard parking generation rates to determine the parking demand. This parking demand was adjusted to account for factors affecting parking which included walking, transit, multi-purpose trips, vacancies, and time of day. These factors were reviewed and modified as necessary to represent Osseo's characteristics and conditions. The parking demand was calculated for each block and is presented in Appendix A. In addition, an overview of the parking demand spreadsheet analysis is provided in Appendix A.

### PARKING SUPPLY/DEMAND COMPARISON

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Based on the parking supply data and the parking survey collected by the Benshoof firm and the above parking demand analysis, a detailed comparison was conducted on a block by block basis of the study area. Table 2 presents this parking supply/demand comparison. The first column identifies the block numbers for the study area. The second through fourth columns present the existing on and off-street parking supply. The fifth and sixth columns present the City Zoning Code Required Parking and compares it to the existing parking supply (column four). The seventh and eighth columns present the Benshoof Surveyed Peak Hour Parking and compares it to the existing parking supply. The ninth and tenth columns present the Estimated Peak Parking Demand (as determined from the above parking demand analysis) and compares it to the existing parking supply.

### PARKING DURATION ANALYSIS

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An analysis was conducted of the parking duration data to determine how long vehicles were occupying a specific parking space and whether or not this duration was appropriate for this parking location. This analysis resulted in the identification of several locations where vehicles were parking longer than expected. On-street parking spaces and off-street customer parking lots where vehicles were parked longer than four hours is a concern. This indicates that employees were predominantly parking in locations which should be used for customers. (see Figure 2).

**TABLE 2**  
**PARKING SUPPLY/DEMAND COMPARISON**

Study Block Number	Parking Supply (1)			City Code Required Parking (2)	Difference (supply minus code)	Surveyed Peak Hour Parking Use (3)	Difference (supply minus surveyed use)	Estimated Peak Parking Demand (11 am - 2 pm) (4)	Difference (supply minus peak demand)
	On Street	Off Street	Total						
1	32	33	65	22	43	7	58	36	29
2	39	0	39	0	39	4	35	7	32
3	51	167	218	131	87	68	150	164	54
4	44	55	99	104	-5	44	55	108	-9
5	54	89	143	355	-212	69	74	204	-61
6	37	72	109	142	-33	51	58	91	18
7	11	72	83	29	54	82	1	16	67
8	43	48	91	136	-45	54	37	134	-43
9	31	42	73	97	-24	42	31	72	1
10	15	0	15	20	-5	3	12	32	-17
11	14	81	95	74	21	53	42	45	50
<b>TOTALS</b>	371	659	1030	1110	-80	477	553	909	121

## Notes:

- (1) Parking Supply is based on Benshoof & Associates verification of City Data. New parking lots include 27 spaces on Block 1 and 32 spaces on Block 5.
- (2) City Code Required Parking does not include residential land uses on each block. Block 5 includes 99 spaces for the church.
- (3) Surveyed Peak Hour Parking is based on Benshoof & Associates survey conducted on May 22, 1997 from 11 am to 7 pm.
- (4) Estimated Peak Parking Demand is based on Benshoof & Associates parking analyses.

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**PARKING NEEDS AND  
KEY FINDINGS**

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The parking needs and key findings from the parking analysis are as follows:

- 1) The overall parking supply in the study area was greater than the parking demand. The parking supply is 1030 spaces and the calculated peak demand is 909 spaces. This parking demand would use approximately 90 percent of the existing parking supply. This 90 percent level correlates with industry standards for providing parking without incurring significant adverse and ongoing impacts. Therefore, new parking spaces are not needed at this time to accommodate the existing land uses. As future parking demand increases, the parking supply should be increased to provide an adequate supply to maintain this 90 percent level.
- 2) The parking demand does exceed the supply for four blocks as follows:
  - Block 4 has a 9 space deficit
  - Block 5 has a 61 space deficit
  - Block 8 has a 43 space deficit
  - Block 10 has a 17 space deficit

Therefore, parking management and improvements should be focused to address these parking deficit concerns on these four blocks.

- 3) The parking duration of greater than four (4) hours is an issue at the following locations:
  - Bromen's Luggage Lot
  - North and South sides of 3rd Street NE
  - Block 5 alley lot
  - Block 8 lot
  - North and south sides of 1st Street NE
  - North side of 1st Street NW

Therefore, appropriate long-term parking occupancy alternatives and enforcement should be developed.

In addition to these parking needs and key findings, a detailed block by block parking analysis summary is presented in Table 3.

**TABLE 3  
DETAILED SUMMARY FROM PARKING ANALYSES**

Block	Parking Analysis Findings
1	The 27 parking spaces currently under construction provide needed parking for City Hall and the Library. Parking supply is expected to meet the parking demand for most time periods through out the day. Special events at City Hall or the Library will result in significant use of the on-street parking on the adjacent streets.
2	The City Park and the residential uses have adequate parking supply to accommodate their typically parking needs. Special events or large picnics at the City Park will result in significant use of the on-street parking on the adjacent streets.
3	There are 51 on-street and 167 off-street parking spaces for Block 3. There are approximately 54 extra parking spaces as determined by the Parking Demand Analysis. Most of the off-street parking is located in the Senior Citizens lot and the Bank lot. The parking survey observations indicated that both of these off-street lots were not fully used. These two lots could be used for parking by adjacent Blocks 4 and 5 which have a parking supply shortage.
4	The City parking code and the Parking Demand Analysis indicate a parking shortage of 5 to 10 spaces. In addition, the parking survey indicated two concerns for parking duration. The off-street parking lot in front of Bromen's Luggage and the north side of 3rd Street NE were observed to have long-term parking typically greater than 4 hours. These two locations were expected to have short-term parking of less than 2 hours in duration. This long-term parking should be relocated to another location(s) so that short-term customer parking is available for nearby businesses.
5	<p>The City parking code and the Parking Demand Analysis indicate a parking shortage of 60 to 100 spaces to meet the peak parking demand. The 32 parking spaces recently constructed provide for additional needed parking for this block. Most of this block's parking demand is generated during the noon lunch period by the two restaurants and the bar.</p> <p>In addition, the parking survey indicated one concern for parking duration. The off-street parking lot (approximately 8 spaces) in back of buildings in the middle of the block was observed to have long-term parking typically greater than 4 hours. This location was expected to have short-term parking of less than 2 hours in duration. This long-term parking should be relocated to another location(s) so that short-term customer parking is available for nearby businesses.</p>
6	<p>The City parking code indicates a 33 space parking shortage while the Parking Demand Analysis indicated a parking supply of 18 spaces. Most of this parking demand is generated by the medical clinics and the printing and press industries. A major portion of the parking for these uses is long-term in duration. The parking survey confirmed this long-term parking duration behind the medical clinic (which is signed for doctors only), in the City lot, and the parking lots in the southeast quadrant of the block.</p> <p>In addition, the on-street parking along the south side of 3rd Street NE, west of the alley, was observed to have long-term parking typically greater than 4 hours. This location was expected to have short-term parking of less than 2 hours in duration. This long-term parking should be relocated to another location(s) so that short-term customer parking is available for nearby businesses.</p>

**TABLE 3 (continued)**  
**DETAILED SUMMARY FROM PARKING ANALYSES**

Block	Parking Analysis Findings
7	<p>The City parking code and the Parking Demand Analysis indicate a surplus parking supply of 54 to 67 spaces. Most of this parking supply is located in the western lot on this triangle block and is used by the bus company to park buses and for bus employees. This parking lot used by the bus company was observed to be generally full between 11 a.m. and 6 p.m. The above calculated parking demand for this block does not account for the parking generated by the adjacent bus company which is located on an adjacent block not in the study area. Therefore, there is not a parking supply on this block. Also, the post office appears to have adequate parking supply.</p>
8	<p>The City parking code and the Parking Demand Analysis indicate a parking shortage of 43 to 45 spaces to meet the peak parking demand. Most of this parking demand is generated by the retail and service type businesses. The parking survey indicated two concerns regarding parking duration. The major off-street parking lot and the north side of 1st Street NW were observed to have long-term parking typically greater than 4 hours. These locations were expected to have short-term parking of less than 2 hours in duration. This long-term parking should be relocated to another location(s) so that short-term customer parking is available for nearby businesses.</p> <p>In addition, the building in the northeast corner of the block does not make full use of the potential available parking space in the gravel parking lot behind their building. This potential parking space was not calculated in the parking supply.</p>
9	<p>The City parking code indicates a 24 space parking shortage while the Parking Demand Analysis indicated a parking supply of 1 space. Most of this parking demand is generated by the medical clinics and the convenience store/gas station located at each end of the block.</p> <p>In addition, the on-street parking along the north side of 1st Street NE was observed to have long-term parking typically greater than 4 hours. This long-term parking probably is associated with the medical clinics on Block 9 and Block 11. This location was expected to have short-term parking of less than 2 hours in duration. This long-term parking should be relocated to another location(s) so that short-term customer parking is available for nearby businesses.</p>
10	<p>The City parking code and the Parking Demand Analysis indicate a parking shortage of 5 to 17 spaces to meet the peak parking demand. Most of this parking demand is generated by the Heinen Mason business. The parking supply indicates that no off-street parking is available on this block.</p>
11	<p>The City parking code and the Parking Demand Analysis indicated a surplus parking supply of 20 to 50 spaces. The parking survey correlates this extra parking supply. It should be noted that numerous vehicles are parked on-street along the east side of 1st Avenue NE. This parking was not accounted for in the parking survey. These vehicles appear to be long-term employees for the medical clinics. Therefore, the above calculated parking supply for this block is expected to be lower due to the parking along the east side of 1st Avenue NE.</p>

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## PARKING ALTERNATIVES AND RECOMMENDATIONS

### OVERVIEW

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This section presents the parking alternatives and recommendations to address the parking concerns and issues as identified by City staff, the community, and the parking analysis. The finance options are presented to give City and the community various funding methods to accomplish the parking recommendations. It is important for the City and community to first identify parking solutions and approaches and then pursue the appropriate funding options.

### ON-STREET PARKING

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The on-street parking recommendations are as follows:

1. Remove existing on-street angle parking from one side of 1st Street NW and 2nd Street NW because the width of the street is too narrow to accommodate angle parking for both sides. This current condition is a safety and liability issue for the City. Replace this angle parking with parallel parking spaces (see Figure 3).
2. Restripe existing on-street angle parking for better understanding by users on 1st, 2nd, and 3rd Streets NW. Also, dumpsters, stored cars, and other commercial products should not occupy on-street parking areas or sidewalks.
3. Add angle parking in two locations (see Figure 3):
  - 2nd Street NE (Central to 1st Avenue NE) - increase of 12 spaces
  - 3rd Street NE (Central to 1st Avenue NE) - increase of 10 spaces
4. Create on-street employee parking along the west side of 1st Avenue NE and the east side of 1st Avenue NW for blocks 3, 4, 5, 6, and 8, respectively (see Figure 3). This employee parking will be allowed by permit only from 8:00 a.m. to 4:00 p.m., Monday through Saturday. This angled permit parking will add approximately 8 to 10 spaces per block or approximately 48 to 60 total spaces. In addition, it is recommended that similar permits be allowed for residential users who may be affected by the one hour school zone parking restrictions.
5. Provide on-street handicap spaces (one per block) on Central Avenue adjacent to an intersection or on a cross street adjacent to Central Avenue. These handicap spaces should be placed where most frequent use would be expected.
6. Change the downtown customer parking time restriction from one hour to two hours for Central Avenue and one block on each side of Central Avenue. These parking restrictions should be posted and enforced.

# PARKING RECOMMENDATIONS

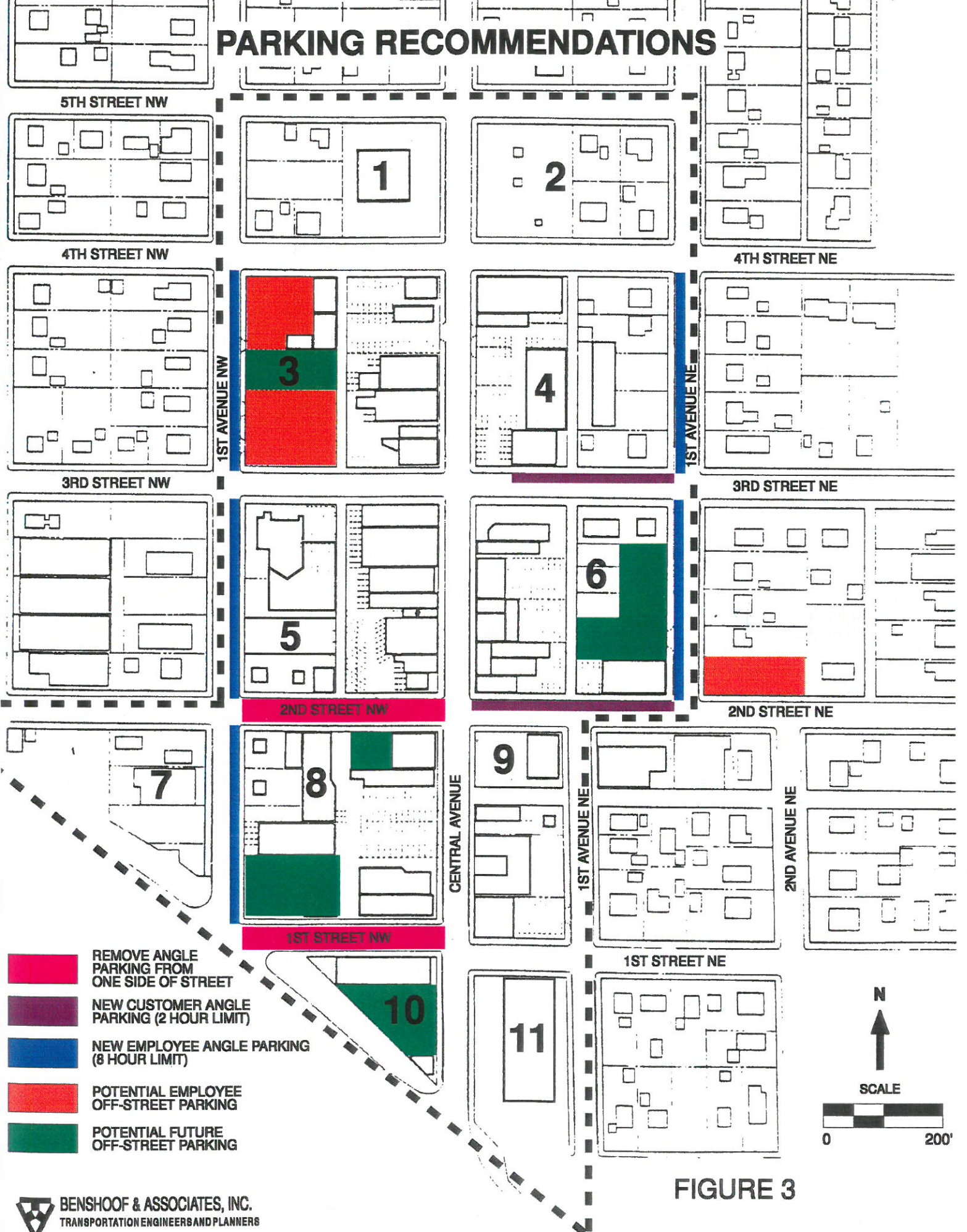


FIGURE 3



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## OFF-STREET PARKING

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The off-street parking recommendations are as follows:

1. The City and private parking lot owners should develop off-street parking lot signing to designate customers versus employee parking, as well as time limits for this parking.
2. Better use of existing lots should be developed for customers and employees on Block 3 in the Senior Center and Bank lots (see Figure 3). Both of these lots appear to have extra parking spaces which are presently not used and could be used by other Block 3 employees. Parking permits and agreements should be developed with the owners of these lots and the potential users. The City should help facilitate this process. In addition, similar employee parking use should be explored for the funeral home parking area which is just outside the study area along 2nd Street NE at 1st Avenue NE (see Figure 3).
3. The parking demand analysis indicates that the existing parking supply currently accommodates the existing parking demand. In the future when parking demand increases, additional off-street parking spaces are expected to be needed. When this need arises, alternative parking locations should be identified. A detailed process should be conducted which includes preliminary acquisition, funding options, and construction costs. Some potential future off-street parking options in the study area (see Figure 3) include:
  - Expansion of existing City lot (Block 6)
  - Change storage lots to parking lots (Blocks 6, 8, and 10)
  - Relocate existing land uses and build parking lots (Blocks 3, 6, and 8)

## PARKING SYSTEM MANAGEMENT

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A parking system management plan should be developed which will address parking permits, signing, maintenance, and enforcement. The City should take the lead role in creating a plan working with the downtown businesses and property owners. Key aspects for this management plan are as follows:

1. Perception of enforcement is usually better than the reality. Enforcement is recommended for the downtown parking area through use of Parking Violations Officers (PVOs). These PVOs are not police officers but trained and hired individuals who will perform the required enforcement duties (e.g. mark tires, check permits, write parking violation tickets, etc.). These PVOs can be paid for by the permit fees, parking ticket fees, and/or special service district.
2. Enforcement of customer versus employee parking and their respective time limits is an issue relative to private lots. It is recommended that the City pursue a method with private parking lot owners which would consistently and fairly monitor and enforce parking controls in these lots. This private parking lot enforcement could be paid for by the permit fees, parking ticket fees, and/or special service district.

3. It is our understanding that winter snow removal in both on and off street parking spaces as well as sidewalks has caused concerns for downtown Osseo businesses and customers. Therefore, it is recommended that the special service district be pursued which would remove winter snow and provide funding for on-going cleaning and maintenance of these parking and sidewalk areas.

## FINANCE OPTIONS

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Finance is one of the factors that will influence the ability to implement the recommendations of the Downtown Parking Study. Funding will be needed to acquire property, to construct parking areas, and to maintain these areas. This report provides an overview of the finance options available to the City. The overview discusses tools currently used by the City and other tools available under State Law. The broad discussion in this report lays the foundation for the creation of a more detailed plan of finance.

## SUMMARY

Several points highlight the ability of the City of Osseo to finance capital improvements and services needed to support the Downtown parking system:

- Revenue provides the key to undertaking parking system improvements. The City must have access to a source of revenue sufficient to pay for the costs of improvements and maintenance. The revenues discussed later in this report include:

- General property taxes
- Tax abatement
- Special service district fees
- Special assessments
- User fees
- Tax increment financing

- The City has financial resources to address capital needs of the parking system. The proceeds of the 1996 Public Project Revenue Bonds and the revenues from downtown tax increment financing districts provide two sources of funding for physical improvements to the parking system.
- Maintenance and enforcement services may be more difficult to finance. User fees are not likely to be well received or produce significant revenues. The City has already committed property taxes to the parking system by paying debt service on the 1996 Bonds. An additional levy for maintenance and/or enforcement would be subject to levy limits. A special service district is well suited to financing additional services to downtown areas. The creation of a special service district requires special legislation and a petition of property owners.

More information is discussed next about each revenue source available to finance parking improvements and service in Osseo.

**GENERAL PROPERTY TAXES**

The City can levy property taxes to support the construction and maintenance of parking facilities. A tax levy can be made through the City's general taxing authority, through the taxing powers of an economic development authority or a housing and redevelopment authority, or to pay debt service on bonds. The property tax spreads the cost of the parking system across the net tax capacity value of all property within Osseo.

Currently, the City levies \$40,000 per year to pay debt service on \$425,000 Public Project Revenue Bonds, Series 1996. The Bonds were issued by the City's Economic Development Authority (EDA) in 1996 to provide funds for parking system improvements. According to City Staff, approximately \$170,000 of the proceeds of this issue are available to finance parking system improvements.

In 1997, the State Legislature established limits on property tax levies for taxes payable years 1998 and 1999. Levy limits alter the ability to use property taxes for the parking system. The general property tax levy for the City is capped. Levies for most types of debt service qualify as special levies, not subject to levy limits. The levy for the Public Project Revenue Bonds can be made outside of levy limits.

Annual maintenance and capital costs must fit into the levy limit. Borrowing money to finance larger capital expenses avoids the current levy limitation.

**TAX ABATEMENT**

In 1997, the State Legislature gave local governments the ability to abate property taxes. Minnesota Statutes, Sections 469.1812 through 469.1815 describes the powers and process for tax abatement. Tax abatement offers two possible applications in the Downtown Parking System. Tax abatement could be offered as an economic incentive for private property owners to provide parking. The City could also choose to collect abated tax revenues and use the money to finance parking improvements.

Some highlights of the abatement authority include:

- The abatement is granted individually by each political subdivision (city, county, school district). For the parking system, it is likely that only the City would agree to abate taxes.
- Compared with Tax Increment Financing (TIF), the process to grant an abatement is simple. The basic process requirement is a public hearing. Following the hearing, the governing body adopt a resolution specifying the terms of the abatement.
- Abatements may be granted for no longer than ten years. Abatements by school districts are subject to annual reauthorization.

- The statute grants the authority to issue general obligation bonds supported by the collection of abated taxes. The proceeds of the bonds may be used to pay for (1) public improvements that benefit the property, (2) land acquisition, (3) reimbursement to the property owner for improvements to the property, and (4) the costs of issuing the bonds. These revenues could also be used to pay debt service on other types of city debt.
- Unless the authorizing resolution prohibits change, the abatement may be reviewed and modified every second year after its approval. Abatements pledged to pay bonds are not subject to periodic review.
- In any year, the total taxes abated by a political subdivision may not exceed the greater of 5% of the current levy or \$100,000.
- Taxes cannot be abated for property located within a tax increment financing district. This restriction requires careful analysis. Since all of the Downtown area is in a tax increment financing district, a parcel must be removed from the TIF district before it is eligible for abatement. This action could result in a loss of tax increment revenues.

The bonding authority should be approached carefully. The statute does not specifically exempt this debt from a referendum. It may be possible to pledge abated property taxes as revenue to another type of debt.

The abatement will function more like a rebate. A property owners taxes will not be reduced. The amount abated is included in the tax levy, collected, and paid to the property owner or used by the political subdivision pursuant to the statute and the enabling resolution.

This process makes timing an important factor. Since the estimated total abatement must be added to the proposed and final tax levy for the political subdivision, abatements become tied to the general levy process. You must understand the levy process to know when abatement revenue will first become available. Levy limits may complicate the use of tax abatements in 1998 and 1999.

### ***SPECIAL SERVICE DISTRICT***

A special service district is a tool for financing the construction and maintenance of public improvements within a defined area. The special service district could be used to finance both the construction and the maintenance of parking facilities. Maintenance activities could include the repair of parking areas, snow removal and additional enforcement. Special legislation is required to access these powers in Minnesota Statutes, Chapter 428A.

A special service district offers several positive characteristics as a finance tool.

- The revenues are derived from the non-residential property within the service district. Downtown property owners pay for parking system improvements and services.
- The special services district can be used to finance both capital improvements and services. Other finance tools (i.e. - special assessments and tax increment financing) are limited to capital improvements.
- The service district approach avoids the "benefits" test imposed by special assessments. The costs of parking improvements, for example, may be better spread across a district than through assessments to individual properties.
- The service charge can be tailored to meet the needs of Osseo. The statute requires that the amount of service charges imposed must be "reasonably related" to the special services provided. Beyond this requirement, the City can develop its own formula for spreading the costs of parking improvements. The service charge can be spread on an ad valorem basis and function like a property tax. The service charge can also take into account factors related to the parking system. Potential factors could include surplus/deficit of spaces provided by the property, distance from parking improvements, size of business, and number of employees.
- The service charge can be used as an annual revenue or pledged to support G.O. Bonds.

The use of a special service district is subject to some important constraints. A process to create a special service district and to levy taxes must be initiated by petition of property owners and is subject to owner veto.

The use of a special service district requires a collaboration of property owners and the City. There are two separate steps in the process: (1) adoption of an ordinance establishing the service district and (2) adoption of a resolution imposing the service charges. Neither step can be initiated by the City. The City must be petitioned to undertake the processes to create a special service district and to impose service charges. At a minimum, the petitions must be signed by owners representing 25% of the area that would be included in the district and 25% of the tax capacity subject to the service charge.

The actions of the City Council to adopt the ordinance and the resolution are subject to veto of the property owners. To veto the ordinance or the resolution, objections must be filed with the City Clerk within 45 days of initial Council action to approve. The objections must exceed 35% of area, tax capacity or individual/business organizations in the proposed district.

**SPECIAL ASSESSMENTS**

A special assessments is a means for benefiting properties to pay for all or part of the costs associated with improvements and to spread the impact over a period of years. The authority to levy special assessments for parking facilities comes from two sections of State Law. Public improvements are often financed using the power to levy special assessments (Minnesota Statutes Chapter 429). The specific power for assessments related to parking facilities comes from Minnesota Statutes, Section 459.14.

Section 459.14, subdivision 7 addresses the use of special assessments for parking facilities. In making such assessments, the City is required to consider:

- improvements on the land.
- present and potential use of the property during the anticipated useful life of the parking facilities.

The statutes also allows the City to create separate "benefit districts" that contain property receiving similar benefit from the parking improvements. The parcels in the benefit district may be noncontiguous.

Special assessments provide a means to borrow money to finance public improvements. Chapter 429 conveys the power to issue "general obligation improvement bonds" to finance the design and construction of public improvements. Important factors in the use of improvement bonds include:

- A minimum of 20% of the cost of the improvement must be assessed against benefited properties.
- Beyond the 20% threshold, any other legally available source of municipal revenue may be used to pay debt service on improvement bonds.
- Improvements bonds are not subject to any statutory debt limit.
- Improvement bonds may be issued without voter approval.

**USER FEES**

Cities have the ability to charge fees for the use of municipal parking facilities. Common sources of fee revenues include parking meters and user charges from parking lots. While these options do not appear to meet the current needs of Osseo, they should be understood within the array of all finance options.

Minnesota Statutes, Section 459.14, also enables cities borrow money to finance the construction of parking facilities. This statute creates two options for the issuance of bonds: revenue bonds and general obligation bonds.

Parking Facility Revenue Bonds are secured solely by the parking revenues pledged for payment of the debt. The pledge of revenues may be from a single facility. A more likely approach would be through a pledge of revenues from the municipal parking system.

A general obligation (G.O.) bond places the full faith, credit and taxing authority of the City behind the bonds. The G.O. pledge increases the security for the investor and reduces the interest rate. To avoid an election, the City must levy special assessments for the project in an amount not less than 50% of the amount of the bonds.

### *TAX INCREMENT FINANCING*

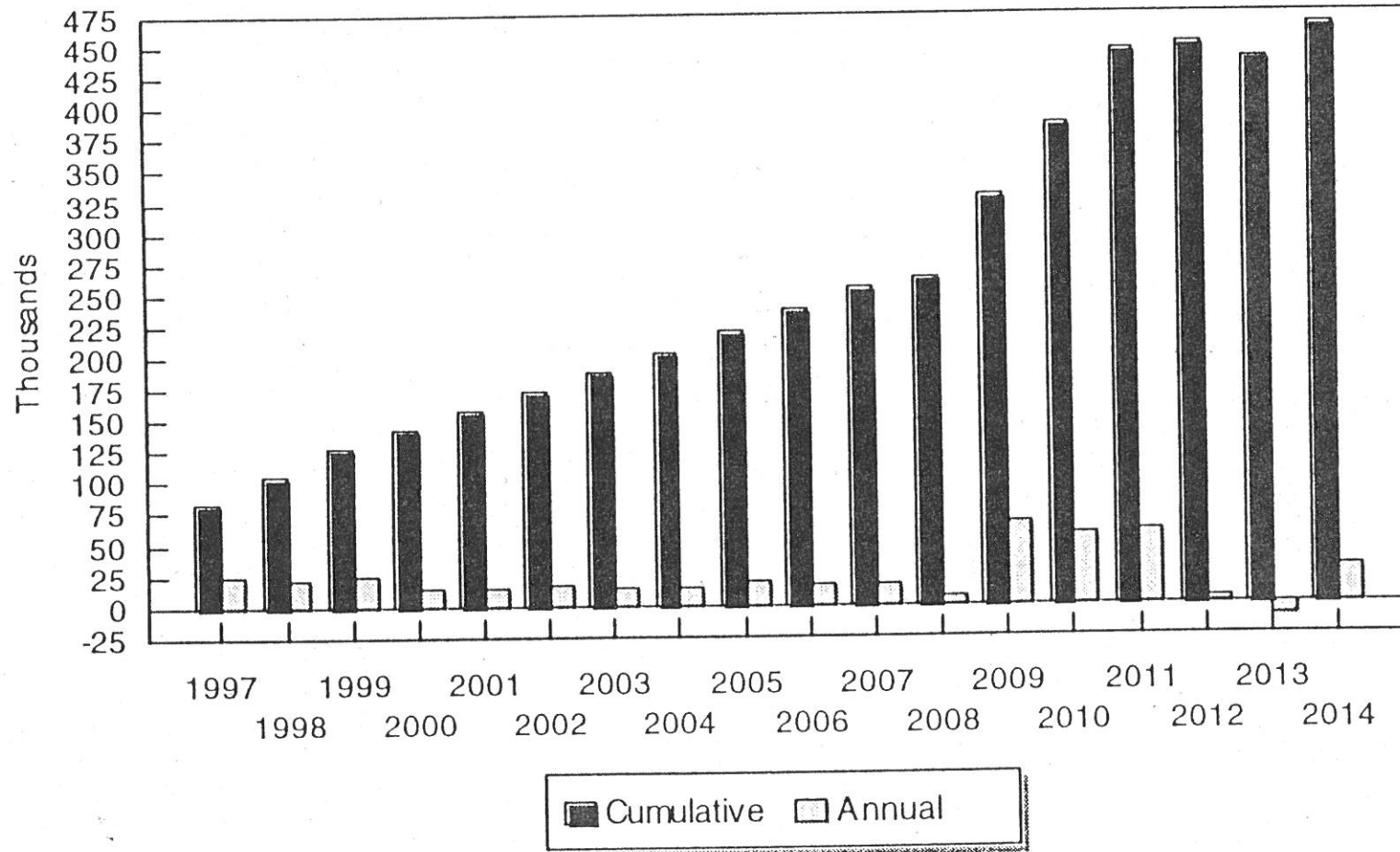
Tax increment financing can be used to finance the construction of parking facilities. Three important factors control the use of tax increment financing for parking improvements in downtown Osseo:

- The use of tax increment financing is governed by a complex set of State Laws.
- The area for parking improvements must be located within a "project area" containing a tax increment financing district.
- The expenditure of tax increment revenues for parking improvements must be authorized by the tax increment financing plan.
- Private development in a tax increment financing (TIF) district must create the tax increment revenue. Public parking areas do not create tax revenues. In some cases, the creation of new parking areas may eliminate taxable value from a TIF district.

The downtown area is in parts of three tax increment financing (TIF) districts: #1, #2 and #3. These districts are estimated to produce revenues in excess of current obligations. Graph 1 shows the combined annual and cumulative fund balance for these districts. These projections do not take into account potential loss of revenue due to reduction in tax capacity rates adopted by the State Legislature in 1997.

Minnesota Statutes, Section 469.178, authorizes the issuance of "general obligation" bonds for eligible projects. It is important to note that the use of G.O. Tax Increment Bonds does not require that tax increment revenues are sufficient to pay debt service. State Law requires that at least 20% of the cost of the project be supported with tax increment revenues as a threshold for using G.O. Bonds. This provision allows for the financing to be tailored around the characteristics of the project. Other revenues available to the City can be used to support the debt.

**GRAPH 1**  
**PROJECTED TIF FUND BALANCES**  
**Districts 1, 2 and 3**





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## IMPLEMENTATION

### *GUIDELINES AND STRATEGIES*

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Overall, the City first needs to decide which alternatives and recommendations are best for Osseo. Then the City should develop a program schedule to begin the appropriate implementation processes.

The implementation should be accomplished in two time frames - short and long-term. The short-term recommendations can be accomplished through actions by the City within the next few months. While the long-term recommendations will take further planning, discussions with City and various participants, and actions to accomplish implementation.

The short-term implementation items include all six of the on-street parking recommendations. The remaining recommendations should be included in the long-term time frame. Some of the long-term recommendations such as a signing program will take less time and action, while others will be major tasks. One such major task is the creation a special service district to accomplished a number of the recommendations. This special service district, which must be a property owner instigated action, has to clear a number of steps and take time to be implemented.

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**APPENDIX A  
PARKING DEMAND ANALYSIS BY BLOCK**

The following twelve pages present the Parking Demand Analysis for the Downtown Parking Study. Each page represents a single block from the study area. Size and type of the land uses were determined from City of Osseo data. The Gross Parking Rate is a parking industry standard which is applied to each land use. Adjustment Factors and Time of Day Factors used in these spreadsheets were developed based on parking conditions and operations for the City of Osseo. These parking spreadsheets and their methodology are copyrighted by Benshoof & Associates, Inc. No part of the Parking Demand Analysis may be reproduced, distributed, or used without prior written approval by Benshoof & Associates, Inc.

## PARKING DEMAND ANALYSIS

City: Osseo

Location: City Block #11/ Study Block #1

Type of Land Use	Size (sq ft)	Gross Parking Rate	Adjustment Factor for Walking, Transit Multi-Purpose, and Vacancies	Time of Day Factor					Net Parking Needs by Time of Day				
				8 am-11 am	11 am-2 pm	2 pm-4 pm	4 pm-6 pm	6 pm-9 pm	8 am-11 am	11 am-2 pm	2 pm-4 pm	4 pm-6 pm	6 pm-9 pm
Office - general	2,662	3.2/1000	15%	98%	93%	91%	50%	10%	7	7	7	4	1
medical	1,728	4/1000	15%	100%	90%	100%	50%	10%	6	5	6	3	1
Retail - general	0	4.5/1000	15%	75%	100%	100%	90%	65%	0	0	0	0	0
general	0	4.5/1000	15%	75%	100%	100%	90%	65%	0	0	0	0	0
general	0	4.5/1000	15%	75%	100%	100%	90%	65%	0	0	0	0	0
Restaurant - w/ liquor	0	20/1000	15%	10%	45%	45%	90%	100%	0	0	0	0	0
w/ liquor	0	20/1000	15%	10%	45%	45%	90%	100%	0	0	0	0	0
fast food	0	14.3/1000	10%	30%	100%	50%	90%	100%	0	0	0	0	0
Bar	0	25/1000	25%	0%	10%	10%	60%	100%	0	0	0	0	0
Services	0	5/1000	25%	70%	97%	97%	85%	70%	0	0	0	0	0
Auto Sales/ Service	0	2.5/1000	10%	100%	100%	100%	100%	50%	0	0	0	0	0
Manufacturing	0	1/1000	10%	100%	100%	100%	10%	0%	0	0	0	0	0
Warehouse/ Storage	3,200	0.5/1000	10%	100%	100%	100%	10%	0%	1	1	1	0	0
Residential	3 units	2 per unit	10%	90%	60%	90%	100%	100%	5	3	5	5	5
Theater	0 seats	0.33 per seat	25%	0%	0%	10%	100%	100%	0	0	0	0	0
Public - City Hall	6,400	3/1000	10%	50%	95%	95%	95%	95%	9	16	16	16	16
library	1,600	3/1000	10%	50%	100%	50%	100%	100%	2	4	2	4	4
Service Clubs	0	15/1000	25%	10%	50%	20%	50%	100%	0	0	0	0	0

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TOTAL PARKING DEMAND

30      36      37      32      27

## PARKING DEMAND ANALYSIS

City: Osseo

Location: City Block #10/ Study Block #2

Type of Land Use	Size (sq ft)	Gross Parking Rate	Adjustment Factor for Walking, Transit Multi-Purpose, and Vacancies	Time of Day Factor					Net Parking Needs by Time of Day				
				8 am-11 am	11 am-2 pm	2 pm-4 pm	4 pm-6 pm	6 pm-9 pm	8 am-11 am	11 am-2 pm	2 pm-4 pm	4 pm-6 pm	6 pm-9 pm
Office - general	0	3.2/1000	15%	98%	93%	91%	50%	10%	0	0	0	0	0
medical	0	4/1000	15%	100%	90%	100%	50%	10%	0	0	0	0	0
Retail - general	0	4.5/1000	15%	75%	100%	100%	90%	65%	0	0	0	0	0
general	0	4.5/1000	15%	75%	100%	100%	90%	65%	0	0	0	0	0
general	0	4.5/1000	15%	75%	100%	100%	90%	65%	0	0	0	0	0
Restaurant - w/ liquor	0	20/1000	15%	10%	45%	45%	90%	100%	0	0	0	0	0
w/ liquor	0	20/1000	15%	10%	45%	45%	90%	100%	0	0	0	0	0
fast food	0	14.3/1000	10%	30%	100%	50%	90%	100%	0	0	0	0	0
Bar	0	25/1000	25%	0%	10%	10%	60%	100%	0	0	0	0	0
Services	0	5/1000	25%	70%	97%	97%	85%	70%	0	0	0	0	0
Auto Sales/ Service	0	2.5/1000	10%	100%	100%	100%	100%	50%	0	0	0	0	0
Manufacturing	0	1/1000	10%	100%	100%	100%	10%	0%	0	0	0	0	0
Warehouse/ Storage	0	0.5/1000	10%	100%	100%	100%	10%	0%	0	0	0	0	0
Residential	4 units	2 per unit	10%	90%	60%	90%	100%	100%	6	4	6	7	7
Theater	0 seats	0.33 per seat	25%	0%	0%	10%	100%	100%	0	0	0	0	0
Public - City Park library	7,600	1.5/1000	60%	50%	75%	100%	75%	50%	2	3	5	3	2
library	0	3/1000	10%	50%	100%	50%	100%	100%	0	0	0	0	0
Service Clubs	0	15/1000	25%	10%	50%	20%	50%	100%	0	0	0	0	0

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TOTAL PARKING DEMAND

8      7      11      10      9

## PARKING DEMAND ANALYSIS

Location: City Block #14/ Study Block #3

City: Osseo

Type of Land Use	Size (sq ft)	Gross Parking Rate	Adjustment Factor for Walking, Transit Multi-Purpose, and Vacancies	Time of Day Factor					Net Parking Needs by Time of Day				
				8 am-11 am	11 am-2 pm	2 pm-4 pm	4 pm-6 pm	6 pm-9 pm	8 am-11 am	11 am-2 pm	2 pm-4 pm	4 pm-6 pm	6 pm-9 pm
Office - general	0	3.2/1000	15%	98%	93%	91%	50%	10%	0	0	0	0	0
medical	0	4/1000	15%	100%	90%	100%	50%	10%	0	0	0	0	0
Retail - T-shirt Shop	880	4.5/1000	15%	75%	100%	100%	90%	65%	3	3	3	3	2
Off-sale Liquor	1,774	4.5/1000	15%	75%	100%	100%	90%	65%	5	7	7	6	4
general	0	4.5/1000	15%	75%	100%	100%	90%	65%	0	0	0	0	0
Restaurant - Hunan	4,162	20/1000	15%	10%	100%	45%	75%	75%	7	71	32	53	53
w/ liquor	0	20/1000	15%	10%	45%	45%	90%	100%	0	0	0	0	0
fast food	0	14.3/1000	10%	30%	100%	50%	90%	100%	0	0	0	0	0
Bar (Duffy's)	2,620	25/1000	25%	10%	60%	10%	60%	100%	5	29	5	29	49
Services	14,752	5/1000	25%	70%	97%	97%	85%	40%	39	54	54	47	22
Auto Sales/ Service	0	2.5/1000	10%	100%	100%	100%	100%	50%	0	0	0	0	0
Manufacturing	0	1/1000	10%	100%	100%	100%	10%	0%	0	0	0	0	0
Warehouse/ Storage	0	0.5/1000	10%	100%	100%	100%	10%	0%	0	0	0	0	0
Residential	0	2	10%	90%	60%	90%	100%	100%	0	0	0	0	0
Theater	0	per unit	25%	0%	0%	10%	100%	100%	0	0	0	0	0
	0	0.33											
Public - general	0	3/1000	10%	50%	95%	95%	95%	95%	0	0	0	0	0
library	0	3/1000	10%	50%	100%	50%	100%	100%	0	0	0	0	0
Service Clubs	0	15/1000	25%	10%	50%	20%	50%	100%	0	0	0	0	0

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TOTAL PARKING DEMAND

59      164      101      138      130

## PARKING DEMAND ANALYSIS

City: Osseo

Location: City Block #15/ Study Block #4

Type of Land Use	Size (sq ft)	Gross Parking Rate	Adjustment Factor for Walking, Transit Multi-Purpose, and Vacancies	Time of Day Factor					Net Parking Needs by Time of Day				
				8 am-11 am	11 am-2 pm	2 pm-4 pm	4 pm-6 pm	6 pm-9 pm	8 am-11 am	11 am-2 pm	2 pm-4 pm	4 pm-6 pm	6 pm-9 pm
Office - general	4,290	3.2/1000	15%	98%	93%	91%	50%	10%	11	11	11	6	1
medical	0	4/1000	15%	100%	90%	100%	50%	10%	0	0	0	0	0
Retail - Osseo Sports	9,424	4.5/1000	15%	75%	100%	100%	90%	65%	27	36	36	32	23
Supermarket	8,312	6/1000	15%	75%	100%	100%	90%	65%	32	42	42	38	28
general	4,320	4.5/1000	15%	75%	100%	100%	90%	65%	12	17	17	15	11
Restaurant - w/ liquor	0	20/1000	15%	10%	45%	45%	90%	100%	0	0	0	0	0
w/ liquor	0	20/1000	15%	10%	45%	45%	90%	100%	0	0	0	0	0
fast food	0	14.3/1000	10%	30%	100%	50%	90%	100%	0	0	0	0	0
Bar	0	25/1000	25%	0%	10%	10%	60%	100%	0	0	0	0	0
Services	0	5/1000	25%	70%	97%	97%	85%	70%	0	0	0	0	0
Auto Sales/ Service	0	2.5/1000	10%	100%	100%	100%	100%	50%	0	0	0	0	0
Manufacturing	0	1/1000	10%	100%	100%	100%	10%	0%	0	0	0	0	0
Warehouse/ Storage	4,290	0.5/1000	10%	100%	100%	100%	10%	0%	2	2	2	0	0
Residential	0 units	2 per unit	10%	90%	60%	90%	100%	100%	0	0	0	0	0
Theater	0 seats	0.33 per seat	25%	0%	0%	10%	100%	100%	0	0	0	0	0
Public - general	0	3/1000	10%	50%	95%	95%	95%	95%	0	0	0	0	0
library	0	3/1000	10%	50%	100%	50%	100%	100%	0	0	0	0	0
Service Clubs	0	15/1000	25%	10%	50%	20%	50%	100%	0	0	0	0	0

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TOTAL PARKING DEMAND

84    108    108    91    63

## PARKING DEMAND ANALYSIS

City: Osseo

Location: City Block #19/ Study Block #5

Type of Land Use	Size (sq ft)	Gross Parking Rate	Adjustment Factor for Walking, Transit Multi-Purpose, and Vacancies	Time of Day Factor					Net Parking Needs by Time of Day				
				8 am-11 am	11 am-2 pm	2 pm-4 pm	4 pm-6 pm	6 pm-9 pm	8 am-11 am	11 am-2 pm	2 pm-4 pm	4 pm-6 pm	6 pm-9 pm
Office - general	4,843	3.2/1000	15%	98%	93%	91%	50%	10%	13	12	12	7	1
medical	0	4/1000	15%	100%	90%	100%	50%	10%	0	0	0	0	0
Retail - general	1,464	4.5/1000	15%	75%	100%	100%	90%	65%	4	6	6	5	4
Hance	8,624	4.5/1000	15%	75%	100%	100%	90%	65%	25	33	33	30	21
general	4,533	4.5/1000	15%	75%	100%	100%	90%	65%	0	0	0	0	0
Restaurant - K. Kettle	3,330	20/1000	15%	50%	100%	45%	75%	75%	28	57	25	42	42
C. Couzin	2,579	20/1000	15%	50%	100%	45%	75%	75%	22	44	20	33	33
fast food	0	14.3/1000	10%	30%	100%	50%	90%	100%	0	0	0	0	0
Bar (Dick's)	2,748	25/1000	25%	10%	60%	10%	60%	100%	5	31	5	31	52
Services	3,927	5/1000	25%	70%	97%	97%	85%	40%	10	14	14	13	6
Auto Sales/ Service	0	2.5/1000	10%	100%	100%	100%	100%	50%	0	0	0	0	0
Manufacturing	0	1/1000	10%	100%	100%	100%	10%	0%	0	0	0	0	0
Warehouse/ Storage	0	0.5/1000	10%	100%	100%	100%	10%	0%	0	0	0	0	0
Residential	0	2	10%	90%	60%	90%	100%	100%	0	0	0	0	0
units	300	per unit											
Church (wkday)	300	.33	25%	10%	10%	10%	20%	100%	7	7	7	15	74
persons		per person											
Public - general	0	3/1000	10%	50%	95%	95%	95%	95%	0	0	0	0	0
library	0	3/1000	10%	50%	100%	50%	100%	100%	0	0	0	0	0
Service Clubs	0	15/1000	25%	10%	50%	20%	50%	100%	0	0	0	0	0

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TOTAL PARKING DEMAND

114    204    122    176    233

## PARKING DEMAND ANALYSIS

City: Osseo

Location: City Block #18/ Study Block #6

Type of Land Use	Size (sq ft)	Gross Parking Rate	Adjustment Factor for Walking, Transit Multi-Purpose, and Vacancies	Time of Day Factor					Net Parking Needs by Time of Day				
				8 am-11 am	11 am-2 pm	2 pm-4 pm	4 pm-6 pm	6 pm-9 pm	8 am-11 am	11 am-2 pm	2 pm-4 pm	4 pm-6 pm	6 pm-9 pm
Office - general	1,120	3.2/1000	15%	98%	93%	91%	50%	10%	3	3	3	2	0
medical	5,914	4/1000	15%	100%	90%	100%	50%	10%	20	18	20	10	2
Retail - general	1,079	4.5/1000	15%	75%	100%	100%	90%	65%	3	4	4	4	3
general	1,300	4.5/1000	15%	75%	100%	100%	90%	65%	4	5	5	4	3
general	1,500	4.5/1000	15%	75%	100%	100%	90%	65%	4	6	6	5	4
Restaurant - w/ liquor	0	20/1000	15%	10%	45%	45%	90%	100%	0	0	0	0	0
w/ liquor	0	20/1000	15%	10%	45%	45%	90%	100%	0	0	0	0	0
fast food	0	14.3/1000	10%	30%	100%	50%	90%	100%	0	0	0	0	0
Bar	0	25/1000	25%	0%	10%	10%	60%	100%	0	0	0	0	0
Services	4,223	5/1000	25%	70%	97%	97%	85%	40%	11	15	15	13	6
Auto Gas/ Service	2,640	2.5/1000	10%	100%	100%	100%	100%	50%	6	6	6	6	3
Light Industry	10,989	2/1000	10%	100%	100%	100%	10%	0%	20	20	20	2	0
Warehouse/ Storage	0	0.5/1000	10%	100%	100%	100%	10%	0%	0	0	0	0	0
Residential	0 units	2 per unit	10%	90%	60%	90%	100%	100%	0	0	0	0	0
Theater	0 seats	0.33 per seat	25%	0%	0%	10%	100%	100%	0	0	0	0	0
Public - general	0	3/1000	10%	50%	95%	95%	95%	95%	0	0	0	0	0
library	0	3/1000	10%	50%	100%	50%	100%	100%	0	0	0	0	0
Service Clubs	2,560	15/1000	25%	10%	50%	20%	50%	100%	3	14	6	14	29

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TOTAL PARKING DEMAND

74    91    85    60    50



## PARKING DEMAND ANALYSIS

City: Osseo

Location: City Block #21/ Study Block #7

Type of Land Use	Size (sq ft)	Gross Parking Rate	Adjustment Factor for Walking, Transit Multi-Purpose, and Vacancies	Time of Day Factor					Net Parking Needs by Time of Day				
				8 am-11 am	11 am-2 pm	2 pm-4 pm	4 pm-6 pm	6 pm-9 pm	8 am-11 am	11 am-2 pm	2 pm-4 pm	4 pm-6 pm	6 pm-9 pm
Office - general	0	3.2/1000	15%	98%	93%	91%	50%	10%	0	0	0	0	0
medical	0	4/1000	15%	100%	90%	100%	50%	10%	0	0	0	0	0
Retail - general	0	4.5/1000	15%	75%	100%	100%	90%	65%	0	0	0	0	0
general	0	4.5/1000	15%	75%	100%	100%	90%	65%	0	0	0	0	0
general	0	4.5/1000	15%	75%	100%	100%	90%	65%	0	0	0	0	0
Restaurant - w/ liquor	0	20/1000	15%	10%	45%	45%	90%	100%	0	0	0	0	0
w/ liquor	0	20/1000	15%	10%	45%	45%	90%	100%	0	0	0	0	0
fast food	0	14.3/1000	10%	30%	100%	50%	90%	100%	0	0	0	0	0
Bar	0	25/1000	25%	0%	10%	10%	60%	100%	0	0	0	0	0
Services	0	5/1000	25%	70%	97%	97%	85%	70%	0	0	0	0	0
Auto Sales/ Service	0	2.5/1000	10%	100%	100%	100%	100%	50%	0	0	0	0	0
Manufacturing	0	1/1000	10%	100%	100%	100%	10%	0%	0	0	0	0	0
Warehouse/ Storage	0	0.5/1000	10%	100%	100%	100%	10%	0%	0	0	0	0	0
Residential	0	2	10%	90%	60%	90%	100%	100%	0	0	0	0	0
units	0	per unit											
Theater	0	0.33	25%	0%	0%	10%	100%	100%	0	0	0	0	0
seats	0	per seat											
Public - Post Office	5,830	3/1000	10%	100%	100%	100%	10%	0%	16	16	16	2	0
library	0	3/1000	10%	50%	100%	50%	100%	100%	0	0	0	0	0
Service Clubs	0	15/1000	25%	10%	50%	20%	50%	100%	0	0	0	0	0

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TOTAL PARKING DEMAND

16    16    16    2    0

## PARKING DEMAND ANALYSIS

City: Osseo

Location: City Block #22/ Study Block #8

Type of Land Use	Size (sq ft)	Gross Parking Rate	Adjustment Factor for Walking, Transit Multi-Purpose, and Vacancies	Time of Day Factor					Net Parking Needs by Time of Day				
				8 am-11 am	11 am-2 pm	2 pm-4 pm	4 pm-6 pm	6 pm-9 pm	8 am-11 am	11 am-2 pm	2 pm-4 pm	4 pm-6 pm	6 pm-9 pm
Office - general	0	3.2/1000	15%	98%	93%	91%	50%	10%	0	0	0	0	0
medical	0	4/1000	15%	100%	90%	100%	50%	10%	0	0	0	0	0
Retail - general	7,288	4.5/1000	15%	75%	100%	100%	90%	65%	21	28	28	25	18
general	4,530	4.5/1000	15%	75%	100%	100%	90%	65%	13	17	17	16	11
general	3,292	4.5/1000	15%	75%	100%	100%	90%	65%	9	13	13	11	8
Restaurant - w/ liquor	0	20/1000	15%	10%	45%	45%	90%	100%	0	0	0	0	0
w/ liquor	0	20/1000	15%	10%	45%	45%	90%	100%	0	0	0	0	0
fast food	0	14.3/1000	10%	30%	100%	50%	90%	100%	0	0	0	0	0
Bar	0	25/1000	25%	0%	10%	10%	60%	100%	0	0	0	0	0
Services	16,677	5/1000	25%	70%	97%	97%	85%	40%	44	61	61	53	25
Auto Sales/ Service	6,472	2.5/1000	10%	100%	100%	100%	100%	50%	15	15	15	15	7
Manufacturing	0	1/1000	10%	100%	100%	100%	10%	0%	0	0	0	0	0
Warehouse/ Storage	0	0.5/1000	10%	100%	100%	100%	10%	0%	0	0	0	0	0
Residential	0 units	2 per unit	10%	90%	60%	90%	100%	100%	0	0	0	0	0
Theater	0 seats	0.33 per seat	25%	0%	0%	10%	100%	100%	0	0	0	0	0
Public - general library	0	3/1000	10%	50%	95%	95%	95%	95%	0	0	0	0	0
library	0	3/1000	10%	50%	100%	50%	100%	100%	0	0	0	0	0
Service Clubs	0	15/1000	25%	10%	50%	20%	50%	100%	0	0	0	0	0

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TOTAL PARKING DEMAND

102    134    134    120    69

## PARKING DEMAND ANALYSIS

City: Osseo

Location: City Block #25/ Study Block #10

Type of Land Use	Size (sq ft)	Gross Parking Rate	Adjustment Factor for Walking, Transit Multi-Purpose, and Vacancies	Time of Day Factor					Net Parking Needs by Time of Day				
				8 am-11 am	11 am-2 pm	2 pm-4 pm	4 pm-6 pm	6 pm-9 pm	8 am-11 am	11 am-2 pm	2 pm-4 pm	4 pm-6 pm	6 pm-9 pm
Office - general	0	3.2/1000	15%	98%	93%	91%	50%	10%	0	0	0	0	0
medical	0	4/1000	15%	100%	90%	100%	50%	10%	0	0	0	0	0
Retail - general	7,728	4.5/1000	15%	75%	100%	100%	90%	65%	22	30	30	27	19
general	0	4.5/1000	15%	75%	100%	100%	90%	65%	0	0	0	0	0
general	0	4.5/1000	15%	75%	100%	100%	90%	65%	0	0	0	0	0
Restaurant - w/ liquor	0	20/1000	15%	10%	45%	45%	90%	100%	0	0	0	0	0
w/ liquor	0	20/1000	15%	10%	45%	45%	90%	100%	0	0	0	0	0
fast food	0	14.3/1000	10%	30%	100%	50%	90%	100%	0	0	0	0	0
Bar	0	25/1000	25%	0%	10%	10%	60%	100%	0	0	0	0	0
Services	627	5/1000	25%	70%	97%	97%	85%	40%	2	2	2	2	1
Auto Sales/ Service	0	2.5/1000	10%	100%	100%	100%	100%	50%	0	0	0	0	0
Manufacturing	0	1/1000	10%	100%	100%	100%	10%	0%	0	0	0	0	0
Warehouse/ Storage	0	0.5/1000	10%	100%	100%	100%	10%	0%	0	0	0	0	0
Residential	0	2	10%	90%	60%	90%	100%	100%	0	0	0	0	0
units	0	per unit											
Theater	0	0.33	25%	0%	0%	10%	100%	100%	0	0	0	0	0
seats	0	per seat											
Public - general	0	3/1000	10%	50%	95%	95%	95%	95%	0	0	0	0	0
library	0	3/1000	10%	50%	100%	50%	100%	100%	0	0	0	0	0
Service Clubs	0	15/1000	25%	10%	50%	20%	50%	100%	0	0	0	0	0

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TOTAL PARKING DEMAND

24    32    32    29    20

# PARKING DEMAND ANALYSIS

City: Osseo

Location: City Block #5/ Study Block #11

Type of Land Use	Size (sq ft)	Gross Parking Rate	Adjustment Factor for Walking, Transit Multi-Purpose, and Vacancies	Time of Day Factor					Net Parking Needs by Time of Day				
				8 am-11 am	11 am-2 pm	2 pm-4 pm	4 pm-6 pm	6 pm-9 pm	8 am-11 am	11 am-2 pm	2 pm-4 pm	4 pm-6 pm	6 pm-9 pm
Office - general	0	3.2/1000	15%	98%	93%	91%	50%	10%	0	0	0	0	0
medical	14,760	4/1000	15%	100%	90%	100%	50%	10%	50	45	50	25	5
Retail - general	0	4.5/1000	15%	75%	100%	100%	90%	65%	0	0	0	0	0
general	0	4.5/1000	15%	75%	100%	100%	90%	65%	0	0	0	0	0
general	0	4.5/1000	15%	75%	100%	100%	90%	65%	0	0	0	0	0
Restaurant - w/ liquor	0	20/1000	15%	10%	45%	45%	90%	100%	0	0	0	0	0
w/ liquor	0	20/1000	15%	10%	45%	45%	90%	100%	0	0	0	0	0
fast food	0	14.3/1000	10%	30%	100%	50%	90%	100%	0	0	0	0	0
Bar	0	25/1000	25%	0%	10%	10%	60%	100%	0	0	0	0	0
Services	0	5/1000	25%	70%	97%	97%	85%	70%	0	0	0	0	0
Auto Sales/ Service	0	2.5/1000	10%	100%	100%	100%	100%	50%	0	0	0	0	0
Manufacturing	0	1/1000	10%	100%	100%	100%	10%	0%	0	0	0	0	0
Warehouse/ Storage	0	0.5/1000	10%	100%	100%	100%	10%	0%	0	0	0	0	0
Residential	0 units	2 per unit	10%	90%	60%	90%	100%	100%	0	0	0	0	0
Theater	0 seats	0.33 per seat	25%	0%	0%	10%	100%	100%	0	0	0	0	0
Public - general	0	3/1000	10%	50%	95%	95%	95%	95%	0	0	0	0	0
library	0	3/1000	10%	50%	100%	50%	100%	100%	0	0	0	0	0
Service Clubs	0	15/1000	25%	10%	50%	20%	50%	100%	0	0	0	0	0

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TOTAL PARKING DEMAND

50      45      50      25      5

## PARKING DEMAND ANALYSIS

TOTAL PARKING DEMAND ALL 11 STUDY BLOCKS				
Net Parking Needs by Time of Day				
8 am- 11 am	11 am- 2 pm	2 pm- 4 pm	4 pm- 6 pm	6 pm- 9 pm
622	909	767	741	637

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