All meetings of the St. Louis Park City Council will be conducted by telephone or other electronic means starting March 30, 2020, and until further notice. This is in accordance with a local emergency declaration issued the city council, in response to the coronavirus (COVID-19) pandemic. Additionally, city facilities are closed to the public until May 18 in keeping with the April 30, 2020, Executive Order 20-48 issued by Gov. Tim Walz extending the order directing Minnesotans to Stay at Home until May 18.

Some or all members of the St. Louis Park City Council will participate in the May 11, 2020 city council meeting by electronic device or telephone rather than by being personally present at the city council's regular meeting place at 5005 Minnetonka Blvd.

Members of the public can monitor the council meeting by video and audio at https://bit.ly/watchslpcouncil or by calling +1-312-535-8110 meeting number (access code): 359 770 50 for audio only. Cisco Webex will be used to conduct videoconference meetings of the city council, with council members and staff participating from multiple locations.

6:30 p.m. - STUDY SESSION

Discussion items

<table>
<thead>
<tr>
<th></th>
<th>Time</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>30 mins.</td>
<td>COVID-19 pandemic update</td>
</tr>
<tr>
<td>2.</td>
<td>45 min.</td>
<td>St. Louis Park Emergency Program (STEP) update</td>
</tr>
<tr>
<td>3.</td>
<td>60 min.</td>
<td>Wooddale petition</td>
</tr>
<tr>
<td>4.</td>
<td>5 mins.</td>
<td>Future study session agenda planning and prioritization</td>
</tr>
<tr>
<td></td>
<td>5 mins.</td>
<td>Communications/updates (verbal)</td>
</tr>
</tbody>
</table>

Written reports

<table>
<thead>
<tr>
<th></th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Annual small business resources update</td>
</tr>
</tbody>
</table>

During the COVID-19 pandemic, agendas will be posted on Fridays on the entrance doors to city hall and on the text display on civic TV cable channel 17. The agenda and full packet are available after noon on Friday on the city's website.

If you need special accommodations or have questions about the meeting, please call 952-924-2525.
Executive summary

Title: COVID-19 pandemic update

Recommended action: **Due to the COVID-19 emergency declaration, this item is considered essential business and is categorized Time-Sensitive**
- None at this time. The purpose of this item is to provide time for an update on the COVID-19 pandemic and its impact on our organization and community.

Policy consideration: Does the city council need additional information related to this matter?

Summary: Staff will provide an update to the city council on the current state of the COVID-19 pandemic and its impact on St. Louis Park including:
- Update from city manager and fire chief
- Essential services update
  - Police
  - Fire
  - Operations & Recreation

Financial or budget considerations: Additional information on the financial and budget impacts of COVID-19 will provided to the council at a future date.

Strategic priority consideration: Not applicable.

Supporting documents: None

Prepared by: Maria Solano, senior management analyst
Reviewed by: Nancy Deno, deputy city manager
Approved by: Tom Harmening, city manager
Executive summary

Title: St. Louis Park Emergency Program (STEP) update

Recommended action: Due to the COVID-19 emergency declaration, this item is considered essential business and is categorized Time-Sensitive.

- None at this time. The purpose of this study session is to provide time for an update from STEP.

Policy consideration: Does the city council need additional information from STEP?

Summary: The St. Louis Park Emergency Program (STEP) was founded in 1975 and is located at 6812 West Lake St. The St. Louis Park Emergency Program's (STEP) mission is to identify, address and respond to the critical and emergency needs of residents in St. Louis Park. STEP provides direct assistance and support services to residents of St. Louis Park, targeting households with low incomes and those faced with a financial crisis.

STEP has been instrumental in helping residents during the COVID-19 pandemic. Executive director, Derek Reise, will give an update on STEP activities during the pandemic and will provide an overview of needs.

Financial or budget considerations: None at this time.

Strategic priority consideration: Not applicable.

Supporting documents: None

Prepared by: Maria Solano, senior management analyst
Reviewed by: Nancy Deno, deputy city manager
Approved by: Tom Harmening, city manager
Executive summary

Title: Wooddale petition

Recommended action: **Due to the COVID-19 emergency declaration, this item is considered essential business and is categorized Time-Sensitive**

- No action at this time. If the council wishes to modify the approved layout, a resolution incorporating the changes will be brought to council for approval at the June 1, 2020 council meeting.

Policy consideration: Does the council desire to modify the approved layout for the Wooddale bikeway segment (between 44th Street and Morningside Road)?

Summary: The St. Louis Park City Council approved the preliminary layout for the southeast area bikeway on March 2, 2020. This layout included a bikeway on 38th Street and a system of bikeways that start in Wolfe Park, traverse along Park Commons Drive, south on Quentin Avenue and end at the intersection of Princeton Avenue and 42 ½ Street. These segments were approved in resolution 20-057. A separate resolution (20-058) was approved for the segment of Wooddale Avenue from 42 ½ Street to 44th Street.

On April 6, the city council received a citizen petition requesting a modification of the approved layout, as identified in resolution 20-058. The request is to eliminate the parking bays on Wooddale Avenue between 44th Street and Morningside Road. This request would result in:

- No changes to any other segment of the project.
- No parking bays would be installed, preserving grass boulevards for this segment.
- All trees on this segment of the project would be preserved, reducing the total number of trees removed from 10 to 3 for the project.
- Lower project costs by approximately $75,000.
- Parking would continue to be eliminated on the west side of the street. There would be no available on-street parking for this street segment.
- No changes to the bikeway type. Bike lanes would still be installed as approved.

Staff sent the attached letter to properties along the entire bikeway route, to the neighborhood associations and to individuals who spoke at the public hearing. Sixteen comments were received as a result of this outreach and are included in this report.

Financial or budget considerations: This project is funding using General Obligation bonds and is in the current CIP. Modifying the approved layout to eliminate the parking bays as requested will reduce the cost to construct this segment from approximately $200,000 to $125,000.

Strategic priority consideration: St. Louis Park is committed to providing a variety of options for people to make their way around the city comfortably, safely and reliably.

Supporting documents: Resolution 20-058
Petition
Community letter
Community feedback

Prepared by: Jack Sullivan, senior engineering project manager
Reviewed by: Debra Heiser, engineering director
Approved by: Tom Harmening, city manager
Resolution No. 20-058

Resolution accepting the project report, establishing improvement project no. 4018-2000, approving the staff recommended layout for the project and authorizing the design of final plans

Whereas, the City Council of the City of St. Louis Park has received a report from the Project Engineer related to the Southeast Bikeway Improvements – Project No. 4018-2000; and,

Whereas, the project report consists of bikeways on 38th Street, Park Commons Drive, Quentin Avenue, Princeton Avenue, 42nd 1/2 Street, Wooddale Avenue, and in Wolfe Park; and,

Whereas, the City of St. Louis Park, Minnesota is committed to providing a variety of options for people to make their way around the city comfortably, safely, and reliably.

Now therefore be it resolved by the City Council of the City of St. Louis Park, Minnesota, that:

1. The project report regarding Project No. 4018-2000 Southeast Bikeway Improvements is hereby accepted.
2. Such improvements as proposed are necessary, cost effective, and feasible as detailed in the project report.
3. The following bikeway segments are established and ordered for final plans as detailed on Table A.

Table A:

<table>
<thead>
<tr>
<th>Number</th>
<th>Road segment description</th>
<th>Bikeway classification</th>
<th>Parking changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Wooddale Avenue from 42nd 1/2 Street to 44th Street</td>
<td>Conventional bike lanes</td>
<td>Mainline on-street parking restricted. Parking bays provided with 13 spaces.</td>
</tr>
</tbody>
</table>

Reviewed for administration:  
Thomas K. Harmening, city manager

Adopted by the City Council March 2, 2020

Attest:  
Melissa Kennedy, city clerk
Petition

Proposal: The undersigned hereby request the city council to approve a modification to the approved plans for the southeast bikeway project, specifically for the segment of Wooddale Avenue from 44th Street to Morningside Road. We request the city council to eliminate the proposed parking bays and the removal of boulevard trees from the construction plans on this segment. It is understood that the approved bike lanes on this segment will remain as part of the construction plans. It is also understood that parking will be restricted on both sides of Wooddale Avenue on this segment.

<table>
<thead>
<tr>
<th>ADDRESS</th>
<th>Agree with petition proposal?</th>
<th>PRINT NAME</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>4305 Wooddale Ave</td>
<td>X</td>
<td>Kelly Willhite</td>
<td></td>
</tr>
<tr>
<td>4315 Wooddale Ave</td>
<td>X</td>
<td>Alan Gilbert</td>
<td></td>
</tr>
<tr>
<td>4316 Wooddale Ave</td>
<td>X</td>
<td>Byron Jackson</td>
<td></td>
</tr>
<tr>
<td>4320 Wooddale Ave</td>
<td>X</td>
<td>Norm Beudek</td>
<td></td>
</tr>
<tr>
<td>4325 Wooddale Ave</td>
<td>X</td>
<td>Chauney Zuber</td>
<td></td>
</tr>
<tr>
<td>4326 Wooddale Ave</td>
<td>X</td>
<td>Barbara R. Tipton</td>
<td></td>
</tr>
<tr>
<td>4329 Wooddale Ave</td>
<td>X</td>
<td>Jim Phillips</td>
<td></td>
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<td>4330 Wooddale Ave</td>
<td>X</td>
<td>Sharon Decker</td>
<td></td>
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<tr>
<td>4333 Wooddale Ave</td>
<td>X</td>
<td>Mickey Curren-Ball</td>
<td></td>
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<tr>
<td>4335 Wooddale Ave</td>
<td>X</td>
<td>Jamie Tozzi</td>
<td></td>
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<tr>
<td>4339 Wooddale Ave</td>
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<td>Mary Daenzer</td>
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<td>Harvey Goldglen</td>
<td></td>
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<td>4341 Wooddale Ave</td>
<td>X</td>
<td>Gretchen Groot</td>
<td></td>
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<td>4346 Wooddale Ave</td>
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<td>Barbara Kremm</td>
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<td>Bruce Trapp</td>
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<td>Mary Pontius</td>
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<td>4360 Wooddale Ave</td>
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<td>Susan Ovarski</td>
<td></td>
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<td>4370 Wooddale Ave</td>
<td>X</td>
<td>John Curran</td>
<td></td>
</tr>
<tr>
<td>4371 Wooddale Ave</td>
<td>X</td>
<td>Gino Giovanni</td>
<td></td>
</tr>
<tr>
<td>ADDRESS</td>
<td>Agree with petition proposal?</td>
<td>PRINT NAME</td>
<td>SIGNATURE</td>
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<tr>
<td>20 4375 Wooddale Ave</td>
<td>X</td>
<td>Ted Golumbo</td>
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<td>21 4377 Wooddale Ave</td>
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<td>Susan Austin</td>
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<td>22 4379 Wooddale Ave</td>
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<td>David Yesner</td>
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<td>23 4380 Wooddale Ave</td>
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<td>Jane Haakenstad</td>
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<td>24 4381 Wooddale Ave</td>
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<td>Jeffrey Brooks</td>
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<td>25 4382 Wooddale Ave</td>
<td>X</td>
<td>Jessica Geisler</td>
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<td>26 4383 Wooddale Ave</td>
<td>X</td>
<td>Eric Harvey</td>
<td>Marked</td>
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<td>27 4385 Wooddale Ave</td>
<td>X</td>
<td>Delphi Auguste</td>
<td>Marked</td>
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<tr>
<td>28 4386 Wooddale Ave</td>
<td>X</td>
<td>JC Beckstrom</td>
<td>Marked</td>
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<tr>
<td>29 4324 43rd 1/2 St</td>
<td>X</td>
<td>Diane Jordon</td>
<td>Marked</td>
</tr>
<tr>
<td>30 4325 43rd 1/2 St</td>
<td>X</td>
<td>Nancy Wilkinson</td>
<td>Marked</td>
</tr>
<tr>
<td>31 4328 43rd 1/2 St</td>
<td>X</td>
<td>Daniel Bell</td>
<td>Marked</td>
</tr>
</tbody>
</table>
April 14, 2020

RE: Feedback requested

Dear community member:

On March 2, 2020, the St. Louis Park City Council approved the preliminary layout for the southeast area bikeway. Additional information for this project can be found on the Connect the Park website at www.stlouispark.org/connect-the-park under “Current Connect the Park projects.”

On April 6, the city council received a citizen petition requesting a modification of the approved project layout. The request is to eliminate the parking bays on Wooddale Avenue between 44th Street and Morningside Road. This request would:

- Reduce the number of trees removed.
- Eliminate on-street parking on both sides of the street for this segment.
- Result in no changes to the bikeway type. Bike lanes would still be installed as part of the project.
- Lower project costs.
- Cause no change to any other segment of the project.

Since this proposed modification represents a change from what was previously approved, we invite community members to provide the city council with feedback prior to action on the request.

The city council is tentatively scheduled to discuss the petition at its study session on Monday, May 11, at 6:30 p.m. No formal action will be taken at this meeting. Feedback may be sent by email to info@stlouispark.org or mailed to Engineering Department, City of St. Louis Park, 5005 Minnetonka Blvd., St. Louis Park, MN 55416. Comments received by 4:30 p.m. Tuesday, May 5, will be included in the report to the city council. As this is a study session and not a public hearing, no public comment will be taken at this meeting.

Note that due to the COVID-19 pandemic, the council is meeting by videoconference through the end of April; this may be extended into May depending on circumstances. Information on how to watch videoconference meetings is at http://bit.ly/slpccagendas.

Sincerely,

Tom Harmening
City manager

c: Jack Sullivan, senior engineering project manager
   Debra Heiser, engineering director
   Anne Mavity, ward 2 councilmember
   Wolfe Park, Minikahda Vista, and Browndale neighborhood associations

Attachment: segment map
Southeast Bikeway Improvements

Petition Area

Legend
- Bikeways
- Existing Sidewalks
- Existing Trails
- City Limits

St. Louis Park
MINNESOTA
Experience LIFE in the Park

Study session meeting of May 11, 2020 (Item No. 3)
Marina Lee (she/her/hers)
Engineering Office Assistant | City of St. Louis Park
5005 Minnetonka Blvd, St. Louis Park, MN 55416
Office: 952-924-2686
www.stlouispark.org
Experience LIFE in the Park.

-----Original Message-----
From: Info@stlouispark.org <info@stlouispark.org>
Sent: Monday, April 20, 2020 8:10 AM
To: Marina Lee <mlee@stlouispark.org>; SLP MSC Support Staff <pworks@stlouispark.org>
Subject: FW: Southeast bikeway study session

-----Original Message-----
From: Eric Curran-Bakken
Sent: Saturday, April 18, 2020 7:30 AM
To: Info@stlouispark.org
Subject: Southeast bikeway study session

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

My wife and I live on the section of Wooddale with the proposed changes of no parking bays. We signed the petition and fully support this change from 44th street to Morningside.

Eric T. Curran-Bakken

Sent from my iPad
I support the petition.

On Fri, Apr 17, 2020 at 2:02 PM St. Louis Park, MN <stlouisparkmn@public.govdelivery.com> wrote:

Southeast bikeway improvements

Dear St. Louis Park community member,

On March 2, 2020, the St. Louis Park City Council approved the preliminary layout for the southeast area bikeway. On April 6, the city council received a citizen petition requesting a modification of the approved project layout. The request is to eliminate the parking bays on Wooddale Avenue between 44th Street and Morningside Road.

Since this proposed modification represents a change from what was previously approved, we invite community members to provide the city council with feedback prior to action on the request.
The city council is tentatively scheduled to discuss the petition at its study session on Monday, May 11, at 6:30 p.m. No formal action will be taken at this meeting.

For more information regarding the project, please visit the project’s website linked below. Please also view the community feedback request letter.

Feedback may be sent by email to info@stlouispark.org or mailed to:
Engineering Department, City of St. Louis Park
5005 Minnetonka Boulevard
St. Louis Park, MN 55416

View more project information

Stay connected with St. Louis Park, MN:

5005 Minnetonka Blvd., St. Louis Park, MN 55416
952.924.2500 | info@stlouispark.org

Subscriber services:
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This email was sent using GovDelivery Communications Cloud on behalf of: City of St. Louis Park | 5005 Minnetonka Blvd | St. Louis Park, MN 55416
Ben Manibog Jr

From: Tami Strohmeyer
Sent: Monday, April 20, 2020 3:25 PM
To: Ben Manibog Jr
Subject: FW: Feedback on Southeast Bikeway Project

From: [Redacted]
Sent: Sunday, April 19, 2020 3:26 PM
To: Info@stlouispark.org
Subject: Feedback on Southeast Bikeway Project

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I write in support of the citizen petition to modify the approved Southeast Bikeway Project layout – i.e., to eliminate parking bays on Wooddale Avenue between Morningside and W. 44th Street. Although I still oppose the bike lanes, at least no parking bays means seven of Wooddale’s glorious trees will saved. I also understand that no parking bays means:

- The city does not add 2,500 sq. feet of paved surface
- We stop an average of 45,000 gallons of stormwater runoff a year
- The city saves $100,000

For these reasons, I support the petition – signed by 100% of Wooddale residents on this stretch of Wooddale – requesting no parking bays between Morningside and W. 44th Street. They are willing to give up parking for the good of the Browndale Neighborhood. Please give them – and others of us in Browndale – your support.

Thank you.

Stephanie Schwartz
4378 Dart Ave.
St. Louis Park 55424

From: St. Louis Park, MN <stlouisparkmn@public.govdelivery.com>
Sent: Friday, April 17, 2020 2:02 PM
To: [Redacted]
Subject: FEEDBACK REQUESTED: Southeast bikeway improvements
Apr. 17, 2020

Southeast bikeway improvements

Dear St. Louis Park community member,

On March 2, 2020, the St. Louis Park City Council approved the preliminary layout for the southeast area bikeway. On April 6, the city council received a citizen petition requesting a modification of the approved project layout. The request is to eliminate the parking bays on Wooddale Avenue between 44th Street and Morningside Road.

Since this proposed modification represents a change from what was previously approved, we invite community members to provide the city council with feedback prior to action on the request.

The city council is tentatively scheduled to discuss the petition at its study session on Monday, May 11, at 6:30 p.m. No formal action will be taken at this meeting.

For more information regarding the project, please visit the project's website linked below. Please also view the community feedback request letter.

Feedback may be sent by email to info@stlouispark.org or mailed to:
Engineering Department, City of St. Louis Park
5005 Minnetonka Boulevard
St. Louis Park, MN 55416

View more project information

Stay connected with St. Louis Park, MN:

5005 Minnetonka Blvd., St. Louis Park, MN 55416
952.924.2500 | info@stlouispark.org

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Hello All,

If made in good faith, the current neighborhood request is desirable. Removing the parking bays simplifies the project, reduces costs and saves several mature trees. All of which are desirable outcomes.

However, I'm skeptical - it feels like it's a trap to me. These feelings stem from the neighborhood's ardent opposition to the project over the past 24 months. The parking bays in the approved design are the result of neighborhood feedback (neighborhood accommodation). Next, the neighborhood claimed, this accommodation was not good enough as they needed to retain all 70+ parking spaces. Now they have come back stating that no parking spaces are needed - there is plenty of parking available in driveways and side streets. The discrepancy between needing 70+ parking space and none is feeding my skepticism.

In addition, the ardent opposition prevented thoughtful discussion and refinement of other details of the design. In particular, I've personally experienced 2 people/car conflicts on the approved route - in both cases, my dog and I were in the intersection and the driver needed to slam on their brakes. One at the Excelsior Ave crossing and the other at the 42nd-1/2 crossing. Both were predawn where signals/signs were ignored (walk-light at Excelsior and yield sign at 42nd-1/2). Lastly, it would be nice for the walk-light at the Excelsior crossing to have signal priority at times during the day.

Nevertheless, having an approved design with parking bays does not preclude, in my mind, changing the implementation schedule. Plus, this would allow for a bit of trial-and-error to validate whether parking bays are needed.

My recommendation is to keep the approved design and proceed to implement bike lanes in 2020 without the parking bays. Then in 2021 implement the parking bays if needed.

Regards,

Ron Hobson
4156 Alabama Ave S
SLP, MN
I am a resident of the Wooddale "South" group. I am very supportive of not adding parking bays and not cutting down trees. Neighbors can work together to fulfill our parking needs.

The new plan preserves the boulevards and green space, does not add more concrete and reduces runoff by as much as 45,000 gallons.

The new plan lowers the project cost by around $100,000, thereby saving taxpayer money, especially dire in today's fiscal needs.

The new plan leaves the bikeway intact as designed and therefore meets the biking goals of the city.

Respectfully submitted,
Marcia Wilkinson,
SLP resident for 28 years

--
Please note my new e-mail address. Please update your contacts:
Good evening,

I live on Quentin Avenue, along the same path as the proposed Wooddale bike lane. I fully support any changes made to the previously approved plan that would eliminate or reduce removal of mature trees along Wooddale Avenue. My family and I were very sad and concerned to see that trees would be removed to make way for a bike path on a street that seems to have no need for an additional bike lane.

Please feel free to contact me if any clarification or additional information is needed.

Thank you,

Carrie Steenlage

Sent from my iPhone
As a 32 year resident on Dart Avenue and one who uses Wooddale as a bicyclist quite frequently I fully support the lack of parking bays and the retention of the trees that the south block residences support.

Dave Luger
4374 Dart ave

Best regards,

Dave Luger

*FYI to all, PLEASE practice safe e-mailing, use Bcc when adding my address to a group mail. Thank you.
I am 100% in favor of saving the trees on the south block of Wooddale- Morningside to 44th Street- and think this is a wonderful effort to make the bike lane a win for everyone. I live at 4366 Dart, and would certainly be happy to have overflow parking, should the need arise, on our street. Thank you for considering this option.
First I'm glad you scaled back the scope to save the trees. At some point you may even realize Sh-arrows would have been sufficient.
Third I'm so glad you named this new project after a failed sidewalk project from years past. If you have any questions come on down to Browndale Ave, and walk with me to the park. One of four sides of the street has unbroken sidewalks to the park! Here is to 25% completion! Of course Brook, Toledo and Coolidge are still at a 0% percent sidewalk state. Good job!

Here
Dear Mayor and City Council Members:

We are writing to let you know that we are strongly in favor of the citizen petition requesting a modification of the approved project layout for the SE Bikeway from Morningside to 44th St. for the following reasons. The modified layout for this block:

1. Retains at least 7 trees for ecological and aesthetic reasons.
2. Preserves the boulevards and green space, does not add more concrete and reduces runoff by as much as 45,000 gallons.
3. Lowers the project cost by around $100,000, thereby saving taxpayer money.
4. Leaves the bikeway intact as designed and therefore meets the biking goals of the city.

We believe this is a win-win for the city of St. Louis Park taxpayers, for bikers, and for the St. Louis Park residents who live on this block. The modified project maintains the historic beauty of our neighborhood, helps the environment, saves taxpayers a great deal of money, and provides a designated lane for bikers.

Please vote yes for this proposal.

Respectfully,

Marie and Matt Baudek
4360 Wooddale Ave.
Since 1980, we have lived at 4325 Wooddale Ave South. Currently, due to the increase in vehicle traffic and the speed of the vehicles, we back into our driveway. This allows us to safely observe vehicles and bicyclists before pulling onto Wooddale Ave. As we prepare to exit our driveway, the vehicles in the parking bays will obstruct our view of oncoming vehicles and bicyclists on Wooddale Ave. This is a dangerous situation increasing accidents and injuries either by vehicle accidents or bicyclists hitting car doors as the car doors are opened. Wooddale is too narrow for two car lanes two bike lanes and street parking either on the street or in parking bays. For safety reasons, there should be no parking on Wooddale Ave between 44th street and Morningside Road. The driveways in this area are long enough for residents to park three or more cars in their driveways. Omitting parking bays and tree removal expenditures will allow allotted funds saved to be applied to other St. Louis Park road improvements.

Sincerely

Nancy and Chauncey Zuber

4325 Wooddale Ave. South

St. Louis Park, Minnesota 55424
Ben Manibog Jr

From: Info@stlouispark.org
Sent: Friday, May 1, 2020 9:06 AM
To: Ben Manibog Jr
Subject: FW: Support for modification to Wooddale bikeway project

Good morning Ben,

Should I still be responding to these, not sure when the cutoff date is?

Thank you,

Tami Strohmeyer
Customer Service Representative | City of St. Louis Park
5005 Minnetonka Blvd, St. Louis Park, MN 55416
Office: 952.928.1360
www.stlouispark.org
Experience LIFE in the Park.

-----Original Message-----
From: Monica Brazelton
Sent: Wednesday, April 29, 2020 6:15 PM
To: Info@stlouispark.org
Subject: Support for modification to Wooddale bikeway project

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello,

I live in St Louis Park and am VERY excited about the upcoming bikeway on Wooddale Avenue. I think grade-separated bikeways are fantastic and that SLP should install as many of them as possible. I actually considered moving to Richfield when they installed the 66th Street bikeway!

I think the change proposed to the Wooddale bikeway project is great - taking out parking and saving those trees will make Wooddale even better for the community.

Thank you for moving forward with this project and please continue to install more grade-separated bikeways in SLP!

Monica Morris
Wolfe Park neighborhood
Ben Manibog Jr

From: Ben Manibog Jr
Sent: Tuesday, May 5, 2020 8:33 AM
To: Ben Manibog Jr
Subject: Letter to Council Members regarding Petition

Ben A. Manibog Jr. (he/him/his)
transportation engineer | City of St. Louis Park
5005 Minnetonka Blvd, St. Louis Park, MN 55416
Office: 952-924-2669
www.stlouispark.org
Experience LIFE in the Park.

Respond now to the census at 2020census.gov. It is easy, safe and important!

-----Original Message-----
From: Info@stlouispark.org <info@stlouispark.org>
Sent: Monday, May 4, 2020 8:51 AM
To: Ben Manibog Jr <bmanibog@stlouispark.org>
Subject: FW: Letter to Council Members regarding Petition by Wooddale residents to preserve trees and eliminate parking bays between Morningside Rd and 44th St.

-----Original Message-----
From: Marianne Herrmann
Sent: Monday, May 4, 2020 12:00 AM
To: Info@stlouispark.org
Subject: Letter to Council Members regarding Petition by Wooddale residents to preserve trees and eliminate parking bays between Morningside Rd and 44th St.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear City Council Members:

I am writing in support of the plan for Wooddale Avenue (between Morningside Road and 44th Street) that would preserve the trees and eliminate parking bays. We residents have signed a petition that indicates 100% support for this plan (the plan outlined in our petition was actually the engineering department’s original concept). While residents wanted to preserve the existing on-street parking, we never requested the construction of parking bays that would eliminate 9-12 trees and create an unfavorable environmental risk to our street. We therefore came to a decision to sacrifice all of our parking in favor of supporting the environment.

In my email correspondence with CM Mavity on 3-7-20, she wrote that she would be strongly inclined to support such a proposal should residents garner 100% approval of the plan to eliminate parking bays and preserve trees between Morningside and 44th. She stated that she would then explore with council colleagues how plans might be revised.
Residents were able to achieve this goal of receiving 100% approval, so we are anticipating CM Mavity’s support on this issue, as she stated.

A vote to support this petition would not be a reversal of the Council vote taken on March 2, 2020; rather, it would be an amendment to the approved plan that retains the designated bike lane, yet preserves the trees and eliminates the parking bays. It is a change for the better in all respects and Council will not have to reverse its decision in any meaningful way, as the designated bike lane remains unchanged.

Finally, as our city faces dire economic times, this will be a savings of over $100,000 to our city—a significant sum that could go towards alleviating the hardship faced by many SLP residents as they contend with the fallout resulting from the coronavirus epidemic.

I urge council members to support our petition, as it will greatly benefit the environment and likely aid SLP residents during these difficult economic times.

Sincerely,

Marianne Herrmann
4386 Woooddale Ave. S.
This is in response to the citizen petition to eliminate the parking bays on the Wooddale Ave section of the bikeway between 44th street and Morningside road.

While I am glad that the neighbors acknowledge that their need for on street parking is actually optional and not essential I am afraid that unless the bike lane is designated with more than paint they will just choose to park there anyway forcing the bicyclists into the roadway.

I have no issues with their petition other than I would like to see the cost savings applied to making the bike lanes into a truly protected and separated with a concrete curb between the bike lane and the auto traffic lane. This level of separation will also make it more difficult to cars to just park in the bike lane (as they do frequently in Minneapolis bike lanes) and risk the low probability of parking enforcement. Design the system where enforcement is not needed, the concrete curb enforces the bike lane.

Thank you,
Bryan Schmidt
4301 Branson Street, Edina
Greetings,

I am submitting this comment at the request of Ben Manibog of the Engineering Department.

Ben has informed me that the residents of Wooddale Avenue between Morningside and 44th have submitted a petition asking that the curb bump-outs be eliminated from the previously-approved plan for this segment. I have seen the petition, and Ben's explanation of the change, and believe that this is a positive development for this project, and I therefore urge the city to accept this amendment to the plan.

Eliminating the bump-outs will save trees, green space, project cost, and construction-related disruption to the residents. I also understand that via this petition the residents support the idea of keeping bike lanes on this section of Wooddale while eliminating on-street parking. If the immediately-impacted residents are withdrawing their objections to the loss of on-street parking, we should welcome this as a sensible compromise among the various alternatives. I have noted that most or all of the houses on this stretch of Wooddale have 2-car garages as well as relatively deep driveways; this should meet most parking needs most of the time. The presence of bike lanes should have a calming effect on traffic, which is something everyone seems to want. Hopefully we will have a satisfactory resolution for all involved at this time.
CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I support the change to the Connect the Park project on Wooddale, eliminating the proposed parking bays and keeping the standard bike lane.
I applaud the residents of Wooddale for relinquishing parking bays to keep trees and green space. This move will also save the city construction funds and decrease disruption during the construction period. Most importantly, the city will have a valuable bike route connection between the Excelsior-Grand area and the city of Edina.

Dave Carlson
St. Louis Park, Minnesota
Executive summary

**Title:** Future study session agenda planning and prioritization

**Recommended action:** The city council and city manager to set the agenda for the regularly scheduled study session on May 26, 2020.

**Policy consideration:** Not applicable.

**Summary:** This report summarizes the proposed agenda for the regularly scheduled study session on May 26, 2020.

Also attached to this report is:
- Study session discussion topics and timeline

**Financial or budget considerations:** Not applicable.

**Strategic priority consideration:** Not applicable.

**Supporting documents:** Tentative agenda – May 26, 2020
  Study session discussion topics and timeline

**Prepared by:** Debbie Fischer, administrative services office assistant
**Reviewed by:** Maria Solano, senior management analyst
**Approved by:** Tom Harmening, city manager
May 26, 2020

6:30 p.m. Study session - To be held via videoconference

Tentative discussion items

1. **2021 Budget** – Administrative services (60 minutes)
   Staff will review the general outline, calendar and process for 2021 budget preparations. The discussion is to connect with council on expectations for 2021, which will allow staff to move forward in budget preparation and recommendations for all operations.
   **Due to the COVID-19 emergency declaration, this item is considered essential business and is Categorized as Time-Sensitive**

2. **Climate action in time of COVID** – Building & Energy (60 minutes)
   Sustainability staff will discuss a revised Climate Action Work Plan in the community for the next 12 months in adapting to the COVID-19 pandemic and business challenges. Staff will also present research and ask policy clarification on how the city will consider Renewable Energy Credits in measuring carbon reduction when developing programs.
   **Due to the COVID-19 emergency declaration, this item is considered essential business and is Categorized as Time-Sensitive**

3. **Future study session agenda planning** – Administrative services (5 minutes)

   **Communications/meeting check-in** – Administrative services (5 minutes)
   Time for communications between staff and council will be set aside on every study session agenda for the purposes of information sharing.

Written reports

4. PLACE redevelopment contract update
### Study session discussion topics and timeline

<table>
<thead>
<tr>
<th>Priority</th>
<th>Discussion topic</th>
<th>Comments</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Prioritizing transit options thru investments, and engineering and operations decisions</td>
<td>SS discussion 10/21/19. Next steps: staff reach out to Metro Transit, bench company, and Met Council rep. Update – staff met with Metro Transit Dec., 2019</td>
<td>In process</td>
</tr>
<tr>
<td>2</td>
<td>Climate crisis</td>
<td>SS discussion re: climate action in time of COVID</td>
<td>May 26, 2020</td>
</tr>
<tr>
<td>3</td>
<td>Discuss public process expectations and outcomes</td>
<td>Staff is working on the approach for undertaking this discussion.</td>
<td>TBD</td>
</tr>
<tr>
<td>4</td>
<td>Revisit housing setback, FRA, &amp; more to maintain and create more affordable housing</td>
<td></td>
<td>TBD</td>
</tr>
<tr>
<td>5</td>
<td>Home-based businesses</td>
<td></td>
<td>TBD</td>
</tr>
<tr>
<td>6</td>
<td>Public forums at council mtgs</td>
<td>9/23/19 SS. Staff is doing research of other cities.</td>
<td>TBD</td>
</tr>
<tr>
<td>7</td>
<td>STEP discussion: facilities</td>
<td>Discussed on 1/14/19; city, STEP &amp; school toured Central Community Ctr and continuing discussions</td>
<td>TBD</td>
</tr>
<tr>
<td>8</td>
<td>Community and neighborhood sidewalk designations</td>
<td></td>
<td>TBD</td>
</tr>
<tr>
<td>9</td>
<td>Remove mint &amp; menthol exemption from existing flavored tobacco policy</td>
<td></td>
<td>TBD</td>
</tr>
<tr>
<td>10</td>
<td>Easy access to nature, across city, starting w/ low-income neighborhoods</td>
<td></td>
<td>TBD</td>
</tr>
<tr>
<td>11</td>
<td>Conversion therapy ban</td>
<td></td>
<td>TBD</td>
</tr>
<tr>
<td>12</td>
<td>Changes to sign ordinance</td>
<td></td>
<td>TBD</td>
</tr>
<tr>
<td>13</td>
<td>WHNC Access Fund</td>
<td>*On hold pending direction from school district.</td>
<td>*On hold</td>
</tr>
<tr>
<td></td>
<td>SEED’s community greenhouse /resilient cities initiative</td>
<td>On hold until Food Access and Security study is complete, and recommendations have been made.</td>
<td>March 9, 2020</td>
</tr>
<tr>
<td></td>
<td>Revitalization of Walker Lake area</td>
<td>Part of preserving Walker building reports: 8/28/17, 9/25/17, 1/22/18, design study 2/12/18, update 4/23/18, design study updates 8/27/18; SS report 2/11/19; SS discussion 5/28/19, planning commission to review ordinances for implementation Qtr. 3 &amp; 4 2019; parking ord. in process of council approval; construction of phase 1 completed; Planning for 2020 phase 2 construction work underway</td>
<td>In process</td>
</tr>
<tr>
<td></td>
<td>Crime free ordinance/affordable housing strategies</td>
<td>Discussed 5/14/18. 1&lt;sup&gt;st&lt;/sup&gt; reading housing trust fund 10/1/18; Other affordable housing strategies/Crime Free Ordinance – Nov/Dec, 12/10 &amp; 12/17/18 &amp; 1/14/19 council discussion; Certain provisions of crime free ord. suspended; Work group formed; CFO work group discussed on 3/25/19; Work group had 1&lt;sup&gt;st&lt;/sup&gt; mtg in May, two meetings in June, one in July and August. Meetings on Sept 26, Oct 9, Oct 30, Nov 13, Dec 4.</td>
<td>June 8</td>
</tr>
</tbody>
</table>

*On hold
Executive summary

Title: Annual small business resources update

Recommended action: **Due to the COVID-19 emergency declaration, this item is considered essential business and is categorized Time-Sensitive**

- None at this time. The EDA is asked to give feedback to staff on the information provided in this report.

Policy consideration: Are the small business programs, services and resources identified in this report consistent with the EDA’s expectations?

Summary: The week of May 16-20 has been designated as National Small Business Week by the U.S. Small Business Administration. Since 1963, the United States has recognized small businesses and their impact on American culture and economy. The designated week aims to honor the close to 30 million small businesses and the amazing people who run them.

Small businesses are integral to the economic strength and vitality of St. Louis Park and have a direct bearing on the community’s prosperity. The majority of St. Louis Park’s businesses have fewer than 25 employees. The city recognizes the vital role these enterprises play in the economy and has a vested interest in seeing these small businesses succeed and thrive. Over many years, and more recently in response to the COVID-19 pandemic, the EDA has created a variety of programs, services and resources aimed at assisting St. Louis Park’s small businesses to start, grow, and expand their enterprises. With Small Business Week around the corner, it seems an appropriate time to highlight the city’s small business activities in 2019, new initiatives during the COVID-19 crisis and identify future initiatives.

Financial or budget considerations: None at this time.

Strategic priority consideration: St. Louis Park is committed to providing a broad range of housing and neighborhood oriented development.

Supporting documents: Discussion

Prepared by: Julie Grove, economic development specialist
Reviewed by: Greg Hunt, economic development coordinator
Karen Barton, community development director
Approved by: Tom Harmening, city manager and EDA executive director
Discussion

2019 small business resource activities

Open to Business Program
The Open to Business Program began in St. Louis Park in 2011. Per the contract with the EDA, the Metropolitan Consortium of Community Developers (MCCD) provides free, one-on-one business technical assistance to current and fledgling entrepreneurs, businesses and residents in St. Louis Park. Counseling sessions typically occur at city hall but can also be scheduled at a place of business. During the past year, MCCD staff met with 33 clients (28 businesses) and provided 329 hours of service in the city. Of the clients served, 61% were women, 48% were low income, and 29% were persons of color.

Last year, MCCD also facilitated three loans for St Louis Park businesses (two restaurants and one business expansion), leveraging over $2.5 million in outside capital and financing $260,000 itself. Additionally, MCCD provided three credit building loans to St. Louis Park residents in partnership with several nonprofit organizations. As part of credit building program, nonprofits provide financial counseling with MCCD’s loans to help participants improve their credit scores, thus allowing for better interest rates for various types of lending.

A total of 55 jobs were created or retained as a result of the Open to Business program in St. Louis Park last year.

Business retention and expansion
Over the last several years, the city has partnered with the TwinWest Chamber of Commerce on a joint business retention and expansion program to establish and maintain relationships with St. Louis Park businesses. Through this program local businesses are visited by chamber and city staff members with the following objectives:

- Demonstrate to local businesses that the city appreciates their contribution to the local economy and welcomes their continuing growth and reinvestments.
- Create relationships and dialogue with local business owners and managers so as to deepen businesses roots in the community.
- Gather pertinent information about local companies, their operations, employment and growth plans.
- Listen to any concerns and help businesses address various current or potential problems.
- Point businesses toward specific city departments or staff that can assist with particular issues or concerns relative to their local operations.
- Provide information on available resources along with technical and financial assistance programs aimed at helping them grow and become more competitive.
- Build community capacity to sustain growth and development.

10 business visits were conducted last year. Given the situation with COVID-19, business visits have been put on hold. When circumstances allow later this year, business visits will resume.
St. Louis Park Revolving Loan Fund and Historic Walker Lake Business District Loan Program

The EDA currently offers local businesses two loan programs through its Revolving Loan Fund and Historic Walker Lake Business District Loan Program. The Revolving Loan Fund was established in 2016 and provides market rate gap financing for property and equipment purchases and capital improvements enabling local businesses to grow and expand their enterprises, create employment and increase the city’s tax base. The maximum loan available for each eligible project is $200,000 or 40% of total project cost, whichever is less. The program is administered by Central Minnesota Development Corporation (CMDC).

Last year, a new loan program was launched specifically to encourage investment and growth in the Historic Walker Lake area. Under the Historic Walker Lake Business District Loan program, the EDA provides matching low-interest loans to assist small businesses expand or locate within the district. The program is a joint initiative with the Metropolitan Consortium of Community Developers (MCCD), (operator of the Open to Business program). MCCD provides loan funds and the EDA matches those funds up to $75,000 at a 2% interest rate. The program aims to make it more affordable for small businesses to invest in the Historic Walker Lake Business District.

In 2019, the EDA provided three loans between the Revolving Loan Fund and the Historic Walker Lake Business District Loan Program:

- The Block restaurant accessed two of the loans, including a 20-year, $150,000 gap loan through the RLF and a 10-year, $74,950 low-interest loan through the Historic Walker Lake Business District Loan Program to purchase and renovate the building at 7007 Walker St.
- London Square Associates closed on the third loan, a 10-year, $74,000 low-interest loan through the Historic Walker Lake Business District Loan Program, to renovate the “London Square” building at 6528 Lake St.

Historic Walker Lake Façade Improvement Grant Program

In spring of 2019, St. Louis Park was awarded a Hennepin County Business District Initiative grant. With this award, the EDA established the Historic Walker Lake Façade Improvement Grant Program to stimulate investment in the Historic Walker Lake Business District. The goal of the program is to provide an incentive to businesses to make physical improvements to their buildings to enhance the overall esthetics of the district, while also creating a cohesive design and identity for the area. The program provides matching grants to reimburse eligible façade improvements up to fifty percent of the total project cost up to a maximum of $10,000. Funds through this program are available on a first-come, first-served basis from June 2019 to May 2021, subject to funding availability. To date, six grants have been awarded, three grant applications are currently being processed and several other applications are expected this spring/summer. Thus far the program has funded new awnings, exterior building upgrades, windows, lighting, entry sidewalk repair, patio exteriors, and a district mural.

Historic Walker Lake Business Association

Early last year, a group of businesses and property owners in Historic Walker Lake began meeting to discuss the idea of establishing a business district association. The group met throughout 2019 to further develop the concept. In January 2020, the group formally filed
articles of incorporation to officially become a 501(c)6 – business association and approved bylaws and board members. Julie Grove serves as the city liaison for the association. The focus of the association is to increase businesses opportunities within the district, formulate better communication between existing and future businesses and building owners and to develop a cohesive marketing strategy for area businesses especially as businesses learn how to reopen and respond to the COVID pandemic.

**Historic Walker Lake Small Area Revitalization Plan**

For the last year and a half, planning staff has been preparing a small area revitalization plan for Historic Walker Lake which was subsequently approved early this year. One of the recommendations in the plan is to create an overlay zoning district. Such a district would include size and use limits that would require smaller interior commercial spaces. This type of requirement would facilitate the preservation and enhancement of affordable small business spaces within the Historic Walker Lake area. The overlay zoning district is currently being drafted and is expected to be brought to the city council for consideration this fall. Additionally, staff has been working collaboratively with engineering relating to the reconstruction of Walker and Lake streets to provide a more pedestrian- and bike-friendly environment to enhance the vitality and safety of the district. Art installations will also be an integral part of the revitalization as it occurs. Current installations planned include a large, community-created wall mural on the former BikeMaster’s building and sidewalk poetry stamped into the new sidewalks as part of the street reconstruction.

**Small business liaison**

The city’s economic development specialist, Julie Grove, also serves as the city’s Small Business Liaison. In this role she provides assistance to entrepreneurs and business owners and managers to help them start, grow, expand or relocate their enterprises as well as navigate local regulatory requirements. Some of the assistance provided this past year has included referring businesses to the wide variety of small business assistance resources and programs offered locally and by various metro agencies and organizations, helping businesses search for appropriate available properties within St. Louis Park, guiding businesses through the permit, licensing and zoning processes, and responding to questions and concerns as they arise. Over 90 individuals, entrepreneurs, and businesses were aided by the small business liaison in 2019.

**CEO Next Forum**

Since 2012, Hennepin County has coordinated a business program designed to help second-stage businesses sustain growth past the start-up stage. The program, called CEO Next Business Forum (previously Economic Gardening), is a nine-month long program with peer CEO round table discussions, intensive advance research and CEO forum events. Privately held businesses with 10-99 employees and revenues between $1 million and $50 million are eligible to participate. Nearly 100 businesses have participated in this program, including several from St. Louis Park. Over 2,000 jobs have been created or retained in Hennepin County. Last year, the city hosted these forums on a monthly basis. The St. Louis Park business that participated in last year’s forum was Comparatio, an IT software company. Other St. Louis Park businesses to use this the program include: Hard Coat, ChargeOver, Gleason Printing, Irish titan, Screenfeed and Z Systems, Inc.
Business resource webpages
Included on the city’s web site is a web page outlining the various small business resources available in St Louis Park and the metro area. Under the heading: “Business” information can be found on starting or expanding a business, business support, financing options, obtaining city approvals, finding available property, as well as a robust set of links to other agencies and organizations that offer assistance and services. Several of these resources are specifically designated for underrepresented small business owners, including women, people of color and indigenous individuals.

Assistance for women, veterans and people of color or in the indigenous community
Advancing equity is a priority in St. Louis Park. On the city’s web site there are webpages of resources specifically related to women and minority-owned or managed businesses. Staff is frequently reaching out to these businesses to provide needed support and share information on the various resources and programs available to them. A variety of communication tools are utilized in these efforts including in-person meetings, phone calls, emails, mailings, and social media. All marketing materials for the EDA’s loan programs specifically state that businesses owned or managed by women, persons of color, people in the indigenous community or veterans are encouraged to utilize these resources and apply.

Staff has also developed relationships with organizations whose sole purpose is to help women and minority entrepreneurs succeed. Such organizations include Metropolitan Economic Development Association (MEDA), Neighborhood Development Center (NDC), WomenVenture, and others. In conjunction with these relationships, staff is working to provide local businesses with connections to these valuable organizations. These organizations provide assistance such as one-on-one consultations, mentorships, financial counseling and loans.

Climate Action Plan for city businesses
In an effort to help the city achieve its Climate Action Plan goals, staff is actively encouraging business owners and managers to implement sustainable building practices whenever possible. Examples include adding electric vehicle charging stations in parking lots, implementing best management practices for water and stormwater, recommending building owners report annual energy and water uses per the efficient building benchmarking ordinance, participating in business recycling programs and adhering to the Green Building Policy whenever applicable. Staff also promotes the city’s PACE program and provides information on other sustainable resources, rebates and programs designed to help businesses reduce energy consumption, increase efficiency and reduce operating costs.

COVID-19 Business Response and Assistance
In response to the significant challenges facing local small businesses related to the COVID-19 pandemic, city staff is working on several fronts to help businesses address the financial impacts of the outbreak. Following is summary of these efforts.

COVID website
To help community members and businesses keep up with the rapidly changing COVID-19-related business assistance programs, staff has continually monitored local, state and federal resources to ensure that the most current and up to date information is provided to the business community. Staff regularly update the city’s Coronavirus Response and Resources
website and other social media tools with this information. These resources include links to the state and federal programs (DEED & SBA), Hennepin County resources, non-profit resources, and other guidance tools for businesses, property owners and residents.

**Loan deferrals**
Staff has communicated to the lenders participating in the EDA’s loan programs that any loan deferrals requested by borrowers and approved by MCCD and CMDC would be approved on an as needed basis so as to provide some financial relief. Typically, such deferrals are for six months.

**Business outreach calls**
Staff members have been reaching out to local businesses via phone calls and emails to inform them of the various small business resources and the EDA’s emergency assistance program. To date, over 1,000 businesses, starting with our smallest businesses, have been called or emailed. The overall theme of the calls has been that the city is “checking-in” to see how the businesses are doing, let them know about the various resources available to them, answer questions, respond to concerns, and see how we can be of assistance. The businesses we have contacted have been appreciative of the phone calls and the information provided related to the various local, state and federal resources available. A number of businesses expressed gratitude for the city’s efforts to assist them on multiple fronts. These outreach calls and efforts will continue as we work to contact all of the city’s small business in the next couple of months and all of the city’s 9000+ businesses in the next several months.

Moving forward, staff is working to update the city’s business list to ensure it is as up to date as possible.

**Emergency assistance**
In response to the significant challenges currently facing local small businesses related to the COVID-19 pandemic the Small Business Emergency Assistance Program was created to provide immediate cash infusions to our local businesses to help them sustain their operations, preserve employment, and prevent business closures. The program provided local small businesses (those with 3 to 25 employees and under $1 million in annual revenue) with one-time emergency grants of up to $5,000 to be used for working capital purposes.

The EDA approved the program April 20, 2020 and it was rolled out the next day with the initial application period continuing to April 27th. Eighty-three (83) applications were received and evaluated. Of those, 46 were selected to receive funding. The selection was based upon the extent the applications met eligibility criteria, the application’s total score and amount of funding available. In an effort to ensure our disadvantaged and typically underserved small business owners were made aware of the program, staff obtained a list of POCI/woman/veteran owned businesses in St. Louis Park from the Secretary of State’s Office and made personal phone calls to each of the businesses immediately after the program was approved by the EDA. A total of 35 (76%) of the businesses receiving funding are owned or managed by women, veterans, or people of color or in the indigenous community (27 women, 4 veteran, 13 people of color or in the indigenous community). As can be seen on the attached map the grants were distributed throughout the community.
Recognizing that many small businesses and their related jobs will likely suffer lingering effects of the COVID crisis, staff will continue to keep businesses and property owners updated on various business resources through a variety of communication tools and respond to questions and concerns while also providing general support to assist them on their path to recovery.

**Looking forward**
Staff is routinely developing other small business resources and programs that the city could potentially offer. Below is a new initiative on which staff has been working prior to the COVID-19 pandemic.

*Pop up business license*
Pop-up retail is becoming more popular as retail companies and entrepreneurs have found success using pop-ups to build awareness and interest in their brands and products. A pop-up is a short-term, temporary commercial experience, that enables business owners to present their products or services to consumers and test whether their concept is viable without the burden of a long-term lease. To encourage entrepreneurs to open pop-up stores in the city, staff is creating a new “Pop-up” business license. Entrepreneurs looking to operate as a pop-up will be able to easily obtain a pop-up business license that will allow the pop-up for up to 30 days per calendar year at a specific location. For this license the location must be a fixed indoor commercial space. Outdoor temporary sales are already permitted utilizing temporary use permits or mobile use vehicle permits.

Staff has been working with existing property owners to determine if they would be willing to structure short term lease arrangements to allow temporary occupants while they are searching for long term tenants. The goal is to be able to provide a few options for potential pop-ups to consider on an ongoing basis. Staff has also been working with the city’s communication division to develop a marketing plan for the new program which will begin as implementation of this new program nears. Ideally, this program will help entrepreneurs grow their temporary pop-up shop into a successful and well-established business, and the vacant commercial spaces will become occupied with long-term tenants. This program could also be used by businesses trying to restart or wanting to test a new concept after the COVID pandemic. Staff hopes to implement this program as soon as circumstances allow.

*Continued outreach*
To further promote the city’s various small business assistance offerings, staff plans to update its marketing brochures to highlight all the resources, financial offerings, services and programs currently available through the city. Additionally, the small business assistance pages on the city’s web site will continue to be updated and revised to make sure the information is current and easy to access. Small business assistance information will also be highlighted in the Park Perspective, in newsletters, on Park TV, and the city’s social media sites.

**Next steps:** Staff would like feedback on the above initiatives and welcomes any questions the EDA may have.
Small Business Emergency Assistance Program

- Business Location