



CITY OF HOWARD LAKE

PARKS AND PLANNING COMMISSION

*The City of Howard Lake strives to build upon its good neighbor traditions –
A welcoming community for all, supported by vibrant and engaged businesses and community organizations, involved
citizens, and diverse amenities that provide a well-rounded quality of life.*

**NOTE: In order to accommodate in-person meeting, we will hold the meeting at the South Shore Event Center
located above Howard Lake Wine & Spirits | 733 6th Street.**

TENTATIVE AGENDA January 13, 2021 – 5:00 pm

A. CALL TO ORDER

B. APPROVAL OF AGENDA

Any additions, deletions, modifications to the agenda will be done at this time.

C. CONSIDER APPROVAL OF MINUTES

- a. October 20, 2020 PPC Meeting Minutes

D. PUBLIC HEARING

- a. Dynamic Signs – City Sign Ordinance

E. NEW BUSINESS

- a. Welcome New Commissioner Molly Hibbard
- b. Consider Annual Organizational Appointments & Declarations
 - i. Chairperson
 - ii. Vice Chairperson
 - iii. Secretary
 - iv. 2021 Meetings Dates
- c. Comprehensive Plan Update Introduction

F. OLD BUSINESS

G. ADJOURN



CITY OF HOWARD LAKE

625 8TH Avenue - PO Box 736 - Howard Lake, MN 55349
Phone: 320-543-3670 | cityadmin@howard-lake.mn.us | www.howard-lake.mn.us

HOWARD LAKE PARKS AND PLANNING COMMISSION HOWARD LAKE CITY HALL- 625 8TH AVENUE

October 20, 2020 – 5:00 pm

MEETING MINUTES

MEMBERS PRESENT

Jean Schmidt
April Debner
Jason Deiter
Gene Gilbert
Barb Guenigsman
Vern Kleve

MEMEBERS ABSENT

OTHERS PRESENT

Nick Haggenmiller, City Administrator
Meagan Theisen, Assistant City Administrator
Nate Sparks, City Planner

A. CALL TO ORDER

Schmidt called the meeting to order at 5:00 p.m.

B. APPROVAL OF AGENDA

The agenda was approved as presented.

C. APPROVAL OF MEETING MINUTES

Haggenmiller noted there were no minutes prepared for the previous meeting.

D. PRESENTATIONS, PUBLIC HEARINGS AND RELATED APPROVALS

a. **Dynamic Signs – City Sign Ordinance**

The Sign Ordinance discussion has been continued to the next Parks and Planning Meeting.

** The commission originally scheduled the continuation for November 11th. It was realized after the meeting that November 11th is Veteran's Day, a City Holiday. The continuation will now be January 13, 2021.

b. **Pit Stop Convenience Store – Public Hearing and New Business**

Dave Rolland, Pit Stop Owner, provided an overview of the site plan.

Sparks provided further information on planning regulations for the site design.

Chad Savoy, of RAM Construction Services, presented information on the gas pumps and parking.

Kleve moved to close the public hearing. The motion was seconded by Debner and passed unanimously.

Kleve moved to approve the CUP and Variance at the Pit Stop. The Motion was seconded by Debner and passed unanimously.

E. NEW BUSINESS

a. Site Plan, CUP, Variance, License ROW for Pit Stop

Motions completed during the Public Hearing. Please see above.

b. Discuss Dynamic Signs – City Sign Ordinance

Discussion has been continued to Parks and Planning meeting on January 13, 2021.

c. Accept Resignation of Katie Huff

Commissioner Huff moved away from Howard Lake and resigned from the Parks and Planning Commission.

Gilbert moved to accept Huff's resignation and advertise an open seat for recruitment. The motion was seconded by Guenigsman and passed unanimously.

d. Discuss Central Park Updates and Lions Park Updates

Theisen reviewed park improvements over the summer to date, including: installing hand driers at Memorial Park and Lions Park, Painting the Pavilion at Lions Park, New "Park Donors" signage at Lions Park, and site grading, walking paths, updated parking lot at Central Park. Theisen noted that path lighting will be installed soon and the concrete paths will be stained dark grey when the weather allows.

e. Discuss General Park Programming Goals

Haggenmiller provided an overview of the materials provided in the agenda packet for park planning and 2021 goals.

Kleve expressed the need for a park in Terning Trails.

The Commission discussed if enough is being done to improve our City parks. The Commission will begin reviewing the Parks Comprehensive Plan & Trail Plan.

F. ADJOURN

The Parks and Planning Commission meeting adjourned at 6:12 p.m. on a motion by Kleve seconded by Guenigsman.



CITY OF HOWARD LAKE

625 8TH Avenue - PO Box 736 - Howard Lake, MN 55349

Phone: 320-543-3670 | cityadmin@howard-lake.mn.us | www.howard-lake.mn.us

City Council 2021 Regular Meeting Schedule

3rd Tuesday of Every Month at 7 pm

January 19, 2021
February 16, 2021
March 16, 2021
April 20, 2021
May 18, 2021
June 15, 2021
July 20, 2021
August 17, 2021
September 21, 2021
October 19, 2021
November 16, 2021
**December 14, 2021

Parks & Planning Commission 2021 Regular Meeting Schedule

2nd Wednesday of Every Month at 5 pm

January 13, 2021
February 10, 2021
March 10, 2021
April 14, 2021
May 12, 2021
June 9, 2021
July 14, 2021
August 11, 2021
September 8, 2021
October 13, 2021
November 11, 2021
December 8, 2021



NORTHWEST ASSOCIATED CONSULTANTS, INC.

4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422
Telephone: 763.957.1100 Website: www.nacplanning.com

To: Howard Lake Parks & Planning Commission
From: Nate Sparks, City Planner
Date: January 8, 2021
Re: Comprehensive Plan

Introduction

The City adopted the Comprehensive Plan in 2001. Since that time, several residential subdivisions have been approved, the City has largely filled an industrial park, built an assisted living facility, parks have been developed, and the City's commercial districts (especially the Downtown) have evolved. Also, since the time of the plan, there has been a design team visit, a new Park Plan, and revised Downtown revitalization policies. There has been recent discussion about updating the plan to account for the changes that have occurred in the community since 2001.

Since the time of this plan, a lot of the factors involved with the City have changed. The City has undergone a bit of a metamorphosis with the addition of residential developments and the filling of the industrial park. These factors have fulfilled some of the goals of the current comprehensive plan and have established a new perspective from which the City could be viewed. There may be new issues and considerations present that would guide the City towards new goals, as the previous have been achieved.

Existing Plan

As stated above, the plan was adopted in 2001. The plan policies were based on public input gathered at an open house in January 2001 and at a community event in March 2001. The research and data-based assumptions used for the development of the plan were based on the 1990 census. In 2007, the City inserted some 2000 census numbers but these numbers were not used in any policy development or analysis. Development assumptions were based on growth patterns from the 1990's.

Economic Development

In 2001, the City's industrial park was just getting started. The park is now largely full. This has had an impact on the community, as, according to the Census Bureau, the City has gone from 288 "primary" jobs in 2002 to 1,104 in 2018. The City also has shifted in the types of jobs in the community. The percentage of jobs in the City that are manufacturing based jumped from 19.1% in 2002 to 56.5% in 2018. The City went from 213 people commuting into Howard Lake for employment to 986 over the same period. The City went from .16 jobs per capita in 2001 to .51 today. That's a shift in terms from a "bedroom community" to a budding "job center".

In 2002, 18.5% of the residents worked in manufacturing and 23.6 are now in that sector. Also of note, is that 13.9% of the City's population participating in the workforce were over the age of 55 in 2002 and today that number is over 27%. However, the median age within the community has stayed relatively consistent and stayed around 38. From this preliminary review of some data points, a picture is

developing of a City that is gaining strength and momentum in the job sector that may be poised for new ideas related to residential and commercial growth.

Development & Growth

As stated, the plan was based on 90's residential growth assumptions. These assumptions have changed with a housing market realignment and an aging population. The plan was based on projections that had the City's population being over 3,000 by 2020. While the City had greater than anticipated job growth, the population growth was slower. This might be more indicative of a more natural and sustained growth build for the City whereby the City can start attracting residents based on jobs. This would require analysis on housing needs based on employment availability. For example, the City might want to consider what type of housing would attract some of the 900+ commuters that work in town to live in the City.

Transportation

Regarding transportation, traffic counts in the plan are based on 1992 data. In 2007, some projections for 2015 were added but not part of any evaluation. A review of more current data shows that, even with stalled residential growth, the City is exceeding projected traffic numbers on Highway 12 east of the City.

Parks & Trails

For parks and trails, the City did an update in 2011. Since that time, there has been one new park under development. Based on the type of residential growth foreseen, the City may wish to re-evaluate some of the park strategies going forward. This is a necessary analysis to be done in order to acquire land or money for park dedication purposes.

Housing

For housing, the City used a study conducted in 2001. The housing market has undergone a major transformation since that time. Also, the City has fulfilled some identified needs. A re-evaluation of the City's needs and desires would be prudent.

Conclusion

The City has undergone a major transformation since 2001. Many of these changes were identified as goals in the current comprehensive plan. Some changes were naturally occurring conditions. A planning process would evaluate these changes and identify how the City is tracking with other area and similar communities. New residents may also have different input for how they view the City.

It would be recommended to consider a planning process by which data is gathered, trends are identified, and public opinions presented. The Commission could then take this input, data, and analysis and review the City's goals and policies going forward to ensure that public money is being appropriately budgeted and spent related to planning, parks, and infrastructure.