

AGENDA

A. Call to Order

B. Approval of Agenda

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

C. Presentations, Public Hearings & Related Approvals

- a. Public Hearing for Comprehensive Plan & Planned Unit Development Amendments Relating to Development of 20-Unit Apartment Building at Terner Trails Campus.
- b. Public Hearing for Preliminary Plat for 1040 Industries Circle to Establish Building Site and Future Street Extension.

D. New Business

- a. Consider Various Approvals Related to the Development of Community Asset Foundation 20-Unit Apartment Building.
 - Comprehensive Plan Amendment
 - Planned Unit Development Amendment
 - Site Plan Approval
- b. Consider Preliminary Plat for Howard Lake Industrial Park 4th Addition
- c. Consider Request to Purchase and Install Historical/Memorial Signage at Memorial Park.
- d. Consider Update and Request to Parks and Planning Commission from Orphans Baseball.
- e. Consider Input on Downtown Development Considerations. [Materials Pending]

E. Old Business

F. Adjourn

The will adjourn to a Workshop following the regular meeting.

**CITY OF HOWARD LAKE
PUBLIC HEARING NOTICE**

NOTICE IS HEREBY GIVEN that the City of Howard Lake Planning Commission will be holding a public hearing on May 27, 2026 at 5:30 pm. The public hearing will be conducted at City Hall located at 625 8th Avenue in Howard Lake.

The purpose of the public hearing is to consider a planned unit development amendment/comprehensive plan amendment to allow for a 20 unit apartment building at Lot 1, Block 2 of Terning Trails Plat 4 located at East First Street and Paradise Place.

All interested parties are encouraged to attend the public hearing. Additional information regarding the hearing may be obtained by contacting the City of Howard Lake at 625 8th Avenue, Howard Lake, MN 55349 or (320) 543-3670.

Published in the Herald Journal,
May 15, 2026. |

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The purpose of the public hearing is to consider a preliminary plat for property located at 1040 Industries Circle. The lot will be replatted into a building site and an extension of the road.

All interested parties are encouraged to attend the public hearing. Additional information regarding the hearing may be obtained by contacting the City of Howard Lake at 625 8th Avenue, Howard Lake, MN 55349 or (320) 543-3670.

Published in the Herald Journal,
May 15, 2026. |

To: Howard Lake Parks & Planning Commission
Howard Lake City Council

From: Nate Sparks, City Planner

Date: May 20, 2026

Re: PUD Amendment - Community Asset Foundation Apartments - Lot 1, Block 2
Terning Trails Plat 4

BACKGROUND

The Community Asset Foundation has made an application for a Planned Unit Development Amendment and a Site Plan Review to place a 20 unit apartment building on Lot 1, Block 2 of Terning Trails Plat 4.

In 2012, the City Council adopted a Master Plan for the entire Terning Trails Campus. The intended land use goal of the campus plan was to provide for a continuum of care in housing. To that end the following was proposed for this plat:

- 80+/- single family “starter” homes proposed. (Completed)
- 24 unit assisted living center. (Completed)
- Childcare center.
- 30 bed skilled nursing facility.
- 12 single family “patio” homes.
- General Occupancy Multi-Family Project (estimated at 70 units)

This parcel was intended to be the childcare center in the master plan. It was zoned for Medium Density Residential uses which would allow for townhomes or the childcare center. The proposal is to modify the PUD to allow for the apartment building to be built on the site.

Community Asset Foundation

The City has received an application from the Community Asset Foundation for a 20 unit multi-family apartment building. The Community Asset Foundation is the original developer of the assisted living site. They have received a grant to help build the apartment project.

Necessary Planning and Zoning Approvals Sought

The proposed project requires approval of a Comprehensive Plan Amendment, Planned Unit Development Amendment, and a Site Plan Review. The Comprehensive Plan Amendment and the Planned Unit Development Amendment both require public hearings.

COMPREHENSIVE PLAN / ZONING

The property is guided for a Medium Density Land Use in the Comprehensive Plan and zoned R-6/PUD. R-6 is the City’s Medium Density Zoning Designation which allows predominately twinhomes and townhomes. This district also allows for daycare centers.

If approved, the zoning district would be changed to R-7/PUD and then redesignated for High Density Residential in the Comprehensive Plan. The High Density designation allows for over 9 units per acre.

SITE PLAN / PERFORMANCE STANDARD REVIEW

Zoning Performance Standards

The R-7 District requires a minimum lot area of 15,000 square feet and 85 feet in width. The proposed lot for development meets these standards.

The R-7 District allows for apartment structures and multiple principal structures on one lot. Setbacks are required to be 30 feet to the right-of-way/perimeter of the site for multi-family structures. The proposed building meets these requirements.

Building height is capped at 3 stories or 40 feet, whichever is less. The proposed structure is approximately 38 feet in height.

Architectural & Building Standards

The City's Zoning Ordinance requires that the exterior of multiple family dwelling structures "include a variation in building materials which are to be distributed throughout the building facades and coordinated into the architectural design of the structure to create an architecturally balanced appearance."

A minimum of twenty-five percent (25%) of the combined area of all building facades facing a public right-of-way of a structure are required to have an exterior finish of brick, stucco and/or natural or artificial stone. The applicant will need to revise the plan to meet these standards. As currently configured there is some accent material on the building but not 25%.

The City's Ordinance requires one bedroom apartments to be 700 square feet in area and two bedroom units must be 800, the plan shows one bedroom apartments being 766 square feet and the two bedroom units are 983.

Site Circulation & Parking

The site would be accessed via Paradise Place near East First Street. The drive aisle is proposed at 27 feet wide, which exceeds the minimum code standard for two way traffic of 24 feet. There are parking stalls along the drive that meet the City's minimum stall dimensional requirements.

The proposal is for 13 garage stalls and then 27 stalls in the parking lot. There is shows an additional garage area along the east side of the property.

The City's current ordinance requires 2.5 parking stalls per unit. In other recent multi-family structures that were part of a planned unit development, the City has required people to provide 2.25 stalls per unit. The preference is for one unit to be in a garage but that has not been strictly enforced and is not technically required by code.

The parking plan may be modified by placing parking stalls where the trash enclosure currently is located and then continuing the parking area to the north on the east side of the site. Staff recommends that the site maintain the 2.25 stalls per unit required by other approvals.

The building façade facing East First Street should have a sidewalk connecting to the City trail added and an entrance looking type feature above the front patio. This would avoid the appearance of a backwards building.

Lighting & Landscaping

The applicant will need to provide a lighting plan depicting conformance to the City's lighting ordinance. To date, this has not been provided. This may be provided for Staff review, as the plan merely confirms that the site lighting does not exceed requirements at the property line.

The applicant has provided a landscaping plan that depicts general areas of tree planting on the site. This plan will need to be modified to depict plantings that meet the minimum requirements of the City's landscaping ordinance. Additionally, there will need to be plantings that provide general screening from the parking area to the single family areas to the east and south.

There is a trash enclosure depicted on the plans. This enclosure is situated between the building and the public road and should be moved further into the site. This enclosure must also be screened to neighboring residential areas.

The site plan does not appear to include any signage for the site. Signage is not required by code. However, if a sign is to be placed it must be done in a manner consistent with the City's Sign Ordinance.

The applicants show a dog park on the site plan. This would also need to be screened to the south.

Screening may be accomplished by shrubs, trees, fencing, or berms.

Grading & Drainage

The applicant has provided wetland delineation, topographical survey, stormwater retention and grading plans. All appear to generally meet or exceed the city's requirements. The City Engineer highlighted several areas of confirmation that must be addressed. These are considered non-substantive in nature.

Park Dedication

Park dedication will be required as cash-in-lieu of parkland dedication, since there is a park in the area. This would be at 10% of the value of the land, which would be \$19,000.

PLANNING COMMISSION DISCUSSION

The Planning Commission needs to hold a public hearing and provide a recommendation to the City Council regarding the project.

As proposed, the plan would require reconsideration of the site from being Medium Density to High Density. The intent of the Terning Trails PUD was to have a mix of different housing types to supplement the senior housing component of the assisted living facility. Staff finds that generally any use of high density, medium density, daycare center, small lot single family, or senior housing would be appropriate in this area. It was anticipated that the uses may be

relocated from portions of the site. Therefore, Staff generally finds that the comprehensive plan amendment and thus the PUD Amendment may be viewed as acceptable.

The site plan is also generally acceptable provided the Staff comments are met. The modifications necessary are minor in nature.

If a recommendation of approval from the Planning Commission is forwarded to the City Council, it is recommended to have the following conditions.

1. Building materials facing the street shall meet the requirements of 25% of brick, stucco, or stone.
2. A lighting plan shall be prepared for Staff review.
3. All comments from the City Engineer shall be addressed.
4. All comments from the City Attorney shall be addressed.
5. Parking shall be provided at 2.25 stalls per unit.
6. Parkland dedication in the form of cash-in-lieu shall be provided.
7. The applicant shall relocate the trash enclosure, in the manner suggested by the City Engineer.
8. A front facing feature shall be placed over the entrance to the patio with a sidewalk to the trail.



DEVELOPMENT APPLICATION

Date Filed:

Received By:

Escrow

Date Completed:

Base Fee:

Instructions: Please read carefully and answer all questions thoroughly. Only complete applications will be accepted after validation by the City Administrator, and prior to acceptance of required processing fees and escrows.

Property Information:

Property Identification Number (PID#)/Zoning District

109058002010

Street Address

1st Street NE

Applicant Information:

Name:

Community Asset Dev. Gro

Business Name:

Address:

1110 Yellow Brick

City/State/Zip:

Chaska MN 55318

Telephone:

6127035709

Email:

davepokorney@gmail.com

Request:

Comprehensive Plan Amendment ☐

Site and Building Plan Review ☒

Ordinance Amendment (text or map) ☐

Subdivision Sketch Review ☐

Conditional or Interim Use Permit ☐

Preliminary Plat ☐

Administrative Permit ☐

Final Plat ☐

Variance /Appeal ☐

Minor Subdivision ☐

PUD (concept plan/development plan) ☐

Curb/sidewalk Construction ☐

Fence Construction ☐

Construction, placement (ROW) ☐

Other: ☐

Sign Construction/Placement ☐

Description of Request:

Approval of 20 unit market rate apartment

Please attach any additional information pertaining to the above requests.

APPLICATION FEES AND EXPENSES: The undersigned agree that all fees and expenses incurred by the City for the processing of this application, including costs for professional services, are responsibility of the applicant and property owner to be paid immediately upon receipt or the City may approve a special assessment for which the property owner specifically agrees to be assessed for 100 percent per annum and waives any and all appeals under Minnesota Statutes 429.81. All fees and expenses are due whether the application is approved or denied.

Applicant: *David Phony* Date: 5/2/26

Property Owner _____ Date: _____

I, the undersigned, hereby apply for the considerations described above and declare that the information and materials submitted in support of this application are in compliance with adopted City policy and ordinance requirements and are complete to the best of my knowledge.

I understand that this application will be processed accordance with established City review procedures and Minnesota Statutes 15.99 at such time as it is determined to be complete. Pursuant to Minnesota 15.99, the City will notify the applicant within fifteen (15) days from the filing date of any incomplete or other information necessary to complete the application. Failure on my part to supply all necessary information as requested by the City may be cause for denying this application.

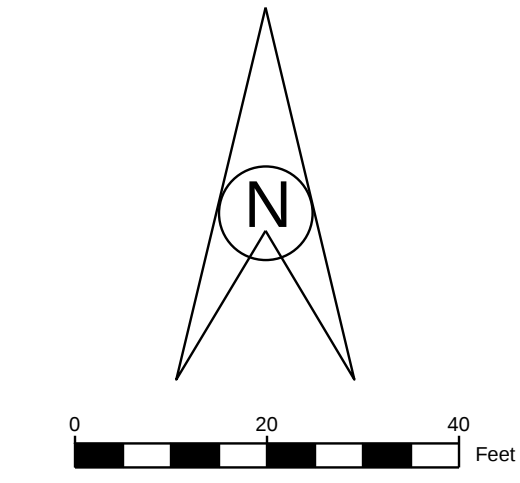
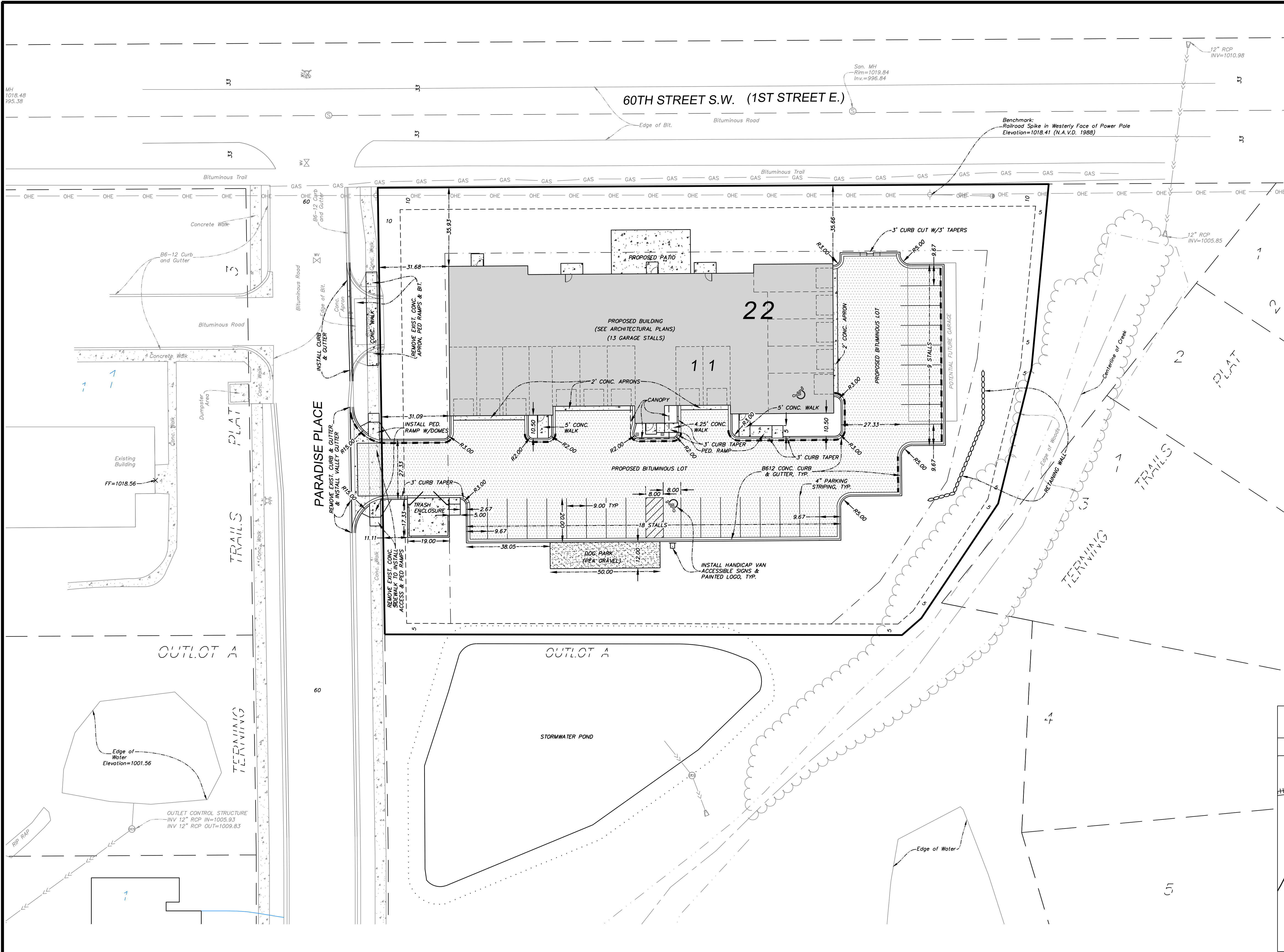
Applicant: *David Phony* Date: 5/2/26

Property Owner _____ Date: _____

For Office Use only:

Proposed Planning Commission Date: _____ Proposed Council Date: _____

Approval: Planning Commission Approval Date: _____ City Council Approval Date: _____



DEVELOPER:
COMMUNITY ASSET DEVELOPMENT GROUP
ATTN: DAVE POKORNEY
1110 YELLOW BRICK ROAD
CHASKA, MN 55318
612-703-5709

OWNER:
CITY OF HOWARD LAKE
625 8TH AVENUE
HOWARD LAKE, MN 55349

PROPERTY AREA = 1.33 ACRES
ZONING: PUD

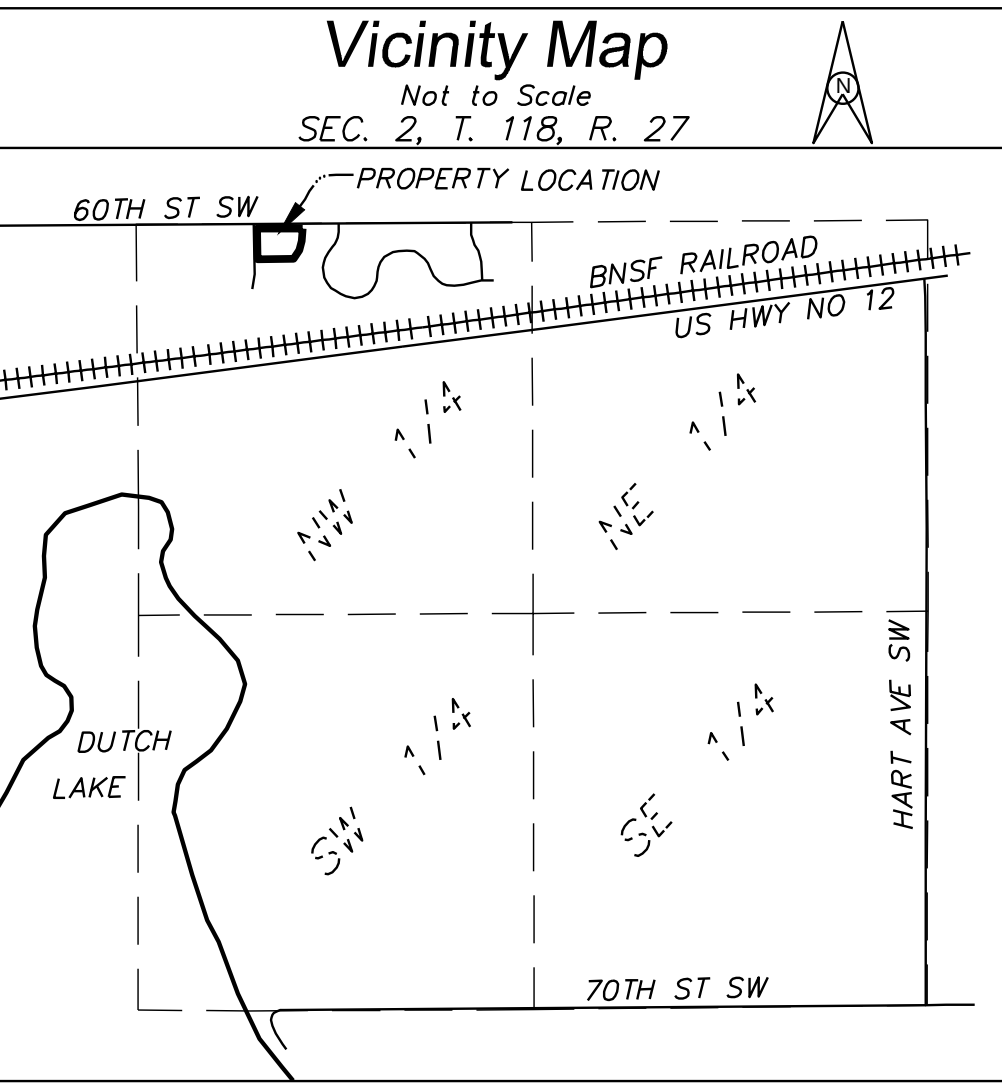
Property Description:

OUTLOT D, TERNING TRAILS PLAT 2 and OUTLOT D, TERNING TRAILS PLAT 3, WRIGHT County, Minnesota, according to the recorded plats thereof.

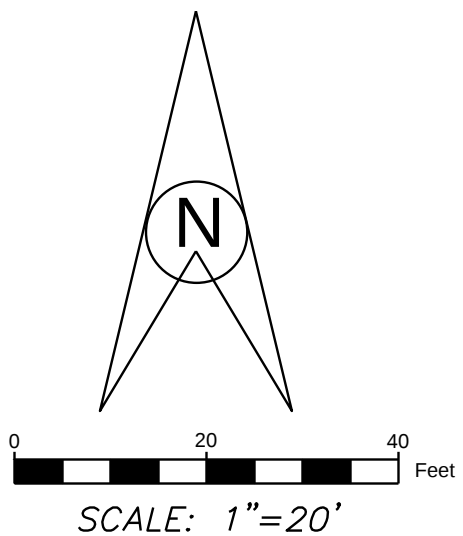
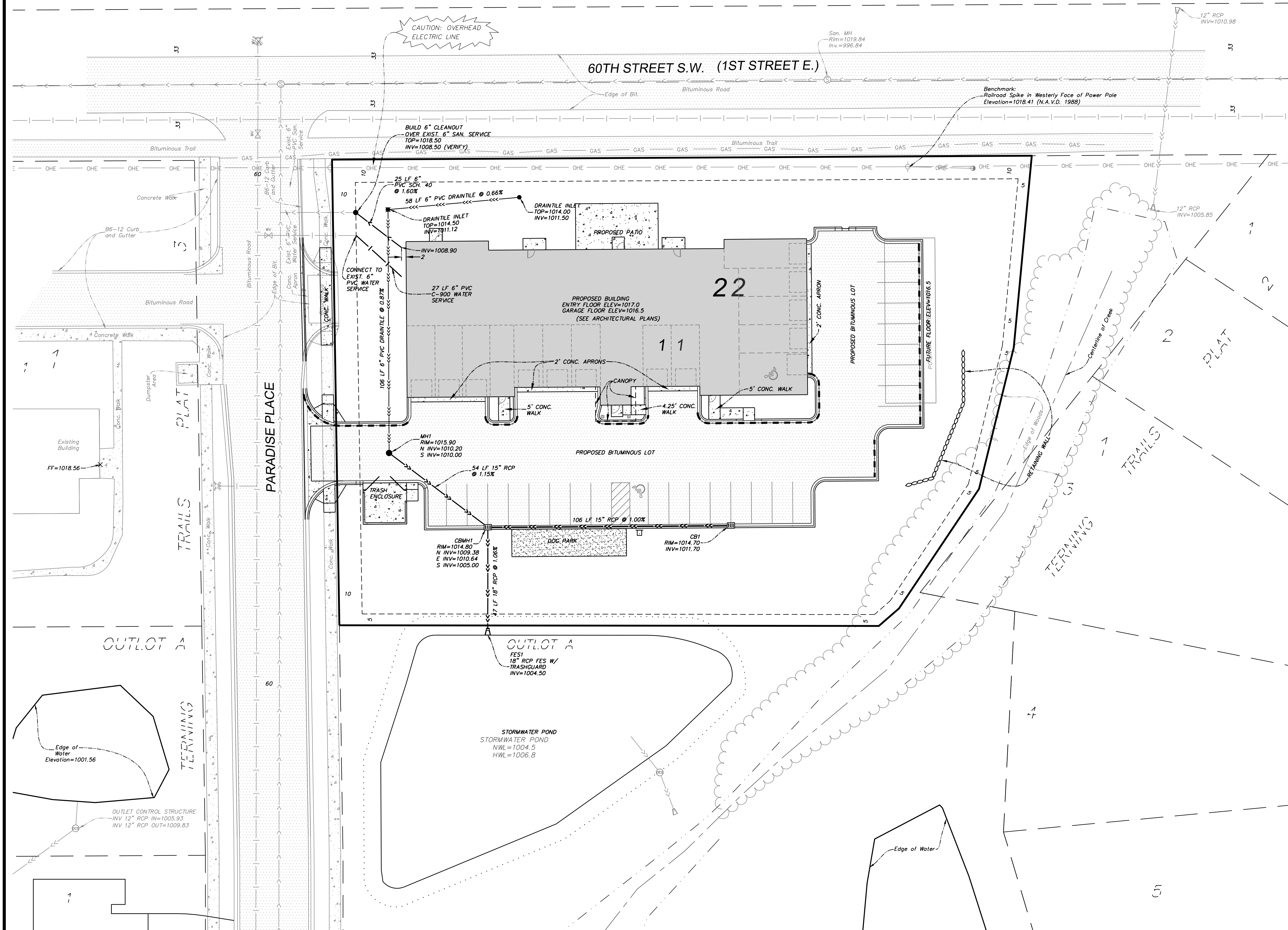
- LEGEND**
- denotes Guy Wire
 - denotes Power Pole
 - ⊕ denotes Water Valve
 - ⊗ denotes Sanitary Manhole
 - ⊕ denotes Over Flow Control Structure
 - ⊗ denotes Hydrant
 - GAS — denotes Gas Line
 - SS — denotes Sanitary Sewer Line
 - >>> — denotes Existing Culvert
 - OHE — denotes Overhead Electric Line
 - - - denotes Building Setback Line
- Front = 30'
Side = 5'
Rear = 25'

- NOTES:**
- 1) DIMENSIONS MEASURED OFF OF THE PROPERTY LINES ARE PERPENDICULAR TO THEM.
 - 2) DIMENSIONS ARE MEASURED TO BACK OF CURB.
 - 3) ALL PEDESTRIAN FACILITIES SHALL BE IN ACCORDANCE WITH CHAPTER 1341 OF THE MN STATE BUILDING CODE AND ADA STANDARDS.
 - 4) REFER TO ARCHITECTURAL PLANS FOR ADDITIONAL BUILDING, SIGNS, AND SITE INFORMATION.
 - 5) THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY. THE CONTRACTOR SHALL FIELD VERIFY LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES PRIOR TO ANY CONSTRUCTION.
 - 6) PARKING PROPOSED:
 - 40 TOTAL PARKING STALLS
 - 27 PARKING STALLS (1 ACCESSIBLE)
 - 13 GARAGE STALLS

PRIOR TO ANY EXCAVATION THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL UNDERGROUND UTILITIES.
CALL 48 HOURS BEFORE DIGGING:
GOPHER STATE ONE CALL:
TWIN CITY AREA 651-454-0002
MN TOLL FREE 1-800-252-1166



REV. NO.	DATE	BY	DESCRIPTION	DESIGNED	DRAWN	DATE	DESCRIPTION	PROJECT NO.
				C.S.O.	T.J.B.			25-0463
				CHECKED				
				C.S.O.				
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.								
Coro M. Schwahn, Otto								
DATE: 5-01-26 LICENSE # 40433								
								
www.ottoassociates.com 9 West Division Street Buffalo, MN 55313 (763)682-4727 Fax: (763)682-3522								
HOWARD LAKE APARTMENTS COMMUNITY ASSET DEVELOPMENT GROUP HOWARD LAKE, MN								
PRELIMINARY SITE PLAN								
SHEET NO. C1 OF C3 SHEETS								
DATE: 5-01-26								



- LEGEND**
- FF=1018.56 denotes Finished Floor Elevation
 - denotes Existing Guy Wire
 - denotes Existing Power Pole
 - denotes Existing Water Valve
 - denotes Existing Hydrant
 - denotes Existing Handicap Parking
 - denotes Existing Outlet Control Structure
 - denotes Sanitary Manhole
 - denotes Existing Water Line
 - denotes Existing Gas Line
 - denotes Existing Sanitary Sewer Line
 - denotes Existing Storm Sewer Line
 - denotes Overhead Electric Line
 - denotes Wetland
 - denotes Existing Culvert
 - denotes Proposed Sanitary Sewer
 - denotes Proposed Watermain
 - denotes Proposed Storm Sewer
 - denotes Proposed Draintile
 - denotes Proposed Catch Basin
 - denotes Drainage and Utility Easement per the plat TERNING TRAILS PLAT 4

PRIOR TO ANY EXCAVATION THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL UNDERGROUND UTILITIES. CALL 48 HOURS BEFORE DIGGING: GOPHER STATE ONE CALL: TWIN CITY AREA 651-454-0002 MN TOLL FREE 1-800-252-1166

- NOTES:**
- THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY. THE CONTRACTOR SHALL FIELD VERIFY LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES PRIOR TO ANY CONSTRUCTION.
 - CONSTRUCTION SHALL CONFORM TO THE LATEST EDITION OF THE MNDOT "STANDARD SPECIFICATIONS FOR CONSTRUCTION." ALL SANITARY SEWER, STORM SEWER, AND WATER MAIN MATERIAL AND INSTALLATIONS SHALL BE PER CITY REQUIREMENTS, MINNESOTA PLUMBING CODE, AND IN ACCORDANCE WITH THE CURRENT EDITION OF "STANDARD SPECIFICATIONS FOR WATER MAIN AND SERVICE LINE INSTALLATION AND SANITARY SEWER AND STORM SEWER INSTALLATION" AS PREPARED BY THE CITY ENGINEERS' ASSOCIATION OF MINNESOTA.
 - SANITARY SERVICE SHALL BE 6" PVC SCH. 40.
 - WATER SERVICE SHALL BE 6" PVC C-900.
 - WATERMAIN SHALL BE INSTALLED WITH A MINIMUM OF 8' OF COVER.
 - CONTRACTOR SHALL NOTIFY CITY 48 HOURS PRIOR TO MAKING WATERMAIN CONNECTION. CONNECTION SHALL BE DONE IN OFF-PEAK HOURS.

REV. NO.	DATE	BY	DESCRIPTION

DESIGNED	DRAWN
C.S.O.	T.J.B.
CHECKED	
C.S.O.	

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Carla M. Schwahn
Carla M. Schwahn, Otto
DATE: 5-01-26 LICENSE # 40433

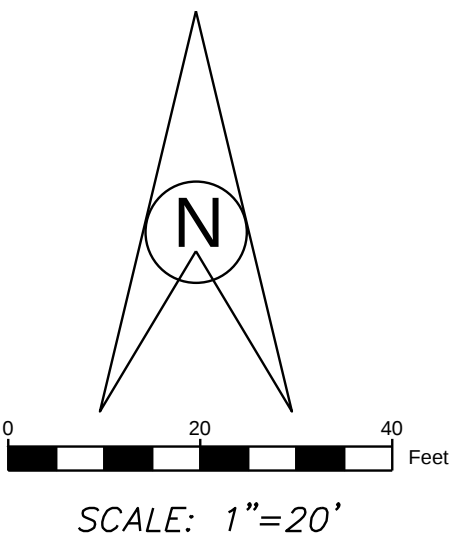
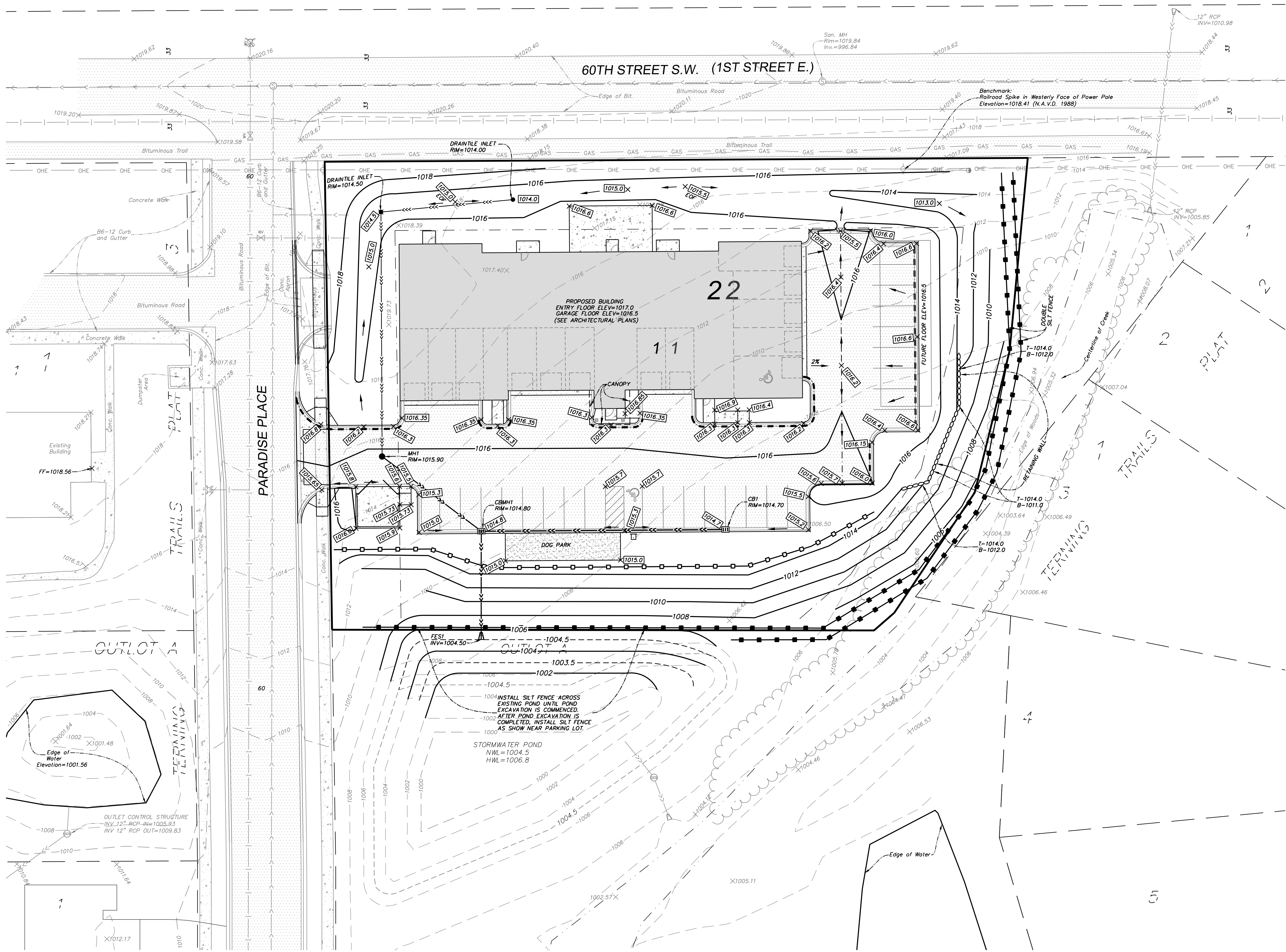


www.ottoassociates.com
9 West Division Street
Buffalo, MN 55313
(763) 682-4727
Fax: (763) 682-3522

HOWARD LAKE APARTMENTS
COMMUNITY ASSET DEVELOPMENT GROUP
HOWARD LAKE, MN

PRELIMINARY UTILITY PLAN
SHEET NO. C2 OF C3 SHEETS

PROJECT NO:
25-0463
DATE:
5-01-26



- LEGEND**
- 1016 — denotes Existing Contour
 - 1016.00 X denotes Existing Spot Elevation
 - 1016 — denotes Phase One Grading Contour
 - 1016 — denotes Proposed Contour
 - 1016.0 X denotes Proposed Spot Elevation
 - denotes Proposed Drainage
 - T=1014.0 denotes Proposed Top of Wall Elevation
 - B=1010.0 denotes Proposed Bottom of Wall Elevation
 - FF=1018.56 denotes Finished Floor Elevation
 - denotes Existing Guy Wire
 - denotes Existing Power Pole
 - denotes Existing Water Valve
 - denotes Existing Hydrant
 - denotes Existing Handicap Parking
 - denotes Existing Outlet Control Structure
 - denotes Sanitary Manhole
 - denotes Existing Water Line
 - GAS — denotes Existing Gas Line
 - denotes Existing Sanitary Sewer Line
 - denotes Existing Storm Sewer Line
 - OHE — denotes Overhead Electric Line
 - denotes Wetland
 - denotes Existing Culvert
 - denotes Proposed Storm Sewer
 - denotes Proposed Drainline
 - denotes Proposed Catch Basin
 - denotes Drainage and Utility Easement per the plat TERMINING TRAILS PLAT 4
 - - - denotes Building Setback Line
 - Front = 30'
 - Side = 5'
 - Rear = 25'
 - denotes Pre-construction Silt Fence
 - denotes Post-construction Silt Fence
 - denotes Tip Out Curb & Gutter

PRIOR TO ANY EXCAVATION THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL UNDERGROUND UTILITIES. CALL 48 HOURS BEFORE DIGGING:
GOPHER STATE ONE CALL:
TWIN CITY AREA 651-454-0002
MN TOLL FREE 1-800-252-1166

GRADING NOTE
THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK. HE AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY HIS FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.

REV. NO. DATE BY DESCRIPTION

DESIGNED DRAWN

C.S.O. T.J.B.
CHECKED
C.S.O.

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
Cara M. Schwahn, Otto
DATE: 5-01-26 LICENSE # 40433



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HOWARD LAKE APARTMENTS
COMMUNITY ASSET DEVELOPMENT GROUP
HOWARD LAKE, MN

PRELIMINARY GRADING PLAN

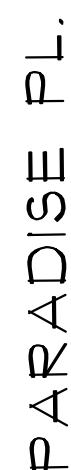
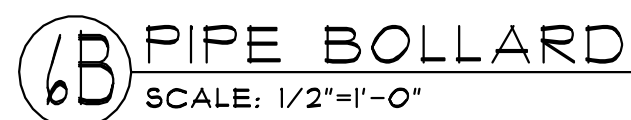
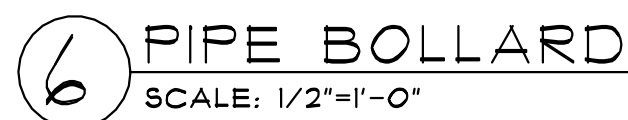
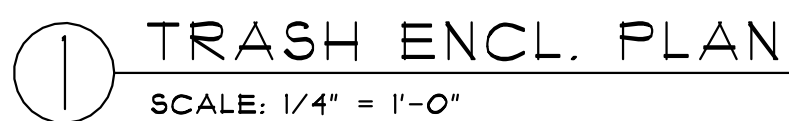
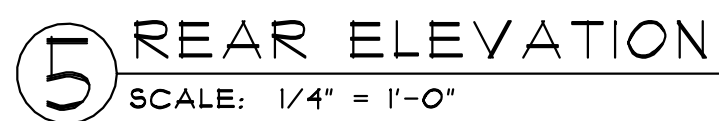
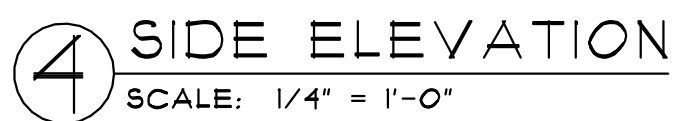
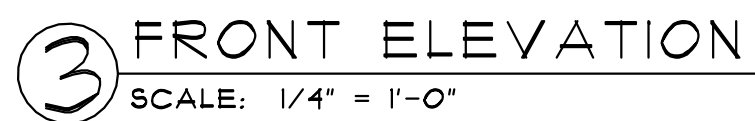
SHEET NO. C3 OF C3 SHEETS

PROJECT NO.

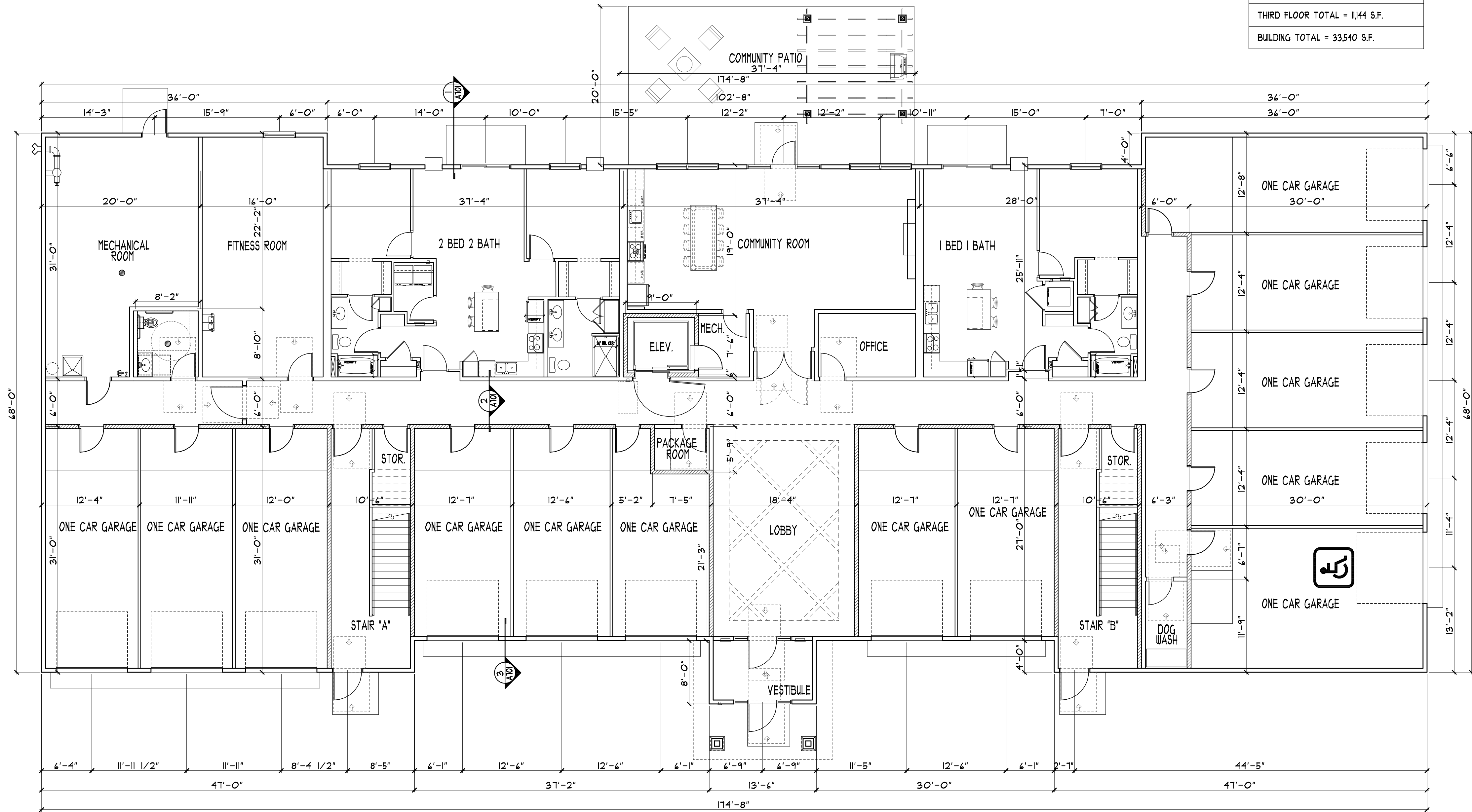
25-0463

DATE:

5-01-26



SITE PLAN
SCALE: 1/16" = 1'-0"



BUILDING S.F.
FIRST FLOOR GARAGE = 4,884 S.F.
FIRST FLOOR APARTMENT = 4,354 S.F.
FIRST FLOOR TOTAL = 11,238 S.F.
SECOND FLOOR TOTAL = 11,144 S.F.
THIRD FLOOR TOTAL = 11,144 S.F.
BUILDING TOTAL = 33,540 S.F.

FIRST FLOOR PLAN
SCALE : 1/8" = 1'-0"

PLOTTED: 04-30-26
FILE: 25048P
COM: 4

Project1 No.
25048
Issue Date:
??-??-??
Document Set:
??????
??????

REVISIONS COMMENTS
REVISIONS COMMENTS
REVISIONS COMMENTS

A101

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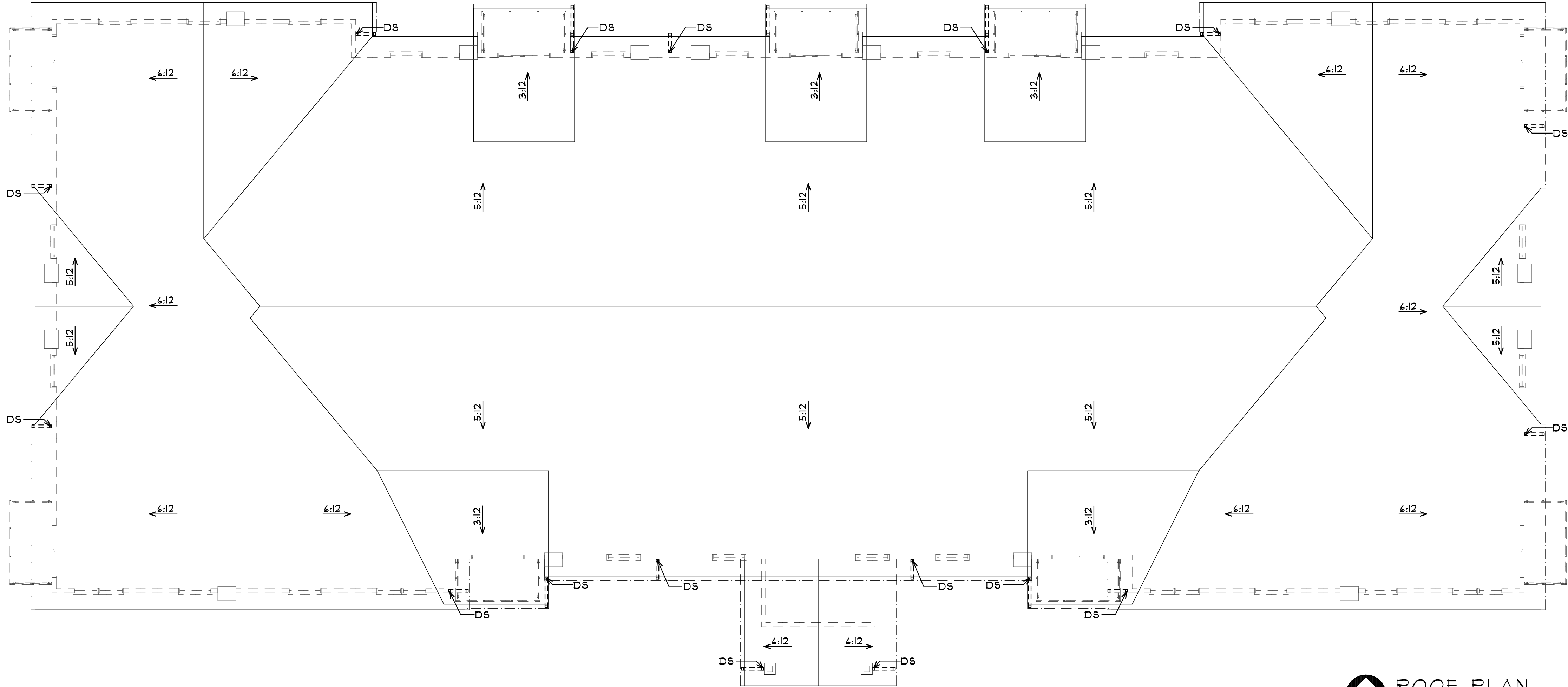
DEVELOPER/OWNER:
HOWARD LAKE COMMUNITY ASSET DEVELOPMENT GROUP
APARTMENTS
CHASKA, MN
HOWARD LAKE, MN
PHONE: (612)-703-5709

PROPOSED:
HOWARD LAKE COMMUNITY ASSET DEVELOPMENT GROUP
APARTMENTS
CHASKA, MN
HOWARD LAKE, MN
PHONE: (612)-703-5709

COLE GROUP ARCHITECTS, LLC
114 Park Avenue South
Suite 102
Saint Cloud, MN 56301
(320) 654-6570
www.colegrouparchitects.com

DAVID J. MAJCHRAZAK
LICENSED ARCHITECT
68881
STATE OF MINNESOTA

These documents are not valid for building permit unless signed in ink or digital signature. Copies are not valid.
I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed Architect under the laws of the state of MINNESOTA.
Name: DAVID J. MAJCHRAZAK



 **ROOF PLAN**
SCALE : 1/8" = 1'-0"

PLOTTED: 04-30-26 FILE: 25048P COM: 4

REVISIONS COMMENTS	REVISIONS COMMENTS	REVISIONS COMMENTS

Project No.
25048
Issue Date:
??-??-??
Document Set:
??????
??????

A105

PROPOSED:

**HOWARD LAKE
APARTMENTS**

HOWARD LAKE, MN

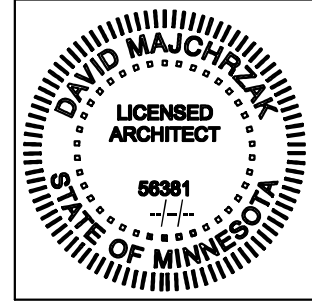
PHONE: (612)-703-5709

DEVELOPER/OWNER:

**COMMUNITY ASSET
DEVELOPMENT GROUP**

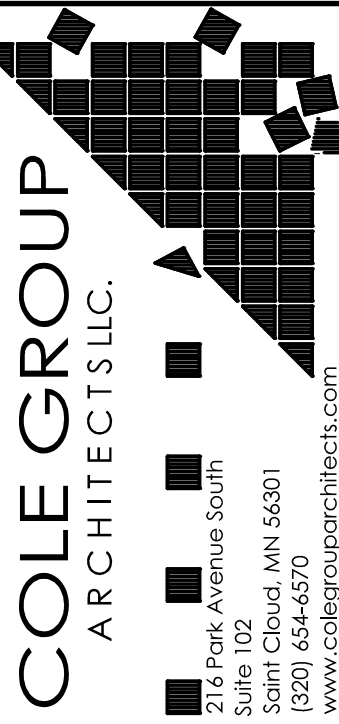
CHASKA, MN

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**COLE GROUP
ARCHITECTS LLC.**

100 Park Avenue South
Suite 102
Saint Cloud, MN 56301
(320) 654-6570
www.colegrouparchitects.com





ELEVATION "A"
SCALE: 1/8" = 1'-0"



ELEVATION "B"
SCALE: 1/8" = 1'-0"



ELEVATION "D"
SCALE: 1/8" = 1'-0"



ELEVATION "C"
SCALE: 1/8" = 1'-0"

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These documents are not valid for building permit unless signed in ink or by digital signature. Copies are not valid. I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed Architect under the laws of the state of MINNESOTA.

NAME: DAVID J. MAJCHRAK

DEVELOPER/OWNER:
HOWARD LAKE COMMUNITY ASSET DEVELOPMENT GROUP
CHASKA, MN
PHONE: (612)-703-5709

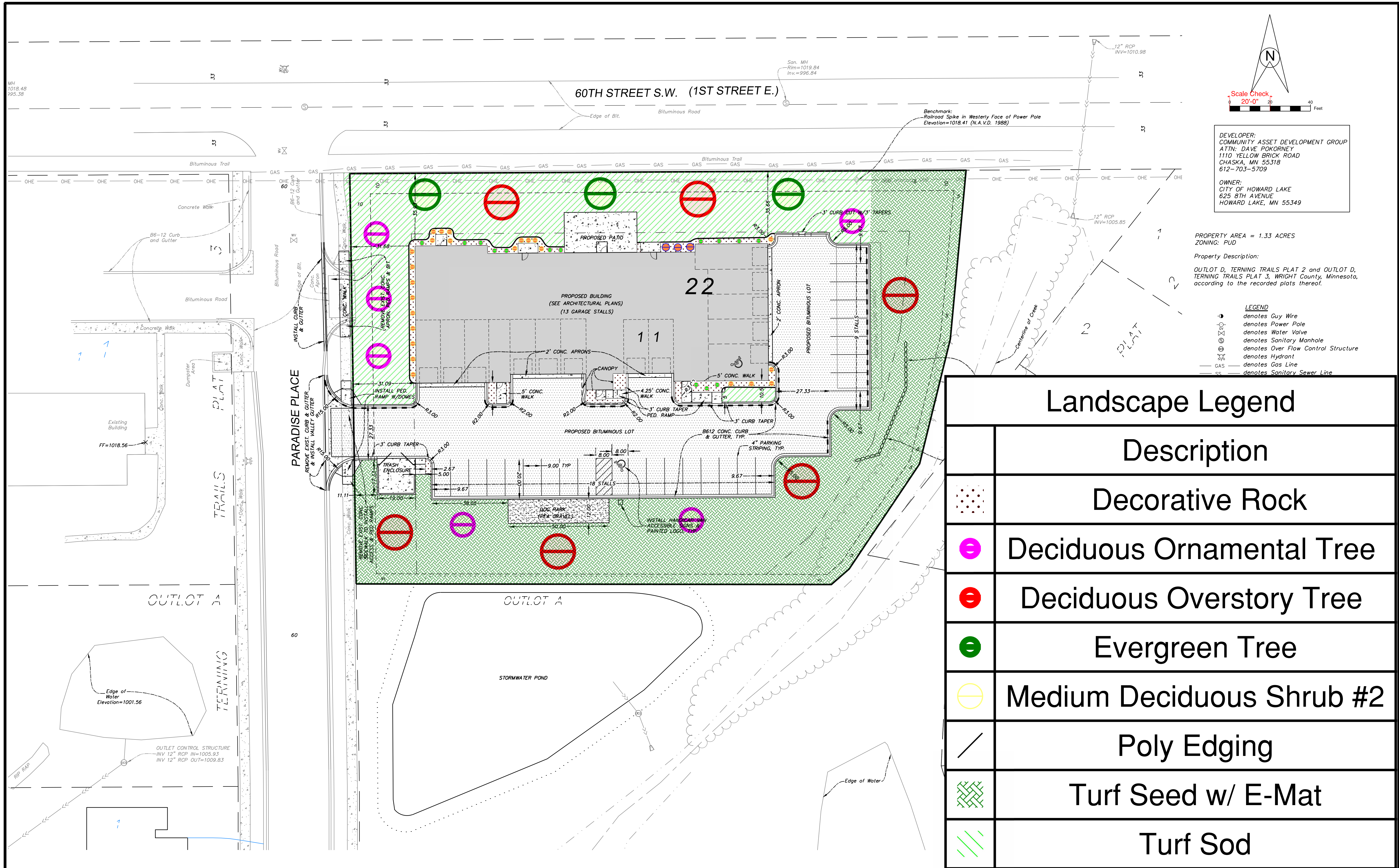
PROPOSED:
HOWARD LAKE APARTMENTS
HOWARD LAKE, MN

REVISIONS	COMMENTS

Project No. 25048
Issue Date: 22-22-22
Document Set: 222222
222222

FILE: 25048E_CDM-4
PLOTTED: 04-30-24

A501



DEVELOPER:
COMMUNITY ASSET DEVELOPMENT GROUP
ATTN: DAVE POKORNEY
1110 YELLOW BRICK ROAD
CHASKA, MN 55318
612-703-5709

OWNER:
CITY OF HOWARD LAKE
625 8TH AVENUE
HOWARD LAKE, MN 55349

PROPERTY AREA = 1.33 ACRES
ZONING: PUD

Property Description:

OUTLOT D, TURNING TRAILS PLAT 2 and OUTLOT D,
TURNING TRAILS PLAT 3, WRIGHT County, Minnesota,
according to the recorded plats thereof.

LEGEND
● denotes Guy Wire
○ denotes Power Pole
⊕ denotes Water Valve
⊗ denotes Sanitary Manhole
⊕ denotes Over Flow Control Structure
⊗ denotes Hydrant
— GAS — denotes Gas Line
— SS — denotes Sanitary Sewer Line

Landscape Legend

	Description
	Decorative Rock
	Deciduous Ornamental Tree
	Deciduous Overstory Tree
	Evergreen Tree
	Medium Deciduous Shrub #2
	Poly Edging
	Turf Seed w/ E-Mat
	Turf Sod

REV. NO.	DATE	BY	DESCRIPTION	DESIGNED	DRAWN	1. HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME, OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.	www.ottoassociates.com	HOWARD LAKE APARTMENTS COMMUNITY ASSET DEVELOPMENT GROUP HOWARD LAKE, MN	PRELIMINARY SITE PLAN	PROJECT NO: 25-0463
				C.S.O.	T.J.B.		9 West Division Street Buffalo, MN 55313 (763) 682-4727 Fax: (763) 682-3522			
				CHECKED						
				C.S.O.		Coro M. Schwahn Otto DATE: 5-01-26 LICENSE # 40433	Engineers & Land Surveyors, Inc.		SHEET NO. C1 OF C3 SHEETS	DATE: 5-01-26

**CITY OF HOWARD LAKE
RESOLUTION 26-09**

**APPROVING A COMPREHENSIVE PLAN AMENDMENT FOR THE HOWARD LAKE
APARTMENTS**

WHEREAS, there has been submitted to the City Council of the City of Howard Lake an application for a comprehensive plan amendment at the following legally described property (“the Property”):

Lot 1, Block 2 of Terning Trails Plat 4; and

WHEREAS, Property is currently guided for a Medium Density Land Use; and

WHEREAS, there is a request to reguide the property to High Density Residential to place a 20 unit apartment building on the site; and

WHEREAS, the Planning Commission reviewed the application on May 27, 2026 and recommended approval of the request after holding a duly-noticed public hearing; and

WHEREAS, the City Council reviewed the application on May 27, 2026; and

WHEREAS, the City Council by this resolution desires to set forth its findings and ruling with respect to the application; and

WHEREAS, finds that the proposed comprehensive plan amendment is generally consistent with the goals and policies found within the comprehensive plan; and

NOW THEREFORE, BE IT RESOLVED that the City Council approves the comprehensive plan amendment related to the Howard Lake Apartments on Lot 1, Block 2 of Terning Trails Plat 4.

PASSED AND ADOPTED this 27th day of May, 2026.

Peter Zimmerman, Mayor

ATTEST:

Nicholas Haggenmiller, City Administrator-Clerk

Attached:
Survey

**CITY OF HOWARD LAKE
RESOLUTION 26-10**

APPROVING A SITE PLAN REVIEW FOR THE HOWARD LAKE APARTMENTS

WHEREAS, there has been submitted to the City Council of the City of Howard Lake an application for a site and building plan review at the following legally described property (“the Property”): Lot 1, Block 2 of Terning Trails Plat 4; and

WHEREAS, proposal is to place a 20 unit apartment building on the site; and

WHEREAS, the Planning Commission reviewed the application on May 27, 2026 and recommended approval of the request; and

WHEREAS, the City Council reviewed the application on May 27, 2026; and

WHEREAS, the City Council by this resolution desires to set forth its findings and ruling with respect to the application; and

WHEREAS, finds that the proposed site and building plan is generally consistent with the City’s Zoning Ordinance and the planned unit development approved in Ordinance No. ____; and

NOW THEREFORE, BE IT RESOLVED that the City Council approves the site and building plan review with the following conditions:

1. Building materials facing the street shall meet the requirements of 25% of brick, stucco, or stone.
2. A lighting plan shall be prepared for Staff review.
3. All comments from the City Engineer shall be addressed.
4. All comments from the City Attorney shall be addressed.
5. Parking shall be provided at 2.25 stalls per unit.
6. Parkland dedication in the form of cash-in-lieu shall be provided.
7. The applicant shall relocate the trash enclosure, in the manner suggested by the City Engineer.
8. A front facing feature shall be placed over the entrance to the patio with a sidewalk to the trail.

PASSED AND ADOPTED this 27th day of May, 2026.

Peter Zimmerman, Mayor

ATTEST:

Nicholas Haggenmiller, City Administrator-Clerk

Attached:
Site Plan

ORDINANCE NO. : 26-01

**CITY OF HOWARD LAKE
WRIGHT COUNTY, MINNESOTA**

**AMENDING THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT FOR
THE HOWARD LAKE APARTMENTS**

THE CITY COUNCIL OF THE CITY OF HOWARD LAKE ORDAINS:

Section 1. Legal Description. The City of Howard Lake approves a amendment to the planned unit development for the following legally described property (the “Property”):

Lot 1, Block 2 of Terning Trails Plat 4

Section 2. Underlying District. The underlying zoning district for the PUD is R-7, High Density Residential District. Any use or standard not included in this ordinance shall defer to the requirements of the R-7 District.

Section 3. Permitted and Conditional Uses. The permitted, conditional, and accessory uses for the Property shall defer to the uses found within the R-7 District.

Section 4. Lot Area and Dimensional Requirements. Lot requirements for the various sub-districts shall conform to the general width and area as found in the R-7 District.

Section 5. Lot Setback and Performance Standards. All standards not specified by this ordinance are to be the same as found in the Howard Lake Zoning Ordinance for the underlying zoning district.

Section 6. Effective Date. This Ordinance shall be effective upon passage and publication

ADOPTED by the Howard Lake City Council this 27th day of May 2026.

CITY OF HOWARD LAKE

BY: _____
Peter Zimmerman, Mayor

ATTEST

BY: _____
Nicholas Haggemiller, City Administrator-Clerk

To: Howard Lake Parks & Planning Commission
Howard Lake City Council

From: Nate Sparks, City Planner

Date: May 20, 2026

Re: Preliminary Plat – Howard Lake Industrial Park 4th Addition

BACKGROUND

Between 1040 and 1050 Industries Circle, there is a remnant parcel. The intent is to take this remnant parcel and combine it with 1040 Industries Circle and extend a right-of-way along the southern end of the parcel to provide a possible extension to the west in the future. There would be a new remnant south of the new right-of-way which would be retained by the City for screening /landscaping purposes. The new lot would then be conveyed to a business to construct a building on.

The new addition of the industrial park would be the 4th plat within the park.

Necessary Approvals

In order for this plat to move forward, the Planning Commission will need to hold a public hearing and a preliminary plat would need to be approved.

COMPREHENSIVE PLAN / ZONING

The Comprehensive Plan identifies this area as industrial. The property is zoned I-2, General Industrial.

SITE PLAN / PERFORMANCE STANDARD REVIEW

Zoning Performance Standards

The property is zoned I-2 which allows for lots 40,000 square feet in area with 100 feet of width. The proposed new lot exceeds both of these standards. Construction on the lot will need to meet the minimum standards of the I-2 District.

Proposed Plat

The plat would be taking the remainder of Lot 5, Block 2 that is not developed and combining it with the portion of Lot 4, Block 2 intended to be the building site. Then there will be the right-of-way extension and the outlot south of the road. The road extension will allow for the City to expand the industrial park in the future.

PLANNING COMMISSION DISCUSSION

The Planning Commission needs to hold a public hearing and provide a recommendation to the City Council regarding the project.

Staff recommends approval of the plat, as it appears to meet code requirements.

**CITY OF HOWARD LAKE
RESOLUTION 26-XX**

**RESOLUTION APPROVING A PRELIMINARY PLAT FOR THE HOWARD LAKE
INDUSTRIAL PARK 4TH ADDITION**

WHEREAS, there has been submitted to the City Council of the City of Howard Lake an application for a preliminary plat at the following legally described property (“the Property”):

That part of Lots 4 and 5, Block 1, HOWARD LAKE INDUSTRIAL PARK SECOND, according to the record plat thereof, Wright County, Minnesota, lying westerly of the following described line: Commencing at the northwest corner of said Lot 5; thence North 89 degrees 33 minutes 45 seconds East, assumed bearing, along the north line of said Lot 5, a distance of 151.64 feet to the point of beginning of the line to be described; thence South 20 degrees 25 minutes 59 seconds East, a distance of 312.86 feet, to the east line of Lot 4, said line also being the right of way line of Industries Circle, as delineated and dedicated on said HOWARD LAKE INDUSTRIAL PARK SECOND and there terminating; and

WHEREAS, the plat proposes to create one buildable parcel, extend a public right-of-way, and create an outlot; and

WHEREAS, the Planning Commission reviewed the application on May 27, 2026 and recommended approval of the request; and

WHEREAS, the City Council reviewed the application on May 27, 2026; and

WHEREAS, the City Council by this resolution desires to set forth its findings and ruling with respect to the application; and

WHEREAS, finds that the proposed preliminary plat generally meets the requirements of the Howard Lake Zoning and Subdivision Ordinances; and

NOW THEREFORE, BE IT RESOLVED that the City Council approves the preliminary plat for Howard Lake Industrial Park 4th Addition

PASSED AND ADOPTED this 26th day of May, 2026.

Peter Zimmerman, Mayor

ATTEST:

Nicholas Haggenmiller, City Administrator-Clerk

Attached:
Preliminary Plat

PROPOSED DESCRIPTION:

That part of Lots 4 and 5, Block 1, HOWARD LAKE INDUSTRIAL PARK SECOND, according to the record plat thereof, Wright County, Minnesota, lying westerly of the following described line:

Commencing at the northwest corner of said Lot 5; thence North 89 degrees 33 minutes 45 seconds East, assumed bearing, along the north line of said Lot 5, a distance of 151.64 feet to the point of beginning of the line to be described; thence South 20 degrees 25 minutes 59 seconds East, a distance of 312.86 feet, to the east line of Lot 4, said line also being the right of way line of Industries Circle, as delineated and dedicated on said HOWARD LAKE INDUSTRIAL PARK SECOND and there terminating.

AND

That part of said Lot 4, lying northerly of the following described line:

Commencing at the northwest corner of said Lot 5; thence South 00 degrees 26 minutes 13 seconds East, assumed bearing, along the west line of said Lot 4, a distance of 201.02 feet to the point of beginning of the line to be described; thence South 70 degrees 39 minutes 48 seconds East, a distance of 274.83 feet, to the east line of Lot 4, said line also being the right of way line of Industries Circle, as delineated and dedicated on said HOWARD LAKE INDUSTRIAL PARK SECOND and there terminating.

SURVEYOR'S NOTES:

- 1. This survey was performed, and the survey map prepared, without benefit of either a title insurance commitment or an attorney's title opinion. The record boundary and easement information (if any) shown hereon is based on information provided by the client. Research of documents affecting title to the property surveyed or adjoining properties has been limited to a cursory review of record information and it is recommended that all title matters affecting this property and survey be reviewed by an attorney or other title professional.
- 2. Distances are in feet.
- 3. Bearings shown on this survey assume the north line of Lot 5 bears North 89 degrees 33 minutes 45 seconds East.

SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Matthew M. Bomstad

Matthew M. Bomstad
License Number 57991

05/15/2026
Date

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LEGAL DESCRIPTION EXHIBIT
1040 INDUSTRIES CIRCLE, HOWARD LAKE, MINNESOTA 55349



BOLTON & MENK

2040 Hwy 12 East
Willmar, MN 56201
Phone: (320) 231-3956

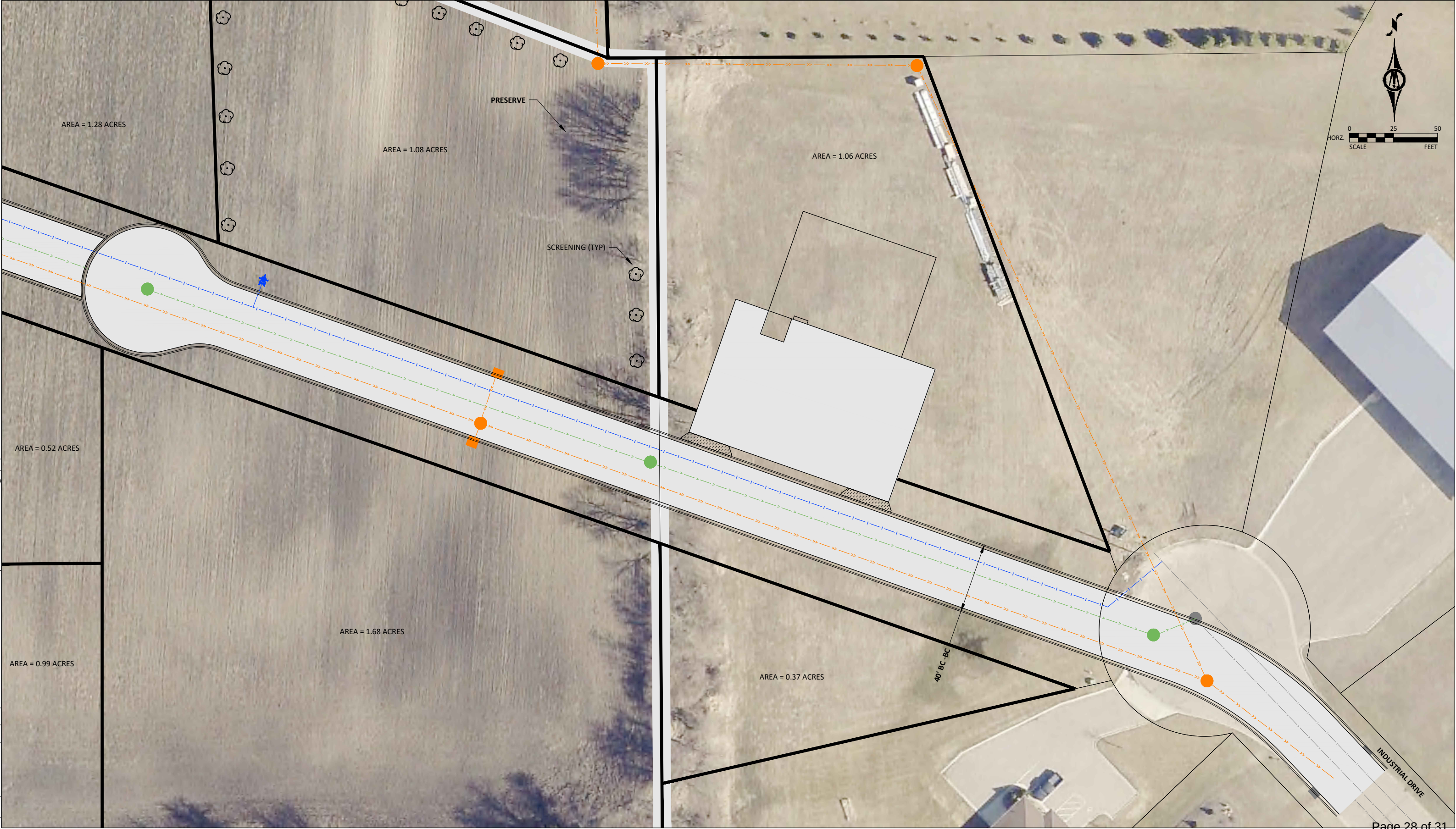
LOTS 4 AND 5, BLOCK 1, HOWARD LAKE INDUSTRIAL PARK SECOND, WRIGHT COUNTY, MINNESOTA

FOR: CITY OF HOWARD LAKE



PROPOSED DESCRIPTION CONTAINING
APPROXIMATELY 48,285 S.F. +/- 1.11 ACRES +/-







HOWARD LAKE PARKS & PLANNING MEETING

MAY 27, 2026

AGENDA ITEM: Consider Citizen Request for Memorial Park Signage

SECTION: New Business

FROM: Karen Erickson

Background: At the April City Council Meeting, Karen Erickson/Middleville Township addressed the city council requesting signage to be installed at Memorial Park to showcase the park history, specifically its “elders” that shaped the Orphans Organizations. Ms. Erickson is a local author and historian and prides herself on learning the history and showcasing it in her writing. She specifically wants to show case Don and Mike Mitchel for their efforts with the Orphans.

Ms. Erickson has provided a schematic depiction and estimated cost for the signage. She has not indicated what specifically would be on the signage, where she hopes it to be placed or who would pay for the materials/installation.

The City Council directed staff to bring forward any articulated requests through the Parks and Planning Commission.

The Parks and Planning Commission should provide the following:

- An opportunity for Ms. Erickson to be heard in full for the request.
- Solicit feedback on the request.
 - o Staff notes the placement of a Mitchell Memorial at the park already.
- The request is not budgeted, if funds are needed/sought and the PPC should be careful with public dollars used to recognize private individuals.

PLANNING COMMISSION ACTION REQUESTED: Solicit feedback on proposal.

FINANCIAL:

Very rough ballpark for the display shown (materials only, not labor, concrete, or graphics printing):

- Posts (likely 6x6 treated, qty 4): about \$240–\$400
- Header/pergola framing (2x8 / 2x6 treated lumber): about \$150–\$300
- Pergola slats / rafters: about \$80–\$180
- Display panels/frames (powder-coated aluminum or routed composite): about \$600–\$1,500
- Printed interpretive/map panels (weatherproof high-pressure laminate or aluminum composite): about \$800–\$2,500 depending on quality and number of panels
- Hardware/fasteners/brackets: about \$100–\$250
- Mulch/edging/base materials: about \$50–\$150

Estimated material total:

- Basic municipal/park-grade version: roughly \$2,000–\$3,500
- Higher-end interpretive signage system: roughly \$4,000–\$6,500

LEGAL: Open

ATTACHMENTS:

1. Sample Display





HOWARD LAKE PARKS & PLANNING MEETING

May 27, 2026

AGENDA ITEM: Consider Update and Request from Howard Lake Orphans

SECTION: New Business

FROM: Shane Heber & Chad Burau | Howard Lake Orphans
Nick Haggenmiller, City Administrator

Background: The Howard Lake Orphans are under new management. City staff has been meeting and working with Orphans representatives, Shane Heber and Chad Burau on proposed enhancements to the field as well as cost participation from the City.

To date, staff has provided the current policy direction provided by the city council and through the planning commission that prioritizes life/safety/code and general accessibility of parks. Future enhancements must be planned and programmed through annual budget and CIP discussions and related approvals. The City was unsuccessful in 2025 in the pursuit of DNR Outdoor Recreation Grant.

Heber and Burau were directed by the city council to address the Parks and Planning Commission with an update and an articulated ask of the City.

PLANNING COMMISSION ACTION REQUESTED: Open

FINANCIAL: Open

LEGAL: Open

ATTACHMENTS: N/A