



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.*

Howard Lake City Hall
TENTATIVE AGENDA
July 14, 2021 – 6:00 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. June 9, 2021 PPC Meeting Minutes
- D. **PRESENTATIONS, PUBLIC HEARINGS & RELATED APPROVALS**
 - a. N/A
- E. **NEW BUSINESS**
 - a. Comprehensive Plan Process
- F. **OLD BUSINESS**
- G. **ADJOURN**



CITY OF HOWARD LAKE

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HOWARD LAKE PARKS AND PLANNING COMMISSION

Howard Lake City Hall

June 9, 2021 – 6:00 pm

MEETING MINUTES

MEMBERS PRESENT

Jean Schmidt
April Debner
Gene Gilbert
Barb Guenigsman
Molly Hibbard

MEMEBERS ABSENT

Vern Kleve
Jason Deiter

OTHERS PRESENT

Meagan Theisen, Assistant City Administrator
Nate Sparks, City Planner

A. CALL TO ORDER

Chair Debner called the meeting to order at 6:00 pm.

B. APPROVAL OF AGENDA

The agenda was approved as presented.

C. APPROVAL OF MEETING MINUTES

Commissioner Schmidt moved to approve the June 9, 2021 PPC Meeting minutes. The motion was seconded by Commissioner Hibbard and passed unanimously.

D. NEW BUSINESS

a. **Comprehensive Plan Process**

Sparks introduced the first step of the Comprehensive Plan Update. He presented Howard Lake's statistic Demographic Profile.

The Commission reviewed the statistics and discussed notable changes in the last 20 years – noting housing changes, basic needs of the community can be found at the local businesses and still having a viable downtown.

At the July 14th meeting the Commission requested comparisons between Howard Lake and neighboring communities.

E. ADJOURN

The Parks and Planning Commission meeting adjourned at 7:06 p.m.



NORTHWEST ASSOCIATED CONSULTANTS, INC.

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Telephone: 763.957.1100 Website: www.nacplanning.com

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

Introduction

At a previous meeting, the Parks & Planning Commission began discussing the Comprehensive Plan update. Some ideas and concepts were discussed. At this meeting, we will be talking further about the vision statement and big picture goals of the City while reviewing additional data. Then we will talk more about the first public input stage of the process.

Planning Process - Status

Below is the general planning process that includes several community check-in points. We are currently still within Section 1.0. We are formulating some initial opinions based on an analysis of the existing plan, the data that is being reviewed, and the general opinions and perceptions of Commissioners.

- 1.0 – Initial Review of Existing Plans & Data – Get an idea of issues, priorities and goals of the City from the perspective of the people working at the City and decision makers. Do an extensive analysis of the community from an objective and detailed data standpoint.
 - 1.1 Meetings with Staff
 - 1.2 Initial discussions with PPC/CC
 - 1.3 Full data review and analysis including economic data, demographics, economic information, geographic constraints, natural resource review. Prepare a report for review by the PPC/CC.
- 2.0 – Initial Public Input – Discuss the City with the public and get information from residents on the current state of the community.
 - 2.1 Discuss the data report with the PPC/CC
 - 2.2 Discuss the questions the PPC/CC has for the public
 - 2.3 Establish best methods of public engagement
 - 2.4 PPC/CC hosts a public forum to hear from interested residents
 - 2.5 Establish a “public station” with information about the Comp Plan process
 - 2.6 Create a website with information and opportunities for comment
 - 2.7 Send out a community survey
 - 2.8 Prepare a report summarizing community input and survey results for review by the PPC/CC
- 3.0 – Establish community vision and goals – From the public input and after reviewing the data reports, the PPC will need to create a vision statement for the City and some “big picture” goals.
 - 3.1 Discuss input from the public with the PPC/CC
 - 3.2 Establish a community vision statement
 - 3.3 Establish community goals and priorities
 - 3.4 Prepare draft vision and goals report

- 4.0 – Prepare draft plan – After establishing the vision and goals, the policies can be applied to the individual elements of the City, which results in the plan sections.
 - 4.1 PPC reviews vision and goals report and requests any changes
 - 4.2 Create draft planning sections: land use, transportation, utilities, parks, economic development
 - 4.3 Create document maps
 - 4.4 Review draft plan with PPC/CC
- 5.0 – Share draft plan with community – After the draft plan is prepared, it is time to check back with the citizens to gain more input and make any necessary changes.
 - 5.1 PPC hosts a public forum for review of the draft plan
 - 5.2 Website updated to host plan and take in comments
 - 5.3 Public station for review and comment set up
 - 5.4 PPC reviews comments from the public on plan and makes any necessary changes
- 6.0 – Finalize plan – Once the public has reviewed the plan, a formal public hearing is held where comments on the final plan documents are considered.
 - 6.1 PPC hosts public hearing on final plan
 - 6.2 Changes to plan made as necessary
 - 6.3 CC reviews plan and adopts
- 7.0 – Implement plan – Once the plan is adopted, the PPC will need to consider changes to policy documents to implement the plan.
 - 7.1 PPC reviews plan and identifies ordinance and policy changes necessary
 - 7.2 PPC prioritizes list of actions and creates timeline

Community Vision

The previous plan had a community vision statement that was rooted in the ideal that the local government should remain responsive and efficient during that era of initial, fast growth.

For this plan, it may be more ideal to identify the principal themes and aspirations of the community. This gives City Officials a perspective and base to judge new ideas, concepts, and proposals.

To this end, the PPC brainstormed ideas on the core character of the City. The following concepts were discussed:

Charming – Friendly – Vast Resources – Play Options – Open – Friendly – Paradise – Peaceful – Close to the Cities but far enough away – Tranquil – Lake – Safe – Small Town Atmosphere – Main Street – Downtown – County Fair

If Commissioner's have reflected on this more, additional concepts or refinement of these concepts are welcome. The end result will be a statement of "vision" for the community.

Other cities have such statements. For example, Faribault states: "COMMUNITY VISION: SMALL TOWN PRIDE. BIG CITY OPPORTUNITY. Faribault is one of America's best small communities. A place where all people find opportunities to succeed, grow, and prosper. We celebrate our unique strengths in education, business, industry, medical, nature, recreation, leisure, and the arts – and we are proud of our historic downtown and iconic institutions. As a community we embrace the future and plan for positive change through our commitment to innovation and excellence, making Faribault an outstanding place to live, work, grow, invest, and visit."

Grand Marais Community Vision: “Grand Marais is a thriving community that features locally-grown economic opportunity, housing that meets all family needs, and a wide array of educational opportunities. Hallmarks of the Grand Marais way of life include active recreation on the North Shore, commitment to community, an ethos of creativity and innovation, and stewardship of the unique natural environment.”

Lakeville Vision Statement: “We envision a thriving, multi-generational community where families, friends, and neighbors connect, live, learn, work and play. Great schools; a diverse local economy; exceptional parks, trails, and recreational opportunities; vibrant social and cultural institutions; safe neighborhoods; and responsive and cost-effective public services—together create a place we are proud to call home.”

From these statements, “community values” or “community goals are often drawn. For example, in Lakeville they state:

“Community Values

Diversified Economic Development: We value the stability and independence provided by a strong, diversified local economy.

Good Value for Public Services: We value high-quality public services delivered cost effectively.

Safety Throughout the Community: We value living in a community where people feel safe everywhere they go.

Design That Connects the Community: We value a well-designed community and we place a priority on development that enhances connectivity and accommodates our changing needs.

High Quality Education: We value and are committed to high quality education that sets us apart.

A Home for All Ages and Stages of Life: We value living options for people of all ages and stages of life.

A Sense of Community and Belonging: We value the sense of belonging that comes from our traditions and institutions, and we strive to support and preserve them.

Access to a Multitude of Natural Amenities and Recreational Opportunities: We value widespread access to nature, the outdoors, and recreational opportunities of all kinds.

Strategic Priorities

- Increase economic sustainability.
- Support high quality education.
- Develop a community of choice.
- Cultivate a sense of community.
- Provide services that add value.”

These types of concepts are then reiterated through the plan.

While one could debate the merit of the above vision statements and goals from other cities, this type of thematic thinking can help apply general ideas to the sub-topics of the plan.

For the purposes of what we are doing, it would be ideal for the PPC to keep discussing this big picture vision in order to present something to the public at a future opportunity.

The principal general theme identified thus far appears to be revolving around the City's lake access, charm, traditional small town feel, and employment opportunities. It would be ideal to spend some time refining this.

Data Review

The PPC will continue to look at data and evaluate the trends and issues facing the City. Some new data will be presented at the upcoming meeting for review and discussion.

The PPC stated at the previous meeting that there was an interest in comparing water quality, water rates, crime, fishing, and kid friendly play options with other neighboring cities. It was also stated that there was a desire to explore levels of senior housing.

Proposed Ideas

Other ideas shared at the previous meeting were increasing access to the lake, increasing the size of the industrial park, improving the look of the Downtown, and providing senior housing if a need exists.

Conclusion – Action Items

We are going to review some additional data and information and continue on the discussion related to the overall themes and big picture goals of the City. Then we will continue discussing the first phase of public input.

Site	2021 Per Capita Income
Waverly City, MN	\$31,856
Buffalo City, MN	\$36,224
Cokato City, MN	\$25,591
Dassel City, MN	\$27,074
Delano City, MN	\$39,205
Montrose City, MN	\$33,125
Winsted City, MN	\$30,389
Howard Lake City, MN	\$32,650
Hutchinson City, MN	\$33,337
Litchfield City, MN	\$31,374
McLeod County, MN	\$32,392
Meeker County, MN	\$31,753
Wright County, MN	\$36,629
Minnesota	\$38,556

Site	2019 Average Commute to Work for Workers 16+
Waverly City, MN	41.3
Buffalo City, MN	28.0
Cokato City, MN	25.4
Dassel City, MN	28.4
Delano City, MN	28.8
Montrose City, MN	36.4
Winsted City, MN	31.3
Howard Lake City, MN	27.8
Hutchinson City, MN	17.4
Litchfield City, MN	16.2
McLeod County, MN	23.9
Meeker County, MN	24.2
Wright County, MN	30.5
Minnesota	23.7

Site	2021 Owner Occupied Housing Units (%)
Waverly City, MN	88.00%
Buffalo City, MN	74.50%
Cokato City, MN	67.94%
Dassel City, MN	71.58%
Delano City, MN	79.62%
Montrose City, MN	87.37%
Winsted City, MN	78.59%
Howard Lake City, MN	76.72%
Hutchinson City, MN	69.77%
Litchfield City, MN	70.92%
McLeod County, MN	76.73%
Meeker County, MN	80.96%
Wright County, MN	83.44%
Minnesota	73.17%

Site	2026 Average Home Value	2021 Average Home Value	2019 Average Home Value
Waverly City, MN	\$368,453	\$282,983	\$214,983
Buffalo City, MN	\$350,674	\$281,672	\$213,336
Cokato City, MN	\$264,218	\$191,677	\$147,759
Dassel City, MN	\$249,506	\$226,319	\$159,158
Delano City, MN	\$376,016	\$332,745	\$253,575
Montrose City, MN	\$353,704	\$269,444	\$171,847
Winsted City, MN	\$246,047	\$209,327	\$162,286
Howard Lake City, MN	\$321,209	\$243,537	\$160,321
Hutchinson City, MN	\$248,564	\$207,691	\$174,620
Litchfield City, MN	\$198,932	\$180,040	\$139,796
McLeod County, MN	\$259,746	\$223,815	\$190,468
Meeker County, MN	\$272,814	\$249,639	\$205,950
Minnesota	\$360,395	\$307,875	\$260,880
Wright County, MN	\$370,338	\$313,702	\$264,936

Site	2021 Total Crime Index	2021 Personal Crime Index	2021 Property Crime Index
Waverly City, MN	17	8	19
Buffalo City, MN	71	26	79
Cokato City, MN	53	45	54
Dassel City, MN	50	37	52
Delano City, MN	36	19	38
Montrose City, MN	29	13	31
Winsted City, MN	78	35	85
Howard Lake City, MN	41	25	43
Hutchinson City, MN	69	40	73
Litchfield City, MN	57	40	59
McLeod County, MN	53	33	56
Meeker County, MN	41	33	42
Minnesota	85	59	89
Wright County, MN	44	20	48

Site	2021 Percent of Income for Mortgage	2021 Average Household Size	2021 Median Age
Waverly City, MN	14.3%	2.52	36.3
Buffalo City, MN	13.5%	2.68	37.1
Cokato City, MN	13.6%	2.61	35.1
Dassel City, MN	14.9%	2.51	36.7
Delano City, MN	12.3%	2.80	38.0
Montrose City, MN	11.7%	2.76	33.1
Winsted City, MN	12.5%	2.40	38.9
Howard Lake City, MN	13.9%	2.49	39.1
Hutchinson City, MN	11.7%	2.34	39.1
Litchfield City, MN	11.7%	2.37	41.0
McLeod County, MN	12.3%	2.46	40.5
Meeker County, MN	13.5%	2.50	42.4
Wright County, MN	13.0%	2.80	36.4
Minnesota	15.0%	2.48	39.0

Site	2021 Population Age 25+: High School Diploma (%)	2021 Population Age 25+: Bachelor's Degree (%)	2021 Population Age 25+: Graduate/Professional Degree (%)
Waverly City, MN	30.16%	18.15%	2.49%
Buffalo City, MN	25.29%	25.89%	7.41%
Cokato City, MN	33.72%	11.99%	5.87%
Dassel City, MN	34.99%	17.89%	5.93%
Delano City, MN	26.89%	26.37%	14.68%
Montrose City, MN	29.23%	18.29%	4.12%
Winsted City, MN	31.46%	9.85%	5.69%
Howard Lake City, MN	39.78%	12.99%	3.39%
Hutchinson City, MN	30.74%	15.33%	5.81%
Litchfield City, MN	32.67%	14.57%	6.03%
McLeod County, MN	32.89%	13.49%	5.39%
Meeker County, MN	32.19%	15.03%	5.82%
Wright County, MN	25.82%	21.96%	9.43%
Minnesota	21.35%	24.87%	12.95%

Site	2019 Households Below the Poverty Level (%)
Waverly City, MN	4.49%
Buffalo City, MN	8.68%
Cokato City, MN	9.93%
Dassel City, MN	3.09%
Delano City, MN	7.29%
Montrose City, MN	11.84%
Winsted City, MN	11.31%
Howard Lake City, MN	5.08%
Hutchinson City, MN	8.70%
Litchfield City, MN	8.81%
McLeod County, MN	8.41%
Meeker County, MN	7.32%
Wright County, MN	5.92%
Minnesota	9.51%