



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
May 8, 2024 – 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. Approve Minutes from the Parks and Planning Meeting on February 14, 2024

D. PRESENTATIONS, PUBLIC HEARINGS & RELATED APPROVALS

- a. Public Hearing – CUP Amendment at 800 5th Ave S.

E. NEW BUSINESS

- a. CUP/Site Plan Amendment at 800 5th Ave S.
b. Comprehensive Plan

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
February 14, 2024 – 6:00 pm

MEETING MINUTES

MEMBERS PRESENT

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

MEMEBERS ABSENT

Molly Hibbard

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. Commissioner Guenigsman moved to approve the agenda. The motion was seconded by Commissioner Schmidt and passed unanimously.

C. APPROVAL OF MEETING MINUTES

N/A

D. PRESENTATIONS, PUBLIC HEARINGS & RELATED APPROVALS

None.

E. NEW BUSINESS

a. **Parks and Planning Commission – Bylaws & Membership**

Haggenmiller stated that the City/City Council wants to revamp existing commissions and committees, as well as updating bylaws and membership status. This would include creating new and bringing back pre existing groups that disassembled due to lack of interest or COVID. The overall goal of this is to get more community members involved and show interest in the city.

b. **Discussion – General Parks Update 2024**

Staff updated the commission on general maintenance items at our City parks. Staff informed the commission that we have been having various issues with sunshades at the splash pad. This spring we have a contractor lined up to try to retrofit the sunshade pole structure we have to make it work. Staff is also going to apply for a sunshade grant in the fall when the application opens.

The Youth Baseball Association wants concrete dug out slabs installed at the second field at Yager Park. The Commission agreed that they would like to see the slabs installed, but that they want the Baseball Association to attempt to help/put in effort to assist with the project, such as applying for grants or paying for a portion.

Commissioner Kleve moved to support the project with the conditions that a formal request is submitted to the PPC and that the Baseball Association applies for a grant or fundraises for improvements. The motion was seconded by Commissioner Schmidt and passed unanimously.

Haggenmiller shared the plans for a pickleball court to be installed at the tennis/basketball court at Yager. There are two options possible at this location, a professional court with an estimated cost of \$40,000 or a hybrid court with an estimated cost of \$10,000-\$15,000.

Commissioner Kleve moved to approve the hybrid court option with a do not exceed amount of \$7,500. The motion was seconded by Commissioner Deiter and passed unanimously.

Haggenmiller reviewed the updated location for the Veterans Memorial. Stating Council approved the change in location at the January Council meeting, due to time constraints, but since the memorial is in the park, it also needs to be approved by the Parks and Planning Commission. The Commission was in favor of the new location of the Veterans Memorial.

Haggenmiller reviewed information related to creating a dog park in Howard Lake. The commissioners reviewed location options and discussed possible costs involved with the project. The Commission decided to table the discussion to a later meeting date and move forward with a Community survey that includes this matter.

Haggenmiller provided an update on Lions Park and CSAH 7 Enhancements.

c. Comprehensive Plan

Sparks reviewed where the Commission is at in the Comprehensive Plan update. The Commission reviewed the materials provided by Sparks and discussed.

F. OLD BUSINESS

G. ADJOURN

The Parks and Planning Commission meeting adjourned at 8:07 pm.

Chair, April Debner

Secretary, Meagan Theisen



To: Howard Lake Parks & Planning Commission
Nicholas Haggemiller, City Administrator

From: Nate Sparks, City Planner

Date: February 4, 2022

Re: 800 5th Avenue South – Comprehensive Plan Amendment / Rezoning /
/ Ordinance Amendment / Conditional Use Permit / Site Plan Review

BACKGROUND

Curtis Gruidl has made applications for a conditional use permit amendment to allow for a dock and fence to be added to the approved site plan of the banquet hall/event center use at 800 5th Avenue South. The dock is a “viewing dock” that is intended to allow for a moderate level of access to the water feature. The fence is a privacy fence intended to better shield the properties to the north from site impacts.

ZONING/COMPREHENSIVE PLAN

The site is Zoned B-1 and this use of the property is a conditional use within the B-1 District. Any expansion or change of the site plan requires and amendment to the existing conditional use permit.

SITE PLAN REVIEW

Existing Site

The site is a riparian parcel to Mallard Pass Lake. There is a wetland adjacent to the lake. The lake elevation is at 996.9 feet. The wetland boundary on the aerial below is the thin blue line. This line is estimated from the National Wetland Inventory.



Proposed Construction

The applicant is proposing to place a “viewing dock” out into the lake and then an additional privacy fence.

DNR Comments

The DNR provided the following comments:

“Based on the attached documents, the size of this dock would meet no DNR public water work permit needed. You may need a DNR aquatic plant management permit if emergent vegetation is removed, this permit is from DNR Fisheries.

Even if a DNR public water work permit is not needed you may need to update your CUP for your site. Review of your site shows a large wetland around the Mallard Pass that is above the OHW, you may also need to replace wetlands if any wetlands are filled. Setbacks for structures from public waters need to be measured from OHW not open water.”

CONDITIONAL USE PERMIT REVIEW

Proposed Conditions of Operation

No proposed changes to the operations of the site are proposed. The viewing dock is in an area where it is not currently approved for outdoor activity. Therefore, to place the dock in this area, the applicant will need to amend the CUP. Limitations on the activity in this area may be discussed if there are concerns about noise or other impacts.

CUP Review Criteria

Conditional Use Permits are granted for specific uses in a specific zoning district if the applicant can clearly demonstrate that they are meeting the specific conditions and criteria described in the Zoning Ordinance. All conditional uses must meet the following criteria:

1. The proposal must be in compliance with the Comprehensive Plan.
2. The proposal must be compatible with future and current land uses.
3. The proposal conforms with all performance standards in the City Code.
4. The proposal will not overburden the utility capacity.
5. The proposal will not generate traffic above and beyond what the streets can handle.

It does not appear that the inclusion of these features would considerably cause impacts greater than what is currently present. Conditions related to noise in the dock area may be considered, if deemed necessary. Otherwise, the viewing dock may be included on the site provided the requirements of the DNR are met.

STAFF RECOMMENDATION

The Planning Commission will need to consider the proposed amendments to the site plan against the conditional use permit review criteria. Any conditions to the permit that the Planning Commission wishes to attach to the approval to ensure compliance may be considered.

Attachments:

Applicant's Plans

Site Plan

Prepared for:
Chris Gruidl

Legend

- Found Iron Monument
- Set Iron Monument (LS 48328)

Site Address:
800 5th Avenue,
Howard Lake, MN

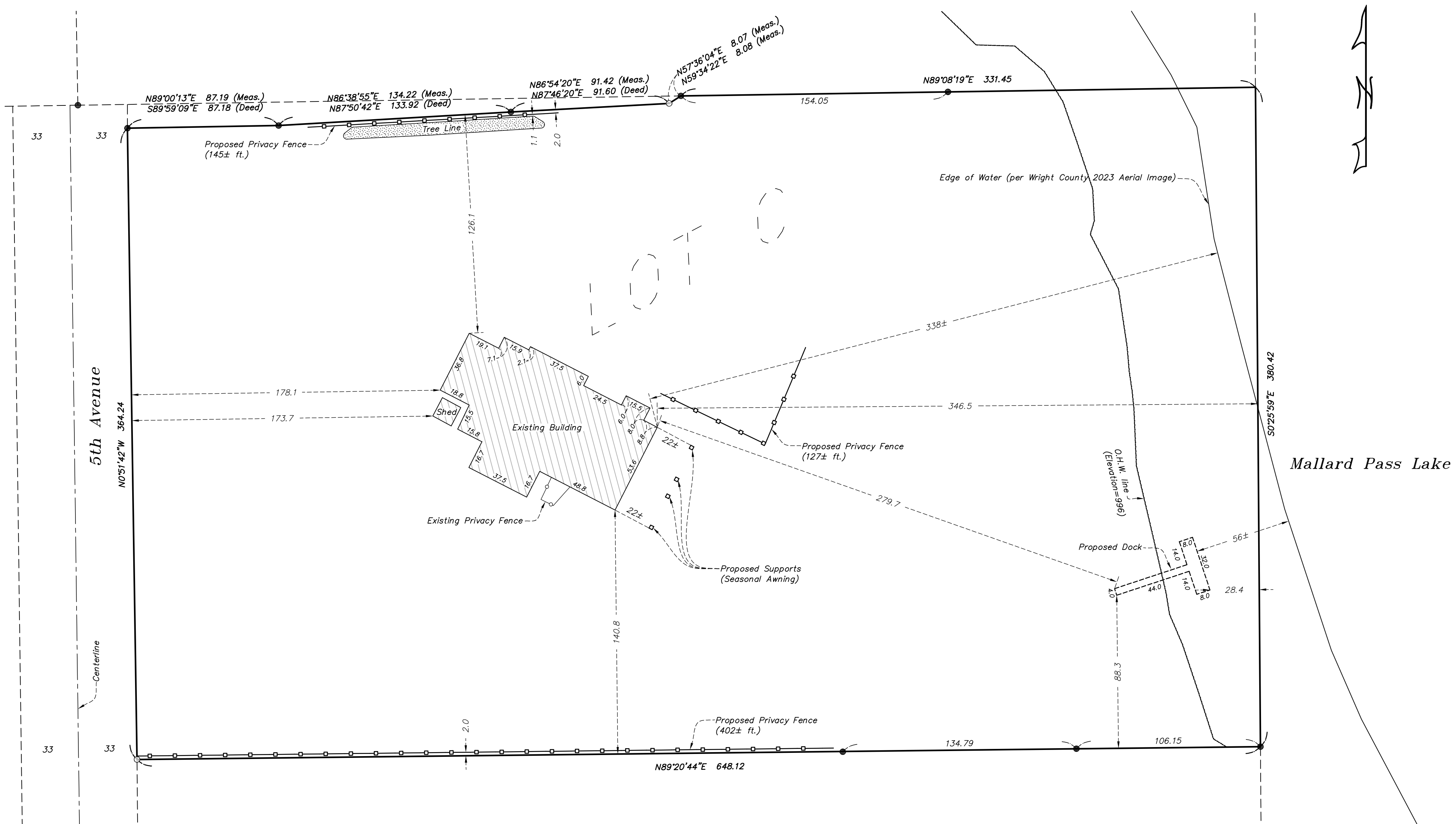
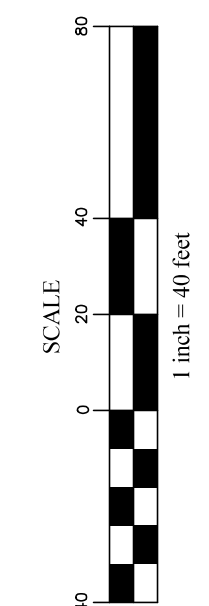
Boundary Description (per Warranty Deed Doc. No. A1516567)

Lot C of the Northwest Quarter of Section 3, Township 118, Range 27, according to the plat of record in the Office of the County Recorder, Wright County, Minnesota.

EXCEPT THE FOLLOWING DESCRIBED PROPERTY:

That part of Lot C of the Northwest Quarter of Section 3, Township 118, Range 27, Wright County, Minnesota, described as follows:

Commencing at the southwest corner of Lot 14, Block 1, ORCHARD TERRACE, Wright County, Minnesota, according to the record plat thereof; thence on an assumed bearing of South 89 Degrees 47 Minutes 29 seconds East, along the south line of Said Lot 14, a distance of 28.44 feet to the point of beginning; thence South 00 degrees 12 minutes 31 seconds West, a distance of 13.83 feet; thence South 89 degrees 59 minutes 09 seconds East, a distance of 87.18 feet; thence North 87 degrees 50 minutes 42 seconds East, a distance of 133.92 feet; thence North 87 degrees 46 minutes 20 seconds East, a distance of 91.60; thence North 59 degrees 34 minutes 22 seconds East, a distance of 8.08 feet to the south line of ORCHARD TERRACE; thence North 89 degrees 47 minutes 29 seconds West, along the south line of ORCHARD TERRACE, a distance of 319.46 feet to the point of beginning. Also described in Document Number A874157.



| | |
|---------------|---------------------------|
| Job Number: | 9713 |
| Survey Date: | 2/27/24, 2/29/24, 3/16/24 |
| Drawing Name: | Gruidl-3-6-24.dwg |
| Drawn by: | SKH |
| Revisions: | 4-2-24 (OHW & dock size) |

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

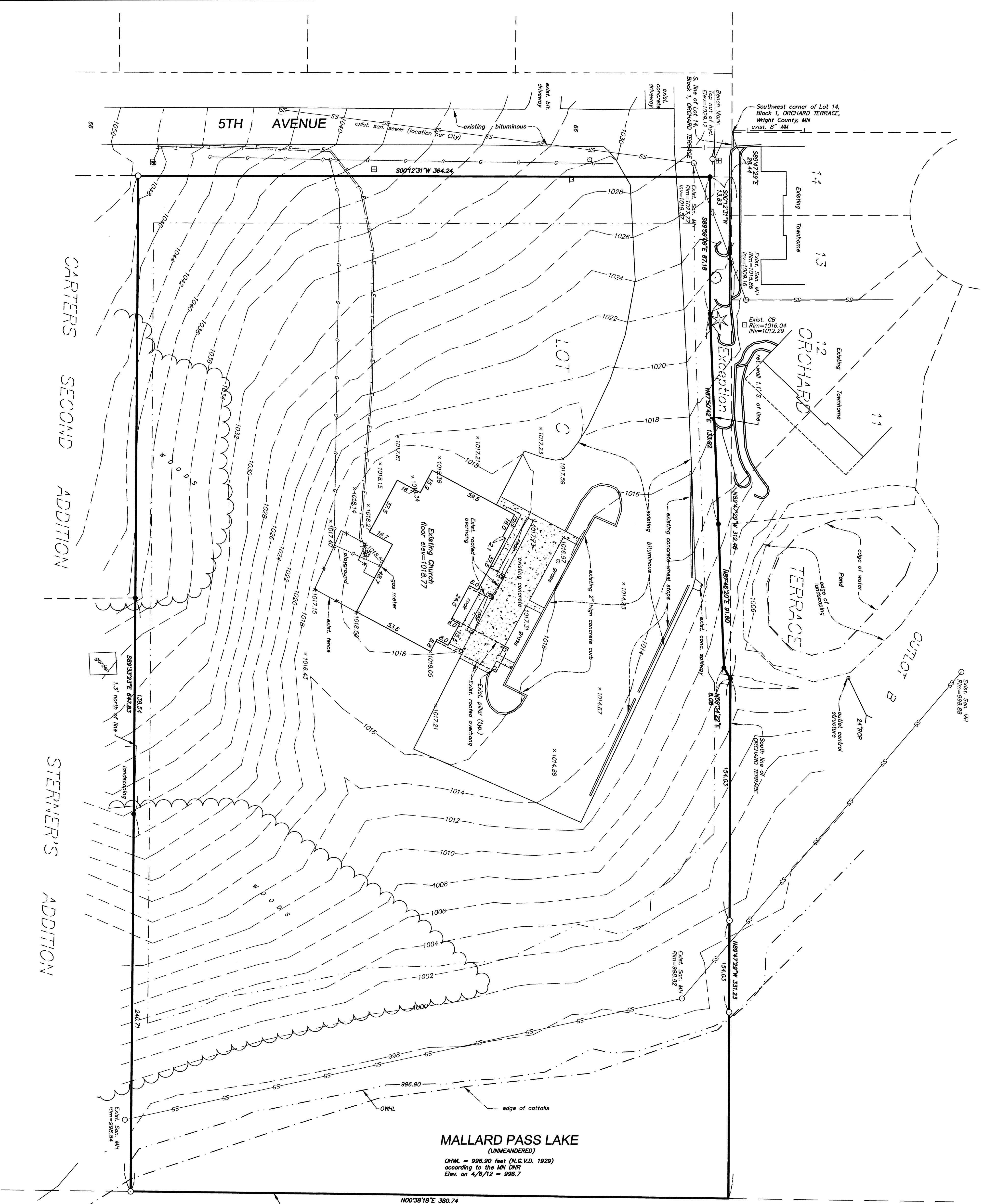
Kelly L. Brouwer
Kelly L. Brouwer
Date: April 2, 2024
Registration No. 48328

Bearings based on Wright County Coordinate System

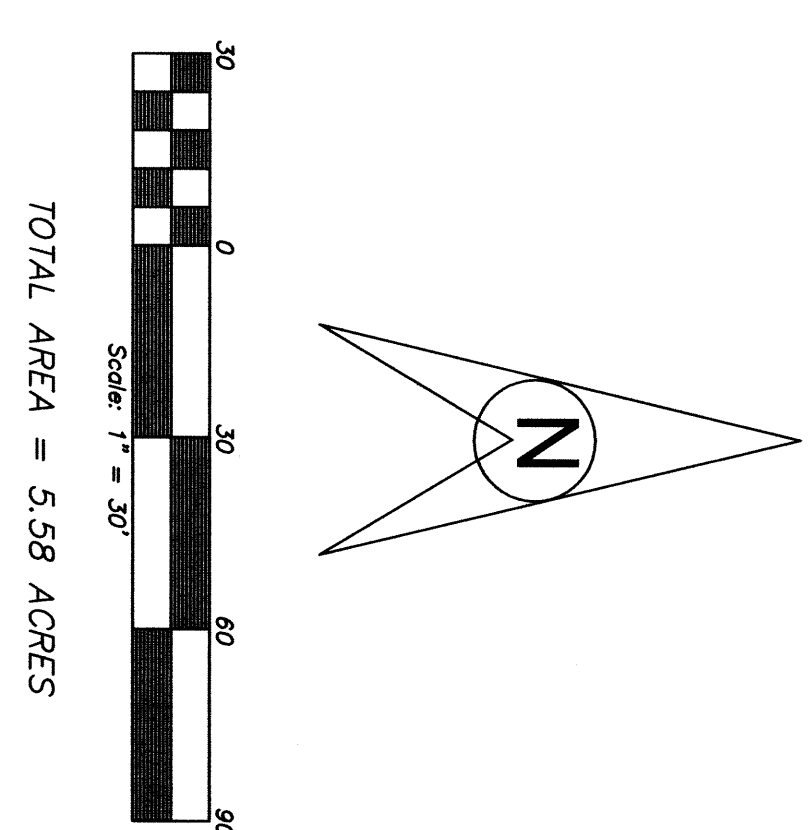
SCHOBORG LAND SERVICES INC.

763-972-3221
8997 Co. Rd. 13 SE
Delano, MN 55328
www.schoborgland.com

Certificate of Survey & Topographic Survey



MALLARD PASS LAKE
(UNMEANDERED)
OHWL = 996.90 feet (N.G.V.D. 1929)
according to the MN DNR
Elev. on 4/8/12 = 996.7



PROPERTY DESCRIPTION:
Lot C of the Northwest Quarter of Section 3, Township 118, Range 27, Wright County, Minnesota.
EXCEPT:
That part of Lot C of the Northwest Quarter of Section 3, Township 118, Range 27, Wright County, Minnesota, described as follows:
Commencing at the Southwest corner of Lot 14, Block 1, Orchard Terrace, Wright County, Minnesota, according to the record plat thereof, thence on an assumed bearing of South 89 degrees 59 minutes 08 seconds East, a distance of 133.92 feet to a point of beginning; thence South 89 degrees 59 minutes 08 seconds East, a distance of 133.92 feet to a point of beginning; thence North 87 degrees 50 minutes 42 seconds East, a distance of 91.60 feet; thence North 87 degrees 50 minutes 20 seconds East, a distance of 91.60 feet; thence North 89 degrees 59 minutes 08 seconds East, a distance of 133.92 feet to the point of beginning; thence North 89 degrees 47 minutes 23 seconds West, along the South line of Orchard Terrace, a distance of 319.46 feet to the point of beginning.

Note: Underground utilities shown per Gopher One locates.

- LEGEND**
- denotes fence
 - SS --- denotes sanitary sewer line
 - denotes watermain
 - E- --- denotes power line
 - G- --- denotes gas line
 - denotes telephone line
 - denotes sign
 - denotes gate valve
 - denotes hydrant
 - denotes existing contour
 - denotes woods
 - denotes telephone box
 - denotes light pole
 - denotes deciduous tree
 - denotes coniferous tree
 - denotes water service
 - denotes building setback line
 - Front = 30'
 - Side = 10'
 - Rear = 25'
 - From OHWL = 75'

- denotes iron monument found
- denotes iron pipe set and marked as shown:
- ⊕ denotes soil boring
- ⊙ denotes percolation test hole

Certificate of Survey & Topographic
Survey of part of Lot C of the
NW 1/4 of Section 3,
Township 118, Range 27,
Wright County, Minnesota

Requested By:
Howard Lake Christian Church
Date: 4/6/12
Drawn By: C.S.O.
Scale: 1"=30'
Checked By: P.E.O.

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.
Paul E. Otto
Date: 4-10-12 License # 40062

OTTO ASSOCIATES
Engineers & Land Surveyors, Inc.
www.ottoassociates.com
9 West Division Street
Buffalo, MN 55313
(763)682-4727
Fax: (763)682-3522

Revised:
Job No.
1-12-0166

Nate Sparks

From: Curtis Gruidl <curtis@randvenue.com>
Sent: Wednesday, April 3, 2024 7:30 AM
To: Nick Haggenmiller
Cc: Meagan Theisen; Nate Sparks
Subject: RE: Reeds & Rushes viewing dock
Attachments: 9713-SITE-4-02-24-18x24.pdf

EXTERNAL EMAIL

Good morning,

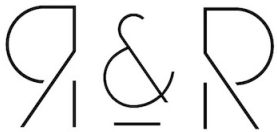
Our application was turned in yesterday. Also had the surveyor add the OHW mark to the attached site cert. This has also been sent to Mr. Bedell - I've asked for the no permitting designation in email.

This is a temporary Floe sectional/roll-in dock. It will be easy for us to take in and out as needed. We have 5 total sections. We are not using wheels so we will just carry the sections in and the legs can be adjusted to be 1' - 4' tall. <https://floeintl.com/boat-lifts-docks/roll-in-docks/>

This dock is only for taking pictures and viewing - there are no water activities - in fact we are still about 50'-60' from the open water.

*Our goal is to put this in by the end of May, we would need to get back to the dock company within two weeks to hit that goal.

Thank you,



CURTIS GRUIDL

Reeds & Rushes
co owner, venue manager

(612) 656-9787

800 5th Ave, PO Box 161

Howard Lake, MN 55349
Curtis@RandRvenue.com
RandRvenue.com



City of
Howard Lake
MINNESOTA

To: Honorable Howard Lake Parks & Planning Commission

From: Nate Sparks

Date: May 3, 2024

Re: Comprehensive Plan Update

BACKGROUND

At the previous meeting, the Parks & Planning Commission reviewed the goals and policies and went through some exercised to apply these concepts to the land use map. From this discussion two new concepts were

VISION & POLICIES

Community Vision

The big takeaway from demographic and economic comparisons is that while the housing growth has slowed in the community, job growth has continued. Howard Lake is now a bonified employment center for the area. Another notable trend is that the City's population is aging, which is likely due to the slowed residential growth.

The residents identified a strong attachment to the traditional small town feel of the City, the lakes, and the general nature of the community. It's the "home of the good neighbor." However, residents note a lack of childcare in the community, perceptions of higher utility rates, and concerns about housing. Residents also note a concern that the Highway 12 corridor could become a threat to the character of the city with it bisecting the Downtown and needing safety improvements.

The issues identified (utility rates/aging population/housing stock) are all issues that could be reversed with new residential development. Preservation of the areas that are viewed as a positive in the community becomes the highest priority.

In summary Howard Lake has an excellent sense of place, ample job opportunities, and is poised to have balanced growth in all sectors.

From this, we can identify the essential character of the community past, present, and future, as such:

- Howard Lake is a city of action on the Highway 12 corridor with the Wright County Fair, Downtown, Codger's Cove, lakes, and ample recreational opportunities
- Howard Lake is a regional leader in the provision of employment opportunities

- Howard Lake is a traditional small town with a historic Downtown
- Howard Lake seeks to grow in a common sense, healthy, and balanced manner to preserve its character and capitalize on its unique assets

Vision Statement

The City of Howard Lake is a lake front small town with a laid-back lifestyle that provides residents with ample entertainment options, employment opportunities, and good neighbors.

Policy Development

The policies that are developed through this process will assist in keeping the vision and priorities of the City in the forefront and stay on a path of growth and development far into the future.

We can use the vision statement to create goals and policies that will guide the growth and development of the City.

Goals:

Amplify the City's Small Town Character

- Renovate and revitalize historic downtown buildings
- Restore historic architecture and character
- Curate a diverse collection of downtown businesses
- Attract various services to downtown to improve economic health
- Focus on traditional development patterns where appropriate

Maintain higher number of jobs to continue City's presence as a job center in the area

- Continue aggressive policies towards industrial development
- Seek higher paying jobs and diverse jobs
- Continue to increase number of employers
- Attract daycare provider (create jobs and make convenient for current and prospective employers/employees/residents)

Reserve areas for economic expansion in appropriate areas

- Plan for future land use, set aside areas for various economic activity
- Preserve areas appropriate for commercial and industrial development for these purposes
- Work with current industrial sector momentum
- Create balance between the different economic sectors
- Maintain an extra territorial land use plan for future growth

Improve connections between different parts of the city

- Create safe crossings of Highway 12
- Increase pedestrian visibility and opportunity
- Use parks and trails as an opportunity to connect different areas of the city
- Use trails to connect residential areas

Create residential opportunities for families

- Create housing for all stages of life in the community
- Provide housing options for seniors
- Provide a diverse housing stock; rentals, single family, senior housing

Expand park system and recreational opportunities

- Dedicate park land when developing new residential areas
- Incorporate parks and trails to connect different residential neighborhoods as well as other parts of the city
- Incorporate different types of parkland; natural green space, playgrounds, etc.
- Seek land uses that continue to bring more active and unique activities into the community

Provide access to lakes

- Incorporate pedestrian areas to the lake
- Use parks and pedestrian trails to enhance lake access
- Utilize placemaking efforts to highlight lake access points
- Highlight and emphasize Lion's Park both as a lake access point and a park facility

PREVIOUS DISCUSSION

At the previous meeting two ideas were conceived. One was to express a more robust desire to "preserve lake quality" more than just a mere policy around "provide access to lake." Essentially, new development should assist in preserving or improving the quality of the lakes more than just providing access. This would result in a need to reword the final goal/policy example to discuss the lakes in a more comprehensive manner.

The Commission discussed applying this principal to the land use map. Properties that surround wetlands or drainageways that feed into the lake should apply a greater degree of natural resource preservation and be developed at a lessened or clustered density. Some concepts around this are prepared for discussion. This would also result in a new land use designation with a lower bottom range of density than the standard "Low Density Residential."

Each land use designation has a descriptor. For this new land use designation, we would propose the following:

Natural Resource Residential

The Comprehensive Plan has identified certain areas of environmental significance. These areas, if developed improperly, may negatively impact the natural resources of the area. These resources include wetlands, significant tree areas, scenic views, and other such important natural features. The Natural Resource Residential designation is intended to allow for development that fits the context of these sensitive areas. Development in this area may be between 1 and 3 units per acre. Housing units may be clustered in a conservation oriented subdivision design. Intended to be predominantly single family, this clustering may allow for attached housing, as well, to assist in preserving more open space.

NEXT STEPS

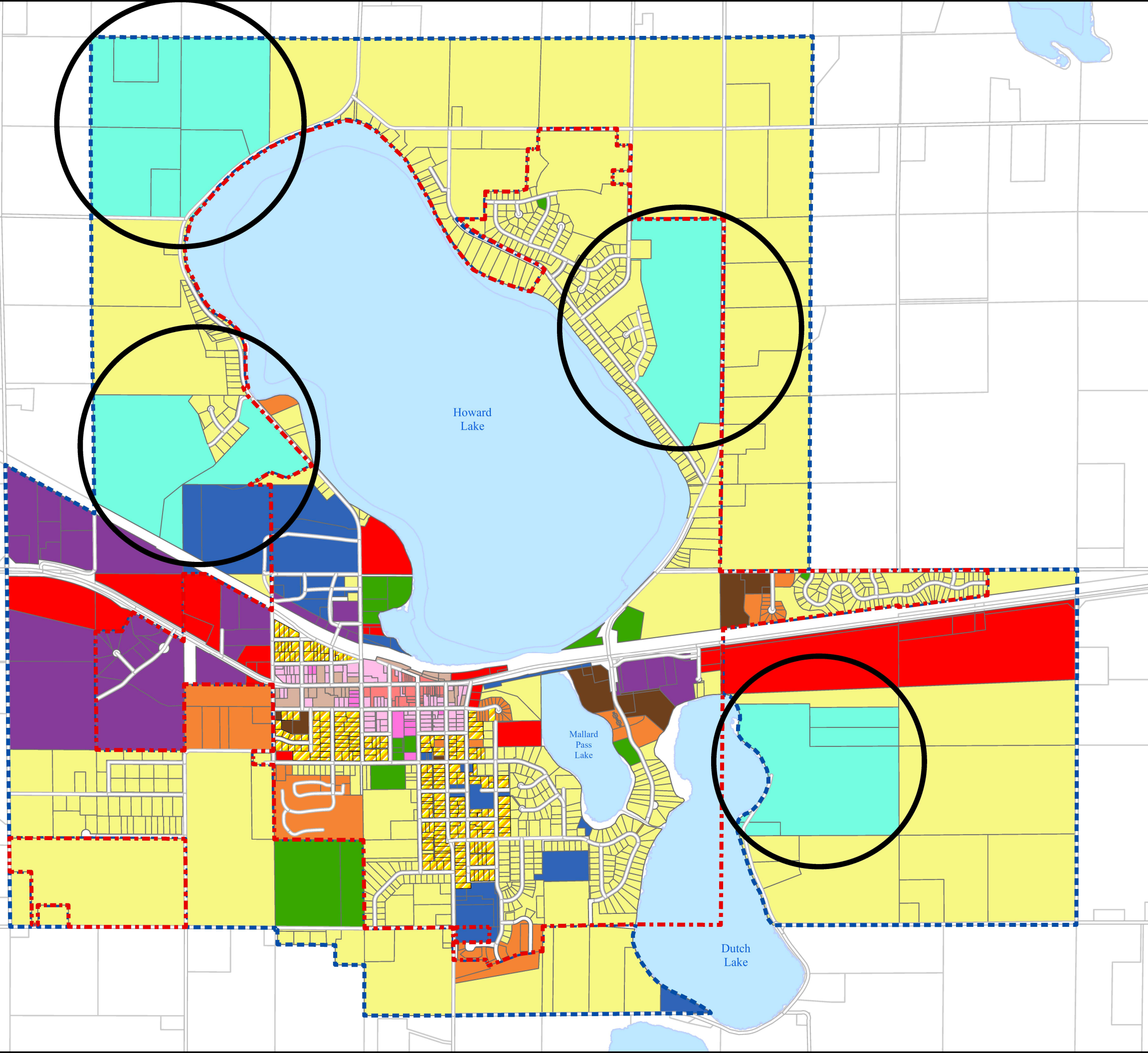
As part of the inclusion of this concept in the Comprehensive Plan, we will need to expand on some of the themes related to this topic. Commissioners should identify areas where you believe there are viewsheds, nice stands of trees, and other scenic natural resources. Also, you should be review the map and the location of this new “Natural Resource Residential” area and identify if you think these areas are the appropriate areas for this land use designation. Once you finalize these areas, we can redo our land use calculations for the rest of the map.

Once this stage is finished, we can finalize the land use and parks sections of the comp plan and the Commission can begin reviewing the draft sections of the final document.

One other topic that may require discussion is if the City wishes to have two categories of industrial development. If time permits, we will explore this idea.



Potential Natural Resource Residential



- Commercial
- Downtown Commercial
- Downtown Commercial Fringe
- Downtown Mixed Use
- Industrial
- Institutional
- Natural Resource Residential
- Low Density Residential
- Traditional Residential
- Medium Density Residential
- High Density Residential
- Parks & Open Space
- Redevelopment
- City Boundary
- Short Term OAA Boundary

0 0.25 0.5 mi



Updated: May 1st, 2024
Source: WSB, Wright County, MNDOT





Golf Course Development | Concept Site Plan

Howard Lake, MN
 May 2, 2024 | WSB Project number: 023046-000

