

**CITY OF PARK RAPIDS
REGULAR MEETING
PLANNING COMMISSION
JANUARY 25, 2021, 6:00 p.m.
Park Rapids City Hall, 212 Second Street West
Park Rapids, Minnesota**

1. CALL TO ORDER: The January 25, 2021, Regular Meeting of the Park Rapids Planning Commission was called to order at 6:00 p.m. by Chair Swanson.

2. ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON: Stone nominated Robb Swanson as Chair and Nancy Newman as Vice Chair. A motion was made by Hocking, seconded by Stone and unanimously carried to nominate and elect Robb Swanson as Chairperson and Nancy Newman as Vice Chairperson.

3. ROLL CALL: Present: Commissioners Robb Swanson, Nancy Newman, Scott Hocking and City Council Member Liz Stone. Absent: Bruce Johnson. Staff Present: City Administrator Angel Weasner, Planner Andrew Mack and Planning/Administrative Assistant Carmen L. Lockhart. Others Present: Barb Thomason and Robin Fish of Park Rapids Enterprise.

4. APPROVAL OF AGENDA: A motion was made by Stone, seconded by Hocking, and unanimously carried to approve the agenda as presented.

5. APPROVAL OF REGULAR MEETING PLANNING COMMISSION MINUTES OF NOVEMBER 23, 2020: A motion was made by Hocking, seconded by Newman and unanimously carried to approve the November 23, 2020 Regular Meeting Minutes as presented.

6. PUBLIC HEARING:

6A. Request for Parks & Trails Master Plan Update – Amendment to City of Park Rapids Comprehensive Plan:

The Public Hearing was opened at 6:15 p.m.

Mack presented a power point presentation detailing each park, demographics and the priorities for amenity upgrades and forecasted costs for proposed park improvements and the process for needed approvals – see attached. Barb Thomason was present on behalf of the Parks Board

Mack said it also includes the trail system, sidewalks, bikes, snowmobiles and ATV improvement plans. Mack said the Forest Riders came to the Parks Board and made a presentation about looking for ways to create trail connections into the community and has also been a subject of Action Park Rapids looking for ways to allow

folks to come and stay in our lodging facilities and rather than load up and take their trailers out to the trail we are looking for a way to create these connection or access routes in the city so they can stop, unload and get on and ride from there out to the trails. A section of the plan shows where the linkage routes would be. The City Council would have to consider a future Resolution approving an updated plan for that in the future.

Mack said the improvements would be included in the five year CIP of the city is still being developed by the Park Board.

There was discussion concerning the four Depot Park city tennis court upgrade project including soil borings conducted last fall, structural engineering costs, pursuing grant funding from DNR, private donations, city budget and possible construction in 2022 if the Lawcon grant is approved.

Thomason commented these will be cement tennis courts so they will be longer lasting and before we always had asphalt. The courts that we are replacing have been marvelous but the last ten or fifteen years we've had to really upgrade them ourselves by filling in the cracks and stuff. The courts are going to be more spendy to begin with but they are going to be long lasting so that's something we need to share with people. Mack commented on a \$50,000 redo that was done during the last ten years. Thomason commented that pretty much was funded by the Park Rapids Tennis Association and the city and school contributed as well. Thomason asked where are the funds coming from? Mack said \$400,000 would be 50% is the grant from the DNR and city's commitment as presented to the City Council at this point is 20% of the cost. The Tennis Association has had substantial donations towards this project nearly \$100,000 is already in the city's special fiduciary account for this so that represents about 25% of the projected cost of it. The county has also committed \$5,000 last year and budgeted for another \$15,000 this year. The city would be pulling some of its funds out of it's park improvement fund and other sources of funding that council will determine at a point in time if the grant is successfully funded then we would look to budget for that in 2022. Announcements on the grant are made in late June so it is a little late in the season if it were successfully funded it would be a 2022 construction season which would give the council time to budget for the city's remaining portion in 2022.

Lockhart asked if the school is paying anything? Thomason said those aren't getting repaired. Lockhart said okay. Mack said the school decertified them as useable tennis courts and just a multipurpose playing system. That was part of the referendum for question 2 in the general election which was not approved but they are going back in April for another swing at the improvements and whether or not the tennis courts are part of that or not. I don't know but at some point, there will need to be more improvements made because these courts are used by the school and the high school tennis team and not just the tennis association and local residents.

Robin Fish clarified that the referendum for the school was for the tennis courts at Century School. Mack said I think that's what Carmen's question was wasn't it?

Lockhart said no, the tennis courts at Depot Park. Thomason said the school's courts over at Century are not being used anymore because they are considered dangerous and so you're right the referendum is to replace those courts. Hocking asked so the four courts they have at Depot Park are not part of this at all then? Mack said no.

Mack continued with his power point presentation.

Barb Thomason commented on Rice Park stating there is more housing development in the area so the Parks Board feels the park needs to be upgraded.

Mack recommended approval.

The Public Hearing was closed at 6:49 p.m.

A motion was made by Stone, seconded by Hocking, to recommend to the City Council approval of the Park & Trails Master Plan Update Amendment to the City of Park Rapids Comprehensive Plan.

7. INFORMATIONAL/DISCUSSION:

7A. Zoning Ordinance Matrix & Performance Standards Draft:

Mack presented a list of existing Performance Standards in the Zoning Ordinance and he proposed deleting that section and including them in the matrix by either merging them or creating a new section as well as new definitions as necessary where asterisk appear on the matrix. This proposed amendment would require a legal review and expense prior to adoption.

Mack proposed adding flea market to the matrix as an IUP in the B-1, I-1 & AG Districts and parking and traffic concerns were discussed.

Mack said he would prepare in draft ordinance form for the February or March meeting. Mack requested commissioners review and contact him with any questions.

7B. Update of 2021 Planning & Zoning Ordinance Project List:

The commission continued discussion from the workshop meeting and assigned the following priorities:

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| 5. C-1 Minimum Lot Size Requirements | HIGH |
| 6. Small Cell Wireless Requirements | HIGH |
| 7. Solar Requirements CUP vs. Small Units Permitted by Right | HIGH |
| 8. New Commercial Zoning | LOW |
| 9. Definitions | MEDIUM |
| 10. Land Divisions | LOW |
| 11. Variance Expirations | MEDIUM |
| 12. Renewable Energy | DELETE |
| 13. Lighting Performance Standards | MEDIUM |
| 14. Parking on front yard grass | MEDIUM |

7C. Review of draft annual report of Planning Commission to City Council:

The commissioners appreciated the report.

A motion was made by Stone, seconded by Newman and unanimously carried to recommend approval of 2019-2020 Annual Report to the City Council.

8. ADJOURNMENT: A motion was made by Hocking, seconded by Newman, and unanimously carried to adjourn the meeting at 7:27 p.m.

Vice Chair Nancy Newman

ATTEST:

Carmen L. Lockhart
Planning/Administrative Assistant