

**CITY OF PARK RAPIDS  
REGULAR MEETING  
PLANNING COMMISSION  
MARCH 25, 2019, 6:00 p.m.  
Park Rapids City Hall, 212 Second Street West  
Park Rapids, Minnesota**

**1. CALL TO ORDER:** The March 25, 2019, Regular Meeting of the Park Rapids Planning Commission was called to order at 6:00 p.m. by Chair Bradow.

**2. ROLL CALL:** Present: Commissioners Dick Bradow, Thomas Petschl, Nancy Newman and City Council Member Liz Stone. Absent: Bruce Johnson. Staff Present: City Planner Andrew Mack and Planning/Administrative Assistant Carmen L. Lockhart. Others Present: Rick Johanneck, Mary Thompson, and Charlie and Jan Kellner.

**3. APPROVAL OF AGENDA:** A motion was made by Petschl, seconded by Bradow and unanimously carried to approve the agenda as presented.

**4. APPROVAL OF SPECIAL MEETING PLANNING COMMISSION MINUTES OF MARCH 4, 2019:** A motion was made by Stone, seconded by Petschl and unanimously carried to approve the March 4, 2019 Special Meeting Minutes as presented.

**5. PUBLIC HEARINGS:**

**5A. CONDITIONAL USE PERMIT REQUEST FROM RICK JOHANNECK TO ALLOW CONSTRUCTION OF SEVEN STORAGE FACILITY BUILDINGS OF VARIOUS SIZES TO BE LOCATED ON SEVERAL LOTS WHICH REQUIRES A FUTURE PRELIMINARY AND FINAL PLAT PROCESS. PROPERTY IS LOCATED EAST ON HWY 34 AND ZONED B-1, HIGHWAY BUSINESS DISTRICT, PID#32.19.03900, 32.49.04000, 32.19.04100, 32.19.04400, 32.19.04500, 32.19.04600 AND PART OF 32.19.04200:** Mack stated as part of this request we will also be forwarding a recommendation for revocation of the prior CUP that was approved for PID#32-19.03900. We now have multiple parcels the applicant has acquired to the west, south and east. There is an intersecting parcel owned by Jeff Massie that extends up to Hwy 34. Over the course of time the Hwy was reconstructed and Co. 4 intersection was realigned. South of Hwy 34 is 169<sup>th</sup> St. on the east side which is a township road. That is the primary entrance for the restaurant owned by Massie as well as for entrance to the home. Both entrances were closed as part of the realignment of that intersection so there is an odd ownership of land in a strange right of way residual that is in here. As part of this project we are looking to combine several acres. Johanneck has also acquired land further to the west that used to be the old Silver Star City including land further west which he is considering for future development.

Mack explained we have expanded from the original approval which was three phases and three buildings so we are more than doubling the land area and the quantity

of storage area. Johanneck has the ability to meet all of the requirements. The reason is this will all be incorporated into one large plat. With all this land area he is at approximately 45% impervious surface and the standard in the areas in the city without sewer is 50%. He is able to meet all the setbacks and all conditions of the code. What we have is a development that is a permit required by conditional use. Of the seven buildings the first four are horizontal to Hwy 34 and three in the rear would be perpendicular to Co. 107. He would have access points from Hwy 34 into the site which was retained through time but would be a relocation, not the driving but just new pavement that would be added in as part of the various phases. Johanneck has indicated he would do some of that paving but not until more of the construction work is done and it might not be with the first phase this year. He is talking about a second phase in 2020 and he can describe the phasing. There will be an office building in either the third or fourth building.

Mack provided a grading and drainage plan for the site stating there are a series of stormwater pipes that would collect water and drainage off the roofs as well as the paved areas and be directed to two new ponds, one on the west side and one on the east side. The pond on the east side would extend over Massie's property which he is maintaining for signage rights along Hwy 34 and he will replace with a newer sign. Mack said the lot lines have been reorganized so there is no ownership splitting the pond area. There is a letter of intent on file addressing that which is why I'm allowing this application to proceed. There is still a survey and platting process to be completed.

Mack stated the buildings are pitch roofed and will be red and gray and obviously the wider the building, the taller the roof so one of the taller buildings would be at the southwest corner.

Mack recommended approval of the requested CUP for seven storage facility buildings, as shown on the attached site plan on B-1 zoned property, subject to the following conditions:

1. Full compliance with all applicable local, state and federal laws and requirements.
2. Approval of a final grading and drainage plan by the Park Rapids City Engineer in accordance with the listed conditions of his review letter dated 3/15/19 prior to commencing any site grading work or issuance of any building permits.
3. The developer shall complete a full boundary survey for adjustment of neighboring parcel boundaries in cooperation with the adjoining land owner, Jeffery Massie, Bogeys & Dogeys, Inc.
4. The developer shall apply for and obtain approval for a preliminary and final plat combining all land owned and developed as part of the CUP prior to issuance of any building permits.
5. The developer shall apply for and obtain an NPDES permit from the MPCA prior to commencing any site grading work.

6. All required permits for work in the public right-of-way shall be obtained prior to commencing any work.
7. The developer shall provide a complete landscaping plan for approval by the city planner prior to issuance of a building permit.
8. The developer shall remove all existing concrete slabs and outbuildings and debris, except as may be approved by the City Planner, and restore the site to a green landscaped condition free of noxious weeds.
9. All signage shall be approved in accordance with the sign regulations of the Park Rapids Zoning Ordinance.
10. Revocation of the prior CUP issued by the City of Park Rapids with Resolution #2018-166 dated November 13, 2018, for Johanneck to construct and operate 96 self-storage units in the B-1 Highway Business District at 16667 State Highway 34. PID#32.19.03900.

Bradow inquired if the previous CUP should be revoked first? Mack stated no that is a subsequent agenda item.

**The Public Hearing was opened at 6:13 p.m.**

Rick Johanneck stated the design of the buildings are typical shed but the first one facing the highway has some birdhouses on the end to give it some style. They are 550 ft. long and taller in the middle and then step down so they have a little design to them that way so the middle has bigger doors than the ends and there are three of those. There are seven buildings total. Buildings #1, 4 & 7 are the ones I'm putting up this year with the first one right along Hwy 34. The second one will be my service building #4. The other one will be boat storage in the corner and that's my biggest building which faces Co. 107. The buildings will be red and gray, but not fire engine red, kind of a rustic red, like on Hwy 10 going to the cities, I'm basing it off of the colors used on the RV dealership, Halvorson Marine. They are a sports dealership there and it's a rustic color and a dark gray. Johanneck asked if there are any questions? There were none.

**The Public Hearing was closed at 6:15 p.m.**

**The Findings of Facts were reviewed. The commissioners came to the following conclusions: Is the proposed use identified as a conditional use in this zoning district? YES.**

1. *Are there characteristics of the proposed use that may violate the public health, safety, or general welfare of Park Rapids City residents? NO.*
2. *Is the proposed use inconsistent with the intent of the Park Rapids City Comprehensive Plan and Zoning Ordinance? NO.*
3. *Does the proposed use present any unique concerns regarding erosion, runoff, water pollution or sedimentation? YES.*
4. *Could the proposed use create any special problems with parking? NO.*
5. *Would the proposed use cause any problems with access or traffic generation? NO.*

6. *Is the proposed use incompatible with other uses located in the zoning district?*  
NO.

For each response answered affirmatively, are there conditions that could be attached to the granting of a permit that would mitigate the adverse impact. Mack and the Commissioners recommended the following conditions:

1. Full compliance with all applicable local, state and federal laws and requirements.
2. Approval of a final grading and drainage plan by the Park Rapids City Engineer in accordance with the listed conditions of his review letter dated 3/15/19 prior to commencing any site grading work or issuance of any building permits.
3. The developer shall complete a full boundary survey for adjustment of neighboring parcel boundaries in cooperation with the adjoining land owner, Jeffery Massie, Bogeys & Dogeys, Inc.
4. The developer shall apply for and obtain approval for a preliminary and final plat combining all land owned and developed as part of the CUP prior to issuance of any building permits.
5. The developer shall apply for and obtain an NPDES permit from the MPCA prior to commencing any site grading work.
6. All required permits for work in the public right-of-way shall be obtained prior to commencing any work.
7. The developer shall provide a complete landscaping plan for approval by the city planner prior to issuance of a building permit.
8. The developer shall remove all existing concrete slabs and outbuildings and debris, except as may be approved by the City Planner, and restore the site to a green landscaped condition free of noxious weeds.
9. All signage shall be approved in accordance with the sign regulations of the Park Rapids Zoning Ordinance.
10. Revocation of the prior CUP issued by the City of Park Rapids with Resolution #2018-166 dated November 13, 2018, for Johanneck to construct and operate 96 self-storage units in the B-1 Highway Business District at 16667 State Highway 34. PID#32.19.03900.

**A motion was made by Petschl, seconded by Bradow, and unanimously carried to recommend to the City Council approval of a Conditional Use Permit Request from Rick Johanneck to allow construction of seven storage facility buildings of various sizes to be located on several lots which requires a future Preliminary and Final Plat process. Property is located east on Hwy 34 and zoned B-1, Highway Business District, PID#32.19.03900, 32.49.04000, 32.19.04100, 32.19.04400, 32.19.04500, 32.19.04600 and part of 32.19.04200; with the following conditions:**

1. **Full compliance with all applicable local, state and federal laws and requirements.**

2. Approval of a final grading and drainage plan by the Park Rapids City Engineer in accordance with the listed conditions of his review letter dated 3/15/19 prior to commencing any site grading work or issuance of any building permits.
3. The developer shall complete a full boundary survey for adjustment of neighboring parcel boundaries in cooperation with the adjoining land owner, Jeffery Massie, Bogeys & Dogeys, Inc.
4. The developer shall apply for and obtain approval for a preliminary and final plat combining all land owned and developed as part of the CUP prior to issuance of any building permits.
5. The developer shall apply for and obtain an NPDES permit from the MPCA prior to commencing any site grading work.
6. All required permits for work in the public right-of-way shall be obtained prior to commencing any work.
7. The developer shall provide a complete landscaping plan for approval by the city planner prior to issuance of a building permit.
8. The developer shall remove all existing concrete slabs and outbuildings and debris, except as may be approved by the City Planner, and restore the site to a green landscaped condition free of noxious weeds.
9. All signage shall be approved in accordance with the sign regulations of the Park Rapids Zoning Ordinance.
10. Revocation of the prior CUP issued by the City of Park Rapids with Resolution #2018-166 dated November 13, 2018, for Johanneck to construct and operate 96 self-storage units in the B-1 Highway Business District at 16667 State Highway 34. PID#32.19.03900.

**5B. REVOCATION OF RESOLUTION #2018-166 DATED NOVEMBER 13, 2018 FOR RICK JOHANNECK TO CONSTRUCT AND OPERATE 96 SELF-STORAGE UNITS IN THE B-1 ZONING DISTRICT AT 16667 STATE HIGHWAY 34:** Mack stated he recommends revoking the CUP based on your approval of the new request.

**The Public Hearing was opened at 6:21 p.m. No comments.**

**The Public Hearing was closed at 6:21 p.m.**

**A motion was made by Stone, seconded by Petschl, to recommend to the City Council to approve Revocation of Resolution #2018-166 dated November 13, 2018, for Rick Johanneck to construct and operate 96 self-storage units in the B-1 Zoning District at 16667 State Highway 34. PID#32.19.03900.**

Newman commented on the previous use as Star City and will provide pictures to the applicant.

**5C. REQUEST FOR REVISION OF COMPREHENSIVE PLAN AND FUTURE LAND USE MAP BY HUBBARD COUNTY HRA, FROM COMMERCIAL TO MULTIPLE FAMILY, LOCATED ON CHARLES ST., PID#32.19.00300:**

**Mack stated he would like to handle all the presentations for the next items as part of one presentation.**

Lockhart advised we have to open and close public hearings for each and go through the findings and have separate motions.

Bradow stated Mack could do that but to let them know which stage you are at in the presentation. Mack agreed.

Mack explained you have a land area acquired by the Hubbard Co. HRA through cooperation with a bank foreclosure on 16 acres of land located immediately due east of Wal\*Mart and north of the unimproved roadway called Charles St. which ends at the Wal\*Mart parking lot. The site is also accessible from Career Path on the east which is a gravel improved roadway off of Hwy 34. We also have a path through Charles St., a semi-improved road and an unimproved road right of way running north and south as an unnamed street between the L&M Fleet Supply and Charlie's Boat and Marine business on the east side. The request for the Comprehensive Plan amendment is part of this proposed Lot Division which is Item 5E on your agenda. Previously separated out 4 acres on the west side of PID#32.19.0310, the easterly 4 acres of that 8 acres. Half of that parcel has already had the center boundary line moved and adjusted to the west. That has been approved administratively, which we do routinely, and recorded with the county along with the recording of the deeds with the transfer of real estate from the bank.

Mack stated the item that we are dealing with for item #5C which is the guiding of the properties as a part of the Future Land Use Map is what is shown as Parcel B1 which consists of a total of 6 acres which would be the division as a part of agenda item 5E. The additional area we are looking to guide as part of the Comprehensive Plan and Future Land Use Map is a proposed park that is just under one acre and is about in the center of the development. It would be part of the division and become a condition of approval for that division. That request has gone before the Parks & Beautification Board and they have made a recommendation to the City Council. Technically the ordinance says this body, the Planning Commission, is the final recommending authority to the council, which should probably be looked at more carefully, because we have a parks board. They are recommending the land be dedicated which is just under one acre which would satisfy the requirements of all 16 acres of land as part of this future development of this area. We are recommending that be guided for park and open space. The original request was to guide this area shown in the dashed line to change

it to multiple family, which is not the zoning district but the actual land use map category of multiple family and the park area for park and open space.

Mack stated that allows us to consider the change in Comprehensive Plan to set the course of action for the zoning action so we are able to zone the property in accordance with the Comprehensive Plan which is the first request tonight.

Mack said the second request in tandem with this is the rezoning of the property in order to apply for what is required by conditional use under our current zoning ordinance, although I would suggest that category of greater than 12 units in the R-3 District is probably going to be subject to review in the future.

Mack said the request is for rezoning to R-3 for the 6 acres for approval simultaneously on this agenda. The additional rezoning, not requested by the applicant originally because the park consideration came in later, will be P for Public, which would accommodate the park use.

Mack said thirdly, we get into the Conditional Use Permit, which once re-guided and re-zoned, is the actual permit that allows the use to be constructed and where we proceed to make findings to accommodate the request.

Mack explained as this process began the original proposal for the units were as shown on the westerly side of the development. The original application presented to the State of Minnesota Housing and Finance included the extension of approximately 360 ft. of street from the end of Charles St. where it is blocked off by the Wal\*Mart parking lot to be extended easterly in order to access the parking area. As we rolled through the process of working with staff, the preapplication meeting, discussions with the applicant and city council about an engineering task order which was approved to study the larger infrastructure needs of this area, street improvements and storm water. Essentially the utilities for water/sewer are in place with the exception of some improvements that still need to be placed in Career Path. In working through this with the city engineer it is my recommendation this area be studied and looked at given the fact that there are no actual plans or engineering concepts in terms of how this area should formally develop. With that, the understanding was that there would be, instead of 360 ft. of street developed, 1,100 ft. of street, which would allow for the project where there is already a planned connection for a street on the trunk highway. The applicant/developer as part of the grant received funding for public infrastructure improvements of 1,100 ft. of street. As it turns out the grant funding along with the project costs come up short of the ability to construct all of that street which was the staff recommendation. Unfortunately, after the submission for the grant was made to the state, it was insufficient in its funding source to complete those public improvements needed to address the access needs for this project for the undeveloped portion of the street. As a result of that and after further engineering review the applicant came back last week and met with staff and came up with the alternative that is before you this evening which was properly advertised with the correct parcel number.

Mack said to reposition along Career Path sets aside 1,100 ft. of street improvements since we already have a street improved off of Career Path. There is still a task order issued by the council so there is going to be some engineering study completed as a part of this looking at all of the needs for this area. In all likelihood with this project being approved here, would be the leading course of action to consider there would be actual street improvements to improvement beyond the level of service that the street provides currently with gravel. Although it does currently serve three sites so it is an improved roadway and this would be the fourth site being served. It's likely as a result of the engineering study that will be completed and brought back to the City Council as early as May of this year and the costs identified more effectively in terms of what might potentially become a 2020 project for improvements of Career Path, including some sewer utilities for extension for further development to the south of Hwy 34 which is also being considered by Johanneck on additional land he owns that would require public improvements.

Mack stated we are not entertaining any concerns about improvements triggering any types of assessments at this point. We have the ability for the site to develop and support all of its storm water needs on site and all its improvements on site which would include a paved parking area and a two story building that has 28 units in it.

Mack said he will let Thompson speak to the mix of units, rent price points and the details of the grant.

Mack said part of the preliminary review with staff on the preapplication on this was that we have certainty from the fire department the level of height associated with this is fully serviceable by the city's fire department from one side.

Mack said based on those considerations I am recommending approval of the Conditional Use Permit with the following conditions:

1. Full compliance with all applicable local, state and federal laws and requirements.
2. Approval of a final grading and drainage plan by the Park Rapids City Engineer prior to issuance of any building permits.
3. The developer shall apply for and obtain an NPDES permit from the MPCA prior to commencing any site grading work.
4. The developer shall enter into a Development Agreement with the City of Park Rapids for public improvements, subject to final approval by the Park Rapids City Council.
5. All required permits for work in the public right-of-way shall be obtained prior to any work.

**5C. The Public Hearing was opened at 6:46 p.m.**

Charles Kellner said he thought this was going down Career Path and you mentioned off of Charles Street? Bradow said it is located on Charles Street, accessed

from Career Path. Bradow asked Mack if that is true? Mack asked for which? Bradow said for the revision of the Comprehensive Plan and Future Land Use Map. Mack said the question was regarding the CUP and we can answer that question then. Lockhart said we are on 5C and the property is along Charles St., that's his question correct? Kellner said that was my question because I didn't realize Charles St. was already completed? Bradow explained Charles St. isn't completed it's not open at this point, that's my understanding.

Thompson said it is a platted street so that's how we refer to it but it hasn't been developed at all beyond Wal\*Mart. Thompson said to describe the property, it is along Charles St. and Career Path.

Mack said again for the public in attendance, I did a presentation on the entire project, all four agenda items. Now we are doing hearings on each item separately so the first one is amending the Comprehensive Plan to change the guided land use from commercial to multiple family, that's the first topic of discussion. Newman and Lockhart added also the future park. Bradow said the park is along Charles St., but the park is not going to be developed. Petschl said and when it is, it will be entered from Charles St. Bradow agreed, once the park is developed Charles St. will then be developed. Bradow asked do you see where the building is going to sit? Thompson provided a plan to Kellner as to where the development will go. Bradow had Mack provide the map. Kellner said Thompson had one. Bradow asked so you see how the building will be situated? Kellner responded yes. Thompson said if you look at page 29 it shows where it is.

Petschl asked all we're doing at this time is from commercial to multiple family? Lockhart added and commercial to park.

Bradow asked Kellner if he had any further questions? Kellner said this has helped him quite a bit.

**The Public Hearing was closed at 6:50 p.m.**

**A motion was made by Bradow, seconded by Petschl, to recommend to the City Council a Revision of the Comprehensive Plan and Future Land Use Map requested by Hubbard County HRA, from Commercial to Multiple Family, (Tract B1) consisting of 6.12 acres, AND from Commercial to Public for proposed park consisting of .89 acres, located on Charles St., PID#32.19.00300.**

**5D. ZONING AMENDMENT REQUEST FROM HUBBARD COUNTY HRA, TO REZONE PROPOSED TRACT B1 (6.12 ACRES) FROM B-1 HIGHWAY BUSINESS DISTRICT TO R-3 MEDIUM DENSITY RESIDENTIAL DISTRICT, AND TO REZONE PROPOSED PARK (.89 ACRES) TO PUBLIC AND QUASI PUBLIC DISTRICT, LOCATED ON CHARLES ST., PID#32.19.00300: See above.**

**The Public Hearing was opened at 6:53 p.m. No comments.**

**The Public Hearing was closed at 6:53 p.m.**

**The Findings of Facts were reviewed. The commissioners came to the following conclusions:**

1. *Is the zoning amendment consistent with the Park Rapids Comprehensive Plan? YES.*
2. *Have there been changes in the character of development in this vicinity? YES(3) NO (1). (Disagreement on current status verses future changes.)*
3. *Is the amendment request a result of an error made in the Zoning Ordinance/Zoning Map or Comprehensive Plan? NO.*

**A motion was made by Petschl, seconded by Bradow, to recommend to the City Council approval of a Zoning District Boundary Amendment request from Hubbard County HRA, to rezone proposed Tract B1 (6.12 Acres) from B-1 Highway Business District to R-3 Medium Density Residential District, AND to rezone a proposed Park (.89 acres) to Public and Quasi Public District, located on Charles St., PID#32.19.00300.**

**5E. CONDITIONAL USE PERMIT REQUEST FROM HUBBARD COUNTY HRA TO CONSTRUCT A 28-UNIT APARTMENT BUILDING ON PROPOSED TRACT B1 (6.12 ACRES) IN A PROPOSED R-3 MEDIUM DENSITY RESIDENTIAL DISTRICT, LOCATED ON CHARLES ST., PID#32.19.00300: See above.**

**The Public Hearing was opened at 7:00 p.m.**

Mary Thompson stated as Mack said we are looking at moving it to Career Path and there have been discussions. Thompson said Stone's question was about the paving of that road. Thompson said she met today with Mack, Jon Olson about that part of the road and there is some sewer work that needs to be done to connect the lift station to farther south where there is just a stub of a sewer main. That work needs to be done and it's looking like it's going to the council for a 2020 project. It would be the preference of the engineer and the utility that we not pave it and then rip it all back up. So, we're going to wait until that work is done and then that road would be improved and likely would be an urban section with curb and gutter and we would be assessed for Career Path. That will allow for the additional development on the south side of Hwy 34 but if we did that now we would have to rip up all the tar so we're not going to do anything right now until that additional work gets done.

Thompson explained the apartment building is as we said 28 units. It has a combination of one, two, and three bedroom units that will be available. It is for anyone, there are no income restrictions or subsidized rent in any way, it is for whoever is interested and meeting the application criteria. We have an application process so people have to apply and be rent ready for an apartment building. The onsite water retention plan is, we met with the SWCD, and we're going to be looking at having water

gardens so it will be aesthetically pleasing with native grasses and those types of things so any of the water retention areas will have plantings and an attractive look to them. We will store and maintain all of our water on site. That's what the plan is right now.

**The Public Hearing was closed at 7:03 p.m.**

**The Findings of Facts were reviewed. The commissioners came to the following conclusions: Is the proposed use identified as a conditional use in this zoning district? YES.**

1. *Are there characteristics of the proposed use that may violate the public health, safety, or general welfare of Park Rapids City residents? NO.*
2. *Is the proposed use inconsistent with the intent of the Park Rapids City Comprehensive Plan and Zoning Ordinance? NO.*
3. *Does the proposed use present any unique concerns regarding erosion, runoff, water pollution or sedimentation? YES.*
4. *Could the proposed use create any special problems with parking? NO.*
5. *Would the proposed use cause any problems with access or traffic generation? NO.*
6. *Is the proposed use incompatible with other uses located in the zoning district? NO.*

For each response answered affirmatively, are there conditions that could be attached to the granting of a permit that would mitigate the adverse impact? *Affirmative response but Mack and the Commissioners recommended the following conditions:*

1. Full compliance with all applicable local, state and federal laws and requirements.
2. Approval of a final grading and drainage plan by the Park Rapids City Engineer prior to issuance of any building permits.
3. The developer shall apply for and obtain an NPDES permit from the MPCA prior to commencing any site grading work.
4. The developer shall enter into a Development Agreement with the City of Park Rapids for public improvements, subject to final approval by the Park Rapids City Council.
5. All required permits for work in the public right-of-way shall be obtained prior to any work.

**A motion was made by Petschl, seconded by Bradow, and unanimously carried to recommend to the City Council approval of a Conditional Use Permit Request from Hubbard County HRA to construct a 28-unit apartment building on proposed Tract B1 (6.12 Acres) in a proposed R-3 Medium Density Residential District, located on Charles St., PID#32.19.00300, with the following conditions:**

1. **Full compliance with all applicable local, state and federal laws and requirements.**
2. **Approval of a final grading and drainage plan by the Park Rapids City Engineer prior to issuance of any building permits.**

3. The developer shall apply for and obtain an NPDES permit from the MPCA prior to commencing any site grading work.
4. The developer shall enter into a Development Agreement with the City of Park Rapids for public improvements, subject to final approval by the Park Rapids City Council.
5. All required permits for work in the public right-of-way shall be obtained prior to any work.

**6. GENERAL BUSINESS:**

**6A. Lot Division Request from Hubbard County HRA for a minor subdivision of PID#32.19.00300:** Mack said lastly is the land division. Typically, we are able to do these simple divisions administratively but given the fact this involves land that is intended to be dedicated for park property, I am bringing the Certificate of Survey before the commission for review and approval. Given the fact that we have a condition that can impose the land be dedicated as part of what would normally be a platting requirement. Given the fact we are doing the Certificates of Survey in dual stages we have no dedication of public right of way and no new easements for improvements on the site. Therefore, I was comfortable in allowing this to be processed according to the minor subdivision or lot division procedure. We would have a condition that would be attached to that which requires:

1. The developer to prepare a Quit Claim Deed and transfer ownership of the future .89 acre future park improvement parcel to the City of Park Rapids for recording at the same time the COS is recorded with Hubbard County.

Lockhart inquired if this should be a warranty deed instead of a quit claim deed? Mack said he will get that condition verified with the City Attorney, that's a good point. I'm not sure which.

Mack showed a map with location of park. Stone asked if the road would remain gravel? Mack said it would be unimproved at this point. It would not be a park improvement plan at this time. The city would just receive the dedication to satisfy the dedication of all 16 acres.

Mack said on the park area he did some quick analysis and there would be room for a simple parking lot off the street for about 12 parking spaces including a couple handicap and room for playground equipment. The applicant has also talked about assisting with some grant funding sources that may procure some of that equipment in the future for park improvements.

Bradow asked how the park would be accessed? Mack said off of future Charles St. improvements so it's not a consideration for this initial Conditional Use Permit at this point. We're just procuring the land at this time. Bradow inquired so the land is there but nothing will proceed with the park at this time? Mack said no, not with the initial phase of development. Bradow said okay.

**A motion was made by Bradow, seconded by Stone, and unanimously carried to recommend to the City Council approval of a Lot Division Request from Hubbard County HRA for a minor subdivision of PID#32.19.00300, with the following condition:**

1. The developer to prepare a Deed for transfer of ownership of the .89 acre future park improvement parcel to the City of Park Rapids for recording at the same time the COS is recorded with Hubbard County in a form as approved by the City Attorney.

**7. INFORMATIONAL/DISCUSSION:**

**7A. Discuss Zoning Ordinance Project List:** Mack indicated item 18 was added regarding expirations of CUP and Variances and provided some examples. There was further discussion concerning whether each of the 18 items were of high, medium or low priority and were rated accordingly.

- |           |            |
|-----------|------------|
| 1. High   | 10. Low    |
| 2. Low    | 11. Low    |
| 3. Low    | 12. High   |
| 4. Medium | 13. Medium |
| 5. High   | 14. High   |
| 6. Medium | 15. Medium |
| 7. Medium | 16. Low    |
| 8. High   | 17. Low    |
| 9. Low    | 18. Medium |

It was determined only Petschl of the commission is available for the April 9<sup>th</sup> meeting with the City Council, unless Johnson is able to attend.

**7. ADJOURNMENT:** A motion was made by Petschl, seconded by Stone, and unanimously carried to adjourn the meeting at 8:02 p.m.

---

Chair Richard Bradow

ATTEST:

---

Carmen L. Lockhart  
Planning/Administrative Assistant