



Corcoran Parks and Trails Commission Agenda
August 15, 2024
7:00 pm

1. **Call to Order / Roll Call**
2. **Pledge of Allegiance**
3. **Agenda Approval**
 - a. Agenda Items Update*
4. **Minutes**
 - a. Minutes – June 20, 2024, Meeting*
5. **Open Forum – Public Comment Opportunity**
6. **Presentations – None**
7. **Unfinished Business**
 - a. City Park Remaster Update*
8. **New Business**
9. **Reports/Information**
 - a. Planning Project Update – Information Only*
 - b. Program Coordinator Update*
 - c. Parks, Recreation, and Trails Update*
10. **Subcommittee & Miscellaneous Reports**
 - a. Garden Club Report
 - b. Park Dedication Fund*
11. **Other Business/Announcements**
12. **Commissioner Liaison Calendar**
City Council Meetings

HYBRID MEETING OPTION AVAILABLE

The public is invited to attend the regular Parks and Trails Commission meetings at City Hall.

Meeting Via Telephone/Other Electronic Means

Call-in Instructions:

+1 312 626 6799 US

Enter Meeting ID: 815 9742 6469

Video Link and Instructions:

<https://us02web.zoom.us/j/81597426469>

visit <http://www.zoom.us> and enter

Meeting ID: 815 9742 6469

**Please note in-person comments will be taken at the scheduled meeting where noted.*

Comments received via email to Recreation Supervisor Christensen Buck at jchristensenbuck@corcoranmn.gov or via public comment cards will also be accepted. All email and public comment cards must be received by the Wednesday prior to scheduled Parks and Trails meeting.

For more information on options to provide public comment visit:

www.corcoranmn.gov

08/22/2024	09/12/2024	09/26/2024	09/12/2024	09/26/2024	10/10/2024	10/24/2024
Christenson	Anderson	Strehler	Nybo	Erzberger	Schmidt	Friedrich

13. Adjournment

**Includes Materials - Materials relating to these agenda items can be found in the Council Chambers Agenda Packet book located by the entrance. The complete Parks and Trails Commission Agenda Packet is available electronically on the City website at www.corcoranmn.gov.*



MEMO

Meeting Date: August 15, 2024
To: Parks and Trails Commission
From: Jessica Christensen Buck, Recreation Supervisor
Re: Agenda Item Update

Summary

Last month, a survey was sent out to Councilmembers and Commissioners regarding the role of liaisons at each meeting, as well as the feasibility of changing the meeting days from Tuesdays to Thursdays.

At the July 25, 2024, City Council meeting, the Councilmembers reviewed the survey submissions and decided that Commissioners are no longer expected to attend Council meetings and still encouraged to attend to the degree they're able. Assigned Council Members will continue to attend Commission meetings as liaisons. Councilor Nichols will still be in attendance at meetings.

Commission and Council meetings will continue Thursdays with the topic being revisited in the new year once the elected Council is seated.

In addition to this, the City Council Report will no longer be a written report, but a verbal report. Parks and Trails Commission related items will be included in the formerly named Recreation Supervisor Update as they arise. The Recreation Supervisor Update will be renamed *Parks, Recreation, and Trails Update*.

Attachments

None



**Corcoran Parks and Trails Meeting Minutes
June 20, 2024 - 7:00 pm**

The Corcoran Parks and Trails Commission met on June 20, 2024, at City Hall in Corcoran, MN. Present were Commissioners Anderson, Erzberger, Friedrich, Nybo, and Strehler. Commissioner Schmidt arrived at 7:02 pm.

Absent was Chair Christenson.

Present at City Hall were Recreation Supervisor Christensen Buck and Program Coordinator Shipley. Present virtually was Councilor Nichols.

1. Call to Order / Roll Call

Vice-Chairperson Friedrich called the meeting to order at 7:01 pm.

2. Pledge of Allegiance

Vice-Chairperson Friedrich invited all in attendance to rise and join in the Pledge of Allegiance.

3. Agenda Approval

Motion: Made by Anderson, seconded by Val, to approve the agenda as presented.

Voting Aye: Anderson, Erzberger, Friedrich, Nybo, Schmidt, and Strehler.

(Motion carried 6:0)

4. Minutes

a. Minutes – May 16, 2024, Meeting

Commissioner Anderson asked about why the final page of the minutes had boxes at the top, to which Recreation Supervisor Christensen Buck informed the Commission that she could adjust the formatting so the boxes from the two pages are together.

Motion: Made by Friedrich, seconded by Nybo, to approve the minutes with the minor edit.

Voting Aye: Anderson, Erzberger, Friedrich, Nybo, Schmidt, and Strehler.

(Motion carried 6:0)

5. Open Forum

Recreation Supervisor Christensen Buck stated nobody was interested in speaking at that time.

6. Presentations – None

7. Unfinished Business

Recreation Supervisor Christensen Buck noted that an email was received from resident Katherine Drivas that included feedback for items included in Unfinished Business and was provided on the dais. Recreation Supervisor Christensen Buck provided an overview of the email, including timeline for when donations are acquired and concerns about developers having parks named after their company. Recreation Supervisor Christensen Buck noted that 1 year prior to work on the park would be reasonable when accepting donation and did not believe developers would qualify under “donation” when they provide park dedication due to statute requirements. Recreation Supervisor Christensen Buck confirmed that the policies should be reviewed by the City Attorney.

a. Park Enhancement Program

Vice-Chair Friedrich inquired about design options for the park enhancements, to which Recreation Supervisor Christensen Buck noted that the choice would be of the Commission what to offer, but the request from staff is to have specific options to choose from for pricing and installation ease.

Vice-Chair Friedrich noted that she would like durable, nice aesthetic benches, that are consistent in natural tones and colors. Vice-Chair Friedrich inquired about including water bottle filling stations



and fire tables, a process for plaques in languages other than English, and inquired about the maintenance donation fee of 10%. Recreation Supervisor Christensen Buck explained further that the maintenance donation would help cover additional expenses during the lifespan of the amenity. Commissioner Anderson provided an example of a bench getting moldy and a request to power wash the bench clean, requiring staff time and noting that the maintenance donation would help cover some of the cost. Commissioners noted concerns with replacement if the amenity is damaged, to which Recreation Supervisor Christensen Buck informed the Commission that she would look into what insurance would cover. Vice-Chair Friedrich inquired about the park maintenance budget, to which Recreation Supervisor noted there are various categories to the budget that would have to be explored. Commissioner Schmidt clarified the maintenance bullet to note that the City would be “performing” maintenance, rather than responsible for maintenance to imply fiscal responsibility. Commissioner Erzberger inquired about including trees or gardens in the park enhancements, to which Recreation Supervisor Christensen Buck informed the Commission that some cities do include them, but they are hard to guarantee for long periods of time. Commissioner Erzberger inquired about upgrading existing amenities, to which Recreation Supervisor Christensen Buck said she would further define that in the next draft. Commissioners thanked Katherine Drivas for her email and perspectives on the agenda items. Recreation Supervisor Christensen Buck summarized the changes and information to include non-English language options, water receptacles, and fire tables, adding plaques to existing amenities, maintenance/installation included in cost of the amenity donation, inquiring about insurance coverage for amenities, and finding amenities that are durable and natural-colored tones.

b. Park Naming Policy

Recreation Supervisor Christensen Buck summarized a change to the policy noting that meeting criteria in the policy does not guarantee naming. Recreation Supervisor Christensen Buck summarized areas from Katherine Drivas’ email, including commercial entity name consideration for amenities, but not overall park naming after commercial entities. Commissioner Erzberger inquired about prioritizing naming after historical or geographical naming over commercial entity naming, with preference to no park naming after commercial entities. Commissioner Erzberger inquired about park dedication fund not being a donation, but the possibility of a donation that exceeds that would allow for the possibility of an amenity to include language such as “donated by”. Katherine Drivas, 6747 Olde Sturbridge Drive, provided hometown example of Swan Park that included Community First Splashpad, noting that it seemed appropriate, especially with the lifespan of amenities allowing for updates to amenity names. Commissioner Erzberger asked if the commercial section should move from park names to the amenity specific section. Commissioner Nybo inquired about the Northwest Area Jaycees donation of \$100,000 towards the splashpad, to which Recreation Supervisor Christensen Buck clarified that there is language stating one or more of the criteria have been met to which the Jaycees have contributed long-term support.

8. New Business

a. 2025 Budget and Fee Schedule

Recreation Supervisor Christensen Buck noted that registration fees have not increased since 2022 and with increasing costs, staff recommendation is to increase most registration fees, but keep amenity rentals at the same price until the park updates are complete. Commissioner Anderson inquired about what the return is for youth athletics, to which Recreation Supervisor Christensen



Buck informed the Commission that the registration fees cover the costs of running the programs and some of the wages for the Program Coordinator position. Recreation Supervisor Christensen Buck noted that the Program Coordinator position is involved in other areas such as community engagement and Parks and Trails Commission help as well. Vice-Chair Friedrich asked if a difference of \$10 is enough between the resident and non-resident rates, to which Recreation Supervisor Christensen Buck felt they were appropriate. Commissioners agreed that following the City Park Remaster, the registration and amenity rental fees should be re-evaluated for 2026.

Motion: Made by Erzberger, seconded by Schmidt, to approve the 2025 registration and amenity rental fees.

Voting Aye: Anderson, Erzberger, Friedrich, Nybo, Schmidt, and Strehler.

(Motion carried 6:0)

9. Reports/Information

a. Planning Project Update

Recreation Supervisor Christensen Buck noted a clerical error in the approved minutes and requested a motion to change the Active Planning Applications heading to Planning Project Update.

Motion: Made by Friedrich, seconded by Anderson, to update the clerical error in the May 16, 2024, Parks and Trails Commission meeting minutes.

Voting Aye: Anderson, Erzberger, Friedrich, Nybo, Schmidt, and Strehler.

(Motion carried 6:0)

Vice-Chair Friedrich noted that there was a good conversation as part of the Dominoes discussion at City Council and would return to the City Council in the future.

b. Program Coordinator Update

Program Coordinator Shipley highlighted the items he had been working on including youth baseball, youth soccer, donations for Night to Unite, and volunteers for Night to Unite. Program Coordinator Shipley noted that soccer had a 37% residency rate.

c. Recreation Supervisor Update

Recreation Supervisor Christensen Buck provided an update on items she had been working on including Night to Unite tasks, cultural assessment items, compensation and classification study items, policy work, and park planning.

10. Subcommittee & Miscellaneous Reports

a. City Council Report

Councilor Nichols highlighted some items from previous City Council meetings since the last Parks and Trails Commission meeting including Dominoes, Oswald Farms concept, and Heather Meadows. Commissioner Anderson expressed appreciation that Heather Meadows was being reviewed again for the OS&P guidelines.

b. Garden Club Report

Tom Anderson noted that there were many thistles in the Memorial Garden. Michelle Friedrich highlighted that the thistles are getting pulled and the peonies looked nice.

c. Park Dedication Fund

Vice-Chair Friedrich noted interest to the Park Dedication Fund and was happy to see growth.

11. Other Business/Announcements

Commissioner Anderson noted that Ken Guenther, Elm Creek Watershed Commissioner, would be moving soon and had done a wonderful job in the role. Commissioner Anderson noted that there is



access for farmers and homeowners to grant money for projects through the Elm Creek Watershed District.

12. Commissioner Liaison Calendar

06/27/2024	07/11/2024	07/25/2024	08/08/2024	08/22/2024	09/12/2024	09/26/2024
Nybo	Erzberger	Schmidt	Friedrich	Christenson	Anderson	Strehler

Commissioner Nybo noted that she would likely be virtual for the June 27, 2024, City Council meeting. Vice-Chair Friedrich stated that she would ask Chair Christenson if he would switch the August 8, 2024, meeting for the August 22, 2024, meeting.

13. Adjournment

Motion: Made by Anderson, seconded by Nybo, to adjourn the meeting at 7:59 pm.

Voting Aye: Anderson, Erzberger, Friedrich, Nybo, Schmidt, and Strehler.

(Motion carried 6:0)

Jessica Christensen Buck

Submitted by Jessica Christensen Buck, Recreation Supervisor



MEMO

Meeting Date: August 15, 2024

To: Parks and Trails Commission

From: Jessica Christensen Buck, Recreation Supervisor

Re: City Park Remaster Update

Summary

Staff has been working with HKGi and Stantec to update the plans for the park during the schematic design phase. As part of the schematic design phase, surveying and wetland delineation have been completed, with soil borings currently in process. Additionally, the building programming study has started, with both City and HKGi staff working with Oertel to create a framework for the park building.

Attached are the current plans for the park and building for review from the Parks and Trails Commission.

Shown on the park plans, in coordination with the legend shown on 7a1., are the following:

1. Multi-use field area
 - a. Can be used as active or passive recreation (picnics, soccer, cricket, etc.)
2. 6 pickleball courts
 - a. Seating and shaded area shown attached, just south of the courts.
 - b. Allows for possible expansion north if more courts are needed in the future.
3. Parking lot
 - a. 300+ paved spaces, with islands
 - b. Entrance to the park leads into the parking lot, with spaces organized to accommodate various amenity areas.
4. Stormwater ponding
 - a. Likely vegetated stormwater basins.
5. Splashpad
 - a. Tiered leveling with playground containers to provide variation in grading.

- b. ADA pathway to the west of the splashpad to provide access to splashpad and playground.
 - c. Recirculation System
 - i. Less water wasted, initial material installation costs are higher.
 - ii. Certified Pool Operator (CPO) required to maintain.
 - d. Drain Away System
 - i. Water play elements should be considered that conserve spray to limit water consumption.
 - ii. Water reclamation for use in irrigation to repurpose water used.
6. Playground
- a. Tiered leveling with containers and splashpad to provide variation in grading.
 - b. Pathways between playground and splashpad to provide separation and access to the amenities.
 - c. 2 slides going down hillside into each playground container as access options.
 - d. Bridge access connecting to playground from pathway to the east of the containers as a ADA transfer for access.
 - e. Impact to Field 1 (SE ballfield) would remove outfield fencing and warning track to accommodate playground and trail. Considerations towards a berm or trees as a physical buffer. Youth games would still be playable on this field.
7. Park Building/Pavilion
- a. Attached building concepts for review.
 - b. 7a2. Shows the updated layout, however, 7a3. Shows the Park Building Models from the first rendition of the layout. Staff hopes to have updated models for the meeting.
 - i. Staff is requesting the Commission consider the building size and space uses located in the plan.
 - ii. Staff is requesting the Commission consider how the building first in the site, roof/building, and materials.
8. Tennis Courts
- a. 2 courts located in the current placement.
9. Park amphitheater
- a. Shown on the plan but depending on budget would likely be a later phase.

Trails

- Staff from the City and HKGi are working with Three Rivers Park District on regional trail connection phasing (crossing of County Road 50 is to be determined).
- Other trail connections are being considered with the t-ball fields and the potential Dominoes at the intersection of County Road 10 and County Road 50.

Staff is requesting feedback for the layout of phase 1 and the building plans. No motion is required currently, as staff intends to bring the updated plans back during the September 19, 2024, Parks and Trails Commission Meeting.

The following is the project schedule and next steps that City and HKGi staff are looking to follow:

- September 19, 2024, Parks and Trails Commission Meeting
 - Present and request approval of schematic design and continued work through design development and construction documents.

- October 10, 2024, City Council Meeting
 - Present and request approval of schematic design and continued work through design development and construction documents.

Also attached is the flow chart to assist in explaining the process.

Attachments

7a1. DRAFT Park Layout

7a2. DRAFT Park Building Layout

7a3. DRAFT Park Building Models

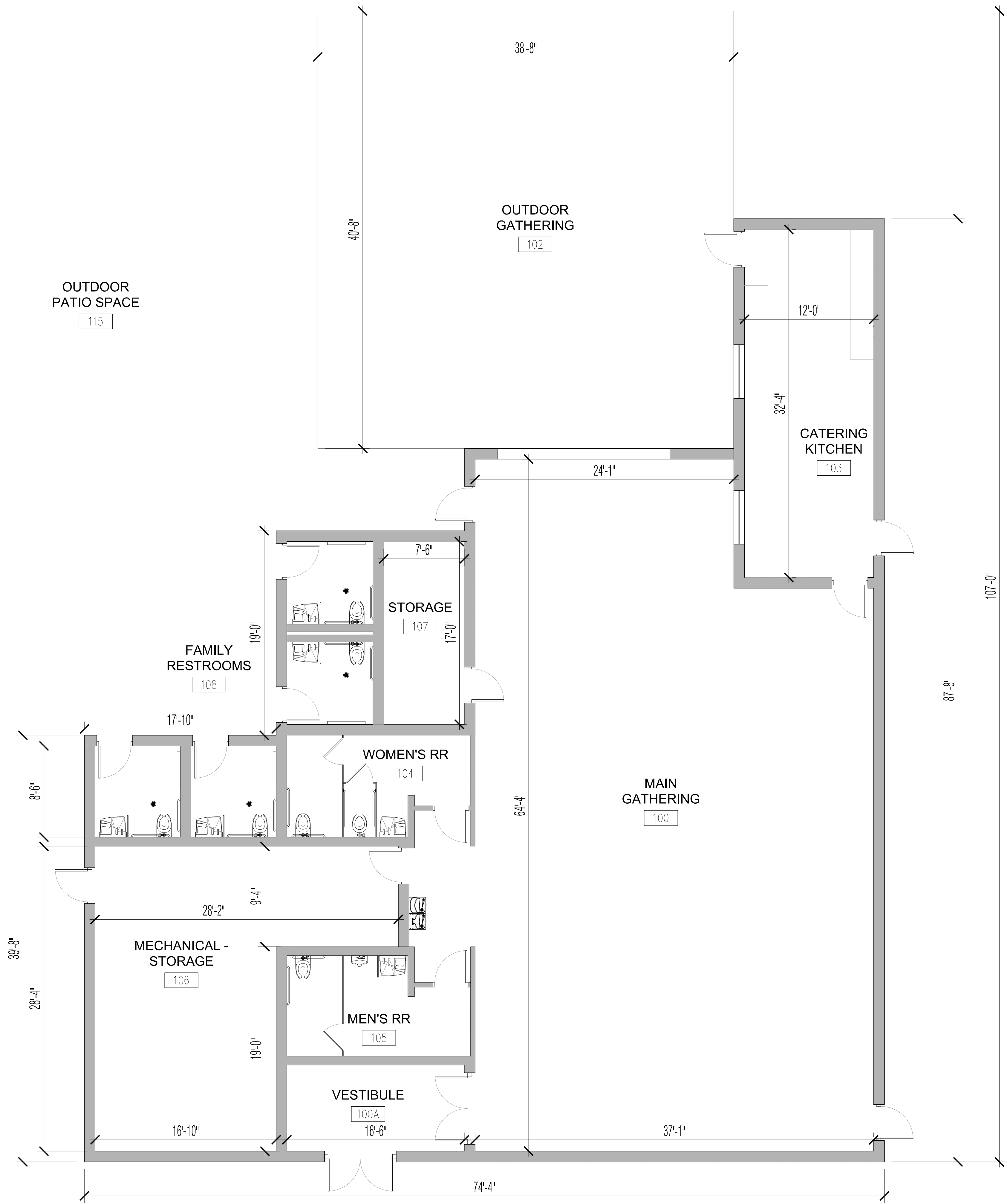
7a4. Project Design Flow Chart

CORCORAN CITY PARK

DRAFT CONCEPT



- LEGEND**
- ① Create level field space for multi-purpose recreation including soccer and cricket
 - ② 6 pickleball courts
 - ③ Pave parking lot; include 300+ spaces
 - ④ Stormwater
 - ⑤ Splash pad
 - ⑥ Destination playground
 - ⑦ Park pavilion
 - ⑧ Rebuild tennis courts
 - ⑨ Park amphitheater



1 MAIN FLOOR PLAN
SCHEMATIC OPTION 8-9-24 3/16" = 1'-0"

**CITY OF CORCORAN
CORCORAN COMMUNITY PARK -
MAIN PARK BUILDING**

REVISIONS / ISSUE

NO.	DATE	DESCRIPTION
1		
2		
3		

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 ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

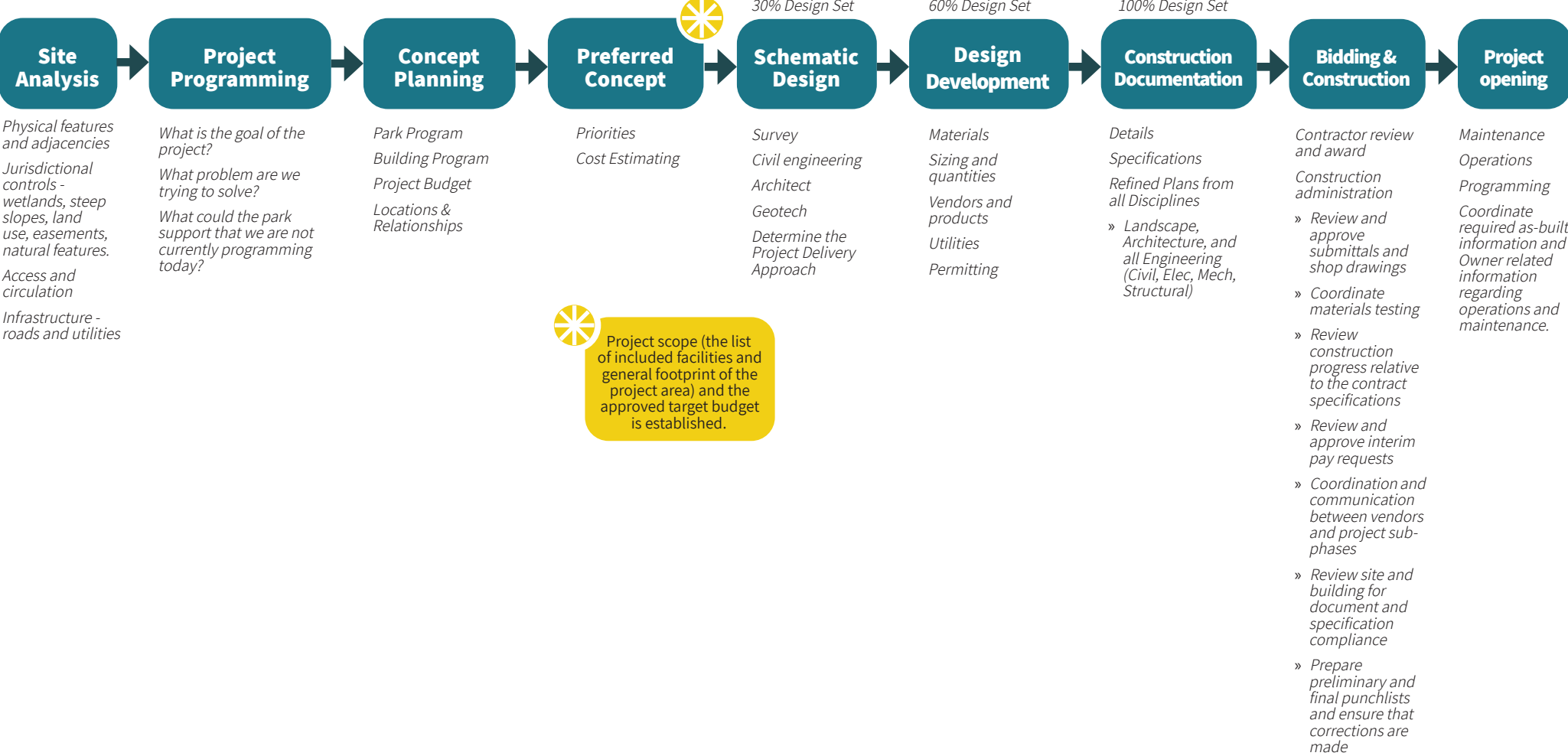
Signature
Thomas Stromsodt
Name

License #	Date
PROJECT NUMBER:	24-26
DATE OF ISSUE:	8-9-2024
DRAWN BY:	RAB
CHECKED BY:	TRS

**FLOOR PLAN
SD OPTIONS**

SHEET NO:
A100

Project Design Process: Corcoran City Park





CORCORAN COMMUNITY PARK
PRELIMINARY MASSING & MATERIAL: BUTTERFLY
08/07/2024





**CORCORAN COMMUNITY PARK
PRELIMINARY MASSING & MATERIAL: BUTTERFLY
08/07/2024**





CORCORAN COMMUNITY PARK
PRELIMINARY MASSING & MATERIAL: BUTTERFLY
08/07/2024





**CORCORAN COMMUNITY PARK
PRELIMINARY MASSING & MATERIAL: BUTTERFLY
08/07/2024**





**CORCORAN COMMUNITY PARK
PRELIMINARY MASSING & MATERIAL: BUTTERFLY
08/07/2024**





**CORCORAN COMMUNITY PARK
PRELIMINARY MASSING & MATERIAL: BUTTERFLY
08/07/2024**





**CORCORAN COMMUNITY PARK
PRELIMINARY MASSING & MATERIAL: BUTTERFLY
08/07/2024**





CORCORAN COMMUNITY PARK
PRELIMINARY MASSING & MATERIAL: STONE & WOOD SCREEN
08/07/2024





CORCORAN COMMUNITY PARK
PRELIMINARY MASSING & MATERIAL: STONE & WOOD SCREEN
08/07/2024





CORCORAN COMMUNITY PARK
PRELIMINARY MASSING & MATERIAL: STONE & WOOD SCREEN
08/07/2024





**CORCORAN COMMUNITY PARK
PRELIMINARY MASSING & MATERIAL: STONE & WOOD SCREEN
08/07/2024**





CORCORAN COMMUNITY PARK
PRELIMINARY MASSING & MATERIAL:STONE & WOOD SCREEN
08/07/2024





**CORCORAN COMMUNITY PARK
PRELIMINARY MASSING & MATERIAL: STONE & WOOD SCREEN
08/07/2024**





**CORCORAN COMMUNITY PARK
PRELIMINARY MASSING & MATERIAL: STONE & WOOD SCREEN
08/07/2024**





**CORCORAN COMMUNITY PARK
PRELIMINARY MASSING & MATERIAL: GABLE LOW ROOF
08/07/2024**





**CORCORAN COMMUNITY PARK
PRELIMINARY MASSING & MATERIAL: GABLE LOW ROOF
08/07/2024**





**CORCORAN COMMUNITY PARK
PRELIMINARY MASSING & MATERIAL: GABLE LOW ROOF
08/07/2024**





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08/07/2024**





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PRELIMINARY MASSING & MATERIAL: GABLE LOW ROOF
08/07/2024**





**CORCORAN COMMUNITY PARK
PRELIMINARY MASSING & MATERIAL: GABLE LOW ROOF
08/07/2024**





**CORCORAN COMMUNITY PARK
PRELIMINARY MASSING & MATERIAL: GABLE LOW ROOF
08/07/2024**





MEMO

Meeting Date: August 15, 2024
To: Parks and Trails Commission
From: Dwight Klingbeil
Re: Planning Project Update

Projects/comments in blue italics are new.

The following is a status summary of active planning projects:

1. **Kwik Trip CUP, Lot Line Adjustment, and Site Plan (PID 12-119-23-14-0006; 12-119-23-14- 0004) (City File 23-006)**

Kwik Trip Inc. submitted a Site Plan, Lot Line Adjustment and CUP application for the two parcels north of Mama G's in early 2023. A feasibility study was required to evaluate the infrastructure needs of the project. The feasibility study has been distributed to the applicant. Staff and the applicant team continue to work through requirements for the application to move forward. The application is still incomplete, and the item is not currently scheduled for any upcoming meetings.

2. **Commercial and Industrial Development Standards (Citywide) (City File 23-023)**

The purpose of this zoning ordinance amendment is to address and evaluate the allowed uses and use specific standards within commercial and industrial developments. The Council adopted a work plan at the November 20, 2023, regular meeting, and requested the Planning Commission to provide their initial feedback. The Planning Commission discussed this item at the December 5, 2023, meeting and expressed their desire Commercial and Industrial Development Standards address a number of items such as: specific architectural standards, infrastructure investment incentives, encouragement toward sustainable development practices, proper transitions of intensities and height, the permitted and conditional uses of each zoning type, verbiage, and lighting standards.

City Staff prepared a survey for current landowners and lessees to express their opinions on items addressed with this update. Staff mailed the online survey invitation to property owners and tenants whose property is either currently zoned, or guided for

Commercial, Industrial, or Mixed-Use. The comment period for this survey closed on January 31, 2024.

During the February 8, 2024, City Council meeting, Council directed staff to prioritize Rural Commercial (CR) and Transitional Rural Commercial (TCR) district updates for approval by the end of quarter 2. Staff presented feedback from the Planning Commission and results from the Business Community Survey to the City Council at the April 25, 2024, regular Council meeting for further direction. The City Council and Planning Commission discussed the Commercial and Industrial standards during the May 21, 2024, Joint Work Session.

A survey invitation for feedback on Rural Commercial Subdivisions was posted to the City's media pages and mailed out to properties within 500 feet of CR & TCR parcels. Council discussed the results of this survey during the June 27, 2024, meeting.

A public hearing for an ordinance amendment removing self-storage/mini-storage from the CR and I-1 districts was held at the July 2, 2024, Planning Commission meeting. After some discussion, the Planning Commission motioned to recommend approval of this ordinance amendment. Council approved the zoning ordinance amendment, removing self-storage/mini-storage from the CR & I-1 districts at the July 25, 2024, meeting.

A public hearing to clarify the use of development rights for subdivision in the UR, RR, CR, and TCR districts is scheduled for the August 1, 2024, Planning Commission meeting.

3. 3019 Addition Comprehensive Plan Amendment, Rezoning, and Preliminary Plat (PID 07-119-23-14-0003) (City File 23-027)

Craig Scherber & Associates LLC applied for a Preliminary Plat, Rezoning, and Comprehensive Plan Amendment for a Rural Residential and Rural Commercial Development on the property at PID 07-119-23-14-0003. The application includes 15 commercial lots and 4 single-family residential lots. The applicant received Council feedback on a concept version of this proposal at the February 8, 2024, meeting. A feasibility study has been completed to evaluate the infrastructure needs of the project. This item is not currently scheduled for any upcoming meetings.

4. Pioneer Trail Industrial Park Final Plat & Final PUD (PID 32-119-23-43-0005, 32-119-23-43-0006, 32-119-23-43-0013)(City File 23-030).

Contour Development LLC applied for a Final Plat and a Final PUD at 6210 Pioneer Trail. The application consists of 0 lots and 3 outlots. This application is incomplete for City review and is not currently scheduled for any upcoming meetings.

5. Chastek Farm Preliminary Plat, Preliminary PUD, Rezoning (PID 25-119-23-12-0002) (City File 23-034).

Trek Real Estate & Development, Inc. submitted an application for a Preliminary Plat, Preliminary Planned Unit Development (PUD), and Rezoning of the Chastek Farm located at 7600 Maple Hill Road. The request is to allow the development of 117 single-family for-sale lots on the 38.16-acre site. 101 of these lots would have a width of 55 feet, and the remaining 16 would have a width of 65 feet. The Public Hearing for this item was held during the May 2, 2024, Planning Commission Meeting. After some discussion, the Planning Commission recommended approval (5-0) of the application as presented. *The applicant requested to remove this item from the May 21, 2024, Regular City Council Meeting. The Council tabled this item during the June 27, 2024, meeting. The item has been scheduled to continue at the July 25, 2024, Council Meeting. The Council motioned to deny the item 3:2 at the July 25, 2024, meeting.*

6. **Heather Meadows 3rd Addition Preliminary Plat/OS&P (PIDs 05-119-23-31-0001 & 088-119-23- 22-0011) (City File 24-002).**

Mark and Markus Lee, of ML Unlimited LLC, submitted a preliminary plat application to create 12 single-family lots and 2 outlots at 22901 Oakdale Drive. The proposal includes platting the two existing homes on Oakdale Drive and extending Heather Lane southward to plat 10 additional lots. To satisfy the requirements of the Open Space & Preservation density bonuses, this proposal includes the preservation of 44.8-acres of open space in two outlots. The Public Hearing for this item was held during the May 2, 2024, Planning Commission Meeting. After some discussion, the Planning Commission recommended approval (5-0) of the application as presented. *The Council approved the Variance, CUP, and Preliminary Plat with additional conditions for Heather Meadows during the June 27, 2024, regular meeting.*

7. **610 Extension Business Park Concept Plan (PID 12-119-23-23-0001) (City File 24-003).**

United Properties submitted a Concept Plan application to develop a business park at the Oswald Farm, located at 19510 County Road 30. The narrative provided by the applicant describes the proposed business park to range from 864,000 - 1,017,500 sq ft on the 76.89-acre parcel. The applicant submitted revised plans which indicate two 128,000 sq ft buildings, and two 168,000 sq ft buildings. The applicant received informal feedback from the Council during the May 21, 2024, City Council meeting. This item is not currently scheduled for any upcoming meetings.

8. **Tonka Auto CUP (PID 26-119-23-12-0004) (City File 24-008).**

Jake Hautman submitted a Conditional Use Permit application to allow the operation of an auto repair business, Tonka Auto, at 20201 County Road 50. The application is incomplete for city review and is not currently scheduled for any upcoming meetings.

9. **Corcoran Industrial Northeast (PID 01-119-23-11-0001) (City File 24-010).**

Hemple Real Estate is seeking Council feedback on conceptual light industrial development at 10585 County Road 101. The plan includes 2 primary industrial buildings ranging from 200,200 to 342,000 sq ft on a 78.85-acre site. The applicant received informal feedback from the Council during the March 28, 2024, Council meeting. This item is not currently scheduled for any upcoming meetings.

10. **Conservation Residential Ordinance Amendment (City File 24-012).**

The City will process a Subdivision and Zoning Ordinance Amendment as a follow up to the Comprehensive Plan Amendment to create a "Conservation Residential" land use designation processed for the Woodland Hills application. *The Comprehensive Plan Amendment has been approved by the Metropolitan Council. After the June 6, 2024, public hearing, the Planning Commission voted to recommend approval as presented. This item approved by the City Council during the June 27, 2024, meeting.*

11. **Heitke Lot Line Adjustment (PID 28-119-23-33-0001 & 28-119-23-34-0001)(City File 24-013).**

Dan Heitke submitted application materials for a preliminary and final plat to allow his property at 7000 Rolling Hills Road to annex roughly 1.16 acres from Outlot A of Heitke Farm Addition. This item is incomplete for City review and is not currently scheduled for any upcoming meetings.

12. **Upward Acres Preliminary Plat (PID 17-119-23-13-0001) (City File 24-015).**

Skies Limit LLC. submitted an application for a preliminary plat to allow the development of 6 single-family lots at 22625 County Road 10. *The public hearing for this item was held during the June 6, 2024, Planning Commission Meeting. After some discussion, the Planning Commission voted to recommend approval of the application as presented. The Council approved the preliminary plat and variance for Upward Acres during the June 27, 2024, meeting.*
13. **Jay Brown Garage CUP (PID 05-119-23-41-0006) (City File 24-019).**

Jay Brown submitted application materials for a Conditional Use Permit to allow the construction of an additional accessory building that exceeds the 3969 square foot limit at 22355 Oakdale Drive. *This item is complete for City review and the public hearing has been scheduled for the August 1, 2024, Planning Commission meeting.*
14. **Bellwether 10th Addition (PID 12-119-23-21-0074) (City File 24-020).**

Pulte submitted application materials for a final plat, final PUD, and an easement vacation for Bellwether 10th, which would allow the development of 26 single-family lots. *This application is complete for City review and is tentatively scheduled for the August 8, 2024, Council meeting.*
15. **Camp Solberg (PID 08-119-23-31-0004) (City File 24-021).**

Aaron and Melissa Solberg submitted an application for a preliminary and final plat to create two single-family residential lots on Outlot B of Weinand Woods located at PID 08-119-23-31-0004. This item is incomplete for city review and is not currently scheduled for any upcoming meetings.
16. **Shoreland Overlay District Zoning Ordinance Amendment (Citywide) (City File 24-022).**

Minnesota DNR identified two additional water bodies needed for inclusion within the Shoreland Overlay District in Corcoran. To comply with the DNR's requirements, an amendment to Section 1050.020 is required. The public hearing for this item was held during the June 6, 2024, Planning Commission Meeting. After some discussion, the Planning Commission voted to recommend approval of the application as presented. *This item was approved by City Council during the June 27, 2024, meeting.*
17. **Woodland Hills Final Plat (PID 36-119-23-33-0010, 36-119-23-33-0003, 36-119-23-33-0007) (City File 24-023).**

Woodland Hills of Corcoran, Inc. submitted an application for a final plat to allow for the development of 60 single-family lots, 1 amenity lot, and 5 outlots near the northeast corner of County Road 116 and Hackamore Road. The Preliminary Plat for this item received Council approval during the April 11, 2024, Council meeting. *Council approved the final plat for Woodland Hills at the July 25, 2024, meeting.*
18. **Kariniemi Orchards Preliminary Plat (PID 11-119-23-11-0012) (City File 24-024).**

Nathan Kariniemi submitted an application for a preliminary open space & preservation plat to allow for the development of 16 single-family lots at 20400 County Road 30. This

item is incomplete and is not currently scheduled for any upcoming meetings.

19. Hope Meadows Final Plat, Final PUD (PID 11-119-23-11-0012) (City File 24-025).

JPB Land, LLC. submitted application materials for a Final Plat and a Final Planned Unit Development for the first phase of "Hope Meadows". For the first phase, the applicant is requesting approval of a Final Plat that would allow the development of 52 rowhome lots and 4 villa lots near the northwest corner of Hunters Ridge and County Road 116. *This item is complete for City review, and a public hearing has been scheduled for the August 1, 2024, Planning Commission meeting.*

20. New Mahavan Eco Farm Concept Plan (15-119-23-32-0006) (City File 24-026).

New Mahavan Eco Farm Community is seeking Council feedback on a concept plan for a place of worship and community garden at 8750 Trail Haven Road. The applicant received informal feedback during the June 27, 2024, Council meeting. This item is not scheduled for any upcoming meetings.

21. Domino's Pizza (23-119-23-43-0003, 23-119-23-43-0004) (City File 24-027).

Strack Construction, Co. Inc. is seeking approval of a lot consolidation, site plan, CUP, and variance to allow the development of a Domino's drive-thru/walk-out only store on the northwest corner of County Road 10 and County Road 50. This item is incomplete for City review and is not currently scheduled for any upcoming meetings.



MEMO

Meeting Date: August 15, 2024

To: Parks and Trails Commission

From: Jackson Shipley, Program Coordinator

Re: Program Coordinator Update

Summary

The following is a summary of items Program Coordinator Shipley has been working on since the last meeting:

- Youth Baseball: Oversaw the wrap up of spring baseball leagues, distributed a feedback survey to spring participants, prepared equipment for fall season, created team assignments for fall season, and coordinated with new coaches for the fall season.
- Night to Unite: Continued to organize donations from area businesses, dispersed posters and event material to Corcoran businesses, took inventory of party supplies on hand, acquired food and supplies for the event, worked with Police Department staff to coordinate neighborhood parties, and collaborated with the event team to prepare for the city-wide party.
- Youth Soccer: Finalized coach background checks, sorted apparel and equipment for participants, prepared the fields and park for the start of the season, coordinated photo night with the participants and vendor, hired and scheduled referees for upcoming games, and remaining on-site to oversee the leagues.

As the summer season comes to a close, I am grateful to have had the opportunity to serve as the Program Coordinator once again. Corcoran is a wonderful community, and engaging with our exceptional residents and business owners through programming and events is incredibly rewarding. Thank you for another year!

Attachments

None



MEMO

Meeting Date: July 18, 2024

To: Parks and Trails Commission

From: Jessica Christensen Buck, Recreation Supervisor

Re: Parks, Recreation, and Trails Update

Summary

Park Planning: Continued work with HKGi, Stantec, and Oertel to develop and update plans for the City Park remaster and building. Current tasks include working through the building programming study and adjusting park design as addition information is acquired through tasks (wetland delineation, survey, etc.).

Night to Unite (8/6): Coordination with Night to Unite planning team on the City-wide party (estimation of 1,200-1,400 in attendance) and 20 registered neighborhood parties.

Policy Updates: Working with City staff to update signage policies, with specific focus on community/special events. Continued work on the Park Enhancement Program and Park Naming Policy to update with Parks and Trails Commissioner feedback is also a focus.

Parks and Trails Commission: Finishing previous meeting minutes, composing agenda item memos, and compiling/printing packet for distribution.

Bark in the Park (9/6): Acquired 10 vendors for the upcoming event, created marketing materials for distribution, and purchased supplies for the event.

City Council Items:

June 27, 2024

- 7n. Parks and Recreation Update
 - Council approval to proceed with utilization Stantec or subcontractor through HKGi to include survey/skating, geotechnical, building programming study, and wetland delineation.

- Council approval to reschedule previously approved Bark in the Park date to Friday, September 6, 2024, to avoid Labor Day weekend.

July 11, 2024

- 7i. City Park Remaster – Grant Assistance Proposal
 - Council approval of Community Project Funding grant assistance and environmental review for City Park using park dedication for Stantec fees and federal funds for environmental review.

August 8, 2024

- 5h. Bellwether Boardwalk Update
 - An update was presented to the City Council regarding the work done between City and Pulte staff to finalize the boardwalk design. Minimum design standards were provided to Pulte and Pulte requested bids from five firms for the base design and two alternatives.
 - City staff will review the materials and plan to bring the base design to the Parks and Trails Commission for review and recommendation at an upcoming meeting.

Further information on City Council agenda items can be found in the minutes online at www.corcoranmn.gov.

Attachments

None

CITY OF CORCORAN					
PARK CAPITAL FUND REPORT					
June 15, 2024					
		CASH FUNDS			
Date		Park Dedication	Memorial Park Maintenance	Combined Fund Balance	
		415-10100	415-10102		
01/23	Stantec Invoice 2044165 - Park Planning	(118.00)			
03/23	Lennar Tavera 4th Addition Park Dedication Fee	140,605.36			
04/23	Lennar Tavera 5th Addition Park Dedication Fee	120,328.00			
04/23	Pulte Homes Walcott Glenn Park Dedication Fee	470,617.00			
03/23	Interest		0.28		
06/23	Interest		0.29		
07/23	Grove Nursery - Memorial Garden Plants		(482.90)		
08/23	Grove Nursery - Top Soil		(14.60)		
08/23	Transfer between bank accounts		497.50		
10/23	Rush Creek Reserve 3	104,842.17			
10/23	Memorial Garden		(242.65)		
06/23	Interest (01/2023-06/2023)	63,196.04			
12/23	Interest (07/2023-12/2023)	130,102.17			
	ENDING BALANCE	4,196,751.77	11,055.35		4,207,807.12

CITY OF CORCORAN								
PARK CAPITAL FUND REPORT								
June 15, 2024								
CASH FUNDS								
Date		Park Dedication		Memorial Park Maintenance		City Park Improvement	Combined Fund Balance	
		415-10100		415-10102		415-10100		
06/21	NW Jaycees-City Park Improvement (Splash Pad)					100,000.00		
12/21	Hanover Athletic Association - Donation					45,000.00		
06/23	Corcoran Athletics Association - City Park Donation					5,622.41		
		4,196,751.77		11,055.35		150,622.41	4,358,429.53	