



Corcoran Parks and Trails Commission Agenda
February 20, 2025
7:00 pm

1. **Call to Order / Roll Call**
2. **Pledge of Allegiance**
3. **Agenda Approval**
4. **Minutes**
 - a. Minutes – January 16, 2025, Meeting*
5. **Open Forum – Public Comment Opportunity**
6. **Presentations – None**
7. **Unfinished Business**
 - a. Park Dedication for Chastek Family Farm Preliminary Plat*
8. **New Business**
 - a. Enhancing Meeting Structure and Commission Training*
 - b. Garden Club Request*
 - c. 2025 Tree Giveaway*
9. **Reports/Information**
 - a. Planning Project Update – Information Only*
 - b. Parks, Recreation, and Trails Update*
10. **Subcommittee & Miscellaneous Reports**
 - a. Garden Club Report
 - b. Park Dedication Fund*
11. **Other Business/Announcements**
12. **Adjournment**

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:

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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

**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.*



Corcoran Parks and Trails Meeting Minutes January 16, 2025 - 7:00 pm

The Corcoran Parks and Trails Commission met on January 16, 2025, at City Hall in Corcoran, MN. Present were Commissioners Anderson, Christenson, Nybo, Schmidt, and Strehler.

Absent: Commissioner Erzberger

Present at City Hall was Recreation Supervisor Christensen Buck and Community Development Administrative Assistant Gellman.

1. Call to Order/Roll Call

Chair Christenson called the meeting to order at 7:00 pm.

2. Pledge of Allegiance

Chair Christenson invited all in attendance to rise and join in the Pledge of Allegiance.

3. Agenda Approval

Motion: Made by Anderson, seconded by Nybo, to approve the agenda as amended to add 10c Watershed Report.

Voting Aye: Anderson, Christenson, Nybo, Schmidt, and Strehler.

(Motion carried 5:0)

4. Minutes

- a. Minutes – December 19, 2024, Meeting

Motion: Made by Nybo, seconded by Schmidt, to approve the minutes as presented.

Voting Aye: Anderson, Christenson, Nybo, Schmidt, and Strehler.

(Motion carried 5:0)

5. Open Forum

(None).

6. Presentations

(None).

7. Unfinished Business

- a. Update on Park Enhancement Program and See My Legacy

Recreation Supervisor Christensen Buck provided an update on the Park Enhancement Program and See My Legacy. She updated the Commission that the City Council approved the PEP on 1/09/2025. She said See My Legacy seems to be a good fit due to fundraising opportunities, park enhancement program opportunities, and volunteer opportunities. She explained that the Garden Club wants more people involved and that this website/program could provide the opportunity to grow the club. She said all the information would be on a centralized landing page which would make it more convenient for people as everything could be found in one place. She said fundraising for the City Park Project can get more specific to amenities like the splash pad, playground, and building. She said Nighe to Unite would be another option as well due to the continual donations the program receives. She said Park Enhancement Program can be a use for it regarding the benches, bike racks, bricks, etc. like discussed in the December meeting. She said they will revisit following the 2/13/25 work session and meeting because there will be more direction given from City Council after that. She said that there might be an opportunity to expand even further with nonprofit

organizations and outside partners in the community for their own events, but that would be a conversation for the future when the city understands the website/program better. She asked the Commission what they thought of the website/program. Chair Christenson asked if this website/program would be linked to the City's website to which Recreation Supervisor Christensen Buck affirmed it would be. She said there was also a lot of customer support given by See My Legacy that's included as well. Commissioner Schmidt asked whether the City managed the content or would See My Legacy. Recreation Supervisor Christensen Buck explained that it could be a combination and up to the City to decide. She explained she would let See My Legacy first help and that she would dive in and make edits as needed but that See My Legacy would do a lot of the creation of the content. Commissioner Schmidt asked if the fundraising financial aspect was through the website/program as well to which Recreation Supervisor Christensen Buck explained it would be and that a check would be sent weekly to the City for any funds raised. Recreation Supervisor Christensen Buck said they have utilized JotForm previously and that the City might use Microsoft Office for surveys in the future. Commissioner Schmidt was wondering if the website/program would be able to track financial analytics to look at.

8. New Business

a. Commissioner Term Update

Recreation Supervisor Christensen Buck gave an update on the terms expiring on February 28, 2025 including Commissioners Anderson and Schmidt, as well as now Councilor Friedrich. Commissioner Nybo inquired about the current vacancy to which Recreation Supervisor Christensen Buck was unsure of the current details of the vacancy or how many current applicants there might be. She said that she could work with communications staff on further needs or questions regarding the vacancy posting on social media.

b. City Park Playground

Recreation Supervisor Christensen Buck reviewed the feedback from the December 19, 2024, Parks and Trails Commission meeting. She said the recommendation from staff is to go with Option A because it can incorporate the recommendations the Commission wanted and is generally more economical. Chair Christenson asked to see the renditions again and Recreation Supervisor Christensen Buck pulled up the slide with the renditions. He also said this would not be the final decision on the plan, but just which company to work with on the plan.

Motion: Made by Commissioner Nybo, seconded by Commissioner Anderson, to recommend Council approval of Playworld as the playground vendor.

Voting Aye: Anderson, Christenson, Nybo, Schmidt, and Strehler.

(Motion carried 5:0)

9. Reports/Information

a. Planning Project Update – Information Only

Commissioner Nybo mentioned that the A+A site was an interesting project and Commissioner Anderson inquired about the St. Thomas project.

b. Parks, Recreation, and Trails Update

Recreation Supervisor Christensen Buck noted items that she had been working on since the last Parks and Trails Commission meeting, including that baseball registration was open for both residents and the general public. She explained they have been working through hiring which was successful in the first round in the hiring of the Community Development Administrative Assistant, Seth Gellman. She said they are in the process of IT Manager interviews and have started the process for Program Coordinator hiring. She said to the Commission if they knew of any candidates to send her way. She said that the council discussed the holiday food drive donations and upcoming 2025 events. Commissioner Nybo mentioned Recreation Supervisor Christensen Buck received an award. Recreation Supervisor Christensen Buck said she was

nominated for the Horizon Award and won. The Commission expressed their excitement and pride for Recreation Supervisor Christensen Buck winning the award from the Minnesota Recreation and Park Association.

10. Subcommittee & Miscellaneous Reports

a. Garden Club Report

Commissioner Anderson said the ground was still frozen. He forwarded some catalogs to other gardeners who would be interested.

b. Park Dedication Fund (None).

c. Watershed Report

Commissioner Anderson explained that the watershed is currently in their 4th generation plan which keeps up with current trends and how the watershed effects the city. He explained that due to erratic weather that the precipitation and watershed issues will not remain the same. Commissioner Anderson explained he would like to help find someone to help fill the spot. He explained that Corcoran is the largest city by land size in the watershed.

11. Other Business/Announcements

Recreation Supervisor Christensen Buck reminded the Commission they had a work session before the next commission meeting and that she would get that information to the commission. She said that Derek Asche from Maple Grove would come and speak about the South Fork Rush Creek Stream restoration from 6:00pm-6:45pm February 20, 2025.

12. Adjournment

Motion: Made by Commissioner Anderson, seconded by Commissioner Nybo, to adjourn the meeting at 7:32 pm.

Voting Aye: Anderson, Christenson, Nybo, Schmidt, and Strehler.
(Motion carried 5:0)



Submitted by Seth Gellman, Community Development Administrative Assistant

STAFF REPORT

Agenda Item 7a.

Parks and Trails Commission Meeting: February 20, 2025	Prepared By: Natalie Davis McKeown
Topic: Park Dedication for “Chastek Family Farm” Preliminary Plat (PID 21-119-23-12-0002) (City File No. 25-001)	Action Required: Recommendation

Review Deadline: June 6, 2025

1. Request

The applicant, Trek Real Estate and Development and Hempel Real Estate DBA Emerald Rose, LLC, requests approval of a land use application that includes a preliminary plat to create 104 single-family residential lots and 3 outlots at 7600 Maple Hill Road. The subject property is located northeast of the County Road 10 and Maple Hill Road intersection, south of Maple Hill Estates and north of Bass Lake Crossing.

2. Context

Background

The Chastek property previously housed a wholesale greenhouse business known as “Chastek Greenhouses, Inc.”. The property was previously platted in 1992 under the name “Chastek Farm” to carve off a 1.5-acre parcel for a single-family home. That single-family home is not part of the proposed development action. A preliminary Planned Unit Development (PUD) and preliminary plat for this site was denied by City Council in 2024. A new concept plan for a plat under the City’s RSF-3 (Single Family Residential) district standards was reviewed at the end of 2024, and the new application is consistent with that concept plan.

Zoning and Land Use

The subject property is guided for low density residential and currently zoned RSF-2 (Single-Family Residential 2). There is a small portion of the property in the southeast



Figure 1 Project Site 7600 Maple Hill Road

corner that is suspected to be located within the Shoreland Overlay District. The property is within the Metropolitan Urban Service Area (MUSA) and Phase 1 of the 2040 Staging Plan.

Surrounding Properties

The existing land use, guiding, and zoning of the surrounding properties are provided in the table below:

Direction	Existing Land Use	Guided Land Use in 2040 Comp Plan	Zoning District
North	Maple Hill Estates	Medium Density Residential	Manufactured Home Park
East	Vacant / Fairway Shores Villas at Cook Lake	Low Density Residential	Planned Unit Development (PUD)
South	Bass Lake Crossing	Low Density Residential	Planned Unit Development (PUD)
West - Adjacent/enclosed homestead	Residential	Low Density Residential	RSF-2
West - Across Maple Hill Rd	<ul style="list-style-type: none"> - Agriculture - Good Shepard Lutheran Church - Residential 	<ul style="list-style-type: none"> - Mixed Use - Public/Semi-Public 	<ul style="list-style-type: none"> - Downtown Mixed Use (DMU) - Public / Institutional

Natural Characteristics of The Site

The 2040 Comprehensive Plan’s Natural Resource Inventory Areas map does not reflect any natural communities of note on the subject property. A wetland delineation was completed on this property and finalized in January 2023. This process confirmed five relatively small wetlands throughout the property as shown in the image to the right.



Figure 2 Wetland Delineation

3. Analysis

2040 Parks and Trails Map

The 2040 Parks and Trails Map provides guidance to the City for acquiring land for parks and trails. No parks are shown within the vicinity of this project. A proposed off-road trail is shown along the northern property line.

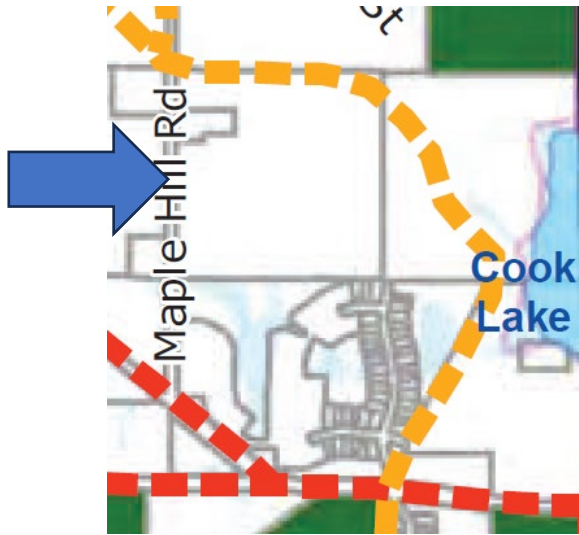


Figure 3 2040 Parks and Trails Map

Trails and Sidewalks

The applicant's plans show the off-road trail in addition to sidewalks throughout the development. For off-road trails, the City policy is to require an 8' wide trail in a 20' easement. A proposed trail alignment that meets these specifications is shown.

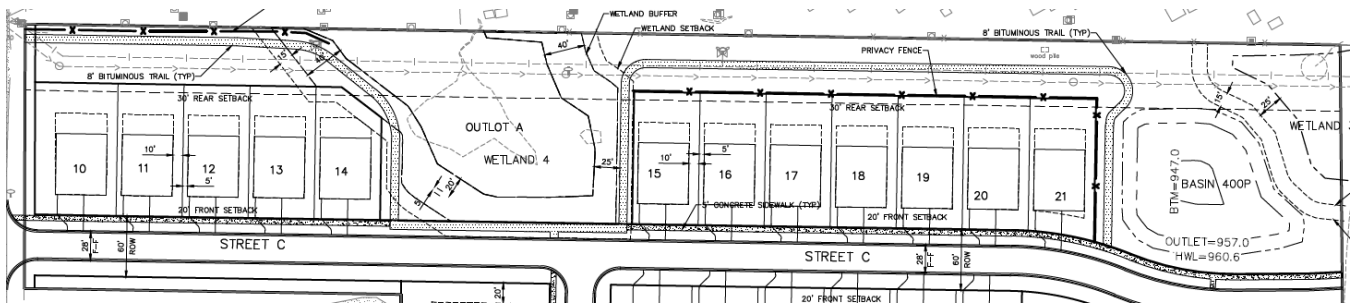


Figure 4 Trail Easement Exhibit

Staff notes that due to the wetlands on the site and the site layout, the off-road trail leads to the proposed sidewalk on Street C two times. On the western portion of the site where this occurs, an on-road trail appears to be proposed.

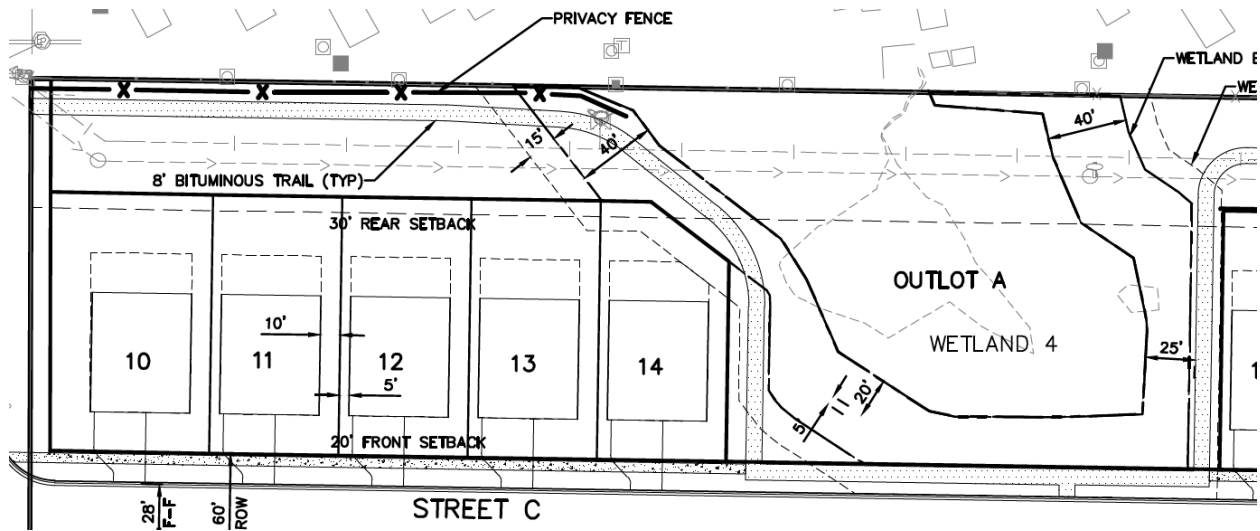


Figure 5 Western Portion of Trail Easement

On the eastern portion of the site, the off-road trail “T”s up to the sidewalk.

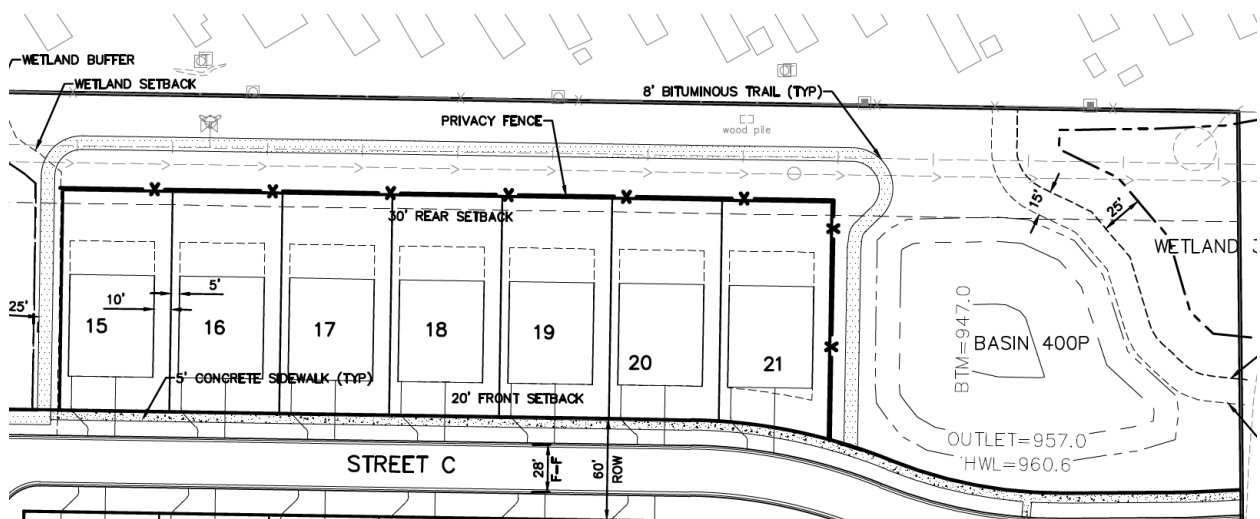


Figure 6 Eastern Portion of Trail Easement

Additionally, the trail is located within the wetland buffer on the western portion of the site before it leads up to the sidewalk. A paved trail is not permitted within the wetland buffer and is subject to a 5' setback from the wetland buffer.

Considering the interruptions in the proposed trail corridor as well as the fact that there can be a continuous sidewalk as proposed on the north side of Street C, staff believes it makes sense to forego acquiring the proposed trail easement. The proposed sidewalk will align with the proposed sidewalk in the Fairway Shores development to the east, and they can realign their trail to T into the sidewalk. The off-road trail from there will go on to have a more continuous experience down to Bass Lake Crossing. The Parks and Trails Commission should discuss whether they agree with staff or if they prefer all or a portion of the off-road trail easement as proposed. Public Works staff noted that an on-

road trail that crosses driveways creates a number of logistical issues with maintenance, so a sidewalk would be recommended where driveways are located.

Should the City choose to take a portion or all of the trail easement as proposed, the developer is responsible for “making certain improvements to the developments for park, playground, trail and public open space purposes, including, but not limited to, *finished grading and ground cover for all park, playground, trail, and public open spaces* within their developments. No credit towards the required dedication shall be given for this work. The City reserves the right to pave the trails or require the developer to pave these off-road trails. Should the City require the developer to pave the trails, the City shall reimburse the Developer for the costs for paving the trail.”

Park Dedication Land

The applicant’s plans show an off-road trail easement of approximately 0.60 acres to be dedicated to the City. This is a preliminary estimate. The exact dimensions of the trail easement area may be adjusted as the net acreage of the easement is confirmed and the alignment is finalized. If staff recommendation is followed to not acquire an off-road trail easement on this property, then no land would be provided to satisfy park dedication.

Park Dedication Calculation

The preliminary plat indicates a total site area of 38.16 acres. However, park dedication is based on the net land area. This is defined as the gross land minus wetlands, areas below the 100-year ordinary high-water level, and ROW or easements for existing public streets. The plans indicate a net land area of 34.65 acres.

The current park dedication ordinance requires 10% of the land area (or the market value of that land) for a low-density residential development. In this case, the developer would be required to dedicate the following:

- 10% of 34.65 acres = 3.47 acres

Assuming the provided trail easement area of 0.60 acres does not include wetlands or floodplain, this would provide roughly 17.3% of the required park dedication. The final park dedication calculation will be based on the final land area calculations. The remaining portion of park dedication would be cash-in-lieu of land.

The 2025 fee schedule provides that the park dedication fee for single-family units is \$5,954. Park dedication is based on the adopted fee schedule in place at the time of the final plat which is subject to change, but for discussion purposes, the anticipated formula is as follows:

- 104 single-family units x \$5,954 = \$619,216
- Less 17.3% = \$107,124.37
- **Remaining Estimated Cash Due = \$512,091.63**

If the staff recommendation is followed to not acquire a trail easement, park dedication would be handled entirely as cash-in-lieu of land.

4. Recommendation

Staff recommends to not acquire a trail easement on this property due to the wetlands and layout of the site preventing a continuous trail experience that does not conflict with wetland buffers. The Parks and Trails Commission has the following options:

1. Recommend consistent with staff recommendation.
2. Recommend acquiring a portion of the trail easement proposed.
3. Recommend acquiring the full off-road trail easement as proposed or with changes.

Attachments:

1. Applicant's Narrative
2. Preliminary Site Plan

Chastek Family Farm

NARRATIVE

1/10/2025

RSF-3 Zoning Preliminary Plat Application

Dear City of Corcoran Staff, Commissioners and Council Members.

Trek Real Estate and Development and Hempel Real Estate, doing business as Emerald Gardens, LLC are pleased to propose The Chastek Farm development project for your review and consideration for approval. This project proposal is designed to be developed as a low-density, single family detached residential neighborhood.

LEGAL DESCRIPTION:

Lot 1, Block 1, Chastek Farm, Hennepin County, Minnesota- Torrens Property.

EXISTING LAND USE:

The property consists of 38.16 acres, is the former site of the Chastek Greenhouse business. The property is located north of the Bass Lake Crossing neighborhood and immediately west of the Guers Family Farm. Maple Hill Road borders the west property line and Maple Hill Estate mobile home neighborhood borders this site on the north property boundary. There is a single-family home adjacent located northwest of the property that is separately owned which will remain.

The Property is subject to

- Drainage and Utility easements as shown on the recorded plat of Chastek Farm dated September 10, 1992 (attached)
- An Easement for ingress and egress purposes dated October 27, 1976 Filed November 9, as Document Number T1197751 and conveyed in Warranty Deed Filed November 9, 1976 as Document Number T1197752. Subject to the right to maintain drain tiles over portions of the subject property as stated in Quit Claim Deed dated October 27, 1976, files November 9, 1976 as Document Number T1197751 (attached)
- A Resolution approving a conditional Use permit Filed September 3,1993 as Document Number T2418224
- An Easement for utility purposes in favor of the City of Corcoran, a Minnesota municipal corporation, dated August 21,2012, filed September 19, 2012 as Document Number T4995104.

ZONING, GUIDING STANDARDS AND PROPOSED LAND USE

The Property is zoned RSF-2 from Rural Agricultural when the single-family home “the exception parcel” was subdivided and parceled from the Farm property. The property is guided Low density single Family according to the Corcoran 2040 Comprehensive Guide Plan as Low Density Residential which allows for a density of 3-5 units per acre.

PRODUCT AND MARKET:

Our development is designed to provide housing for homeowners seeking an opportunity to live in a single-family neighborhood. Our 65' lots will accommodate a single-family home like existing products currently within the city of Corcoran. Our product will have the required setbacks of 15 feet total between structures. Our site plan provides 104 65' lots with housing options for slab on grade, full basements including both look out and walkout lots.

We have provided approximately 10 different single-family home plans with our application. Each home plan has multiple exterior elevation options, and a variety of color palettes required to create an anti-monotony street-scape that will create an aesthetically pleasing neighborhood.

Our proposed housing product and larger lot sizes are an excellent transition and neighbor for both Bass Lake Crossing and Fairway Shores.

TRAILS:

The trails and sidewalks throughout the project are designed to connect with neighboring walkway systems. An off-road 65' wide trail corridor is provided along the north property line. Providing a green open space and connections to the neighboring projects off-road trail.


STORMWATER MANAGEMENT:

The Chastek development proposes to address stormwater management to the requirements of the City, Watershed, and State standards. The Chastek parcel has an existing condition that it receives offsite drainage on both the Southerly and Westerly boundaries that passes through the parcel.

The project is designed with a centrally located hydraulic green way corridor closely aligned with the existing off-site storm water flowage. This corridor will serve as an open space designed to handle possible transitions from the offsite drainage, acting as an effective hydraulic corridor with rate control and improved downstream flow. This management treatment system isolates the offsite and onsite drainage as much as possible. This isolation allows the improved development to meet the required Best Management Practices without overly burdening the proposed system with offsite flows.

We are proposing the project be developed in two phases with approximately 52 lots in each phase.

Sincerely,



Beth Hustad
Trek Real Estate and Development
612-840-5233



SITE DATA:
 GROSS AREA: ±38.1 ACRES
 WETLAND: ±0.95 ACRES
 DRAINAGE WAY AREA: ±2.5 ACRES
 NET DEVELOPABLE AREA: ±34.66 ACRES
 NET DENSITY: 3.0 UNITS/ACRE
 ZONING: RSF-2
 PROPOSED ZONING: RSF-3
 2040 GUIDE PLAN: LD LOW DENSITY RESIDENTIAL (3-5 UNITS/ACRE)

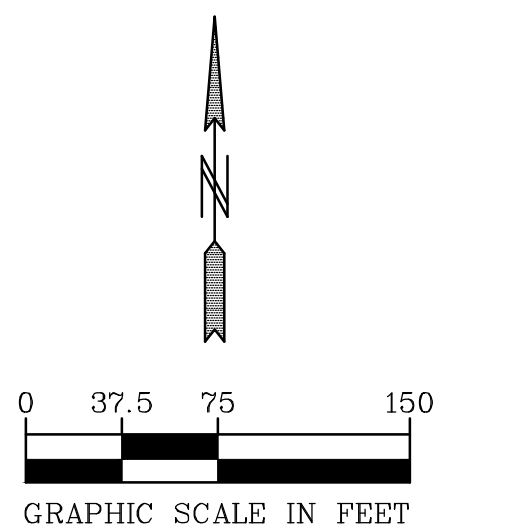
PROPOSED UNITS: 104
 65' SINGLE FAMILY: 104

NET DENSITY: ±3.0 UNITS/ACRE

RSF-3 STANDARDS:
 AREA: 7,500 SF
 WIDTH: 65'
 FRONT SETBACK: 20' GARAGE, 15' FRONT PORCH
 SIDE SETBACK: 10' LIVING SPACE, 5' GARAGE
 MINIMUM STRUCTURE SEPARATION 15'
 SIDE STREET SETBACK: 20'
 REAR SETBACK: 30'

WETLAND BUFFERS:
 AVERAGE: 25'
 MINIMUM: 20'
 MAXIMUM: 40'

WETLAND SETBACKS:
 STRUCTURES: 15'
 ROADS/TRAILS/SIDEWALKS: 5'



BENCH MARK
 TOP NUT OF HYDRANT
 SOUTH WEST QUAD OF MAPLE
 HILL ROAD & D STREET
 ELEV.=977.00



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 Fax: 681-9488
 www.pioneereng.com

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Name: John M. Molinaro
 Reg. No.: 45831
 Date: 12-04-2023

Revisions:
 1. 1-16-2024 City Comments
 2. 3-29-2024 NE Roadway Change
 3. 4-8-2024 Roadway Change
 4. 12-16-2024 Street Layout Change

Date: 12-04-23
 Designed: JMM
 Drawn: MSN/PDS

PRELIMINARY SITE PLAN

HEMPEL ACQ. CO., LLC
 10050 CROSSTOWN CIRCLE STE. 600
 EDEN PRAIRIE, MINNESOTA 55344

CHASTEK
 CORCORAN, MINNESOTA

00-ENG-123152-SHEET-SITE
 3.20 OF 19



MEMO

Meeting Date: February 20, 2025

To: Parks and Trails Commission

From: Jessica Christensen Buck, Recreation Supervisor

Re: Enhancing Meeting Structure and Commissioner Training

Staff has received feedback regarding the inconsistency in meeting lengths, and are looking into ways to improve efficiency. While some meetings may naturally run longer due to the complexity or number of agenda items, there may be opportunities to streamline discussions where possible.

One area for consideration is how staff memos, reports, and presentations are structured. Commissioners are encouraged to provide feedback on how these materials could be more concise or direct in identifying where specific input is needed.

Additionally, a suggestion has been made to prioritize key agenda items earlier in the meeting whenever possible. This approach may help ensure that the most critical topics receive the necessary attention while balancing overall meeting length.

Looking ahead, Commissioner Training is anticipated as part of the March 20, 2025, Parks and Trails Commission meeting, pending the completion of appointments and reappointments. Commissioners are encouraged to provide any updates or topics they would like included in the upcoming training.

Attachments

None

STAFF REPORT

Agenda Item: 8b.

Commission Meeting February 20, 2025	Prepared By Jessica Christensen Buck
Topic Garden Club Request	Action Required Direction

Summary

The Garden Club has requested the purchase of the items below to support their gardening efforts:

- Wheelbarrow – 6-8 cubic feet, steel, dual-wheel (\$180)
- Garden/Storage Shed – Minimum 5 ft wide x 3 ft deep, lockable (\$200)
- Heavy-Duty Tarps (2) – 12 ft x 12 ft (\$55 each; \$110 total)
- Oscillating Sprinkler – If lawn irrigation is not an option (\$20)
- Hose Hanger – (\$50)

The total estimated cost for these items is \$558.62.

The locations for the hose hanger and storage shed would be coordinated with the Public Works Department to ensure minimal impact on maintenance operations. Additionally, the proposed shed location may require City Council approval through an administrative site plan amendment to ensure compliance with the Zoning Ordinance.

Staff would explore potential cost savings options and confirm the options with the Garden Club to ensure they meet their needs.

The Garden Club has expressed that members may be willing to donate additional gardening tools if a secure, lockable storage shed is provided.

Financial/Budget

The total estimated cost for the requested items is \$558.62. As of 1/31/2025, the Memorial Garden Fund (415-00000-10102) has a balance of \$10,902.14.

Under the Memorial Garden Policy, purchases under \$5,000 require approval from the Parks and Trails Commission before proceeding to the City Council for final approval through the claims register.

Recommendation

Direct staff to work with the necessary parties to purchase the items proposed by the Garden Club, up to \$600, as well as determine locations for the shed and hose hanger.

Attachments

1. Garden Club Email
2. Garden Club Item Examples
3. Memorial Garden Policy

Jessica Christensen Buck

From: Susan Nelson

Sent: Sunday, November 10, 2024 2:18 PM

To: Jessica Christensen Buck <jchristensenbuck@corcoranmn.gov>

Subject: Garden club wish list for Jessica

Hi Jessica,

Thanks again for offering to bring our memorial garden wish list to the city. There are several things that would help us care for the garden. I added links only for reference; we're more interested in the specs than the brand or store.

1. [Wheelbarrow](#), 6-8 cu ft, steel, dual wheel
2. [Garden or storage shed](#), at least 5 ft wide x 3 ft deep (big enough to hold a wheelbarrow), lockable
3. Two [heavy duty tarps](#), 12 ft x 12 ft
4. One [oscillating sprinkler](#), assuming the garden can't be watered using lawn irrigation.
5. One [hose hanger](#)


A couple of people have offered to donate extra tools if we have a lockable shed.

We may also need some wood chips, but let's take a look next spring.

Thanks very much, Jessica! Let us know if you have questions.

Susan

https://www.lowes.com/pd/Kobalt-7-cu-ft-Steel-Wheelbarrow-with-Flat-Free-Tire/1000777746?store=&cm_mmc=shp- -c- -prd- -pnt- -ggl- -PMAX_PNT_000_Priority_Item- -1000777746- -online- -0- -0&gad_source=1&gclid=Cj0KCQiA0MG5BhD1ARIsAEcZtwQmyA-AuTDck2PDs479Ki4jD-9Fe0oDd1HItQS-xSp8NC_7gM5-hEaAt6NEALw_wcB&gclidsrc=aw.ds


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55369

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6 ft. W x 4 ft. D Outdoor Storage Metal Shed Lockable Metal Garden Shed for Backyard Outdoor (24 sq. ft.)

★★★★★ (184) Questions & Answers (72)



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Feedback

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5 x 3 **6 x 4** 8 x 6

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12 ft. x 12 ft. White 22 Mil Heavy Duty Polyethylene Tarp, Waterproof, UV Resistant, Rip and Tear Proof

★★★★★ (92) Questions & Answers (20)



\$54³⁰

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Color Family: **White**

Thickness (mil): **22 MIL**

Tarp Width (ft.) x Tarp Length (ft.): **12 x 12**

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Feedback

MEMORIAL GARDEN POLICY

Purpose

The purpose of this policy is to establish specific guidelines the City of Corcoran will follow with the funds related to the Memorial Garden.

Background

The Park Capital fund is a Capital Project fund and is restricted per MN State Statute 85.53. The Memorial Garden was segregated in the Park Capital fund back in 2010, when the park was developed.

Responsibility

The City Administrator is the responsible authority overseeing all city expenditures and the chief purchasing agent for the City. It is the responsibility of staff to review this policy periodically and bring forth amendments to City Council when needed. Staff will follow this guideline when making purchasing decisions regarding the Memorial Garden.

Financial Requirements

The Memorial Garden is tracked as a part of the Park Capital fund, which is a special revenue fund. The Memorial Garden's cash is kept separately from the remainder of the City in its own savings account at the City's main bank. The funds are committed to expenditures for the purpose of the Memorial Garden. If the park for any reason no longer exists, the funds will be lumped into the remaining Park Capital fund.

Funding

Funding may come from grants or donations. All funds received are presented to Parks and Trails Commission and the City Council.

Making Purchases:

For purchases under \$5,000:

All purchases under \$5,000 will be brought forth to the Parks and Trails Commission for approval. If approved by the commission, purchases will subsequently be brought to the City Council for approval as part of the claims register.

For purchases equal to or exceeding \$5,000:

If purchases are equal to or exceed \$5,000, approval must be received from both the Parks and Trails Commission and City Council prior to purchase.

Examples of past purchases includes the following:

- Plants to beautify and maintain the Memorial Garden.
- Memorial items such as engraved bricks/boulders and benches.

RESOLUTION NO. 2022-29

Motion By: Nichols
Seconded By: Bottema

A RESOLUTION ADOPTING THE MEMORIAL GARDEN POLICY

WHEREAS, polices guide in the preparation and management of the City’s overall budget and major objectives to be accomplished and;

WHEREAS, Government Finance Officers Association (GFOA) best practices recommends government formally adopt financial policies and;

WHEREAS, the Memorial Garden was developed in 2010 to provide a park amenity to the residents and citizens of Corcoran and to honor long time dedicated employees and volunteers to the City;

WHEREAS, the policy will serve as a guideline for use of funds related to the Memorial Garden;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Corcoran, Minnesota authorizes the adoption of the Memorial Garden Policy.

VOTING AYE

- McKee, Tom
- Bottema, Jon
- Nichols, Jeremy
- Schultz, Alan
- Vehrenkamp, Dean

VOTING NAY

- McKee, Tom
- Bottema, Jon
- Nichols, Jeremy
- Schultz, Alan
- Vehrenkamp, Dean

Whereupon, said Resolution is hereby declared adopted on this 24th day of March, 2022.



Tom McKee - Mayor

ATTEST:



Jessica Beise – Administrative Services Director

City Seal



MEMO

Meeting Date: February 20, 2025

To: Parks and Trails Commission

From: Jessica Christensen Buck, Recreation Supervisor

Re: 2025 Tree Giveaway

The annual Tree Giveaway program is being planned for 2025. The program provides 5 bare-root tree seedlings per household to Corcoran residents at no cost. Options for 2025 have been included as attachment 8c1. and is comprised of shrubs, small deciduous trees, large deciduous trees, and coniferous trees. Residents can request from a list of trees online, with pick up generally taking place during mid-April. The trees are obtained from Wright Soil and Water Conservation District.

2024 Recap:

- Cost per bundle: \$40
- Number of bundles ordered: 25 (625 trees total)
- Department of Agriculture certificate: \$230.06
- Total cost (donated by the Jaycees): \$1,230.06

2025 Planning:

- Cost per bundle remains at \$40
- Department of Agriculture certificate fee: \$55 (fee structure change)
- Estimated total cost for 25 bundles: \$1,055

If the order is maintained at 25 bundles, the total funding request would be slightly lower than last year. However, if there continues to be a strong community demand, the Commission may consider requesting additional funding to increase the number of trees ordered.

The Northwest Area Jaycees have historically donated funds to support this program. A request has not yet been submitted for 2025, and the feedback from this discussion would help guide that request.

Commissioners are requested to provide feedback regarding:

- Are there specific tree species in the Commission would like to see included in the program?
- Are there any Commissioners that have an interest in being further involved in the program?

Attachments

1. WSWCD Tree Price List
2. WSWCD Species Description Guide

2025



Wright Soil & Water Conservation District

311 Brighton Ave S. Suite C

Buffalo, MN 55313

763-682-1970

Email: eric.mattson@usda.gov

wrightswcd.org/tree-program-store

ONLINE ORDERS DUE Monday, April 14th

Bare Root Seedlings sold in bundles of 25

	Species	Size	Price
Shrubs	Aroniberry (McKenzie)	18-24"	\$40.00
	Bladdernut	18-24"	\$40.00
	Dogwood, Redosier	18-24"	\$40.00
	Elderberry, American	12-18"	\$40.00
	Hazelnut, American	12-18"	\$40.00
	Honeysuckle, Dwarf Bush	18-24"	\$40.00
	Lilac, Common Purple	12-18"	\$40.00
	Nannyberry	18-24"	\$40.00
	Rose, Meadow	18-24"	\$40.00
Small Deciduous	Apricot	18-24"	\$40.00
	Dogwood, Pagoda	18-24"	\$40.00
	Hawthorn, Washington	12-24"	\$40.00
	Hoptree	18-24"	\$40.00
	Mountain Ash, Showy	12-18"	\$40.00
Large Deciduous	Birch, Paper	18-24"	\$40.00
	Cherry, Black	18-24"	\$40.00
	Cottonwood, Male only	18-24"	\$40.00
	Oak, Black	12-18"	\$40.00
	Oak, White	12-18"	\$40.00
	Maple, Black	12-18"	\$40.00
	Maple, Sugar	18-24"	\$40.00
	Tuliptree	18-24"	\$40.00
Conifers	Fir, Balsam	10-15" (2-1)	\$40.00
	Fir, Douglas	10-20" (2-1)	\$40.00
	Pine, Red	7-14" (2-1)	\$40.00
	Pine, White	7-14" (2-1)	\$40.00
	Spruce, 'Black Hills'	7-14" (2-1)	\$40.00
	Spruce, White	10-16" (2-1)	\$40.00
Variety Pack	Fruiting 10 Pack - 2 each of: Allegheny Serviceberry, American Plum, Domestic Apple, Thimbleberry, Sand Cherry		\$40.00
Native Seed Mixes	Savanna - 25-60% tree cover	covers 1,000 sq ft	\$65.00
	Pollinator - dry/mesic	covers 1,000 sq ft	\$65.00
Native Plant Kits	Backyard Rain garden Kit - 6 species, 36 plants		\$70.00
	Short & Dry Garden Kit - 6 species, 36 plants		\$70.00

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SPECIES DESCRIPTION GUIDE 2025

Type	Species	Soil Preference	Drought Tolerance	Sun light	Height (feet)	Characteristics
Shrubs						
	Aroniaberry (McKenzie)	Wet-Well Drained	Tolerant	Full-Part	4-8	White flowers, dark purple fruit clusters
	Bladdernut	Moist-Well Drained	Moderate	Part-Shade	6-16	White spring flowers, unique seed pods
	Dogwood, Redosier	Loamy, Wet - Moist	Poor	Full-Part	4-10	Tolerates wet sites, rapid growth, attractive in winter
	Elderberry, American	Adaptable	Moderate	Full-Part	5-12	White flowers, dark purple fruit clusters
	Hazelnut, American	Loamy, Moist-Well Drained	Tolerant	Full-Part	4-12	Shrub border, edible 1/2 inch nuts, thicket forming
	Honeysuckle, Dwarf Bush	Adaptable	Tolerant	Full-Part	3-4	Yellow summer flowers, Red fall color, bank stability
	Lilac, Common Purple	Adaptable	Tolerant	Full-Part	8-15	Shrub border/screen planting, Suckers, Fragrant flowers
	Nannyberry	Moist-Well Drained	Moderate	Full-Part	12-15	White spring flowers, maroon/red fall color
	Rose, Meadow	Moist-Well Drained	Tolerant	Full-Part	3-6	Deep pink summer flowers, bright red hips
Small Deciduous						
	Apricot	Well Drained	Moderate	Full	12-25	White/pink spring flowers, abundant late summer fruit
	Dogwood, Pagoda	Moist-Well Drained	Moderate	Full-Shade	12-25	White spring blooms, moist understory, red fall color
	Hawthorn, Washington	Moist-Well Drained	Tolerant	Full-Part	20-30	Large white spring blooms, persistence showy fruit
	Hoptree, Common	Moist-Well Drained	Tolerant	Part-Shade	15-20	Unique waferlike seeds, nectar attracts butterflies
	Mountain Ash, Showy	Loamy, Moist-Well Drained	Poor	Sun-Shade	10-30	White spring flowers, bright red persistent fruit
Large Deciduous						
	Birch, Paper	Moist-Well Drained	Moderate	Full	60-80	Smooth, white-papery bark, yellow fall foliage
	Cherry, Black	Moist-Well Drained	Tolerant	Full	50-90	Prolific spring flowers, small dark fall fruit
	Cottonwood, Male only	Moist-Well Drained	Tolerant	Full	80-120	Very tall, fast growing, yellow fall color
	Oak, Black	Well Drained	Tolerant	Full	50-60	Acorns attract wildlife, red fall color
	Oak, White	Moist-Well Drained	Moderate	Full-Part	50-100	large crown, long lived, acorn producer
	Maple, Black	Moist-Well Drained	Poor	Full-Part	60-100	Similar to Sugar maple, dark bark, silky leaves
	Maple, Sugar	Loamy, Moist-Well Drained	Poor	Full-Part	60-100	Brilliant fall foliage, excellent shade tree, maple syrup
	Tuliptree	Loamy, Well Drained	Tolerant	Full-Part	60-100	Showy 'tulip' spring blooms, unique foliage, large stature
Coniferous						
	Fir, Balsam	Adaptable	Tolerant	Sun-Shade	50-75	Christmas tree, thermal cover, windbreaks
	Fir, Douglas	Loamy, Well Drained	Tolerant	Sun-Shade	40-80	Unique cones, blue-green, soft flat 1" needles
	Pine, Red	Sand-Loam, Well Drained	Tolerant	Full	60-100	MN State tree, wildlife value, 4-7 inch needles
	Pine, White	Sand-Loam, Moist-Dry	Poor	Full-Part	80-120	3-5 inch soft needles, largest MN conifer
	Spruce, 'Black Hills'	Moist-Well Drained	Tolerant	Full	30-60	Windbreaks, Christmas trees, dense dark green foliage
	Spruce, White	Moist-Well Drained	Tolerant	Full-Part	60-80	Windbreaks, 'up north' tree, extremely hardy



MEMO

Meeting Date: February 20, 2025
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. *Additional application materials were submitted to the City for a preliminary plat, final plat, variance, conditional use permit and site plan. The application is incomplete for City review and is not 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 was held at the August 1, 2024, Planning Commission meeting. The Planning Commission motioned unanimously to recommend approval of the draft ordinance. Council approved the Zoning Ordinance Amendment at the August 22, 2024, meeting.

3. 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. *An Environmental Assessment Worksheet (EAW) must be completed should the applicant decide to proceed with this development. Council authorized the distribution of the Corcoran Industrial Northeast EAW at the December 12 regular meeting. The comment period concluded on January 23, 2025. The City Council will review the comments during the February*

4. 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.

5. 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. *The applicant has withdrawn this application.*

6. Old Farm Ridge (PID 36-119-23-33-0008) (City File 24-034).

Michael Kelly submitted a preliminary plat, final plat, conditional use permit, and variance application to plat a single lot from Outlot A of Country Season Estates, located at 6620 County Road 116. *The application was approved by City Council during the December 12, 2024, Planning Commission meeting.*

7. **A+A Tree and Landscape Concept Plan (PID 18-119-23-13-0002) (City File 24-043).**
A+A Tree and Landscape LLC has submitted a concept plan for a yard waste recycling facility on the property surrounding the Public Works building (PID 18-119-23-13-0002). This application received informal feedback from the City Council during the January 23, 2025, Council meeting.
8. **St. Thomas the Apostle Concept Plan (PID 23-119-23-44-0015) (City File 24-045).**
St. Thomas the Apostle Catholic Church submitted a concept plan for a new campus at 20020 County Road 10. This item is complete for City review and is scheduled for the February 27, 2025, Council meeting.
9. **Spaeth Garage CUP (PID 29-119-23-44-0005) (City File 24-046).**
Jordan Spaeth submitted a CUP application to allow the construction of an accessory structure with sidewalls exceeding 10 ft in the side yard of 7090 Jubert Lane. The public hearing for this item is scheduled for the February 6, 2025, Planning Commission meeting.
10. **Brockton Business Park Preliminary Plat and Site Plan (PID 01-119-23-11-0001) (City File 24-047).**
Hemple Development LLC request approval of a preliminary plat and site plan for an industrial development at 10585 County Road 101. This item is incomplete for City review and is not currently scheduled for any upcoming meetings.
11. **Lother Subdivision Concept Plan (PID 12-119-23-22-0009) (City File 24-048).**
Brian and Jaque Lother submitted a concept plan for a subdivision containing 22 single-family lots on a 9.87 acre parcel at 10110 County Road 116. Council provided informal feedback to the applicant during the January 23, 2025, Council meeting.
12. **Chastek Family Farm Preliminary Plat and Rezoning (PID 21-119-23-12-0002) (City File 25-001).**
Trek Real Estate and Development request approval of a preliminary plat and rezoning of the Chastek Farm property located at 7600 Maple Hill Road. The application consists of 104 65 ft-wide single-family lots on a 38.16 acre site. This item is incomplete for City review and is not currently scheduled for any upcoming meetings.
13. **Lother Comprehensive Plan Amendment (PID 12-119-23-22-0009) (City File 25-002).**
Brian and Jaque Lother request approval of a comprehensive plan amendment to re-guide the property at 10110 County Road 116 from Existing Residential to Conservation Residential. This item is still being reviewed for completeness and is not currently scheduled for any upcoming meetings.



MEMO

Meeting Date: February 20, 2025
To: Parks and Trails Commission
From: Jessica Christensen Buck, Recreation Supervisor
Re: Parks, Recreation, and Trails Update

Summary

Youth Athletics: Answered registration questions, reviewed incoming registrations, and made website updates for 2025.

Hiring: Continued working with the Human Resources team to set up the hiring process for the Program Coordinator for 2025. Prepared for upcoming interviews for the position.

Park Planning: Met with staff and consultants to further discuss funding options and project updates. Prepared materials for the February 13, 2025, City Council meeting regarding 60% designs for the project and direction for amenities.

Parks and Trails Commission: Prepared materials for the packet and compiled packets alongside Community Development Administrative Assistant Gellman for physical and electronic delivery. Met with the Planning Commission staff liaisons to discuss formatting of minutes for meetings.

Policy Updates: Continued work between the Community Development and Police Departments to update the special events processes, to include signage.

Other: Working with Three Rivers Park District on reimbursement for sections of the Diamond Lake Regional Trail. Met with Kevin Dale to learn more about the history of the Corcoran Athletic Association. Met with other metro cities to discuss being a staff liaison and how to best serve the Commission. Continued receiving training on Granicus/Peak Agenda software.

City Council Items:

February 20, 2025, City Council Meeting

At the time of this report, the meeting has not occurred.

7b. Park Dedication Fund Discussion

- Discussion is anticipated regarding:
 - Prioritization of park dedication formula and fee review.
 - Neighborhood park design – special amenity
 - Reduction in number of community parks from the Park Dedication calculation
 - Development of the Cook Lake Highlands area open space park
 - Earmarking funds for neighborhood parks now vs. incoming park dedication dollars

7c. 60% Design – City Park

- Review of 60% designs for City Park.
- Requesting confirmation of construction documentation phase.
- Confirmation of a preferred project scenario, or combination of scenarios, from presented options.

Attachments

None

Park Dedication Fund balance: \$5,150,910.77

As of 1/31/2025

Memorial Fund balance: \$10,902.14

As of 1/31/2025

Projected Incoming Park Dedication Fees

Final Plats Approved	Amount	Notes
Woodland Hills	\$357,240.00	
Tavera 7	\$471,677.53	
Heather Meadows	\$59,540.00	
Total Final Approved	\$888,457.53	
Preliminary Plats Approved		
Fairway Shores	\$333,516.10	At least a 2 phase development
Total Preliminarily Approved	\$333,516.10	
Incoming Applications		
Chastek Family Farm	\$619,216.00	At least a 2 phase development
Camp Solberg	\$11,908.00	
Total Pending Approval	\$631,124.00	
Hope Community Development		
Hope Community Development	\$2,541,227.30	At least 4 more phases of the development
Total	\$2,541,227.30	
Total Projected Incoming	\$4,394,324.93	