



# CITY OF HOWARD LAKE

## PARKS AND PLANNING COMMISSION

*The City of Howard Lake strives to build upon its good neighbor traditions –  
A welcoming community for all, supported by vibrant and engaged businesses and community organizations, involved  
citizens, and diverse amenities that provide a well-rounded quality of life.*

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Howard Lake City Hall  
TENTATIVE AGENDA  
February 9, 2022 – 6:00 pm

**A. CALL TO ORDER**

- a. Consider Annual Organizational Appointments & Declarations
  - 1. Chairperson
  - 2. Vice Chairperson
  - 3. Secretary
  - 4. 2021 Meetings Dates

**B. APPROVAL OF AGENDA**

Any additions, deletions, modifications to the agenda will be done at this time.

**C. CONSIDER APPROVAL OF MINUTES**

- a. August 11, 2021 PPC Meeting Minutes

**D. PRESENTATIONS, PUBLIC HEARINGS & RELATED APPROVALS**

- a. Public Hearing: Rezoning & CUP Request for 800 5<sup>th</sup> Ave S Rezoning – Reeds & Rushes

**E. NEW BUSINESS**

- a. Consider Recommendation of Various Planning & Zoning Approvals for Reeds & Rushes Event Center.

**F. OLD BUSINESS**

- a. Comprehensive Plan Update Process

**G. ADJOURN**



# HOWARD LAKE PARKS & PLANNING MEETING

February 9, 2022

**AGENDA ITEM:** 2022 Meeting Dates and Officer Appointments

**SECTION:** New Business

**FROM:** Meagan Theisen, Assistant City Administrator

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**BACKGROUND:** Annually, part of the regular organizational matters of the City, it is customary for the Commission to approve the date and time of regularly scheduled meetings. The attached meeting schedule maintains once per month meetings to be held on the second Wednesday of the month at 6:00pm at Howard Lake City Hall. In the event of special circumstances such as holidays, elections etc. adjustments have been made.

It is also important to revisit the officer positions and discuss if any changes are needed or desired. The proposed officer appointments include the following:

Chair: April Debner

Vice Chair: Jason Deiter

Secretary: Meagan Theisen

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**LEGAL ISSUES:** Any special meetings or deviations require special notice to be in compliance with Open Meeting Law.

**ALTERNATIVE OPTIONS:** Open

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**PPC ACTION REQUESTED:** Approve the 2022 Meetings Dates and Officer Appointments as presented.

**ATTACHMENTS:**

1. Proposed 2022 Meeting Dates



# CITY OF HOWARD LAKE

625 8<sup>TH</sup> Avenue - PO Box 736 - Howard Lake, MN 55349

Phone: 320-543-3670 | [cityadmin@howard-lake.mn.us](mailto:cityadmin@howard-lake.mn.us) | [www.howard-lake.mn.us](http://www.howard-lake.mn.us)

## **Parks & Planning Commission 2022 Regular Meeting Schedule**

2nd Wednesday of Every Month at 6 pm

February 9, 2022

March 9, 2022

April 13, 2022

May 11, 2022

June 8, 2022

July 13, 2022

August 10, 2022

September 14, 2022

October 12, 2022

November 9, 2022

\*Meetings subject to change/cancel



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## HOWARD LAKE PARKS AND PLANNING COMMISSION

Howard Lake City Hall  
August 11, 2021 – 6:00 pm

### MEETING MINUTES

#### MEMBERS PRESENT

April Debner  
Jason Deiter  
Gene Gilbert  
Molly Hibbard  
Barb Guenigsman  
Jean Schmidt

#### MEMEBERS ABSENT

Vern Kleve

#### OTHERS PRESENT

Nick Haggemiller, City Administrator  
Meagan Theisen, Assistant City Administrator  
Nate Sparks, City Planner

#### A. CALL TO ORDER

Chair Debner called the meeting to order at 6:00 pm.

#### B. APPROVAL OF AGENDA

The agenda was approved as presented.

#### C. APPROVAL OF MEETING MINUTES

Commissioner Gilbert moved to approve the July 14, 2021 PPC Meeting minutes. The motion was seconded by Commissioner Hibbard and passed unanimously.

#### D. NEW BUSINESS

##### a. **Comprehensive Plan Process**

Sparks reviewed community survey options and suggested questions to include on the survey

The Commission reviewed the questions and added more options to the list.

#### E. ADJOURN

The Parks and Planning Commission meeting adjourned at 7:22 p.m.



# HOWARD LAKE PARKS & PLANNING MEETING

FEBRUARY 9, 2022

**AGENDA ITEM:** Consider Various Approvals related to Reeds & Rushes Event Center

**SECTION:** New Business

**FROM:** Nick Haggenmiller, City Administrator

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## **BACKGROUND:**

The Orchard Christian Church (800 5<sup>th</sup> Avenue) was built in 1990 and held regular services until about 2020 when the church disbanded and listed the property on the MLS.

Curtis and Maddie Gruidl, Mankato area natives and currently living in Southern California, have placed a conditional offer on the property to transition use to a wedding venue. Their closing is contingent upon successful planning and zoning approval for use in this manner as issued through the Planning Commission and ultimately, City Council.

With a property as unique as a non-denominational church on five acres, it is not uncommon for the City to be involved closely with the realtor in marketing to potential buyers. Over the last two years, there has been very little interest in this property and the list price has been reduced several times. The Gruidl's represent the first and only offer made/accepted on the property.

### Requested Use/Zoning Implications

The Gruidl's are seeking necessary approvals to use the property as an event center for weddings, receptions, trainings, and meetings. Interestingly, all of the proposed uses are uses frequently occurring at the previous Orchard Christian Church. However, under the City's comprehensive plan and zoning language a "church" is a "permitted institution" typically found in a residential district. Whereas "event centers" are not listed on our current code as either permitted or prohibited but traditionally are typically found in commercially zoned properties.

### Approvals Sought/Needed

In order to successfully and legally operate the property as an event center:

1. The Comprehensive Plan will need to recognize this property as commercial rather than residential.
2. The property itself will need to be rezoned from residential to commercial.
3. The site plan will need to be reviewed and approved.
4. A conditional use permit will need to be established and approved.

### Role of the Planning Commission

The Planning Commission is a quasi-judicial branch of the City. The planning commission has the authority to hold the statutory public hearing providing both the applicant and impacted property owners to be heard on the request at hand. The Planning Commission has the responsibility to ensure the request and uses of the property are consistent with the overall guiding principles of the comprehensive plan. Additionally, the planning commission considers things such as supporting infrastructure: traffic, parking, hours of operation, street and utility demands. The planning commission CANNOT declare or speculate to the validity of business plans, demand or need within the community for the business itself.

Finally, the planning commission, upon holding the public hearing and considering the request against applicable comprehensive plan and zoning regulations – will make a recommendation to the city council for approval/approval with modifications/rejection.

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**PLANNING COMMISSION ACTION REQUESTED:**

1. Hold Public Hearing.
  - Applicant Presentation
  - Staff Report Reviewed
  - Public Comment/Question
2. Review Submittals
3. Make Recommendation for Approval/Approval with Modifications/Rejection to the City Council.

**ATTACHMENTS:**

1. Gruidl Written Application
2. Gruidl Site Plan and Building Plans
3. City Planner Staff Report
4. Public Hearing Notification Information



## **NORTHWEST ASSOCIATED CONSULTANTS, INC.**

4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422  
Telephone: 763.957.1100 Website: [www.nacplanning.com](http://www.nacplanning.com)

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

From: Nate Sparks, City Planner

Date: February 4, 2022

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

### **BACKGROUND**

Curtis Gruidl has made applications for a comprehensive plan amendment, rezoning, ordinance amendment, conditional use permit, and site plan review for the conversion of a church into a banquet hall/event center use at 800 5<sup>th</sup> Avenue South. The project includes an addition to the building.

This single staff report will serve as a cursory review including information of the proposed request, criteria for issuing necessary approvals including comprehensive plan amendment, rezoning and conditional use permit while also reviewing the site plan for general approval by the city council.

Assuming a generally favorable recommendation for approval by the planning commission, based on this discussion, review and recommendation for approval the following documents will be drafted for execution by the Howard Lake City Council:

1. Ordinance Approving Comprehensive Plan Revision.
2. Ordinance Amending Permitted uses in B1 Zoning District.
3. Resolution Approving Site Plan.
3. Resolution Approving Conditional Use Permit.

### **ZONING/COMPREHENSIVE PLAN**

The site is Zoned R-1A, Contemporary Existing Single Family Residential and lies within the Shoreland Overlay District. It is guided for an Institutional use in the Comp Plan. The site is located within a residential area on three sides with the lake on the fourth.

The applicant is seeking a comprehensive plan amendment to guide the property for a commercial land use and a rezoning to zone the property B-1, General Business.

The B-1 District does not have the use of banquet hall or event center listed. An ordinance amendment to include this use as a conditional use would be required.

## SITE & BUILDING PLAN REVIEW

### Existing Site

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



### Proposed Construction

The applicant is proposing to place a small addition onto the west side of the building. They are also proposing an “outdoor gathering area” to the east. The outdoor gathering area would consist of temporary or flexible seating areas with some permanent fixtures in the form of outdoor fireplace and serving area.

### Performance Standards

The existing building site is conforming with applicable setbacks within the proposed district. The building and expansion are both centrally located on the parcel.

The applicant has draft impervious surface calculations both for existing and proposed improvements. Additional calculations will be needed for the parking lot expansion. The overall property is over 5 acres in size. Impervious surface is not perceived to be an issue.



**Building Standards**

The existing building is made of general wood siding. The proposed expansion is proposed to have generally compatible materials.

**Landscaping**

The applicant is proposing to place “landscaping” in between the parking lot and the property line and then various other areas of plantings as identified on the site plan. A formal landscaping plan with the actual plant locations and planting schedule has been provided with submittals.

Landscape screening is required from the driveway and parking areas to the north and from the “outdoor gathering area” to the properties to the south. The screening will need to be provided from primarily evergreen trees and to meet the City’s requirements for plant types, size, spacing, and density. Screening is also required to trash enclosures and loading areas.

The submitted plans includes some level of detail that suggests it will meet or exceed the standards of the city’s landscaping requirements.

**Lighting**

The applicant has stated that there is no new exterior lighting proposed. If any exterior lighting were to be added, a photometric plan would be required.

**Parking & Access**

Currently there is a 30 foot wide drive aisle accessing the site. There is no formal striped parking area on the drive. The drive leads to a parking area that the applicant states, that if striped, would accommodate 57 cars once striped.

Parking minimums are based on the greater of 1 parking stall for every 3 seat capacity within the main assembly area (plus any additional parking that may be needed for attached facilities) or 5 spaces per 1,000 feet of area. The plan depicts an “event center” room of 2,795 square feet with a labelled seating capacity of 228 seats. This would result in the need for 76 parking spaces.

Therefore, at minimum, the applicant will need to provide for 19 additional stalls. They have shown a “future parking area” on the site plan. The ordinance allows for joint and off-site parking but this property would not qualify, due to it not being near other businesses.

The site could qualify for a parking deferment. All parking areas must be fully designed but then the City may waive the provision of some, as an interim condition. The applicant then must provide the required parking within a certain amount of time.

## **Grading & Drainage**

The grading and drainage is currently considered legal non-conforming. However, assuming applicant and planning commission acquiesce to a parking deferment additional engineering will be required in the form of hydrology reports and storm drainage plans. More specifically, The Engineer's requested additional information related to needed submittals for review:

1. Rough site grading and storm pond requirements including:
  - a. Hydrologic Site report for pre/post site conditions resulting in no net increase of stormwater leaving property.
2. Storm drainage plans including:
  - a. Existing and Proposed Drainage arrows
  - b. Spot elevations, slopes, collection points, drainageways, or storm sewer piping till point of leaving property
  - c. SWPPP – Stormwater pollution prevention plan items related to construction activities
3. Landscape Plan. The site, when fully developed, shall be landscaped according to a plan approved by the City. The landscaping plan shall specify the size, type and location of all trees and shrubbery and the location of all seeded and sodded areas. The CUP noted extensive landscaping to hold outdoor venues.

## **DNR Comments**

The DNR has been provided the application and comments are pending.

## **CONDITIONAL USE PERMIT REVIEW**

### **Proposed Conditions of Operation**

The applicant is proposing an event center. This is where people gather and hold wedding receptions and other such activities. Some of the activities are planned outside. There will be noise audible from the site. Therefore, conditions on the operation are appropriate.

The applicant states that from April to October, the outdoor activities would be limited from 10 am to 9 pm. This generally meets the City's requirements for noise. However, the City Code has provisions for outdoor music that the applicant will need to meet:

“No person shall use or operate or permit the use or operation of any radio receiving set, stereo, phonograph, cassette player, compact disk player, loud speaker, sound amplifier, paging system, machine or other device for the production or reproduction of sound in a distinctly and loudly audible manner as to unreasonably disturb the peace, quiet, or comfort of any person nearby. Operation of such device in such a manner as to be plainly audible by any person at the property line of the structure or building in which it is located, in the hallway or apartment adjacent, or at a distance of 50 feet if the source is located outside a structure or building shall be prima facie evidence of a violation of this Section.”

The applicant states that there may be temporary structures, stages, lights, etc in the area labeled on the site plan. Any such structures placed elsewhere would be prohibited. They state that there would be only one allowed event per day.

### **CUP Review Criteria**

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

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

### **STAFF RECOMMENDATION**

The Planning Commission will need to consider the following factors:

1. Comprehensive Plan Amendment – The Commission will need to consider if it is appropriate to reguide this property from Institutional to Commercial in the Comprehensive Plan.

*Staff believes that the proposed uses with proper conditions attached to the property via a conditional use permit are consistent with historical uses of the property as well as proposed uses of the property. Therefore, the request is consistent with the comprehensive plan.*

2. Rezoning – The Commission will need to consider whether or not it is appropriate to rezone the property from R-1A to B-1.

*The rezoning request would be deemed appropriate with the understanding the historical and proposed land uses are similar and consistent.*

3. Ordinance Amendment – The B-1 Zoning District doesn't currently have a use like this in it. Event Centers should be placed within this district as a CUP.

*The ordinance amendment is likely the most intuitive portion of this overall request. The Planning Commission is in process of updating the comprehensive plan and related zoning language. Nearly ALL of the permitted uses – especially in the business zoning districts – are simply not applicable to current land use. Example: "Video Rental" "Travel Bureaus" and "Radio Repair Centers."*

4. Conditional Use Permit – The applicant is seeking a conditional use permit to operate this use on the property (if rezoned). The Commission should review this against the CUP review criteria and make a recommendation. The operational parameters and reporting requirements will be placed in the permit.

*Conditional use permits are common land use regulation tools used to permit businesses to operate while also being mindful of safety, general welfare and general neighborhood character. City staff has been working with the applicant on proposed conditions on hours of operation, noise and other items to mitigate any possible negative impacts of the project.*

5. Site & Building Plan Review – The Commission will need to review the site plan and recommend changes. Staff notes that there is some information required that must be submitted prior to the issuance of any permits.

*The majority and general intent of the site plan meets or exceeds city standards as described within. Specifically, prior to full council approval, the applicant will need to acknowledge and enter into an agreement to address parking deficiencies per city ordinance.*

**STAFF RECOMMENDATION: Recommend approval of Reeds & Rushes Event Center including the proposed comprehensive plan amendment, ordinance amendment, conditional use permit.**

## **PUBLIC HEARING NOTICE**

**NOTICE IS HEREBY GIVEN that the City of Howard Lake Planning Commission will be holding a public hearing on February 9, 2021 at 6:00 pm. The public hearing will be conducted at City Hall located at 625 8<sup>th</sup> Ave. in Howard Lake.**

**The purpose of the public hearing is to consider a comprehensive plan amendment, rezoning from R-1A, Single Family Residential to B-1, Highway Commercial, and a conditional use permit to allow for the conversion of a church to a banquet hall/event center use at 800 5<sup>th</sup> Avenue S.**

**All interested parties are encouraged to attend the public hearing. Additional information regarding the hearing may be obtained by contacting the City of Howard Lake at 625 8<sup>th</sup> Ave., Howard Lake, MN 55349 or (320) 543-3670.**

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PO BOX 584  
HOWARD LAKE MN 55349

GLEN C MUMFORD  
PO BOX 703  
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GARY D HAGEMANN REV TRUST  
PO BOX 217  
HOWARD LAKE MN 55349-0217

RENEE LANDRES  
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HOWARD LAKE MN 55349-0007

LESLIE E & CAROLYN M KOTILA  
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HOWARD LAKE MN 55349-0693

JEROD C JOHNSON  
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HOWARD LAKE MN 55349-0357

PATRICIA A REINKING  
PO BOX 599  
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SUE JOHNSON  
215 ORCHARD CT  
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ORCHARD TERRACE TOWNHOMES  
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HOWARD LAKE MN 55349-5143

CRAIG J CAMPBELL  
285 ORCHARD CT  
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LAWRENCE A GOGA  
295 ORCHARD CT  
HOWARD LAKE MN 55349-5143

WALTER J LAMPI  
290 ORCHARD CT  
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CLIFFORD C MANKENBERG TRUST  
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TED HANSON & DEBRA HANSON  
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HOWARD LAKE LIONS CLUB  
PO BOX 13  
HOWARD LAKE MN 55349-0013

### Summary

**Parcel ID** 109500032400  
**Property Address** 800 5TH AVE  
 HOWARD LAKE  
**Sec/Twp/Rng** 03-118-027  
**Brief Tax Description** Sect-03 Twp-118 Range-027 UNPLATTED LAND HOWARD LK1 LOT C OF NW EX TR DES ON DOC874157(032411)  
 (Note: Not to be used on legal documents)  
**Deeded Acres** 0.00  
**Class** 915 - (NON-HSTD) CHURCH  
**District** (901) 0901 CITY OF HOWARD LAKE 2687  
**School District** 2687  
**Creation Date** 01/01/0001  
 Note: Class refers to Assessor's Classification Used For Property Tax Purposes



### Owner

**Primary Taxpayer**  
 Howard Lake Christian Church  
 PO Box 568  
 Howard Lake, MN 55349

### GIS Acreage

**Parcel:** 109500032400  
**Acres:** 5.57  
**Acres USAB:** 5.35  
**Acres WATE:** 0.22  
**Acres ROW:** 0.00  
**Sq Ft:** 242,812.82

### Land

Seq	Description	Dim 1	Dim 2	Dim 3	Units	UT	Unit Price	Adj 1	Adj 2	Adj 3	Adj 4	Eff Rate	Div %	Value
1	RES 1ST 10000 SF	0	0	0	10,000.000	SF	2.000	1.00	1.00	1.00	1.00	2.000	1.000	20,000
2	RES 10-20000 SF	0	0	0	10,000.000	SF	1.000	1.00	1.00	1.00	1.00	1.000	1.000	10,000
3	RES 20-30000 SF	0	0	0	10,000.000	SF	0.500	1.00	1.00	1.00	1.00	0.500	1.000	5,000
4	RES 30-40000 SF	0	0	0	10,000.000	SF	0.250	1.00	1.00	1.00	1.00	0.250	1.000	2,500
5	RES 40000 SF+	0	0	0	119,537.000	SF	0.172	1.00	1.00	1.00	1.00	0.172	1.000	20,560
6	RES 1ST 10000 SF	0	0	0	10,000.000	SF	2.000	1.00	1.00	1.00	0.50	1.000	1.000	10,000
7	RES 10-20000 SF	0	0	0	625.000	SF	1.000	1.00	1.00	1.00	1.00	1.000	1.000	625
8	RES 1ST 10000 SF	0	0	0	10,000.000	SF	2.000	1.00	1.00	1.00	0.50	1.000	1.000	10,000
9	RES 10-20000 SF	0	0	0	625.000	SF	1.000	1.00	1.00	1.00	1.00	1.000	1.000	625
10	RES 1ST 10000 SF	0	0	0	10,000.000	SF	2.000	1.00	1.00	1.00	0.50	1.000	1.000	10,000
11	RES 10-20000 SF	0	0	0	625.000	SF	1.000	1.00	1.00	1.00	1.00	1.000	1.000	625
12	RES WASTE A	0	0	0	14,200.000	SF	0.034	1.00	1.00	1.00	1.00	0.034	1.000	482
13	RES WASTE B	0	0	0	37,200.000	SF	0.011	1.00	1.00	1.00	1.00	0.011	1.000	409
14	MALLARD PASS FF	0	0	0	193.000	FF	10.000	1.00	1.00	1.00	1.00	10.000	1.000	1,930
15	BLACKTOP 1.00 SF	0	0	0	27,855.000	UT	1.000	1.00	1.00	1.00	1.00	1.000	1.000	27,855
16	CONCRETE 1.00 SF	0	0	0	2,200.000	UT	1.000	1.00	1.00	1.00	1.00	1.000	1.000	2,200
Total					242,812.000									122,811

### Buildings

**Building 1**  
**Year Built** 1990  
**Architecture** N/A  
**Gross Living Area** 6629  
**Finished Basement Sq Ft** 0  
**Construction Quality** AVERAGE  
**Foundation Type** SLAB/GRADE  
**Frame Type** WOOD D  
**Size/Shape** N/A  
**Exterior Walls** VINYL LAP  
**Windows** N/A  
**Roof Structure** GABLE/HIP  
**Roof Cover** COMP SHNGL  
**Interior Walls** DRYWALL; WALL BD/WD  
**Floor Cover** CARPET; HARD TILE  
**Heat** FHA  
**Air Conditioning** CEN,REFRIG  
**Bedrooms** 0  
**Bathrooms** 0  
**Kitchen** N/A

### Extra Features

Seq	Code	Actual Year Built	Description	Dim 1	Dim 2	Units	UT	Unit Price	Adj 1	Adj 2	Adj 3	Adj 4	% Good	RCNLD	Div %	Value
1	000420	2002	STRG AV A	12	12	144.000	SF	6.000	1.00	1.00	1.00	1.00	87.00	752	1.000	752

### Recent Sales In Area

Sale date range:

From: 02/04/2019 To: 02/04/2022

Sales by Neighborhood

1500

Feet



Sales by Distance

## Taxation

	2021 Payable	2020 Payable	2019 Payable	2018 Payable
Estimated Market Value	\$885,000	\$1,216,300	\$1,286,300	\$1,286,300
- Excluded Value	\$0	\$0	\$0	\$0
- Homestead Exclusion	\$0	\$0	\$0	\$0
= Taxable Market Value	\$0	\$0	\$0	\$0
Net Taxes Due	\$0.00	\$0.00	\$0.00	\$0.00
+ Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00
= Total Taxes Due	\$0.00	\$0.00	\$0.00	\$0.00
% Change	0.00%	0.00%	0.00%	0.00%

## Taxation (Preliminary 2022 Taxes Payable)

	2022 Proposed	2021 Payable
Estimated Market Value	\$560,400	\$885,000
- Excluded Value	\$0	\$0
- Homestead Exclusion	\$0	\$0
= Taxable Market Value	\$0	\$0
Net Taxes Due	\$0.00	\$0.00
+ Special Assessments	\$0.00	\$0.00
= Total Taxes Due	\$0.00	\$0.00
% Change	0.00%	0.00%

Taxes and Special Assessments Payable in 2022 are preliminary.

## Photos



## Sketches





## **GENERAL INFORMATION**

**Project Address:** 800 5<sup>th</sup> Avenue

**City:** Howard Lake

**State:** MN

**Zip:** 55349

### **Legal Description:**

Sect-03 Twp-118 Range-027 UNPLATTED LAND HOWARD LK1 LOT C OF NW EX TR DES ON DOC874157(032411)

### **Description of Request and Proposed use:**

We would like to establish a conditional use permit, at 800 5th Avenue, to host community events of 228 people or less, such as meetings, retreats, trainings, speeches, celebrations, weddings, and more. We aim to have our use very similar to the original purpose of this land and structure, a gathering/event space for local and surrounding communities. We plan to repurpose and completely renovate the old, Orchard Church building so that it is the site of a beautiful event venue as you drive into the city of Howard Lake. Our timeless, Scandinavian design, coupled with the gorgeous views of both lakes, will attract visitors from across Minnesota. Our venue, Reeds & Rushes, will be an all-in-one solution for events. Two large gathering spaces, designated suites, catering prep kitchen, office, storage room, and an outdoor space for lake-side views. We will partner with the surrounding community businesses to carry out the services needed for the perfect event day, including food & beverage, photography, coordination, rentals, staffing, transportation, security, landscaping, lodging, etc. We will be taking detailed records of all caterers/partners that would be serving food, alcohol, or any other added functions. We will ensure proper protocols are followed and the city of Howard Lake and the HLPD are given upfront notification.

This venue is dedicated to **one** event/booking party per day (all spaces are available to that party) within the hours of operation, 8am – 11pm. Our outdoor space will include a deck and patio on the east side of the property. This may include temporary seating, stage, platform, tents, lights, speakers, and arches, as shown in our plans. Our outdoor hours of operations will be limited from 11am – 7pm during October – March and 10am – 9pm during April - September. Outdoor noise levels will be mitigated by our lilac bushes, chokeberry bushes, and tall native grass as shown in our landscaping plans. And all outdoor activities will take place on the far east lawn, which is furthest from the bulk of the neighborhood. We are only expecting outdoor events during peak season/ warm weather and the majority taking place between 1pm-7pm; then activities will move inside.

### **Additions / Changes:**

- Interior: full renovation (ceilings, walls, flooring, new finishes)
- Exterior: small addition (~400 sq ft), windows/doors replacement, outdoor patio/deck and seating space. (Future parking lot addition as seen on plans)
- Landscaping: adding an estimated 17 lilac bushes, 6 chokeberry bushes, 4 maple trees, and small batches of native grass.
- Lighting: Keeping existing light pole and adding small light on the building to light the new deck area. Bistro lights to be used temporarily outside on patio area. Photogenic plan to be created by electrician.

#### Hours of Operation

- 8am - 11pm for an event (only one event party per day)
  - 10am - 9pm outdoor hours April - September
  - 11am - 7pm outdoor hours October - March
- Projecting 1-6 events per month for the first 2 years
- Projecting 1/3 of events will utilize outdoor area (during peak season)

#### Noise

- Noise will be mitigated by landscaping and outdoor hours of operation. Estimating 17 lilac bushes, 6 black chokeberry bushes, 4 sugar maples, and clumps of native grass for privacy.

#### Capacity

- 228 maximum capacity for seated guest in the main room.

#### Parking

- Currently 57 stalls (4 ADA)
- 57 stalls will give us a 1:4 ratio for 228 inside seating capacity (recommended use of shuttle services and hotel shuttles)
- Potential future CUP Amendment for added parking (As shows on plans as 20 added spots)

#### Partners/Vendors

- Will adhere by HL city guidelines and advance notices.
- All records will be kept by Reeds & Rushes and shared with city of HL and HLPD.

#### **Applicant**

**Name:** Curtis and Madeline Gruidl

**Address:** 59 Capri Drive **\*\*(We plan to move & live within 30min of Howard Lake)**

**City:** Mankato

**State:** MN

**Zip:** 56001

**Phone Number:** 612-388-2441

**Email:** Curtis@RandRvenue.com

#### **Please give explanation to the following**

##### **1. Will the request be detrimental to or endanger the public health, safety, comfort, or general welfare? Explain.**

We will be considerate neighbors and community members. We will adhere to all city ordinances including noise and hours of operation (8am – 11pm). We will give contract priority to HLPD for security for any events serving alcohol. Our priority is to make Reeds & Rushes a part of the community and beneficial to all.

**2. Could the use significantly depreciate near-by properties? Explain.**

No, our requested use is very similar to the originally intended use of this land and building. This will benefit near-by properties because we are going to make improvements to the building exterior and landscaping. As well as occupy a building that has been vacant for the last 2+ years. We will use trees, bushes, and new landscaping to screen/protect adjacent properties. Please reference landscaping plans in our plans package.

**3. Is the requested use compatible with the surrounding properties? Explain.**

Yes, we will have very minimal impact on surrounding properties. Our events will be of similar size and purpose of the Orchard Church's gatherings of the last 20+ years. The fire and building codes should all remain unchanged since event centers are often zoned and categorized similar to churches and institutions. We plan to leave and repurpose the current building, so most construction will take place indoors.

**4. Will the request create an excessive burden on the existing roads or other utilities? Explain.**

No, we will use the existing entrance and parking lot that is in place. We are repurposing the current building, so the street/utilities are in place already.

**5. Will the structure and the use have an appearance that will not have an adverse effect on near-by properties? Explain.**

No, the structure will remain the same with a few, exterior design improvements, added landscaping for privacy, a small addition for a catering prep space (~400 sq ft.), and outdoor deck/patio on the east side of the property.

**6. Will the requested use create an adverse effect on near-by properties because of noise, odor, glare, hours of operation, or general unsightliness? Explain.**

Our plans include creating an outdoor space to be an option during peak season so attendees can enjoy the beautiful lake views. We plan to add bushes and landscaping for natural sound barriers. For the first few years, we project a limited operation and an average of 1-6 events per month. Our hours of operation for a booked event would be within 8am – 11pm. Any outdoor activities/gatherings will conclude by 9pm April – September and 7pm October – March. We plan to leave the existing parking lot light pole, add a small deck/patio light, and a backlit sign on the building. Overall, very minimal amount of lights and glare, since we plan to leave existing light structure.

I, the undersigned, certify that the information on this application, to the best of my knowledge, is true and correct.

I further certify that I have a legal interest in the application in question, and/or that I am legally able to represent all other persons/entities (if any) with interest in this application. I am able to furnish proof of all such interest to the City of Howard Lake upon request. I acknowledge that all costs associated with this conditional use permit will be my responsibility.

**Applicant**

**Name:** Curtis and Madeline Gruidl

**Signature:**

**Date:**

1.31.22

Handwritten signature of Curtis and Madeline Gruidl in black ink.

**Office Use Only**

Fee:

Receipt Number:

Date Received:

# REEDS AND RUSHES EVENT CENTER

800 5TH AVE.  
HOWARD LAKE, MN



I hereby certify that this document was prepared by me or under my direct supervision and that I am a duly licensed architect

JILL KRANCE  
Typed or Printed Name  
Issue Date  
License # Date

REEDS AND RUSHES  
EVENT CENTER  
800 5th Ave  
Howard Lake, MN

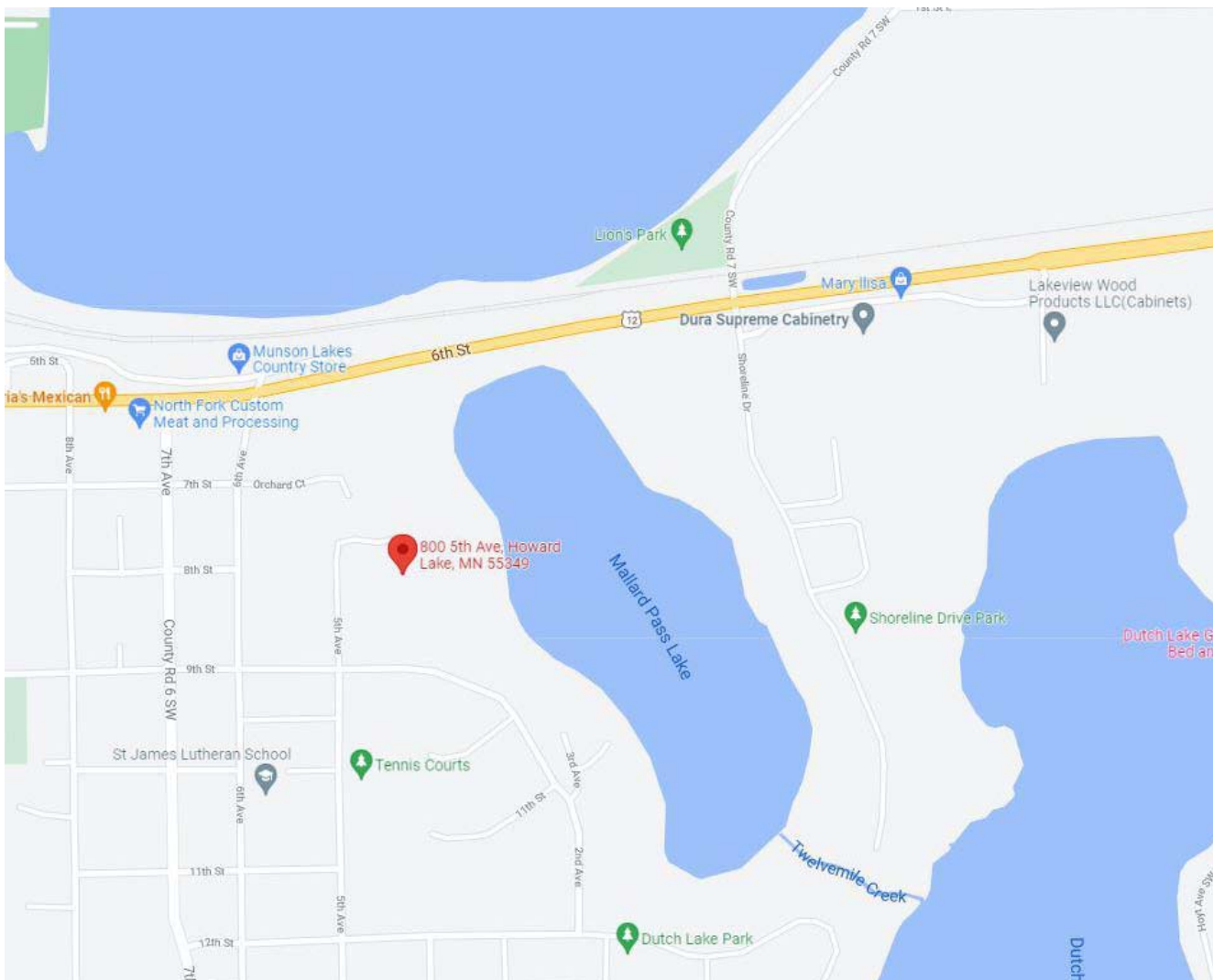
CUP SUBMITTAL  
1/28/2021  
NOT FOR  
CONSTRUCTION

REVISIONS  
No. Description Date

PROJECT NUMBER: 2103  
REEDS AND RUSHES  
EVENT CENTER

TITLESHEET  
T1.1

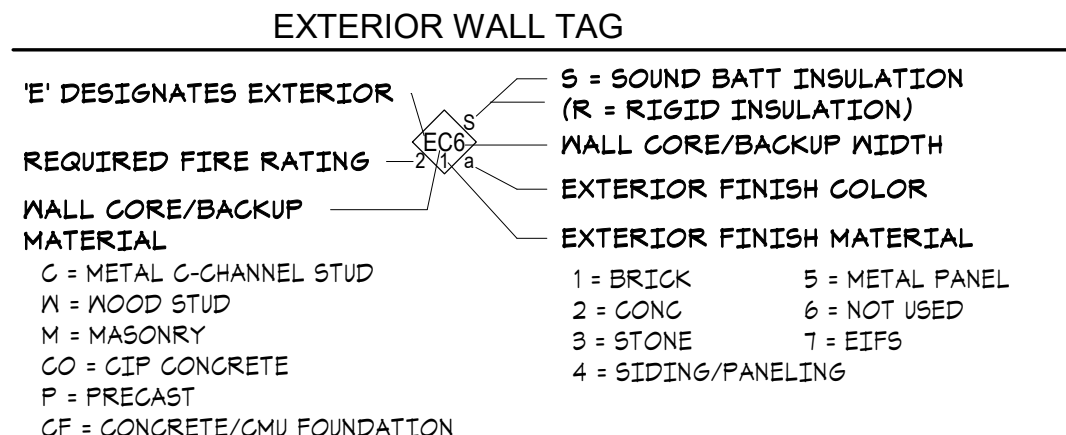
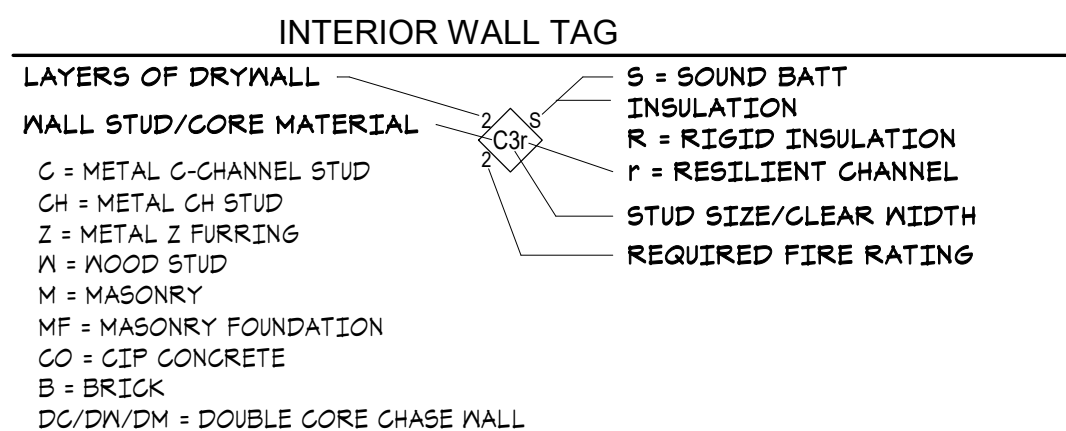
## PROJECT INFORMATION



- ELEVATION FINISH KEYNOTE**  
SEE AS SERIES SHEETS
- MOUNTING HEIGHTS DIAGRAM**
- WINDOW TAG**  
SEE FLOOR PLANS  
ADDITIONAL COMMENTS  
IF TEMPERED
- FLOOR FINISH TRANSITION TAG**
- DOOR TAG**  
SEE FLOOR PLANS
- MALL FINISH TAG**  
SEE FLOOR PLANS AND/OR  
INTERIOR ELEVATIONS

### SYMBOL LEGEND

1/4" = 1'-0"



### WALL TAG LEGEND

1/2" = 1'-0"

## PROJECT TEAM

**Owner:** Curtis and Maddie Gruidl

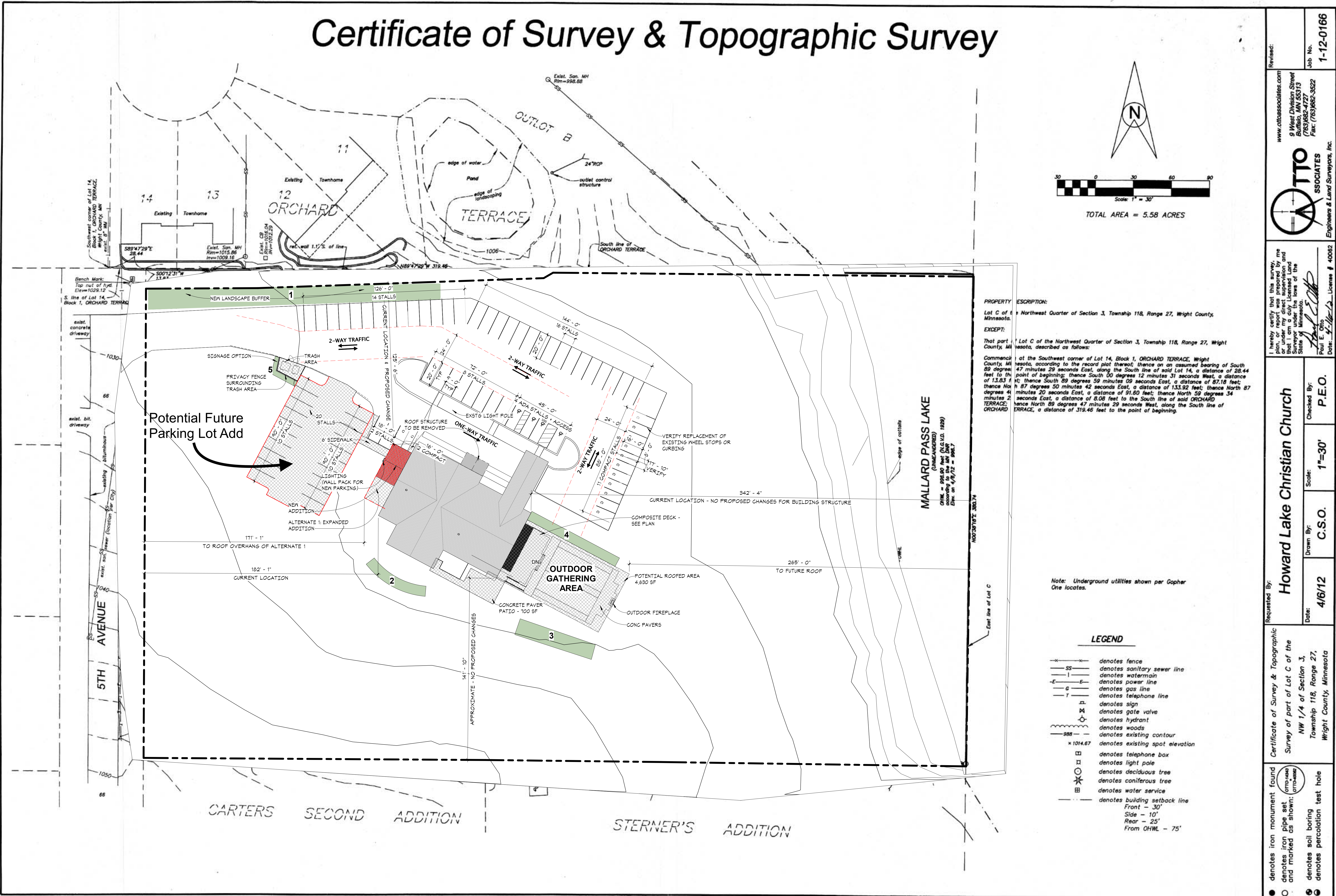
**Architect:** Jill Krance  
InSite Architects  
1000 University Ave. West, Suite 130  
St. Paul, MN 55104  
Ph: 612-252-4820

## SHEET INDEX

SHEET NUMBER	SHEET NAME	CUP PRICING 12.22.21	CUP SUBMITTAL 1/28/22
GENERAL INFORMATION			
T1.1	TITLESHEET	•	•
ARCHITECTURAL			
AC1.1	CODE PLAN		
CIVIL			
CO.0	CIVIL		
ARCHITECTURAL			
A0.1	ARCHITECTURAL SITE	•	•
A0.2	ALTERNATE PARKING	•	•
A1.0	EXISTING AND DEMO PLANS	•	•
A1.1	FLOOR PLAN	•	•
A3.1	EXTERIOR ELEVATIONS	•	•
A8.1	RCP	•	•
A9.1	INTERIOR ELEVATIONS AND SCHEDULES	•	•
A10.1	INTERIOR DETAILS	•	•
STRUCTURAL			
SO.0	GENERAL NOTES		



PROPOSED LANDSCAPING		PROPOSED PARKING	PROPOSED IMPERVIOUS SURFACE AREA				
1	(10) LILAC BUSHES - SIZE, SPACING, VARIETY TBD	CURRENT PARKING: 57 STALLS • 42 STANDARD STALLS (9' X 20') • 13 COMPACT STALLS (8' X 16') • 17% (MAX 20% PER 01-19-4(A)(18)) • 4 ADA STALLS (8' X 18') REQUIRED • NEW STALLS: 20 STALLS  GRAND TOTAL: 77 STALLS	EXISTING	EXISTING ASPHALT: 28,650 SF EXISTING CONCRETE APRON AND WALKWAYS: 2,500 SF EXISTING BUILDING/ROOF AREA: 7,956 SF * (LESS ROOF AREA TO BE REMOVED)  TOTAL: 39,106 SF 16.1% OF 5.58 ACRES (243,065 SF)	PROPOSED NEW	NEW ADDITION: 776 SF (INCLUDES ALTERNATE SIZE) NEW PARKING + TRASH + SIDEWALK: 6,650 SF NEW CONC PAVR PATIO: 100 SF NEW PATIO/PAVER AREA @ OUTDOOR GATHERING/ POTENTIAL COVERED OUTDOOR AREA: 4,630 SF  TOTAL: 12,756 SF 5.2% OF 5.58 ACRES (243,065 SF)	GRAND TOTAL IMPERVIOUS WITH IMPROVEMENTS: 51,862 SF/21.3% IMPERVIOUS
2	(4) SUGAR MAPLE - SIZE, LOCATION, VARIETY TBD (6) BLACK CHOKEBERRY						
3	(7) LILAC BUSHES - SIZE, SPACING, VARIETY TBD						
4	NATIVE GRASSES						
5	NATIVE GRASSES/PERENNIALS						







1000 university ave. w. ■ suite 130  
st. paul, minnesota 55104  
612-252-4820 ■ [insitearchitect.com](http://insitearchitect.com)

I hereby certify that this document was prepared by me or under my direct supervision and that I am a duly licensed architect

Dawn Wiczorek

Typed or Printed Name

Issue Date

Rat

REEDS AND RUSHES  
EVENT CENTER  
800 5th Ave  
Howard Lake, MN

CITY CUP  
SUBMITTAL  
12/22/2021  
NOT FOR  
CONSTRUCTION

## REVISIONS:

No.	Description	Date
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PROJECT NUMBER: 2103

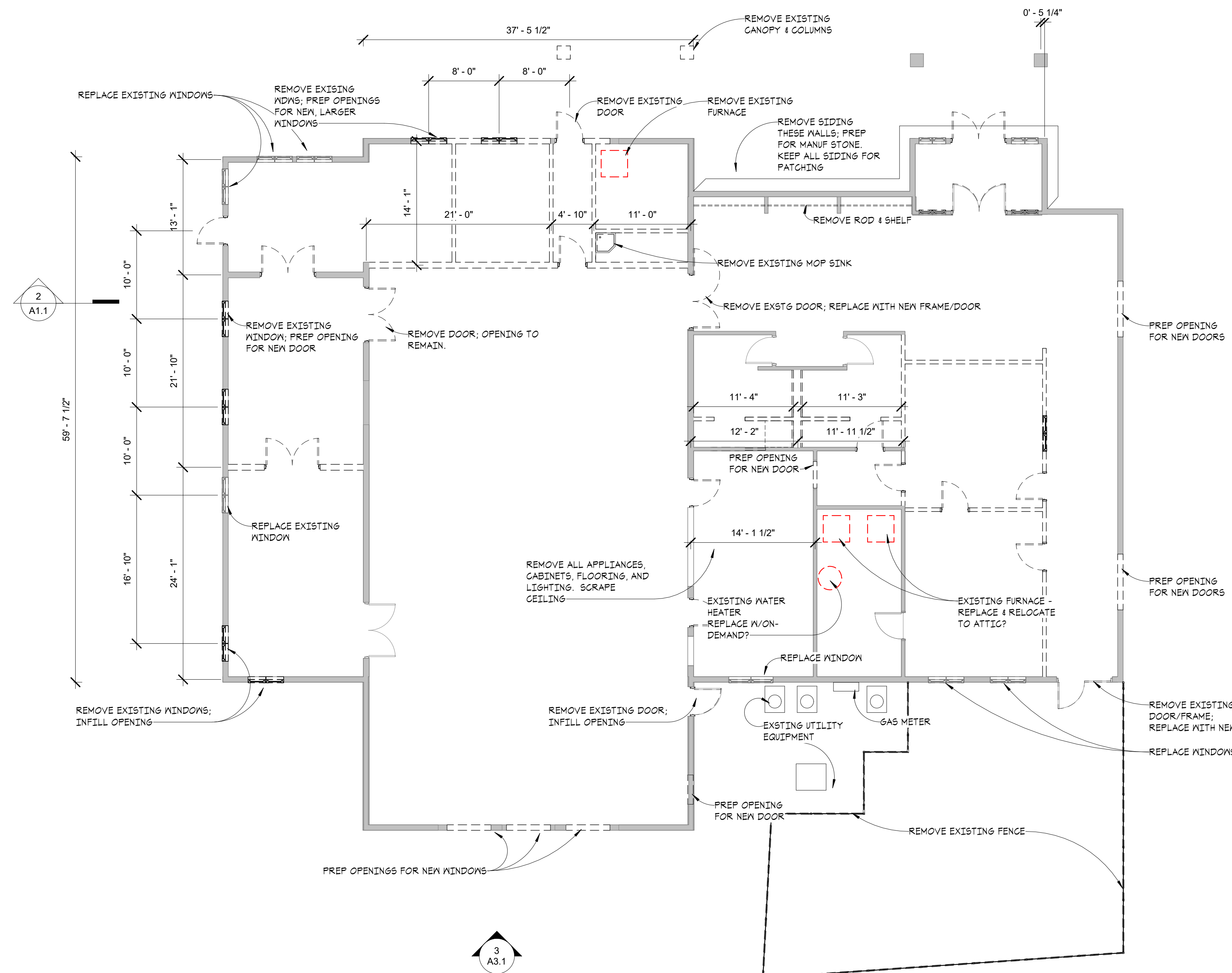
REEDS AND RUSHES  
EVENT CENTER

## EXISTING AND DEMC PLANS

# A1.0

**DEMOLITION GENERAL NOTES:**

1. REMOVE ALL ITEMS SHOWN DASHED; SHADED ITEMS TO REMAIN
2. SAVE ALL REUSABLE SIDING PIECES FOR USE IN PATCHING
- A. NOTE: THIS IS NEWER SIDING AND THERE IS BACKSTOCK IN THE BUILDING BUT QUANTITY IS UNKNOWN.
3. SCRAPE CEILINGS IN THE FOLLOWING ROOMS AND PREP FOR SMOOTH SKIM COAT: BRIDE'S ROOM, RESTROOMS, GROOMS ROOM, EVENT SPACE (AS OPTION 1)
4. REMOVE ALL SURFACE MOUNTED LIGHT FIXTURES EXCEPT AT STORAGE AND UTILITY ROOMS.
5. REMOVE ALL SLAT WALL AND ANY OTHER ITEMS/FURNISHINGS ATTACHED TO WALLS.



## 2 Level 1 DEMO

A1.0	1/8" = 1'-0"
------	--------------









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architects

1000 university ave. w. • suite 130  
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612-252-4820 • insitearchitect.com

I hereby certify that this document was  
prepared by me or under my direct supervision  
and that I am a duly licensed architect

JILL KRANCE

Typed or Printed Name

Issue Date

License #

Date

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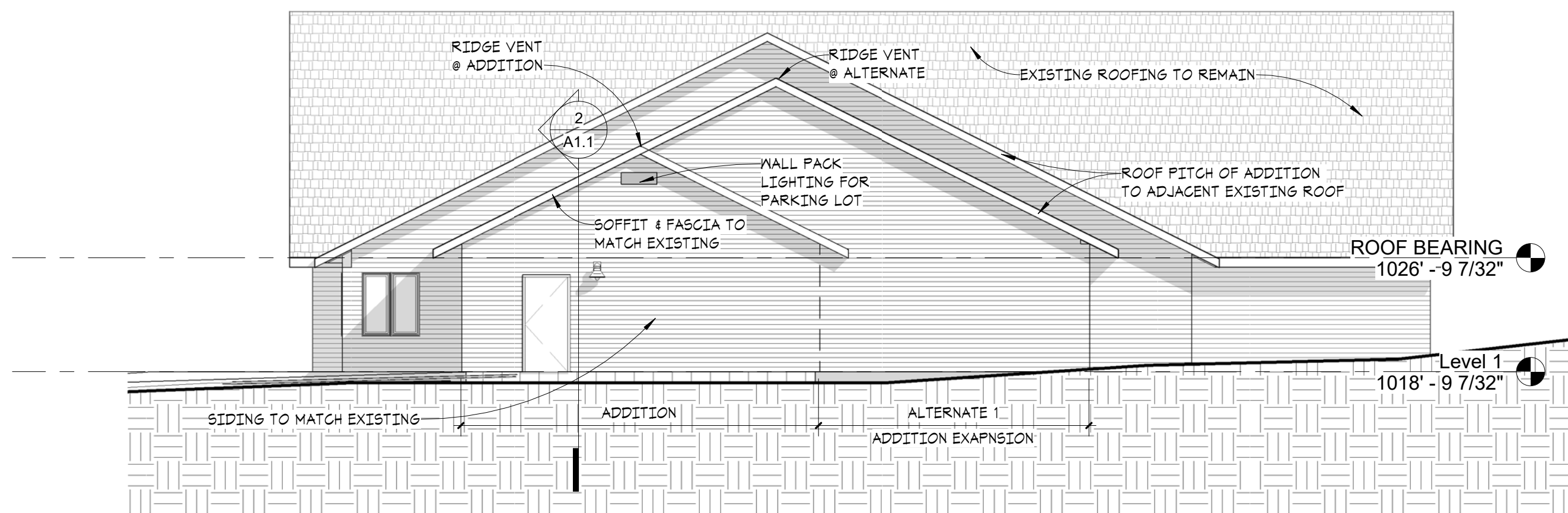
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PROJECT NUMBER 2103

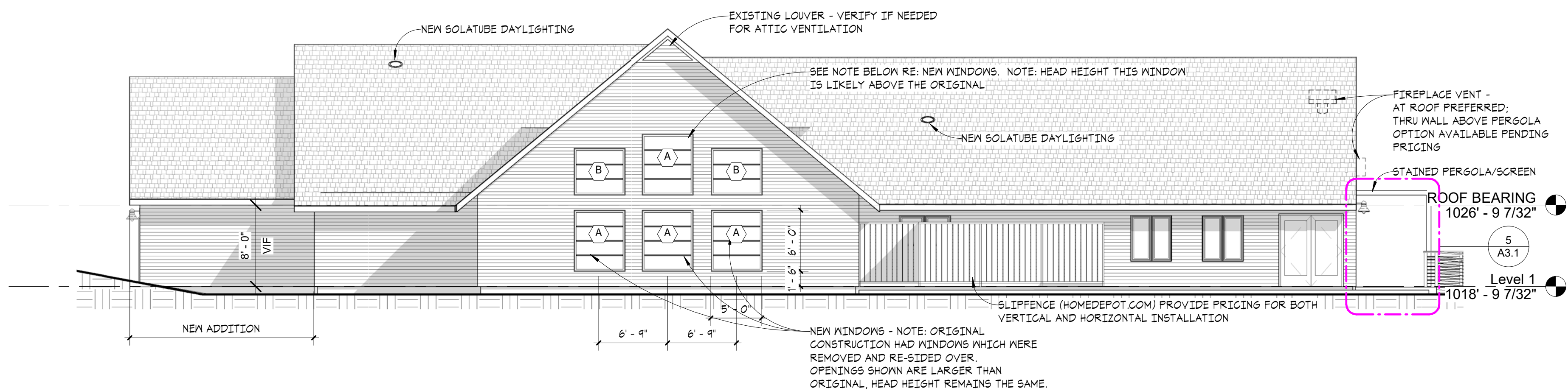
REEDS AND RUSHES  
EVENT CENTER

EXTERIOR ELEVATIONS

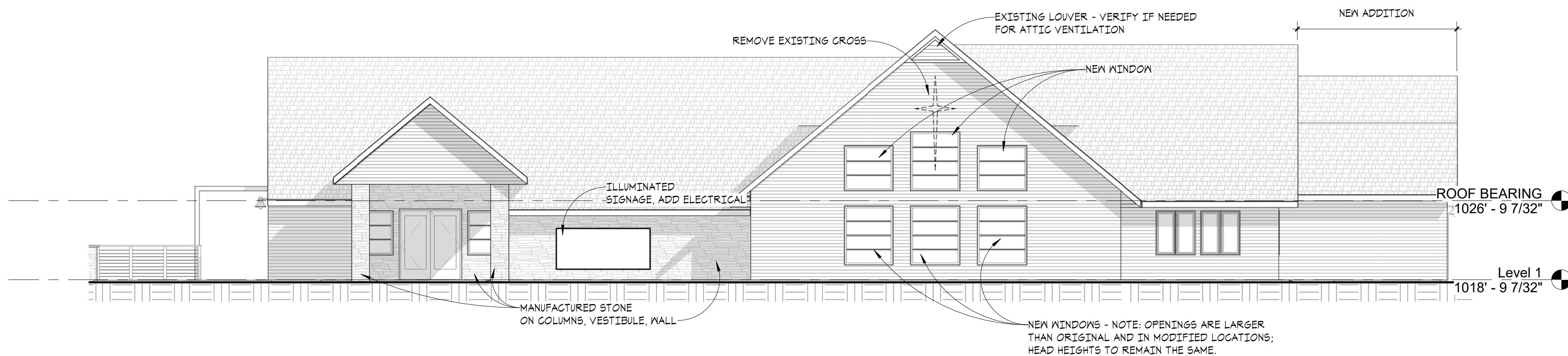
A3.1



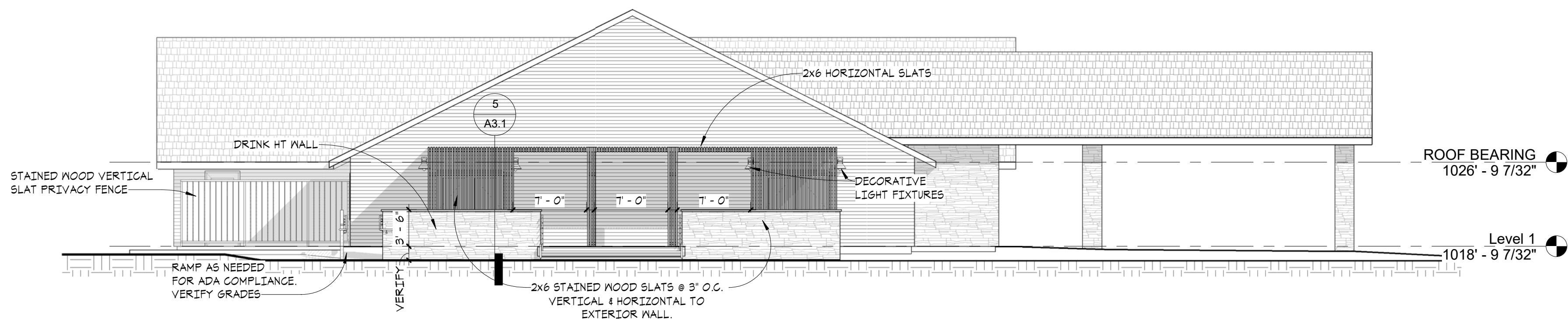
4 WEST ELEVATION  
A3.1 1/8" = 1'-0"



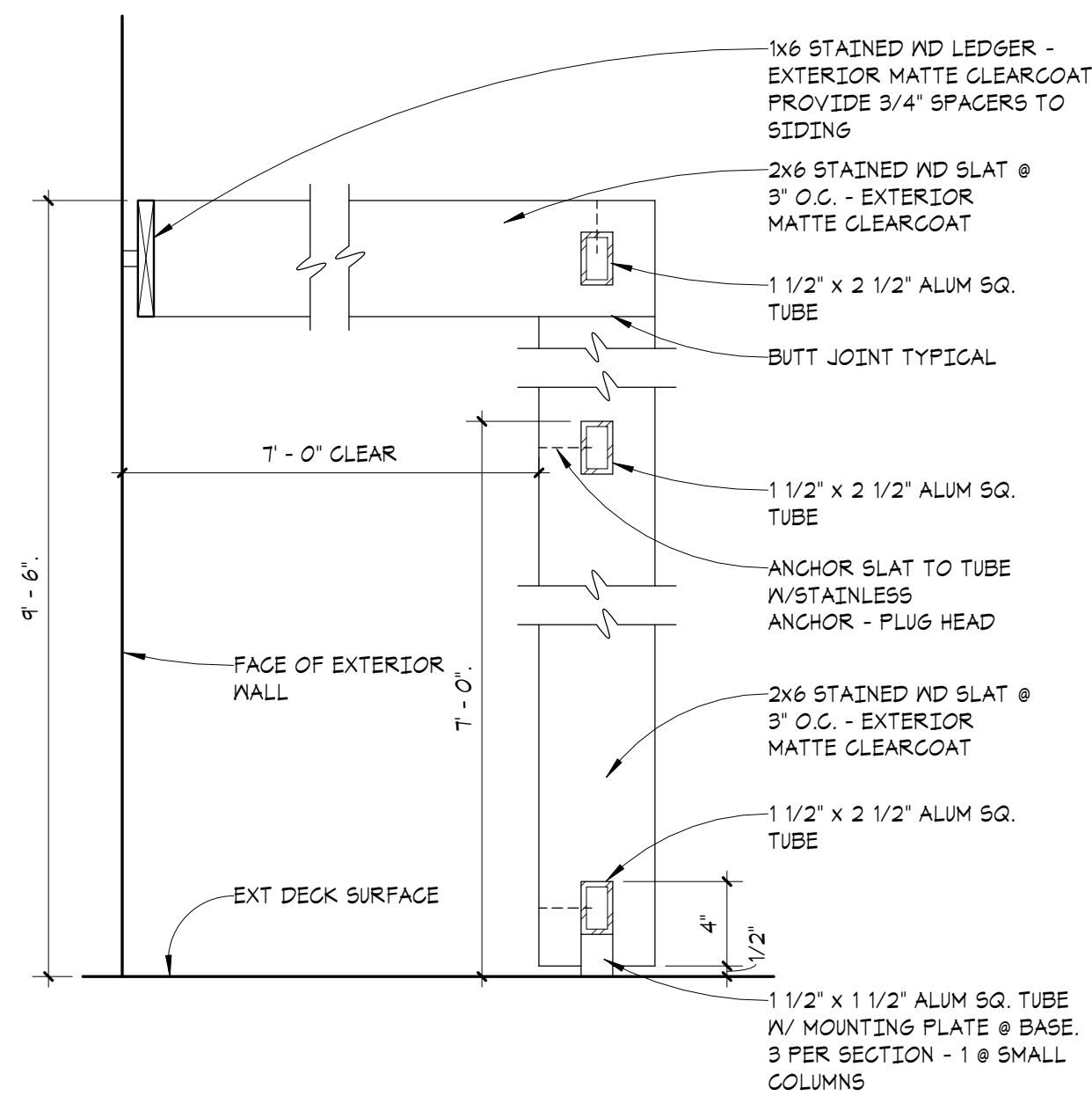
3 SOUTH ELEVATION OPTION 1  
A3.1 1/8" = 1'-0"



2 NORTH ELEVATION  
A3.1 1/8" = 1'-0"



1 EAST ELEVATION  
A3.1 1/8" = 1'-0"

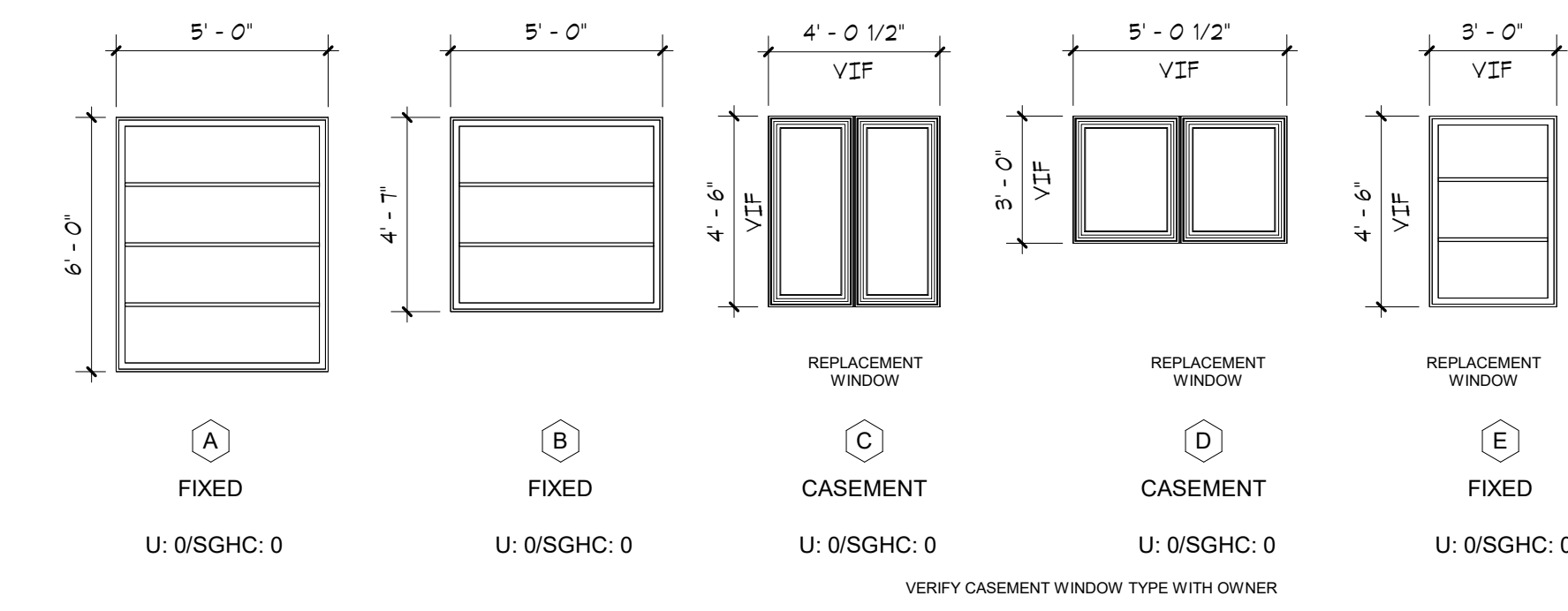


5 2X WOOD SCREENING DETAIL  
A3.1 1 1/2" = 1'-0"





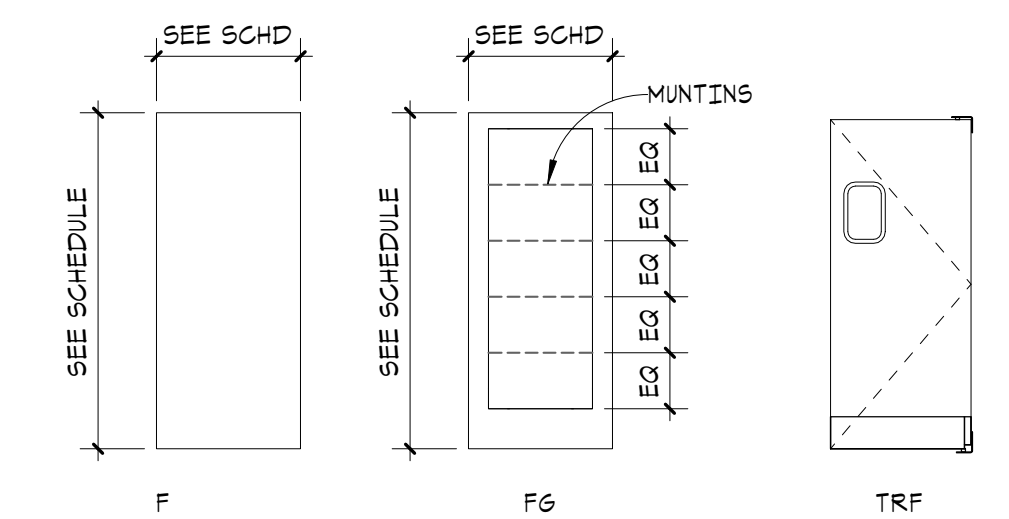




WINDOW TYPES  
1/4" = 1'-0"

ROOM FINISH SCHEDULE							
NUMBER	ROOM NAME	FLOOR		WALL		CEILING	COMMENTS
		FIN	BASE	FIN	MAT	FIN	
100	VESTIBULE	EXSTG		PT	GYP	VERIFY	
101	CIRCULATION	LVP	WD	PT	GYP	EXPOSED/PT	EXSTG ROOF TRUSSES EXPOSED; PAINT
102	EVENT CENTER	LVP	WD	PT	GYP		SEE RCP FOR OPTIONS NOTED
103	OFFICE	CPT	WD	PT	GYP	PT	
104	STORAGE	VERIFY	EXSTG	PT	GYP	EXSTG	
105	GROOM	CPT	WD	PT	GYP	PT	
106	W	CT	CT	PT/CT	GYP	PT	
107	M	CT	CT	PT/CT	GYP	PT	
108	CATERING PREP	QT	QT	FRP	GYP	ACT-3	VINYL WRAPPED 2X4 CEILING TILE IN 15/16" GRID
108-1	ALTERNATE 1 EXPANSION	CPT	WD	PT	GYP	PT	
110	PRE-FUNCTION	LVP/CPT	WD	PT/VWC	GYP	EXPOSED/PT	SEE PLANS FOR EXTENT OF VWC; EXSTG ROOF TRUSSES EXPOSED; PAINT
112	HALLWAY	LVP	WD	PT	GYP	PT	PT - SEE PLANS FOR CEILING FEATURE INFO
113	BRIDE	CPT	WD	PT	GYP	PT	HIGH PILE CARPET - BROADLOOM
114	UTILITY	EXSTG	EXSTG	EXSTG	GYP	EXSTG	

1-DOOR SCHEDULE - FIRST FLOOR															
R E V	NO.	ROOM	DOOR			FRAME			GLASS			Comments			
			W	H	T	TYPE	MATL	FIN	Type	MATL	FIN		HDWR	Label	Door
Level 1															
	100	VESTIBULE	6'-0"	7'-0"	0'-1 3/4"	FG	AL	AN	F1	AL	AN		IT		
	100A	VESTIBULE	6'-0"	7'-0"	0'-1 3/4"	FG	AL	AN	F1	AL	AN		IT		EGRESS HARDWARE
	101	CIRCULATION	6'-0"	7'-0"	0'-1 3/4"	FG	AL	AN	F1	AL	AN		IT		EGRESS HARDWARE
	101A	CIRCULATION	6'-0"	7'-0"	0'-1 3/4"	FG	AL	AN	F1	AL	AN		IT		EGRESS HARDWARE
	102	EVENT CENTER	6'-0"	7'-0"	0'-1 3/4"	FG	AL	AN	F1	AL	AN		T		NON-LATCHING, NON-LOCKING HARDWARE
	102A	EVENT CENTER	3'-0"	7'-0"	0'-1 3/4"	FG	AL	AN	F1	AL	AN		IT		EGRESS HARDWARE
	103	OFFICE	3'-0"	6'-8"	0'-1 3/4"	F	WD	ST	F1	DW	PT				OFFICE FUNCTION
	105	GROOM	3'-0"	6'-8"	0'-1 3/4"	F	WD	ST	F1	DW	PT				OFFICE FUNCTION
	108	CATERING PREP	3'-0"	7'-0"	0'-1"	F	WD	PLA	F1	HM	PT		ACRYLIC		DBL SWINGING ELIASON DOOR
	108A	CATERING PREP	3'-0"	6'-8"	0'-1 3/4"	F	HM	PT	F1	HM	PT				WEATHERSTRIPPING, DEAD BOLT PASSAGE FUNCTION
	110A	CIRCULATION	6'-0"	7'-0"	0'-1 3/4"	FG	AL	AN	F1	AL	AN		IT		EGRESS HARDWARE
	113	BRIDE	3'-0"	6'-8"	0'-1 3/4"	F	WD	ST	F1	DW	PT				OFFICE FUNCTION
	113A	W	3'-0"	6'-8"	0'-1 3/4"	F	WD	ST	-	-	PT				LOCKING POCKET DOOR
	E104	STORAGE	6'-0"	6'-8"	0'-1 3/4"	F	HM	PT	F1	HM	PT	EXSTG			
	E108	W	3'-0"	6'-8"	0'-1 3/4"	F	WD	ST	F1	DW	PT	EXSTG			PATCH & REPAIR; PAINT DOOR AND FRAME
	E107	M	3'-0"	6'-8"	0'-1 3/4"	F	WD	ST	F1	DW	PT	EXSTG			PATCH & REPAIR; PAINT DOOR AND FRAME
	E114	UTILITY	3'-0"	6'-8"	0'-1 3/4"	F	WD	ST	F1	DW	PT	EXSTG			

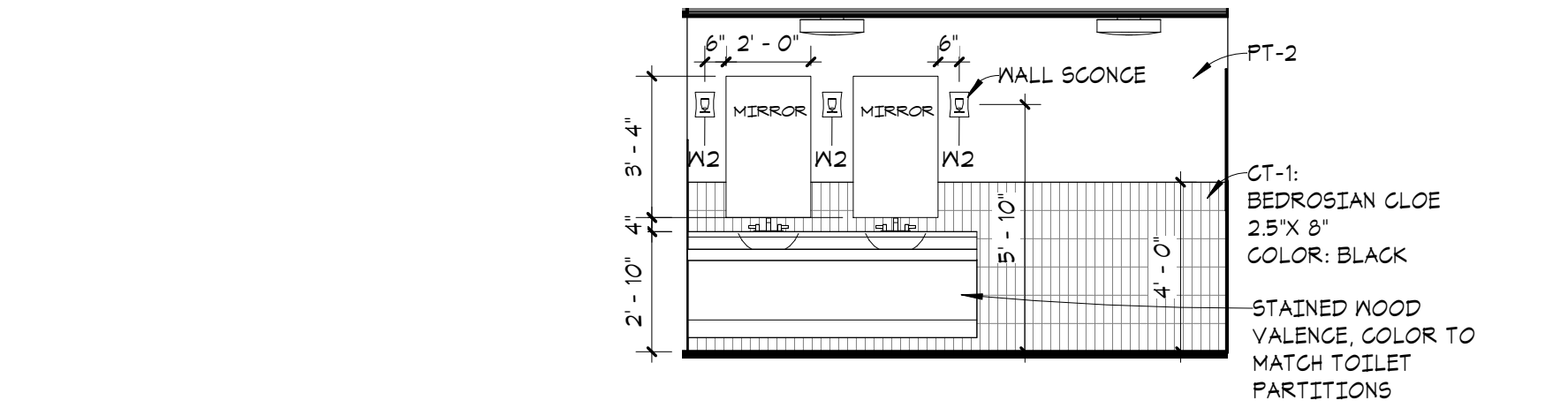


DOOR TYPES  
1/4" = 1'-0"

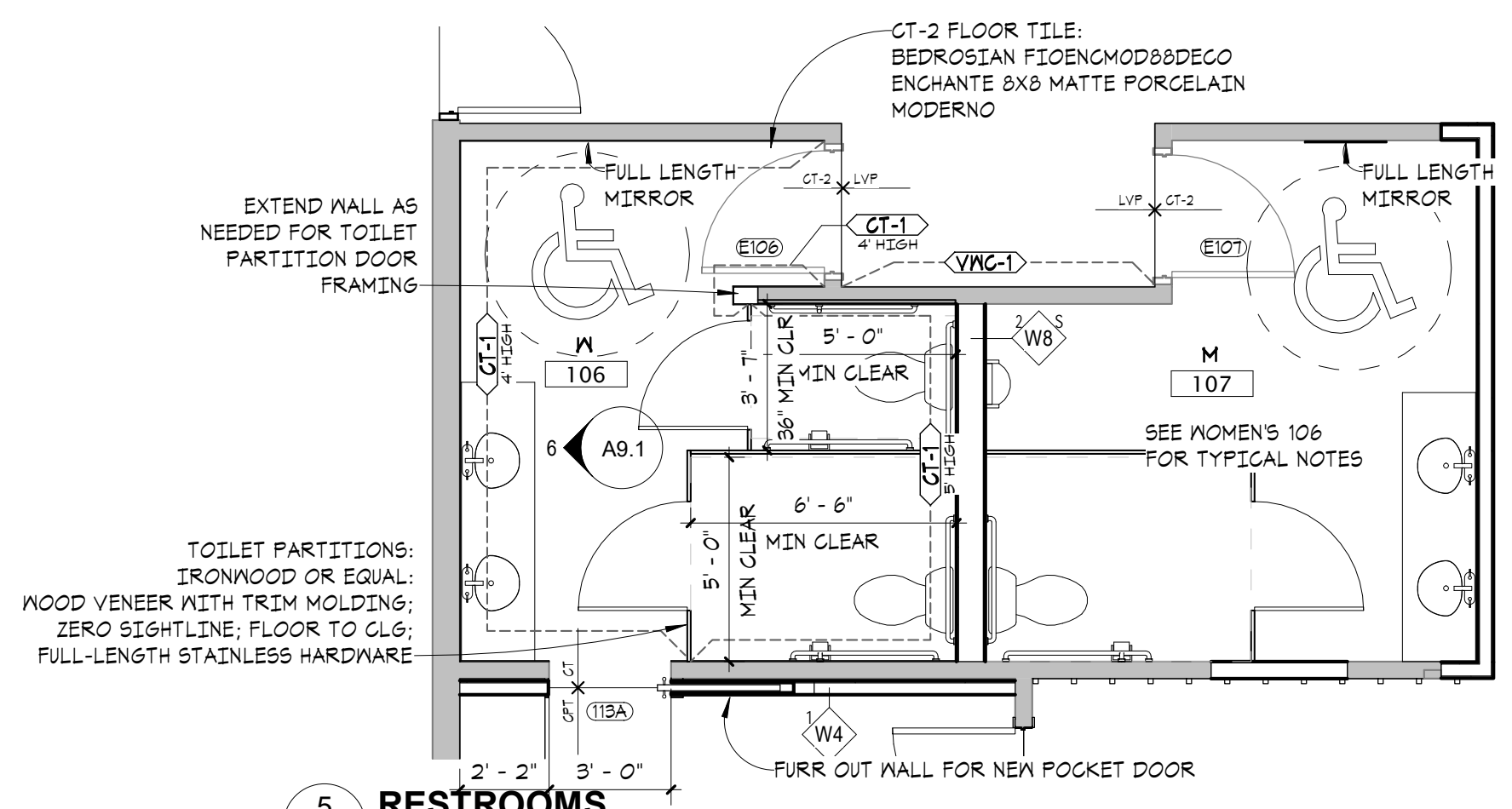
DOOR AND WINDOW NOTES			
1. NOT USED			
2. UNDERCUT AT ALL INTERIOR DOORS UNO.			
3. DOOR HARDWARE TO BE CENTERED ON RAIL OF PANEL DOORS.			
4. NOT USED			
5. REFER TO ELEVATIONS AND PLANS FOR WINDOWS LOCATIONS REQUIRING SAFETY GLAZING TO MEET IBC 2406.			
6. SEE ROOM FINISH SCHEDULE NOTES FOR FINISH OF WINDOW JAMB/SILLS			
7. FOR WINDOW INSTALLATION DIAGRAM			
GLAZING TYPES			
IN	1" INSULATED NON-TEMPERED		
IT	1" INSULATED TEMPERED		
P	1/4" PLATE GLASS		
T	1/4" TEMPERED		
F	1/4" FROSTED GLASS		
W	1/4" WIRED GLASS		
DOOR AND WINDOW ABBREVIATIONS			
ALUM	ALUMINUM	OC	OVERHEAD COILING
AP	FLUSH W/ APPLIED MLDG	OH	OVERHEAD SEGMENTAL
CL	CHAIN LINK	PLAM	PLASTIC LAMINATE
DW	DRYWALL	PREFIN	PRE-FINISHED
F	FLUSH	PT	PAINT
FG	FULL GLASS	RP	RAISED PANEL
FRP	FIBERGLASS REINFORCED	SCHB	SOLID CORE HARDBOARD
	PLASTIC	SCR	SCREEN
HCHB	HOLLOW CORE HARDBOARD	SCW	SOLID CORE WOOD
HCW	HOLLOW CORE WOOD	ST	STAIN
HM	HOLLOW METAL	STL	STEEL
HMKD	HOLLOW METAL KNOCKED	TR	TRAFFIC DOOR (SOLID
	DOWN	CLAD	CLAD WOOD
NL	NARROW LITE	WD	WOOD

FRAME TYPES  
1/4" = 1'-0"

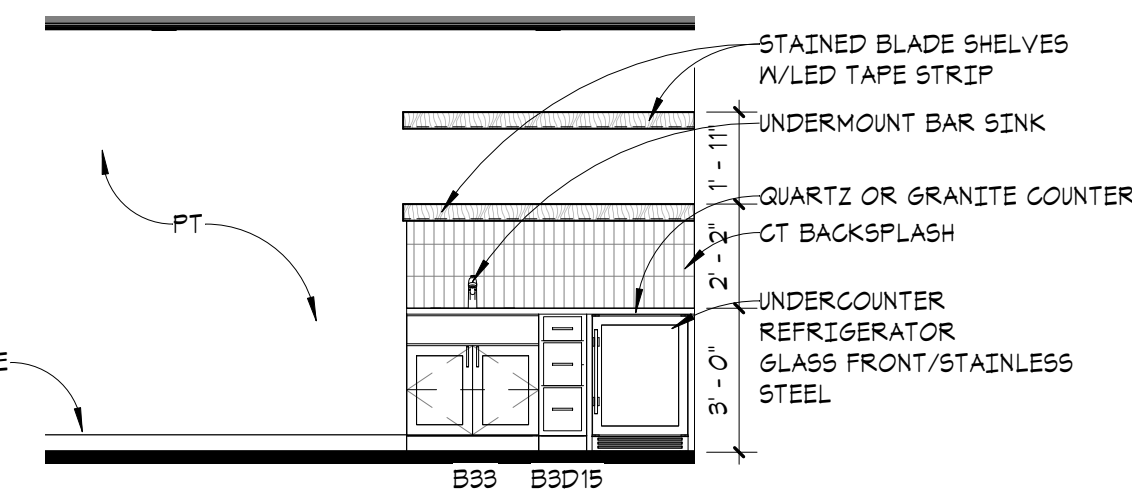
GENERAL NOTES - DOOR & WINDOW  
12" = 1'-0"



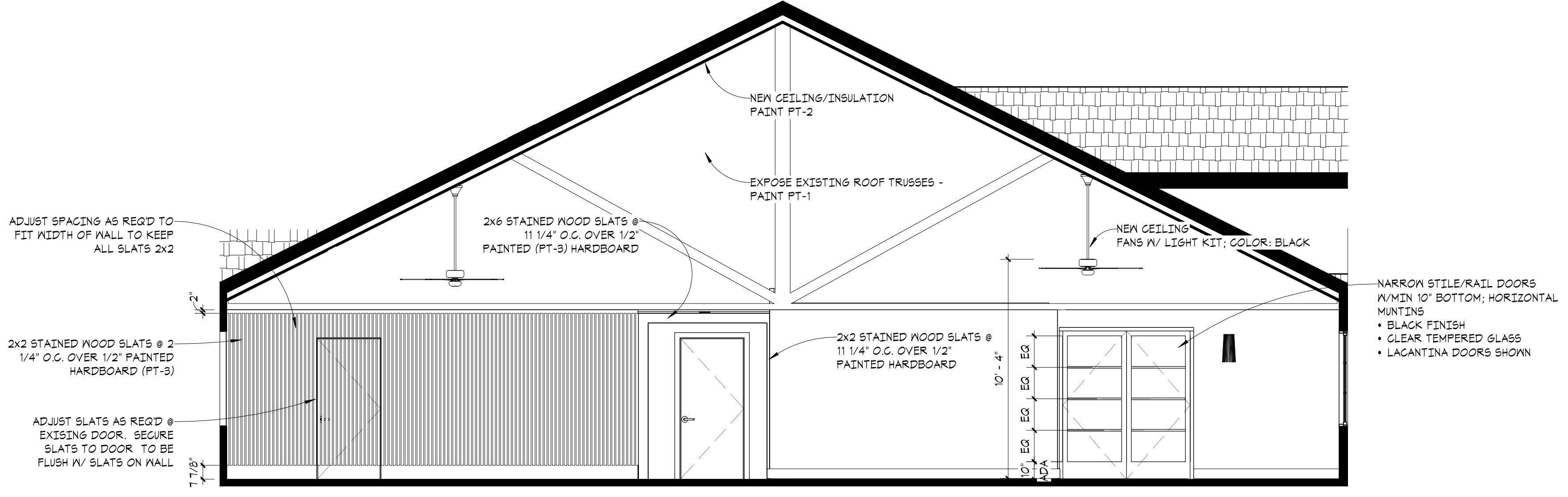
6 PUBLIC RESTROOMS  
1/4" = 1'-0"



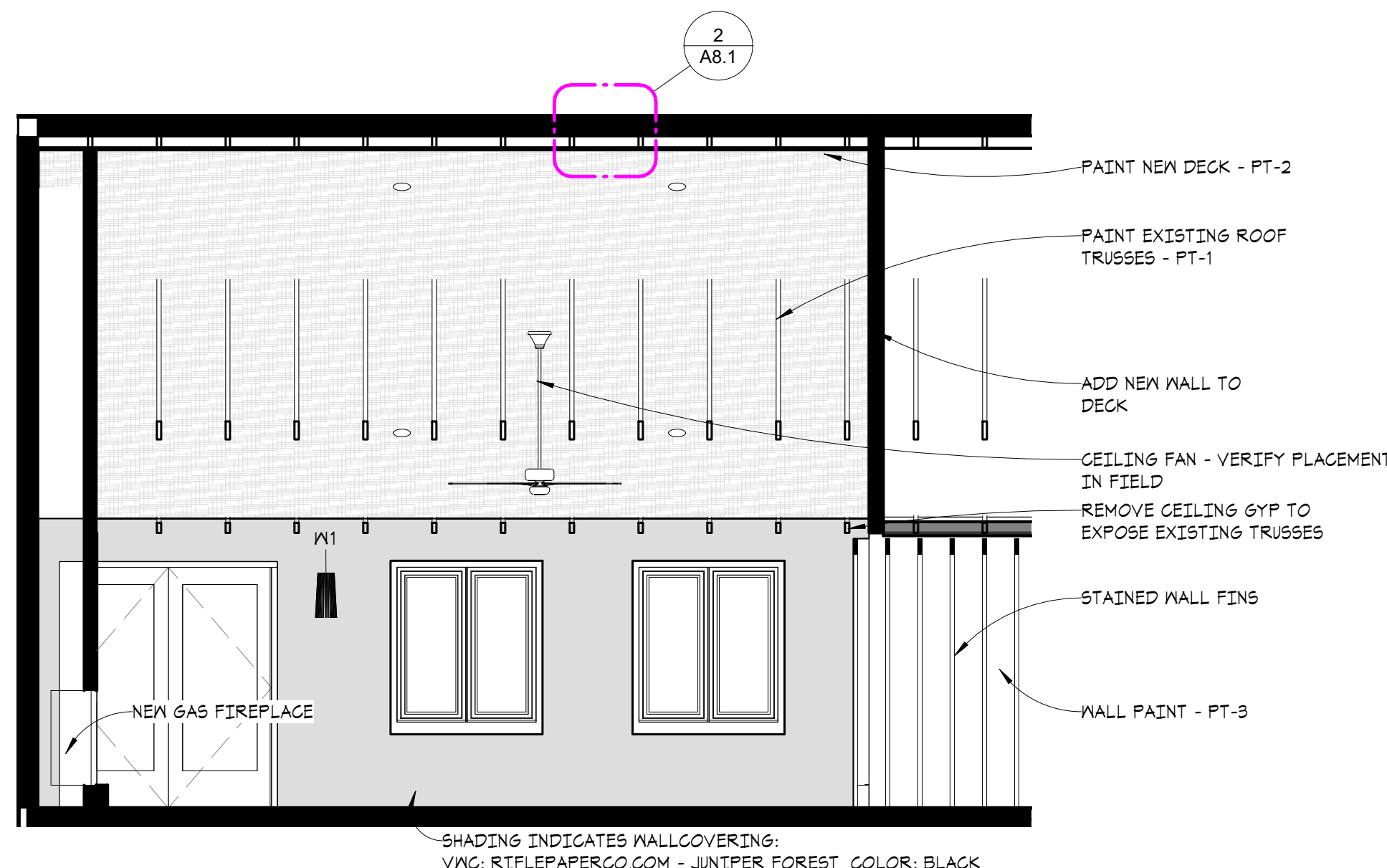
5 RESTROOMS  
1/4" = 1'-0"



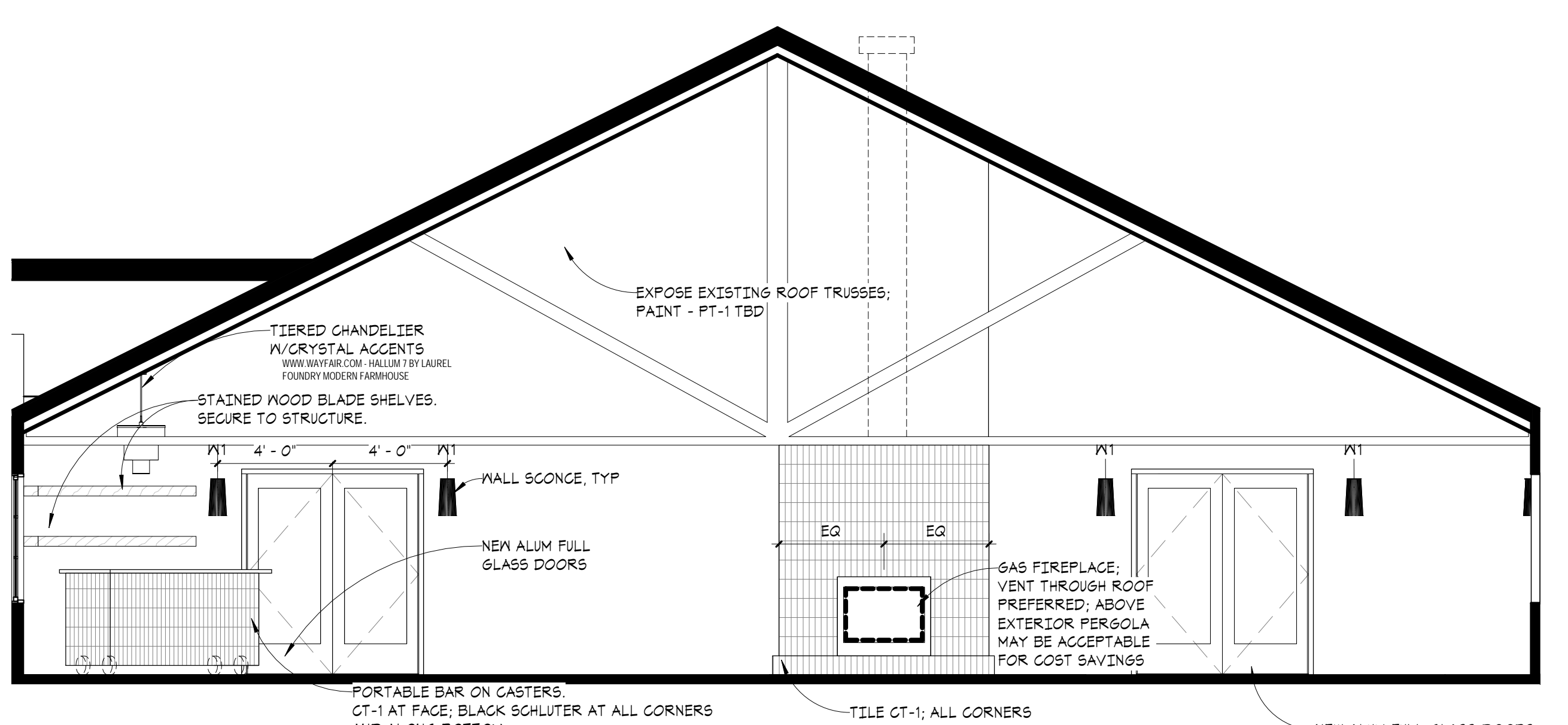
4 KITCHENETTE ELEVATION  
1/4" = 1'-0"



3 PREFUNCTION WEST ELEVATION  
1/4" = 1'-0"



2 PREFUNCTION - SOUTH WALL  
1/4" = 1'-0"



1 PREFUNCTION - FIREPLACE WALL  
1/4" = 1'-0"

I hereby certify that this document was prepared by me or under my direct supervision and that I am a duly licensed architect

JILL KRANCE  
Typed or Printed Name  
Issue Date  
License # Date

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PROJECT NUMBER 2103  
REEDS AND RUSHES  
EVENT CENTER

INTERIOR ELEVATIONS  
AND SCHEDULES

A9.1



## Reeds & Rushes Renderings and Picture Inspiration

