

# MAPLE LAKE PLANNING COMMISSION

## AGENDA

Tuesday, April 12, 2022

6:00 p.m. at City Hall

1. **Call to Order**
2. **Introductions**
3. **Minutes**  
Motion to approve the March 8, 2022 and March 29, 2022 minutes
4. **New Business - none**
5. **Old or Other Business – none**
  - a. Examples of Request for Proposals (RFP) – Consultant to Revise Comprehensive Plan  
**Action Requested:** Review and select the example RFP to recommend to City Council.
  - b. **Building Permit Report (will be emailed out on Monday)**
6. **Adjournment**

Members: Dan Haugen, Chris Paumen, Wayne Paumen, John Rivers, Mike Rowe  
Advisory Members: Jen Jerome, Admin Assistant/Zoning Administrator, Renee Eckerly,  
City Administrator

# PLANNING COMMISSION

## Minutes

March 08, 2022

The meeting of the Maple Lake Planning Commission was called to order at 7:00 p.m. by Chair Dan Haugen in the city hall in the city of Maple Lake.

MEMBERS PRESENT: C. Paumen, Haugen, W. Paumen and Rivers

ABSENT: Grant

OTHERS PRESENT: City Administrator Renee Eckerly, Tom Paumen, Chad Paumen, Chris and Natalie McClory, Sara Bonvallet, Rob Miller, Tim Paumen

### Approval of Agenda

A motion was (m/s/p), C. Paumen/W. Paumen to approve the agenda with adjustments.

Haugen reviewed Chapter 50 Establishing a Planning Commission.

A motion was (m/s/p), C. Paumen/W. Paumen to approve Dan Haugen as Chairperson and Renee Eckerly as Secretary for 2022.

A motion was (m/s/p), Rivers/W. Paumen to recommend to the City Council to remove Don Grant from Planning Commission and appoint Mike Rowe due to Grants absence during 2021.

### Approval of Minutes

A motion was (m/s/p), C. Paumen/W. Paumen to approve the November 15, 2021, minutes with changes under Member from 3-year term to 4-year term.

### New Business

- a. **Hegle Door Sales, Inc (Lori Hegle)** – Issue resolved; requested to be removed.
- b. **Public Hearing – Preliminary and Final Plat Berg Residential Development Lots 1, 2& 3 Block 1 Taylor Commons Second Addition.** Eckerly reported the city was not ready to move forward and would request the Planning Commission remove the item from this evening's agenda and set a special meeting prior to April 5, 2022, City Council meeting to hold the Public Hearing.

A motion was (m/s/p), C. Paumen/W. Paumen to set a special Planning Commission meeting on March 29, 2022, at 6:00 p.m. for the Public Hearing on the Berg preliminary and final plats.

- c. **Ordinance Amendment to Section 30 Regarding Brewer Taprooms**

The city ordinance needs to have brewer taprooms added to allow the use. This action does not pertain to any specific business. It is to change the ordinance to allow. Taprooms would be added as an accessory use. The brewer is manufacturing so the taproom would be the accessory use.

Sarah Bonvallet and Rob Miller, Dangerous Man Brewing in Minneapolis, MN were in attendance to speak in favor of the ordinance change. They currently run a brewery taproom and are researching expanding their business to Maple Lake. They would focus on distribution the first year but would like to open a taproom the second year. Sarah explained their plans for the former "Kramer Building" located at 610 Oak Avenue N if the ordinance change is approved.

They have met with Al Hudek, Public Works Director and currently there is no issues for water/sewer for a brewery. They would like to brew 5,000 barrels a year. There was a lengthy discussion regard odor, Brewfest and improvements that are planned for the property.

Katie, Kings 46 Wine Bar and Chris and Natalie McClory, Irish Blessing spoke in support of the ordinance change. The change fits the Comprehensive Plan, and a brewery fits I-1 Industrial Manufacturing. The taproom would be an accessory use.

Rivers spoke against allowing the change to the ordinance.

Bonvallet reported that a brewery can only sell the product that they manufacture on site and can not sell food. Food Trucks are usually at breweries. Breweries usually have shorter hours than bars and they promote a family atmosphere at Dangerous Man.

A motion was m/s/p, C. Paumen/W. Paumen to recommend the City Council approval of the ordinance amendment 2022-01 allowing taprooms as an accessory use.

### **Old Business**

#### **a. Comprehensive Plan Revisions (added)**

The Planning Commission Board requested the status of the Request for Proposal (RFP) that Eckerly is working on drafting. Eckerly stated it will be on their next regular agenda.

#### **b. Conditional Use – Troy Engels (added)**

Rivers commented that he was upset that the City Council approved with no conditions. He said that Engels is out of compliance with the Conditional Use that was permit. He has not completed any of the items he was required clean up. Eckerly distributed the Conditional Use that was approved by the City Council. Resolution 2021-28. The Planning Commission recommended that Engels be turned over to MNSPECT. It was stated that the City Council should call out MNSPECT for not doing their job.

### **Other Business -**

#### **Adjournment**

A motion was m/s/p, C. Paumen/W. Paumen to adjourn at 8:25 p.m.

Attest,

Renee Eckerly  
City Administrator

# SPECIAL PLANNING COMMISSION

## Minutes

March 29, 2022

The meeting of the Maple Lake Planning Commission was called to order at 6:00 p.m. by Chair Dan Haugen in the city hall in the City of Maple Lake.

MEMBERS PRESENT: C. Paumen, Haugen, W. Paumen and Rivers

ABSENT: Rowe

OTHERS PRESENT: Jen Jerome, Administrative Assistant/Zoning Administrator, Renee Eckerly, City Administrator, Mike Vassar, Diane Whittier

### Approval of Minutes

A motion was (m/s/p), C. Paumen/W. Paumen to table the minutes from March 8, 2022, since they were not ready for approval.

### New Business

- a. **Public Hearing (opened 6:10 p.m.)— Preliminary and Final Plat Berg Residential Development Lots 1, 2& 3 Block 1 Taylor Commons Second Addition.** Eckerly reported that Scott Berg was unable to be in attendance due to being ill. Eckerly reported the plat had to be done to accomplish combining the three lots because of Outlot A wrapping around all the parcels on the block. Vassar and Whittier were both in favor of the preliminary and final plat. There was some discussion regarding where the house and driveway would be constructed.

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

A motion was (m/s/p), C. Paumen/Rivers to recommend to the City Council approval of the preliminary and final plats for the Berg Residential Development Lots 1, 2 & 3 Block 1 Taylor Commons Second Addition.

A motion was (m/s/p), W. Paumen/C. Paumen to recommend to the City Council to permanently change the Planning Commission meeting time from 7:00 p.m. to 6:00 p.m.

### Old Business

- a. **Comprehensive Plan Revisions (added)**

The Planning Commission Board requested the status of the Request for Proposal (RFP) that Eckerly is working on drafting. Eckerly stated it will be on their next regular agenda.

- b. **Status of Complaints Regarding Junk – MNSPECT (added)**

Rivers commented that he wants to know what MNSPECT is doing regarding all the complaints about junk in people property. The town needs to get cleaned up. Eckerly reported that MNSPECT and the City Attorney are working on it and that they will be giving a report to the City Council at the April 19, 2022, meeting.

### Adjournment

A motion was m/s/p, W. Paumen/C. Paumen to adjourn at 6:24 p.m.

Attest,

Renee Eckerly  
City Administrator



**City of Maple Lake**  
10 Maple Avenue South  
P.O. Box 757  
Maple Lake, MN 55358-0757  
(320) 963-3611

**REQUEST FOR PROPOSALS FOR CONSULTING SERVICES RELATED TO REVISING OF A  
COMPREHENSIVE LAND USE PLAN**

Dear Planning Professional:

The City of Maple Lake (pop. 2,139) is calling for and requesting proposals from planning consultants to assist the city in completing a comprehensive revision of its 2014 Comprehensive Plan, (the city as a Strategic Plan for 2027 which as adopted). Such a Comprehensive Plan revision, using the existing Plan as a guide, includes but is not limited to the following: statements of policies, goals, standards; a land use plan, including proposed densities for development; a community facilities plan; a transportation plan; and recommendations for Plan execution and implementation as authorized by State Statute. The Plan must be completed and proposed for adoption by the Planning Commission and City Council by \_\_\_\_\_. (The City's existing plan and Strategic Plan for 2027 can be viewed at [www.ci.maple-lake.mn.us](http://www.ci.maple-lake.mn.us) under Government.

The successful firm must have a recognized track record in community development while working closely with elected and appointed officials as well as City staff. Potential consultants may be requested to interview with City staff and/or boards.

Interested parties shall submit two (2) hard copies and one (1) pdf copy of a statement of qualifications, with a listing of experience, scope of services, fee structure (specify which individuals will do the work and the budget per person), references and resumes to:

Renee Eckerly, City Administrator  
City of Maple Lake  
PO Box 757  
Maple Lake, MN 55358

Phone: (320) 963-3611  
Email: [renee.eckerly@ci.maple-lake.mn.us](mailto:renee.eckerly@ci.maple-lake.mn.us)

Submission deadline for proposals is \_\_\_\_\_, CST. The city will select on or before \_\_\_\_\_. The City of Maple Lake reserves the right to reject all proposals received in response to this RFP.



**City of Maple Lake**  
10 Maple Avenue South  
P.O. Box 757  
Maple Lake, MN 55358-0757  
(320) 963-3611  
(320) 963-6612 Fax

**REQUEST FOR PROPOSALS  
FOR CONSULTING SERVICES RELATED TO  
REVISING OF A COMPREHENSIVE LAND USE PLAN**

**Statement of Purpose**

The City of Maple Lake is requesting proposals for the purpose of selecting a qualified firm to serve as consultant for the revising of a Comprehensive Land Use Plan.

The purpose of the Comprehensive Plan is to identify issues, opportunities, needs, and organize public policy to address them in a manner that makes the best and most appropriate use of City resources. The plan sets forth the basic guiding principles for the City of Maple Lake to shape its future over the next 10-20 years and establishes goals and strategies to move toward that future. The Comprehensive Plan is meant to be an easy to read and understand document that will be utilized by elected and appointed officials and City staff in the ongoing process of creating policy and drafting ordinances, making land use decisions, and allocating funds.

**Background Information**

Maple Lake is a city in Wright County, Minnesota. Minnesota State Highway 55 serves as a main route in the community. According to the United States Census Bureau, the city has a total area of 2.2 square miles. There are huge opportunities for growth in this area. The City of Maple Lake completed a Strategic Plan for 2027 which is located on the city website [www.ci.maple-lake.mn.us](http://www.ci.maple-lake.mn.us) under Government.

**Scope of Services and General Duties**

The scope of this project is to produce a Comprehensive Plan that will outline the community's vision and direct the physical and social growth and development of Maple Lake. The resulting Plan should be both a physical and policy based plan and provide implementation actions and strategies, and include illustrative maps, tables and graphs.

Elements of the Comprehensive Plan will include, but need not be limited to:

- Land use and community design
- Housing and neighborhoods
- City Ordinances
- Planning and Zoning Code of Ordinances
- Transportation including advancement of trails and multi-use paths
- Parks, recreation and natural resources
- Economic Development
- Environmental needs and changes (i.e. waste, carbon and other reductions)
- Public infrastructure, facilities and services
- Outreach to and services for underrepresented sections of the community
- Action Plan on how to move goals into real actions with potential costs

### Proposal Form and Content

The proposal must, at a minimum, include the following:

#### Scope of Work Defined

The firms should present their understanding of the requirements of the project and present a task-by-task description of the work to be accomplished. Do not simply restate the scope of services.

#### Timeline

The firms are required to include a timeline for the project which will contain the approximate dates that portions of the project will commence and conclude. The timeline shall include the following items: meetings with staff, meetings with citizen representatives and the Planning Commission, presentation dates/deadlines, the deadline for presentation for first draft of the Plan, public hearing date, and the final approval date.

#### Resumes

Identify person(s) with key responsibilities who will be assigned to work on the project, describe their role and duties for the project. If more than one person is to be assigned, identify the person who will have senior-level responsibility or manage the engagement, and the approximate time commitment (as a percent) of total time on the engagement of each person. If portions of the project are to be “subcontracted” out to other firms, be sure to disclose that information in the proposal.

#### Experience

Discuss demonstrated experience of the firm and the project team with projects of similar scope and magnitude as this project. Experience must be related to projects completed within the past five years.

#### Time and Budget Constraints

Demonstrate the ability of the firm to manage the project in a timely and cost effective manner. Although a specific deadline for the process has not been established it is the objective of the City of Maple Lake to complete the update as soon as it may be practical to do so.

#### References

List of references relating to the projects completed for local governments over the last five years, with comparable characteristics to the project proposed by the City of Maple Lake.

Fees

A schedule of billing rates for personnel involved must be included. The proposal shall contain an overall anticipated cost for the project.

General Information

Instructions to Consultants

The firms shall submit two (2) hard copies and one (1) pdf copy to renee.eckerly@ci.maple-lake.mn.us:

Renee Eckerly, City Administrator  
PO Box 757  
Maple Lake MN 55358

Closing Submission Date

Proposals must be submitted no later than 4:00 p.m. \_\_\_\_\_.

Inquiries

Inquiries concerning this RFP should be directed to Renee Eckerly, City Administrator

Conditions of Proposal

All cost incurred in the preparation of a proposal responding to this RFP will be the responsibility of the submitter and will not be reimbursed by the City of Maple Lake.

Right to reject

The City of Maple Lake reserves the right to reject any and all proposals received in response to this RFP.

Notification of Award

The decision of selecting successful consulting firm(s) to participate in interviews will be made within two-three weeks from the closing date of the receipt of proposals.

Selection Process

Interviews

Staff will schedule in-person interviews with a select number of firms.

Schedule of Events

The City of Maple Lake has developed the schedule of events below for selection process—the schedule is subject to change.

City of Maple Lake Releases Request for Proposals	_____
Deadline for Receipt of Proposals from Firms	_____
Proposals Reviewed by Subcommittee	_____
Planning Firm(s) Interview with Subcommittee	_____
Selected Proposal Approved by City Council	TBD