



**CITY OF STILLWATER
STILLWATER PARKS AND RECREATION COMMISSION
NOTICE OF MEETING
MONDAY, JULY 28, 2014 AT 7:00 PM**

The City of Stillwater Parks and Recreation Commission will meet on Monday, July 28, 2014, at 7:00 p.m. in the Council Chambers of Stillwater City Hall, 216 North Fourth Street.

AGENDA

1. Approval of the June 23, 2014 Minutes
2. Open Forum - The Open Forum is a portion of the meeting to address the Board on subjects which are not a part of the meeting agenda. The Board may take action or reply at the time of the statement or may give direction to staff regarding investigation of the concerns expressed. **Out of respect for others in attendance, please limit your comments to 5 minutes or less.**

Action Items

3. Trails Master Plan Update
4. Senior Care Facility Park and Trail Fees
5. Commercial Use of Public Facilities

Commission Items/Topics

**CITY OF STILLWATER
PARKS AND RECREATION COMMISSION MEETING
June 23, 2014**

Present: Commissioners Rob McGarry, Don Stiff, Sandy Snellman, David Brandt, Chair Linda Amrein (arrived late), Solveg Peterson (arrived late), Council Liaison Mike Polehna

Absent: Commissioner Scott Christensen

Staff present: City Planner Abbi Wittman and Public Works Superintendent Tim Moore

Approval of Minutes - Motion by Snellman, seconded by Brandt, to approve the April 28, 2014 meeting minutes. All in favor.

OPEN FORUM

Hank Gray, 231 North Everett Street, Stillwater, one of the coaches of the Stillwater Area High School Mountain Bike Team, thanked the Commission for their support of the potential mountain bike trail. The team would like to have a safe place within City limits to ride and train. They remain very interested in progress on the project.

ACTION ITEMS

Off Leash Recreation Area

City Planner Wittman informed the Commission that Friends of Stillwater Area Dog Park are requesting that the Parks and Recreation Commission recommend approval of a special use permit for an off-leash recreation area (dog park) at 2000 Myrtle Street West, at the Jaycees ballfield complex. The Commission should consider recommending rezoning, special use permit, and any additional conditions it would like the Council to consider. She reviewed the proposal. Staff recommends approval. Motion by Brandt, seconded by Stiff, to recommend that the Council approve the proposal. All in favor.

Preliminary Plat Approval for Rutherford Station

Wittman explained that Chris Aamodt, Settler's Pines, LLC, plans to develop 17.5 acres of land in the southeast quadrant of the intersection of McKusick Road and Manning Avenue into 55 residential lots. Proposed sidewalks will link with the County's system. The Commission should consider the proposed placement of sidewalks, which will be built along one side of each local street and out to the County trail along Manning Avenue. In addition, the Brown's Creek State Trail runs along the northern edge of the development and access will be possible from Rutherford Station either via the County trail or off of Marylane Avenue. The Joint Board approved approval of the annexation. Motion by Stiff, seconded by Snellman, to recommend including the Marylane Trail. All in favor.

Master Trail Plan Update

Wittman reviewed the draft Master Plan prepared by Melissa Douglas, consultant. Ms. Douglas will attend the July meeting to discuss the plan.

Miracles of Mitch Foundation Fundraiser

Moore notified the Commission that Miracles of Mitch Foundation, a nonprofit organization that raises money for children battling cancer, will be hosting a family fun night at Pioneer Park on July 21, 2014. Motion by Snellman, seconded by Peterson, to approve the event. All in favor.

INFORMATIONAL ITEMS

Commercial Use of Public Facilities

Superintendent Moore and City Planner Wittman led discussion of commercial use of parks in other communities, to allow the Commission time to review and gather thoughts for a discussion on this topic at the July meeting. The Commission discussed use of parks for profit versus nonprofit groups. Use of public facilities by filmmakers also should be addressed.

COMMISSION ITEMS/TOPICS

There were no Commission items or topics.

ADJOURNMENT

Motion by Snellman, seconded by Brandt, to adjourn. All in favor. The meeting was adjourned at 6:31 p.m.

Respectfully submitted,

Julie Kink

Recording Secretary



Date: July 28, 2014

To: Parks Commission
Bill Turnblad, Community Development Director
Abbi Wittman, City Planner
Tim Moore, Public Works Superintendant

From: Melissa Douglas, Planning Consultant

Re: City of Stillwater, Trails Master Plan Update – Workshop #3
Vision and Guiding Principles, Final Draft
Planning Issues and Opportunities, Discussion

Welcome to our third workshop to discuss the update of the City's Trails Master Plan. Thank you for your input last month into the vision statement, guiding principles and developing the scope of the plan. At this workshop, we will:

- Finalize the draft vision statement and guiding principles.
- Discuss the functional classification system as we begin planning the trail and bikeway system for the city and discuss options for sidewalk and trail standards adjacent to roadways and for other connections.



REMINDER: To ensure workshops are efficient and productive, this symbol highlights materials you should review or prepare ahead of the workshop.

Vision and Guiding Principles

After the June meetings, I revised the vision statement and guiding principles to reflect your input and suggestions. If the Parks Commission concurs, I propose we accept the following vision statement and guiding principles for now and then revisit them later in the planning process.

Vision Statement:

Build on Stillwater's history and natural setting to become a leading active transportation community and one of Minnesota's best trail destinations.

Guiding Principles:

1. Community. A destination trail system that serves the people of Stillwater as well as visitors, businesses and employers. Promotes tourism, job creation and economic vitality. Provides access to nature and understanding of the city's history.
2. Safety. A trail system that ensures safe recreation and travel for all trail users regardless of age or ability. Encourages activity and wellness.
3. Accessibility. A trail system that is easily accessed and accommodates a mix of users inclusive of all abilities. Information about the trail system is readily accessible and easy to understand.
4. Connections. A trail system that links neighborhoods, schools, employment opportunities, commercial areas, regional trails and public transportation and connects members of the community to each other and the landscape.
5. Communication. A trail system that educates and interprets the landscape and natural setting, uses technology to make information widely available and includes signage that is clear and informative.



Remember, long-range planning can only be successful if a community establishes a vision and values that outline its aspirations for the future. Please confirm that the vision and principles reflect your own values for the future of the city's trail system.

Please let me know at the Parks Commission meeting if you have any additions, suggestions or comments.

Planning Issues and Opportunities

Last month, we outlined a draft scope for the updated Trails Master Plan, including general, city-wide topics as well as issues and opportunities for specific corridors. The final draft scope is listed below. Again, I would expect the list to continue to evolve through the planning process.

General, city-wide issues:

- Develop a bicycle system plan including bicycle parking as part of the City's transportation plan
- Provide safe and comfortable walking routes to schools and neighborhood commercial areas
- Enhance access to greenways, ravines, parks and natural areas
- Add new sidewalks as needed to complete sidewalk system, especially in the north hill.
- Improve accessibility and compliance with ADA (Americans with Disabilities Act)

- Add neighborhood connections to regional trail system, downtown and commercial areas
- Ensure safety for pedestrians and cyclists especially in high traffic areas
- Include historic stairway system as part of trail system especially maintenance/reconstruction needs
- Develop comprehensive and cohesive communication strategies that promote Stillwater and its trail system
- Plan for needed amenities (restrooms, parking, water stations, trash cans, etc.)
- Promote activity by creating and advertising walking routes or fitness trails

Specific corridors and locations for additional discussion/consideration:

- Trail head locations for regional trails
- Highway 36 frontage road
- Highway 95
- Highway 5
- County Road 15/Manning Avenue
- County Road 12/Myrtle Street
- Greeley Street
- Third Street
- Neal Avenue
- Boutwell Road
- Eagle Ridge Trail
- Curvecrest Boulevard and surrounding office/industrial area



Please review this list and confirm that it includes all the topics you would like to see in the Trails Master Plan update. Please let me know at the Parks Commission meeting if you have any additions, suggestions or comments.

Trail System

As we begin long-term planning for the trail system, it is usually most efficient to begin at the system level and then drill down to individual locations to determine how to adjust system-wide standards to address site specific issues. For this meeting, we will focus on the overall trail system, especially bikeways, and needed connections. This discussion will begin to address these parts of our planning scope:

- Develop a bicycle system plan including bicycle parking as part of the City's transportation plan
- Add new sidewalks as needed to complete sidewalk system, especially in the north hill.
- Add neighborhood connections to regional trail system, downtown and commercial areas
- Ensure safety for pedestrians and cyclists especially in high traffic areas

For your reference, the existing and proposed trail system from the current Trails Plan is shown on the attached Parks and Trails Plan map. Existing trails are shown with a solid blue line, and planned trails are shown with dotted lines. This map does not show all sidewalks within the community.

Functional Classification

Functional classification is a transportation planning tool that identifies roadways primarily by their use or function. The classification system used in the Twin Cities region is prescribed by the Metropolitan Council and generally defines roadways as principal arterials, minor arterials, collectors or local streets:

- Principal arterials consist primarily of interstate highways and other freeways or expressways. The emphasis of principal arterials is on mobility rather than land access. They connect the region with other areas in the state and other states as well as connecting the metro centers to major commercial concentrations.
- Minor arterials provide supplementary connections between the two metro centers and regional business concentrations. In the urban area the emphasis of minor arterials is on mobility as opposed to access.
- Collectors provide connection between neighborhoods and from neighborhoods to minor business concentrations. It also provides supplementary interconnections of major traffic generators within the metro centers and regional business concentrations. Mobility and land access are equally important.

Stillwater's functional classification map is attached. We will review the map and definitions, and I can answer any questions at the Parks Commission meeting.



If you would like more detail on the functional roadway classification system, please go to www.metrocouncil.org/Transportation/Publications-And-Resources/2030-Transportation-Policy-Plan-Appendix-D-Functio.aspx.

Sidewalk and Trail Standards by Functional Classification

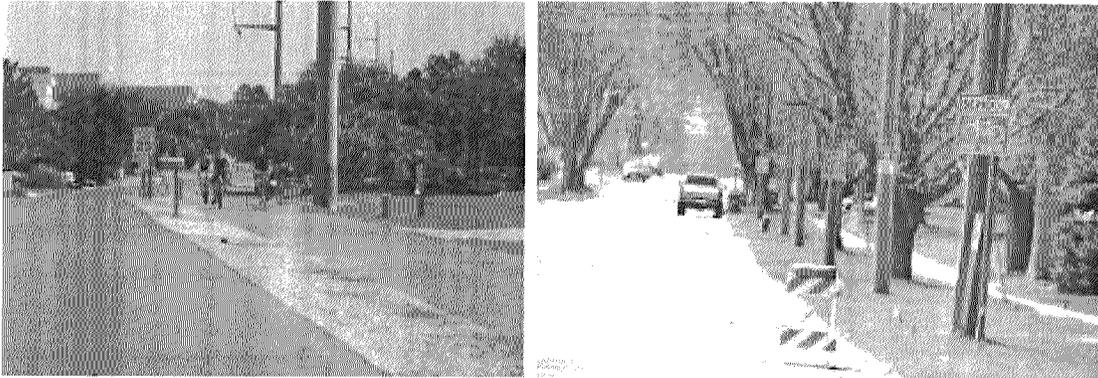
Since the trail system is part of the city's larger transportation system, functional classification is a useful context for trail planning. Busier roadways with higher speeds present different safety and accessibility concerns than local roads with lower speeds and traffic volumes.

One approach to address these concerns is to develop different standards for pedestrian and bicycle facilities based on functional classification. Some options for each classification are presented below, and we will discuss these options at the Planning Commission meeting. The intent is to develop a "toolkit" in the master plan that planning and engineering staff can draw upon to develop specific plans for future roadway and trail projects.

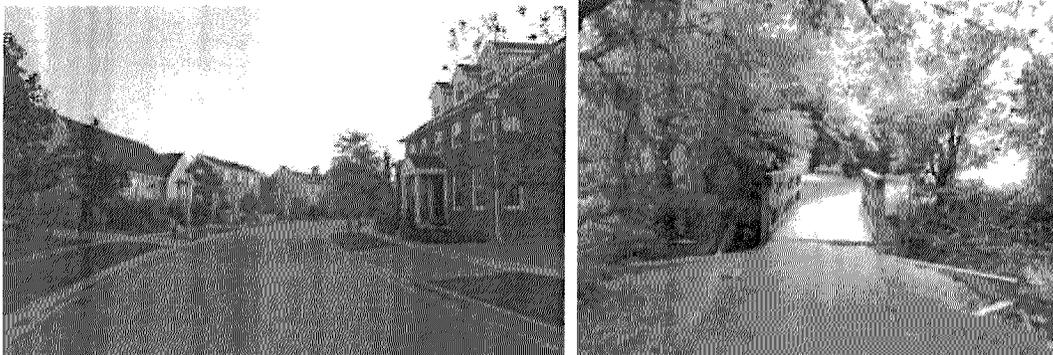
- Arterial roadways –
 - Sidewalk on one side, off-street multi-use trail on the other side
 - Sidewalks on both sides, dedicated bike lanes



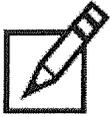
- Collector roadways –
 - Sidewalk on two sides, on-street signed bike route
 - Sidewalk on one side, off-street multi-use trail on the other side



- Local streets –
 - Sidewalks on two sides
 - Sidewalk on one side
 - Off-street multi-use trail on one side
 - Off-street multi-use trail connections using greenways, parks or open space



At the Parks Commission meeting, we will review some sample templates for these options as well as some potential revisions to the Trail Plan to develop a bikeway system, improve safety and add new links and connections to the new regional trails. In addition, we will also discuss standards for intersections and crossings and other amenities such as transit stops, lighting or trash cans.



Keep the functional classification system and the different options shown in photographs above as you are out and about this week, especially during the busy and congested holiday weekend. How can we safely accommodate pedestrians and bicyclists in our community? How can we facilitate walking and bicycle travel to reduce congestion and environmental impacts from vehicles and promote health and wellness?

Planning Commission Update

At their June meeting, the Planning Commission discussed scheduling workshops before their regular meeting to work on the Trails Master Plan in a less formal setting. They also wanted to consider doing field visits and developing specific recommendations. At the Parks Commission meeting, I'd like to spend a few minutes discussing this change in approach and get thoughts from the Parks Commission on how they would like to continue to work on developing the trail plan.



DATE: July 22, 2014 **CASE NO.:** 2014-25
APPLICANT: Todd Erickson, PE
LANDOWNER: John Arkell, Stillwater Select Properties
REQUEST: Determine Park and Trail Fees for 100 unit senior care facility
LOCATION: 12525 - 75th Street (Co. Rd. 12)
PREPARED BY: Bill Turnblad, Community Development Director

BACKGROUND

John Arkell of Stillwater Select Properties is planning to develop a 100 unit senior living facility on County Road 12 just east of the Rutherford Elementary School. The senior care facility will be known as Select Senior Living of Stillwater.

Two types of residential care will be offered to its residents: 30 apartments for memory loss and 70 for assisted living. No independent living apartments will be offered.

A number of public and private infrastructure improvements will be constructed by Mr. Arkell, including a public sidewalk along the new public street.

SPECIFIC REQUEST

Determine the appropriate park and trail dedication for this project.

EVALUATION OF REQUEST

Park and Trail Dedication

Ordinance Standards

Ordinance 963 establishes minimum public park and trail dedication requirements. In cases such as this one where the Comprehensive Plan and park planning efforts do not identify a need for on-site parkland, a park dedication fee is required in lieu of a land dedication.

Park Dedication Fee

Ordinance 963 clearly identifies the fees in lieu of land to be charged for single family homes and for multiple family homes. But, there is no established park dedication fee for senior living

facilities. The most similar fee may be the one set for multiple-family projects, which require \$1,500.00 for each unit. However, the impact upon public parks and trails generated by this senior living project is not at all similar to what would be generated by an apartment building. If this project included independent living units, there may be a similarity. But, this project has no independent living units. There are only memory care units and assisted living units. The assisted living residents do not drive and are not particularly mobile. And, the residents of the memory care units are not even allowed to freely leave the building. Consequently, they will either not use the public trail and park system, or if so, only on a very limited basis.

Therefore, the Park Board will need to make a recommendation to the City Council on the amount of park dedication fee that should be required. As a place to start the discussion staff suggests reducing the fees as follows:

Unit type	Number of units	Estimated Park usage	Standard fee/unit	Recommended fee/unit	Recommended Total
Memory loss	30	0%	\$1,500	\$0	\$0
Assisted living	70	15%	\$1,500	\$225	\$15,750
RECOMMENDED TOTAL					\$15,750

Trail Dedication Fee

In addition to the park dedication fee, Ordinance 963 also requires a trail dedication fee if a trail is not to be built and dedicated to the public. As with the park dedication fee, it is unlikely that the impact of the project’s residents upon the city-wide trail system will be in the same order of magnitude as a standard apartment building. Therefore, the Park Commission will also need to make a recommendation for the trail fee. Staff recommends the following as a place to begin the discussion:

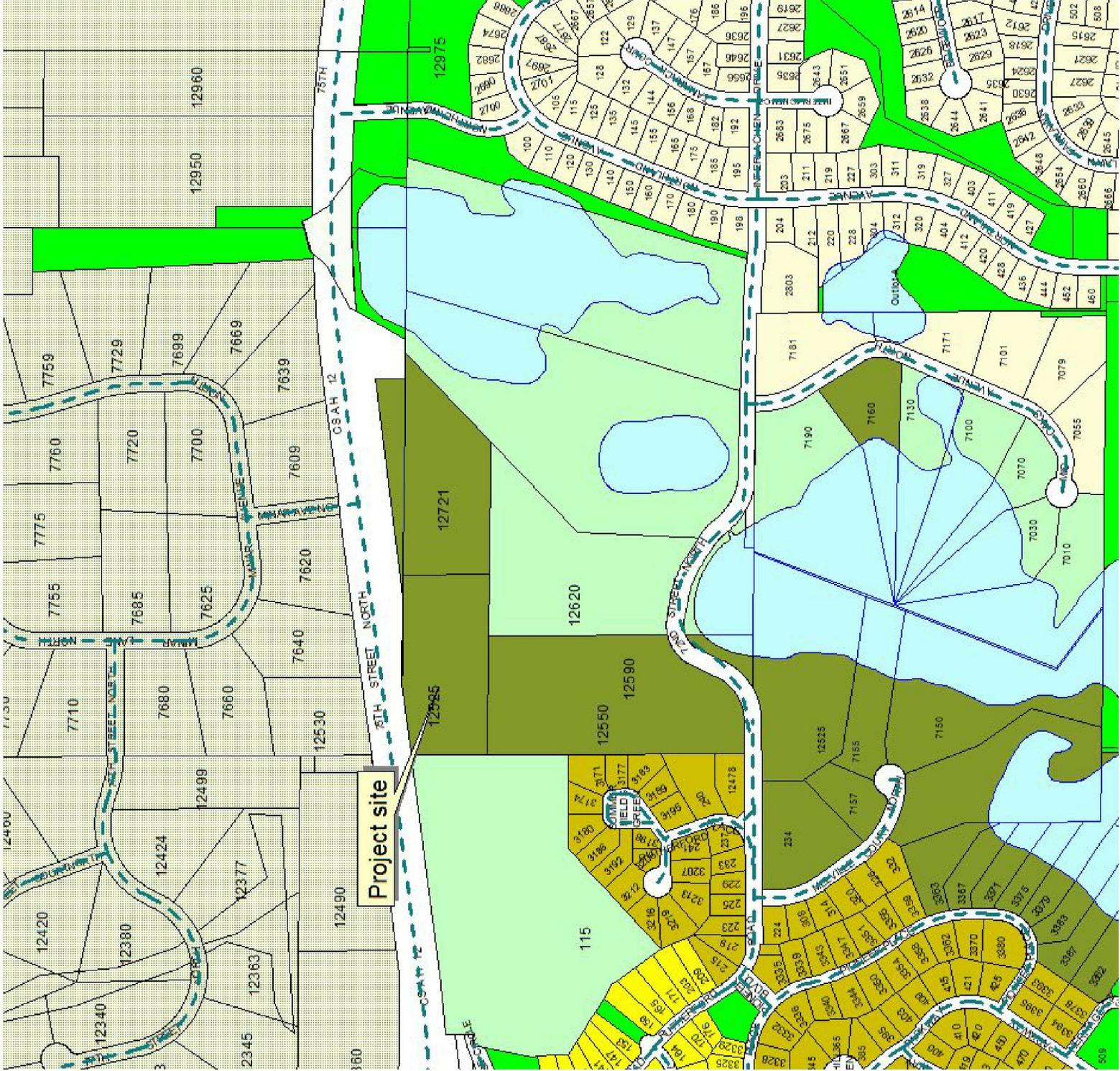
Unit type	Number of units	Estimated Trail usage	Standard fee/unit	Recommended fee/unit	Recommended Total
Memory loss	30	0%	\$500	\$0	\$0
Assisted living	70	25%	\$500	\$125	\$8,750
RECOMMENDED TOTAL					\$8,750

ACTION REQUIRED

The Park Commission should determine the fee to be charged in lieu of land.

Zoning & Location Select Sr. Living

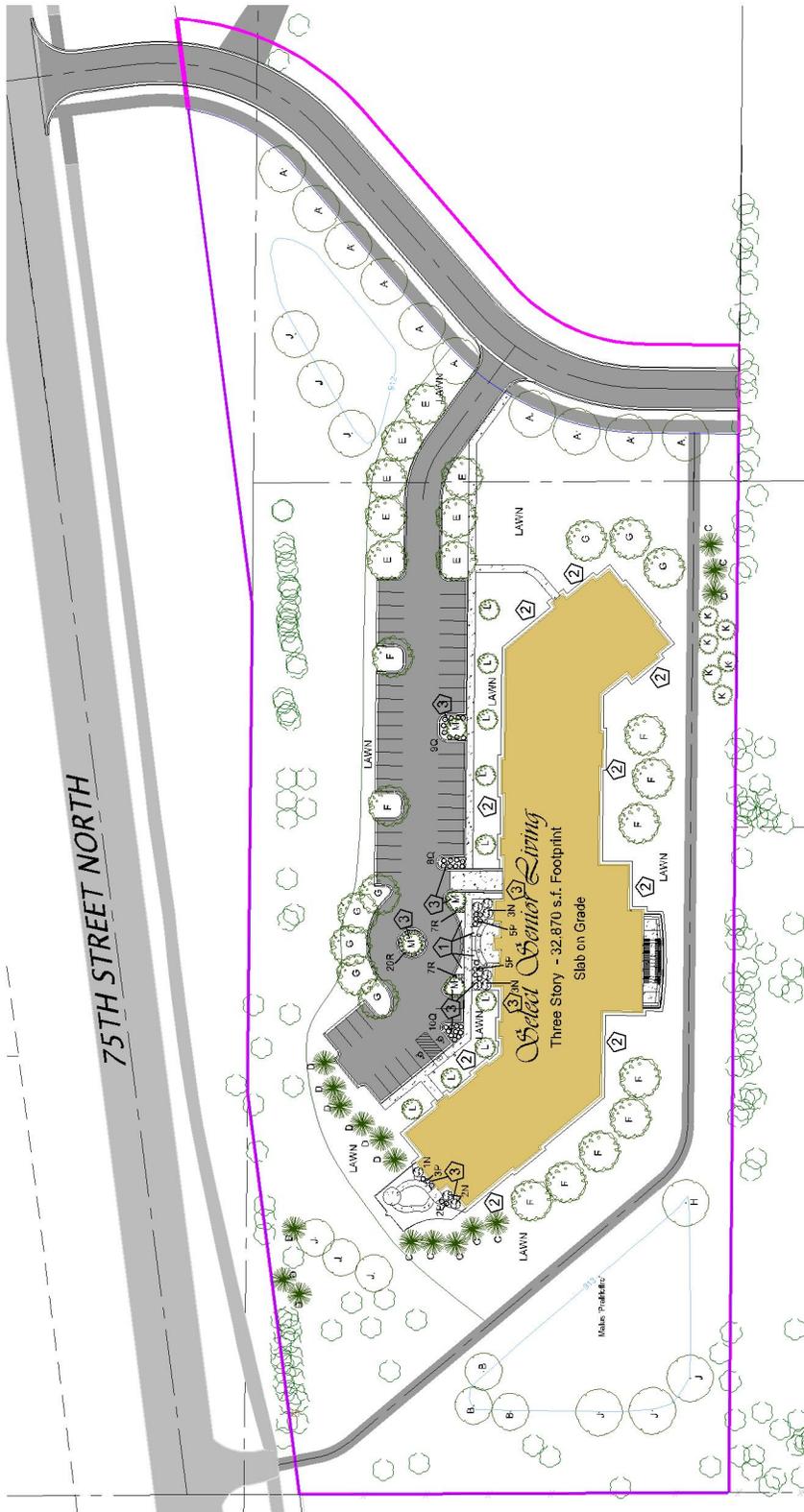
- Road centerlines**
- Zoning Districts**
- A-P, Agricultural Preservation
 - RA - Single Family Residential
 - RB - Two Family
 - TR, Traditional Residential
 - LR, Lakeshore Residential
 - CR, Cottage Residential
 - CTR, Cove Traditional Residential
 - CCR, Cove Cottage Residential
 - CTHR, Cove Townhouse Residential
 - TH, Townhouse
 - RCM - Medium Density Residential
 - RCH - High Density Residential
 - VC, Village Commercial
 - CA - General Commercial
 - CBD - Central Business District
 - BP-C, Business Park - Commercial
 - BP-O, Business Park - Office
 - BP-I, Business Park - Industrial
 - IB - Heavy Industrial
 - CRD - Campus Research Development
 - PA - Public Administration
 - PROS - Park, Recreation or Open Space
- Public Works Facility**
- ROAD
 - Railroad
 - WATER
- Property outside of City**
- St. Croix River





Select Senior Living Neighborhood Map





Notes

- 1) ALL PLANTING BEDS SHALL RECEIVE MIN. 4" TOPSOIL, HEAVY LANDSCAPE FABRIC, AND BROWN METAL EDGING WHERE MULCH IS TO BE APPLIED. MULCH SHALL RECEIVE A MINIMUM OF 2" OF TOPSOIL AND HIGH AND SOAK.
- 2) EXISTING SITE SHALL BE PREPARED, DEMONSTRATED BY CONTRACTOR.
- 3) ALL TREES SHALL RECEIVE 1.5 CU. YD. OF MULCH, MOUND UP AROUND TREE.
- 4) BUILDING CONTRACTOR SHALL INCLUDE COST OF ELECTRICAL AND PLUMBING FOR INSTALLATION OF IRRIGATION SYSTEM. IRRIGATION CONTROL BOX SHALL BE BY LANDSCAPE CONTRACTOR.
- 5) ALL RESTORED AREAS SHALL BE SEEDING AS DIRECTED BY THE EROSION CONTROL PLAN.

Legend

- EXTERIOR PROPERTY BOUNDARY
- PROPOSED DECIDUOUS TREE
- PROPOSED CONIFEROUS TREE
- PROPOSED SHRUB
- PROPOSED CONFEROUS SHRUB
- 1 GALLON PERENNIAL
- EXISTING TREE

Plant Name	Latin Name	Quantity	Size	Type
A. Red Maple	Acer Rubrum	10	2-1/2" DIA.	B+B
B. Northern Pin Oak	Quercus elipoidalis	8	8-FOOT	B+B
C. Red Pine	Pinus resinosa	10	8-FOOT	B+B
D. Black Hills White Spruce	Picea glauca	9	8-FOOT	B+B
E. Redwood Linden	Tilia americana Redmond	8	2-1/2" DIA.	B+B
F. Imperial Honeylocust	Gleditsia tricanthos 'Impoco'	6	2-1/2" DIA.	B+B
G. Gollum Norway Maple	Acer platanoides 'Gollumers'	8	2-1/2" DIA.	B+B
H. Golden Weeping Willow	Salix alba 'Tristis'	1	2-1/2" DIA.	B+B
I. Heritage River Birch	Betula nigra 'Heritage'	1	2-1/2" DIA.	B+B
J. Austrian Pine	Pinus nigra	4	8-FOOT	B+B
K. Prairie Fire Flowering Crab	Malus 'Praefire'	4	2-1/2" DIA.	B+B
L. Norway Spruce Tree Elitc	Syringa reticulata 'Jenny Silk'	4	2-1/2" DIA.	B+B
M. Black Norway Spruce	Syringa reticulata 'Black Diamond'	4	2-1/2" DIA.	B+B
N. Blue Chip Juniper	Physocarpus horizontalis 'Blue Chip'	15	#5	Container
O. Strawberry Candy Daylily	Sparganium betulaefolia 'Tar'	27	#5	Container
P. Strawberry Candy Daylily	Hemerocallis 'Strawberry Candy'	34	#1	Container

Site Notes

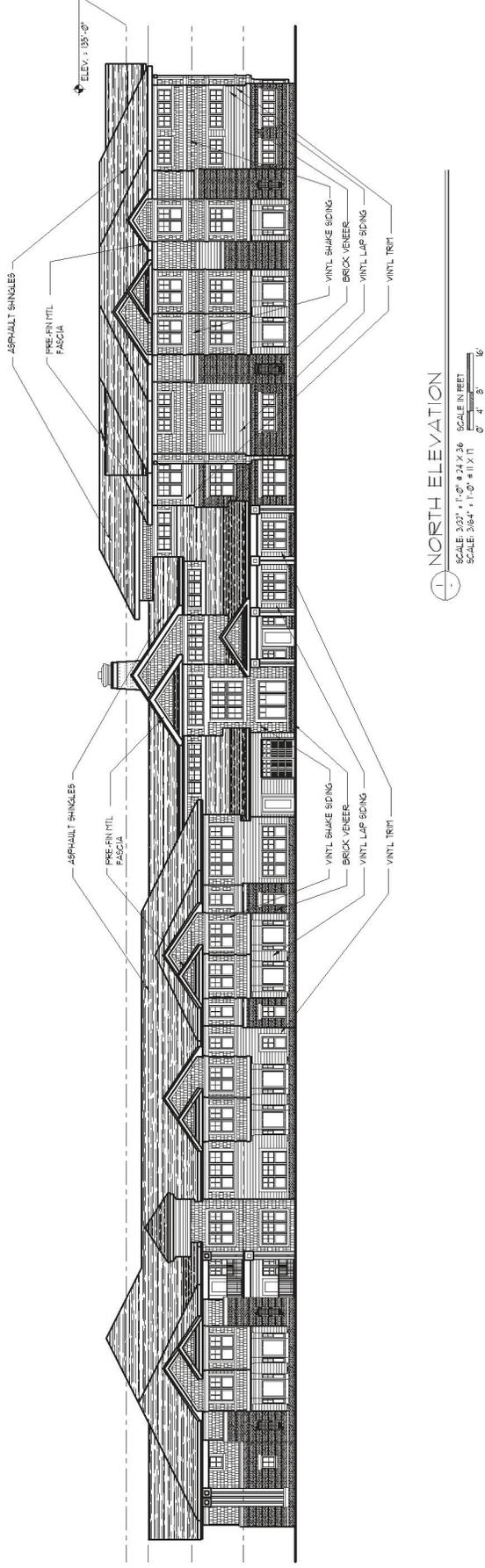
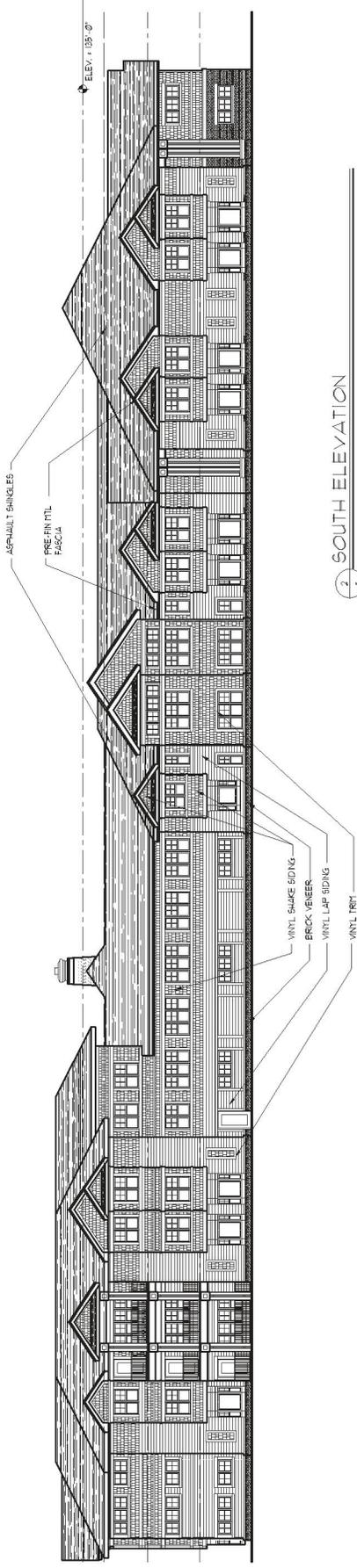
- 1) ANNUAL PLANTING BED
- 2) SEED BEDS SHALL RECEIVE 2" TOPSOIL, HEAVY LANDSCAPE FABRIC, AND BROWN METAL EDGING. MULCH SHALL RECEIVE 2" OF TOPSOIL AND HIGH AND SOAK.
- 3) EXISTING SITE SHALL BE PREPARED, DEMONSTRATED BY CONTRACTOR.

NOT TO BE
 USED FOR
 CONSTRUCTION
 08-12-09

SELECT SENIOR LIVING - STILLWATER

XXXXXX
 STILLWATER, MN

A3.1
 PROJECT: 08-07
 ELEVATIONS



SELECT SENIOR LIVING - STILLWATER

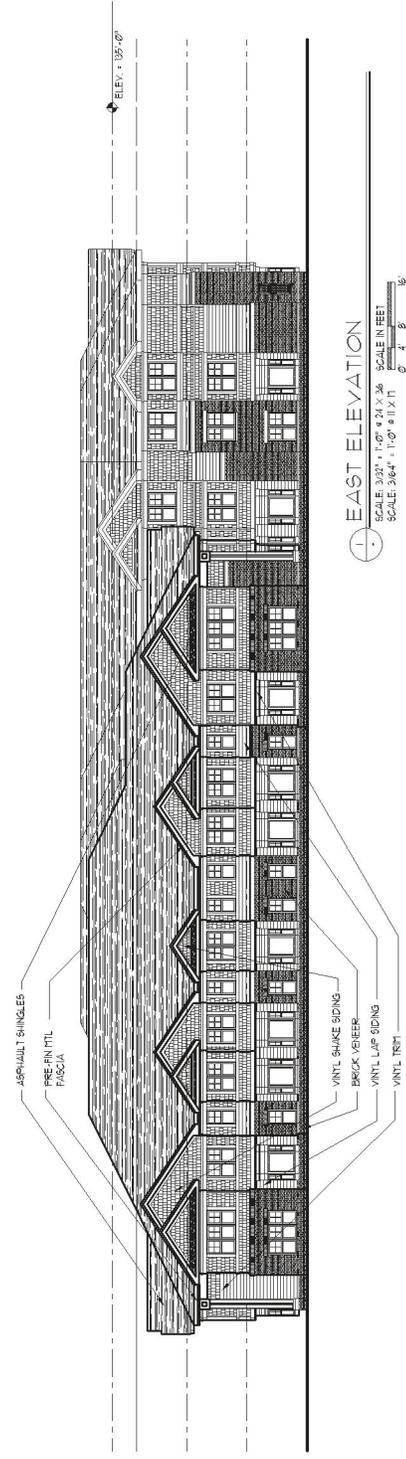
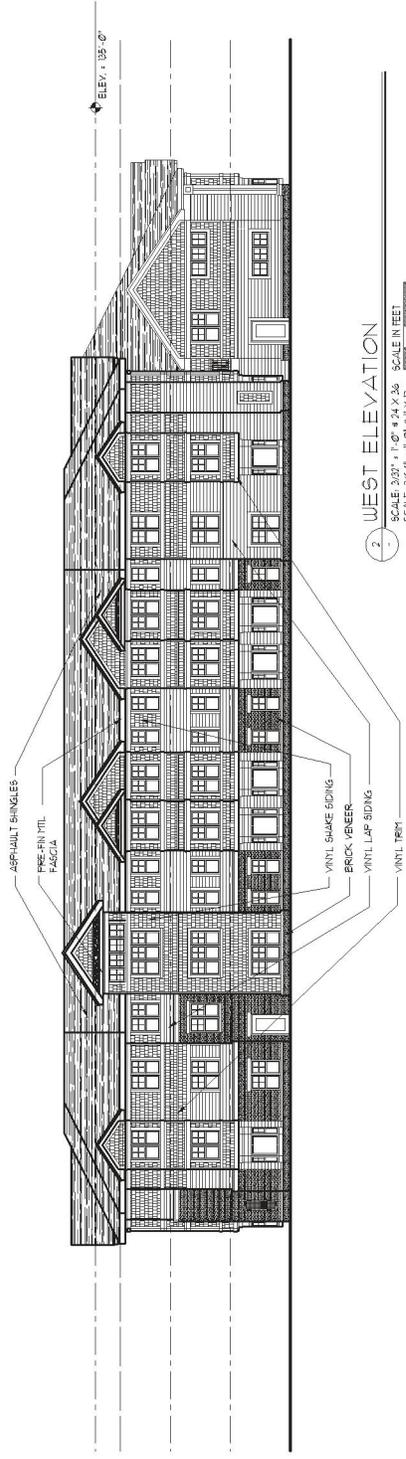
STILLWATER, MN
XXXXXX

A3.2

PROJECT # 09-01
ELEVATIONS

DBA architects
7310 HUDSON BLVD. N., SUITE 230
CARDALE, MN 55128 PH: (651) 714-1115 FAX: (651) 725-1228
www.dbaarchitects.com

NOT TO BE
USED FOR
CONSTRUCTION
09-1-20





MEMORANDUM

TO: Parks and Recreation Commission

FROM: Tim Moore, Superintendent of Public Works *T.M.*

DATE: July 25, 2014

SUBJECT: Commercial Use of Public Facilities

BACKGROUND

At the June 23, 2014 Parks and Recreation Commission meeting, the Commission was given information in their packet to review Commercial Use of Public Facilities. Staff has been researching policies used by different government agencies and has recreated a rough draft for commercial use language.

DISCUSSION

The following items are key points for discussion

- Should Commercial Use of Public Facilities be allowed?
- Should non-profit and for-profit businesses or organizations be expected to follow the same rules?
- What will the review process be? Is this intended to be an administrative review? Or maybe Council or Park Commission review with approval the first year and then staff approve for each subsequent year if the use doesn't change?
- Fee basis ie. impact based.

Parks and Recreation Commission should review the attached proposed Commercial Recreational Use Permit language and provide input.

COMMERCIAL RECREATIONAL USE PERMIT

Commercial Recreational Use Permits are authorizations which allow specified recreational use of the public lands¹ or related waters. Commercial Recreational Use is defined as recreational use on public lands or related waters for business or financial gain. When any person, group, or organization makes or attempts to make a profit, receive money or other compensation, amortize equipment, or obtain goods or services, as compensation from participants in recreational activities occurring on public lands is considered commercial recreational use.

Commercial Recreational Use Permits are issued as a means to manage visitor use, protect public open space and natural and cultural resources, yet still provide a mechanism to accommodate commercial recreational uses on public property. Objectives of the Commercial Use permitting system are to satisfy commercial recreational demand within allowable use levels in an equitable, safe, and enjoyable manner while minimizing adverse resource impacts and user conflicts.

The City of Stillwater has discretion whether to issue a Commercial Recreational Use Permit based on the following factors: conformance with laws and land use plans, public safety, conflicts with other users, resource protection, and public interest served.

Commercial Recreational Use Permits are required if any business or organization is charging customers a fee and involving use of public lands or facilities. Examples of Commercial Recreational Use:

- Guided walks or tours
- Guided angling
- Professional dog training
- Fitness or recreational classes
- Recreational equipment rentals or services (must also obtain License Agreement) ie: biercycle, segways, bike rentals, canoe/kayaks/paddle boards rentals, etc.

The following types of uses on public lands are excluded from Commercial Recreational Use Permitting and must obtain other required permits or City agreements:

1. Recreational leagues using fields
 - a. Those that are allowed must obtain a Park Reservation Permit.
2. Public recreational events on public land (running races or walks, bike races, swimming event, etc.)
 - a. Those that are allowed must obtain an Event Permit/Contract
3. Private events on public land (company ball game, horseshoe tournament)
 - a. Those that are allowed may be required obtain a Park Reservation Permit.
4. Film production
 - a. Those that are allowed must obtain a Motion Picture Production permit

¹ Excluding public parking lots and public on-street parking spaces, the non-public use of which must be reviewed by the Stillwater Parking Commission and approved by the City Council.

5. Non-recreational commercial use (ie. religious, political, social or other ideological belief organizations, popcorn wagon, horse carriage, gondola, or bicycle taxi)
 - a. Those that are allowed must obtain a Special Use Permit or other City agreements or licenses as applicable.
6. Vending from a non-permanent structure (ice cream truck, door to door sales, food truck)
 - a. Those that are allowed must operate under the auspices of an Event Permit or a Peddlers License.

Permit Fees

Permit Application fee: \$ _____

Commercial Recreational Use Fee: \$ _____

Terms of Permit

A permit may be for a single event or a specified time. Multi-year permits for a previously approved permit are encouraged if the following conditions are met: the purpose of the permit remains unchanged, the approved activity site or route does not change, the logistical support remains unchanged, environmental conditions do not change significantly, activity remains consistent with land use plans, laws and regulations, the previous years permitted activity complied with the permit stipulations, the permittee is in good standing on all other permits (if applicable) and fees. The Commercial Recreational Use Permit is contingent upon the permittee complying with all other local city, county and state requirements. Permittee shall research what permits or licenses are required for their individual situation.

Having a commercial recreational use permit will not exclude any general public in the area from participating. Example: A visitor in the park noticing a fitness group, the visitor may join the group without permission and follow along for free.

The City of Stillwater Public Works Department maintenance, approved programs, park/recreation reservations or special events will have priority for use of public land, park areas or related water. Use is conditional based on weather conditions and maintenance practices.

The City of Stillwater may amend, suspend or cancel a Commercial Recreational Use Permit if necessary to protect public health, public safety, the environment, or if the permittee violates permit stipulations.

Anyone using public land must not: fail to obtain a Commercial Recreational Use Permit, pay required fees, violate the conditions of a permit or fail to show a copy of the commercial recreational use permit upon request.

Plus add the following language the city has already established on:

- No Advertising language
- Insurance Requirement language
- Cleaning/trash language
- Fee collection/payment language