



**CITY OF LONG LAKE
PLANNING COMMISSION MEETING MINUTES
March 8, 2011**

CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Chair Pro Tem Loosen.

Present: Committee Members Kelly, Hughes, Loosen, Stephenson; City Councilmember Skjaret; City Administrator Post; and Planning Consultant Perry.

Absent: Chair Crump.

APPROVE AGENDA

Commissioner Kelley moved to approve the agenda as presented. Commissioner Hughes seconded. Ayes: all.

CONSENT AGENDA

A. Approve Minutes of the February 8, 2011 Planning Commission Meeting

Commissioner Hughes moved to approve the Consent Agenda as presented. Commissioner Stephenson seconded. Ayes: all.

City Administrator Post pointed out that Chair Crump was unable to attend the meeting and Commissioner Loosen would be acting as Chair Pro Tem.

OPEN CORRESPONDENCE

Chair Pro Tem Loosen invited residents to come forward at this time and address the Planning Commission on items that are not on the regular agenda.

NEW BUSINESS

A. Planning Case #2011-01 Public Hearing for Western Hennepin County Pioneers Museum PUD Amendment to Construct a Storage Shed

City Administrator Post advised that Planning Consultant Perry would be reviewing this agenda item.

Planning Consultant Perry said this case has had a complicated history but this request is relatively straight forward. She explained in 2008 the City approved two PUD Master

Development Plans. For the new Planning Commissioners, she noted that this is a PUD zoning district where there is negotiation between the city and applicant in which they try to follow the downtown design guidelines. Planning Consultant Perry stated in 2008 the Pioneers Museum approached the City to build an addition to the building that would replace some of the storage lost from the Highway 12 Bypass project. She said the PUD would be for the parking lot improvements and access point changes. Since that time the building addition changed to a free standing building that would house museum artifacts from other storage buildings taken during the road project. Planning Consultant Perry stated this would allow the museum to bring back many of the display items onto the museum property.

Planning Consultant Perry stated that the final site and building plan requirements that apply to this project meets all the requirements of the PUD District. She recommended approval of the recommendation to the City Council of the amendment and the final site plan review. She noted when this goes to the City Council a resolution will be prepared with conditions of the approval.

City Administrator Post pointed out that prior to this land use application coming forward, a representative from the museum met with city staff and one of the challenges addressed was that to have a large enough structure to allow for viewing would have required the building to be sprinkled which was in conflict with available funding resources. He said one of the tradeoffs was down sizing the building to meet the building permit requirements for no fire sprinklers. He stated the storage items in the new structure would not be able to be viewed by the public as a display.

City Councilmember Skjaret clarified that if the applicant would add sprinklers at a later time the public would be able to view the items. City Administrator Post responded affirmatively. He stated this is an interim solution and that the museum may still plan for future expansion with a successful building capital drive.

Commissioner Kelley clarified the building is not currently built and would be built as a storage facility to house display items that the public could not view.

Chair Pro Tem Loosen clarified the new storage area would be a staging area to rotate display items in the main museum viewing area.

Chair Pro Tem Loosen opened the public hearing 6:40 p.m.

City Councilmember Skjaret said this is very similar to a project previously approved. He asked if a walking path along the creek could be part of this application. The applicant said there wasn't any resolution on the previously discussed walking path. City Councilmember Skjaret said that it maybe something to consider in the future. Planning Consultant Perry stated she found an email in the file from the Minnehaha Creek Watershed District and a previous city planner indicating it would be difficult to create a walking path end point because of the ditch so the walking path was left as an unsolvable issue.

Chair Pro Tem Loosen closed the public hearing at 6:42 p.m.

Commissioner Hughes moved to recommend that the City Council amend the Planned Unit Development (PUD) Master Plan for Western Hennepin County Pioneer Museum with six conditions as detailed in staff's report. Commissioner Kelley seconded. Ayes: all.

Commissioner Kelley moved to recommend that the City Council approve the Final Site and Building Plan Review for a storage shed for the Western Hennepin County Pioneer Museum with the same six conditions as the amendment to the PUD. Commissioner Hughes seconded. Ayes: all.

City Administrator Post noted this will be on the March 15th City Council agenda.

B. Discussion of Creating Implementation Plan to Accomplish 2011 Work Plan Task of Incorporating "Green Technology" Amendments into the Zoning Code

City Administrator Post explained that the bench handout on this subject was a 2009 memorandum from consultant planner Perry that discussed various aspects of green technology for Zoning Ordinance amendment consideration. He noted the City Council had identified green technology ordinance amendments as a 2011 work plan goal of the Planning Commission. He indicated that the Council wished to review Planning Commission draft results within a 120 day window. City Administrator Post asked the Commissioners to develop a plan to accomplish the Council goal request.

Commissioner Kelley asked what planning consultant Perry's role would be. City Administrator Post stated his understanding was that the primary research "homework" responsibility would be at the Commission level and that consultant Perry was not tasked to deliver an initial ordinance draft to the City Council.

Commissioner Kelley asked what the budget is. City Administrator Post said this was not a dollar budgeted item and would primarily require a volunteer time commitment on behalf of the Commissioners. He noted that publication expenses would arise from this effort.

Commissioner Hughes asked about the city attorney's role. Planning Consultant Perry said the previous city attorney had provided guidance selected property rights issues in regards raised earlier.

Chair Pro Tem Loosen noted that some of the discussion comments contained in the Ann Perry 2009 memo were based on earlier input from the Planning Commission at that time.

Chair Pro Tem Loosen and Commissioner Kelley thought a subcommittee should be formed.

Commissioner Kelley volunteered to be on the subcommittee.

City Administrator Post reminded the Planning Commission of Open Meeting Law requirements and noted the subcommittee needs to properly notice and post as to where and when the meetings will be held for general public information.

City Councilmember Skjaret agreed a subcommittee structure would work best. He said a good starting document would be obtaining a draft ordinance from the League of Minnesota Cities.

Chair Pro Tem Loosen and Commissioner Hughes said they would prefer not to be on the subcommittee.

Chair Pro Tem Loosen moved to name Chair Crump and Commissioners Kelley and Stephenson to the Green Technology Subcommittee. Commissioner Kelley seconded. Ayes: all.

City Administrator Post recommended the communication be forwarded through him for Open meeting Law compliance reasons. He said he will pass on anything he finds from the League of Minnesota Cities dealing with a model ordinance on this subject.

The Planning Commission discussed dates and times and said they would need to talk to Chair Crump to see what would work for him.

OTHER BUSINESS

Council Liaison Report

City Councilmember Skjaret reported that he was not at the previous City Council meeting.

City Councilmember Skjaret said he attended a new elected official training class a couple weeks ago hosted by the League of Minnesota Cities and they spent half a day on the Open Meeting Law.

City Councilmember Skjaret asked City Administrator Post to provide an update on Elite Auto as he was not at the work session when the Elite Auto preliminary plan was discussed. City Administrator Post explained that the Fire Chief commented on the adequacy of the fire lanes, the business discussed putting an extension above the west gate to screen inventory racking in the rear of the property, and that the business use of outside storage boxes presented both a short term storage problem and a possible long term opportunity to reevaluate site inventory needs. City Administrator Post said the City Council directed the Fire Chief to go back and do a fire inspection per the existing

fire code laws in 1985. He said the other outcome the City Council wanted to see was at the end of a typical business day a maximum total of 16 vehicles for sale should be in the front lot. City Administrator Post stated that the business will come back with a revised site plan, implementation timetable, and results of the fire inspection results in accordance with the standards in effect in 1985.

City Councilmember Skjaret said there has to be a site plan that will be accountable.

The Planning Commission talked about the Elite's inventory of panel doors. Commissioner Kelley asked if the panel doors could be moved to another site. Chair Pro Tem Loosen said he used to work there and there isn't enough room at the other location either.

City Councilmember Skjaret reported that Farrington's Gift Shop will be moving to Excelsior. He noted the family has been in business in Long Lake for many years.

Commission Member Business

Commissioner Stephenson asked about the dog park and landlord licenses which were mentioned at the last meeting. City Administrator Post said the dog park topic will be evaluated by the Park Board. Councilmember Skjaret said that, with regards to the landlord licenses, the City Council discussed considering requiring landlords to be registered to do business so they know who lives here and to find out who is renting. Commissioner Stephenson noted there is a one time fee for landlords in Minneapolis of \$1,000 and they have to take a class.

City Administrator Post said the City continues to work on sanitary sewer inflow and infiltration issues resulting from private lines. He said one of the recommendations from City Council is to have staff act on a sanitary sewer point of sale ordinance that would require a compliance certificate from the city before a real estate closing.

Staff Business

City Administrator Post noted that cities are being challenged by the legislature to be more collaborative with other cities in the delivery of various municipal services.

ADJOURN

Chair Pro Tem Loosen moved to adjourn the meeting at 7:22 p.m. Commissioner Hughes seconded. Ayes: all.

Respectfully submitted,

Terry Post
City Administrator