



**CITY OF LONG LAKE  
PLANNING COMMISSION MEETING MINUTES  
AUGUST 9, 2011**

**CALL TO ORDER**

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

Present: Committee Members Crump (arrived at 6:37 p.m.), Hughes, Kelley, Loosen, and Stephenson; City Administrator, Terry Post; and City Councilmember Skjaret.

Absent: None.

**APPROVE AGENDA**

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

**CONSENT AGENDA**

**A. Minutes of the July 12, 2011 Planning Commission Meeting**

Chair Pro-Tem Loosen confirmed that he was absent but noted that should be listed as an excused absence.

*Chair Pro-Tem Loosen moved to approve the Consent Agenda as amended. Commissioner Hughes seconded. Ayes: all.*

**OPEN CORRESPONDENCE**

None.

**NEW BUSINESS**

**A. Discussion Concerning Creating a Subcommittee to Study and Make Recommendations to the City Council Regarding the Development of Rental Housing Regulations**

City Administrator Post stated that the Commission had been assigned two items to focus on this year by the City Council, green technologies and rental housing regulations. He noted that the Commission had already completed the discussions and made recommendations to the Council regarding green technologies and should now focus on the development of rental housing regulations. He stated that there is not direction from the Council at this time as the Council was not able to discuss the item at the last Worksession.

Councilmember Skjaret confirmed that the Council was not able to discuss the rental housing regulations, but stated that he was able to gather comparison information from some neighboring communities which the Commission could review.

Chair Crump arrived at 6:37 p.m.

Commissioner Kelley asked for clarification on items which may be included in the rental housing regulations.

Councilmember Skjaret briefly summarized items which may be included in the regulations including maintenance, compliance with City code, a licensing program and fees which would be associated with licensing. He stated that the focus of the Commission at this time should be to review the licensing programs used in other cities and suggestions for a rental licensing program which could be implemented in Long Lake.

City Administrator Post noted that public safety is also a reason for licensing rental properties and provided an example in which there was a problem at a house and the owner had to be notified. He explained that licensing would provide contact information for the actual homeowner, as that particular homeowner lives out of state.

Commissioner Stephenson stated that it would be helpful for the Subcommittee to know how aggressive the Council would like to be in regard to enforcement and inspections.

City Administrator Post stated that there are a number of rental units within Long Lake and sometimes utility billing can be an issue. He stated that some cities allow billing directly to the tenant while other cities require that the homeowner be billed and reimbursed by their renter. He stated that there is a high amount of renter turnover within Long Lake and staff is constantly generating final utility bills, which causes additional work for the utility workers as they need to visit the property and read the meters.

Councilmember Skjaret stated that he would gain additional direction from the Council at the next Worksession meeting and noted that in the time between this meeting and the September meeting of the Commission, the Subcommittee should continue to gather information regarding rental housing regulations and licensing programs including those used by other cities.

Chair Crump questioned where the line should be drawn to protect the privacy of the renters, as in the current economy there are people who were unable to buy homes or have lost their homes and are now renting. He stated that it may not be the business of the government to know whether someone is renting or owns the home.

Commissioner Stephenson stated that not everyone renting has had problems because of the economy and explained that some people simply choose to rent, and others are in the area temporarily for work and choose to rent. He stated that in his opinion when a property is rented that home becomes a business and there are regulations which ensure the safety of the renter and compliance of the landlord. He believed that utility bills should be sent to the landlord and they can then pass that onto the renter.

Chair Crump also believed that utility bills should not be sent to individual renters. He stated that when the Subcommittee reviews this item consideration should be given to the larger picture.

Councilmember Skjaret summarized the additional steps which would be taken by the Council following the recommendations from the Commission, including a public hearing.

Lisa Peilen, of the Minnesota Housing Association (MHA), addressed the Commission and summarized the mission of the organization, including public education. She explained that she works directly with City Councils to provide assistance, and would be glad to provide information which could assist in the development of the rental housing regulations for Long Lake. She explained that cities across the Metro area have different guidelines for rental housing and could supply comparison information which the Subcommittee could review. She stated that she would love to be a resource which could assist in this process.

Commissioner Stephenson stated that he has used the MHA as a resource in the past and agreed that the organization provides great assistance.

Chair Pro-Tem Loosen questioned if the Subcommittee should schedule a meeting for discussion. He confirmed that members of the Subcommittee will check their schedules and contact City Administrator Post for agreement on a date.

## **OTHER BUSINESS**

### **Council Liaison Report**

Councilmember Skjaret provided an update on the previous meeting of the City Council. He noted that the Green Technologies Ordinance were passed and highlighted changes which were made by the Council. He thanked the Commission for their hard work on the Ordinance. He stated that the Tobacco Free Ordinance was also passed at the meeting, and stated that Tobacco Free Youth would be providing signs which could be posted along trails and in parks. He stated that direction was given at the meeting for the Park Commission to move forward on the creation of a seasonal dog park in Long Lake. He noted that direction was also given to staff and the Park Commission to improve the boat parking at Nelson Lakeside Park.

### **Commission Member Business**

None.

### **Staff Business**

City Administrator Post stated that the Council would be meeting with representatives of Elite Auto to continue discussions.

## **ADJOURN**

*Chair Pro-Tem Loosen moved to adjourn the meeting at 7:18 p.m. Commissioner Hughes seconded. Ayes: all.*

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Respectfully submitted,

Terry Post  
City Administrator