



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

**CALL TO ORDER**

The meeting was called to order at 6:30 p.m. by Chair Crump.

Present: Committee Members Crump, Kelley, Loosen, and Stephenson; City Administrator, Terry Post; Planning Consultant, Ann Perry, and City Councilmember Chillstrom.

Absent: Commissioner Hughes (excused).

**APPROVE AGENDA**

*The agenda was approved as presented.*

**CONSENT AGENDA**

**A. Minutes of the October 10, 2011 Planning Commission Meeting**

Commissioner Kelly noted on the second page, the fourth paragraph, it should state, "Commissioner Kelley believed the next step would be for staff to develop a draft ordinance and registration process."

*Commissioner Loosen moved to approve the Consent Agenda as amended. Commissioner Stephenson seconded. Ayes: all.*

**OPEN CORRESPONDENCE**

None.

**NEW BUSINESS**

**A. Presentation by Subcommittee Regarding Draft Rental Housing Ordinance**

City Administrator Post summarized the results of the last subcommittee work session meeting and advised that Commissioner Kelly composed the draft Ordinance included in the packet. He noted that, if the Commission does not have any issues with the draft Ordinance, the next step would be to present the draft to the City Council; with the following step to be a public notification and first reading of the Ordinance.

Commissioner Kelly explained that she drafted the proposed Ordinance using the Ordinances used by the cities of Apple Valley and Egan. She briefly reviewed the draft Ordinance and asked for any suggestions or additional information that the other Commission members would like to include. She stated that the draft proposes a voluntary registration.

City Administrator Post confirmed that, in the current draft, a change in tenant would trigger a new submittal as written.

Commissioner Stephenson stated that he would suggest only one submission per building, rather than per tenant. Commissioner Stephenson stated that the owner of the property would know all of the tenants and staff could contact the owner to gain the information if needed.

Lisa Peilen, of the Minnesota Housing Association (MHA), stated that some cities require a property owner to have a register of tenants available for the City to view if needed.

Commissioner Kelly confirmed that the language, "maintain a current register of tenants" would be added to the draft.

Chair Crump stated that he did not believe that the registration process should apply to an owner-occupied property, such as a mother-in-law apartment.

City Administrator Post referenced a sublet situation and questioned how the draft would apply to that situation.

Commissioner Stephenson stated that the owner would simply update the register of tenants.

Commissioner Kelly continued to review the draft with the Commission and integrated suggestions of Commission members.

Chair Crump confirmed that the next step would be for the Council to review the draft Ordinance.

City Administrator Post stated that the item would be scheduled to be reviewed by the Council at their next work session meeting. He explained that he would like to move this forward as soon as possible in order to implement the process by January 1, 2012.

## **OTHER BUSINESS**

### **Council Liaison Report**

City Administrator Post stated that there have been a few positive developments in the 2012 budget process and noted that health care renewal premiums had been reduced and therefore had a positive effect on the budget. He stated that the Met Council Environmental Services Division has allowed an extension of one year in regard to the sanitary sewer inflow and infiltration improvements program, and explained that an earlier proposed rate increase recommendation for city sanitary sewer customers would be reduced from 15 percent to approximately nine percent.

### **Commission Member Business**

Chair Crump stated that the public works facility does not look aesthetically pleasing from the Hwy 12 Bypass and believed that the area should be screened, possibly with fencing.

City Administrator Post was unsure that a fence would be appropriate as the MnDOT parcel located south of the public works facility currently used for snow storage in the winter.

Chair Crump referenced the Tonka Auto & Marine parcel and believed that the amount of outside storage exceeds the limit set by the City.

City Administrator Post stated that a letter had been sent to the business which would expire the following day and advised that a second letter would be issued to the business to reduce the amount of outside storage to the 25% maximum referenced in the zoning code.

Chair Crump stated that the Long Lake Rowing Club may be interested in the Billy's Lighthouse property for their club.

Councilmember Chillstrom stated that the coyote problem was a large discussion item at the recent Council meetings.

**Staff Business**

City Administrator Post stated that a meeting of County assessors took place recently and advised that the 2012 market valuation payable in 2013 of townhomes would be reduced an average 16 percent on a County-wide basis.

**ADJOURN**

*Commissioner Kelly moved to adjourn the meeting at 7:33 p.m. Commissioner Stephenson seconded. Ayes: all.*

Respectfully submitted,

Terry Post  
City Administrator