



**CITY OF LONG LAKE
PLANNING COMMISSION MEETING MINUTES
JANUARY 10, 2012**

OATH OF OFFICE

City Administrator Post administered the oath of office to new Commission member Bob Erickson.

CALL TO ORDER

The meeting was called to order at 6:32 p.m. by Chair Crump.

Present: Committee Members Crump, Hughes, Kelley, Erickson, and Stephenson; City Administrator, Terry Post; and City Councilmember Skjaret.

Absent: None.

APPROVE AGENDA

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

CONSENT AGENDA

A. Minutes of the December 13, 2011 Planning Commission Meeting

Commissioner Hughes moved to approve the Consent Agenda as amended. Commissioner Kelley seconded. Ayes: all.

OPEN CORRESPONDENCE

None.

NEW BUSINESS

A. Discussion of Open Meeting Laws

City Administrator Post explained the open meeting laws which apply to the members of the Planning Commission, noting that multiple party phone calls or chain e-mails may also violate the law if a quorum of the Commission is in the communication loop. He suggested that all communications intended for the entire Commission go through him to prevent violations. He confirmed that three Commissioners would institute a quorum.

B. Discussion of Planning Commission 2012 Chair Pro-Tempore Appointment

Chair Crump explained that this position would take his place should he not be able to attend a meeting.

Commissioner Kelley volunteered for the position.

Commissioner Stephenson moved to recommend that Commissioner Carol Kelley be appointed as Chair Pro-Tempore for 2012. Commissioner Hughes seconded. Ayes: all.

C. Discussion of Planning Commission 2011 Work Plan

City Administrator Post stated that the City Council would be holding their annual retreat later this month to discuss priorities for 2012. He asked that any suggestions be forwarded to him for consideration and discussion by the Council.

Commissioner Kelley confirmed that additional work maybe required on the recently adopted rental housing ordinance during 2012 after compliance evaluation.

City Administrator Post discussed home sales and whether the sanitary sewer private line condition should be required to be disclosed during that process. He stated that staff would be drafting a proposed "Point of Sale" Ordinance during 2012 which the Planning Commission would be able to review.

Chair Crump suggested that such a "Point of Sale" Ordinance be more encompassing in regard to what should be disclosed during the sale of a home.

City Administrator Post asked that the Commission continue to think about priorities for the upcoming year and advised that additional work plan information from the Council may be available for discussion at the next Commission meeting.

Chair Crump stated that he would like the Commission to be involved with discussions regarding the Hennepin County Wayzata Blvd turnback project and the landscaping.

Councilmember Skjaret stated that he did not think that there would be many planning cases which should allow the Commission to continue to work on Ordinances. He suggested that the Commission review the Lakeshore Noise Ordinance, as the lake will be used for many activities this summer. He also suggested that the Commission discuss setbacks and zoning laws.

OTHER BUSINESS

Council Liaison Report

Councilmember Skjaret highlighted aspects of the last Council meetings and worksessions. He advised that the Council made appointments to vacant positions on City Commissions, discussed the possibility of the replacement of some waste water lines on Brimhall and Tamarack Avenues, approved the 2012 levy, approved an expansion of a non-conforming use status for Elite Auto, and approved a Utility Agreement with the City of Orono to provide services to two new subdivision developments within Orono. He stated that Casey's Market

had interest in the Kenny's Market site but noted that the Council does not believe that location is the right fit for that type of business. He noted that a Cooperative Agreement was signed with MnDOT in regard to partial reimbursement for the emergency access gate which the City constructed, and confirmed that the Council would be meeting on January 21st to hold their annual retreat and planning session.

Commission Member Business

Commissioner Hughes commended the repair work which was done on the noise wall on Highway 12 by MnDOT.

Commissioner Stephenson questioned if a plan was developed for Tonka Auto and Marine.

City Administrator Post stated that item will be discussed by the Council at the meeting on January 21st as no action had been taken aside from the notices sent by the City to the business.

Staff Business

City Administrator Post stated that he had been out of the state since December 31st and today was his first day back at City Hall.

ADJOURN

Commissioner Stephenson moved to adjourn the meeting at 6:57 p.m. Commissioner Hughes seconded. Ayes: all.

Respectfully submitted,

Terry Post
City Administrator