



**CITY OF LONG LAKE
PLANNING COMMISSION MEETING MINUTES
SEPTEMBER 11, 2012**

CALL TO ORDER

The meeting was called to order at 6:34 p.m. by Chair Crump.

Present: Committee Members Crump, Hughes, Erickson, and Stephenson (arrived at 7:43 p.m.); City Administrator, Terry Post; Planning Consultant, Ann Perry, and City Councilmember Skjaret.

Absent: None.

APPROVE AGENDA

City Administrator Post noted that Commissioner Kelley submitted her resignation, which the Council has accepted, and advised that notice of the position opening has been posted. He reported that Commissioner Kelley was the Chair Pro-tem and suggested that the Board consider a replacement for that position at the next meeting. He referenced item 5C, Planning Case #2012-06: 2465 W. Wayzata Blvd, Donny Mark/10 Dome Outdoor Field CUP, and advised that the applicant has asked to table this request until the October meeting of the Planning Commission due to personal scheduling conflicts.

Commissioner Hughes moved to approve the agenda as amended. Commissioner Erickson seconded. Ayes: all.

CONSENT AGENDA

A. Minutes of the July 10, 2012 Planning Commission Meeting

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

OPEN CORRESPONDENCE

None.

NEW BUSINESS

A. Planning Case #2012-04: 1605 W. Wayzata Blvd, John & Lisa James Sign Variance Request

City Planning Consultant Ann Perry stated that the sign regulations do not allow roof top signs. She referenced the building located at 1605 W. Wayzata Boulevard and noted that the building mansard roof does not easily allow for wall signage. She explained that the

Council previously allowed up to five signs for the building, permitting that the signs to do not exceed a specific area. She explained that if a variance is not used within one year, the approval becomes void and noted that only three signs had been installed. She advised that the applicant would like the approval to add two additional signs, which would bring the total to five signs. She reported that the original approval was somewhat vague and recommended that the conditions and finding of fact be incorporated into the variance as well.

Chair Crump confirmed that two of the existing signs would remain in the same space (Founding Fathers and Seattle Sutton's).

Chair Crump opened the public hearing at 6:43 p.m.

Commissioner Stephenson arrived.

John James, the applicant, displayed a photograph and highlighted the areas proposed for the signs to the Commission.

Chair Crump closed the public hearing at 6:45 p.m.

City Administrator Post noted that the proposed signs are unlit.

Commissioner Hughes moved to recommend that the City Council adopt a Resolution to approve a variance to allow a roof-top sign for the Lucky Dog Natural Food Business and up to two additional roof-top signs for future tenants requested by Lisa James for property located at 1605 W. Wayzata Boulevard, Long Lake with the findings of fact noted in the staff report. Commissioner Erickson seconded. Ayes: all.

B. Planning Case #2012-05: 445 Willow Drive S, Verizon Wireless 30kW Generator Installation CUP

City Administrator Post reported that this planning case was approved in 2009, but Verizon never moved forward on the project and the approval expired. He stated that Verizon would like to move forward at this time and noted of one change to the generator size. He explained that, in response a neighboring property noise concern, the engineer has worked with Verizon to find a different generator which produces lower decibels.

City Planning Consultant Perry stated that the site has already been planned and the only item missing is the installation of the generator. She stated that the site complies with the regulations from the previous approval and therefore staff is very comfortable with the request.

Commissioner Hughes referenced the statement included, which specified a coordination of weekly maintenance with the St. George Cemetery.

Chair Crump opened the public hearing at 6:50 p.m.

Dave Fischer, representing the applicant, confirmed that Verizon would work with the landowner and/or adjacent landowners to schedule maintenance and testing of the generator.

Commissioner Hughes stated that he is on the Board for the cemetery and wanted to ensure that Verizon would work to schedule maintenance activities around burials at the cemetery.

Mr. Fischer stated that the testing, or maintenance, could be scheduled to occur between the hours of 3:00 and 5:00 a.m. to avoid those situations. He stated that if he could obtain the contact information for the cemetery, he could work to coordinate with the cemetery to avoid scheduling conflicts. He noted that the construction drawings were changed from the 30kW generator to a 50kW generator, which produces less noise.

Chair Crump closed the public hearing at 6:54 p.m.

Commissioner Stephenson moved to recommend that the City Council adopt a Resolution approving an amendment to the existing conditional use permit (CUP) or an emergency generator for Verizon Wireless to allow construction of an emergency generator associated with the existing telecommunications facilities located on property at 445 Willow Drive, amending item five to include a list of contact information submitted to the City and cemetery. Commissioner Erickson seconded. Ayes: all.

Commissioner Stephenson moved to recommend that the City Council approve the site plan review for an emergency generator for Verizon Wireless to allow construction of an emergency generator associated with the existing telecommunications facilities located on property at 445 Willow Drive. Commissioner Erickson seconded. Ayes: all.

C. Planning Case #2012-06: 2465 W. Wayzata Blvd, Donny Mark/10 Dome Outdoor Field CUP

City Administrator Post reported that the applicant, Donny Mark, submit a request to table this item until the October meeting of the Planning Commission.

This item was tabled to the October meeting of the Planning Commission including the Public Hearing.

D. Review and Comment on Virginia Avenue Parcel MnDOT Re-Conveyance Land Purchase

City Administrator Post provided direction for the Commission and noted that the Commission is requested to comment on whether this acquisition of property fits with the Comprehensive Plan of the City. He noted that this re-conveyance was approved by the Council at their last meeting. He stated that if clean up of the site needed because of contamination, the City will apply for brownfield funds from Hennepin County to assist in this effort.

Commissioner Hughes moved to recognize that the acquisition of the Virginia Avenue parcel fits with the Comprehensive Plan of the City. Commissioner Erickson seconded. Ayes: all.

OLD BUSINESS

A. Downtown Parking Subcommittee Recommendations – Continued Discussion

City Administrator Post noted that because Commissioner Kelley was a member of the Subcommittee and is no longer a part of the Commission, the Subcommittee is down to himself and Commissioner Erickson. He recommended that he and Commissioner Erickson meet between now and the October meeting to discuss the issue and ensure that a presentation could still be made to the Commission at the October meeting.

Chair Crump wondered if a parking count could be done during the Thanksgiving to Christmas shopping season. He noted that the holiday season sees the highest levels of traffic and believed it would be beneficial to count the vehicle traffic at that time.

City Councilmember Skjaret stated that the Council would like to see if there is street parking available that is not being utilized, or is underutilized. He noted that another aspect discussed has been whether additional signs should be posted that limits boat trailer parking.

OTHER BUSINESS

Council Liaison Report

Councilmember Skjaret provided an update on recent Council business including the re-conveyance of the Virginia Avenue property. He explained that those Councilmembers who had opposed the idea were persuaded because of the clean-up funds that would be available from Hennepin County in the case that contamination remediation is required. He stated that four City Engineer candidates were interviewed through a RFP process and WSB & Associates was chosen. He advised that a new skid-steer loader was approved for purchase for the City due to need, favorable state contract pricing, and high resale value of the existing equipment at this time of the year. He noted that the item was originally scheduled for replacement in 2013. He also reported that the Council approved the preliminary payable 2013 at the last meeting.

Commission Member Business

None.

Staff Business

City Administrator Post noted that the former Peppercorn Grill will soon become La Bamba Mexican restaurant with grand opening planned for around October 1st.

ADJOURN

Commissioner Stephenson moved to adjourn the meeting at 7:25 p.m. Commissioner Hughes seconded. Ayes: all.

Respectfully submitted,

Terry Post
City Administrator