



**CITY OF LONG LAKE  
PLANNING COMMISSION MEETING MINUTES  
OCTOBER 8, 2013**

**CALL TO ORDER**

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

Present: Commission Members Erickson, Hughes, and Jerde; City Administrator, Terry Post; City Planning Consultant/Interim Zoning Administrator Breanne Rothstein; and City Councilmember Skjaret.

Absent: Commission Member Adams (excused) and Stephenson (unexcused).

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**APPROVE AGENDA**

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

**CONSENT AGENDA**

**A. Minutes of the September 10, 2013 Planning Commission Meeting**

Chair Erickson referenced page four, Item D, the second paragraph, the last sentence, it should state, "...prevent bus service from a bypass..."

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

**OPEN CORRESPONDENCE**

None.

**NEW BUSINESS**

**A. Introduction of New Planning Consultant/Interim Zoning Administrator Breanne Rothstein of WSB & Associates**

Planning Consultant/Interim Zoning Administrator Rothstein thanked the City for selecting WSB and stated that she is looking forward to working with the Commission. She acknowledged the large shoes she has to fill and the length of time that former Planning Consultant Ann Perry had been with the City. She summarized her background, noting that

she has been with WSB for about the past 18 months, which includes city planning. She noted that, prior to WSB, she was the City Planner for Minnetrista, which is another lake area community, and before that she was with the city of Ramsey. She stated that she is very excited to be supporting Long Lake and noted that the agenda for the next month includes two variance requests that she will assist with. She noted that she will be having a baby within the next four to six weeks and her co-worker, who is the backup WSB staff member, will assist during the next three months. She noted her co-worker also attended the Planning 101 seminars that WSB conducted this summer for the City.

**B. Discuss Future Planning Commission In-Meeting Zoning Ordinance Review Topics**

City Administrator Post noted that the Commission had discussed reviewing specific planning topics on the regular meeting agendas.

Chair Erickson discussed information regarding variances and the criteria that must be reviewed.

Planning Consultant/Interim Zoning Administrator Rothstein explained a significant change with the new state statute on granting variances is that, in the past, the criteria was that there was no reasonable use for the property without the variance but noted that now the criteria states that the variance request is for a reasonable use. She asked that the Commission keep these items in mind when they consider the variance requests the following month. She advised that another criteria would be to consider how the property is unique in that a variance could be granted in this case and not other cases.

Chair Erickson referenced a variance that was recently issued for a triangular-shaped property that did not have a typical backyard.

Planning Consultant/Interim Zoning Administrator Rothstein noted that classic cases of denial come across when the same use of the property can occur in another location on the property or with slightly different dimensions.

Council Liaison Skjaret confirmed that the new language results in the issuing of more variances.

Planning Consultant/Interim Zoning Administrator Rothstein confirmed that the lawsuit ultimately had the complete opposite result on variances and the language now matches what most cities had been doing prior to the lawsuit and moratorium.

**OTHER BUSINESS**

**Council Liaison Report**

Councilmember Skjaret reported that at the September 17<sup>th</sup> meeting the City Council adopted the RILUPA Ordinance as recommended by the Planning Commission. He advised that some of the proposed designs were reviewed for the county CSAH 112 turnback project, which includes the cost the cities of Long Lake and Orono will share. He stated that the project is estimated at about \$31,000,000 and noted that ultimately the cities portions will be less than ten percent of the cost. He advised that the project is slated to begin in 2017

and explained that if the project is stretched over a longer period the cost would increase due to construction inflation factors. He provided an update on the City Brimhall/Tamarack road construction project, noting that the project has sparked interest from private and commercial property owners in investing in their driveways and parking lots. He noted that the Council approved the hiring of WSB as the City Planning Associate. He outlined the timeline process for the hiring of a new City Administrator. He believed that a new City Administrator could come on board at the beginning of 2014.

### **Commission Member Business**

Commissioner Hughes thanked City Administrator Post for this assistance and time as this will be his last meeting with the Commission before his resignation.

Chair Erickson also congratulated City Administrator Post for his work with the City and expressed his appreciation.

### **Staff Business**

City Administrator Post recognized Chair Erickson for his idea regarding distributing Public Notices of upcoming planning cases to include the Planning Commissioners at the same time they are posted and sent for newspaper publication as an early notification method before planning meeting packets are later distributed. He stated that a portion of his job responsibilities are all accounting and financial areas and advised that, at an upcoming Council meeting, the City Council will review options for handling those duties in the interim until a new City Administrator is hired.

### **ADJOURN**

*Commissioner Hughes moved to adjourn the meeting at 7:07 p.m. Commissioner Jerde seconded. Ayes: all.*

Respectfully submitted,

Terry Post  
City Administrator