



**CITY OF LONG LAKE  
PLANNING COMMISSION MEETING MINUTES  
December 8, 2015**

**CALL TO ORDER**

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

Present: Commission Members Adams, Erickson, Hughes, and Keating; Jerde.  
City Administrator Weske; City Planning Consultant Lewis.

Absent: none.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**APPROVE AGENDA**

*Commissioner Jerde moved to approve the agenda with the above changes noted.  
Commissioner Keating seconded. Ayes: all.*

**CONSENT AGENDA**

**A. Minutes of the October 13, 2015 Planning Commission Meeting**

Chair Erickson explained that changes to the July 14, 2015 minutes should have been included in the October 13, 2015 minutes; however, they were omitted. The following points out the exact changes to the July 14, 2015 minutes in the red text.

Original paragraph:

Chair Erickson said he was disappointed to see the ordinance was approved in the PUD category – in B1 and B2 districts, adding it does not belong there. He added the PUD is really meant for larger projects and its primary purpose was to give more flexibility for land use options within the parcel. He added that the PUD was designed to give bigger developers flexibility, however they must go through a larger planning cost, and additional details in order to be approved. Chair Erickson states to put this in the same sign ordinance category with these small shops makes sense for the B1 district.

Updated paragraph:

*Chair Erickson said he was disappointed to see that the sign ordinance sets the same size standards for PUD projects as B-1 and B-2 properties.* He added the PUD is really meant for larger projects and its primary purpose was to give more flexibility for land use options within the parcel. He added that the PUD was designed to give bigger developers flexibility, however they must go through a larger planning cost, and additional details in order to be approved. *The larger commercial buildings, that are best suited to the PUD zone, can aesthetically support larger signs.*

**B. Minutes of the November 12, 2015 Joint City Council, EDA, and Planning Commission Meeting**

*Commissioner Jerde moved to approve the Consent Agenda as presented. Commissioner Adams seconded. Ayes: all.*

**OPEN CORRESPONDENCE**

None.

**NEW BUSINESS**

**A. Public Hearing: Planning Case #2015-09/Conditional Use Permit to Allow for Intensive Vegetation Clearing in a Shoreland Area for Construction of a Single Family Home, 280 Heather Lane**

City Planning Consultant Lewis presented.

Staff recommends that the Planning Commission recommend the City Council adopt a resolution to approve a conditional use permit (CUP) to allow for intensive vegetation clearing in a shoreland area for the property located at 280 Heather Lane with the findings of fact noted and expressed at the Planning Commission meeting with the following conditions:

1. Final proposed grades will be reviewed by the City Engineer with the building permit application.
2. The Applicant shall provide the City a copy of applicable Minnehaha Creek Watershed District permits prior to beginning land disturbing activities.
3. The applicant must provide a detailed plan and/or narrative to be reviewed by the City Engineer prior to building permit issuance describing the Best Management practices that will be incorporated in the development to reduce runoff volume and improve water quality.
4. The smallest amount of bare ground is exposed for as short a time as feasible,
5. Temporary ground cover, such as mulch, is used and permanent ground cover, such as sod is planted.
6. Methods to prevent erosion and trap sediment are employed, and
7. Fill is stabilized to accepted engineering standards.
8. The proper paper work is filed with Hennepin County to obtain a separate parcel identification number (PID) from the lot at 292 Heather Lane and documentation is submitted to the City prior to building permit issuance.
9. A 5-foot drainage and utility easement is recorded along the north side property line adjacent to 292 Heather Lane.
10. All hookup fees for sewer and water and the Metro SAC charge are paid at the time of building permit.

Planning Consultant Lewis noted the City Council approved the subdivision in October and a survey was submitted with the application that shows the proposed trees to be removed, grading, erosion and sediment control plan, and the footprint of the home. The proposed home complies with all required setbacks and performance standards of the T-1 and Shoreland District. Hardcover is proposed at 24.82%, however there is no maximum

impervious requirement for the R-1 or Shoreland District. The City engineer reviewed the proposed grading and erosion and sediment control plan and it appears the majority of the drainage is being directed towards Heather Lane and complied with all ordinance standards. Final grades will be reviewed by the City Engineer at time of the building permit. The Public Works Director stated soils in the area are dense yellow clay/sand mixture, which should significantly slow subsurface water movement to the neighbors to the south. The final grading plan shall be as such to not result in an increase in runoff to adjacent property owners.

Chair Erickson opened the public hearing at 6:47 p.m.

Bruce Swere, neighbor, asked about the tree preservation requirement and if the survey had been done. He added he would like to have that information to see what trees are being removed.

Planning Consultant Lewis pointed out the trees to be removed on the projected survey, and noted the property line.

Mr. Swere also asked if the City Engineer has specified how water run-off will be handled. He expressed how important it will be to have a good situation in place for the run-off, once the landscape is changed and trees removed. He noted his concern that with the trees removed, there will be no roots to absorb run-off water over time.

City Engineer LaBounty pointed out the grading plan and now the water will be moved toward the street. He added a swale will be created to collect run-off water and drain it to the street on both sides of the property. Additionally, a silk fence will be installed before tree clearing in order to keep sediment in place. This sediment drainage plan was approved by the Minnehaha Creek watershed district.

Commissioner Adams noted the plan to move the drainage and redirect it will be successful and noted he had no problem with this plan.

Mr. Swere noted his main concern is about ground saturation. He added he will want to plant trees on the property line himself, in order to create more privacy, which he will be losing with the removal of all the trees noted on the plan.

Mr. Swere was directed to contact Gronberg and Associates to see where the property line is, related to future tree planting.

Chair Erickson closed the public hearing at 6:58 p.m.

City Staff recommends that the Planning Commission adopt the conditional use permit to allow of intensive vegetation clearing in a shoreland area for construction of a single-family home at 280 Heather Lane with the conditions noted above.

*Commissioner Keating moved to recommend adoption of the resolution as presented.*

*Commissioner Adams seconded. Ayes: all.*

Eric Kuch, Property owner, thanked the Commission for their approval and appreciated the City's work on this CUP. He stated he is looking forward to assimilating to the community and moving his family to Long Lake.

**C. Review Current Sign Ordinance and Discuss Revision Ideas**

City Administrator Weske noted staff recommends the following action: Review current sign ordinance and prioritize necessary and desired revisions.

He added the sign ordinance was last reviewed in April 2008, at which time amendments were made largely related to addressing abandoned signage or signage in disrepair, as well as requiring signage to include certain tenant or shopping center identification information.

He noted the City Council would like the Planning Commission to review and clean up inconsistencies in the ordinance, while shortening it, and making it more concise.

Chair Erickson stated this is an important topic and important to the City of Long Lake and businesses. He suggested a sign ordinance sub-committee be implemented to meet between Planning Commission meetings, with staff guidance, and that this sub-committee report back to the Planning Commission, on an ongoing basis, and then the Commission vote on the new ordinance after that time.

He noted the sub-committee approach worked a few years ago when looking at zoning category changes made by the Planning Commission and he recommended this approach be used again.

City Planner Lewis added the ordinance has outdated language, and there are situations where signs are inappropriate for certain zones.

Commissioner Adams agreed with subcommittee proposal, noting this was a good alternative to taking time in regular Planning Commission meetings to update the ordinance.

City Administrator Weske stated the potential subcommittee would have 2-3 Planning Commission members and several staff members. He added it could also include the EDA and one council member, so as to have some overlap.

City Planner Lewis stated he will send an email with detailed information about the ordinance to the commission, and point out where there is conflicting language and areas for change and improvement.

Chair Erickson thanked staff for bringing this to the Planning Commission's attention.

**OTHER BUSINESS**

**Council Liaison Report**

City Council Member Dyvik reported on the outcome of the Gear West signage, noting the City Council changes to the recommendations from the Planning Commission were minimal.

He also noted the City Council would like to Planning Commission to being reviewing all city ordinances and making recommendations to the City Council for changes and updates.

He added the Planning Commission will participate in the update of the City's Comprehensive Plan, and he thanked those who attended the recent training session. The new Comprehensive Plan will be due by 2018, and it takes one full year to prepare and 10 months to review, so planning will begin shortly for this process.

He noted there will be a new winter festival on ice this year in Long Lake, entitled "Ice Madness". It will be family oriented, and include skating, cross-country skiing, and other activities and was organized by the Chamber of Commerce. The event will be held Feb 22, 2016 and the City Council is very glad to promote this event.

The turnback at the bank looks appropriate and 80% of the design is now considered complete. Additionally, the Council has recently met with the Park Board regarding equipment replacement at Nelson Park. The plan will be to update the park in order to draw visitors to town.

### **Commission Member Business**

Chair Erickson stated is has been a good year, with several new businesses in Long Lake.

### **Staff Business**

Nothing to share.

### **ADJOURN**

*Commissioner Jerde moved to adjourn the meeting at 7:32 p.m. Commissioner Hughes seconded. Ayes: all.*

Respectfully submitted,

Scott Weske  
City Administrator