



**CITY OF LONG LAKE
PLANNING COMMISSION MEETING MINUTES
April 12, 2016**

CALL TO ORDER

The meeting was called to order at 6:40 p.m. by Acting Chair Adams.

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

Absent: Chair Erickson.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVE AGENDA

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

CONSENT AGENDA

A. Minutes of the March 8, 2016 Planning Commission Meeting

Commissioner Keating moved to approve the Consent Agenda as presented. Commissioner Hughes seconded. Ayes: all.

OPEN CORRESPONDENCE

None.

Business Items

A. Planning Case #2016 – 03 - Request to Amend the Minimum Number of Off-Street Parking Spaces Required for Animal Hospitals and Kennels

City Planning Consultant Lewis presented. He noted staff recommends the City Council adopt this ordinance amending the minimum number of parking spaces for Animal Hospitals and Kennels from one space per 200 square feet of floor area to one space per 500 square feet of floor area.

Commissioner Hughes asked how many parking spaces this involves. Consultant Lewis stated this would be down from 50 to 20 parking spaces.

Acting Chair Adams opened the public hearing at 6:45 p.m.

There were no comments.

Acting Chair Adams closed the public hearing at 6:46 p.m.

Commissioner Keating moved to recommend the City Council adopt Ordinance No. 2016-03 amending the minimum number of parking spaces required for Animal Hospitals and Kennels from one space per 200 square feet of floor area to one space per 500 square feet of floor area. Commissioner Jerde seconded. Ayes: all.

B. Planning Case #2016-04 (City of Long Lake) – First Reading of Proposed Ordinance Amendment to Chapter 8, Article V: Sign Regulations.

Consultant Lewis noted the sign ordinance subcommittee has been working on updating the ordinance with staff.

Staff now recommends the Planning Commission review the proposed ordinance changes, provide feedback to staff, and direct staff to schedule a public hearing for the ordinance changes for the May 10, 2016 Planning Commission meeting.

Staff noted several issues that make it difficult to interpret requirements and administer the ordinance effectively. In addition, recent Supreme Court rulings have implications for how cities regulate sign content, which require amendments to the City of Long Lake's ordinance. At the January 12, 2016 Planning Commission meeting, a subcommittee of three Planning Commissioners was formed to thoroughly analyze and recommend changes to the sign ordinance. Two meetings of the subcommittee have occurred since that time. The draft ordinance was included in the Planning Commission meeting packet, along with the staff report and is a result of the recommendations from those meetings. The Commissioners discussed the draft ordinance and proposed changes in detail.

Commissioner Hughes noted there are many freestanding signs in Long Lake. Consultant Lewis showed various examples of freestanding signs that are allowed only in the I1 and I2 districts, which is the industrial district – along Highway 112 and Daniels Street. He also showed examples of monument signage; however, Commissioner Hughes noted he is worried about sight lines and setbacks with monument signage.

Consultant Lewis added this could be an issue, and said there is some language in the ordinance to address this in section A233. He added there may be some signs, which would need a variance.

Commissioner Keating asked if the City wants all the business signs to be monument signs. Commissioner Adams said monument signs would be preferred in areas outside of I1 and I2 districts. Consultant Lewis added some signs would be amended in the PUD process also.

Consultant Lewis pointed out the new ordinance would allow electronic signs also. The Commission discussed concern over the temporary sign permit, which must be renewed every 60 days. They noted some businesses change temporary signage without getting a permit, and some are purchasing permits every 60 days. They discussed the idea of changing this policy for temporary signs.

The Commission also discussed electrical signs and limiting motion and/or the timing of motion on the signs.

Commissioner Adams preferred not to hold back on technology and go allow the electrical signs to have motion.

Commissioner Hughes noted there is a need for discussion related to 24-hour electrical signage and limited of the motion on signs, as they could be a distraction for drivers, especially if the sign showed a movie clip.

Commissioner Keating stated the ordinance should be more consistent. He added the Commission must use common sense with electric signage, noting also that the high school has an electric sign, so businesses should also.

Consultant Lewis said the intent of the ordinance is to limit the size of electronic signs, not the messages, timing or movement of the sign.

Commissioner Adams stated it would be helpful to review the Orono ordinance related to their electric signage and have staff report back to the Commission, on how they handle this. City Planner Weske added staff could check the State of MN sign ordinance also and report back to the Commission.

Commissioner Adams stated the consensus of the Commission is to allow electronic changeable signs, with text, graphics and movement. However, the use of movie clips is questionable. Additionally, electric signs would be monument signs.

The Commission also agreed to change the ordinance to reflect that electric sign seconds changes would happen every 8 seconds. Also, Consultant Lewis will include the wording on restriction to say 50% of the permitted area may be electronic signage.

With regard to the temporary sign ordinance, they discussed changing the 60-day limit, or changing the fee structure for permits. The intent of this ordinance is to limit temporary signs to be used all year round. Commissioner Keating suggested a new sign category for temporary signs, with different regulations for special situations, and a different fee structure. However, the Commissioners noted this is what the sign variance process is for.

Consultant Lewis noted that City Code does allow for permanent signs where the copy on the sign can be changed (i.e.: gas station). This would allow for a permanent sign with a changeable message to be displayed.

Commissioner Hughes suggested tabling any further discussion on the ordinance at this time, until more research is done. He emphasized the Commission should not rush this process. He suggested the Commission hold off on a public hearing until after the May meeting.

Commissioner Adams agreed and stated he would like staff to do more research before going into the public hearing, so the ordinance will be in final draft format at that point.

Additionally, the notion of temporary signage will be brought back to the Commission also for further discussion, along with information on the sign ordinances from the Cities of Orono, Wayzata and Excelsior.

The Commission agreed that it is too early in the process to have the public hearing on the updated sign ordinance and that it should be held off until staff has time to do further research noted above.

OTHER BUSINESS

Council Liaison Report – None.

Commission Member Business - Commissioner Jerde noted the pancake breakfast was a very good event.

Staff Business - City Administrator Weske said EDA would like a joint meeting with the Planning Commission soon. This would take place the third Tuesday of the month at 5 p.m. at City Hall and Commissioners Jerde and Adams said they could be in attendance at the May meeting.

ADJOURN

Commissioner Keating moved to adjourn the meeting at 8:03 p.m. Commissioner Jerde seconded. Ayes: all.

Respectfully submitted,

Scott Weske
City Administrator