



**CITY OF LONG LAKE  
PLANNING COMMISSION MEETING MINUTES  
March 14, 2017**

**ADMINISTER OATH OF OFFICE TO NEW PLANNING COMMISSION MEMBER,  
VIRGINIA SEE**

City Administrator Weske swore-in Virginia See to the office of Planning Commission, County of Hennepin, State of Minnesota.

**CALL TO ORDER**

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

Present: Commission Members Adams, Erickson, See, and Keating; City Administrator Weske.

Absent: Commission Member Hughes.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**APPROVE AGENDA**

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

**CONSENT AGENDA**

A. Minutes of the January 10, 2017 Planning Commission Meeting  
*Commissioner Adams moved to approve the Consent Agenda as presented. Commissioner Keating seconded. Ayes: all.*

**OPEN CORRESPONDENCE**

None.

**BUSINESS ITEMS**

- A. Discuss Planning Commission Work Goals for 2017-2018  
**NOTE:** Available Planning Commission members are requested to attend the March 21, 2017 City Council Meeting beginning at 6:30 pm to present updated Planning Commission work goals to the City Council.

Chair Erickson reviewed the work goals provided by staff regarding Planning Commission input for vision and site development, and stated he is on board with the prospect of the

City of Long Lake moving into a period of reviewing its comprehensive plan. He explained that with the new Highway 112 Bypass coming into use, as well as changes fairly soon afterwards, he noted there were things that could have been done differently. As a result, he would like to be involved in the process as this is the basis for what the Planning Commission does. He passed out a copy of a triangular work development structure from the WSB website and reviewed each tier, in order to be used as a tool while updating the comprehensive plan, and to also use when looking at zoning ordinances, permits, variances, and so forth. He explained that updating the comprehensive plan is an opportunity to shape what happens in the future, keeping in mind the importance of taking risks and thinking long-term. Chair Erickson referred to the appropriateness of developing future plans now, as this effects what could be there for many years, and he also hoped this to be the number one goal of the Planning Commission for 2017. He explained that the existing comprehensive plan is lengthy and may be somewhat repetitive, but needs updating.

Commissioner See stated her take-away from the Special Work Session meeting was the request that the Planning Commission discuss issues regarding zoning, etc., as opposed to the verbiage of the comprehensive plan. Chair Erickson suggested this could be done simultaneously. Commissioner See asked for clarification of the planning commission's specific goals for 2017. Chair Erickson stated he addressed the lighting for the railroad bridge and the widening of Willow Drive, South of 112, and that he viewed that meeting as an opportunity to comment on items which may not typically be on the Planning Commission Agenda and more as it would relate to the specific comprehensive plan. Commissioner Keating interpreted the prior Special Work Session as their desire for activity, whether it be selling or developing land, proper signage regulations, or addressing rental property.

City Administrator Weske explained the City Council was looking for what we could accomplish in the next two years with the comprehensive plan and he made the suggestion that the Planning Commission could review a chapter a month for updating to accomplish this, as opposed to outsourcing this project to cut costs. Commissioner See was in agreement. City Administrator Weske suggested addressing the pressing issues first, month-by-month and addressing the remaining afterwards. Chair Erickson added that Planning Consultant Lewis has developed a list of inconsistencies with the current comprehensive plan which can be addressed as well. Commissioner Adams advised that the Planning Commission has authority of changes to zoning only, and cannot go to the City Council and demand what type of business goes onto a property. Commissioner Adams also commented as for the signage issue, the city does not have code enforcement officers and that the Planning Commission operates on a complaint system only. Commissioner Keating stated the need that City Council understand we are not in enforcement.

Commissioner Adams suggested going through all zoning as well, noting that rental property ordinances are voluntary and unenforced. He stated that landlords are required to provide addresses of their rental properties with an emergency contact, and that this could be addressed at the same time as the comprehensive plan updating. City Administrator Weske stated he has demographic information completed by WSB & Associates. He warned against changing too many items and to monitor cost-effectiveness, further stating that there is a checklist of items to follow, that provides requirements. Commissioner Adams suggested including goals in the new comprehensive plan as well, and to further include citizen input. He requested City Council's suggestions of areas they would like to focus us first. Upon further discussion, it was decided to begin with the comprehensive plan and review zoning at the same time over the next two years.

Kurt Kaminski, City Councilmember approached the podium and welcomed Commissioner See. He then reported that the Dyvik property issue of the garage really only came down to being a setback issue, stating that if it met the requirements, it should then be granted. He proceeded with issues in regard to bridge lighting, as well as finishing the Watertown project, and the length of time that has gone by already. He further stated there has been issues with WSB & Associates and their handling of the Hwy 112 bypass project, and stated his desire to call a meeting of both the City Council and Planning Commission simultaneously to deal with some of the issues directly. City Councilmember Kaminski also addressed the Virginia project and how the City Council would like to see something moving forward, as this is a great long-term idea for the future of the City of Long Lake, and are anxious to see something done with the property. He stated that the next City Council meeting is March 23rd from 4:30 to 7:00 pm. He reviewed the wording options for the monument sign item, as well an issue with sandblasting that Tamarack approached the City Council with last week. He also informed that the Long Lake Rowing Club will be out on the lake again as in 2016, and reported on Long Lake water preservation and the city's involvement with Medina and Orono, and will negotiate and discuss a fee to the city for this. Councilmember Adams asked City Councilmember Kaminski to clarify any work goals the City Council has for the Planning Commission to focus on. He answered in the negative, stating that a lot is already in the works, but would rather see these projects being worked on at this time.

Commissioner Keating expressed his desire for a closer working relationship between the Planning Commission and City Council by holding joint meetings, in order to be on the same page. All members were in agreement and it was decided to hold these meetings quarterly.

Chair Erickson suggested adopting a partial action step under Open Correspondence in the Planning Commission Agenda, where the public may address an enforcement issue that may be of concern, which would then be made part of public record. Commissioner Adams reiterated the Planning Commission is not in enforcement and issues come to the Planning Commission by phone through the city staff.

Chair Erickson stated that when getting into 2018 and if the Planning Commission tackles the I&I, (Inflow and Infiltration) project, he offered his services to work on this project as he has done so in the past.

B. Review Proposed 2017 Land Use Application Fee Schedule for Recommendation to City Council

City Administrator Weske presented requesting staff recommends to review proposed 2017 Land Use Application Fees modifications and provide feedback or recommendation to the City Council. He provided a brief overview and background stating that the City's fees have remain unchanged for many years and the schedule was established when the City had a full-time Planner on staff, which is not reflective of current consultant fees that must necessarily be incurred in the absence of a full-time Planner. He reported that an escrow rule was enforced, as well as the addition of an application fee, in order to curb expenses while using consultant time. City Administrator Weske provided the following supporting information: 2017 Land Use Application Fees schedule, including current and proposed fees; the Maple Plain Planning and Zoning Fees schedule, (as Maple Plain is similarly staffed to

Long Lake and also relies on consultant services); and the Land Use Application Fees comparison prepared by Planning Consultant Lewis.

Commissioner See asked why fees were not increased for the Minor Subdivision category. City Administrator Weske responded that it was par with the same value. Commissioner See noted the inconsistency with Long Lake's fees. City Administrator Weske reported that the Interim Use Zoning Amendment/Permit did not increase as well due to the addition of escrow. Commissioner Keating stated his approval with these increases due to inflation.

*Commissioner Keating moved to recommend that City Council approve the 2017 Land Use Application Fees as presented. Commissioner See seconded. Ayes: all.*

## **OTHER BUSINESS**

**Council Liaison Report** – Nothing further was added.

**Commission Member Business** – None.

**Staff Business** – None.

## **ADJOURN**

*Commissioner Adams moved to adjourn the meeting at 7:50 pm. Commissioner Keating seconded. Ayes: all.*

Respectfully submitted,

Scott Weske  
City Administrator