



**CITY OF LONG LAKE
PLANNING COMMISSION MEETING MINUTES
June 12, 2018**

CALL TO ORDER

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

Present: Commission Members: Adams, Miner, Hughes, See, and Keating; and City Administrator Weske

Absent: Hughes permission with with prior notice

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVE AGENDA

Commissioner See moved to approve the agenda as presented. Commissioner Keating seconded. Ayes: all.

CONSENT AGENDA

A. Approve Minutes of May 8, 2018 Planning Commission Meeting

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

OPEN CORRESPONDENCE

None.

BUSINESS ITEMS

A. Review of Draft Design Guidelines Documents Prepared by Consultant Barry Petit

The Planning Commission received the finalized Draft Design Guidelines Documents that were prepared by consultant Barry Petit. These documents included a worksheet copy, one sample book, and one blank book. Mr. Petit explained what an applicant would receive and discussed some vocabulary found in the documents. Mr. Petit described vernacular and the idea of different types of designs based on the applicant's location. He used the Southwest as an example with their use of adobe architecture. He stated that the goal is to create Long Lake's own "vernacular". It was noted by Mr. Petit to also keep out quantitative requirements and ensure time is strictly spent focusing on the detail of the vision and design. It was noted that with this focus in mind, the worksheet should be simple for the applicant.

Mr. Petit described some of the policies and quality control that the City would like to see. For example, the use of materials and how materials should be used correctly to achieve the City's vernacular.

Mr. Petit also mentioned that building height and underground parking needs to be looked and a set guideline should be formed to avoid variances. He noted that there are options like a rooftop garden that could be included. This can allow more space without having to increase the building's height.

Chair Adams mentioned that additional add-ons like a rooftop garden could also add value to properties.

It was determined that the Planning Commission should have the ability to understand and explain each one of the documents and answer questions that applicants may have.

Mr. Petit stated that he would also be available for further discussion and explanation with applicants.

Mr. Petit noted that the Top Plan, Design Documents, and Zoning Ordinance should be looked over by the Mayor and minor adjustments should be made. The three documents should be kept independent for easier adjustments.

Mr. Petit recommended adding an evolving document to bring new ideas to the Commission. He stated that this "Sketch Book" would give the opportunity to add pictures of architecture and new ideas for the City's vernacular. Mr. Petit mentioned the idea of an annual meeting with the Mayor for discussion on images added to the Sketch Book.

Commissioner Keating added he has some concern about whether the Planning Commission would be expected to become the construction overseers due to the design guideline policies, and mentioned that it is not the Planning Commission that should be making sure guidelines are being followed.

Commissioner See asked if a down payment will be made before a permit is approved and if guidelines are not met, can the payment be non-refundable. Mr. Petit stated that this is an option. But because the design guide documents will be covered in full detail, that given situation should be avoidable.

Chair Adams thanked Mr. Petit for the time spent on the design guideline documents. Mr. Petit stated he hopes this is a positive launch for Long Lake. He stated that too much detail can be problematic and the simple guidelines should attract applicants.

Commissioner Miner suggested that different vocabulary should be considered for titling and use within the design guideline document, noting that the term "vernacular" could be replaced for clarity. Mr. Petit responded by suggesting definitions be added in the documents to explain the meaning of terms to applicants and keeping those terms consistent.

OTHER BUSINESS

A. Council Liaison Report

Council member Skjaret started off the report with recent highlights. During the second meeting in May, the final layouts for the frisbee golf course in Lakeside Park have been approved. Chair Adams stated that the equipment will be put up in the end of June or beginning of July. All of the equipment, except for the tee pads, will be assembled. Chair Adams explained that putting in the tee pads will take longer than a weekend to complete.

Mr. Skjaret mentioned another update from the May meeting was speaking with a developer about a proposal for redevelopment of properties on Symes Street. The developer's concept was for the development of three, three-story, six-unit condominiums. These will be high-end, in the \$700,000 range. The concept design would include an ample amount of green space with underground parking that fits the City's criteria. Each condo would have lake and park views with a large amount of deck space. City Administrator Weske mentioned that the height of the buildings may be the only problem, stating that they were either 45 feet or 48 feet tall in concept. Commissioner See noted that the height may not be a problem for variance consideration because there are three separate structures, space in between, and a request closer to meeting the intent of ordinance requirements.

Mr. Skjaret stated that during the first meeting in June, most of the time was spent discussing the annual audit prepared by Abdo, Eick and Meyers, and all of the funds and requirements associated with the audit. During discussion of the audit, Council members observed the City's TIF fund has a balance of \$460,000. There will need to be a discussion on how this fund is used. Mr. Skjaret noted that overall Long Lake is in a good financial state.

Another update mentioned by Mr. Skjaret was that the City Council recognized retired firefighters from the last few years. The retired firefighters were each awarded a plaque for their years of service. At the same meeting, the City Council approved a new fire service contract with Minnetonka Beach.

Mr. Skjaret noted other updates like the approval of the Carp Management Plan and that the first carp have been tagged.

The CSAH 112 Phase 2 asphalt crushing contract with Eureka Construction was also approved. The City will receive \$60,000 worth of services for allowing Eureka Construction to use space behind the Public Works Building. The contract provides for six park benches to be purchased by Eureka for the City, and for Eureka to install a concrete pad for a future picnic structure in Dexter Park. Wurzer Trail will also be cleared of debris, with about 12 to 14 feet from the ditch to be cleared and graded to move out invasive species and ensure there is no standing water. This project should be so effective that the area will not have to be touched for another thirty years. Mr. Skjaret stated the ditch clearing project will not begin until winter so the walking path is not affected.

The City Council also took action approving upgrading the 1,400 feet of fencing along the shoreline trail.

Mr. Skjaret stated that the City has purchased a new F-550 Ford Truck to replace the 1995 one-ton truck. This new truck will have a dumpbed and a snowplow.

Mr. Skjaret advised that he had spoken with Kristy Morter of Hennepin County regarding the Council's interest in changing the pedestrian crossing from Russell Lane to Heather Lane with the County Road 112 Project. She provided a design for the crossing change that was approved by the Council. The new design will impact only one property on Wayzata Boulevard.

Mr. Skjaret noted that the CR 112 Landscaping Subcommittee had been in communication with Hennepin County to request consideration of upgrading the seeding/planting along the lake berm; however, he did not believe that would be moving forward. As of right now, subcommittee is continuing to work towards implementing the planting plan.

Mr. Skjaret stated that any property owners who reside directly on County Road 112 and would like to put up a six-foot front yard fence along the roadway to provide privacy from trail users may apply for a variance to do so, and the variance fee will be waived.

Lastly, Mr. Skjaret reminded the Commission that the first City Council meeting in July had been moved to Monday, July 2.

ADJOURN

*Commissioner See moved to adjourn the meeting at 7:40 p.m. Commissioner Keating seconded.
Ayes: all.*

Respectfully submitted,

Scott Weske
City Administrator