

SECTION 25. PLANNING COMMISSION

- 25.01. Establishment of Commission. A City Planning Commission for the City of Long Lake is hereby established.
- 25.02. Composition. Such Planning Commission shall consist of five members. At least four member shall be residents of the City of Long Lake; one member may be a non-resident of the City who is an owner of a business located in the City. Members shall be appointed by the City Council and may be removed by a four fifths vote of the Council. If a member misses two consecutive meetings without prior notice, that member may be notified at the following meeting that absence from another meeting will result in removal from the Commission for the remainder of the term. Seats shall be re-appointed on the fourth calendar year of the sitting member's term. At least three months prior to the end of the term, notification must be provided if the member does or does not wish to continue to serve on the Commission. Vacancies occurring as to any seat during its regular term shall be filled by city council appointment. Such vacancy appointment shall not extend the regular four year term of the seat for which the vacancy is being filled. Every appointed member shall before entering upon the discharge of duties take an oath, administered by the City Clerk, that he/she will faithfully discharge the duties of the office.
- 25.03. Organization, Meetings. The Commission shall elect a chairman and a chairman pro tempore, from among its appointed members for a term of one year; and the Commission may create and fill such other offices as it may determine. The Chairman, Chairman Pro tempore, or their designate shall attend the next regular scheduled City Council meeting for the purpose of briefing the Council on matters before the Commission. The City Clerk may act as secretary of the Planning Commission, but the Planning Commission may elect a secretary from among its appointed members. The Commission shall hold at least one regular meeting each month. It shall adopt rules for the transaction of business and shall keep a record of its resolution, transactions, and findings, which record shall be a public record. A copy of such resolution, transactions, and findings shall be made available to the City Council no later than ten (10) days following any and each meeting of the Planning Commission. On or before January first of each year, the Commission shall submit to the City Council a report of its work during the preceding year. Expenditures of the Commission shall be within amounts appropriated for the purpose by the City Council.
- 25.04. Adoption of Program of Work. Upon the appointment and organization of the Commission, it shall proceed with the preparation and adoption of resolution of a program of work, outlining activities proposed to be undertaken in the exercise of its powers and the performance of its duties. Such a program will include:

- Subd. 1. An outline of data and information to be assembled as a basis for the City Plan or to reflect current status of the City Plan;
 - Subd. 2. An outline of subjects to be covered by the City Plan;
 - Subd. 3. An outline of types of procedure necessary to make the City Plan effective. The Planning Commission may, by resolution, revise its program of work from time to time.
- 25.05. Preparation of City Plan. It shall be the function and duty of the Planning Commission to prepare and adopt a Comprehensive City Plan for the physical development of the City including proposed public buildings, street arrangements and improvements, public utility services, parks, playgrounds, and other similar developments, the use of property, the density of population, and other matters relating to the physical development of Long Lake. Such plan may be prepared in sections, each of which shall relate to a major subject of the plan, as outlined in the Commission's program of work.
- 25.06. Procedure for Adoption of Plan. Before adopting the City Plan, or any section of it, or any substantial amendment thereof, the Commission shall hold at least one public hearing thereon, notice of the time and place of which shall be given by publication in the official City newspaper at least ten days before the day of the hearing. The adoption of the City Plan or any section or amendment thereof, shall be by resolution of the Commission, approved by the affirmative votes of not less than five-sevenths of its total voting membership. The Commission may from time to time amend or add to the City Plan or section thereof as herein provided for the adoption of the original plan whenever changed conditions or further studies by the Commission indicate that such amendment or addition is necessary. An attested copy of the Plan or of any section, amendment, or addition to the City Plan adopted by the Planning Commission shall be certified to the City Council.
- 25.07. Means of Executing Plan. Upon the adoption of the City Plan or any section thereof, it shall be the duty of the Planning Commission to recommend to the City Council reasonable and predictable means for putting into effect such plan or section thereof in order that the same will serve as a pattern and guide for the orderly physical development of Long Lake and as a basis for the efficient expenditure of the funds thereof relating to the subjects of such City Plan. Such means shall consist of a zoning plan, the control of subdivision plats, a plan of future streets, coordination of the normal public improvements of the City, a long-term program of capital expenditures and such other matters as will accomplish the purpose of this section.
- 25.08. Zoning Plan. The Planning Commission, upon its own motion, may and upon instructions by the City Council, shall prepare a revised zoning plan for the City. Before recommending such plan to the City Council, the Planning Commission shall hold at least one public hearing thereon after a notice similar to that required by the same procedure shall apply for the preparation of any plan of proposed right-of-way for future streets or highways, or for the future widening of

existing streets or highways, or for the reservation of lands for other public purposes. The Planning Commission will, beginning with the year 1998, and every five years thereafter, examine all sections of this ordinance, and make recommendations necessary to keep the code up to date as possible.

- 25.09. Official Map of Street Extensions. The Planning Commission, with the assistance of the City Engineer, may and upon instruction by the City Council, prepare an official map of the platted and unplatted portions of the City and adjoining territory, or portions thereof, indicating upon such map the proposed future extension or widening of streets of the City within such existing platted and developed territory or across such unplatted territory. After such map has been prepared and a hearing on it has been held, it shall be submitted to the Council, which shall thereupon consider such map and may adopt it or any part of it with such amendments as it seems advisable. Before such adoption by the Council, a public hearing shall be held upon the proposal at least ten days after a notice thereof has been published in the official City newspaper. After such map has been adopted by the Council and filed with the Register of Deeds, whenever any existing street or highway is widened or improved, or any new street is opened, or lands for other public purpose are acquired by action of the City, it shall not be required in such proceedings to pay for any building or structure placed without a permit or in violation of conditions of a permit after the filing of such map within the limits of the mapped street, or outside of any building line that may have been established upon the existing street, or within any area thus reserved for public purposes.
- 25.10. Procedure for Changes. No change shall be made in the zoning plan, future street and public lands plan or regulations governing the platting of land after such plans or regulations have been adopted by the City Council, until the proposed change has been referred to the Planning Commission for report thereon and an attested copy of such report has been filed with the Council; and no ordinance or resolution establishing any of such plans or specifications shall be adopted by the City Council until such ordinance or resolution has been referred to the Planning Commission for a report thereon and an attested copy of such report has been filed with the Council. Failure of the Planning Commission to report within forty days, or such longer period as may be designated by the Council, after such reference shall be deemed to be approval of the proposed change.
- 25.11. List of Recommended Public Works. Each officer, department, subcommittee or commission of or in the City whose functions include recommending, preparing plans for, or constructing public works shall, at least three months before the end of each fiscal year, submit to the Planning Commission a list of the proposed public works recommended by such officer, department, subcommittee or commission of planning, initiation or construction during the ensuing fiscal year. The Planning Commission shall request from the local school district a similar list of its proposed public works. The Planning Commission shall list and classify all such proposed public works and shall prepare a coordinated program of proposed

public works for the ensuing year. Such program shall be recommended by the Commission to the Council and to such officers, departments, subcommittees or public bodies as have jurisdiction over the recommended program of public works, and it shall be included in the annual report of the Planning Commission.

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PARK BOARD

- 25.12 Purpose. This section is intended to establish an advisory board to work on park related issues, program and projects including but not limited to, planning and development of a city trail system, forestry and beautification projects. The advisory board will be called the Park Board and will make recommendations about issues concerning parks and the natural aesthetics of the land in the City to the City Council. The Purpose of this Ordinance is to provide for its organization, powers and duties.
- 25.13 Formation of a Park Board. There is established in the City a Park Board which shall operate in accordance with this section.
- Subd. 1. Members. The Park Board shall consist of three (3) members appointed by an affirmative vote of a majority of the members of the Council.
- Subd. 2. Terms. Voting seats on the Park Board shall be designated as Seat 1, Seat 2 and Seat 3. Seat 1 shall be appointed for a one year term beginning in January 2007. Following the one year term Seat 1 shall be appointed to a two year term beginning in January 2008. Seat 2 and Seat 3 shall be appointed for two year terms beginning in January 2007. Seats shall be reappointed thereafter on the second year of the sitting member's appointment.
- Subd. 3. Compensation. Members of the Park Board may receive compensation for attendance at Park Board meetings as determined by the City Council. When no compensation is allowed, each member shall be entitled to a reasonable reimbursement for travel and other necessary expenses incurred.
- Subd. 4. Member Removal. If a member misses two consecutive meetings without prior notice, that member may be notified at the following meeting that absence from another meeting will result in removal from the Park Board for the remainder of the term. A member of the Park Board may be removed by the City Council with cause after a hearing.
- Subd. 5. Financial Interest Prohibited. No person may serve on the Park Board who may have a financial interest in any contracts of the Park Board.
- Subd. 6. Liaison. The City Council may direct that the City Administrator or Deputy City Clerk act as liaison to the Park Board.
- 25.14 Organization and Procedures.
- Subd. 1. Organization Meeting. At their first meeting the Park Board, following enactment of this Ordinance, shall select a chair and secretary and

adopt such rules and regulations as necessary to enable it to perform its duties and functions in an efficient and orderly manner

- Subd. 2. Secretary. The Secretary shall perform the duties of the chairperson in his or her absence. The Secretary shall report actions of the Park Board to the City Council.
- Subd. 3. Meetings. Meetings shall be held as directed by the City Council, or when necessary as determined by the chairperson. Meetings may be held on a quarterly basis through out each year. Meetings shall be noticed as required by law.
- Subd. 4. City Staff. A City staff member assigned by the City Administrator, will attend Park Board meetings. The City staff member will take the minutes, put together the agendas, gather the information needed for the agenda packet and deliver by mail or in person the materials for the upcoming meeting to all of the Park Board members prior to the date of the meeting.

25.15 Control of Park Activities.

- Subd. 1. Park Board. The Park Board shall participate in planning, developing, and coordinating the activities occurring on Park property.

25.16 Powers and Duties.

- Subd. 1. Responsibilities. The Commission shall be responsible for the operation of a program of public recreation and playgrounds and make use of designed public parks or of property leased or otherwise made available for public recreation use. The Board will be responsible for creating a trail system for the City and will actively participate in projects that will preserve and promote the natural environment and aesthetics of the City.
- Subd. 2. Personnel. The Park Board may work with the City Staff to coordinate park projects and programs.
- Subd. 3. Construction. The Park Board may recommend to the City Council to construct roadways, buildings, and other necessary structures and improvements in the parks.
- Subd. 4. Purchases. The Park Board may recommend to the City Council to purchase materials and supplies, equipment and services for parks.
- Subd. 5. Maintenance. The Park Board shall ensure that park property is maintained, preserved and cared for.
- Subd. 6. Yearly Report. The Park Board shall provide a yearly report of activities to the Council and identify goals and activities for the upcoming year.
- Subd. 7. Land Acquisition. The Park Board shall investigate and make recommendations to the Council concerning acquisition of new park land and/or green area.

25.17 Finance.

Subd. 1. Funding. For the purpose of financing park related projects and programs, funds will be appropriated to the Park Board by the Council through the yearly budget process. Any funds received by such Commission as gifts, dedicated requests and contributions will be honored if accepted by the city and will not be part of the Park Board budget. Earnings and admissions charges of the Commission for the use of its facilities and programs, and other miscellaneous revenues will be allocated to off set Park Board expenditures.

Subd. 2. Budget. Not later than August 15 of each year the Park Board shall present to the Council in such detail as the Council shall require its annual estimate of financial needs of the Commission for the ensuing fiscal year and shall as a part of such estimate, submit a budget outlining estimated income and sources and proposed expenditures.

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DESIGN REVIEW ARCHITECT

25.18 Policy Statement architect

In the City of Long Lake, the visual character and environmental quality of the city are important attributes of the quality of life experienced by residents and visitors. The city finds; that new development and redevelopment can have a substantial impact on the character of the area in which it is located. Some aspects of (re)development are more subtle and less amenable to exacting rules and regulations which are established without regard to specific development proposals. Among these are the general form of the land before and after (re) developments, the spatial relationships of the structures and open spaces to land uses, and the appearance of buildings and open space as they contribute to an area. For the purpose of protecting the city and its citizens from visual chaos and blight, it is hereby declared a matter of public policy that the preservation and enhancement of environment quality and the protection of public and private investments is a public necessity desirable to sound community planning and development for Long Lake. This is required in the interest of health, safety and welfare of the people. All of these matters require the timely exercise of judgment in the public interest by people qualified to evaluate the design of development in the City of Long Lake. There hereby is established a Design Review Architect for the city of Long Lake. The Design Review Architect is an advisory consultant that makes recommendations about issues of project design to the Planning Commission. In addition to those duties and functions outlined in this ordinance, the City Council by resolution may establish additional duties and functions for the Design Review Architect.

25.19 Fees. The applicant shall pay all reasonable fees and other extraordinary costs incurred by the city for review of plans by the Design Review Architect. This payment shall be made by the petitioner upon receipt of an itemized invoice from the city, and said payment shall be in addition to the fee required with the petition.

25.20 Purpose

- Subd. 1. From the issues identified in the policy statement, the following is a list of purposes for the Design Review Architect.
- a. To promote those qualities in the environment which bring value to the community.
 - b. To foster the attractiveness and functional utility of the city as a place to live, work, conduct business and recreate.
 - c. To protect certain public and private investments in the city.
 - d. To encourage, where appropriate, a mix of uses within permissible use zoning districts.
 - e. To raise the level of community expectations and requirements for the quality of the city's environment including its visual character.
 - f. To prevent visual chaos, blight, and visual pollution

25.21 Criteria

- Subd. 1. The final criteria for project design review are to be established and adopted by the City. The following is a listing of the general areas of concern to be addressed by the Design Review Architect. Any developer or member of the public is entitled to have the Review guidelines and criteria of review in writing. This is to be a permanent record of what general guidelines the Architect is to follow with each proposal it reviews.
- a. Structure Character and Design. To ensure that the built environment enhances the quality of life in the city while being attractive and functional. This includes the design's form and visual image achieved through specific architectural elements and materials.
 - b. Landscape and Environment. To prevent the unnecessary destruction or blighting of the natural landscape or of the achieved man-made environment.
 - c. Relationship of Structures and Open Spaces. To ascertain that the treatment of built-up and open spaces has been designed so that they relate harmoniously to the terrain and to existing buildings that have a visual relationship to the proposed development.
 - d. Circulation. To determine that the proposal facilitates appropriate pedestrian access, servicing, and parking and when necessary, compliance with other regulations for the handicapped and other persons with special requirements.
 - e. Protection of Neighbors. To protect neighboring owners and users by making sure that reasonable provisions have been made for such matters as surface water drainage, sound and sight buffers, the preservation of views, light and air, and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses.

- f. Compliance with Other Regulations. To coordinate compliance with other City ordinances that affect design, such as the Sign Ordinance, Noise Ordinance and the provisions for underground utilities in the city.

25.22 Guidelines

Subd. 1. In order to establish architectural guidelines for use to achieve the aforementioned purposes, specific architectural districts have been defined for the City of Long Lake. These architectural districts are such that development types and uses have been segregated to ensure the applicability of the architectural guidelines. The architectural guidelines are to be used for all projects in each of the respective districts which are subject to review by the Design Review Architect.

Subd. 2. Downtown Business Districts. (B-1, B-2, VC-1 & PUD)

1. The following architectural guidelines will apply for review in the Downtown Business District:
 - a. Respect the scale, visual character and views of nearby structures.
 - b. Orient open spaces to views of activities, architectural landmarks or natural land and water forms that are visually interesting. When visually interesting visual features are unavailable, orient the perceived front of structures to the most significant right of way.
 - c. Maintain the line of storefronts at the sidewalk edge.
 - d. Buildings must conform to the existing height limit of the designated zoning district.
 - e. Although general similarity in building heights at the sidewalk is encouraged, variety in building form is often desirable.
 - f. Maintain the distinction between the ground level floor and other floors for the purpose of maintaining pedestrian scale and interest.
 - g. No more than 40 feet of a building width along a public right of way shall be in a single façade. No building shall extend more than 80 feet rearward from a public street.
 - h. In new construction, reinforce the established horizontal line of the existing facades in the block.
 - i. Use of traditional facade components:
 - Parapet cap or coincide,
 - Sign band above storefront.
 - Awning or canopy.
 - Transom.
 - First floor display window to expose activity within.
 - Recessed entry.

- Kickplate as a base to the storefront.
- j. Incorporate sloping roof forms that help reduce the scale of buildings and relate them to the forms of adjoining residential structures.
- k. Where the zoning line runs along a street or along a lot line, respect the existing building scale and character of the nearby structures.
- l. Where the zoning line runs along an alley, design the rear building facade of commercial buildings with the public view from the residential area in mind.
- m. Incorporate adjacent district's setback requirements to establish a continuity between the commercial uses and the adjacent residential structures.
- n. When adapting residential structures to commercial use, respect and maintain as much as possible the residential character of the building exterior and site.
- o. Use building materials that are familiar in their dimensions, quality, durability and that can be repeated. This helps to establish a sense of scale for new buildings.
- p. The use of materials that are compatible with those of existing nearby structures as the dominant materials in new buildings is encouraged.
- q. Where possible, develop the street edge with visually interesting commercial space.
- r. To allow good visibility into storefront windows and to create pedestrian interest, shade the storefront glass by an appropriate means.
- s. Wherever possible, provide direct access from a public sidewalk to all retail shops.

Subd. 3. Commercial Architectural Districts. (B-2A and B-3)

1. The Commercial Architectural districts are defined as all properties zoned B-2A and B-3 by the Long Lake Zoning map.
2. The following architectural guidelines will apply for review in the Commercial Architectural Districts,
 - a. Respect the scale, visual character and views of nearby structures.
 - b. Orient open spaces to views of activities, architectural landmarks or natural land and water forms that are visually interesting, When visually interesting visual features are unavailable, orient the perceived front of structures to the most significant right of way.
 - c. Maintain the distinction between the ground level floor and other floors for the purpose of maintaining pedestrian scale and interest.

- d. In new construction, reinforce the established horizontal line of the existing facades in the block.
- e. Incorporate sloping roof forms that help reduce the scale of buildings and relate them to the forms of adjoining residential structures.
- f. Where the zoning line runs along a street or along a lot line, respect the existing building scale and character of the nearby structures.
- g. Where the zoning line runs along an alley, design the rear building facade of commercial buildings with the public view from the residential area in mind.
- h. Incorporate adjacent district's setback requirements to establish a continuity between the commercial uses and the adjacent residential structures.
- i. Buildings must conform to the existing height limit of the designated zoning district.
- j. Use building materials that are familiar in their dimensions, quality, durability and that can be repeated. This helps to establish a sense of scale for new buildings.
- k. The use of materials that are compatible with those of existing nearby structures as the dominant materials in new buildings is encouraged.
- l. Where possible, develop the street edge with visually interesting commercial space.
- m. To allow good visibility into storefront windows and to create pedestrian interest, shade the storefront glass by an appropriate means.
- n. No more than 40 feet of a building width along a public right of way shall be in a single façade.
- o. No building shall extend more than 80 feet rearward from a public street.

Subd. 4. Industrial Architectural Districts. (1-1 and I-2)

- 1. The Industrial Architectural districts are defined as all properties zoned I-1 and I-2 by the Long Lake Zoning map.
- 2. The following architectural guidelines will apply for review in the Industrial Architectural Districts,
 - a. Respect the scale and views of nearby structures.
 - b. Respect the views of the community and traffic through the district and views from Highway 12.
 - c. Orient the perceived front of structures to the most significant right of way.
 - d. No more than 40 feet of a building width along a public right of way shall be in a single façade.

- e. No building shall extend more than 80 feet rearward from a public street.
- f. Where the zoning line runs along a street or along a lot line, respect the existing building scale and character of the nearby structures.
- g. Where the zoning line runs along an alley, design the rear building facade of commercial buildings with the public view from the residential area in mind.
- h. Incorporate adjacent district's setback requirements to establish a continuity between the commercial uses and the adjacent residential structures.
- i. Buildings must conform to the existing height limit of the designated zoning district.
- j. Use building materials that are familiar in their dimensions, quality, durability and that can be repeated. This helps to establish a sense of scale for new buildings.
- k. The use of materials that are compatible with those of existing nearby structures as the dominant materials in new buildings is encouraged.
- l. Where possible, develop the street edge with visually interesting industrial space.
- m. To allow good visibility into front windows and to create pedestrian interest, shade the glass by an appropriate means.

Subd. 5. Residential Architectural Districts (R-1A, R-1, R-2, R-3, R-4, R-5, and R-6; and INST)

- 1. The Residential Architectural districts are defined as: all properties zoned residential as shown by the City of Long Lake Zoning Map.
- 2. The following architectural guidelines will apply for review in the Residential Architectural Districts:
 - a. Respect the scale, visual character and views of nearby structures.
 - b. Orient open spaces to views of activities, architectural landmarks or natural land and water forms that are visually interesting. When visually interesting visual features are unavailable, orient the perceived front of structures to the most significant right of way.
 - c. Where the zoning line runs along a street or along a lot line, respect the existing building scale and character of the nearby structures.
 - d. Incorporate adjacent district's setback requirements to establish a continuity between the uses in the adjacent zoning districts.
 - e. Buildings must conform to the existing height limit of the designated zoning district.

- f. The use of materials that are compatible with those of existing nearby structures as the dominant materials in new buildings is encouraged.
- g. Use building materials that are familiar in their dimensions, quality, durability and that can be repeated. This helps to establish a sense of scale for new buildings.
- h. Whenever possible, provide direct access from a public sidewalk to all residential properties.

25.23 Projects or Proposals Subject to Review

Subd. 1. All projects subject to the Design Review Architect approval are subject to additional review if any change is made to the approved project, as deemed necessary by staff, prior to issuance of a building permit.

Subd. 2. The following is a listing of the building projects or proposals which are subject to mandatory review by the Design Review Architect:

- a. All new duplex, townhouse, quadraminium, manor home, multiple family, single family developments of two or more lots, office, commercial, retail, institutional and industrial construction.
- b. Any existing townhouse, manor home, or multiple family structure of four (4) or more units, or any existing office, commercial, retail, institutional, or industrial building, or structure that will, because of any remodeling, restoration or renovation change the existing exterior materials not including roofing.

Subd. 3. City staff may require review of any proposal that staff believes should be presented to the Design Review Architect for review, for any existing duplex, townhouse, multiple family structure of three (3) or fewer units that will, because of remodeling, restoration, or renovation, change the existing exterior materials not including roofing. In determining whether to submit a subject to the Architect for review, the following factors should be considered:

- a. Character and aesthetics of the neighborhood.
- b. Consistency with the Comprehensive Plan.
- c. Public health, safety and welfare.
- d. Whether the proposal has been previously considered by the Subcommittee as part of a different project.

25.24 Applicant's Submission Requirements:

Subd. 1. The following list identified the required materials which must be submitted to the Design Review Architect. The Planning Commission and/or city staff shall have the power to waive any of the required submission materials due to inappropriateness, The Design Review

Architects primary concern is to review matters pertaining to architectural or site design elements of requests submitted.

- a. Preliminary building floor plans and exterior elevations drawn to a minimum scale of 1/8"=1' to clearly show the design intent. These plans and exterior elevations shall include a list of materials and show structures and significant natural features on abutting properties with their respective existing and proposed views.
- b. A site plan, or plan, drawn at a scale of not less than one (1) inch to fifty (50) feet which adequately shows the following:
 - 1.) The dimensions, orientation, and acreage of each lot or plot to be built upon or otherwise used and the approximate total acreage.
 - 2.) Layout of the entire project, including existing structures and proposed construction and the relation of the project to surrounding properties and the existing buildings thereon including all building setbacks.
 - 3.) Existing zoning classifications for land in and abutting the proposed project.
 - 4.) Location and dimensions of present and proposed street and highway dedications required to handle the traffic generated by the proposed uses.
 - 5.) Location of points of entry and exit for motor vehicles and internal vehicular circulation to be emitted from the proposed use pattern.
 - 6.) The location and layout of all paved areas including off-street parking and loading facilities.
 - 7.) All existing and proposed topography including grading/drainage and erosion control plans.
 - 8.) Locations of existing and proposed plantings and screenings, specifying size and species,
 - 9.) Location of walls, fences, and railings, and the indication of their height and the materials of their construction.
 - 10.) Indication of exterior lighting adequate to determine its character and to enable review of possible hazards and disturbances to the public and adjacent properties.
 - 11.) Indication of other potential disturbances to the public and adjacent properties due to noise or doors
 - 12.) Location, size and design of exterior signs and outdoor advertising.
 - 13.) Detailed drawings of decorative elements.
 - 14.) Sectional studies to explain the character and intent of the design.
 - 15.) A photograph of the current site and structure(s).
 - 16.) Verification of wetlands on the site.

- Subd. 2. For projects or construction which exceed one million dollars (\$1,000,000) in cost, a model or computer simulation of the proposed building, entire site and adjoining land uses and buildings to a scale no smaller than one sixteenth of an inch equals one foot (1/16" = 1') which clearly shows the design intent and character of the proposed project may be required.
- Subd. 3. The Design Review Architect and/or staff may require such other information, materials and exhibits as he/she deems reasonably necessary to enable the Planning Commission to reach and informed recommendation and determination. Such information may include but is not limited to:
 - a. Photographs from the site of adjoining structures and their existing views.
 - b. Samples of exterior materials and colors.
 - c. Location and method of refuse storage.
 - d. Scale drawings of signs.

25.25 Review Process Schedule and Guidelines

- Subd. 1. The design review process shall follow the following schedule and guidelines:
 - a. City receives completed application and all required materials to be reviewed by the Planning Commission. The Planning Commission meets the second Tuesday of each month.
 - b. The Design Review Architect will then meet on the same day as, the Planning Commission meeting. The Design Review Architect will give his/her recommendation to the Planning Commission with findings to support or deny the application.
 - c. At this meeting, the Architect will submit an oral report of his/her findings, recommendations and suggestions on the project(s) to the Planning Commission. These results are to be based on the adopted purposes, guidelines, and review criteria of the City of Long Lake and must also follow the recommendations and guidelines of any city adopted area or project plan.
 - d. An applicant who receives a negative recommendation may request from the Design Review Architect, in writing, the conditions under which the City would accept the proposal.

25.26 Limitations:

- Subd. 1. Guidelines for limitations of the Design Review process are given below:

- a. The Design Review Architect shall not design or assist in the design of any buildings or projects submitted for approval. The Architect shall restrict its considerations to a reasonable and professional review of the proposal and plans, leaving full responsibility for the design and development to the applicant.
- b. Individual initiative and experimentation are to be encouraged.
- c. Only the applicant's failure to take reasonable account of the items discussed in the policy, purpose and criteria sections, shall justify the Design Review Architects disapproving a proposal.
- d. In its endeavor to improve the quality of a design, the Architect shall keep considerations of cost in mind. But consideration of cost shall not override the other objectives of this Ordinance.
- e. The Design Review Architect is not to use design review intentionally or inadvertently to exclude housing for minority groups or housing for low and moderate income persons or to unjustly discriminate in any fashion.
- f. The Design Review Architect isn't to use design review intentionally or inadvertently to prohibit or unduly restrict building types, materials or methods, or to vary the specific allowances or prohibitions of the City's zoning subdivision, or other development controls.

25.27 Separability

Should any section or provision of this Ordinance be declared by court of competent jurisdiction to be invalid, such decision shall not affect the validity of this Ordinance as a whole, or any part thereof, other than the part so declared to be invalid. If this Ordinance or any provision herein is held to be inapplicable to any person, property or work, such holding shall not affect the applicability thereof to any other persons, property or work.