

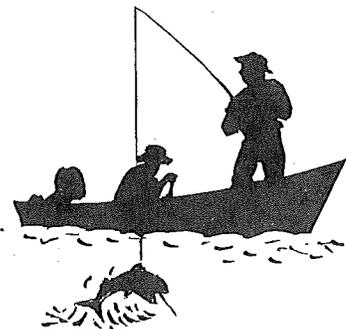
# Memo

**To:** Honorable Mayor and City Council  
**From:** Joe Kohlmann, City Administrator  
**Date:** November 12, 2013  
**Re:** Conditional Use Permit Request – 5531 Manitou Road

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The public hearing scheduled for November 12, 2013 will be continued to the November 26, 2013 City Council meeting. Please refer to attached letters to the applicant.

**Council Action Requested:**  
Open and continue the public hearing.



# City of Tonka Bay

4901 Manitou Road, Tonka Bay, Minnesota 55331 (952) 474-7994

November 6, 2013

**CERTIFIED MAIL**

Mr. Paul Bourgeois  
Executive Director of Finance/Operations  
5621 County Road 101  
Minnetonka, MN 55345

**RE: Notice of Extension of Review Period**

Dear Mr. Bourgeois,

In accordance with Minnesota Statute 15.99 subd. 3 (f), the City of Tonka Bay is extending the review period for your application made on October 2, 2013 for the consideration of a conditional use permit amendment for an expansion of the parking lot for open and outdoor storage of buses, a conditional use permit and variance to exceed the permitted 46 percent impervious surface on the lot, and a variance to exceed the permitted occupancy of 80 buses at the property located at 5531 Manitou Road in Tonka Bay.

The City is extending the review period an additional 60 days, to January 30, 2013 and will render a decision regarding your application prior to that date. The purpose of the review extension is due to the lack of response to a letter from Kelsey Johnson dated October 24, 2013 requesting additional information, attached hereto. The public hearing pertaining to your request will be continued pending receipt and review of the requested information.

If you have any questions, please contact Kelsey Johnson at (763) 287-8521 or Scott Neilson at (651) 426-3344.

Sincerely,

Joe Kohlmann  
City Administrator

cc: Jim Penberthy, City Attorney  
Fred Hanus, Hanus Enterprises  
Kelsey Johnson, City Planner  
Justin Messner, City Engineer

Attachment



Engineering ■ Planning ■ Environmental ■ Construction

701 Xenia Avenue South  
Suite 300  
Minneapolis, MN 55416  
Tel: 763-541-4800  
Fax: 763-541-1700

RECEIVED

OCT 28 2013

CITY OF TONKA BAY

October 24, 2012

Paul Bourgeois  
5531 Manitou Rd  
Tonka Bay, Minnesota 55331

**Re: Land Use Application for 5531 Manitou Road, Tonka Bay**  
WSB Project No. 01987-260

Dear Mr. Bourgeois,

The City of Tonka Bay is requesting additional information to the land use application submitted for the property located at 5531 Manitou Road, PID number 33-117-23-11-0075.

Specifically, the City is requesting the following information:

- An updated parking plan showing all parking on the site (existing) and proposed parking layout;
- An updated traffic study; and
- A signed application or a signed letter from the Property Owner.

This information is requested to be submitted by Friday, November 1<sup>st</sup>. If we do not have the requested information by this date, the City Council may determine they need this additional information prior to making a decision and the item may be tabled until a later meeting.

If you have any questions please call me at 763-287-8521 or email at [kjohnson@wsbeng.com](mailto:kjohnson@wsbeng.com)

Sincerely,  
**WSB & Associates, Inc.**

Kelsey Johnson, AICP City Planner

cc: Joe Kohlmann, City Administrator, City of Tonka Bay ✓  
Jim Penberthy, City Attorney, City of Tonka Bay  
Justin Messner, City Engineer, WSB & Associates, Inc.