



# **NORTHWEST ASSOCIATED CONSULTANTS, INC.**

4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422  
Telephone: 763.957.1100 Website: www.nacplanning.com

## **MEMORANDUM**

**TO:** Sunfish Lake Mayor and City Council  
**FROM:** Ryan Grittman  
**DATE:** November 30, 2016  
**RE:** Sunfish Lake – Planning Update for December City Council Meeting  
**NAC FILE:** 211.02 - General

**12/6/16 CC  
Mtg.  
Agenda Item  
6a**

### **November Planning Commission Meeting**

The November Planning Commission meeting was cancelled due to a lack of applications.

### **Additional Planning Updates**

Staff continues to get routine phone calls and emails regarding basic planning and zoning questions; however, staff has not received any inquiries/applications for minor or major review.

A copy of the 2017 Application Schedule is provided for Council consideration. The City Attorney has drafted resolutions for the Council and Planning Commission meeting dates and the application deadlines. The timeframe for deadlines will remain the same in 2017 as it was in 2016.

**c:** Catherine Iago, City Clerk  
Tim Kuntz, City Attorney  
Don Sterna and Eric Eckman, City Engineers  
Mike Andrejka, Building Official  
Jim Nayes, City Forester  
Ron Wasmund, Septic System Inspector  
John Maczko, Fire Chief

# CITY OF *Sunfish Lake* – 2017 APPLICATION SCHEDULE

COMPLETE APPLICATION DUE IN PLANNER'S OFFICE	PLANNER FORWARDS APPLICATION MATERIALS TO CITY STAFF	PUBLISH/MAIL PROPERTY OWNER NOTICES AND/OR PUBLIC HEARING NOTICES	ALL CITY CONSULTANTS' REPORTS / COMMENTS DUE IN PLANNER'S OFFICE	PC PACKET MAILED OUT	PLANNING COMMISSION MEETING	CITY COUNCIL MEETING
4:30 PM		WEDNESDAY 12:00 PM			WEDNESDAY 7:00 PM	TUESDAY 7:00 PM
12/12/2016	12/13/2016	1/4/2017	12/27/2016	1/11/2017	1/18/2017	2/7/2017
1/9/2017	1/10/2017	2/1/2017	1/24/2017	2/8/2017	2/15/2017	3/7/2017
2/6/2017	2/7/2017	3/1/2017	2/21/2017	3/8/2017	3/15/2017	4/4/2017
3/13/2017	3/14/2017	4/5/2017	3/28/2017	4/12/2017	4/19/2017	5/2/2017
4/10/2017	4/11/2017	5/3/2017	4/25/2017	5/10/2017	5/17/2017	6/6/2017
5/15/2017	5/16/2017	6/7/2017	5/30/2017	6/14/2017	6/21/2017	7/11/2016
6/12/2017	6/13/2017	7/5/2017	6/27/2017	7/12/2017	7/19/2017	8/1/2017
7/10/2017	7/11/2017	8/2/2017	7/25/2017	8/9/2017	8/16/2017	9/5/2017
8/14/2017	8/15/2017	9/6/2017	8/29/2017	9/13/2017	9/20/2017	10/3/2017
9/11/2017	9/12/2017	10/4/2017	9/26/2017	10/11/2017	10/18/2017	11/7/2017
10/9/2017	10/10/2017	11/1/2017	10/24/2017	11/8/2017	11/15/2017	12/5/2017
11/13/2017	11/14/2017	12/6/2017	11/28/2017	12/13/2017	12/20/2017	1/2/2018

\*

Applies to all Major Review, CUP, IUP, Text Amendment, Rezoning and Variance Applications

\* Denotes meeting moved back one week due to holiday or other non-meeting day.

NOTE: This schedule will be followed without exception. Incomplete applications, missing meeting dates or project due dates will result in the review of the request being delayed.

Pursuant to Minnesota State Statutes, Section 15.99, as amended, supplemented or replaced from time to time, the City is permitted fifteen (15) business days to review materials submitted and determine whether an application is complete. Submittal of application materials on the complete application deadline does not guarantee placement on the upcoming Planning Commission agenda.

- Staff/Consultant Dates

- Applicant Dates



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## MEMORANDUM

TO: Sunfish Lake Mayor and City Council

FROM: Ryan Grittman

DATE: November 30, 2016

RE: Sunfish Lake – Consultant Review – 2016

FILE: 211.02

### I. 2016 Applications

Over the past year, the City reviewed eight private planning and zoning requests. Applications this year included major site and building plan reviews of a new home, one home addition, and several large site improvement projects, as well as review of two variance requests. In addition, through the end of the year, staff will have conducted a number of pre- and post-construction site visits for projects that were previously approved by the City. The following is a list of applications processed in 2016:

- 16.01 Seidel – 5 Windy Hill Court – Admin Chicken Keeping Permit
- 16.02 Birch – 5865 South Robert Trail – Major Review - New Home
- 16.03 Conners – 205 Salem Church Road - Admin Chicken Keeping Permit
- 16.04 Kihfir – 331 Salem Church Road – Minor Review – Home Addition
- 16.05 Shaller – 6 Grieve Glen Lane – Bee Keeping Permit
- 16.06 Debertain – 2166 Charlton Road – Bee Keeping Permit
- 16.07 Escoto – 55 Salem Church Road – 2<sup>nd</sup> Accessory Structure CUP
- 16.08 2250 Delaware LLC - 2250 Delaware – Lot Split and Combination

### II. City Technical Assistance

Planning staff was engaged throughout the year in providing pre-application assistance to applicants, which was billed as City technical assistance. In addition, planning staff continues to provide assistance to applicants through provision of ordinance and application materials, discussion of the application review process, and via review of preliminary plan sets.

Planning staff also responded to a number of inquiries from residents or realtors regarding individual properties. Response to property inquiries typically required a review of the planning issue / request, review of the subject property, review of ordinance requirements, and a response to the inquiry coupled with the provision of applicable property record or Zoning Ordinance materials.

In addition, planning staff provided lengthy planning assistance on the following land use issues over the course of the year:

- 1) Miscellaneous Comprehensive Plan amendment reviews for surrounding jurisdictions, including review of the Inver Grove Heights proposals.
- 2) Research and presentation related to the regulation of lighting in the community.
- 3) Researched and prepared a Zoning Ordinance amendment to prohibit “temporary health care units” in the City.

### III. Staffing/Billing Rates

Michelle Barness served as the primary Sunfish Lake Planner at the beginning of 2016 until her resignation in the Spring. At that point, Ryan Grittman took over and will continue to provide planning services in 2017, with Alan Brixius serving in a supervisory role as needed. NAC employee rates for 2017 for private and city work are demonstrated in the table below.

<b>2017 Charge Rates</b>		
<b>Northwest Associated Consultants, Inc. (NAC)</b>		
<b>Employee</b>	<b>City Rate</b>	<b>Private Rate</b>
Alan Brixius, Principal	\$137.50/hour	\$163.00/hour
Ryan Grittman, Planner	\$53.00/hour	\$61.00/hour
Office Support Staff	\$45.00/hour	\$53.00/hour

### IV. Year in Review

#### A. *Strengths.*

- 1) The City and its representatives are dedicated to addressing concerns raised by residents as they arise, and the lines of communication between City officials, residents, and staff are kept open at all times.
- 2) Planning and engineering staff have been working closely together to conduct pre-application meetings, to identify and follow up on project approval conditions, and to conduct site inspection visits. Eric Eckman of WSB Associates has been assisting in the site and building plan reviews for WSB.

- 3) Sunfish Lake residents and officials encourage land use and development that is sensitive to the needs of neighbors and protective of the unique natural environment in the community. These values will result in an attractive and sustainable community over the long run.

*B. Areas of Improvement.*

- 1) Fire Code. City staff made significant strides in reviewing homes for Fire Code compliance. Staff feels there is still room for improvement as codes are always changing. Staff will look to include the Fire Chief more closely in 2017 to assist with fire access.
- 2) Prompt Post Construction Site Visit. 2016 was a busy year closing out projects with post construction site visits. In 2017, staff is hoping to close projects out more promptly.
- 3) Chicken and Bee Keeping. Currently, staff does not have a master list of chicken and bee keeping permits. Building a master list is crucial to the renewal of chicken and bee keeping permits which requires staff to renew permits every three years.

*C. Zoning Ordinance Updates*

- 1) Application Fee Update. In 2016, the City of Sunfish Lake updated its escrow fee for Minor and Major Site Plan Reviews. The purpose of the fee update was to hold an escrow that more accurately reflects the cost of reviewing applications. The previous fee schedule would result in large cost overruns for the applicant, which City staff saw as unfair. The new fee schedule hopes to reduce the large deficits.
- 2) Alternative Energy Ordinance. 2016 also saw the implementation of an alternative energy ordinance. Staff and Council worked together to implement an ordinance that will hopefully serve the City for years to come.
- 3) Temporary Health Care Units. From time to time, the State will pass a new law that causes cities to make changes to their ordinances. Temporary Health Care Units are an example of this change. Staff works closely with the League of Minnesota Cities, the Minnesota Chapter of the American Planning Association, and other non-profit groups that monitor these changes and offers advice to staff. The City quickly implemented an ordinance that prohibits these units from use in the City.

*D. What's on the Horizon?*

- 1) The Zoning Ordinance and City Code must continually be updated to reflect regulatory changes originating with the State of Minnesota, or potential regulatory changes that arise as a result of discussion with residents, staff, and City officials. Planning staff has processed a few ordinance amendments over recent years.
- 2) System Statements resulting from the Metropolitan Council's completion of its 2040 Development Framework were provided to the City of Sunfish Lake in 2015. Planning staff will review and respond to the Metropolitan Council as necessary.
- 3) Sunfish Lake will conduct an update of its Comprehensive Plan, incorporating information provided in the City's System Statement and goals identified in the metro development framework. Planning staff will provide a memorandum describing the Comprehensive Plan update process in more detail starting in January. The Comprehensive Plan update must be completed, including review and approval by the Met Council, by the end of 2018.
- 4) Planning staff will continue to work with other staff in conducting site inspections of approved projects, to verify that construction proceeds according to approved plans and conditions provided by the City Council.

*E. Planning Expertise and Achieving Sunfish Lakes 2017 Goals*

- 1) We will assist in creating any ordinance changes as necessary to affect the City's stated goals.
- 2) We will continue to provide quality representation to residents, real estate individuals, and developers; and attempt to provide answers which resolve both site and design issues.
- 3) We will assist in creating a work plan for the Sunfish Lake 2018 Comprehensive Plan update.

c: Cathy Iago