



MEMORANDUM

TO: Sunfish Lake Mayor and City Council

FROM: Michelle Barness / Alan Brixius

DATE: November 28, 2012

RE: Sunfish Lake - Planning Update for December City Council Meeting

FILE: 211.02 – General

12/4/12 CC Mtg.
**Agenda
Item
6**

November Planning Commission

The November Sunfish Lake Planning Commission meeting was cancelled due to a lack of planning applications and because the holiday created conflicts in schedules making it difficult to have a quorum of Commission members in attendance.

December Planning Commission

There are no planning applications or public hearings on the Planning Commission agenda for December, however the Planning Commission will discuss a few timely ordinance issues (originally scheduled for discussion at the November meeting). Topics considered will include:

- 1) A numerical cap on the number of accessory buildings.
- 2) Under what conditions solid wood fences may be allowed (currently City Code allows them by variance when practical difficulties have been demonstrated).

These questions arose during consideration of the 2400 Delaware Avenue application for a Major Site and Building Plan Review and variance from solid wood fence standards.

In addition, we received a new inquiry regarding the property located at 345 Salem Church Road. A previous application for a Major Site and Building Plan Review and variance from shoreline setback requirements for the same property was dropped, partially as a result of concern over the height and volume of the proposed home. In preparation for potential future applications to build or expand on this property, the Planning Commission will discuss how the City should direct applicants as to house size given approval of a variance from shoreline setback standards.

2013 Development Application Schedule

Attached is the 2013 development application schedule for Council review and approval. At last month's Council meeting, planning staff reviewed two 2013 Council meeting dates (July 2nd and September 3rd) that may be of concern due to potential conflicts with National holidays. Council may want to discuss these dates and note any changes in the final resolution for the 2013 application schedule.

cc: Catherine Iago, City Clerk
Tim Kuntz, City Attorney
Don Sterna, City Engineer
David Neameyer, Building Official
Jim Naves, City Forester
Ron Wasmund, Septic System Inspector

CITY OF *Sunfish Lake* – 2013 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
12/17/2012	12/18/2012	1/2/2013	1/1/2013	1/9/2013	1/16/2013	2/5/2013
1/21/2013	1/22/2013	2/6/2013	2/5/2013	2/13/2013	2/20/2013	3/5/2013
2/18/2013	2/19/2013	3/6/2013	3/5/2013	3/13/2013	3/20/2013	4/2/2013
3/18/2013	3/19/2013	4/3/2013	4/2/2013	4/10/2013	4/17/2013	5/7/2013
4/15/2013	4/16/2013	5/1/2013	4/30/2013	5/8/2013	5/15/2013	6/4/2013
5/20/2013	5/21/2013	6/5/2013	6/4/2013	6/12/2013	6/19/2013	7/2/2013
6/17/2013	6/18/2013	7/3/2013	7/2/2013	7/10/2013	7/17/2013	8/6/2013
7/15/2013	7/16/2013	8/7/2013	7/30/2013	8/14/2013	8/21/2013	9/3/2013
8/19/2013	8/20/2013	9/4/2013	9/3/2013	9/11/2013	9/18/2013	10/1/2013
9/16/2013	9/17/2013	10/2/2013	10/1/2013	10/9/2013	10/16/2013	11/5/2013
10/21/2013	10/22/2013	11/6/2013	11/5/2013	11/13/2013	11/20/2013	12/3/2013
11/18/2013	11/19/2013	12/4/2013	12/3/2013	12/11/2013	12/18/2013	1/7/2014

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

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