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MEMORANDUM

TO: Sunfish Lake Mayor and City Council

FROM: Alan Brixius/Michelle Barness

DATE: May 1, 2013

RE: Sunfish Lake – Planning Update for May City Council Meeting

NAC FILE: 211.02 - General

5/7/13 CC Mtg.
**Agenda
Item
6b**

April 2013 Planning Commission Meeting

393 Salem Church Road. The Sunfish Lake Planning Commission met on April 17, 2013 to consider the development application for a major site and building plan review for the subject property. The property owners, Tim Schacker and Kristin Hoelscher-Schacker, are proposing to remove the existing home on the property and construct a new home and garage at a different location. The parcel is zoned R-1, Single Family Residential and falls within the Shoreland Overlay District.

The applicant has submitted site and building plans for the proposed home and attached garage for Council review. The plans include the Erosion Control and Demolition Plan (Exhibit A), the Site and Grading Plan (Exhibit B), the Layout Plan (Exhibit C), Planting Plans (Exhibit D), Details (Exhibit E), the existing Site Survey (Exhibit F), Floor Plans (Exhibit G), Building Elevations (Exhibit H), Building Sections (Exhibit H), a project narrative (Exhibit I), outline specifications (Exhibit J), building perspectives (Exhibit K), and lighting cut sheets (Exhibit L).

In addition to a home and attached garage, a courtyard, terrace and screened porch will be integrated in the proposed design. The location of the new home at a higher elevation requires the removal of several trees, an extension of the existing driveway, and the location of new septic drain fields.

While the new home is larger than the existing home, review of site and building plans has demonstrated that the project is able to meet all R-1 District and Shoreland Overlay District standards pertaining to lot area and setbacks, building size, building height, material use, drive and parking area design, lighting design, site grading, drainage and stormwater management, landscaping, fencing, screening, and septic system design.

The City Engineer has provided additional recommendations for the applicant regarding site drainage, stormwater management, erosion and sediment control, retaining wall construction, and septic abandonment procedures (see Exhibit M and the email dated

April 17, 2013), which the applicant has agreed to address. Revised site plans addressing engineer requirements, dated April 10, 2013, have also been provided for the council's consideration.

There was some public discussion at the Planning Commission meeting regarding whether the proposed project would maintain adequate screening between the location of the new home and adjacent properties. Planning staff analyzed site conditions on the subject property and surrounding properties and found that existing and proposed screening, and significant separation distance between the proposed home and nearby homes will minimize visual impacts for adjoining properties. In addition, no home currently exists on the property to the west, and the home on the property to the north is located at approximately the same elevation as the proposed home, which reduces the chance of unwanted sight lines. The Planning Commission considered these facts, in addition to viewing an aerial image of the subject property in relation to the adjacent property to the north, and decided that the proposed project meets Ordinance screening requirements and has otherwise addressed minimizing visual impacts to adjoining properties.

The Planning Commission recommended approval of the requested major site and building plans to allow the construction of the new home and garage, based on the Planning Commission findings, which are attached to this report.

With the submission of these site and building plans, we request Council action on the development application for 393 Salem Church Road per the findings of the Planning Commission. A council resolution is attached for council consideration.

Solid Wall Fences. The Planning Commission reviewed an ordinance amendment to permit solid fences of a designated height, location and design within the community. The Planning Commission decided to table consideration of the ordinance amendment until further information could be provided regarding the proposed length limit for solid fences of 200 linear feet, which is the existing length standard applied to other non-split rail fencing in the community. Planning staff was directed to research the history of this standard and provide that information for Planning Commission consideration at their May 15, 2013 meeting. An amended solid fence ordinance amendment may be considered at that time.

Tree Removal Application. The Planning Commission reviewed a draft Tree Removal Application to be completed by property owners intending to remove trees from their property. The application could be accessed via the City's website and would be submitted to the City Forester. The application would ask that residents provide information on the type and number of trees to be removed, the location of trees to be removed, and the intended methods for tree removal. In addition, the application would gather basic information including property owner name and address, contractor information, and so on. The application would provide the City Forester the opportunity to connect with local residents on issues pertaining to tree removal and woodland management, and otherwise keep the City informed regarding these activities. The application does not require an ordinance amendment. Rather, the City would need to

educate residents via the City website and newsletter regarding the necessity of completing the application.

The Planning Commission decided to table consideration of the draft Tree Removal Application until a site visit could be arranged for the property located at 6 Acorn Drive, which has undergone significant tree removal in recent months. The Planning Commission would like to visit that site to be able to draw conclusions regarding key issues pertaining to tree removal on private property, and otherwise understand the extent of tree removal activity on that particular property. The City Forester has agreed to attend the site visit to provide expertise on tree removal conditions at the site. The Planning Commission would like to invite the City Council to attend the site visit to 6 Acorn Drive on May 15, 2013 in preparation for consideration of the issue at an upcoming City Council meeting. Further details regarding the site visit will be provided to the City Council prior to the Planning Commission meeting.

April 2013 Planning Commission Meeting

There will be no new planning and development applications for review at the May 15, 2013 Planning Commission meeting. The meeting will be held in order to hold a site visit at 6 Acorn Drive to assess and discuss tree removal issues in the community. In addition, the Planning Commission will gather at its regular time and location for further discussion and possible motions pertaining to the draft tree removal application and solid wall fence ordinance amendment.

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