



PLANNING REPORT - Major Site and Building Plan Review

TO: Sunfish Lake Mayor and City Council
Sunfish Lake Planning Commission

FROM: Emily Shively/Alan Brixius

DATE: August 14, 2013

RE: Sunfish Lake – 21 Salem Lane – Site and Building Plan Review

FILE: 211.01 – 13.07

Application Accepted:	July 11, 2013
Planning Commission Date:	August 21, 2013
Tentative City Council Review:	September 3, 2013
60-day Review:	September 9, 2013

BACKGROUND

Dick Bjorklund Construction, Inc. on behalf of Steve and Mary Siedlitz is requesting approval of a Major Site and Building Plan Review to allow the construction of a one-story master bedroom and bath addition to the existing home at 21 Salem Lane. A Major Site and Building Plan Review requires review and recommendation by the Planning Commission and final approval by the City Council.

The proposed addition totals 991 square feet with a full foundation. This addition will add a master bedroom and bath on the first floor of the home and includes a small office. The existing home has foundation footprint of 2,165 square feet and the addition will bring the total foundation footprint to 3,156 square feet.

The proposed addition will have a full foundation that will expand the existing basement area. Sunfish Lake Zoning Ordinance Section 1202.02.F defines the gross floor area of a building as the floor area exclusive of the basement or cellar. The ordinance does not provide a definition that distinguishes basements from cellars; as such the planning commission may exclude the basement from the gross floor area of the house.

No other renovations, additions, or site improvements are proposed. Although the new addition is less than 1,000 square feet, the excavation for the addition's full basement will require the removal of more than 50 cubic yards of dirt which requires a major site and building plan review process.

APPROVALS REQUIRED	
Major Site and Building Plan Review	To permit the construction of an addition at 21 Salem Lane

Attached for reference:

- Exhibit A: Site Plan/ Survey
- Exhibit B: Building Elevations
- Exhibit C: Basement Floor Plan
- Exhibit D: First Floor Plan
- Exhibit E: Addition Sections
- Exhibit F: Engineer Report

ISSUES ANALYSIS

The applicants are proposing to add an addition to their existing home to create a master bedroom, master bath, two closets and a small office space on the main level of the home. While the proposed addition is only one story, a full foundation will be excavated below and the addition may impact site trees and grading in the immediate vicinity of the addition.

Major Site and Building Plan Review

The property at 21 Salem Lane is zoned R-1, Single Family Residential. The proposed addition will be located on the east side of the existing home. The following table illustrates the application of the R-1 District requirements to the proposed addition and existing home.

R-1 District Standards	Required	Proposed	Compliant
Front Setback (north –setback to the public street.)	100 feet	approx. 138 feet	Yes
Side Setback (east/west)	50 feet	105.9 feet/79.9 feet	Yes
Rear Setback (south)	50 feet	223.6 feet	Yes
Front Accessory Setback (Setback to the public street – attached garage)	100 feet	approx. 105 feet	Yes
Side Accessory Setback (garage)	25 feet	N/A	N/A
Rear Accessory Setback (garage)	25 feet	N/A	N/A
Maximum Building Coverage	10%	7.6%	Yes
Building Height Limitation (height above average existing grade)	30 feet	22.55 feet	Yes
Lot Area	2.5 acres	2.733 acres	Yes
Lot width at building setback line	200 feet	280 feet	Yes

Lot Area Requirements. As illustrated in the table above, the lot in question meets the R-1 District standards for lot area, width and setbacks.

Building Height. According to the Ordinance, no building structure shall exceed two and a half stories or 30 feet in height above existing grade (measured from the average existing ground level). According to the submitted project elevations, the average existing ground elevation around the proposed home is 1026.2 feet in elevation, so that any new structure should not exceed 1056.2 feet in elevation, or 30 feet. The top of the proposed principal building does not exceed 1048.75 feet in elevation, with a total building height of 22.55 feet, meeting the R-1 District 30 foot height limit. The existing home on the property is two stories tall; the proposed addition will not increase the building height.

Building Materials. The addition will be sided with brick and metal siding to match the existing home, both approved exterior building finishes. The foundation walls of the addition will consist of poured concrete, and roofing materials will consist of asphalt shingles.

The City Building Inspector has reviewed the plan set and has no comments regarding this application. A more thorough Building Code review will be conducted with the building permit application. The building plans were also reviewed against the Sunfish Lake Design Guidelines, and were found to successfully meet the standards set forth therein. A discussion of proposed improvements in relation to the Design Guidelines is provided in the Site and Building Evaluation Criteria discussion later in this report.

Lighting. No additional outdoor lighting has been proposed for the addition.

Grading and Drainage.

Steep Slopes. The proposed grading plan does not include work within areas of steep slopes (in excess of 12%).

Topographic Alteration and Erosion Control. The construction of the proposed addition will require minimal re-grading of the site and removal of selected vegetation. The applicants have provided information on erosion and sediment control, and tree removal and protection. Erosion control methods include an erosion control fence (silt fence) which will wrap around the north, east, south, and west extent of construction on the site.

The City Engineer recommends relocating the soil stockpile to a location within 50 feet of a paved surface and protected by silt fence. The existing location within the infiltration basin may result in compaction of underlying soils that may compromise the infiltration capacity of the area.

The areas impacted by grading and excavation must be immediately replanted upon completion of construction. The applicant plans to sod all areas around the new addition.

Stormwater Management. Stormwater will drain away from the proposed addition. Stormwater movement to the east of the addition will drain towards a new infiltration

basin via downspouts into drintile. The infiltration basin will be contained by a one foot retaining wall on the north. Other site drainage remains unchanged.

The City Engineer reviewed the infiltration area and has deemed it to be adequate for controlling stormwater. The infiltration basin must be protected from construction equipment to prevent soil compaction.

Landscaping/Fencing/Screening.

Fencing. No fences or walls are being proposed that require review under this ordinance section. There is a one foot retaining wall associated with the new infiltration basin and no existing fences or walls will be impacted by the proposed project.

Landscaping. Three trees are to be removed from the lot in the course of constructing the new addition. Trees identified for removal are in the immediate area of the proposed addition and are all cottonwood trees. A significant amount of trees will remain on the site in the area immediately adjacent to the addition, and approximately fourteen trees are specifically identified on the site plan/survey (Exhibit A) to be protected by tree protection fencing during demolition. Currently City Ordinance requires that tree protection measures also include marking trees to be saved with a red flag, so as to clearly differentiate them from trees to be removed.

There is extensive woodland coverage on the site to the north, east and south of the proposed addition that will remain intact and provide sufficient buffering from adjoining properties.

The City Forester has reviewed the applicant's tree removal plans. He indicated that the appropriate trees are being removed from the property and the applicants are providing adequate protection for those trees intended to be preserved. He recommended and approved removal of additional cottonwood trees within 15-20 feet of the new addition that have a lean or substantial weight toward the new addition.

Septic System. The applicant provided the location and elevation of the existing and proposed septic systems on the site. The new bathroom will require an expansion of the existing system with a design recommended by a licensed septic contractor that will add an additional tank and drainfield lines.

Detailed construction plans and applicable permits will be required in conjunction with the building permit application for the septic systems, and the applicant must further comply with the recommendations of the City Septic Systems Specialist pertaining to the expansion of existing septic facilities.

Site and Building Plan Evaluation Criteria. As described in Section 1208.04 of the City Zoning Ordinance, the Planning Commission, as its basis of recommendation, and the City Council, as its basis for decision, shall evaluate the effects of the proposed site and building plans. This review shall include, but is not limited to, the following:

- A. Whether the proposed improvements are compatible and in harmony with the existing structures in the surrounding community.

Comment: The proposed addition to a single family home will not change the primary residential use which is a permitted use in the R-1 District. The addition will increase the size of the home by approximately 25 percent, and the building and site plan will continue to comply with R-1 standards. In addition, the architecture is of quality design consistent with City Design Guidelines and will match the existing structure's building materials. The Planning Commission will need to make a finding as to whether this proposed addition is compatible and in harmony with the surrounding community.

- B. Whether the proposed improvements preserve the character and nature of the surrounding community, including the natural landscape and woodland characteristics of the community.

Comment: The applicants will be preserving the majority of the natural landscape on the property. A minimal number of trees will be removed during the construction of the addition and all of them are cottonwood trees. Therefore the City Forester supports the removal of the designated trees. The remainder of woodland vegetation on the site will be unchanged and trees in close proximity to the proposed addition will be protected during construction.

- C. Whether the proposed improvements are not constructed of unsightly, improper or unsuitable materials.

Comment: The exterior materials of the proposed house and garage meet Ordinance requirements, create aesthetic appeal, and otherwise maintain the character of the locality. Further, they meet the requirements of the Sunfish Lake Design Guidelines, in that they:

1) Preserve sensitive areas during construction (applicants plan on installing silt fencing during construction, and the addition will require minimal grading before and after construction).

2) Designed for specific conditions of the site (proposed addition will not significantly alter the existing grade).

3) Unifying design concept (the exterior finishes on the addition will match the existing home)

4) Integrated attractive building features in the architectural design (the addition includes a number of windows and a varied roof design complementary to the existing home).

5) Using attractive and complementary exterior finish materials (the north/front elevation will be faced with brick and the side and rear elevations will be faced with steel siding to match the existing home).

- D. Whether the proposed improvements will not materially adversely affect any natural resources in the community, except when there is no feasible and prudent alternative to the proposed location of the improvements. For purposes of this clause, “natural resources” shall include, but not be limited to, all mineral, animal, botanical, air, water, land, timber, soil, quietude, recreational, historical, scenic and aesthetic resources.

Comment: The proposed addition will create minimal disturbance during construction and the use and size of the addition do not appear to pose any adverse impacts on natural resources.

- E. Whether the proposed site and improvements shall have an appearance that will not have an adverse effect upon adjacent residential properties.

Comment: The proposed addition is designed to complement the existing home and appear to be a natural extension of the home. Significant existing tree coverage on the parcel will remain and provide natural screening of the addition.

- F. Whether the proposed site improvement complies with drainage requirements, as provided in Section 1216.04 of the Zoning Ordinance.

Comment: The City Engineer has reviewed the proposed site improvements and provided comments in Exhibit F.

SUMMARY AND RECOMMENDATION

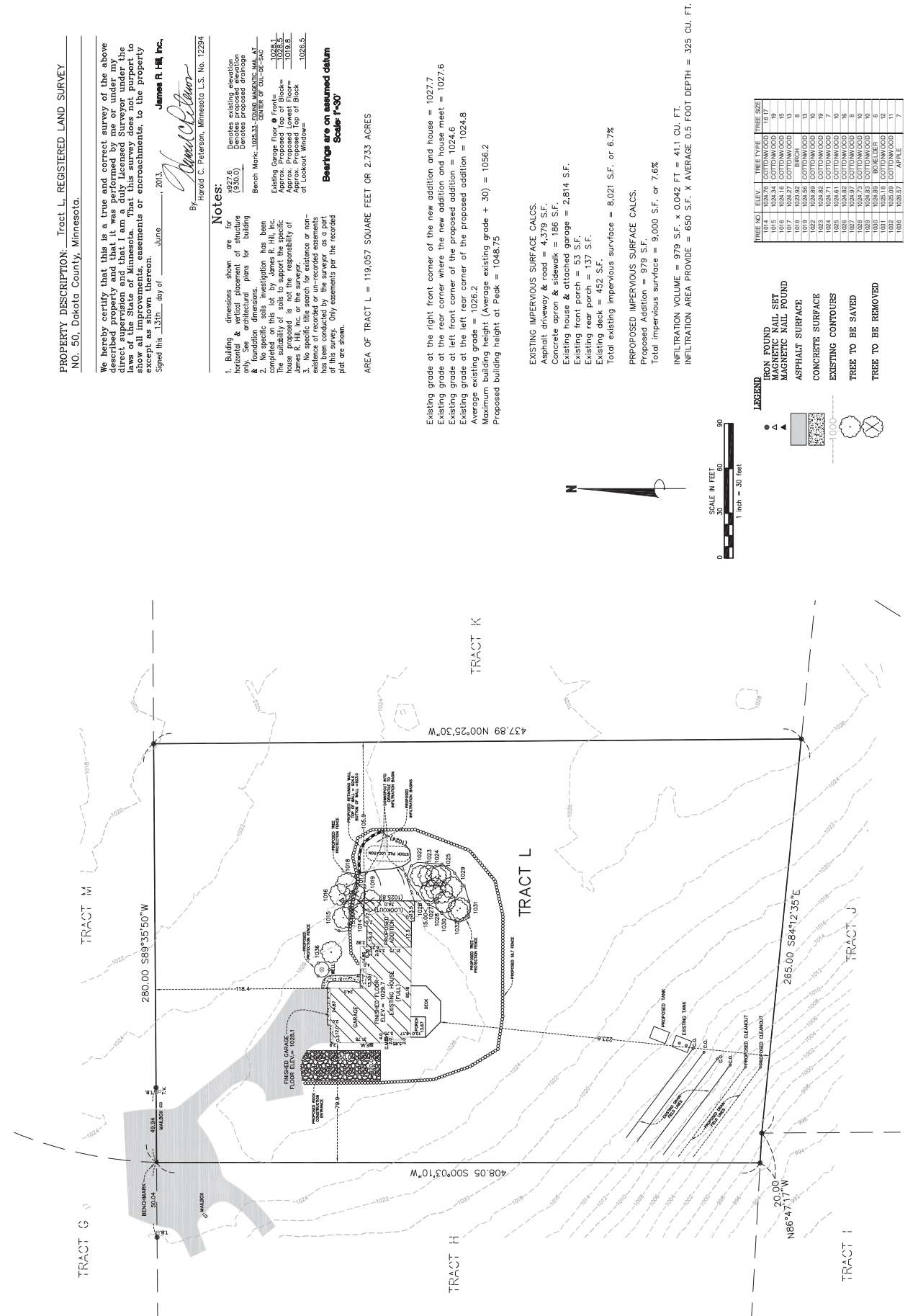
The applicants are requesting approval of a Major Site and Building Plan review to allow the construction of an addition to an existing home at 21 Salem Lane. Planning staff recommends approval of the Major Site and Building Plan based on finding that the proposal will have minimal impact on site conditions related to vegetation, land alteration, or neighboring property.

Approval will be based on the following conditions:

- 1) Prior to issuing a final building permit, the applicant must provide a revised site plan depicting the relocation of the soil stockpile and associated silt fencing. The revised plan should also show protection fencing around the infiltration basin to ensure the area is protected from compaction during construction.
- 2) The applicant must comply with the recommendations of the City Septic Systems Specialist pertaining to changes made to the existing septic system to accommodate the proposed addition.
- 3) The applicant must contact planning staff to arrange pre- and post-construction site visits, whereby staff can confirm that site and building plans and associated approval conditions have been implemented accordingly. The inspections are separate from

other inspections that may be necessary by the City Building Inspector, City Septic System Inspector, City Engineer, or other individuals. The cost of site inspections is \$75 each and payment of this amount shall be the responsibility of the property owner.

c: Cathy Iago, City Clerk
David Neameyer, City Building Official
Ron Wasmund, City Septic System Inspector
Don Sterna, City Engineer
Jim Nayer, City Forester
Tim Kuntz, City Attorney
Dick Bjorklund – Dick Bjorklund Construction, Inc. Applicant
Steve and Mary Seidlitz, Owners







Memorandum

To: *Emily Shively and Michelle Barness
Northwest Associated Consultants*

From: *Donald W. Sterna, PE
WSB & Associates, Inc.*

Date: *August 13, 2013*

Re: *Site and Building Plan Review
21 Salem Lane
City of Sunfish Lake, MN
WSB Project No. 1011-99*

Background

Property owners have submitted an application for a major site/building plan review for a bedroom addition to the existing house. The addition consists of a 991 square foot bedroom area. The addition is located on the east side of the existing house.

Review Comments

The plans submitted indicate drainage conditions and calculations. The proposed stock pile that is shown in the proposed infiltration area must be moved to a location within 50 feet of a paved surface and protected by silt fence. The infiltration area appears to be adequate, but must be protected from equipment from compacting the soils.

The existing septic system needs to be reviewed by the City's septic inspector for function and capacity to accommodate the proposed building addition.

Conclusion and Recommendations

Based upon our review of the proposed site plan for the proposed addition appear to be consistent with the City's requirements, with the exception of the above-noted items in this memorandum. Therefore, we hereby find the proposed plans not to be in accordance with City requirements and recommend denial from an engineering standpoint for this project until these items are addressed. We are requesting a new set of plans addressing these comments be resubmitted to our office prior to final issuing of the building permit on the project.

CITY OF *Sunfish Lake* MINNESOTA

**Planning Commission
Findings of Fact &
Recommendation
(Approval)**

Applicant's Name: Dick Bjorklund Construction (on behalf of Steve and Mary Seidlitz)

Request: The applicants request City approval of major site and building plans to allow for a home addition at 21 Salem Lane.

Planning Commission Meeting Date: August 21, 2013

Findings of Fact: Based on review of the application and evidence received, the Sunfish Lake Planning Commission now makes the following findings of fact and recommendation:

1. The address of the subject property is as follows:

21 SALEM LANE, SUNFISH LAKE, MN 55118
2. The Planning Report dated August 14, 2013 prepared by Northwest Associated Consultants, Inc. is incorporated herein by reference.
3. Conditions from the City Engineer, as detailed in a memo dated August 13, 2013 and discussed in the course of the Planning Commission meeting on August 21, 2013, are incorporated herein by reference.
3. The Sunfish Lake Planning Commission reviewed the applicant's request for major site and building plan approval on August 21, 2013. The Planning Commission recommended approval of major site and building plans to allow for a home addition at 21 Salem Lane, subject to certain conditions as set forth in the Planning Report and as provided by the City Engineer.
4. Upon review of the planning report and application information the Planning Commission found that the proposed site and building plans request meets Ordinance requirements. The following findings support the Planning Commission recommendation for approval:

Major Site and Building Plans:

1. With the proposed addition, the existing home and lot will continue to meet R-1 District lot area, width and setback standards.

2. With the proposed addition, the existing home will continue to meet Ordinance requirements pertaining to building size, height, and material use.
3. With the proposed addition, the existing home and site will continue to address Ordinance requirements pertaining to drive and parking area design, lighting design, site grading, drainage and stormwater management, landscaping, screening, and septic system location.
4. The proposed project meets the requirements of the Sunfish Lake Design Guidelines.
5. The proposed project meets all other Zoning Ordinance criteria.

Recommendation:

Based on the foregoing considerations and applicable ordinances, the Planning Commission recommends approval of the applicant's major site and building plans to allow for the construction of a home addition on their property.

Approved, subject to the following conditions:

1. Prior to issuing a final building permit, the applicant must provide a revised site plan depicting the relocation of the soil stockpile and associated silt fencing. The revised plan should also show protection fencing around the infiltration basin to ensure the area is protected from compaction during construction.
2. The applicant complies with the recommendations of the City Septic Systems Specialist pertaining to the removal of existing septic areas and/or installation of new septic areas. The planning commission further recommends that the existing septic tank be pumped and inspected by a licensed septic inspector prior to making any changes to the septic system.
3. The applicant must contact planning staff to arrange pre- and post-construction site visits, whereby staff can confirm that site and building plans and associated approval conditions have been implemented accordingly. The inspections are separate from other inspections that may be necessary by the City Building Inspector, City Septic System Inspector, City Engineer, or other individuals. The cost of site inspections is \$75 each and payment of this amount shall be the responsibility of the property owner.

Adopted by the Sunfish Lake Planning Commission this 21st day of August 2013.

City of Sunfish Lake

By: _____
Arnulf Svendsen
Planning Commission Chair

ATTEST

Catherine Iago, City Clerk

**CITY OF SUNFISH LAKE
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. _____

**RESOLUTION APPROVING MAJOR SITE AND BUILDING PLANS
FOR A HOME ADDITION AT 21 SALEM LANE, LEGALLY DESCRIBED AS TRACT
L, REGISTERED LAND SURVEY NO. 50**

WHEREAS, Dick Bjorklund Construction, Inc. submitted an application for a major site and building plan review for a home addition on the property located at 21 Salem Lane, legally described as:

Tract L, Registered Land Survey No.50, Dakota County, MN

WHEREAS, the property is zoned R-1 Single Family Residential District, and the single family use is a permitted use in the R-1 District; and

WHEREAS, City staff reviewed the application and judged it to be complete and outlined their review comments in a planning report dated August 14, 2013, prepared by Northwest Associated Consultants, and an engineer's report dated August 13, 2013; and

WHEREAS, the Sunfish Lake Planning Commission held a public hearing at their August 21, 2013 meeting and reviewed the major site and building plan application, along with the planning report dated August 14, 2013; and

WHEREAS, upon hearing the staff presentations, applicant testimony, and public testimony, the Planning Commission closed the public hearing and recommended to the City Council approval of the major site and building plans, whereby the following findings support the Planning Commission recommendation to approve the major site and building plans:

1. The property is zoned R-1 Single Family Residential District and single family use is a permitted use in the R-1 District.
2. The proposed home addition will meet R-1 District lot area, width and setback standards.
3. The proposed home addition meets Ordinance requirements pertaining to building size, height, and material use.
4. The proposed home addition will address Ordinance requirements pertaining to site grading, drainage and stormwater management, landscaping, screening, and septic system design.
5. The proposed building meets the requirements of the Sunfish Lake Design Guidelines.

6. The proposed home meets all other Zoning Ordinance criteria.

WHEREAS, the Sunfish Lake City Council considered the application for major site and building plan review at their meeting on September 3, 2013 and agrees with the findings of the Planning Commission.

NOW THEREFORE BE IT RESOLVED THAT the City Council of the City of Sunfish Lake hereby approves the major site and building plan request dated July 11, 2013 for the property legally described as Tract L, REGISTERED LAND SURVEY NO. 50 with the following conditions:

1. Prior to issuing a final building permit, the applicant must provide a revised site plan depicting the relocation of the soil stockpile and associated silt fencing. The revised plan should also show protection fencing around the infiltration basin to ensure the area is protected from compaction during construction.
2. The applicant complies with the recommendations of the City Septic Systems Specialist pertaining to the removal of existing septic areas and/or installation of new septic areas. The existing septic tank must also be pumped and inspected by a licensed septic inspector prior to making any changes to the septic system.
3. The applicant must contact planning staff to arrange pre- and post-construction site visits, whereby staff can confirm that site and building plans and associated approval conditions have been implemented accordingly. The inspections are separate from other inspections that may be necessary by the City Building Inspector, City Septic System Inspector, City Engineer, or other individuals. The cost of site inspections is \$75 each and payment of this amount shall be the responsibility of the property owner.

This resolution is adopted by the City Council of the City of Sunfish Lake this 3rd day of September, 2013.

Molly Park, Mayor

Attest:

Catherine Iago, City Clerk