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MEMORANDUM

TO: Sunfish Lake Mayor and City Council

FROM: Emily Shively/Alan Brixius

DATE: August 28, 2013

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

NAC FILE: 211.02 - General

9/3/13 CC Mtg.
**Agenda
Item
6d**

Minor Subdivision Application

Flynn/Park Minor Subdivision. Linda Flynn and William and Mary Park have submitted an application requesting approval of a minor subdivision for a jointly owned lot between their properties at 2324 Angell Road and 15 Sunnyside Lane. The applicants are proposing to split the parcel in half and recombine the north half with the existing Flynn parcel and the south half with the existing Park parcel. Existing drainage and utility easements will be vacated and new drainage and utility easements along the perimeter of the new lots will be dedicated to the city.

The applicants have provided a site survey detailing the proposed lot line adjustment and existing conditions on the subject property. City staff has reviewed the survey and recommends to the City Council approval of the proposed lot division and combination. A planning report is attached that provides analysis of the provided survey. Our review shows that the minor subdivision will have minimal impact on site conditions related to vegetation, land alteration, and neighboring property. All other Zoning Ordinance requirements are met.

The subdivision ordinance does not require that a minor subdivision undergo a public hearing or review by the Planning Commission. With the submission of the minor subdivision application, we will be presenting our report and recommendations to the City Council for review and action at the September 3, 2013 meeting.

August 2013 Planning Commission Meeting

21 Salem Lane. The Sunfish Lake Planning Commission met on August 21, 2013 to consider an application for a major site and building plan review for 21 Salem Lane. The property owners, Steve and Mary Seidlitz, are proposing to construct a one-story addition on the east side of their home to provide a master bedroom, bath, and office on the first floor. The proposed addition will have a full basement. The parcel is zoned R-1, Single Family Residential.

The applicant has submitted site and building plans for the proposed home addition for review. The plans include a site plan (Exhibit A), building elevations (Exhibit B), basement floor plan (Exhibit C), first floor plan (Exhibit D), addition sections (Exhibit E), and the City Engineer's report (Exhibit F). A revised site survey showing the relocation of the soil stockpile was provided by the applicant shortly after the planning commission meeting to address the engineer's recommendations and planning commission conditions.

Review of submitted site and building plans has demonstrated that the project is able to meet R-1 District standards pertaining to building setbacks, building size, building height, material use, site grading, drainage and stormwater management, landscaping, and screening.

The Planning Commission recommended approval of the requested major site and building plans to allow the construction of the new home addition with one amendment to the second condition. The Planning Commission recommended that the existing septic system be pumped and inspected by a licensed septic inspector prior to making any changes to the septic system to ensure the existing system is functioning appropriately. This recommendation is stated in the Planning Commission findings, which have been included with the planning update.

With the submission of these site and building plans, we request Council action on the development application for 21 Salem Lane per the findings of the Planning Commission. A Council resolution is attached for consideration.

2154 Charlton Road. At the August 21, 2013 Sunfish Lake Planning Commission meeting, the commission also considered an application for a major site and building plan review and conditional use permit for 2154 Charlton Road. The property owners, John and Shannon Nelson, are proposing to renovate their existing home and property and construct a new detached garage. The detached garage will be a second accessory structure on the lot (there is an existing swimming pool), which requires a conditional use permit. The parcel is zoned R-1, Single Family Residential and falls within the Shoreland Overlay District for Sunfish Lake.

The applicant has submitted site and building plans for the proposed home renovations and detached garage for review. The plans include a site plan (Exhibit A), existing floor plans (Exhibit B), existing exterior elevations (Exhibit C), proposed floor plan (Exhibit D), proposed second floor and roof plan (Exhibit E), proposed exterior elevations (Exhibit F), proposed garage exterior elevations (Exhibit G), site survey (Exhibit H), lighting details (Exhibit I), and the City Engineer's report (Exhibit J).

Review of submitted site and building plans has demonstrated that the project is able to meet R-1 District and Shoreland Overlay District standards pertaining to building setbacks, building size, building height, material use, drive and parking area design, lighting design, site grading, drainage and stormwater management, landscaping, and screening.

The City Engineer has provided additional recommendations for the applicant regarding grading, site drainage, stormwater management, site access, and erosion control (see the engineer's report dated August 14, 2013), which the applicant has agreed to address.

The Planning Commission recommended approval of the requested major site and building plans and conditional use permit to allow for home renovations and the construction of a detached garage, based on the Planning Commission findings, which have been included with the planning update. With the submission of these site and building plans, we request Council action on the development application for 2154 Charlton Road per the findings of the Planning Commission. A Council resolution is attached for consideration.

Post-Construction Site Visit

2400 Delaware Avenue. A post-construction site inspection was completed on August 19, 2013 for the pool additions at 2400 Delaware Avenue. The fence between the driveway and the pool was initially approved as a louvered cedar fence and the actual construction reveals that the louver fence has been replaced with a wrought iron fence. The wrought iron fence, while different than approved, meets the City standards for location, height and opacity. The accessory building at the north end of the pool has been downsized from the original approval. The pergolas on the east and west side of the cabana have not been constructed. The smaller cabana building meets all setbacks and height approval. It is staff's understanding that these changes reflect the owner's permanent intent. Further changes would require an amendment to the approved site plan.

In discussion with staff, it appears that the building permit and septic permit conditions have been satisfied. The landscape plan was altered slightly, but the final design met the overall goals of screening and aesthetics. The City Forester will be advising the project landscape architect on the development of a woodland management and invasive species removal plan for the property.

All stormwater improvement recommendations have been followed with diversion of stormwater from the pool deck to a raingarden west of the house. All other site restoration appeared to be in good repair. We have closed out the application.

September 2013 Planning Commission Meeting

There were no applications submitted by the August 19, 2013 deadline and as the Planning Commission does not have any other issues to discuss, the September 18th meeting has been cancelled.

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