



NORTHWEST ASSOCIATED CONSULTANTS, INC.

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PLANNING REPORT - Major Site and Building Plan Review and CUP

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

FROM: Emily Shively/Alan Brixius

DATE: September 24, 2013

RE: Sunfish Lake – 2154 Charlton Road – Major Site and Building Plan Review
and Conditional Use Permit: Grading and Drainage Plan

FILE: 211.01 – 13.09

10/1/13 CC Mtg.
**Agenda
Item
6b**

Application Accepted:	July 15, 2013
Planning Commission Date:	August 21, 2013
Tentative City Council Review:	September 3, 2013
60-day Review:	September 13, 2013
60-day Extension:	November 12, 2013

BACKGROUND

John and Shannon Nelson are requesting approval of a Major Site and Building Plan review to renovate their existing home and property, and to construct a new detached garage. A conditional use permit is also required for the detached garage as it will be a second accessory structure on the property. The subject property is a shoreline lot located at 2154 Charlton Road, which falls within the R-1 Single Family Residential and Shoreland Overlay Districts.

At the September 3, 2013 city council meeting, the council approved all aspects of the major site and building plan review and conditional use permit with the exception of the grading and drainage plan.

As the application is still under review by the city and would not be completed within the initial 60-day review time period (expiring on September 13, 2013), a notice of a 60-day extension review was sent to the applicant. This extended review period expires on November 12, 2013 at which time the city council must have taken action on the application (approval or denial) or it will be considered approved.

APPROVALS REQUIRED	
Major Site and Building Plan Review	To permit the construction of first and second floor additions, a detached garage, & site improvements at 2154 Charlton Road.
Conditional Use Permit	To construct a detached garage as a second accessory structure on the subject property (in addition to an existing swimming pool).

Attached for reference:

Exhibit A: Site Demolition Plan

Exhibit B: Site Grading, Drainage and Erosion Control Plan

Exhibit C: Engineer's Report

ISSUES ANALYSIS

Major Site and Building Plan and Conditional Use Permit

All of the performance standards and ordinance criteria were previously found to be met with regard to the application for a major site and building plan review and conditional use permit with the exception of the grading and drainage plans. The applicants submitted complete grading and drainage plans to the city engineer on September 11, 2013. The city engineer has reviewed the plans, has found them to be in compliance with the city's requirements, and recommends approval.

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. Previous review and approval addressed four of the six criteria; the remaining two relate to the grading and drainage plans:

- 1) 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 subject property is located on Sunfish Lake, and within the Shoreland Overlay District. Future use of the lot shall make it a priority to consider the preservation of natural areas within the lot and the protection of water quality by minimizing the removal of vegetation and maximizing the control of stormwater runoff, erosion, and any other impactful water-borne substances associated with residential development (fertilizer and pesticides, automobile oils and fluids, etc.). Re-grading will occur in the course of constructing the home additions and detached garage, and renovating the driveway. It is of particular importance that erosion and sediment control measures provided in submitted plans be carefully adhered to.

- 2) 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 grading and drainage plans and has found that they appear to be consistent with the city's requirements and have addressed all of the comments in the previous engineer's review memo dated August 14, 2013 and email dated August 21, 2013.

SUMMARY AND RECOMMENDATION

The applicants are requesting approval of a Major Site and Building Plan review to permit the construction of home additions totaling approximately 1,200 square feet, a new detached garage, and renovations to an existing driveway, for the parcel located at 2154 Charlton Road. In addition, the applicants are requesting approval of a conditional use permit to be able to construct the detached garage, which will function as a second accessory structure on the site in addition to an existing swimming pool. Planning staff recommends approval of the grading and drainage plans to complete approval of both the Major Site and Building Plans and conditional use permit for a second accessory structure. This recommendation for approval is based on the finding that the proposed project will have minimal impact on site conditions related to vegetation, land alteration, and neighboring property.

Approval would also be based on the following condition:

1. It must be field verified by the city at the post-construction site visit that the final grading diverts as much of the site run-off as possible to drain to the proposed infiltration system and is constructed as proposed.

c: Cathy Iago, City Clerk
David Neameyer, City Building Official
Ron Wasmund, City Septic System Inspector
Don Sterna, City Engineer
Jim Naves, City Forester
Tim Kuntz, City Attorney
John and Shannon Nelson, Applicants
Leffert Tigelaar, Architect, Choice Wood Company
Craig Wills, DNR



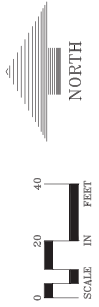
CALL BEFORE YOU DIG
Gopher State One Call
TWIN CITY AREA: 612-442-2272
TWIN FALLS AREA: 602-232-1466

SITE DEMOLITION NOTES

1. THE CONTRACTOR SHALL TAKE ALL PRECAUTIONS NECESSARY TO AVOID PROPERTY DAMAGE TO ADJACENT PROPERTIES DURING THE CONSTRUCTION PHASE OF THIS PROJECT.
2. THE CONTRACTOR WILL BE RESPONSIBLE FOR PROVIDING AND MAINTAINING SENSATION AND LIGHTS TO CONTROL THE MOVEMENT OF TRAFFIC WHERE ADJACENT PROPERTIES OCCURRING DURING THE CONSTRUCTION PHASE OF THIS PROJECT.
3. IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS ON THE SITE, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY DURING THE CONSTRUCTION PHASE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS ON THE SITE, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY DURING THE CONSTRUCTION PHASE.
4. THE CITY OF THE ENGINEER OF THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF ANY CONSTRUCTION ACTIVITY. THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF ANY CONSTRUCTION ACTIVITY.
5. BEFORE BEGINNING CONSTRUCTION THE CONTRACTOR SHALL POST ALL EROSION CONTROL MEASURES. REFER TO SHEET C2-2 FOR EROSION CONTROL INFORMATION.
6. DEMOLITION AND UTILITY WORK MAY REQUIRE CITY PERMITS.
7. CONTRACTOR TO CLEAR AND GRUB EXISTING VEGETATION WITHIN CONSTRUCTION LIMITS. STEP FOR SOIL AND STOCKPILE ON SITE. REFER TO SWPPP FOR SEDIMENT AND EROSION CONTROL REQUIREMENTS.
8. EXISTING TOPOGRAPHY PROVIDED BY LEGAN, FIELD AND NOWAK, INC. AT 10/1/2013. LAND TITLE SURVEY DATED 11/14/13.
9. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS ON THE SITE, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY DURING THE CONSTRUCTION PHASE.
10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS ON THE SITE, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY DURING THE CONSTRUCTION PHASE.
11. CLEAR AND GRUB AND REMOVE ALL TREES, VEGETATION AND SITE DEBRIS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS ON THE SITE, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY DURING THE CONSTRUCTION PHASE.

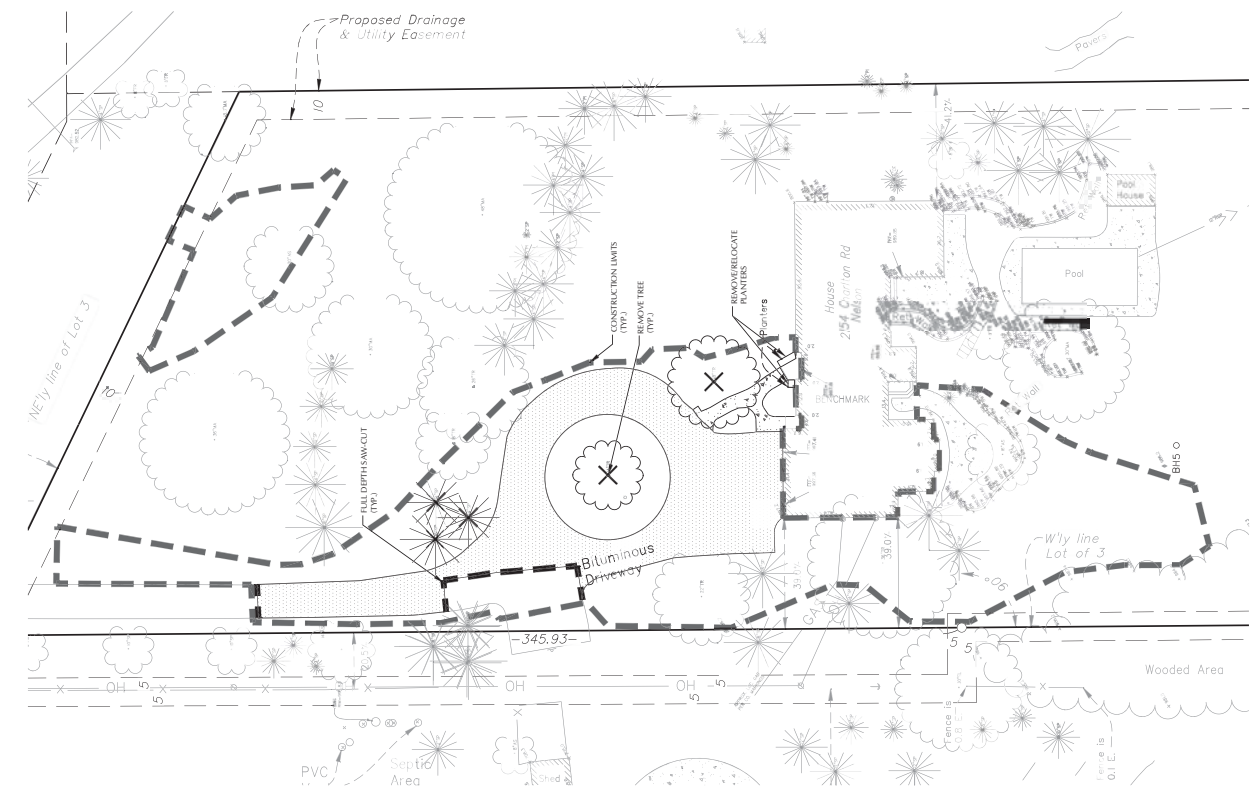
SITE DEMOLITION LEGEND

- CONSTRUCTION LIMITS
- REMOVE CONCRETE PAVEMENT
- REMOVE BITUMINOUS PAVEMENT
- REMOVE TREE



WARNING:

THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING UTILITIES.



Sunfish Lake, Minnesota

Nelson

2154 Charlton Road
Sunfish Lake, Minnesota

PROJECT SITE LOCATION



Planning • Civil Engineering • Land Surveying
Landscaping Architecture • Environmental

2100 Highland Lane, Suite 300
Twin Falls, ID 83403
Phone: (208) 733-1300
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www.loucksassociates.com

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Memorandum

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

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

Date: *September 24, 2013*

Re: *Site and Building Plan Review
2154 Charlton Road
City of Sunfish Lake, MN
WSB Project No. 1011-99*

Conclusion and Recommendations

Based upon our review of the revised site plan and drainage calculations (stormwater management plan) received on 9/19/2013 for the above listed property appear to be consistent with the City's requirements and have addressed all comments in our review memorandum dated August 14, 2013 and email dated August 21th, 2013. We approve these plans as it relates to the grading and drainage. It should be field verified by the City, that the final grading diverts as much of the site run-off as possible to drain to the proposed infiltration system and is constructed as proposed.

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

RESOLUTION NO. _____

**RESOLUTION APPROVING THE GRADING AND DRAINAGE PLANS RELATING
TO A MAJOR SITE AND BUILDING REVIEW
FOR HOME RENOVATIONS AND A NEW DETACHED GARAGE, AND A
CONDITIONAL USE PERMIT TO ALLOW CONSTRUCTION OF A SECOND
ACCESSORY STRUCTURE, FOR THE PROPERTY LOCATED AT 2154 CHARLTON
ROAD, LEGALLY DESCRIBED AS LOT 3, BLOCK 1, WILLIAM E. PEDERSEN
ADDITION**

WHEREAS, John and Shannon Nelson submitted an application for a major site and building review for home renovations and a new detached garage, and a conditional use permit request to be able to build a second accessory structure, for the property located at 2154 Charlton Road, legally described as:

Lot 3, Block 1, William E. Pedersen Addition, Dakota County, MN

WHEREAS, City staff reviewed the revised grading and drainage plans and judged them to be complete and outlined their review comments in a planning memo dated September 24, 2013, prepared by Northwest Associated Consultants, and an engineer's report dated September 24, 2013; and

WHEREAS, the Sunfish Lake City Council approved all other aspects of the application for major site and building plan review and a conditional use permit, with the exception of the grading and drainage plan, at their meeting on September 3, 2013.

NOW THEREFORE BE IT RESOLVED THAT the City Council of the City of Sunfish Lake hereby approves the grading and drainage plans dated September 6, 2013 for the major site and building plan review and conditional use permit request dated July 23, 2013, for the property legally described as Lot 3, Block 1, William E. Pedersen Addition, with the following condition:

1. It must be field verified by the city at the post-construction site visit that the final grading diverts as much of the site run-off as possible to drain to the proposed infiltration system and is constructed as proposed.

This resolution is adopted by the City Council of the City of Sunfish Lake this 1st day of October 2013.

Molly Park, Mayor

Attest:

Catherine Iago, City Clerk