



MEMORANDUM

TO: Sunfish Lake Mayor and City Council
FROM: Michelle Barness, City Planner
DATE: October 30, 2013
RE: Sunfish Lake – 2014 Application Schedule
FILE: 211.02

11/5/13 CC Mtg.
**Agenda
Item
6a**

Attached is the draft 2014 Application Schedule. Please note, the September Council meeting is currently scheduled the day after Labor Day, and the November Council meeting will fall on Election Day. Council should consider whether they would like to adjust either of these dates. The September meeting may be adjusted to the day after (Wednesday September 3rd), and the November meeting can either be held later the evening of November 4th, or moved to the day after (Wednesday November 5th).

Planning staff will integrate any recommendations the Council makes into a final draft of the 2014 Application Schedule, to be brought before the Council for approval at the December 3rd meeting.

- c. Cathy Iago, City Clerk
Tim Kuntz, City Attorney
David Neameyer, Building Official
Don Sterna, City Engineer
Jim Naves, City Forester
Ron Wasmund, Septic System Inspector

CITY OF *Sunfish Lake* – 2014 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
12/16/2013	12/17/2013	12/31/2014	12/31/2013	1/8/2014	1/15/2014	2/4/2014
1/20/2014	1/21/2014	2/5/2014	2/4/2014	2/12/2014	2/19/2014	3/4/2014
2/17/2014	2/18/2014	3/5/2014	3/4/2014	3/12/2014	3/19/2014	4/1/2014
3/17/2014	3/18/2014	4/2/2014	4/1/2014	4/9/2014	4/16/2014	5/6/2014
4/21/2014	4/22/2014	5/7/2014	5/6/2014	5/14/2014	5/21/2014	6/3/2014
5/19/2014	5/20/2014	6/4/2014	6/3/2014	6/11/2014	6/18/2014	7/1/2014
6/16/2014	6/17/2014	7/2/2014	7/1/2014	7/9/2014	7/16/2014	8/5/2014
7/21/2014	7/22/2014	8/6/2014	8/5/2014	8/13/2014	8/20/2014	9/2/2014
8/18/2014	8/19/2014	9/3/2014	9/2/2014	9/10/2014	9/17/2014	10/7/2014
9/15/2014	9/16/2014	10/1/2014	10/1/2014	10/8/2014	10/15/2014	11/4/2014
10/20/2014	10/21/2014	11/5/2014	11/4/2014	11/12/2014	11/19/2014	12/2/2014
11/17/2014	11/18/2014	12/3/2014	12/2/2014	12/10/2014	12/17/2014	1/6/2015

* 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