



MEMORANDUM

TO: Sunfish Lake Mayor and City Council

FROM: Michelle Barness

DATE: November 27, 2013

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

NAC FILE: 211.02 - General

12/3/13 CC Mtg.
**Agenda
Item
6a**

November 2013 Planning Commission Meeting

The November Sunfish Lake Planning Commission meeting was cancelled due to a lack of planning and development applications.

Other Inquiries

270 Salem Church Road. Planning staff was contacted by Shelley Allen regarding the potential subdivision of the property located at 270 Salem Church Rd. Staff corresponded with the interested party regarding net lot area requirements and non-conforming lot ordinance, given the likelihood that the subject property can't meet net lot area requirements upon subdivision. Ms. Allen expressed an interest in pursuing options for subdivision of other vacant lands in Sunfish Lake. Staff provided Ms. Allen the Subdivision Ordinance and other resources for learning more about the subdivision process.

25 Windy Hill Road. Architect Randy Buffie contacted planning staff regarding potential subdivision of 25 Windy Hill Rd. Review of the property file revealed that subdivision of the subject property had been sought in the past. The previous application was withdrawn due to the fact that two subdivided properties would not meet the net minimum lot area requirement of 2.5 acres, and a variance from area standards had not been recommended by City Staff at that time. Staff provided the interested party additional Zoning Ordinance and Comprehensive Plan materials for reference.

114 Salem Church Road. Assessor Kathy Stennes requested information on site zoning and Ordinance standards impacting the property located at 114 Salem Church Rd. Ms. Stennes also inquired as to whether the City would be interested in exploring the option of purchasing the property, located adjacent to Musser Park, for additional

park and open space use. Planning staff indicated that according to the Sunfish Lake Comprehensive Plan the City does not currently intend to acquire additional park and open space lands, but that the owner of the subject property can address a letter to the City Council posing the opportunity if they should so desire.

240 Salem Church Road. Architect Adam Burrington contacted planning staff regarding building a new home on the undeveloped property located at 240 Salem Church Rd. Planning staff met with Mr. Burrington to discuss the site, the project proposal, Zoning Ordinance requirements, and the review process. Application for a major site and building plan review is expected sometime in the next few months.

1 Grieve Glen Lane. Neighbors inquired with the City as to landscaping activity at 1 Grieve Glen Ln. Planning staff followed up with the homeowners, who provided sketch landscape plans to the City for review. In discussions with the owners, it became apparent that areas of the lawn were leveled out, but no soil was excavated. In addition, landscape stone was replaced and additional plantings were implemented. None of the described activities require additional review from the City.

Letter Regarding Construction Activity in the SFL Quarterly Newsletter. Neighbors contacted the City with concerns regarding new construction happening around the community. Staff composed a letter for the most recent issue of the SFL Quarterly Newsletter reminding residents of allowed hours of operation in the community, and the requirement that construction activity not obstruct street right-of-ways or drainage ways. Residents were encouraged to contact planning staff with additional questions or observations.

Site Inspections

2250 Delaware Avenue. Planning staff, in cooperation with the City Engineer, conducted a final site inspection for the new home located at 2250 Delaware Ave. In review of the site and building, it was found that construction had proceeded according to Zoning Ordinance standards and project conditions of approval. The City Engineer made recommendations regarding adding additional biorolls and soil cover to further reduce the chance of erosion before ground covers come in in the spring, which the homeowner and builder agreed to implement. The building inspector issued a certificate of occupancy to the homeowners.

2014 Application and Meeting Schedule

Planning staff revised the draft 2014 Application Schedule presented to the City Council at the November 5th meeting, in order to schedule meetings impacted by caucus or election nights to the Wednesdays after. The draft schedule was also emailed to the Planning Commission, who were provided the opportunity to comment on proposed meeting dates. No further comments were received. Attorney Kuntz has brought a resolution for both City Council and Planning Commission meeting dates before the Council for approval.

Metropolitan Council Population, Household, and Employment Forecasts

Planning staff forwarded a letter to the Met Council summarizing observed discrepancies between the Met Council 2040 Preliminary Forecasts for population, households, and employment in Sunfish Lake, and development potential as provided in the 2008 Sunfish Lake Comprehensive Plan. Staff requested that the Met Council make an effort to adapt their projected growth to better coincide with the City's own analysis of future development in the community.

December 2013 Planning Commission Meeting

No new planning and development applications were submitted by the November 18, 2013 deadline for review. The December 18, 2013 Planning Commission meeting has been cancelled due to a lack of agenda items.

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