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TRANSMITTAL

DATE: January 29, 2014		
TO: Sunfish Lake Mayor and City Council Catherine Iago Tim Kuntz Don Sterna David Neameyer Jim Naves Ron Wasmund		NUMBER OF PAGES INCLUDING COVER:
FROM: Michelle Barness		
QUANTITY:	MATERIAL/DESCRIPTION: Sunfish Lake February 5, 2014 City Council Meeting: Agenda Item 6a	DATED:
VIA: Fax ☒ Mail ☒ E-Mail ☐ Pick Up ☐ Delivery ☐		
REMARKS: Attached please find the following items for the February 5, 2014 City Council meeting: Agenda Items: • 6a: Planner's Report Please let me know if you have any questions or need additional information. Thank you.		
CITY/PROJECT NAME: Sunfish Lake - General		
JOB NUMBER: 211.02		



MEMORANDUM

TO: Sunfish Lake Mayor and City Council

FROM: Michelle Barness

DATE: January 29, 2014

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

NAC FILE: 211.02 - General

2/5/14 CC Mtg.
**Agenda
Item
6a**

January 2014 Planning Commission Meeting

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

Site and Building Plan Ordinance Review

Planning staff met with City Engineers Don Sterna and Tom Voll to discuss updating the Site and Building Plan ordinance. The objective of the meeting was to identify possible revisions to the ordinance that would clarify information requirements and review procedures for applicants and staff alike. Edits were integrated in a draft amendment to Section 1208 of the Zoning Ordinance, which was then forwarded to other City staff for review and consideration. Once staff has agreed on proposed revisions, a draft ordinance amendment will be brought before the Planning Commission and City Council for review and consideration.

Other Inquiries

2400 Delaware Avenue. Architect Dan Green contacted planning staff regarding a garage renovation at 2400 Delaware Ave. The project would involve conversion of space above the garage into a bonus room, which would require modifications to the roof to add a small dormer on the north side of the garage, as well as adjustments to a saddle roof between the garage and house. The proposed building alteration is approximately 400 square feet in area, and as such can be submitted for minor site and building plan review by City Staff, with final approval or denial coming from the planning office. Based on a brief review of concept plans the project does not appear to impact site grading, stormwater movement, vegetation or landscaping, and should be able to

continue to meet setback requirements. City Council will be notified of the project when plans are officially submitted, and will be provided a draft of the project review and decision for their records.

February 2014 Planning Commission Meeting

No new planning and development applications were submitted by the January 20, 2014 deadline for review. The February 19, 2014 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