



MEMORANDUM

TO: Sunfish Lake Mayor and City Council

FROM: Michelle Barness

DATE: March 26, 2014

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

NAC FILE: 211.02 - General

4/1/14 CC Mtg.
**Agenda
Item
6a**

March 2014 Planning Commission Meeting

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

Inquiries

1 Grieve Glen Lane. Builder Bob Moser inquired as to Ordinance requirements for a new detached garage and building alterations for the home located at 1 Grieve Glen Ln. The principal structure has an attached garage, and the property owners would like to expand vehicle and equipment storage options with construction of a detached garage. In addition, the homeowners would like to make improvements to the entry area of their home, and would like to construct a roof on the back porch. Planning staff instructed Mr. Moser as to planning and zoning application requirements, including the requirement for a major site and building plan review, and two conditional use permits for a second accessory structure and an accessory structure exceeding maximum accessory height within the Shoreland Overlay District.

Shoreland subdivision. Planning staff was contacted by real estate agent Dick Braun with questions regarding shoreland subdivisions. In discussions with the City Attorney and Mr. Braun, staff addressed issues including minimum lot area and width requirements for subdivided lots, accessory buildings near the water, dock construction, and the use of easements for shoreline access in cases where a subdivided lot does not have shoreline frontage but would like use of the water. No application for subdivision is anticipated at this time, but may come at a future date.

2566 Delaware Ave. The owners of 2566 Delaware Ave. would like to demolish the existing home on the site and construct a new home in approximately the same location. The site is unique in that it is positioned between Hornbeam Lake and Wood Duck Pond, both protected water bodies. Planning staff discussed wetland setback regulations with the City

Engineer and provided representatives of the project with information regarding lot area, lot setback, and wetland buffer requirements. In addition, application submission materials were shared and the review process discussed. A major site and building plan application is anticipated to be submitted within the next few application deadlines.

240 Salem Church Rd. Architect Adam Burrington provided planning and engineering staff a preliminary concept plan of a new home and accessory structures on the undeveloped site located at 240 Salem Church Rd. Planning staff had previously met with Mr. Burrington to discuss the site, basic ordinance requirements, and the application submittal process. The subject property has a significant amount of topographic change and very limited buildable area (approximately 2.5 buildable acres out of 10). The preliminary layout plan illustrates that the home will generally be located on a flatter area of the site, though some work will be performed in areas with steep slopes, which will need to meet the approval of the City Engineer. Accessory structures including an attached garage, an in ground pool, and a tennis court are being proposed with the principal structure. Planning staff corresponded with the architect regarding the need for a conditional use permit for a second accessory structure, and on several issues cropping up upon this first look at the applicants design intentions. Additional information pertaining to accessory structure design and location, lot coverage by hard surfacing, vegetation removal and protection, and grading and drainage were provided for consideration. An application is expected in April.

April 2014 Planning Commission Meeting

No new planning and development applications were submitted by the March 17, 2014 deadline for review. The April 16, 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 Nayer, City Forester
Ron Wasmund, Septic System Inspector