



NORTHWEST ASSOCIATED CONSULTANTS, INC.

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PLANNING REPORT - Major Site and Building Plan Review and CUP

TO: Sunfish Lake Planning Commission

FROM: Michelle Barness

DATE: September 10, 2014

RE: Sunfish Lake – 45 Salem Church Road – Site and Building Plan Review
and CUP

FILE: 211.01 – 14.10

Application Dated: July 21, 2014
Application Accepted: August 18, 2014
Planning Commission Date: September 17, 2014
Tentative City Council Review: October 7, 2014
60-day Review: October 17, 2014

10/7/14 CC
Mtg.
**Agenda
Item
6b**

BACKGROUND

Linda and Mark Casagrande are requesting approval of a Major Site and Building Plan Review and Conditional Use Permit (CUP) to allow the construction of a new home, garage, and driveway on the undeveloped lot located at 45 Salem Church Road. The parcel is substandard with regards to required net lot area due to the presence of a large drainage easement running through the site. CUP approval is required to allow development of legal non-conforming lots for single family detached uses. Both a Major Site and Building Plan Review and CUP require review and recommendation by the Planning Commission and final approval by the City Council.

ANALYSIS

The applicants wish to construct a one story home with a walkout basement and attached garage. The building footprint of the principal structure will be approximately 4,096 square feet. The approximate floor areas for the home with walkout basement are:

Lower Level/Basement:	2,844 square feet
Main Level	2,852 square feet
Garage:	1,244 square feet
Total floor area:	5,696 square feet
Gross floor area* (excluding basement, including garage):	4,096 square feet

*Sunfish Lake Zoning Ordinance Section 1202.02.F defines the gross floor area of a building as the floor area exclusive of the basement or cellar.

APPROVALS REQUIRED	
Major Site and Building Plan Review	To permit the construction of a new house, garage, and driveway at 45 Salem Church Road.
Conditional Use Permit	To permit development of a legally non-conforming substandard sized lot as pertains to net lot area.

Attached for reference:

- Exhibit A: Project Narrative
- Exhibit B: Site Survey and Grading Plan
- Exhibit C: Building Elevations
- Exhibit D: Landscape Plan
- Exhibit E: Lighting Plan and Details
- Exhibit F: City Engineer Comments

ISSUES ANALYSIS

Major Site and Building Plan Review

The property at 45 Salem Church Road is zoned R-1, Single Family Residential. The following table illustrates the application of the R-1 District requirements to the property.

R-1 District Standards	Required	Proposed	Compliant
Net Lot Area (excluding wet areas and steep slopes)	2.5 acres	Less than 2.5 acres	No*
Lot Width	200 feet at front setback	exceeds requirements	Yes
Front Setback (east)	100 feet	283 feet	Yes
Side Setback (north & south)	50 feet	50 feet/85 feet	Yes
Rear Setback (west)	50 feet	75 feet	Yes
Maximum Building Coverage	10%	3%	Yes
Building Height Limitation (height above average existing grade)	30 feet	30 feet	Yes

*The applicants are requesting a Conditional Use Permit to be able to construct a single family residence on a legally non-conforming substandard sized parcel (as pertains to net lot area).

Lot Area Requirements. The gross size of the subject parcel is 2.5 acres, however approximately half of the parcel contains a drainage easement. Zoning Ordinance Section 1241.06 requires a minimum net lot area of 2.5 acres, excluding “wetlands, land seasonally flooded on an annual basis, land containing drainage ways and/or surface water or land containing aquatic vegetation, and land in excess of twelve (12) percent slope.” Therefore the net lot area of the property is nearly half of what is required, making it a legally non-conforming property. Non-conforming lots may be redeveloped

for single family use with approval of a conditional use permit, which is being requested. Conditional use criteria for the request will be reviewed further in this report.

Building Height. According to the Ordinance, no building structure shall exceed two and a half stories or 30 feet in height above average existing grade. The home is 29 feet in height above average grade, which meets Ordinance standards.

Building Materials. The exterior of the home will exhibit a combination of board and batten siding, stone veneer, and shingle style composite siding, all approved exterior building finishes. The home will sit on a poured concrete foundation. The City Building Inspector has reviewed the plan set and has no comments regarding this application. A more thorough Building Code review will be conducted with the building permit application. The building plans were also reviewed against the Sunfish Lake Design Guidelines, and were found to successfully meet the standards set forth therein.

Accessory Buildings, Structures, and Uses. A covered front porch and a back patio are integral to the proposed home. The front porch meets principal building setbacks as required. No other accessory structures are proposed.

Placement and Design of Roads, Driveways, and Parking Areas. The proposed driveway and parking areas meet basic design standards listed in Section 1243.05 of the Zoning Ordinance, including providing bituminous surfacing and a buffer of at least 25 feet between the property line and the parking area.

An attached garage 1,244 square feet in area is proposed on the south side of the home. The garage meets ordinance size standards. The applicants shall meet all other requirements from the City Engineer pertaining to the placement and grading of drive and parking areas.

Lighting. Exterior lighting of homes or property is allowed as necessary for safety purposes provided the impact on surrounding properties is minimized and it is in compliance with Section 1216.06 of the Zoning Ordinance. This section requires that lighting be hooded and controlled to deflect light away from neighbors, and that bare incandescent light bulbs not be permitted in view of adjacent property.

The applicants have provided a lighting plan and details. Lighting is proposed at home or garage entrances, with the exception of one light proposed midway on the rear of the home. Though only capable of taking a 60 watt light bulb, the proposed lighting fixture has a visually exposed bulb and provides minimal hooding. The applicants need to demonstrate that the exposed lighting cannot be viewed from adjacent properties, and that upon installation lights which cast any light on nearby residential properties do not exceed one foot candle (meter reading) as measured from the property line.

Grading, Drainage and Erosion Control.

Grading. The City Engineer has reviewed the site and building plans and provided additional recommendations for site grading as outlined in his report (Exhibit F).

Erosion Control. The applicants will install silt fence around proposed primary and secondary septic mound sites, between the construction zone and the site's drainage easement, between the construction area and the lot line to the south, and around the soil stockpile location. The City Engineer has provided additional recommendations for site erosion control measures as outlined in his report (Exhibit F).

Stormwater Management. Stormwater measures for this project include implementation of two dry swales for the treatment of runoff from the site. One swale is located north of the entry drive and south of the site's drainage easement. The other smaller swale is located south of the entry drive. A culvert is proposed to run under the driveway entrance. The design, location and capacity of stormwater management systems on the site are subject to approval by the City Engineer, and dependent on meeting engineer conditions for drainage and stormwater modeling provided in Exhibit F.

Landscaping/Fencing/Screening.

Fencing. No fencing is proposed on the site. A number of retaining walls are proposed at the north end of the home. Retaining walls four feet in height or taller need to be designed and signed by a registered professional engineer in the State of Minnesota, and plans will need to be provided to the City Engineer's office for review before the final building permit is issued. The City Engineer has further recommendations regarding the installation of new retaining walls as described in his report (see Exhibit F).

Landscaping/Vegetation Alteration. The entry drive is located to avoid intrusion on the existing drainage easement that runs through the site. The drives location where it meets Salem Church Road will require the removal of three trees, two box elders and a spruce. The applicants will plant 18 new trees around the home and entry drive, in addition to a number of shrubs and perennials. Trees to be installed include spruce, maple, crabapple and hydrangea trees. Any ground disturbed by construction will be restored to natural grasses or sod.

Trees to be planted in areas to the east and south of the home appear to help screen the garage and proposed lighting from adjacent properties and the road. Lighting on the north side of the home near the patio may be visible to the property to the north given a lack of tall trees or shrubs in that area. An additional tree or tall shrubs should be installed north of the patio in the vicinity of proposed lighting, to reduce the impact of illumination out from the described light fixture.

Construction shall not occur within the drip line of trees to be preserved or within 50 feet of trees, whatever distance is greater. In addition, tree protection measures must include marking trees to be saved with a red flag, so as to clearly differentiate them from trees to be removed.

The City Forester has had a chance to review site and building plans for the project, and has no additional recommendations at this time.

Septic System. The applicants provided the location of a primary and secondary septic site on the parcel. Detailed construction plans were provided with the site and building plan application and forwarded to the City Septic Inspector, who has no comments on the project at this time. The applicants are required to move ahead on permitting with the City Septic Inspector, and must adhere to all his requirements pertaining to installation and protection of the proposed septic system.

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. This review shall include, but is not limited to, the following:

1. Whether the proposed improvements are compatible and in harmony with the existing structures in the surrounding community.
2. Whether the proposed improvements preserve the character and nature of the surrounding community, including the natural landscape and woodland characteristics of the community.
3. Whether the proposed improvements are not constructed of unsightly, improper or unsuitable materials.
4. 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.
5. Whether the proposed site and improvements shall have an appearance that will not have an adverse effect upon adjacent residential properties.
6. Whether the proposed site improvement complies with drainage requirements, as provided in Section 1216.04 of the Zoning Ordinance.

Staff Comment: The applicants are proposing to build a single family home on the undeveloped lot, an allowed use in the R-1 District. The design of the proposed home, with regards to architecture, building materials and associated site improvements, are similar in quality to other structures in the community and adhere to the requirements of the Sunfish Lake Design Guidelines. The home is located on the site to avoid impacting an existing drainage easement running through the property, and silt fencing will be implemented during the construction project to protect the drainage way and other properties. The project will require the removal of only three trees, while the applicants will install 18 new trees, in addition to a variety of shrubs and perennials as landscaping for the project. Further, all disturbed areas will be restored to lawn, and a significant portion of the site will remain in native grasses, which will help to treat stormwater runoff and provide wildlife habitat. Given this analysis, the project meets the site and building plan approval criteria provided in the Sunfish Lake Zoning Ordinance.

Conditional Use Permit

Non-Conforming Use Conditional Use Permit Criteria. The subject property is legally non-conforming as pertains to net lot area due to the existence of a large drainage easement running through the property. Legal, non-conforming, vacant, or redeveloped substandard sized lots of record may be developed for single family detached uses upon approval of a conditional use permit, provided that:

1. The lot in question was legally established in accordance with Ordinance requirements existing at the time of its creation and is a separate, distinct tax parcel.
2. The lot in question is similar in size and characteristics to and not highly divergent from other lots immediately abutting or in the adjacent area.
3. The lot in question has frontage on a public or private street.
4. Public health concerns (potable water and sanitary sewer) can be adequately addressed.
5. The setback and yard requirements as determined by the City Council can be achieved while simultaneously resulting in development which complies with the character and quality of the immediate area and the objectives of the City's Comprehensive Plan and Zoning Ordinance.
6. The lot in question and related potential development is evaluated based upon criteria outlined in Section 1204, Subd. 2.F. and is found to be acceptable per these standards.

Section 1204.02.F. Conditional Use Permit Criteria.

1. The proposed action in relation to the specific policies and provisions of the official City Comprehensive Plan.
2. The proposed use's compatibility with present and future uses of the area.
3. The proposed use's conformity with all performance standards contained herein.
4. The proposed use's effect on the area in which it is proposed.
5. The proposed use's impact upon property values in the area in which it is developed.
6. Traffic generated by the proposed use is in relation to capabilities of streets serving the property.
7. The proposed use's impact upon existing public services and facilities including parks, schools, streets and utilities, and the City's service capacity.

Staff Comment: The site is guided for single family development in the Sunfish Lake Comprehensive Plan, which is being proposed here, and is of quality design anticipated to be compatible with the surrounding community. Further, the project meets conditional use permit criteria in that:

- The subject parcel was legally subdivided, the plat having been filed with the County in 1991.
- It is similar in gross acreage to nearby parcels, but has less net acreage due to the existence of a large drainage easement through the site.
- The parcel has frontage on Salem Church Road, allowing for easy access to the site.
- The applicants have a proposal for a septic system and well on the site.
- The location of the home on the site meets setback requirements, and the project is able to adhere to performance standards for driveways and parking areas, grading, drainage and stormwater management, landscape design, and building design.

SUMMARY AND RECOMMENDATION

The applicants are requesting approval of Major Site and Building Plans and a conditional use permit to allow the construction of a new home and garage at 45 Salem Church Road.

Planning staff recommends approval of both the Major Site and Building Plans and conditional use permit based on finding that the proposal meets R-1 District setback standards, conditional use permit criteria for development on a substandard sized lot, and is of high quality design in conformance with Sunfish Lake performance standards. This recommendation would be conditioned upon the applicants addressing the following:

1. The applicants demonstrate that the exposed light bulbs in the proposed lighting fixtures will not be viewed from adjacent properties, and that upon installation lights which cast any light on nearby residential properties do not exceed one foot candle (meter reading) as measured from the property line.
2. An additional tree or tall shrubs should be installed north of the patio in the vicinity of proposed lighting, to reduce the impact of illumination out from the proposed light fixture.
3. Construction shall not occur within the drip line of trees to be preserved or within 50 feet of trees, whatever distance is greater. In addition, tree protection measures must include marking trees to be saved with a red flag so as to clearly differentiate them from trees to be removed.
4. The applicants shall review all comments made by the City Engineer in Exhibit F, and adhere to his recommendations pertaining to site grading, erosion control, stormwater management, retaining wall design, trees, site access, and the sanitary sewer and well. Revised plans addressing engineer conditions shall be

provided to both the City Planner and Engineer for review prior to the City Council meeting and building permit issuance.

5. The applicants must comply with the recommendations of the City Septic Systems Specialist pertaining to the location and installation of the proposed primary and secondary septic areas.
6. The applicants shall contact planning staff to arrange pre- and post-construction site visits, whereby staff can confirm that site and building plans and associated approval conditions have been implemented accordingly. The inspections are separate from other inspections that may be necessary by the City Building Inspector, City Septic System Inspector, City Engineer, or other individuals. The cost of site inspections is \$75.00 each and payment of this amount shall be the responsibility of the property owner.

c: Sunfish Lake Mayor and City Council
Cathy Iago, City Clerk
Mike Andrejka, City Building Official
Ron Wasmund, City Septic System Inspector
Don Sterna, City Engineer
Jim Naves, City Forester
Tim Kuntz, City Attorney
Linda and Mark Casagrande, Applicants
Mike Laumann, Timberidge Builders



July 31, 2014

City of Sun Fish Lake,

Timberidge Builders is proposing to build a new residential home on the open lot at 45 Salem Church Road.

This 5200 sq ft walk out rambler will be positioned in the far rear corner of the lot (NW), paying close attention to screening from the neighbors, proper city set backs, and minimal garage presence from the main road. An approved low profile septic system will be used to minimize a "mound" appearance. There will be no other out-buildings or fences on the property. No trees are in the buildable site, so no trees will be disturbed. There is a lightly wooded scrub area near the road that is the only "allowable" area for the driveway to enter the lot. Some of these scrub trees will have to be removed to make access for the driveway, all precautions will be taken to minimize any natural screening lose. Any ground disturbed by construction will be restored to natural grasses or sod, based on the landscape plan, with several additional trees added. There is no shoreline or formal wetlands on the property. Silt fence will be installed to protect the drainage easement, and neighboring property from any storm run off from the construction site.

The exterior finish of the home will be constructed with LP smartside/Hardi and shakes, stone accents, and a 40 year High-density architectural shingle. The homes highest peak falls one foot below city maximum requirement, calculated by taking the average grade around the home, and then adding the height of the highest point of the house.

Storm run off/drainage is being calculated and identified.
A full size landscape plan has been created and is included.

Exterior light fixtures have been selected with close attention to minimizing "light pollution". Each fixture only takes on 60 watt light bulb.

If you have any questions or concerns about the proposed construction of this home, please don't hesitate to contact us.

Sincerely,

Michael P. Laumann
Residential Contractor
Timberidge Builders, Inc.

Timberidge Builders, Inc.

EXHIBIT A

CERTIFICATE OF SURVEY

0000 DENOTES EXISTING ELEVATION
 10000 DENOTES PROPOSED ELEVATION
 10000 INDICATES DIRECTION OF SURFACE DRAINAGE
 10000 = FINISHED GARAGE FLOOR ELEVATION
 10000 = TOP OF FOUNDATION ELEVATION
 10000 = BASEMENT FLOOR ELEVATION
 ADDRESS 45 SALON CHURCH ROAD
 SETBACKS: FRONT 100 FT FROM RIGHT OF WAY
 REAR 90 FT
 SIDES 90 FT

AREA INFORMATION:
 LOT AREA: 113,247 SQ. FT. (2.6 ACRES)
 HOUSING AREA: 220 SQ. FT.
 SIDEWALK AREA: 93 SQ. FT.
 DRIVEWAY AREA: 4099 SQ. FT.
 INTERVIEWS AREA: 19,304 SQ. FT. (0.2%)
 GRADING LIMITS AREA: 43,317 SQ. FT.

BUILDING HEIGHT CALCULATIONS:
 58 LIN. FT. @ (1005.0)
 25 LIN. FT. @ (1012.0)
 181 LIN. FT. @ (1013.5)
 44 LIN. FT. @ (1013.84)
 340 LIN. FT. TOTAL AVERAGE = (1011.9)
 BUILDING HEIGHT LIMITATION = (1041.9)
 PROPOSED BUILDING HEIGHT = (1040.9)
 TALLEST ROOFPEAK AT GARAGE

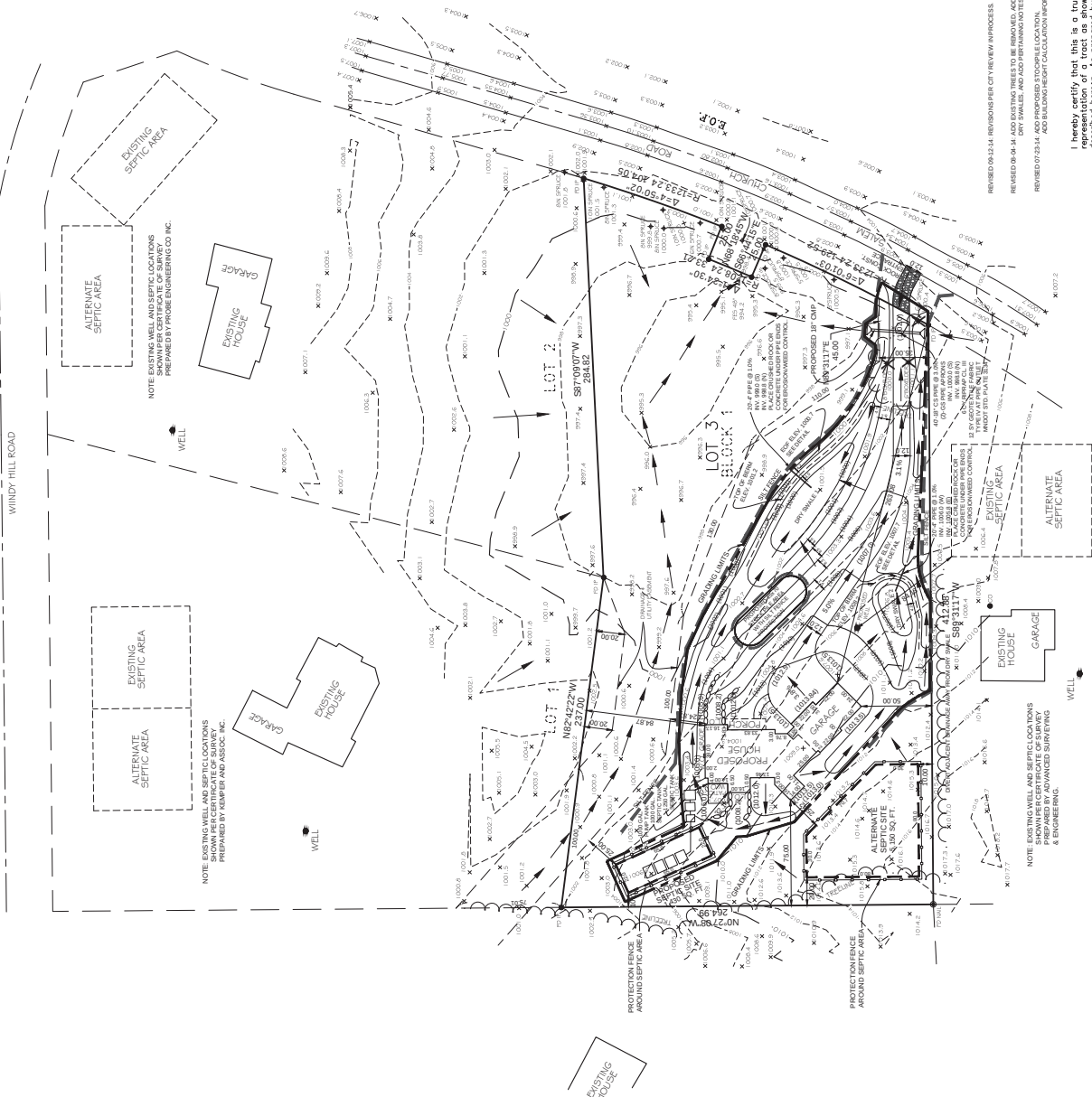
PROPOSED TREE REMOVAL FOR DRIVEWAY:
 6' SPRUCE
 6' BOXELDER
 8' BOXELDER
 X DENOTES TREE TO BE REMOVED
 + DENOTES EXISTING TREES

NOTES:
 1. SEE STORMWATER CALCULATIONS, PRE DEVELOPMENT DRAINAGE AREAS PLAN, DRAINAGE AREAS PLAN, AND THE ENTRANCE COVERT
 PREPARED BY: KALLO ENGINEERING INC.
 10775 POPPITZ LANE
 SUITE 100
 (612) 418-8828



SCALE: 1"=40'
 Legal Description:
 LOT 3, BLOCK 1,
 WINDY HILL ESTATES,
 DAKOTA COUNTY, MINNESOTA

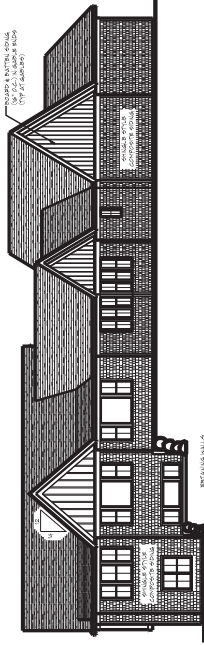
CONSULTING ENGINEER
Russell P. Damo
 PROJECT NO. 15006.00
 PREPARED FOR:
 LINDA CASAGRANDE



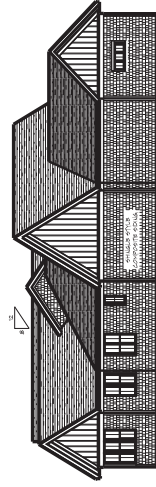
I hereby certify that this is a true and correct representation of a tract as shown and as the same was prepared by me this 18th day of JULY, 2014.
Russell P. Damo Minn. Reg. No. 19086



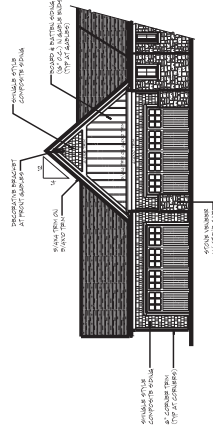
Our Mission: To make people happy about where they live.



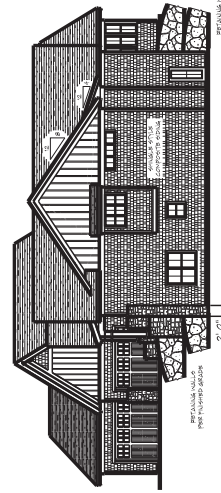
REAR ELEVATION
SCALE: 1/8" = 1'-0"



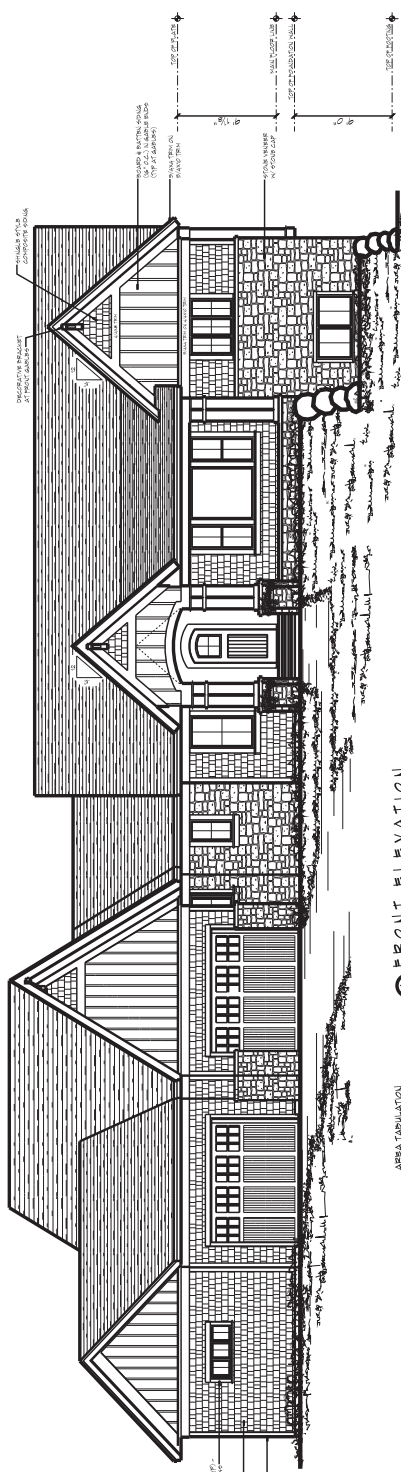
LEFT ELEVATION
SCALE: 1/8" = 1'-0"



GARAGE ELEVATION
SCALE: 1/8" = 1'-0"



RIGHT ELEVATION
SCALE: 1/8" = 1'-0"



FRONT ELEVATION
SCALE: 1/4" = 1'-0"

GENERAL NOTES

1. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND ALL APPLICABLE LOCAL ORDINANCES.
2. THE OWNER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE.
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE.

AREA TABULATION

WALLS	2,000 S.F.
CEILING	2,000 S.F.
FLOOR	2,000 S.F.
DOORS	10
WINDOWS	20
TOTAL	6,000 S.F.

ROYAL OAKS
1918
651-248-2818
www.RoyalOakDesign.com

TIMBERIDGE
OFFICE: 865-440-5313
CELL: 865-785-7719
tim@timberidgehous.com

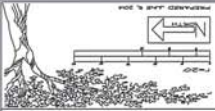
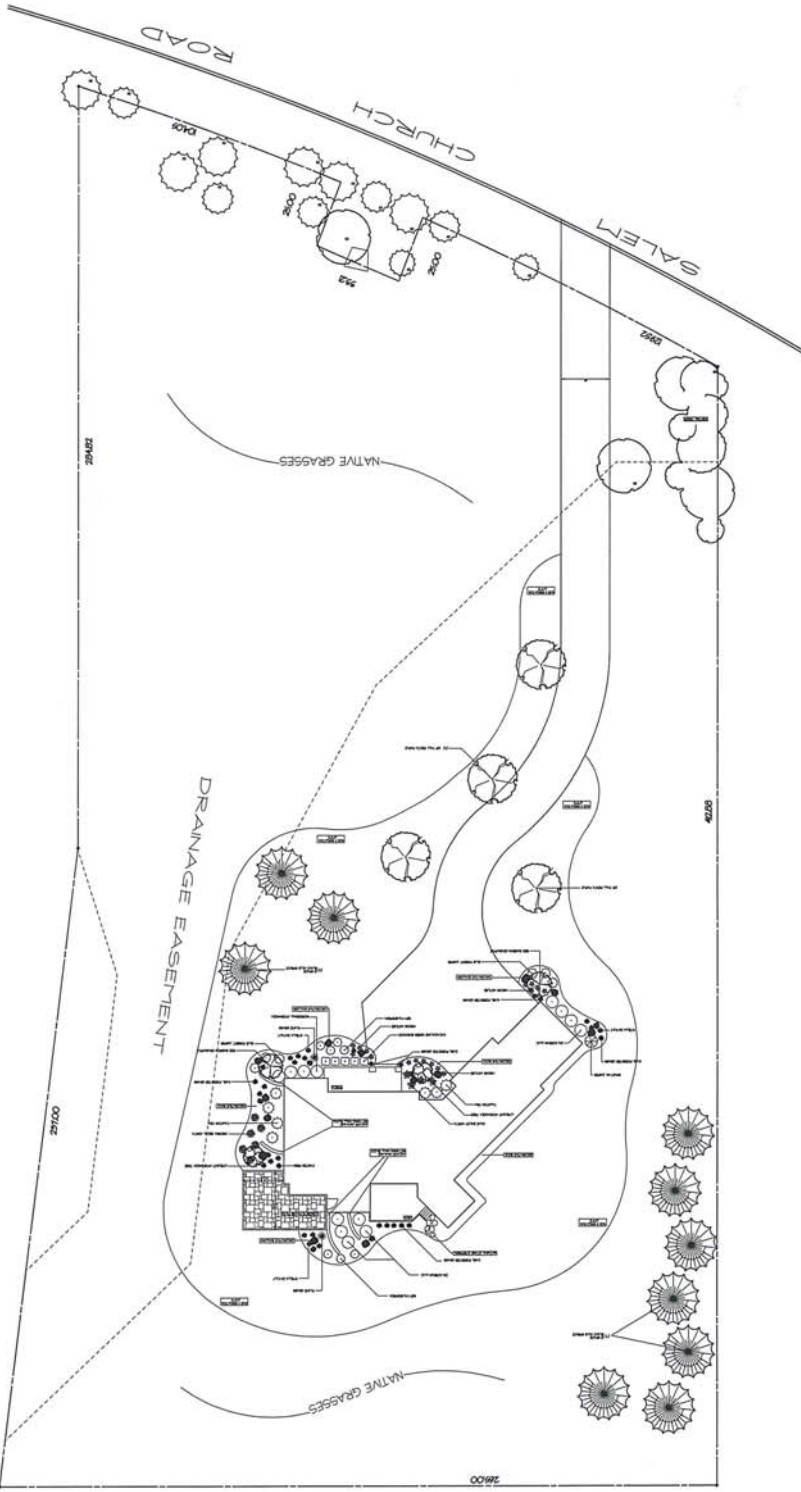
CASAGRANDE RESIDENCE

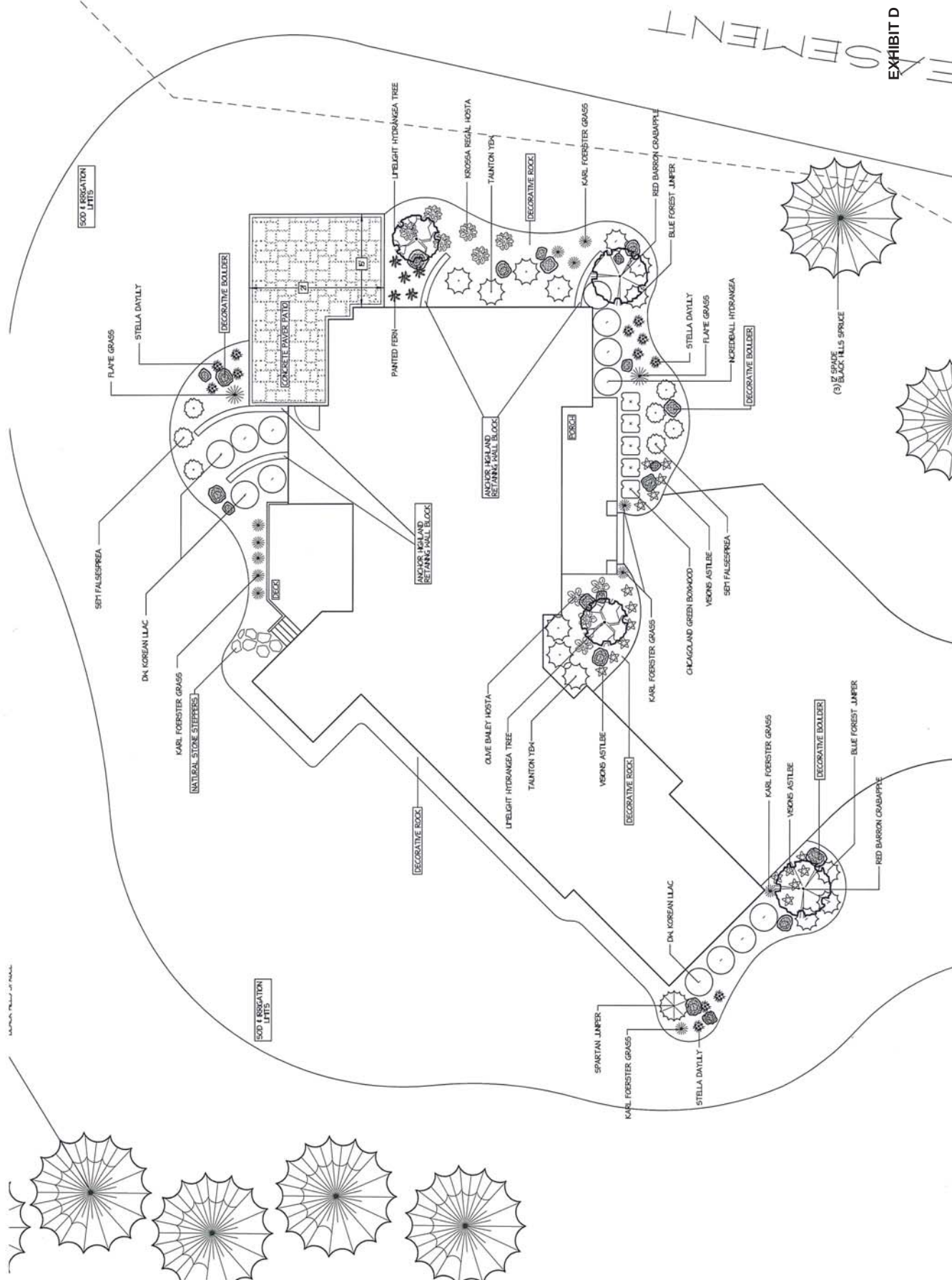
DATE: 07/20/14
DRAWN BY: RBF
CHECKED BY: RBF
SHEET: 1 OF 2



T.P.C. LANDSCAPE
16284 NEWTON AVE S
BURNSVILLE, MN 55306
952-898-7600
TPCLANDSCAPE.COM

CASAGRANDE RESIDENCE
LANDSCAPE 2014
45 SALEM CHURCH ROAD
SUNFISH LAKE, MN
HANDY HELD ESTATES
LOT 3, BLOCK 1





TIMBERIDGE *Builders*

Address: 45 Salem Church Road

Siding: **LP Smartside Lap and Shakes**

Soffit: **LP**

Fascia: **LP**

House Colors: ***Sherwin Williams Super Paint***

Body: **Quiver Tan or Similar**

Accent: **Universal Khaki**

Trim: **Off White**

Exterior Lights: 60 Watts each



Stone:

**Owenes Corning
Country Ledgestone
Aspen Blend**

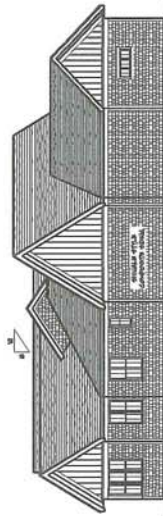


Shingle:

**Timberline 40/HD
Weathered Wood**



ROYAL TOMS

$$\phi_{CALP} = 1/3^\circ = 1'0''$$
 $45^\circ 14' + 170^\circ = 215^\circ$
$$96A6B + 17B^2 = 10^6$$
 $46.1^\circ \pm 1.0^\circ$ [illegible]
$$42 \text{ ALN} : 1/4^{\circ} = 1/2^{\circ}$$

AREA TABULATION

[illegible]

19 JUL 88
ROYAL OAKS

TIMBERIDGE
25 YEARS
OFFICE: 863-460-3313
CELL: 851-785-7719
multitimberidgbuilders.com

**CASAGRANDE
RESIDENCE**

1. QUESTION 2. ANSWER 3. DATE 4. PAGE	1. QUESTION 2. ANSWER 3. DATE 4. PAGE	1. QUESTION 2. ANSWER 3. DATE 4. PAGE	1. QUESTION 2. ANSWER 3. DATE 4. PAGE
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Ridgeland Collection 17" High Bronze Outdoor Hanging Light

Style # 3H651

This gorgeous outdoor hanging lamp with its mix of solar bronze finish and warm seedy glass gives both a rustic and industrial feel. A design inspiration, let this beautiful light make your patio or entryway truly unique. From the Ridgeland Collection by Franklin Iron Works™.

FRANKLIN
IRON WORKS™

- Visually exposed bulb.
- Seedy glass.
- Solar bronze finish.
- Cylinder design.
- Includes one 60 watt Edison bulb.
- Damp location rated only.
- 6' Chain included.
- 17" high.
- 10" wide.



EXHIBIT E

Ridgeland 13 1/2" High Bronze Outdoor Wall Light

Style # 3H648

Make your entryway fresh and contemporary with this unique cylinder seedy glass wall light with solar bronze finish. Can be placed on each side of a garage for a beautiful lighting solution. From the Ridgeland Collection by Franklin Iron Works™.

FRANKLIN
IRON WORKS™

- Contemporary seedy glass.
- Solar bronze finish.
- Cylinder shape.
- Includes one 60 watt Edison bulb.
- 13 1/2" high.
- 7 3/4" wide.
- Extends 9 1/4" from the wall.
- Back plate 7 1/4" high and 4 3/4" wide.



EXHIBIT E

Memorandum

To: *Michelle Barness
Northwest Associated Consultants*

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

Date: *September 8, 2014*

Re: *Site and Building Plan Review
45 Salem Church Road
City of Sunfish Lake, MN
WSB Project No. 02182-090*

Project Background

The applicant is proposing a new home and site grading, including constructing well, septic drain field system, drainage improvements and driveway. The site is located off of Salem Church Road. The following review is only for the engineering, storm water management, and site grading issues. The building compliance and/or septic and well requirements will be handled by the City planners, and Building and Septic inspectors. See the attached redlined plans and aerial map with showing the existing trees along the property for additional information.

Site Grading.

- There appears to be several retaining walls around the house. Please provide top and bottom of wall elevations. The builder/applicant must provide retaining wall plans for review for any wall that are 4-feet in height or taller including the 2 tiered wall on the backside of the house. These will need to be designed and signed by a registered professional engineer in the State of Minnesota.
- The grading plan is missing contour elevations on several contours. Please label.
- The City requires 5(H):1(V) slopes, however for this site, we are willing to allow 3:1 slopes in the swale areas only. It appears that many slopes along the drainage swales are 2:1. Please revise as necessary.
- Per the Site Plan Checklist the building height shall be calculated as follows: The building height limitation shall be determined by taking the average existing grade of the structure and adding thirty (30) feet. The existing grade shall be determined by taking spot elevations at all points around the perimeter of the house and finding the average. The building height as measured on the elevation drawings shall be the distance between the top of foundation and peak of the roof which when added to the top of foundation elevation may not exceed the building height limitation as defined above.
- Additional berms along the south side property line may be required to ensure water stays onsite and goes into the proposed drainage swales. This condition may be required during construction if the site appears not to drain to the swales.

Trees:

- Most of tree survey shots are labeled, but show the tree symbols on the site plan. Also add a note

- to protect all trees that are to remain.
- Several pine and other significant trees are along the south and west property lines. These should be surveyed and grading along this property line must protect these trees and their drip lines. Showing just a tree line is not sufficient.
- The tree line along the southeast corner does not appear to be accurate and several trees appear to be missing and should extend at least 25-feet into the south property. Tree impacts to the south property must be minimized (grading into the drip lines, etc.).
- The residents to the south and west will likely be concerned with the trees along the property lines and care must be taken during any removals of trees on the 45 Salem Church Road property not to damage existing trees on the adjacent properties. A note on the plan should be added stating this.
- See the attached aerial for more details.

Erosion Control

- Since over an acre of land is to be disturbed, a copy of the National Pollutant Discharge Elimination System NPDES Construction permit will be required to be provided to the City by the Builder/Applicant prior to construction. This permit coverage card must also be posted onsite.
- The plans must have notes stating that seeding the swale and ditch areas and any other areas within the site immediately after completing the grading of the areas along with erosion control blanket in the drainage swales and ditches that would be necessary in order to prevent any erosion of the area.

Drainage and Stormwater Modeling

- The requirements section of the City's stormwater management plan/calculations should be updated to include ½" of infiltration from new impervious surfaces. Please demonstrate how this is being achieved on site.
- The proposed improvements section of the City's stormwater management plan/calculations should be updated to include the total square feet of proposed impervious coverage. The report currently identifies 0.9333 sq ft. We assume this is meant to be acres? Please correct.
- Subcatchment S1.1 has a higher time of concentration in the proposed condition than in the pre-development condition. The sheet flow and shallow concentrated flow should be consistently calculated in both models.
- Stormwater management plan states a minimum orifice/outlet size of 4 inches. The current submittal includes two 4 inch outlets. This can lead to clogging/maintenance concerns. Suggest upsizing outlet to 6 inches.
- The existing 48-inch culvert under Salem Church Road should be shown with inverts label on each side.
- Add culvert protection on the inlet side of this culvert as necessary to prevent sediment from getting into the City culvert.
- Condition of this existing 48-inch pipe should be documented before construction (pictures) and provided to the City Engineer. It is recommended any sediment in the pipe should be called to the City's attention and documented so the City will not hold the builder liable for cleaning this pipe after construction. These pictures should be taken at a wide enough angle to show where this culvert is located.

Sanitary Sewer and Well

- The existing septic system needs to be reviewed by the City's septic inspector for function and capacity to accommodate the proposed building.
- In accordance with the Site Plan Building Permit Application Procedures Checklist, the proposed well must be installed by a licensed well driller according to Minnesota State Rules and Regulations.

EXHIBIT F

- The existing well on the west property must be surveyed and be at least 50-feet away from the septic drain field. Please show this on the plans.

Site Access

- The type of paving material should be shown on the plans with the dimension of the width of the driveway shown at the street connection.
- The Contractor must adhere to axel load limits when delivering material to the site.
- Any damage to Salem Church Road and City right-of-way shall be repaired to the City's satisfaction by the applicant prior to the issuance of a certificate of occupancy. It is recommended the builder take pictures of the roadway prior to construction to document the condition of the roadway. These pictures should be taken at a wide enough angle to verify their location.

Conclusion and Recommendations

Based on our review of the proposed site and grading plan for the proposed new home at 45 Salem Church Road the proposed plans appear to be consistent with the City's requirements, with the exception of the above listed requirements listed in this memorandum. Since these comments all appear to be correctable with minor plan adjustments and providing additional information, we recommend approval of the permit from an engineering standpoint with the understanding that the above listed items be submitted for review and approval prior to the next City Council meeting and prior to construction.

CITY OF *Sunfish Lake* MINNESOTA

**Planning Commission
Findings of Fact &
Recommendation
(Approval)**

Applicant's Name: Linda and Mark Casagrande

Request: The applicants request City approval of major site and building plans to be able to construct a new home, garage, and driveway on the undeveloped parcel located at 45 Salem Church Road, and a conditional use permit to allow development of the parcel which is substandard in size as pertains to net lot area.

Planning Commission Meeting Date: September 17, 2014

Findings of Fact: Based on review of the application and evidence received, the Sunfish Lake Planning Commission now makes the following findings of fact and recommendation:

1. The address of the subject property is as follows:

45 SALEM CHURCH ROAD, SUNFISH LAKE, MN 55118
2. The Planning Report dated September 10, 2014 prepared by Northwest Associated Consultants, Inc. is incorporated herein by reference.
3. The City Engineer report dated September 8, 2014 is incorporated herein by reference.
4. The Sunfish Lake Planning Commission reviewed the applicant's request for major site and building plan and conditional use permit approval on September 17, 2014. The Planning Commission recommended approval of major site and building plans to allow the construction of a new home, garage and driveway, and a conditional use permit to allow development of a substandard sized lot as pertains to net lot area, based on conditions set forth in the referenced planning and engineering reports.
5. Upon review of the planning report and application information the Planning Commission found that the proposed site and building plans and conditional use permit request meet Ordinance requirements. The following findings support the Planning Commission recommendation for approval:

A. Major Site and Building Plans:

1. The applicants are proposing to build a single family home on the undeveloped lot, a permitted use in the R-1 District.
2. The proposed development meets zoning district setback and building coverage standards.
3. The proposed development addresses Ordinance requirements pertaining to drives and parking areas, building design, grading, drainage and stormwater management, and landscaping.
4. The design of the proposed home, with regards to architecture, building materials and associated site improvements, are similar in quality to other structures in the community and adhere to the requirements of the Sunfish Lake Design Guidelines.
5. The development requires the removal of minimum trees, and will result in the addition of 18 new trees on the site, in addition to a variety of shrubs and perennials. Disturbed areas will be restored to lawn, and large swaths of the site will remain in beneficial native perennials and grasses.
6. The development will protect the existing drainage easement and remaining natural systems on the property through use of erosion control measures and stormwater treatment basins.

B. Conditional Use Permit to Allow Redevelopment of a Substandard Sized Lot (as Pertains to Net Lot Area):

1. The subject parcel was legally subdivided, the plat having been filed with the County in 1991.
2. The subject parcel is similar in gross acreage to nearby parcels.
3. The parcel has frontage on Salem Church Road, allowing for easy access to the site.
4. The applicants have a proposal for a septic system and well on the site.
5. The location of the home on the site meets setback requirements, and the project is able to adhere to performance standards.

Recommendation:

Based on the foregoing considerations and applicable ordinances, the Planning Commission recommends approval of the applicant's major site and building plans and conditional use permit to allow for the construction of a new home, garage, and driveway on their property.

Approved, subject to the following conditions:

1. The applicants demonstrate that the exposed light bulbs in the proposed lighting fixtures will not be viewed from adjacent properties, and that upon installation lights which cast any light on nearby residential properties do not exceed one foot candle (meter reading) as measured from the property line.
2. An additional tree or tall shrubs should be installed north of the patio in the vicinity of proposed lighting, to reduce the impact of illumination out from the proposed light fixture.
3. Construction shall not occur within the drip line of trees to be preserved on the site and nearby properties, or within 50 feet of trees, whatever distance is greater. In addition, tree protection measures must include marking trees to be saved with a red flag so as to clearly differentiate them from trees to be removed.
4. The applicants shall review all comments made by the City Engineer in his report dated September 8, 2014, and adhere to his recommendations pertaining to site grading, erosion control, stormwater management, retaining wall design, trees, site access, and the sanitary sewer and well. Revised plans, documents, and pictures as recommended by the engineer in his report shall be provided to both the City Planner and Engineer for review prior to the City Council meeting and building permit issuance.
5. The applicants must comply with the recommendations of the City Septic Systems Specialist pertaining to the location and installation of the proposed primary and secondary septic areas.
6. The applicants shall contact planning staff to arrange pre- and post-construction site visits, whereby staff can confirm that site and building plans and associated approval conditions have been implemented accordingly. The inspections are separate from other inspections that may be necessary by the City Building Inspector, City Septic System Inspector, City Engineer, or other individuals. The cost of site inspections is \$75.00 each and payment of this amount shall be the responsibility of the property owner.
7. The applicants shall contact the City Engineer to arrange a mid-process site inspection by December 1, 2014 to insure that grading was done correctly, erosion control methods put in place are working properly, and to otherwise verify

that construction is not negatively impacting the existing drainage easement that runs through the site.

Adopted by the Sunfish Lake Planning Commission this 17th day of September 2014.

City of Sunfish Lake

By: _____
Andrea McCue
Planning Commission Chair

ATTEST

Catherine Iago, City Clerk

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

RESOLUTION NO. _____

**RESOLUTION APPROVING A CONDITIONAL USE PERMIT TO ALLOW SINGLE
FAMILY RESIDENTIAL DEVELOPMENT OF A SUBSTANDARD SIZED LOT FOR
NET LOT AREA, AND MAJOR SITE AND BUILDING PLANS FOR THE
CONSTRUCTION OF A NEW HOME AND DRIVEWAY FOR THE PROPERTY
LOCATED AT 45 SALEM CHURCH ROAD, LEGALLY DESCRIBED AS LOT 3,
BLOCK 1, WINDY HILL ESTATES, DAKOTA COUNTY, MINNESOTA.**

WHEREAS, Linda and Mark Casagrande submitted an application for a conditional use permit to be able to develop a substandard sized lot for net lot area, and major site and building plans for construction of a new home and driveway for the property located at 45 Salem Church Road, legally described as:

Lot 3, Block 1, Windy Hill Estates, Dakota County, MN

WHEREAS, City staff reviewed the application and outlined their review comments in a planning report dated September 10, 2014 prepared by Northwest Associated Consultants, and an engineer's report dated September 8, 2014; and

WHEREAS, the Sunfish Lake Planning Commission held a public hearing at their September 17, 2014 meeting and reviewed the major site and building application and the requested conditional use permit, along with the planning report dated September 10, 2014; and

WHEREAS, upon hearing the staff presentations, applicant testimony, and public testimony, the Planning Commission closed the public hearing and recommend to the City Council approval of the major site and building plans to construct a new home and driveway and a conditional use permit to allow single family residential development of a substandard sized lot for net lot area, whereby the following findings support the Planning Commission recommendation for approval:

Major Site and Building Plans:

1. The applicants are proposing to build a single family home on the undeveloped lot, a permitted use in the R-1 District.
2. The proposed development meets zoning district setback and building coverage standards.
3. The proposed development addresses Ordinance requirements pertaining to drives and parking areas, building design, grading, drainage and stormwater management, and landscaping.

4. The design of the proposed home, with regards to architecture, building materials and associated site improvements, are similar in quality to other structures in the community and adhere to the requirements of the Sunfish Lake Design Guidelines.
5. The development requires the removal of minimum trees, and will result in the addition of 18 new trees on the site, in addition to a variety of shrubs and perennials. Disturbed areas will be restored to lawn, and large swaths of the site will remain in beneficial native perennials and grasses.
6. The development will protect the existing drainage easement and remaining natural systems on the property through use of erosion control measures and stormwater treatment basins.

Conditional Use Permit:

1. The subject parcel was legally subdivided, the plat having been filed with the County in 1991.
2. The subject parcel is similar in gross acreage to nearby parcels.
3. The parcel has frontage on Salem Church Road, allowing for easy access to the site.
4. The applicants have a proposal for a septic system and well on the site.
5. The location of the home on the site meets setback requirements, and the project is able to adhere to performance standards.

WHEREAS, the Sunfish Lake City Council considered the application for major site and building plan review and a conditional use permit at their meeting on October 7, 2014 and agrees with the findings of the Planning Commission.

NOW THEREFORE BE IT RESOLVED THAT the City Council of the City of Sunfish Lake hereby approves the major site and building plan review and conditional use permit requests dated July 21, 2014, for the property legally described as Lot 3, Block 1, Windy Hill Estates, Dakota County, MN, with the following conditions:

1. The applicants demonstrate that the exposed light bulbs in the proposed lighting fixtures will not be viewed from adjacent properties, and that upon installation lights which cast any light on nearby residential properties do not exceed one foot candle (meter reading) as measured from the property line.
2. An additional tree or tall shrubs should be installed north of the patio in the vicinity of proposed lighting, to reduce the impact of illumination out from the proposed light fixture.

3. Construction shall not occur within the drip line of trees to be preserved on the site and nearby properties, or within 50 feet of trees, whatever distance is greater. In addition, tree protection measures must include marking trees to be saved with a red flag so as to clearly differentiate them from trees to be removed.
4. The applicants shall review all comments made by the City Engineer in his report dated September 8, 2014, and adhere to his recommendations pertaining to site grading, erosion control, stormwater management, retaining wall design, trees, site access, and the sanitary sewer and well. Revised plans, documents, and pictures as recommended by the engineer in his report shall be provided to both the City Planner and Engineer for review prior to the City Council meeting and building permit issuance.
5. The applicants must comply with the recommendations of the City Septic Systems Specialist pertaining to the location and installation of the proposed primary and secondary septic areas.
6. The applicants shall contact planning staff to arrange pre- and post-construction site visits, whereby staff can confirm that site and building plans and associated approval conditions have been implemented accordingly. The inspections are separate from other inspections that may be necessary by the City Building Inspector, City Septic System Inspector, City Engineer, or other individuals. The cost of site inspections is \$75.00 each and payment of this amount shall be the responsibility of the property owner.
7. The applicants shall contact the City Engineer to arrange a mid-process site inspection by December 1, 2014 to insure that grading was done correctly, erosion control methods put in place are working properly, and to otherwise verify that construction is not negatively impacting the existing drainage easement that runs through the site.

This resolution is adopted by the City Council of the City of Sunfish Lake this 7th day of October 2014.

Molly Park, Mayor

Attest:

Catherine Iago, City Clerk