



NORTHWEST ASSOCIATED CONSULTANTS, INC.

4800 Olson Memorial Highway, Suite 202, Golden Valley, MN 55422
Telephone: 763.231.2555 Facsimile: 763.231.2561 planners@nacplanning.com

MEMORANDUM

TO: Sunfish Lake Mayor and City Council

FROM: Michelle Barness

DATE: November 26, 2014

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

NAC FILE: 211.02 - General

12/2/14 CC Mtg.
**Agenda
Item
6c**

November 2014 Planning Commission Meeting

2035 Charlton Road – Crown Castle/T-Mobile Antenna CUP. Crown Castle, on behalf of T-Mobile, is requesting approval of a conditional use permit to be able to update antennas on the existing wireless communication tower at 2035 Charlton Road. Zoning Ordinance Section 1226.04.B. requires that personal wireless service antennas not located upon a public structure be approved by conditional use permit. Crown Castle submitted plans for the addition of three antennas and updates to the existing equipment shelter at the base of the wireless tower. No additional tower height is proposed.

Staff reviewed plans and provided a report on the application for consideration by the Planning Commission. The Planning Commission recommends approval of the conditional use permit for antenna updates based on finding that the antenna project meets CUP requirements, Section 1226 antenna standards and applicable zoning standards. The Planning Commission findings and a draft resolution of approval for the project have been provided with the planning update for consideration by the City Council.

Animal Ordinance Amendment. A memorandum addressing the potential implementation of farm and non-domestic animal setback requirements, along with a draft ordinance amendment to Zoning Ordinance Section 1225.01.E. was provided to the Planning Commission for consideration at their November meeting. A public hearing was held at that time to permit any interested community members to attend and share their observations on the proposal for animal setback standards. After hearing public feedback and reviewing the planner's memorandum, the Planning Commission concluded that the Zoning Ordinance should be amended to provide lot line and wetland setback requirements for animal enclosures. The Commission's recommendation for these standards has been integrated in a revised draft amendment. Both the original draft amendment and the Planning Commission recommended amendment have been provided for consideration by the City Council.

Planning and Zoning Assistance

In November, planning staff provided technical assistance for planning and zoning items at the following locations:

- 6 Acorn Drive (Brush pile removal)
- 2035 Charlton Road (Home demolition, and major plan review pre-application assistance)
- 1 Grieve Glen Lane (Sport court plans; neighbor follow-up)
- 116 Salem Church Road (Major plan review pre-application assistance)
- 295 Salem Church Road (Driveway easement screening)
- 315 Salem Church Road (Chicken permit resolution & conditions; neighbor follow-up)

December 2014 Planning Commission Meeting

2035 Charlton Road – SAC Wireless/AT&T Antenna Conditional Use Permit (CUP). SAC Wireless (on behalf of AT&T) has submitted an application for a conditional use permit to allow antenna updates on the cell tower located on the St. Anne's Church property at 2035 Charlton Road. The property is located within the INS, Institutional District. No additional service buildings or tower height are being requested. The applicant has provided construction drawings for review, and has also provided a capacity analysis illustrating that the requested antenna updates are necessary to meet the need of the wireless system and to provide necessary coverage. In addition, a structural analysis report has been submitted reviewing existing and proposed conditions on the tower. Review of the conditional use permit application will come before the Planning Commission on December 17, 2014.

2035 Charlton Road – Major Plan Review. St. Anne's Church is requesting a major site and building plan review for site improvements on their property located at 2035 Charlton Road. The property is located within the INS, Institutional District. The applicant is proposing parking lot and site improvements including a re-organization of parking areas, new surfacing, curbing, new concrete paths, an outdoor patio, an outdoor play area, and updates to site lighting, electric utilities, and septic systems. The applicant has provided a set of site and building plans for consideration. Review of the major site and building plan application will come before the Planning Commission on December 17, 2014.

Lot 2, Block 1, Windy Hill – Minor Subdivision and Conditional Use Permit (CUP). Dick Bancroft and Jon Riley are requesting approval of a minor subdivision and conditional use permit (CUP) for Lot 2, Block 1, Windy Hill. The property is located within the R-1 Single Family Residential and Shoreland Overlay zoning districts. Dick and Deborah Bancroft currently own the subject property and several adjacent lots. They are requesting a minor subdivision for a lot split and combination to add a small area of land to Lot 2, Block 1, Windy Hill from their adjacent parcels. In addition, Jon Riley, the potential purchaser of Lot 2, Block 1, Windy Hill, is requesting a CUP to be able to develop the subject parcel which is substandard in regards to required net lot area. The

requested subdivision will increase the net lot area of the subject parcel making it more buildable, but will not bring it into conformance with requirements once steep slopes, wetlands and easements are factored in. A minor subdivision requires City Council approval, and a CUP requires review and approval by both the Planning Commission and City Council. The applicant has provided a set of minor subdivision and CUP plans for consideration. The CUP application will be brought before the Planning Commission for consideration at their December 17, 2014 meeting. Approval of the CUP for the subdivided subject property will be contingent on minor subdivision approval.

240 Salem Church Road – Major Plan Review and Conditional Use Permit (CUP). Dan and Brenda Vansteenburgh are requesting approval of major site and building plans & a conditional use permit (CUP) for 240 Salem Church Rd. The 10 acre property adjacent to Musser Park is currently undeveloped, and is located within the R-1 Single Family Residential District. In April of 2014 the applicants submitted an application for a major plan review and CUP for a new home and attached garage, a driveway, a tennis court and in ground pool to the City. The City approved the original application in June of 2014. The applicants have since substantially revised the original approved site and building plan set, including:

- 1) Removing the lower level garage and requesting a new detached garage.
- 2) Removing a large parking/drive area on the west side of the attached garage.
- 3) Reducing the overall building footprint of the home by approximately 2,200 square feet).
- 4) Adjusting the design of the front drive/court yard area.
- 5) Removing the tennis court.
- 6) Adjusting grading, drainage, storm water and tree removal related to other proposed changes.

Proposed changes are significant enough to require both full staff review of plans, and Planning Commission and City Council approval. In addition to the new requested major plan review, the applicants are requesting to amend their originally approved CUP for a second accessory to allow the requested detached garage as opposed to a tennis court. In addition, they are requesting that the CUP for the detached garage allow the garage to be constructed larger in size and height than is permitted by Ordinance. The major site and building plan and CUP application will come before the Planning Commission on December 17, 2014.

cc: Catherine Iago, City Clerk
Tim Kuntz, City Attorney
Don Sterna and Tom Voll, City Engineers
Mike Andrejka, Building Official
Jim Nayer, City Forester
Ron Wasmund, Septic System Inspector

- DRAFT -

SUNFISH LAKE PLANNING COMMISSION MEETING – NOVEMBER 19, 2014
7:00 P.M. - ST. ANNE'S EPISCOPAL CHURCH

Attendants:

Chair: Andrea McCue

Commissioners: Tom Schlehuber, and Tom Hendrickson.

City Planner: Michelle Barness

City Clerk: Cathy Iago

City Forester: Jim Naves

Commissioner Ginny Beckett was absent and Commissioner Shari Hansen arrived at 7:10 p.m.

1. CALL TO ORDER: Chair McCue called the meeting to order at 7:00 p.m.
2. ADOPT AGENDA: Chair McCue asked if there were any additions to the agenda and there was no response.

Commissioner Hendrickson moved to adopt the agenda, seconded by Commissioner Schlehuber and carried. (3-0)

3. APPROVE MINUTES SEPTEMBER 17, 2014: Chair McCue asked if there were any additions or corrections to September 17, 2014 Planning Commission minutes.

Commissioner Hendrickson requested a correction to the first paragraph on Page 4 of the September 17, 2014 minutes. He advised that the word "building" should be changed to "builder".

Chair McCue asked if there were any further corrections and there was no response.

Commissioner Schlehuber moved to approve the September 17, 2014 Planning Commission minutes as corrected by replacing the word "building" with the word "builder" in the first paragraph on page 4 of the minutes, seconded by Commissioner Hendrickson and carried. (3-0)

4. PUBLIC HEARING; Conditional Use Permit - Update Antenna, 2035 Charlton Road, Crown Castle/T-Mobile: Chair McCue opened the public hearing for the property at 2035 Charlton Road and asked the Planner to present the application.

Planner Barness stated the applicants are requesting approval of a Conditional Use Permit (CUP) to allow for new personal wireless service antenna on an existing wireless service tower located on the St. Anne's Episcopal Church property at 2035 Charlton Road. She stated that the property is zoned Institutional District and personal wireless service towers and antennas not located on a public structure are allowed in the district by CUP. She advised that T-Mobile currently has nine (9) antenna structures mounted on the tower at 75 ft. and the proposed project consists of adding three (3) new antennas and RRU signal amplifiers to the existing tower at the same heights. She explained that the second component of the project is the addition of a small piece of equipment within the existing T-Mobile shelter at the base of the antenna.

Chair McCue questioned if the applicant proposes the additional antenna to upgrade service.