



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

PLANNING REPORT - Major Site and Building Plan Review and CUP

TO: Sunfish Lake Planning Commission
Sunfish Lake City Council

FROM: Michelle Barness

DATE: December 10, 2014

RE: Sunfish Lake – 240 Salem Church Road – Site and Building Plan
Review and Conditional Use Permit

FILE: 211.01 – 14.17

Application Accepted: November 24, 2014
Planning Commission Date: December 17, 2014
Tentative City Council Review: January 6, 2014
60-day Review: January 23, 2014

1/6/15 CC
Mtg.
**Agenda
Item
6d**

BACKGROUND

Dan and Brenda Vansteenbure are requesting approval of major site and building plans and 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. The City approved the original site and building plan and CUP 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/courtyard area.
- 5) Removing the tennis court.
- 6) Adjusting grading, drainage, stormwater and tree removal related to other proposed changes.

Proposed changes are significant enough to require both full staff review, and Planning Commission and City Council approval. In addition to a major plan review of revised plans, the applicants are requesting to amend their approved CUP for a second accessory (originally approved for an in ground pool and tennis court), to permit a detached garage in addition to a pool. They are requesting that the CUP further permit the detached garage to be constructed larger in size and height than is permitted by Ordinance.

APPROVALS REQUIRED	
Major Site and Building Plan Review	To permit the construction of a new house, garage, driveway and accessory structures at 240 Salem Church Road.
Conditional Use Permit	To permit a detached garage as a second accessory structures on the lot, in addition to an in ground pool, and to permit the detached garage to be constructed larger in size and height than required by Ordinance.

Attached for reference:

Exhibit A: Certificate of survey/site layout (approved and revised)
Exhibit B: Tree protection/removal/landscape and lighting plan
Exhibit C: Grading, drainage and erosion control plan
Exhibit D: Building elevations and average grade analysis
Exhibit E: City Engineer Comments

ANALYSIS

Major Site and Building Plan Review

The property at 240 Salem Church Road is zoned R-1, Single Family Residential and falls within the Aircraft Noise Abatement Zone. 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	2.5 acres	Yes
Lot Width	50 feet (cul-de-sac)/200 feet at front setback	exceeds requirements	Yes
Front Setback (north to private drive)	100 feet	est. 190 feet	Yes
Side Setback (east and west)	50 feet	min. 235 feet	Yes
Rear Setback (south)	50 feet	est. 285 feet	Yes
Front Accessory Setback	100 feet	min. 185 feet	Yes
Side Accessory Setback	25 feet	min. 245 feet	Yes
Rear Accessory Setback	25 feet	min. 240 feet	Yes
Maximum Building Coverage	10%	1%	Yes
Building Height Limitation (height above average existing grade)	30 feet	30 feet	Yes

Lot Area Requirements. As illustrated in the table above, the lot and project in question meet the R-1 District standards for lot area and setbacks.

Floor Area and Building Coverage. The building foundation of the principal structure will be approximately 4,598 square feet, and the foundation of the carriage house is 831 square feet. The gross floor area of the home and attached garage is approximately 7,500 square feet, and the gross floor area of the carriage house is approximately 1,414 square feet. Floor areas for basement spaces have been excluded from floor area calculations according to Sunfish Lake Zoning Ordinance Section 1202.02.F, which defines the gross floor area of a building as the floor area exclusive of the basement or cellar.

The R-1 District limits building coverage on the site to 10% of the lot area. Total building coverage on the site, including the main home and carriage house, is approximately 1% of the lot area, meeting district requirements. Total hard surface coverage on the site including buildings, the terrace, the pool, the patio/stairs, the driveway, and retaining walls is approximately 4 - 5% of total lot area.

Building Height. According to the Ordinance, no building structure shall exceed two and a half stories or 30 feet in height above existing grade (measured from the average existing ground level). The average existing ground elevation around the proposed home is 971.8 feet in elevation, so that any new structure should not exceed 1001.80 feet in elevation. The home has two stories above average existing grade, and the top of the principal building is 1001.63 feet in elevation (29 ft. 10 in.), meeting the R-1 District height requirement.

Building Materials. The exterior of the home will exhibit a combination of brick, stone, and enameled composite materials, allowed exterior building finishes. A cedar shake roof will be installed, and 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 at this time. 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. In June of 2014 the City approved a conditional use permit to permit the applicants to have a tennis court and in ground pool on the property. The applicants would like to amend the original CUP to remove the tennis court and permit a detached garage/carriage house instead. In addition, they request the amended CUP permit the proposed detached garage/carriage house to be constructed larger in size and height than permitted for detached accessory buildings. The applicants are not proposing changes to the size of the pool which was previously approved.

The carriage house is proposed to be two stories high with a lower level garage, a main level garage, and an upper office. The gross floor area of the carriage house is approximately 1,400 square feet. The Zoning Ordinance limits detached accessory structures to 1,000 square feet in area except by conditional use permit approval, which is being requested with this application. The main level of the carriage house is approximately 830 square feet, but once the second floor office is factored in, the gross floor area exceeds the maximum size limit by approximately 400 square feet.

Detached accessory structures in the R-1 District are limited to one story or 16 feet in height. The average grade around the carriage house is 969.3 feet in elevation, in which case the top of roof should not exceed 985.30 feet in elevation. The top of the two story carriage house is 999 feet in elevation, or 29 ft. 6 in. above average grade. This proposal exceeds maximum allowed accessory height by approximately 13 ½ feet. Section 1217.01.C. permits detached accessory structures exceeding one story or 16 feet in height via conditional use permit approval, which the applicants are requesting with this application.

Accessory buildings, structures, and uses are required to be screened from neighboring properties and the public right-of-way, and the design and positioning of any such structure shall minimize the impact upon abutting properties. The majority of the 10 acres site is to remain wooded after completion of construction of the home and garage, which is anticipated to effectively screen proposed accessory structures from neighboring properties. In addition, both accessory structures maintain sizable setbacks from the nearest neighboring properties (with the minimum setback at nearly 190 feet from the property to the north).

Placement and Design of Roads, Driveways, and Parking Areas. The proposed parking areas meet basic design standards listed in Section 1243.05 of the Zoning Ordinance. A driveway into the site from a private drive to Salem Church Road was reviewed and approved previously by the City Engineer and Fire Chief. The location of the driveway has been adjusted slightly where it meets a revised front courtyard in the plan set being reviewed with the current application. The design of the driveway, as pertains to location, size, grading, and drainage, is subject to review and approval by the City Engineer.

Lighting. Exterior lighting of a 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 properties.

The applicants have provided a lighting plan integrating pool safety lighting, step lights (again for safety), pedestal lights, coach lights and hooded directional wall washers. The safety lighting and wall washers appear to be compliant with lighting standards. The applicants are required to provide lighting details/cut sheets for the design of the coach and pedestal lights so the City can make a determination as to whether the fixtures meet requirements. Further, upon installation all lights which cast any light on adjacent residential properties shall not exceed one foot candle (meter reading) as measured from the edge of the subject property.

Grading, Drainage and Stormwater Management.

Grading, drainage, and stormwater management will be impacted as a result of proposed plan revisions. Generally, the scale of the project has decreased in scope, and as a result the extent of construction has been reduced, fewer trees will be removed, less grading will occur, and stormwater management measures may have

changed. The applicants have submitted a full set of revised grading, drainage, and erosion control plans for review. Where conditions have not changed, the applicants will be held to site design and restoration techniques approved in June of 2014.

In consideration of newly submitted plans, the City Engineer has found that volume control requirements for the site are in conformance with the City policies, but that several grading and drainage issues exist in the area of the revised driveway/front courtyard and proposed detached garage. These findings are provided in more detail in his report (Exhibit E). In particular, the engineer is requiring several changes pertaining to driveway grading and stormwater drainage overflow plans in the area of the garage. Because these issues are significant, the engineer is not recommending approval of the plans at this time.

Erosion Control. The applicants have provided information on erosion and sediment control which parallels what was previously reviewed and approved by the City, including erosion control barriers around the perimeter of the construction area and septic systems, a rock construction entrance to the site, temporary soil stockpile locations surrounded by erosion control, and erosion control blankets on disturbed slopes of 20% grade or higher. Steep slopes in Sunfish Lake are defined as slope with 12% grade or higher. To protect surrounding vegetation and waterways during the course of construction, planning staff recommends requiring that erosion control blankets be installed on all disturbed slopes of 1V:8.5H or steeper (12% slope). In addition, the project is required to adhere to all required erosion control measures provided in Section 1216.04.F.6 of the Sunfish Lake Zoning Ordinance.

The City Engineer has noted in his report (Exhibit E) that over an acre of land will be disturbed with construction, and as such 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. The engineer has additionally requested an extension of silt fencing in the area of the storm system outlet and soil stockpile locations, which shall be addressed as a condition of project approval.

Landscaping/Fencing/Screening.

Fencing. A number of retaining walls are proposed to support earth around the perimeter of the home, carriage house, pool terrace, and drive and parking areas. A set of retaining wall plans designed and signed by a registered professional engineer have been provided to the City Engineer for review and approval. As described in his report, the City Engineer is requesting additional information on walls exceeding four feet in height.

Landscaping/Vegetation Alteration. Approximately 80 trees are to be removed from the lot in the course of constructing the home project. This is significantly less than what was originally proposed with the original approved plan set. The majority of trees to be removed are considered significant based on their size (6" in diameter at 5 feet above the ground) and are located in the immediate vicinity of home, accessory structure, or driveway construction. After construction the applicant will install a combination of balsam fir trees, pagoda dogwood trees, and boxwood shrubs. The trees are shown as

new screening along the north property line, and the boxwood shrubs will be provided around the perimeter of the front courtyard. No other home landscaping has been provided for at this time.

With the previous plan approval, the applicants indicated the intent to provide the following tree protection and ground restoration measures:

- Trees to be taken will be clearly marked on site per a site meeting with the homeowner, architect and builder.
- All trees outside the silt fence area will remain and silt fence will be placed along the drip line of the more significant trees to be saved.
- Mulch from the tree removal will be spread on the construction path and around the building area to help protect root systems.
- A majority of the area disturbed as a result of construction around the pool, driveway, garage, and carriage house will be final graded and stabilized with native prairie/woodland seed mix.
- The areas directly adjacent to the house will be final graded, and sod or seed will be installed.

The applicants must adhere to these approved measures, as they conform to the City's previous recommendations for tree protection and site restoration measures on this natural resource rich property.

The City Forester previously had an opportunity to walk the site to observe the proposed location for the home, driveway and accessory structures, to form an understanding of the impact of the project on site vegetation. He was also provided the revised tree removal/landscaping plan for review. He has recommended approval of these plans with no further comments.

Septic System. The applicants provided the location of a primary septic field on the site with the original application. The location of the septic system has changed minimally with the revised plan set. The City Septic Inspector was provided a set of revised plans for review and has no comments at this time. Detailed construction plans and applicable permits will be required in conjunction with the building permit application for the septic systems, and the applicant must comply with the recommendations of the City Septic Inspector pertaining to the location and installation of the proposed septic areas in moving ahead.

Aircraft Noise Abatement Zone. The applicants were previously in correspondence with City Building Inspector David Neameyer regarding building requirements within the Aircraft Noise Abatement Zone. Sunfish Lake has since engaged a new building inspector, Mike Andrejka, who has been provided a set of revised plans for review. The applicant is required to discuss noise abatement standards with inspector Andrejka, and must provide him the necessary information to demonstrate conformance with noise abatement standards in time for building permit issuance.

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:

- A. Whether the proposed improvements are compatible and in harmony with the existing structures in the surrounding community.
- B. Whether the proposed improvements preserve the character and nature of the surrounding community.
- C. Whether the proposed improvements are not constructed of unsightly, improper or unsuitable materials.
- D. 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.
- E. Whether the proposed site and improvements shall have an appearance that will not have an adverse effect upon adjacent residential properties.
- F. Whether the proposed site improvement complies with drainage requirements, as provided in Section 1216.04 of the Zoning Ordinance.

Comment: The proposed home and site design are comparable in quality to that found on surrounding properties. Quality building materials are used, and the design of the home adheres to Sunfish Lake design guidelines as pertains to architectural features and treatment of the site. Several trees will be removed in order to construct the proposed home, accessory structures, and drive, however a majority of the site will remain wooded and disturbed areas will be restored to lawn, plantings, or natural vegetation. Preserved trees on the site will reduce the visual impact of the new structures with regards to adjacent properties, and will provide natural habitat benefits.

In general, the revised plans for this home impact the site less than the original approved plan set with regards to the scale of the design and resulting impacts to vegetation removal, grading, drainage, and stormwater management. However, the City Engineer has expressed concern with regards to grading and drainage of the revised front driveway/courtyard and in the vicinity of the proposed detached garage. As plans do not currently comply with all site and building plan approval criteria or drainage requirements staff does not recommend approval of the application at this time, and recommends tabling consideration of the application for the following meeting, which will give the applicant time to address grading and drainage concerns.

Conditional Use Permits Required. The applicant would like to construct an accessory detached garage/carriage house in excess of 1,000 square feet and 16 feet in height, and is requesting said structure as a second accessory structure on the subject property. Both of these requests are permissible by approval of a conditional use permit, and the Planning Commission and City Council shall base their judgment

upon (but not limited to) the factors outlined in Section 1217.04 the Zoning Ordinance. Those factors include demonstrating that:

- There is a need and potential for continued use of the accessory structure.
- The accessory structure has an evident function related to the principal use.
- The accessory structure will be maintained.
- The accessory structure does not present a hazard to public welfare.
- The provisions of Section 1204.02.F. (Conditional Use Permit) of this Ordinance are met, including demonstrating that the use complies with the Comprehensive Plan and Zoning Ordinance performance standards, that it is compatible with surrounding uses, and that it will not have a significant impact on City services or facilities.

Comment: The proposed two stall detached garage (4 stalls total when the lower level garage is factored in) will be in addition to a proposed three stall attached garage. The question of demonstrated need for the additional garage space, and its compatibility with surrounding properties, is a determination for the City to make. Though not common, other properties on Sunfish Lake have been granted both attached and detached garages, and the Ordinance does not limit such an arrangement as long as other Ordinance standards are adhered to. For example, the neighbor immediately north of the subject property has been granted a two story carriage house/detached garage in addition to a 3 stall attached garage. The carriage house structure on the neighboring property is comparable in size to what is being requested here, and was also granted a CUP to exceed 1,000 square feet in area and 16 feet in height. As in the case of this neighboring property, the proposed carriage house/detached garage on the subject property is located ample distance from adjacent properties and will be screened by significant tree coverage on the 10 acre site.

With regards to Section 1204.02.F., garages are a permitted single family accessory use. Further, the proposed carriage house/detached garage will serve the family in residence, should not adversely impact public services or facilities, and is anticipated to be maintained over time.

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, in ground pool, detached garage/carriage house, and drive at 240 Salem Church Road.

Major Site and Building Plans

Planning staff finds that the submitted site and building plans meet R-1 District lot area and setback standards, are of high quality architectural design, are similar in character to development on surrounding properties, and will generally have a lesser impact on the subject property than previously approved plans. However, the City Engineer has expressed concerns with regards to grading and drainage of driveway and garage areas and for this reason is not recommending approval of the major site and building plans at

this time. Staff recommends tabling consideration of the application until the January 2015 Planning Commission meeting so that the applicant can address City Engineer requirements detailed in the report dated December 10, 2014 (Exhibit E).

Conditional Use Permits

Planning staff finds that the requested conditional use permits to allow a detached garage/carriage house as a second detached accessory structure on the subject property, and to permit construction of the detached garage/carriage house in excess of 1,000 square feet in area and 16 feet in height, meets requirements with the exception of performance standards pertaining to grading and drainage. The detached structure is a permitted accessory use in the zoning district and is of quality design, its impact on adjacent properties will be minimal due to a significant setback distance and existing tree coverage, and similar requests for detached garages in excess of size requirements have been permitted by the City in the past when potential negative impacts from such uses have been found to be minimal.

As conditional use permit requirements pertaining to conformance with grading and drainage performance standards has yet to have been met, staff is recommending tabling consideration of the requested CUPs until the January 2015 Planning Commission meeting, along with major site and building plan review.

- 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
Dan and Brenda Vansteenburgh, Applicants
Adam Burrington, Nor-Son, Inc., Architect





PIERCE PINI &
ASSOCIATES
9298 CENTRAL AVENUE NE,
BLAINE, MN 55434
TEL 763.537.1311
FAX 763.537.1254

240 Salem Church Road
SUN FISH LAKE, MINNESOTA

1. I hereby certify that this plan as shown was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer in the State of Minnesota.

For: **PIERCE PINI & ASSOCIATES, INC.**
By: **[Signature]**
Title: **REGISTERED PROFESSIONAL ENGINEER**
Date: **5/1/2014** Exp. **5/1/2017**

Project No: **14-0001**
Sheet No: **1**

Permit Set
Date: **5/1/2014** Exp. **5/1/2017**

City: **SALEM**
County: **RAMSEY**

Project: **240 SALEM CHURCH RD**

Owner: **MR. & MRS. J. L. HANSEN**

Contractor: **MR. & MRS. J. L. HANSEN**

Engineer: **MR. & MRS. J. L. HANSEN**

Permit No: **14-0001**

Permit Title: **240 SALEM CHURCH RD**

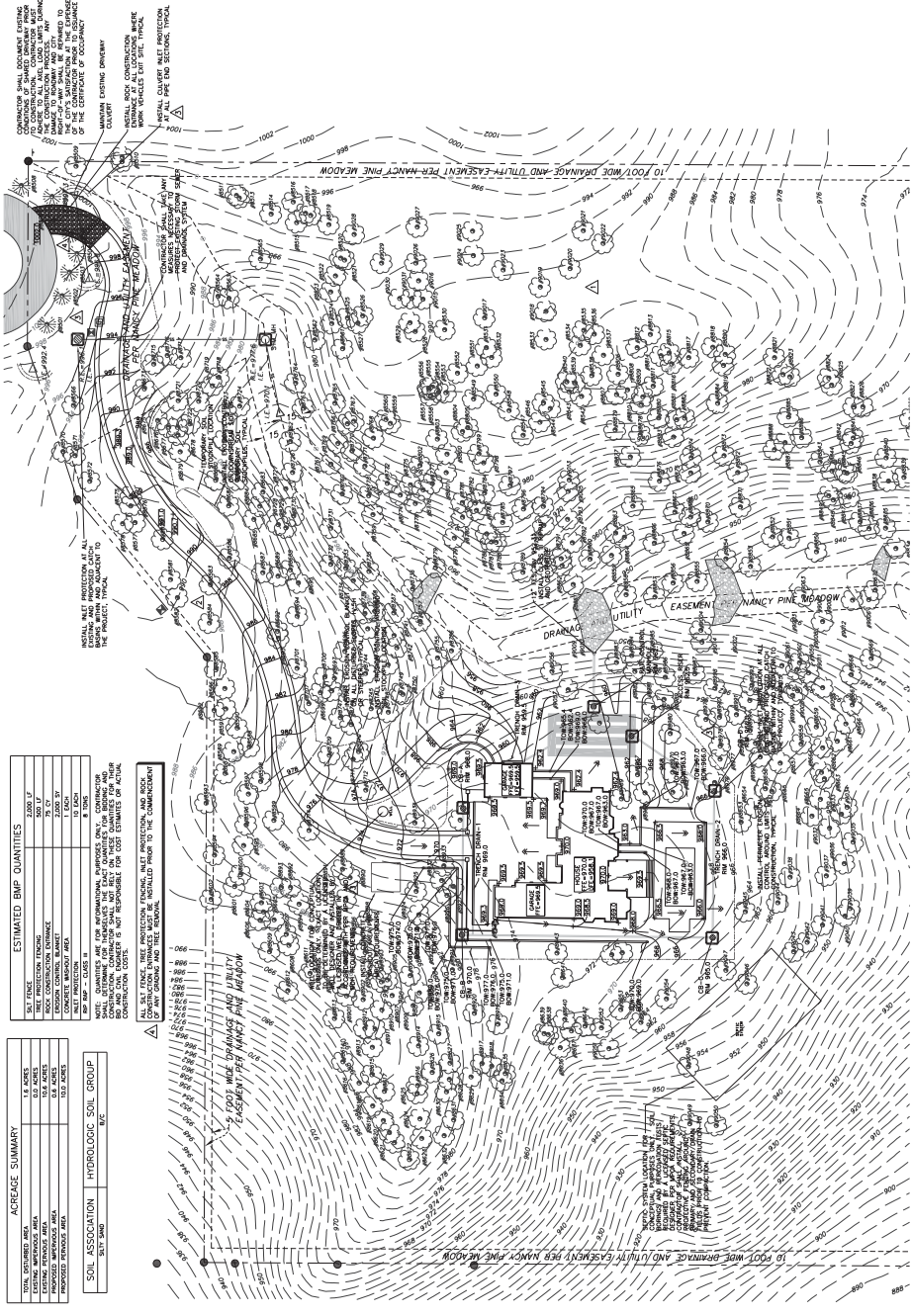
Permit Date: **5/1/2014**

Permit Expiration: **5/1/2017**

Permit Fee: **\$1,000.00**

Permit Status: **APPROVED**

Permit Remarks: **SEE PERMIT SET FOR DETAILS**



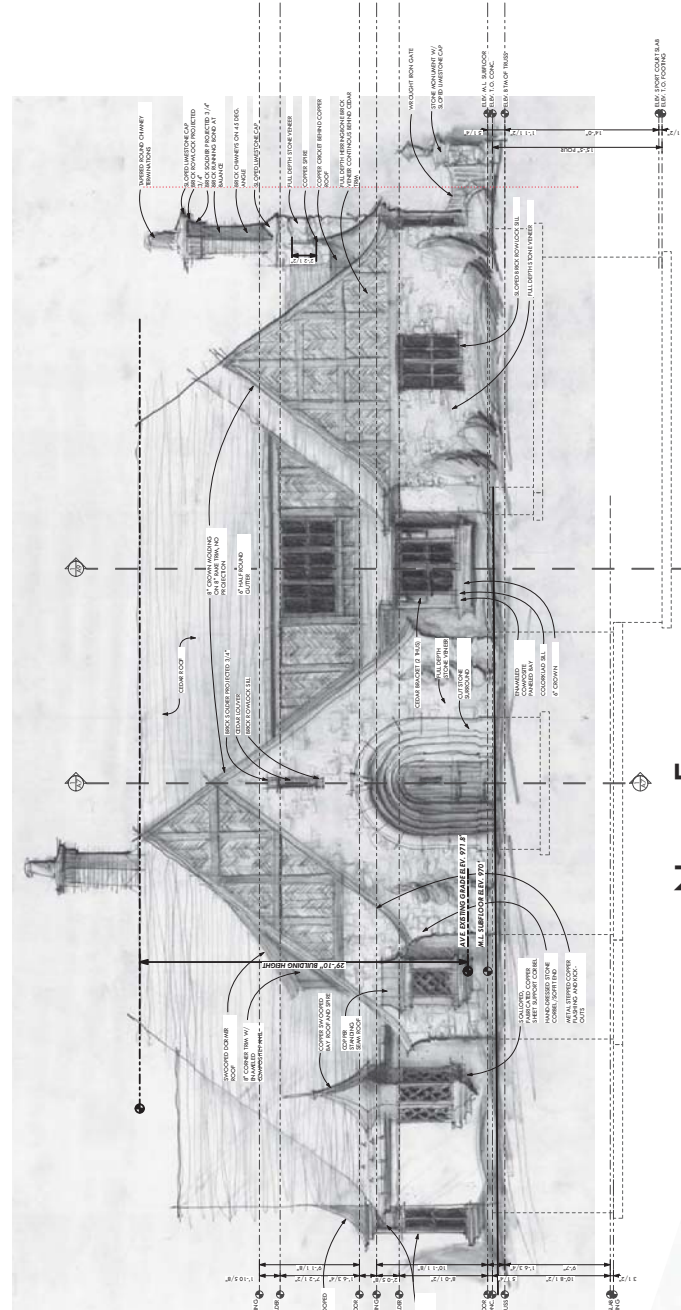
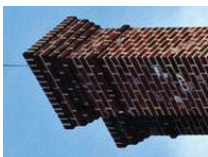
ESTIMATED BMP QUANTITIES	
SOIL EROSION CONTROL FENCE	1,000 LF
ROCK CONSTRUCTION FENCE	75 LF
CONCRETE RETAINING WALL	10 LF
VEGETATIVE STABILIZATION	10,000 SQ FT
SEDIMENT TRAP	1
DATA	1

NOTE: QUANTITIES ARE FOR INFORMATIONAL PURPOSES ONLY. CONTRACTOR SHALL VERIFY ALL QUANTITIES AND MAKE NECESSARY ADJUSTMENTS TO THE PLAN. QUANTITIES ARE BASED ON THE ASSUMPTIONS AND CONDITIONS SHOWN ON THE PLAN. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS.

ACREAGE SUMMARY	
TOTAL PROJECT AREA	1.1 ACRES
EXISTING PAVED AREA	0.5 ACRES
EXISTING UNPAVED AREA	0.6 ACRES
PROPOSED PAVED AREA	0.5 ACRES
PROPOSED UNPAVED AREA	0.6 ACRES

HYDROLOGIC SOIL GROUP	
SOIL ASSOCIATION	TYPE
TYPE	PERCENT

1. GRADING, DRAINAGE AND EROSION CONTROL PLAN
1"=30'

SIMILAR COPPER BAY
ROOFSIMILAR BRICK CHIMNEY
DESIGN

SIMILAR ENAMELED
COMPOSITE PANELS



SIMILAR STAINED WOOD
ENTRANCE DOOR AND
LIMESTONE SURROUND



SIMILAR BRICK "HALF
TIMBER" DESIGN

SUN FISH
LAKE

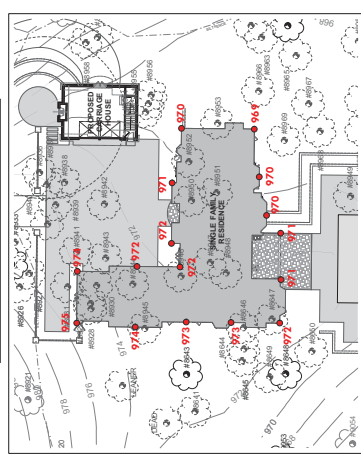
240 SALEM CHURCH RD
SUN FISH LAKE, MN

PERMIT SET
24 NOVEMBER 2014

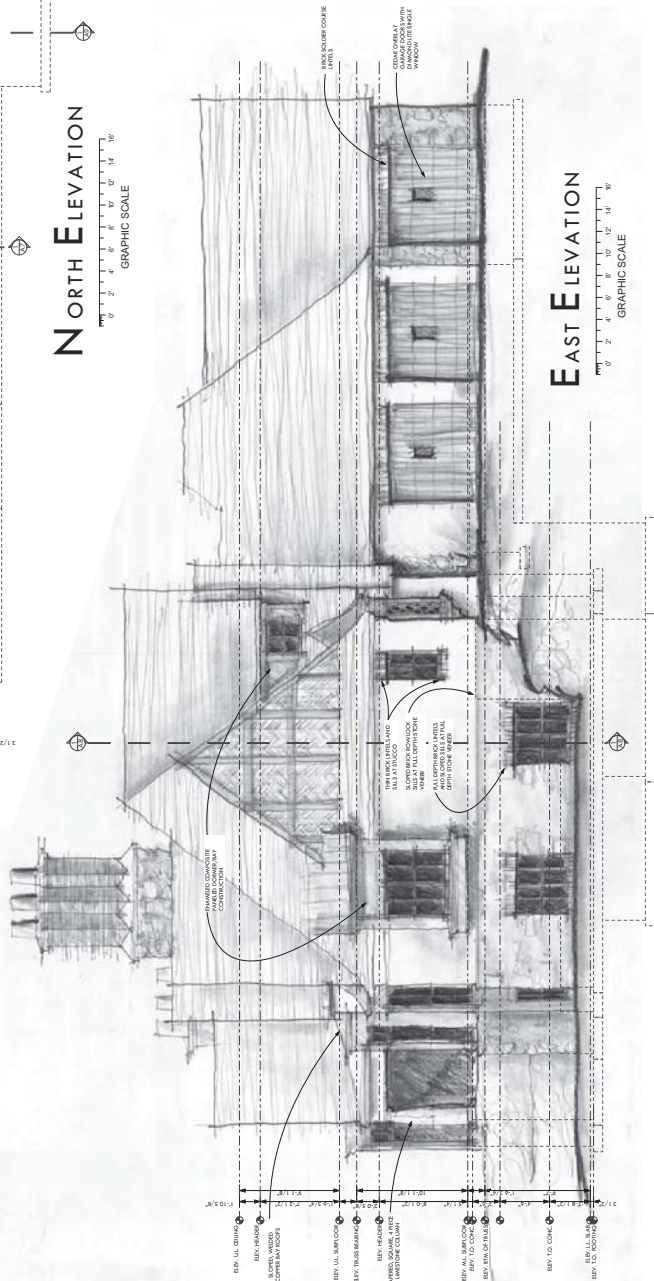
SHEET
A5

EXHIBIT D

AVERAGE EXISTING GRADE CALCULATION
 16 SPOT ELEVATION
 TOTAL ELEVATION OF SPOT ELEVATIONS = 15,549
 $15,549 / 16 = 971.8$ AVERAGE EXISTING ELEVATION



1 Site Plan/Building Height



EAST ELEVATION

4' 6' 8' 10' 12'

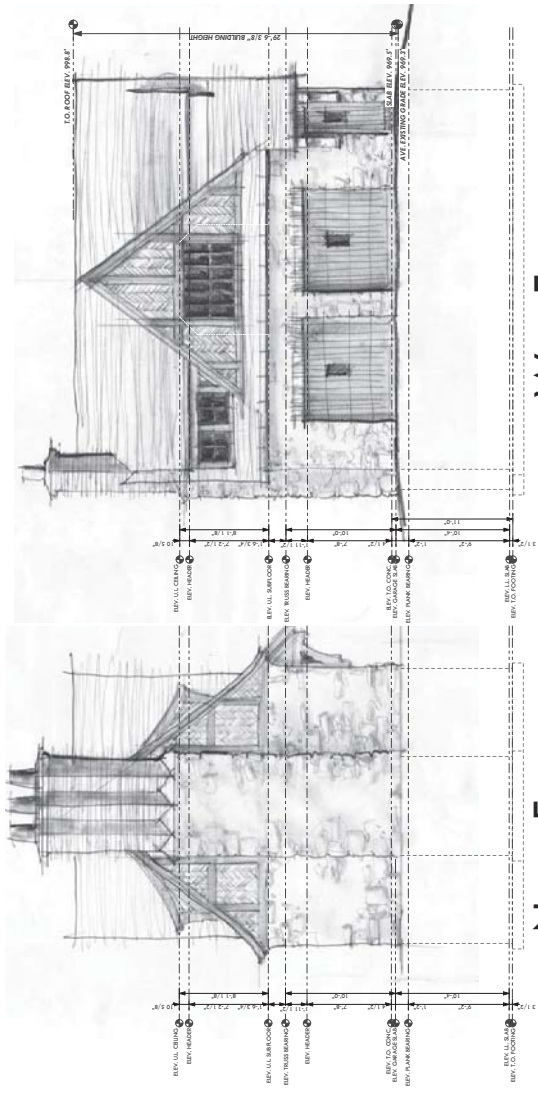
GRAPHIC SCALE

WEST ELEVATION

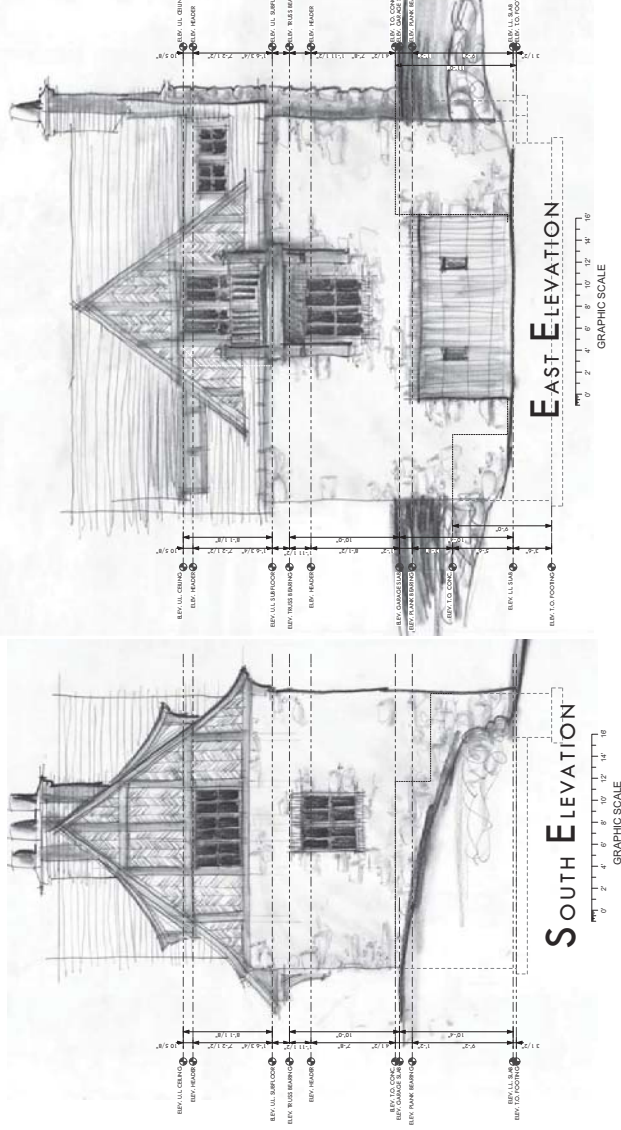


0' 2' 4' 6' 8' 10' 12' 14' 16'

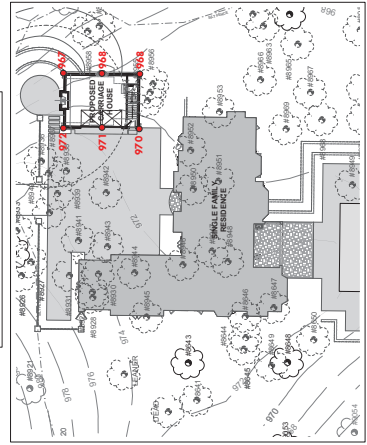
GRAPHIC SCALE



MATERIALS TO MATCH HOUSE - REFER TO A3 & A6



AVERAGE EXISTING GRADE CALCULATION
6 SPOT ELEVATION
971.0 + 971.0 + 971.0 + 971.0 + 971.0 + 971.0
5.816 / 6 = 969.3 AVERAGE EXISTING ELEVATION



5 Site Plan/Building Height
SHEET 7-27



Memorandum

To: *Michelle Barness
Northwest Associated Consultants*

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

Date: *December 10, 2014*

Re: *Site and Building Plan (4th) Review
240 Salem Church Road
City of Sunfish Lake, MN
WSB Project No. 2182-040*

Project Background

The applicant is proposing a new home and site grading, including constructing septic drain field system, tennis court and driveways. The site is located off of Salem Church Road and has access off of shared private driveway. The site plans have been revised from previous submittals with the following changes:

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

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.

Site Grading

The applicant's proposed site grading has been revised per our previous comments. We do have the following requirements and comment.

- 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. If the tiered walls are demonstrated that they are sufficiently separated where they are not in the same zone of influence then this requirement may be waived. These will need to be designed and signed by a registered professional engineer in the State of Minnesota.
- The retaining walls on the northwest corner and southwest area of the development reach 4-feet in height. These walls will require to be designed by a registered engineer.
- The top and bottom elevation of retaining wall on the west side of the entrance to the lower level of the east garage should be shown on the plans. It appears that this wall could be 10-feet in height next to the garage. The wall will require a fence for safety. This wall will require to be designed by a registered engineer.

- The driveway slope to lower level of the east garage appears to be approximately 13% from elevation 966 to 970. 10% is the recommended City Standard. The driveway slopes in steep areas such as this should be added to the grading plan.

Erosion Control

- Since over an acre of land it 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 silt fence on the grading will need to be extended around the outlet pipe from the underground storage system. The silt fence should encompass any temporary stock pile of material created as part of the pipe installation.

Drainage and Stormwater Modeling

- The proposed conditions stormwater management plan assumes that the entire runoff from the 100-year event will be intercepted and conveyed to the underground stormwater storage system. If this is accomplished with the proposed system the rate control for site would be in conformance with City policies. The pipe design calculations in the report do not demonstrate that the 0.735 acre drainage area runoff is being conveyed to the underground storage system. The storm sewer pipe design calculations do not match the utility plan pipe slopes and may be under capacity. The developer's engineer should provide a storm sewer drainage area map and design calculations that correspond to the utility plan.
- The volume control requirements for the site are in conformance with the City policies.
- The grading plan emergency overflow (969.3) on the northwest corner of the driveway slab is within 0.2' of the building openings. The overflow on the north side of the west garage does not provide a minimum of 1-foot of freeboard to the low building opening. The grading plan emergency overflow should be a minimum of 1.5-feet below the low building opening. The driveway slope away from the structure entrance appears to be less than a 2% cross slope to trench drain #1. The developer's engineer should review the grades to provide proper drainage away from the structure and garages to the trench drain (Sheet C300).
- The east garage low building opening does not have adequate freeboard to the building opening. The trench drain #3 emergency overflow does not provide freeboard that is in conformance with the City policies (Sheet C300).
- The pre project condition of the existing pipe culvert at the entrance should be documented to determine if any damage to the pipe occurred during construction.
- The HDPE pipe under the driveways should be designed to withstand traffic loading. Suggest a smooth (dual) wall pipe.

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.

Site Access

Since there is a shared driveway, the existing condition of the driveway must be documented prior to construction in case any damage occurs to avoid future issues with the shared users. The Contractor must adhere to axle load limits when delivering material to the site. Any damage to the roadway 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.

Conclusion and Recommendations

Based upon our review of the revised site and grading plan for the proposed new home at 240 Salem Church Road plans appear to be consistent with the City's requirements, with the exception of the above-noted items in this memorandum. Therefore, we hereby find the proposed plans not to be in accordance with City requirements and recommend denial from an engineering standpoint for this project until these items are addressed. Please also note that the applicant will need to submit any structural retaining wall design and final wall plans and copies of the NPDES permit to the City Engineer's office for review prior to construction. We are requesting a new set of plans addressing these comments and drainage calculations be resubmitted to our office prior to final issuing of the building permit on the project.

CITY OF Sunfish Lake MINNESOTA

Planning Commission Findings of Fact & Recommendation (Approval)

Applicant's Name: Dan and Brenda Vansteenburgh

Request: The applicants request City approval of major site and building plans to be able to construct a new home, garage, driveway and accessory structures at 240 Salem Church Rd.. In addition, the applicants are requesting approval of a conditional use permit to allow construction of two accessory structures, a pool and a carriage house/detached garage. They are requesting that the conditional use permit allow the garage to be constructed larger in size and height than identified in the Ordinance.

Planning Commission Meeting Date: December 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:

240 SALEM CHURCH ROAD, SUNFISH LAKE, MN 55118
2. The Planning Report dated December 10, 2014 prepared by Northwest Associated Consultants, Inc. is incorporated herein by reference.
3. The City Engineer report dated December 10, 2014 and the City Engineer email dated December 17, 2014 are 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 December 17, 2014. The Planning Commission recommended approval of major site and building plans to allow the construction of a new home, garage, driveway, and accessory structures at 240 Salem Church Rd., and a conditional use permit to allow construction of two accessory structures (both an in ground pool and a carriage house/detached garage), and to permit the carriage house/detached garage to be constructed larger in size and height than permitted.
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:

Major Site and Building Plans:

1. The subject property and proposed development meet R-1 District lot area, width and setback standards.
2. The proposed development addresses Ordinance requirements pertaining to drive and parking area design, lighting design, grading, drainage and stormwater management, landscaping, screening, and septic system location.
3. The proposed home meets Ordinance requirements pertaining to building size, height, and material use.
4. The proposed building meets the requirements of the Sunfish Lake Design Guidelines.
5. The proposed home meets other applicable Zoning Ordinance criteria.

Conditional Use Permit:

1. There is a demonstrated need and potential for continued use of both requested accessory structures. The pool will be used as a recreational facility operated for the enjoyment and convenience of the residents of the principal use and their occasional guests, and is similar in size and design to other recreational facilities on surrounding properties. The detached garage will house additional single family residential vehicles and equipment.
2. Erosion control and stormwater management measures will be implemented with the proposed development to prevent soil erosion or other possible pollution of public waters, both during and after construction.
3. Neighboring properties have been allowed to construct a detached garage larger in size and height than required by ordinance given all other zoning criteria are met. The proposed carriage house/detached garage is able to meet setback, design, and construction standards. In addition, the proposed carriage house/detached garage on the subject property is located ample distance from adjacent properties and will be screened by significant tree coverage on the 10 acre site.
4. The project satisfies the criteria for a conditional use permit provided in Section 1204.02.F of the Zoning Ordinance.
5. The proposed project meets all conditions for major site and building plan approval.

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, driveway, and two accessory structures on their property, and a carriage house/detached garage exceeding size requirements.

Approved, subject to the following conditions:

1. Provide a revised grading plan showing erosion control blankets on all steep slopes of 12% grade or more during the course of construction (typical).
2. Upon installation all lights which cast any light on adjacent residential properties shall not exceed one foot candle (meter reading) as measured from the edge of the subject property.
3. Construction must adhere to previously discussed tree protection and land restoration measures, including the following:
 - Trees to be taken will be clearly marked on site per a site meeting with the homeowner, architect and builder.
 - All trees outside the silt fence area will remain and silt fence will be placed along the drip line of the more significant trees to be saved.
 - Mulch from the tree removal will be spread on the construction path and around the building area to help protect root systems.
 - A majority of the area disturbed as a result of construction around the pool, driveway, garage, and carriage house will be final graded and stabilized with native prairie/woodland seed mix.
 - The areas directly adjacent to the house will be final graded, and sod or seed will be installed.
4. Review all comments made by the City Engineer in Exhibit E of the planner's report and in the City Engineer's email dated December 17, 2014, and adhere to his recommendations pertaining to site grading, erosion control, stormwater management, tree protection, retaining wall design, and protection of the sanitary sewer and well. Revised plans addressing engineer conditions shall be provided to both the City Planner and Engineer for review prior to consideration of the application at the City Council meeting.
5. 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. Provide the City Building Inspector any required aircraft noise abatement information for review and approval prior to issuance of the building permit.

7. 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.
8. Install reinforced silt fencing or secondary erosion control measures in steep slope areas as identified by the City Engineer. This and other erosion control measures on the site must be reviewed by the City Engineer on a monthly basis during the course of home and site construction.

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

City of Sunfish Lake

By: _____
Andrea McCue
Planning Commission Chair

ATTEST

Catherine Iago, City Clerk