



## MEMORANDUM

TO: Sunfish Lake Mayor and City Council

FROM: Michelle Barness

DATE: July 29, 2015

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

NAC FILE: 211.02 - General

8/4/15 CC Mtg.  
**Agenda  
Item  
6c**

### **July 2015 Planning Commission Meeting**

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

### **Planning and Zoning Inquiries**

In July planning staff provided technical assistance for the following planning and zoning items:

- 32 55<sup>th</sup> Street West – Rezoning inquiry
- 2165 Charlton Road – Accessory pool installation
- 2410 Delaware Avenue – Landscape and site improvements
- 45 Salem Church Road – Construction follow-up
- 100 Salem Church Road – Pre-application assistance for major plan review
- 116 Salem Church Road – Pool installation & construction follow-up
- 240 Salem Church Road – Fill revisions to major site and building plans
- 273 Salem Church Road – Septic system follow-up
- 295 Salem Church Road – Driveway screening
- 315 Salem Church Road – Tree removal inquiry
- 325 Salem Church Road – Variance and site plan review
- 331 Salem Church Road – Non-conforming use & accessory structure requirements
- 348 Salem Church Road – Accessory sport court installation
- 21 Salem Lane – Post construction site visit
- 5865 South Robert Trail – Non-conforming use and home building requirements
- 27 Sunnyside Lane – New home pre-application assistance
- Resident contact list and GIS base map update

## **August 2015 Planning Commission Meeting**

100 Salem Church Road – Major Plan Review. Tier One Landscape, on behalf of Rhett and Shayna McSweeney, has submitted an application for a major site and building plan review of a pool installation project at 100 Salem Church Road. The property is zoned R-1 Single Family Residential. The applicant is proposing a pool approximately 1,056 square feet in area, a concrete pool terrace area, retaining walls and landscaping. The project will require re-grading the area and removing several trees. Site alterations exceeding 1,000 square feet in area require a major site and building plan review by staff and review and approval from the Planning Commission and City Council.

Building Materials. Building Inspector Mike Andrejka will provide information regarding three tiers of building material quality to the Planning Commission for discussion at the August 19, 2015 meeting. The Planning Commission will be requested to provide feedback or recommendations on the building material information, which will be brought before the City Council for consideration at the September 1, 2015 meeting.

Alternative Energy Systems Ordinance. Planning staff will present background research on alternative energy system regulations for consideration by the Planning Commission at the August 19, 2015 meeting. Feedback from the Planning Commission will be incorporated into a draft alternative energy systems ordinance to be brought before the Planning Commission for a public hearing at the September 16, 2015 meeting.

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