



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 25, 2015

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

NAC FILE: 211.02 - General

12/1/15 CC Mtg.
**Agenda
Item
6c**

November 2015 Planning Commission Meeting

The November 18, 2015 Planning Commission meeting was cancelled due to a lack of new planning and development applications.

2016 Application and Meeting Schedule

A copy of the 2016 Application and Meeting Schedule is provided for Council consideration. The City Attorney has drafted a resolution for the Council and Planning Commission meeting dates and will address any question in that regards.

The 2016 schedule has been revised to require the submission of application materials one week sooner than was previously the practice. This will provide staff additional time to review submitted plans and any required plan revisions prior to the Planning Commission meeting. Typically the period between when the staff submit their project reviews and when the Planning Commission is forwarded project materials and staff recommendations is very brief. The additional time is anticipated to result in many of the major project issues being identified and addressed prior to the Planning Commission's review of a project. Further, the advanced application deadline is not anticipated to impact applicants (who can plan for the date of their application submission) or conflict with the 60 day rule for the review of applications.

December 2015 Planning Commission Meeting

No new planning and development applications were submitted by the November 16, 2015 deadline for review. The December 16, 2015 Planning Commission meeting has been cancelled.

c: 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

CITY OF *Sunfish Lake* – 2016 APPLICATION SCHEDULE*

COMPLETE APPLICATION DUE IN PLANNER'S OFFICE	PLANNER FORWARDS APPLICATION MATERIALS TO CITY STAFF	PUBLISH/MAIL PROPERTY OWNER NOTICES AND/OR PUBLIC HEARING NOTICES	ALL CITY CONSULTANTS' REPORTS / COMMENTS DUE IN PLANNER'S OFFICE	PC PACKET MAILED OUT	PLANNING COMMISSION MEETING	CITY COUNCIL MEETING
4:30 PM		WEDNESDAY 12:00 PM			WEDNESDAY 7:00 PM	TUESDAY 7:00 PM
12/14/2015	12/15/2015	1/6/2016	12/29/2015	1/13/2016	1/20/2016	2/2/2016
1/11/2016	1/12/2016	2/3/2016	1/26/2016	2/10/2016	2/17/2016	3/2/2016
2/8/2016	2/9/2016	3/2/2016	2/23/2016	3/9/2016	3/16/2016	4/5/2016
3/14/2016	3/15/2016	4/6/2016	3/29/2016	4/13/2016	4/20/2016	5/3/2016
4/11/2016	4/12/2016	5/4/2016	4/26/2016	5/11/2016	5/18/2016	6/7/2016
5/9/2016	5/10/2016	6/8/2016	5/24/2016	6/8/2016	6/15/2016	7/5/2016
6/13/2016	6/14/2016	7/6/2016	6/28/2016	7/13/2016	7/20/2016	8/2/2016
7/11/2016	7/12/2016	8/3/2016	7/26/2016	8/10/2016	8/17/2016	9/6/2016
8/15/2016	8/16/2016	9/7/2016	8/30/2016	9/14/2016	9/21/2016	10/4/2016
9/12/2016	9/13/2016	10/5/2016	9/27/2016	10/12/2016	10/19/2016	11/2/2016
10/10/2016	10/11/2016	11/2/2016	10/25/2016	11/9/2016	11/16/2016	12/6/2016
11/14/2016	11/15/2016	12/7/2016	11/29/2016	12/14/2016	12/21/2016	1/3/2017

* Applies to all Major Review, CUP, IUP, Text Amendment, Rezoning and Variance Applications

NOTE: This schedule will be followed without exception. Incomplete applications, missing meeting dates or project due dates will result in the review of the request being delayed.

Pursuant to Minnesota State Statutes, Section 15.99, as amended, supplemented or replaced from time to time, the City is permitted fifteen (15) business days to review materials submitted and determine whether an application is complete. Submittal of application materials on the complete application deadline does not guarantee placement on the upcoming Planning Commission agenda.

- Staff/Consultant Dates

- Applicant Dates