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MEMO

**TO: Sunfish Lake Mayor and Councilmembers
Sunfish Lake Consultants**

FROM: Timothy J. Kuntz, City Attorney

DATE: November 25, 2015

**RE: Dates of Regular City Council Meetings for 2016 – 12/1/15 Council Meeting
Agenda Item 8(c)
Dates for Planning and Land Use Application Deadlines for 2016 – 12/1/15
Council Meeting Agenda Item 8(c)
Dates of Regular Planning Commission Meetings for 2016 – 12/1/15 Council
Meeting Agenda Item 8(c)**

Section 1. Background. Section 201.01 of the Sunfish Lake City Code provides that the Sunfish Lake Council shall annually enact a Resolution that sets the meeting dates for the regular Council meetings. A resolution approving the Council meeting dates for 2016 is attached for your consideration.

The City policy provides that deadlines for planning and land use applications be determined by the Council. A resolution approving the deadlines for planning and land use applications for 2016 is attached for your consideration.

Section 301.04 of the Sunfish Lake City Code provides that the Sunfish Lake Planning Commission shall annually enact a resolution that sets the meeting dates for the regular Planning Commission meetings. Such a resolution is attached for discussion. The Planning Commission may approve the attached Resolution at its first regular Planning Commission meeting in 2016.

Section 2. Council Action. The Council is asked to consider the attached **Resolution Setting the Dates of the Regular City Council Meetings for the Year 2016** at the December 1, 2015 Council meeting.

The Council is asked to consider the attached **Resolution Setting the Dates for Planning and Land Use Application Deadlines for the Year 2016** at the December 1, 2015 Council meeting.

The attached **Resolution Setting the Dates for Planning and Land Use Application Deadlines for the Year 2016** is for discussion purposes only and will be considered by the Planning Commission at its first meeting in 2016.

Attachments

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

RESOLUTION NO. 15-_____

**RESOLUTION SETTING THE DATES OF THE
REGULAR CITY COUNCIL MEETINGS FOR THE YEAR 2016**

WHEREAS, Section 201.01 of the Sunfish Lake City Code provides that the City Council shall annually enact a resolution setting the meeting dates for the regular City Council meetings.

BE IT RESOLVED BY THE CITY COUNCIL OF SUNFISH LAKE, MINNESOTA:

The attached schedule of dates for regular meetings of the City Council is hereby established for the year 2016.

Adopted this 1st day of December, 2015, by the City Council of Sunfish Lake.

Molly Park, Mayor

ATTEST:

Catherine Iago, City Clerk

2016 CITY COUNCIL REGULAR MEETING SCHEDULE

SUNFISH LAKE

DATE	TIME	PLACE
January 5, 2016	7:00 p.m.	St. Anne's Episcopal Church Highway 110 and Charlton Avenue Sunfish Lake, Minnesota
February 2, 2016	7:00 p.m.	St. Anne's Episcopal Church Highway 110 and Charlton Avenue Sunfish Lake, Minnesota
<i>Wednesday</i> , March 2, 2016	7:00 p.m.	St. Anne's Episcopal Church Highway 110 and Charlton Avenue Sunfish Lake, Minnesota
April 5, 2016	7:00 p.m.	St. Anne's Episcopal Church Highway 110 and Charlton Avenue Sunfish Lake, Minnesota
May 3, 2016	7:00 p.m.	St. Anne's Episcopal Church Highway 110 and Charlton Avenue Sunfish Lake, Minnesota
June 7, 2016	7:00 p.m.	St. Anne's Episcopal Church Highway 110 and Charlton Avenue Sunfish Lake, Minnesota
July 5, 2016	7:00 p.m.	St. Anne's Episcopal Church Highway 110 and Charlton Avenue Sunfish Lake, Minnesota
August 2, 2016	7:00 p.m.	St. Anne's Episcopal Church Highway 110 and Charlton Avenue Sunfish Lake, Minnesota
September 6, 2016	7:00 p.m.	St. Anne's Episcopal Church Highway 110 and Charlton Avenue Sunfish Lake, Minnesota
October 4, 2016	7:00 p.m.	St. Anne's Episcopal Church Highway 110 and Charlton Avenue Sunfish Lake, Minnesota
<i>Wednesday</i> , November 2, 2016	7:00 p.m.	St. Anne's Episcopal Church Highway 110 and Charlton Avenue Sunfish Lake, Minnesota
December 6, 2016	7:00 p.m.	St. Anne's Episcopal Church Highway 110 and Charlton Avenue Sunfish Lake, Minnesota

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

RESOLUTION NO. 15-_____

**RESOLUTION SETTING THE DATES FOR PLANNING AND LAND USE
APPLICATION DEADLINES FOR THE YEAR 2016**

WHEREAS, the City policy provides that deadlines for planning and land use applications be determined by the Council.

BE IT RESOLVED BY THE CITY COUNCIL OF SUNFISH LAKE, MINNESOTA:

The attached schedule of dates for planning and land use application deadlines is hereby established for the year 2016.

Adopted this 1st day of December, 2015, by the City Council of Sunfish Lake.

Molly Park, Mayor

ATTEST:

Catherine Iago, City Clerk

2016 DEADLINES FOR PLANNING AND LAND USE APPLICATIONS

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

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

RESOLUTION NO. 16-____PC

**RESOLUTION SETTING THE DATES OF THE
REGULAR PLANNING COMMISSION MEETINGS FOR THE YEAR 2016**

WHEREAS, Section 301.04 of the Sunfish Lake City Code provides that the City Planning Commission shall annually enact a resolution setting the meeting dates for the regular Planning Commission meetings.

BE IT RESOLVED BY THE PLANNING COMMISSION OF SUNFISH LAKE, MINNESOTA:

The attached schedule of dates for regular meetings of the Planning Commission is hereby established for the year 2016.

Adopted this 20th day of January, 2016 by the Planning Commission of Sunfish Lake.

Chairperson of Planning Commission

2016 PLANNING COMMISSION REGULAR MEETING SCHEDULE

SUNFISH LAKE

DATE	TIME	PLACE
January 20, 2016	7:00 p.m.	St. Anne's Episcopal Church Highway 110 and Charlton Avenue Sunfish Lake, Minnesota
February 17, 2016	7:00 p.m.	St. Anne's Episcopal Church Highway 110 and Charlton Avenue Sunfish Lake, Minnesota
March 16, 2016	7:00 p.m.	St. Anne's Episcopal Church Highway 110 and Charlton Avenue Sunfish Lake, Minnesota
April 20, 2016	7:00 p.m.	St. Anne's Episcopal Church Highway 110 and Charlton Avenue Sunfish Lake, Minnesota
May 18, 2016	7:00 p.m.	St. Anne's Episcopal Church Highway 110 and Charlton Avenue Sunfish Lake, Minnesota
June 15, 2016	7:00 p.m.	St. Anne's Episcopal Church Highway 110 and Charlton Avenue Sunfish Lake, Minnesota
July 20, 2016	7:00 p.m.	St. Anne's Episcopal Church Highway 110 and Charlton Avenue Sunfish Lake, Minnesota
August 17, 2016	7:00 p.m.	St. Anne's Episcopal Church Highway 110 and Charlton Avenue Sunfish Lake, Minnesota
September 21, 2016	7:00 p.m.	St. Anne's Episcopal Church Highway 110 and Charlton Avenue Sunfish Lake, Minnesota
October 19, 2016	7:00 p.m.	St. Anne's Episcopal Church Highway 110 and Charlton Avenue Sunfish Lake, Minnesota
November 16, 2016	7:00 p.m.	St. Anne's Episcopal Church Highway 110 and Charlton Avenue Sunfish Lake, Minnesota
December 21, 2016	7:00 p.m.	St. Anne's Episcopal Church Highway 110 and Charlton Avenue Sunfish Lake, Minnesota