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**LEVANDER,  
GILLEN &  
MILLER, P.A.**

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ATTORNEYS AT LAW

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◻ALSO ADMITTED IN MASSACHUSETTS  
◻ALSO ADMITTED IN OKLAHOMA

## MEMO

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

**FROM: Timothy J. Kuntz, City Attorney**

**DATE: November 28, 2018**

**RE: Resolution Setting Dates for City Council Meetings for 2019; and  
Resolution Setting Dates for Planning and Land Use Application Deadlines  
for 2019; and Resolution Setting Planning Commission Meeting Dates for  
2019 – December 4, 2018 Council Meeting Agenda Items 8(c), 8(d) and 8(e)**

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**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 2019 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 2019 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 2019.

**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 2019*** at the December 4, 2018 Council meeting.

The Council is asked to consider the attached ***Resolution Setting the Dates for Planning and Land Use Application Deadlines for the Year 2019*** at the December 4, 2018 Council meeting.

The attached ***Resolution Setting the Dates for Regular Planning Commission Meetings for the Year 2019*** is for discussion purposes only and will be considered by the Planning Commission at its first meeting in 2019.

Attachments

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

**RESOLUTION NO. 18-\_\_\_\_\_**

**RESOLUTION SETTING THE DATES OF THE  
REGULAR CITY COUNCIL MEETINGS FOR THE YEAR 2019**

**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 2019.

Adopted this 4<sup>th</sup> day of December, 2018, by the City Council of Sunfish Lake.

\_\_\_\_\_  
Dan O'Leary, Mayor

ATTEST:

\_\_\_\_\_  
Catherine Iago, City Clerk

**2019 CITY COUNCIL REGULAR MEETING SCHEDULE**  
**SUNFISH LAKE**

| DATE              | TIME      | PLACE                                                                                     |
|-------------------|-----------|-------------------------------------------------------------------------------------------|
| January 8, 2019   | 7:00 p.m. | St. Anne's Episcopal Church<br>Highway 110 and Charlton Avenue<br>Sunfish Lake, Minnesota |
| February 5, 2019  | 7:00 p.m. | St. Anne's Episcopal Church<br>Highway 110 and Charlton Avenue<br>Sunfish Lake, Minnesota |
| March 5, 2019     | 7:00 p.m. | St. Anne's Episcopal Church<br>Highway 110 and Charlton Avenue<br>Sunfish Lake, Minnesota |
| April 2, 2019     | 7:00 p.m. | St. Anne's Episcopal Church<br>Highway 110 and Charlton Avenue<br>Sunfish Lake, Minnesota |
| May 7, 2019       | 7:00 p.m. | St. Anne's Episcopal Church<br>Highway 110 and Charlton Avenue<br>Sunfish Lake, Minnesota |
| June 4, 2019      | 7:00 p.m. | St. Anne's Episcopal Church<br>Highway 110 and Charlton Avenue<br>Sunfish Lake, Minnesota |
| July 2, 2019      | 7:00 p.m. | St. Anne's Episcopal Church<br>Highway 110 and Charlton Avenue<br>Sunfish Lake, Minnesota |
| August 6, 2019    | 7:00 p.m. | St. Anne's Episcopal Church<br>Highway 110 and Charlton Avenue<br>Sunfish Lake, Minnesota |
| September 3, 2019 | 7:00 p.m. | St. Anne's Episcopal Church<br>Highway 110 and Charlton Avenue<br>Sunfish Lake, Minnesota |
| October 1, 2019   | 7:00 p.m. | St. Anne's Episcopal Church<br>Highway 110 and Charlton Avenue<br>Sunfish Lake, Minnesota |
| November 12, 2019 | 7:00 p.m. | St. Anne's Episcopal Church<br>Highway 110 and Charlton Avenue<br>Sunfish Lake, Minnesota |
| December 3, 2019  | 7:00 p.m. | St. Anne's Episcopal Church<br>Highway 110 and Charlton Avenue<br>Sunfish Lake, Minnesota |

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

**RESOLUTION NO. 18-\_\_\_\_\_**

**RESOLUTION SETTING THE DATES FOR PLANNING AND LAND USE  
APPLICATION DEADLINES FOR THE YEAR 2019**

**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 2019.

Adopted this 4<sup>th</sup> day of December, 2018, by the City Council of Sunfish Lake.

\_\_\_\_\_  
Dan O'Leary, Mayor

ATTEST:

\_\_\_\_\_  
Catherine Iago, City Clerk

## 2019 DEADLINES FOR PLANNING AND LAND USE APPLICATIONS

### CITY OF *Sunfish Lake* – 2019 APPLICATION SCHEDULE\*

| COMPLETE APPLICATION DUE IN PLANNER'S OFFICE | PLANNER FORWARDS APPLICATION MATERIALS TO CITY STAFF | ALL CITY CONSULTANTS' REPORTS / COMMENTS DUE IN PLANNER'S OFFICE | PUBLISH/MAIL PROPERTY OWNER NOTICES AND/OR PUBLIC HEARING NOTICES | PC PACKET MAILED OUT | PLANNING COMMISSION MEETING | CITY COUNCIL MEETING |
|----------------------------------------------|------------------------------------------------------|------------------------------------------------------------------|-------------------------------------------------------------------|----------------------|-----------------------------|----------------------|
| MONDAY<br>4:30 PM                            | TUESDAY<br>4:30 PM                                   | TUESDAY<br>4:30 PM                                               | WEDNESDAY<br>3:00 PM                                              | WEDNESDAY<br>4:30 PM | WEDNESDAY<br>7:00 PM        | TUESDAY<br>7:00 PM   |
| 12/10/2018                                   | 12/11/2018                                           | 12/26/2018                                                       | 1/2/2019                                                          | 1/9/2019             | 1/16/2019                   | 2/5/2019             |
| 1/14/2019                                    | 1/15/2019                                            | 1/29/2019                                                        | 2/6/2019                                                          | 2/13/2019            | 2/20/2019                   | 3/5/2019             |
| 2/11/2019                                    | 2/12/2019                                            | 2/26/2019                                                        | 3/6/2019                                                          | 3/13/2019            | 3/20/2019                   | 4/2/2019             |
| 3/11/2019                                    | 3/12/2019                                            | 3/26/2019                                                        | 4/3/2019                                                          | 4/10/2019            | 4/17/2019                   | 5/7/2019             |
| 4/8/2019                                     | 4/9/2019                                             | 4/23/2019                                                        | 5/1/2019                                                          | 5/8/2019             | 5/15/2019                   | 6/4/2019             |
| 5/13/2019                                    | 5/14/2019                                            | 5/28/2019                                                        | 6/5/2019                                                          | 6/12/2019            | 6/19/2019                   | 7/2/2019             |
| 6/10/2019                                    | 6/11/2019                                            | 6/25/2019                                                        | 7/3/2019 <sup>1</sup>                                             | 7/10/2019            | 7/17/2019                   | 8/6/2019             |
| 7/15/2019                                    | 7/16/2019                                            | 7/30/2019                                                        | 8/7/2019                                                          | 8/14/2019            | 8/21/2019                   | 9/3/2019             |
| 8/12/2019                                    | 8/13/2019                                            | 8/27/2019                                                        | 9/4/2019                                                          | 9/11/2019            | 9/18/2019                   | 10/12/2019           |
| 9/9/2019                                     | 9/10/2019                                            | 9/24/2019                                                        | 10/2/2019                                                         | 10/9/2019            | 10/16/2019                  | 11/5/2018            |
| 10/14/2019                                   | 10/15/2019                                           | 10/29/2019                                                       | 11/6/2019                                                         | 11/13/2019           | 11/20/2019                  | 12/3/2019            |
| 11/11/2019                                   | 11/12/2019                                           | 11/26/2019                                                       | 12/4/2019                                                         | 12/11/2019           | 12/18/2019                  | 1/7/2020             |

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

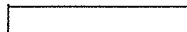
<sup>1</sup>denotes deadline may change due to holiday

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. 19-\_\_\_\_PC**

**RESOLUTION SETTING THE DATES OF THE  
REGULAR PLANNING COMMISSION MEETINGS FOR THE YEAR 2019**

**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 2019.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2019 by the Planning Commission of Sunfish Lake.

\_\_\_\_\_  
Chairperson of Planning Commission

**2019 PLANNING COMMISSION REGULAR MEETING SCHEDULE**

**SUNFISH LAKE**

| <b>DATE</b>        | <b>TIME</b> | <b>PLACE</b>                                                                              |
|--------------------|-------------|-------------------------------------------------------------------------------------------|
| January 16, 2019   | 7:00 p.m.   | St. Anne's Episcopal Church<br>Highway 110 and Charlton Avenue<br>Sunfish Lake, Minnesota |
| February 20, 2019  | 7:00 p.m.   | St. Anne's Episcopal Church<br>Highway 110 and Charlton Avenue<br>Sunfish Lake, Minnesota |
| March 20, 2019     | 7:00 p.m.   | St. Anne's Episcopal Church<br>Highway 110 and Charlton Avenue<br>Sunfish Lake, Minnesota |
| April 17, 2019     | 7:00 p.m.   | St. Anne's Episcopal Church<br>Highway 110 and Charlton Avenue<br>Sunfish Lake, Minnesota |
| May 15, 2019       | 7:00 p.m.   | St. Anne's Episcopal Church<br>Highway 110 and Charlton Avenue<br>Sunfish Lake, Minnesota |
| June 19, 2019      | 7:00 p.m.   | St. Anne's Episcopal Church<br>Highway 110 and Charlton Avenue<br>Sunfish Lake, Minnesota |
| July 17, 2019      | 7:00 p.m.   | St. Anne's Episcopal Church<br>Highway 110 and Charlton Avenue<br>Sunfish Lake, Minnesota |
| August 21, 2019    | 7:00 p.m.   | St. Anne's Episcopal Church<br>Highway 110 and Charlton Avenue<br>Sunfish Lake, Minnesota |
| September 18, 2019 | 7:00 p.m.   | St. Anne's Episcopal Church<br>Highway 110 and Charlton Avenue<br>Sunfish Lake, Minnesota |
| October 16, 2019   | 7:00 p.m.   | St. Anne's Episcopal Church<br>Highway 110 and Charlton Avenue<br>Sunfish Lake, Minnesota |
| November 20, 2019  | 7:00 p.m.   | St. Anne's Episcopal Church<br>Highway 110 and Charlton Avenue<br>Sunfish Lake, Minnesota |
| December 18, 2019  | 7:00 p.m.   | St. Anne's Episcopal Church<br>Highway 110 and Charlton Avenue<br>Sunfish Lake, Minnesota |