



## NORTHWEST ASSOCIATED CONSULTANTS, INC.

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4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422  
Telephone: 763.957.1100 Website: [www.nacplanning.com](http://www.nacplanning.com)

### MEMORANDUM:

To: Sunfish Lake Planning Commission

From: Ryan Grittman

Date: September 11, 2019

RE: Sunfish Lake Planning Commission Meeting Schedule for 2020

File: 211.02

Attached to this memo is the proposed Planning Commission Meeting schedule for 2020. The schedule has the Planning Commission Meeting set for the third Wednesday of the month as outlined in the City Code. The Planning Commission is responsible for setting its own schedule each year. There are no non-meeting dates or holidays that conflict with the proposed schedule. Staff is recommending that the Planning Commission pass the attached resolution and meeting schedule for 2020.

It should be noted that the Planning Commission is only concerned with the meeting dates of the Planning Commission. The other deadlines are decided by either Staff or the City Council.

## CITY OF *Sunfish Lake* – 2020 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 EMAILED OUT | PLANNING COMMISSION MEETING | CITY COUNCIL MEETING     |
|----------------------------------------------|------------------------------------------------------|------------------------------------------------------------------|-------------------------------------------------------------------|-----------------------|-----------------------------|--------------------------|
| MONDAY 4:30 PM                               | TUESDAY 4:30 PM                                      | TUESDAY 4:30 PM                                                  | WEDNESDAY 3:00 PM                                                 | WEDNESDAY 4:30 PM     | WEDNESDAY 7:00 PM           | TUESDAY 7:00 PM          |
| 12/9/2019                                    | 12/10/2019                                           | 12/30/2019 <sup>++</sup>                                         | 12/23/2019                                                        | 1/8/2020              | 1/15/2020                   | 2/4/2020                 |
| 1/13/2020                                    | 1/14/2020                                            | 1/28/2020                                                        | 1/22/2020                                                         | 2/12/2020             | 2/19/2020                   | 3/3/2020                 |
| 2/10/2020                                    | 2/11/2020                                            | 2/25/2020                                                        | 2/26/2020                                                         | 3/11/2020             | 3/18/2020                   | 4/7/2020                 |
| 3/9/2020                                     | 3/10/2020                                            | 3/31/2020                                                        | 3/25/2020                                                         | 4/8/2020              | 4/15/2020                   | 5/5/2020                 |
| 4/13/2020                                    | 4/14/2020                                            | 4/28/2020                                                        | 4/22/2020                                                         | 5/13/2020             | 5/20/2020                   | 6/2/2020                 |
| 5/11/2020                                    | 5/12/2020                                            | 5/2/2020                                                         | 5/27/2020                                                         | 6/10/2020             | 6/17/2020                   | 7/7/2020                 |
| 6/8/2020                                     | 6/9/2020                                             | 6/30/2020                                                        | 6/24/2020                                                         | 7/8/2020              | 7/15/2020                   | 8/4/2020                 |
| 7/13/2020                                    | 7/14/2020                                            | 7/28/2020                                                        | 7/29/2020                                                         | 8/12/2020             | 8/19/2020                   | 9/1/2020                 |
| 8/10/2020                                    | 8/11/2020                                            | 8/25/2020                                                        | 8/26/2020                                                         | 9/9/2020              | 9/16/2020                   | 10/6/2020                |
| 9/14/2020                                    | 9/15/2020                                            | 9/29/2020                                                        | 9/30/2020                                                         | 10/14/2020            | 10/21/2020                  | 11/10/2020 <sup>**</sup> |
| 10/12/2020                                   | 10/13/2020                                           | 10/27/2020                                                       | 10/28/2020                                                        | 11/11/2020            | 11/18/2020                  | 12/1/2020                |
| 11/9/2020                                    | 11/10/2020                                           | 11/24/2020                                                       | 11/25/2020 <sup>+</sup>                                           | 12/9/2020             | 12/16/2020                  | 1/5/2021                 |

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

\*\*denotes meeting moved to following Tuesday due to General Election

+denotes deadline may change due to holiday week

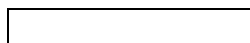
++denoted deadline moved due to holiday

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-\_\_\_\_\_**

**RESOLUTION SETTING THE DATES OF THE  
REGULAR PLANNING COMMISSION MEETINGS FOR THE YEAR 2020**

**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 2020.

Adopted this 18<sup>th</sup> day of September 2019, by the Planning Commission of Sunfish Lake.

\_\_\_\_\_  
Tom Hendrickson – Planning Commission Chair

Attest:

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

**2020 PLANNING COMMISSION REGULAR MEETING SCHEDULE**

**SUNFISH LAKE**

| <b>DATE</b>        | <b>TIME</b> | <b>PLACE</b>                                                                           |
|--------------------|-------------|----------------------------------------------------------------------------------------|
| January 15, 2020   | 7:00 p.m.   | St. Anne's Episcopal Church<br>Highway 62 and Charlton Road<br>Sunfish Lake, Minnesota |
| February 19, 2020  | 7:00 p.m.   | St. Anne's Episcopal Church<br>Highway 62 and Charlton Road<br>Sunfish Lake, Minnesota |
| March 18, 2020     | 7:00 p.m.   | St. Anne's Episcopal Church<br>Highway 62 and Charlton Road<br>Sunfish Lake, Minnesota |
| April 15, 2020     | 7:00 p.m.   | St. Anne's Episcopal Church<br>Highway 62 and Charlton Road<br>Sunfish Lake, Minnesota |
| May 20, 2020       | 7:00 p.m.   | St. Anne's Episcopal Church<br>Highway 62 and Charlton Road<br>Sunfish Lake, Minnesota |
| June 17, 2020      | 7:00 p.m.   | St. Anne's Episcopal Church<br>Highway 62 and Charlton Road<br>Sunfish Lake, Minnesota |
| July 15, 2020      | 7:00 p.m.   | St. Anne's Episcopal Church<br>Highway 62 and Charlton Road<br>Sunfish Lake, Minnesota |
| August 19, 2020    | 7:00 p.m.   | St. Anne's Episcopal Church<br>Highway 62 and Charlton Road<br>Sunfish Lake, Minnesota |
| September 16, 2020 | 7:00 p.m.   | St. Anne's Episcopal Church<br>Highway 62 and Charlton Road<br>Sunfish Lake, Minnesota |
| October 21, 2020   | 7:00 p.m.   | St. Anne's Episcopal Church<br>Highway 62 and Charlton Road<br>Sunfish Lake, Minnesota |
| November 18, 2020  | 7:00 p.m.   | St. Anne's Episcopal Church<br>Highway 62 and Charlton Road<br>Sunfish Lake, Minnesota |
| December 16, 2020  | 7:00 p.m.   | St. Anne's Episcopal Church<br>Highway 62 and Charlton Road<br>Sunfish Lake, Minnesota |

THIS INSTRUMENT WAS DRAFTED BY:

Ryan Gritman  
Northwest Associated Consultants, Inc.  
4150 Olson Memorial Highway, Suite 320  
Golden Valley, MN 55422

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