
**LEVANDER,
GILLEN &
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MEMO

TO: Sunfish Lake Mayor and Councilmembers
FROM: Timothy J. Kuntz, City Attorney
DATE: November 26, 2019
RE: Resolution Setting Dates for City Council Meetings for 2020; and
Resolution Setting Dates for Planning and Land Use Application Deadlines
for 2020; and Resolution Setting Planning Commission Meeting Dates for
2020 – December 3, 2019 Council Meeting; Agenda Items 8(a)(3), 8(a)(4) and
8(a)(5)

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 2020 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 2020 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 2020.

Section 2. Election Dates. There are two Tuesdays in 2020 that are affected by the Presidential Election. Tuesday, March 3, 2020 is the Presidential Nomination Primary. Tuesday, November 3, 2020 is the General Election. Due to the conflicts on these two Tuesdays, the Council should move these two Tuesday Council meetings to Wednesday, March 4, 2020 and Wednesday, November 4, 2020. The attached list of 2020 Council meeting dates reflects these two changes.

Section 3. Council Action. The Council is asked to consider the attached *Resolution Setting the Dates of the Regular City Council Meetings for the Year 2020* at the December 3, 2019 meeting.

The Council is asked to consider the attached *Resolution Setting the Dates for Planning and Land Use Application Deadlines for the Year 2020* at the December 3, 2019 meeting.

The attached *Resolution Setting the Dates for Regular Planning Commission Meetings for the Year 2020* is for discussion purposes only and will be considered by the Planning Commission at its first meeting in 2020.

Attachments

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

RESOLUTION NO. 19-_____

**RESOLUTION SETTING THE DATES OF THE
REGULAR CITY COUNCIL MEETINGS FOR THE YEAR 2020**

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 2020.

Adopted this 3rd day of December, 2019, by the City Council of Sunfish Lake.

Dan O'Leary, Mayor

ATTEST:

Catherine Iago, City Clerk

2020 CITY COUNCIL REGULAR MEETING SCHEDULE
SUNFISH LAKE

DATE	TIME	PLACE
January 7, 2020	7:00 p.m.	St. Anne's Episcopal Church Highway 62 and Charlton Road Sunfish Lake, Minnesota
February 4, 2020	7:00 p.m.	St. Anne's Episcopal Church Highway 62 and Charlton Road Sunfish Lake, Minnesota
<u>Wednesday</u> , March 4, 2020	7:00 p.m.	St. Anne's Episcopal Church Highway 62 and Charlton Road Sunfish Lake, Minnesota
April 7, 2020	7:00 p.m.	St. Anne's Episcopal Church Highway 62 and Charlton Road Sunfish Lake, Minnesota
May 5, 2020	7:00 p.m.	St. Anne's Episcopal Church Highway 62 and Charlton Road Sunfish Lake, Minnesota
June 2, 2020	7:00 p.m.	St. Anne's Episcopal Church Highway 62 and Charlton Road Sunfish Lake, Minnesota
July 7, 2020	7:00 p.m.	St. Anne's Episcopal Church Highway 62 and Charlton Road Sunfish Lake, Minnesota
August 4, 2020	7:00 p.m.	St. Anne's Episcopal Church Highway 62 and Charlton Road Sunfish Lake, Minnesota
September 1, 2020	7:00 p.m.	St. Anne's Episcopal Church Highway 62 and Charlton Road Sunfish Lake, Minnesota
October 6, 2020	7:00 p.m.	St. Anne's Episcopal Church Highway 62 and Charlton Road Sunfish Lake, Minnesota
<u>Wednesday</u> , November 4, 2020	7:00 p.m.	St. Anne's Episcopal Church Highway 62 and Charlton Road Sunfish Lake, Minnesota
December 1, 2020	7:00 p.m.	St. Anne's Episcopal Church Highway 62 and Charlton Road Sunfish Lake, Minnesota

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

RESOLUTION NO. 19-_____

**RESOLUTION SETTING THE DATES FOR PLANNING AND LAND USE
APPLICATION DEADLINES FOR THE YEAR 2020**

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 2020.

Adopted this 3rd day of December, 2019, by the City Council of Sunfish Lake.

Dan O'Leary, Mayor

ATTEST:

Catherine Iago, City Clerk

2020 DEADLINES FOR PLANNING AND LAND USE APPLICATIONS

CITY OF *Sunfish Lake* – 2020 APPLICATION SCHEDULE*

MEET WITH CITY STAFF ONSITE	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
WEEK OF:	MONDAY 4:30 PM	TUESDAY 4:30 PM	TUESDAY 4:30 PM	WEDNESDAY 12:00 PM	WEDNESDAY 4:30 PM	WEDNESDAY 7:00 PM	TUESDAY 7:00 PM
12/2/2019 [^]	12/9/2019	12/10/2019	12/30/2019 ⁺⁺	12/23/2019	1/8/2020	1/15/2020	2/4/2020
1/6/2020 [^]	1/13/2020	1/14/2020	1/28/2020	1/22/2020	2/12/2020	2/19/2020	3/4/2020 ^{**}
2/3/2020 [^]	2/10/2020	2/11/2020	2/25/2020	2/26/2020	3/11/2020	3/18/2020	4/7/2020
3/2/2020 [^]	3/9/2020	3/10/2020	3/31/2020	3/25/2020	4/8/2020	4/15/2020	5/5/2020
4/6/2020 [^]	4/13/2020	4/14/2020	4/28/2020	4/22/2020	5/13/2020	5/20/2020	6/2/2020
5/4/2020 [^]	5/11/2020	5/12/2020	5/2/2020	5/27/2020	6/10/2020	6/17/2020	7/7/2020
6/1/2020 [^]	6/8/2020	6/9/2020	6/30/2020	6/24/2020	7/8/2020	7/15/2020	8/4/2020
7/6/2020 [^]	7/13/2020	7/14/2020	7/28/2020	7/29/2020	8/12/2020	8/19/2020	9/1/2020
8/3/2020 [^]	8/10/2020	8/11/2020	8/25/2020	8/26/2020	9/9/2020	9/16/2020	10/6/2020
9/7/2020 ^{^^}	9/14/2020	9/15/2020	9/29/2020	9/30/2020	10/14/2020	10/21/2020	11/4/2020 ^{**}
10/5/2020 [^]	10/12/2020	10/13/2020	10/27/2020	10/28/2020	11/11/2020	11/18/2020	12/1/2020
11/2/2020 [^]	11/9/2020	11/10/2020	11/24/2020	11/25/2020 ⁺	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 Wednesday due to General Election

+denotes deadline may change due to holiday week

++denoted deadline moved due to holiday

[^]denotes Staff is available Mondays, Wednesdays, and Fridays from 12:00pm to 4:00pm or Tuesdays and Thursdays at 3:00pm

^{^^}denotes Staff is available Monday or Wednesday from 12:00pm to 4:00pm; or Tuesday or Thursday at 3:00 pm

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. 20-____PC

**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 ____ day of _____, 2020 by the Planning Commission of Sunfish Lake.

Chairperson of Planning Commission

2020 PLANNING COMMISSION REGULAR MEETING SCHEDULE
SUNFISH LAKE

CITY OF *Sunfish Lake* – 2020 APPLICATION SCHEDULE*

MEET WITH CITY STAFF ONSITE	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
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12/2/2019 ^A	12/9/2019	12/10/2019	12/30/2019 ⁺⁺	12/23/2019	1/8/2020	1/15/2020	2/4/2020
1/6/2020 ^A	1/13/2020	1/14/2020	1/28/2020	1/22/2020	2/12/2020	2/19/2020	3/4/2020 ^{**}
2/3/2020 ^A	2/10/2020	2/11/2020	2/25/2020	2/26/2020	3/11/2020	3/18/2020	4/7/2020
3/2/2020 ^A	3/9/2020	3/10/2020	3/31/2020	3/25/2020	4/8/2020	4/15/2020	5/5/2020
4/6/2020 ^A	4/13/2020	4/14/2020	4/28/2020	4/22/2020	5/13/2020	5/20/2020	6/2/2020
5/4/2020 ^A	5/11/2020	5/12/2020	5/2/2020	5/27/2020	6/10/2020	6/17/2020	7/7/2020
6/1/2020 ^A	6/8/2020	6/9/2020	6/30/2020	6/24/2020	7/8/2020	7/15/2020	8/4/2020
7/6/2020 ^A	7/13/2020	7/14/2020	7/28/2020	7/29/2020	8/12/2020	8/19/2020	9/1/2020
8/3/2020 ^A	8/10/2020	8/11/2020	8/25/2020	8/26/2020	9/9/2020	9/16/2020	10/6/2020
9/7/2020 ^{AA}	9/14/2020	9/15/2020	9/29/2020	9/30/2020	10/14/2020	10/21/2020	11/4/2020 ^{**}
10/5/2020 ^A	10/12/2020	10/13/2020	10/27/2020	10/28/2020	11/11/2020	11/18/2020	12/1/2020
11/2/2020 ^A	11/9/2020	11/10/2020	11/24/2020	11/25/2020 ⁺	12/9/2020	12/16/2020	1/5/2021

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- Staff/Consultant Dates

- Applicant Dates