

Memorandum

To: Sunfish Lake Mayor Dan O'Leary and City Council Members

From: Tom Ramler-Olson, AICP, City Planner

Date: January 5, 2021

Re: Sunfish Lake – Planning Update for January City Council Meeting
WSB Project No. 015255-000

December Planning Commission Meeting

Canceled due to a lack of agenda.

Additional Planning Updates

1. The building permit was issued for the construction of a new home at 245 Salem Church Road, which received zoning approval during the October City Council meeting.
2. I attended the Green Step Cities webinar entitled "Construction, Demolition, and Building Reuse."
3. I have improved my familiarity with the zoning ordinance through regular planning work, interacting with residents over the phone, and other research described below.
4. I received an inquiry from Ben Richter, a principal with Detail Homes, who is working on the home at 245 Salem Church Road. He asked about the process for installing temporary parking on the site to keep vehicles related to construction activity off the road. I was unable to identify any sort of application or process that would review that type of request. From my understanding, this inquiry is uncommon for the City so it is appreciated that the contractor asked.

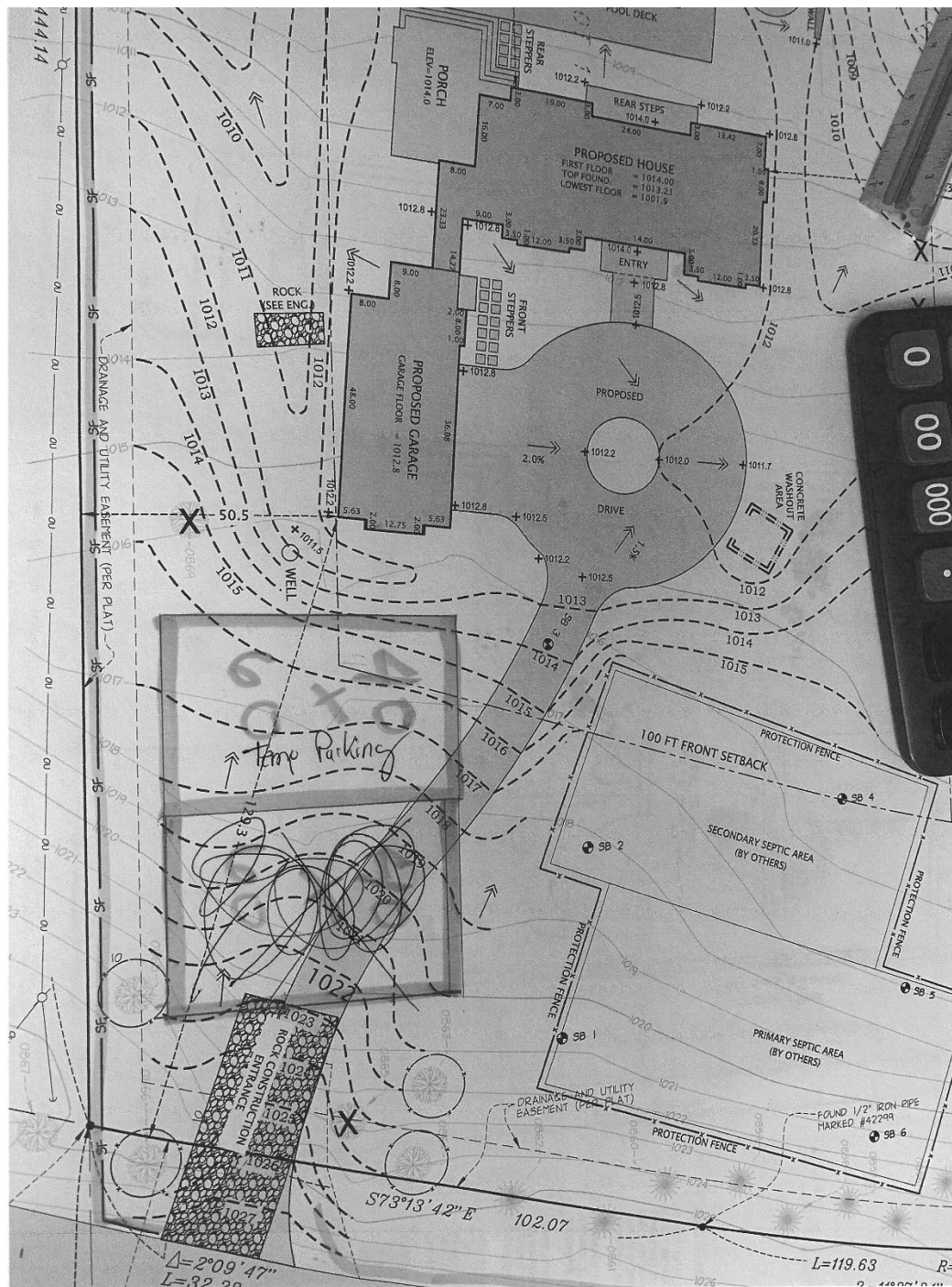
Ben from Detail Homes included a drawing showing the approximate location which is located on the following page. Photos are also provided that show the lot in question and the amount of barrier between it and its neighbors.

Staff would like the input of Council as to how these requests should be processed. Staff thinks temporary parking for the purposes of construction and keeping vehicles off the road should be allowed but with conditions to mitigate any adverse impacts to the property and neighbors. The following are some conditions to consider:

- Submit a site drawing showing the location of the proposed temporary parking
- Require a restoration plan for the area
- Mark the area for temporary parking on site with fencing/barrier
- Limit the timing of parking in the area to a specific time of the day so neighbors are not subjected to headlights flashing onto their and into their homes
- Install erosion controls (silt fence) on the down-sloped end of the parking area
- Construct a temporary sedimentation basin on the down-sloped end of the parking area if it will be used after March 1

Other considerations:

- Should this activity be formalized with an application, fee, and review process?
- Should standards be codified, and Section 1223 Off-Street Parking be amended?





5. Council Member Bulach brought to my attention a couple of properties that had campers/RVs parked in the front yard area. I visited the property 115 Salem Church Road on Tuesday December 22, 2020 and 310 Salem Church Road on Tuesday December 29, 2020.

There is a concern that the location and storage of these vehicles in the front yard violates ordinance. To assess how the storage of these vehicles is regulated by the zoning ordinance, I found the following that impact that assessment:

Section 1202 – Definitions

Parking Space (Off-Street)

An area of such shape and dimensions as provided by this Ordinance, enclosed in the principal building, in an accessory building, or unenclosed, sufficient in size to store one (1) motor vehicle, which has adequate access to a public street or alley and permitting satisfactory ingress and egress of an automobile.

Recreational Vehicle

Includes manufactured homes less than thirty (30) feet in overall length, including those with telescope or fold down, chassis, mounter campers, house cars, motor homes, tent trailers, slip-in-campers (those mounted in a pickup truck or similar vehicle), converted buses, and converted vans used primarily for recreational purposes. Cars utilized for racing shall not be included in this definition.

Section 1216.12 – Exterior Storage

Within the front yard, travel trailers or motor homes are allowed to be parked and stored for a limited period not exceeding seventy-two (72) hours within a fifteen (15) day period.

Section 1218.03 - Required Fencing, Screening and Landscaping

Fencing and Screening

Where any storage in any residential district and/or non- residential use abuts property zoned for residential use, the storage activity and/or non-residential use shall provide screening along the boundary of the residential property.

These standards suggest that RVs/campers/trailers are allowed to be stored in the front yard of residential properties so long as it is for a cumulative amount of time not to exceed 72 hours within a 15-day period. And if they are stored within the front yard of a residential property, they must be properly screened from the property boundaries.

There are additional standards for proper surfacing of areas intended for parking and storage (Section 1223.02), buffer requirements between parking areas and property lines (Section 1223.02), and, for parking intended for 5 or more vehicles, landscaping requirements within the buffer between the parking area and neighboring residential properties and the public right-of-way (Section 1223.01). Finally, per Section 1223.01, each dwelling must have a minimum of two off-street parking spaces, either in a garage or in the open.

For those properties identified above, I have drafted a letter informing them of their code violations, what the standards are, and the amount of time needed for abating the violation. You will see some generic language in the example letter that will be tailored to the particular instance after staff has received feedback. Please review and provide comments.