

Memorandum

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

From: Tom Ramler-Olson, AICP, City Planner

Date: February 2, 2021

Re: Sunfish Lake – Planner's Report for February City Council Meeting
WSB Project No. 017240-000

January Planning Commission Meeting

Canceled due to a lack of agenda.

Additional Planning Updates

1. Incorrect date of August 2021 City Council Meeting shown on Application Schedule. The schedule showed August 2, which is a Monday. It has been revised to show August 3, 2021 for the August City Council meeting. The revised schedule is attached to this report.
 2. Coordinated site visit at Riley property for potential major site plan review.
 3. Finalized temporary parking conditions located at 245 Salem Church Rd and sent them to the builder of the home at that location. Relatedly, Jeff and I met with the owner of the abutting property to the west, 273 Salem Church Rd, and explained the temporary parking conditions that the builder will have to follow. We were unable to meet in-person with the owner to the east at 233 Salem Church Rd, but delivered a letter explaining the conditions and listing my contact information should they have any questions.
 4. At the January City Council meeting, Council agreed to continue the conversation regarding standards for RV storage on residential properties. During that January meeting, I identified the following ordinance language that regulated RV storage.
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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.

Section 1223.01 – Number of Spaces

- A. Dwellings. A minimum of two (2) off-street parking spaces shall be provided for each dwelling. Such space may be within a structure or in the open and shall have an access drive to a public thoroughfare.**

Section 1223.02 – Design and Maintenance Standards

- A. Surfacing. All of the area intended to be utilized for parking space and driveways shall be surfaced with a material to control dust and drainage. Plans for surfacing and drainage shall be subject to approval by the City Engineer.**
- ...
- C. An area of twenty-five (25) feet in depth shall be required between the property line and a parking area. Such area shall be landscaped with grass, shrubs and trees in a manner as prescribed on a plan to be submitted to the City Council for approval.**
- ...
- F. Required Screening. All open off-street parking areas of five (5) or more spaces shall be screened and landscaped from abutting or surrounding residential districts and uses, and the public right-of-way in compliance with Section 1216.04 of this Ordinance.**

(Bolded standards were not shown verbatim at the January 5 City Council Meeting)

I also shared a letter that was drafted for two specific properties, 310 Salem Church Road and 115 Salem Church Road, informing the owners that their properties were observed to be out of compliance with RV storage standards, noting relevant ordinance sections, and asking them to bring their properties into compliance. Since that January meeting, I have had friendly conversations with owners of those properties. The owner of 310 Salem Church Rd, Erik Funk, expressed interest in off-street parking to accommodate long-term storage of his RV as well as temporary visitor parking. In fact, he communicated this with the previous planner, Ryan Krzos, but that conversation was paused with Ryan's departure. Erik has said that he plans to apply for and install off-street parking in the spring when it would be easier to do the work. I will keep contact with him to ensure that any proposal complies with location, size, and other relevant standards.

I also spoke with Nathan Herschbach, owner of 115 Salem Church Rd. He said that he too had a conversation with Ryan last year. From their conversations it was determined that the RV is stored in the side yard of the lot; I inspected an aerial and came to the same conclusion. Therefore, per the language reviewed above, it is not subject to the same time limits for RVs stored in the front of residential lots. On that same aerial which shows the RV in question, I was able to measure that the RV is located approximately 140 feet from the right-of-way of Salem Church Road. It is also more than 100 feet from the nearest side property line (east side). The property to the east, 85 Salem Church Rd, features a row of trees along its west side lot line, as depicted in the image on the next page. In conclusion, it appears that this property complies with off-street parking standards.



115 Salem Church

85 Salem Church

2021 PLANNING COMMISSION REGULAR MEETING SCHEDULE SUNFISH LAKE

CITY OF Sunfish Lake - 2021 APPLICATION SCHEDULE

MEET WITH CITY STAFF ONSITE	COMPLETE APPLICATION DUE IN PLANNER'S OFFICE	PLANNER FORWARDS APPLICATION MATERIALS TO CITY STAFF	ALL CITY CONSULTANT S' REPORTS / COMMENTS DUE IN PLANNER'S OFFICE	MAIL PROPERTY OWNER NOTICES	PUBLISH PUBLIC HEARING NOTICES ON:	PC PACKET EMAILED OUT	PLANNING COMMISSION MEETING	CITY COUNCIL MEETING
WEEK OF:	TUESDAY 4:30 PM	WEDNESDAY 4:30 PM	WEDNESDAY 4:30 PM	THURSDAY 4:30 PM	SUNDAY	THURSDAY 4:30 PM	THURSDAY 7:00 PM	TUESDAY 7:00 PM
12/7/2020	12/15/2020	12/16/2020	1/6/2021	1/7/2021	1/10/2021	1/14/2021	1/21/2021	2/2/2021
1/4/2021	1/12/2021	1/13/2021	2/3/2021	2/4/2021	2/7/2021	2/11/2021	2/18/2021	3/2/2021
2/1/2021	2/9/2021	2/10/2021	3/3/2021	3/4/2021	3/7/2021	3/11/2021	3/18/2021	4/6/2021
3/1/2021	3/9/2021	3/10/2021	3/31/2021	4/1/2021	4/4/2021	4/8/2021	4/15/2021	5/4/2021
4/5/2021	4/13/2021	4/14/2021	5/5/2021	5/6/2021	5/9/2021	5/13/2021	5/20/2021	6/1/2021
5/3/2021	5/11/2021	5/12/2021	6/2/2021	6/3/2021	6/6/2021	6/10/2021	6/17/2021	7/6/2021
5/30/2021	6/8/2021	6/9/2021	6/30/2021	7/1/2021	7/4/2021	7/8/2021	7/15/2021	8/3/2021
7/5/2021	7/13/2021	7/14/2021	8/4/2021	8/5/2021	8/8/2021	8/12/2021	8/19/2021	9/7/2021
8/2/2021	8/10/2021	8/11/2021	9/1/2021	9/2/2021	9/5/2021	9/9/2021	9/16/2021	10/5/2021
9/6/2021	9/14/2021	9/15/2021	10/6/2021	10/7/2021	10/10/2021	10/14/2021	10/21/2021	11/9/2021
10/4/2021	10/12/2021	10/13/2021	11/3/2021	11/4/2021	11/7/2021	11/11/2021	11/18/2021	12/7/2021
11/1/2021	11/9/2021	11/10/2021	12/1/2021	12/2/2021	12/5/2021	12/9/2021	12/16/2021	1/4/2022

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 afforded 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.