

Memorandum

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

From: Tom Ramler-Olson, AICP, City Planner

Date: April 6, 2021

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

March Planning Updates

1. Staff visited the property 100 Windy Hill Road to meet the builder and contractors for the owner in preparation of major site plan review application to build a new home on the lot. A rough, conceptual plan was presented at the site visit, and the owner's representatives said that they hope to have a complete application prepared soon for submittal. However, there are issues identified by staff to be worked out. Reacting to what was presented, staff expressed concerns about the amount of grading and the proposed siting of the improvements as it would result in the removal of many significant trees. Nonetheless, staff are working with the applicant and providing feedback.
2. Staff will be visiting the property 369 Salem Church Road in preparation for application to construct a security gate on the property. This type of proposal requires approval by Planning Commission and City Council. They are also interested in installing a beach blanket along the shoreline of the lot. I have spoken with the DNR Area Hydrologist about this request and received information describing standards for beach blankets along lakes. I passed along this information as well as provided staff feedback to the builder working on behalf of the property owner.
3. After the March 10th hail storm, I researched standards regulating door-to-door solicitation from contractors. Those standards can be found in Section 610 of the Sunfish Lake City Code.
4. I have been speaking with a builder working on behalf of the owner of 410 Salem Church Road who is interested in building a detached garage on the property. Tentatively, the proposed size of the structure requires it to undergo minor site plan review.
5. I have also been in contact with parties interested in purchasing the properties at 4 Sunfish Lane and 15 Sunnyside Lane, both under common ownership. The former is currently vacant, while the latter contains a single-family home.

March Planning Commission Meeting

At their March meeting, the Planning Commission held a public hearing reviewing the Major Site Plan submittal and conditional use request to build a new home at Lot 2, Block 1, Windy Hill, also known as the Riley property. All new construction is required to go through major site plan review, which involves a public hearing before the Planning Commission and approval by City Council. The applicant was also required to obtain a conditional use permit (CUP) to develop a legal, non-conforming lot with a substandard lot size. Review of these requests as well as recommended conditions for approval are

contained in a Staff Report dated March 10, 2021. Additional analysis is provided in an Engineering Memo dated March 2, 2021.

As shown in the notes for the March 18 Planning Commission meeting, there is a history with this proposal that goes back to 2014. Plans for a single-family home at the Riley property were proposed that year. In January 2015, the City approved a major site plan application and CUP to develop a legal, non-conforming lot with a substandard area. However, a condition of approval was that the CUP would expire after 5 years if construction had not been completed. The CUP expired last year; therefore, the home owner was required to go through another review of a major site plan and CUP request.

Other questions concerned the visibility of the home from neighboring properties and the ability to consolidate all three parcels forming the Riley property within the 90-day timeframe specified in the recommended conditions of approval.