

Memorandum

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

From: Tom Ramler-Olson, AICP, City Planner

Date: June 1, 2021

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

May Planning Updates

1. Staff visited the property 100 Windy Hill Road for a second time to meet the applicant, his design team, and the owner in preparation of major site plan review application to build a new home on the lot. A refined concept was presented to staff and the Mayor, also in attendance. Staff provided feedback on the draft of the proposal. The applicant is still preparing the application for consideration at a future Planning Commission meeting.
2. Staff visited the property 1 Sunfish Lane as part of the property owner's application to modify the landscape. Staff is currently reviewing the application.
3. The builder at 2 Sunfish Lane has submitted an as-built for staff to review. One that is completed, staff will conduct a final walk-through to observe the project and ensure that all site improvements are in place and consistent with material submitted with the building permit application.
4. I visited St. Anne's Episcopal Church in response to a inquiry regarding a sign facing Highway 62. St. Anne's had not yet received a permit to have any sign other than the monument sign at the property's driveway entrance. I spoke with representatives of the church about the City's sign ordinance and application procedures for temporary sign permit. I also explained the parameters of that type of permit, the time limit for a temporary sign, and the maximum physical dimensions for such a sign.
5. I have been speaking with builders working on behalf of the property owner at 410 Salem Church Road. They are interested in expanding the principal structure to create more garage space.
6. I have been assisting other property owners and/or their representatives on their specific applications. Questions range from water pumping permits, home additions, accessory structures, and docks.

May Planning Commission Meeting

At their May meeting, the Planning Commission held a public hearing to review applications for projects at two properties: 369 Salem Church Road and 2158 Charlton Road. The request at 369 Salem Church Road was for a conditional use permit to install a security gate at the driveway entrance to the property. The CUP request was recommended for approval with conditions described in the staff report dated May 13, 2021. The other set of requests was for Major Site and Building Plan review for a swimming pool and conditional use permit for an accessory structure whose area exceeded 1,000 square feet.

Questions raised during the Planning Commission's review concerned the amount soil that would be removed to accommodate a swimming pool and silt fencing for the project. There was also discussion about any possible lighting that would be installed along with the pool. The applicant said no lighting is proposed. The applicant has provided more information for the proposal in response to questions at the May Planning Commission meeting. The requests were recommended for approval with an additional condition that required any lighting installed in the future comply with Section 1216.06 of the Zoning Ordinance.

An application from the property owner at 2 Sunfish Lane was submitted that requested an interim use permit to pump water from Sunfish Lake. That application was withdrawn by the applicant before the May 20 Planning Commission meeting.