

Memorandum

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

From: Tom Ramler-Olson, AICP, City Planner

Date: August 3, 2021

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

July Planning Commission

The following requests were heard at the July 15, 2021 Planning Commission meeting:

- 2154 Charlton Road – Major Site and Building Plan review and Conditional Use Permit to exceed the maximum amount of accessory structures. An outcome of the discussion at the July 15 meeting was an amendment to condition #8 listed in the staff report dated July 8, 2021 so that the property owner would relocate two of the proposed replacement trees to the southeast corner of the proposed garage. With that amended condition, the Commission passed a motion to recommend approval of the request on a 4-0 vote subject to the findings of fact and amended conditions of approval found at the end of this staff report. Staff is also recommending an additional condition to address the last bulleted comment made by the City Engineer.
- 300 Salem Church Road – Major Site and Building Plan Review to add a pool, pool patio, and retaining wall to property. The discussion concerning this request was heavily focused on the proposed screening of the retaining wall and proper vegetation that would accomplish an adequate amount of screening. The Commission modified staff's original recommendation and eventually settled on a condition that requires understory plantings along the property boundaries and a minimum of two (2) evergreen trees to help screen the proposed retaining wall. They also added another condition that addressed the City Engineer's comment about the need for a geotechnical engineer to evaluate the proposed footings of the retaining wall. With those conditions, the Planning Commission passed a motion recommending approval of the request on 3-0 vote with one Commission Member abstaining.
- 100 Windy Hill Road – Major Site and Building Plan Review for new home and variance to allow the principal structure to exceed the maximum height by 3 feet. Planning Commission passed a motion on 4-0 vote to recommend approval subject to the findings of fact and conditions of approval noted in the Planning Staff memorandum.

July Planning Updates

1. Staff prepared lake water extraction permit application material, including an information requirement checklist and a permit with conditions and an acknowledgement statement concerning those conditions. Furthermore, staff will keep a record of lake water extraction permits since they will be subject to annual renewal.

2. Staff received one response from a lakeshore resident about applying for a water extraction permit.
3. I met with Paster Verway at First Calvary to review their facilities for holding a hybrid of in-person/virtual meetings. The meeting room is large, air conditioned, and has nice acoustics. A projector is available to connect to laptops for presentations. However, church staff will not be present at meetings to set up any AV equipment, so there will not be microphones available for speakers. These limitations will complicate recording meetings and letting the public attending virtually from listening in.