
**LEVANDER,
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MEMO

TO: Sunfish Lake Mayor and Councilmembers
FROM: Timothy J. Kuntz, City Attorney
DATE: December 1, 2021
**RE: Resolution Setting Dates for City Council Meetings for 2022; and Resolution
Setting Dates for Planning and Land Use Application Deadlines for 2022;
and Resolution Setting Planning Commission Meeting Dates for 2022 –
December 7, 2021 Council Meeting; Agenda Items 8(a)(3), 8(a)(4) and 8(a)(5)**

Section 1. Background. Section 201.01 of the Sunfish Lake City Code provides that the Sunfish Lake Council shall annually enact a resolution that sets the meeting dates for the regular Council meetings. A resolution approving the Council meeting dates for 2022 is attached for your consideration.

The City policy provides that deadlines for planning and land use applications be determined by the Council. A resolution approving the deadlines for planning and land use applications for 2022 is attached for your consideration.

Section 301.04 of the Sunfish Lake City Code provides that the Sunfish Lake Planning Commission shall annually enact a resolution that sets the meeting dates for the regular Planning Commission meetings. Such a resolution is attached for discussion. The Planning Commission may approve the attached resolution at its first regular Planning Commission meeting in 2022.

Section 2. Election Dates. The City Clerk has confirmed that due to the precinct caucus on February 1, 2022, the February Council meeting will need to be scheduled for Tuesday, February 8, 2022. The August 9, 2022 primary does not affect the regularly scheduled August 2, 2022 Council meeting date. The November 8, 2022 general election does not affect the regularly scheduled November 1, 2022 Council meeting date.

The regularly scheduled July 5, 2022 Council meeting could be rescheduled to July 12, 2022 if Council determines there may be too many absences due to the July 4th holiday. As of now it is scheduled for July 5, 2022.

Section 3. Council Action. The Council is asked to consider the attached ***Resolution Setting the Dates of the Regular City Council Meetings for the Year 2022*** at the December 7, 2021 meeting.

The Council is asked to consider the attached ***Resolution Setting the Dates for Planning and Land Use Application Deadlines for the Year 2022*** at the December 7, 2021 meeting.

The attached ***Resolution Setting the Dates for Regular Planning Commission Meetings for the Year 2022*** is for discussion purposes and will be considered by the Planning Commission at its first meeting in 2022.

Attachments

**CITY OF SUNFISH LAKE
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. 21-_____

**RESOLUTION SETTING THE DATES OF THE
REGULAR CITY COUNCIL MEETINGS FOR THE YEAR 2022**

WHEREAS, Section 201.01 of the Sunfish Lake City Code provides that the City Council shall annually enact a resolution setting the meeting dates for the regular City Council meetings.

BE IT RESOLVED BY THE CITY COUNCIL OF SUNFISH LAKE, MINNESOTA:

The attached schedule of dates for regular meetings of the City Council is hereby established for the year 2022.

Adopted this 7th day of December, 2021, by the City Council of Sunfish Lake.

Dan O'Leary, Mayor

ATTEST:

Catherine Iago, City Clerk

2022 SUNFISH LAKE CITY COUNCIL
REGULAR MEETING SCHEDULE

DATE	TIME	PLACE
January 4, 2022	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077
February 8, 2022	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077
March 1, 2022	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077
April 5, 2022	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077
May 3, 2022	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077
June 7, 2022	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077
July 5, 2022	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077
August 2, 2022	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077
September 6, 2022	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077
October 4, 2022	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077
November 1, 2022	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077
December 6, 2022	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077

**CITY OF SUNFISH LAKE
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. 21-_____

**RESOLUTION SETTING THE DATES FOR PLANNING AND LAND USE
APPLICATION DEADLINES FOR THE YEAR 2022**

WHEREAS, the City policy provides that deadlines for planning and land use applications be determined by the Council.

BE IT RESOLVED BY THE CITY COUNCIL OF SUNFISH LAKE, MINNESOTA:

The attached schedule of dates for planning and land use application deadlines is hereby established for the year 2022.

Adopted this 7th day of December, 2021, by the City Council of Sunfish Lake.

Dan O'Leary, Mayor

ATTEST:

Catherine Iago, City Clerk

2022 DEADLINES FOR SUNFISH LAKE PLANNING AND LAND USE APPLICATIONS

CITY OF *Sunfish Lake* - 2022 APPLICATION SCHEDULE

MEET WITH CITY STAFF ONSITE	COMPLETE APPLICATION DUE IN PLANNER'S OFFICE	PLANNER FORWARDS APPLICATION MATERIALS TO CITY STAFF	ALL CITY CONSULTANTS' REPORTS / COMMENTS DUE IN PLANNER'S OFFICE	MAIL PROPERTY OWNER NOTICES	PUBLISH PUBLIC HEARING NOTICES	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
12/5/2022	12/14/2022	12/15/2022	12/29/2022	1/6/2022	1/9/2022	1/13/2022	1/20/2022	2/8/2022
1/2/2022	1/11/2022	1/12/2022	1/26/2022	2/3/2022	2/6/2022	2/10/2022	2/17/2022	3/1/2022
1/30/2022	2/8/2022	2/9/2022	2/23/2022	3/3/2022	3/6/2022	3/10/2022	3/17/2022	4/5/2022
2/27/2022	3/8/2022	3/9/2022	3/30/2022	4/7/2022	4/10/2022	4/14/2022	4/21/2022	5/3/2022
4/3/2022	4/12/2022	4/13/2022	4/27/2022	5/5/2022	5/8/2022	5/12/2022	5/19/2022	6/7/2022
5/1/2022	5/10/2022	5/11/2022	5/25/2022	6/2/2022	6/5/2022	6/9/2022	6/16/2022	7/5/2022
6/5/2022	6/14/2022	6/15/2022	6/29/2022	7/7/2022	7/10/2022	7/14/2022	7/21/2022	8/2/2022
7/3/2022	7/12/2022	7/13/2022	7/27/2022	8/4/2022	8/7/2022	8/11/2022	8/18/2022	9/6/2022
7/31/2022	8/9/2022	8/10/2022	8/24/2022	9/1/2022	9/4/2022	9/8/2022	9/15/2022	10/4/2022
9/4/2022	9/13/2022	9/14/2022	9/28/2022	10/6/2022	10/9/2022	10/13/2022	10/20/2022	11/1/2022
10/2/2022	10/11/2022	10/12/2022	10/26/2022	11/3/2022	11/6/2022	11/10/2022	11/17/2022	12/6/2022
10/30/2022	11/8/2022	11/9/2022	11/23/2022	12/1/2022	12/4/2022	12/8/2022	12/15/2022	1/3/2023

- Applicant Dates
 - Staff Dates

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.

**CITY OF SUNFISH LAKE
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. 22-____PC

**RESOLUTION SETTING THE DATES OF THE
REGULAR PLANNING COMMISSION MEETINGS FOR THE YEAR 2022**

WHEREAS, Section 301.04 of the Sunfish Lake City Code provides that the City Planning Commission shall annually enact a resolution setting the meeting dates for the regular Planning Commission meetings.

BE IT RESOLVED BY THE PLANNING COMMISSION OF SUNFISH LAKE, MINNESOTA:

The attached schedule of dates for regular meetings of the Planning Commission is hereby established for the year 2022.

Adopted this ____ day of _____, 2022 by the Planning Commission of Sunfish Lake.

Chairperson of Planning Commission

2022 PLANNING COMMISSION REGULAR MEETING SCHEDULE
SUNFISH LAKE

DATE	TIME	PLACE
Thursday, January 20, 2022	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077
Thursday, February 17, 2022	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077
Thursday, March 17, 2022	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077
Thursday, April 21, 2022	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077
Thursday, May 19, 2022	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077
Thursday, June 16, 2022	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077
Thursday, July 21, 2022	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077
Thursday, August 18, 2022	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077
Thursday, September 15, 2022	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077
Thursday, October 20, 2022	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077
Thursday, November 17, 2022	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077
Thursday, December 15, 2022	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077