

Item 7b.**Sunfish Lake Engineer's Report for November 1, 2022**

By: Jeff Sandberg, PE
City Engineer

Date: October 26, 2022

1. Engineering Activities Undertaken in the Month of October

The following Engineer's Report reflects the Engineering activities undertaken this past month.

- A. Development Review Process Chart – Staff worked with the Mayor and City Council to update the Development Review Process Chart (see Attachment 1A).
- B. No Solicitation Signage – The signage has not been finalized as staff works with the City Attorney on statute language to add to the sign.
- C. Escrows, Applications, Pre-Application Fees – Staff worked with the Mayor and City Council to update the city's policy on staff time charged to properties. Any pre-application questions that staff receive will be coded to a separate city project number for tracking purposes. Previously, any staff time spent on application questions (including pre-application) were the responsibility of the applicant.

2. Building and Site Reviews in the Month of October

A. Staff conducted reviews for the following properties this past month:

- 245 Salem Church Road – Staff conducted an inspection for final project close-out. A few items remain to be completed including turf establishment and function of the infiltration basin. Some escrow was recommended for release for completed items.
- 15 Sunnyside Lane – Staff was requested to perform a site visit to inspect erosion controls prior to construction start.
- 2184 Charlton Road – Staff participated in the Planning Commission site visit to the property.
- 205 Salem Church Road – Staff was informed of grading activities being conducted without permit on 10/11. A site inspection on 10/12 determined that grading had been started without a city or state permit for disturbance over 1 acre of area. Staff has been working since that time with the property owner and his contractor to get the project into compliance. Erosion controls were put in place within 48 hours to make certain surrounding properties would not be negatively affected. A Stop Work Order was issued until the property comes into compliance including the application for city and state permits. The homeowner and contractor have been cooperating.

3. Public Works Activities Undertaken in the Month of October

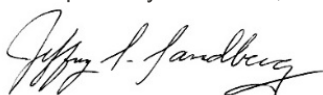
A. Staff assisted in coordination of removal of a downed tree on Salem Church Road.

4. Anticipated Engineering/Public Works Activities for the Month of November

A. Staff will work with the City's snow plowing contractor to ensure that roads remain safe for travel. If residents find areas on city streets that need additional attention, they should email the contractor at sunfishlakesnow@gmail.com and copy City Engineer Jeff Sandberg at jsandberg@wsbeng.com.

The above constitutes the Engineering Report for the City of Sunfish Lake for November 1, 2022.

Respectfully submitted,



Jeffery S. Sandberg, PE
City Engineer



Staff Involved in Each Phase of Development Review

Project Phase	Planner	Engineer	Forester	Building Official
Application/ Permitting	Planner performs cursory review of application to determine if all required documents have been included in the submittal. If not, Planner notifies applicant that the submittal is incomplete. If Planner deems the application complete, it is forwarded to Engineer and Forester for review. Once application is deemed complete, Engineer, Planner, and Forester reviews the application.	Engineer performs a cursory review of materials to determine if all necessary information has been provided to complete the review. If not, Engineer notifies Planner that application is incomplete. Once application is deemed complete, Engineer, reviews the application.	Forester performs a cursory review of materials to determine if all necessary information has been provided to complete the review. If not, Forester notifies Planner that application is incomplete. Once application is deemed complete, Forester reviews the application.	The Building Official (BO) issues permits without Planner, Engineer or Forester review for exterior projects such as: siding, roofing, windows, doors, decking replacement, etc., and for interior remodeling such as kitchens, baths, basements and any other remodeling that doesn't change the building footprint.
On-Site All Staff Meeting	Coordinates a site visit with the City Engineer, City Forester, Building Official. Site visit occurs with the Builder/owner. Proposed improvements are discussed, and each professional points out areas of concern to be considered in the design of the improvements. Contact	Engineer participates in site visit. Discuss: Silt fencing, best location for on-site construction parking, protection/ avoidance of unique or sensitive resources and or features of value (wetlands, steep slopes, etc.)	Forester participates in site visit. Discuss need and extent of tree inventory. Generally, discuss building placement on lot.	Building Official participates in site visit.

Project Phase	Planner	Engineer	Forester	Building Official
	information for Owner (name, cell phone number and email address) is obtained for the City.			
Application Review	Application materials • Narrative describing proposal and requests, if applicable • Survey of existing conditions • Survey of proposed conditions • Landscape plan • Lighting plan • Building drawings showing height, building materials • Existing and proposed features • Setbacks • Impervious cover calcs • Number of structures • Determine if outside approvals (DNR, COE) approvals are required.	Once application is deemed complete, engineering reviews the application for the following: • Survey and Setbacks • Stormwater Management report, plan, and design – special consideration for sites adjacent to lakes or wetlands or other critical drainage features. • Emergency overflow locations and proposed elevations in relation to the building finished floor/ low openings. • Site Grading/ Proper Erosion Controls – special consideration for sites adjacent to lakes or wetlands or other critical drainage features. • Retaining wall locations, note that engineered walls required if over 4' • Check that water well has proper separation from septic. • Site restoration plan. • Operations and maintenance plan for on-site BMP's. • Soil borings for conduciveness of infiltration	Review Tree Removal/ Restoration Plans. Draft comment letter to City Planner outlining any deficient items that require that the application cannot go forward. Receive revised submittal, review for compliance that the application has met all Forestry requirements.	Typically, no action by BO required.

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		- Wetland information – determine if approvals are required. - Steep slopes/ bluff zone/ shoreland management area. Determine if outside approvals (DNR, COE) approvals are required. - Proposed garage drains. Note that special treatment structure approval by the city is required for garage drains, and that effluent cannot be directed to the septic system. - Other items as deemed necessary by the City Engineer. Draft comment letter to City Planner outlining any deficient items that require that the application cannot go forward. Receive revised submittal, review for compliance with all Engineering Development Standards.		
Staff Report	Compose staff report that summarizes proposal and examines request against criteria described in the Zoning Ordinance. Include Engineering and Forestry Comments with Planning Report.	Draft report to City Planner that the application has met Engineering requirements.	Draft report to City Planner that the application has met Forestry requirements.	Typically, no action by BO required.

Project Phase	Planner	Engineer	Forester	Building Official
Approvals	City Planner brings the application to Planning Commission for approval. City Planner brings the application to City Council for approval.	Attend Planning Commission meeting if requested by Planner or if otherwise deemed necessary. Provide input to City Council as needed.	Attend Planning Commission meeting if requested by Planner. Provide input to City Council as needed.	Planner sends an electronic copy of the approved plans and survey to the BO, with applicant name and phone #.
Building Permit Application/ Approvals	Planner advises that application has been approved by Planning Commission and City Council. Planner forwards 2 full size copies of approved plans to the BO and advises BO that he can review the Building Permit application.	Typically, no action required by Engineering.	Typically, no action required by Forestry.	BO receives 2 full sized copies of the approved plans from the Contractor and verifies w/ Planner their authenticity, completes review and issues the permit.
Pre-Construction	City Planner advises applicant that erosion controls must be installed and inspected by Engineering before any earthwork activities can start.	Certified Erosion Control Inspector with Engineering inspects site for all erosion controls and septic system fencing to be in place and properly installed before any site disturbance activities may begin.	Forester inspects site to confirm trees identified to be saved are properly flagged and fenced off.	BO verifies that silt fence and septic system fencing are in place before construction begins.
Construction	During construction, if Building Official, City Planner, or City Forester notice erosion controls appear deficient upon their individual site inspections, they should notify Engineering to coordinate an erosion control inspection. Evaluate Project change requests on a case-by-case basis and communicate with Engineer, BO, and Forester as needed.	Engineering coordinates erosion control inspections after significant rain events. Building Official is notified of non-compliance. Evaluate Project change requests on a case-by-case basis and communicate with Planner, BO, and Forester as needed.	During construction, if Building Official, City Planner, or City Forester notice erosion controls appear deficient upon their individual site inspections, they should notify Engineering to coordinate an erosion control inspection.	During construction, BO notifies the engineer if erosion control appears deficient and needs inspection. All changes must be approved by the BO. The BO will contact the Planner, Engineer and Forester for their reviews before

Project Phase	Planner	Engineer	Forester	Building Official
			Evaluate Project change requests on a case-by-case basis and communicate with Planner, BO, and Engineer as needed.	approving the changes.
Post-Construction/ Cert. of Occupancy	At end of construction, builder coordinates an on-site walk-through with the City Planner. City Planner coordinates inspection with City Engineer, City Forester, and Building Official. City Planner notifies BO when all Planning, Engineering, and Forester items are satisfied and Certificate of Occupancy (CO) can be issued.	At final walk-through, City Engineer inspects that improvements visually appear to meet the approved design. Engineer inspects turf establishment and determines when erosion controls can be removed (only after turf establishment). As-built survey is completed by the builder and submitted to the City Engineer for approval. The as-built survey should show that the as-built conditions are in conformance with the approved design. City Engineer notifies City Planner when all Engineering items are satisfied, and CO can be issued.	City Forester notifies City Planner when all Tree/ Restoration items are satisfied, and CO can be issued. This may include an agreement with the Owner regarding future tree planting at correct time of year.	All building inspections have been completed. Upon notification by the Planner that all planning, engineering and forester items are satisfied, BO issues the CO or Temporary CO** as determined by the Planner. ** If Temp CO is issued, homeowner must sign agreement acknowledging outstanding items and identifying a timeline for completion and paying an agreed upon amount for escrow until complete.