

Memorandum

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

From: Lori Johnson, City Planner

Date: January 3, 2023

Re: Sunfish Lake – Planner's Report for the January 3, 2023, City Council Meeting
WSB Project No. 021239-000

Planning Commission Meeting: There will NOT be a Planning Commission meeting on January 19, 2023 due to lack of applications.

August Planning Updates

1. 300 Salem Church Road: This is a hold over item from the beginning of 2022. Councilmember Bulach has been working with the property owners regarding the outstanding escrow for this property. *The outstanding amount is \$2,709.35.* The property owners have agreed to pay \$1,000 of this escrow and Councilmember Bulach has received this check.
2. 205 Salem Church Road: This property was discussed in great detail at the November City Council meeting due to the clear cutting of a portion of the property. The property owners have made an application for major site plan review, and they have submitted the fee and escrow accordingly, as well as the \$250 fee for doing work without the proper permits. The property owners will also be required to pay for all staff time associated with this project before the applications were submitted to the city. Staff will continue working with the property owners and the contractors on getting the appropriate plans submitted as none were submitted with the application. **A complete plan set has not been submitted.**
3. 11 Salem Lane: This property was also discussed at a City Council meeting earlier this year due to some interior demolition work that occurred on site. The property owner and applicant have submitted the application, fees and escrows for a major site and building plan review in order to construct a new home on this property. The submittal is considered incomplete as staff is waiting on additional information from the applicant before the item can be deemed complete.
4. 75 Windy Hill Lane: The property owners applied for minor site and building plan approval earlier this fall that would allow them to construct a deck on the second level of their home. After following all proper rules and procedures I approved the site and building plan for the new deck. The only follow up inspection needed for this project will occur through any requirement of the building inspector. I have asked the City Treasurer to release the remaining escrow for this project, which totals \$3,724.75. This amount should be on the list of bills for this evening's agenda.
5. Ordinance Updates: This time of the year allows me to spend more time on the ordinance updates and I have several chapters redlined for further review with Mayor O'Leary.

6. Budget: On the December 2022 WSB invoice (for the month of November 2022) you will see that the budget (limit) listed on the invoice was changed from \$43,000 to \$49,000. Up until this month, the budget (limit) on the invoices coincided with the requested WSB budget for the general account for the city, which was \$43,000 and until now, there were no overages. The invoice in December indicated that WSB had gone over the \$43,000 limit by \$3,619.75. To account for any work to be done in December I adjusted the limit to \$49,000 and I believe this will adequately cover any work done by WSB in December. I believe that the overage was because the City Engineer and I performed work on and held meetings on the escrow issues earlier in the year before the ordinance and escrow account number was established. This time did not get transferred to that account because the account wasn't established until June 2022.

I have emailed the City Treasurer to let her know the amount of overage and I have asked her if there are available funds in the General Fund to account for the overage. As of the writing of this report, I have not heard back from her. A substantial portion of this overage may be alleviated by the unused budget dollars (approximately \$2,500) of the City Engineer in 2022. The additional overage is proposed to come from the City's General Fund if the Clerk indicates there are funds available.

If you have any questions or would like to take a closer look at this issue, please contact me to discuss.