

Memorandum

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

From: Lori Johnson, City Planner

Date: February 7, 2023

Re: Sunfish Lake – Planner's Report for the February 7, 2023, City Council Meeting
WSB Project No. 021239-000

Planning Commission Meeting: There will NOT be a Planning Commission meeting on February 16, 2023 due to lack of applications.

January Planning Updates

1. 205 Salem Church Road: 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. Staff has been communicating with the applicant and property owners regarding the required submittals on a regular basis. The latest plan set was submitted on Tuesday, January 24th, 2023. This plan set is currently under review, and it has not yet been determined if their land use application is complete.

Staff also received a building permit for this address last week which was regarding the replacement of the existing sunroom on the rear of the home. The homeowner's contractor had asked me about this removal and replacement prior to the site work that was done illegally, and the work that they are proposing meets ordinance requirements. The removal of the existing glass sunroom will allow the homeowner to replace it with a glass sunroom that is essentially the same as the original. It will be on the existing foundation, no square footage is being added, and the appearance is essentially the same. Staff has approved this work, and the building permit should be in process.

2. 11 Salem Lane: The property owner and applicant have submitted the application, fees and escrows for a major site and building plan review to construct a new home on this property. The submittal is considered incomplete as staff is waiting on additional information from the applicant. The latest plan set was submitted on Friday, January 27 and is currently under review. The applicant also submitted information relative to the original demolition permit for the property, which is also under review. The applicant and homeowner have indicated they would like to demolish the home in March, before review of the major site plan approval by the Planning Commission and City Council. If staff has the information required for a demolition permit, a permit could be issued for demolition only. The City Council will be notified when a demo permit is issued.
3. 32 55th Street West: This property is owned by Jim and Jeanine Naves and they will be submitting an application for major site plan approval to allow for the construction of a new home on their property. Staff has been answering questions on the land use application approval process for Jim and Jeanine, and it is expected that they will submit their application with the next month or two.
4. 2 Sunfish Lane: The work is now complete for the project at 2 Sunfish Lane, which included a fenced in dog area and an outdoor sport court. The site has been inspected and is compliant with

the ordinances and approvals. The list of bills for this evening's meeting should include an escrow release for this project in the amount of \$1,510.50.

5. Ordinance Updates: Several chapters have been redlined and the Mayor and I will be meeting to discuss the proposed ordinance changes.