

Memorandum

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

From: Lori Johnson, City Planner

Date: April 26, 2023

Re: Sunfish Lake – Planner's Report for the May 2, 2023, City Council Meeting
WSB Project No. 021239-000

Planning Commission Meeting: There was no Planning Commission meeting in April but there will be a Planning Commission meeting on May 18, 2023.

March Planning Updates

1. 205 Salem Church Road: Staff has deemed the major site plan application **complete**, and this item will be reviewed by the Planning Commission on May 18, 2023, and by the City Council on June 6, 2023.
2. 11 Salem Lane: Staff has deemed the major site and building plan application **complete**, and this item will be reviewed by the Planning Commission on May 18, 2023, and by the City Council on June 6, 2023.
3. 410 Salem Church Road: Butch Spenger of Destiny Homes has submitted an application for major site and building plan review for Tim and Kristel Barber at 410 Salem Church Road. The Barbers are planning a garage addition that exceeds 1,000 square feet which requires the major review. Staff has deemed this application **complete**, and this item will be reviewed by the Planning Commission on May 18, 2023, and by the City Council on June 6, 2023.

***Start times for the on-site meetings are as follows: 5:55 p.m. at 410 Salem Church Road, 6:15 p.m. at 205 Salem Church Road, and 6:35 p.m. at 11 Salem Lane.*

4. 32 55th Street West: The Nayes have submitted plans for permit approval.
5. Ordinance Updates: Several chapters have been redlined and the Mayor and I will be meeting to discuss the proposed ordinance changes.
6. 2144 Charlton Road: An application has been received for a variance for a garage addition on this property. The current application is for a variance from the OHWL setback and a variance to the side yard building setback requirements. The applicant has not supplied all necessary information for staff review so the item is considered incomplete. The applicant also indicated there might be a change to the application to remove the variance request to the OHWL. The City Forester met with the applicant on site to discuss possible tree removal for the garage addition.
7. 114 Salem Church Road: Staff has been in contact with a builder who will be submitting a land use application for major site and building plan review for a new home on this property. The property is currently vacant. Plans have not been submitted but pre application questions have been answered.
8. 116 Salem Church Road: Staff has been in contact with the homeowner and surveyor regarding a building addition at this address. It is possible that a land use application could be submitted for the addition, depending on size and location of the addition.

9. 2099 Charlton Road: The City Forester met with a landscape architect who would like to do some strategic tree removal and replacement on this property. The City Forester explained the proposal for tree removal and depending on the number and location of the trees, the applicant might need to go through the minor site plan approval process. This process has been discussed with the landscape architect.
10. Meeting with West St. Paul Inspection staff: On Thursday, April 27, the City Engineer and I will be meeting with the West St. Paul Inspection staff to determine the transition process from Council approval to building permit for those projects requiring City Council approval. This would include new home permits, additions, etc. Once projects receive Council approval, the City Engineer and I will know how to transfer the information from the approval to the city of West St. Paul, so all conditions of approval continue to be met through the building permit process.