

## Memorandum

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

From: Lori Johnson, City Planner

Date: August 1, 2023

Re: Sunfish Lake – Planner's Report for the August 1, 2023, City Council Meeting  
WSB Project No. 021239-000

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**Planning Commission Meeting:** There was not a meeting in July, and there will **not** be a meeting on August 17, 2023.

### July Planning Updates

1. 114 Salem Church Road: M & M Home Contractors have submitted a land use application/fee/escrow for major site and building plan review for a new home on this property. The property is currently vacant. The application has been deemed incomplete twice due to incomplete plan submittal. The applicant was given the August submittal deadline for the September Planning Commission agenda. Staff has been working closely with the applicant on submittal requirements.
2. 2570 Delaware: The homeowners have been in contact with staff in preparation for the addition of an underground pool/golf greens on this property. No application has been made at this time, but it is expected that this project would require major site and building plan approval as well as a conditional use permit. Staff will continue to correspond with the contractors and homeowners to ensure a complete application is submitted. Staff has not heard from this homeowner since the July City Council meeting.
3. 116 Salem Church Road: At the June City Council meeting the property owners at this address expressed their desire to obtain a front yard variance for a home addition. The property owners have made contact regarding this application and are currently gathering information for a complete application submittal. Staff has not heard from the property owner since the July City Council meeting.
4. Miscellaneous: Staff has been busy fielding requests for information on the development process lately for several items. Staff responded to the following inquiries:
  - An architect inquired about a possible lot line adjustment at 205 Salem Church Road. A small portion of 205 Salem Church Road would be added to the adjacent lot, 145 Salem Church Road. The division would accommodate a new home on 145 Salem Church Road.
  - A request from a real estate company asking about the possibility of constructing a prefabricated/modular home within Sunfish Lake. No address provided.

- The homeowner at 400 Salem Church Road is considering a detached garage and fencing a garden at this address.
  - The property owner at 3 Sunfish Lane is planning to demolish two accessory structures on the property.
  - The property owner at 2058 Charlton Road is considering remodeling the front entry way of the home.
5. Escrows: Staff will be asking for updated escrows for 205 Salem Church Road and 11 Salem Lane.
  6. Ordinance Updates: Several chapters have been redlined and the Mayor and I will be meeting to discuss the proposed ordinance changes.