

## Memorandum

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

From: Lori Johnson, City Planner

Date: August 31, 2023

Re: Sunfish Lake – Planner's Report for the September 5, 2023, City Council Meeting  
WSB Project No. 021239-000

---

**Planning Commission Meeting:** There was not a meeting in August, and there WILL be a meeting on September 21, 2023, and on October 19, 2023.

### August 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 complete and the item will be reviewed at the Planning Commission meeting on September 21<sup>st</sup>. An on site meeting will be held at 6:30 prior to the Planning Commission meeting at 7.
2. 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 now submitted a complete application within the last week and their variance request will be reviewed at the Planning Commission meeting on October 19<sup>th</sup>. Once again, an on site meeting will be held prior to the Planning Commission meeting at 6:30.
3. 415 Salem Church Road: An application has been received for major site plan approval for the construction of an inground pool at this address. Staff is in the middle of reviewing the initial application, but it is expected to be deemed incomplete because more information is required from the applicant.
4. Short Term Rentals: I have received at least two calls lately regarding short term rentals and whether or not they are allowed in Sunfish Lake. The callers are referring to VRBO or Airbnb rentals. Right now there is nothing in the ordinance that would prohibit someone from renting out their house on a yearly, monthly, weekly or daily basis. This may be something to consider for our future ordinance updates.
5. Escrows: Staff has asked for updated escrows for the 205 Salem Church Road, 11 Salem Lane and 15 Sunnyside Lane projects. The request letter was sent out to the applicants on August 18<sup>th</sup>. The applicants have until September 15<sup>th</sup> to submit new escrows or WSB work will be halted on the projects. I intend to send a second reminder before this date.
6. Ordinance Updates: Several chapters have been redlined and the Mayor and I will be meeting to discuss the proposed ordinance changes.