

Memorandum

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

From: Lori Johnson, City Planner

Date: November 28, 2023

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

Planning Commission Meeting: There was no Planning Commission meeting in November. There is no meeting scheduled for December.

October Planning Updates

1. 415 Salem Church Road: An application has been received for major site plan approval for the construction of an inground pool at this address. The application has been deemed incomplete due to the lack of required information.
2. 389 Salem Church Road: Staff has engaged with the potential contractor for the proposed additions to the building/site upon its sale. The contractor has recently submitted the fee and escrow for major site plan approval but the application has been deemed incomplete due to the fact that plans have not yet been submitted.
3. 2058 Charlton Road: The owner of this property would like to install a split rail fence on site. The owner will most likely be applying for minor site plan approval to install the split rail fence.
4. 2570 Delaware: The homeowners are contemplating the installation of a pool, bocce ball court and putting greens, as well as entry monuments/gates. The potential contractor will be submitting an application for major site plan approval and a conditional use permit for this work.
5. 3 Sunfish Lane: Staff have inspected the demolition work for this address, and the project is now complete. An escrow return will be processed for the applicant.
6. 205 Salem Church Road: Staff inspected the work that has been completed at this address and found that there is still work to be done regarding the rain garden that was shown on the site plan. Staff will monitor the situation and re-inspect when necessary.
7. 114 Salem Church Road: The escrow that was submitted for the major site and building plan approval (granted by the City Council in October) has been depleted. The owner and applicant have been notified that an additional escrow must be submitted by January 2, 2024. Staff will monitor this situation to ensure that additional funds are received in order to close out this project. The home construction has just begun so it is likely that this project will take some time to complete.

8. Escrow reconciliation from 2021-2023: WSB has been working on going through old files to help reconcile the escrows/refunds/payment for the years between 2021 and 2023. This will help the treasurer assess how to review the escrow sheet from Abdo for these years. This work should be done the first week in December.
9. Ordinance Updates: Several chapters have been redlined and the Mayor and I will be meeting to discuss the proposed ordinance changes.