

Memorandum

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

From: Lori Johnson, City Planner

Date: May 7, 2025

Re: Sunfish Lake – Planner's Report for the May 13, 2025, City Council Meeting
WSB Project No. 026639-000

1. Ordinance Updates: The Planning Commission held a work session in April to discuss the signage chapter of the draft zoning ordinance. The next work session will be held on June 19, 2025 at 5:30 p.m. at the church to discuss the final chapters for review—Subdivision and Rules and Definitions. Anyone interested in learning more about the new ordinance is welcome to attend. Please note there is no work session on May 15, 2025 because the Planning Commission has scheduled an onsite visit for the 2 Acorn Drive variance request. More information on that item is below.

As a reminder, the work sessions are being held to give the Planning Commission a chance to comment on DRAFT chapters that are being prepared by city staff. Once all chapters have been drafted and vetted by the Planning Commission, there will be a public meeting to discuss the proposed changes. After this meeting, the overall zoning ordinance update will be placed on a Planning Commission agenda for a public hearing and recommendation to the City Council. The City Council will review the final draft and make a motion to approve, deny or table the item.

2. 2 Acorn Drive: Major site plan and variance applications have been submitted by the owners of 2 Acorn Drive. The owners plan to build a new home on this lot and a variance is being requested to the driveway setback on the north side of the lot. This item was reviewed by the Planning Commission at their regular meeting on April 17, 2025. Residents expressed concerns about the buildability of the lot and privacy issues. The Planning Commission elected to table this item so they could visit the site and inspect the location of the proposed driveway. This item is on the Planning Commission agenda for May 15, 2025. An onsite meeting will be held at 6:00 p.m. prior to the regular meeting at the church.

3. Minor Site Plan Approval for 2400 Delaware: The property owners are proposing to install a fence on the property to keep their dogs contained on their property. This construction requires minor site plan approval, and that application is submitted and complete. A letter was sent out to adjacent property owners, the City Council and the Planning Commission on April 29th, and as of May 7th, no comments have been received except for those who have no issues with the proposal. The property owners will be directed to apply for the proper permit from West St. Paul.
4. 6 Windy Hill Court: A major site plan application has been submitted for this address to accommodate the construction of an in-ground swimming pool. This application has been deemed incomplete due to incomplete plan submittal.
5. Miscellaneous Items:
 - Two larger properties are for sale in the city—2148 Delaware and 2078 Charlton. Inquiries have been coming in regarding possible subdivisions but no applications have been received and I have not heard that either property has been sold.
 - A minor site plan approval application will be coming forward for 90 Salem Church Road. The property owner will be doing a larger landscaping project that involves grading and retaining walls, a new patio and a deck. Staff is still working with the applicant on the proper submittals.