

Memorandum

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

From: Lori Johnson, City Planner

Date: June 3, 2026

Re: Sunfish Lake – Planner's Report for the June 9, 2026, City Council Meeting
WSB Project No. 031518-000

1. Building Permits:

The building permit was issued for 2078 Charlton Road and you likely have seen activity on this site.

A pool building permit has been submitted to West St. Paul for **5 Sunfish Lane**; however, the owner/applicant has not yet provided the required site and engineering plans. Once received, the City Engineer and I will review the submittal.

A pool building permit has also been submitted to West St. Paul for **4 Roanoke Road**. Staff is waiting on engineered plans to review.

A pool permit has been submitted for **2130 Charlton Road**. Staff is waiting on engineered plans to review.

2. Land Use Application: A subdivision application has been received from Kyle Hagen for the property that is east of the homes on the east side of Acorn Drive. Mr. Hagen is proposing to split the property into two new lots, and would like to construct the private driveway prior to construction of the new homes. Staff has thoroughly reviewed the plans and are recommending approval—all plans and the subdivision meet zoning ordinance requirements. This application will be reviewed by the Planning Commission on June 18th, followed by the City Council on July 14th.
3. Staff will discuss the need for a subdivision ordinance update with the Planning Commission on June 18th and the City Council on July 14th. Staff has discovered that two different subdivision ordinances have been used

in the past for unknown reasons. For the upcoming application, staff is applying the more restrictive version, which has also been used for at least the past four years since I have been the consulting planner. The subdivision code also needs to be updated to align with the new zoning ordinance, and these issues will be part of the discussion. Staff will recommend beginning work on an updated ordinance.

4. Comprehensive Plan Discussion: The Council can expect to be informed at an upcoming meeting about the required comprehensive plan update that must be completed by Fall of 2028. It will be imperative to budget for this work, and I will provide you with an overview of the approval process, required elements, and proposed time commitments. Look for this to be scheduled in the next couple of months.

If you have any questions, please don't hesitate to contact me!