

Memorandum

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

From: Lori Johnson, City Planner

Date: July 8, 2026

Re: Sunfish Lake – Planner's Report for the July 14, 2026, City Council Meeting
WSB Project No. 031518-000

1. Building Permits:

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 was issued for **4 Roanoke Road**. Engineering staff performed required inspections before project start.

A pool permit has been issued for **2130 Charlton Road**.

2. As you know, the July 14 work session was cancelled one week before the meeting. The planned discussion was regarding a potential subdivision of the property owned by First Calvary Baptist Church. The Church is considering an addition to the northeast side of the building and may seek to fund the project by subdividing the property into two lots and selling one newly created residential lot located south and west of the church building. The purpose of bringing the item to a work session is to gauge the City Council's general reaction to the request. The property is currently zoned Institutional (I) and guided for Institutional land use. To allow residential use, the Church would need to apply for a rezoning to R-1 Single Family Residential, a comprehensive plan amendment to Single Family Residential, and subdivision approval. Staff requested a \$500 escrow to cover staff's time in reviewing the item for the work session process, along with a survey or other documentation confirming that the proposed new lot contains at least 2.5 net acres, as required by the zoning ordinance. Because the site has topographical constraints that may reduce the net

acreage, staff wanted to confirm the request was feasible before presenting it to the City Council. The Church was unable to provide the required information before the July work session and is now working to provide it for a future work session. Staff will keep the City Council informed as additional information becomes available.

