

Memorandum

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

From: Lori Johnson, City Planner

Date: September 2, 2026

Re: Sunfish Lake – Planner's Report for the September 8, 2026, City Council Meeting
WSB Project No. 031518-000

1. Building Permits:

A pool building permit application for **5 Sunfish Lane** was submitted to West St. Paul in March. The applicant recently provided the plans needed for review by myself and the City Engineer. Construction may begin soon and become visible to nearby residents.

2. First Calvary Lot Split:

I understand that the Council supports considering a rezoning and comprehensive plan amendment that would allow the church to subdivide its property, provided the proposal complies with all applicable zoning and subdivision requirements. I will respond to additional questions and await submission of the application and required escrow.

3. Subdivision Ordinance:

In 2026, I will revise the Subdivision Ordinance, which was not included in last year's zoning code amendments because it is a separate section of the City Code. In October, I will work with the Planning Commission, City Attorney, and City Engineer to prepare a new draft. The revisions will be limited in scope and will focus on correcting existing errors and redundancies.

4. Comp Plan 2050:

To be discussed at the Council meeting.



Memorandum

To: Mayor O'Leary and the Sunfish Lake City Council

From: Lori Johnson, City Planner

Date: September 2, 2026 for the September 8, 2026 City Council meeting

Re: Approval of Professional Services Agreement for the 2050 Comprehensive Plan Update

Requested Action

Staff recommends that the City Council approve the professional services agreement with WSB for preparation of the City's 2050 Comprehensive Plan Update, in an amount not to exceed **\$57,531**, and authorize the Mayor and City Administrator to execute the agreement.

Background

The City is required under the Metropolitan Land Planning Act to review and, as necessary, update its comprehensive plan following receipt of the Metropolitan Council's decennial system statement. The Metropolitan Council has established **December 31, 2028**, as the deadline for submitting 2050 comprehensive plan updates. Before submittal, the City must complete the required plan elements, provide an opportunity for adjacent and affected jurisdictions to review the draft, hold the required public hearing, and obtain City Council approval.

Because the update involves multiple technical elements, coordination with regional requirements, community engagement, interjurisdictional review, and formal adoption, beginning the work now will provide sufficient time to complete the process thoughtfully and address issues before the statutory deadline.

I will provide a more in-depth discussion of the proposal at the City Council meeting.

Proposed Professional Services Agreement

The proposed agreement with WSB establishes the scope, schedule, responsibilities, and cost for preparing the 2050 Comprehensive Plan Update. The work will include review and preparation of the required plan sections, coordination with City staff and regional requirements, public engagement, preparation of draft and final documents, support through the formal review process, and assistance with City Council consideration and Metropolitan Council submittal.

The total proposed fee is **\$57,531**. As discussed during the City's budget meeting, up to **\$15,000** from the 2026 planning budget would be used to begin the work. The remaining **\$42,531** would be budgeted in approximately equal amounts in 2027 and 2028, or about

\$21,265.50 per year. This phased approach distributes the cost across the anticipated project schedule while allowing work to begin promptly.

Recommendation and Suggested Motion

Approval of the agreement will allow WSB and City staff to begin the required update on a schedule that supports meaningful public input, adequate review, and timely completion.

Suggested Motion: *Move to approve the professional services agreement with WSB for the City of Sunfish Lake 2050 Comprehensive Plan Update in an amount not to exceed \$57,531 and authorize the Mayor and City Administrator to execute the agreement.*

Attachments: Professional Services Agreement with Exhibit A