



NORTHWEST ASSOCIATED CONSULTANTS, INC.

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PLANNING REPORT - Major Site and Building Plan Review – 270 Salem Church Road

TO: Sunfish Lake Planning Commission
Sunfish Lake City Council

FROM: Ryan Grittmann

DATE: July 11, 2019

RE: Sunfish Lake – 270 Salem Church Road – Major Site and Building Plan Review

FILE: 211.01 – 19.06

Application Accepted:	May 13, 2019
Planning Commission Date:	June 19, 2019
Tentative City Council Review:	July 9, 2019
120-day Review:	September 10, 2019

BACKGROUND

PLAAD, LLC on behalf of Kevin and Emily Wu are requesting approval of a Major Site and Building Plan Review to allow the construction of a new home at 270 Salem Church Road in the City of Sunfish Lake. The applicants have purchased the subject property; and plan to build a new home on the site. Currently, the site is a vacant lot. A major site and building plan review is required for building alterations exceeding 1,000 square feet in area. The applicants are not requesting a variance or conditional use permit as part of the project.

A Major Site and Building Plan Review requires review by the Planning Commission and final approval by the City Council.

APPROVALS REQUIRED	
Major Site and Building Plan Review	To permit the construction of a new home at 270 Salem Church Road.

Attached for reference:

Exhibit A: Cover Sheet / Title Sheet
Exhibit B: Existing Survey
Exhibit C: Site Plan
Exhibit D: Civil Plans
Exhibit E: Landscape Plan
Exhibit F: Exterior Model Images
Exhibit G: Lighting Plan
Exhibit H: Building Elevations and Plans
Exhibit I: City Engineer Memorandums (dated June 19, 2019)

ANALYSIS

Major Site and Building Plan Review

The subject property is zoned R-1, Single Family Residential and does not lie within any of the Shoreland Overlay Districts. The following table illustrates the application of district requirements to the property.

R-1 District Standards	Required	Proposed	Compliant
Net Lot Area (excluding wet areas and steep slopes)	2.5 acres	4.1 acres (existing condition)	Yes
Front Setback (north)	100 feet	> 300 feet	Yes
Side Setback (east)	50 feet	71 feet	Yes
Side Setback (west)	50 feet	100 feet (approx.)	Yes
Rear Setback (south)	50 feet	> 250 feet	Yes
Maximum Building Coverage	10%	1.4%	Yes
Building Height Limitation (height above average existing grade)	30 feet	22.9 feet	Yes

Lot Area. The gross area of the platted parcel is 5.84 acres, however once steep slope and wet areas are factored in; the property is approximately 4.1 acres. The lot is a legal lot of record.

Building Height. According to the Ordinance, no building structure shall exceed two and a half stories or 30 feet in height above average existing grade. The average existing grade of the home is 992.6 feet. The roof of the proposed one-story structure is conforming at approximately 1,015.5 feet above average existing grade for a building height of 22.9 feet.

Accessory Structures. The submitted site plan does not show any accessory structures on the property.

Architectural Design / Building Materials. As shown on the submitted building drawings, the exterior finishes on the proposed home include fiber cement siding and glass. These materials are specifically permitted by the Zoning Ordinance.

Placement and Design of Roads, Driveways, and Parking Areas. The proposed driveway will run along the east border of the property. The driveway will be constructed of bituminous material. The applicants have proposed this location for the driveway due to the steep slopes on the property making this area the only feasible location for a driveway. The applicants have removed trees in this location under a different permit in order to access the property. Tree replacement is discussed later in this report.

Lighting. Exterior lighting of homes or property is allowed as necessary for safety purposes provided the impact on surrounding properties is minimized and it is in compliance with Section 1216.06 of the Zoning Ordinance. The applicants have provided a lighting plan which shows recessed downlighting on the front of the home and garage area. As such, it meets the general requirements for lighting. It should be noted that no lighting is proposed for the rear of the home. According to the Ordinance, all lights which cast any light on residential property shall not exceed one-foot candle (meter reading) as measured from the edge of water abutting the subject property. Staff feels that this requirement will be easily met with the proposed light fixtures.

Grading, Drainage, and Erosion Control. There are steep grades across the subject property. The home is being located at the south-central part of the property. The lot slopes down to the home. The project will require modification of existing site grades.

The applicants submitted grading, drainage, erosion control and stormwater management plans for review by the City Engineer. The City Engineer provided comments in the reports dated June 19, 2019 (see attached Exhibit I).

As a condition of major site plan approval, the applicants must adhere to the City Engineer's recommendations for construction as the project progresses.

Landscaping / Tree Preservation. The site recently removed 29 trees under a previous minor review. The minor review stated a condition that the trees would be replaced after the completion of a new home.

The applicants have submitted a landscape plan on a certificate of survey that illustrates the location, type and size of existing trees on the site. The applicants are proposing to plant 35 trees including spruce, aspen and maple trees. Staff feels that the tree replacement plan / landscaping plan is adequate.

Screening. The property is well screened by natural vegetation from homes to the west. The proposed additional tree plantings will help screen the new home from existing houses to the east and south. Staff is not recommending any additional screening at this time.

Fences / Retaining Walls. The site plan shows a new boulder wall. The applicants have provided engineering documents to certify the boulder wall will be structurally sound. The City Engineer has reviewed the plans and is recommending approval of the wall.

Well Pump. The proposed well site is to the east of the proposed home. The site has no known existing wells. As such, Staff does not foresee an issue with the well location.

Septic System. A new septic system will be built on the south (rear) side of the property. The system includes primary and alternative septic treatment areas. The City Septic Inspector has reviewed the plans and has no further comments or concerns at this time.

As a condition of major site plan approval, the applicants must comply with any recommendations of the City's Septic Specialist pertaining to the treatment of existing septic areas and the installation of new septic on the property. Further, the applicants must demonstrate to the city that a septic permit has been attained for the system that staff has reviewed and recommended approval of.

Fire Safety. The building will not be protected by a fire sprinkler system. The fire chief reviewed the site plan and stated that the plans will work for fire access.

Airport Noise. The subject parcel does not fall under the Aircraft Noise Attenuation District Overlay and is therefore not subject to these regulations.

Neighbor Notifications. All neighbors within 1,000 feet of the subject property were notified of the project. The City heard from a neighbor who expressed concern regarding the location and its proximity to the east property line. A second resident requested a site and building plan for review but did not offer any further comment.

Site and Building Plan Evaluation Criteria. As described in Section 1208.04 of the City Zoning Ordinance, the Planning Commission, as its basis of recommendation, and the City Council, as its basis for decision, shall evaluate the effects of the proposed site and building plans. This review shall include, but is not limited to, the following:

- A. Whether the proposed improvements are compatible and in harmony with the existing structures in the surrounding community.
- B. Whether the proposed improvements preserve the character and nature of the surrounding community, including the natural landscape and woodland characteristics of the community.
- C. Whether the proposed improvements are not constructed of unsightly, improper or unsuitable materials.

- D. Whether the proposed improvements will not materially adversely affect any natural resources in the community, except when there is no feasible and prudent alternative to the proposed location of the improvements. For purposes of this clause, “natural resources” shall include, but not be limited to, all mineral, animal, botanical, air, water, land, timber, soil, quietude, recreational, historical, scenic and aesthetic resources.
- E. Whether the proposed site and improvements shall have an appearance that will not have an adverse effect upon adjacent residential properties.
- F. Whether the proposed site improvement complies with drainage requirements, as provided in Section 1216.04 of the Zoning Ordinance.

The proposed home appears to meet the site and building plan review criteria. The home has been designed and sited to minimize impacts on the property and surrounding properties. Its single-story design is anticipated to have minimal visual impact change from other existing buildings. The home will be screened by existing tree cover and additional tree cover. The attractive design of the home and site adds value to both the property and neighborhood.

This is a sensitive building site due to its steep topography stretching from the home to the shoreline. Sediment, stormwater, and other construction debris can easily be transported down slopes and into nearby waterways. Therefore, it is essential that construction be sensitive to erosion prevention; natural systems; and stormwater treatment.

SUMMARY AND RECOMMENDATION

The applicants are requesting approval of a Major Site and Building Plan to allow the construction of a new home at 270 Salem Church Road. New home construction requires Planning Commission review and recommendation; and final approval from the City Council.

Major Site Plan. Based on the preceding review, City staff recommends approval of the major site and building plans based on findings that the project submittal meets performance standards within the Sunfish Lake Zoning Ordinance. Staff recommends the following conditions with approval:

1. The applicants adhere to the City Engineer’s recommendations for construction as addressed in his reports dated June 19, 2019 (Exhibit I), and address any follow-up recommendations from the City Engineer.
2. The applicants must obtain a permit from the City’s Septic Specialist for the installation of the proposed septic system. The applicants shall verify permit issuance prior to City Council consideration of the application.

3. The applicants obtain a building permit from the City Building Official prior to commencing any construction of the proposed project.
4. Upon installation, any lights which cast light on residential property shall not exceed one-foot candle (meter reading) as measured from the property line.
5. The applicants shall contact planning staff to arrange pre-construction and post-construction site visits, whereby staff can confirm that site and building plans and associated approval conditions have been implemented accordingly. The inspections are separate from other inspections that may be necessary by the City Building Inspector, City Septic System Inspector, City Engineer, or other individuals. The cost of site inspections is \$75.00 each and payment of this amount shall be the responsibility of the property owner.
6. The applicants shall adhere to all recommendations for erosion control.

c: Cathy Iago, City Clerk
Mike Andrejka, City Building Official
Jeff Sandberg and Brandon Movall, City Engineers
Jim Naves, City Forester
Tim Kuntz, City Attorney
Ron Wasmund, City Septic Inspector
Dave Dreelan, Fire Chief
Kevin and Emily Nguyen Wu, Property Owners
Matt Byers, Applicant