



NORTHWEST ASSOCIATED CONSULTANTS, INC.

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MEMORANDUM

TO: Sunfish Lake Mayor and City Council

FROM: Michelle Barness

DATE: January 27, 2016

RE: Sunfish Lake – Planning Update for February City Council Meeting

NAC FILE: 211.02 - General

2/2/16 CC Mtg.
**Agenda
Item
6c**

January 2016 Planning Commission Meeting

Fee Schedule Amendment. A memorandum and draft fee schedule amendment has been provided to the City Council via email with the Council planning packet materials. A public hearing was held at the January 20th Planning Commission meeting to discuss a draft amendment to the fee schedule to increase the fees for site and building plan reviews to better reflect increases in administrative fees and planning/engineering review fees over time. The fees have not been increased for at least 10 years. No members of the public were in attendance, however the Planning Commission had a good discussion on the issue of how site plan reviews are charged in Sunfish Lake and other metro communities, why review fees have increased, what the expectations of homeowners may be, and what fees seem appropriate given the comprehensive nature of a site plan review in Sunfish Lake.

The Planning Commission recommended approval of the draft fee schedule amendment presented at the meeting, and several members expressed the opinion that the fees may need to be increased further in the future in a graduated manner to better reflect the actual increase in review costs. However, the Planning Commission also suggested that City staff and officials also consider discussing the site and building plan submission and review process in more detail to identify opportunities to minimize expenses for applicants where possible.

The Planning Commission suggested that if the City Council directed it, this effort could begin with a thorough review of the ordinance and comprehensive stormwater management plan by planning and engineering staff to determine where site plan submittal requirements can be pared down. After staff has a better understanding of potential ordinance amendments to minimize review requirements for minor projects in particular, the Planning

Commission could discuss the issue with staff in more detail at the February 17, 2016 meeting . The Planning Commission could then make a list of discussion points to be raised at the joint City Council – Planning Commission meeting in March.

The Planning Commission fee schedule conversation was extensive and can be viewed in full in the January 20, 2016 Planning Commission minutes forwarded with the planning update. The draft 2016 fee schedule amendment as recommended by the Planning Commission has also been provided with this update for consideration by the public and the City Council at the February 2, 2016 meeting.

Sunfish Lake 2018 Comprehensive Plan Update

State Statute requires all communities within the 7-County Metro Area to complete a comprehensive plan update at least every ten years. The last update of the City's Comprehensive Plan was completed in 2008. The latest comprehensive plan update, which is due in 2018, will reflect land use planning and community goals through 2040.

To satisfy the Metropolitan Council submission requirements, the City will need to review and update the City's 2008 Comprehensive Plan. The extent of the updates required will primarily depend on the anticipated level of land use changes. Given the small number of existing sub-dividable and vacant lots, significant change may not be anticipated and the City may choose to utilize the existing plans as the base from which to formulate the new comprehensive plan, making slight modifications to reflect current City goals and to satisfy Met Council requirements.

Sunfish Lake budgeted \$22,000 for completion of the 2008 comprehensive plan. Planning staff is in the course of outlining a proposed work program and budget for the 2018 Plan update, which will be presented to the City Council for consideration in the coming months, and prior to discussion of the 2017 budget at the regularly scheduled mid-year budget meeting. In the past the work program has included the following major components:

- **Issues Identification and Inventory:** Areas of concentration for the Comprehensive Plan update will be identified during this initial phase of work. The product resulting from the Issues Identification phase, in combination with the Inventory, will lay out a “strategic plan” for the remainder of the comprehensive plan program.
- **Policy Plan.** Policy planning provides a baseline against which future development proposals can be measured. The published policies will give Sunfish Lake a solid, defensible basis for approving or rejecting proposed development requests.
- **Development Framework.** The primary component of the Development Framework section is the formulation of the Future Land Use Plan. The City's newly established goals and policies, coupled with the Metropolitan Council's Regional Development Framework expectations, will guide the formulation of the Future Land Use Plan. This plan will depict growth potential through 2040.

- **Implementation.** Implementation elements include discussion of any proposed zoning/subdivision ordinance revisions, intergovernmental coordination and any other future planning processes that may be necessary for proper implementation of the established Development Framework.

February 2016 Planning Commission Meeting

If directed by the Council, the Planning Commission will meet to discuss site and building plan review processes in order to determine how project submission requirements, and the resultant review process, might be amended to reduce applicant fees. Recommendations from the Planning Commission will be presented to the Council at a joint meeting.

c: Catherine Iago, City Clerk
Tim Kuntz, City Attorney
Don Sterna and Eric Eckman, City Engineers
Mike Andrejka, Building Official
Jim Naves, City Forester
Ron Wasmund, Septic System Inspector