



NORTHWEST ASSOCIATED CONSULTANTS, INC.

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MEMORANDUM

TO: Sunfish Lake Mayor and City Council

FROM: Ryan Gritman

DATE: December 28, 2016

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

NAC FILE: 211.02 - General

**1/3/17 CC
Mtg.
Agenda Item
6a**

December Planning Commission Meeting

The December Planning Commission Meeting was cancelled due to a lack of agenda items.

Additional Planning Updates

West St. Paul Comprehensive Plan. The West St. Paul Comprehensive Plan was amended to rezone property at 260 Marie Avenue E from “Industrial” to “Multi-Family.” When a municipality makes a change to their comprehensive plan, they are required to notify adjacent municipalities and other affected entities. Staff has signed off, approving the amendment with no objections.

St. Anne’s Church – Sign Replacement. St. Anne’s Church has applied for an Administrative Permit to replace their existing sign with a new sign. The new sign will be five feet by ten feet in size and be located at the same spot as their existing sign. By code, administrative permits do not need Planning Commission review or City Council approval, only a review by staff that the sign meets City Code.

27 Sunnyside Lane – Monument Fence and Address Sign. The owners of 27 Sunnyside Lane have applied for a Minor Site Plan Review for the installation of a masonry fence and address sign. By code, the fence is reviewed as a Minor Site Plan review and do not need Planning Commission review or City Council approval, only a review by staff that the project meets City Code requirements.

2040 Comprehensive Plan Update. Staff will begin the 2040 Comprehensive Plan Update starting in January. Staff is preparing for an update to the plan rather than a full overhaul.

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
John Maczko, Fire Chief