



NORTHWEST ASSOCIATED CONSULTANTS, INC.

4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422
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TRANSMITTAL

DATE: August 30, 2017		
TO: Sunfish Lake Mayor and City Council Catherine Iago Tim Kuntz Don Sterna, Eric Eckman Mike Andrejka Jim Nayer Ron Wasmund Dave Dreelan		NUMBER OF PAGES INCLUDING COVER:
FROM: Ryan Grittman		
QUANTITY:	MATERIAL/DESCRIPTION: Sunfish Lake September 5, 2017 City Council Meeting: Agenda Item 6a	DATED:
SENT VIA: ☐ Fax ☒ Mail ☒ Email ☐ Delivery		
REMARKS: Agenda Items: • 6a: Planning Update Memo • August 16, 2017 Comp Plan Task Force Minutes Please let me know if you have any questions or need additional information. Thank you.		
CITY/PROJECT NAME: Sunfish Lake - General		
JOB NUMBER: 211.02		



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MEMORANDUM

TO: Sunfish Lake Mayor and City Council
FROM: Ryan Gritman
DATE: August 30, 2017
RE: Sunfish Lake – Planning Update for September City Council Meeting
NAC FILE: 211.02 - General

9/5/17 CC
Mtg.
Agenda Item
6a

August Planning Commission Meeting

The August Planning Commission meeting was cancelled due to a lack of agenda items.

Additional Planning Updates

Comprehensive Plan Update. The Comprehensive Plan Task Force met on August 16 to discuss the City's Comprehensive Plan update. The items discussed were:

1. **Solar Energy.** The Met Council has added a requirement that all cities include a solar energy potential map and table.
2. **Fire Sprinklers.** The Task Force recommended that all references to fire sprinklers be removed from the Comprehensive Plan.
3. **Development Framework Section.** The Task Force recommended that the Development Framework Section remain the same with the exception of a few small changes and table updates.

55 Salem Church Road – Code Enforcement. Staff received a phone call complaint about an appliance at this address that was being stored outdoors. Staff followed up with a phone call (voicemail) and the appliance was removed.

55 Salem Church Road – CUP – Shed. Staff received a phone call from the property owner asking for a final inspection on a shed that was constructed this year. Staff found that the shed did not meet all the requirements as stated in the Council resolution. A letter has been sent to the property owner stating that the shed needs to be painted to match the house.

245 Salem Church Road. The new owners of the property are looking to build a home on this site. The lot is vacant with the exception of an old chicken coop on the property. The owners have not submitted a formal application, but staff expects that this will happen within the next few months.

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
Dave Dreelan, Fire Chief

- DRAFT -
SUNFISH LAKE PLANNING COMPREHENSIVE PLAN TASK FORCE MEETING – AUGUST 16, 2017
7:00 P.M. – ST. ANNE’S EPISCOPAL CHURCH

Attendants:

Chair: Tom Hendrickson

Commissioners: Ginny Beckett and Shari Hansen

City Planner: Ryan Grittmann

City Clerk: Cathy Iago

Councilmember: Dan O’Leary

Absent: Councilmember Steve Bulach and Commissioners Shannon Nelson and Alan Spaulding

1. CALL TO ORDER: Chair Hendrickson called the meeting to order at 7:00 p.m. and explained that the Task Force would conduct a Comprehensive Plan Workshop to review and provide comments related to the draft 2040 Sunfish Lake Comprehensive Plan.

2. ADOPT AGENDA: Chair Hendrickson asked if there were any additions or corrections to the agenda and there was no response.

Councilmember O’Leary moved to adopt the Task Force Meeting Agenda as presented, seconded by Commissioner Hansen and carried. (4-0)

3. APPROVE MINUTES: Chair Hendrickson asked if there were any additions or corrections to the July 19, 2017 Task Force Meeting minutes and there was no response.

Commissioner Beckett moved to approve the Comprehensive Plan Task Force meeting minutes of July 19, 2017 as submitted, seconded by Commissioner Hansen and carried. (4-0)

4. DRAFT 2040 SUNFISH LAKE COMPREHENSIVE PLAN – INVENTORY AND POLICY PLAN DISCUSSION: Chair Hendrickson referred to the memorandum from Planner Grittmann dated August 9, 2017 and asked the Planner to review the information.

Planner Grittmann explained that the Task Force would be reviewing and discussing the following items this evening:

1. Update to Inventory and Policy Plan regarding Alternative Energy
2. Discuss Fire Sprinkler Plan Policies
3. Discuss Development Framework

The Planner stated that the Metropolitan Council recently added a requirement that all cities have an alternative energy section in their Comprehensive Plan and he noted that the previous draft document did not include this information. He further advised that the City’s stance on installation of fire sprinkler systems in new home construction had changed since the state regulations on fire sprinkler installation were amended in recent years. He commented that property owners who have built homes in recent years have opted not to install fire sprinklers, but the current Comprehensive Plan encourages their installation. He indicated that the Task Force should determine if this language should stay, be altered or removed from the document. He stated that the Task Force should also review the Development Framework draft and offer suggested changes as they see necessary. He noted that this section would guide development for the next ten years in the City and would be an important resource for residents, City Officials, City Staff and potential home builders.

Planner Grittmann referred the Task Force to the Solar Energy Table and Map on page 51 and explained that the City had taken a neutral stance on solar energy by allowing geo-thermal systems and roof-mounted solar panels. He advised that the City does not allow Solar Farms.

Chair Hendrickson referred to the last sentence on page 51 which states; “Sunfish Lake will continue to let property owners install alternative energy sources at their discretion.” He suggested that language be included to reference City Code regulations to insure that the solar panels are installed and cited to meet all City Code requirements and to insure that

applicants receive approval as necessary from the Commission and Council.

Chair Hendrickson referred to pages 41 and 62, both of which reference fire sprinkling systems. He explained that initially the Department of Labor passed a rule to require the installation of sprinkler systems in new homes. However, the Builders Association strongly opposed the rule and also insurance companies found that it was more costly to their business if the sprinkler system failed. He supported removing the recommendation from the document and explained that in his opinion, the City should not take a stance to encourage a regulation that is not mandated by the State.

Councilmember O'Leary agreed and pointed out that if something changes in the future, the City would have the option to include the language in the Comp Plan.

Chair Hendrickson referred to page 41 under the title of "City Administration" and questioned if the City Clerk and City Treasurer are considered City employees.

Clerk Iago responded yes and explained that those two positions must be City employees since their duties are mandated by State Statutes.

There was discussion regarding Private Sewer and Water Policies, number 6 on page 62 of the draft document. Chair Hendrickson questioned if the wells and septic systems are under State mandates. He commented that it was his understanding the Dakota County Department of Health regulates septic systems.

Planner Gritman stated he would research this matter and make the appropriate corrections if needed.

Councilmember O'Leary referred to page 62, City Services – Public Safety Policies, number 2 and recommended that "sprinkler systems" be removed from the sentence.

Commissioner Hansen questioned if any resident in Sunfish Lake has a "dry" fire hydrant as listed in the same sentence and Planner Gritman stated he was unsure if there are any within the City.

Chair Hendrickson questioned the language of Number 8 on page 61 and after a brief discussion, the Task Force agreed the sentence should remain as listed.

Councilmember O'Leary noted that on page 72 and page 82 the same information is reiterated that the City would not allow Multi-Family Housing; he questioned if the repetition was necessary.

Planner Gritman explained that he frequently receives calls from developers asking if higher density development would be allowed in the City. He recommended that the information remain as is to support the City's stance on the subject.

Planner Gritman referred the Task Force to the draft Development Framework section of the Comp Plan and explained that he removed some language that referred to the construction of I-494. He noted that there was not a major change in the information with the exception of some changes to the maps.

The Planner noted that he would be meeting with a representative from the Metropolitan Council to discuss the data relating to the supply of Vacant Land, as there is a huge discrepancy in the information they provided.

Commissioner Hansen noted that page 70 refers to "three" churches, however, other areas of the document refer to four churches.

Planner Gritman stated that was a typing error and he would correct the information to state "four" churches.

The Commission discussed the "W" District designation on page 75 of the document and determined that it would be more appropriate to spell out the Wetland District designation to insure clarity for persons reading the plan.

Commissioner Hansen stated she found some grammatical errors in the document and noted the changes as follows:

Page 81 – change 2030 to 2020

Page 84 - Under the title Development on Poor Soils - remove the word "with"

Page 86- Under the title Storm Water Management – change the word "in" to "is"

Under the Parks and Trails – second sentence on bottom of the page – "This trail "connects to"

Page 90 – Top of page, second sentence – change the word "built" to "building"

There was discussion relating to providing information to residents via an email list. Clerk Iago explained that the City had attempted to get residents to send their email addresses for this purposes, however, only a handful of residents responded. She recommended that neighbors discuss a "neighborhood" email message center to distribute information.

Chair Hendrickson asked if there were any further comments or questions and there was no response. He thanked the Planner for an excellent job with the draft document and incorporating the changes as discussed at the last meeting. He reiterated that the updated document should be sufficient to maintain the current City "Rural" designation with the Metropolitan Council.

Planner Gritman stated he would incorporate the Task Force recommendations into the document. Planner Gritman explained he would schedule an Open House to receive comments from the public at the September meeting. Planner Gritman advised that after the Open House, he would submit the document to begin the formal adoption process that he outlined previously.

Chair Hendrickson asked if there were any further comments or questions and there was no response.

3. ADJOURN: Councilmember O'Leary moved to adjourn the meeting at 7:34 p.m., seconded by Commissioner Hansen and carried. (4-0)

Respectfully submitted,

Catherine Iago, City Clerk