

Memorandum

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

From: Lori Johnson, City Planner

Date: May 3, 2022

Re: Sunfish Lake – Planner's Report for the May 3, 2022, City Council Meeting
WSB Project No. 019575-000

There was no Planning Commission meeting in April due to lack of applications and there will also not be a meeting in May as described in #3 below.

April Planning Updates

1. 369 Salem Church Road: From a planning perspective, I have provided the contractor and, subsequently, the homeowner with the necessary signed site plans. I will be working with the City Engineer and the Mayor on items that are still outstanding for this property.
2. 300 Salem Church Road: There are no updates on this unpaid escrow and I will need to know how to proceed with collection of this escrow. The outstanding amount is \$2,709.35.
3. New Land Use Application: I have received an application for major site plan approval and a conditional use permit for 15 Sunnyside Lane. The applicant is proposing to construct a new home with a pool and a walkway to the lake. There are some drainage concerns on this site as well as additional requirements for plan amendments. Staff has made the decision to place this item on the June Planning Commission agenda. I have extended their 60-day application timeline to 120 days and action is required on this project by August 10, 2022.
4. Zoning Ordinance Update: I will be working with the mayor in the next few months to work through the zoning ordinance update. This will be a time-consuming effort but will hopefully provide the city with a better framework for moving forward with land use applications.

With regard to the zoning ordinance update and all previous escrow and fee related work that has been completed to date, WSB will be bringing forward a Council item in June to discuss a potential budget for the ordinance and escrow work. These items are outside the normal scope of work that has typically been provided by the Planner and our company wants to be clear with cost expectations for this work.

5. Additional Escrow Requests: I have reached out to the applicants and property owners for 2 Acorn Drive, 2150 Charlton Road and 2 Sunfish Lane to ask for additional escrow funds to be submitted. I have received payment for 2150 Charlton Road and the property owners for 2 Acorn Drive have provided additional escrow to cover the invoices for this application to date. More escrow money will be required from this property owner should they ever want to continue with their land use application. I have not received additional escrow from

the property owner at 2 Sunfish Lane and no further work on this project will occur until we receive the additional escrow that has been requested. I have sent a reminder email to the contractor regarding this issue.

6. Site Plan Approval: Administrative approval has been granted to the contractor/property owner at 2150 Charlton for their walkway to the lake, plantings and seating area. The contractor is in the process of staking the improvements so the City Engineer and I can review the stakes before any work begins.
7. 345 Salem Church Road: I have been in contact with the potential property owner for this address regarding the site and building's nonconforming status and improvements that he would like to make on site. He is proposing to add a second floor to the home, add a third stall to the garage and construct a pool on site. Because this site is nonconforming, the potential owner has asked for staff's opinion on potential land use applications and the recommendations that would accompany those applications to the Planning Commission and the City Council. I have worked with the City Attorney to review the proposed improvements based on a very rough sketch plan. We have concluded that the second floor could be constructed without a variance according to the nonconforming section in the zoning ordinance. The garage could also be modified without the need for a variance according to that same section. The pool would require a conditional use permit.

The purchaser of the property may be reaching out to the Planning Commission and City Council regarding this application. He is very concerned about spending a lot of money on plan preparation if the two groups are not supportive of these changes. The ordinance currently allows what he is proposing on the site. I want to reiterate that I have only seen a very rough sketch of his proposal and this sketch did not include any other information about the property such as grading, drainage, landscaping, etc. I have made it clear to the potential property owner that any recommendation I make on this site is still tied to the provision of the required submittals and their conformance to all zoning requirements.

8. Staff Application Flow Chart: I have begun work on a flow chart for all staff members involved with land use applications so there is direction on which staff members are involved with the different steps of the approval/inspection process. After discussion with other staff members on a rough draft, a final draft will be completed that can be used as a guide by all staff members if they have questions on the approval process.