

Memorandum

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

From: Lori Johnson, City Planner

Date: December 26, 2023

Re: Sunfish Lake – Planner's Report for the January 2, 2023, City Council Meeting
WSB Project No. 021239-000

Planning Commission Meeting: There was no Planning Commission meeting in December. There might be a meeting scheduled for January (see below).

1. 415 Salem Church Road: An application has been received for major site plan approval for the construction of an inground pool at this address. The application has been deemed incomplete due to the lack of required information. The applicant reported back to me that they are working on the grading and storm water information which will be submitted in 2024.
2. 389 Salem Church Road: The contractor for the new owner of this property has applied for major site plan review and variances to add a pool, sunroom and garage space to this property. Staff deemed this application incomplete earlier this month, but gave the applicant time to resubmit the application before determining if this application could be on the January 18, 2024 Planning Commission agenda. The applicant has resubmitted the requested information which is under review at this time. An update will be provided at the City Council meeting as to whether or not there will be a Planning Commission meeting in January.
3. 2058 Charlton Road: The owner of this property would like to install a split rail fence on site. The owner will most likely be applying for minor site plan approval to install the split rail fence. There is no update on this project since the December City Council meeting.
4. 2570 Delaware: The homeowners are contemplating the installation of a pool, bocce ball court and putting greens, as well as entry monuments/gates and fencing. The contractor has submitted an application for major site plan approval and a conditional use permit for this work, and staff is meeting with the applicant to ensure they provide a complete submittal before scheduling the Planning Commission meeting.
5. 205 Salem Church Road: Staff inspected the work that has been completed at this address and found that there is still work to be done regarding the rain garden that was shown on the site plan. Staff will monitor the situation and re-inspect when necessary.
6. 114 Salem Church Road: The escrow that was submitted for the major site and building plan approval (granted by the City Council in October) has been depleted. The owner and applicant have been notified (November 26) that an additional escrow must be submitted by January 2, 2024. Staff will monitor this situation to ensure that additional funds are received in order to close out this project. The home construction has just begun so it is

likely that this project will take some time to complete. The applicant/owner were provided a reminder for this escrow submittal on December 26, 2023. An update will be provided at the City Council meeting.

7. Septic system issues: Staff has been made aware of the septic issues at 345 Salem Church Road, and at 5960 Zehnder Road. The discussion surrounding these issues will be held later in the meeting on January 2, 2024.
8. Escrow Closeouts: Staff has requested that the escrows for 15 Sunnyside Lane, 116 Salem Church Road and 100 Windy Hill be closed out. These items should be on the list of bills for the January 2, 2024. Money is being returned for all three properties. Staff performed a site inspection at 15 Sunnyside Lane to make the determination to release the money, and the site was constructed according to the approved plans.
9. Ordinance Updates: Several chapters have been redlined and the Mayor and I will be meeting to discuss the proposed ordinance changes.