

Memorandum

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

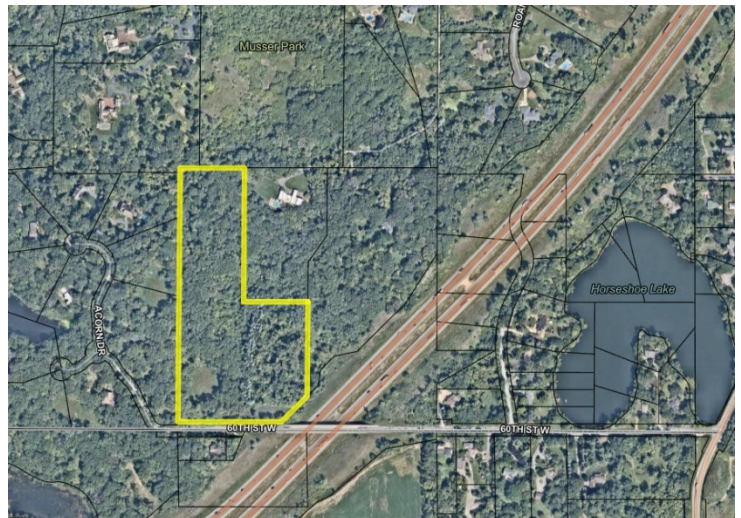
From: Lori Johnson, City Planner

Date: June 6, 2024

Re: Sunfish Lake – Planner's Report for the June 11, 2024, City Council Meeting
WSB Project No. 024343-000

Planning Commission Meeting: A Planning Commission meeting was held on May 23rd pertaining to 415 Salem Church Road and 2570 Delaware Avenue. The two items are being reviewed on June 11 at the City Council meeting. There will not be a Planning Commission meeting in June.

1. 5940 Zehnder Road: The owner of this property needs to replace his septic system as it is failing. This property is adjacent to 5960 Zehnder Road and the situation is very similar in that he needs a variance from the required septic setback from the Ordinary High Water Level. A variance application has been submitted but staff is still waiting for site plans/drawings regarding the proposal. This will be scheduled for a Planning Commission meeting when staff deems the application complete.
2. 39 Windy Hill: Jim Stowell, property owner at this address, has filed a minor site plan application that would allow him to construct two asphalt parking spaces adjacent to his existing driveway. The City Council, Planning Commission and immediately adjacent neighbors received information on this proposal during the week of May 27, 2024. So far no complaints or comments have been received on this project. Staff will prepare a letter for administrative approval no later than Friday, June 7 if no further comments are received by that date.
3. Hagen Property-- 60th Street: Kyle Hagen, the property owner of parcel ID 380310078010, has submitted an application/fee/escrow for a major subdivision of this property. The first step he is taking towards platting this property is getting a wetland delineation done. The wetland report is being created/vetted now, and his subdivision proposal for the property would be submitted to staff once the wetland boundaries are clearly identified. Staff has no other information to provide at this time as to how he might intend to subdivide this lot, except that the subdivision would likely be accessed via 60th Street. The property owner submitted the



application and fee/escrow now so staff time reviewing the wetland information was covered under the escrow.

4. Ordinance Updates: A meeting will be set up with the Mayor and City Attorney to discuss the process of updating the city's ordinances.
5. Shoreland Ordinance/Septic Setback: At their meeting on April 18, the Planning Commission concurred that some research should be done with regard to the current required septic setback from the Ordinary High Water Level in the Shoreland District. The current setback requirement for septic systems is 150 feet from the Ordinary High Water Level in the Shoreland District. The City Council concurred with the Planning Commission and directed WSB to do an analysis of lot sizes and review setback requirements of other cities regarding this issue. This information will be presented to the City Council in July. If ordinance changes are requested, a public hearing will be held at the Planning Commission meeting later.
6. Land Use Application Revisions: The City Engineer and I will be working to revise the land use application that is currently in use to ensure that applicants can easily understand the approval process and submittal requirements.