

## Memorandum

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

From: Lori Johnson, City Planner

Date: August 7, 2024

Re: Sunfish Lake – Planner's Report for the August 13, 2024, City Council Meeting  
WSB Project No. 024343-000

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**Planning Commission Meeting:** A Planning Commission meeting was not held in July and there will be a meeting in August.

1. 5940 Zehnder Road: This item is on the City Council agenda for August 13, 2024. Please see associated staff report.
2. Solar proposal: St. Anne's Church has proposed a ground mounted solar system on their property. The Zoning Ordinance requires a conditional use permit for ground mounted solar projects. St. Anne's has made the appropriate land use application and the public hearing for this item will be held on August 15 at the Planning Commission meeting. An on-site meeting will be held at 6:30 prior to the Planning Commission meeting.
3. 205 Salem Church Road/145 Salem Church Road: Mark and Katherine Sullivan are the property owners of both lots, and they are proposing to realign the property line between the two properties as there are improvements associated with 205 Salem Church Road that are over the property line between the two properties. This request may also include a variance but that will be vetted once the application is submitted—no application has been submitted yet. The applicant has indicated he would like to be on the October Planning Commission agenda.
4. Ordinance Updates: The City Attorney and I have monthly meetings on the calendar to discuss proposed ordinance changes. The goal is to have a work session at the Planning Commission meeting in October to go over the first few proposed chapters. You will be updated on this work and invited to the Planning Commission meeting for discussion. Staff will ensure that the meetings are properly notified so all City Council members can attend if they choose.
5. Shoreland Ordinance/Septic Setback: Staff will be presenting proposed ordinance changes to the Planning Commission at their meeting on August 15. The proposed changes include creating a septic overlay district, adding a definition of "riparian lots", changing the minor variance administration section and reducing the septic system setback in the Shoreland Overlay District to 75 feet. The report for the Planning Commission will be sent to all City Councilmembers for further review. If you wish to attend the Planning Commission meeting, please keep open meeting laws in mind, or direct the City Clerk to post the meeting appropriately.

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.
7. 116 Salem Church Road: Minor site plan approval has been granted for the addition to the home on this property. This site was granted a variance last year for the location of the addition at 68 feet from the property line.
8. 2570 Delaware Avenue: On July 23<sup>rd</sup>, the property owners were granted final site plan approval and the ability to start work on the projects that were approved at the July 9<sup>th</sup> City Council meeting. Erosion controls were inspected and determined to be sufficient. West St. Paul was notified of the ability to issue the permit for the proposed pool.
9. 6 Acorn Drive: Several inquiries have been received regarding this vacant property and the ability to construct a home on this site. A majority of the site is within the Shoreland Overlay District and there is a wetland on site. Because any building on site would need to meet the Shoreland Overlay District setback requirement of 200 feet, variances may be required for the construction of the home. This setback requirement would create a very small buildable area on this site.