

Memorandum

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

From: Lori Johnson, City Planner

Date: March 4, 2026

Re: Sunfish Lake – Planner's Report for the March 10, 2026, City Council Meeting
WSB Project No. 031518-000

1. Land Use Applications: The first two site plan applications have come in for 2026 and will be reviewed according to our new ordinance. As a reminder, site plan applications for new homes and improvements no longer require approval from the Planning Commission and City Council if they do not need a variance, conditional use permit or a subdivision. A description of the two applications is provided below:

- 5 Sunfish Lane—new pool installation
- 2078 Charlton Road—new home and associated improvements.

Please keep in mind that the City Engineer and I will thoroughly review all elements of these improvements to ensure that they meet zoning ordinance requirements, which include adequate grading, drainage and erosion control requirements. A \$7000 escrow is required for this building permit review as was established in the 2026 fee schedule.

If you have any questions please don't hesitate to contact me!