



ITEM REPORT

Council & Planning Commission

Agenda Date: October 2025
Agenda Section: P&Z Admin Reports

Department: Planning and Zoning

Agenda Item: Zoning Administrator's Monthly Report (as of 10/21/25)

ZONING ADMINISTRATOR'S REPORT

A. Applications for Administrative approval (in office): The following permits were either issued or applied for this month (these are for informational purposes for the Planning Commission):

*SSTS: *Subsurface Sewage Treatment System*; BLA: *Boundary Line Adjustment*

1. L25-55: Baptist Church, PID 29140564 – Business Sign replacement & addition (approved)
2. L25-56: Scott Franke, PID 29110549 – After-the-fact permit for shed (pending)
3. L25-57: William & Mary Enck, PID 29151157 – Addition to existing dwelling (approved)
4. L25-58: Chad Nichols, PID 29260549 – New House Build (approved)
5. L25-59: Thomas Carr, PID 29350638 & 29350643 – Tear down and construct new dwelling, consolidation of lots & bringing dwelling to conforming conditions (approved)
6. L25-60: Mark Barry, PID 29151068 – Deck addition towards lake (approved)
7. L25-61: Rose City Canopy & Sign, PID 29100939 – Updating Business Signs (approved)
8. L25-62: Tudor Properties, PID 29140622 – New House Build (approved)
9. BLA25-01: Tom Peterson, PID 29270507 & 29270781 - (approved)
10. MB25-08: Briana Visser, PID 29140560 – Metes & Bounds >10-acres (pending)

B. Applications for Planning Commission to address (Rezone, Variance, Plats, etc.):

1. Variance, V25-05: MN Christian Broadcaster Inc., PID 29151199 (10/27/25 mtg)
2. CUP, C25-01: MN Christian Broadcaster Inc., PID 29151199 (10/27/25 mtg)
3. Variance, V25-06: Mary Jo Kohman (Monte Mraz), PID 29340505 (10/27/25 mtg)
4. Metes and Bounds <10-acres, MB25-07: Adam Buffington, PID 29110508 (10/27/25 mtg)

C. New Construction: *Single-family dwelling* Permits by Month, 2025:

- | | |
|----------------|-----------------|
| 1. January: 0 | 7. July: 1 |
| 2. February: 1 | 8. August: 3 |
| 3. March: 2 | 9. September: 4 |
| 4. April: 1 | 10. October: 3 |
| 5. May: 1 | 11. November: |
| 6. June: 0 | 12. December: |

Total New single-family dwellings in 2025: **16**

Of these dwellings **0** are city water/sewer, **16** are SSTS.



ITEM REPORT

Council & Planning Commission

Agenda Date: October 2025
Agenda Section: P&Z Admin Reports

E. Other miscellaneous information:

1. Continuation of site visits to close out permits that are at the one-year mark
 - a. Permit closures, extensions, & After-the-Fact violations have come from these visits
2. Violations, 2025:
 - a. Calls and emails continue to come in
 - b. Site visits and send letters as needed
 - c. Current violations:
 - i. Robert Walker: PIDs 29260601/602/604
 1. RR zone
 2. Letter sent 3/4/25 - Exterior Storage & Visual Standards
 - a. Andy/Traci site visit 5/13/25
 - b. Andy/Traci/Mike D. site visit 8/25/25
 - i. Letters hand delivered 9.8.25 to Robert properties
 - c. Reviewed property 10/13 – little to no progress shown
 - i. Letter sent USPS and aiming for hand delivery 10/21/25, new deadline of 11/10/25 for progress/updates from Robert.
 - ii. Lee & Joanne Moren w/ Kathleen Jader: PID 29150948
 1. UR zone
 2. Letter sent 3/7/25 – final – fines begin 3/24/25 @ \$100/day up to \$1000. This is for Exterior Storage, Exterior Maintenance, & Visual Standards
 - a. Tod Moren called 3/10/25 (Lee's son), they understand.
 - b. Joel Jader called 4/4/25 – stated they're working with Xcel Energy to remove the meter that's near the garage, hoping to have it removed in mid May, but also stated they had to pay for the removal so it may not happen until later this year. Traci let him know fines continue as this has been ongoing for a year.
 - c. Traci and Xcel in connect on this parcel/process – more to come
 3. Xcel has invoiced them, they've not received payment. Work has not yet been done on the land (6/18/2025)
 4. Traci reached one with one-last effort to Xcel on 7/23/25 for any updates as nothing as happened on the parcel as of 7/22/25.
 - a. Including lawn maintenance, this will go in the next letter – staying on top of this for dates to move with fines.
 5. Xcel stated 8/19/25 the Jader's stated they sent the fee in to complete the removal of the meter. Traci working w/Xcel throughout the process.



ITEM REPORT

Council & Planning Commission

Agenda Date: October 2025
Agenda Section: P&Z Admin Reports

6. Xcel has recently removed the meter, letter to go out to follow up and provide quick turn-around for removal of garage
7. Letter to be hand delivered and mailed on 10/23/25
- iii. Caroljean Weise: PID 29151131
 1. Exterior Storage, Exterior Maintenance, & Visual Standards
 2. Letter hand delivered and mailed, deadline of 10/22/25
- iv. Josephine Marcum Trust: PID 29230518
 1. Exterior Storage, Exterior Maintenance, & Visual Standards
 2. Letter to be hand delivered and mailed 10/21/25
- v. Names removed from this list once they're in compliance, and/or they've made great progress where they're considered compliant and have been asked to continue working on their property to keep enforcement letters at bay.
- vi. Other complaints have been reported; I'll get to them as quickly as we can. Know that the full city code violation process is both time-consuming and can lead to financial burdens which may fall on the city, depending on the scenario and how far/deep the process goes. Those burdens may fall on the landowner as well, again depending on far the process goes.