



REPORT TO CITY COUNCIL

Report Prepared by: Traci Pederson

Date: June 3, 2024

Subject: Zoning Administrator's Monthly Report

Report:

- Please see the attached Zoning Administrator's monthly report, which includes permits applied for and/or approved either administratively or through the Planning Commission. This report also includes active city code/ordinance violations and notifications.
- Planning Commission will be holding a Public Hearing on June 24th for two potential Ordinance Amendments:
 - Accessory structure size restrictions, guest quarter size restrictions in the Urban Residential Zone
 - Keeping of chickens within the Urban Residential Zone

Council Action Requested: No action requested.

Zoning Administrator's Report

May 2024

A. Permits for approval in the office and with City Planner: The following permits were either issued or applied for this month (some may be pending; these are noted for informational purposes for the Planning Commission):

**SSTS: Subsurface Sewage Treatment System*

1. Erin and Andrew Hunter, L24-20: Camper permit on their property for 3 months in summer; awaiting septic install approval from GKossan before permit issued
2. Bill Makowsky, L24-21: New House Build, SSTS, E911
3. Joseph & Joan Cronin, L24-22: Accessory Structure/shed w/o living quarters
4. Jeremy & Cindi Fyle, L24-23: Accessory Structure/shed w/o living quarters
5. Wini Bauman, L24-24: Addition/Accessory Structure – Covered front deck
6. Priscilla & Brooks Johnson, L24-25: Accessory Structure/shed w/o living qrts
7. Todd Anderson, L24-26: Addition/screened porch and Accessory Structure/shed

B. Permits for Planning Commission to address: The following permits were applied for and will need to be addressed by the Planning Commission (Rezone, Variance, Plats, etc.):

1. PLAID LLC, RZ 24-01: Rezone from Forest Management to Commercial
2. Mike Jackson, MB 24-02: Metes and Bounds <10 acres
3. Corner Lot Development Group (CLDG) submitted items requested from their CUP approval, we'll go over these in June. Awaiting submittal of Land Use Permit –the Planning Commission will look over and make approval.

D. Update on Violations: The City Staff are currently working on the following violations. We will report on these monthly until they are resolved to the satisfaction of the Planning Commission.

1. K.Pinske & M.Rizza Albino: 31810 Tulenchick St
 - a. Letter sent 1/12/2024 (Re: 11/14/2023)
 - b. Sent an extension letter to have all things completed by 5/31/24, which was an agreed upon date by he and City.
2. Cathi McBryde: 3734 County Rd 168
 - a. 1st Letter sent 2/28/24: Exterior Storage
 - b. 2nd Letter sent 4/18/24: No visual changes made

3. Todd and Samantha Derosier: 30848 Rasmussen Rd
 - a. 1st letter sent 4/26/24: Sanitation and Visual Standards
4. Lee N H and Joanne K Moren: 3793 West Lake Street
 - a. 1st letter sent 5/9/24: Exterior Maintenance and Storage
 - i. This was also sent to another address on file
5. John Derksen: 31116 Ash Street
 - a. 1st letter sent 5/9/24: Exterior Storage
6. Caroljean & John Weise: 31043 & 31081 Front Street
 - a. 1st letter sent 5/9/24: Exterior Storage
 - i. Violations were for two different properties
7. James and Jessica Johnson: 30034 Pequot Blvd
 - a. 1st letter sent 5/9/24: Exterior Storage
8. CLA Properties LLC & Family Dollar Inc.: 4291 Main St
 - a. 1st letter mailed 5/10/24: Exterior Storage; Signs
 - i. This was mailed to 3 separate properties/individuals