



ITEM REPORT Council & Planning Commission

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

Department: Planning and Zoning

Agenda Item: Zoning Administrator's Monthly Report

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. L25-07: Rural Cellular Corp, PID 29110544 – Removal and replacement of antennas, radios and cabling (approved)
2. L25-08: Michael & Susan Buckley, PID 29350507 – Removal and replacement of patio paver area (approved)
3. L25-09: Dennis & Peggy Wavra, PID 29260552 – Addition to existing dwelling, entry w/roof, 2-decks (approved)
4. L25-10: The Range, PID 29250528 – New House Build (approved)
5. L25-11: The Range, PID 29250529 – New House Build (approved)
6. L25-12: Shirlyn Bentley, PID 29350651 – Removal and replacement of stairs to the lake (approved)
7. L24-03: John Kimball, PID 29350570 – Extension of permit, 4-season porch and enclosed entry (approved)
8. L25-13: The Range, PID 29250517 – New House Build (approved)
9. L25-14: Steve & Anne Forslund, PID 29150532 – Shoreline landscaping, etc. (incomplete application, returned to applicant)
10. L25-15: Caring Hearts Sr. Community, PID 29100967 – Business Signage (approved)
11. Utilities 25-02: MN Power - New service to customer on Royce St. (approved)

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

1. PLAID LLC Prelim Plat, continuation: PPlat 25-01 (3/24/25 meeting & 4/28/25 mtg)
2. AJA Inter Galactic LLC, Preliminary Plat: PPlat 25-03 (4/28/25 meeting)
3. Tom Peterson, Metes and Bounds <10-acres, PID 29270781: MB25-01 (4/28/25 meeting)

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

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



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Total New single-family dwellings in 2025: **4**
Of these dwellings **0** are city water/sewer, **4** are SSTS.

E. Other miscellaneous information:

1. Violations, 2025:
 - a. Calls and emails continue to come in
 - b. Site visits and send letters out as needed
 - i. Once compliant, thank you letter goes out
 - ii. 'Work in progress' letter sent where significant progress is made
 - c. Current violations:
 - i. Robert/Grant Walker: PIDs 29260601/602/604
 1. RR zone
 2. Letter sent 3/4/25 - Exterior Storage & Visual Standards
 - a. Grant stopped in 3/7 to work with the us, they're working on clean up.
 - ii. Carlojean Weise: PIDs 29100836 and 29100842
 1. DMU zone
 2. Letter sent 3/7/25 – Exterior Storage and Visual Standards
 - iii. Louise Johnson: PID 29100554
 1. UR zone
 2. Letter sent 3/7/25 - Exterior Storage, Exterior Maintenance, & Visual Standards
 3. Second letter sent 4/23/25 – certified mail
 - iv. 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.
 - v. Larsen Rental Properties LLC, Faith Boost: PID 29100837
 1. DMU zone
 2. Letter sent 3/7/25 – Exterior storage, visual standards
 - a. James Watkins (renter) called 4/1/25 and stated a dumpster would be at the property for clean up the week of April 7th.



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- i. Traci went by the property April 16th where nothing had been done, no dumpster either.
 - ii. Traci went by the property again 4/23/25 – no change.
- vi. David Hallbeck: PID 2910840
1. DMU zone
 2. Letter sent 3/7/25 – exterior storage, visual standards