



## ITEM REPORT CITY COUNCIL

Agenda Date: 8/5/2024  
Agenda Section: Reports

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**Department:** Planning and Zoning

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**Agenda Item:** Zoning Administrator's Monthly Report

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### **ADMINISTRATION REPORT**

Lakes Tavern had applied for a CUP for additional signage on the existing building on the property. A public hearing was held at the Planning Commission meeting on 7/22/24 – where the CUP for the rooftop sign was passed with two conditions.

1. There shall be no more signage beyond what has been provided in this application placed on this parcel without amending the Sign Concept Plan & obtaining approval from the Planning Commission.
2. The proposed freestanding sign shall not exceed the dimensions of the proposal.

Lakes Area Food Shelf had applied for a CUP for additional signage on the existing property that is shared with Grace United Methodist Church. A public hearing was held at the Planning Commission meeting on 7/22/24 – where the CUP for the on-premise freestanding sign passed with three conditions.

1. There shall be no more signage beyond what has been provided in this application placed on this parcel without amending the Sign Concept Plan & obtaining approval from the Planning Commission.
2. Height for the freestanding sign shall not exceed 15 feet.
3. All setbacks shall be met for the placement of the proposed sign & property lines must be verified by the owner prior to the approval of a Land Use Permit for the proposed sign.

Please see the attached Zoning Administrator's Monthly report for July 2024.

No action is required from the Council.

# Zoning Administrator's Report

## July 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. JDA Builders, L24-42: New House build, a single-family dwelling
2. Nick & Elly Christenson, L24-43: 16x12 Storage Shed
3. Tristan Elsenpeter, MB24-03: Metes & Bounds >10 acres (split 30 acres into two parcels: 10 acres and 20 acres) PID 29110549

**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. Lakes Tavern Sign, CUP 24-03 (July meeting)
2. Lakes Area Food Shelf Sign, CUP 24-04 (July meeting)

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

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

\*Total New single-family dwellings in 2024: **10**

\*None of these are city water/sewer

**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. Cathi McBryde: 3734 County Rd 168
  - a. 1<sup>st</sup> Letter sent 2/28/24: Exterior Storage
  - b. 2<sup>nd</sup> Letter sent 4/18/24: No visual changes made
  - c. 3<sup>rd</sup> letter sent 7/16/24
2. Lee N H and Joanne K Moren: 3793 West Lake Street
  - a. 1<sup>st</sup> letter sent 5/9/24: Exterior Maintenance and Storage
    - i. This was also sent to another address on file
  - b. 2<sup>nd</sup> letter sent 6/13/24 – EXTENSION letter: Same issues, and added Lawn Mowing

- i. Homeowners stopped in to set up dates in which the violations will all be taken care of. Date provided of 7/31/2024
- 3. John Derksen: 31116 Ash Street
  - a. 1<sup>st</sup> letter sent 5/9/24: Exterior Storage
  - b. 2<sup>nd</sup> letter sent 6/13/24
  - c. Per the Mayor, he/City Administrator, Public Works Supervisor and Zoning Administrator will do a site visit together and work through the violation. TBD with site visit.
- 4. Caroljean & John Weise: 31043 & 31081 Front Street
  - a. 1<sup>st</sup> letter sent 5/9/24: Exterior Storage
    - i. Violations were for two different properties
  - b. 2<sup>nd</sup> Letters sent 6/13/2024
  - c. 3<sup>rd</sup> letter sent 7/16/24
- 5. James and Jessica Johnson: 30034 Pequot Blvd
  - a. 1<sup>st</sup> letter sent 5/9/24: Exterior Storage
  - b. 2<sup>nd</sup> letter sent 6/13/2024
  - c. 3<sup>rd</sup> letter sent 7/16/24
- 6. CLA Properties LLC & Family Dollar Inc.: 4291 Main St
  - a. 1<sup>st</sup> letter mailed 5/10/24: Exterior Storage; Signs
    - i. This was mailed to 3 separate properties/individuals
  - b. Per the Mayor, sent a 2<sup>nd</sup> letter with the initial included, added another address 7/16/24. He did talk with an individual regarding the initial letter sent.
- 7. David Hallbeck: 3544 Fox Lane
  - a. 1<sup>st</sup> (and only) Lawn Letter sent 6/13/2024
  - b. Received a letter back 6/14 for BOA...on hold until decision made from BOA on next steps.
    - i. Appeal was denied by Planning Commission 6/24. Letter to take care of lawn immediately went out 6/26. As of 7/10, lawn still not mowed.
    - ii. This will go to City Council 8/5/24, to for us to act by hiring a company to come in and mow, invoice the homeowner – continue throughout the mowing season as needed.

**E. Other miscellaneous information:**

- 1. At the July 15, 2024, Special Council Meeting, through a public hearing, a Cannabis Moratorium Ordinance was passed (5-0). This ordinance was drafted by our City Attorney and will expire, without further City Council action, on January 1, 2025. During this Moratorium, the Council, Planning Commission, and City Staff, will need to work together in collaboration with the Office of Cannabis Management.