



**ITEM REPORT
CITY COUNCIL**

Agenda Date: 7/1/2024
Agenda Section: Reports

Department: Planning and Zoning

Agenda Item: Zoning Administrator's Monthly Report

ADMINISTRATION REPORT

Please see the attached Zoning Administrator's Monthly report for June 2024. No action is required.

Zoning Administrator's Report

June 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. St. Alice's Church, L24-27: New House build, a single-family dwelling
2. John Brenny, L24-28: Business Signs
3. Randy Loukota, L24-29: Fence
4. Mike Jackson, L24-30: New House build, a single-family dwelling
5. Tyler and Kim Gardner, L24-31: New House build, a single-family dwelling
6. S.Adams, L24-32: Stairs to lake
7. Kirk Schnitker, L24-33: Dormers on Bldg/Roof
8. Marissa Koel, L24-34: Business Sign
9. Marissa Koel, L24-35: New Deck
10. Austin Omodt, L24-36: New Deck and Patio Pavers
11. Marc and Laura Olson, L24-37: Accessory Structure (shed)
12. ~~Lakes Area Food Shelf, L24-38: Business Sign~~ (denied, need to apply for CUP)
13. ~~Lakes Tavern, L24-39: Business Sign~~ (on hold, they'll need to apply for CUP)
14. Michael Nobel, L24-40: New Construction of Pole Building
15. John Olson, L24-41: Business signs

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. Nothing currently.

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

1. January: 2
2. February: 0
3. March: 1
4. April: 3
5. May: 1
6. June: 2

*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. 1st Letter sent 2/28/24: Exterior Storage

- b. 2nd Letter sent 4/18/24: No visual changes made
- 2. 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
 - b. 2nd 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. 1st letter sent 5/9/24: Exterior Storage
 - b. 2nd letter sent 6/13/24
- 4. Caroljean & John Weise: 31043 & 31081 Front Street
 - a. 1st letter sent 5/9/24: Exterior Storage
 - i. Violations were for two different properties
 - b. 2nd Letters sent 6/13/2024
- 5. James and Jessica Johnson: 30034 Pequot Blvd
 - a. 1st letter sent 5/9/24: Exterior Storage
 - b. 2nd letter sent 6/13/2024
- 6. 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
 - b. To go out via certified mail
- 7. David Hallbeck: 3544 Fox Lane
 - a. 1st (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.

E. Other miscellaneous information:

- 1. Many phone calls regarding the new single-family dwelling being built on West Twin Lake Drive (Rectory). Many concerns this is for the church – it's not. Many concerns regarding the driveway that has been widened and what's coming next. We haven't any plans regarding the church, no information to provide.
- 2. Signs have been a topic of conversation lately. Approving many administratively, but a few are being denied and/or possibly delayed due to sign ordinance.
- 3. CLDG Update
 - a. Extension request on closing date to Aug. 15 or 30, 2024. This request goes to Council next week.