

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.