



To: Mayor Bill Foulds Jr. & City Council
From: Shane Pevehouse, Building Official
Tory Carpenter, Planning Director
Date: January 7, 2025
RE: Code Enforcement Update

I. Overview

This memorandum provides updates on code enforcement activities related to the following projects: Citgo, Paloma, and Whim Corporate Headquarters.

II. Citgo Update

1. Pole Sign Demolition:
 - Payment for the demolition project was received on December 23, 2024.
 - Permit issuance is pending proof of insurance from the applicant.
 - The sign contractor, Sign Crafters, confirmed having a contract with Mr. Momin but has not yet received a deposit.
2. Exterior Lighting Plan:
 - Payment for the project was received on December 11, 2024.
 - At the time of this report, the lighting plan was under review.
 - Improvements to the lighting includes the installation of shielding and low kelvin fixtures.
3. Wall Sign Compliance:
 - All unpermitted wall signs have been removed.

III. Paloma Update

1. Variance Request Outcome:
 - On November 5, 2024, the Board of Adjustments denied the variance request to allow two structures within the building setback.
 - The applicant was directed to relocate both structures within six months of the Board's decision, with a deadline of May 5, 2025, to avoid further enforcement action.
2. Current Status:
 - The property owner informed staff that the business operator recently closed the business and vacated the property.
 - During the vacating process, the business operator removed one of the two unpermitted structures.

- Staff is actively working with the property owner to ensure the remaining structure is removed by the established deadline.
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IV. Whim Corporate Headquarters Update

1. Temporary Warehouse Tent:

- On July 16, 2024, City Council approved an extension of an existing Conditional Use Permit (CUP) to allow a tent to be used as a temporary warehouse.
- The approval included a condition requiring the applicant to submit complete building permit applications by March 1, 2025.
- This condition was satisfied in October 2024.

2. Tent Removal Deadline:

- Per the CUP approval, the temporary tent must be removed by March 14, 2026.