



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	12/17/2025		
AGENDA SUBJECT:	Discussion, consideration and possible action regarding a request for a Specific Use Permit for Short Term Rental at the property located at 602 E Elm St, Acres: 0.157, Lot: 00011, Blk: 00024, Subd: F0100, Abst: A41, FARR, BLOCK 24, LOT 11 to operate in an R-3 (Single, Two to Four and Manufactured Home Residential District)		
PREPARED BY:	Building/Planning/Code Enforcement Assistant Holthe	DATE SUBMITTED:	11/12/25
EXHIBITS:	<ol style="list-style-type: none"> 1. Request for Specific Use Permit Application 2. Property Notification Letter 3. Property Return Letter 4. 200' Surrounding Property map 		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
<p>SUMMARY:</p> <ul style="list-style-type: none"> • 11/12/2025 – Request for Specific Use Permit Application was received • 11/29/2025 - Notice of Public Hearing was posted in the local newspaper • 12/5/2025 - 15 Property owner letters were sent representing 16 properties. <p>09 Letters have been confirmed as received 05 Letters unconfirmed as received 01 Letters were returned 01 Favorable response has been returned 02 Opposition response has been returned</p>			
<p>RECOMMENDED ACTION: Move to approve or deny as presented.</p>			