



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:	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:			
SUMMARY: 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. 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			
RECOMMENDED ACTION: Move to approve or deny as presented.			