



CITY COUNCIL WORK SESSION DEPARTMENT REPORT

TO: Matthew R. Schmitz, MPA - City Manager
FROM: Matt Chesmore, Building Official
DATE OF MEETING: August 4, 2025
ITEM TITLE: Department Report – Building/Code Enforcement

Building Department:

Between June 1st, 2025, and July 28th, 2025, 64 Permits were issued.

(see permit report for individual permit uses)

Code Enforcement:

15 Letters of Violation were sent in the months of June and July. (see Violation report)

Abandon Property (657A.10B): Staff has initiated 657A.10B proceedings on 3 additional properties as discussed at the July 14th, 2025, regular City Council meeting.

812 10th Street NE – Derelict property

Staff currently has an RFQ in legal review. Once the review is complete, staff will solicit realtors by publishing in the paper, posting the RFQ in City Hall, and on social media resources. Once the RFQ deadline for response has elapsed, staff will review each RFQ received and rank them in accordance with the RFQ. Once a realtor has been selected to represent the City, staff will enter into an agreement for the possible disposition of this property. Note: The City has reserved all rights to accept any or refuse any and/or all offers.

Planning and Zoning:

Planning and Zoning met on 7/1/2025, where it was moved to recommend to City Council to accept and approve the 2025 Urban Renewal Area Amendment. This is for the Indee Storage project, where the area needed to be removed from the current TIF district and added back into a newly created TIF district.

Planning and Zoning also approved a rezoning request for 319 Social Club to rezone from C2 to C1 to allow the placement of an electronic sign, advertising the business.

The Planning and Zoning Commission approved a Preliminary Plat within 2 miles of the City of Independence. The Rosburg First addition preliminary plat was then updated the same day, thus significantly changing the approved plat and requiring review by P&Z. The updated plat of survey for property located within 2 miles of Independence, the Rosburg First Addition, is scheduled for Planning and Zoning review on 8/5/2025. The plat is expected to be granted approval and then will move onto the City Council's agenda.

Planning and Zoning reviewed Article 17, "Signs," of the Independence Zoning Ordinance, where it was recommended to further review. Article 17 was updated and sent out for legal review.

Given recent activity and legal guidance regarding the display, location, and/or contents of certain signs, it leaves staff with little confidence that the current ordinance is adequately defensible should the Council hear an objection.

Staff is initiating a complete overhaul or significant amendment of the Sign ordinance. To accomplish this will take time and resources; however, staff also feels it's better to have an ordinance we can defend rather than a piecemealed document that may have inadvertent loopholes, due to possible contradictions across sections, technological advances in signage, and/or potential to violate a citizen's constitutionally protected rights.

Board of Adjustments:

No Activity

Flood Plain Administration:

Hazard Mitigation Grant Program: The properties of 67 10th Street NE and 45 8th Street NE have voluntarily disenrolled in the buyout program, citing timeliness and lack of funding

Training:

No activity