



CITY COUNCIL WORK SESSION DEPARTMENT REPORT

TO: Matthew R. Schmitz, MPA - City Manager
FROM: Matt Chesmore – Building Official
DATE OF MEETING: October 9, 2025
ITEM TITLE: Department Report – Building/Code Enforcement

Building Department:

In the months of August and September, a total of 80 Permits were issued.

(see permit report for individual permit uses)

Code Enforcement: August-Sept

7 Complaints were fielded, and 5 Letters of Violation's were sent in the months of. (see Violation report)

2 properties currently in violation are having a municipal infraction drafted in an effort to resolve the violation. 1 is an abandon/junk vehicle and the other is dilapidated structures.

Abandon Property (657A.10B): Staff has initiated 657A.10B proceeding on 2 additional properties as discussed at the July 14th, 2025, regular City Council meeting. Progress is being made with each.

812 10th Street NE – Derelict property

Staff is currently soliciting Requests For Qualifications (RFQ) from Realtors for the sale of this property.

Planning and Zoning:

Planning and Zoning met on 9/16/25 where it was moved to recommend to City Council to hold a public hearing regarding the rezoning of the Fangman C-2 parcel located on 11th St NE.

Board of Adjustments:

The Board of Adjustments met on 9/18/2025 and approved a special use of the Sale of Seed and Feed in a C-1 zoned district. This action is pending City Council approval of the rezoning of the Fangman parcel for C-2 to C-1.

Flood Plain Administration:

No activity

Training:

No activity