



CITY COUNCIL WORK SESSION DEPARTMENT REPORT

TO: Matthew R. Schmitz, MPA - City Manager
FROM: Matt Chesmore, Building Official
DATE OF MEETING: December 1st, 2025
ITEM TITLE: Department Report – Building/Code Enforcement

Building Department:

In the months of October 1st, 2025, through November 30th, 2025, 45 Permits were issued.
(see permit report for individual permit uses)

Code Enforcement:

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

Abandon Property (657A.10B): City attorney is currently handling 3 cases located at 204 3rd St NE, 416 9th Ave SE and 214 6th Ave SW

812 10th Street NE – Derelict property

Staff solicited bids once by direct advertisement to the public, advertised RFQ's from any interested realtor, and then sent directly an RFQ to three local realtors to dispose of this property, with no response at any time. Staff is asking the Council for ideas and/or guidance regarding the next step in disposing of this property.

Planning and Zoning:

Planning and Zoning met on October 7 where it was moved to recommend to City Council to approve Article 17 Signs amendment and add it to the City Ordinances. Planning and zoning met again on November 4 where they made the recommendation to City Council to hold a public hearing regarding the rezoning of parcel 1009251014 from A-1 to R-2.

Board of Adjustments:

No Activity

Flood Plain Administration:

Property located at 400 2nd St NW has been bought by Douglas Cue and he has shown interest in building a small home on this parcel. Staff has been in contact with both DNR and U.S. Corp of Engineers. Both the DNR and USACE have approved this type of project. Mr. Cue is researching costs to elevate the structure and will contact staff as he make his decisions.

Training:

No activity