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MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: KEN ONDICH, COMMUNITY DEVELOPMENT DIRECTOR
EVAN C. GARIEPY, PLANNER
SUBJECT: PLANNING COMMISSION SUMMARY – REQUEST FOR CONDITIONAL
USE PERMIT #C4-2026 TO ALLOW FOR A SMALL ENGINE REPAIR SHOP
AND INTERIM USE PERMIT #I1-2026 TO ALLOW FOR EXTERIOR
STORAGE IN ASSOCIATION WITH A SMALL ENGINE REPAIR SHOP AT
401 MAIN ST W, AS PROPOSED BY JOHN LEMKE JR.
DATE: SEPTEMBER 17TH, 2026

Planning Commission Summary

The Planning Commission heard the above Conditional Use Permit (CUP) and Interim Use Permit (IUP) request at their September 16th meeting. The applicant, Mr. Lemke, is requesting the CUP and IUP to allow for a small engine repair shop with screened exterior storage at 401 Main St. W, which is the former site of a used car lot. The property is zoned West Downtown Overlay District.

The IUP proposes that the exterior storage must be discontinued or replaced with interior storage within a 3 year time period. Additional proposed conditions include requiring that the exterior storage is completely screened from public view by a 6-foot opaque fence or wall, and that the gravel parking lot is paved before July next year.

There were no comments received from the public during the public hearing.

The Planning Commission recommended approval of the Conditional Use Permit and Interim Use Permit request on a unanimous vote (4-0) based on the eight findings and nine conditions for the CUP and the nine findings and eight conditions for the IUP listed in the staff report and attached resolution.

Staff Recommendation

Staff recommends approval of the attached resolution "...Approving Conditional Use Permit #C4-202...and Interim Use Permit (#I1-2026)...".