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**To:** Mayor Nelson and Members of the City Council

**From:** Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

**Date:** July 8, 2021

**Subject:** Hollihan variance discussion

Staff is working on a letter to extend the 60-day review period for consideration of the Hollihan variance application. As part of that letter, staff needs to inform the applicant of additional information requested.

The City received additional renderings of the proposed front porch (enclosed with packet and also sent by email separately) from the applicant. What additional information would the City Council like to request?

The application was deemed complete on May 27, 2021. The initial 60-day review period would expire on July 24, 2021. The City can unilaterally extend the review period an additional 60 days upon notification to the applicant. That extended review period would conclude on September 26, 2021.

Staff would like to provide a clear listing of items requested by the City Council for consideration of the variance. The letter will establish a deadline for those items to be received. The deadline will be set for September 1, 2021. That deadline would provide the City Council with two meetings prior to the expiration date of the review period.

If you have any questions, please don't hesitate to contact me at 763-784-6491.