

TO: CITY  
MANAGER

Scott Nellis (homeowner)  
10320 Grouse Street NW  
Coon Rapids, MN 55433



A handwritten signature in black ink, appearing to read "Douglas".

Appeal of Notice of Determination of Hearing Examiner following 2-1106(1) Hearing

Re: citation # 45839-20633

I'm appealing this citation on several grounds...

- My home occupation is more hobby than business. Virtually ALL my sales take place outside the home at locations outside of Coon Rapids, MN and outside of the state of Minnesota.
- In my opinion, I DO meet the requirements of a home occupation in Coon Rapids. First and foremost, my home IS a residence and home with my hobby occupying one room off the foyer and part of my partially finished basement. It IS therefore "incidental and secondary" to the residence since it also takes up far less than 50% of the space in my house.
- Nothing about my hobby is discernible from the outside, the entry or upstairs for that matter. There is no signage anywhere, and no alterations were made to the structure of the house.
- NO customers come to my house. I do virtually ALL my sales by traveling to Reptile Expos in other states.
- Removal of "illegal" animals is being covered in an appeal to citation # 45839-20632.
- Reduction of animals at my residence has been ongoing, but is never the less, an issue that should have no bearing in this citation.
- Removal of cages from my property also has no bearing in this citation as it is NOT illegal to own equipment. They also do NOT interfere with normal residential use of my property.
- Any offensive odors have been dealt with and are no longer an issue.
- Waste output is currently being handled by normal and regular residential waste service. There are NO laws stating that I cannot have two waste containers instead of one.

Appeal of Notice of Determination of citation # 45839-20633

Scott Nellis

A handwritten signature in black ink, appearing to read "Scott Nellis". The signature is written in a cursive style with a large initial "S" and a distinct "N".

October 5, 2012



# COON RAPIDS Minnesota

11155 Robinson Drive  
Coon Rapids MN 55433  
Tel 763-755-2880  
Fax 763-767-6491  
www.coonrapidsmn.gov

## Notice of Determination of Hearing Examiner following 2-1106(1) Hearing

October 2, 2012

Scott Nellis  
10320 Grouse Street  
Coon Rapids, MN 55433

Re: 10320 Grouse Street, Coon Rapids, Minnesota  
Citation Number – 45839-20633  
Offense Date – October 26, 2012  
Hearing Date – June 28, 2012

To Mr. Scott Nellis:

This written Notice of Determination is made pursuant to Coon Rapids City Code Section 2-1106(1). The undersigned hearing examiner is duly designated by the Coon Rapids City Manager to conduct an appeal under Chapter 2-1100. The examiner has the power to affirm, rescind, or modify the Citation, and must provide a written notice of the determination after hearing, by personal service or U.S. Mail.

Based on the evidence provided at the hearing, the undersigned issues the following Notice of Determination: *The Citation herein is affirmed in its entirety.*

The Compliance Date herein is hereby extended to ten (10) days from the date of this Notice of Determination.

You have the right to appeal this Notice of Determination. You must make your appeal in writing to the City Manager, Coon Rapids City Center, 11155 Robinson Drive NW, Coon Rapids, MN 55433, within ten (10) days of the date of this Notice of Determination. The appeal must minimally state the name and mailing address of, and be signed by, the person making the appeal, the relationship of the person to the property, and a brief statement why the Citation is in error. In case of property violations, only a person with an ownership interest in the property may bring an appeal. Please place your Citation number on any documents you send.

Upon receipt of an appeal conforming to City Code, the City Manager must place the matter before the City of Coon Rapids Board of Adjustment and Appeals at its next available hearing date, subject to the requirements of City Code Section 2-1106(3). You would be notified of the hearing date, and additional information, by mail to the address you provide in your appeal document.

Scott Nellis  
Notice of Determination  
Administrative Citation 45839-20633  
October 2, 2012

If you choose not to appeal, you must remedy the above deficiency or deficiencies within the time period specified above. Uncorrected violations are subject to the original fine, plus costs of abatement, which amounts if not paid may be subject to penalty, and collected and/or levied against the property under Coon Rapids City Code Section 2-1107.

Please contact me if you have any questions.



Cheryl Bennett  
Hearing Examiner  
763-767-6422

Cc: Marc Nevinski, Coon Rapids Community Development Director

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Coon Rapids MN 55433  
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# COON RAPIDS

Minnesota

## Notice of Determination of Hearing Examiner following 2-1106(1) Hearing

October 2, 2012

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Notice of Determination  
Administrative Citation 45839-20633  
October 2, 2012

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Please contact me if you have any questions.



Cheryl Bennett  
Hearing Examiner  
763-767-6422

Cc: Marc Nevinski, Coon Rapids Community Development Director

11155 Robinson Drive  
Coon Rapids MN 55433  
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October 11, 2012

Scott Nellis  
10320 Grouse Street  
Coon Rapids, MN 55433

Re: 10320 Grouse Street, Coon Rapids, Minnesota  
Citation Number – 45839-20632  
Offense Date – October 26, 2011

To Mr. Scott Nellis:

Please be advised that your appeal of the Determination of the Hearing Examiner in the above referenced matter has been received and is scheduled to take place before the Board of Adjustment and Appeals on Thursday, December 6, 2012, at 6:30 p.m., in the Council Chambers at Coon Rapids City Hall, 11155 Robinson Drive, Coon Rapids. You should be fully prepared to proceed with the appeal at that time.

The Notice of Determination of the Hearing Examiner dated October 2, 2012, references an offense date of October 26, 2012. This is a typographical error. The offense date is corrected above. I am enclosing Chapter 2-1100, Administrative Procedures and Penalties, of Coon Rapids City Code – Revised 1982 for your information.

A handwritten signature in cursive script that reads "Cheryl Bennett". The signature is written in black ink and is positioned above a horizontal line.

Cheryl Bennett  
Hearing Examiner  
763-767-6422

Enclosure

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Cheryl Bennett  
Hearing Examiner  
763-767-6422

Enclosure

CITY OF COON RAPIDS, MINNESOTA

CHAPTER 2-1100

ADMINISTRATIVE PROCEDURES AND PENALTIES

2-1101 Purpose. The City Council finds that there is a need for alternative methods to enforce City Code. While criminal fines and penalties have been used historically as enforcement mechanisms, negative consequences for both the City and the public can result. The delay inherent in the criminal justice system does not ensure prompt resolution of offenses that immediately impact the livability of the community. Citizens often resent being labeled criminals for violations of administrative regulations. The higher burden of proof and the potential of incarceration are not always appropriate for many administrative violations. The criminal justice system often cannot give priority to City Code violations due to caseloads and more serious cases in the system. Accordingly, the City Council finds that the use of administrative citations and the imposition of civil penalties is a legitimate and necessary alternative method of enforcement.[Revised 4/19/11, Ordinance 2070]

2-1102 Scope. The administrative procedures and penalties in this Chapter may be used for any violation of City Code. The provisions of this Chapter may be used concurrently with or in addition to any other procedure or remedy, criminal or civil, the City may pursue under City Code, state law, or federal law. Nothing herein restricts the right of government agents to enter property immediately or to seek other remedies in emergency or other situations as authorized by City Code, state law, or federal law.

2-1103 Definitions.

- (1) Citation. An administrative citation issued pursuant to this Chapter.
- (2) Board. The City of Coon Rapids Board of Adjustment and Appeals authorized by City Code Section 3-208.
- (3) City Code. Coon Rapids Revised City Code - 1982.
- (4) City Manager. The Coon Rapids City Manager or designee.

2-1104 Administrative Offenses; Schedules of Fines and Fees.

(1) A violation of any provision of City Code is an administrative offense subject to a citation and civil penalties pursuant to this Chapter. Each day a violation exists constitutes a separate offense.

(2) Each count of an administrative violation is subject to a civil penalty not to exceed \$10,000, abatement, or both unless otherwise provided;

(a) the civil penalty for a particular count is \$300.00;

(b) if a violator remedies a count of a violation and demonstrates that fact prior to the compliance date, the civil penalty for that count is waived.

(3) A second or subsequent citation issued within 180 days of any same or similar citation is subject to a civil penalty of at least twice the previously imposed penalty. If the violator remedies the violation prior to the compliance date, one half of the civil penalty will be waived.[Revised 4/19/11, Ordinance 2070]

(4) The City Council may adopt by resolution a schedule of recommended fines for offenses initiated by citation, and may designate those offenses for which a fine must be paid even if the violation is remedied. The resolution may also identify violations for which a fine only may be imposed for a first offense occurring within a specified time period, not to exceed three years. The resolution may also specify a filing fee to appeal to the Board.

(5) The City Manager is authorized to promulgate rules and forms to affect the procedures herein.

2-1105 Citation; Authorization to Issue and Contents.

(1) A person authorized to enforce provisions of City Code may issue a citation, in a form adopted by the City Manager that minimally complies with this section, upon reasonable belief that a code violation has occurred. The citation must be issued in one of the following ways:

(a) By personal service upon the owner of the property or an occupant of suitable age residing at the property where the violation occurred, or in the case of a business or corporation, the citation may be served upon a manager on the premises or to a corporate officer;

(b) By U.S. first class mail to a person identified in Subsection 2-1105(1)(a);

(c) By placing the citation on the vehicle in the case of a vehicular offense;

(d) By posting the citation in a conspicuous place on or near the main entrance where it is reasonably appears the property is occupied but the occupants are not available or willing to accept personal service, and where the property is not a licensed rental dwelling;

(e) By posting the citation in a conspicuous place on or near the main entrance and mailing by first class U.S. Mail a notice of the citation to the owner of record where it reasonably appears the property is vacant or abandoned; or

(f) By posting the citation in a conspicuous place on or near the main entrance and mailing by first class U.S. Mail, notice of the citation to the Licensee where the property is a rental dwelling licensed by the City.[Revised 4/19/11, Ordinance 2070]

(2) Contents of Citation. The citation must state the date, time, and nature of the offense, the identity of the person issuing the citation, the amount of the scheduled fine, the manner of paying the fine or appealing the citation, a date by which the fine must be paid, a compliance date, if any, and the manner and time for taking an appeal. If a compliance date is given, the citation must state the action that must be taken to achieve compliance. Any compliance date must be not less than seven nor more than 30 days following the date the citation is issued. The compliance date may be extended by the city official who issued the citation up to 30 days following the date the citation upon a determination by the city official that a reasonable plan for remedying the violation exists. The plan must be agreed to in writing by the owner of the property for an extension to be granted. The citation may include a date, range of dates, or number of days following the compliance date on which abatement of the violation will occur. If the citation further includes a conspicuous notice that abatement will occur without further warning and, in the case of property violations, with assessments of the costs therefor to the subject property, unless an appeal is taken or compliance is achieved before the compliance date, no further notice is necessary prior to the entry on the property by City officials or their agents and assignees to abate the violation and assess the costs of abatement to the property.[Revised 4/19/11, Ordinance 2070]

(3) The owner or occupant of the property must either pay the fine or, if required, come into compliance, or appeal, in a manner consistent with Subsection 2-1105(4), within the time period specified on the citation. Unless the violation is a second or subsequent violation pursuant to Subsection 2-1104(3) or is a violation for which a fine is imposed pursuant to Subsection 2-1104(4), the fine will be waived if compliance is achieved by the compliance date. Payment of a fine constitutes admission of the violation. The City Manager may extend the time for appeal only on a showing of good cause. Payment of the fine does not forgive continued violation of City Code.[Revised 4/19/11, Ordinance 2070]

(4) Contents of Appeal. The appeal must be in writing and executed by the owner of the property. The appeal must minimally state the name and mailing address of the person that caused the violation, that person's relationship to the property involved, and a brief statement why the citation is in error.[Revised 4/19/11, Ordinance 2070]

#### 2-1106 Appeal Procedure.

(1) The City Manager, upon proper notice of appeal, shall stay any fine or abatement action until the time for appeals under this Section has run. Based on such evidence as may be received, the City Manager must affirm, rescind, or modify the citation, and provide a written notice of the determination, together with notice of the appeal procedure, if applicable, to the person identified in Subsection 2-1105(1), by personal service or U.S. Mail. The City Manager may alternatively enter into an agreement, in a form approved by the City Attorney, with the person to admit to fewer than all violations cited, to a different violation, or to delay payment of a fine or compliance; if the violator is the fee owner of the property per Anoka County property records or the agreement is executed by the fee owner, and the fee owner must agree not to appeal the violation if the fine is not paid, or compliance is not achieved, by the extended date.[Revised 5/19/09, Ordinance 2011]

(2) Within 10 days of the date of filing of service of the decision of the City Manager, any party aggrieved by the decision may appeal the determination to the Board. The appeal must comply with Subsection 2-1105(4), and must be served in person or by U.S. Mail on the City Manager.

(3) Upon receipt of a proper appeal under Subsection 2-1106(2), the City Manager must place the matter before the Board at its next available hearing date, but no earlier than 10 days after receipt of the notice, unless otherwise agreed to by the parties. Notice of the hearing must be served in person or by U.S. Mail on the person or persons identified in Subsection 2-1106(2). At the hearing, the parties may present documents and testimony, and may question witnesses. The Board must record the hearing and receive testimony and exhibits. The Board must rule on objections, and receive and give weight to evidence, including reliable hearsay evidence that possesses probative value commonly accepted by reasonable and prudent people in the conduct of their affairs. The hearing may be continued from time to time at the discretion of the Board. The Board may issue subpoenas to compel the attendance of witnesses or documents at its own initiative or upon written request of any party involved. The Board shall tax costs of subpoena service to the requesting party. A person served with a subpoena who, without just cause, fails or refuses to obey a subpoena is guilty of a misdemeanor. The Board or any aggrieved person may additionally seek an order from the District Court to compel attendance.

(4) At any time before the hearing, or before the hearing is adjourned, the City Manager may modify the citation to change counts or include additional counts, with notice to the person bringing the appeal. If not made during the hearing, the notice must be in writing and given to the person or served by U.S. Mail.

(5) The Board must affirm or rescind the citation, as may have been modified under Subsection 2-1106(1) or Subsection 2-1106(4), and provide written notice of its determination to the parties. If a citation consists of more than one count, the Board may consider each count independently. A majority of the members present must agree in order to affirm a citation or any particular count. A failure to adopt a motion to affirm constitutes a rescission. The Board may reconsider the motion to affirm at any time before the hearing is finally adjourned. The Board's determination, if the citation or any particular count of the citation is affirmed, revokes the stay of the applicable fine and compliance dates, if any, and payment and compliance must occur within 10 days of the date of the notice of determination, unless an aggrieved party perfects a court-ordered stay with the deposit of an appropriate supersedeas bond under the Minnesota Rules of Civil Procedure.[Revised 5/19/09, Ordinance 2011]

(6) The Board's decision is final without any further right of administrative appeal. Further appeal shall be to the Minnesota Court of Appeals under the Minnesota Rules of Civil Procedure.

2-1107 Recovery of Civil Penalties.

- (1) If a civil penalty is not paid within the time specified, it constitutes:
  - (a) A personal obligation of the violator; and
  - (b) A lien upon the real property upon which the violation occurred if the property or improvements on the property were the subject of the violation and the property owner was given notice of the violation.[Revised 4/19/11, Ordinance 2070]
- (2) A lien may be assessed against the property and collected in the same manner as taxes.
- (3) A personal obligation may be collected by any appropriate legal means.
- (4) A late payment fee of 10% of the fine will be assessed for each 30-day period, or part thereof, that the fine remains unpaid after the due date.
- (5) During the time that a civil penalty remains unpaid, no City approval will be granted for a license, permit, or other City approval sought by the violator or for property under the violator's ownership or control.
- (6) Failure to pay a fine is grounds for suspending, revoking, denying, or not renewing a license or permit associated with the violation.

2-1108 Criminal Penalties. The following are misdemeanors:

- (1) Failure, without good cause, to pay a fine or request a hearing within 30 days after issuance of an administrative citation.
- (2) Failure, without good cause, to appear at a hearing that was scheduled under Section 11-2106.
- (3) Failure to pay a fine imposed on or before its due date, or such other date as may be established under this Chapter.[Adopted 3/3/09, Ordinance 2002][Revised 5/19/09, Ordinance 2011]

CITY OF COON RAPIDS, MINNESOTA

CHAPTER 3-200

ADVISORY COMMISSIONS AND BOARD OF ADJUSTMENT AND APPEALS

3-201 Appointments, Vacancies and Continuation. All appointments to advisory commissions, committees, and the Board of Adjustment and Appeals shall be such as to maintain any required proportional representation and shall be approved by a majority vote of the City Council. The term of each member shall be for three years and shall terminate on December 31 of the third year or until a successor has been appointed and qualified. When vacancies occur in a position, an appointment shall be made in like manner for the remainder of the unexpired term. Each of the members serving at the time of the adoption of this Code shall serve out his or her term. All commissions, committees, and the Board of Adjustment and Appeals, established by prior ordinances, are hereby continued.[Revised 10/17/00, Ordinance 1711]

Employees of the City of Coon Rapids shall be entitled to serve on any commission, committee, or the Board of Adjustment and Appeals except, however, that the employee shall not serve on any committee for which his or her supervisor is the staff liaison.  
[Revised 10/17/00, Ordinance 1711]

3-202 Organizational Structure. The chair of each commission, committee, and the Board of Adjustment and Appeals shall be designated by the City Council from among the members of each such body. The chair shall be responsible for presiding at the meetings and shall be entitled to an equal vote with other members. Each such body shall elect such other officers as may be deemed necessary and adopt its own rules of procedure, which rules shall conform to the provisions of the City Code and resolutions adopted by the City Council.[Revised 10/17/00, Ordinance 1711]

3-203 Meetings. At its annual organizational meeting, the commission, board, or committee shall designate the time and place of its regular meetings, which shall be not less than quarterly. Special meetings may be called by the chair or by any two members of the commission, board, or committee by the giving of written notice to all members of the commission, board, or committee 48 hours prior to the time of the meeting. All meetings shall be open to the public and shall be held at the City Hall or other public or semipublic facility. The City Council reserves the right to adopt, by resolution, additional rules for the operation of commissions, boards, and committees.

3-204 Annual Work Program. Each commission, board, or committee shall prepare an annual work program which shall be submitted to the City Council for approval on or before February 1 of each year. Any major deviation from the approved work program during the year shall be approved in advance by the Council.

3-205 Election Issues. No commission, board, or committee shall advocate any position on an issue in any election without prior approval of the City Council.

3-206 Compensation. Members of commissions, boards, and committees shall not be entitled to compensation for serving in such capacity except as follows:

(1) Members may be reimbursed for out of pocket expenses that directly relate to their position except for any expenses associated with members' attendance at regular or special meetings of the commission, boards or committees.

(2) Notwithstanding paragraph (1), the City may provide meals for members who are required to meet over a normal meal time.

(3) Not more frequently than once per calendar year the City may sponsor a recognition event that members and one guest each may attend at City expense.[Revised 11/6/02, Ordinance 1788]

3-207 Staff Liaison. The City Manager shall assign an employee to each commission or board to serve as liaison to the staff.

3-208 Board of Adjustment and Appeals.

(1) Composition. The Board of Adjustment and Appeals shall be composed of five members.[Revised 10/17/00, Ordinance 1711]

(2) Functions. The functions of the Board shall be as follows:

(a) To conduct hearings and deny or grant variances from the terms of the zoning and building codes and ordinances.

(b) To consider and decide appeals from decisions made by the Building Official.

(c) To consider and decide appeals from decisions made by the Zoning Administrator.

(d) For the purpose of such decision, to interpret, construe, and decide meanings of the zoning and building codes; but the Board shall not determine the validity of any such provision of the code.

(e) To perform such other duties as may be prescribed in this Code or by Minnesota Statutes.

3-209 Capital Improvement Committee.

(1) Composition. The Capital Improvement Committee shall be composed of one member from the City Council, one (1) member from the City Planning Commission, one member from the Parks and Recreation Commission, the City Manager, the Finance Director, the Director of Public Services, the Director of Planning and Development, and three at-large appointees from the general community.

(2) Functions. The functions of the Capital Improvement Committee shall be as follows:

(a) Develop and periodically review procedures for the handling of capital improvements, whether petitioned for or not.

(b) Develop and maintain a five year capital improvement program anticipating in broad scope the needs of the community, the priorities of improvements, and the ability of the community to bond for these improvements. In the preparation of the capital improvement program, the Committee will:

i. Estimate the ability of the City to bond including annual debt reduction.

ii. Take into consideration the bond rating.

iii. Compute (with ratios) the immediate maintenance cost and the increasing maintenance cost for the period covered by the capital improvement program.

(c) Upon Council request, review within the allotted time, petitions for capital improvements and the relation of these petitioned improvements to the predetermined priority scheduling, and recommend a course of action to the City Council.

3-210 Economic Development Commission.

(1) Composition. The Economic Development Commission shall be composed of seven members.

(2) Functions. The functions of the Economic Development Commission shall be as follows:

(a) Consistent with the mission defined by the Commission and approved by the City Council, provide advice and appropriate assistance to the City Council regarding objectives, policies and strategies for the economic development of the City including encouraging the retention and expansion of existing businesses and the attraction of desirable new businesses to the City.

(b) As requested by the City Council, engage in special activities regarding the economic development of the City.[Repealed 2/25/92, Ordinance 1403][Re-established 9/28/93, Ordinance 1464]

3-211 Arts Commission.

(1) Composition. The Arts Commission shall be composed of 15 members interested in the development of the arts. They need not be residents of Coon Rapids.

(2) Purpose. The Arts Commission was created by the Coon Rapids City Council in 1974 to foster the development of the arts, to advise the City Council on arts related matters, and to stimulate participation in and appreciation of the arts by all area residents.

(3) Functions. The functions of the Arts Commission shall be as follows:

(a) Promote and support local artistic events and activities.

(b) Identify cultural needs in the community.

(c) Support new cultural organizations by co-sponsoring events. Encourage them to continue their efforts independently.

(d) Develop a plan and financial budget to carry out the goals.

(e) Coordination of other programs as directed by the City Council.[Revised 6/22/93, Ordinance 1453]

3-212 Historical Commission.

(1) Composition. The Commission shall consist of nine members of whom at least one member of the Commission shall be a member of the Anoka County Historical Society, if available.

(2) Functions. The functions of the Commission shall be as follows:

(a) To act as an advisory board to the City Council in matters relating to the preservation of buildings, lands, areas, or districts which possess historical or architectural significance and which will promote the educational, cultural, and general welfare of the City of Coon Rapids.

(b) To recommend to the City Council the acquisition and maintenance of buildings, lands, areas, or districts which the Commission has determined to be of historical or architectural value.

(c) To recommend to the City Council members, places, or events which are recognized as being of historical significance to the City.

(d) To recommend to the Council means of recognizing and recording such persons, places, or events; to plan activities which shall from time to time recognize the history of the City.

(e) To plan and coordinate all City activities relating to the 1976 Bicentennial Celebration.

(f) Such other programs and activities as the Council may refer to the Commission.

3-213 Human Rights Commission.[Repealed 2/6/07, Ordinance 1941]

3-214 Human Services Commission.[Repealed 04/10/90, Ordinance 1330]

3-215 Parks and Recreation Commission.

(1) Composition. The Parks and Recreation Commission shall be composed of seven members.[Revised 10/17/95, Ordinance 1545][Revised 12/20/05, Ordinance 1913]

(2) Functions. The functions of the Parks and Recreation Commission shall be as follows:

(a) To prepare and maintain a comprehensive plan for the development of parks and recreation within the City.

(b) To conduct hearings and make recommendations to the City Council in regard to proposed changes of ordinances relating to parks and recreation in furtherance of the Comprehensive Plan and regulations therefor.[Revised 12/20/05, Ordinance 1913]

(c) To study and make recommendations to the City Council in regard to programs and practices of the Parks and Recreation Department concerning the utilization of facilities, and coordination of long-range park and recreation plans with the County, the Metropolitan Council, and the State of Minnesota, and in regard to licensing and concession operations.

(d) To study and make recommendations to the City Council in regard to the development of guidelines to ensure proper coordination of public recreational programs and park use; community school programs, programs such as those offered by other public agencies such as the Anoka-Ramsey Community College and the Anoka-Hennepin Independent School District; and with all private organizations offering park and recreational programs.

3-216 Planning Commission.

(1) Composition. The Planning Commission shall be composed of seven members.

(2) Functions. The functions of the Planning Commission shall be as follows:

(a) To prepare and maintain a comprehensive plan for the development of the City.

(b) To conduct hearings and make recommendations to the City Council in regard to proposed changes in zoning classifications and in regard to proposed special use permits.

(c) To study and make recommendations to the City Council in regard to amendments to the zoning code.

(d) To study and make recommendations to the City Council in regard to means to carry out the Comprehensive Plan and regulations therefore.

(e) To assume such other and further duties as may from time to time be directed by the City Council.

3-217 Safety Commission.

- (1) Composition. The Safety Commission shall be composed of 11 members.
- (2) Functions. The functions of the Safety Commission shall be as follows:
  - (a) To act as an advisory board to the City Council on matters related to public safety.
  - (b) To determine safety priorities for the Sidewalk System Plan.
  - (c) To provide a forum for the review of public requests and concerns regarding safety in all phases of community life and refer citizen concerns to the appropriate organization or body in an attempt to promote public safety.
  - (d) To serve as the appeal body for decisions made by City staff concerning traffic safety issues and forward a recommendation to the City Council.
  - (e) To perform other duties as the Council may refer to the Commission.[Revised 6/1/04, Ordinance 1839]

3-218 Cable Communications Commission.[Repealed 11/6/96, Ordinance 1579]

3-219 Housing and Community Development Citizens Advisory Commission.

- (1) Composition. The Commission shall consist of nine members, five of whom shall be appointed by the City Council from the community at large. In addition, the Planning Commission, Capital Improvement Committee, Economic Development Commission and the Human Rights Commission shall each appoint one of its members to the Commission.[Revised 2/22/94, Ordinance 1482]
- (2) Function. The function of the Commission shall be as follows:
  - (a) To assist the City Council in determining priorities for the Community Development Block Grant (C.D.B.G.) program.
  - (b) To provide a forum for the collection of public input on C.D.B.G. programs.
  - (c) To make recommendations to the City Council on the use of program income for eligible projects.
  - (d) To consider such other programs as the Council may refer to the Commission.[Revised 02/25/92, Ordinance 1403]

3-220 Sustainable Community Commission.

- (1) Composition. The Commission shall consist of nine members, three of whom shall be appointed by the City Council to represent the business community, three of whom shall be appointed by the City Council to represent residential neighborhoods, and three of whom shall be appointed by the City Council to represent the community at large.
- (2) Function. The Commission shall develop and serve on subcommittees defined in this section and act in an advisory capacity to provide best practices recommendations to the City Council.
- (3) Sustainable Business Subcommittee. The Commission shall establish a Sustainable Business Subcommittee. The function of the Subcommittee shall be as follows:
  - (a) To study and evaluate sustainable business practices that can be implemented successfully in the City of Coon Rapids.
  - (b) To promote sustainable business practices to the Coon Rapids business community as a whole.
  - (c) To recommend to the City Council the implementation of green business projects and the use of City resources to support sustainable business projects.

(d) To consider such other programs as the Council or Commission may refer to the Subcommittee.

(4) Sustainable Neighborhoods Subcommittee. The Commission shall establish a Sustainable Neighborhoods Subcommittee. The functions of the Subcommittee shall be as follows:

(a) To study and evaluate sustainable green living practices designed to reduce a resident's carbon footprint and enhance residential neighborhoods.

(b) To promote sustainable residential living practices to the community as a whole.

(c) To recommend to the City Council the implementation of City projects that enhance the sustainability of Coon Rapids neighborhoods.

(d) To consider such other programs as the Council or Commission may refer to the Subcommittee.

(5) Meetings. The Commission shall hold its meetings and function pursuant to this Chapter. The Subcommittees shall meet regularly and when necessary to fulfill the duties requested by the City Council or the Commission. All meetings shall be held in accordance with the Minnesota Open Meeting Law.

[Revised 6/16/09, Ordinance 2014]