



## BOARD OF ADJUSTMENT AND APPEALS AGENDA

Thursday, September 5, 2013

6:30 p.m.

Coon Rapids City Center  
Council Chambers

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City Code and State Statute regarding variances

Consideration of Assessment Objections

### **Call to Order**

### **Roll Call**

### **Adopt Agenda**

Approval of Minutes from Previous Meeting

### **Old Business**

1. Case 13-04V, Special Assessment Appeal, 2933 109th Avenue NW - Remove from Table

### **Public Hearing - New Business**

2. Case 13-08V, Front Yard Setback Variance, JET Construction & Remodeling, 3906 114th Lane NW

### **New Business**

3. Case 13-09V, Special Assessment Objection, Affinity Plus Federal Credit Union, 1416 106th Avenue NW, 23-31-24-23-0059
4. Case 13-10V, Special Assessment Objection, Henry Le, 441 Egret Blvd, 24-31-24-24-0055
5. Case 13-11V, Special Assessment Objection, Raymond Truelson/PRO Realty Services LLC, 11504 Crooked Lake Blvd, 16-31-24-21-0007
6. Case 13-12V, Special Assessment Objection, Michael Swiggert, 10856 Yellow Pine Street, 23-31-24-21-0023
7. Case 13-13V, Special Assessment Objection, Teresa Ann Day, 10926 Eagle Street, 14-31-24-33-0031

8. Case 13-14V, Special Assessment Objection, Creekside Estates/Steve Witzel, 1168 101st Avenue NW, 23-31-24-43-0005
9. Case 13-15V, Special Assessment Objection, Creekside Estates, 10345 Xeon Street, 23-31-24-42-0003
10. Case 13-16V, Special Assessment Objection, RMR Services LLC, 11790 Xeon Street #1600, 11-31-24-34-0075
11. Case 13-17V, Special Assessment Objection, Dawn Zeiher, 12935 Raven Street, 03-31-24-24-0097
12. Case 13-18V, Special Assessment Objection, Federal Home Loan Mortgage Corp/MN REO Properties, 2335 Main Street NW, 03-31-24-33-0049

**Other Business**

**Adjourn**



**Board of Adjustment and Appeals - Regular  
Session**

**Meeting Date:** 09/05/2013

**Subject:** City Code and State Statute regarding variances

**From:** Cheryl Bennett, Housing and Zoning Coordinator

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**INFORMATION:**

City and State regulations governing the granting of variances are attached.

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**Attachments**

**Variance Procedure**

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TITLE 11  
LAND DEVELOPMENT REGULATIONS

CHAPTER 11-300  
ADMINISTRATION

(VARIANCE PROCEDURE AND REQUIREMENTS)

11-304.9 Variances.

(1) **When used; Process.** A request under Minn. Stat. 462.357 to vary from the standards of this title. A public hearing is required, and the Board of Adjustment and Appeals is the decision maker, subject to appeal to the City Council.

(2) **Standards for Approval.** A variance may be granted after the following findings are made:

(a) The variance is in harmony with the general purposes and intent of the ordinance from which the variance is requested.

(b) The variance is consistent with the Comprehensive Plan.

(c) The applicant demonstrates there are practical difficulties in complying with the ordinance from which the variance is sought. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems. Economic considerations alone do not constitute practical difficulties. In determining this standard, all the following must be met:

(i) Unless the variance is granted, the property cannot be used in a reasonable manner. If a property can be used reasonably without the granting of a variance, it can be used in a reasonable manner.

(ii) The variance requested must be the minimum to make reasonable use of the property.

(iii) The plight of the applicant or landowner is due to circumstances unique to the property not created by the applicant or landowner.

(iv) The variance, if granted, will not alter the essential character of the locality.

(d) **Special exemption for earth-sheltered construction:** Variances must be granted for earth sheltered construction as defined in Minn. Stat. §216C.06, subd. 14, when in harmony with the ordinance.

Revised City Code - 1982

Minn. Stat. 462.357 provides that: The board or governing body as the case may be may impose conditions in the granting of variances. A condition must be directly related to and must bear a rough proportionality to the impact created by the variance.

An approved variance has no time limit unless specified as a condition of the variance.



TITLE 11  
LAND DEVELOPMENT REGULATIONS

CHAPTER 11-600  
RESIDENTIAL DISTRICTS

(LOW DENSITY RESIDENTIAL DISTRICT – LDR-2)

11-603.2 District Standards

(13) Reduced Front Yard Setback Permitted. Notwithstanding the provisions of this Chapter to the contrary, the Board of Adjustment and Appeals may permit the front yard setback to be reduced to not less than 25 feet on a property on which is constructed a principal structure, if no other arrangement is practical; provided, however, that the Board may permit such variance for either the principal structure or garage, but not both; and provided, further, that if the variance is given for the garage, the Board will require at least three paved on-site parking spaces whenever practical. Parking spaces within the garage will be considered as on-site parking spaces for purposes of this Section.

Revised City Code - 1982

Minn. Stat. 462.357 provides that: The board or governing body as the case may be may impose conditions in the granting of variances. A condition must be directly related to and must bear a rough proportionality to the impact created by the variance.

An approved variance has no time limit unless specified as a condition of the variance.

# **2012 Minnesota Statutes**

## **462.357 OFFICIAL CONTROLS: ZONING ORDINANCE.**

### **Subd. 6. Appeals and adjustments.**

Appeals to the board of appeals and adjustments may be taken by any affected person upon compliance with any reasonable conditions imposed by the zoning ordinance. The board of appeals and adjustments has the following powers with respect to the zoning ordinance:

(1) To hear and decide appeals where it is alleged that there is an error in any order, requirement, decision, or determination made by an administrative officer in the enforcement of the zoning ordinance.

(2) To hear requests for variances from the requirements of the zoning ordinance including restrictions placed on nonconformities. Variances shall only be permitted when they are in harmony with the general purposes and intent of the ordinance and when the variances are consistent with the comprehensive plan. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance. "Practical difficulties," as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone do not constitute practical difficulties. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems. Variances shall be granted for earth sheltered construction as defined in section 216C.06, subdivision 14, when in harmony with the ordinance. The board of appeals and adjustments or the governing body as the case may be, may not permit as a variance any use that is not allowed under the zoning ordinance for property in the zone where the affected person's land is located. The board or governing body as the case may be, may permit as a variance the temporary use of a one family dwelling as a two family dwelling. The board or governing body as the case may be may impose conditions in the granting of variances. A condition must be directly related to and must bear a rough proportionality to the impact created by the variance.

## **216C.06 DEFINITIONS.**

### **Subd. 14. Earth sheltered.**

"Earth sheltered" means constructed so that 50 percent or more of the exterior surface is covered or in contact with earth. Exterior surface includes all walls and roof, but excludes garages and other accessory buildings. Earth covering on walls is measured from the floor of the structure's lowest level. Earth covering on the roof must be at least 12 inches deep to be included in calculations of earth covering. Partially completed buildings shall not be considered earth sheltered.



**Board of Adjustment and Appeals - Regular Session**

**Meeting Date:** 09/05/2013

**Subject:** Consideration of Assessment Objections

**From:** Melissa Westervelt, Assistant City Attorney

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**INFORMATION:**

One of the Board's functions under City policy is to consider and make recommendations to the City Council on objections from property owners on miscellaneous assessments. In these cases, the Board shall make a recommendation to the City Council that the Council affirm, deny, or modify the assessment. In making this recommendation the Board shall consider such factors as whether proper notice was provided, whether proper procedure was followed, and/or whether the new property owner had knowledge or should have had knowledge of the pending assessment. A majority vote of the Board members present is required to support a recommendation to Council. The City Council will consider the property owner's objections with the Board's recommendation at a future council meeting. The property owner has been or will be given notice of that date.

The hearing, while conducted during the Board's regular meeting, is not a public hearing that requires an opportunity for public comment. The Board may conduct the hearing as it sees fit. Staff suggests that City staff present its position first with the appellant following. The Board would be able to ask questions of either party as it sees fit. Staff requests that the Board execute a recommendation to Council for each objection.

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**Board of Adjustment and Appeals - Regular  
Session**

**Meeting Date:** 09/05/2013

**SUBJECT:** Approval of Minutes from Previous Meeting

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**Attachments**

August 1, 2013 Minutes

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**COON RAPIDS BOARD OF ADJUSTMENT AND APPEALS MEETING MINUTES OF AUGUST 1, 2013**

The regular meeting of the Coon Rapids Board of Adjustment and Appeals was called to order by Commissioner Rosand at 6:35 p.m. on Thursday, August 1, 2013, in the Council Chambers.

Members Present: Commissioners Jeanette Rosand, Teri Spano-Madden, and Aaron Vande Linde

Members Absent: Chairman Gary Wessling and Commissioner Trish Thorup

Staff Present: Housing and Zoning Coordinator Cheryl Bennett and Assistant City Attorney Doug Johnson

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CALL TO ORDER

Commissioner Rosand called the meeting to order at 6:35 p.m.

Commissioner Rosand stated it would be necessary to elect a Chair Pro tem in Chairperson Wessling's absence.

ELECT CHAIR PRO TEM

MOTION BY COMMISSIONER VANDE LINDE, SECOND BY COMMISSIONER SPANO-MADDEN, TO ELECT COMMISSIONER ROSAND AS CHAIR PRO TEM. THE MOTION PASSED UNANIMOUSLY.

APPROVAL OF THE AUGUST 1, 2013, AGENDA.

MOTION BY COMMISSIONER VANDE LINDE, SECOND BY COMMISSIONER SPANO-MADDEN, TO APPROVE THE AUGUST 1, 2013, AGENDA AS AMENDED. THE MOTION PASSED UNANIMOUSLY.

APPROVAL OF THE MARCH 7, 2013, MEETING MINUTES

Chair Pro tem Rosand offered the following corrections: Page two, second paragraph, second sentence, place the word "for" after the word "made". Page four, second paragraph from the bottom, the word "and" at the end of the first line should be "an". Page six, first paragraph in item 7., add the word "if" after the word "asked".

MOTION BY COMMISSIONER SPANO-MADDEN, SECOND BY COMMISSIONER VANDE LINDE, TO APPROVE THE MARCH 7, 2013, MEETING MINUTES AS AMENDED. THE MOTION PASSED UNANIMOUSLY.

NEW BUSINESS

1. CASE 13-07V – DANIEL FLAHERTY – 11749 BITTERSWEET STREET – STREET SIDE YARD SETBACK

Chair Pro tem Rosand reviewed the background on the case.

Housing and Zoning Coordinator Cheryl Bennett noted the code language for granting a variance had been amended in response to legislative changes and that this was the first variance to be heard under the new code section noting, however, that the Board had considered a variance under the new law previously and had discussed it a work session. She stated staff was recommending denial of the variance as staff determined the property can be used in a reasonable manner without the granting of the variance. She noted findings needed to be made for a denial of a variance and referenced the proposed findings presented to the Board.

Chair Pro tem Rosand opened the public hearing at 6:41 p.m.

Petitioner Daniel Flaherty, 11749 Bittersweet Street, stated he was seeking to install an above-ground pool on his side yard. He stated reading the variance information was very difficult for a lay person and that he did not know what undue hardship was. He noted his property was about a half block from the old pool and when it closed, they put in a sand pit and put a blow up pool in this spot, but last year the pool needed replacing. He stated his family loved to swim and it made sense to have the pool in the location they were proposing. He noted his drawings were not completely accurate as to the scale. He stated one difficulty was space. He stated here was only 22 feet between the shed and the deck and that there was a new 22 to 25-foot tree planted there. He also noted that a fire pit and a small ornamental pond were located in this space as well. He noted the backyard space was designed for relaxation. He stated a second difficulty was the location of the trees. He noted it was not practical to remove the trees because they were not his trees. He noted his neighbor's backyard had many mature trees and covering his yard in shade 80 percent of the time. He stated it would be impossible to keep a pool clean in his backyard as well as the economics if a branch should fall on the pool. He stated a third issue was the sun. He indicated a pool by its nature should be located in the sun, which was not possible in the backyard. He stated it would also be impossible to heat the pool if it was in the backyard with a solar blanket. He stated another issue was privacy, which for his family was the biggest issue. He noted his backyard was overlooked by two, two story homes with their bedrooms being located looking over his backyard. He stated there was no way to put a fence high enough to prevent his neighbors from seeing his pool. He indicated his family was not comfortable enjoying their pool not knowing if they had privacy. He noted one of his neighbor's trees, which hung over his property. He stated he had looked at trimming the tree, but the cost was very expensive. He stated another issue was that they also had a low fence in their backyard because they liked talking to their neighbors and noted there was a privacy fence where the blow up pool was located. He stated he understood the setback, but there were other things such as this pool was not a permanent structure and he did not believe it should be lumped in with permanent structures. He indicated this pool could be taken down within 24 hours. He stated there was no room in the backyard for the pool without considerable expense in removing trees, keeping them trimmed, removing his shed and possibly realigning his deck. He stated his pool would be 22 to 25 feet off of the street curb where they were proposing to locate it, which seemed like a reasonable distance. He stated they had checked with their neighbors and his neighbors were not in disagreement with this proposal. He noted his side yard was private, which was very important to his family. He indicated his side yard was a very logical place to put the pool. He stated their backyard was for relaxation and they wanted the side yard to be for recreation. He noted his neighbor had received a variance for putting on a front porch. He stated another neighbor received a variance for a garage.

Chair Pro tem Rosand asked if the tree planted was a new tree between the shed and the deck. Mr. Flaherty responded the tree had been there around ten years. He stated this tree and other trees were planted in anticipation of neighbor's trees dying noting they had reached their maturity.

Chair Pro tem Rosand inquired about the trees on the lot line. Mr. Flaherty stated his neighbor's lot had a lot of trees on it. He noted his backyard was fully shaded.

Chair Pro tem Rosand asked would any trees needed to be removed from his yard if the pool was put in the backyard. Mr. Flaherty replied one tree would need to be removed, as well as their firepit and the ornamental pond. He stated they had purchased the pool already, without thinking a permit would be required.

Commissioner Vande Linde noted this was an above-ground pool and he inquired if the ordinance referred applied to a non-permanent structure. Ms. Bennett responded that it did apply and that the old pool should also have met the setback requirement and noted it did not make a difference if the pool was above or below ground level.

Chair Pro tem Rosand noted the Commission had specific requirements they had to follow. Mr. Flaherty stated this would not infringe on anyone's use of the space and nobody would be impacted by this pool.

Chair Pro tem Rosand asked if the City had received any negative feedback. Ms. Bennett responded there had been no feedback.

Ms. Bennett stated Mr. Flaherty noted it made the most sense to place the pool in this location, but that the statute does not address reasonable location, but rather if the property can be put to a reasonable use.

Donna Hensch, 2648 118<sup>th</sup> Avenue NW, stated she was the next-door neighbor to the Mr. Flaherty. She noted in 1981 they had to get a one-foot variance in order to put on a front porch. She stated Mr. and Mrs. Flaherty should be able to enjoy their property as they wanted. She noted the neighbor on the other side did not follow the rules. She stated there was another neighbor who ran a towing service and had a flatbed trailer, which was also against the rules. She believed this request should be approved and that these neighbors were a plus to the neighborhood.

As no one further wished to speak, Chair Pro tem Rosand closed the public hearing at 7:02 p.m.

Chair Pro tem Rosand stated she had driven past the property a couple of times and that she could see remains of the previous pool. She noted this was very close to the street and she did not see the backyard. She believed they needed to rely on what staff had provided; that there was space for the pool there.

Commissioner Spano-Madden stated Mr. Flaherty made a good point in that the pool should be located in the sun, but she realized they had to follow the criteria.

Chair Pro tem Rosand believed this was not a safety issue and that they could not consider that there would be a significant cost to the applicant to place the pool in his backyard.

Assistant City Attorney advised the Board that the City Code does not require the pool.

Chair Pro tem Rosand noted the findings in the staff report that must be reached in order to approve a variance. Following discussion, it was the consensus of the Board that the variance request to locate the swimming pool seven feet from the public street right-of-way does not meet the general purposes and intent of the setback regulations.

Commissioner Vande Linde state he believed the petitioner has identified practical difficulties and met the second consideration. Ms. Bennett stated that the second condition regards consistency with the Comprehensive Plan and staff does not necessarily consider the request is inconsistent.

Ms. Bennett noted in considering practical difficulties, the Board had to look at the statutes and clarified that the paragraph immediately preceding the third consideration in the staff report really introduces the Board to the consideration of practical difficulty, a multi-pronged test covered by the following items in the report.

Regarding the third consideration, Chair Pro tem Rosand stated that it may not be the most desirable situation, but the variance was not necessary for them to use the property in a reasonable manner.

Assistant City Attorney Johnson stated City Code did not require residents have certain size pools, but Code does require a certain size garage and if someone could not build that certain size garage due to their lot size, they might be granted a variance.

Regarding the fourth consideration that requires a variance be the minimum variance to make reasonable use of the property, Commissioner Spano-Madden noted they could request a ten foot variance instead of a 13-foot variance.

Regarding the fifth consideration, Chair Pro tem Rosand stated there were no obvious circumstances unique to this property.

Regarding the sixth consideration that requires a variance not alter the essential character of a locality, Commissioner Vande Linde stated this was the one he had problems with. He noted a couple of years ago they had a case where a driveway needed a variance and they were overruled on it by the City Council. Commissioner Spano-Madden stated that because the area is screened, it gives her pause in the petitioner's favor.

Chair Pro tem Rosand noted the Commission was concerned with only this property tonight.

Mr. Johnson asked whether the Proposed Statement of Reasons for Denial provided them mapped their discussion and consensus.

Chair Pro tem Rosand read the Proposed Statement of Reasons for Denial and asked the Commissioners if they agreed with each reason.

The Commissioners concurred with the first reason for denial in that the proposed setback of seven feet from the public street right-of-way does not meet the general purpose and intent of the setback ordinance of maintaining safe, uniform setbacks from the public rights-of-way.

The Commissioners did not agree with the second reason or denial. Commissioner Vande Linde stated the applicant has demonstrated there were practical difficulties in locating the swimming pool on the property.

Commissioner Spano-Madden stated she thought the third reason for denial of the variance, that the variance requested be the minimum to make reasonable use of the property, was irrelevant. Commissioner Vande Linde stated he believed it was relevant. Chair Pro tem Rosand agreed it was

relevant. Commissioner Spano-Madden asked if the pool was placed three feet closer to the house, how close to the house would it be. Mr. Flaherty responded it would be around five feet.

Ms. Bennett noted a decking of four feet is required around the pool and that with an above-ground pool, the ground surface may satisfy the requirement. Staff's position is that the request, proposing to locate the pool seven feet from the wall of the structure, is not the minimum request.

Commissioner Rosand stated she was okay with the wording.

Commissioner Spano-Madden and Commissioner Vande Linde agreed.

The Commissioners agreed with the fourth reason for denial regarding reasonable use of the property.

Ms. Bennett noted that the last sentence in Paragraph 3. should read "...a smaller pool *could* be placed..." rather than "would" be placed.

MOTION BY COMMISSIONER VANDE LINDE, SECOND BY COMMISSIONER SPANO-MADDEN, IN CASE 13-07B TO DENY THE APPLICATION FOR A VARIANCE AND TO ADOPT THE PROPOSED FINDINGS MODIFYING PARAGRAPH 2. TO READ: THE PETITIONER HAS DEMONSTRATED THAT THERE ARE PRACTICAL DIFFICULTIES IN LOCATING THE SWIMMING POOL WITHIN THE REQUIRED SETBACK REGULATIONS IN THE REAR YARD OF THE PROPERTY. THE MOTION PASSED UNANIMOUSLY.

## 2. ADJOURNMENT

MOTION BY COMMISSIONER SPANO-MADDEN, SECOND BY COMMISSIONER VANDE LINDE, TO ADJOURN THE MEETING AT 7:32P.M. THE MOTION PASSED UNANIMOUSLY.

Respectfully submitted,  
Kathy Altman  
Board of Adjustment and Appeals Secretary



**Board of Adjustment and Appeals - Regular  
Session**

**1.**

**Meeting Date:** 09/05/2013

**Subject:** Case 13-04V, Special Assessment Appeal, 2933 109th Avenue NW - Remove from Table

**From:** Kristin DeGrande, Neighborhood  
Coordinator

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**INTRODUCTION**

At your meeting on March 7, 2013, the Board tabled action in Case 13-04V, a special assessment appeal, to allow the new property owners the opportunity to resolve payment of the charges with the previous owner.

**DISCUSSION**

New owners Daniel and Yvonne Puchalla had filed an objection to the pending special assessments against their property in the amount of \$866.50 in February 2013. All of the charges being assessed had been incurred prior to the Puchallas closing on this property on November 26, 2012. At the March 7, 2013, Board of Adjustment and Appeals meeting, the Board decided to table action on the appeal giving the new owners time to work with the previous owner/bank to find resolution and get the assessments paid. On March 15, 2013, the Assessing Department received a check from the bank's property management company paying off the pending assessments in full. City staff called the Puchallas and their real estate agent to let them know.

**RECOMMENDATION**

Staff requests the Board remove Case 13-04V from the table and take no further action regarding the matter.

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**Board of Adjustment and Appeals - Regular Session**

**2.**

**Meeting Date:** 09/05/2013

**Subject:** Case 13-08V, Front Yard Setback Variance, JET Construction & Remodeling, 3906 114th Lane NW

**From:** Cheryl Bennett, Housing and Zoning Coordinator

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**INTRODUCTION**

JET Construction & Remodeling has applied for a variance on behalf of property owner Bette J. Carlson, Trustee, to construct an addition to an existing garage that is proposed to be set back 27 feet from the front property line. A variance of eight feet from the required 35-foot front yard setback is requested.

Applicable Regulations: City Code Sections 11-603 and 11-301 through 11-308  
Findings Required: City Code Section 11-603.2(13)

**PUBLIC HEARING**

**DECISION MADE BY BOARD**

**APPEAL TO CITY COUNCIL AVAILABLE**

**DISCUSSION**

The property is zoned Low Density Residential (LDR-2), a single-family residential zoning district. The lot is located on the Mississippi River in the in Neitge Addition, which was platted in 1956. The lot exceeded the dimensional requirements of City Code when it was developed, however, the structure, built in 1972, was made nonconforming with the adoption of the Mississippi River Critical Area Overlay District in February 1980. The Critical Area regulations require a setback of 100 feet from the river's normal high water mark. With the high water mark established at 832 feet above sea level, the existing structure encroaches into this setback requirement by approximately ten to twelve feet.

Although nonconforming, the structure may be able to be rebuilt under existing provisions assigned by Minnesota statutes and City Code. The proposed garage expansion is located to the front of the structure and the variance, if approved, will not increase the nonconformity of the structure.

City Code Section 11-603.2(12)(a) requires a front yard setback of 35 feet from the public street right of way for both the principal structure and the attached garage. However, City Code Section 11-603.2(13) allows for a reduced front yard setback stating that the Board "may permit the front yard setback to be reduced to not less than 25 feet on a property on which is constructed a principal structure, if no other arrangement is practical; provided, however, that the Board may permit such variance for either the principal structure or garage, but not both; and provided, further, that if the variance is given for the garage, the Board will require at least three paved on-site parking spaces whenever practical" and states further that parking spaces within the garage are considered on-site parking spaces for purposes of that

section. City Code Sections 11-301 through 11-308 establish the administrative procedural requirements of the Land Development Regulations of City Code, including the Standards for Approval for the granting of variances, Section 11-304.9(2). In this case, the Board is not required to make findings under those standards. Rather Section 11-603.2(13) allows the Board to grant a variance providing only a finding that no other arrangement is practical. This provision of City Code was originally enacted to allow garage expansions for the L-shaped ramblers found in the Orrin Thompson subdivisions. It also has been applied to garage additions where topography made expansion to the rear yard difficult and to the addition of front foyers or vestibules, open porches and a three-season porch on a north facing house.

The existing garage measures 20 feet wide by 21 feet deep, containing 420 square feet. City Code requires new single-family construction provide garage space of at least 484 square feet in floor area. The proposed garage addition measures 26 feet in width by 14 feet deep. It will add 364 square feet to the garage area bringing the total floor area to 784 square feet, exceeding the required minimum floor area. As proposed, the addition places the northwest corner of the garage 27 feet from the front property line at its closest point. Due to the curvature of the street right-of-way, the opposite corner of the garage will be set back approximately 34 feet from the front property line. Three on-site parking spaces will be provided.

In the LDR-2 zoning district, the required side and rear yard setbacks of an attached garage are five feet and 35 feet, respectively. While it is physically possible to add onto the garage both to the side and to the rear, doing so would encroach further into the required setback from the normal high water mark of the Mississippi River and increase the nonconformity of the structure. Also, an addition to rear would encroach into the floodplain which is prohibited by City Code. The only arrangement practical for providing additional floor area to the garage is to extend the garage toward the front property line.

The materials submitted with the application indicate that the exterior finishing materials of the addition will blend with existing materials. Concrete work, including a new sidewalk and steps to the front door, will be completed. An existing shed, currently located in the front yard east of the driveway, will be relocated to a side yard in compliance with City Code.

### **RECOMMENDATION**

In Case 13-08V, staff recommends approval of an eight-foot setback variance from City Code Section 11-603.2(12)(a) to construct the proposed garage addition measuring 26 feet wide by 14 feet deep upon the finding that no other arrangement is practical.

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### **Attachments**

Location Map

As Built

Proposed Garage Addition

Rendering - Existing Structure

Rendering - Proposed Structure

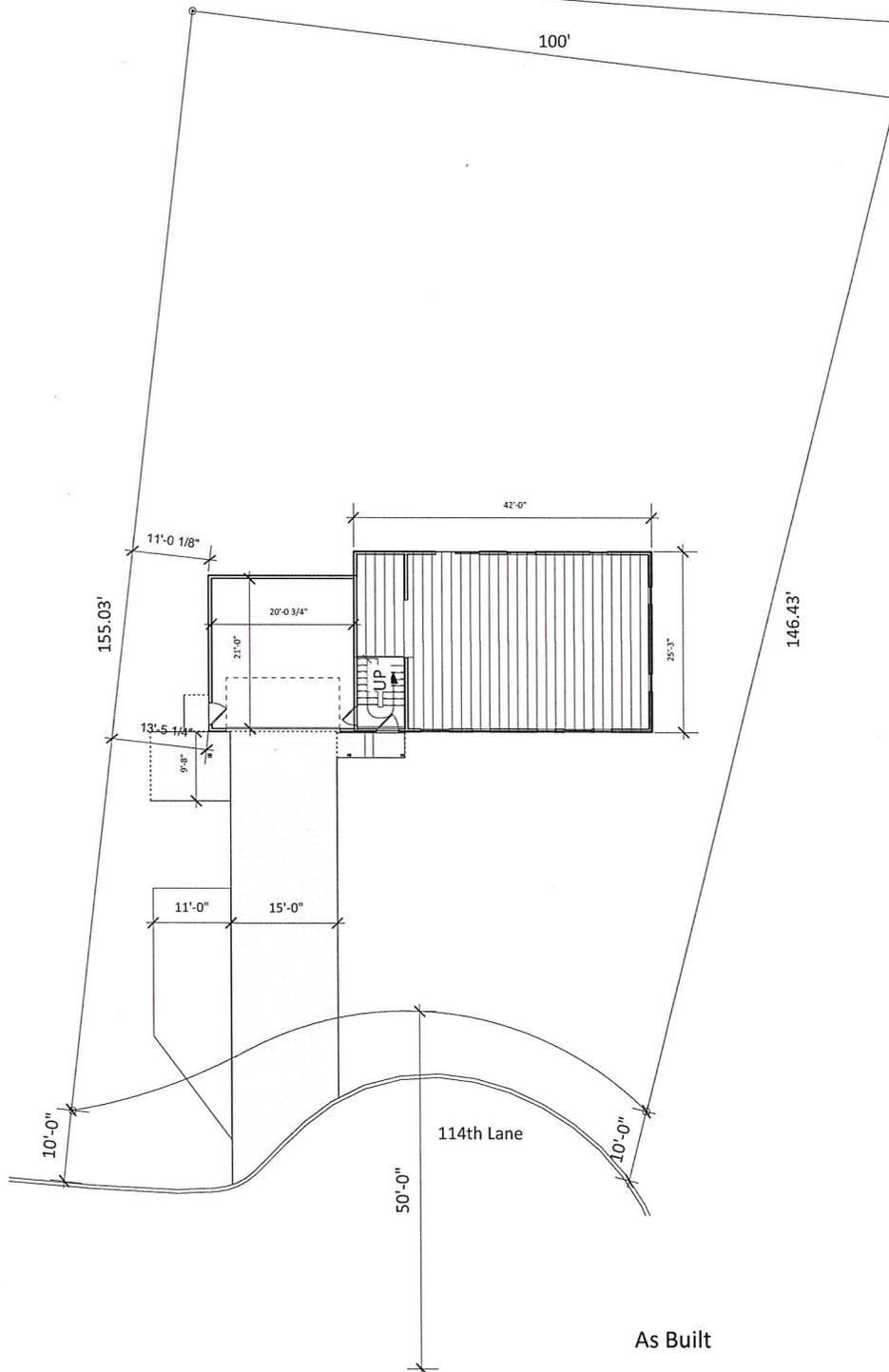
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# Location Map



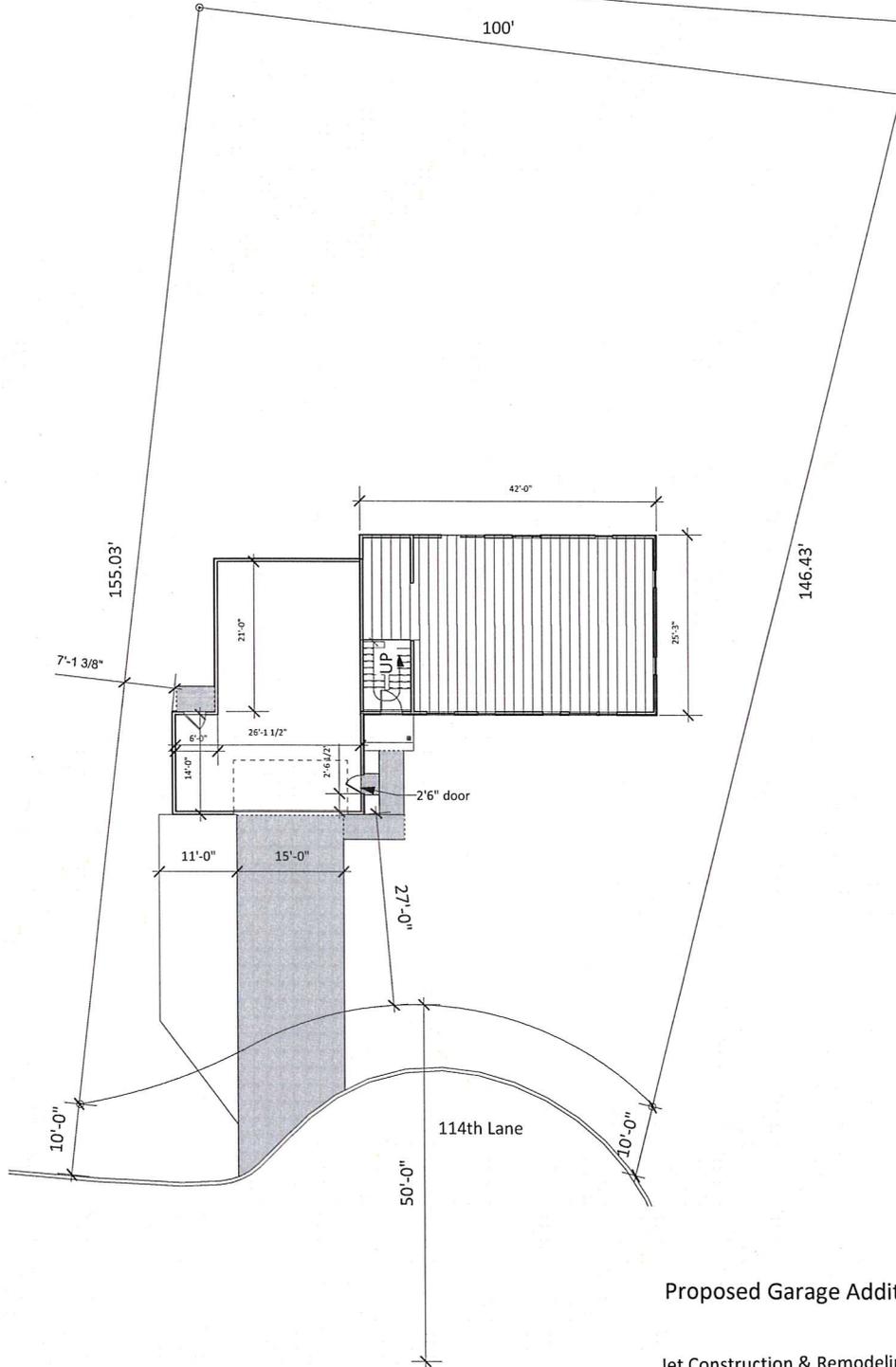
Jet Construction & Remodeling, Inc. for Bette J. Carlson, Petitioner  
3906 114th Ln  
Case 13-08V  
Front Yard Setback Variance for Garage Addition  
September 5, 2013

# Mississippi River



As Built

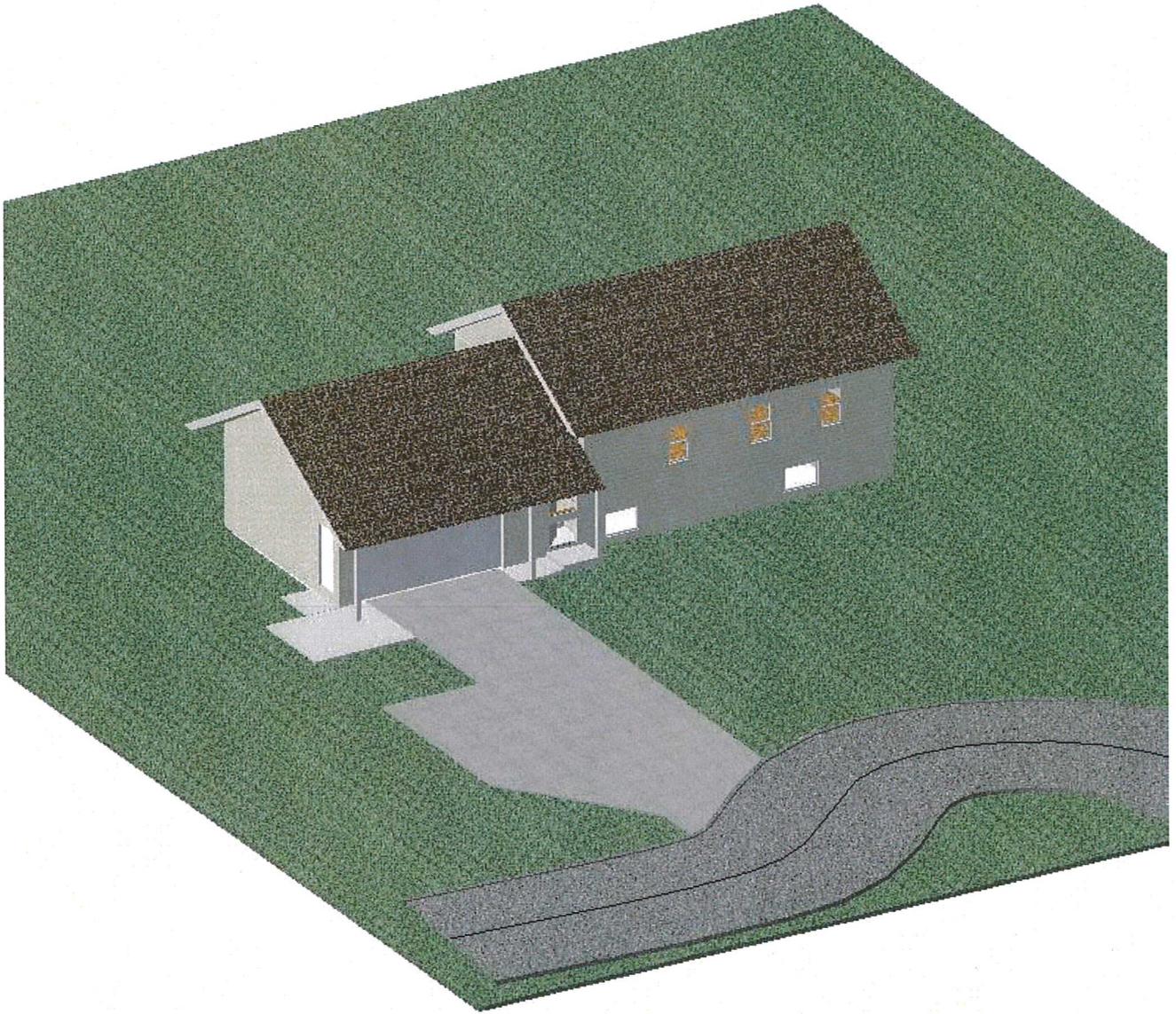
# Mississippi River



## Proposed Garage Addition

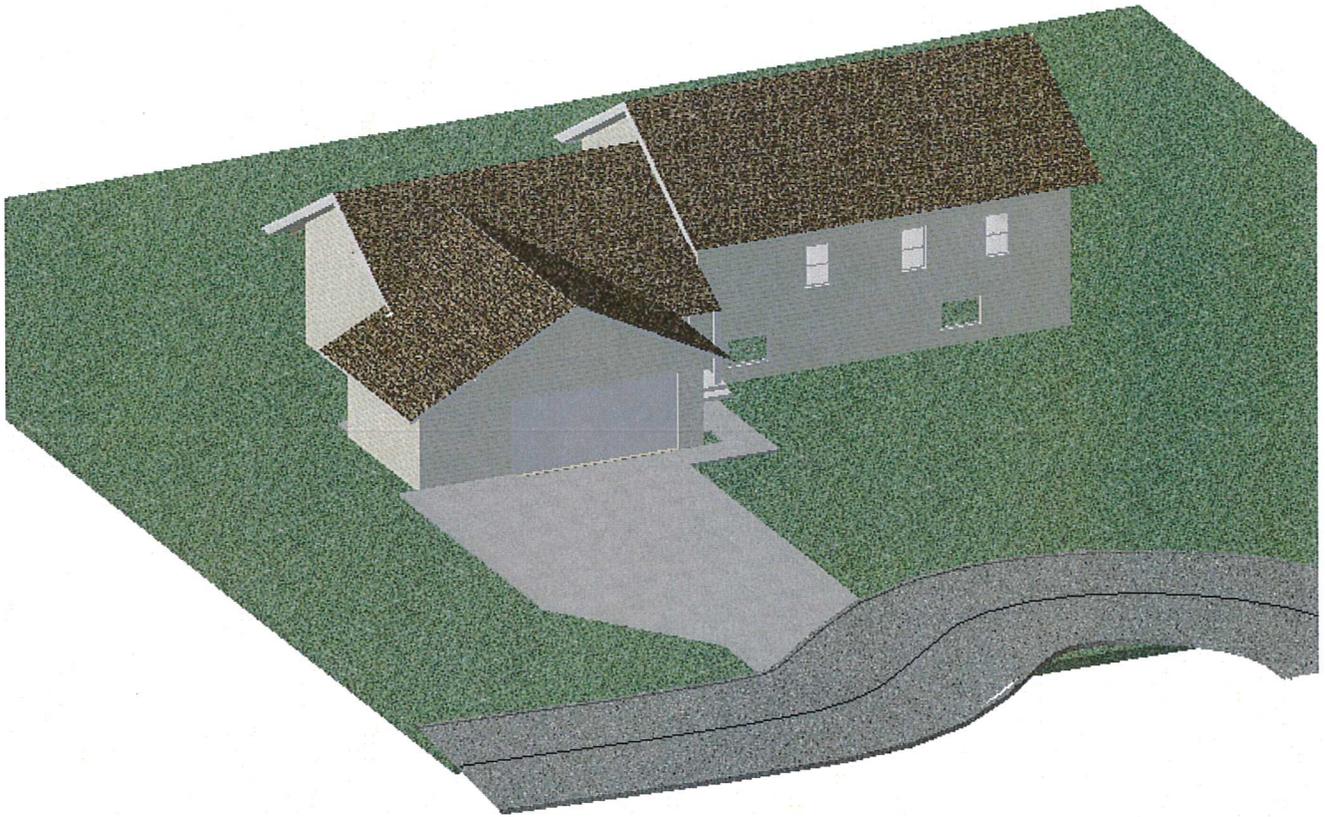
Jet Construction & Remodeling, Inc. for  
Bette J. Carlson, Petitioner  
3906 114th Ln  
Case 13-08V  
Front Yard Setback Variance for Garage Addition  
September 5, 2013

Robelet - Garage extension 8-14-13  
Scale: 1/16" = 1'-0"



**Rendering – Existing**

Jet Construction & Remodeling, Inc. for  
Bette J. Carlson, Petitioner  
3906 114th Ln  
Case 13-08V  
Front Yard Setback Variance for Garage Addition  
September 5, 2013



Rendering – Proposed

Jet Construction & Remodeling, Inc. for  
Bette J. Carlson, Petitioner  
3906 114th Ln  
Case 13-08V  
Front Yard Setback Variance for Garage Addition  
September 5, 2013



**Board of Adjustment and Appeals - Regular  
Session**

**3.**

**Meeting Date:** 09/05/2013

**Subject:** Case 13-09V, Special Assessment Objection, Affinity Plus Federal Credit Union, 1416  
106th Avenue NW, 23-31-24-23-0059

**From:** Kristin DeGrande, Neighborhood Coordinator

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**INTRODUCTION**

Unpaid penalties and/or costs associated with code enforcement action against the subject property in the amount of \$300 are proposed to be assessed to the property. The property owner has filed an objection to the assessment.

**BACKGROUND & CONSIDERATIONS**

The amount of \$300 is for an administrative citation for long grass.

A City inspector went out to this rental property on June 3, 2013, to investigate grass and weeds over 8" high. The property was posted with a long grass citation and a courtesy letter was sent to the owner of record (Ramsey, MN address). The compliance date was set for June 10, 2013. Upon re-inspection on June 11, 2013, the grass had not been cut so the \$300 was charged and the City's mowing crew cut the grass on June 13, 2013.

Anoka County records now document that this property went through foreclosure and the redemption period was up on May 26, 2013. At the time of the citation, Anoka County records still showed Daniel and Christy Kane in Ramsey, Minnesota as the owners.

**ACTION REQUESTED**

In Case 13-09V, it is requested the Board of Adjustment and Appeals recommend the City Council affirm the \$300 special assessment in its entirety.

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**Attachments**

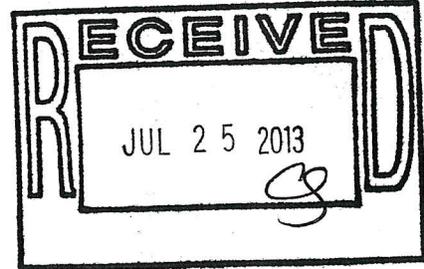
**Supporting Documents**

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Case # 13-09V



**AFFINITY PLUS**  
FEDERAL CREDIT UNION



July 22 2013

Coon Rapids City Counsel  
11155 Robinson Drive  
Coon Rapids, MN 55433-3761

RE: Citation Fee for PIN #23-31-24-23-0059

Dear Coon Rapids City Counsel,

This letter is our written objection to the fine assessed on 06/13/2013 for the address of 1416 106<sup>th</sup> Avenue NW, Coon Rapids, MN 55433. This property was a foreclosure property that the owner had renters in the home. It took extra time to get the occupants to leave the property and during that process they ceased cutting the grass. The property was secured on the 13<sup>th</sup> of June and the grass was mowed on the 20<sup>th</sup> of June.

Affinity Plus Federal Credit union takes pride in helping homeowners in tough situations and the few properties that we get back we try to keep those properties in great shape. We take pride in the communities in which we service and especially in Coon Rapids. We just celebrated our first year anniversary in Coon Rapids and have nine full time staff there and we look forward into growing in the community.

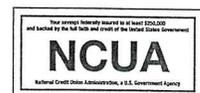
In conclusion, we are asking that this fee be waived as a courtesy due to the circumstances of the date we took possession of the property was on the same date as the fine assessment and we had the issue resolved in seven days. Attached, please find proof of the date we resolved the issue.

If you have any questions, please contact me at 651-312-9319.

Sincerely,

Bruce Nelson  
Affinity Plus Federal Credit Union  
651-312-9319  
brnelson@affinityplus.org

175 West Lafayette Frontage Road  
St. Paul, MN 55107  
Phone (651) 291-3700  
Fax (651) 312-6252  
www.affinityplus.org

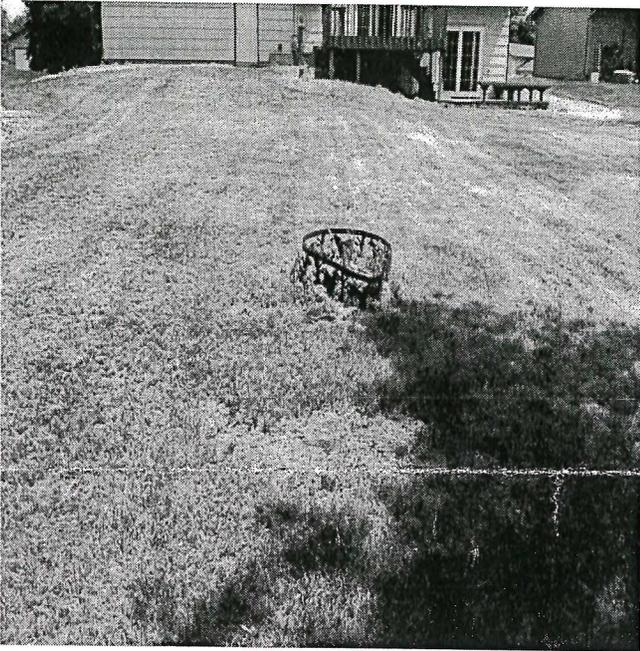


Account #: 944180

Order #: 1433026

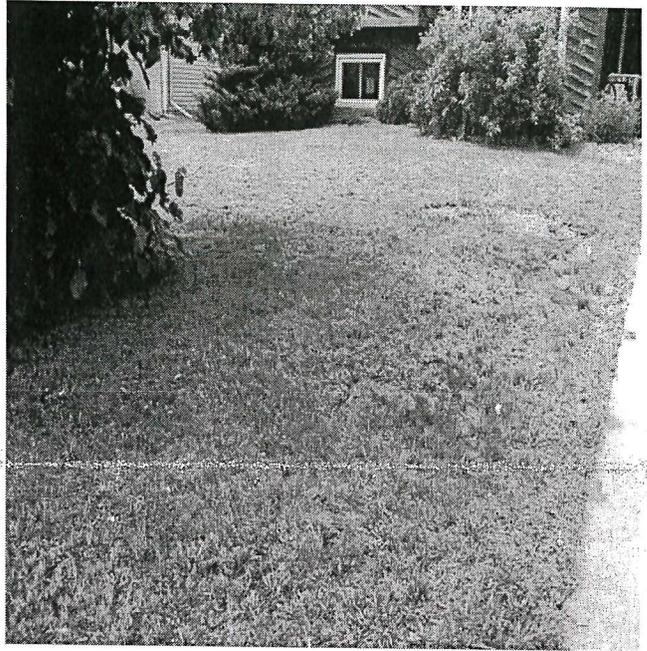
Address: 1416 106th Ave NW Coon Rapids MN 55433

Case #:



Date Completed: 06/20/2013

(1) initial grass cut - complete an initial (after)



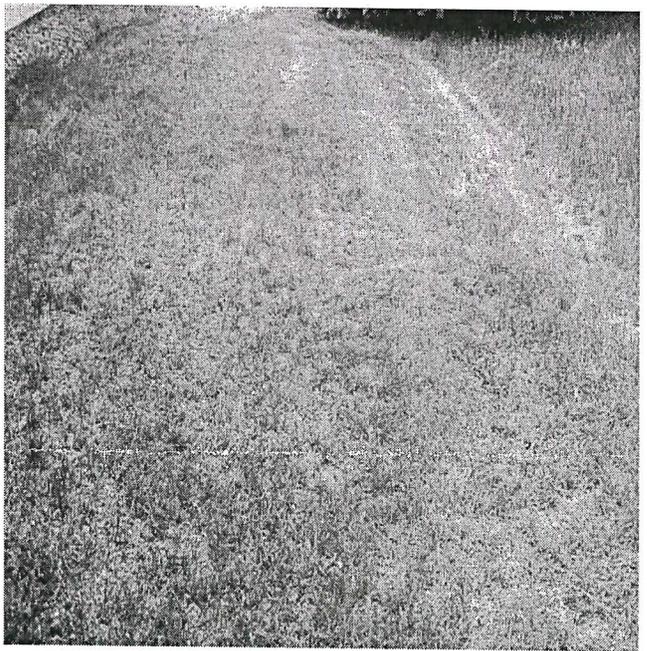
Date Completed: 06/20/2013

(1) initial grass cut - complete an initial (after)



Date Completed: 06/20/2013

(1) initial grass cut - complete an initial (after)



Date Completed: 06/20/2013

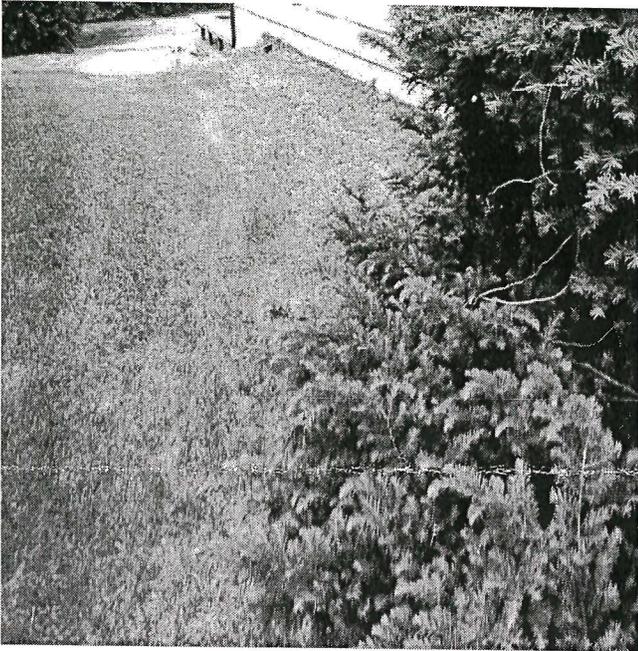
(1) initial grass cut - complete an initial (after)

Account #: 944180

Order #: 1433026

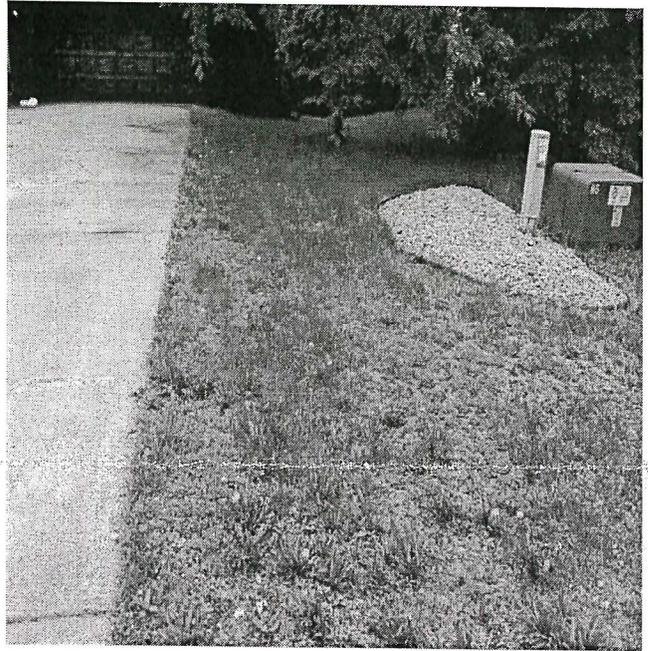
Address: 1416 106th Ave NW Coon Rapids MN 55433

Case #:



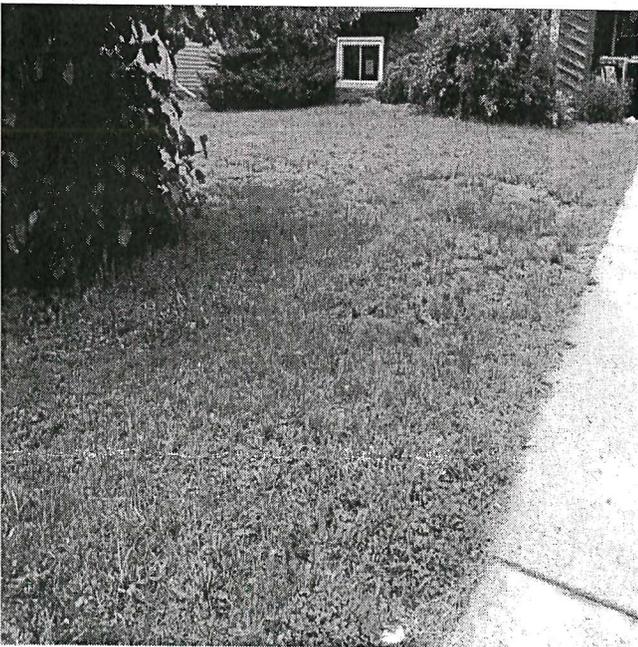
Date Completed: 06/20/2013

(1) initial grass cut - complete an initial (after)



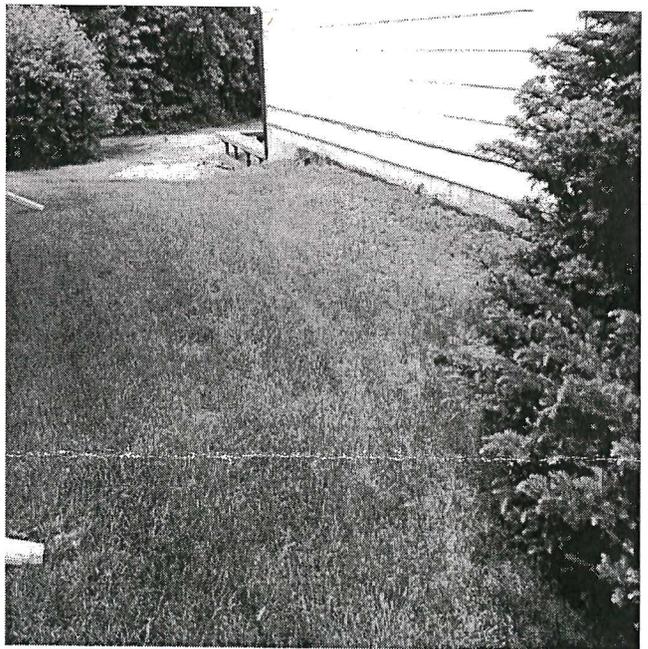
Date Completed: 06/20/2013

(1) initial grass cut - complete an initial (before)



Date Completed: 06/20/2013

(1) initial grass cut - complete an initial (before)



Date Completed: 06/20/2013

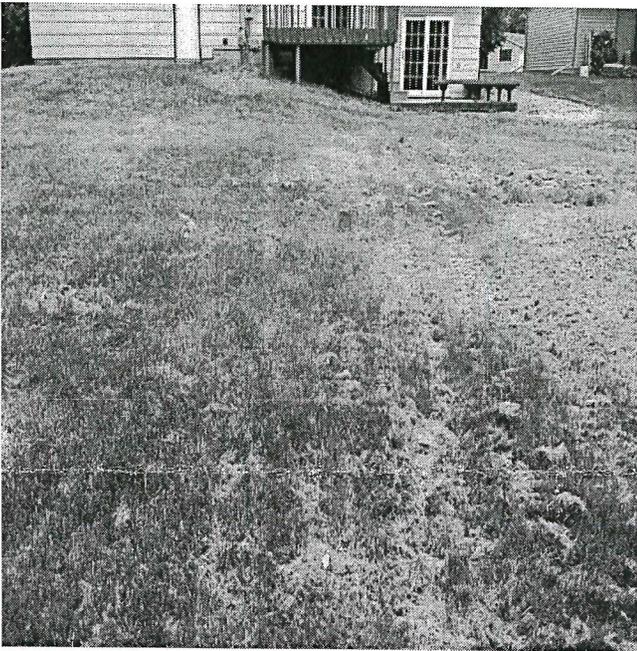
(1) initial grass cut - complete an initial (before)

Account #: 944180

Order #: 1433026

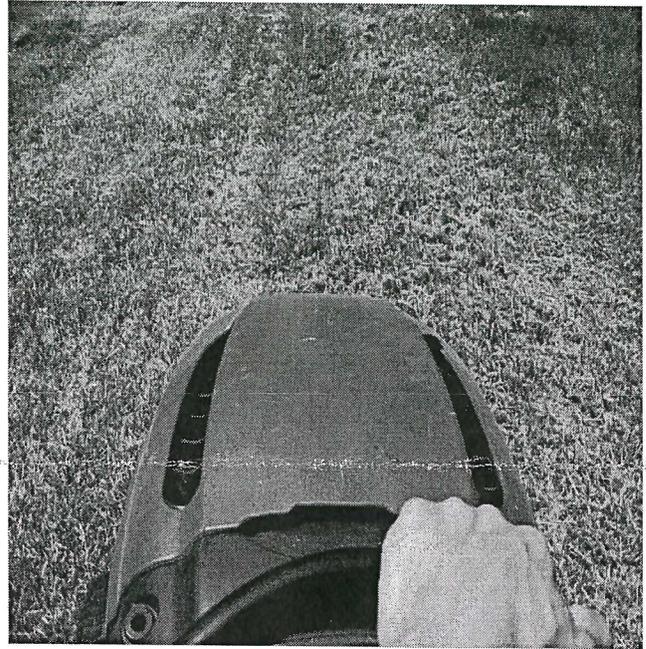
Address: 1416 106th Ave NW Coon Rapids MN 55433

Case #:



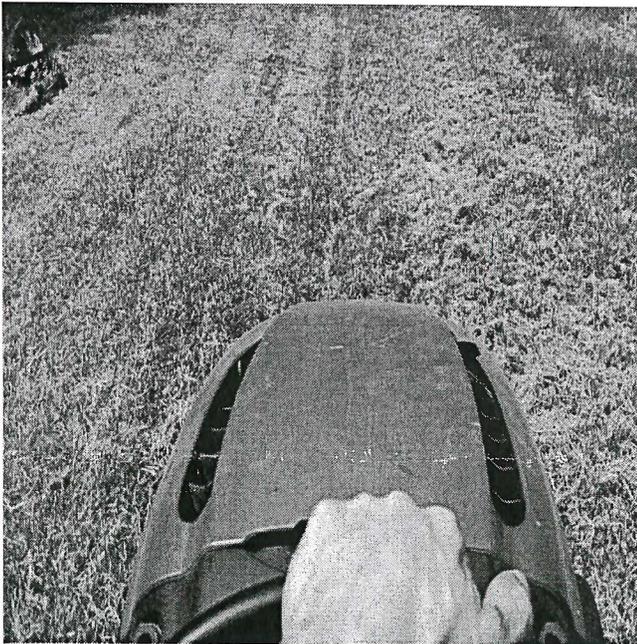
Date Completed: 06/20/2013

(1) initial grass cut - complete an initial (before)



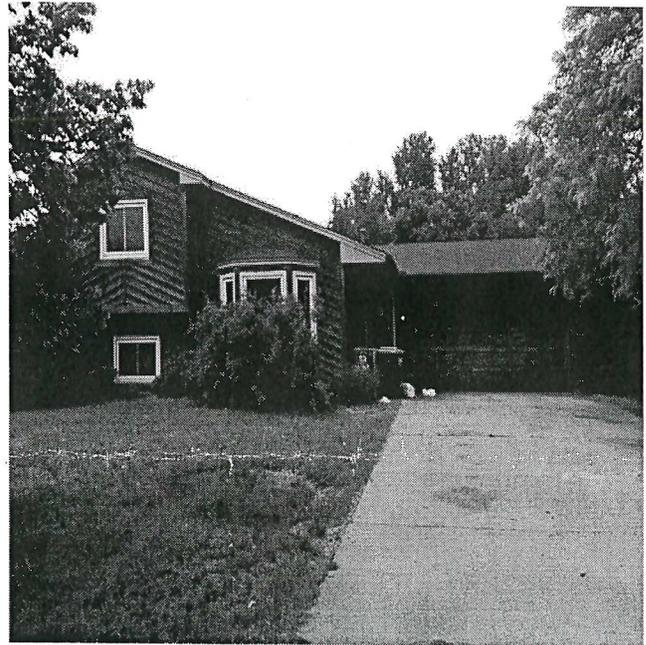
Date Completed: 06/20/2013

(1) initial grass cut - complete an initial (before)



Date Completed: 06/20/2013

(1) initial grass cut - complete an initial (before)



Date Completed: 06/20/2013

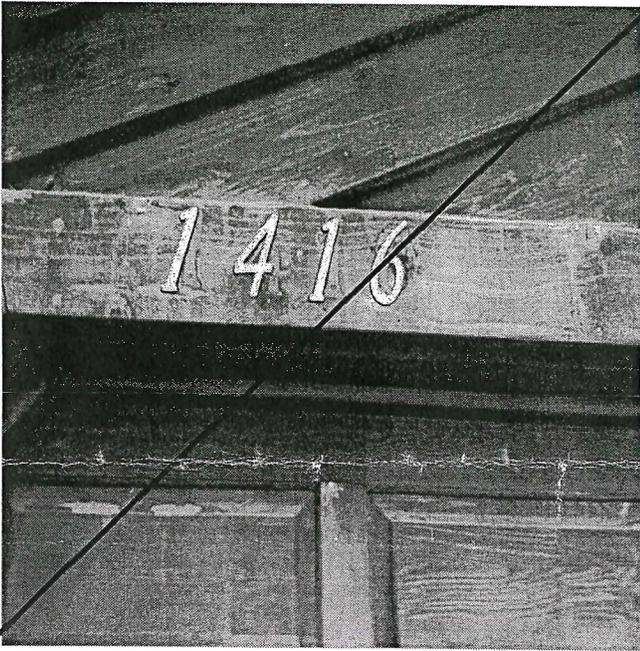
front of home

Account #: 944180

Order #: 1433026

Address: 1416 106th Ave NW Coon Rapids MN 55433

Case #:



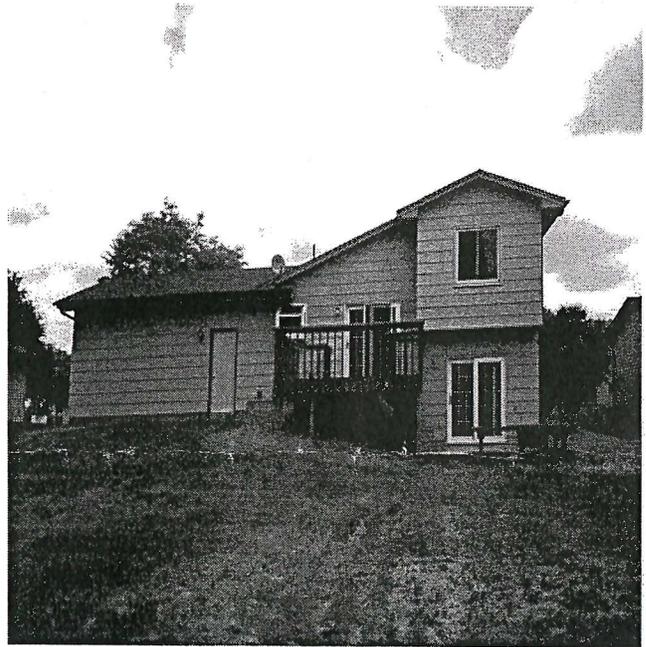
Date Completed: 06/20/2013

house number



Date Completed: 06/20/2013

lock box



Date Completed: 06/20/2013

rear of home

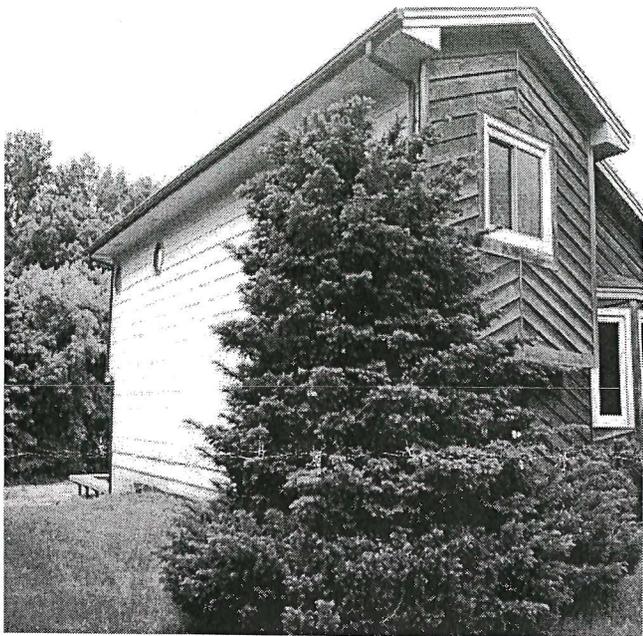
Five Brothers

Account #: 944180

Order #: 1433026

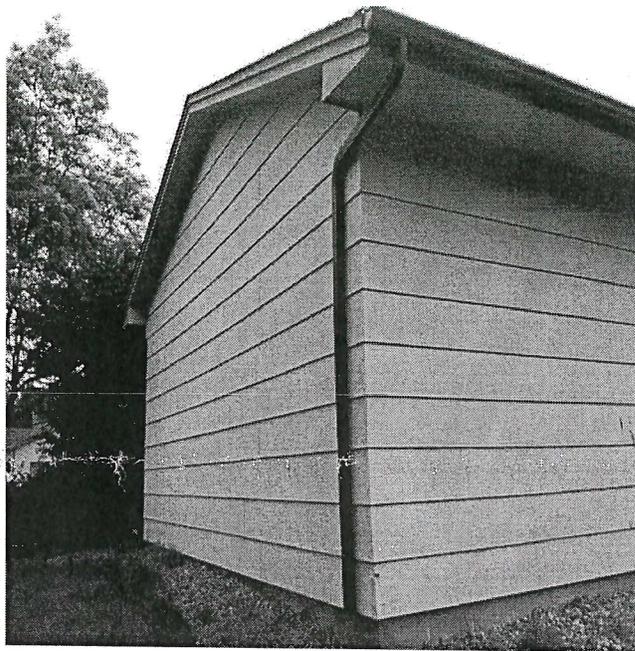
Address: 1416 106th Ave NW Coon Rapids MN 55433

Case #:



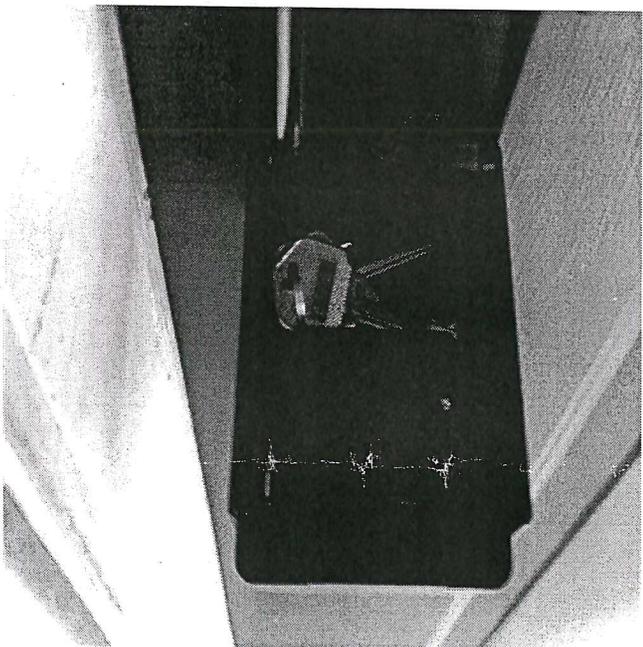
Date Completed: 06/20/2013

side of home



Date Completed: 06/20/2013

side of home (2)



Date Completed: 06/20/2013

working keys

PROPERTY ADDRESS: 1416 106TH AVE

Work Order #52612

Weeds / Long Grass

Task Name	Projected Start	Actual Start	Assigned To	COMMENTS
CITATION ISSUED		6/3/13	CAMERER, CALVIN	Citation posted at property. Weeds and grass over 8"
INFORMATION SENT		6/3/13	HINTZE, CINDY	Courtesy letter sent.
CITATION REINSPECT	6/11/13	6/11/13	GAZELKA, MIKE	Grass not cut; abate.
ORDER ABATEMENT		6/11/13	HINTZE, CINDY	Emailed work order to Gregg Engle at Public Works to mow property.
CITATION FEE APPLIED		6/11/13	HINTZE, CINDY	\$300
ABATE		6/13/13	ENGLE, GREGG	mowing crew cut grass

~ ADMINISTRATIVE CITATION INFORMATION ~ If blank, no Administrative Citation was issued on this work order.

City Code	#	Inspection Date	Fine	Inspected By	Compliance Date & Instructions	Citation Issued To
8-502 & 8-503	22419	6/3/13	300	CAMERER, CALVIN		

Files attached to this work order:

- \\WorkOrder\52612\MX-4111N\_20130617\_143727\_011.pdf
- \\WorkOrder\52612\MX-4111N\_20130617\_143727\_012.pdf

Work Order #53420

Vacant Monitor

OPEN

Task Name	Projected Start	Actual Start	Assigned To	COMMENTS
INSPECTION 1		7/9/13	MITLYNG, ADAM	foreclosure, gas off, posted water shut off
CLOSE CURB STOP	7/12/13	7/15/13	DEVRIES, CHIP	Turned water off, no access to house.

~ ADMINISTRATIVE CITATION INFORMATION ~ If blank, no Administrative Citation was issued on this work order.

City Code	#	Inspection Date	Fine	Inspected By	Compliance Date & Instructions	Citation Issued To

Files attached to this work order:

*Penztel  
Fore closed.*





June 3, 2013

KANE DANIEL J & CHRISTY L  
16219 IODINE ST NW  
RAMSEY, MN 55303

Address: **1416 106TH AVE**  
COON RAPIDS, MN 55433

Administrative Citation: **#52612**

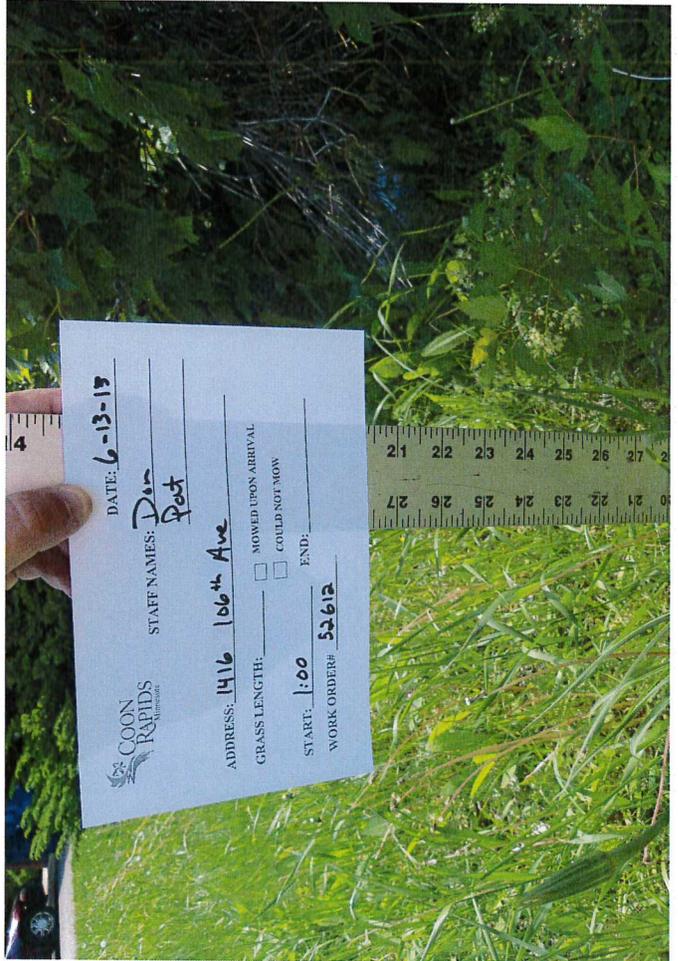
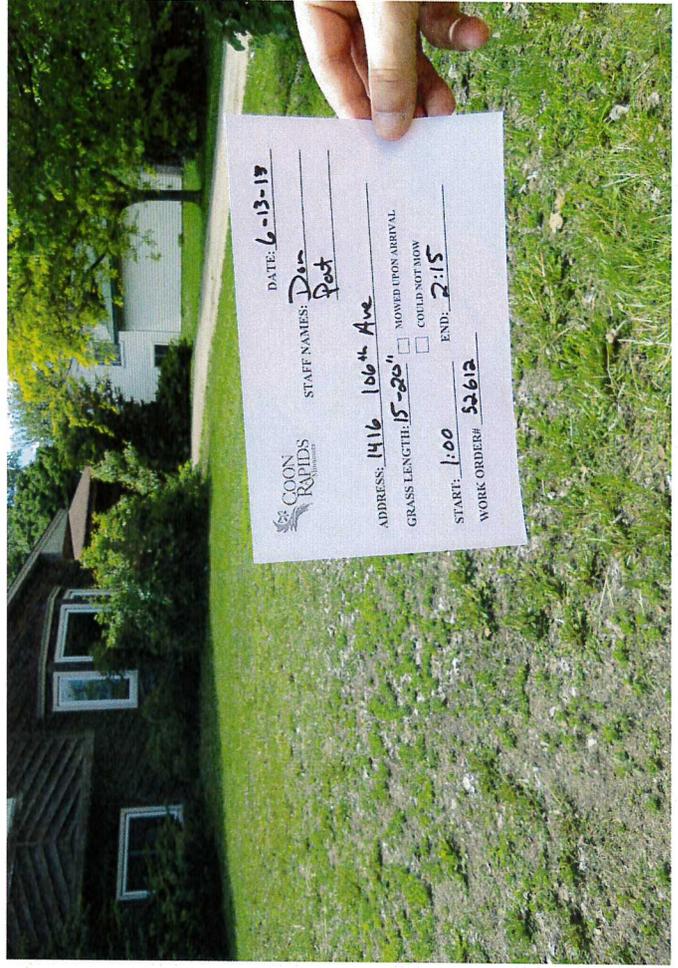
PIN: 233124230059

Your property in Coon Rapids was recently posted with an Administrative Citation for long grass. In the City of Coon Rapids, grass and/or weeds cannot be taller than 8" in height. Anoka County Property Records identifies you as the taxpayer/property owner of 1416 106TH AVE, and for this reason, this letter is being sent to you to ensure you are aware of the long grass citation at your property.

If your property is mowed by 06/10/2013, the \$300 penalty will not be charged. If you have received more than one Administrative Citation for long grass this season, you will be charged a minimum of \$150, even if the property is mowed before the compliance date.

For more information, please refer to the citation posted at your property or call 763-951-7202.

Long Grass Inspector  
763-951-7202





# Long Grass Abatement Order

Date Ordered: 6/11/2013

**1416 106TH AVE**

PIN:233124230059

**RENTAL**

Work Order # 52612

<u>Task Name</u>	<u>Proj. Start</u>	<u>Date</u>	<u>COMMENTS</u>
CITATION ISSUED		6/3/13	Citation posted at property. Weeds and grass over 8"
INFORMATION SENT		6/3/13	Courtesy letter sent.
CITATION REINSPECT	6/11/13	6/11/13	Grass not cut; abate.
ORDER ABATEMENT		6/11/13	Emailed work order to Gregg Engle at Public Works to mow property.
CITATION FEE APPLIED		6/11/13	\$300
ABATE			

### Abatement Notes

Staff: Don Date: 6-13-13 Time: 2:15

Pat

Mowing crew  
cut & ~~logged~~

Grass was mowed  
prior to crew's arrival

Questions regarding mowing can be directed to Leya Drabczak 763-767-6420 or Kristin DeGrande 763-767-6517

**DIAL 911 IF THREATENED OR NEED POLICE PROTECTION WHILE MOWING**



**Board of Adjustment and Appeals - Regular Session**

**4.**

**Meeting Date:** 09/05/2013

**Subject:** Case 13-10V, Special Assessment Objection, Henry Le, 441 Egret Blvd, 24-31-24-24-0055

**From:** Kristin DeGrande, Neighborhood Coordinator

---

**INTRODUCTION**

Unpaid penalties and/or costs associated with code enforcement action against the subject property in the amount of \$300 are proposed to be assessed to the property. The property owner has filed an objection to the assessment.

**BACKGROUND & CONSIDERATIONS**

The amount of \$300 is for an administrative citation for long grass.

A City inspector went out to this rental property on June 21, 2013, to investigate grass and weeds 8" - 11" tall. The property was posted with a long grass citation and a courtesy letter was sent to the owner of record (Anoka, MN address). The compliance date was set for June 28, 2013. Upon re-inspection on July 1, 2013, the grass had not been cut so the \$300 was charged. The City's mowing crew found the grass mowed by the time they showed up on site on July 2, 2013. Regardless, the \$300 citation was still charged since the property was not in compliance by the compliance date.

**ACTION REQUESTED**

In Case 13-10V, it is requested the Board of Adjustment and Appeals recommend the City Council affirm the \$300 special assessment in its entirety.

---

**Attachments**

Supporting Documents

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Case # 13-10V

CITY OF COON RAPIDS  
ASSESSMENT APPEAL FORM

Complete the following information (PLEASE PRINT):

YOUR NAME: HENRY LE

ADDRESS OF PROPERTY BEING ASSESSED: 441 EGRET BLVD  
COON RAPIDS, MN 55448

PROPERTY IDENTIFICATION NUMBER: ~~44~~ 243124240055

YOUR HOME ADDRESS (if different than above): ~~80~~ 10104 WELCOME AVE N  
BROOKLYN PARK, MN 55443

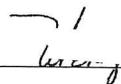
HOME PHONE: \_\_\_\_\_ CELL PHONE: 763-6...

AMOUNT OF ASSESSMENT: 300

WHAT IS BEING ASSESSED? (i.e. long grass citation, abatement of items in the yard, expired rental license, parking off pavement citation):  
\_\_\_\_\_  
\_\_\_\_\_

REASON FOR APPEAL:  
I GOT A NOTICE POSTED ON THE FRONT DOOR <sup>ON 06/21/2013</sup> ABOUT High grass and weeds. I did mowing or cut grass on 06/22/2013. I ~~did~~ DID CUT GRASS AGAIN EVERY TWO WEEKS UNTIL NOW.

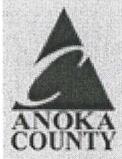
THANK YOU  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: 

ACTION BY THE BOARD:

OUTCOME OF MOTION: \_\_\_\_\_





Welcome to the Web site of

# Anoka County

Minnesota

## Property Details

### Parties

Property ID	24-31-24-24-0055	Situs Address	441 EGRET BLVD NW , COON RAPIDS, MN 55448-0000
-------------	------------------	---------------	--

<b>Parties</b>					
Role	Percent	Name	Address	Since	To
Owner	100.00	HENRY LE	2535 BRANCH AVE, ANOKA, MN 55303-0000 UNITED STATES	11/08/2012	Current
Taxpayer	100.00	HENRY LE	2535 BRANCH AVE, ANOKA, MN 55303-0000 UNITED STATES	01/15/2013	Current

Developed by Manatron, Inc.

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Version 1.0.4581.14247

Task Name	Scheduled Start	Actual Start	Assigned To	COMMENTS
INSPECTION 1		8/13/12	INGVALSON, DREW	Window, screen, lumber, cement blocks, plastic containers, grill, misc j/d
CITATION ISSUED		8/14/12	INGVALSON, DREW	
CITATION REINSPECT	8/22/12	8/22/12	INGVALSON, DREW	
ABATE		8/22/12	INGVALSON, DREW	Building materials, grill, window, screen and misc junk and debris removed.
CITATION FEE APPLIED		8/27/12	INGVALSON, DREW	\$300

**~ ADMINISTRATIVE CITATION INFORMATION ~ If blank, no Administrative Citation was issued on this work order.**

City Code	Inspection Date	Fine	Inspected By	Compliance Date & Instructions	Citation Issued To
08-109	8/13/12	300.00	INGVALSON, DREW	8/21/2012 Remove window, screen, building materials (lumber, cement blocks, etc.), grill and misc junk and debris from exterior storage.	RICHARD & PEGGY LANGERMANN ISSUED 8/14/2012 441 EGRET BLVD NW COON RAPIDS, MN 55448

Files attached to this work order:  
 \\cr-fs2\applications\cityworksserverfiles\WorkOrder\49982\441 Egret Blvd.pdf

Task Name	Scheduled Start	Actual Start	Assigned To	COMMENTS
CITATION ISSUED		6/21/13	GAZELKA, MIKE	Citation posted at property. Weeds and grass 8-11"
INFORMATION SENT		6/22/13	HINTZE, CINDY	Courtesy letter sent.
CITATION REINSPECT	7/1/13	7/1/13	CAMERER, CALVIN	Not out, abate.
ORDER ABATEMENT		7/1/13	MEVISSSEN, KARI	Emailed work order to Gregg Engle at Public Works to mow property.
CITATION FEE APPLIED		7/1/13	MEVISSSEN, KARI	\$300
ABATE		7/2/13	ENGLE, GREGG	Grass was mowed prior to arrival.

**~ ADMINISTRATIVE CITATION INFORMATION ~ If blank, no Administrative Citation was issued on this work order.**

City Code	Inspection Date	Fine	Inspected By	Compliance Date & Instructions	Citation Issued To
8-502 & 8-503	6/21/13	300	GAZELKA, MIKE		

Files attached to this work order:

*Reubl.*

**COON RAPIDS**  
Minnesota

**ADMINISTRATIVE CITATION**  
Long Grass & Weeds

Property Posted: \_\_\_\_\_

To: Owner/Occupant  
Address: **441 - EGRET BLVD.**  
Coon Rapids, MN

This is an Administrative Citation issued under Coon Rapids City Code Chapter 2-1100.  
On **6-28-13** at **9:52** AM, the following violation of Coon Rapids City Code was found at the above property address:

Compliance Date	Violation & Corrective Action	City Code Section & Summary	Penalty
<b>6-28-13</b>		<b>8-502 &amp; 8-503. Weeds and grass over eight (8) inches are a nuisance and must be mowed.</b>	<b>\$300.00</b>

To avoid the above penalty, you must do one of the following:

- Mow your grass on or before the Compliance Date noted above. You are responsible to mow the front, back and side yards, including any boulevard areas.
- Contact the inspector below to arrange a time extension for compliance. You must sign a time extension agreement on or before the Compliance Date noted above.
- Appeal the inspector's decision on or before the Compliance Date.

Refer to the attached Administrative Citation Program brochure for the Notice of Appeal form, including instructions requesting a time extension, and additional information.

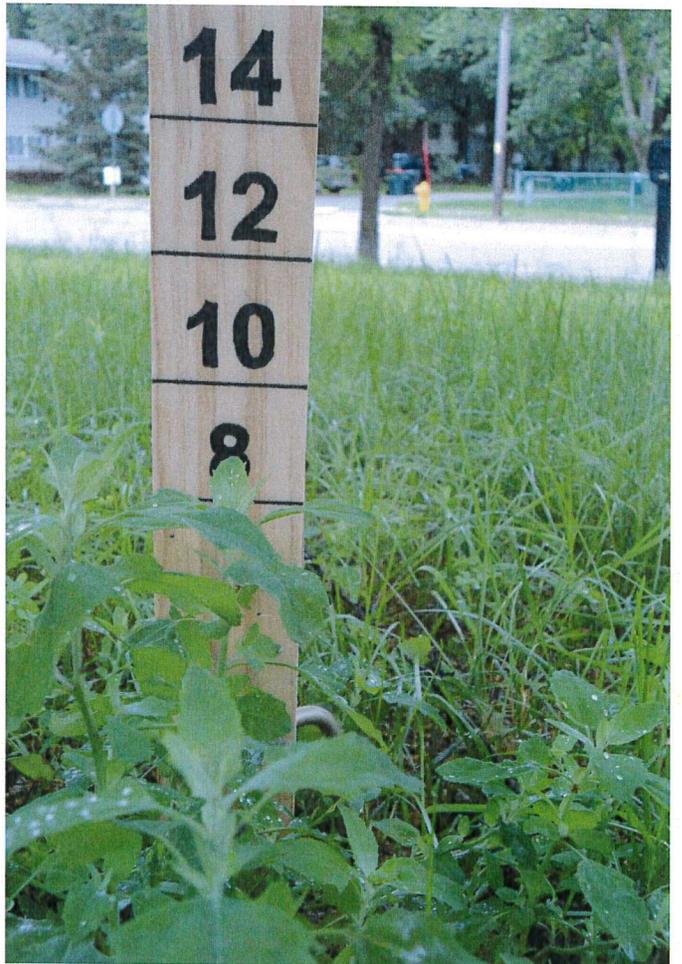
Please note that if your property is not mowed by the Compliance Date listed above, \$300 will be charged to property taxes in the form of a Special Assessment and the City will mow your property. If a second or subsequent Long Grass & Weeds Citation is issued within 180 days, even if you mow prior to the Compliance Date, a penalty of \$150 will be charged.

If you are age 60 or over and need assistance with maintaining your yard, ACCAP Chores & More is available. The program does minor home repairs, housekeeping and seasonal chores such as mowing. They are done at a nominal suggested donation with subsidy for those of need. Call 763-767-6521 to obtain help.

You can view the full City Code online at [www.coonrapidsmn.gov/citycode](http://www.coonrapidsmn.gov/citycode) or you can obtain the City Code regarding lawn maintenance at Coon Rapids City Hall at 11155 Robinson Dr NW, Coon Rapids, MN 55433.

Inspectors are often not in the office. If you would like to speak with, or schedule an appointment with, the inspector regarding this citation, please call the number below.

City of Coon Rapids  
11155 Robinson Drive  
Coon Rapids, MN 55433-3102  
Tel: 763-727-2367  
Fax: 763-767-6498  
www.coonrapidsmn.gov





City of Coon Rapids  
 1122 Robinson Drive  
 Coon Rapids, MN 55433  
 Tel: 763-767-5469  
 Fax: 763-767-6491  
 www.coonrapids.gov

## CITY OF COON RAPIDS

### Long Grass & Weeds Citation

Property Posted: \_\_\_\_\_

To: Owner/Occupant  
 Address: **441 - EGRET BLVD.**  
 Coon Rapids, MN

This is an Administrative Citation issued under Coon Rapids City Code Chapter 2-1100.  
 On **6-21-13** at **9:52** AM/PM, the following violation of Coon Rapids City Code was found  
 at the above property address:

Compliance Date	Violation & Corrective Action	City Code Section & Summary	Penalty
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To avoid the above penalty, you must do one of the following:

- Mow your grass on or before the Compliance Date noted above. You are responsible to mow the front, back and side yards, including any boulevard areas.
- Contact the inspector below to arrange a time extension for compliance. You must sign a time extension agreement on or before the Compliance Date noted above.
- Appeal the inspector's decision on or before the Compliance Date.

Refer to the attached Administrative Citation Program brochure for the Notice of Appeal form, including instructions for requesting a time extension, and additional information.

Please note that if your property is not mowed by the Compliance Date listed above, \$300 will be charged to the property taxes in the form of a Special Assessment and the City will mow your property. If a second or subsequent Long Grass & Weeds Citation is issued within 180 days, even if you mow prior to the Compliance Date, a penalty of \$150 will be charged.

If you are age 60 or over and need assistance with maintaining your yard, ACCAP Chores & More is available. The program does minor home repairs, housekeeping and seasonal chores such as mowing. They are done at a nominal suggested donation with subsidy for those of need. Call 763-767-6521 to obtain help.

You can view the full City Code online at [www.coonrapidsmn.gov/citycode](http://www.coonrapidsmn.gov/citycode) or you can obtain the City Code Section regarding lawn maintenance at Coon Rapids City Hall at 11155 Robinson Dr NW, Coon Rapids, MN 55433.

Inspectors are often not in the office. If you would like to speak with, or schedule an appointment with, the inspector regarding this citation, please call the number below.

  
 Long Grass Inspector  
 9-951-7202



June 22, 2013

LE HENRY  
2535 BRANCH AVE  
ANOKA, MN 55303

Address: **441 EGRET BLVD**  
COON RAPIDS, MN 55448

Administrative Citation: **#53126**

PIN: 243124240055

Your property in Coon Rapids was recently posted with an Administrative Citation for long grass. In the City of Coon Rapids, grass and/or weeds cannot be taller than 8" in height. Anoka County Property Records identifies you as the taxpayer/property owner of 441 EGRET BLVD, and for this reason, this letter is being sent to you to ensure you are aware of the long grass citation at your property.

If your property is mowed by 06/28/2013, the \$300 penalty will not be charged. If you have received more than one Administrative Citation for long grass this season, you will be charged a minimum of \$150, even if the property is mowed before the compliance date.

For more information, please refer to the citation posted at your property or call 763-951-7202.

Long Grass Inspector  
763-951-7202



**Board of Adjustment and Appeals - Regular  
Session**

**5.**

**Meeting Date:** 09/05/2013

**Subject:** Case 13-11V, Special Assessment Objection, Raymond Truelson/PRO Realty Services LLC, 11504 Crooked Lake Blvd, 16-31-24-21-0007

**From:** Kristin DeGrande, Neighborhood Coordinator

---

**INTRODUCTION**

Unpaid penalties and/or costs associated with code enforcement action against the subject property in the amount of \$1,206 are proposed to be assessed to the property. The property owner has filed an objection to the assessment.

**BACKGROUND & CONSIDERATIONS**

The amount of \$1,206 is for securing a vacant property (\$228), an administrative citation for long grass (\$300), an administrative citation for exterior storage (\$300) and the associated costs of removing the exterior storage items (\$378).

Property owner Raymond Truelson has contracted with property management company PRO Realty Services LLC to manage the property and represent him regarding this appeal.

A City inspector went out to this rental property (unlicensed) on June 3, 2013, to investigate grass and weeds over 8" high. The property was posted with a long grass citation and a courtesy letter was sent to the owner of record according to Anoka County records at that time (Lewisville, Texas address). The compliance date was set for June 10, 2013. Upon re-inspection on June 11, 2013, the grass had not been cut so the \$300 was charged. The grass was found to have been mowed by the time the City's mowing crew appeared on site on June 17, 2013. Regardless, the \$300 citation was charged since the property was not in compliance by the compliance date. Anoka County records now indicate that the property was sold to Raymond Truelson on April 11, 2013. Despite the property having been posted with the citation, the courtesy letter was sent to what turned out to have been the previous owner, and someone other than the City did mow the property. City staff recommends this \$300 assessment be removed.

Another City inspector was out to the property on June 5, 2013, to investigate claims the back door to this vacant house was open, leaving the property unsecured. The Police Department came out to the property and made sure no one was inside the home. They were unable to get the back door to securely lock, so the City's contractor came out to secure the back door with reinforcing screws. The City's Police and Fire Departments have given clear guidance to the City's inspectors that any unsecured vacant home be secured immediately as a matter of public safety. A letter was sent to the owner of record (Lewisville, Texas address) to inform them of the action taken. No notification is given prior to securing vacant properties. For this reason, City staff recommends upholding this \$228 assessment.

During previous visits to the property on June 3, 2013, City inspectors also noted the illegal exterior

storage of items including furniture, mattresses, and other miscellaneous household items and debris. A citation was issued on June 4, 2013, and sent in the mail to the owner of record (Lewisville, Texas address). The compliance date was set for June 12, 2013. Upon re-inspection on June 13, 2013, all of the items remained so the property was found non-compliant and the \$300 citation was charged. The City's contractor abated the items later that same day and the \$378 in abatement costs was charged to the property. Since the new owner never received notification of this citation, City staff recommends this \$300 penalty and the \$378 abatement assessments be removed.

**ACTION REQUESTED**

In Case 13-11V, it is requested that the Board of Adjustment and Appeals recommend the City Council reduce the \$1,206 assessment by \$978 to \$228.

---

**Attachments**

Supporting Documents

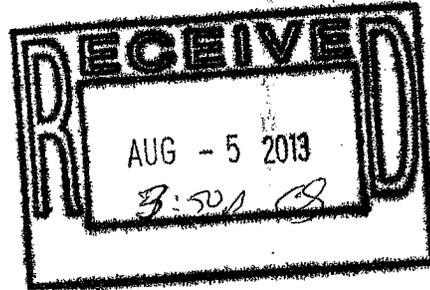
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3570 Lexington Ave. N., Suite 202  
Shoreview, MN 55126  
www.PRORealtyServices.com  
Phone: 651-484-0679

City Clerk  
City of Coon Rapids  
11155 Robinson Dr.  
Coon Rapids, MN 55433

Case # 13-11V



August 5, 2013

PIN # 16-31-24-21-0007, \$1206.00

To Whom it May Concern:

This letter is written to comply with the Administrative Procedures and Penalties Appeal Procedure for the four (4) violations described in a letter to Raymond Truelson (Property Owner) dated July 17, 2013.

Raymond Truelson has contracted with PRO Realty Services to represent him for property management relating to the property located at 11504 Crooked Lake Boulevard.

We have worked with Raymond for years and have found him to be a responsive and responsible property owner.

Neither we nor our client had knowledge of any violations until the letter dated July 17, 2013 was received.

We are requesting the following:

1. Removal of \$300 citation fee for mowing, since we had mowing completed on June 13, 2013 even though we had no knowledge of the citation.
2. Removal of \$300 citation fee for removal & disposal of trash, since we had a contractor remove trash on June 7, 2013 even though we had no knowledge of citation.
3. Removal of the \$378 for the "removal and disposal" of trash since our contractor took care of it.

Thank you for your careful consideration,

Gregory Prosch  
Property Manager

August 6, 2013

City of Coon Rapids

11155 Robinson Drive

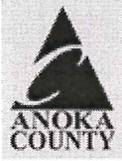
Coon Rapids, MN 55433

To Whom It May Concern:

My name is Raymond Truelson. I am the owner of the property located at 11504 Crooked Lake Blvd NW, Coon Rapids, MN 55433. I have retained Pro Realty Services LLC as a Management Company to manage all aspects of this property and to represent me in all matters with the City of Coon Rapids.

Sincerely

  
Raymond Truelson



Welcome to the Web site of

**Anoka County**  
 Minnesota

## Property Details

### Parties

Property ID	16-31-24-21-0007	Situs Address	11504 CROOKED LAKE BLVD NW , COON RAPIDS, MN 55433-0000
-------------	------------------	---------------	---

Parties					
Role	Percent	Name	Address	Since	To
Owner	100.00	RAYMOND TRUELSON	150 SKILLMAN AVE E, MAPLEWOOD, MN 55117	04/11/2013	Current
Taxpayer	100.00	RAYMOND TRUELSON	150 SKILLMAN AVE E, MAPLEWOOD, MN 55117	04/11/2013	Current

Developed by Manatron, Inc.

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Version 1.0.4581.14247

Rentel

**PROPERTY ADDRESS: 11504 CROOKED LAKE BLVD**

PIN: 163124210007  
CLOSED

03/07/2013 Rental Complaint

Work Order #51816

Task Name	Scheduled Start	Actual Start	Assigned To	COMMENTS
INFORMATION SENT		3/7/13	POSCH, MICHELLE	LETTER/PACKET - CODE ENFC (AM) PROPERTY FORECLOSED ON AND STILL OCCUPIED.
RENTAL VIOLATION	6/15/13	6/5/13	POSCH, MICHELLE	\$500 NO LICENSE - CODE ENFC. (AM) PROPERTY FORECLOSED ON AND STILL OCCUPIED.
COMMUNICATE W OWNER		4/1/13	POSCH, MICHELLE	DIANE FROM WILFORD GESKE ATTNYS FOR BANK CALLED TO SAY THEY HAVE GIVEN TENANTS 90 DAY NOTICE. JUNE 5TH THEY SHOULD BE OUT. IF NOT THEY WILL FILE FOR EVICTION.
INSPECTION 1		5/17/13	DRABCZAK, LEYA	per adam pr property remains occupied
CITATION ISSUED		5/17/13	DRABCZAK, LEYA	bank-owned occupied dwelling with no rental license
INSPECTION FOLLOWUP		6/4/13	DRABCZAK, LEYA	property now vacant

**~ ADMINISTRATIVE CITATION INFORMATION ~ If blank, no Administrative Citation was issued on this work order.**

City Code	Inspection Date	Fine	Inspected By	Compliance Date & Instructions	Citation Issued To
12-900	5/17/13	300.00	DRABCZAK, LEYA	OBTAIN RENTAL LICENSE FOR OCCUPIED DWELLING.	NATIONSTAR MORTGAGE 350 HIGHLAND DRIVE LEWISVILLE, TX 75067

**Files attached to this work order:**

\\cr-fs2\applications\cityworksserverfiles\WorkOrder\51816\20130307155443989.pdf

Work Order #52622

06/03/2013 Weeds / Long Grass

CLOSED

Task Name	Scheduled Start	Actual Start	Assigned To	COMMENTS
CITATION ISSUED		6/3/13	CAMERER, CALVIN	Citation posted at property. Grass and weeds over 8".
INFORMATION SENT		6/3/13	HINTZE, CINDY	Courtesy letter sent. Unlicensed rental property.
CITATION REINSPECT	6/11/13	6/11/13	GAZELKA, MIKE	Grass not cut; abate.
ORDER ABATEMENT		6/11/13	HINTZE, CINDY	Emailed work order to Gregg Engle at Public Works to mow property.
CITATION FEE APPLIED		6/11/13	HINTZE, CINDY	\$300
INFORMATION		6/17/13	ENGLE, GREGG	Grass was cut prior to mowing crew's arrival. <b>\$300</b>

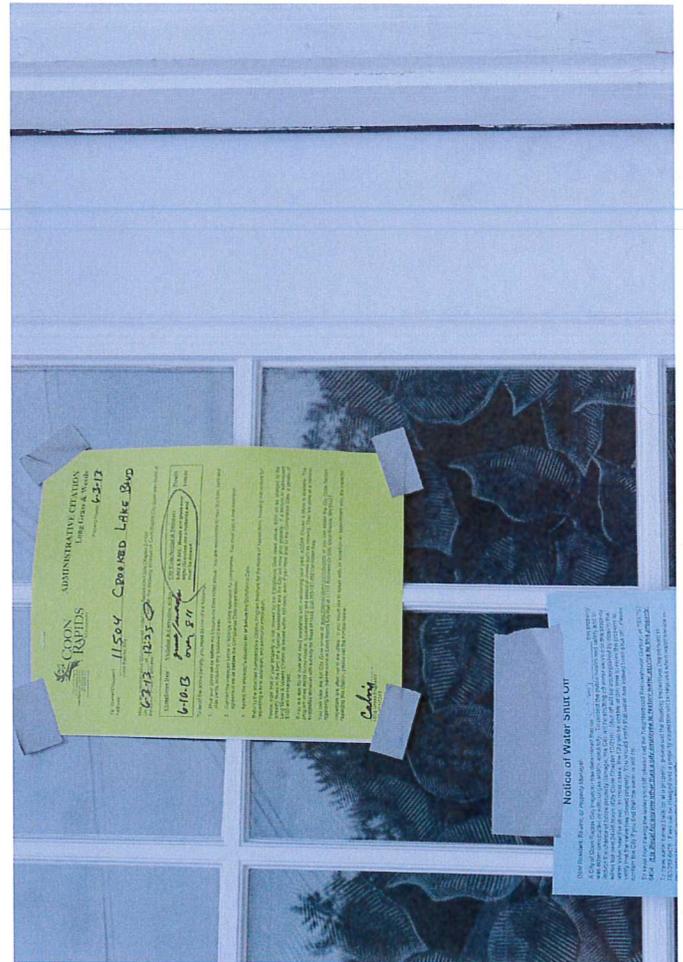
**~ ADMINISTRATIVE CITATION INFORMATION ~ If blank, no Administrative Citation was issued on this work order.**

City Code	Inspection Date	Fine	Inspected By	Compliance Date & Instructions	Citation Issued To
8-502 & 8-503	6/3/13	300	CAMERER, CALVIN		

**Files attached to this work order:**

\\cr-fs2\applications\cityworksserverfiles\WorkOrder\52622\WX-411N\_20130617\_143727\_009.pdf  
\\cr-fs2\applications\cityworksserverfiles\WorkOrder\52622\WX-411N\_20130617\_143727\_010.pdf

*Rental*





June 3, 2013

NATIONSTAR MORTGAGE LLC  
350 HIGHLAND DRIVE  
LEWISVILLE, TX 75067

Address: **11504 CROOKED LAKE BLVD**  
COON RAPIDS, MN 55433

Administrative Citation: **#52622**

PIN: 163124210007

Your property in Coon Rapids was recently posted with an Administrative Citation for long grass. In the City of Coon Rapids, grass and/or weeds cannot be taller than 8" in height. Anoka County Property Records identifies you as the taxpayer/property owner of 11504 CROOKED LAKE BLVD, and for this reason, this letter is being sent to you to ensure you are aware of the long grass citation at your property.

If your property is mowed by 06/10/2013, the \$300 penalty will not be charged. If you have received more than one Administrative Citation for long grass this season, you will be charged a minimum of \$150, even if the property is mowed before the compliance date.

For more information, please refer to the citation posted at your property or call 763-951-7202.

Long Grass Inspector  
763-951-7202



# Long Grass Abatement Order

Date Ordered: 6/11/2013

**11504 CROOKED LAKE BLVD**

**RENTAL**

PIN:163124210007

Work Order # 52622

<u>Task Name</u>	<u>Proj. Start</u>	<u>Date</u>	<u>COMMENTS</u>
CITATION ISSUED		6/3/13	Citation posted at property. Grass and weeds over 8".
INFORMATION SENT		6/3/13	Courtesy letter sent. Unlicensed rental property.
CITATION REINSPECT	6/11/13	6/11/13	Grass not cut; abate.
ORDER ABATEMENT		6/11/13	Emailed work order to Gregg Engle at Public Works to mow property.
CITATION FEE APPLIED		6/11/13	\$300
ABATE			

**Abatement Notes**

Staff: Don  
Pat

Date: 6-17-13 Time: 8:00

Mowing crew cut & bagged

Grass was mowed prior to crew's arrival

Questions regarding mowing can be directed to Leya Drabczak 763-767-6420 or Kristin DeGrande 763-767-6517

**DIAL 911 IF THREATENED OR NEED POLICE PROTECTION WHILE MOWING**

**PROPERTY ADDRESS: 11504 CROOKED LAKE BLVD**

PIN: 163124210007  
OPEN

Work Order #52629 06/03/2013 Vacant Monitor

Task Name	Scheduled Start	Actual Start	Assigned To	COMMENTS
INSPECTION 1		6/3/13	MITLYNG, ADAM	foreclosure, posted water shut off
SECURE PROPERTY INFORMATION SENT ASSESSMENT INFORMATION		6/5/13	DRABCZAK, LEYA	IMMEDIATE SECURE BACK DOOR OPEN.
		6/5/13	DRABCZAK, LEYA	SECURE LETTER SENT TO OWNER
		6/10/13	DRABCZAK, LEYA	FLOS INVOICE # 973
		6/11/13	HINTZE, CINDY	Requested Public Works to close the curbstop.
CLOSE CURB STOP	6/11/13	6/12/13	DEVRIES, CHIP	Turned water off, no access to house.
INSPECT		8/6/13	VINKEMEIER, BRIAN	FAILED. Meter installed. Contact: Brian Wolff 6

1. Multiple issues, see PIMS.

~ ADMINISTRATIVE CITATION INFORMATION ~ If blank, no Administrative Citation was issued on this work order.

City Code	Inspection Date	Fine	Inspected By	Compliance Date & Instructions	Citation Issued To
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Files attached to this work order:

\\cr-fs2\applications\cityworksserverfiles\WorkOrder\52629\11504 CROOKED LAKE BLVD 06052013.docx  
 \\cr-fs2\applications\cityworksserverfiles\WorkOrder\52629\11504 crooked lake blvd 06052013.pdf

Work Order #52630

06/04/2013 Yard And Lot Issues

CLOSED

Task Name	Scheduled Start	Actual Start	Assigned To	COMMENTS
INSPECTION 1		6/3/13	MITLYNG, ADAM	
CITATION ISSUED		6/4/13	MITLYNG, ADAM	junk and debris
CITATION REINSPECT	6/13/13	6/13/13	MITLYNG, ADAM	still lots of items
ABATE		6/13/13	MITLYNG, ADAM	removed junk and debris
CITATION FEE APPLIED		6/13/13	MITLYNG, ADAM	\$300

~ ADMINISTRATIVE CITATION INFORMATION ~ If blank, no Administrative Citation was issued on this work order.

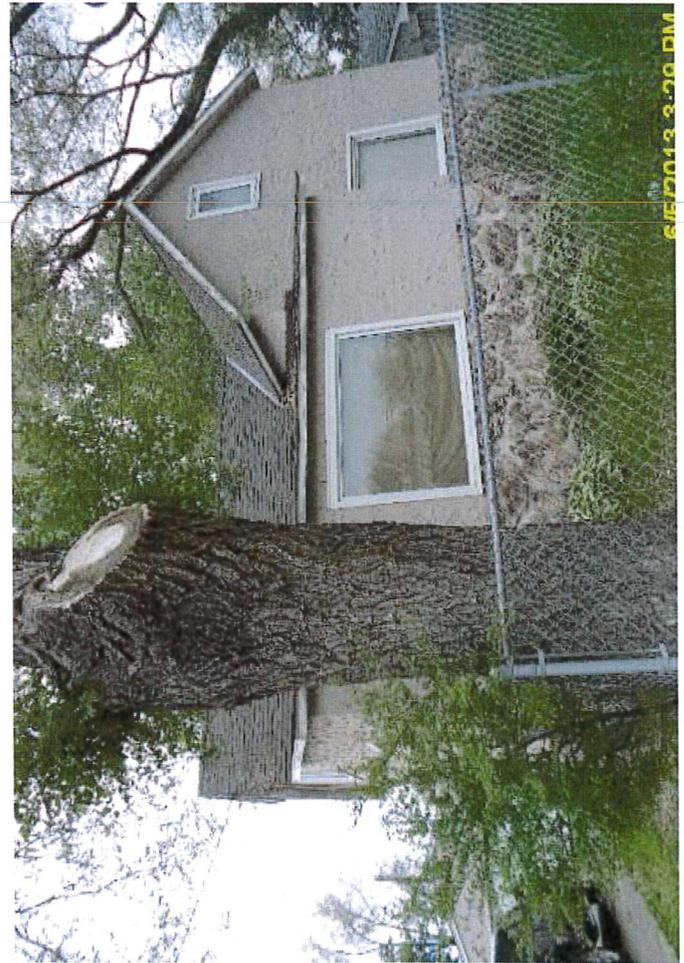
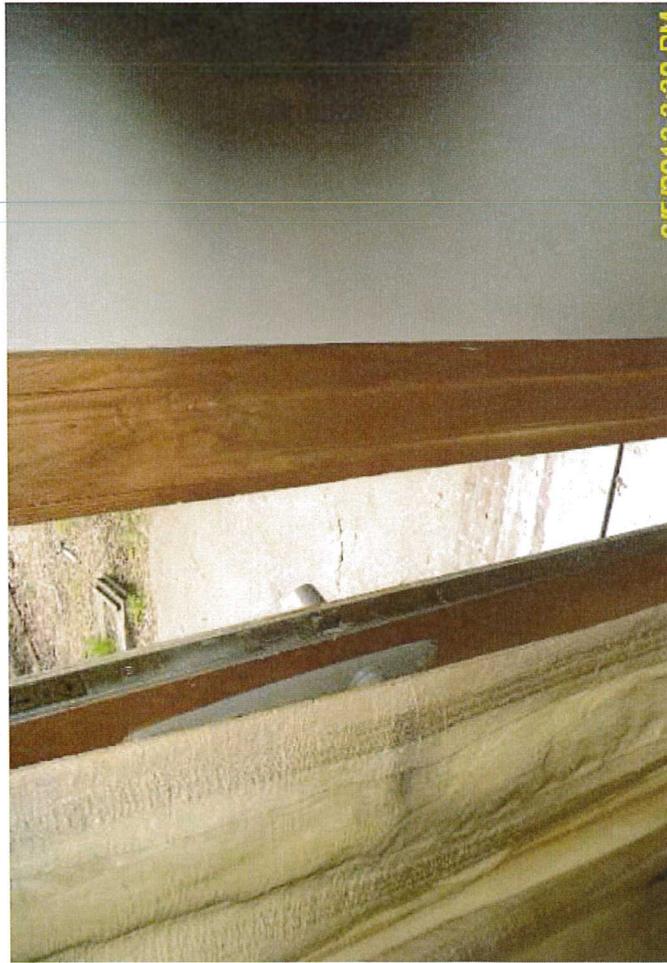
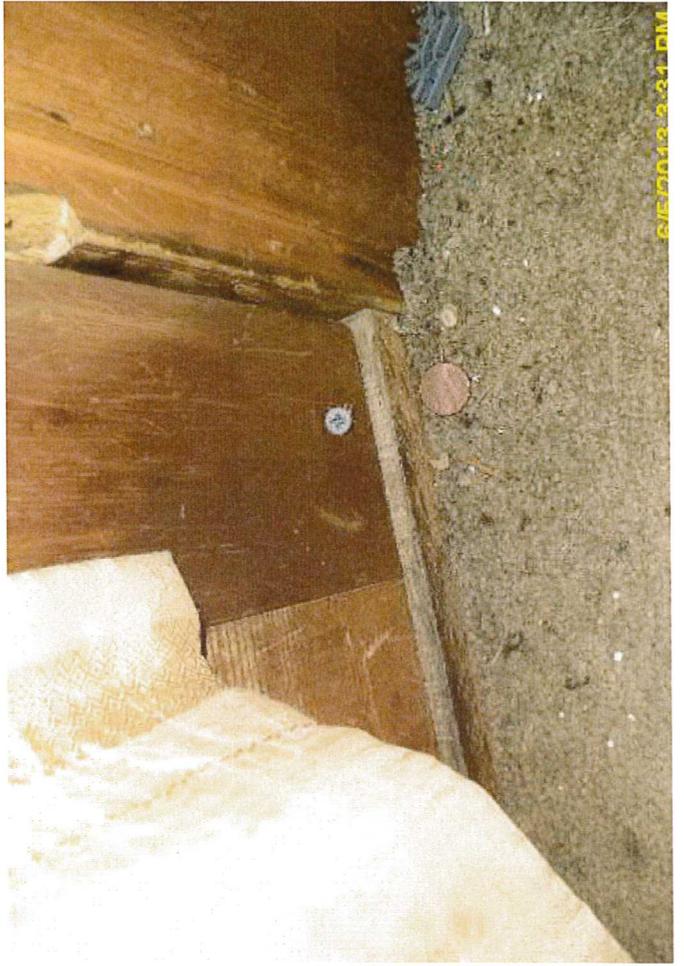
City Code	Inspection Date	Fine	Inspected By	Compliance Date & Instructions	Citation Issued To
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8-109 Building Materials, Junk and Debris.  
 300  
 MITLYNG, ADAM  
 Bed, household furniture, misc junk and debris, remove items from exterior storage

NATIONSTAR MORTGAGE LLC  
 Issue Date: 6-05-2013  
 350 HIGHLAND DRIVE  
 LEWISVILLE, TX 75067

Files attached to this work order:

\\cr-fs2\applications\cityworksserverfiles\WorkOrder\52630\11504 crooked lake blvd.pdf





6/5/2013

NATION STAR MORTGAGE LLC  
350 HIGHLAND DRIVE  
LEWISVILLE, TX 75067

Re: 11504 CROOKED LAKE BLVD PID # 163124210007

To Whom It May Concern:

During a recent inspection of vacant properties in the City of Coon Rapids, our inspectors noted that the above property was unsecured.

In an effort to reduce property damage and crime, our city has the policy of securing these properties immediately. If required, a lock set or hasp and padlock is used to secure the property. You may contact our office for a set of keys.

Any fees incurred will be charged back to the property in the form of a special assessment.

Please contact me with any questions, I will be happy to assist you.

Sincerely,

Leya Drabczak  
Housing Inspector  
City of Coon Rapids  
763-767-6420  
LDrabczak@coonrapidsmn.gov

**flor remodeling**

9781 monroe st ne  
blaine, MN 55434

Phone # 6127517117

fdmagadan@comcast.net

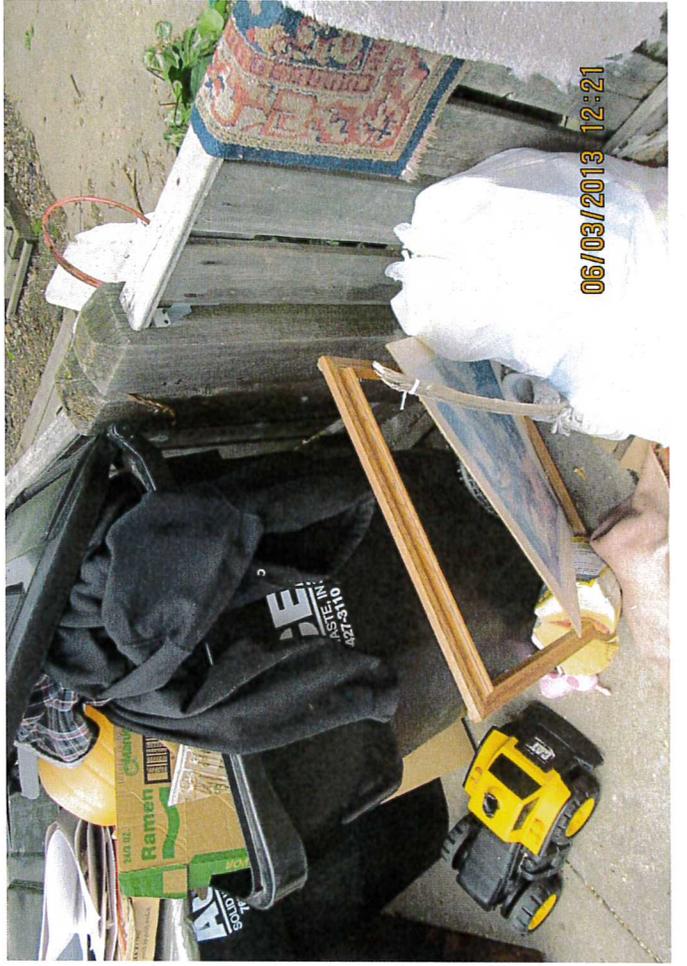
Fax # 7637833504

Date	Invoice #
6/5/2013	973

<b>Bill To</b>
city coon rapids 11155 robinson dr coon rapids, mn 55433

P.O. No.	Terms	Project
58812		

Quantity	Description	Rate	Amount
	11504 Crooked Lake blvd. (trip fee)	50.00	50.00
	secured back door	0.00	0.00
2	labor	55.00	110.00
leya		<b>Total</b>	\$160.00





# ADMINISTRATIVE CITATION

Citation #52630-22431

**OPEN IMMEDIATELY**  
NATIONSTAR MORTGAGE LLC  
350 HIGHLAND DRIVE  
LEWISVILLE, TX 75067

Issue Date: 6-05-2013

Property Address: **11504 CROOKED LAKE BLVD**  
COON RAPIDS, MN

PIN #: 163124210007

This is an Administrative Citation issued under Coon Rapids City Code Chapter 2-1100. On 6/3/13 the following violation(s) of Coon Rapids City Code was found at the above property address:

<u>Compliance Date</u>	<u>Violation &amp; Corrective Action</u>	<u>Code Section &amp; Summary</u>	<u>Penalty</u>
06/12/2013	Bed, household furniture, misc junk and debris, remove items from exterior storage	8-109 Building Materials, Junk and Debris. -- Any item not intended for outdoor storage is not permitted to be stored outdoors. (Vehicle parts, fluids and accessories, building materials, upholstered furniture, brush, etc.)	\$300

To avoid the above penalty/penalties, you **must** do one of the following:

1. Correct the violation(s) **on or before** the Compliance Date noted above. To be sure all issues are resolved, you may arrange for a City inspection **before** the Compliance Date noted above.
2. Contact the inspector below to arrange a time extension for compliance. You must sign a time extension agreement **on or before** the Compliance Date noted above.
3. Appeal the inspector's decision **on or before** the Compliance Date.

Refer to the attached/enclosed Administrative Citation Program brochure for the Notice of Appeal form, including instructions for requesting a time extension, and additional information.

If a second or subsequent Citation is issued within 180 days of the same or similar violation, the penalty will double. If you correct the conditions leading to the subsequent Citation prior to the Compliance Date, one half of the penalty will be waived. In addition to any penalties, you may also be subject to Excessive Consumption of Services fees as allowed by City Code Section 12-317 and/or abatement costs.

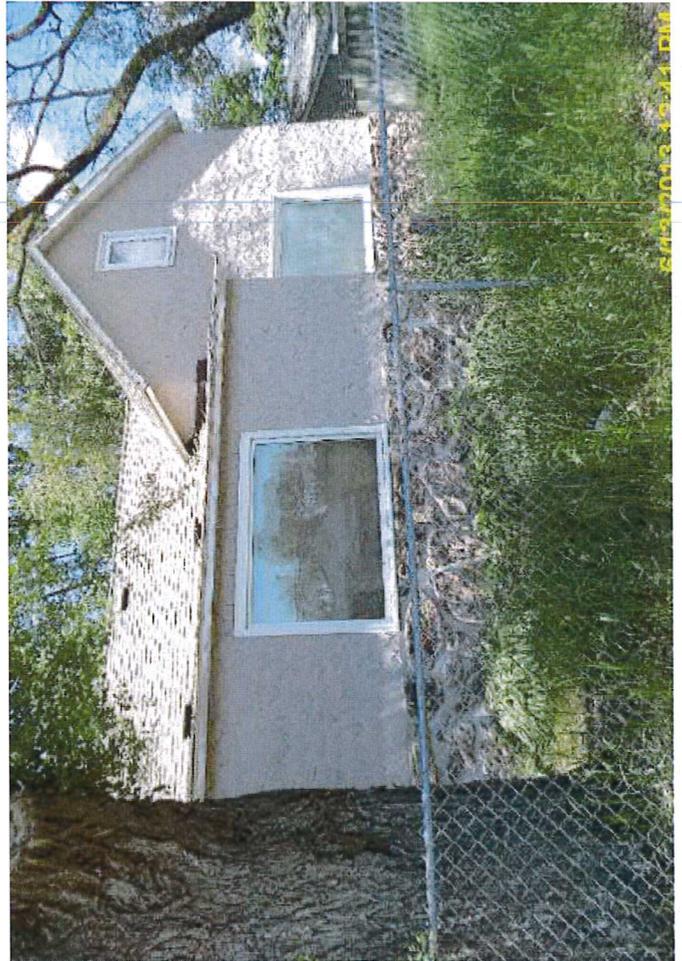
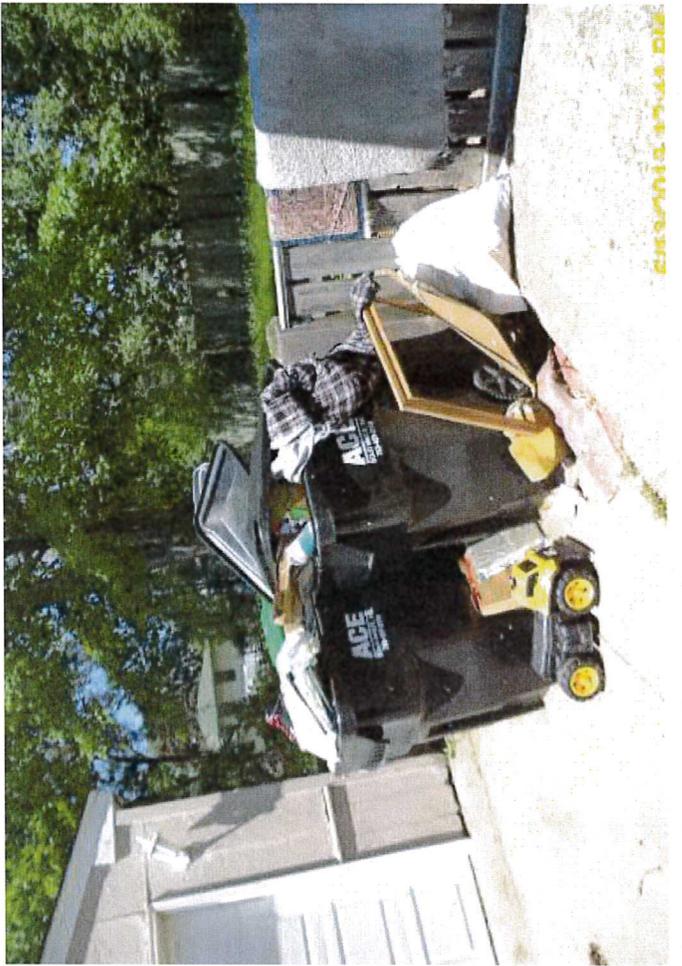
You can view the full City Code online at [www.coonrapidsmn.gov/citycode](http://www.coonrapidsmn.gov/citycode) or you can obtain the City Code Section(s) at Coon Rapids City Hall at 11155 Robinson Dr NW, Coon Rapids, MN 55433.

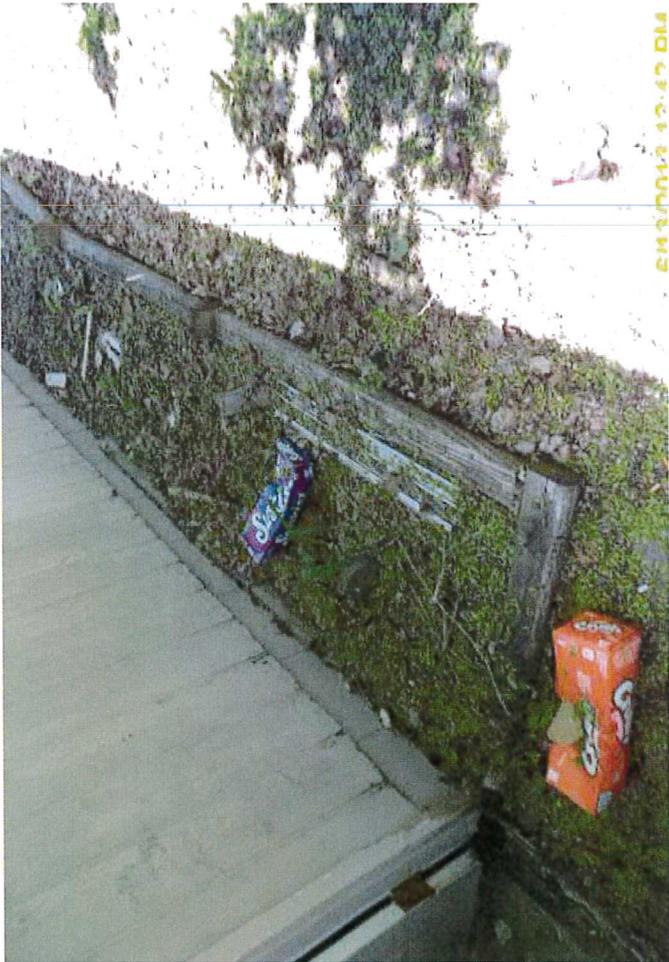
11504 CROOKED LAKE BLVD  
CITATION #52630-22431  
PAGE 2

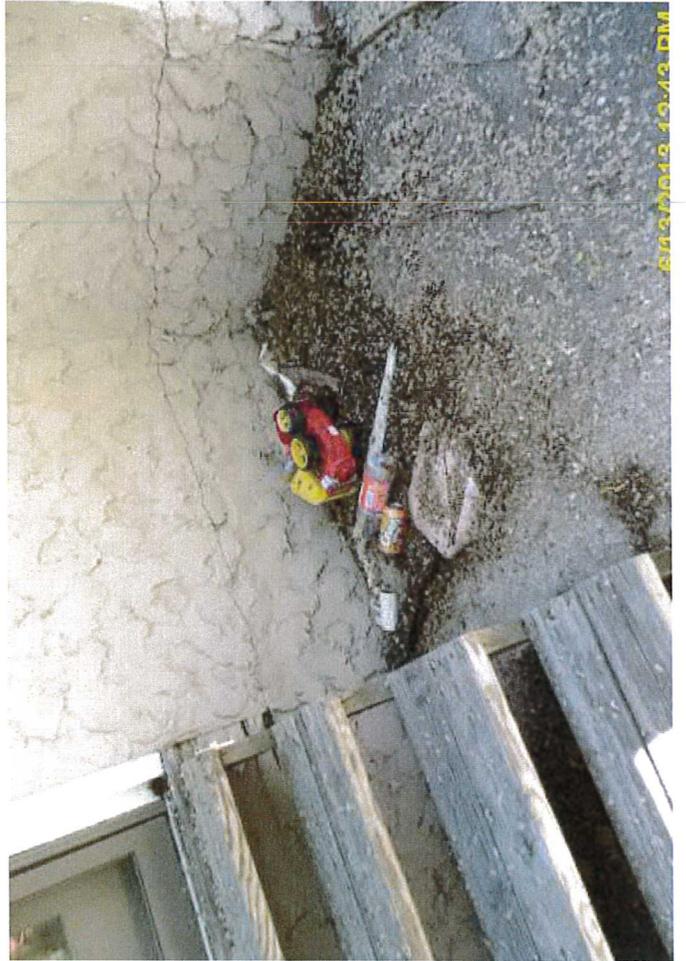
Please note that if your property is not brought into compliance by the Compliance Date listed above, the City may enter your property to abate the violation (correct the conditions leading to the violation). If the city abates the violation, all costs of the abatement, along with any unpaid penalty, will be charged to your property taxes in a form of a Special Assessment.

Inspectors are often not in the office. If you would like to speak with, or schedule an appointment with, the inspector regarding this citation, please call the number below.

Adam Mitlyng  
Code Enforcement  
763-767-6470







**fios remodeling**

9781 monroe st ne  
blaine, MN 55434

Phone # 6127517117  
Fax # 7637833504

fdmagadan@comcast.net



Date	Invoice #
6/13/2013	977

<b>Bill To</b>
city coon rapids 11155 robinson dr coon rapids, mn 55433

P.O. No.	Terms	Project
58812		

Quantity	Description	Rate	Amount
	11504 Crooked lake blvd. (trip fee)	50.00	50.00
	garbage fee	95.00	95.00
3	labor	55.00	165.00
<b>Adam</b>		<b>Total</b>	<b>\$310.00</b>



**Board of Adjustment and Appeals - Regular  
Session**

**6.**

**Meeting Date:** 09/05/2013

**Subject:** Case 13-12V, Special Assessment Objection, Michael Swiggert, 10856 Yellow Pine Street, 23-31-24-21-0023

**From:** Kristin DeGrande, Neighborhood Coordinator

---

**INTRODUCTION**

Unpaid penalties and/or costs associated with code enforcement action against the subject property in the amount of \$300 are proposed to be assessed to the property. The property owner has filed an objection to the assessment.

**BACKGROUND & CONSIDERATIONS**

The amount of \$300 is for an administrative citation for expired vehicle license tabs.

A City inspector went out to the property on June 19, 2013, and found a vehicle parked on the grass and two vehicles with expired license tabs. An administrative citation was sent on June 20, 2013, listing each of these three violations (\$300 each violation) and setting a compliance date of June 27, 2013. Upon re-inspection on July 9, 2013, one vehicle still had expired license tabs so one of the \$300 citations was charged to the property.

Being that the property was still not in full compliance, a second citation (\$600) was sent on July 10, 2013, with a compliance date of July 17, 2013, for the expired license tabs. The property was found in compliance during re-inspection on July 18, 2013. No additional fees were charged to the property.

**ACTION REQUESTED**

In Case 13-12V, it is requested the Board of Adjustment and Appeals recommend the City Council affirm the \$300 special assessment in its entirety.

---

**Attachments**

Supporting Documents

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Case # 13-12V

August 6<sup>th</sup>, 2013

Mr. Michael Swiggart  
10856 Yellow Pine Street NW  
Coon Rapids, MN 55433

To  
City of Coon Rapids  
11155 Robinson Dr  
Coon Rapids, MN 55433

Re:

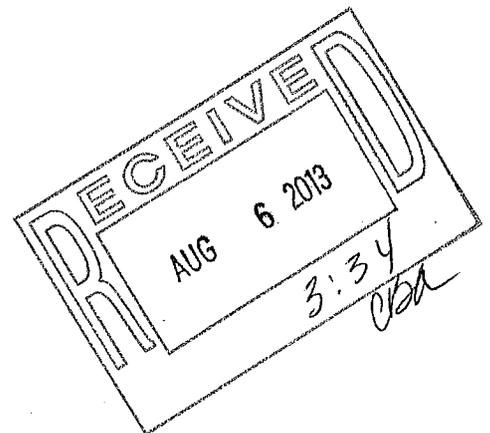
To whom it may concern,

This is in reference to PIN #: 23-31-24-21-0023, 10856 Yellow Pine Street NW, for administrative violation for VTM411 expired tags.

I was originally issued a violation and corrective action on 6-20-2013 for (3) violations, I moved the Cadillac STS from the grass to the driveway and updated the tabs on my Honda Odyssey. I cannot find the registration for the Cadillac so I was in the process of moving the car in the garage so it would not be outside with expired tabs, on July the 4<sup>th</sup> the garage door collapsed (Cable and spring broke) the glass broke and hit me in the face which required an ambulance ride to Mercy Hospital for stitches. I had a garage door company fix the door on July 4<sup>th</sup> than I was out of commission for a couple of days and finally got the car in the garage. On July 17<sup>th</sup> I received a letter with a violation and a fine for \$300.00. I am writing this appeal hoping that you will grant me this. I have now been unemployed since July 12<sup>th</sup> and am currently seeking employment. Therefore, I request you consider my plea and this will not happen again.

Sincerely,

Michael Swiggart





# Property Report

Report Date: 8/8/2013

PROPERTY ADDRESS: 10856 YELLOW PINE ST

PIN: 233124210023

Work Order #53067

06/20/2013 Yard And Lot Issues

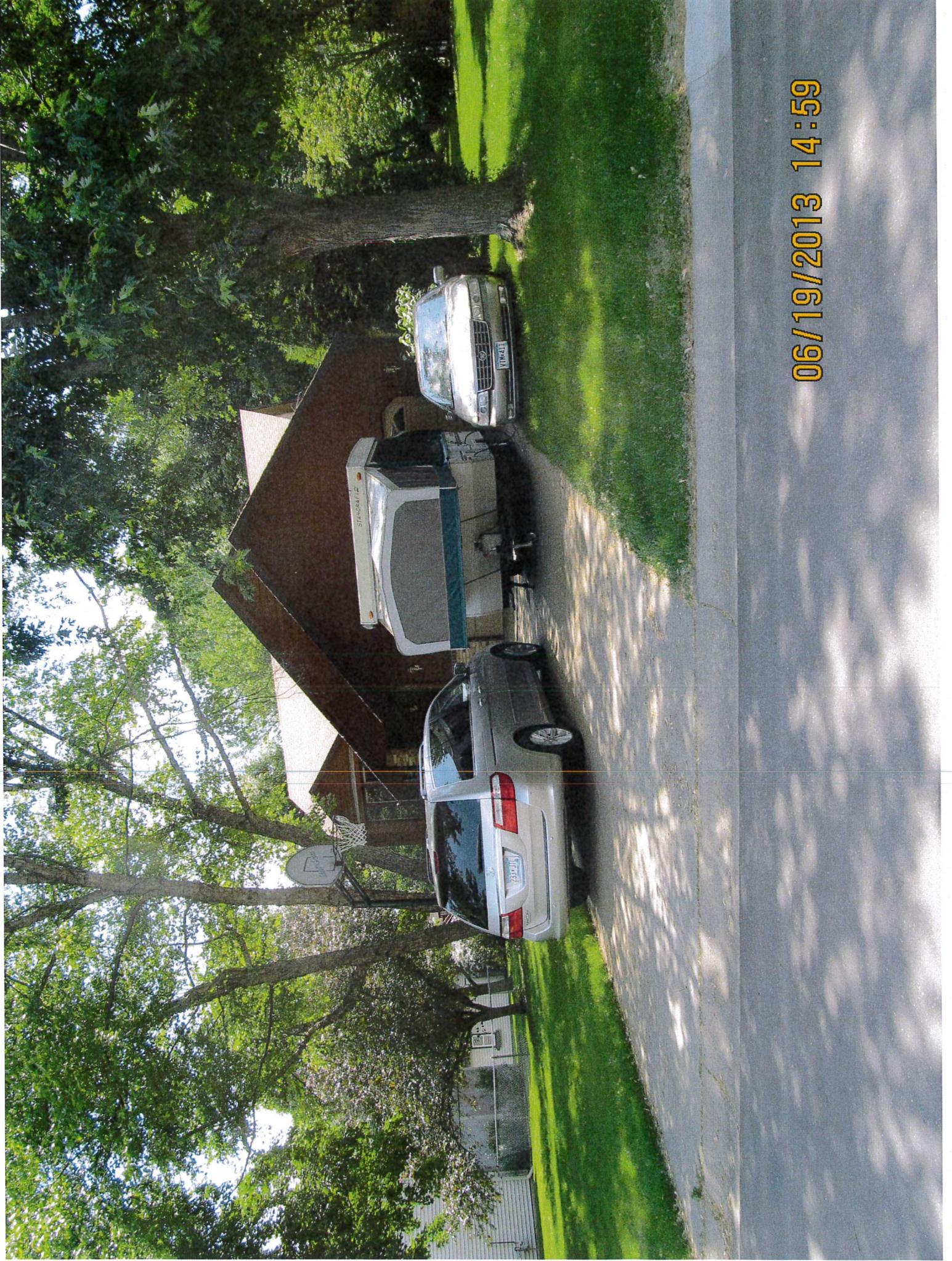
CLOSED

Task Name	Scheduled Start	Actual Start	Assigned To	COMMENTS
INSPECTION 1		6/19/13	MITLYNG, ADAM	
CITATION ISSUED		6/20/13	MITLYNG, ADAM	parking off pavement, exp tabs on 2 vehicles VTM411 and 233JTL
CITATION REINSPECT	6/28/13	7/9/13	BUCHANAN, PAUL	Vehicle still without current registration parked on drive. VTM 411 tabs exp May 2010
CITATION FEE APPLIED		7/10/13	BUCHANAN, PAUL	\$300
CITATION ISSUED		7/10/13	BUCHANAN, PAUL	Inoperable vehicle, expired tabs, at driveway.
CITATION REINSPECT	7/17/13	7/18/13	BUCHANAN, PAUL	Compliant upon re-inspection
COMPLIANCE		7/19/13	BUCHANAN, PAUL	
COMMUNICATE W OWNER	7/25/13	7/25/13	DEGRANDE, KRISTIN	Homeowner Mark Swegerf 61 1177 7 called confused about pending assessments. Spoke for about 15 minutes to clarify history and process of citations and appeals.

**~ ADMINISTRATIVE CITATION INFORMATION ~ If blank, no Administrative Citation was issued on this work order.**

City Code	Inspection Date	Fine	Inspected By	Compliance Date & Instructions	Citation Issued To
11-603.1(7)(f) Parking and Drives.	6/19/13	300	MITLYNG, ADAM	Vehicle parked on grass next to drive, discontinue parking off pavement in the front and side yards	MICHAEL SWIGGART Issue Date: 6-20-2013 10856 YELLOW PINE ST NW COON RAPIDS, MN 55433
11-601.5 Junk Vehicles on Residential Property.	6/19/13	300	MITLYNG, ADAM	VTM411 expired tabs, display current registration or remove from outdoor storage	
11-601.5 Junk Vehicles on Residential Property.	6/19/13	300	MITLYNG, ADAM	233JTL expired tabs, display current registration or remove from outdoor storage	
11-601.5 Junk Vehicles on Residential Property.	7/9/13	600	BUCHANAN, PAUL	VTM 411 expired tabs still in non-compliance. Display current registration or remove vehicle from outdoor storage.	MICHAEL SWIGGART Issued 7-10-2013 10856 YELLOW PINE ST NW COON RAPIDS, MN 55433

Files attached to this work order:



06/19/2013 14:59



## ADMINISTRATIVE CITATION

Citation #53067-22765

**OPEN IMMEDIATELY**

MICHAEL SWIGGART  
10856 YELLOW PINE ST NW  
COON RAPIDS, MN 55433

Issue Date: 6-20-2013

Property Address: **10856 YELLOW PINE ST**  
COON RAPIDS, MN

PIN #: 233124210023

This is an Administrative Citation issued under Coon Rapids City Code Chapter 2-1100. On 6/19/13 the following violation(s) of Coon Rapids City Code was found at the above property address:

<b><u>Compliance Date</u></b>	<b><u>Violation &amp; Corrective Action</u></b>	<b><u>Code Section &amp; Summary</u></b>	<b><u>Penalty</u></b>
06/27/2013	Vehicle parked on grass next to drive, discontinue parking off pavement in the front and side yards	11-603.1(7)(i) Parking and Drives. -- Parking is prohibited within the front and side yards except on improved surfaces or off drive parking area in LDR-2 District.	\$300
06/27/2013	VTM411 expired tabs, display current registration or remove from outdoor storage	11-601.5 Junk Vehicles on Residential Property. -- All vehicles in exterior storage must be operable and have current registration.	\$300
06/27/2013	233JTL expired tabs, display current registration or remove from outdoor storage	11-601.5 Junk Vehicles on Residential Property. -- All vehicles in exterior storage must be operable and have current registration.	\$300

To avoid the above penalty/penalties, you **must** do one of the following:

1. Correct the violation(s) **on or before** the Compliance Date noted above. To be sure all issues are resolved, you may arrange for a City inspection **before** the Compliance Date noted above.
2. Contact the inspector below to arrange a time extension for compliance. You must sign a time extension agreement **on or before** the Compliance Date noted above.
3. Appeal the inspector's decision **on or before** the Compliance Date.

Refer to the attached/enclosed Administrative Citation Program brochure for the Notice of Appeal form, including instructions for requesting a time extension, and additional information.

10856 YELLOW PINE ST  
CITATION #53067-22765  
PAGE 2

If a second or subsequent Citation is issued within 180 days of the same or similar violation, the penalty will double. If you correct the conditions leading to the subsequent Citation prior to the Compliance Date, one half of the penalty will be waived. In addition to any penalties, you may also be subject to Excessive Consumption of Services fees as allowed by City Code Section 12-317 and/or abatement costs.

You can view the full City Code online at [www.coonrapidsmn.gov/citycode](http://www.coonrapidsmn.gov/citycode) or you can obtain the City Code Section(s) at Coon Rapids City Hall at 11155 Robinson Dr NW, Coon Rapids, MN 55433.

Please note that if your property is not brought into compliance by the Compliance Date listed above, the City may enter your property to abate the violation (correct the conditions leading to the violation). If the city abates the violation, all costs of the abatement, along with any unpaid penalty, will be charged to your property taxes in a form of a Special Assessment.

Inspectors are often not in the office. If you would like to speak with, or schedule an appointment with, the inspector regarding this citation, please call the number below.

Adam Mitlyng  
Code Enforcement  
763-767-6470



07/09/2013 11:54



## ADMINISTRATIVE CITATION

Citation #53067-22966

**OPEN IMMEDIATELY**

MICHAEL SWIGGART  
10856 YELLOW PINE ST NW  
COON RAPIDS, MN 55433

Issued 7-10-2013

Property Address: **10856 YELLOW PINE ST**  
COON RAPIDS, MN

PIN #: 233124210023

This is an Administrative Citation issued under Coon Rapids City Code Chapter 2-1100. On 7/9/13 the following violation(s) of Coon Rapids City Code was found at the above property address:

<u>Compliance Date</u>	<u>Violation &amp; Corrective Action</u>	<u>Code Section &amp; Summary</u>	<u>Penalty</u>
07/17/2013	VTM 411 expired tabs still in non-compliance. Display current registration or remove vehicle from outdoor storage.	11-601.5 Junk Vehicles on Residential Property. -- All vehicles in exterior storage must be operable and have current registration.	\$600

To avoid the above penalty/penalties, you **must** do one of the following:

1. Correct the violation(s) **on or before** the Compliance Date noted above. To be sure all issues are resolved, you may arrange for a City inspection **before** the Compliance Date noted above.
2. Contact the inspector below to arrange a time extension for compliance. You must sign a time extension agreement **on or before** the Compliance Date noted above.
3. Appeal the inspector's decision **on or before** the Compliance Date.

Refer to the attached/enclosed Administrative Citation Program brochure for the Notice of Appeal form, including instructions for requesting a time extension, and additional information.

If a second or subsequent Citation is issued within 180 days of the same or similar violation, the penalty will double. If you correct the conditions leading to the subsequent Citation prior to the Compliance Date, one half of the penalty will be waived. In addition to any penalties, you may also be subject to Excessive Consumption of Services fees as allowed by City Code Section 12-317 and/or abatement costs.

You can view the full City Code online at [www.coonrapidsmn.gov/citycode](http://www.coonrapidsmn.gov/citycode) or you can obtain the City Code Section(s) at Coon Rapids City Hall at 11155 Robinson Dr NW, Coon Rapids, MN 55433.

10856 YELLOW PINE ST  
CITATION #53067-22966  
PAGE 2

Please note that if your property is not brought into compliance by the Compliance Date listed above, the City may enter your property to abate the violation (correct the conditions leading to the violation). If the city abates the violation, all costs of the abatement, along with any unpaid penalty, will be charged to your property taxes in a form of a Special Assessment.

Inspectors are often not in the office. If you would like to speak with, or schedule an appointment with, the inspector regarding this citation, please call the number below.

Paul Buchanan  
Code Enforcement  
763-767-6533



**Board of Adjustment and Appeals - Regular  
Session**

**7.**

**Meeting Date:** 09/05/2013

**Subject:** Case 13-13V, Special Assessment Objection, Teresa Ann Day, 10926 Eagle Street,  
14-31-24-33-0031

**From:** Kristin DeGrande, Neighborhood Coordinator

---

**INTRODUCTION**

Unpaid penalties and/or costs associated with code enforcement action against the subject property in the amount of \$300 are proposed to be assessed to the property. The property owner has filed an objection to the assessment.

**BACKGROUND & CONSIDERATIONS**

The amount of \$300 is for an administrative citation for long grass.

A City inspector went out to this property on May 21, 2013, to investigate grass and weeds taller than 8". The property was posted with a long grass citation and a courtesy letter was sent to the owner of record (same address). The compliance date was set for May 28, 2013. Upon re-inspection on May 29, 2013, the grass had not been cut so the \$300 was charged. The City's mowing crew was unable to access the backyard, but did mow the long grass in the front and side yards on May 30, 2013.

**ACTION REQUESTED**

In Case 13-13V, it is requested the Board of Adjustment and Appeals recommend the City Council affirm the \$300 special assessment in its entirety.

---

**Attachments**

Supporting Documents

---

To Coon Rapids Council Members.

Case # 13-13V

I recieved a notice to mow my yard on 5-22-13 I mowed on 5-24-13. It had rained every day. On 5-28-13 only 6 days after I mowed the city was mowing. I took a picture of the part of the lawn that was not mowed yet and it was 6.5 inches long not 8 inches. I did mow as requested and believe that my lawn should not have been mowed by the city

PIN # 14-31-24-33-0031



Teresa Day

10926 Eagle St. NW  
Coon Rapids MN. 55433.

*[Handwritten signature]*

**PROPERTY ADDRESS: 10926 EAGLE ST**

PIN: 143124330031  
CLOSED

Work Order #52379

05/23/2013 Weeds / Long Grass

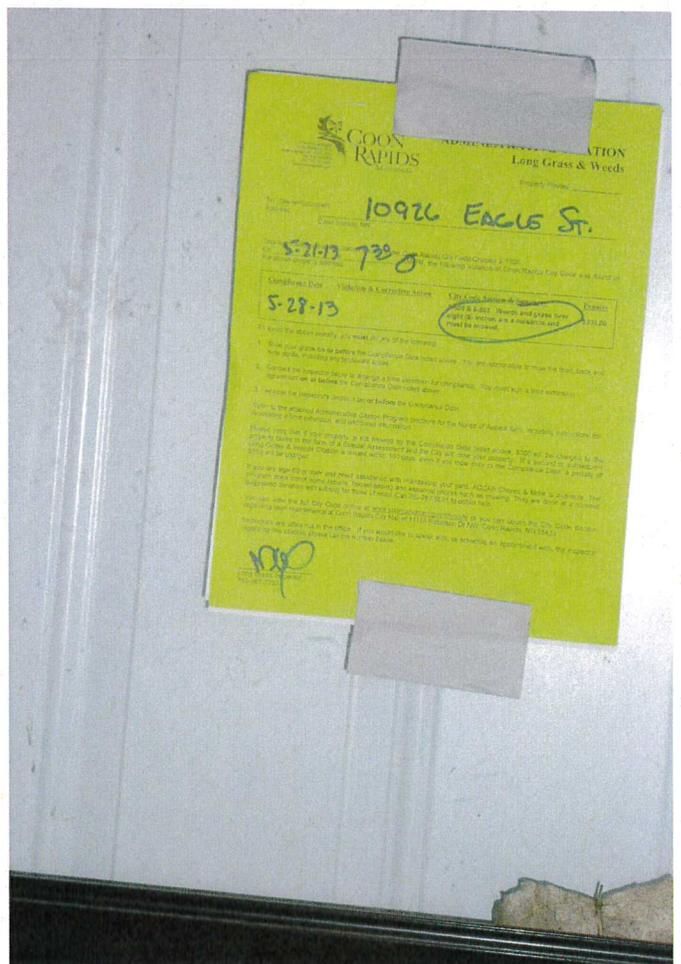
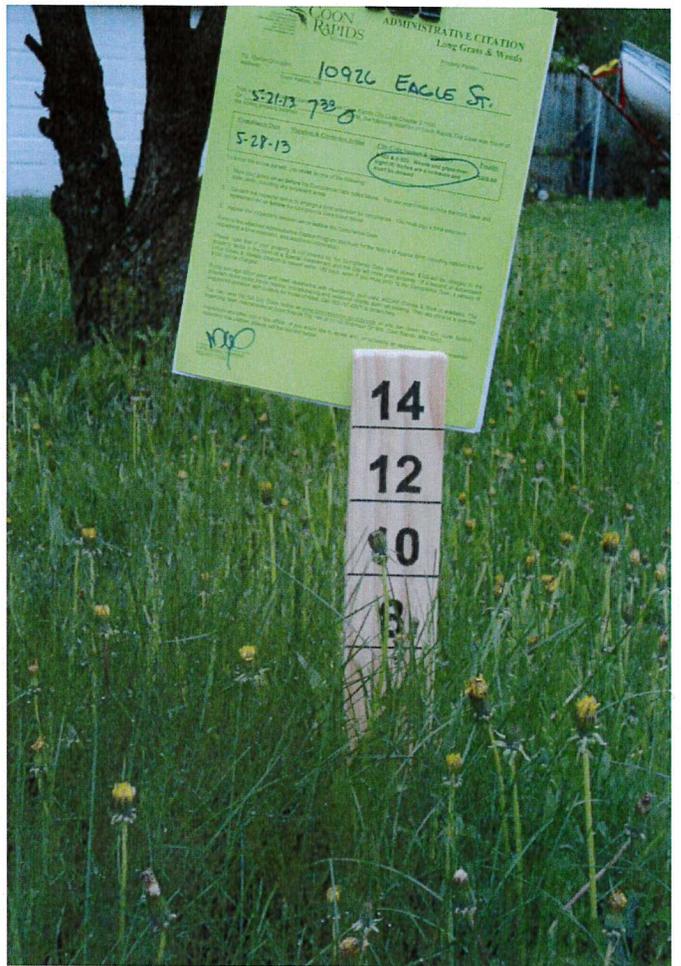
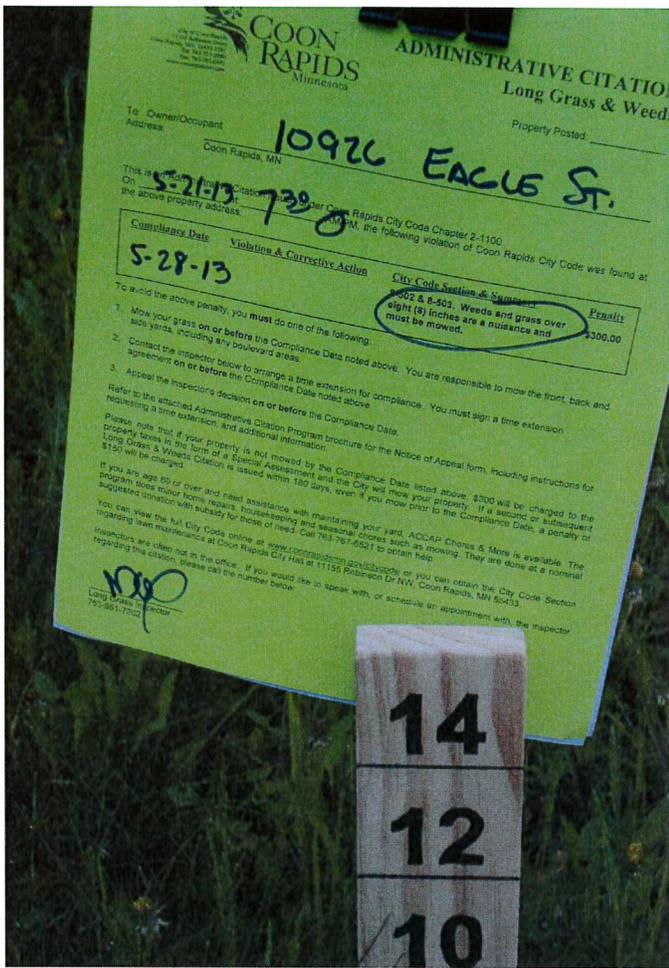
Task Name	Scheduled Start	Actual Start	Assigned To	COMMENTS
CITATION ISSUED	5/21/13	5/21/13	GAZELKA, MIKE	Citation posted at property.
INFORMATION SENT	5/23/13	5/23/13	DRABCZAK, LEYA	Courtesy letter sent.
CITATION REINSPECT	5/29/13	5/29/13	GAZELKA, MIKE	not cut; abate
ORDER ABATEMENT	5/29/13	5/29/13	HINTZE, CINDY	Emailed work order to Gregg Engle at Public Works to mow property.
CITATION FEE APPLIED	5/29/13	5/29/13	HINTZE, CINDY	\$300
COMMUNICATE W OWNER	5/30/13	5/30/13	HINTZE, CINDY	Owner Teresa Day ; ...5 called upset that mowing crew was at her property. Said she mowed last week Friday. Told her inspector found grass to be more than 8" yesterday. She used profanity. Told her she could speak with a supervisor.
ABATE	5/30/13	5/30/13	ENGLE, GREGG	Don & Patrick cut and bagged grass. Homeowner was aggressive; not happy. Backyard was not accessible.
COMMUNICATE W OWNER	5/31/13	5/31/13	DEGRANDE, KRISTIN	I tried calling homeowner Theresa back regarding the mowing abatement of her property. No one answered so I left a message on her voice mail.

~ ADMINISTRATIVE CITATION INFORMATION ~ If blank, no Administrative Citation was issued on this work order.

City Code	Inspection Date	Fine	Inspected By	Compliance Date & Instructions	Citation Issued To

Files attached to this work order:

- \\cr-fs2\applications\cityworksserverfiles\WorkOrder\52379\10926 EAGLE ST 05232013.pdf
- \\cr-fs2\applications\cityworksserverfiles\WorkOrder\52379\abatement order 2.pdf







May 23, 2013

DAY TERESA ANN  
10926 EAGLE ST NW  
COON RAPIDS, MN 55433

Address: **10926 EAGLE ST**  
COON RAPIDS, MN 55433

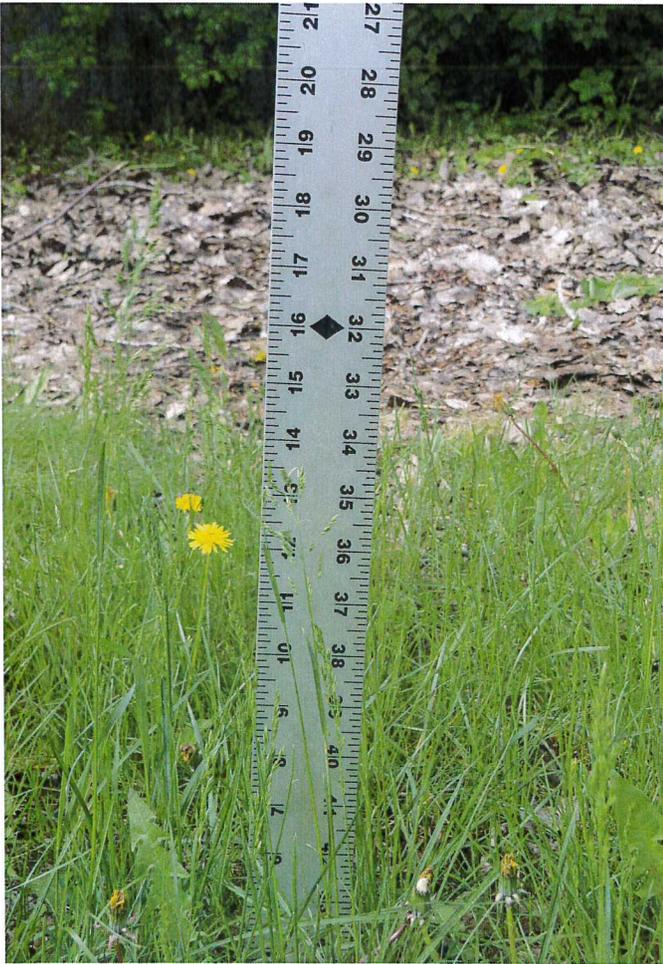
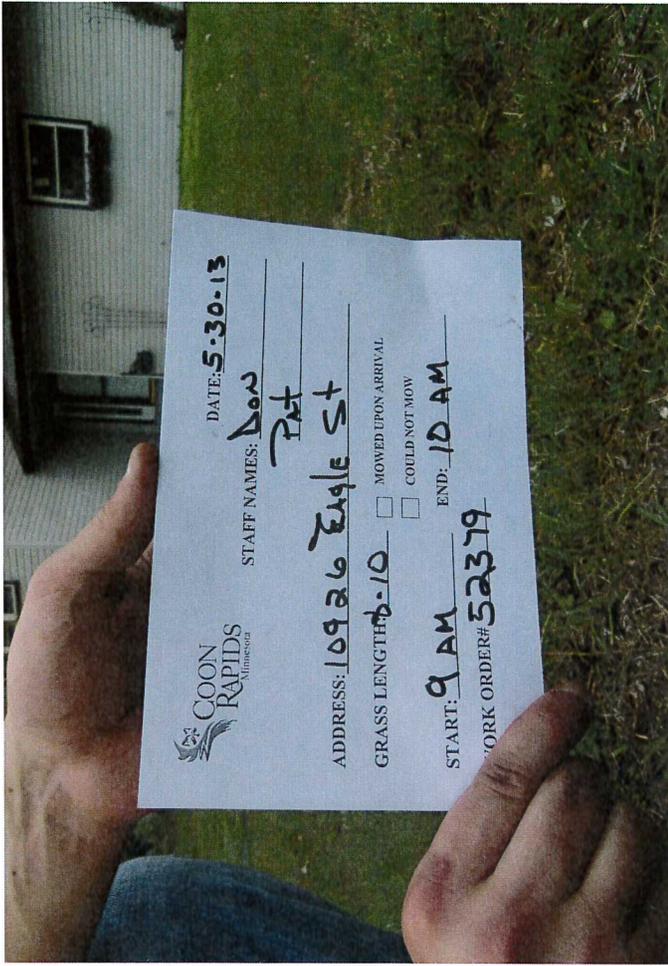
Administrative Citation: **#52379**

PIN: 143124330031

Your property in Coon Rapids was recently posted with an Administrative Citation for long grass. In the City of Coon Rapids, grass and/or weeds cannot be taller than 8" in height. Anoka County Property Records identifies you as the taxpayer/property owner of 10926 EAGLE ST, and for this reason, this letter is being sent to you to ensure you are aware of the long grass citation at your property. If your property is mowed by 05/30/2013, the \$300 penalty will not be charged.

For more information, please refer to the citation posted at your property or call 763-951-7202.

Long Grass Inspector  
763-951-7202





**Board of Adjustment and Appeals - Regular  
Session**

**8.**

**Meeting Date:** 09/05/2013

**Subject:** Case 13-14V, Special Assessment Objection, Creekside Estates/Steve Witzel, 1168 101st Avenue NW, 23-31-24-43-0005

**From:** Kristin DeGrande, Neighborhood Coordinator

---

**INTRODUCTION**

Unpaid penalties and/or costs associated with code enforcement action against the subject property in the amount of \$258 are proposed to be assessed to the property. The property owner has filed an objection to the assessment.

**BACKGROUND & CONSIDERATIONS**

The amount of \$258 is for securing a vacant property.

Creekside Estates is the owner of the property and Steve Witzel is the owner of the mobile home.

City staff has been performing an extensive enforcement sweep in the Creekside Estates Mobile Home Park this year. During inspections on June 17, 2013, a City inspector found this vacant mobile home to be open and was unable to simply lock the front door, so the Police Department inspected the property and the City contractor came out to secure the home with a hasp lock. A letter was sent to the owners of Creekside Estates as well as the park manager informing them of the action taken. The City's Police and Fire Departments have given clear guidance to the City's inspectors that any unsecured vacant home be secured immediately as a matter of public safety.

The mobile home on this site has since been removed from the park.

**ACTION REQUESTED**

In Case 13-14V, it is requested the Board of Adjustment and Appeals recommend the City Council affirm the \$258 special assessment in its entirety.

---

**Attachments**

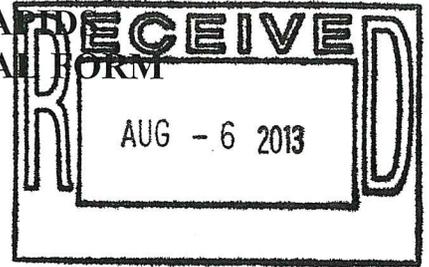
Supporting Documents

---



Case # 13-14V

CITY OF COON RAPIDS  
ASSESSMENT APPEAL FORM



Complete the following information (PLEASE PRINT):

YOUR NAME: Steve Witzel - Roger Beyers

ADDRESS OF PROPERTY BEING ASSESSED: 1168 10<sup>th</sup> Ave

PROPERTY IDENTIFICATION NUMBER: PIN 23-31A 43-0005

YOUR HOME ADDRESS (if different than above): 505 NE Fircrest St  
Friday MN 55432

HOME PHONE: (763) 441-2211 CELL PHONE: (763) 520-2211

AMOUNT OF ASSESSMENT: 258<sup>00</sup>

WHAT IS BEING ASSESSED? (i.e. long grass citation, abatement of items in the yard, expired rental license, parking off pavement citation):  
Install ~~an~~ pedlock on door

REASON FOR APPEAL:  
The price being assessed is excessive,  
20% not 23% for 10 min work?  
Could have screwed door shut or notified  
of problem. - NO NOTICE.  
Home has been removed from community.

Signature: [Handwritten Signature]

ACTION BY THE BOARD:

OUTCOME OF MOTION: \_\_\_\_\_

**PROPERTY ADDRESS: 1168 101ST AVE**

Work Order #52997

Miscellaneous Housing Issues

COMMENTS

Task Name	Projected Start	Actual Start	Assigned To	Comments
INSPECTION 1		6/17/13	DRABCZAK, LEYA	
SECURE PROPERTY INFORMATION SENT		6/17/13	DRABCZAK, LEYA	PROPERTY UNSECURED, CRPD SWEEP FRONT DOOR UNABLE TO LOCK. SECURE LETTER SENT TO OWNER, COPY TO ROGER
CITATION ISSUED		6/17/13	DRABCZAK, LEYA	
ASSESSMENT		6/18/13	DRABCZAK, LEYA	FLOS INVOICE # 981
CITATION REINSPECT	6/25/13	8/6/13	DRABCZAK, LEYA	Unit has been removed
COMPLAINT		8/6/13	BUCHANAN, PAUL	Closing order

~ ADMINISTRATIVE CITATION INFORMATION ~ If blank, no Administrative Citation was issued on this work order.

City Code	#	Inspection Date	Fine	Inspected By	Compliance Date & Instructions	Citation Issued To	ISSUE DATE
11-307.6	22695	6/17/13	300	DRABCZAK, LEYA	PUD CREEKSIDE VIOLATION UNIT CONSTRUCTED IN 1989.	550 ASSOC TWO 6/18/2013 4175 LOVELL RD # 114 CIRCLE PINES, MN 55014	

Files attached to this work order:

\\WorkOrder\52997\1168 101st ave 06172013.pdf

Work Order #54149

Yard And Lot Issues

OPEN

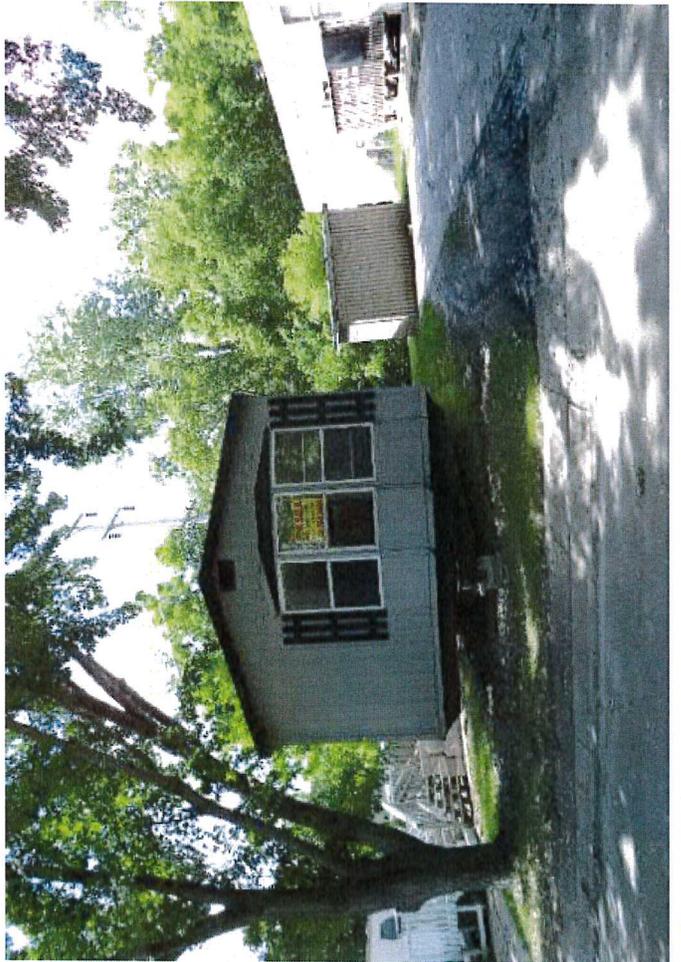
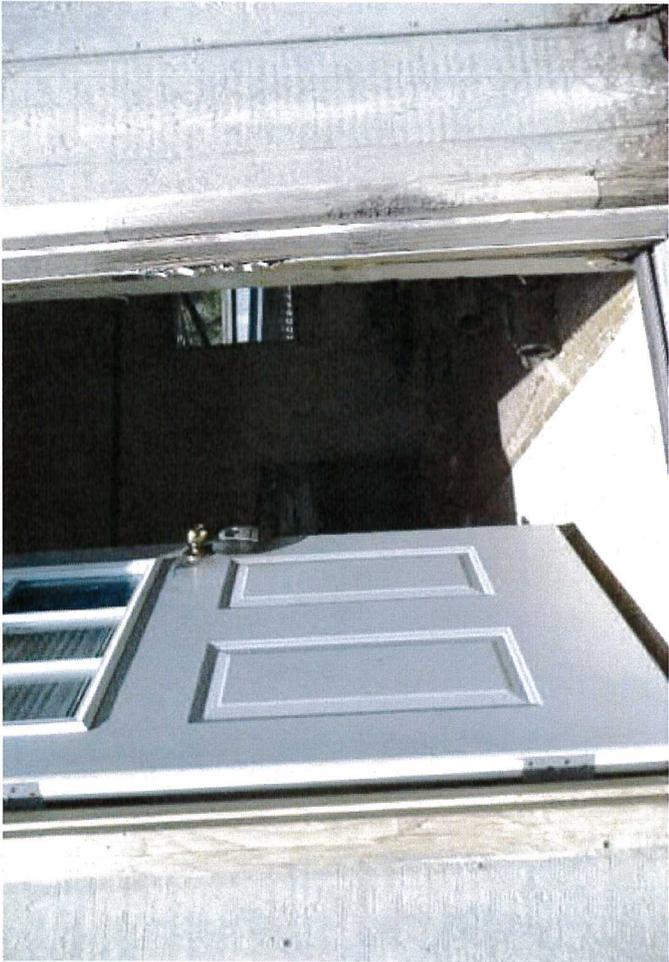
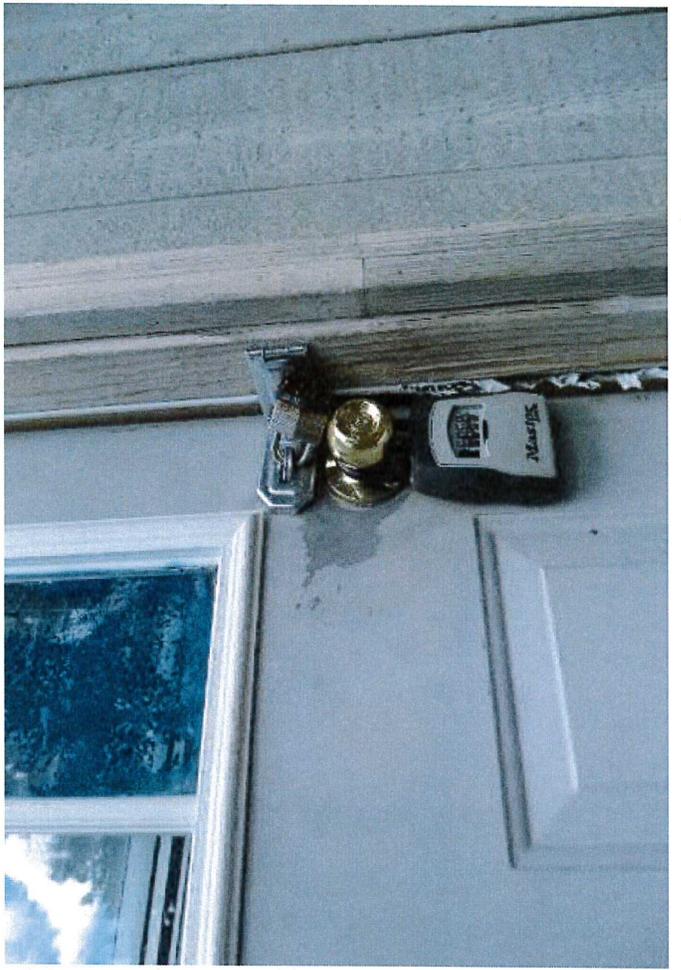
COMMENTS

Task Name	Projected Start	Actual Start	Assigned To	Comments
INSPECTION 1		8/6/13	BUCHANAN, PAUL	Loose wires, cable box, uncapped gas line.
CITATION ISSUED		8/7/13	BUCHANAN, PAUL	Loose utility connections. Uncapped gas line. Loose wires.
CITATION REINSPECT	8/14/13		BUCHANAN, PAUL	

~ ADMINISTRATIVE CITATION INFORMATION ~ if blank, no Administrative Citation was issued on this work order.

City Code	#	Inspection Date	Fine	Inspected By	Compliance Date & Instructions	Citation Issued To
12-306(7)	23201	8/6/13	300	BUCHANAN, PAUL	REMOVE LOOSE ELECTRIC WIRES.	550 ASSOC TWO Issued 8-7-2013 4175 LOVELL RD #114 CIRCLE PINES, MN 55014
11-307.6		8/6/13	300	BUCHANAN, PAUL	REMOVE LOOSE CABLE WIRES, BOXES. GAS LINE MUST BE CAPPED AT VACANT LOT.	

Files attached to this work order:





6/17/2013

550 ASSOC TWO  
4175 LOVELL RD # 114  
CIRCLE PINES, MN 55014

Re: 1168 101<sup>ST</sup> AVE CREEKSIDE ESTATES

To Whom It May Concern:

During a recent inspection of vacant properties in the City of Coon Rapids, our inspectors noted that the above property was unsecured.

In an effort to reduce property damage and crime, our city has the policy of securing these properties immediately. If required, a lock set or hasp and padlock is used to secure the property. You may contact our office for a set of keys.

Any fees incurred will be charged back to the property in the form of a special assessment.

Please contact me with any questions, I will be happy to assist you.

Sincerely,

Leya Drabczak  
Housing Inspector  
City of Coon Rapids  
763-767-6420  
LDrabczak@coonrapidsmn.gov

CC ROGER BUYERS  
1100 EGRET BLVD  
COON RAPIDS, MN 55433

**ilos remodeling**

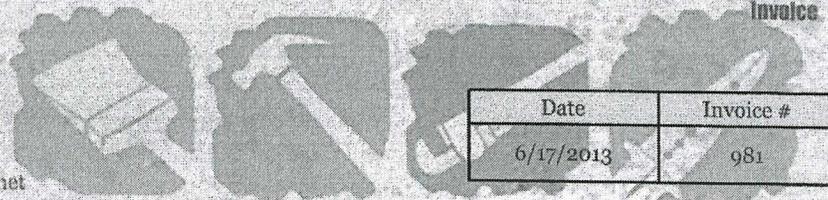
9781 monroe st ne  
blaine, MN 55434

Phone # 6127517117

fdmagadan@comcast.net

Fax # 7637833504

Invoice



Date	Invoice #
6/17/2013	981

<b>Bill To</b>
city coon rapids 11155 robinson dr coon rapids, mn 55433

P.O. No.	Terms	Project
58812		

Quantity	Description	Rate	Amount
	1168 101st ave. trailer park. (trip fee)		
2	labor	50.00	50.00
	lock and hasp front door	55.00	110.00
		30.00	30.00
<p>OK to pay ansers to taxes 52997 <i>[Signature]</i></p>			
leya		<b>Total</b>	<b>\$190.00</b>



**Board of Adjustment and Appeals - Regular Session**

**9.**

**Meeting Date:** 09/05/2013

**Subject:** Case 13-15V, Special Assessment Objection, Creekside Estates, 10345 Xeon Street, 23-31-24-42-0003

**From:** Kristin DeGrande, Neighborhood Coordinator

---

**INTRODUCTION**

Unpaid penalties and/or costs associated with code enforcement action against the subject property in the amount of \$359 are proposed to be assessed to the property. The property owner has filed an objection to the assessment.

**BACKGROUND & CONSIDERATIONS**

The amount of \$359 is for securing a vacant property.

Creekside Estates is the owner of the property and Roger Beyers is the park manager.

City staff has been performing an extensive enforcement sweep in the Creekside Mobile Home Park this year. During inspections on June 12, 2013, a City inspector found this vacant mobile home to be unsecured. The home had been boarded earlier in the year after a house fire, and someone had since removed these boards leaving the home wide open and the back door kicked in. The Police Department inspected the home and the City's contractor immediately secured several entry points into the home. A letter was sent to the owners of Creekside Estates as well as the park manager informing them of the action taken. The City's Police and Fire Departments have given clear guidance to the City's inspectors that any unsecured vacant home be secured immediately as a matter of public safety.

This mobile home has since been demolished and removed from the park.

**ACTION REQUESTED**

In Case 13-15V, it is requested the Board of Adjustment and Appeals recommend City Council affirm the \$359 special assessment in its entirety.

---

**Attachments**

**Supporting Documents**

---



CITY OF COON RAPIDS  
ASSESSMENT APPEAL FORM

received  
HC 8-7-13 11:15 m

Case #13-15V

Complete the following information (PLEASE PRINT):

YOUR NAME: Creekside Estates

ADDRESS OF PROPERTY BEING ASSESSED: 10345 Xen St.

PROPERTY IDENTIFICATION NUMBER: 23-31-24-42-0003

YOUR HOME ADDRESS (if different than above): 1100 Egret Blvd

HOME PHONE: 763-763-1111 CELL PHONE: 763-763-1111

AMOUNT OF ASSESSMENT: 359.00

WHAT IS BEING ASSESSED? (i.e. long grass citation, abatement of items in the yard, expired rental license, parking off pavement citation):

Damaged Home No Secured

REASON FOR APPEAL:

Amount seems to be Excessive for putting on a loose piece of plywood - no notice.

Signature: Guy Guy

ACTION BY THE BOARD:

OUTCOME OF MOTION:



# Property Report

Report Date: 8/8/2013

PROPERTY ADDRESS: 10345 XEON ST

PIN: 233124420003

Work Order #51750

02/26/2013 Excessive Storage

CLOSED

Task Name	Scheduled Start	Actual Start	Assigned To	COMMENTS
INSPECTION 1		2/26/13	DRABCZAK, LEYA	garbage mobile home, garbage house fire.
FIRE CONTACT		2/26/13	DRABCZAK, LEYA	nick house
NOT HABITABLE		2/26/13	DRABCZAK, LEYA	dkw stated that he posted the dwelling uninhabitable.
SECURE PROPERTY		6/12/13	DRABCZAK, LEYA	PROPERTY UNSECURED. SIDE OF UNIT WIDE OPEN, BOARDING MATERIAL WAS REMOVED AND BACK DOOR KICKED IN CRPD SWEEP, AND IMMEDIATE SECURE CONDUCTED.
INFORMATION SENT		6/12/13	DRABCZAK, LEYA	SECURE LETTER SENT TO OWNER AND COPY TO ROGER AT CREEKSIDE.
ASSESSMENT		6/20/13	DRABCZAK, LEYA	FLOS INVOICE # 975
COMPLIANCE		7/9/13	DRABCZAK, LEYA	mobile home has been demolished and removed.

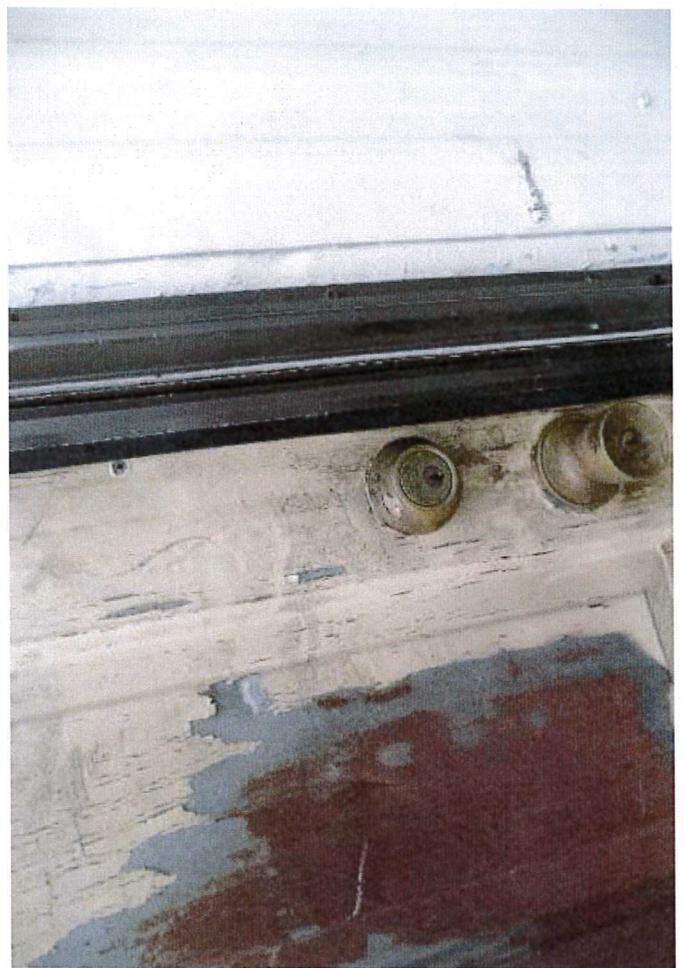
~ ADMINISTRATIVE CITATION INFORMATION ~ If blank, no Administrative Citation was issued on this work order.

City Code	Inspection Date	Fine	Inspected By	Compliance Date & Instructions	Citation Issued To

Files attached to this work order:

- \\cr-fs2\applications\cityworksserverfiles\WorkOrder\51750\10345 XEON ST NW .docx
- \\cr-fs2\applications\cityworksserverfiles\WorkOrder\51750\10345 xeon st 06122013.pdf
- \\cr-fs2\applications\cityworksserverfiles\WorkOrder\51750\10345 XEON ST POLICE REPORT 02242013.pdf









6/13/2013

SCHUCHARD LORALIE  
10345 XEON ST NW  
COON RAPIDS, MN 55433

Re: 10345 XEON ST NW PID # 99922-171001

To Whom It May Concern:

During a recent inspection of vacant properties in the City of Coon Rapids, our inspectors noted that the above property was unsecured.

In an effort to reduce property damage and crime, our city has the policy of securing these properties immediately. If required, a lock set or hasp and padlock is used to secure the property. You may contact our office for a set of keys.

Any fees incurred will be charged back to the property in the form of a special assessment.

Please contact me with any questions, I will be happy to assist you.

Sincerely,

Leya Drabczak  
Housing Inspector  
City of Coon Rapids  
763-767-6420  
LDrabczak@coonrapidsmn.gov

Cc: Creekside Manager  
550 Association Two

**flor remodeling**

Invoice

9781 monroe st ne  
blaine, MN 55434

Phone # 6127517117 @magadan@comcast.net  
Fax # 7637833504

Date	Invoice #
6/12/2013	975

Bill To
city coon rapids 11155 robinson dr coon rapids, mn 55433

P.O. No.	Terms	Project
58812		

Quantity	Description	Rate	Amount
	10345 Xeon st. (trip fee)	50.00	50.00
	board back door two sheets plywood 4'x8' board side trailer	46.00	46.00
	lock and hasp front door	30.00	30.00
3	labor	55.00	165.00
<p>OK to pay + assess to taxes</p> <p>51750</p>			
leya		<b>Total</b>	<b>\$291.00</b>



**Board of Adjustment and Appeals - Regular  
Session**

**10.**

**Meeting Date:** 09/05/2013

**Subject:** Case 13-16V, Special Assessment Objection, RMR Services LLC, 11790 Xeon Street  
#1600, 11-31-24-34-0075

**From:** Kristin DeGrande, Neighborhood Coordinator

---

**INTRODUCTION**

Unpaid penalties and/or costs associated with code enforcement action against the subject property in the amount of \$4,000 are proposed to be assessed to the property. The property owner has filed an objection to the assessment.

**BACKGROUND & CONSIDERATIONS**

The amount of \$4,000 is for two rental license violations (\$2,000 each).

A City housing inspector began investigating claims that this property was an unlicensed rental property in April 2012. All rental properties in the City of Coon Rapids require a rental license (City Code 12-900). Rental license application packets were mailed to the property owner in April and July of 2012 with no response, so rental license violation letters were mailed to the property owner with still no response. These earlier violations and related assessments are not part of this appeal.

A rental violation letter (3rd citation - \$2,000) was mailed to the property owner (Blaine, MN address) on October 16, 2012, stating that a rental license needed to be obtained for this property by November 19, 2012. There was no response from the property owner, so the \$2,000 was charged to the property on March 27, 2013. Still not in compliance, another \$2,000 rental violation letter was mailed on that same day stating that a rental license needed to be obtained for this property by May 1, 2013. Again, there was no response from the property owner so this \$2,000 was charged to the property on May 29, 2013.

City staff considered the option that the property may be an unfiled contract for deed (which would still require a rental license), so the property was posted as an unlicensed rental on May 29, 2013, attempting, to gain attention from the occupant. Still no response.

**ACTION REQUESTED**

In Case 13-16V, it is requested the Board of Adjustment and Appeals recommend the City Council affirm the \$4,000 special assessment in its entirety.

---

**Attachments**

**Supporting Documents**

---



Case # 13-16V

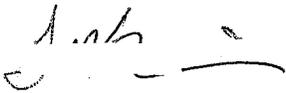
RMR Services, LLC

8/6/2013

To: The City of Coon Rapids, MN

This is a written letter of notice to appeal the assessments placed upon a property owned by RMR Services, LLC. The property address is PIN#: 11-31-24-34-0075. We request the opportunity to have our appeal heard on September 5, 2013 at 6:30 pm as indicated in the Notice provided.

Thank You,



Todd Edinger

President, RMR Services LLC.-9272 Isanti St NE, Blaine MN 55449

11790 Lean St. #1600

\$4,000. - 2 no rental license citation fees

**PROPERTY ADDRESS: 11790 XEON ST #1600**

Work Order #47662

04/19/2012 Rental Pending Legal

PIN: common  
OPEN

<u>Task Name</u>	<u>Scheduled Start</u>	<u>Actual Start</u>	<u>Assigned To</u>	<u>COMMENTS</u>
INFORMATION SENT COMPLAINT		4/17/12	POSCH, MICHELLE	LETTER/PACKET - VACANT UNIT - FYI ONLY
INFORMATION SENT RENTAL VIOLATION ASSESSMENT		7/18/12	POSCH, MICHELLE	VERIFIED WITH, THAT ALL THE UNITS IN THIS BUILDING ARE OCCUPIED WHILE CHECKING VACANT PROPERTIES.
INFORMATION SENT RENTAL VIOLATION ASSESSMENT		7/18/12	POSCH, MICHELLE	LETTER/PACKET - COMPLT FROM HOUSING
INFORMATION SENT RENTAL VIOLATION ASSESSMENT		8/27/12	POSCH, MICHELLE	\$500 NO LICENSE - NO RESPONSE, NO CHANGES - COMPLIANCE 8/15/2012
INFORMATION SENT RENTAL VIOLATION ASSESSMENT		8/27/12	POSCH, MICHELLE	\$500 NO LICENSE
INFORMATION SENT RENTAL VIOLATION ASSESSMENT		10/16/12	POSCH, MICHELLE	\$1000 NO LICENSE - NO CHANGE IN STATUS - COMPLIANCE 10/1/2012
INFORMATION SENT RENTAL VIOLATION ASSESSMENT		10/16/12	POSCH, MICHELLE	\$1000 NO LICENSE - NO CHANGE IN STATUS
INFORMATION SENT RENTAL VIOLATION ASSESSMENT		3/27/13	POSCH, MICHELLE	\$2000 NO LICENSE - no change still occupied - assessed - COMPLIANCE 11/19/2012
INFORMATION SENT RENTAL VIOLATION ASSESSMENT		3/27/13	POSCH, MICHELLE	assessed \$2000 for no license from 11/19/2012
INFORMATION SENT RENTAL VIOLATION ASSESSMENT		5/29/13	POSCH, MICHELLE	\$2000 no license = property occupied - NO RESPONSE NO CHANGE - COMPLIANCE 5/1/2013
INFORMATION SENT RENTAL VIOLATION ASSESSMENT		5/29/13	POSCH, MICHELLE	PROPERTY MAY BE AN UNFILED CONTRACT FOR DEED. POSTED PROPERTY AS AN UNLICENSED RENTAL TO GET SOME RESPONSE FROM OCCUPANT.
INFORMATION SENT RENTAL VIOLATION ASSESSMENT	7/1/13	8/8/13	POSCH, MICHELLE	ASSESS \$2000 FOR NO LICENSE
INFORMATION SENT RENTAL VIOLATION ASSESSMENT				\$2000 NO LICENSE - pending legal action

**~ ADMINISTRATIVE CITATION INFORMATION ~ If blank, no Administrative Citation was issued on this work order.**

<u>City Code</u>	<u>Inspection Date</u>	<u>Fine</u>	<u>Inspected By</u>	<u>Compliance Date &amp; Instructions</u>	<u>Citation Issued To</u>

**Files attached to this work order:**

- \\cr-fs2\applications\cityworkserverfiles\WorkOrder\47662\20120718105029576.pdf
- \\cr-fs2\applications\cityworkserverfiles\WorkOrder\47662\20121016105153701.pdf
- \\cr-fs2\applications\cityworkserverfiles\WorkOrder\47662\20130529093541631.pdf
- \\cr-fs2\applications\cityworkserverfiles\WorkOrder\47662\20120828080000186.pdf
- \\cr-fs2\applications\cityworkserverfiles\WorkOrder\47662\20130327075132203.pdf



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# Anoka County

Minnesota

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## Property Details

<a href="#">Parcel History</a>	<a href="#">Linked Parcels</a>	<a href="#">Special Assessments</a>	<a href="#">Truth In Taxation</a>	<a href="#">Documents</a>	<a href="#">Sales History</a>
<a href="#">Summary</a>	<a href="#">Parties</a>	<a href="#">Values</a>	<a href="#">Taxes</a>	<a href="#">Events</a>	<a href="#">Receipts</a>

Property ID	11-31-24-34-0075	Situs Address	11790 XEON ST #1600 NW , COON RAPIDS, MN 55448-0000
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Parties					
Role	Percent	Name	Address	Since	To
Owner	100.00	RMR SERVICES LLC	9272 ISANTI ST NE, BLAINE, MN 55449-0000 UNITED STATES	11/02/2011	Current
Taxpayer	100.00	RMR SERVICES LLC	9272 ISANTI ST NE, BLAINE, MN 55449-0000 UNITED STATES	11/02/2011	Current

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Version 1.0.4581.14247



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## Property Details

<a href="#">Parcel History</a>	<a href="#">Linked Parcels</a>	<a href="#">Special Assessments</a>	<a href="#">Truth In Taxation</a>	<a href="#">Documents</a>	<a href="#">Sales History</a>
<a href="#">Summary</a>	<a href="#">Parties</a>	<a href="#">Values</a>	<a href="#">Taxes</a>	<a href="#">Events</a>	<a href="#">Receipts</a>

### General Information

Property ID	11-31-24-34-0075
Tax Year	2012
Situs Address	11790 XEON ST #1600 NW , COON RAPIDS, MN 55448-0000
Property Description	UNIT 1600 CONDO NO 55 HIDDEN CREEK WOODS, TOG/W COMMON ELEMENTS, SUBJ TO EASE OF REC
Linked Property Group Position	
Status	Active
Abstract/Torrens	Abstract

### Property Classification

Tax Year	Classification
2013	4BB1-Residential Non-Homestead single unit
2012	1A-Residential Homestead

### Property Characteristics

Year Built	1992
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\* Lot Size: Approximate lot size in feet, clockwise beginning with the direction the lot faces

### Tax District Information

City Name	COON RAPIDS
Watershed	COON CREEK WATERSHED
School District Number and Name	ANOKA-HENNEPIN SCHOOL DISTRICT #11

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## Rental License Violation and Administrative Fine

October 16, 2012

RMR SERVICES LLC  
9272 ISANTI ST NE  
BLAINE, MN 55449

Address: **11790 XEON ST #1600**  
COON RAPIDS, MN

PIN #: common

A previously sent Rental License Violation and Administrative Fine for \$1000 has been charged to the above-listed property taxes.

This property is still in violation. An additional fine of \$2000 will be charged if the property is not in compliance with City Code by the Compliance Date listed below.

This Notice of Violation and Administrative Fine is issued under Coon Rapids City Code Chapter 12-900, Licensing of Rental Dwellings. The City has determined that the above-listed property is being operated as a rental dwelling or rental dwelling unit and does not have a Rental Dwelling License which is in violation of City Code. Attached is a rental license application and information on the rental licensing program.

Please submit the attached rental application, required documents, and license fees by the Compliance Date stated below. If you continue to operate a rental dwelling without a license, this matter will be turned over to the City Attorney's Office for further legal action.

<u>Address</u>	<u>Compliance Date</u>	<u>City Code</u>	<u>Fine Amount</u>
11790 XEON ST #1600	11/19/2012	12-903(1) - Rental License Required	\$2000

Michelle Posch  
Housing Inspector  
City of Coon Rapids  
763-767-6575  
763-767-6573 fax  
mposch@coonrapidsmn.gov

WO#47662



## Rental License Violation and Administrative Fine

March 27, 2013

RMR SERVICES LLC  
9272 ISANTI ST NE  
BLAINE, MN 55449

Address: **11790 XEON ST #1600**  
COON RAPIDS, MN  
PIN #: common

A previously sent Rental License Violation and Administrative Fine for \$2000 has been charged to the above-listed property taxes.

This property is still in violation. An additional fine of \$2000 will be charged if the property is not in compliance with City Code by the Compliance Date listed below.

This Notice of Violation and Administrative Fine is issued under Coon Rapids City Code Chapter 12-900, Licensing of Rental Dwellings. The City has determined that the above-listed property is being operated as a rental dwelling or rental dwelling unit and does not have a Rental Dwelling License which is in violation of City Code. Attached is a rental license application and information on the rental licensing program.

Please submit the attached rental application, required documents, and license fees by the Compliance Date stated below. If you continue to operate a rental dwelling without a license, this matter will be turned over to the City Attorney's Office for further legal action.

Address	Compliance Date	City Code	Fine Amount
11790 XEON ST #1600	05/01/2013	12-903(1) - Rental License Required	\$2000

  
Michelle Posch  
Housing Inspector  
City of Coon Rapids  
763-767-6575  
763-767-6573 fax  
mposch@coonrapidsmn.gov

WO#47662



5/29/2013

RMR Services LLC  
9272 Isanti St NE  
Blaine, MN 55449

Re: 11790 Xeon ST #1600

**The above property has been posted as “not having a rental license”.**

This posting does not affect the current tenant of the rental property. If the current tenant moves out the property owner is not permitted to re-rent the premises without first obtaining a license. The Housing Inspections Department has not received the completed application that has been sent to you. A Rental License is required for this property (City Code Section 12-311). If a Rental License has not been obtained within 20 days of the date of this letter, this matter will be forwarded to the City Attorney's Office. In addition a citation will be issued and fees will be charged. The minimum fee for a citation is \$300.00.

The posting must remain on the dwelling until the Rental License process has been completed and the Rental License has been issued.

Please note that City Code Section 12-317 Excessive Consumption of Services will be enforced. Please see attached copy for information.

Thank you in advance for your cooperation in this matter.

Michelle Posch  
Housing Inspector  
City of Coon Rapids  
Ph 763-767-6575  
Fx 763-767-6573  
[mposch@coonrapidsmn.gov](mailto:mposch@coonrapidsmn.gov)

wo# 47662

**Coon Rapids City Code  
Rental Dwelling License  
12-311**

**12-311 Licensing of Rental Dwelling Units.**

(1) License Required. No person is allowed to operate a rental dwelling or rental dwelling unit without first having obtained a license under this Section. This Section does not apply to residences occupied by the owner where no more than two sleeping rooms are rented and the renters have access to the entire residence, or to residences occupied only by the owner's children or parents. [Revised 6/20/06, Ordinance 1925]

(2) Expiration of License. Licenses are two years in length and expire on the anniversary date of the license. [Revised 6/20/06, Ordinance 1925]

(3) Fees. License fees shall be established from time to time by ordinance. All required fees must accompany an initial or renewal application. If the fee is not paid, a new license will not issue, and an existing license will not be renewed. [Revised 6/20/06, Ordinance 1925]

The City may also act to prevent the continued rental of the affected dwelling unit or units.

A licensee is not entitled to a refund of any license fee upon revocation or suspension.

Reinspection fees are regulated under Section 12-317. No license and no renewal license may be issued unless all inspection or reinspection fees are paid. [Revised 6/20/06, Ordinance 1925]

**12-317 Excessive Consumption of Services.**

(1) Collection Authorized. The City is authorized to collect inspection costs, as determined from time to time by ordinance, from a property owner who consumes excessive inspection services, or from a person who makes repeated unfounded requests for enforcement. Unpaid costs of inspection may be specially assessed against the property in the manner prescribed by law.

(2) For the purpose of this Section, an excessive consumption of inspection services occurs on a non-rental property when:

(a) One or more inspections are performed at the same location within a consecutive 12 month period after any inspection for which a notice of violation was served, and

(b) During any inspection under Section 12-317(2)(a), the inspector finds continuing or additional violations.

(3) For the purpose of this Section, an excessive consumption of inspection services occurs on a rental property when:

- (a) Section 12-317(2) is met, or
- (b) The second follow-up inspection to an initial or renewal inspection reveals non-compliance with requirements established in the initial or renewal inspection, or the first follow-up inspection.

For Section 12-317(3)(b) excessive consumption of inspection services, double the cost may be imposed.

(4) For the purposes of this Section, a repeated unfounded request for enforcement means an unfounded request for enforcement by any person within 90 days of a previous unfounded request for enforcement regarding the same property or subject matter, provided that person had notice the first request for enforcement has been determined to be unfounded. For the purposes of this Section, notice means actual notice, or written notice mailed to the person's last known address, and either not returned, or returned by the postal authorities as undeliverable. A person violating this clause is also guilty of a misdemeanor.

(5) This Section applies to violations of this Chapter, license inspections under this Chapter, violations of Title 8 (Health, Safety, and Sanitation), and violations of Sections 11-1827 through 11-1832 (Vehicle Storage in Residential Districts; Junk Vehicles). This Section is supplementary to and does not limit the civil or criminal authority of governmental agents acting under statutes, laws, codes, or ordinances on the same subject. [Revised 6/20/06, Ordinance 1925]

11790 XEON ST #1600

# NOTICE

**THIS PROPERTY IS POSTED AS  
NOT HAVING A CURRENT RENTAL LICENSE**

**A CURRENT RENTAL LICENSE IS REQUIRED FOR ALL RENTAL PROPERTIES  
CITY CODE SECTION 12-311**

**05/29/2013**



Compliance Official

City of Coon Rapids  
11155 Robinson Drive  
Coon Rapids, Minnesota 55433

Michelle Posch  
Housing Inspector  
763-767-6575

BRIAN VINKEMEIER  
CHIEF BUILDING OFFICIAL  
763-767-6572

**It is unlawful to remove this posting without the consent of the Compliance Official**



**Board of Adjustment and Appeals - Regular  
Session**

**11.**

**Meeting Date:** 09/05/2013

**Subject:** Case 13-17V, Special Assessment Objection, Dawn Zeiher, 12935 Raven Street,  
03-31-24-24-0097

**From:** Kristin DeGrande, Neighborhood Coordinator

---

**INTRODUCTION**

Unpaid penalties and/or costs associated with code enforcement action against the subject property in the amount of \$600 are proposed to be assessed to the property. The property owner has filed an objection to the assessment.

**BACKGROUND & CONSIDERATIONS**

The amount of \$600 is for two administrative citations (\$300 each) for parking off pavement.

A City inspector went to the property on May 6, 2013, to investigate a vehicle parked on the grass. An administrative citation was sent to the property owner (same address) on May 7, 2013, with a May 14, 2013, compliance date. During the re-inspection on May 16, 2013 the vehicle was found to still be parked on the front lawn, so the \$300 citation was charged to the property.

Still not in compliance, a second (\$600) citation was sent out to the property owner on May 17, 2013 with a May 24, 2013 compliance date. Upon re-inspection on May 28, 2013, the vehicle was moved and the property was in compliance so half of the \$600 citation was charged (\$300) since it was a second violation within 12 months.

**ACTION REQUESTED**

In Case 13-17V, it is requested the Board of Adjustment and Appeals recommend the City Council affirm the \$600 special assessment in its entirety.

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**Attachments**

**Supporting Documents**

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Received 8/7/13 3:32pm

Case # 13-17V

03-31-24-24-0097

\$600 - 2 parking off pavement citations

12935 Raven Dr

City of Coon Rapids  
11155 Robinson Drive  
Coon Rapids, MN 55433

Dear City Officials,

I am hoping that by working with the city of Coon Rapids regarding the two citations I received a reasonable understanding may be reached and these charges can be waived. On a going forward basis I will agree to make other arrangements for the vehicles which have created this situation.

I have been participating in the Neighborhood Annual Garage Sale event for at least 15 years or longer. With friends I have worked a three households sale which varies in length from 1 to 3 weeks depending on factors such as the weather & the availability of schedules. This is the first time that parking on my front yard is illegal & has been brought to my attention. Until my discovery of the citations I was unaware that this was a violation of city ordinances or codes and that I was doing anything illegal.

The reason for having the vehicles in the yard was to prevent any type of fluid leaks that could possibly stain or damage my driveway. I have a costly, specially stained knock-down cement driveway which I considered a good investment and improvement to my property.

After receiving these citations, I have observed other properties within the Anoka County (Coon Rapids and Andover) area have had vehicles on portions of their yards. I am not able to confirm the length of time they were left on the yard or if they had been cited. Perhaps they were in an area that had a different set of City guidelines. This observation was before as well as after the neighbor garage sale in question. I am unaware if they might have been participants in the sales.

I have to state that the truck was mainly gone since I take the vehicle to the Park & Ride on Main street to catch the bus from the Train Depot or Bus Stop. However both vehicles, or one at least, would have been there depending on the days I could be involved with our 3 week long (2013) garage sale activities.

On average the garage is set up with 8 tables. The area surrounding the driveway is set up with approximately 3 tables on each side and display boxes for the variety of items available for the sale.

The reason for not knowing about the citations until a later date was that they were within what I would consider recyclable items, in other words "Junk Mail", that was delivered to my mailbox. Fortunately I discovered both citations the same night and I immediately, the next business day, contacted the appropriate city officeto take action. I spoke with a man named Adam who referred me to Kristine Degrande due to the assessments I was inquiring about and regarding the citations.

I was advised the first citation dated 05/07/13 was assessed \$300.00. The one dated 05/24/13 was originally \$600.00, which had been changed to \$300.00 since the vechiles had been moved before the date of second review. However this still is leaving a owed balance of \$600.00 in assessments that will be a lien on my 12935 Raven Street NW Coon Rapids, MN 55448 Property. In addition penalties can still be further assessed until paid in full.

Since the citations & being informed of the city ordinances I have kept the vechiles in the garage.

I am looking forward to working with the city to obtain a fair & reasonable solution to this issue.

Respectfully Yours,

Dawn A Zeiher  
Home Owner  
12935 Raven Street NW  
Coon Rapids, MN 55448

**Kristin DeGrande - PIN # 03-3124-24-0097 Review for August 7, 2013**

---

**From:** "ZEIHER, DAWN A" <>  
**To:** "'kdegrande@coonrapidsmn.gov'" <kdegrande@coonrapidsmn.gov>  
**Date:** 8/7/2013 3:39 PM  
**Subject:** PIN # 03-3124-24-0097 Review for August 7, 2013  
**Attachments:** Doc1 (2).docx

---

Hello Kristine,

This is a request for an appeal to the current two outstanding citations against Property: 12935 Raven Street NW Coon Rapids, MN 55448.

If any additional documents are needed, contact me during the hours of 8:00 to 4:30 Central time at 800

I appreciate all your knowledge and assistance regarding this matter.

Respectfully Yours,

Dawn Zeiher  
Home Owner



# Property Report

Report Date: 8/8/2013

PROPERTY ADDRESS: 12935 RAVEN ST

PIN: 033124240097

Work Order #52189

05/07/2013 Yard And Lot Issues

CLOSED

Task Name	Scheduled Start	Actual Start	Assigned To	COMMENTS
INSPECTION 1		5/6/13	MITLYNG, ADAM	
CITATION ISSUED		5/7/13	MITLYNG, ADAM	park off pave
CITATION REINSPECT	5/15/13	5/16/13	MITLYNG, ADAM	no change
CITATION FEE APPLIED		5/16/13	MITLYNG, ADAM	\$300
CITATION ISSUED		5/17/13	MITLYNG, ADAM	\$600 pop
CITATION REINSPECT	5/27/13	5/28/13	MITLYNG, ADAM	compliant
CITATION FEE APPLIED		5/28/13	MITLYNG, ADAM	\$300 half \$600 for receiving second citation
COMMUNICATE W OWNER	6/10/13	6/10/13	DEGRANDE, KRISTIN	Owner called upset re pending assessments. Wants to apply for a time ext. I returned her call 806-5214 left a vm - opportunity for time extension has passed. She can appeal her assessments - letter will be sent out end of June with info.
COMMUNICATE W OWNER	8/5/13	8/5/13	DEGRANDE, KRISTIN	Homeowner Dawn 1-14-14 called with questions about pending assessments. I returned her call, answered her questions and explained the appeal process.

**~ ADMINISTRATIVE CITATION INFORMATION ~ If blank, no Administrative Citation was issued on this work order.**

City Code	Inspection Date	Fine	Inspected By	Compliance Date & Instructions	Citation Issued To
11-705(10) Parking and Drives.	5/6/13	300.00	MITLYNG, ADAM	vehicle parking in front yard, discontinue parking off pavement in the front and side yards	DAWN ZEIHNER Issue Date: 5-07-2013 12935 RAVEN ST NW COON RAPIDS, MN 55448
11-705(10) Parking and Drives.	5/16/13	600.00	MITLYNG, ADAM	Car parking in front yard on grass, discontinue parking off pavement in the front and side yards	DAWN ZEIHNER Issue Date: 5-17-2013 12935 RAVEN ST NW COON RAPIDS, MN 55448

Files attached to this work order:





**COON  
RAPIDS**  
Minnesota

## ADMINISTRATIVE CITATION

Citation #52189-22225

**OPEN IMMEDIATELY**

DAWN ZEIHNER  
12935 RAVEN ST NW  
COON RAPIDS, MN 55448

Issue Date: 5-07-2013

Property Address: **12935 RAVEN ST**  
COON RAPIDS, MN

PIN #: 033124240097

This is an Administrative Citation issued under Coon Rapids City Code Chapter 2-1100. On 5/6/13 the following violation(s) of Coon Rapids City Code was found at the above property address:

<u>Compliance Date</u>	<u>Violation &amp; Corrective Action</u>	<u>Code Section &amp; Summary</u>	<u>Penalty</u>
05/14/2013	vehicle parking in front yard, discontinue parking off pavement in the front and side yards	11-705(10) Parking and Drives. -- Parking is prohibited within the front and side yards except on improved surfaces.	\$300.00

To avoid the above penalty/penalties, you **must** do one of the following:

1. Correct the violation(s) **on or before** the Compliance Date noted above. To be sure all issues are resolved, you may arrange for a City inspection **before** the Compliance Date noted above.
2. Contact the inspector below to arrange a time extension for compliance. You must sign a time extension agreement **on or before** the Compliance Date noted above.
3. Appeal the inspector's decision **on or before** the Compliance Date.

Refer to the attached/enclosed Administrative Citation Program brochure for the Notice of Appeal form, including instructions for requesting a time extension, and additional information.

If a second or subsequent Citation is issued within 180 days of the same or similar violation, the penalty will double. If you correct the conditions leading to the subsequent Citation prior to the Compliance Date, one half of the penalty will be waived. In addition to any penalties, you may also be subject to Excessive Consumption of Services fees as allowed by City Code Section 12-317 and/or abatement costs.

You can view the full City Code online at [www.coonrapidsmn.gov/citycode](http://www.coonrapidsmn.gov/citycode) or you can obtain the City Code Section(s) at Coon Rapids City Hall at 11155 Robinson Dr NW, Coon Rapids, MN 55433.

12935 RAVEN ST  
CITATION #52189-22225  
PAGE 2

Please note that if your property is not brought into compliance by the Compliance Date listed above, the City may enter your property to abate the violation (correct the conditions leading to the violation). If the city abates the violation, all costs of the abatement, along with any unpaid penalty, will be charged to your property taxes in a form of a Special Assessment.

Inspectors are often not in the office. If you would like to speak with, or schedule an appointment with, the inspector regarding this citation, please call the number below.

Adam Mitlyng  
Code Enforcement  
763-767-6470



05/16/2013 09:08



## SECOND VIOLATION ADMINISTRATIVE CITATION

Citation #52189-22265

**OPEN IMMEDIATELY**

DAWN ZEIHNER  
12935 RAVEN ST NW  
COON RAPIDS, MN 55448

Issue Date: 5-17-2013

Property Address: **12935 RAVEN ST**  
COON RAPIDS, MN

PIN #: 033124240097

This is an Administrative Citation issued under Coon Rapids City Code Chapter 2-1100. On 5/16/13 the following violation(s) of Coon Rapids City Code was found at the above property address:

<b><u>Compliance Date</u></b>	<b><u>Violation &amp; Corrective Action</u></b>	<b><u>Code Section &amp; Summary</u></b>	<b><u>Penalty</u></b>
05/24/2013	Car parking in front yard on grass, discontinue parking off pavement in the front and side yards	11-705(10) Parking and Drives. -- Parking is prohibited within the front and side yards except on improved surfaces.	\$600.00

To avoid the above penalty/penalties, you **must** do one of the following:

1. Correct the violation(s) **on or before** the Compliance Date noted above. To be sure all issues are resolved, you may arrange for a City inspection **before** the Compliance Date noted above.
2. Contact the inspector below to arrange a time extension for compliance. You must sign a time extension agreement **on or before** the Compliance Date noted above.
3. Appeal the inspector's decision **on or before** the Compliance Date.

Refer to the attached/enclosed Administrative Citation Program brochure for the Notice of Appeal form, including instructions for requesting a time extension, and additional information.

If a second or subsequent Citation is issued within 180 days of the same or similar violation, the penalty will double. If you correct the conditions leading to the subsequent Citation prior to the Compliance Date, one half of the penalty will be waived. In addition to any penalties, you may also be subject to Excessive Consumption of Services fees as allowed by City Code Section 12-317 and/or abatement costs.

You can view the full City Code online at [www.coonrapidsmn.gov/citycode](http://www.coonrapidsmn.gov/citycode) or you can obtain the City Code Section(s) at Coon Rapids City Hall at 11155 Robinson Dr NW, Coon Rapids, MN 55433.

12935 RAVEN ST  
CITATION #52189-22265  
PAGE 2

Please note that if your property is not brought into compliance by the Compliance Date listed above, the City may enter your property to abate the violation (correct the conditions leading to the violation). If the city abates the violation, all costs of the abatement, along with any unpaid penalty, will be charged to your property taxes in a form of a Special Assessment.

Inspectors are often not in the office. If you would like to speak with, or schedule an appointment with, the inspector regarding this citation, please call the number below.

Adam Mitlyng  
Code Enforcement  
763-767-6470



**Board of Adjustment and Appeals - Regular  
Session**

**12.**

**Meeting Date:** 09/05/2013

**Subject:** Case 13-18V, Special Assessment Objection, Federal Home Loan Mortgage Corp/MN  
REO Properties, 2335 Main Street NW, 03-31-24-33-0049

**From:** Kristin DeGrande, Neighborhood Coordinator

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**INTRODUCTION**

Unpaid penalties and/or costs associated with code enforcement action against the subject property in the amount of \$6,251.50 are proposed to be assessed to the property. Of these, \$3,282 are not eligible for appeal leaving a remaining balance of \$2,969.50. The property owner has filed an objection to the assessment.

**BACKGROUND & CONSIDERATIONS**

The amount of \$6,251.50 is for three securing vacant property fees (\$258, \$663, and \$228), two administrative citations for securing a vacant property (\$300, \$300), one administrative citation for long grass (\$300), one administrative citation for expired tabs on a vehicle (\$300), two administrative citations for exterior storage (\$300, \$300), and two instances of abatement costs (\$2,682 and \$620.50).

This property is owned by the Federal Home Loan Mortgage Corporation (Freddie Mac) and managed by Minnesota REO Properties who has permission from the owner to act on their behalf.

The City became aware of the vacant status at this property on March 20, 2013 when Centerpoint disclosed the gas was disconnected and Anoka County reported the foreclosure. A City inspector went out to the property on March 21, 2013, and found the house and detached garage open and unsecured. Police and Fire direct City staff to secure primary buildings immediately as a matter of public safety, so the City's contractor secured the house (which required installing a new door handle on one of the doors) that same day (total charge \$258). A letter was sent to the bank informing them of this activity. The detached garage was also unsecure, so an administrative citation was sent to the owner on March 25, 2013, with a April 1, 2013, compliance date to have the garage secured. Upon re-inspection on April 2, 2013, the garage was still open and unsecured, so the \$300 citation was charged and the City's contractor went to the property to secure the garage which included boarding up many openings (total charge \$663).

A City inspector went out to the property on March 29, 2013, to investigate the exterior storage of items including appliances, tires, broken lawn mowers and a snowblower, furniture, building materials, and other miscellaneous items. An administrative citation was sent to the owner on April 2, 2013, with a April 9, 2013, compliance date. An appeal was received from Kelly of Minnesota REO Properties for a time extension. The requested 45 day time extension was granted and an agreement was signed stating the new compliance date of May 20, 2013. A re-inspection took place on May 21, 2013, at which time a freezer, many tires, several broken lawn mowers and snowblowers, building materials, and other miscellaneous items were still on site so the \$300 citation was charged. The City's contractor showed up

later that day to abate the items from the property. By signing the agreement (mentioned above), the owner/owner's representative waived their right to any further appeal regarding this citation, related action taken, and fees/fines incurred. The \$300 citation assessment and related \$2,682 abatement costs are not eligible to be appealed.

A City inspector was at the property on May 16, 2013, and found the detached garage unsecured once again. An administrative citation was sent to the owner that day with a May 23, 2013, compliance date to have the garage secured. The City inspector was at the property on May 22, 2013, following up with other issues and found the garage to be secured/compliant so half of the citation amount (\$300) was charged since this was the second citation for the same issue within 12 months. During that same inspection, the City inspector found the primary residence open and unsecured, which for reasons of public safety was immediately secured by the City's contractor (total charge \$228). Another letter was sent to the owner informing them of this activity.

During that same inspection on May 16, 2013, a City inspector investigated issues with numerous vehicles on site (two cars, one bus, one boat trailer, and a utility trailer) with flat tires and expired license plate tabs. An administrative citation (two \$300 violations) was issued on May 17, 2013, with a May 26, 2013, compliance date to either remove the vehicles or make them operable with current license tabs. Kelly from Minnesota REO Properties submitted an appeal for a time extension on May 28, 2013, which was after the compliance date but a phone conversation did take place on May 22, 2013, indicating an appeal would be submitted. The requested 21 day time extension was granted and an agreement was signed setting the new compliance date for June 10, 2013. Upon re-inspection on June 11, 2013, the City inspector found the bus largely intact and on site being torn apart by the owner's contractor so one of the \$300 citations was charged. The City inspector called North Star Towing to the property on June 12, 2013, to discuss options of removing the bus. At that time, the owner's contractor said he would need through the weekend to completely remove the bus, so the City chose not to abate at that time. On June 24, 2013, the City inspector confirmed that the bus had been removed from the property. By signing the agreement (mentioned above), the owner/owner's representative waived their right to any future appeal regarding this citation, related action taken, and fees/fines incurred. The \$300 citation assessment is not eligible to be appealed.

A City inspector went out to the property on May 21, 2013, to investigate grass taller than 8" in height. An administrative citation was posted on the front door of the house and a courtesy letter was sent to the owner that same day. The compliance date was set for May 29, 2013. City staff talked on the phone with Kelly of Minnesota REO Properties about having the grass cut before the 29th. Upon re-inspection on May 29, 2013, the grass had not been cut so the \$300 citation was charged and the City's mowing crew mowed the property on May 31, 2013. Upon review of this file, City staff was unable to locate the photos taken upon posting the citation at the property on May 29, 2013, so City staff recommends removing this \$300 assessment.

A City inspector was out at the property on June 11, 2013, to follow up with the removal of the bus and identified a large amount of items being stored in the yard including plywood, upholstery, appliances, building material, and other miscellaneous items. An administrative citation was issued on June 12, 2013, for the removal of these items, and the compliance date was set for June 19, 2013. The re-inspection took place on June 24, 2013, at which time many items remained so the \$300 citation was charged to the property and abatement of the items was performed on June 25, 2013, by the City's contractor (total abatement charge \$620.50). The owner/owner's representative had not appealed this citation.

**ACTION REQUESTED**

In Case 13-18V, it is requested the Board of Adjustment and Appeals recommend the City Council reduce the assessments eligible for appeal by \$300 down to \$2,669.50.

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**Attachments**

**Supporting Documents**

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MINNESOTA REO PROPERTIES  
8937 Aztec Dr Eden Prairie, MN 55347 952-400-1030

August 7, 2013

**RE:**

PIN # 033124330049  
2335 Main Street  
Coon Rapids, MN 55448

**Owner on Record:**

Federal Home Loan Mortgage Corp  
5000 Plano Parkway  
Carrollton, TX 75010

**Local Listing Agent/Contact:**

MN REO Properties  
8937 Aztec Drive  
Eden Prairie, MN 55347

**To Whom it May Concern:**

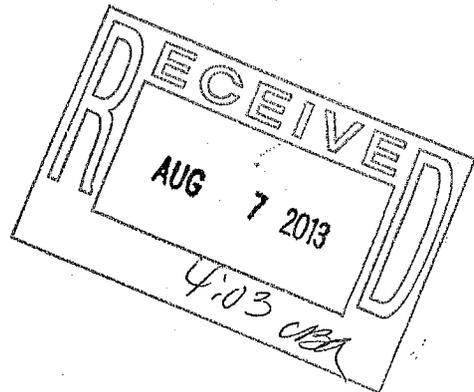
This notice is a written objection to the outstanding assessments for the property located at 2335 Main St NW, Coon Rapids, MN 55448. All services and citations were continually discussed with multiple city officials via email and phone and appealed accordingly.

Despite all of our efforts, the city performed duplicate services at this property. We have photos detailing all of our work and trips to the property over the past 5 months. Photos, emails and any other documentation available upon request. We are requesting all assessments and charges be removed.

Sincerely,

*Richard Stanton*  
*Richard Stanton*  
Richard Stanton  
MN REO Properties

\$6,251.50





March 14, 2013

To Whom It May Concern:

Please be advised that MN REO Properties, Richard Stanton, is acting as an agent for Federal Home Loan Mortgage Corporation, also known as Freddie Mac, (Seller). Per Seller's request, Broker has permission, to obtain information on behalf of Seller in MN REO Properties name. Please contact us if you have any questions or need additional information.

Name: MN REO Properties  
Office address: 8937 Aztec Drive Eden Prairie, MN 55347  
Contact: Kelly Anderson 952.400.1039

Sincerely,

HomeSteps, A Freddie Mac Unit  
5000 Plano Parkway  
Carrollton, TX 75010

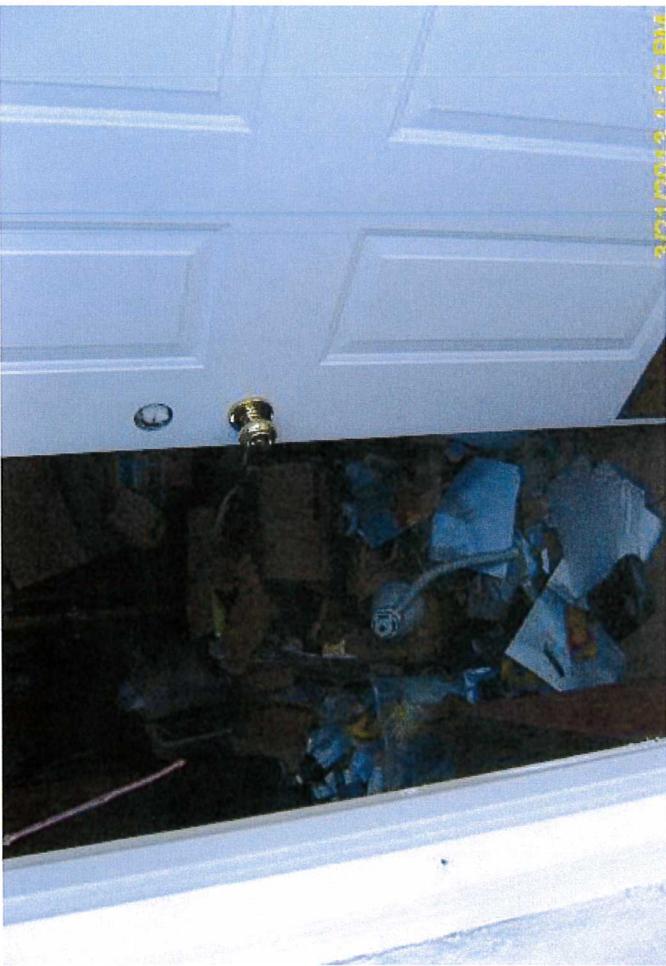
Task Name	Scheduled Start	Actual Start	Assigned To	COMMENTS
INSPECTION 1	3/20/13	3/20/13	MITLYNG, ADAM	foreclosure, gas off, posted water shut off
INSPECTION 1	3/21/13	3/21/13	DRABCZAK, LEYA	per adam dwelling is vacant and unsecured. immediate secure necessary for dwelling. citation to be sent for unsecured detached garage full of garbage
SECURE PROPERTY INFORMATION SENT ASSESSMENT	3/21/13	3/21/13	DRABCZAK, LEYA	immediate secure - main dwelling was open
CITATION ISSUED INFORMATION	3/22/13	3/22/13	DRABCZAK, LEYA	secure letter sent to owner
CITATION REINSPECT SECURE PROPERTY ASSESSMENT	3/21/13	3/21/13	DRABCZAK, LEYA	fios invoice # 913
INSPECTION FOLLOWUP INSPECTION 1	3/25/13	3/25/13	DRABCZAK, LEYA	300.00 unsecured detached garage, compliance date 4/1/13
CITATION ISSUED COMMUNICATE W OWNER	3/25/13	3/25/13	HINTZE, CINDY	Cannot close a curbstop; property has well and septic system. reinspection of 3/25/13 citation for unsecured garage - garage still open/unsecured secured garage
CITATION REINSPECT CITATION FEE APPLIED	4/2/13	4/2/13	DRABCZAK, LEYA	fios invoice # 916
INSPECTION FOLLOWUP INSPECTION 1	4/12/13	4/12/13	DRABCZAK, LEYA	300.00 for unsecured dwelling/garage
CITATION ISSUED COMMUNICATE W OWNER	4/26/13	4/26/13	CAMERER, CALVIN	vacant; gas & elec on
CITATION REINSPECT CITATION FEE APPLIED	5/16/13	5/16/13	DRABCZAK, LEYA	per adam m detached garage is unsecured.
INSPECTION FOLLOWUP INSPECTION 1	5/16/13	5/16/13	DRABCZAK, LEYA	600.00 unsecured garage detached
CITATION ISSUED COMMUNICATE W OWNER	5/22/13	5/22/13	DEGRANDE, KRISTIN	Kelly from MNREO 95: 9 called re:citations. Will have detached garage secured by tomorrow 5/23/13. Reinspection is scheduled for 5/24/13. ok
CITATION REINSPECT CITATION FEE APPLIED	5/22/13	5/22/13	DRABCZAK, LEYA	Reinspection of unsecured garage - garage is secured - compliant
SECURE PROPERTY INFORMATION SENT ASSESSMENT	5/24/13	5/24/13	DRABCZAK, LEYA	charge 300.00 for half of citation of 600.00 for unsecured detached garage/ IMMEDIATE SECURE WINDOW WAS OPEN TO LOWER LEVEL OF DWELLING
SECURE PROPERTY INFORMATION SENT ASSESSMENT	5/24/13	5/24/13	DRABCZAK, LEYA	SECURE LETTER SENT TO OWNER
SECURE PROPERTY INFORMATION SENT ASSESSMENT	6/3/13	6/3/13	DRABCZAK, LEYA	FLOS INVOICE # 961

~ ADMINISTRATIVE CITATION INFORMATION ~ if blank, no Administrative Citation was issued on this work order.

City Code	Inspection Date	Fine	Inspected By	Compliance Date & Instructions	Citation Issued To
12-312 Securing and Monitoring of Premises and Buildings.	3/25/13	300.00	DRABCZAK, LEYA	COMPLIANCE 4/1/2013 SECURE DETACHED GARAGE AND REMOVE GARBAGE FROM GARAGE.	FEDERAL HOME LOAN MTG ISSUE DATE 3/25/2013 5000 PLANO PARKWAY CARROLLTON TX 75010 FEDERAL HOME LOAN MORTGAGE CORPORATION 5000 PLANO PKWY CARROLLTON, TX 75010
12-312 Securing and Monitoring of Premises and Buildings.	5/16/13	600.00	DRABCZAK, LEYA	secure detached garage.	

Files attached to this work order:

- \\cr-fs2\applications\cityworksserverfiles\WorkOrder\51880\2335 main st 04022013.pdf
- \\cr-fs2\applications\cityworksserverfiles\WorkOrder\51880\2335 main st 03212013.pdf
- \\cr-fs2\applications\cityworksserverfiles\WorkOrder\51880\2335 main st invoice 05242013.pdf
- \\cr-fs2\applications\cityworksserverfiles\WorkOrder\51880\2335 MAIN ST 05242013.docx
- \\cr-fs2\applications\cityworksserverfiles\WorkOrder\51880\2335 MAIN ST 03222013.docx





3/22/2013

FEDERAL HOAM LOAN MORTGAGE CORP  
5000 PLANO PARKWAY  
CARROLLTON, TX 75010

Re: 2335 MAIN ST NW PID # 033124330049

To Whom It May Concern:

During a recent inspection of vacant properties in the City of Coon Rapids, our inspectors noted that the above property was unsecured.

In an effort to reduce property damage and crime, our city has the policy of securing these properties immediately. If required, a lock set or hasp and padlock is used to secure the property. You may contact our office for a set of keys.

Any fees incurred will be charged back to the property in the form of a special assessment.

Please contact me with any questions, I will be happy to assist you.

Sincerely,

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Leya Drabczak  
Housing Inspector  
City of Coon Rapids  
763-767-6420  
LDrabczak@coonrapidsmn.gov

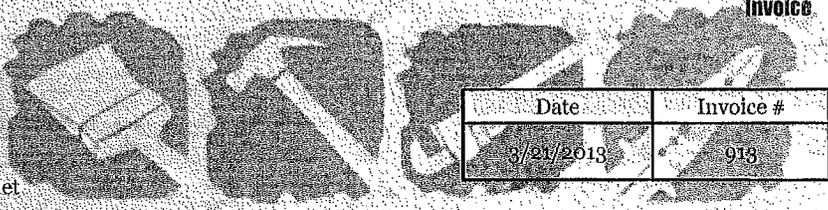
**Invoice**

**flos remodeling**

9781 monroe st ne  
blaine, MN 55434

Phone # 6127517117  
Fax # 7637833504

fdmagadan@comcast.net

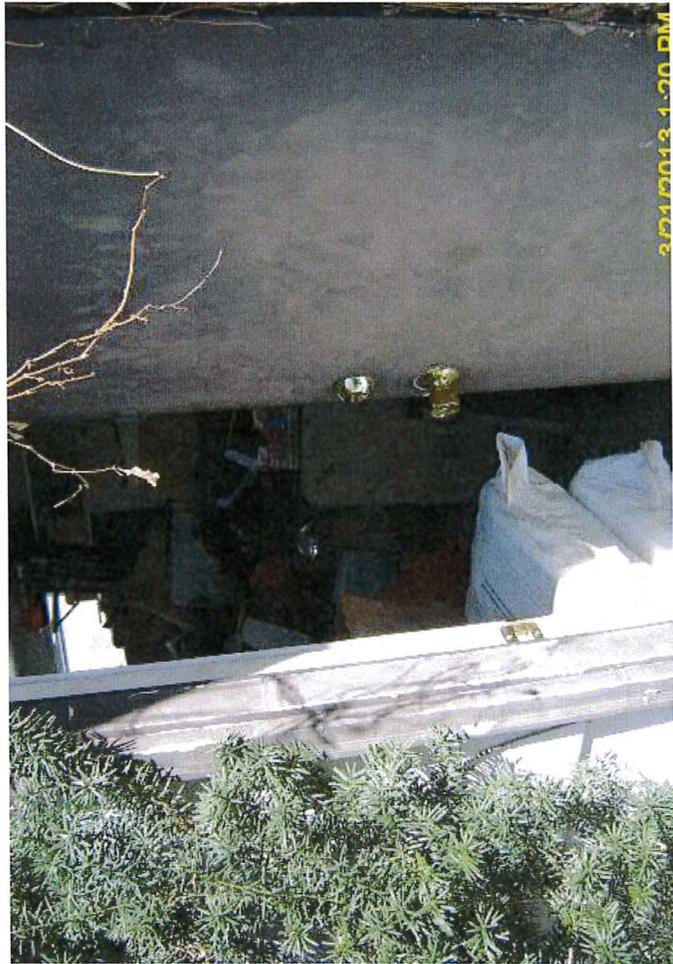


Date	Invoice #
3/21/2013	913

<b>Bill To</b>
city coon rapids 11155 robinson dr coon rapids, mn 55433

P.O. No.	Terms	Project
58812		

Quantity	Description	Rate	Amount
	2335 Main st. (trip fee)	50.00	50.00
	secured front door entry door lock key code 64445	30.00	30.00
	secured side door and back door	0.00	0.00
2	labor	55.00	110.00
leya		<b>Total</b>	<b>\$190.00</b>





# ADMINISTRATIVE CITATION

Citation #51880-22120

**OPEN IMMEDIATELY**

FEDERAL HOME LOAN MTG      ISSUE DATE 3/25/2013  
5000 PLANO PARKWAY  
CARROLLTON TX 75010

Address:            **2335 MAIN ST**  
                         COON RAPIDS, MN

PIN #:                033124330049

This is an Administrative Citation issued under Coon Rapids City Code Chapter 2-1100. If you correct the conditions leading to the Citation before the Compliance Date the penalty will be waived. If you appeal the Citation before the Compliance Date listed, the penalty will be stayed until the appeal is heard. If a second or subsequent Citation is issued within 180 days of any same or similar Citation the penalty will double. If you correct the conditions leading to the subsequent Citation prior to the Compliance Date, one half of the civil penalty will be waived. In addition to any civil penalties, you may also be subject to Excessive Consumption of Services fees as allowed by City Code Section 12-317.

On 3/25/13 the following violation(s) of Coon Rapids City Code was found:

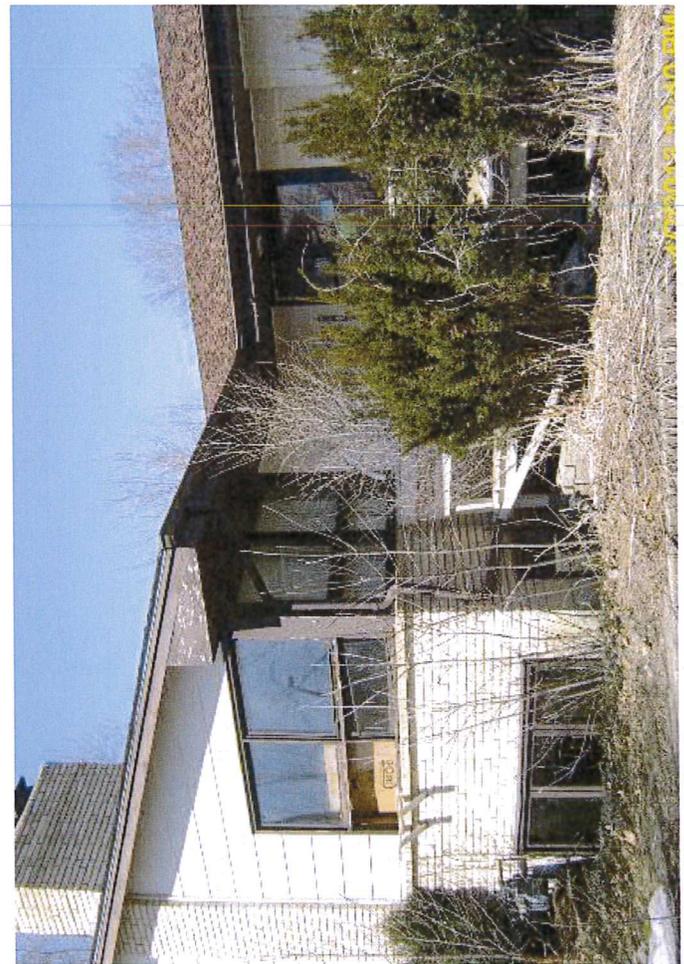
<u>Compliance Date</u>	<u>City Code</u>	<u>City Code Summary</u>	<u>Penalty</u>
COMPLIANCE 4/1/2013 SECURE DETACHED GARAGE AND REMOVE GARBAGE FROM GARAGE.	12-312	Vacant buildings must be secured and property maintained. Property remaining vacant 120 days or more may be assessed a monitoring fee.	\$300.00

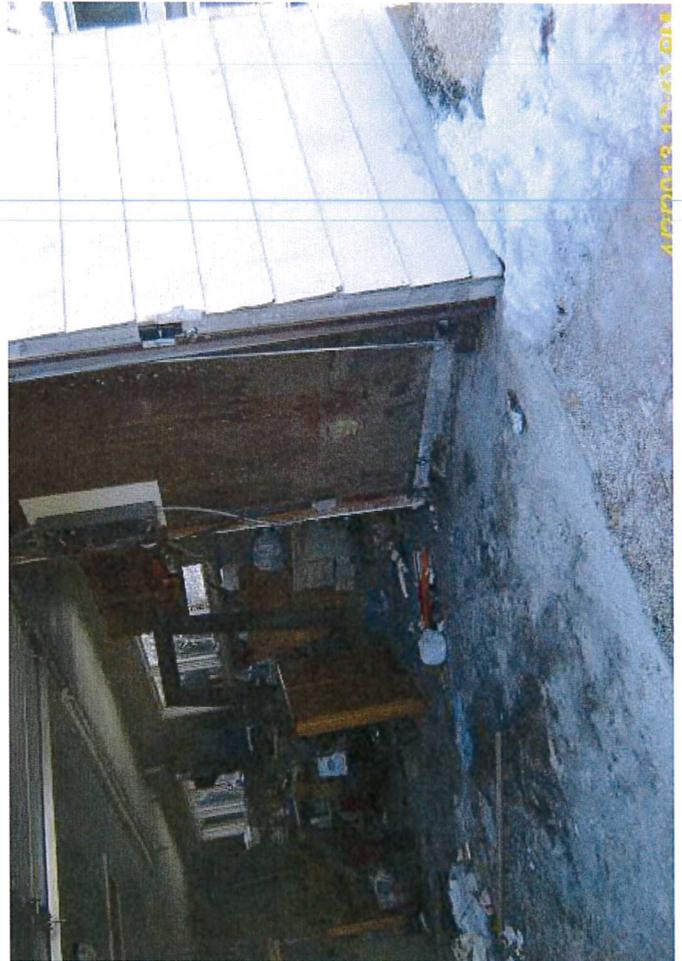
You have the right to appeal if you feel the Inspector has not interpreted the City Code correctly. Please refer to the attached/enclosed Administrative Citation Program brochure for more information on how to appeal this Citation. Also refer to this brochure for instructions on applying for an extension of the Compliance Date. You can view the full City Code online at [www.coonrapidsmn.gov/citycode](http://www.coonrapidsmn.gov/citycode) or you can obtain the City Code Section(s) at Coon Rapids City Hall at 11155 Robinson Dr NW, Coon Rapids, MN 55433.

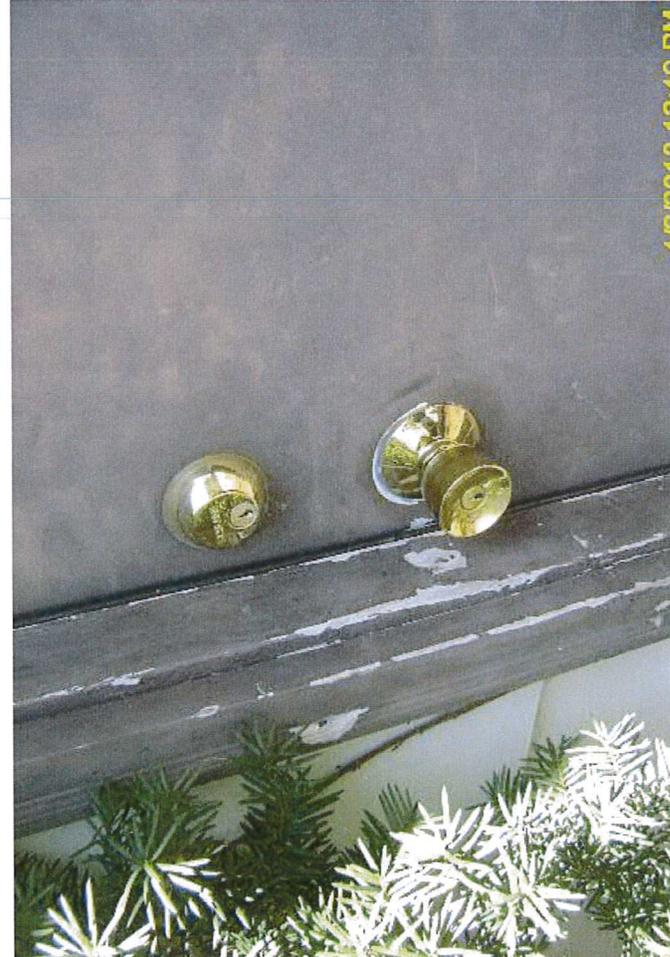
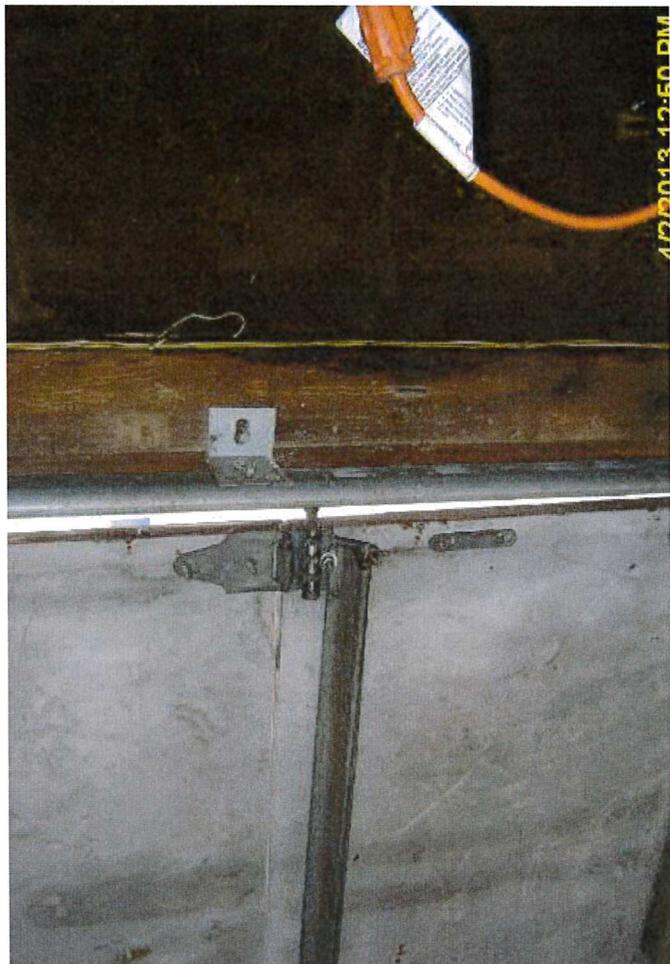
Please note that if your property is not brought into compliance by the Compliance Date listed above, the City may enter your property to abate the violation (correct the conditions leading to the violation). If the city abates the violation, the penalty is immediately due. All costs of the abatement, along with any unpaid penalty, will be charged to your property taxes in a form of a Special Assessment.

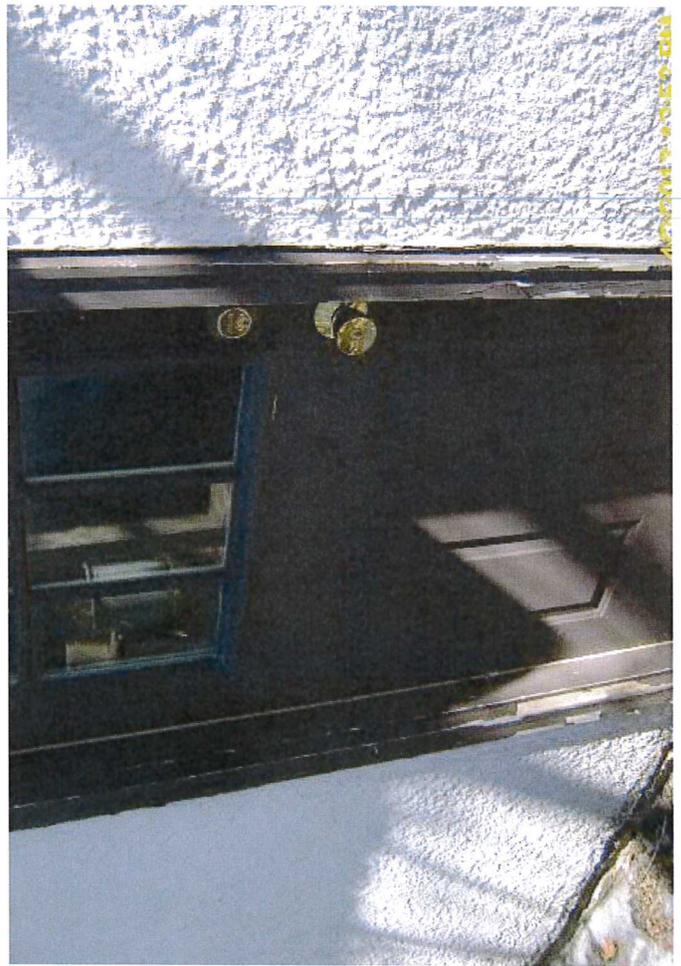
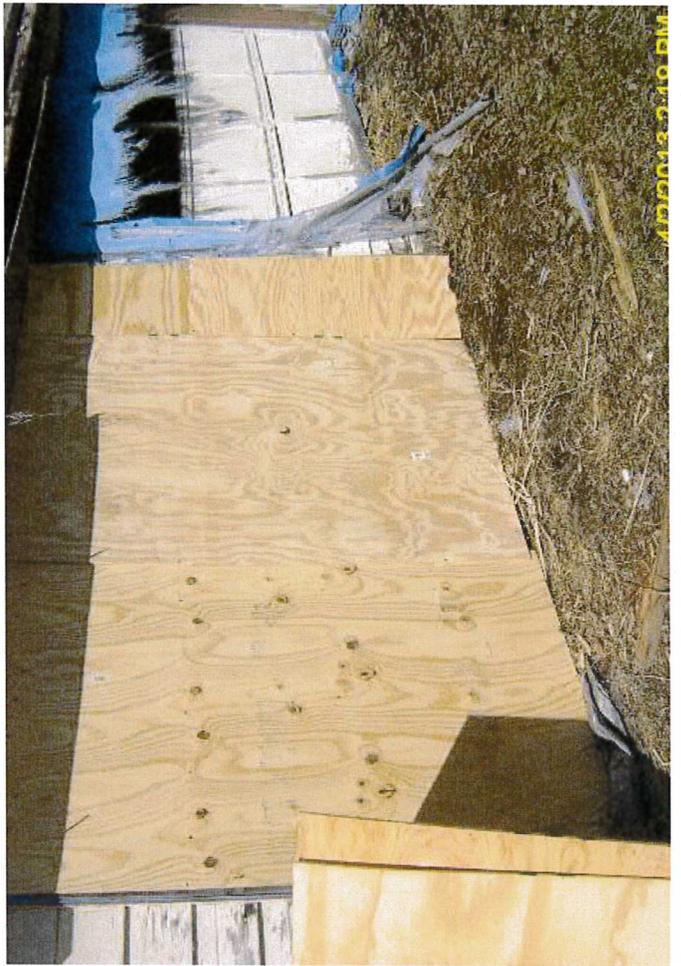
Inspectors are often not in the office. Please call the number below to schedule an appointment if you wish to speak with the inspector about this citation.

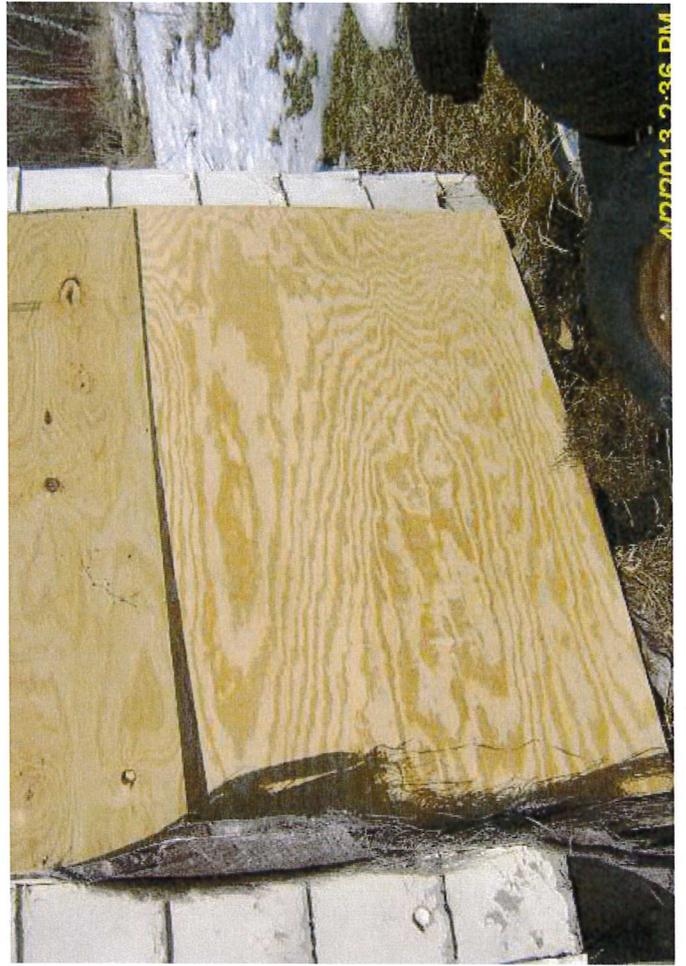
Leya Drabczak  
Housing Inspector  
763-767-6420

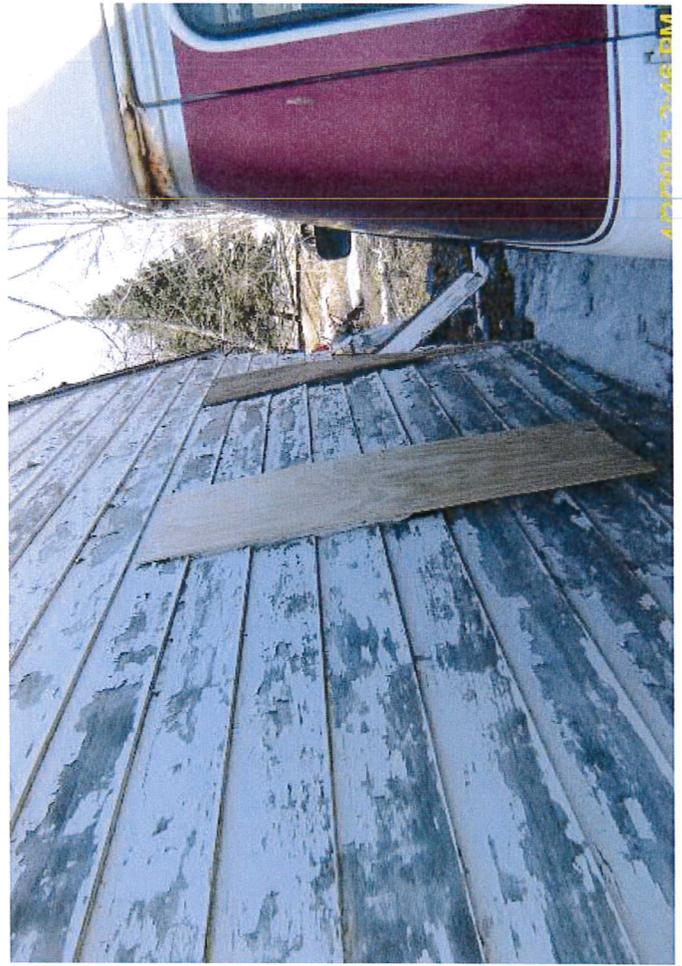












ties ramadan

781 ramadan  
blaine, MN 55434

Phone: 612-7517

rdimagan@comcast.net

Date	Invoice #
11/27/2013	916

Bill To
city coon rapids 1155 robinson dr coon rapids, mn 55433

P.O. No.	Terms	Project
58812		

Quantity	Description	Rate	Amount
	2335 Main st (trip fee)	50.00	50.00
	secured over head garage door on two garages	0.00	0.00
	lock change garage service doors	60.00	60.00
	board 3 windows 40x30 board one door 36x80 3 double garage doors materials plywood	182.50	182.50
5.5	labor	55.00	302.50
Teva		<b>Total</b>	<b>895.00</b>

Approved to pay and assess  
back To property taxes.



895.00



05/16/2013 08:37

RXX-650  
VT

CHEVROLET  
VAN



## SECOND VIOLATION ADMINISTRATIVE CITATION

Citation #51880-22247

**OPEN IMMEDIATELY**

FEDERAL HOME LOAN MORTGAGE CORPORATION  
5000 PLANO PKWY  
CARROLLTON, TX 75010

Property Address: **2335 MAIN ST**  
COON RAPIDS, MN

PIN #: 033124330049

This is an Administrative Citation issued under Coon Rapids City Code Chapter 2-1100. On 5/16/13 the following violation(s) of Coon Rapids City Code was found at the above property address:

<u>Compliance Date</u>	<u>Violation &amp; Corrective Action</u>	<u>Code Section &amp; Summary</u>	<u>Penalty</u>
05/23/2013	secure detached garage.	12-312 Securing and Monitoring of Premises and Buildings. -- Vacant buildings must be secured and property maintained. Property remaining vacant 120 days or more may be assessed a monitoring fee.	\$600.00

To avoid the above penalty/penalties, you **must** do one of the following:

1. Correct the violation(s) **on or before** the Compliance Date noted above. To be sure all issues are resolved, you may arrange for a City inspection **before** the Compliance Date noted above.
2. Contact the inspector below to arrange a time extension for compliance. You must sign a time extension agreement **on or before** the Compliance Date noted above.
3. Appeal the inspector's decision **on or before** the Compliance Date.

Refer to the attached/enclosed Administrative Citation Program brochure for the Notice of Appeal form, including instructions for requesting a time extension, and additional information.

If a second or subsequent Citation is issued within 180 days of the same or similar violation, the penalty will double. If you correct the conditions leading to the subsequent Citation prior to the Compliance Date, one half of the penalty will be waived. In addition to any penalties, you may also be subject to Excessive Consumption of Services fees as allowed by City Code Section 12-317 and/or abatement costs.

You can view the full City Code online at [www.coonrapidsmn.gov/citycode](http://www.coonrapidsmn.gov/citycode) or you can obtain the City Code Section(s) at Coon Rapids City Hall at 11155 Robinson Dr NW, Coon Rapids, MN 55433.

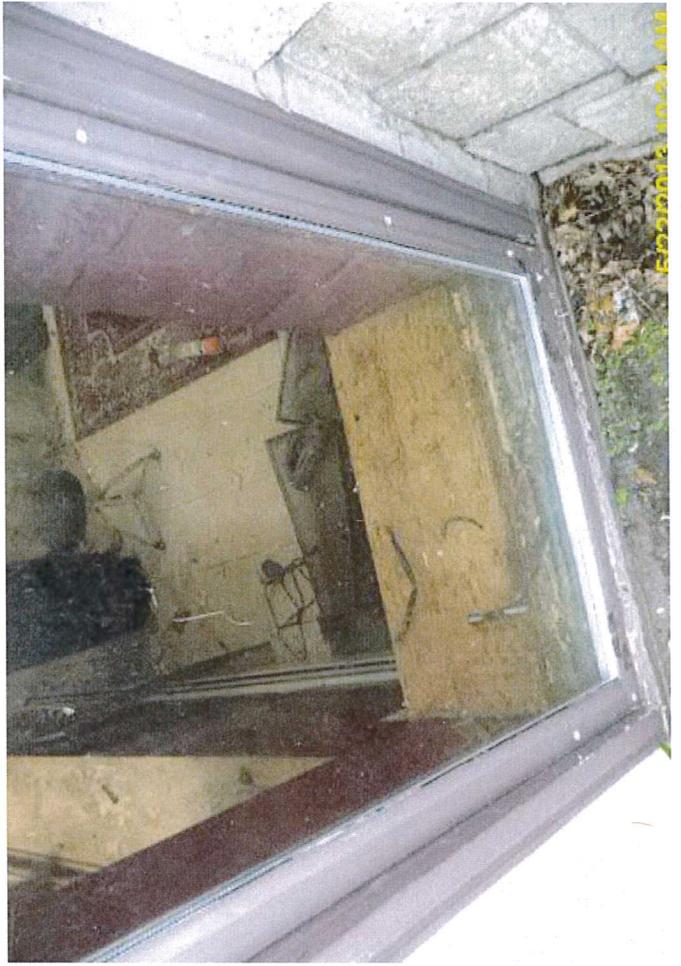
2335 MAIN ST  
CITATION #51880-22247  
PAGE 2

Please note that if your property is not brought into compliance by the Compliance Date listed above, the City may enter your property to abate the violation (correct the conditions leading to the violation). If the city abates the violation, all costs of the abatement, along with any unpaid penalty, will be charged to your property taxes in a form of a Special Assessment.

Inspectors are often not in the office. If you would like to speak with, or schedule an appointment with, the inspector regarding this citation, please call the number below.

Leya Drabczak  
Housing Inspector  
763-767-6420

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5/24/2013

FEDERAL NATIONAL MORTGAGE ASSOCIATION  
5000 PLANO PARKWAY  
CARROLLTON TX 75010

Re: 2335 MAIN ST PID # 033124330049

To Whom It May Concern:

During a recent inspection of vacant properties in the City of Coon Rapids, our inspectors noted that the above property was unsecured.

In an effort to reduce property damage and crime, our city has the policy of securing these properties immediately. If required, a lock set or hasp and padlock is used to secure the property. You may contact our office for a set of keys.

Any fees incurred will be charged back to the property in the form of a special assessment.

Please contact me with any questions, I will be happy to assist you.

Sincerely,

---

Leya Drabczak  
Housing Inspector  
City of Coon Rapids  
763-767-6420  
LDrabczak@coonrapidsmn.gov

**nos remodeling**

9781 monroe st ne  
blaine, MN 55434

Phone # 6127517117  
Fax # 7637833504

fdmagadan@comcast.net



Date	Invoice #
5/24/2013	961

<b>Bill To</b>
city coon rapids 11155 robinson dr coon rapids, mn 55433

P.O. No.	Terms	Project
58812		

Quantity	Description	Rate	Amount
	2335 main st. (trip fee)	50.00	50.00
	secured window from out side screw	0.00	0.00
2	labor	55.00	110.00
leya		<b>Total</b>	\$160.00

PROPERTY ADDRESS: 2335 MAIN ST

PIN: 033124330049

Work Order #51934

04/02/2013

Yard And Lot Issues

CLOSED

Task Name	Scheduled Start	Actual Start	Assigned To	COMMENTS
INSPECTION 1		3/29/13	MITLYNG, ADAM	
CITATION ISSUED		4/2/13	MITLYNG, ADAM	j/d, junk vehs
APPEAL SUBMITTED		4/9/13	MITLYNG, ADAM	Appeal received from Kelly Anderson, MN REO Agent, 9 days. requesting an additional 45 days.
HEARING		4/10/13	BENNETT, CHERYL	Discussion with Kelly Anderson regarding extending compliance date.
TIME EXTENSION		4/10/13	BENNETT, CHERYL	Time extension agreement to have property in compliance by midnight 5/20/13 or pay \$300. No further right to appeal
CITATION REINSPECT	5/21/13	5/21/13	MITLYNG, ADAM	Original reinspection date of 4/10/13 changed to 5/21/13 per time extension agreement, many items remained.
ABATE		5/21/13	MITLYNG, ADAM	removed large amount of junk and debris
CITATION FEE APPLIED		5/21/13	MITLYNG, ADAM	\$300
COMMUNICATE W OWNER	8/1/13	8/1/13	DEGRANDE, KRISTIN	Kelly/MN REO 9 19 called arguing assessments. Claims that they shouldn't be charged - they had requested time extensions. I confirmed those were granted & reinspections/ abatements didn't happen until after.
INFORMATION	8/12/13	8/12/13	DEGRANDE, KRISTIN	Not eligible to appeal assessment - condition of agreement for time extension.

~ ADMINISTRATIVE CITATION INFORMATION ~ If blank, no Administrative Citation was issued on this work order.

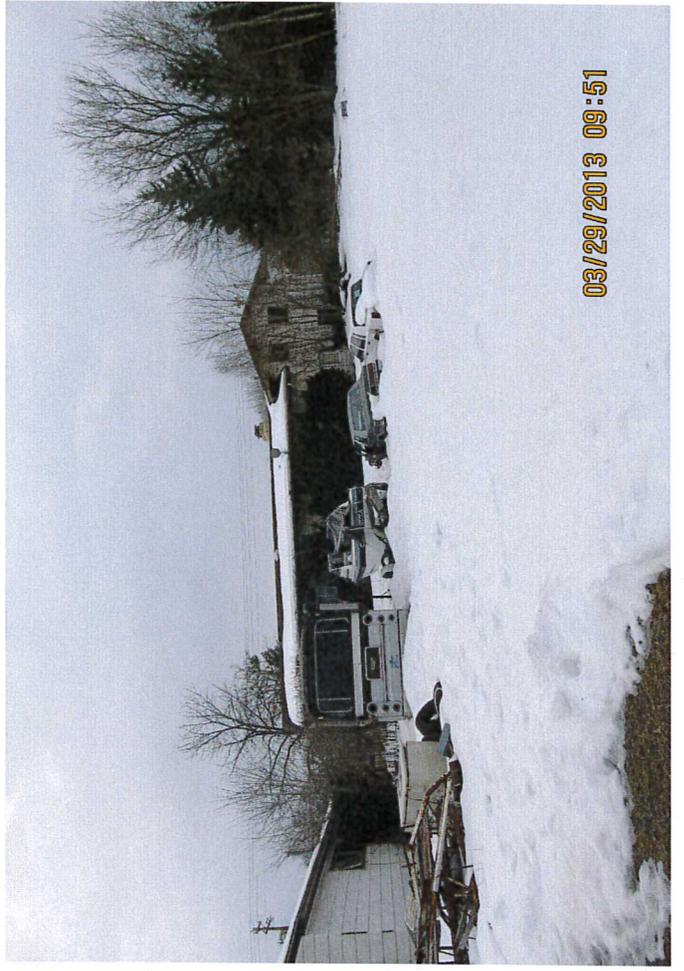
City Code	Inspection Date	Fine	Inspected By	Compliance Date & Instructions	Citation Issued To
08-109	3/29/13	300.00	MITLYNG, ADAM	building materials, trash, tires, junk motorized equipment, misc junk and debris from exterior storage	FEDERAL HOME LOAN MORTGAGE CORPORATION Issue Date: 4-02-2013 5000 PLANO PKWY CARROLLTON, TX 75010

Files attached to this work order:

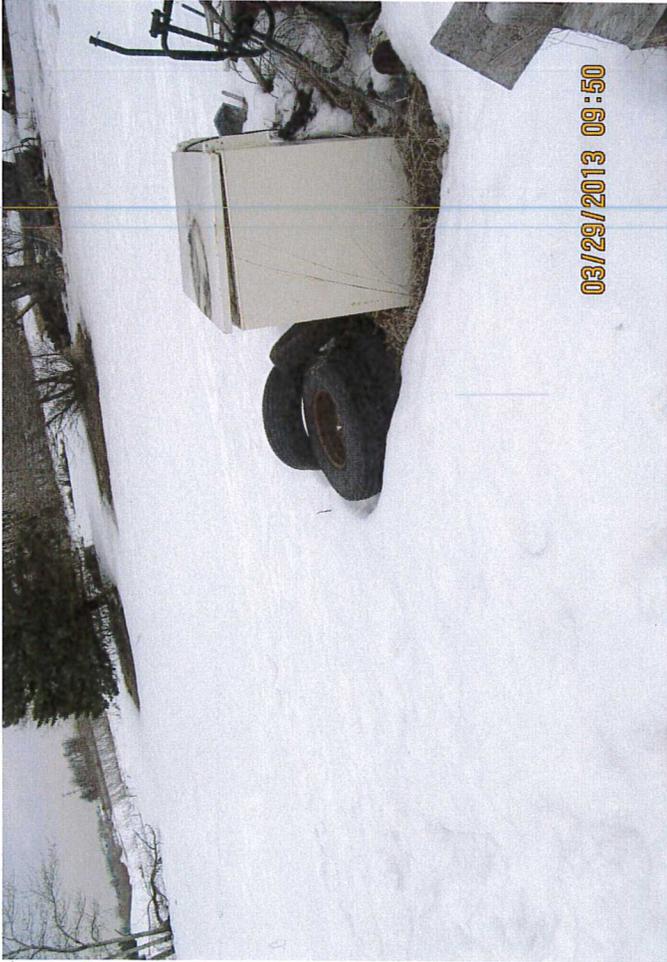
- \\cr-fs2\applications\cityworkserverfiles\WorkOrder\51934\2335 Main St appeal 04092013.pdf
- \\cr-fs2\applications\cityworkserverfiles\WorkOrder\51934\2335 Main St time ext 04102013.pdf
- \\cr-fs2\applications\cityworkserverfiles\WorkOrder\51934\email correspondence 04102013.pdf
- \\cr-fs2\applications\cityworkserverfiles\WorkOrder\51934\2335 mainst.pdf



03/29/2013 09:51



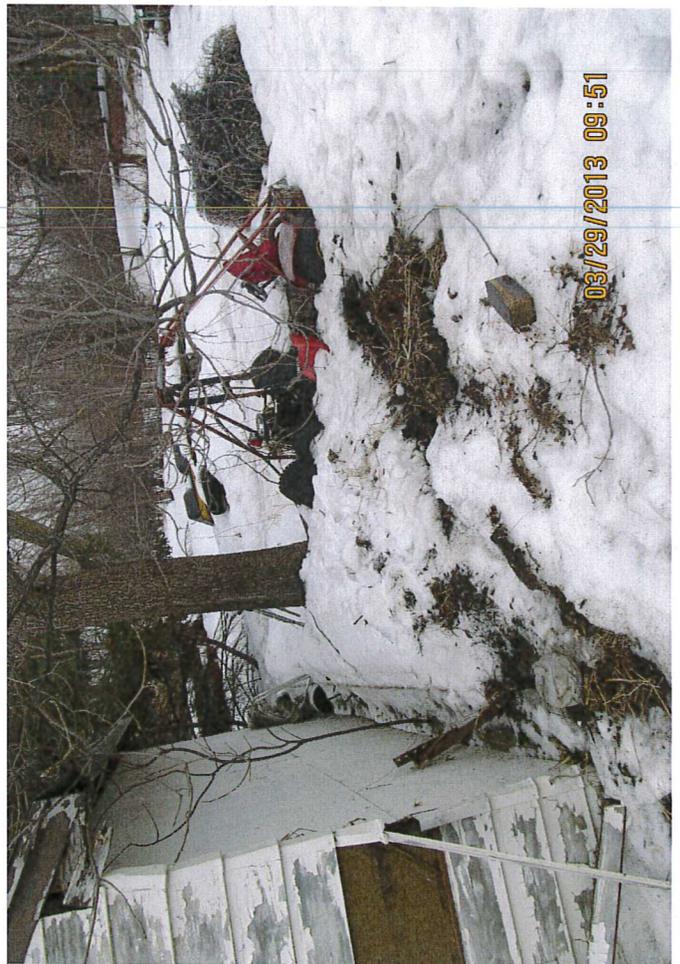
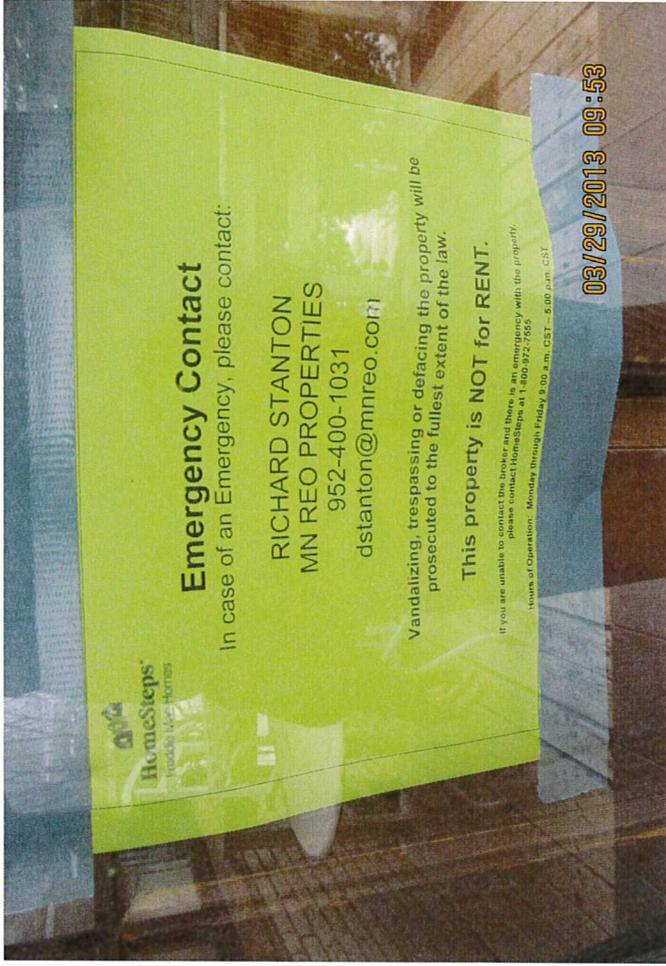
03/29/2013 09:51



03/29/2013 09:50



03/29/2013 09:50





## ADMINISTRATIVE CITATION

Citation #51934-22135

**OPEN IMMEDIATELY**

FEDERAL HOME LOAN MORTGAGE CORPORATION  
5000 PLANO PKWY  
CARROLLTON, TX 75010

Issue Date: 4-02-2013

Property Address: **2335 MAIN ST**  
COON RAPIDS, MN

PIN #: 033124330049

This is an Administrative Citation issued under Coon Rapids City Code Chapter 2-1100. On 3/29/13 the following violation(s) of Coon Rapids City Code was found at the above property address:

<u>Compliance Date</u>	<u>Violation &amp; Corrective Action</u>	<u>Code Section &amp; Summary</u>	<u>Penalty</u>
04/09/2013	building materials, trash, tires, junk motorized equipment, misc junk and debris from exterior storage	08-109 Junk Cars and Building Materials. -- Any item not intended for outdoor storage is not permitted to be stored outdoors. (Vehicle parts, fluids and accessories, building materials, upholstered furniture, brush, etc.)	\$300.00

To avoid the above penalty/penalties, you **must** do one of the following:

1. Correct the violation(s) **on or before** the Compliance Date noted above. To be sure all issues are resolved, you may arrange for a City inspection **before** the Compliance Date noted above.
2. Contact the inspector below to arrange a time extension for compliance. You must sign a time extension agreement **on or before** the Compliance Date noted above.
3. Appeal the inspector's decision **on or before** the Compliance Date.

Refer to the attached/enclosed Administrative Citation Program brochure for the Notice of Appeal form, including instructions for requesting a time extension, and additional information.

If a second or subsequent Citation is issued within 180 days of the same or similar violation, the penalty will double. If you correct the conditions leading to the subsequent Citation prior to the Compliance Date, one half of the penalty will be waived. In addition to any penalties, you may also be subject to Excessive Consumption of Services fees as allowed by City Code Section 12-317 and/or abatement costs.

You can view the full City Code online at [www.coonrapidsmn.gov/citycode](http://www.coonrapidsmn.gov/citycode) or you can obtain the City Code Section(s) at Coon Rapids City Hall at 11155 Robinson Dr NW, Coon Rapids, MN 55433.

2335 MAIN ST  
CITATION #51934-22135  
PAGE 2

Please note that if your property is not brought into compliance by the Compliance Date listed above, the City may enter your property to abate the violation (correct the conditions leading to the violation). If the city abates the violation, all costs of the abatement, along with any unpaid penalty, will be charged to your property taxes in a form of a Special Assessment.

Inspectors are often not in the office. If you would like to speak with, or schedule an appointment with, the inspector regarding this citation, please call the number below.

Adam Mitlyng  
Code Enforcement  
763-767-6470

This document is designed to help you understand the Administrative Citation (the "Citation") process, provide contact information, and tell you how to appeal the Citation if you decide to do so.

### What is the Administrative Citation Program?

The Administrative Citation Program (ADCAP) was authorized by the Coon Rapids City Council to encourage property owners to address violations of City Code on their properties. An Administrative Citation imposes a penalty for violating a City Code but allows a property owner to correct the violation without paying the penalty if corrected by the Compliance Date. Subsequent Citations may result in the imposition of penalties (see the section on Multiple Citations). The Citation is not a criminal citation and you should not go to the courthouse to contest it. ADCAP is administered by the City of Coon Rapids Neighborhood Reinvestment Division.

### How does it work?

- An inspection is made of the property in response to a concern from a citizen, Councilmember, or City staff.
- If violations exist, an Administrative Citation is issued. If the violations listed on the Citation are corrected before the Compliance Date noted on the Citation, the penalty or penalties listed on the Citation are waived unless this is a second or subsequent Citation within a 180-day period.
- Immediately following the Compliance Date, a City Official will re-inspect the property to verify that corrections have been made.
- If the violations are not corrected and an appeal is not filed, the penalty or penalties listed on the Citation must be paid.
- In addition, the City may hire a contractor to abate (remedy) the violation(s) listed on the Citation from the property. The cost of abatement is charged in addition to the penalty. These charges are assessed to the property taxes and collected in the same manner as a special assessment.

### How do I extend the Compliance Date?

If you need more time beyond the Compliance Date to correct the violations, you may ask for an extension. To be granted an extension you must admit your property is in violation of City Code and submit a written plan stating the action you will take to achieve compliance. Upon determination by the City Official issuing the Citation that the plan is adequate to remedy the violation, an extension may be granted. A request for an extension must be submitted on or before the Compliance Date on the Citation.

### How do I Appeal?

If you disagree with the City Official's findings and/or interpretation of the City Code, you may appeal the Citation or parts thereof. An appeal may only be executed by the owner of the property. The appeal must be filed on the Notice of Appeal form to the right and submitted to the Hearing Examiner at the Community Development Department in City Hall, 11155 Robinson Drive, Coon Rapids, MN 55433. The appeal must be delivered in person or by U.S. Mail and must be received on or before the Compliance Date. An appeal that arrives after 4:30 p.m. on the Compliance Date will not be accepted and the penalty or penalties will be charged. Once an appeal is received, penalties and compliance will be suspended until the appeal is heard by the Hearing Examiner.

If you are not satisfied with the Hearing Examiner's decision, you have the right to appeal to the City of Coon Rapids Board of Adjustment and Appeals. To appeal the Board's decision, you must file an appeal with the Minnesota State Court of Appeals.

### Multiple citations within a 180-day period

If you receive a second or subsequent Administrative Citation within 180 days of a previous Citation, City Code Section 2-1103(3) states the subsequent Citation is subject to a civil penalty at least twice the previous amount. If the subsequent violation is remedied prior to its Compliance Date, one-half of the civil penalty will be waived. The second or subsequent Administrative Citation will result in a civil penalty being assessed to the property taxes.

**NOTICE OF APPEAL** PLEASE PRINT  
Fill out this form and submit it to City Hall on or before the Compliance Date if you wish to appeal Citation.

Administrative Citation Number: 51934-22135

Property Address: 2335 Main St

Person(s) Responsible for Violation:

OWNER ON RECORD/BANK OWNED

Responsible Party's Relationship to the Property

Owner

Other (specify):

I am appealing the Citation because:

BANK OWNED PROPERTY - PP EVICTION  
EVICTION EXPIRES 5/21/13 - WE  
CANNOT DEAL WITH TRASHOUT +  
CLEAN UP UNTIL AFTER THAT DATE

Attach additional pages if needed.

I hereby waive further right to appeal this Citation and ask for a time extension of 45 days. Attached is a written plan of the action I will take to achieve compliance within this extended time period.

WORK SHOULD BE COMPLETE BY  
NO LATER THAN 5/17/13  
I certify that I am the owner of the property and the information contained herein is correct to the best of my knowledge. PROPERTY MGR FOR AGENT

Signature: K

Print Name: MN RTO Properties

Phone Number: 952-798-1111 Date: 4/9/13

Mailing Address:

2837 Atec Dr.  
Eden Prairie, MN 55327

\*\*\*\*\*

For ADCAP Staff only:

Notice rec'd date:

\*\*\*\*\* Initials \*\*\*\*\*

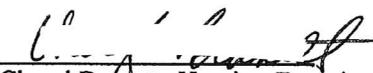
Re: 2335 Main Street, Coon Rapids, Minnesota  
Administrative Citation Number: 51934-22135  
Offense Issue Date: 04/02/2013

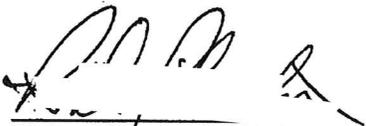
AGREEMENT of the parties pursuant to 2-1106(1)  
Dated: April 10, 2013

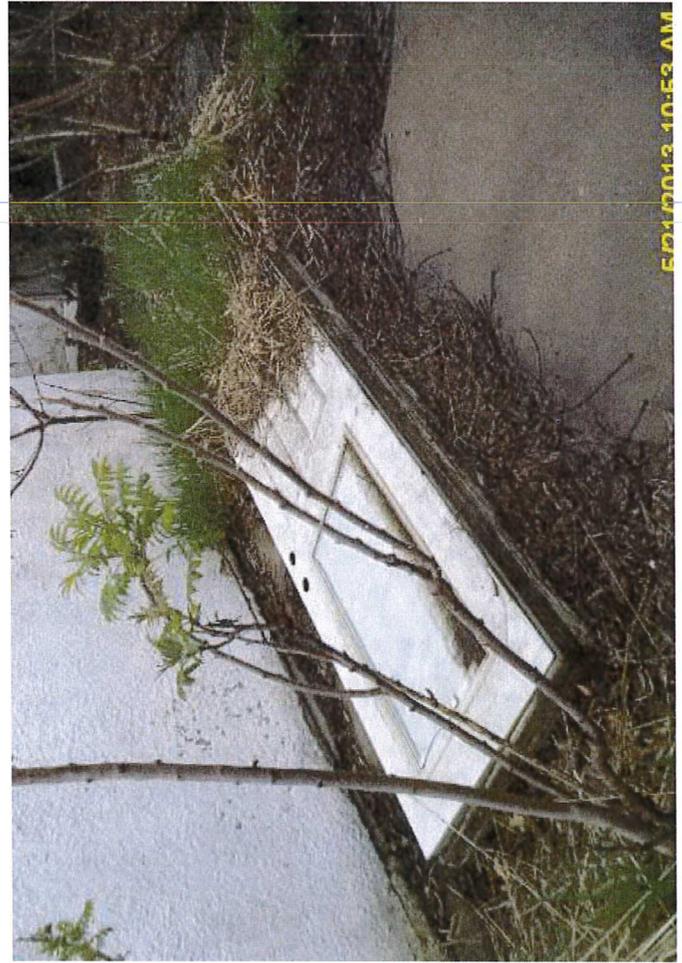
This is an agreement by and between the City of Coon Rapids ("City") and the below-named person ("Petitioner"), pursuant to Coon Rapids City Code Section 2-1106(1), regarding the above-referenced Citation. Recitals:

1. Petitioner affirms he, as agent for the property owner, is a person with a property interest in the property involved and no other person or entity has a superior right in the property subject to this Citation.
2. The below-named Hearing Examiner is a valid designee of the City Manager to enter into this agreement.
3. Based on the agreement of the parties, the Petitioner agrees that the Inspector has correctly interpreted the provisions of City Code and that the violations of City Code listed in the Citation have been properly identified.
4. Petitioner agrees to place the property in compliance with the Citation by 11:59 p.m. on Monday, May 20, 2013.
5. Petitioner agrees to pay the Administrative Fine of \$300.00 if the violation is not corrected by the time and date agreed to in Section 4 above and, further, petitioner acknowledges that if the violation is not corrected by this date, the City may abate the violation and any costs associated with said abatement will be charged to the property.

Notice to Petitioner: By signing this document, you waive your right to further appeal. You must remedy the above deficiency or deficiencies, and pay any agreed fines, within the time periods specified above. Unpaid fines, or uncorrected violations, are subject to the original Citation fine(s), 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.

  
Cheryl Bennett, Hearing Examiner

  
Richard Stanton, MN REO  
Properties, Petitioner and Agent for  
Federal Home Loan Mortgage  
Corporation (Freddie Mac)





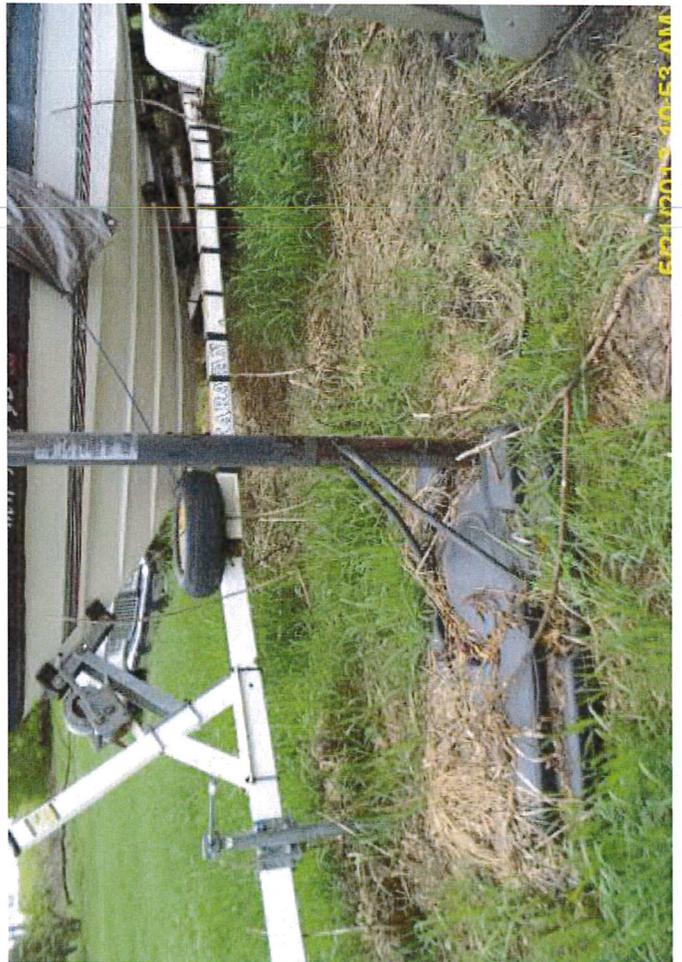
6/24/2013 10:52 AM



6/24/2013 10:54 AM



6/24/2013 10:54 AM



6/24/2013 10:53 AM











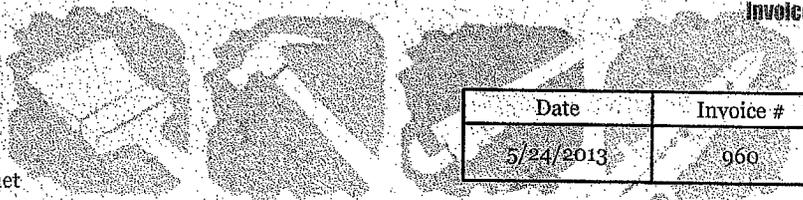
**fos remodeling**

9781 monroe st ne  
blaine, MN 55434

Phone # 6127517117  
Fax # 7637833504

fdmagadan@comcast.net

**Invoice**



Date	Invoice #
5/24/2013	960

<b>Bill To</b>
city coon rapids 11155 robinson dr coon rapids, mn 55433

P.O. No.	Terms	Project
58812		

Quantity	Description	Rate	Amount
	2335 Main st. (trip fee)	50.00	50.00
	garbage fee one 40 yard dumpster one 30 yard	850.00	850.00
	23 tires	230.00	230.00
	one freezer , 2 lawnmowers ,	54.00	54.00
26	labor	55.00	1,430.00
		<b>Total</b>	<b>\$2,614.00</b>

PROPERTY ADDRESS: 2335 Main St

PIN: 033124330049

Work Order #52316

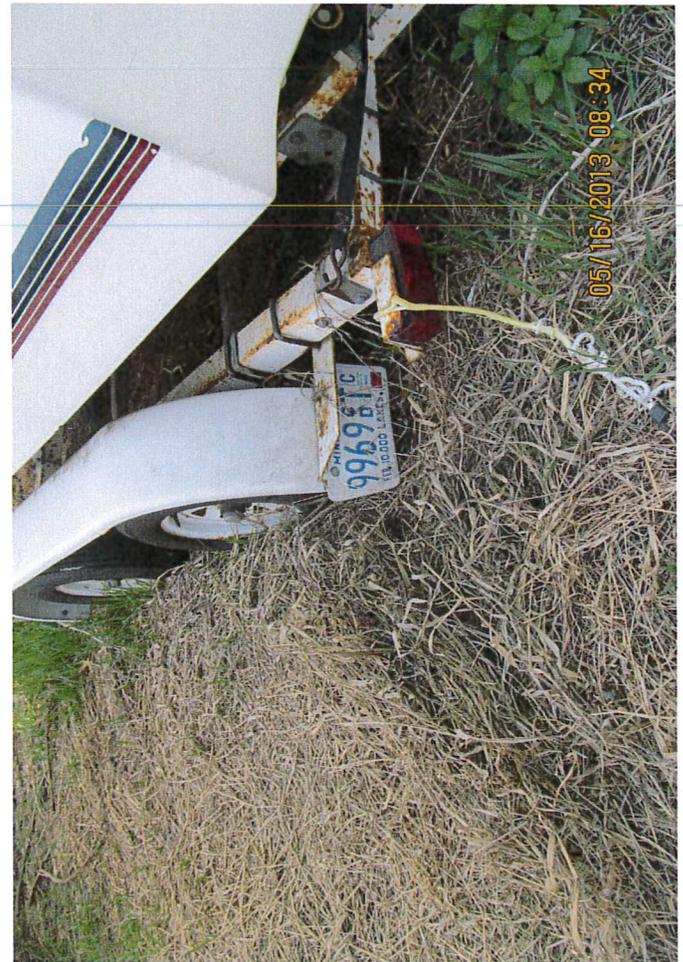
05/17/2013 Yard And Lot Issues

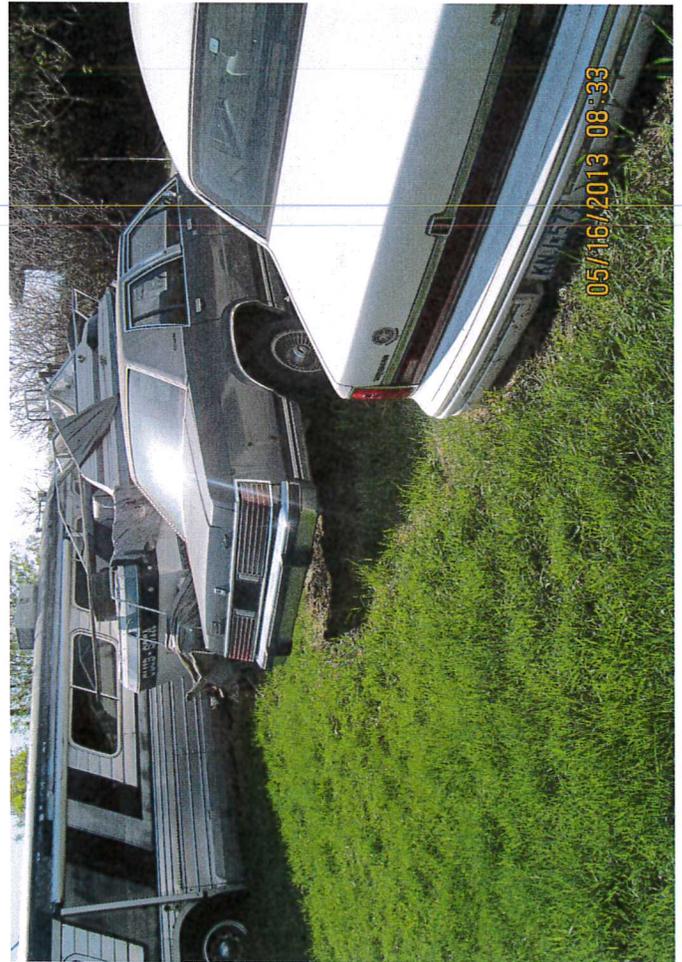
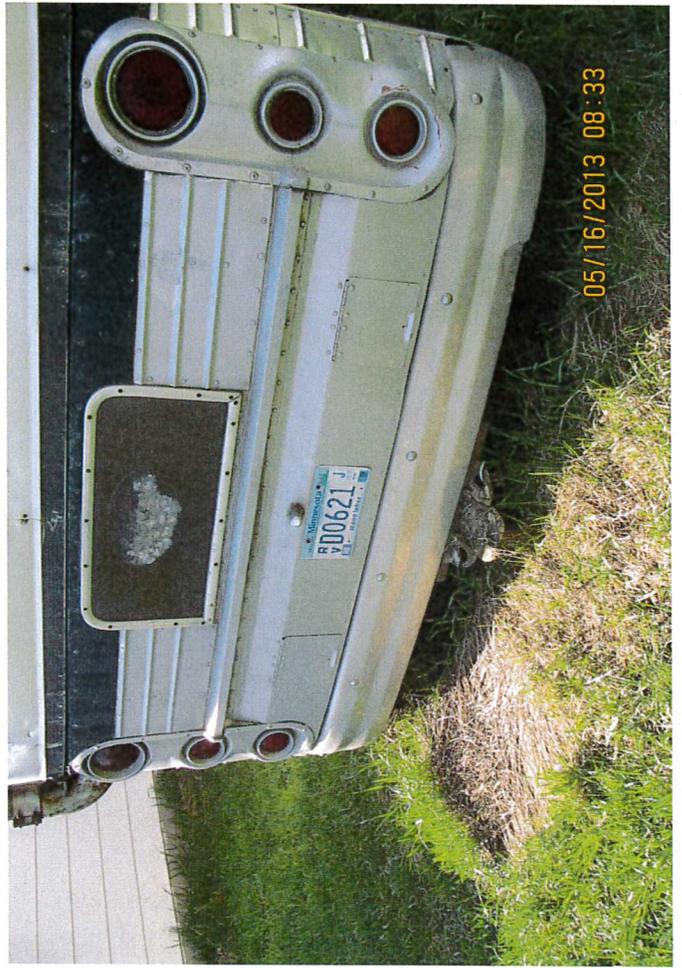
CLOSED

Task Name	Scheduled Start	Actual Start	Assigned To	COMMENTS
INSPECTION 1		5/16/13	BUCHANAN, PAUL	Multiple vehicles with expired tabs and flat tires (inoperable) throughout rear of property. two automobiles, one RV, one boat trailer, utility trailer.
CITATION ISSUED		5/17/13	BUCHANAN, PAUL	Multiple inoperable vehicles with expired tabs
COMMUNICATE W OWNER	5/22/13	5/22/13	DEGRANDE, KRISTIN	Kelly from MNREG 9:39 called re: citations. She needs more time to remove vehicles. I told her she must fill out appeal form requesting a time extension. E-mailed form and copy of citation to her at k...om.
CITATION REINSPECT	5/26/13	6/12/13	BUCHANAN, PAUL	new compliance date of 6-08-2013 per appeal for time extension.
APPEAL SUBMITTED		5/28/13	MITLYNG, ADAM	Re-inspection had not yet occurred so accepted appeal for a time extension request of 21 days to clean up property.
TIME EXTENSION		5/29/13	MITLYNG, ADAM	21 day extension, new compliance date is 6-10-2013
CITATION REINSPECT		6/11/13	MITLYNG, ADAM	Bus still on site
COMMUNICATE W OWNER		6/12/13	MITLYNG, ADAM	met North Star Towing at sight to verify if they had the ability to remove the bus, contractor here cutting the bus up for scrap and said they needed through the weekend to have bus removed, told them we would follow up next week
CITATION FEE APPLIED		6/13/13	BUCHANAN, PAUL	\$300 charged. Property still not compliant
CITATION ISSUED		6/13/13	BUCHANAN, PAUL	Treating remains of RV/bus as junk and debris, issued a \$600 citation with a compliance date of 6/20/13
COMMUNICATE W OWNER		6/19/13	MITLYNG, ADAM	just pieces left of bus contractor said should be done by end of day, told contractor all pieces and junk and debris had to be removed from property
COMPLIANCE INFORMATION		6/24/13	BUCHANAN, PAUL	
		8/12/13	DEGRANDE, KRISTIN	Not eligible to appeal assessment - condition of agreement for time extension.

~ ADMINISTRATIVE CITATION INFORMATION ~ If blank, no Administrative Citation was issued on this work order.

City Code	Inspection Date	Fine	Inspected By	Compliance Date & Instructions	Citation Issued To
11-1831(2) Residential Property.	5/16/13	300.00	BUCHANAN, PAUL	Expired tabs on multiple vehicles throughout property, White Lincoln MN License KNU 577 Nov 2008. Boat trailer MN License 9969 CD Feb 2009. RV MN License RVD0621 Feb 2008. Black Lincoln missing plates. White Van MN License RYX 650 Apr 09.	FEDERAL HOME LOAN MORTGAGE CORPORATION Issued 5-17-2013 5000 PLANO PKWY CARROLLTON, TX 75010
8-109 Junk Cars and Building Materials.	5/16/13	300.00	BUCHANAN, PAUL	Update tabs RV, boat trailer, box trailer, black Lincoln, white Lincoln, white van all inoperable with flat tires parked at back of property. Remove vehicles from property	
11-601.5 Junk Vehicles on Residential Property.	6/12/13	600	BUCHANAN, PAUL	RV Mn License RCD0621 Feb 2008. Now in parts. Remove from property.	FEDERAL HOME LOAN MORTGAGE CORPORATION 6-13-2013 5000 PLANO PKWY CARROLLTON, TX 75010 Issued







# COON RAPIDS Minnesota

## ADMINISTRATIVE CITATION

Citation #52316-22255

**OPEN IMMEDIATELY**

FEDERAL HOME LOAN MORTGAGE CORPORATION  
5000 PLANO PKWY  
CARROLLTON, TX 75010

Issued 5-17-2013

Property Address: **2335 Main St**  
COON RAPIDS, MN  
  
PIN #: 033124330049

This is an Administrative Citation issued under Coon Rapids City Code Chapter 2-1100. On 5/16/13 the following violation(s) of Coon Rapids City Code was found at the above property address:

<u>Compliance Date</u>	<u>Violation &amp; Corrective Action</u>	<u>Code Section &amp; Summary</u>	<u>Penalty</u>
05/26/2013	Expired tabs on multiple vehicles throughout property; White Lincoln MN License KNJ 577 Nov 2008. Boat trailer MN License 9969 CD Feb 2009. RV MN License RVD0621 Feb 2008. Black Lincoln missing plates. White Van MN License RYX 650 Apr 09. Update tabs	11-1831(2) Expired Tabs on Residential Property. -- All vehicles parked or stored on residential property must display current registration.	\$300.00
05/26/2013	RV, boat trailer, box trailer, black Lincoln, white Lincoln, white van all inoperable with flat tires parked at back of property. Remove vehicles from property	8-109 Junk Cars and Building Materials. -- Any item not intended for outdoor storage is not permitted to be stored outdoors. (Vehicle parts, fluids and accessories, building materials, upholstered furniture, brush, etc.)	\$300.00

To avoid the above penalty/penalties, you **must** do one of the following:

1. Correct the violation(s) **on or before** the Compliance Date noted above. To be sure all issues are resolved, you may arrange for a City inspection **before** the Compliance Date noted above.
2. Contact the inspector below to arrange a time extension for compliance. You must sign a time extension agreement **on or before** the Compliance Date noted above.
3. Appeal the inspector's decision **on or before** the Compliance Date.

Refer to the attached/enclosed Administrative Citation Program brochure for the Notice of Appeal form, including instructions for requesting a time extension, and additional information.

2335 Main St  
CITATION #52316-22255  
PAGE 2

If a second or subsequent Citation is issued within 180 days of the same or similar violation, the penalty will double. If you correct the conditions leading to the subsequent Citation prior to the Compliance Date, one half of the penalty will be waived. In addition to any penalties, you may also be subject to Excessive Consumption of Services fees as allowed by City Code Section 12-317 and/or abatement costs.

You can view the full City Code online at [www.coonrapidsmn.gov/citycode](http://www.coonrapidsmn.gov/citycode) or you can obtain the City Code Section(s) at Coon Rapids City Hall at 11155 Robinson Dr NW, Coon Rapids, MN 55433.

Please note that if your property is not brought into compliance by the Compliance Date listed above, the City may enter your property to abate the violation (correct the conditions leading to the violation). If the city abates the violation, all costs of the abatement, along with any unpaid penalty, will be charged to your property taxes in a form of a Special Assessment.

Inspectors are often not in the office. If you would like to speak with, or schedule an appointment with, the inspector regarding this citation, please call the number below.

Paul Buchanan  
Code Enforcement  
763-767-6533

This document is designed to help you understand the Administrative Citation (the "Citation") process; provide contact information, and tell you how to appeal the Citation if you decide to do so.

#### What is the Administrative Citation Program?

The Administrative Citation Program (ADCAP) was authorized by the Coon Rapids City Council to encourage property owners to address violations of City Code on their properties. An Administrative Citation imposes a penalty for violating a City Code but allows a property owner to correct the violation without paying the penalty if corrected by the Compliance Date. Subsequent Citations may result in the imposition of penalties (see the section on Multiple Citations). The Citation is not a criminal citation and you should not go to the courthouse to contest it. ADCAP is administered by the City of Coon Rapids Neighborhood Reinvestment Division.

#### How does it work?

- An inspection is made of the property in response to a concern from a citizen, Councilmember, or City staff.
- If violations exist, an Administrative Citation is issued. If the violations listed on the Citation are corrected before the Compliance Date noted on the Citation, the penalty or penalties listed on the Citation are waived unless this is a second or subsequent Citation within a 180-day period.
- Immediately following the Compliance Date, a City Official will re-inspect the property to verify that corrections have been made.
- If the violations are not corrected and an appeal is not filed, the penalty or penalties listed on the Citation must be paid.
- In addition, the City may hire a contractor to abate (remedy) the violation(s) listed on the Citation from the property. The cost of abatement is charged in addition to the penalty. These charges are assessed to the property taxes and collected in the same manner as a special assessment.

#### How do I extend the Compliance Date?

If you need more time beyond the Compliance Date to correct the violations, you may ask for an extension. To be granted an extension you must admit your property is in violation of City Code and submit a written plan stating the action you will take to achieve compliance. Upon determination by the City Official, issuing the Citation that the plan is adequate to remedy the violation, an extension may be granted. A request for an extension must be submitted on or before the Compliance Date on the Citation.

#### How do I Appeal?

If you disagree with the City Official's findings and/or interpretation of the City Code, you may appeal the Citation or parts thereof. An appeal may only be executed by the owner of the property. The appeal must be filed on the Notice of Appeal form to the right and submitted to the Hearing Examiner at the Community Development Department in City Hall, 1155 Robinson Drive, Coon Rapids, MN 55433. The appeal must be delivered in person or by U.S. Mail and must be received on or before the Compliance Date. An appeal that arrives after 4:30 p.m. on the Compliance Date will not be accepted and the penalty or penalties will be charged. Once an appeal is received, penalties and compliance will be suspended until the appeal is heard by the Hearing Examiner.

If you are not satisfied with the Hearing Examiner's decision, you have the right to appeal to the City of Coon Rapids Board of Adjustment and Appeals. To appeal the Board's decision, you must file an appeal with the Minnesota State Court of Appeals.

#### Multiple citations within a 180-day period

If you receive a second or subsequent Administrative Citation within 180 days of a previous Citation, City Code Section 2.1103(3) states the subsequent Citation is subject to a civil penalty at least twice the previous amount. If the subsequent violation is remedied prior to its Compliance Date, one-half of the civil penalty will be waived. The second or subsequent Administrative Citation will result in a civil penalty being assessed to the property taxes.

#### NOTICE OF APPEAL

PLEASE PRINT  
Fill out this form and submit it to City Hall on or before the Compliance Date if you wish to appeal Citation.

Administrative Citation Number: 02554-2258

Property Address: 3355 Austin St Eden Prairie

Person(s) Responsible for Violation:

OWNER ON VACANT - BANK OWNED

Responsible Party's Relationship to the Property

- Owner  
 Other (specify): \_\_\_\_\_

I am appealing this Citation because:

WALKWAY PROPERTY - CLIENT JUST  
IMPROVED TYPHOGRAPHY AND CLEAN  
EXTERIOR CONNECTION DATE  
1/2/10

Attach additional pages if needed.

I hereby waive further right to appeal this Citation and ask for a time extension of 2 days. Attached is a written plan of the action I will take to achieve compliance within this extended time period.

I certify that I am the owner of the property and the information contained herein is correct to the best of my knowledge. PROPERTY THROUGH FOR EJECT

Signature: [Signature]

Print Name: MIN REQ PROPERTIES

Phone Number: \_\_\_\_\_

Date: 2/28/13

Mailing Address:

9937 Aztec Dr  
Eden Prairie, MN 55421

For ADCAP Staff only:  
Notice received date: \_\_\_\_\_ Initials: \_\_\_\_\_

Re: Location: 2335 Main St  
Administrative Citation Number: 52316  
Offense Date: 5-16-2013

AGREEMENT of the parties pursuant to 2-1105(2)  
Dated: 5-29-2013

This is an agreement by and between the City of Coon Rapids ("City") and the below-named person(s) ("Petitioner"), pursuant to Coon Rapids City Code Section 2-1105(2), regarding the above-referenced Citation. Recitals:

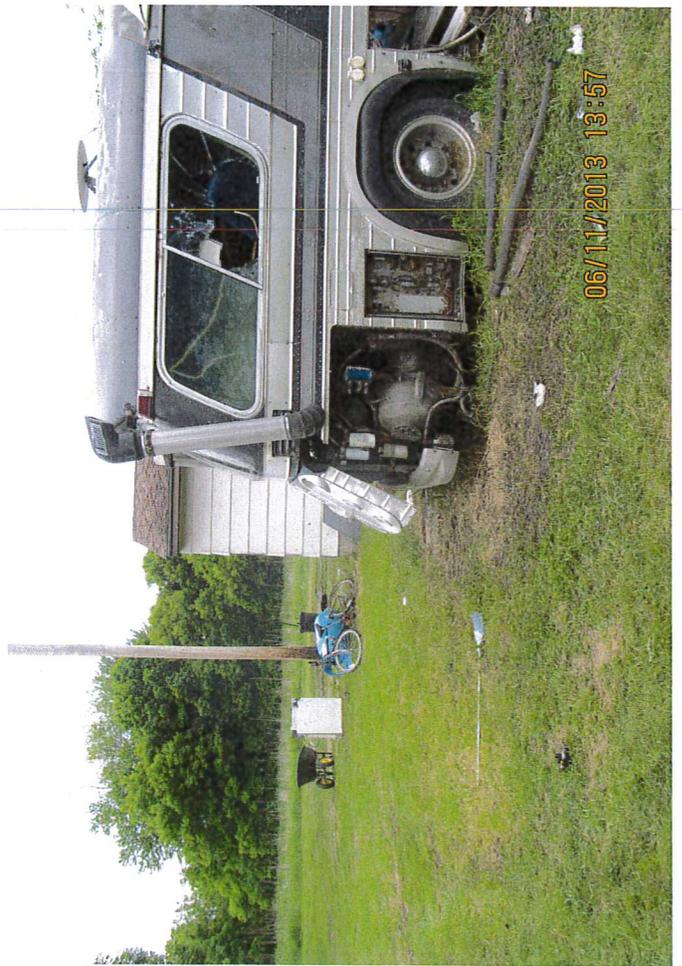
1. Petitioner affirms he or she is a person with a property interest in the property involved. Petitioner further verified no other person or entity has a superior right in the property subject to this Citation.
2. The below-named City Official may extend the Compliance Date established in the above-referenced Administrative Citation upon determination 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. A copy of the plan must be attached to this Agreement.
3. Based on the agreement of the parties, the counts of the citation herein are conceded by Petitioner in their entirety.
4. Petitioner agrees to place the property in compliance with the Citation, as may have been modified, by June 8, 2013.
5. If compliance with City Code(s) is not achieved by the Compliance Date in Section 4. above, the Petitioner agrees to pay an administrative fine of 2x \$300 by June 10-2013. This administrative fine is in addition to additional costs, if any, noted below.

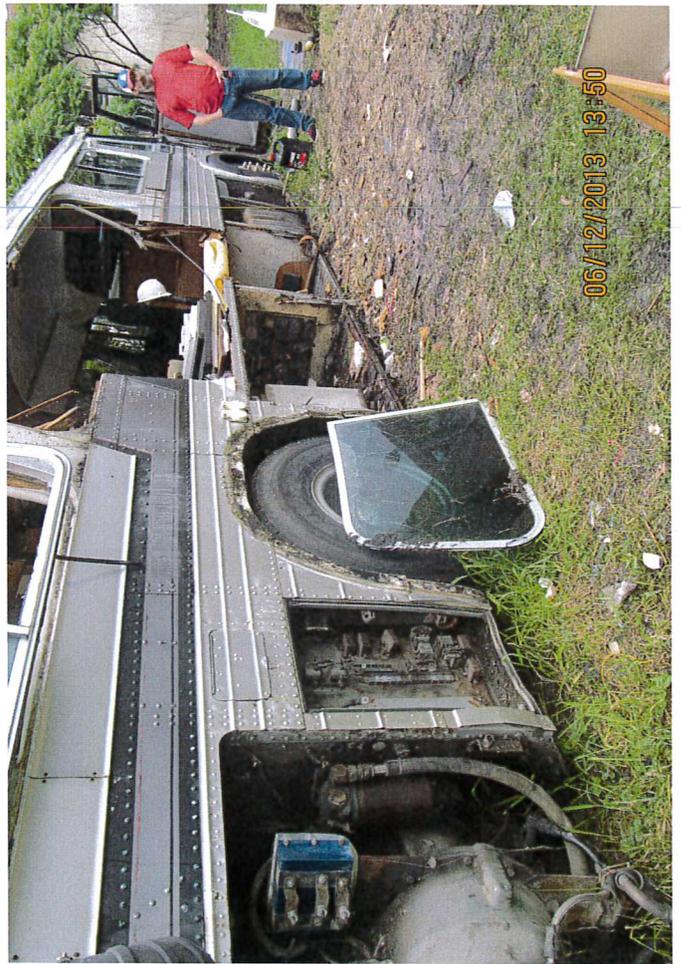
Notice to Petitioner: By signing this document, you waive your right to further appeal. You must remedy the above deficiency or deficiencies, and pay any agreed fines, within the time periods specified above. Unpaid fines, or uncorrected violations, are subject to the original Citation fine(s), plus 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.

City Official

K. Anderson  
MN REO Properties  
Property Manager  
Petitioner









# COON RAPIDS Minnesota

## ADMINISTRATIVE CITATION

Citation #52316-22620

**OPEN IMMEDIATELY**

FEDERAL HOME LOAN MORTGAGE CORPORATION  
5000 PLANO PKWY  
CARROLLTON, TX 75010

Issued 6-13-2013

Property Address: **2335 Main St**  
COON RAPIDS, MN

PIN #: 033124330049

This is an Administrative Citation issued under Coon Rapids City Code Chapter 2-1100. On 6/12/13 the following violation(s) of Coon Rapids City Code was found at the above property address:

<u>Compliance Date</u>	<u>Violation &amp; Corrective Action</u>	<u>Code Section &amp; Summary</u>	<u>Penalty</u>
06/20/2013	RV Mn License RCD0621 Feb 2008. Now in parts. Remove from property.	11-601.5 Junk Vehicles on Residential Property. -- All vehicles in exterior storage must be operable and have current registration.	\$600

To avoid the above penalty/penalties, you **must** do one of the following:

1. Correct the violation(s) **on or before** the Compliance Date noted above. To be sure all issues are resolved, you may arrange for a City inspection **before** the Compliance Date noted above.
2. Contact the inspector below to arrange a time extension for compliance. You must sign a time extension agreement **on or before** the Compliance Date noted above.
3. Appeal the inspector's decision **on or before** the Compliance Date.

Refer to the attached/enclosed Administrative Citation Program brochure for the Notice of Appeal form, including instructions for requesting a time extension, and additional information.

If a second or subsequent Citation is issued within 180 days of the same or similar violation, the penalty will double. If you correct the conditions leading to the subsequent Citation prior to the Compliance Date, one half of the penalty will be waived. In addition to any penalties, you may also be subject to Excessive Consumption of Services fees as allowed by City Code Section 12-317 and/or abatement costs.

You can view the full City Code online at [www.coonrapidsmn.gov/citycode](http://www.coonrapidsmn.gov/citycode) or you can obtain the City Code Section(s) at Coon Rapids City Hall at 11155 Robinson Dr NW, Coon Rapids, MN 55433.

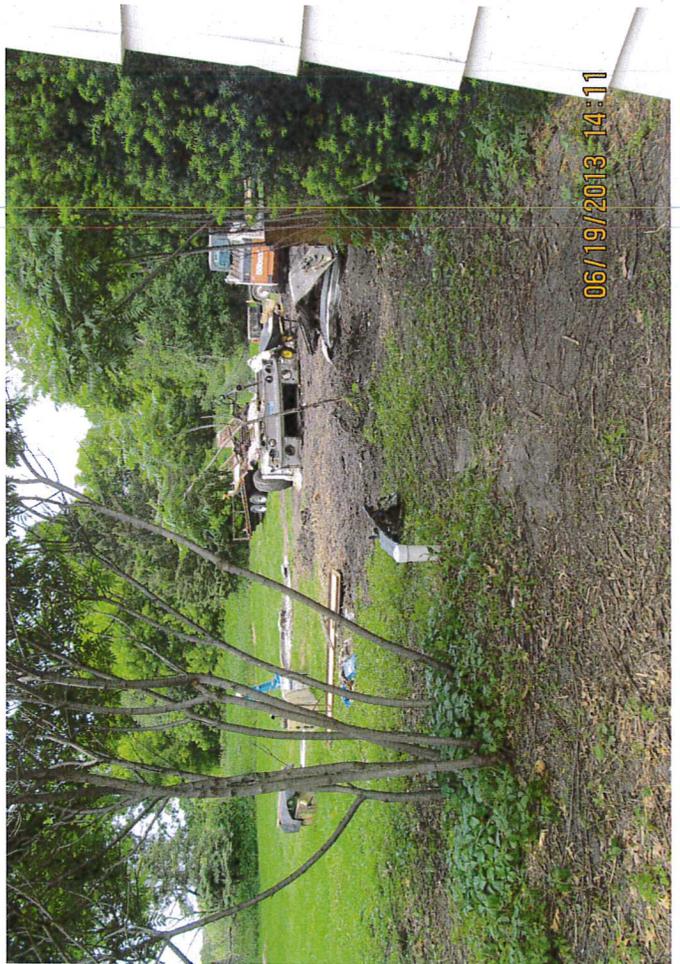
2335 Main St  
CITATION #52316-22620  
PAGE 2

Please note that if your property is not brought into compliance by the Compliance Date listed above, the City may enter your property to abate the violation (correct the conditions leading to the violation). If the city abates the violation, all costs of the abatement, along with any unpaid penalty, will be charged to your property taxes in a form of a Special Assessment.

Inspectors are often not in the office. If you would like to speak with, or schedule an appointment with, the inspector regarding this citation, please call the number below.

Paul Buchanan  
Code Enforcement  
763-767-6533

---



PROPERTY ADDRESS: 2335 MAIN ST

Work Order #52354

05/21/2013 Weeds / Long Grass

PIN: 033124330049

CLOSED

Task Name	Scheduled Start	Actual Start	Assigned To	COMMENTS
CITATION ISSUED		5/21/13	GAZELKA, MIKE	Citation posted at property.
INFORMATION SENT		5/21/13	DRABCZAK, LEYA	Courtesy letter sent.
COMMUNICATE W OWNER	5/22/13	5/22/13	DEGRANDE, KRISTIN	Kelly from MNREO 9 yesterday for long grass. She will get mowing crew out to mow sometime in next week. ok.
CITATION REINSPECT	5/29/13	5/29/13	CAMERER, CALVIN	Not cut; abate
ORDER ABATEMENT		5/29/13	HINTZE, CINDY	Emailed work order to Gregg Engle at Public Works to mow property.
CITATION FEE APPLIED		5/29/13	HINTZE, CINDY	\$300
ABATE		5/31/13	ENGLE, GREGG	Don & Pat mowed and bagged grass - over 2 days

~ ADMINISTRATIVE CITATION INFORMATION ~ If blank, no Administrative Citation was issued on this work order.

City Code	Inspection Date	Fine	Inspected By	Compliance Date & Instructions	Citation Issued To
8-502 & 8-503 Noxious Weeds and Growing Grass.	5/21/13	300.00	GAZELKA, MIKE	Mow grass and weeds in front back ans side yards.	FEDERAL HOME LOAN MORTGAGE CORPORATION 5000 PLANO PKWY CARROLLTON, TX 75010

Files attached to this work order:

\\cr-fs2\applications\cityworkserverfiles\WorkOrder\52354\abatement3.pdf



# Long Grass Abatement Order

Date Ordered: 5/29/2013

2335 MAIN ST

**2335 MAIN ST**

VACANT

PIN:033124330049

Work Order # 52354

<u>Task Name</u>	<u>Proj. Start</u>	<u>Date</u>	<u>COMMENTS</u>
CITATION ISSUED		5/21/13	Citation posted at property.
INFORMATION SENT		5/21/13	Courtesy letter sent.
COMMUNICATE W OWNI	5/22/13	5/22/13	Kelly from MNREO 952-400-1039 called re: citations. I told her a citation was also issued yesterday for long grass. She will get mowing crew out to mow sometime in next week. ok.
CITATION REINSPECT	5/29/13	5/29/13	Not cut; abate
ORDER ABATEMENT		5/29/13	Emailed work order to Gregg Engle at Public Works to mow property.
CITATION FEE APPLIED		5/29/13	\$300
ABATE			

## Abatement Notes

Staff:

Don

Pat

Date:

6-3

Time:

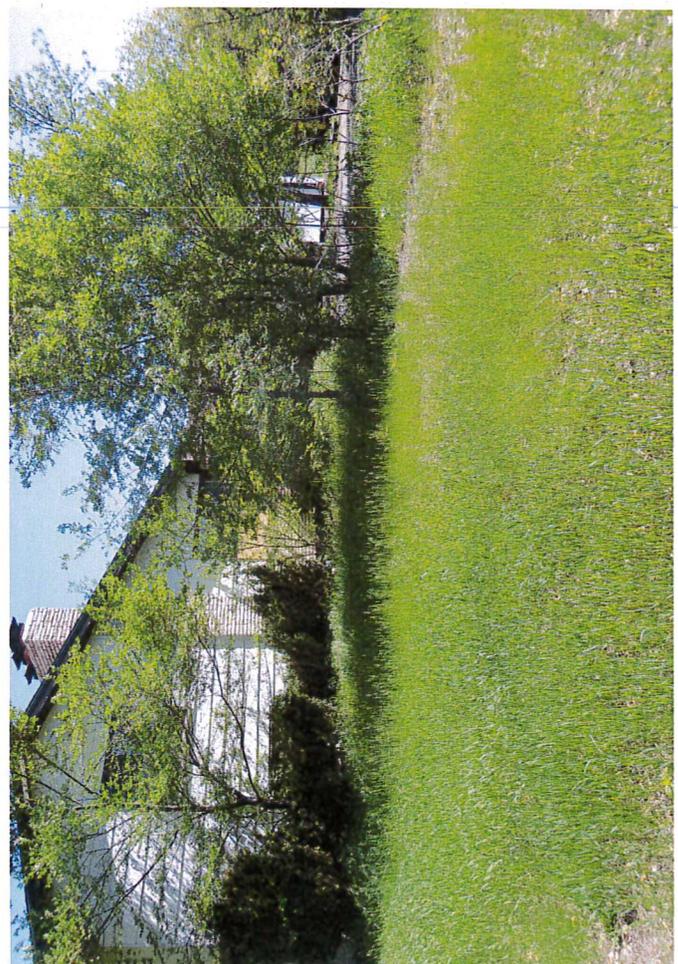
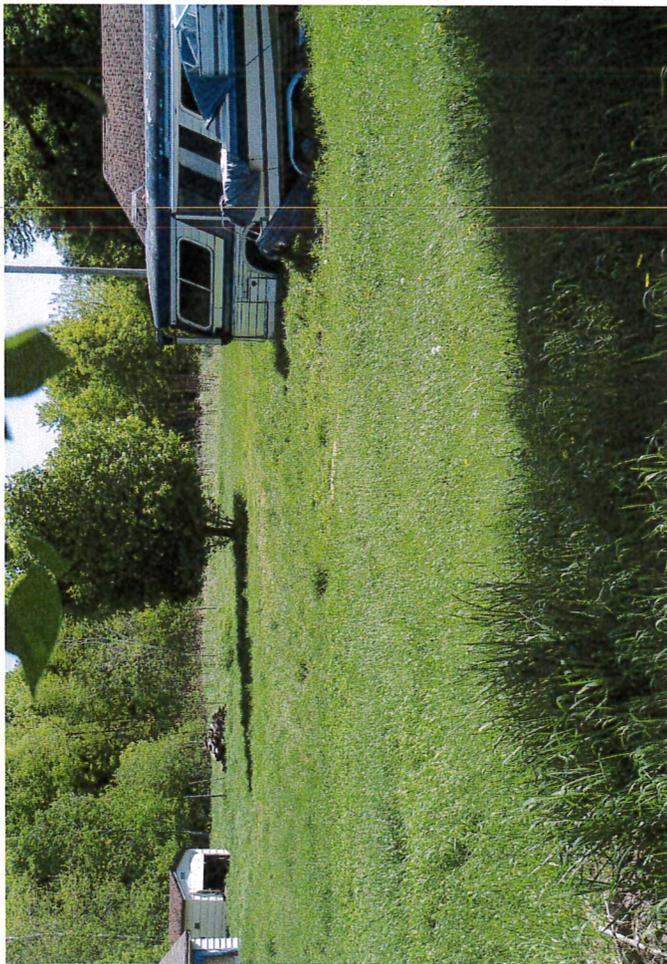
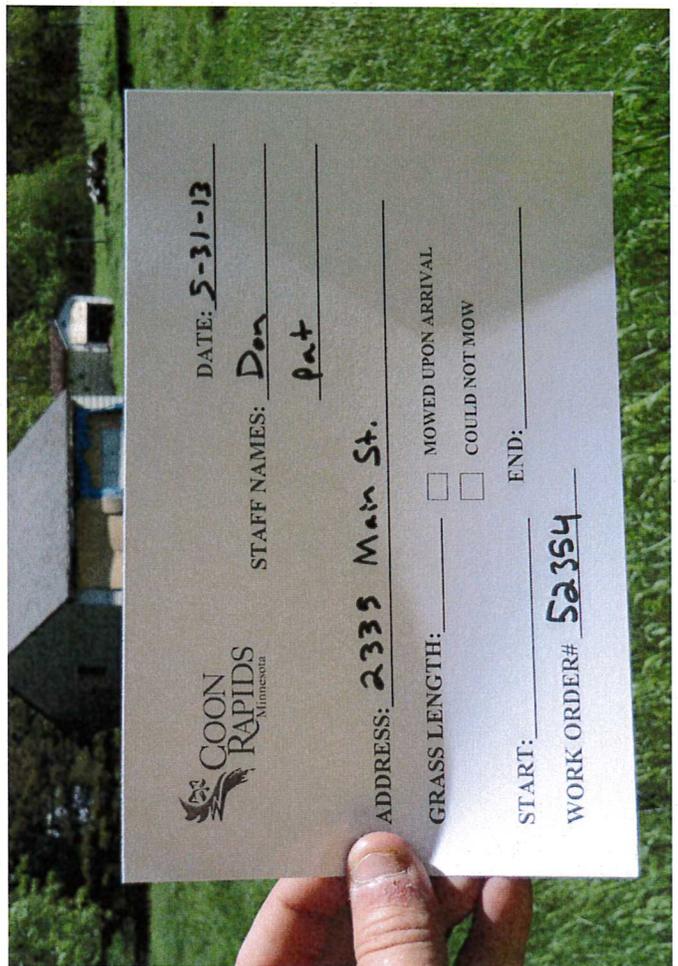
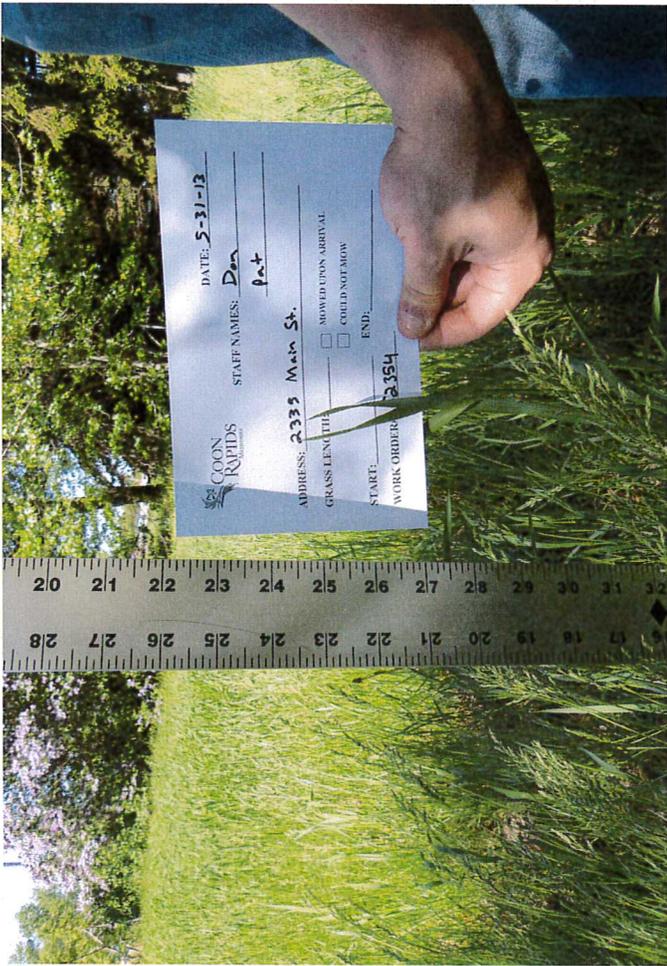
9:30 am.

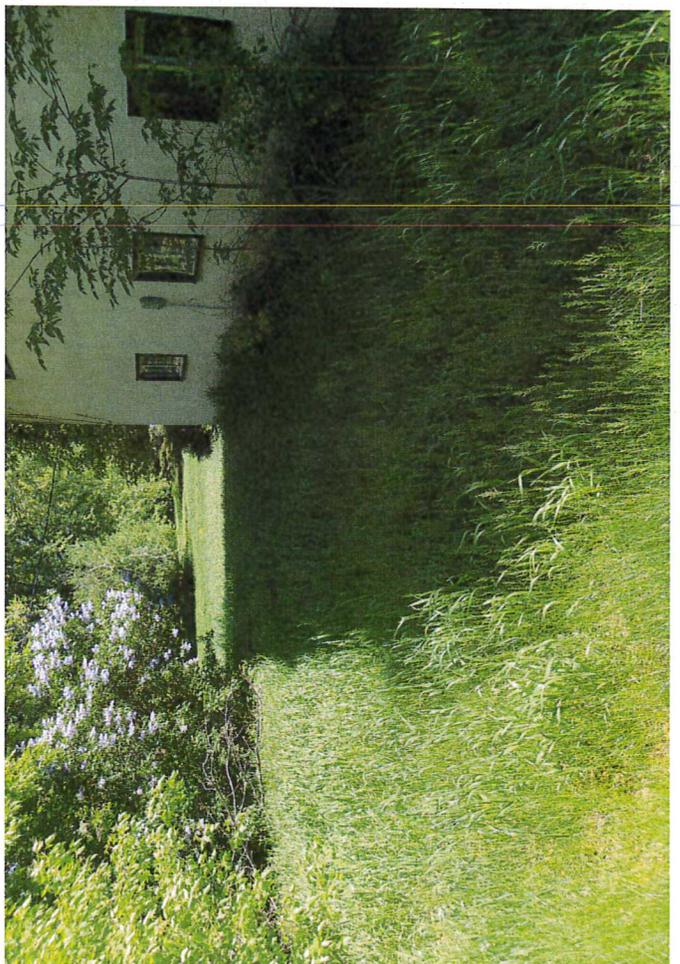
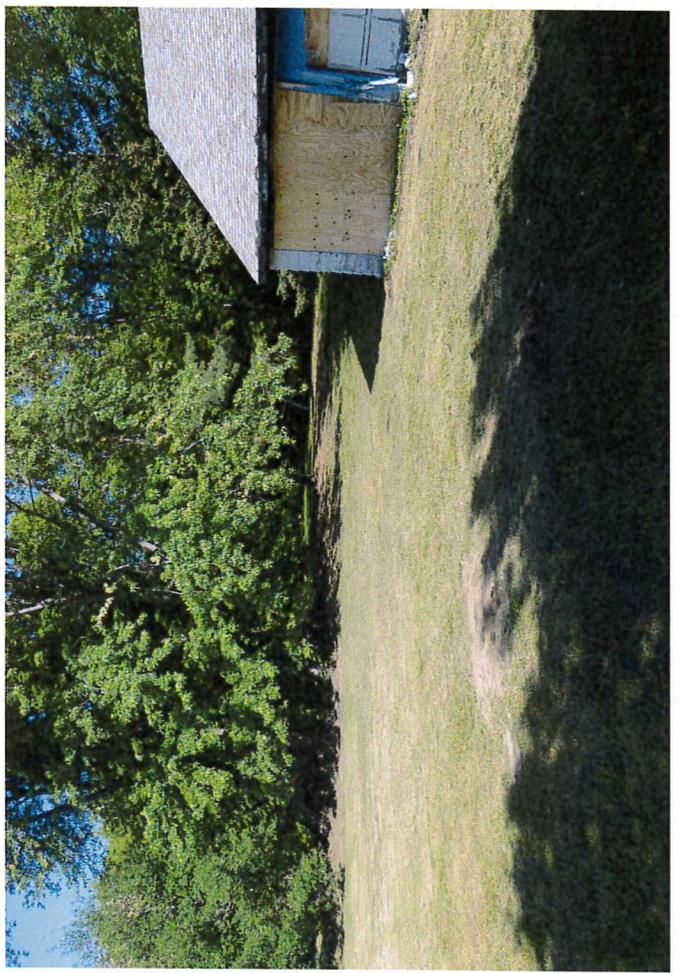
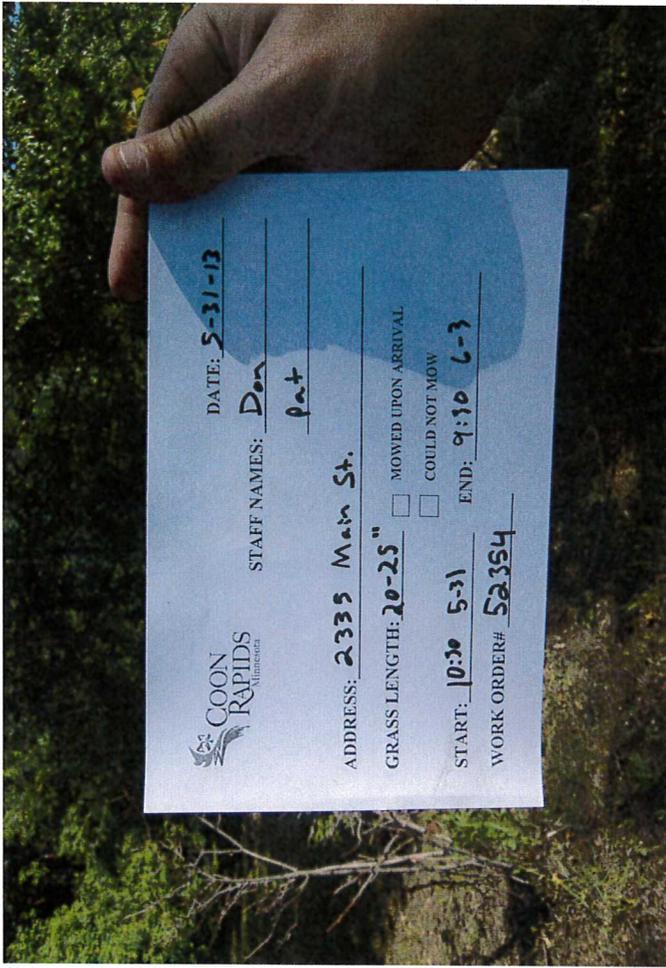
Mowing crew  
cut & bagged

Grass was mowed  
prior to crew's arrival

Questions regarding mowing can be directed to Leya Drabczak 763-767-6420 or Kristin DeGrande 763-767-6517

**DIAL 911 IF THREATENED OR NEED POLICE PROTECTION WHILE MOWING**





PROPERTY ADDRESS: 2335 Main St

PIN: 033124330049

Work Order #52864

06/12/2013 Yard And Lot Issues

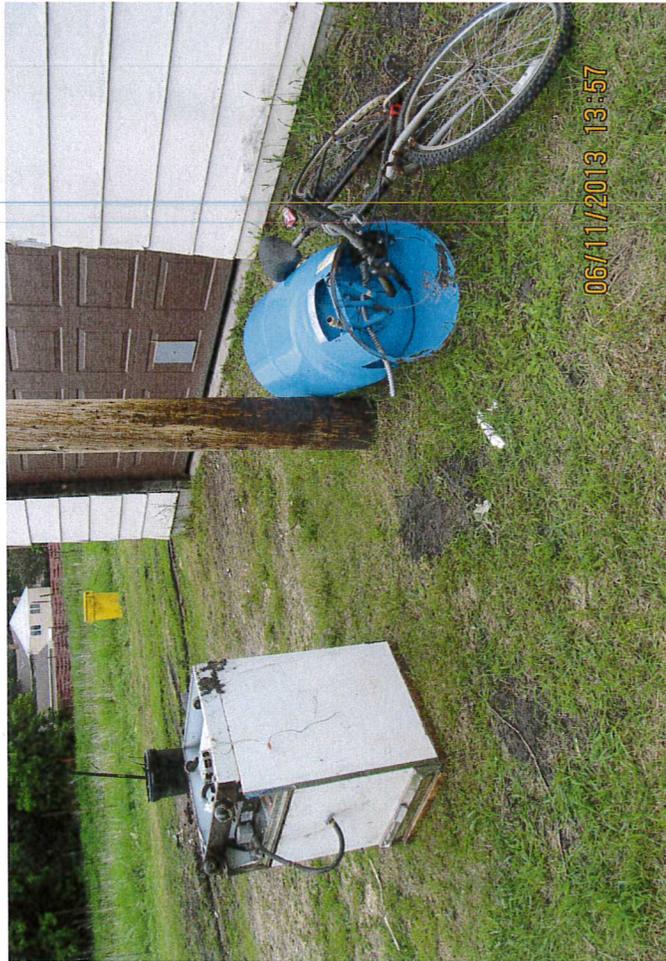
CLOSED

Task Name	Scheduled Start	Actual Start	Assigned To	COMMENTS
INSPECTION 1		6/11/13	BUCHANAN, PAUL	Plywood, upholstery, appliances, building material, miscellaneous junk and debris throughout property.
CITATION ISSUED		6/12/13	BUCHANAN, PAUL	Junk and debris, compliance date 6/19/13
CITATION REINSPECT	6/19/13	6/24/13	BUCHANAN, PAUL	Non-Compliant. Abating.
CITATION FEE APPLIED		6/24/13	BUCHANAN, PAUL	\$300. Still not compliant
ABATE		6/25/13	BUCHANAN, PAUL	abated 6-25-2013 by Flo. Pictures and invoice attached
COMMUNICATE W OWNER	8/1/13	8/1/13	DEGRANDE, KRISTIN	Kelly/MN REO 39 called arguing assessments. Claims that they shouldn't be charged - they had requested time extensions. I confirmed those were granted & reinspections/ abatements didn't happen until after.

**~ ADMINISTRATIVE CITATION INFORMATION ~ If blank, no Administrative Citation was issued on this work order.**

City Code	Inspection Date	Fine	Inspected By	Compliance Date & Instructions	Citation Issued To
8-109 Building Materials, Junk and Debris.	6/11/13	300	BUCHANAN, PAUL	Plywood, upholstery, appliances, miscellaneous junk and debris throughout property. Remove from exterior storage.	FEDERAL HOME LOAN MORTGAGE CORPORATION Issued 6-12-2013 5000 PLANO PKWY CARROLLTON, TX 75010







# COON RAPIDS Minnesota

## ADMINISTRATIVE CITATION

Citation #52864-22601

**OPEN IMMEDIATELY**

FEDERAL HOME LOAN MORTGAGE CORPORATION  
5000 PLANO PKWY  
CARROLLTON, TX 75010

Issued 6-12-2013

Property Address: **2335 Main St**  
COON RAPIDS, MN

PIN #: 033124330049

This is an Administrative Citation issued under Coon Rapids City Code Chapter 2-1100. On 6/11/13 the following violation(s) of Coon Rapids City Code was found at the above property address:

<u>Compliance Date</u>	<u>Violation &amp; Corrective Action</u>	<u>Code Section &amp; Summary</u>	<u>Penalty</u>
06/19/2013	Plywood, upholstery, appliances, miscellaneous junk and debris throughout property. Remove from exterior storage.	8-109 Building Materials, Junk and Debris. -- Any item not intended for outdoor storage is not permitted to be stored outdoors. (Vehicle parts, fluids and accessories, building materials, upholstered furniture, brush, etc.)	\$300

To avoid the above penalty/penalties, you **must** do one of the following:

1. Correct the violation(s) **on or before** the Compliance Date noted above. To be sure all issues are resolved, you may arrange for a City inspection **before** the Compliance Date noted above.
2. Contact the inspector below to arrange a time extension for compliance. You must sign a time extension agreement **on or before** the Compliance Date noted above.
3. Appeal the inspector's decision **on or before** the Compliance Date.

Refer to the attached/enclosed Administrative Citation Program brochure for the Notice of Appeal form, including instructions for requesting a time extension, and additional information.

If a second or subsequent Citation is issued within 180 days of the same or similar violation, the penalty will double. If you correct the conditions leading to the subsequent Citation prior to the Compliance Date, one half of the penalty will be waived. In addition to any penalties, you may also be subject to Excessive Consumption of Services fees as allowed by City Code Section 12-317 and/or abatement costs.

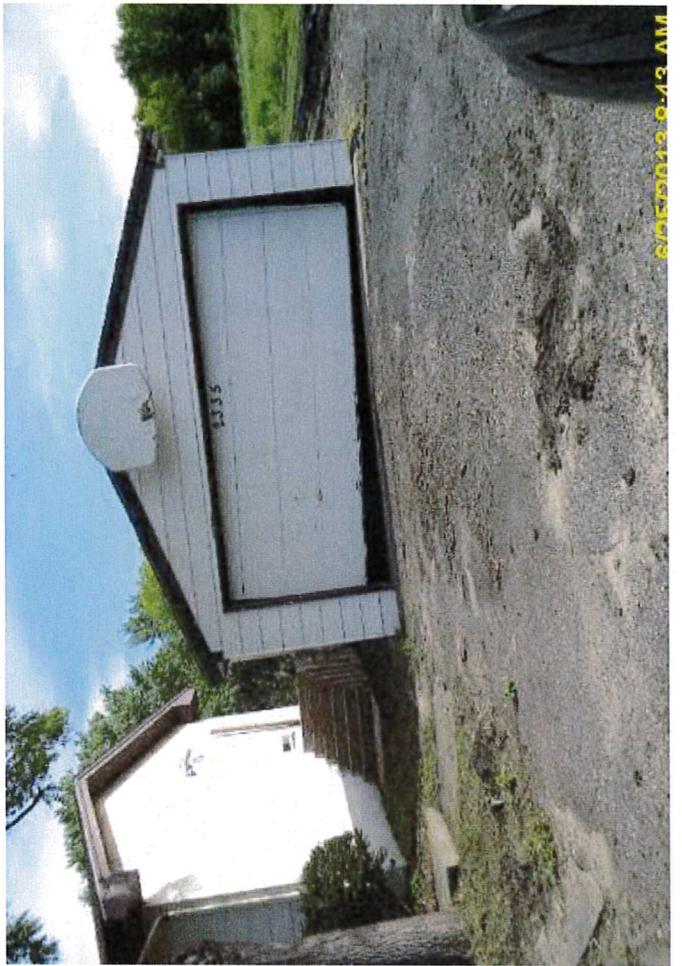
You can view the full City Code online at [www.coonrapidsmn.gov/citycode](http://www.coonrapidsmn.gov/citycode) or you can obtain the City Code Section(s) at Coon Rapids City Hall at 11155 Robinson Dr NW, Coon Rapids, MN 55433.

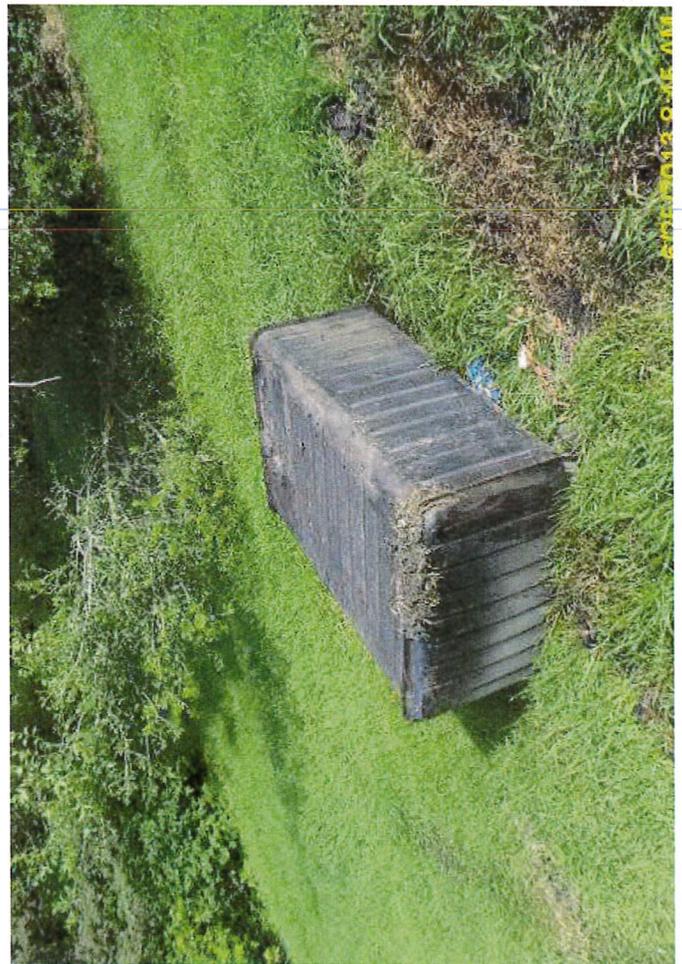
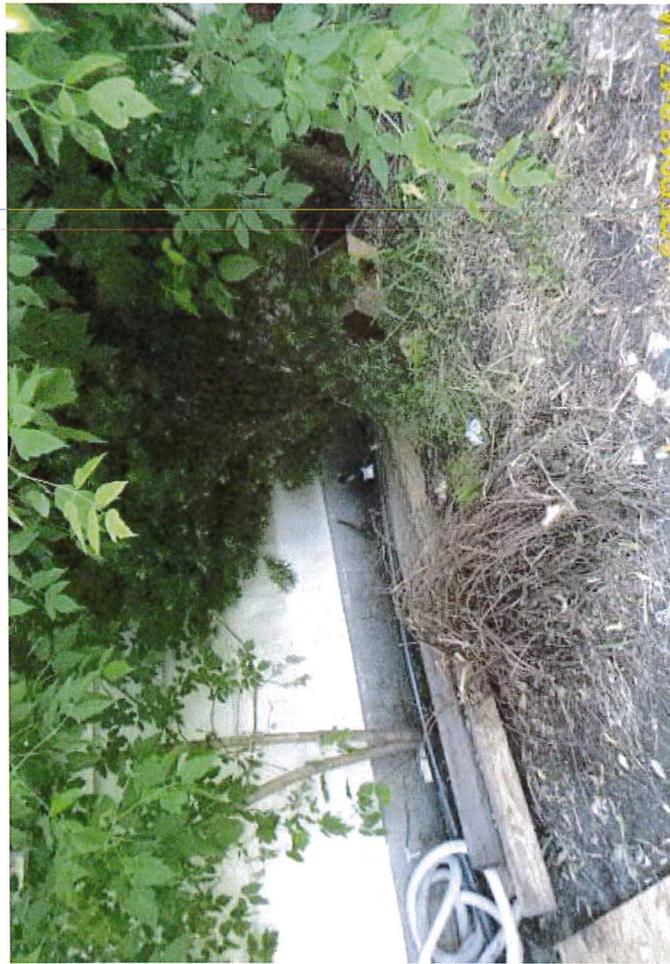
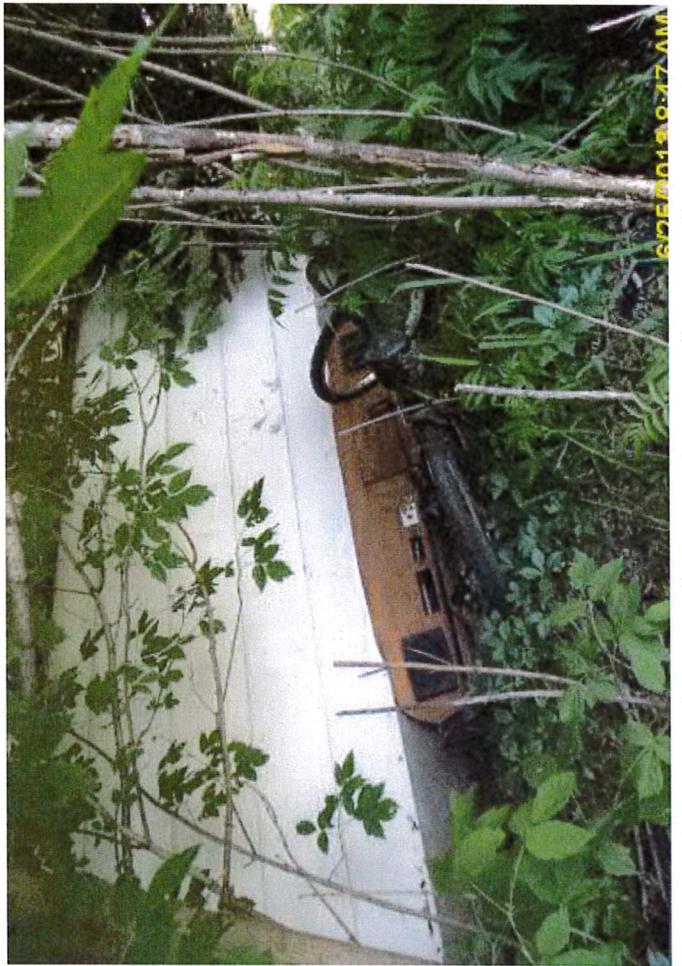
2335 Main St  
CITATION #52864-22601  
PAGE 2

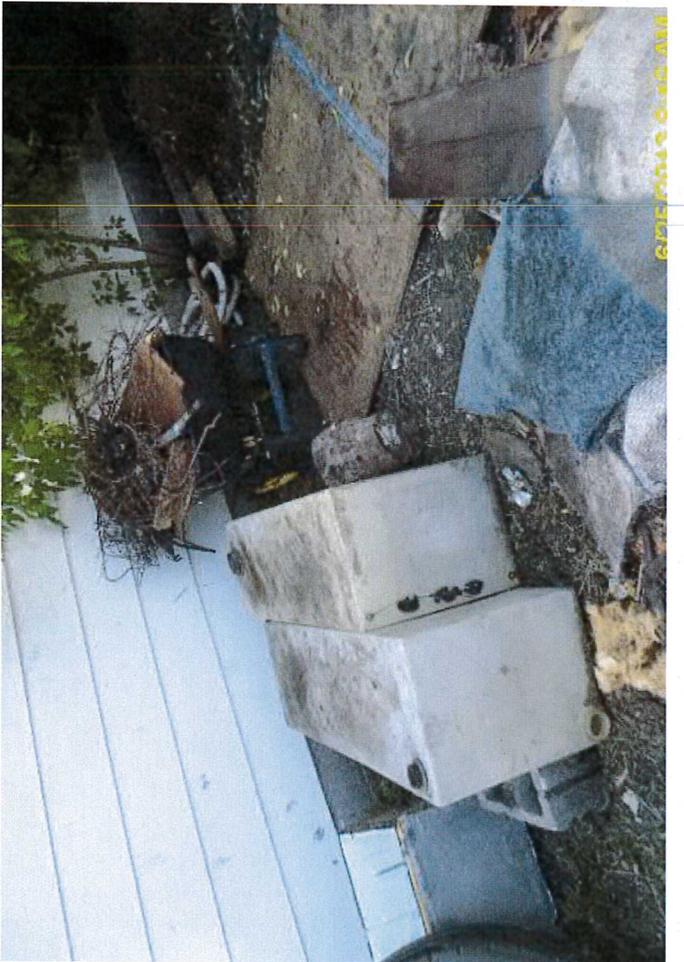
Please note that if your property is not brought into compliance by the Compliance Date listed above, the City may enter your property to abate the violation (correct the conditions leading to the violation). If the city abates the violation, all costs of the abatement, along with any unpaid penalty, will be charged to your property taxes in a form of a Special Assessment.

Inspectors are often not in the office. If you would like to speak with, or schedule an appointment with, the inspector regarding this citation, please call the number below.

Paul Buchanan  
Code Enforcement  
763-767-6533









No remodeling

9781 monroe st ne  
blaine, MN 55434

Phone # 6127517117

fdmagadan@comcast.net

Fax # 7637833504

Date	Invoice #
6/25/2013	987

<b>Bill To</b>
city coon rapids 11155 robinson dr coon rapids, mn 55433

P.O. No.	Terms	Project
58812		

Quantity	Description	Rate	Amount
	2335 Main st. (trip fee)		
2	big tractor tires	50.00	50.00
	washer	20.00	40.00
	garbage fee	10.00	10.00
5.5	labor	150.00	150.00
		55.00	302.50
Adam		<b>Total</b>	\$552.50