

Received 8/5/15  
1:50pm

July 25, 2015

City of Coon Rapids - City Council / Board of Adjustments

To Whom It May Concern:

I am submitting this letter as our official written request of appeal in the matter of three (3) Citation Fees for Late Rental License Renewal at the following properties.

- PIN# 08-31-24-42-0040 → 12912 Marigold St. ✓
- PIN# 08-31-24-21-0063 → 5749-123rd Lane
- PIN# 05-31-24-14-0011 → 11990 Orchid St.

We admit the lateness of our renewal licenses fee's but wish to give an explanation. Our hope is that with a full understanding of the extenuating circumstances that lead to our mistake will give us both forgiveness and mercy from fees. We have a good record and are in good standing with our three rental units and have not had past issues with our tenants or with paying rental licensing fees in a timely fashion. We are not a huge property management company. Our son, Ben Emmrich, does our management for us as we currently live in Edenton, NC. Him and his family experience a series of unfortunate events that led up to this failure. It was not done maliciously or with the intent to circumvent the Rental License process. The total fees are \$900 and this will take a very large cut out of our already small margin of money it makes in order for us to cover expenses. Ben has already agreed to pay the fines out of his own pocket but we know this will be a hardship on top of hardship for his family.

Ben has agreed to be present and give his testimony on October 1, 2015 before the City Council. He is listed on our Rental License as the Property Manager and is also our son. We have given him permission to act on our behalf as well as his own in handling this situation and whatever outcome it has. He is also signing this letter as agreement of its content and to show his full cooperation with your final decision.

We thank you for your time and consideration.

Sincerely,

Jeff & Gloria Emmrich  
Ben Emmrich

Jeff & Gloria Emmrich

Ben Emmrich



# Property Report

Report Date: 8/28/2015

PIN: 053124140011

OPEN

**PROPERTY ADDRESS: 12912 MARIGOLD ST**

Work Order #17515

Rental Renewal

<u>Task Name</u>	<u>Projected Start</u>	<u>Actual Start</u>	<u>Assigned To</u>	<u>COMMENTS</u>
LICENSE RENEWAL DUE Crime Free Training		3/31/11 5/17/10	THOMTON, TERRY	Ben Emmerich completed the Crime Free Training at a Plymouth/Maple Grove location on 4/21/10.
NEXT INSPECTION DUE Information Sent		3/31/11 2/15/11	DRABCZAK, LEYA	renewal sent 170.00
Fee Paid		10/16/08	POSCH, MICHELLE	PD \$170 CK NO 5438
RENTAL INSPECTION		3/31/11	POSCH, MICHELLE	INSPECTION 03/16/2011 @ 3 PM W/BOB - 0 POINTS
LICENSE ISSUED		3/31/11	POSCH, MICHELLE	
LICENSE RENEWAL DUE		8/1/12		
NEXT INSPECTION DUE		3/5/14		
CITATION ISSUED		8/15/11	DRABCZAK, LEYA	pool without required fence
COMPLIANCE		8/24/11	DRABCZAK, LEYA	pool removed
INFORMATION SENT		1/26/12	DRABCZAK, LEYA	renewal sent 100.00
CITATION ISSUED		7/10/12	DRABCZAK, LEYA	COMPLIANCE 7/24/2012 OBTAIN RENTAL LICENSE 300.00
FEE PAID		8/1/12	POSCH, MICHELLE	PD \$100 CK NO 5556
LICENSE ISSUED		8/1/12	POSCH, MICHELLE	
LICENSE RENEWAL DUE		8/6/13		
INFORMATION SENT		2/14/13	DRABCZAK, LEYA	renewal sent 100.00
EDUCATIONAL MATERIAL		3/7/13	HINTZE, CINDY	Background Check letter sent. See attachments for letter.
INFORMATION SENT		6/11/13	POSCH, MICHELLE	spoke to Ben and emailed renewals \$100
FEE PAID		8/5/13	POSCH, MICHELLE	No changes made to renewal form. Paid \$100 check 5592
LICENSE ISSUED		8/6/13	HINTZE, CINDY	
LICENSE RENEWAL DUE		3/5/14		
FEE PAID		2/26/14	HINTZE, CINDY	No updates to contact info. Paid \$170 check 6010
RENTAL INSPECTION	3/20/14	3/20/14	POSCH, MICHELLE	1 POINT
LICENSE ISSUED		3/20/14	POSCH, MICHELLE	
LICENSE RENEWAL DUE		6/11/15		
INFORMATION SENT	4/1/15	2/10/15	HINTZE, CINDY	Renewal Sent \$100
CITATION ISSUED		4/22/15	DRABCZAK, LEYA	renew expired rental license, property is currently unlicensed.

**PROPERTY ADDRESS: 12912 MARIGOLD ST**

CITATION FEE APPLIED 6/2/15 DRABCZAK, LEYA no response from owner or agent, citation was mailed to both addresses. \$300.00 citation applied.

ASSESSMENT 6/2/15 DRABCZAK, LEYA 300.00 FORWARDED TO FINANCE DEPT NO RESPONSE FROM OWNER, NO CHANGE IN ANOKA CO RECORDS. MAIL NOT RETURNED.

CITATION ISSUED 6/2/15 DRABCZAK, LEYA 600.00 NON RENEWAL OF RENTAL LICENSE

COMMUNICATE W OWNEF 6/5/15 SMALL, MATT Phone discussion with owner and son. Sent new renewal apps to owner via e-mail. Explained to both that license apps and payment must be submitted before compliance date to avoid \$600 citation.

FEE PAID 6/11/15 SMALL, MATT Paid \$100 check 6036. No updates to contact information.

LICENSE ISSUED 6/11/15 SMALL, MATT

COMMUNICATE W OWNEF 8/5/15 DEGRANDE, KRISTIN Ben Emerick 612- (son of owner) who serves as property manager called about pending special assessment (\$300). Had questions about appealing. I told him he could write letter, but parents needed to sign it as the owners.

LICENSE RENEWAL DUE 4/1/16

NEXT INSPECTION DUE 4/1/17

**~ 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
<b>Citation # 19467</b> 12-511 Swimming Pools.	8/12/11 compliance date	300.00	DRABCZAK, LEYA	COMPLIANCE DATE 8/22/2011 REMOVE POOL IN BACK YARD OR INSTALL 4'-0" FENCE AS REQUIRED BY BUILDING CODE.	JEFFREY EMMERICH ISSUE DATE 8/15/2011 20304 GOLDENEYE WAY ROGERS, MN 55374
<b>Citation # 20982</b> 12-900 Rental Dwelling License Required.	7/10/12 compliance date	300.00	DRABCZAK, LEYA	COMPLIANCE 7/24/2012 OBTAIN RENTAL LICENSE	JEFFREY EMMERICH DATE 7/10/2012 20304 GOLDENEYE WAY ROGERS, MN 55374
<b>Citation # 25138</b> 12-903(1) Rental Dwelling License Required.	4/22/15 5/22/15 compliance date	300	DRABCZAK, LEYA	renew expired rental license, property is currently unlicensed.	JEFF EMMERICH ISSUE DATE 4/22/2015 PO BOX 322 EDENTON, NC 27932
<b>Citation # 25306</b> 12-903(1) Rental Dwelling License Required.	6/2/15 6/23/15 compliance date	600	DRABCZAK, LEYA	RENEW EXPIRED RENTAL LICENSE	JEFF EMMERICH ISSUE DATE 6/2/2015 PO BOX 322 EDENTON, SC 27932

**PROPERTY ADDRESS: 12912 MARIGOLD ST**

- \WorkOrder\17515\20140320095\116600.pdf
- \Rental Database\rental insp letter\12912 MARIGOLD ST.doc
- \WorkOrder\17515\20120801091603672.pdf
- \WorkOrder\17515\2015 Rental License.pdf
- \WorkOrder\17515\12912 MARIGOLD ST CERT 2011.doc
- \WorkOrder\17515\12912 MARIGOLD ST LIC 2011.doc
- \WorkOrder\17515\12912 Marigold insp ltr 2014.pdf
- \WorkOrder\17515\Background letter\_0073.pdf

End of Report for 12912 MARIGOLD ST



## ADMINISTRATIVE CITATION

Citation # 17515-25138

**Violation Notice**

JEFF EMMERICH  
 PO BOX 322  
 EDENTON, NC 27932

ISSUE DATE 4/22/2015

Property Address: **12912 MARIGOLD ST**  
 COON RAPIDS, MN  
 PIN: 053124140011

This is an Administrative Citation issued under Coon Rapids City Code Chapter 2-1100. On 4/22/15 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>
05/22/2015	renew expired rental license, property is currently unlicensed.	12-903(1) Rental Dwelling License Required. -- No person shall occupy a rental unit prior to obtaining a rental license.	\$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.

12912 MARIGOLD ST  
CITATION # 17515-25138  
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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

cc: Ben Emmrich  
20304 Goldeneye Way  
Rogers, MN 55374



**SECOND VIOLATION  
ADMINISTRATIVE CITATION**

Citation # 17515-25306

**Violation Notice**

JEFF EMMERICH  
PO BOX 322  
EDENTON, SC 27932

ISSUE DATE 6/2/2015

Property Address: **12912 MARIGOLD ST**  
COON RAPIDS, MN

PIN: 053124140011

This is an Administrative Citation issued under Coon Rapids City Code Chapter 2-1100. On 6/2/15 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>
06/23/2015	RENEW EXPIRED RENTAL LICENSE	12-903(1) Rental Dwelling License Required. -- No person shall occupy a rental unit prior to obtaining a rental license.	\$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.

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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.

12912 MARIGOLD ST  
CITATION # 17515-25306  
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

cc: Ben Emmrich  
20304 Goldeneye Way  
Rogers, MN 55374



## Rental License Renewal Application

June 05, 2015

Jeff Emmrich  
PO Box 322  
Edenton, NC 27932

**PAYMENT RECEIVED**

**JUN 11 2015**  
AMOUNT \$100.00  
✓ 6036 Mrs. B.S.

EXPIRED License:	17515
Amount Due:	\$100.00
Payment is past due.	

Please verify all information and make corrections as needed:

RENTAL ADDRESS	12912 MARIGOLD ST	COMPLEX NAME	
OWNER NAME	Jeff Emmrich	RENTAL TYPE	SINGLE FAMILY
OWNER ADDRESS	PO Box 322	NUMBER OF BUILDINGS	1
OWNER CITY STATE ZIP	Edenton, NC 27932	NUMBER OF UNITS	1
OWNER PHONE NO.	2	MANAGER NAME	BEN EMMRICH
OWNER DOB	M	MANAGER PHONE	6
AGENT NAME	Ben Emmrich	ONSITE MANAGER	
AGENT ADDRESS	20304 Goldeneye Way	ONSITE MGR ADDRESS	
AGENT CITY STATE ZIP	Rogers, MN 55374	ONSITE MGR PHONE NO.	
AGENT PHONE NO.	76	EMERGENCY PHONE	
AGENT DOB	A		
EMAIL ADDRESS	@COMCAST.NET		

Do you still own this property?  Yes  No If no, date of sale: \_\_\_\_\_

Name and address of Buyer: \_\_\_\_\_

Return this entire form with your payment made payable to the City of Coon Rapids. If an inspection is required, a letter will be sent indicating the date and time of the inspection. If no inspection is required, your Rental License will be mailed to you. Failure to renew the license may result in an Administrative Citation of \$300 or more.

If you have any questions, please contact Matt Small, Housing Inspector, at 763/767-6575.

Signature: \_\_\_\_\_ Date: 6/1/15



June 11, 2015

JEFF EMMRICH  
PO BOX 322  
EDENTON, NC 27932

**Rental Dwelling License #17515**

**Rental Address: 12912 MARIGOLD ST**

Thank you for completing the Rental Dwelling Licensing process. Enclosed is your license. A *renewal notice* will be sent prior to the license expiration.

Matt Small  
Housing Inspector  
763-767-6575

cc: BEN EMMRICH  
20304 GOLDENEYE WAY  
ROGERS, MN 55374



License Fee: \$100.00

License No. 17515

# RENTAL DWELLING LICENSE



By order of the Coon Rapids City Council, a license is hereby granted to:

**JEFF EMMRICH**  
TO OPERATE A RENTAL DWELLING AT  
**12912 MARIGOLD ST**

in the City of Coon Rapids, County of Anoka, State of Minnesota, for the period commencing April 1, 2015 and terminating on April 1, 2016 at midnight.

This license is granted pursuant to the submitted application and payment of fees therefore. This license is subject to the laws and rules of the State of Minnesota and the City Code and regulations of the City of Coon Rapids pertaining thereto, and is subject to suspension or revocation for violation thereof. This license is non-transferable.

In testimony whereof, we have hereunto subscribed our names and affixed the seal of the City of Coon Rapids this day of June 11, 2015.

ATTEST:   
Matt Small, Housing Inspector