



BOARD OF ADJUSTMENT AND APPEALS AGENDA

Thursday, January 7, 2016

6:30 p.m.

Coon Rapids City Center

Council Chambers

Call to Order

Roll Call

Adopt Agenda

Approval of minutes from previous meeting

New Business

1. Case 16-01V, Special Assessment Objection, Bola Ojo-Akinwale, 1787 132nd Ave NW, 03-31-24-11-0011
2. Case 16-02V, Special Assessment Objection, Michael Happ, 11624 Foley Blvd NW, 13-31-24-12-0067
3. Case 16-03V, Special Assessment Objection, Jeremy Gordon, 9938 Cottonwood St NW, 12-31-24-11-0066
4. Case 16-04V, Special Assessment Objection, Steven & Dawn VandeWalker, 12452 Sycamore St.NW, 11-31-24-11-0085
5. Case 16-05V, Special Assessment Objection, Jon and Amber Young, 2035 103rd Ave NW, 22-31-24-31-0091
6. Case 16-06V, Special Assessment Objection, Chiara Damiani, 12213 Unity Street NW, 11-31-24-13-0024
7. Case 16-07V, Special Assessment Objection, Aaron Howe, 10409 Quinn St NW, 22-31-24-32-0081
8. Case 16-08V, Special Assessment Objection, Don Smith, 2030 115th Ave NW, 15-31-24-24-0096

Other Business

Adjourn



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

Meeting Date: 01/07/2016

SUBJECT: Approval of minutes from previous meeting

Attachments

November 5, 2015, Minutes

COON RAPIDS BOARD OF ADJUSTMENT AND APPEALS MEETING MINUTES OF NOVEMBER 5, 2015

The regular meeting of the Coon Rapids Board of Adjustment and Appeals was called to order by Chairman Vande Linde at 6:30 p.m. on Thursday, November 5, 2015, in the Council Chambers.

Members Present: Chairman Aaron Vande Linde, Commissioners Ronald Bradley, Teri Spano-Madden, Trish Thorup, and Tracy Wigen

Members Absent: None

Staff Present: Housing and Zoning Coordinator Cheryl Bennett and Assistant City Attorney Melissa Westervelt

CALL TO ORDER

Chairman Vande Linde called the meeting to order at 6:31 p.m.

APPROVAL OF THE NOVEMBER 5, 2015, AGENDA

MOTION BY COMMISSIONER SPANO-MADDEN, SECOND BY COMMISSIONER THORUP, TO APPROVE THE NOVEMBER 5, 2015, AGENDA AS SUBMITTED. THE MOTION PASSED UNANIMOUSLY.

APPROVAL OF THE OCTOBER 1, 2015, MEETING MINUTES

Commissioner Thorup noted on page two, paragraph four, it should state, "...Goldenrodd..." Chair Vande Linde noted on page four, the second paragraph from the bottom, it should state, "Commissioner Bradley ~~Brandley~~..." On page five, the ninth paragraph, it should state, "...did not correct the situation in is..." On page five, the tenth paragraph, "had ~~he~~ contacted..." On page six, paragraph one, it should state, "...the property owner did contact the City ~~and~~ to request an extension."

MOTION BY COMMISSIONER WIGEN, SECOND BY COMMISSIONER THORUP, TO APPROVE THE OCTOBER 1, 2015, MEETING MINUTES AS AMENDED. THE MOTION PASSED UNANIMOUSLY.

PUBLIC HEARING

1. CASE 15-54V – MARY KAYSER – 3338 116TH LANE – SIDE YARD SETBACK VARIANCE

Housing and Zoning Coordinator Cheryl Bennett confirmed that the Board had read the information in the packet prior to the meeting. She stated that the City recommends denial of the setback variance and noted that in order to deny the variance the Board must make findings and advised that recommended findings for denial have been drafted by staff for their consideration.

Chair Vande Linde asked if similar findings would need to be made should the Board choose not to deny the request.

Ms. Bennett advised the Board that to approve the variance the Board should determine that the request meets the criteria for granting of a variance but that separate findings are not required.

Chairman Vande Linde opened the public hearing at 6:37 p.m.

Mary Kayser, 3338 116th Avenue NW, was present to answer questions.

Commissioner Bradley referenced the building encroaching into the setback is on a permanent foundation. He also asked for more information on the blue tape shown in the photograph provided.

Mrs. Kayser replied that the building is on a cement foundation. She stated that the blue tape is the area of the shed that is encroaching on the easement. She stated that all five utility companies have stated that they have no intention of using the easement because they have run utilities along the easement along the rear property lines.

Commissioner Bradley asked if that is the only building encroaching on the setback.

Mrs. Kayser stated yes and that when the shed was built 24 years ago they believed that the property line ran straight from the fence to the mailbox, which would allow for more than a five feet of setback.

Commissioner Bradley referenced a settlement with a neighboring property owner that was obtained and asked if she was aware that the settlement would not provide a five-foot easement.

Mrs. Kayser confirmed that she does have a settlement with Wells Fargo, the neighboring property owner, and once she found out that the shed would encroach by six inches she asked if the bank would be willing to amend the settlement. She stated that Wells Fargo was not willing to do so and noted that the bank has been difficult to work with.

Commissioner Bradley received confirmation that all five utilities have agreed to vacate the easement.

Chair Vande Linde asked for additional information on the agreement with Wells Fargo and the approval from the City that would be needed.

Mrs. Kayser stated that Wells Fargo simply needs this approval from the City in order to complete the lot split and list the neighboring property for sale. She stated that the deed has been processed but a stamp is needed from the City before the deed can be filed and the lot split completed. She provided additional information on what had been said by the City Council as necessary for the lot split to be completed, noting that the Council minutes specified that the five utilities would have to vacate the easement and she would need to apply for a variance in order for the lot split to be completed.

As no one further wished to speak, Chairman Vande Linde closed the public hearing at 6:48 p.m.

Chair Vande Linde reviewed the variance criteria and the consensus of the Commission was to find that the variance is in harmony with the general purposes and intent of the ordinance from which the variance is requested, the variance is consistent with the Comprehensive Plan, the shed would be difficult to move as the building has a permanent foundation which has been in place for 24 years, the variance would not impact the character of the neighborhood, and the plight was not created by the landowner and is unique to the property.

Commissioner Spano-Madden stated that the variance should be granted for the existing structure only.

MOTION BY COMMISSIONER THORUP, SECOND BY COMMISSIONER WIGEN, IN CASE 15-54V, TO RECOMMEND THE CITY COUNCIL APPROVE THE 1.2 FOOT SETBACK VARIANCE FROM CITY CODE SECTION 11-603.2(12) TO MAINTAIN AN EXISTING STORAGE SHED 3.8 FEET FROM THE SIDE YARD PROPERTY LINE WHERE A FIVE FOOT SETBACK IS REQUIRED BASED ON THE BOARD'S FINDINGS IN CITY CODE SECTION 11.304.9(2) ON THE CONDITION THAT THE VARIANCE IS FOR THE EXISTING STRUCTURE ONLY.

THE MOTION PASSED UNANIMOUSLY.

ADJOURNMENT

MOTION BY COMMISSIONER THORUP, SECOND BY COMMISSIONER WIGEN, TO ADJOURN THE MEETING AT 7:00 P.M. THE MOTION PASSED UNANIMOUSLY.

Respectfully submitted,
Amanda Staple
Board of Adjustment and Appeals Secretary



Board of Adjustment and Appeals - Regular Session

1.

Meeting Date: 01/07/2016

Subject: Case 16-01V, Special Assessment Objection, Bola Ojo-Akinwale, 1787 132nd Ave NW, 03-31-24-11-0011

From: Heather Rodgers, Property Maintenance Inspector

INTRODUCTION

Unpaid penalties in the amount of \$540.00 associated with code enforcement activity against the subject property are proposed to be assessed to the property. The property owner has filed an objection to the assessment.

BACKGROUND & CONSIDERATIONS

The following chronology relates to actions and procedures leading to the special assessment in this matter.

On 08/03/2015, Administrative Citation #61756-25609 (\$300.00 penalty) was issued for junk and debris on the property. A compliance date of 08/10/2015 was established. The citation was mailed to the owner of record.

On 08/11/2015, the property was re-inspected and the junk and debris remained in violation of City Code 8-109. Since full compliance was not achieved, the \$300.00 penalty was charged.

On 08/14/2015, the property was re-inspected. The violation for junk and debris was not found in compliance and the violation was abated.

Penalties and fees charged: \$300.00 (citation penalty) plus \$240.00 (abatement costs).

ACTION REQUESTED

In Case 16-01V, it is requested the Board of Adjustment and Appeals recommend the City Council affirm the \$540.00 special assessment in its entirety.

Attachments

Supporting Documents



CITY OF COON RAPIDS
ASSESSMENT APPEAL FOR

WO# 61756

Complete the following information (PLEASE PRINT):

YOUR NAME: Bola Ojo-Akinwale

ADDRESS OF PROPERTY BEING ASSESSED: 1787 132nd Ave. NW
Coon Rapids, MN 55448

PROPERTY IDENTIFICATION NUMBER: 03-31-24-11-0011

YOUR HOME ADDRESS (if different than above): _____

HOME PHONE: _____ CELL PHONE: 612 _____

AMOUNT OF ASSESSMENT: \$540.00

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

Citation fee for exterior storage, Removal & disposal costs.

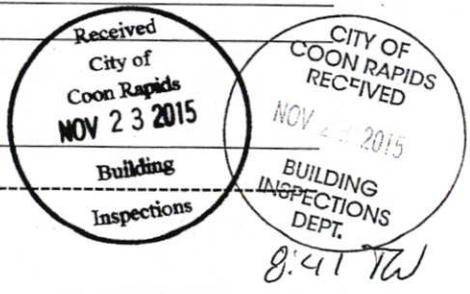
REASON FOR APPEAL:

With respect and esteem humility, I am hereby acknowledging and responding to the aforesaid citation. All the allegations in the citation were true and correct, but I am appealing to the city, to please render any assistance to me on the fee, I am going through both health and financial difficulties ~~and~~ at this time. Please, be lenient with me by reducing the fee to an affordable amount. Thanks in anticipation for your quick and positive response.
Bola

Signature: [Handwritten Signature]

ACTION BY THE BOARD: _____

OUTCOME OF MOTION: _____





Property Report

Report Date: 12/11/2015

PIN: 033124110011

CLOSED

PROPERTY ADDRESS: 1787 132ND AVE

Work Order #61756

Yard And Lot Issues

<u>Task Name</u>	<u>Projected Start</u>	<u>Actual Start</u>	<u>Assigned To</u>	<u>COMMENTS</u>
INSPECTION 1	8/3/15		RODGERS, HEATHER	Front exterior is missing stone on side of garage. Exercise equipment in front yard, brush pile down by street, brush pile/tote by the side of garage.
CITATION ISSUED	8/3/15		RODGERS, HEATHER	\$300.00 junk/debris \$300.00 exterior maintenance- Separate citations issued, J/D- 7 days to comply, exterior maint.-30 days to comply.
CITATION REINSPECT	8/11/15	8/11/15	RODGERS, HEATHER	Exercise bike gone- brush piles still remain, need to abate
ABATE	8/14/15	8/14/15	RODGERS, HEATHER	Flo abated- brush piles
CITATION FEE APPLIED	8/17/15	8/17/15	RODGERS, HEATHER	\$300.00- junk/debris(brush piles)
ASSESSMENT	8/17/15	8/17/15	RODGERS, HEATHER	Flo's invoice#1232 Fee: \$170.00
COMPLIANCE	8/14/15	8/14/15	RODGERS, HEATHER	Compliant on citation #61756-25609- Flo abated
CITATION REINSPECT	9/17/15	9/17/15	RODGERS, HEATHER	Reinspect citation# 61756-25610- brick is repaired
COMPLIANCE	9/17/15	9/17/15	RODGERS, HEATHER	
APPEAL - BOA	11/23/15		WHITE, TREVOR	Owner Bola Ojo-Akinwale submitted appeal of \$540

~ 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 & Instructions</u>	<u>Citation Issued To</u>
Citation # 25609					
8-109 Building Materials, Junk and Debris.	8/3/15 8/10/15 compliance date	300	RODGERS, HEATHER	Remove exercise equipment(front yard), brush piles(side of driveway & side of garage, any other misc junk and debris from outdoor storage.	BOLA M OJO-AKINWALE ISSUE DATE: 08/03/2015 1787 132ND AVE NW COON RAPIDS, MN 55448
Citation # 25610					
12-306(1) Foundations, Exterior Walls, Roofs.	8/3/15 9/2/15 compliance date	300	RODGERS, HEATHER	Repair exterior wall on front of garage, missing stone work.	BOLA M OJO-AKINWALE ISSUE DATE:08/03/2015 1787 132ND AVE NW COON RAPIDS, MN 55448

Files attached to this work order:
 \WorkOrder\61756\Flo's invoice.pdf
 End of Report for 1787 132ND AVE







ADMINISTRATIVE CITATION

Citation # 61756-25609

Administrative Citation Enclosed

BOLA M OJO-AKINWALE ISSUE DATE: 08/03/2015
 1787 132ND AVE NW
 COON RAPIDS, MN 55448

Property Address: **1787 132ND AVE**
 COON RAPIDS, MN

 PIN: 033124110011

This is an Administrative Citation issued under Coon Rapids City Code Chapter 2-1100. On 8/3/15 the following violation(s) of Coon Rapids City Code was found at the above property address:

<u>Compliance Date</u>	<u>Violation & Corrective Action</u>	<u>Code Section & Summary</u>	<u>Penalty</u>
08/10/2015	Remove exercise equipment(front yard),brush piles(side of driveway & side of garage, any other misc junk and debris from outdoor 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.

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 the inspector regarding this citation, please call the number below.

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.

Continued on next page







Board of Adjustment and Appeals - Regular Session

2.

Meeting Date: 01/07/2016

Subject: Case 16-02V, Special Assessment Objection, Michael Happ, 11624 Foley Blvd NW, 13-31-24-12-0067

From: Leya Drabczak, Housing Inspector

INTRODUCTION

An unpaid penalty in the amount of \$1,200.00 associated with code enforcement activity against the subject property is proposed to be assessed to the property. The property owner has filed an objection to the assessment.

BACKGROUND & CONSIDERATIONS

The following chronology relates to actions and procedures leading to the special assessment in this matter.

On 6/24/2015, City staff reviewed the rental licensing file for compliance with the City's rental licensing ordinance, including the failure to renew a Rental License that expired on 4/1/2015. This property has a long history of noncompliance regarding Rental License requirements, resulting in previous Administrative Citation penalties being assessed to this property.

On 6/25/2015, a Third Violation Administrative Citation, #32430-25436 (\$1,200.00), was issued to the owner of record for failure to renew a rental license that expired on 4/1/2015. Two previous citations had been issued to the owner earlier in the year and the property remained in violation. A compliance date of 7/17/2015 was established. No contact had been received from the property owner and no mail was returned to the city as undeliverable.

On 7/29/2015, City staff received no response from owner. Staff reviewed Anoka County property records, as well as City of Coon Rapids Utility Billing records, and there had been no change in ownership or mailing address.

Penalty charged: \$1,200.00

On 10/28/2015, City staff posted the property with a Unlicensed Rental Placard due to the expired rental license. Notification of posting was mailed to the owner of record and a copy was left on site for current tenants.

On 10/30/2015, property owner Mike Happ called City offices regarding the posting of his rental property. City staff advised him that the license expired on 4/01/2015. Mr. Happ stated that he would be in City offices on Monday, 11/2/2015, to renew the expired Rental License.

On 11/18/2015, City staff reviewed the file and noted the property remained in violation. Additional

citation scheduled to be issued.

On 11/19/2015, City staff received a rental license renewal application from Mr. Happ and a Rental License was issued. Mr. Happ stated to staff that he was not receiving any mail from the City. Staff verified his mailing address and informed him that no mail had been returned as undeliverable.

ACTION REQUESTED

In Case 16-02V it is requested the Board of Adjustment and Appeals recommend the City Council affirm the \$1,200.00 special assessment in its entirety.

Attachments

Supporting Documents



City of Coon Rapids Assessment Appeal Form
Fax: 763-767-6473
Attn: Cindy

15.50V
7

Complete the following information (PLEASE PRINT):

YOUR NAME: Michael Happ

ADDRESS OF PROPERTY BEING ASSESSED: 11624 Foley Blvd

PROPERTY IDENTIFICATION NUMBER: 133124/20067

YOUR HOME ADDRESS (if different than above): 15292 Benton Ave Norfolk
NE NE 55098

HOME PHONE: _____ CELL PHONE: 763-511-1111

AMOUNT OF ASSESSMENT: 1200.00

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

REASON FOR APPEAL:
Not Awards of it.

Signature: _____
[Signature]

ACTION BY THE BOARD: _____

OUTCOME OF MOTION: _____



Property Report

Report Date: 12/15/2015

PROPERTY ADDRESS: 11624 FOLEY BLVD

Work Order #32430

PIN: 133124120067

OPEN

Rental Renewal

Task Name	Projected Start	Actual Start	Assigned To	COMMENTS
Information Sent		8/12/09	DEGRANDE, KRISTIN	rental letter sent to HAPP MICHAEL, 15292 EVERTON AVE N, HUGO MN 55038
Information		11/9/09	HINTZE, CINDY	Paid to date per utility billing system. Mike Happ - active tenant account.
Police Contact		10/7/10	TONINATO, DESIREE	C/N 10227817 emailed to owner. This is a rental property. mi 10-11-10
Information Sent		11/16/10	POSCH, MICHELLE	SENT LETTER/PACKET/\$500 FINE. COMPLIANCE 11/25/2010
Information		1/11/11	HINTZE, CINDY	Starlight shows owners as MICHAEL J HAPP & SUE A HAPP, 15292 EVERTON AVE N, HUGO, MN 55038 effective 12/5/08.
Assessment		1/27/11	POSCH, MICHELLE	ASSESSED \$500 FINE FOR RENTING WITHOUT A LICENSE. COMPLIANCE WAS 11/25/2010. removed 01/31/2011
Information Sent		1/27/11	POSCH, MICHELLE	sent letter and info also compliance of 02/28/11 for license or \$1000 fine will be assessed.
Inspection followup	2/28/11	2/28/11	POSCH, MICHELLE	
Communicate w owner		1/31/11	POSCH, MICHELLE	MIKE HAPP CALLED HE NEVER RECVD ANY PREVIOUS NOTIFICATION. TOLD HIM I WOULD WAIVE FINES IF HE CAME INTO COMPLIANCE BY 02/28/2011. HE WANTS TO TALK TO KD ABOUT WAIVING CFTRAINING.
Information Sent		1/27/11	POSCH, MICHELLE	sent another letter compliance 04/01/2011
ASSESSMENT		3/2/11	POSCH, MICHELLE	assessed 01/27/2011 \$500 and charged 02/28/11 \$1000 and sent letter with compliance 04/1/2011 or \$1500 charged.
Communicate w owner		3/14/11	DEGRANDE, KRISTIN	Owner Mike Happ came in to City Hall. Asked questions about need for a license, how to apply, and waiving Crime Free Training. I told him he needed to take the class & needs to submit app. materials by 4/1/11 or \$1500 penalty applies. ok
COMPLIANCE APPLICATIONS		3/31/11	POSCH, MICHELLE	OWNER SUBMITTED LICENSE APPLICATION
CONVERSION FEE RCVD		3/31/11	POSCH, MICHELLE	RECVD
CRIME FREE TRAINING	6/5/12	3/31/11	POSCH, MICHELLE	PD \$545 CK NO 2688
RENTAL INSPECTION		6/6/12	POSCH, MICHELLE	SUSAN HAPP COMPLETED 06/05/2012 TRAINING
BACKGROUND CHECK		4/28/11	POSCH, MICHELLE	INSPECTION 04/14/2011 @ 1PM WMP - 2 POINTS
LICENSE ISSUED		4/6/11	TONINATO, DESIREE	C/N 11069087 Background completed on Michael Happ. Nothing found to prevent licensing.
LICENSE RENEWAL DUE		4/28/11	POSCH, MICHELLE	
NEXT INSPECTION DUE		8/1/12		
COMMUNICATE W OWNEF		4/17/14		
		4/27/11	DEGRANDE, KRISTIN	Owner Michael Happ 7 is called with questions about his pending assessments. I returned call on 5/2/11 and left a vm.

PROPERTY ADDRESS: 11624 FOLEY BLVD

PIN: 133124120067

COMMUNICATE W OWNEF

5/6/11 NEVINSKI, MARC

Mike Happ called Marc Nevinski who told him that he had been given numerous opportunities & time extensions to comply, that if he doesn't agree with pending assessments, he needs to submit an appeal by 5/17.

CITATION ISSUED

6/2/11

POSCH, MICHELLE

\$300 CF TRAINING

CITATION REINSPECT

7/1/11

POSCH, MICHELLE

\$300 no CFT - recvd not assessed

INFORMATION SENT

1/24/12

DRABCZAK, LEYA

renewal sent 100.00

INFORMATION

4/11/12

POSCH, MICHELLE

LEFT PHNF MSG REGARDING CFT - LEFT ANOTHER MSG 4/17, SPOKE TO SUE HAPP 7€ 35 ON 4/23 SHE IS SIGNING UP FOR 06/05/2012 TRAINING TODAY.

CITATION ISSUED

7/10/12

DRABCZAK, LEYA

300.00 no rental license

CITATION FEE APPLIED

7/30/12

DRABCZAK, LEYA

300 to assessing

CITATION ISSUED

7/30/12

DRABCZAK, LEYA

600 no rental license

COMPLIANCE

7/31/12

DRABCZAK, LEYA

did not charge 600; check was on Michelle's desk but not within the \$300 citation compliance date; 300 stands

FEE PAID

8/1/12

POSCH, MICHELLE

PD \$100 CK NO 3150

LICENSE ISSUED

8/1/12

POSCH, MICHELLE

LICENSE RENEWAL DUE

1/28/14

DRABCZAK, LEYA

renewal sent 100.00

INFORMATION SENT

3/7/13

HINTZE, CINDY

Background Check letter sent. See attachments for letter.

EDUCATIONAL MATERIAL

10/15/13

POSCH, MICHELLE

\$300 FAILURE TO RENEW

CITATION ISSUED

11/1/13

POSCH, MICHELLE

\$300 EXPIRED LICENSE - NO CHANGE

CITATION REINSPECT

1/7/14

POSCH, MICHELLE

\$300 EXPIRED LICENSE - COMPLIANCE 11/1/2013

CITATION FEE APPLIED

1/28/14

POSCH, MICHELLE

\$600 EXPIRED LICENSE recvd rental renewal appl/pymnt no charge

CITATION ISSUED

1/28/14

POSCH, MICHELLE

pd \$100 ck no 2762

FEE PAID

1/28/14

POSCH, MICHELLE

LICENSE ISSUED

4/17/14

HINTZE, CINDY

LICENSE RENEWAL DUE

2/7/14

POSCH, MICHELLE

Owner Michael Happ called confused about the renewal he received. Clarified with him that 2013 license was expired, two citations issued, and he recently pd for 2013. This renewal is for 2014. Tired him to Assess to pay citation charges.

COMMUNICATE W OWNEF

2/18/14

POSCH, MICHELLE

returned ck no 8964 for \$100 with blank renewal (\$170) for signature and correct payment.

INFORMATION SENT

3/10/14

POSCH, MICHELLE

pd \$170 ck no 9150 - waiting for renewal appl to be returned. RECVD SIGNED RENEWAL 4/1/2014

FEE PAID

4/16/14

POSCH, MICHELLE

2 POINTS

RENTAL INSPECTION

4/17/14

HINTZE, CINDY

Renewal Sent \$100

LICENSE ISSUED

11/19/15

DRABCZAK, LEYA

renew expired rental license, property is currently unlicensed.

LICENSE RENEWAL DUE

2/10/15

DRABCZAK, LEYA

300.00 FORWARDED TO FINANCE DEPT. NO RESPONSE FROM OWNER, NO CHANGE IN ANOKA CO RECORDS.

INFORMATION SENT

4/22/15

DRABCZAK, LEYA

600.00 EXPIRED RENTAL LICENSE

CITATION ISSUED

6/2/15

DRABCZAK, LEYA

NO RESPONSE FROM OWNER, NO CHANGE IN ANOKA CO INFO 600.00 FORWARDED TO FINANCE DEPT

ASSESSMENT

6/24/15

DRABCZAK, LEYA

1200.00 FOR EXPIRED RENTAL LICENSE

CITATION ISSUED

7/29/15

DRABCZAK, LEYA

1200.00 citation fee forwarded to finance dept.

PROPERTY ADDRESS: 11624 FOLEY BLVD

PIN: 133124120067

10/28/15 DRABCZAK, LEYA property posted with unlicensed rental placard, notification mailed to owner and copy left on site for tenant.

10/30/15 DEGRANDE, KRISTIN Owner Mike Happ 755 called. Tenants told him property was posted. Owner was wondering. I returned call, told him that the rental license expired 4/2015 and he has not responded. I will come in on Monday to renew.

11/18/15 DRABCZAK, LEYA property remains in violation additional citation to be issued

11/19/15 SMALL, MATT Discussion with owner at City Hall. Owner claims that he never receives mail from the City of Coon Rapids. Verified with owner that mailing address is correct including Utility Billing & County Tax records. Delinquent water bills verified.

11/19/15 SMALL, MATT Paid \$100 check 9215. No updates to contact information other than removing e-mail address.

11/19/15 SMALL, MATT

11/19/15 SMALL, MATT

11/30/15 HINTZE, CINDY Owner submitted special assessment appeal via fax. Only the top half of one sheet came through. Left vmail for Michael Happ requesting that he resend the fax.

~ 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
Citation # 18584					
12-915 Crime Free Housing Program	6/2/11	300.00	POSCH, MICHELLE	07/01/2011 - OBTAIN A CERTIFICATE OF COMPLETION FOR THE REQUIRED CRIME FREE TRAINING.	MICHAEL HAPP ISSUED: 06/02/2011 15292 EVERTON AVE N HUGO, MN 55038
Citation # 20986					
12-900 Rental Dwelling License Required.	7/10/12	300.00	DRABCZAK, LEYA	COMPLIANCE 7/24/2012 OBTAIN RENTAL LICENSE	SUE HAPP 7/10/2012 15292 EVERTON AVE N HUGO, MN 55038
Citation # 21252					
12-900 Rental Dwelling License Required.	7/30/12	600.00	DRABCZAK, LEYA	COMPLIANCE DATE 8/15/2012 RENEW RENTAL LICENSE	SUE HAPP 7/30/2012 15292 EVERTON AVE N HUGO, MN 55038
12-900 Rental Dwelling License Required.		600.00	DRABCZAK, LEYA	COMPLIANCE DATE 8/15/2012 RENEW RENTAL LICENSE	
Citation # 22569					
12-903(1) Rental Dwelling License Required.	6/11/13 7/8/13	300	POSCH, MICHELLE	SIGN, DATE AND RETURN RENEWAL APPL WITH FEE.	MICHAEL HAPP DATE: 6/11/2013 15292 EVERTON AVE N HUGO, MN 55038

PROPERTY ADDRESS: 11624 FOLEY BLVD

PIN: 133124120067

Citation # 23542

12-903(1) Rental Dwelling License Required.

10/14/13

1/1/13 compliance date

300

POSCH, MICHELLE

RENEW RENTAL LICENSE AND SUBMIT PAYMENT

MICHAEL HAPP

ISSUE DATE: 10/15/2013
15292 EVERTON AVE N
HUGO, MN 55038

Citation # 23702

12-903(1) Rental Dwelling License Required.

1/7/14

1/27/14 compliance date

600

POSCH, MICHELLE

RENEW RENTAL DWELLING LICENSE BY THE COMPLIANCE DATE.

MICHAEL HAPP

DATE: 1/7/2014
15295 EVERTON AVE N
HUGO, MN 55038

Citation # 25131

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.

MICHAEL HAPP

ISSUE DATE 4/22/2015
15292 EVERTON AVE N
HUGO, MN 55038

Citation # 25312

12-903(1) Rental Dwelling License Required.

6/2/15

6/23/15 compliance date

600

DRABCZAK, LEYA

RENEW EXPIRED RENTAL LICENSE

MICHAEL HAPP

ISSUE DATE 6/3/2015
15292 EVERTON AVE N
HUGO, MN 55038

Citation # 25436

12-903(1) Rental Dwelling License Required.

6/24/15

7/17/15 compliance date

1200

DRABCZAK, LEYA

RENEW EXPIRED RENTAL LICENSE

MICHAEL HAPP

ISSUE DATE 6/25/2015
15292 EVERTON AVE N
HUGO, MN 55038

Files attached to this work order:

- \\WorkOrder\32430\11624 FOLEY BLVD 2011.pdf
- \\Rental Database\rental pending letters\11624 foley blvd 03022011.docx
- \\Rental Database\ASSESSMENTS\11624 FOLEY BLVD 02282011.doc.doc
- \\WorkOrder\32430\11624 FOLEY BLVD20110428172940571.pdf
- \\WorkOrder\32430\11624 FOLEY BLVD 2011.doc
- \\WorkOrder\32430\background letter _0054.pdf
- \\WorkOrder\32430\20120801091614839.pdf
- \\Rental Database\rental pending letters\11624 FOLEY BLVD.doc
- \\WorkOrder\32430\11624 foley blvd posting 10282015.pdf
- \\WorkOrder\32430\2015 Rental License.pdf
- \\Rental Database\ASSESSMENTS\11624 FOLEY BLVD 02282011.doc
- \\Rental Database\ASSESSMENTS\11624 FOLEY BLVD 012711.doc
- \\WorkOrder\32430\20140128133520737.pdf

PROPERTY ADDRESS: 11624 FOLEY BLVD

PIN: 133124120067

\\WorkOrder\32430\20140401094005721.pdf

\\WorkOrder\32430\2014 cert-lic 19.pdf

\\Rental Database\rental pending letters\11624 foley blvd 012711.docx

End of Report for 11624 FOLEY BLVD

Light gray italicized font = tasks that have not yet been completed



THIRD VIOLATION ADMINISTRATIVE CITATION

Citation # 32430-25436

Administrative Citation Enclosed

MICHAEL HAPP
15292 EVERTON AVE N
HUGO, MN 55038

ISSUE DATE 6/25/2015

Property Address: **11624 FOLEY BLVD**
COON RAPIDS, MN

PIN: 133124120067

This is an Administrative Citation issued under Coon Rapids City Code Chapter 2-1100. On 6/24/15 the following violation(s) of Coon Rapids City Code was found at the above property address:

<u>Compliance Date</u>	<u>Violation & Corrective Action</u>	<u>Code Section & Summary</u>	<u>Penalty</u>
07/17/2015	RENEW EXPIRED RENTAL LICENSE	12-903(1) Rental Dwelling License Required. -- No person shall occupy a rental unit prior to obtaining a rental license.	\$1200

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.

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 the inspector regarding this citation, please call the number below.

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.

Continued on next page

11624 FOLEY BLVD
CITATION # 32430-25436
PAGE 2

You can view the full City Code online at 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.

Leya Drabczak
Housing Inspector
763-767-6420
Drabczak@coonrapidsmn.gov

cc:



10/28/2015

MICHAEL HAPP
15292 EVERTON AVE N
HUGO, MN 55038

SECOND NOTICE

Re: Rental property located at 11624 FOLEY BLVD

Your property is in violation of the Coon Rapids Rental Licensing Ordinance (City Code Chapter 12-900). It was determined on 10/28/2015 that your property is either without a rental license or has an expired rental license. This is the second notice of the violation. A violation notice has been posted at the property.

City Code Chapter 12-903 states that no person may operate a rental dwelling or rental dwelling unit in the City without a license for each building in which a rental dwelling or rental dwelling unit is located.

The required rental license application materials are available online at <http://coonrapidsmn.gov/703/Rental-Properties>, (renewal forms for expired licenses are available at City Hall) must be submitted to the City immediately or risk penalties and fines as outlined in City Code Chapters 12-917 and 2-1110.

No new tenants may move into the rental unit until the rental license application or renewal form has been submitted to the City and the City has issued the rental license or license renewal. *If the property is currently occupied, the existing tenants may remain living in the rental unit during this process.* The posting must remain on site and can only be removed by city staff.

Call immediately with any questions.

Sincerely,

Leya Drabczak
Housing Inspector
763-767-6420

Matt Small
Housing Inspector
763-767-6575

11624 FOLEY BLVD

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 12-900**

10/28/2015



Compliance Official

Please contact one of the inspectors listed below for more information regarding Rental Licenses.

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

Leya Drabczak
Housing Inspector
763-767-6420

Matt Small
Housing Inspector
763-767-6575

It is unlawful to remove this posting without the consent of the City Inspector



Board of Adjustment and Appeals - Regular Session

3.

Meeting Date: 01/07/2016

Subject: Case 16-03V, Special Assessment Objection, Jeremy Gordon, 9938 Cottonwood St NW, 12-31-24-11-0066

From: Heather Rodgers, Property Maintenance Inspector

INTRODUCTION

Unpaid penalties and fees associated with code enforcement activity against the subject property in the amount of \$1,660.00 is proposed to be assessed to the property. The property owner has filed an objection to the assessment.

BACKGROUND & CONSIDERATIONS

The following chronology relates to actions and procedures leading to the special assessment in this matter.

On 08/07/2015, Administrative Citation #61829-25652 was issued for the following City Code violations: exterior storage (\$300.00 penalty), truck/trailer storage (\$300.00 penalty) and home occupation standards (\$300.00 penalty). The citation established a compliance date of 08/14/2015 for all three violations.

On 08/31/2015, the property was re-inspected. Cited violations regarding exterior storage and truck/trailer storage were found to be compliant. Violation of City Code home occupation standards, City Code Section 11-304.2(2), remained in violation. \$300.00 citation was charged. A Second Administrative Citation, #61829-25742 (\$600.00 penalty), was issued for violation of home occupation standards with an established compliance date of 09/09/2015.

Penalty charged: \$300.00

On 09/1/2015, City staff received a Coon Rapids police report regarding City Code violation of home occupation standards. Staff inspected the property which remained in violation of code.

On 09/14/2015, the property was re-inspected and remained in violation of City Code 11-304.2(2). The \$600.00 Administrative Citation penalty was charged.

On 09/15/2015, a Third Violation Administrative Citation, #61829-25801 (\$1,200.00 penalty), was issued with an established compliance date of 09/22/2015.

Penalty Charged: \$600.00

On 09/15/2015, City staff met with Mr. Gordon on site and discussed with him City Code regulations regarding home occupation ordinance.

On 09/29/2015, City staff re-inspected property. The property was found to be compliant on the citation issued regarding home occupation standards. Since this was a second or subsequent violation, one-half of the penalty was waived resulting in a \$600.00 penalty (City Code 2-1104).

Penalty charged; \$600.00

On 09/29/2015, Administrative Citation #62536-25866 (\$300.00 penalty) was issued for garbage can location with an established compliance date of 10/6/2015. An excessive consumption of services fee (\$160.00 fee) was charged. Per City Code Section 12-317, the excessive consumption of service fee can be charged to a property owner when one or more inspections are performed at the same location with a consecutive 12-month period after any inspection for which an administrative citation was issued. An administrative citation for this same offense was issued to the property owner on 01/09/2015.

Fee and penalty charged: \$760.00 (\$160.00 excessive consumption of services fee) (\$600.00 citation penalty)

On 10/07/2015, City staff re-inspected property. Property was found to be compliant.

ACTION REQUESTED

In Case 16-03V, it is requested the Board of Adjustment and Appeals recommend the City Council affirm the \$1,660.00 special assessment in its entirety.

Attachments

Supporting Documents

COPY

WO# 61829

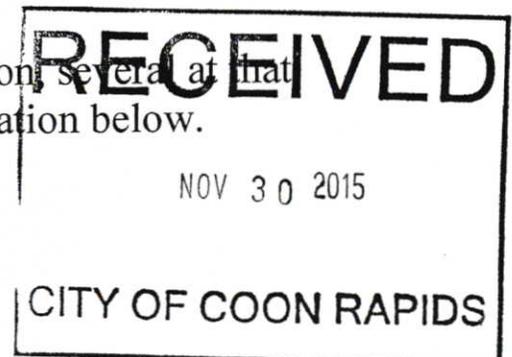
To whom it may concern:

Hello my name is Jeremy Gordon, and I live in Coon Rapids at 9938 Cottonwood St. NW. I started remodeling the house and had several issues with the staff and inspectors at the city. They did not make me feel welcome and did not treat me fairly. I had overheard inspectors talking at my house with phrases such as, "we are going to have to make an example out of this one."

After this, and being told I had to bust up my concrete floor two times, I decided to call my district representative and complain. The treatments and attitudes of the city officials changed from bad to almost acceptable for a short time. This changed when I decided to put an addition on my house, while I was in the process of doing so I received citations from the city for having things parked in front of my house and for having garbage cans in the front of my house too. I do understand this was an eye sore, but at the time I had an open building permit in place. The inspections office would have had my permit open to this day if I didn't go down there and personally make them change the status several months after I was given a final inspection.

Since I had received citations for things I had in my front yard while the building permit was open, I have had police officers and city vehicles driving by my house several times per day. Since I am on a street that isn't a main thoroughfare, there is no reason for this type of traffic. I have also had city officials come to my house and talk to me about how I need to grade my property so the water stays in my yard. This is not the way it was before my addition, and I am allotted an easement at the back of my property for drainage.

I have also received citations for home occupation, several at that. I am enclosing the written guidelines for this citation below.



Home Occupation Business

Home-based businesses are an important part of the city's economy. Certain types of home occupations are permitted in the City of Coon Rapids without any City approvals. These generally include types of businesses that do not bring customers to the residence or involve internal or external modifications to that are not customarily found in residences.

Other types of home occupations require a home occupational permit, which is granted by the City's Planning Commission. These types of home occupations may involve internal alterations to the residence or a customer or outside employee arriving at the residence.

Prohibited Home Occupation Businesses

Certain types of home occupations are prohibited, including auto repair, engine repair, firearm sales, and welding.

Based on these guidelines I am not eligible for these citations. I am self-employed, but I don't have employees. There are no modifications that are done to my house. I also saw that you can apply for a permit to operate a business, but based on the guidelines I don't need one nor was I made aware at any time that I needed one when I received multiple citations.

I have also received a citation for excessive use of city services fee. The city wants me to cut out 3,000 square feet of my driveway. My new garage and driveway were on the plans for application for my building permit and nothing was said about the driveway. I wouldn't be able to cut out that much of my driveway and still have a path to my garage. The city is using the knowledge of the rules against me, instead of working with me on these things. I was never informed I needed a permit for my driveway.

There is one neighbor that complained behind me about erosion spilling into his yard. I have made repairs to his yard and corrected the erosion with new grass. I also regraded my back yard so that his fence wouldn't be below grade. I asked him if I could raise his fence and he said no, so I regraded the yard to below where it was originally. I have also received complaints from the owner of the

house across the street who doesn't even live in the neighborhood. I am sure you know who he is, Jerry Pelkington. He owns some property on this street, and has also harassed my Uncle for changing a tire in the street. He has called me about vehicles that were parked in areas that he didn't want, and I complied with all of his demands.

Now I just have the city driving by here multiple times every day, and occasionally some police officers as well. I am being harassed, and I don't appreciate it. I will not be paying these citations, but I will be having my lawyer contact you if I keep seeing city officials and police officers driving by here all the time.

I have had several break-ins on vehicles on my property and break-ins to my garage. We need to start worrying about criminals in this neighborhood instead of harassing tax paying citizens.

I have worked extremely hard to make my property the best on this street, I did it with my bare hands and I worked like a dog to get all of it done in a reasonable amount of time for one man. I encourage you to come and take a look at my property, you will see that it is very visually appealing. If we are going to fight about who is doing what and who is parking where, then we are wasting our time. There are eye sores all over this neighborhood, and citations that could be handed out to some of the people that are complaining about me. I can't control what you do with your time, but if I keep seeing inspectors and police officers driving by here all of the time I am going to sue you for harassment.

I am getting my house ready to sell, I won't be living here for too much longer so just lay off and let me go. I understand that I am not welcome here, and I am doing everything in my power to move as soon as possible. I appreciate your compliance, understanding and attention to this matter. Please call me and I would be happy to discuss.

_____ Jeremy

ATTENTION PROPERTY OWNER



November 18, 2015

Jeremy Paul Gordon
9938 Cottonwood Street NW
Coon Rapids, MN 55448

RE: **9938 Cottonwood Street NW, Coon Rapids, MN 55448 (25-31-24-11-0066)**

You are receiving this letter because you have one or more proposed special assessments against your property at this time (itemized below). Pending special assessments are often a result of property maintenance violations such as, but not limited to, expired vehicle tabs, parking a vehicle off of your driveway, exterior storage of items, long grass, rental license violations, other code violations, or for other outstanding fees.

At this time, you must do one of the following:

- 262. Pay the proposed pending assessment (listed below).**
- 263. Submit a written objection appealing the pending assessment. The owner of record (not a tenant) may submit a written objection to the City Clerk prior to 7:00 p.m. on Tuesday December 1, 2015.** All written objections will be considered at the Board of Adjustment and Appeals meeting on January 7, 2016 at 6:30 p.m. You are not required to attend this meeting but it will be your only opportunity to provide additional information regarding your appeal. Appeals will be heard on January 7 in the order in which the written objections were received. The Board's recommendations will then be forwarded to the City Council for final approval.
- 264. If you do nothing, the assessment will be collected with the property taxes.**

The pending special assessments to your property include:

Description(s):	*Amount(s):	Abatement/Violation Date(s):
Citation Fee-Home Occupation	\$300.00	8/14/15
Citation Fee-Home Occupation	\$600.00	9/9/15
Excessive Use of City Services Fee	\$160.00	9/29/15
Citation Fee-Home Occupation	\$600.00	9/22/15

*A certification fee of \$35.00 will be added (for each assessment) if unpaid prior to the levy date of December 1, 2015.

You can pay your assessments either in person or by mail. Cash, check and credit cards are accepted. Checks must be paid to the City of Coon Rapids Treasurer. If you are mailing payment, please include your property address and property identification number (PIN) on your check and send to:

**City of Coon Rapids Assessing Department
11155 Robinson Drive
Coon Rapids, MN 55433**

The amount you are responsible to pay is as follows:

On or before December 1, 2015: \$1,660.00

After December 1, but on or before December 31, 2015: \$1,800.00

If paid after December 31, 2015, interest will be charged from the date of adoption of the assessment through December 31, 2017, and the assessment will be certified to the 2017 property taxes at an interest rate of **1.77%** for 3 year(s). Thereafter, the assessment may be paid in full on or before **November 14** of each year.

If you are appealing your assessment, certification fees and interest will not be charged until after the City Council affirms the Board of Adjustment and Appeal's recommendations, so you will have the opportunity to pay your assessments before additional fees are incurred.

No additional notice or invoice will be sent regarding this assessment.

If you are unsure about how much you owe contact the Assessment Department at 763-767-6446. For questions regarding *details on assessments*, please leave a message on the Assessment Information Line at 763-767-4685 and someone will get back to you as soon as possible.

Sincerely,

Assessment Clerk, City of Coon Rapids



Property Report

Report Date: 12/15/2015

PIN: 253124110066

CLOSED

PROPERTY ADDRESS: 9938 COTTONWOOD ST

Work Order #61829

Home Occupation

Task Name	Projected Start	Actual Start	Assigned To	COMMENTS
COMPLAINT		8/5/15	RODGERS, HEATHER	I have received numerous complaints from neighborhood-property owner is operating business out of dwelling
INFORMATION		8/5/15	RODGERS, HEATHER	Steve Cook, Building Inspector was at property on 08/05/2015, driveway & drainage issues, also took photos see attached.
INSPECTION 1		8/6/15	RODGERS, HEATHER	Inspected property@6:58 am- truck/trailer with lawn mowers, skid-steer on trailer. Found business listing on-line, Augusta Greens Jeremy Gordon owner, business address listed
INSPECTION 1		8/6/15	RODGERS, HEATHER	CONT.. as 9938 Cottonwood St. Coon Rapids, MN 55448. Went back to property @10:57am, truck/trailer/lawn equipment gone, three vehicles parked in front of dwelling. Vehicles are not registered to above stated address.
INFORMATION		8/6/15	RODGERS, HEATHER	Spoke with City Attorney Dave Brodie regarding issuing citation for violation of home occupation standards. Ok with Dave to issue.
CITATION ISSUED		8/6/15	RODGERS, HEATHER	\$300.00 Exterior Storage 11-601.10(2) \$300.00 Home Occupation Standards 11-304.2(2) \$300.00 Truck & Trailer Storage 11-601.2(1)1
CITATION REINSPECT	8/14/15	8/31/15	RODGERS, HEATHER	I have been monitoring the property for the past week & vehicles are still parked in front, lawn trailer & truck are gone. Kristin DeGrande spoke with Asst. City Attorney Melissa Westervelt regarding issuing second citation-OK to send second citation
CITATION FEE APPLIED		8/31/15	RODGERS, HEATHER	\$300.00 charged, violation remains for home occupation standards
CITATION ISSUED		8/31/15	RODGERS, HEATHER	\$600.00 second citation issued for home occupation standards. Same vehicles parked in front of dwelling, not registered to dwelling address.
POLICE CONTACT		9/1/15	RODGERS, HEATHER	Coon Rapids Police Dept. report #15187183 property owner operating business out of dwelling. See attached reports
INSPECTION FOLLOWUP		9/1/15	RODGERS, HEATHER	Vehicles still parked in front of property- photos on file
CITATION REINSPECT	9/9/15	9/14/15	RODGERS, HEATHER	Vehicles still parked at the property in the driveway- issue third citation.
CITATION FEE APPLIED		9/14/15	RODGERS, HEATHER	Non-compliant \$600.00 citation fee applied. Vehicles still parked at dwelling, third violation issued
COMPLAINT		9/14/15	RODGERS, HEATHER	Received complaint on property via e-mail.
CITATION ISSUED		9/15/15	RODGERS, HEATHER	\$1200 third citation issued 11-304.2.2 Have had no response from property owner.
COMMUNICATE W OWNEF		9/15/15	RODGERS, HEATHER	On site inspection w/Building Official Greg Brady, City Planner Scott Harlicker. Spoke to Jermey regarding citations issued & city code 11-304.2(2) (employees vehicles parked at property and leaving to job site) He stated he did not have any CONT...

PROPERTY ADDRESS: 9938 COTTONWOOD ST

PIN: 253124110066

9/15/15 RODGERS, HEATHER employees and all the vehicles belonged to him. I told him the three vehicles in question were not registered in his name. He changed his story stating they were not his but his roommates vehicles. I informed Mr. Gordon the vehicles are not registered

9/15/15 RODGERS, HEATHER CONT. to the above stated address and he should have his "roommates" register their vehicles to the correct address. I also informed him he needs to park/unload his truck/trailer in his driveway not in the street. Mr. Gordon agreed.

9/29/15 RODGERS, HEATHER Vehicles removed

11/3/15 RODGERS, HEATHER Have been monitoring property since Sept. has been in compliance- closing citation. 1/2 of \$1200 third violation fee charged: total charged \$600.00

11/3/15 RODGERS, HEATHER

11/24/15 RODGERS, HEATHER Message left from Jeremy Gordon on VM for special assessment letter 11/23/2015 1:51pm, returned call 11/24/2015@2:09pm- left message.

11/30/15 RODGERS, HEATHER Appeal received

~ 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
Citation # 25652					
11-601.10(2) Exterior Storage.	8/6/15 8/14/15 compliance date	300	RODGERS, HEATHER	Remove building materials, lawn mower and misc debris from outdoor storage.	JEREMY PAUL GORDON ISSUE DATE:08/07/2015 9938 COTTONWOOD ST NW COON RAPIDS, MN 55448
11-601.2(1) Truck and Trailer Storage.		300	RODGERS, HEATHER	Remove skid-steer and trailer from residential property.	
11-304.2(2) Home Occupation Standards for Approval.		300	RODGERS, HEATHER	Remove lawn mowing equipment from outdoor storage. No one is allowed to be transported from the residence to a job site who does not reside at the residence.	
Citation # 25742					
11-304.2(2) Home Occupation Standards for Approval.	8/31/15 9/9/15 compliance date	600	RODGERS, HEATHER	No one is allowed to be transported from the premises to a job site who does not reside on the premises. Discontinue practice of employees meeting at the above residence.	JEREMY PAUL GORDON ISSUE DATE: 08/31/2015 9938 COTTONWOOD ST NW COON RAPIDS, MN 55448
Citation # 25801					
11-304.2(2) Home Occupation Standards for Approval.	9/14/15 9/22/15 compliance date	1200	RODGERS, HEATHER	No one is allowed to be transported from the premises to a job site who does not reside on the premises. Discontinue practice of employees meeting/parking at the above residence.	JEREMY PAUL GORDON ISSUE DATE:09/15/2015 9938 COTTONWOOD ST NW COON RAPIDS, MN 55448

Files attached to this work order:

- \\WorkOrder\61829\Police Report.pdf
- \\WorkOrder\61829\9938 Cottonwood St Police Report.pdf
- \\WorkOrder\61829\Police Report 6-11-2015.pdf

PROPERTY ADDRESS: 9938 COTTONWOOD ST

PIN: 253124110066

\WorkOrder\61829\License Plate Information.pdf

End of Report for 9938 COTTONWOOD ST

Light gray italicized font = tasks that have not yet been completed

















08/06/2015 10:57

CONTACT Augusta greens



Name:

Address:

Email:

City:

Zip Code:

Phone:

Best Time to Call:

Which type of services are you interested in?

Message:

9938 Cottonwood St NW,
Coon Rapids, MN 55448.

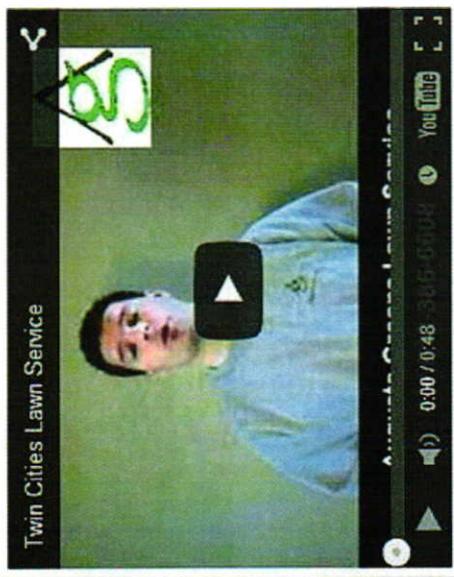
Jeremy.gordon@augustagreenlawns.com

NORTHWEST

MINNEAPOLIS

SOUTHWEST

ST PAUL



Twin Cities Minnesota Lawn Care Professionals

At Augusta greens we know can help you with all your Twin Cities lawn needs. We provide our Twin Cities customers with the highest quality service and our trained professionals will work to ensure a greener, healthier lawn that looks spectacular. If you need lawn mowing, snow removal, fertilization, hedge trimming, help with weed control, or other lawn maintenance services in Twin Cities call Augusta Green Lawns.

Free estimates are always available and we guarantee a lawn analysis will be provided to you within 24 hours of receiving your request.



Fast & Reliable Snow Shoveling Services

Augusta greens provides fast, and reliable snow removal & snow shoveling services to the Twin Cities area. Whether you are a small residential home owner or if you are a large commercial property, we can provide professional services that will meet or exceed your expectations.

Augusta's professional staff of experienced snow plow operators and snow and ice removal technicians work to ensure your safety and accessibility. Using the latest in well-maintained snow removal equipment and deicing ("salting") techniques, Augusta snow and ice removal crews are there to assist when needed.

We offer flexible packages that can be designed to fit any budget such as, per time, monthly, call in, and seasonal. Please contact us to discuss a plan that works for you or get your snow removal services squared away by purchasing services online now.

Talk to the Lawn Specialists



CONTACT Augusta greens

Name:

Address:

Email:

City:

Zip Code:

Phone:

Best Time to Call:

Which type of services are you interested?
-- Choose One --

Message:



08/26/2015 09:35



08/26/2015 09:34







8/28/2015 12:04pm







SECOND VIOLATION ADMINISTRATIVE CITATION

Citation # 61829-25742

Administrative Citation Enclosed

JEREMY PAUL GORDON ISSUE DATE: 08/31/2015
 9938 COTTONWOOD ST NW
 COON RAPIDS, MN 55448

Property Address: **9938 COTTONWOOD ST**
 COON RAPIDS, MN

 PIN: 253124110066

This is an Administrative Citation issued under Coon Rapids City Code Chapter 2-1100. On 8/31/15 the following violation(s) of Coon Rapids City Code was found at the above property address:

<u>Compliance Date</u>	<u>Violation & Corrective Action</u>	<u>Code Section & Summary</u>	<u>Penalty</u>
09/09/2015	No one is allowed to be transported from the premises to a job site who does not reside on the premises. Discontinue practice of employees meeting at the above residence.	11-304.2(2) Home Occupation Standards for Approval. -- To maintain the character and integrity of residential areas, and protect the health safety and general welfare of the surrounding neighborhood, home occupations are permitted provided the applicant complies with standards.	\$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.

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 the inspector regarding this citation, please call the number below.

SUPPLEMENT REPORT

INCIDENT INFO

Agency Name: COON RAPIDS POLICE DEPT.	ORI #: MN0020500	JCF: <input type="checkbox"/>	Add'l Pages: <input checked="" type="checkbox"/>	Case Number: 15187183
Reporting Officer(s): K356 MINION, STEVEN			Total Value Stolen (Property): \$0.00	
Date Reported:	Assigned:	Arrived:	Total Value Damaged (Property): \$0.00	
Earliest Date/Time Occurred:		Latest Date/Time Occurred:		
Location of Offense/Incident:			Apt.:	Grid:

OFFENSE(S)

MOC Code:	Classification:	Disposition:

NARRATIVE

Incident Narrative 1 9:52 PM

ON 09/01/2015 AT APPROXIMATELY 2152 HOURS, I FOLLOWED UP WITH CASE #15187183, AND OBSERVED AZ TRAILER LIC #45976N, WHICH REGISTERED CLEAR TO VARKALIS, PARKED ON THE STREET WITH NO MOTOR VEHICLE ATTACHED IN FRONT OF 9938 COTTONWOOD ST NW,

I MADE CONTACT WITH STANDAL AT THE ADDRESS WHO STATED THE TRAILER BELONGED TO HIS ROOMMATE, GORDON, WHO WAS NOT HOME. I ADVISED STANDAL OF CITY ORDINANCES REGARDING TRAILERS PARKED ON THE STREET OVERNIGHT AND REQUESTED HE ADVISE GORDON OF THE ORDINANCE AND TO MOVE THE TRAILER. STANDAL STATED HE UNDERSTOOD AND WOULD ADVISE GORDON, WHO WOULD BE HOME "SOON".

COPY OF SUPPLEMENT TO CSO COOK. ✓

CLEAR.

NAME CODES: A - Adult Arrested, AC - Arresting Citizen, C - Complainant, D - Driver, F - Family/Parent, G - Guardian, J - Juvenile Arrested, M - Mentioned, MP - Missing Person, I - Other Involved, O - Owner, P - Passenger, PT - Perpetrator, R - Reportee, S - Suspect, V - Victim, W - Witness

NAME(S)

<input checked="" type="checkbox"/> Person <input type="checkbox"/> Business	A/J/U: A	Code: M	Name: STANDAL, MATTHEW EUGENE	Alias:
Address (Street, City, State, Zip): 9938 COTTONWOOD ST NW COON RAPIDS, MN 55448-			Apt.:	Date of Birth: 03/07/1986
Height:	Weight:	Hair Color:	Eye Color:	Home/Bus. Phone:
Work/Bus. Cell:			Cell/Pager/Fax: 763-464-4763	

<input checked="" type="checkbox"/> Person <input type="checkbox"/> Business	A/J/U: A	Code: O	Name: GORDON, JEREMY PAUL	Alias:
Address (Street, City, State, Zip): 9938 COTTONWOOD ST NW COON RAPIDS, MN 55448-			Apt.:	Date of Birth: 01/25/1979
Height:	Weight:	Hair Color:	Eye Color:	Home/Bus. Phone:
Work/Bus. Cell:			Cell/Pager/Fax: 612-386-6608	

<input checked="" type="checkbox"/> Person <input type="checkbox"/> Business	A/J/U: O	Code: O	Name: VARKALIS, MICHAEL IAN	Alias:
Address (Street, City, State, Zip): 1250 N OPAL DR PRESCOTT, AZ 86303-			Apt.:	Date of Birth:
Height:	Weight:	Hair Color:	Eye Color:	Home/Bus. Phone:
Work/Bus. Cell:			Cell/Pager/Fax:	

CASE

Supervisor:	Extra Copy To: <i>Code Ent.</i>	Related Case Number:
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Agency Name: COON RAPIDS POLICE DEPT.	ORI #: MN0020500	JCF: <input type="checkbox"/>	Add'l Pages: <input type="checkbox"/>	 * 1 5 1 8 7 1 8 3 *
Reporting Officer(s): K349 COOK, DENNIS			Total Value Stolen (Property): \$0.00	
Date Reported: 09/01/2015 06:42 PM	Assigned: 1842	Arrived: 1850	Total Value Damaged (Property): \$0.00	
Earliest Date/Time Occurred:		Latest Date/Time Occurred:		
Location of Offense/Incident: 9939 COTTONWOOD ST NW COON RAPIDS, MN 55448-			Apt.:	Grid: 30K - 30K - RES - E OF HWY 1...

INCIDENT INFO

MOC Code:	Classification:	Disposition:
09100	PARKING - ALL OTHER	PENDING
09850	ORDINANCE COMPLAINTS - ALL OTHER	PENDING

OFFENSE(S)

Incident Narrative 1

PILKENTON REQUESTED A PHONE CALL REGARDING AN ORDINANCE VIOLATION IN THE AREA OF LOI.

PILKENTON TOLD ME HIS NEIGHBORS AT 9938 COTTONWOOD STREET NW ARE CONTINUALLY PARKING TRAILERS AND COMMERCIAL VEHICLES ON THE CITY STREET IN VIOLATION OF CITY ORDINANCES.

PILKENTON REPORTED THAT THE NEIGHBOR CONTINUALLY PARKS VEHICLES AT THE END OF HIS DRIVEWAY IN VIOLATION OF CITY ORDINANCE #9-108.1(B).

PILKENTON ALSO REPORTED THAT THE NEIGHBOR CONTINUALLY PARKS COMMERCIAL VEHICLES AND TRAILERS ON THE CITY STREET OVERNIGHT IN VIOLATION OF CITY ORDINANCE #9-121.

PILKENTON TOLD ME HE BELIEVED THE LARGE NUMBER OF COMMERCIAL VEHICLES WERE PARKED ON THE ROADWAY BECAUSE HE BELIEVES THE NEIGHBOR IS OPERATING A BUSINESS OUT OF THE

NARRATIVE

NAME CODES: A - Adult Arrested, AC - Arresting Citizen, C - Complainant, D - Driver, F - Family/Parent, G - Guardian, J - Juvenile Arrested, M - Mentioned, MP - Missing Person, I - Other Involved, O - Owner, P - Passenger, PT - Perpetrator, R - Reportee, S - Suspect, V - Victim, W - Witness

<input checked="" type="checkbox"/> Person <input type="checkbox"/> Business	A/J/U: A	Code: R	Name: PILKENTON, JEREMY WAYNE	Alias:
Address (Street, City, State, Zip): 9939 COTTONWOOD ST NW COON RAPIDS, MN 55433-			Apt.:	Date of Birth: 07/27/1971
Sex: MALE		Race: WHITE		
Height:	Weight:	Hair Color:	Eye Color:	Home/Bus. Phone:
Work/Bus. Cell:			Cell/Pager/Fax: 612-919-1983	

NAME(S)

<input type="checkbox"/> Person <input type="checkbox"/> Business	A/J/U:	Code:	Name:	Alias:
Address (Street, City, State, Zip):			Apt.:	Date of Birth:
Sex:		Race:		
Height:	Weight:	Hair Color:	Eye Color:	Home/Bus. Phone:
Work/Bus. Cell:			Cell/Pager/Fax:	

<input type="checkbox"/> Person <input type="checkbox"/> Business	A/J/U:	Code:	Name:	Alias:
Address (Street, City, State, Zip):			Apt.:	Date of Birth:
Sex:		Race:		
Height:	Weight:	Hair Color:	Eye Color:	Home/Bus. Phone:
Work/Bus. Cell:			Cell/Pager/Fax:	

CASE

Supervisor:	Extra Copy To: CODE ENFORCEMENT, CSO DE...	Related Case Number: 15187297
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Case Number 15187183 DetailsCAD Information**CASE DESCRIPTION:** 09100 PARKING - ALL OTHER**RELATED CASE NUMBER(S):** 15187297**DATE OF INCIDENT:** 9/1/2015 18:42**LOCATION OF INCIDENT:** 9939 COTTONWOOD ST NW, COON RAPIDS, MN 55448-

NAME	DOB	SEX	INVOLVEMENT
PILKENTON, JEREMY WAYNE	7/27/1971	M	REPORTEE

REPORTING OFFICER(S): K349 COOK, DENNIS**NARRATIVE:**

PILKENTON REQUESTED A PHONE CALL REGARDING AN ORDINANCE VIOLATION IN THE AREA OF LOI.

PILKENTON TOLD ME HIS NEIGHBORS AT 9938 COTTONWOOD STREET NW ARE CONTINUALLY PARKING TRAILERS AND COMMERCIAL VEHICLES ON THE CITY STREET IN VIOLATION OF CITY ORDINANCES.

PILKENTON REPORTED THAT THE NEIGHBOR CONTINUALLY PARKS VEHICLES AT THE END OF HIS DRIVEWAY IN VIOLATION OF CITY ORDINANCE #9-108.1(B).

PILKENTON ALSO REPORTED THAT THE NEIGHBOR CONTINUALLY PARKS COMMERCIAL VEHICLES AND TRAILERS ON THE CITY STREET OVERNIGHT IN VIOLATION OF CITY ORDINANCE #9-121.

PILKENTON TOLD ME HE BELIEVED THE LARGE NUMBER OF COMMERCIAL VEHICLES WERE PARKED ON THE ROADWAY BECAUSE HE BELIEVES THE NEIGHBOR IS OPERATING A BUSINESS OUT OF THE RESIDENCE.

I ADVISED PILKENTON I WOULD FORWARD A COPY OF MY REPORT TO CODE ENFORCEMENT REGARDING THE OPERATION OF THE BUSINESS.

A SHORT WHILE LATER I DROVE THROUGH THE AREA AND OBSERVED NO VEHICLES ILLEGALLY PARKED ON THE ROADWAY. I OBSERVED ONE COMMERCIAL TRAILER PARKED ON THE ROADWAY HOWEVER THE VEHICLE WAS NOT IN VIOLATION AT THE TIME.

LATER IN THE EVENING I RECEIVED A FOLLOW UP PHONE CALL FROM PILKENTON WHO INFORMED ME THE TRAILER WAS STILL PARKED ON THE STREET. I ADVISED PILKENTON I WOULD DRIVE THROUGH THE AREA AND ENFORCE THE OVERNIGHT PARKING ORDINANCE.

I ADVISED PILKENTON TO CONTACT COON RAPIDS CODE ENFORCEMENT IF THE PROBLEM PERSISTED.

COPY OF REPORT TO CODE ENFORCEMENT FOR THE POSSIBLE OPERATION OF A BUSINESS OUT OF THE RESIDENCE AND COPY TO THE CSO DESK FOR OVERNIGHT COMMERCIAL VEHICLE PARKING ENFORCEMENT.







09/14/2015 09:38



09/14/2015 09:39







**THIRD VIOLATION
ADMINISTRATIVE CITATION**

Citation # 61829-25801

Administrative Citation Enclosed

JEREMY PAUL GORDON
9938 COTTONWOOD ST NW
COON RAPIDS, MN 55448

ISSUE DATE:09/15/2015

Property Address: **9938 COTTONWOOD ST**
COON RAPIDS, MN

PIN: 253124110066

This is an Administrative Citation issued under Coon Rapids City Code Chapter 2-1100. On 9/14/15 the following violation(s) of Coon Rapids City Code was found at the above property address:

<u>Compliance Date</u>	<u>Violation & Corrective Action</u>	<u>Code Section & Summary</u>	<u>Penalty</u>
09/22/2015	No one is allowed to be transported from the premises to a job site who does not reside on the premises. Discontinue practice of employees meeting/parking at the above residence.	11-304.2(2) Home Occupation Standards for Approval. -- To maintain the character and integrity of residential areas, and protect the health safety and general welfare of the surrounding neighborhood, home occupations are permitted provided the applicant complies with standards.	\$1200

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.

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 the inspector regarding this citation, please call the number below.

Continued on next page





ADMINISTRATIVE CITATION

Citation # 62536-25866

Administrative Citation Enclosed

JEREMY PAUL GORDON
 9938 COTTONWOOD ST NW
 COON RAPIDS, MN 55448

ISSUE DATE: 09/29/2015

Property Address: **9938 COTTONWOOD ST**
 COON RAPIDS, MN

PIN: 253124110066

This is an Administrative Citation issued under Coon Rapids City Code Chapter 2-1100. On 9/29/15 the following violation(s) of Coon Rapids City Code was found at the above property address:

<u>Compliance Date</u>	<u>Violation & Corrective Action</u>	<u>Code Section & Summary</u>	<u>Penalty</u>
10/06/2015	Discontinue placing garbage cans on the roadway for service pickup and move cans behind front yard setback on non collection days. Garbage cans are required to be stored behind front yard setback no later then midnight day of collection.	8-206(4) Location of Containers and Yard Waste. -- Residential garbage and recycling containers and yard waste may be placed behind the curb, off the roadway, no sooner than 5:00pm the night before collection and stored behind the front yard setback no later than midnight the day of collection.	\$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.

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 the inspector regarding this citation, please call the number below.

Continued on next page

COON RAPIDS POLICE DEPARTMENT 11155 ROBINSON DR NW, COON RAPIDS MN 55433					JCF	CASE NUMBER						
					ADD'L PAGES	15118683						
CLASSIFICATION ORDINANCE COMPLAINTS - ALL OT			CODE 09850	DISP	CLASSIFICATION				CODE	DISP		
CLASSIFICATION PARKING - IMPROPER			CODE 09114	DISP	CLASSIFICATION				CODE	DISP		
CLASSIFICATION			CODE	DISP	CLASSIFICATION				CODE	DISP		
REPORTING OFFICER(S) K142 HOVORKA, JUSTIN												
DATE REPORTED 6/11/2015		ASSIGNED 2123	ARRIVED 2138	CLEARED 2210	EARLIEST DATE/TIME OCCURRED			LATEST DATE/TIME OCCURRED				
LOCATION OF OFFENSE/INCIDENT 9938 COTTONWOOD ST NW, COON RAPIDS, MN 55448-					APT #	GRID 30K	VALUE STOLEN \$	VALUE DAMAGED \$	VALUE RECOVERED \$			
A/J	REPORTING PARTY'S NAME A JEREMY WAYNE PILKENTON				DATE OF BIRTH 7/27/1971		SEX M	RACE W	HOME PHONE 612-919-1983			
ADDRESS 3562 168 LN NW			APT	CITY ANDOVER		STATE MN	ZIP 55304-	WORK PHONE				
NARRATIVE												
<p>PILKENTON REQUESTED A PHONE CALL TO MAKE AN ORDINANCE COMPLAINT. I MADE PHONE CONTACT WITH PILKENTON WHO STATED HE OWNS A NEARBY PROPERTY. PILKENTON STATED A NEIGHBOR RUNS A LAWN SERVICE BUSINESS FROM HIS HOUSE AND CONSTANTLY PARKS COMMERCIAL EQUIPMENT AND TRAILERS ON THE STREET OVERNIGHT.</p> <p>PILKENTON REQUESTED I SPEAK TO THE HOMEOWNER AND CORRECT THE ISSUE, PATROL THE AREA MORE OFTEN, AND LOOK INTO WHETHER OR NOT HIS NEIGHBOR HAS THE AUTHORITY TO RUN A BUSINESS OUT OF HIS HOUSE.</p> <p>I ARRIVED AND OBSERVED TWO LARGE TRAILERS PARKED IN THE STREET, A BOBCAT IN THE FRONT YARD, AND A DRIVEWAY FULL OF COMMERCIAL VEHICLES (WORK TRUCKS). I SPOKE TO THE HOMEOWNER, GORDAN, AND ADVISED HIM OF THE COMPLAINT. GORDAN STATED HE WOULD MOVE THE TRAILERS INTO THE DRIVEWAY AS SOON AS PRACTICAL (WITHIN 24 HOURS).</p> <p>I ADVISED GORDAN THAT IT IS UNLAWFUL TO PARK TRAILERS ON CITY STREETS OVERNIGHT AND THAT FUTURE VIOLATIONS WOULD LIKELY RESULT IN CITATIONS.</p> <p>COPY TO CODE ENFORCEMENT FOR REVIEW. COPY TO CSO DESK FOR EXTRA NIGHT PATROL. CLEAR.</p> <p>SUPPLEMENT OFFICER: K142 HOVORKA, JUSTIN</p> <p>ON 06/13/15 AT 0236 HOURS I, OFFICER HOVORKA, FOLLOWED UP ON THE PARKING COMPLAINT BY DRIVING BY LOI. I OBSERVED NO TRAILERS OR COMMERCIAL VEHICLES PARKED ON THE STREET. CLEAR.</p>												
A/J/J	CODE	NAME				DOB	SEX	RACE	HGT	WGT	HAIR	EYES
A	O	JEREMY PAUL GORDON				1/25/1979	M	W	602	220		BRO
ADDRESS 9938 COTTONWOOD ST NW			APT	CITY COON RAPIDS			STATE MN	ZIP 55433-				
ALIAS			HOME / BUS PHONE		WORK / 2ND BUS PHONE		CELL / PAGER / FAX					
A/J/J	CODE	NAME				DOB	SEX	RACE	HGT	WGT	HAIR	EYES
ADDRESS			APT	CITY			STATE	ZIP				
ALIAS			HOME / BUS PHONE		WORK / 2ND BUS PHONE		CELL / PAGER / FAX					
A/J/J	CODE	NAME				DOB	SEX	RACE	HGT	WGT	HAIR	EYES

COON RAPIDS POLICE DEPARTMENT 11155 ROBINSON DR NW, COON RAPIDS MN 55433				JCF	CASE NUMBER						
				ADD'L PAGES	15123032						
CLASSIFICATION PARKING - ALL OTHER	CODE 09100	DISP	CLASSIFICATION				CODE	DISP			
CLASSIFICATION	CODE	DISP	CLASSIFICATION				CODE	DISP			
CLASSIFICATION	CODE	DISP	CLASSIFICATION				CODE	DISP			
REPORTING OFFICER(S) K128 ARNESON, TAYLOR											
DATE REPORTED 6/16/2015	ASSIGNED 2224	ARRIVED 2235	CLEARED 2240	EARLIEST DATE/TIME OCCURRED		LATEST DATE/TIME OCCURRED					
LOCATION OF OFFENSE/INCIDENT 9938 COTTONWOOD ST NW, COON RAPIDS, MN 55448-			APT #	GRID 30K	VALUE STOLEN \$	VALUE DAMAGED \$	VALUE RECOVERED \$				
A/J	REPORTING PARTY'S NAME			DATE OF BIRTH	SEX	RACE	HOME PHONE				
ADDRESS		APT	CITY	STATE	ZIP	WORK PHONE					
NARRATIVE											
AN ANONYMOUS R/P REPORTED THREE TRAILERS WERE ILLEGALLY PARKED IN FRONT OF THE LOI.											
UPON MY ARRIVAL I FOUND ONE UTILITY TRAILER HOOKED UP TO A TRUCK, LEGALLY PARKED ON THE STREET. NO ORDINANCE VIOLATIONS WERE OBSERVED.											
A/J/U	CODE	NAME			DOB	SEX	RACE	HGT	WGT	HAIR	EYES
ADDRESS		APT	CITY			STATE	ZIP				
ALIAS		HOME / BUS PHONE		WORK / 2ND BUS PHONE		CELL / PAGER / FAX					
A/J/U	CODE	NAME			DOB	SEX	RACE	HGT	WGT	HAIR	EYES
ADDRESS		APT	CITY			STATE	ZIP				
ALIAS		HOME / BUS PHONE		WORK / 2ND BUS PHONE		CELL / PAGER / FAX					
A/J/U	CODE	NAME			DOB	SEX	RACE	HGT	WGT	HAIR	EYES
ADDRESS		APT	CITY			STATE	ZIP				
ALIAS		HOME / BUS PHONE		WORK / 2ND BUS PHONE		CELL / PAGER / FAX					
A/J/U	CODE	NAME			DOB	SEX	RACE	HGT	WGT	HAIR	EYES
ADDRESS		APT	CITY			STATE	ZIP				
ALIAS		HOME / BUS PHONE		WORK / 2ND BUS PHONE		CELL / PAGER / FAX					
ENTRY 1	ENTRY 2	ENTRY 3	ENTRY 4	SUPERVISOR	COPY TO		RELATED CASE NUMBERS:				

COON RAPIDS POLICE DEPARTMENT 11155 ROBINSON DR NW, COON RAPIDS MN 55433				JCF	CASE NUMBER						
				ADD'L PAGES	15215167						
CLASSIFICATION PARKING - ALL OTHER	CODE 09100	DISP S	CLASSIFICATION	CODE	DISP						
CLASSIFICATION	CODE	DISP	CLASSIFICATION	CODE	DISP						
CLASSIFICATION	CODE	DISP	CLASSIFICATION	CODE	DISP						
REPORTING OFFICER(S) K349 COOK, DENNIS											
DATE REPORTED 10/5/2015	ASSIGNED 2054	ARRIVED 2054	CLEARED 2055	EARLIEST DATE/TIME OCCURRED	LATEST DATE/TIME OCCURRED						
LOCATION OF OFFENSE/INCIDENT 9938 COTTONWOOD ST NW, COON RAPIDS, MN 55448-			APT #	GRID 30K	VALUE STOLEN \$	VALUE DAMAGED \$	VALUE RECOVERED \$				
A/J	REPORTING PARTY'S NAME			DATE OF BIRTH	SEX	RACE	HOME PHONE				
ADDRESS		APT	CITY	STATE	ZIP	WORK PHONE					
NARRATIVE											
<p>WHILE ON PATROL I OBSERVED AZ LIC #45976N, A BLACK 2006 TRAILER, PARKED ON THE ROADWAY IN FRONT OF LOI.</p> <p>AS I PULLED BEHIND THE VEHICLE A MALE IN THE FRONT YARD OF LOI ADVISED THE OWNER WAS ON HIS WAY OUTSIDE TO MOVE THE TRAILER.</p> <p>A SHORT WHILE LATER I WAS APPROACHED BY A MALE (VERBALLY IDENTIFIED AS GORDON) WHO TOLD ME HE WAS THE OWNER OF THE TRAILER. GORDON TOLD ME HE WAS AWARE THE TRAILER WAS PARKED ON THE ROADWAY IN VIOLATION OF CITY ORDINANCE #9-121.</p> <p>I VERBALLY WARNED GORDON FOR CITY ORDINANCES AND ADVISED HIM ANY FUTURE PARKING COMPLAINTS AT LOI MAY RESULT IN A CITATION. GORDON STATED HE UNDERSTOOD.</p> <p>CLEAR.</p>											
A/J/U	CODE	NAME			DOB	SEX	RACE	HGT	WGT	HAIR	EYES
A	O	JEREMY PAUL GORDON			1/25/1979	M	W	602	220		BRO
ADDRESS 9938 COTTONWOOD ST NW				APT	CITY COON RAPIDS		STATE MN	ZIP 55448-			
ALIAS			HOME / BUS PHONE		WORK / 2ND BUS PHONE		CELL / PAGER / FAX				
A/J/U	CODE	NAME			DOB	SEX	RACE	HGT	WGT	HAIR	EYES
ADDRESS				APT	CITY		STATE	ZIP			
ALIAS			HOME / BUS PHONE		WORK / 2ND BUS PHONE		CELL / PAGER / FAX				
A/J/U	CODE	NAME			DOB	SEX	RACE	HGT	WGT	HAIR	EYES
ADDRESS				APT	CITY		STATE	ZIP			
ALIAS			HOME / BUS PHONE		WORK / 2ND BUS PHONE		CELL / PAGER / FAX				
A/J/U	CODE	NAME			DOB	SEX	RACE	HGT	WGT	HAIR	EYES
ADDRESS				APT	CITY		STATE	ZIP			
ALIAS			HOME / BUS PHONE		WORK / 2ND BUS PHONE		CELL / PAGER / FAX				



Board of Adjustment and Appeals - Regular Session

4.

Meeting Date: 01/07/2016

Subject: Case 16-04V, Special Assessment Objection, Steven & Dawn VandeWalker, 12452 Sycamore St.NW, 11-31-24-11-0085

From: Heather Rodgers, Property Maintenance Inspector

INTRODUCTION

Unpaid penalties in the amount of \$300.00 associated with code enforcement activity against the subject property are proposed to be assessed to the property. The property owner has filed an objection to the assessment.

BACKGROUND & CONSIDERATIONS

The following chronology relates to actions and procedures leading to the special assessment in this matter.

On 5/19/2015, the property owner was cited for a boulevard encroachment violation at the subject property. This citation carried a \$300.00 penalty. When the property was re-inspected by City staff, compliance with City Code was noted and no penalty was charged.

On 10/23/2015, a Second Violation Administrative Citation, #62795-25934 (\$600.00 penalty), was issued for a boulevard encroachment at the property. The citation established a compliance date of 11/02/2015. The citation was mailed to the owner of record (same address).

On 11/03/2015, the property was re-inspected. The encroachment, a basketball hoop, was removed and was in compliance with city code. Per City Code Section 2-1104 any subsequent citation for the same violation and found to be compliant by the compliance date, one-half of the citation penalty is waived, resulting in a \$300.00 penalty.

Penalty Charged: \$300.00

ACTION REQUESTED

In Case 16-04V, it is requested the Board of Adjustment and Appeals recommend the City Council affirm the \$300.00 special assessment in its entirety.

Attachments

Supporting Documents

62795

Steven A & D R Van De Walker
12452 Sycamore Street NW
Coon Rapids, MN 55448
November 24, 2015

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

Dear City of Coon Rapids Assessing Department:

I am writing this letter to appeal 11-31-24-11-0085. We received a citation concerning a basketball hoop placed behind the curb on our property. The basketball hoop is a portable hoop that my kids and the kids in the neighborhood use to play basketball. We have an open door policy with all of the kids and they were allowed to use the portable basketball hoop whenever they wanted. The portable basketball hoop should have been moved back up into the driveway when the kids were done using it, but as I am sure you know sometimes with kids that did not happen.

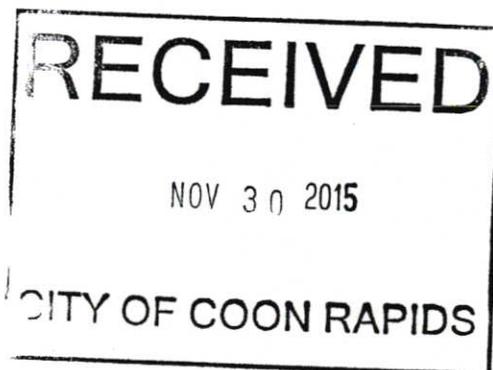
We live on a culdesac where the traffic is very minimal and the traffic that does come down is typically homeowners, most of them have kids that use the basketball hoop. I enjoy being able to provide a safe and supervised place for the kids to play a simple game of 1 on 1 or lightening keeping them off the streets and out of trouble.

I truly hope this letter of appeal will be considered and the \$300.00 citation will be dropped.

Sincerely,



Dawn VandeWalker





Property Report

Report Date: 12/14/2015

PIN: 113124110085

CLOSED

PROPERTY ADDRESS: 12452 SYCAMORE ST

Work Order #62795

Yard And Lot Issues

Task Name	Projected Start	Actual Start	Assigned To	COMMENTS
INSPECTION 1	10/22/15	10/22/15	RODGERS, HEATHER	Basketball hoop in public right of way
CITATION ISSUED	10/23/15	10/23/15	RODGERS, HEATHER	\$600.00 SECOND CITATION ISSUED WITHIN 180 DAYS FOR BLVD ENCROACHMENT #8-1000
CITATION REINSPECT	11/3/15	11/3/15	RODGERS, HEATHER	
COMPLIANCE	11/3/15	11/3/15	RODGERS, HEATHER	BASKETBALL HOOP HAS BEEN MOVED INTO DRIVEWAY
CITATION FEE APPLIED	11/3/15	11/3/15	RODGERS, HEATHER	COMPLIANT- 1/2 OF \$600.00 CHARGED SECOND VIOLATION NOTICE W/IN 180 DAYS.
APPEAL - BOA	11/30/15	11/30/15	RODGERS, HEATHER	TOTAL CHARGED \$300.00 APPEAL RECEIVED

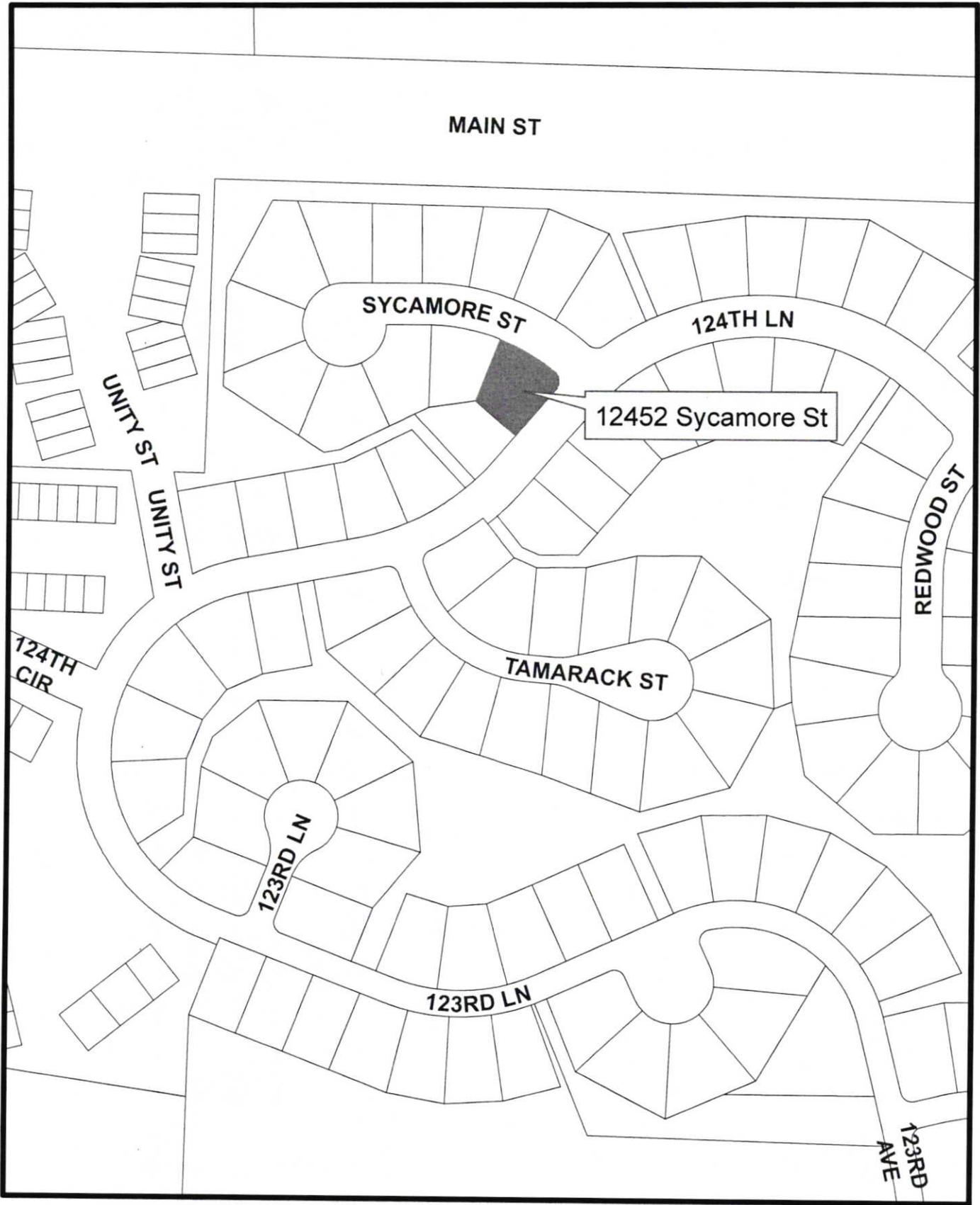
~ ADMINISTRATIVE CITATION INFORMATION ~ If blank, no Administrative Citation was issued on this work order.

City Code	Inspection Date	Fine	Inspected By	Compliance Date & Instructions	Citation Issued To
Citation # 25934	10/22/15	600	RODGERS, HEATHER	Remove basketball hoop located in public right-of-way.	STEVEN A & D R VANDE WALKER 10/23/2015 12452 SYCAMORE ST NW COON RAPIDS, MN 55448-
8-1000 Boulevard Encroachments.	11/2/15 compliance date				

End of Report for 12452 SYCAMORE ST

Light gray italicized font = tasks that have not yet been completed







Board of Adjustment and Appeals - Regular Session

5.

Meeting Date: 01/07/2016

Subject: Case 16-05V, Special Assessment Objection, Jon and Amber Young, 2035 103rd Ave NW, 22-31-24-31-0091

From: Leya Drabczak, Housing Inspector

INTRODUCTION

An unpaid penalty in the amount of \$300.00 associated with code enforcement activity against the subject property is proposed to be assessed to the property. The property owner has filed an objection to the assessment.

BACKGROUND & CONSIDERATIONS

The following chronology relates to the actions and procedures leading to the special assessment in this matter.

On 5/28/2015, City staff received a rental license renewal application from Jon & Amber Young, for the property located at 2035 103rd Avenue NW, stating they no longer employed the agent who held the City Code required Crime Free Multi Housing Certificate. The previous rental agent, Renters Warehouse, held the required Crime Free Multi Housing Certificate Phase 1 necessary for obtaining this rental license. The property owner does not hold a certificate.

On 6/2/2015, Administrative Citation #43805-25298 (\$300.00 penalty) was issued to the owner requiring the submission of a Crime Free Multi Housing Certificate Phase 1 as required by City Code. A compliance date of 6/30/2015 was established. The citation was mailed to the owner of record and to the agent.

On 6/8/2015, City staff returned a call to the property owners and left a message regarding the required certificate and stating the owner or agent must submit the certificate or proof of registration for Crime Free training before the established deadline.

On 7/7/2015, the rental agent, Kellen Harmon, advised staff that a City of St. Louis Park MN Crime Free class was overbooked and had refunded his fee. City Staff researched other classes and emailed information to Mr. Harmon regarding a class offered in Brooklyn Park MN and asked that proof of registration be submitted as soon as possible since the compliance deadline had already passed.

On 9/15/2015. City staff left a message for the property owner and requested that the certificate to be submitted as soon as possible.

On 10/29/2015, City staff reviewed the file and noted that neither a Crime Free class registration confirmation nor a certificate had been received. The property remained in violation. A Second Violation Administrative Citation, #43805-25989 (\$600.00 penalty), was issued to the property owner requiring the

Crime Free Multi Housing Certificate Phase 1 be obtained. A compliance date of 11/30/2015 was established. The citation was mailed to the owner of record and agent.

Penalty charged: \$300.00

On 11/6/2015, City staff returned a call to rental agent Kellen Harmon and left a voicemail message asking him for the Crime Free certificate or proof of registration. Staff explained the \$300.00 citation had been processed and that the owner of record could appeal the assessment.

On 11/25/2015, City staff returned a call to the owner stating the certificate or proof of registration had still not been submitted from our original request in June of this year. The property remains in violation.

As of 12/14/2015, the City has not received the required Crime Free Multi Housing Certificate.

ACTION REQUESTED

In Case 16-05V, it is requested the Board of Adjustment and Appeals recommend the City Council affirm the \$300.00 assessment in its entirety.

Attachments

Supporting Documents

Jon and Amber Young
9834 Juniper St. NW
Coon Rapids, MN 55433



WO# 43805

November 29, 2015

To whom it may concern:

This letter is written to appeal the pending special assessment for the \$300 Citation Fee on the property located at 2035 103rd Avenue Northwest, Coon Rapids, Minnesota 55433. The citation fee was a result of having no Crime Free Housing Certificate for this rental property.

After we were notified by the city in June of 2015 that our management company, Polaris Properties, did not have the Crime Free Housing Certificate, we immediately were in communication with our property manager to remedy this. On June 8, 2015, our property manager at Polaris Properties, Kellen Harmon, emailed us that he would take care of getting the Crime Free Housing Certificate by the due date. In July of 2015, Kellen informed me that the class he had signed up for was full and his registration was returned. In that email he said that he contacted Leya Drabzcak at the city to get an extension, and that he would be taking care of getting the certificate.

On November 1, 2015, I received a second citation for not having the Crime Free Housing Certificate. Surprised that it still hadn't been taken care of by our management company, I emailed Kellen Harmon, our property manager from Polaris Properties to find out why he still did not have the certificate. He answered that he again contacted the city, and spoke to Kristine DeGrande to inform her of his registration in an upcoming class. According to Kellen Harmon, property manager, he is registered for a class to get the Crime Free Housing Certificate on December 9, 2015. He told me the citation would be waived because he was registered for the class. Based on what he communicated to me, I felt that it was taken care of so I did not contact the city at that time. I have included copies of all communication I had with my property manager regarding this situation that made me believe the Crime Free Housing Certificate was being taken care of.

Thank you for considering my appeal of the special assessment for not having the Crime Free Housing Certificate.

Sincerely,

Amber Young

PLN # 22-31-24-31-0091



Amber Young <ambercorrinyoung@gmail.com>

citation from the city

13 messages

Amber Young <ambercorrinyoung@gmail.com>
To: Kellen Harmon <kh@polarispropertiesmn.com>

Thu, Jun 4, 2015 at 4:44 PM

I got a citation from the city about the Crime Free Multi-Housing Certificate. Did you also get the notification from the city? Do you have a certificate to send to them for this--it was something that Renter's Warehouse had taken care before.

Thanks,
Amber

Amber Young <ambercorrinyoung@gmail.com>
To: Kellen Harmon <kh@polarispropertiesmn.com>

Mon, Jun 8, 2015 at 9:06 AM

Kellen,
Did you see my email about the citation from the city? Please let me know what is happening to remedy this.

Thanks!
Amber

[Quoted text hidden]

Kellen Harmon <kh@polarispropertiesmn.com>
To: Amber Young <ambercorrinyoung@gmail.com>

Mon, Jun 8, 2015 at 9:09 AM

We've not received anything. Can you send me a copy of the notice you received?

Kellen Harmon
612.845.0020
www.polarispropertiesmn.com
[Quoted text hidden]

Amber Young <ambercorrinyoung@gmail.com>
To: Kellen Harmon <kh@polarispropertiesmn.com>

Mon, Jun 8, 2015 at 9:29 AM

Yes, I'll get it to you this afternoon.

From: Amber Young [mailto:ambercorrinayoung@gmail.com]
Sent: Monday, June 8, 2015 9:30 AM
To: Kellen Harmon
Subject: Re: citation from the city

[Quoted text hidden]

Amber Young <ambercorrinayoung@gmail.com>
 To: Kellen Harmon <kh@polarispropertiesmn.com>

Mon, Jun 8, 2015 at 4:01 PM

Here's the citation.

Thanks,
 Amber
 [Quoted text hidden]

2 attachments



city citation.jpeg
2246K



city citation page2.jpeg
2078K

Kellen Harmon <kh@polarispropertiesmn.com>
To: Amber Young <ambercorrinayoung@gmail.com>

Mon, Jun 8, 2015 at 4:58 PM

We will take care of this by the due date.

Kellen Harmon

Polaris Properties, LLC

www.polarispropertiesmn.com

7455 France Avenue South, #506

Edina, MN 55435

O: 651.600.6849

C: 612.845.0020

F: 612.395.5559

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[Click Here to View the Company HotPads Profile](#)

[Click Here to View My Profile on Zillow](#)

[Click Here to Write A Review of Me on Zillow](#)



11/30/2015

Gmail - citation from the city

From: Amber Young [mailto:ambercorrinayoung@gmail.com]

Sent: Monday, June 8, 2015 4:02 PM

[Quoted text hidden]

[Quoted text hidden]

Amber Young <ambercorrinayoung@gmail.com>
To: Kellen Harmon <kh@polarispropertiesmn.com>

Mon, Jun 8, 2015 at 5:49 PM

Ok, thanks!

[Quoted text hidden]



image001.png
26K

Kellen Harmon <kh@polarispropertiesmn.com>
To: Amber Young <ambercorrinayoung@gmail.com>

Mon, Jul 6, 2015 at 2:42 PM

Amber. I was signed up for the class through St. Louis Park, but they were full and returned my application. I have signed up for a class, but it is not before the deadline. I contacted the Leya Drabczak and notified her of the situation. The letter reads that they will extend the deadline. Hopefully, she is amenable to the extension.

Thanks!

Kellen Harmon

Polaris Properties, LLC

www.polarispropertiesmn.com

11/30/2015

Gmail - citation from the city

7455 France Avenue South, #506

Edina, MN 55435

O: 651.600.6849

C: 612.845.0020

F: 612.395.5559

[Click Here to Connect with Me on LinkedIn](#)

[Click Here to View the Company HotPads Profile](#)

[Click Here to View My Profile on Zillow](#)

[Click Here to Write A Review of Me on Zillow](#)



From: Amber Young [mailto:ambercorrinayoung@gmail.com]

Sent: Monday, June 8, 2015 4:02 PM

[Quoted text hidden]

[Quoted text hidden]

Amber Young <ambercorrinayoung@gmail.com>
To: Kellen Harmon <kh@polarispropertiesmn.com>

I got another citation from the city. It's a second citation, and for \$600. I have scanned and attached all of the documents including a document for appealing and requesting a time extension.

Sun, Nov 1, 2015 at 3:42 PM

Please note that I will not be paying this citation. I have communication via email from you that you would take care of this by the deadline. You have not communicated with me that you have been unable to take care of this, so it was a bit of a surprise to get a second citation for this amount. If payment is required, I believe that it is the responsibility of Polaris Properties to pay the citation for not obtaining the proper certificate on time or the time extension to get the certificate.

I will be contacting Leya Drabczak regarding the situation as well.

Amber

[Quoted text hidden]

4 attachments



city citation 1.jpeg
1970K

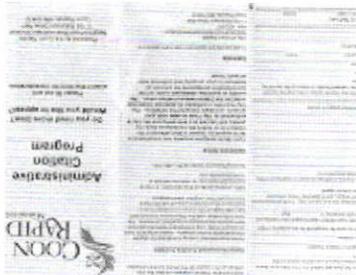


city citation 2.jpeg
1611K

city citation3.jpeg
2400K



city citation 4.jpeg
2096K



Kellen Harmon <kh@polarispropertiesmn.com>
To: Amber Young <ambercorrinayoung@gmail.com>

Tue, Nov 3, 2015 at 6:49 AM

This is a surprise. I will call Liz, as well.

Kellen Harmon
612.845.0020
www.polarispropertiesmn.com
[Quoted text hidden]

- <city citation 1.jpeg>
- <city citation 2.jpeg>
- <city citation3.jpeg>
- <city citation 4.jpeg>

2 attachments



image001.png
26K



image001.png
26K

Kellen Harmon <kh@polarispropertiesmn.com>
To: Amber Young <ambercorrinayoung@gmail.com>

Tue, Nov 3, 2015 at 2:40 PM

Amber. We will have this resolved and there will be no fee. Leya is out of town, so I spoke with Kristine DeGrande and am sending her confirmation of our participation in the Crime Free program. Sorry for the scare.

Kind Regards.

Kellen Harmon
612.845.0020
www.polarispropertiesmn.com

Last email regarding citation

On Nov 1, 2015, at 3:42 PM, Amber Young <ambercorrinayoung@gmail.com> wrote:

I got another citation from the city. It's a second citation, and for \$600. I have scanned and attached all of the documents including a document for appealing and requesting a time extension.

Please note that I will not be paying this citation. I have communication via email from you that you would take care of this by the deadline. You have not communicated with me that you have been unable to take care of this, so it was a bit of a surprise to get a second citation for this amount. If payment is required, I believe that it is the responsibility of Polaris Properties to pay the citation for not obtaining the proper certificate on time or the time extension to get the certificate.

I will be contacting Leya Drabcozak regarding the situation as well.

Amber

On Mon, Jul 6, 2015 at 2:42 PM, Kellen Harmon <kh@polarispropertiesmn.com> wrote:

Amber. I was signed up for the class through St. Louis Park, but they were full and returned my application. I have signed up for a

Text messages between Kellen Harmon and Amber Young on November 21, 2015

The first text message was in response to a voicemail I left Kellen Harmon on Friday, November 20th after I received the special assessment in the mail.

Kellen: I spoke with the city regarding the citation. I will be able to send them confirmation of the course completion by December 5th and that will remove the citation you are welcome to call them. You will receive notices until that time.

Amber: Ok, I'll call the city on Monday. The letter I got isn't a citation, it's an assessment. It looks like it will have to be paid unless I appeal it in writing.

Kellen: You are correct. We will need to collaborate on it, but it needs to come from you. I am signed up for a December 9th (7:30am to 4:30pm) class in Shakopee, but they don't confirm until the first week of December. I've signed up for another class earlier this year in SLP, but they returned my reservation as the class was full.



Property Report

Report Date: 12/15/2015

PROPERTY ADDRESS: 2035 103RD AVE

Work Order #43805

PIN: 223124310091
OPEN

Rental Renewal on Hold

<u>Task Name</u>	<u>Projected Start</u>	<u>Actual Start</u>	<u>Assigned To</u>	<u>COMMENTS</u>
APPLICATIONS		7/6/11	POSCH, MICHELLE	RECVD
CONVERSION FEE RCVD		7/5/11	POSCH, MICHELLE	PD \$545 CK NO 9180
CRIME FREE TRAINING			POSCH, MICHELLE	CFT COMPLETED THRU RENTERS WAREHOUSE - no longer has Renters Warehouse as agent - need CFT cert from owner or new agent
RENTAL INSPECTION	7/14/11	7/14/11	POSCH, MICHELLE	0 POINTS
LICENSE ISSUED		7/14/11	POSCH, MICHELLE	
LICENSE RENEWAL DUE		6/11/12		
NEXT INSPECTION DUE		6/19/14		
BACKGROUND CHECK		7/14/11	TONINATO, DESIREE	c/n 11-155383 background completed on Jonathan Paul Young. Nothing found to prevent licensing.
INFORMATION SENT		5/18/12	HINTZE, CINDY	Renewal \$100
FEE PAID		6/11/12	POSCH, MICHELLE	PD \$100 CK NO 4494
LICENSE ISSUED		6/11/12	POSCH, MICHELLE	
LICENSE RENEWAL DUE		6/17/13		
EDUCATIONAL MATERIAL		3/7/13	HINTZE, CINDY	Background Check letter sent. See attachments for letter.
INFORMATION SENT		5/7/13	POSCH, MICHELLE	renewal - \$100
FEE PAID		6/18/13	POSCH, MICHELLE	PD \$100 CK NO 84471
LICENSE ISSUED		6/17/13	POSCH, MICHELLE	
LICENSE RENEWAL DUE		6/10/14		
INFORMATION SENT		5/8/14	HINTZE, CINDY	\$170
FEE PAID		6/9/14	POSCH, MICHELLE	PD \$170 CK NO 10017
RENTAL INSPECTION	6/18/14	6/18/14	POSCH, MICHELLE	0 POINTS
LICENSE ISSUED		6/19/14	POSCH, MICHELLE	
LICENSE RENEWAL DUE		7/1/15		
NEXT INSPECTION DUE		7/1/17		
INFORMATION SENT		4/30/15	DRABCZAK, LEYA	roster request sent to owner
INFORMATION SENT		5/6/15	HINTZE, CINDY	Renewal form scanned to P: drive. \$100
RENEWAL ON HOLD		5/6/15	HINTZE, CINDY	waiting on roster information. Also, on 5/28/15 renewal form returned with new agent information - CFT cert needed from owner or new agent (info to Leya)
FEE PAID		5/28/15	HINTZE, CINDY	Updated agent info. Paid \$100 check 4940. Not sending license due to lack of CFT cert.

PROPERTY ADDRESS: 2035 103RD AVE

PIN: 223124310091

CITATION ISSUED	6/1/15	DRABCZAK, LEYA	NO CRIME FREE CERTIFICATE ON FILE 300.00
COMMUNICATE W OWNEF	6/8/15	DRABCZAK, LEYA	Id left message with owner regarding need for crime free certificate. Owner or agent must obtain certificate and submit as soon as possible
COMMUNICATE W OWNEF	7/7/15	DRABCZAK, LEYA	Id
COMMUNICATE W OWNEF	9/15/15	DRABCZAK, LEYA	Agent stated st louis park class was over booked and his money was returned. Leya researched other classes and emailed crime free info from brooklyn park and asked for proof of registration be submitted as soon as possible.
INFORMATION SENT	9/16/15	DRABCZAK, LEYA	Id left message with owner on cell phone regarding no crime free on file. Id asked to have certificate submitted as soon as possible.
CITATION ISSUED	10/29/15	DRABCZAK, LEYA	Id called agent and asked for crime free certificate to be submitted.
INFORMATION	11/6/15	DRABCZAK, LEYA	NO RESPONSE FROM OWNER FROM 9/15/2015 REQUEST. 600.00 FOR NO CRIME FREE CERTIFICATE (APPROVED BY KRISTIN)
COMMUNICATE W OWNEF	11/25/15	HINTZE, CINDY	Id left message with agent requesting proof of registration for crime free class. Id explained the 300.00 citation fee can be appealed by the owner of record. Agent has never submitted proof of registration for class as requested by staff.
COMMUNICATE W OWNEF	11/25/15	DRABCZAK, LEYA	Owner, Amber Young, 7 ¹² , left message on Special Assessment line asking for a call back as she had questions on the charges. Forwarded message to Leya to return owner's call.
COMMUNICATE W OWNEF	11/25/15	DRABCZAK, LEYA	Id returned call and left voicemail message
APPEAL - BOA	12/1/15	HINTZE, CINDY	amber young left message with Id and asked to be called back after 1:45 p.m. Id called at 2:00 pm and got voicemail for 2nd time today. Id left message.
COMMUNICATE W OWNEF	12/4/15	DRABCZAK, LEYA	Received from Amber Young.
COMPLIANCE	12/7/15	DRABCZAK, LEYA	Id sent owner an email requesting submission of roster
INFORMATION	12/14/15	DRABCZAK, LEYA	roster received and attached, Crime free certificate still needs to be submitted. as of 12/14/2015 agent has not submitted certificate.

~ 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
Citation # 25298					
12-915 Crime Free Housing Program	6/1/15 6/30/15 compliance date	300	DRABCZAK, LEYA	SUBMIT REQUIRED CRIME FREE MULTI HOUSING CERTIFICATE	JONATHAN & AMBER YOUNG ISSUE DATE 6/2/2015 9834 JUNIPER ST NW COON RAPIDS, MN 55433
Citation # 25989					
12-915 Crime Free Housing Program	10/29/15 1/30/15 compliance date	600	DRABCZAK, LEYA	submit required crime free multi housing certificate	JONATHAN AND AMBER YOUNG ISSUE DATE 10/29/2015 9834 JUNIPER ST NW COON RAPIDS, MN 55433

Files attached to this work order:

- \\WorkOrder\43805\background letter_0065-7.pdf
- \\WorkOrder\43805\2015 Renewal Form_01.pdf
- \\WorkOrder\43805\20130617161949211.pdf

PROPERTY ADDRESS: 2035 103RD AVE

PIN: 223124310091

- \WorkOrder\43805\2035 103RD AVE LIC 2011.pdf
- \WorkOrder\43805\20140610094535387.pdf
- \WorkOrder\43805\2035 103RD AVE APPL 2011.pdf
- \WorkOrder\43805\20140626093416277.pdf
- \WorkOrder\43805\20120611133225497.pdf
- \WorkOrder\43805\2035 103rd ave roster 2015.pdf

End of Report for 2035 103RD AVE

Light gray italicized font = tasks that have not yet been completed

2035 103RD AVE
CITATION # 43805-25298
PAGE 2

You can view the full City Code online at 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.

Leya Drabczak
Housing Inspector
763-767-6420
Drabczak@coonrapidsmn.gov

cc: POLARIS PROPERTIES/KELLEN HARMON
7455 FRANCE AVE
EDINA, MN 55435



SECOND VIOLATION ADMINISTRATIVE CITATION

Citation # 43805-25989

Administrative Citation Enclosed

JONATHAN AND AMBER YOUNG
9834 JUNIPER ST NW
COON RAPIDS, MN 55433

ISSUE DATE 10/29/2015

Property Address: **2035 103RD AVE**
 COON RAPIDS, MN

PIN: 223124310091

This is an Administrative Citation issued under Coon Rapids City Code Chapter 2-1100. On 10/29/15 the following violation(s) of Coon Rapids City Code was found at the above property address:

<u>Compliance Date</u>	<u>Violation & Corrective Action</u>	<u>Code Section & Summary</u>	<u>Penalty</u>
11/30/2015	submit required crime free multi housing certificate	12-915 Crime Free Housing Program -- Owners or agents are required to complete Phase I of the crime free rental housing program.	\$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.

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 the inspector regarding this citation, please call the number below.

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.

Continued on next page

2035 103RD AVE
CITATION # 43805-25989
PAGE 2

You can view the full City Code online at 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.

Leya Drabczak
Housing Inspector
763-767-6420
Drabczak@coonrapidsmn.gov

cc: POLARIS PROPERTIES/KELLEN HARMON
7455 FRANCE AVE
EDINA, MN 55435

map 7/14/2011 @ 10AM
w/ map

pd #545 ✓ 4325
CFT - thru Renters Warehouse
Background check.
7/5/2011 map



Item 1

Page 1 of 2

Rental License Application

For office use only: License No. <u>43805</u>	PID No. _____
--	---------------

RENTAL ADDRESS	
COMPLEX NAME: <u>RIVERVIEW 1ST</u> (if multi-family) <u>TOWNHOUSE ASSOCIATION.</u>	RENTAL ADDRESS: <u>2035 103rd Ave Coon Rapids, MN 55433</u>

DWELLING UNIT INFORMATION	
Type of dwelling: <input type="checkbox"/> single family <input type="checkbox"/> twin home <input checked="" type="checkbox"/> townhome <input type="checkbox"/> apartment	# of buildings: _____ total # of units: _____

RENTAL PROPERTY OWNER INFORMATION			
OWNER NAME: <u>Jonathan Young</u> <u>Amber Young</u>	DATE OF BIRTH: <u>9-4-75</u> <u>3-3-80</u>	PHONE: - <u>762 120 0000 (N)</u>	
ADDRESS: <u>9834 Juniper St. NW</u> <u>Coon Rapids MN 55433</u>	CITY: <u>Coon Rapids</u>	STATE: <u>mn</u>	ZIP: <u>55433</u>
EMAIL ADDRESS: <u>j.young@renterswarehouse.com</u>			

MANAGER CONTACT INFORMATION (if other than owner)			
CONTACT NAME: <u>Renters Warehouse</u>	DATE OF BIRTH:	PHONE: <u>952-470-8889</u>	
ADDRESS: <u>715 Florida Ave S Suite 205</u> <u>Golden Valley, MN 55426</u>	CITY:	STATE:	ZIP:
EMAIL ADDRESS: <u>l...@renterswarehouse.com</u>			

The undersigned hereby applies for a rental dwelling license and acknowledges receipt of a copy of City Ordinance Chapter 12-900; acknowledges the provisions of the Building Maintenance and Occupancy Code have been reviewed; and attests the subject premises will be operated and maintained according to the requirements contained therein, subject to applicable sanctions and penalties. The undersigned further agrees the subject premises may be inspected by the compliance official as provided in Chapter 12-900 of said ordinance. The undersigned hereby certifies that the above information is true and correct to the best of their knowledge:

Applicant Signature: [Signature] Date: 6-23-11

Your property must pass a City of Coon Rapids rental property inspection conducted by a Housing Inspector before a rental license is issued. An inspection time will only be scheduled after Neighborhood Reinvestment Division staff have received and reviewed all five items listed on the 'Licensing of Rental Property Application Checklist.'

Rental property inspections are performed Monday thru Friday 7:00 a.m. and 5:30 p.m.

Rental License Application

Applicant must initial each section and sign at the bottom.

By initialing each section you are acknowledging an understanding of key provisions of City Ordinance Chapter 12-900 regarding the Licensing of Rental Property.

1. MM I understand that by owning rental property in Coon Rapids, I am operating a business in a residential zone of the city.
2. MM I have received a copy of City Ordinance Chapter 12-900, Licensing of Rental Dwellings, and understand I am subject to the requirements contained therein.
- ★ 3. MM I or my manager has attended or is scheduled to attend a **Crime Free Rental Housing Phase 1** training or its equivalent (12-915).
4. MM I understand the rental property must pass a rental property inspection conducted by a City Housing Inspector, and must continue to maintain the property accordance with provisions of 12-914.
5. MM I understand I must screen all potential tenants by using a written rental application which contains sufficient information to conduct a Criminal Background check and a Credit History check (12-903).
6. MM I must use a written lease for all tenants (12-903).
- ★ 7. MM In addition to a written lease, I understand my tenants must also sign a "Lease Addendum for Crime-Free/Drug-Free Housing" (12-903).
8. MM I understand the City will conduct a Criminal Background Investigation on the Property Owner consistent with the provisions of 12-904.
9. MM I understand I must provide 24 hour contact information for a person who resides within the twin city metropolitan service area who is responsible for code compliance of the rental property. This person will be either the owner or manager of the property (12-903).
10. MM I understand the City Manager may deny or not renew a license and the City Council may revoke or suspend a rental license for failure to address any tenant or property issues as provided for in 12-916.
11. MM In addition to any other sanctions or administrative penalties, it is a Misdemeanor to operate a rental dwelling in the City without a license for each building (12-921).
12. MM I understand my rental license is not transferrable (12-905).
13. MM I understand my rental license must be renewed annually (12-907).

The undersigned acknowledges that this is a partial listing of provisions within City Ordinance Chapter 12-900, and that a complete understanding of the ordinance can only be had by thoroughly reading it in its entirety. The purpose of providing this list is to address questions frequently asked by license applicants.

Applicant Signature: _____

Date: 6-23-11



Board of Adjustment and Appeals - Regular Session

6.

Meeting Date: 01/07/2016

Subject: Case 16-06V, Special Assessment Objection, Chiara Damiani, 12213 Unity Street NW, 11-31-24-13-0024

From: Kristin DeGrande, Neighborhood Coordinator

INTRODUCTION

An unpaid penalty in the amount of \$600.00 associated with code enforcement activity against the subject property is proposed to be assessed to the property. The property owner has filed an objection to the assessment.

DISCUSSION

The following chronology relates to actions and procedures leading to the special assessment in this matter.

On 8/6/2015, an Administrative Citation (\$300.00 penalty) was issued for long grass and/or weeds exceeding eight inches in height, the maximum allowed by City Code. The citation established a compliance date of 8/13/15. The citation was posted at the property and a courtesy letter with information about the violation was sent to the owner of record (same address).

On 8/18/2015, the property was re-inspected. The yard had not been mowed and remained in violation of City Code. The \$300.00 penalty was applied and an abatement order was issued for the City's mowing crew to mow the property.

On 9/1/2015, delayed due to summer mowing crew finishing their season, the City's mowing crew went to the property and found the lawn already mowed. Regardless of whether the City abates the violation of long grass, the citation fee is charged if compliance is not met by the date of re-inspection.

Penalty charged: \$300.00

On 9/15/2015, a second Administrative Citation (\$300.00 penalty) was issued for long grass and/or weeds exceeding eight inches in height, the maximum allowed by City Code. The citation established a compliance date of 9/22/15. The citation was posted at the property and a courtesy letter with information about the violation was sent to the owner of record (same address).

On 9/23/2015, the property was re-inspected. The yard had been mowed and was in compliance with City Code. Since this was a second or subsequent violation, one-half of the penalty was waived resulting in a \$150.00 penalty (City Code 2-1104).

Penalty charged: \$150.00

On 9/30/2015, a third Administrative Citation (\$300.00 penalty) was issued for long grass and/or weeds exceeding eight inches in height, the maximum allowed by City Code. The citation established a compliance date of 10/7/15. The citation was posted at the property and a courtesy letter with information about the violation was sent to the owner of record (same address).

On 10/8/2015, the property was re-inspected. The yard had been mowed and was in compliance with City Code. Since this was a subsequent violation, one-half of the penalty was waived resulting in a \$150.00 penalty (City Code 2-1104).

Penalty charged: \$150.00

The property owner refers to the dates of the long grass season in their appeal. The City Code defines the enforcement of long grass between the dates of May 1st and September 30th each year. Those are the dates the City is limited to identifying any new violations. The most recent long grass violation was identified at this address on September 30, 2015, and thus within the parameters of City Code.

Total penalties charged: \$600.00

RECOMMENDATION

In Case 16-06V, it is requested the Board of Adjustment and Appeals recommend the City Council affirm the \$600.00 special assessment in its entirety.

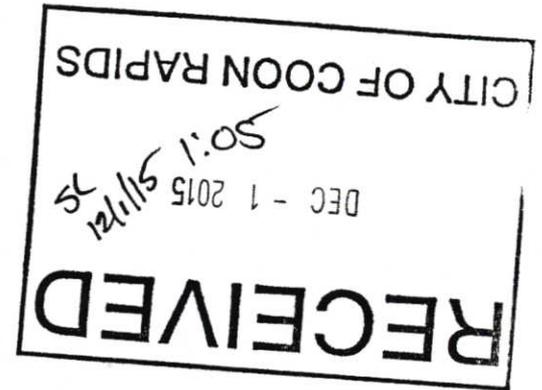
Attachments

Supporting Documents

Chiara Damiani
12213 Unity St NW
Coon Rapids, MN, 55448

November 26, 2015

To Whom This May Concern:



I am writing in appeal to the following pending assessments:

Citation Fee- Long Grass & Weeds	\$300	9/2/15
Citation Fee-Long Grass & Weeds	\$150	9/23/15
Citation Fee- Long Grass & Weeds	\$150	10/08/15

Along with this letter I am attaching the citations and letters following that I have received.

My first concern is the 9/2/15 pending charges, as I do not have any record that matches this date, instead I have one that falls on the date of August 6, 2015. To which I have also complied. The citation ticket states "To avoid the \$300 penalty, you must do the following:" leading one to believe that if the citation is corrected prior to, or on the final date there will be no following charges for that visit. Unless, it is accompanied by "a second or subsequent Long Grass & Weeds Citation is issued this summer, even if you mow prior to the Compliance Date, a penalty of \$150 will be charged." If there were to be charges, one would assume that the (presumably correct) date of September 2nd would in fact consist of \$150 fee. Along with this, the term summer is used—as the city site specifies, the summer term ends on September 30, therefore the following charge of \$150 on October 8th, should have no fee as it was also complied and the season had in fact ended prior.

These charges are of high concern for me, as I am a single mother not only providing for myself but also for my daughter who is currently pursuing her four year degree at college. Due to the expenses of college, I not only have to worry about providing for myself but also attending to her needs, as work study jobs are not enough to keep her primary resources fulfilled. She also has yet to receive her license, which requires frequent travelling. I work full-time in Roseville and often spend nights, even numerous weekends driving back and forth from Roseville, Minneapolis, and my home. Often times I have returned home far after dark, which prevents me from mowing the lawn often in a timely manner. Due to this, mowing the lawn efficiently was quite difficult, and hiring someone to mow the lawn was simply out of the question due to how expensive it would become.

I am writing this overall appeal, due to the fact that these charges are a huge concern for me overall as it seems that I have complied to the best of my ability in response to all of the following pending assessments. I'm asking that you take the time to review this, along with the documents I have provided and make any necessary adjustments.

Thank you for your time and consideration,

CHIARA DAMIANI

PIN# 11-31-24-13-0024

ATTENTION PROPERTY OWNER



November 18, 2015

Chiara Damiani
12213 Unity Street NW
Coon Rapids, MN 55448

RE: **12213 Unity Street NW, Coon Rapids, MN 55448** (11-31-24-13-0024)

You are receiving this letter because you have one or more proposed special assessments against your property at this time (itemized below). Pending special assessments are often a result of property maintenance violations such as, but not limited to, expired vehicle tabs, parking a vehicle off of your driveway, exterior storage of items, long grass, rental license violations, other code violations, or for other outstanding fees.

At this time, you must do one of the following:

- 1. Pay the proposed pending assessment (listed below).**
- 2. Submit a written objection appealing the pending assessment. The owner of record (not a tenant) may submit a written objection to the City Clerk prior to 7:00 p.m. on Tuesday December 1, 2015.** All written objections will be considered at the Board of Adjustment and Appeals meeting on January 7, 2016 at 6:30 p.m. You are not required to attend this meeting but it will be your only opportunity to provide additional information regarding your appeal. Appeals will be heard on January 7 in the order in which the written objections were received. The Board's recommendations will then be forwarded to the City Council for final approval.
- 3. If you do nothing, the assessment will be collected with the property taxes.**

The pending special assessments to your property include:

Description(s):	*Amount(s):	Abatement/Violation Date(s):
Citation Fee-Long Grass & Weeds	\$300.00	9/2/15
Citation Fee-Long Grass & Weeds	\$150.00	9/23/15
Citation Fee-Long Grass & Weeds	\$150.00	10/8/15

*A certification fee of \$35.00 will be added (for each assessment) if unpaid prior to the levy date of December 1, 2015.

You can pay your assessments either in person or by mail. Cash, check and credit cards are accepted. Checks must be paid to the City of Coon Rapids Treasurer. If you are mailing payment, please include your property address and property identification number (PIN) on your check and send to:

**City of Coon Rapids Assessing Department
11155 Robinson Drive
Coon Rapids, MN 55433**

The amount you are responsible to pay is as follows:

On or before December 1, 2015: \$600.00

After December 1, but on or before December 31, 2015: \$705.00

If paid after December 31, 2015, interest will be charged from the date of adoption of the assessment through December 31, 2017, and the assessment will be certified to the 2017 property taxes at an interest rate of **1.23%** for 1 year(s). Thereafter, the assessment may be paid in full on or before **November 14** of each year.

If you are appealing your assessment, certification fees and interest will not be charged until after the City Council affirms the Board of Adjustment and Appeal's recommendations, so you will have the opportunity to pay your assessments before additional fees are incurred.

No additional notice or invoice will be sent regarding this assessment.

If you are unsure about how much you owe contact the Assessment Department at 763-767-6446. For questions regarding *details on assessments*, please leave a message on the Assessment Information Line at 763-767-4685 and someone will get back to you as soon as possible.

Sincerely,

Assessment Clerk, City of Coon Rapids

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Coon Rapids City Council will consider adoption of proposed assessments on properties within the corporate limits of the City of Coon Rapids, Anoka County, Minnesota.

When: 7:00 p.m. on December 1, 2015. At this hearing the City Council will refer any appeals to the Board of Adjustment and Appeals on January 7, 2016 at 6:30 p.m., which is where you will be heard.

What: Assessment for items such as, but not limited to, expired vehicle tabs, parking a vehicle off of your driveway, exterior storage of items, long grass, rental license violations, other code violations, or for other outstanding fees. The proposed assessment roll is available for public inspection in the City Assessor's Office.

Where: Council Chambers, Coon Rapids City Center, 11155 Robinson Drive NW

Minnesota Statutes, Section 429.061, Subdivision 1, provides, "No appeal may be taken as to the amount of any assessment adopted pursuant to Subdivision 2 unless a written objection signed by the affected property owner is filed with the Clerk prior to the assessment hearing or presented to the presiding officer at the hearing. No appeal of your assessment will be accepted by the District Court unless this written objection is properly filed."

An owner who has properly filed a written objection as provided in the preceding paragraph may further appeal an assessment to District Court, pursuant to Section 429.081, by serving notice of the appeal upon the Mayor or Clerk of the municipality within 30 days after the adoption of the assessment and filing such notice with the District Court within 10 days after service upon the Mayor or Clerk.

Minnesota Statutes Section 435.193 through 435.195 authorize the City, upon application, to defer the payment of special assessments against homestead properties owned by persons older than 65 years of age or disabled persons for whom it would be a hardship to make the payments. The City Council adopted Resolution 75-64 which implements the deferral program. The assessment will not be forgiven, but payment of it delayed. Additional interest will accrue. For information about the deferral program, call 763-767-6446.



**COON
RAPIDS**
Minnesota

ADMINISTRATIVE CITATION
Long Grass & Weeds

Property Posted: **51278**

To: Owner/Occupant
Address:

12213 UNITY ST.

Coon Rapids, MN

This is an Administrative Citation issued under Coon Rapids City Code Chapter 2-1100.
On **8-6-15** at **8:22** AM/PM, the grass and/or weeds were too long and in violation of City Code.

<u>Compliance Date</u> (deadline)	<u>Violation & Corrective Action</u>	<u>City Code Section & Summary</u>	<u>Penalty</u>
8-13-15		8-502 & 8-503. Weeds and grass over eight (8) inches are a nuisance and must be mowed.	\$300.00

To avoid the \$300 penalty, you **must** do one of the following:

- 1** 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 **on or before** the Compliance Date noted above.
- Appeal the inspector's decision **on or before** the Compliance Date by filling out and submitting the attached form.

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 this summer, 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 763-783-4767 to obtain help.

You can view the full City Code online at 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
763-951-7202



August 07, 2015

DAMIANI CHIARA
12213 UNITY ST NW
COON RAPIDS, MN 55448-0000

Address: **12213 UNITY ST**
COON RAPIDS, MN 55448-0000

Administrative Citation: **#61866**

PIN: 113124130024

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 12213 UNITY 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 08/13/2015, 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



ADMINISTRATIVE CITATION

Long Grass & Weeds

Property Posted: **5195**

To: Owner/Occupant
Address:

12213 UNITY ST.

Coon Rapids, MN

This is an Administrative Citation issued under Coon Rapids City Code Chapter 2-1100.
On **9-15-15** at **9:21** AM/PM, the grass and/or weeds were too long and in violation of City Code.

<u>Compliance Date</u> (deadline)	<u>Violation & Corrective Action</u>	<u>City Code Section & Summary</u>	<u>Penalty</u>
9-22-15		8-502 & 8-503. Weeds and grass over eight (8) inches are a nuisance and must be mowed.	\$300.00

To avoid the \$300 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 **on or before** the Compliance Date noted above.
- Appeal the inspector's decision **on or before** the Compliance Date by filling out and submitting the attached form.

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 this summer, 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 763-783-4767 to obtain help.

You can view the full City Code online at 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.

mp

PLEASE AT BACKYARD -

Long Grass Inspector
763-951-7202



September 15, 2015

DAMIANI CHIARA
12213 UNITY ST NW
COON RAPIDS, MN 55448-0000

Address: **12213 UNITY ST**
COON RAPIDS, MN 55448-0000

Administrative Citation: **#62361**

PIN: 113124130024

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 12213 UNITY 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 09/22/2015, 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



COON RAPIDS
Minnesota

ADMINISTRATIVE CITATION Long Grass & Weeds

Property Posted: _____

To: Owner/Occupant
Address: _____

Coon Rapids, MN

12213 UNITY

This is an Administrative Citation issued under Coon Rapids City Code Chapter 2-1100.

On **9-30-15** at **9:55** AM/PM, the grass and/or weeds were too long and in violation of City Code.

<u>Compliance Date</u> (deadline)	<u>Violation & Corrective Action</u>	<u>City Code Section & Summary</u>	<u>Penalty</u>
10-7-15		8-502 & 8-503. Weeds and grass over eight (8) inches are a nuisance and must be mowed.	\$300.00

To avoid the \$300 penalty, you **must** do one of the following:

1. 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 **on or before** the Compliance Date noted above.
- Appeal the inspector's decision **on or before** the Compliance Date by filling out and submitting the attached form.

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 this summer, 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 763-783-4767 to obtain help.

You can view the full City Code online at 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
763-951-7202



October 01, 2015

DAMIANI CHIARA
12213 UNITY ST NW
COON RAPIDS, MN 55448-0000

Address: **12213 UNITY ST**
COON RAPIDS, MN 55448-0000

Administrative Citation: **#62552**

PIN: 113124130024

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 12213 UNITY 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 10/07/2015, 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



Property Report

Report Date: 12/11/2015

PROPERTY ADDRESS: 12213 UNITY ST

Work Order #61866

PIN: 113124130024
CLOSED

Weeds / Long Grass

Task Name	Projected Start	Actual Start	Assigned To	COMMENTS
CITATION ISSUED		8/6/15	GAZELKA, MIKE	Citation posted at property. 7-11"
INFORMATION SENT		8/7/15	HINTZE, CINDY	Courtesy letter sent.
CITATION REINSPECT	8/14/15	8/18/15	GAZELKA, MIKE	Not cut; abate - new photos taken
ORDER ABATEMENT		8/18/15	HINTZE, CINDY	Emailed work order to Gregg Engle at Public Works to mow property.
CITATION FEE APPLIED		8/18/15	HINTZE, CINDY	300
INFORMATION		9/1/15	ENGLER, GREGG	Delay of abatement due to summer mowing crew going back to school/lack of Park staff; grass was cut prior to mowing crew's arrival.
APPEAL - BOA		12/1/15	HINTZE, CINDY	From owner Chiara Damiani

Files attached to this work order:

\\WorkOrder\61866\Long Grass.pdf

Work Order #62361

Weeds / Long Grass

CLOSED

Task Name	Projected Start	Actual Start	Assigned To	COMMENTS
CITATION ISSUED		9/15/15	GAZELKA, MIKE	Citation posted at property. Front & side cut. Backyard 8-13" SECOND POSTING OF THE SEASON - MINIMUM \$150 APPLIES. Previously posted 8/6/15
INFORMATION SENT		9/15/15	HINTZE, CINDY	Courtesy letter sent.
CITATION REINSPECT	9/23/15	9/23/15	GAZELKA, MIKE	Grass has been cut.
COMPLIANCE		9/23/15	GAZELKA, MIKE	Grass has been cut.
CITATION FEE APPLIED		9/23/15	HINTZE, CINDY	150
APPEAL - BOA		12/1/15	HINTZE, CINDY	From owner Chiara Damiani

Files attached to this work order:

\\WorkOrder\62361\Long Grass_007.pdf

Work Order #62552

Weeds / Long Grass

CLOSED

Task Name	Projected Start	Actual Start	Assigned To	COMMENTS
CITATION ISSUED		9/30/15	GAZELKA, MIKE	Citation posted at property. 7-10" THIRD POSTING OF THE SEASON - MINIMUM \$150 APPLIES. Previously posted 8/6/15, 9/15/15
INFORMATION SENT		10/1/15	HINTZE, CINDY	Courtesy letter sent.
CITATION REINSPECT	10/8/15	10/8/15	GAZELKA, MIKE	Grass has been cut.

PROPERTY ADDRESS: 12213 UNITY ST

PIN: 113124130024

COMPLIANCE	10/8/15	GAZELKA, MIKE	Grass has been cut.
CITATION FEE APPLIED	10/8/15	HINTZE, CINDY	150
APPEAL - BOA	12/1/15	HINTZE, CINDY	From owner Chiara Damiani

Files attached to this work order:

\\WorkOrder\62552\Long Grass.pdf

End of Report for 12213 UNITY ST

Light gray italicized font = tasks that have not yet been completed



Long Grass Complaint

Weeds, Unkept Lawn And Landscape, Etc

SR:51278

Address: 12213 UNITY ST

PIN: 113124130024

Scheduled Insp Date: 08/06/2015

Inspector Notes

Unfounded

Posted Property

Fine \$ _____

Date: 8-6-15

Time: 8:22

Additional Info:

GRASS - 7" - 11"

For Office Use Only

Owner Occupied

Vacant

Rental WO# _____

of Weeds this Season: _____ Previously Abated date: _____



ADMINISTRATIVE CITATION
Long Grass & Weeds

Property Posted: 5/27/15

COON RAPIDS
Minnesota

To: Owner/Occupant Address: 12213 Unity St.
Coon Rapids, MN

This is an Administrative Citation issued under Coon Rapids City Code Chapter 2-1100.
On 8-6-15 at 8:27 AM, the grass and/or weeds were too long and in violation of City Code.

Compliance Date (deadline)	Violation & Corrective Action	City Code Section & Summary	Penalty
<u>8-13-15</u>		<u>8-502 & 8-503. Weeds and grass over eight (8) inches are a nuisance and must be mowed.</u>	\$300.00

To avoid the \$300 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 on or before the Compliance Date noted above.
- Appeal the inspector's decision on or before the Compliance Date by filling out and submitting the attached form. 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 this summer, even if you mow prior to the Compliance Date, a penalty of \$150 will be charged.

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 763-783-4767 to obtain help.

You can view the full City Code online at 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.

[Signature]
T. J. Gray, Inspector
951-202

8/6/2015 8:27 AM



ADMINISTRATIVE CITATION
Long Grass & Weeds
Property Parcel: 51217

To: Owner/Occupant
Address:

12213 UNITY St.
Coon Rapids, MN

This is an Administrative Citation issued pursuant to Chapter 211.00, Minnesota Statutes, at 8:29 AM, the grass and/or weeds were too long and in violation of City Code

Compliance Date (Deadline)	Violation & Corrective Action	Penalty
8-13-15	City Code Section 8-502 & 8-503. Weeds and grass over eight (8) inches are a nuisance and must be mowed.	\$300.00

- To avoid the \$300 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 on or before the Compliance Date noted above.
 - Appeal the inspector's decision on or before the Compliance Date by filling out and submitting the attached form, 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 front, back and side yards. The mowing program does minor home repairs, house electrical and plumbing work, and lawn care. They are done at a nominal suggested donation with subsidy for those of need. Call 763-783-4767 to obtain help.

You can view the full City Code online at 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.

[Signature]
Long Grass & Weeds Inspector
763-951-4202

8/6/2015 8:29 AM



ADMINISTRATIVE CITATION
Long Grass & Weeds
Property Parcel: 51217

12213 UNITY St.

8:29 AM
8-13-15

Compliance Date (Deadline)	Violation & Corrective Action	Penalty
8-13-15	City Code Section 8-502 & 8-503. Weeds and grass over eight (8) inches are a nuisance and must be mowed.	\$300.00

- To avoid the \$300 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 on or before the Compliance Date noted above.
 - Appeal the inspector's decision on or before the Compliance Date by filling out and submitting the attached form, requesting a time extension, and additional information.

8/6/2015 8:29 AM



August 07, 2015

DAMIANI CHIARA
12213 UNITY ST NW
COON RAPIDS, MN 55448-0000

Address: **12213 UNITY ST**
COON RAPIDS, MN 55448-0000

Administrative Citation: **#61866**

PIN: 113124130024

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 12213 UNITY 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 08/13/2015, 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 Reinspection

12213 UNITY ST

12213 UNITY ST

PIN: 113124130024

OWNER OCCUPIED

Work Order # 61866

<u>Task Name</u>	<u>Proj. Start</u>	<u>Actual Start</u>	<u>COMMENTS</u>
CITATION ISSUED		8/6/15	Citation posted at property. 7-11"
INFORMATION SENT		8/7/15	Courtesy letter sent.
CITATION REINSPECT	8/14/15		
COMPLIANCE			
ORDER ABATEMENT			Emailed work order to Gregg Engle at Public Works to mow property
CITATION FEE APPLIED			
ABATE			
APPEAL SUBMITTED			
HEARING			
INFORMATION			
COMMUNICATE W OWNER			

Inspector Notes

Reinspected by: Milko

Date: 8-18-15 Time: 9:00

Grass has been mowed

~~GRASS~~
8"-9"

Order Abatement (photos taken)

UNITY ST
 3 UNITY ST
 N:113124130024

OWNER
 Work C

Task Name	Proj. Start	Actual Start	COMMENTS
CITATION ISSUED		8/6/15	Citation posted at property. 7-11"
INFORMATION SENT		8/7/15	Courtesy letter sent.
CITATION REINSPECT			
COMPLIANCE	8/14/15		
ORDER ABATEMENT			
CITATION FEE APPLIED			
APPEAL SUBMITTED			
HEARING			
FORMATION			
COMMUNICATE W OWNER			

Emailed work order to Gregg Engle at Public Works property.

Inspector Notes
 Date: 8-18-15 Time: 9:30
 Grass has been mowed
 Order Abatement (photos taken)
 8-19"

Recorded by: Mike

8/18/2015 9:31 AM



8/18/2015 9:32 AM



8/18/2015 9:33 AM



8/18/2015 9:37 AM



Long Grass Abatement Order

Date Ordered: 8/18/2015

12213 UNITY ST

12213 UNITY ST

PIN:113124130024

OWNER OCCUPIED

Work Order # 61866

<u>Task Name</u>	<u>Proj. Start</u>	<u>Date</u>	<u>COMMENTS</u>
CITATION ISSUED		8/6/15	Citation posted at property. 7-11"
INFORMATION SENT		8/7/15	Courtesy letter sent.
CITATION REINSPECT	8/14/15	8/18/15	Not cut; abate - new photos taken
ORDER ABATEMENT		8/18/15	Emailed work order to Gregg Engle at Public Works to mow property.
CITATION FEE APPLIED		8/18/15	300

FOR SITE
INFORMATION
COMMUNICATE WITH OWNERS

Abatement Notes

Staff: Tim m

Date: 9-1-15

Time:

Kerry m

Mowing crew cut & bagged

Grass was mowed prior to crew's arrival

Could not mow - reason:

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



Long Grass Complaint

Weeds, Unkept Lawn And Landscape, Etc

SR:51695

Address: 12213 UNITY ST

PIN: 113124130024

Scheduled Insp Date: 09/11/2015

By HINTZE, CINDY: 9/10/2015 2:46:23 PM
previously posted 8/6/15

Inspector Notes

Unfounded

Posted Property

Fine \$ _____

Date: 9-15-15

Time: 9:21

Additional Info:

FRONT $\frac{1}{3}$ SIDE CUT
BACKYARD GRASS 8' - 13'

For Office Use Only

Owner Occupied

Vacant

Rental WO# _____

of Weeds this Season: _____

Previously Abated date: 8.6

COON RAPIDS Minnesota

Long Grass Signs
Property Posted:

Owner/Occupant Address: 12213 Unity St.
Coon Rapids, MN

This is a 9-15-15 Administrative Citation issued under Coon Rapids City Code Chapter 2-1100.
On 9-15-15 at 9:24 AM, the grass and/or weeds were too long and in violation of City Code

City Code Section & Summary	Violation & Corrective Action	Compliance Date (deadline)	Penalty
8-502 & 8-503. Weeds and grass over eight (8) inches are a nuisance and must be mowed.		<u>9-22-15</u>	\$300.00

To avoid the \$300 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 on or before the Compliance Date noted above.
- Appeal the inspector's decision on or before the Compliance Date by filling out and submitting the attached form.
- Refer to the attached Administrative Citation Program brochure for the Notice of Appeal form, including instructions to 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 this summer, even if you mow prior to the Compliance Date, a penalty of \$ 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 non-suggested donation with subs by for those of need. Call 763-783-4767 to obtain help.

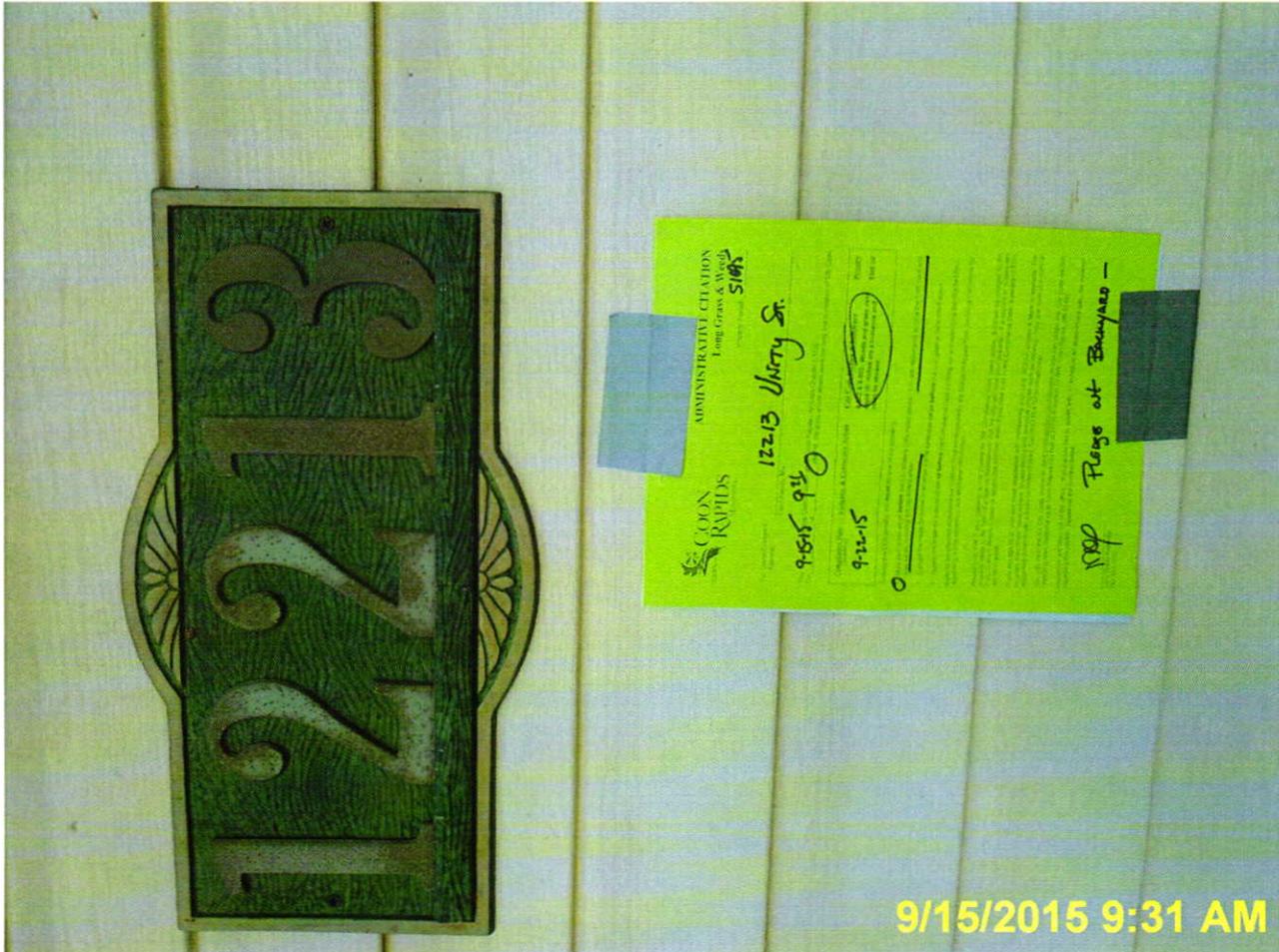
You can view the full City Code online at www.coonrapidsmn.gov/citycode or you can obtain the City Code regarding lawn maintenance at Coon Rapids City Hall at 11155 Robinson Dr NW, Coon Rapids, MN 55433.

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

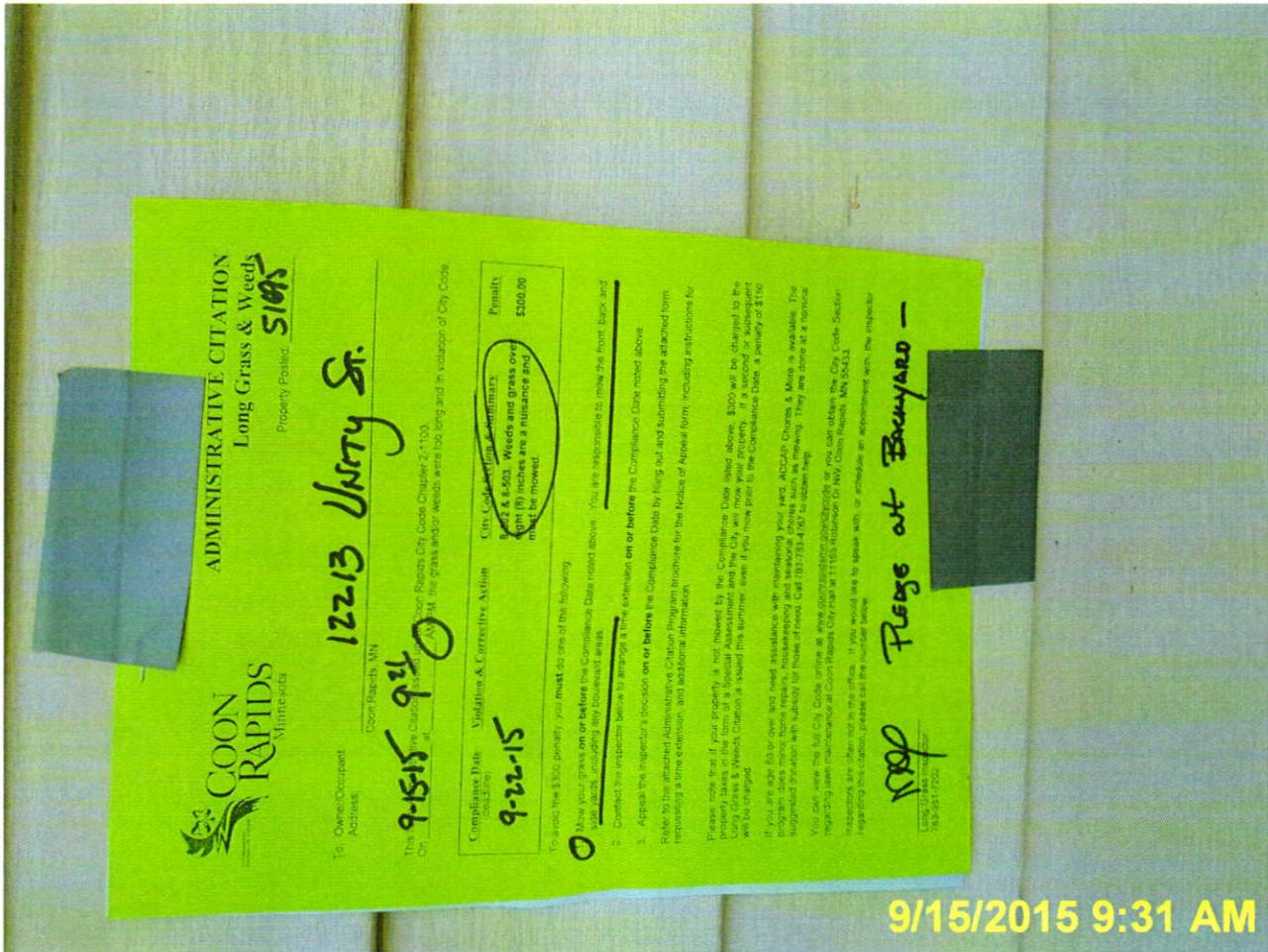
KOP Please call 763-783-4767 regarding this citation, please call the number below.

9/15/2015 9:27 AM





9/15/2015 9:31 AM



9/15/2015 9:31 AM



September 15, 2015

DAMIANI CHIARA
12213 UNITY ST NW
COON RAPIDS, MN 55448-0000

Address: **12213 UNITY ST**
COON RAPIDS, MN 55448-0000

Administrative Citation: **#62361**

PIN: 113124130024

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 12213 UNITY 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 09/22/2015, 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 Reinspection

12213 UNITY ST

12213 UNITY ST

PIN:113124130024

OWNER OCCUPIED

Work Order # 62361

Task Name	Proj. Start	Actual Start	COMMENTS
CITATION ISSUED		9/15/15	Citation posted at property. Front & side cut. Backyard 8-13" SECOND POSTING OF THE SEASON - MINIMUM \$150 APPLIES. Previously posted 8/6/15
INFORMATION SENT		9/15/15	Courtesy letter sent.
CITATION REINSPECT COMPLIANCE	9/23/15		
ORDER ABATEMENT			Emailed work order to Gregg Engle at Public Works to mow property
CITATION FEE APPLIED			
ABATE			
APPEAL SUBMITTED			
HEARING INFORMATION			
COMMUNICATE W OWN			

GRASS IS ALREADY MOWED

Inspector Notes

Reinspected by: Mike

Date: 9-23-15

Time: 10:15

Grass has been mowed

Order Abatement (photos taken)

#62552



Long Grass Complaint

Posted Address: 12213 UNITY

Date: 9-30-15 Time: 9:55

Fine: \$ _____ Inspector: [Signature]

Note: (CLASO) 7" - 10"

For Office Use Only

Owner Occupied (circled)

Vacant

Rental WO# _____

of Weeds this Season: _____

Previously Posted date: 8.4
9.15

COON RAPIDS Minnesota

Property Posted: _____

Owner/Occupant Address: 12213 Unity
Coon Rapids, MN

On 9-30-15 9:55 AM at _____
This is a Grass & Weeds Citation issued under Coon Rapids City Code Chapter 2-1100. The grass and/or weeds were too long and in violation of City Code.

Compliance Date (deadline)	Violation & Corrective Action	City Code Section & Summary	Penalty
<u>10-7-15</u>		<u>8-502 & 8-503. Weeds and grass over eight (8) inches are a nuisance and must be mowed.</u>	<u>\$300.00</u>

To avoid the \$300 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 on or before the Compliance Date noted above.
- Appeal the inspector's decision on or before the Compliance Date by filling out and submitting the attached form.
- 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 Grass & Weeds Citation is issued this summer, 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 cost and donation with subsidy for those in need. Call 763-783-4767 to obtain help.

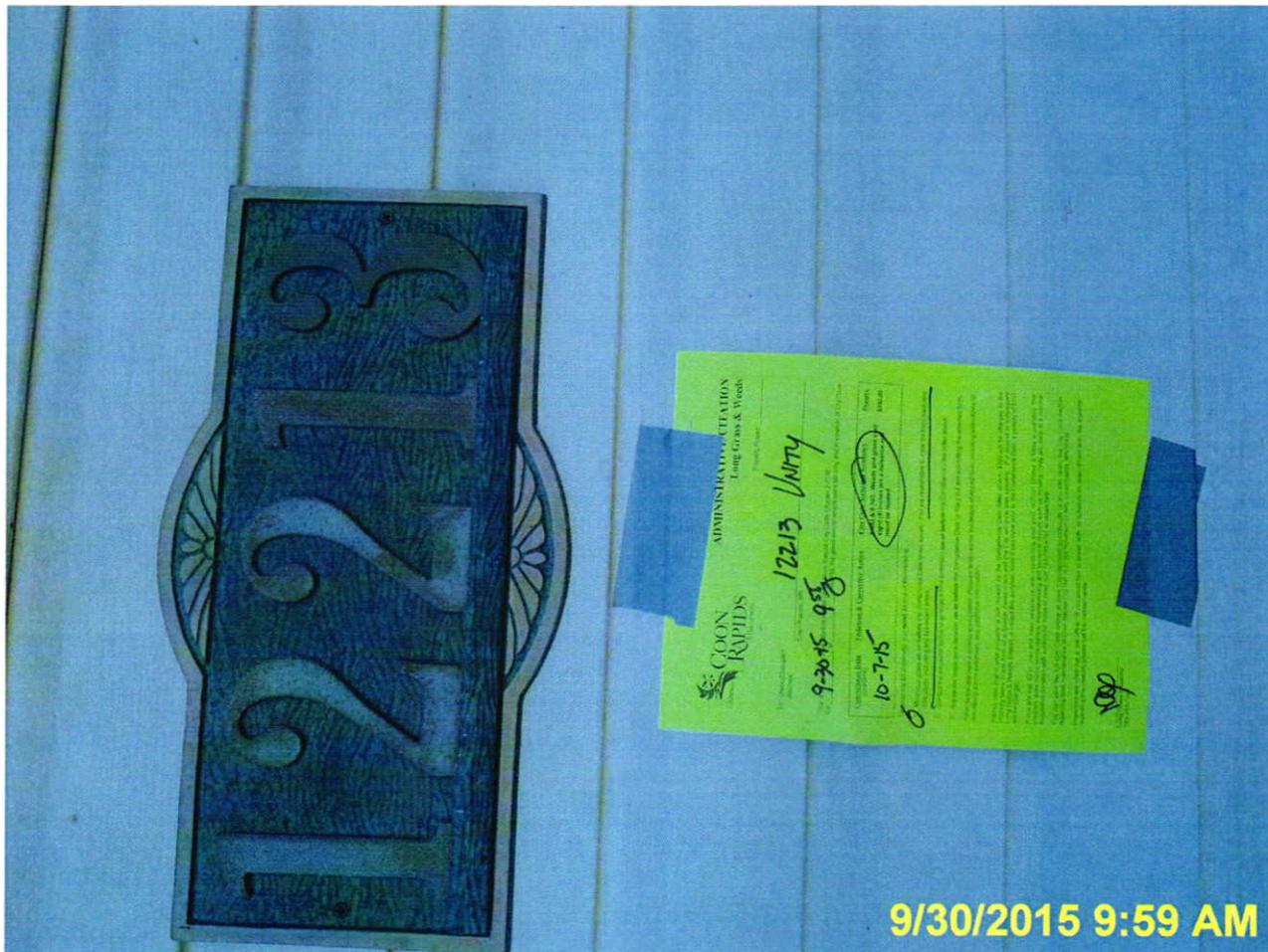
View the full City Code online at www.coonrapidsmn.gov/citycode or you can obtain the City Code Section 2-1100 lawn maintenance at Coon Rapids City Hall at 11155 Robinson Dr NW, Coon Rapids, MN 55433.

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

[Signature]
City Class Inspector
9-29-2015

9/30/2015 9:56 AM







October 01, 2015

DAMIANI CHIARA
12213 UNITY ST NW
COON RAPIDS, MN 55448-0000

Address: **12213 UNITY ST**
COON RAPIDS, MN 55448-0000

Administrative Citation: **#62552**

PIN: 113124130024

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 12213 UNITY 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 10/07/2015, 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 Reinspection

12213 UNITY ST

PIN:113124130024

OWNER OCCUPIED

Work Order # 62552

<u>Task Name</u>	<u>Proj. Start</u>	<u>Actual Start</u>	<u>COMMENTS</u>
CITATION ISSUED		9/30/15	Citation posted at property. 7-10" THIRD POSTING OF THE SEASON - MINIMUM \$150 APPLIES. Previously posted 8/6/15, 9/15/15
INFORMATION SENT		10/1/15	Courtesy letter sent.
CITATION REINSPECT COMPLIANCE	10/8/15		
ORDER ABATEMENT			Emailed work order to Gregg Engle at Public Works to mow property
CITATION FEE APPLIED			
ABATE			
APPEAL SUBMITTED			
HEARING			
INFORMATION			
COMMUNICATE W OWN			

Inspector Notes

Reinspected by:

Date:

10-8-15

Time:

9:21

Grass has been mowed

Order Abatement (photos taken)



Board of Adjustment and Appeals - Regular Session

7.

Meeting Date: 01/07/2016

Subject: Case 16-07V, Special Assessment Objection, Aaron Howe, 10409 Quinn St NW, 22-31-24-32-0081

From: Trevor White, Property Maintenance Inspector

INTRODUCTION

An unpaid penalty in the amount of \$300.00 associated with code enforcement activity against the subject property is proposed to be assessed to the property. The property owner has filed an objection to the assessment.

BACKGROUND & CONSIDERATIONS

The following chronology relates to actions and procedures leading to the special assessment in this matter.

On 8/28/2015, Administrative Citation #62144-25739 (\$300.00 penalty) was issued for a junk vehicle with expired registration tabs and a flat tire. The citation established a compliance date of 9/4/2015. The citation was mailed to the owner of record (same address).

On 9/4/2015, the property owner left a voicemail with a Property Maintenance inspector asking for a time extension. The phone call was returned with no answer. A voicemail was left with the property owner on 9/10/2015 advising of time extension information.

On 9/21/2015, the property was re-inspected and the flat tire was fixed, however the registration tabs were still expired. The \$300.00 penalty was charged.

Penalty charged: \$300.00

On 9/22/2015, a Second Violation Administrative Citation, #62144-25840 (\$600.00 penalty), was issued for the junk vehicle with expired registration tabs. The citation established a compliance date of 9/29/2015. The citation was mailed to the owner of record (same address).

On 9/29/2015, the property owner called asking about the time extension.

On 9/30/2015, the property owner signed a time extension agreement for the second violation citation (\$600 penalty) to have the property in compliance by 10/29/2015, and waiving further right to appeal this citation and agreeing that fines and costs associated with the citation may be assessed against the property. On 11/5/2015, the property was re-inspected and found to be in compliance. Per City Code Chapter 2-1104, because this was a subsequent citation for the same violation and compliance was met by the compliance deadline, one-half of the \$600.00 penalty was waived. The resulting \$300.00 penalty associated with this administrative is being assessed against the property at this time and is not eligible for

appeal.

ACTION REQUESTED

In Case 16-07V, it is requested the Board of Adjustment and Appeals recommend the City Council affirm the \$300.00 special assessment in its entirety.

Attachments

Supporting Documents



11-29-15

To City Clerk,

I am appealing the citations issued to me on 9/4/15 and 9/29/15. The vehicle has sat due to my wifes brain aneurysm, when I went to get tabs they told me to wait until 10/1 to avoid paying 2 years. We informed Trevor White and he said he already sent the paperwork through. I resolved the issues and request the citations be lifted.

Thank you,

Aaron Howe

10409 Quinn St. NW
22-31-24-32-0081
\$300

ATTENTION PROPERTY OWNER



November 18, 2015

Aaron B. Howe
10409 Quinn Street NW
Coon Rapids, MN 55433

RE: **10409 Quinn Street NW, Coon Rapids, MN 55433 (22-31-24-32-0081)**

You are receiving this letter because you have one or more proposed special assessments against your property at this time (itemized below). Pending special assessments are often a result of property maintenance violations such as, but not limited to, expired vehicle tabs, parking a vehicle off of your driveway, exterior storage of items, long grass, rental license violations, other code violations, or for other outstanding fees.

At this time, you must do one of the following:

- 1. Pay the proposed pending assessment (listed below).**
- 2. Submit a written objection appealing the pending assessment. The owner of record (not a tenant) may submit a written objection to the City Clerk prior to 7:00 p.m. on Tuesday December 1, 2015.** All written objections will be considered at the Board of Adjustment and Appeals meeting on January 7, 2016 at 6:30 p.m. You are not required to attend this meeting but it will be your only opportunity to provide additional information regarding your appeal. Appeals will be heard on January 7 in the order in which the written objections were received. The Board's recommendations will then be forwarded to the City Council for final approval.
- 3. If you do nothing, the assessment will be collected with the property taxes.**

The pending special assessments to your property include:

Description(s):	*Amount(s):	Abatement/Violation Date(s):
Citation Penalty-Expired Tabs and/or Inoperable Vehicle	\$300.00	9/4/15
** Citation Penalty-Expired Tabs and/or Inoperable Vehicle	\$300.00	9/29/15

*A certification fee of \$35.00 will be added (for each assessment) if unpaid prior to the levy date of December 1, 2015.

**This assessment cannot be appealed due to the time extension that was filed.



Property Report

Report Date: 12/11/2015

PROPERTY ADDRESS: 10409 QUINN ST

Work Order #62144

PIN: 223124320081
CLOSED

Yard And Lot Issues

Task Name	Projected Start	Actual Start	Assigned To	COMMENTS
INSPECTION 1 CITATION ISSUED COMMUNICATE W OWNEF		8/28/15 8/28/15 9/4/15	WHITE, TREVOR WHITE, TREVOR WHITE, TREVOR	\$300 Junk vehicle (exp. tabs and flat tire) Aaron Howe left VM asking if he could have a little more time. 9/4 Attempted calling, no answer. 9/10 Called back again and left VM saying he needed to fill out time extension paperwork.
CITATION REINSPECT CITATION FEE APPLIED CITATION ISSUED COMMUNICATE W OWNEF	9/7/15	9/21/15 9/21/15 9/22/15 9/29/15	WHITE, TREVOR WHITE, TREVOR WHITE, TREVOR WHITE, TREVOR	Flat tire fixed, still has expired tabs. \$300 junk vehicle applied \$600 Junk vehicle (exp. tabs) Tamela Howe called with citation question. She said her husband forgot to call me back for the time extension on the first citation. She asked for a time extension on the second citation. She will come into city hall tomorrow 9/30 to sign agreement.
COMMUNICATE W OWNEF CITATION REINSPECT CITATION FEE APPLIED INFORMATION	9/30/15	9/30/15 11/5/15 11/5/15 12/10/15	WHITE, TREVOR WHITE, TREVOR WHITE, TREVOR WHITE, TREVOR	Aaron Howe came in and filed for a 30 day time extension. In compliance. Half of \$600 second violation. \$300 applied. Cannot appeal due to time extension agreement. The time extension that was kept by city staff did not have the signature of Aaron Howe. This was the second citation and compliance was achieved. Half of the citation would be assessed with or without a time extension agreement.

~ 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
Citation # 25739 11-601.5 Junk Vehicles on Residential Property.	8/28/15 9/4/15 compliance date	300	WHITE, TREVOR	Display current registration and make operable red Dodge MN XNU249 or remove from exterior storage.	AARON HOWE Issue Date: 8/28/15 10409 QUINN ST NW COON RAPIDS, MN 55433
Citation # 25840 11-601.5 Junk Vehicles on Residential Property.	9/21/15 9/29/15 compliance date	600	WHITE, TREVOR	Display current registration on red Dodge MN XNU249 or remove from exterior storage.	AARON HOWE Issue Date: 9/22/2015 10409 QUINN ST NW COON RAPIDS, MN 55433







ADMINISTRATIVE CITATION

Citation # 62144-25739

Administrative Citation Enclosed

AARON HOWE Issue Date: 8/28/15
 10409 QUINN ST NW
 COON RAPIDS, MN 55433

Property Address: **10409 QUINN ST**
 COON RAPIDS, MN

PIN: 223124320081

This is an Administrative Citation issued under Coon Rapids City Code Chapter 2-1100. On 8/28/15 the following violation(s) of Coon Rapids City Code was found at the above property address:

<u>Compliance Date</u>	<u>Violation & Corrective Action</u>	<u>Code Section & Summary</u>	<u>Penalty</u>
09/04/2015	Display current registration and make operable red Dodge MN XNU249 or remove from exterior 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.

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 the inspector regarding this citation, please call the number below.

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.

Continued on next page







Re: Location: 10409 Quinn St.
Administrative Citation Number: 62144-25840.
Offense Date : September 21, 2015.

AGREEMENT of the parties pursuant to 2-1106(1)
Dated: September 30, 2015.

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 2-1106(1), regarding the above-referenced Citation.

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 11:59 p.m. on October 29, 2015.
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 \$600 and agrees that the City may enter onto or into the property to abate the violation(s).

Notice to Petitioner: By signing this document, you waive your right to further appeal this Citation. You must remedy the above deficiency or deficiencies (violations), 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. Further by signing this document, you waive notice of any assessment hearing for the above fine(s) and costs of abatement if occurred and levied against the property. Specifically you waive your right to object/appeal said assessment as provided in Minnesota Statute 429.081 and agree that such fine(s) and costs may be assessed against your property.

Trevor White
Property Maintenance Inspector

Aaron Howe, Petitioner

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 only imposes a penalty for violating a City Code if a property owner does not correct the violation by the Compliance Date given. 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. To appeal or request a time extension, please fill out the form to the right. 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 get a time extension?

If you need more time beyond the Compliance Date to correct the violations, you may ask for a time 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 who issued 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 corrected 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 request a time extension or appeal the Citation.

Administrative Citation Number: CE2144-25840

Property Address: 10409 Quinn St

Person(s) Responsible for Violation:

Aaron Howe

Responsible Party's Relationship to the Property

Owner

Other (specify): _____

I am appealing the Citation because:

I tried to comply with non-monetary violations, but was unable to obtain tabs due to financial issues because of wife's health.

Attach additional pages if needed.

I hereby waive further right to appeal this Citation and ask for a time extension of 30 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.

Signature: _____

Print Name: Aaron Howe

Phone Number: _____ Date: 9/30/15

Mailing Address:

10409 Quinn St, Coon Rapids 55433

For ADCAP Staff only: 9/30/15 Initials RW
Notice rec'd date: _____



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

8.

Meeting Date: 01/07/2016

Subject: Case 16-08V, Special Assessment Objection, Don Smith, 2030 115th Ave NW,
15-31-24-24-0096

From: Trevor White, Property Maintenance Inspector

INTRODUCTION

Unpaid penalties and fees in the amount of \$1687.50 associated with Code Enforcement activity against the subject property is proposed to be assessed to the property. The property owner has filed an objection to the assessment.

BACKGROUND & CONSIDERATIONS

The following chronology relates to actions and procedures leading to the special assessment in this matter.

On 6/25/2015, Administrative Citation #61216-25443 was issued for the following City Code violations: outdoor storage of junk and debris (\$300.00) and exterior storage of a junk vehicle/no license plate displayed (\$300.00). The citation established a compliance date of 7/2/2015. The citation was mailed to the owner of record (same address).

On 7/6/2015, the property was re-inspected. The violations for junk and debris and junk vehicle were not in compliance. The \$300.00 junk and debris and \$300.00 junk vehicle penalties were charged and previously certified as special assessments against the property.

On 7/9/2015, a Second Violation Administrative Citation, #61216-25505 was issued for the same violations of City Code. As a second violation, the penalty for each count doubled: \$600.00 junk and debris and \$600.00 junk vehicle/no license plate displayed. The citation established a compliance date of 7/16/15. The citation was mailed to the owner of record (same address).

On 7/17/2015, the property was re-inspected. The violations for junk and debris and junk vehicle were not in compliance. Staff began to prepare for abatement of the violations, noting the property would be abated 7/20/2015 if compliance was not met.

On 7/20/2015, the property was re-inspected and compliance had not been met for the junk and debris or junk vehicle citations. The violations was abated. The \$600.00 junk and debris and \$600 junk vehicle penalties were charged.

Penalties and fees charged: \$1,200.00 citation penalties plus abatement costs of \$487.50.

ACTION REQUESTED

In Case 16-08V, it is requested the Board of Adjustment and Appeals recommend the City Council to affirm the \$1687.50 special assessment in its entirety.

Attachments

Supporting Documents

Received 12/1/15
7pm

To City Clerk

This Dad Smith owner of
2030 115th Ave NW Coon Rapids

THE pending assessments are
unfair & UN just i was out of
TOWN & had been out of town for
7 weeks on a JOB i got NO
letters of any warning of this
and i believe by how it has to
be certified mail before he can
come steal thing out of my
Driveway & yard ⁱⁿ my father told
him i was out of town & had been
for a while & he still stole my
thing after he stole my things
he told my Dad all's he had to
do was cover every thing with
a tarp this is wrong & unjust

PIN #15-31-24-24-0096



Property Report

Report Date: 12/11/2015

PROPERTY ADDRESS: 2030 115TH AVE

Work Order #61216

PIN: 153124240096
CLOSED

Yard And Lot Issues

Task Name	Projected Start	Actual Start	Assigned To	COMMENTS
INSPECTION 1		6/24/15	WHITE, TREVOR	
CITATION ISSUED		6/25/15	WHITE, TREVOR	\$300 junk and debris, \$300 junk vehicle (no license plates)
CITATION REINSPECT INFORMATION	7/6/15	7/6/15	WHITE, TREVOR	No compliance
CITATION FEE APPLIED		7/8/15	WHITE, TREVOR	Still no license plates displayed on green GMC. No change with junk and debris.
CITATION ISSUED		7/9/15	WHITE, TREVOR	\$300 junk and debris applied, \$300 junk vehicle applied
CITATION REINSPECT	7/17/15	7/9/15	WHITE, TREVOR	\$600 junk and debris, \$600 junk vehicle (no license plates)
CITATION FEE APPLIED		7/17/15	WHITE, TREVOR	No compliance. Abate 7/20.
ABATE		7/20/15	WHITE, TREVOR	\$600 junk and debris applied, \$600 junk vehicle applied
COMMUNICATE W OWNEF		7/20/15	WHITE, TREVOR	Abated building materials, counter top, broken mirror/glass, and misc. junk and debris. Towed green GMC with no license plates.
INSPECTION FOLLOWUP		7/20/15	WHITE, TREVOR	During abatement there were two other junk vehicles that had not been cited. I advised the father of Don Smith that I would give until 7/22 before sending citation if vehicles were not registered and appear to be in operable condition.
		7/24/15	WHITE, TREVOR	Other vehicles on property are either currently registered or covered with a car cover and license plates cannot be seen. No additional citations sent.

~ 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
Citation # 25443					
8-109 Building Materials, Junk and Debris.	6/24/15 7/2/15 compliance date	300	WHITE, TREVOR	Remove building materials and misc. junk and debris from outdoor storage.	DON SMITH Date: 6/25/2015 2030 115TH AVE NW COON RAPIDS, MN 55433
11-601.5 Junk Vehicles on Residential Property.		300	WHITE, TREVOR	Display current registration on green GMC or remove from exterior storage.	

Citation # 25505

PROPERTY ADDRESS: 2030 115TH AVE

PIN: 153124240096

8-109 Building Materials, Junk and Debris.	7/6/15 7/16/15 compliance date	600	WHITE, TREVOR	Remove building materials and misc. junk and debris from outdoor storage.	DON SMITH Date: 7/9/2015 2030 115TH AVE NW COON RAPIDS, MN 55433 Issue
11-601.5 Junk Vehicles on Residential Property.		600	WHITE, TREVOR	Display current registration on green GMC or remove from exterior storage.	

End of Report for 2030 115TH AVE

Light gray italicized font = tasks that have not yet been completed









ADMINISTRATIVE CITATION

Citation # 61216-25443

Administrative Citation Enclosed

DON SMITH Issue Date: 6/25/2015
 2030 115TH AVE NW
 COON RAPIDS, MN 55433

Property Address: **2030 115TH AVE**
 COON RAPIDS, MN

 PIN: 153124240096

This is an Administrative Citation issued under Coon Rapids City Code Chapter 2-1100. On 6/24/15 the following violation(s) of Coon Rapids City Code was found at the above property address:

<u>Compliance Date</u>	<u>Violation & Corrective Action</u>	<u>Code Section & Summary</u>	<u>Penalty</u>
07/02/2015	Remove building materials and misc. junk and debris from outdoor 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
07/02/2015	Display current registration on green GMC or remove from exterior 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.

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 the inspector regarding this citation, please call the number below.

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SECOND VIOLATION ADMINISTRATIVE CITATION

Citation # 61216-25505

Administrative Citation Enclosed

DON SMITH Issue Date: 7/9/2015
 2030 115TH AVE NW
 COON RAPIDS, MN 55433

Property Address: **2030 115TH AVE**
 COON RAPIDS, MN

 PIN: 153124240096

This is an Administrative Citation issued under Coon Rapids City Code Chapter 2-1100. On 7/6/15 the following violation(s) of Coon Rapids City Code was found at the above property address:

<u>Compliance Date</u>	<u>Violation & Corrective Action</u>	<u>Code Section & Summary</u>	<u>Penalty</u>
07/16/2015	Remove building materials and misc. junk and debris from outdoor 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.)	\$600
07/16/2015	Display current registration on green GMC or remove from exterior 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.

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 the inspector regarding this citation, please call the number below.

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