



NEIGHBORHOOD REINVESTMENT

Work Order: 62146
Date Initiated: 8/31/15

Rental Complaint

PIN: 223124110058

Address: **1610 107TH AVE**

1610 107TH AVE

| <u>Projected Start</u> | <u>Task Name</u> | <u>Assigned To</u> | <u>Finish Date</u> | <u>COMMENTS</u> |
|------------------------|----------------------|--------------------|--------------------|--|
| | COMPLAINT | SMALL, MATT | 7/10/15 | Information received from City Assessing Department regarding sale of property. New owner(s) would require new rental license if property is still being used as a rental. |
| | INSPECT | SMALL, MATT | 7/14/15 | Site visit to property - knocked on door and spoke with tenants in unit 1620. Tenants indicated that both units are leased and forwarded owner's contact info. LM with owner same day explaining license requirements. |
| | COMMUNICATE W OWNER | SMALL, MATT | 7/20/15 | New owner called. Discussed rental license requirements. Owner indicated that he would be in within the next 2 weeks to apply. |
| | CITATION ISSUED | SMALL, MATT | 9/1/15 | \$300 Citation issued to owner for unlicensed rental. No communication from owner as of 9.1.15. No application submitted. Citation mailed to address and address in Zimmerman (provided by tenant). |
| | INFORMATION | SMALL, MATT | 9/2/15 | Mail sent to Zimmerman address returned to sender as unable to forward. No other contact information from City Utilities. |
| | INFORMATION | SMALL, MATT | 12/16/15 | Posted unlicensed placard on units 1610 & 1620. Spoke with tenants in 1620 who gave staff updated owner address. Placard & notices left onsite with copy sent to both known owner addresses. |
| 1/4/16 | FOLLOW-UP INSPECTION | SMALL, MATT | 1/19/16 | Complaint WO closed and new rental WO opened. |



ADMINISTRATIVE CITATION

Citation # 62146-25759

Administrative Citation Enclosed

KURT E SUTHERLAND
1610 107TH AVE NW
COON RAPIDS, MN 55433

ISSUE DATE: 9-1-2015

Property Address: **1610 107TH AVE**
COON RAPIDS, MN

PIN: 223124110058

This is an Administrative Citation issued under Coon Rapids City Code Chapter 2-1100. On 9/1/15 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> |
|------------------------|--|--|----------------|
| 10/01/2015 | Please submit a rental license application and pay the appropriate fees. | 12-903(1) Rental Dwelling License Required. -- No person shall occupy a rental unit prior to obtaining a rental license. | \$300 |

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

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

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

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

1610 107TH AVE
CITATION # 62146-25759
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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.

Matt Small
Housing Inspector
763-767-6575
MSmall@coonrapidsmn.gov

cc:



12/16/2015

Kurt E Sutherland
1610 107th Ave NW
Coon Rapids, MN 55433

SECOND NOTICE

Re: Rental property located at 1610 & 1620 107th Ave NW Coon Rapids, MN 55433

Your property is in violation of the Coon Rapids Rental Licensing Ordinance (City Code Chapter 12-900). It was determined on 12/16/2015 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,

Matt Small
Housing Inspector
763-767-6575

Leya Drabczak
Housing Inspector
763-767-6420

1610 & 1620 107th Ave
Coon Rapids, MN 55433

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
12/16/2015**



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



NEIGHBORHOOD REINVESTMENT

Work Order: **63303**
Date Initiated: **1/4/16**

New Rental

PIN: 223124110058

Address: **1610 107TH AVE**

1610 107TH AVE

| Projected Start | Task Name | Assigned To | Finish Date | COMMENTS |
|-----------------|---------------------|------------------|-------------|---|
| | APPLICATIONS | DRABCZAK, LEYA | 12/31/15 | received payment of 275.00 conversion fee previously paid this was a rental property in the past. |
| 1/4/16 | CRIME FREE TRAINING | DRABCZAK, LEYA | | registered for coon rapids march 8th |
| | FEE PAID | DRABCZAK, LEYA | 12/31/15 | 275.00 visa |
| | BACKGROUND CHECK | HARMONING, TANYA | 1/12/16 | Background check completed on 1/12/16 (c/n KA16000592); crim hist, dvs, and cr in-house records checked; GM 5th degree CSC, M Indecent Expo, 5th Degree Dom Assault; app only showed 1 of above. |
| | INFORMATION | SMALL, MATT | 1/20/16 | Staff denied license per PD recommendation based on owner omitting info regarding criminal convictions on app. Denial letter sent to owner - attached. Phone discussion with owner explaining that letter has been sent to tenants. Refund requested. |
| | INFORMATION | SMALL, MATT | 1/22/16 | Tenant in 1620 called with concerns about notice of denial. Explained to tenant that timeframe is established per policy but may change depending on council decision. |
| | INFORMATION | SMALL, MATT | 1/22/16 | Staff received denial appeal letter from owner with supporting document pertaining to owner's rehabilitation - attached. |
| | RENTAL INSPECTION | | | |
| | LICENSE ISSUED | | | |
| | LICENSE RENEWAL DUE | | | |
| | NEXT INSPECTION DUE | | | |
| | COMMUNICATE W OWNER | | | |



January 19, 2016

Kurt Sutherland
12601 Pondview Rd
Zimmerman, MN 55398

Re: 1610 & 1620 107th Ave NW Coon Rapids, MN 55433

Dear Mr. Sutherland,

On January 4, 2016 the City of Coon Rapids received a rental application for the above property. The background check as required by Minnesota State Statute 299C.67-69 disqualified you from obtaining a rental license in the City of Coon Rapids due to failure to disclose all criminal convictions. (Coon Rapids City Code Section 12-916)

Your payment of \$230.00 will be refunded to you by the City Finance Department. You should expect to see the payment within 14 business days.

Your responsibility as the owner of 1610 & 1620 107th Ave is to notify the tenants of the need to vacate the property. The property must be vacant by February 29, 2016. If the property remains occupied by anyone other than the owner after that date, this matter may be referred to the City Attorney's Office for consideration of criminal charges. In addition, you may be subject to the penalties as described in City Code Section 12-900.

You have the right to appeal in writing to the City Manager's Office within 7 days of receiving notice.

Please contact me if you have any questions I will be happy to assist you.

Sincerely,

Matt Small
Housing Official
City of Coon Rapids
763-767-6420
msmall@coonrapidsmn.gov

cc: Tenants at 1610 & 1620 107th Ave NW Coon Rapids, MN

ADVICE TO FINANCE DEPARTMENT
CITY OF COON RAPIDS

DATE: 1-19-16

The Inspection Department has received a request for refund of a rental dwelling license ~~that was paid twice in error.~~

Based on departmental policy, this request has been reviewed and
 Approved Not Approved.

PLEASE REFUND Kurt Sutherland
(Name)

12601 Pondview Rd Zimmerman, MN 55398
(Address)

in the amount of \$ 230.00 for a rental license at the following address.

1610 1/2 1620 107th Ave.
Coon Rapids, MN 55433

CODE: 1LRENT

DEPARTMENT: NRD

BY: [Signature]