



CITY COUNCIL WORKSESSION AGENDA

MONDAY, APRIL 12, 2021

1301 81ST AVENUE NE, SPRING LAKE PARK at 5:30 PM

- 1. CALL TO ORDER**
- 2. DISCUSSION ITEMS**
 - A. Hy-Vee Store Tour (Council will meet at Hy-Vee, 8155 Hwy 65 NE)
 - B. Rental Housing Ordinance/Policy Discussion (City Council will return to City Hall after Hy-Vee tour to discuss this item)
- 3. REPORT**
 - A. Administrator Report
- 4. ADJOURN**



Memorandum

To: Mayor Nelson and Members of the City Council
From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer
Date: April 2, 2021
Subject: Rental Housing Ordinance Discussion

The City Council authorized Stantec to undertake a rental housing study. The City received the results of the study at its February 8 work session. After significant discussion, the City Council directed staff to draft regulations to implement recommendations of the rental housing study.

City staff has put together the following documents for City Council review:

- Ordinance amendments to various sections of the City Code to implement the recommended policies
- Housing maintenance inspection policy

The City currently hires a part-time employee to assist with code enforcement/rental housing inspections and fire code inspections. As part of this proposal, we would like the City Council to consider changing this position to a full-time position. Staff is proposing this change of position be funded with an increase in rental housing licensing fees.

We anticipate the 2022 full-time employee cost as follows:

Salary (anticipated)	\$61,630.40
FICA	\$ 4,714.73
PERA	\$ 4,622.28
Benefits (health, dental, life, HSA)	<u>\$11,246.00</u>
Total	\$82,213.41

We currently budget \$26,869 for our part-time seasonal position.

We are proposing the following changes to annual licensing fees for the rental housing program.

	<u>Current</u>	<u>Proposed</u>
Single Family	\$150	\$250
Duplex	\$200	\$325
Apartments	<u>\$250/building + \$25/unit</u>	<u>\$400/building + \$45/unit</u>
Revenue Generated	\$55,625	\$92,805

One additional benefit of making the Code Enforcement position full time would be that we could require the position to be a daytime responder for fire calls with SBM. This will likely reduce the pressure on SBM to hire additional full-time employee, thereby saving dollars on the fire budget.

I will note that the proposed fees would put the City of Spring Lake Park at the high end of the spectrum for rental housing license fees. We could look at alternative sources of revenue to help reduce the impact on the rental housing license fees.

The City Council does not need to make a decision on the employee request at this time. It will be part of the Administrator's 2022 Budget proposal which will be considered in August 2021.

Staff is looking for direction on the proposed ordinance, housing maintenance inspection policy. We would plan to bring these items to City Council for formal approval at its May 3 meeting.

If you have any questions, please don't hesitate to contact me at 763-784-6491.

**SPRING LAKE PARK
ORDINANCE XXX**

**AN ORDINANCE AMENDING CHAPTER 12 OF THE SPRING LAKE PARK CODE
OF ORDINANCE RELATING TO BUILDING REGULATIONS; CONSTRUCTION**

NOW THEREFORE, be it ordained by the Council of Spring Lake Park, in the State of Minnesota, as follows:

SECTION 1: **AMENDMENT** “12.16.140 License Suspension Or Revocation” of the Spring Lake Park Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

12.16.140 License Suspension Or Revocation

Every operating license issued under the direction of this chapter is subject to suspension or revocation by the City Council should the licensed owner or his or her duly authorized resident agent fail to operate or maintain licensed rental dwellings and units therein consistent with the provisions of the ordinances of the city and the laws of the state. In the event that an operating license is suspended or revoked by the City Council for just cause, it shall be unlawful for the owner or his or her duly authorized agent to thereafter permit any new occupancies of vacant or thereafter vacated rental units until such time as a valid operating license may be restored by the City Council.

AFTER AMENDMENT

12.16.140 License Suspension Or Revocation

- A. A licensed issued or renewed under this section may be revoked or suspended upon a finding of noncompliance with the provisions of this chapter. Reinstatement of a suspended or revoked license shall be accompanied by a fee in the amount set under [SLPC 3.16.030](#). Issuance of a new license after suspension or revocation shall be made in the manner provided for obtaining an initial license.
- B. The City Council may, for cause, revoke or suspend a license, or take other action restricting the privileges of a license subject to the following requirements;
 - 1. The City, through its Building Official, or designee, provides the licensee with a written statement or reasons or causes for the proposed City Council action together with a notice for public hearing.
 - 2. The City Council shall conduct a public hearing on the proposed action and provide findings of fact and citations to any ordinances or regulations that have been violated, together with a statement of action taken and the conditions of any resulting revocation, suspension or other action restricting the privileges of the licensee.

3. The Building Official, or designee, shall forward the findings and statement of action taken to the person in whose name said license was issued by mailing the same to the mailing address indicated on the license application.
- C. A violation of any provision of this chapter or of state law, prescribing standards of conduct or regulations governing a license, the particular type of business or commercial activity or trade or occupation that is licensed or the premises where the licensed activity is conducted shall be a prima facie showing of cause for revocation, suspension, or other action restricting the privileges of a licensee as the City Council may determine.
- D. Nondisclosure, misrepresentation or misstatement of a material fact in any application for a license under this chapter shall be a prima facie showing of cause for revocation, suspension or other such action restricting the privileges of a licensee as the City Council may determine.
- E. Any person or owner who has an interest in two or more licenses revoked pursuant to this code shall be ineligible to hold or have an interest in an occupancy for a period of five years.

~~Every operating license issued under the direction of this chapter is subject to suspension or revocation by the City Council should the licensed owner or his or her duly authorized resident agent fail to operate or maintain licensed rental dwellings and units therein consistent with the provisions of the ordinances of the city and the laws of the state. In the event that an operating license is suspended or revoked by the City Council for just cause, it shall be unlawful for the owner or his or her duly authorized agent to thereafter permit any new occupancies of vacant or thereafter vacated rental units until such time as a valid operating license may be restored by the City Council.~~

SECTION 2: AMENDMENT “12.16.050 License Application” of the Spring Lake Park Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

12.16.050 License Application

- A. License application or renewal shall be made by the owner of rental units or his or her legally constituted agent. Application forms may be acquired from and subsequently filed with the City Administrator, Clerk/Treasurer.
- B. The applicant shall supply:
1. The name, address, and telephone number of the dwelling owner, owning partners if a partnership, or corporate officers if a corporation;
 2. The name, address, and telephone number of the designated resident agent, if any;
 3. The name, address, and telephone number of the vendee, if the dwelling is being sold through a contract for deed;
 4. The legal address of the dwelling; and

5. The number of dwelling units within the dwelling.

AFTER AMENDMENT

12.16.050 License Application

- A. License application or renewal shall be made by the owner of rental units or his or her legally constituted agent. Application forms may be acquired from and subsequently filed with the City Administrator, Clerk/Treasurer.
- B. The applicant shall supply:
 1. The name, address, and telephone number of the dwelling owner, owning partners if a partnership, or corporate officers if a corporation;
 2. The name, address, and telephone number of the designated resident agent, if any;
 3. The name, address, and telephone number of the vendee, if the dwelling is being sold through a contract for deed;
 4. The legal address of the dwelling; ~~and~~
 5. The number of dwelling units within the dwelling;
 6. Owner, agent or manager that notices of violation should be directed to pursuant to this ordinance; and
 7. A list of all rental units owned by applicant, including address.
- C. Failure to complete, in full, the required license application shall be grounds for denial of the license.

SECTION 3: ADOPTION “12.16.190 Background Checks” of the Spring Lake Park Municipal Code is hereby *added* as follows:

BEFORE ADOPTION

12.16.190 Background Checks (Non-existent)

AFTER ADOPTION

12.16.190 Background Checks(*Added*)

- A. Criminal Background Check Required. The City is interested in rental property owners begin well informed about a prospective renter's past criminal history, regardless of whether or not the owner decides to enter into a lease with the prospective tenant. Therefore, the licensee shall conduct criminal background checks on all prospective tenants. The criminal background check must include the following:
 1. A statewide (Minnesota) criminal history check of all prospective tenants covering at least the last seven years. The checks must be done by utilizing the most recent update of the Minnesota Bureau of Criminal Apprehension's

criminal history files;

2. A statewide criminal history check from the prospective tenant's previous state of residence shall be conducted if the tenant is moving directly from the previous state;
3. A criminal history check of any prospective tenant in their previous states of residence shall be conducted covering the last seven years if they have not resided in Minnesota for three years or longer;
4. A statewide (Minnesota) court history check of all prospective tenants covering at least the last seven years. This check, which includes Unlawful Detainer actions, can be done utilizing the most recent update of the Minnesota Judicial Branch Trial Court Public Access database.

- B. Any company that the licensee contracts with to conduct criminal history checks must meet the same standards as established above.
- C. Documentation of the criminal background checks must be kept on file by the property owner for the length of the tenant's lease. The lessor must display documentation of the background check upon request by the Police Department.
- D. If the licensee fails to comply with the requirements of this section, the rental dwelling license for the premises may be denied, revoked, suspended or not renewed. An action to deny, revoke, suspend or not renew a license under this section shall be initiated by the City Council at the request of the Police Department in the manner described in [SLPC 12.16.140](#).

SECTION 4:AMENDMENT “12.16.010 Definitions - Housing Maintenance And Occupancy” of the Spring Lake Park Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

12.16.010 Definitions - Housing Maintenance And Occupancy

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

CONVERSION. Property conversion shall include all existing residential property that has not previously been registered as rental property in Spring Lake Park.

RENTAL PROPERTIES. All residential properties where the owner of record does not reside at the property and is used as a primary residence by a person or persons, related or not, to the owner of record, or when a room or rooms are rented out for a fee.

RESIDENTIAL. All properties located within an R-1, R-2, R-3, R-4, R-5, and R-6 zones.

AFTER AMENDMENT

12.16.010 Definitions - Housing Maintenance And Occupancy

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

CONVERSION. Property conversion shall include all existing residential property that has not previously been registered as rental property in Spring Lake Park.

RENTAL PROPERTIES. All residential properties where the owner of record does not reside at the property and is used as a primary residence by a person or persons, related or not, to the owner of record, or when a room or rooms are rented out for a fee.

RESIDENTIAL. All properties located within an R-1, R-2, and R-3, ~~R-4, R-5, and R-6~~ zones.

SECTION 5: AMENDMENT “12.36.010 Adoption Of International Property Maintenance Code” of the Spring Lake Park Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

12.36.010 Adoption Of International Property Maintenance Code

The *International Property Maintenance Code*, 2006 edition, as published by the International Code Council, is hereby adopted by reference as the Property Maintenance Code of the City of Spring Lake Park, in the State of Minnesota for regulating and governing the conditions and maintenance of all property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical features and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structures as herein provided; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Property Maintenance Code on file in the office of the City of Spring Lake Park are hereby referred to, adopted, and made a part hereof, as if fully set out in this chapter, with the additions, insertions, deletions and changes, if any, prescribed in SLPC 12.36.020. A copy of the 2006 *International Property Maintenance Code* is on file at the Office of Administration at Spring Lake Park City Hall.

AFTER AMENDMENT

12.36.010 Adoption Of International Property Maintenance Code

The *International Property Maintenance Code*, ~~2006~~2018 edition, as published by the International Code Council, is hereby adopted by reference as the Property Maintenance Code of the City of Spring Lake Park, in the State of Minnesota for regulating and governing the conditions and maintenance of all property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical features and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structures as herein provided; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Property Maintenance Code on file in the office of the City of Spring Lake Park are hereby referred to, adopted, and made a part hereof, as if fully set out in this chapter, with the additions, insertions, deletions and changes, if any, prescribed in SLPC 12.36.020. A copy of the ~~2006~~2018 *International Property Maintenance Code* is on file at the Office of Administration at Spring Lake Park City Hall.

SECTION 6: AMENDMENT “12.16.180 Responsibility For A Licensee Relating To The Conduct Of Occupants Or Guests” of the Spring Lake Park Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

12.16.180 Responsibility For A Licensee Relating To The Conduct Of Occupants Or Guests

- A. *Conduct on licensed premises.* It shall be the responsibility of the licensee to take appropriate action following conduct by occupant(s) or guest(s) of the occupants which is in violation of any of the following statutes or ordinances:
1. M.S. §§ 609.75 through 609.76, as they may be amended from time to time, which prohibit gambling;
 2. M.S. §§ 609.321 through 609.324, as they may be amended from time to time, which prohibit prostitution and acts relating thereto;
 3. M.S. §§ 152.01 through 152.025 and 152.027, subs. 1 and 2, as they may be amended from time to time, which prohibit the unlawful sale or possession of controlled substances;
 4. M.S. § 340A.401, as it may be amended from time to time, which regulates the unlawful sale of alcoholic beverages;
 5. M.S. § 609.33, as it may be amended from time to time, which prohibits owning, leasing, operating, managing, maintaining, or conducting a disorderly house, or inviting or attempting to invite others to visit or remain in a disorderly house;
 6. M.S. §§ 97B.021, 97B.045, 609.66 through 609.67 and 624.712 through 624.716, as they may be amended from time to time;
 7. M.S. § 609.72, as it may be amended from time to time, which prohibits disorderly conduct;

8. SLPC 9.20.020 Paragraphs A through F, SLPC 13.04.010 Paragraphs A and B, SLPC 13.04.020 Paragraphs A through F, SLPC 13.04.030 Paragraph A, SLPC 13.04.020 Paragraph G and SLPC 13.08 regulating nuisances, disorderly conduct, prostitution, weapons violations and similar conduct; or
9. M.S. §§ 609.221, 609.222, 609.223, 609.2231, and 609.224, as they may be amended from time to time, regarding assaults in the first, second, third, fourth and fifth degree.

B. Enforcement and administration.

1. The Chief of Police or his/her designee shall be responsible for enforcement and administration of this section.
2. Upon determination by the Chief of Police that a licensed premises or dwelling unit was involved in a violation of Paragraph A, the Chief of Police shall notify the licensee by first class mail of the violation and direct the licensee to take steps to prevent further violations. A copy of the notice shall be sent by first class mail to the occupant in violation of Paragraph A.
3. Upon a second violation within 12 months of Paragraph A involving the same occupant, or a guest of the same occupant of a dwelling unit, the notice provided under Paragraph B,2 shall require the licensee to submit a written report of the action taken to prevent further violations on the premises. This written report shall be submitted to the Chief of Police within ten business days of request of the report and shall detail all actions taken by the licensee in response to all notices regarding violations to Paragraph A within the preceding 12 months. If the licensee fails to comply with the requirements of this paragraph, the rental dwelling license for the individual rental unit, may be denied, revoked, suspended, or not renewed. An action to deny, revoke, suspend, or not renew a license under this section shall be initiated by the City Council at the request of the Chief of Police in a manner described in this chapter providing that licensees shall have notice requirements and opportunity for hearing as provided under the Administrative Procedures Act.
4. If a third or subsequent violation of Paragraph A involving the same occupant, or a guest of the same occupant, of a dwelling unit occurs within 12 months after any two previous instances for which notices (pursuant to this section) were sent to the licensee regarding the same dwelling unit, the rental dwelling license for the individual rental unit, may be denied, revoked, suspended, or not renewed. An action to deny, revoke, suspend, or not renew a license under this section shall be initiated by the City Council at the request of the Chief of Police in a manner described in this chapter providing that licensees shall have notice requirements and opportunity for hearing as provided under the Administrative Procedures Act.
5. All notices sent by the city to the licensee shall be by first class mail to the address given by the licensee to the city in the license application process. The city shall retain affidavits of service by first class mail in its file for each violation notice.
6. No adverse license action shall be imposed if the violation to Paragraph A occurred during the pendency of eviction proceedings (unlawful detainer) or

within 30 days of notice given by the licensee to an occupant to vacate the premises, where the violation was related to conduct by that occupant, other occupants, or the occupant's guests. Eviction proceedings shall not be a bar to adverse license action, however, unless they are diligently pursued by the licensee. Further, an action to deny, revoke, suspend, or not renew a license based upon violations of this section may be postponed or discontinued at any time if it appears that the licensee has taken appropriate measures which will prevent further violations to Paragraph A.

7. A determination that the licensed premises or dwelling unit has been used in violation of Paragraph A shall be made upon substantial evidence to support such a determination. It shall not be necessary that criminal charges be brought to support a determination of violation to Paragraph A, nor shall the fact of dismissal or acquittal of criminal charges operate as a bar to adverse license action under this section.

AFTER AMENDMENT

12.16.180 Responsibility For A Licensee Relating To The Conduct Of Occupants Or Guests

- A. *Conduct on licensed premises.* It shall be the responsibility of the licensee to take appropriate action following conduct by occupant(s) or guest(s) of the occupants which is in violation of any of the following statutes or ordinances:
 1. M.S. §§ 609.75 through 609.76, as they may be amended from time to time, which prohibit gambling;
 2. M.S. §§ 609.321 through 609.324, as they may be amended from time to time, which prohibit prostitution and acts relating thereto;
 3. M.S. §§ 152.01 through 152.025 and 152.027, subs. 1 and 2, as they may be amended from time to time, which prohibit the unlawful sale or possession of controlled substances;
 4. M.S. § 340A.401, as it may be amended from time to time, which regulates the unlawful sale of alcoholic beverages;
 5. M.S. § 609.33, as it may be amended from time to time, which prohibits owning, leasing, operating, managing, maintaining, or conducting a disorderly house, or inviting or attempting to invite others to visit or remain in a disorderly house;
 6. M.S. §§ 97B.021, 97B.045, 609.66 through 609.67 and 624.712 through 624.716, as they may be amended from time to time;
 7. M.S. §§ 609.71, 609.713, and 609.715, as they may be amended from time to time, regarding riots, terroristic threats and presence at unlawful assembly;
 8. M.S. § 609.72, as it may be amended from time to time, which prohibits disorderly conduct;
 9. SLPC 9.20.020 Paragraphs A through F, SLPC 13.04.010 Paragraphs A and B, SLPC 13.04.020 Paragraphs A through F, SLPC 13.04.030 Paragraph A, SLPC 13.04.020 Paragraph G and SLPC 13.08 regulating nuisances, disorderly conduct, prostitution, weapons violations and similar conduct; or

10. M.S. §§ 609.221, 609.222, 609.223, 609.2231, and 609.224, as they may be amended from time to time, regarding assaults in the first, second, third, fourth and fifth degree.

B. Enforcement and administration.

1. The Chief of Police or his/her designee shall be responsible for enforcement and administration of this section.
2. Upon determination by the Chief of Police that a licensed premises or dwelling unit was involved in a violation of Paragraph A, the Chief of Police shall notify the licensee by first class mail of the violation and direct the licensee to take steps to prevent further violations. A copy of the notice shall be sent by first class mail to the occupant in violation of Paragraph A.
3. Upon a second violation within 12 months of Paragraph A involving the same occupant, or a guest of the same occupant of a dwelling unit, the notice provided under Paragraph B,2 shall require the licensee to submit a written report of the action taken to prevent further violations on the premises. This written report shall be submitted to the Chief of Police within ten business days of request of the report and shall detail all actions taken by the licensee in response to all notices regarding violations to Paragraph A within the preceding 12 months. If the licensee fails to comply with the requirements of this paragraph, the rental dwelling license for the individual rental unit, may be denied, revoked, suspended, or not renewed. An action to deny, revoke, suspend, or not renew a license under this section shall be initiated by the City Council at the request of the Chief of Police in a manner described in this chapter providing that licensees shall have notice requirements and opportunity for hearing as provided under the Administrative Procedures Act.
4. If a third or subsequent violation of Paragraph A involving the same occupant, or a guest of the same occupant, of a dwelling unit occurs within 12 months after any two previous instances for which notices (pursuant to this section) were sent to the licensee regarding the same dwelling unit, the rental dwelling license for the individual rental unit, may be denied, revoked, suspended, or not renewed. An action to deny, revoke, suspend, or not renew a license under this section shall be initiated by the City Council at the request of the Chief of Police in a manner described in this chapter providing that licensees shall have notice requirements and opportunity for hearing as provided under the Administrative Procedures Act.
5. All notices sent by the city to the licensee shall be by first class mail to the address given by the licensee to the city in the license application process. The city shall retain affidavits of service by first class mail in its file for each violation notice.
6. No adverse license action shall be imposed if the violation to Paragraph A occurred during the pendency of eviction proceedings (unlawful detainer) or within 30 days of notice given by the licensee to an occupant to vacate the premises, where the violation was related to conduct by that occupant, other occupants, or the occupant's guests. Eviction proceedings shall not be a bar to adverse license action, however, unless they are diligently pursued by the

licensee. Further, an action to deny, revoke, suspend, or not renew a license based upon violations of this section may be postponed or discontinued at any time if it appears that the licensee has taken appropriate measures which will prevent further violations to Paragraph A.

7. A determination that the licensed premises or dwelling unit has been used in violation of Paragraph A shall be made upon substantial evidence to support such a determination. It shall not be necessary that criminal charges be brought to support a determination of violation to Paragraph A, nor shall the fact of dismissal or acquittal of criminal charges operate as a bar to adverse license action under this section.

SECTION 7: AMENDMENT “12.16.030 Rental Units; Operating License Required” of the Spring Lake Park Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

12.16.030 Rental Units; Operating License Required

No person shall operate a rental dwelling without first obtaining a license to do so from the city as hereinafter provided. The license shall be issued for a period of one year. Each operating license shall expire on December 31 of each year. License renewals must be filed by November 1 of each year. A delinquent penalty of 5% of the license fee for each day of operation without a valid license shall be charged to owners of rental dwellings.

AFTER AMENDMENT

12.16.030 Rental Units; Operating License Required

No person shall operate a rental dwelling without first obtaining a license to do so from the city as hereinafter provided and outlined in the Property Maintenance Inspection Policy, as amended from time to time. The license shall be issued for a period of one year. Each operating license shall expire on December 31 of each year. License renewals must be filed by November 1 of each year. A delinquent penalty of 5% of the license fee for each day of operation without a valid license shall be charged to owners of rental dwellings.

SECTION 8: EFFECTIVE DATE This Ordinance shall be in full force and effect upon its passage and publication.

PASSED AND ADOPTED BY THE SPRING LAKE PARK COUNCIL

_____.

	AYE	NAY	ABSENT	ABSTAIN
Councilmember Wendling	_____	_____	_____	_____
Councilmember Delfs	_____	_____	_____	_____
Councilmember Goodboe-Bisschoff	_____	_____	_____	_____
Councilmember Dircks	_____	_____	_____	_____
Mayor Nelson	_____	_____	_____	_____

Presiding Officer

Attest

Robert Nelson, Mayor, Spring Lake
Park

Daniel R. Buchholtz, Administrator,
Clerk/Treasurer Spring Lake Park

CITY OF SPRING LAKE PARK CODE ENFORCEMENT



HOUSING MAINTENANCE INSPECTION POLICY

EFFECTIVE - **January 1, 2021**

PURPOSE:

This policy is intended to guide the administration of all housing maintenance, licensing and inspections.

POLICY:

It shall be the policy of the City of Spring Lake Park to conduct housing maintenance licensing and inspections according to the procedures outlined in this document, City Ordinances, State Fire Code and the State Building Code.

SCOPE:

The provisions of this policy shall apply to all existing residential structures and all existing premises and constitute minimum requirements and standards for premises, structures, equipment and facilities for light, ventilation, space, heating, sanitation, protection from the elements, life safety, safety from fire and other hazards, and for safe and sanitary maintenance; the responsibility of owners, operators and occupants; the occupancy of existing structures and premises, and for administration, enforcement and penalties.

PROCEDURE:

Inspection Hours. Hours for conducting both scheduled and non-scheduled inspections shall be Monday through Friday, 9:00 am – 3:30 pm. (Exterior inspections will not be scheduled)

The owner or the owner's representative is required to attend all inspections. The tenant is not considered to be the owner's representative.

LICENSING:

Licensing procedure is as follows:

Residential Rental Property. The license shall be issued for a period of one year, with every operating license expiring on December 31 of each year. License renewals must be filed by December 31 of each year.

License applications will be sent out to the owner 45 days prior to the licensing date. Licensing requires that a signed, updated application be returned along with required fees prior to the re-licensing date.

All applications shall be filled out completely and signed to be considered as meeting the licensing requirement. Any incomplete application will be sent back.

A reminder letter will be sent out 15 days prior to the re-licensing date reminding the owner to return their application and fees.

On the first of the year, the re-licensing date, all properties that have not submitted their application and fees will be placed on the 1st City Council meeting agenda in January for revocation of license.

HOUSING MAINTENANCE CODE LICENSING PROCEDURE

	RESIDENTIAL WITH INTERIOR INSPECTION	RESIDENTIAL WITHOUT INTERIOR INSPECTION
Registration	45 days prior to license date, a license application will be mailed out.	45 days prior to license date, a license application will be mailed out.
Registration	After 30 days, if a license application and fees are not received, a reminder letter is sent.	After 30 days, if license application and fees are not received, a reminder letter is sent.
Registration	After 45 days, if the license application and fees are not received the property is scheduled for a revocation hearing at the first City Council meeting in January.	After 45 days, if the license application and fees are not received the property is scheduled for a revocation hearing at the first City Council meeting in January.
Inspection	November 1, a final letter will be mailed out. The initial inspection and all corrections shall be completed by December 31. If all inspections and corrections are not complete the property is scheduled for a revocation hearing.	November 1, a final letter will be mailed out. The initial inspection and all corrections shall be completed by December 31. If all inspections and corrections are not complete the property is scheduled for a revocation hearing.

LICENSE FEES:

All licensed properties will be assessed a license fee. The fee will cover the length of time of the license only. As with the license, the license fee is not transferable.

Proposed licensing fees are as follows:

*See attached fee schedule for current fees. Fees are set by Resolution.

INSPECTIONS:

All licensed properties are required to have periodic inspections as per this chart:

Occupancy Type	Interior Required	Exterior Required
Single Family	Every other year	Annually
Duplex/Triplex	Every other year	Annually
Multi Family (4+ Units)	(Units) Every other year (Common areas) Annually	Annually

*The Code Enforcement Division has the right to make systematic inspections of properties as individuals, blocks, or areas of the City.

Rental properties that require inspections of the individual tenant units are required to schedule an inspection with the Code Enforcement Division. Tenants shall be notified, by the owner, of the inspection at least **24** hours prior to the scheduled inspection. The Code Enforcement Division will not inspect individual units that have not met the minimum 24 hours notice. It is the right of the tenant to refuse to let the Code Enforcement Division conduct an inspection of their individual tenant space. The Code Enforcement Division may acquire an Administrative Search Warrant to conduct the inspection. The Code Enforcement Division reserves the right to inspect a randomly picked sampling of units based on the size of the building and past inspection history.

The owner or owner's representative is required to attend all inspections. The tenant is not considered to be the owner's representative.

All licensed residential properties with three or more units are required to have an inspection of the exterior and common areas every year.

Violation Correction:

When violations are found by inspectors, the owner of rental properties shall be given a reasonable amount of time to correct the violations. The following is the schedule to be used by the Code Enforcement Division:

TYPE OF VIOLATION	TIME TO FIRST REINSPECTION	DISPOSITION
Priority Violations (Significant life safety violations). Trash, Outside Storage, Vegetation, etc.	10 days*	Citation, Abatement or License Revocation**
All Other Violations	30 days*	Citation, Abatement or License Revocation**
*These time frames are used unless a different time is specified in the ordinance or referenced ordinance. **License revocation does not apply to non-licensed properties, i.e. owner-occupied single-family homes.		

If violations are not corrected, the property may be put on the agenda of a City Council meeting for a possible license revocation hearing or an abatement hearing.

COMPLAINT INSPECTION.

The Code Enforcement Division shall respond to all complaints. Complaints will be accepted either verbally or in writing. A written record of the complaint will be made.

Complaints will be included as a scheduled inspection unless it is determined that it is a Priority Inspection. Priority Inspections will be responded to as soon as feasible.

Complaints of individual residential rental units will follow the above policy with some differences. Complaints must originate from a tenant of the unit. Except for Priority

Violations, complaint inspections will not be made for tenants that are under an unlawful detainer, part of an eviction process, or who have already moved out of a property.

If a complaint is in regards to the exterior of a property the inspectors may, based on the type of violations and the condition of neighboring properties, inspect those neighboring properties that have similar violations or are of similar condition.

EXTENSION PROCEDURE:

Extensions to the violation correction schedule above may be granted by the inspection staff, office staff or the Housing Maintenance Inspector subject to the following guidelines.

Extensions will only be granted if requested during the initial 30-day time to the first re-inspection. Extensions will not be granted for 10-day violations.

Requests for extensions received for non-priority violations can be granted routinely by inspection staff or office staff for up to a maximum of 14 days. Any length of time longer than this requires the approval of the Property Maintenance Enforcement Officer.

Seasonal extensions for exterior work, which cannot be completed due to cold weather, may be granted to no later than June 1 of the following year. Examples include: exterior painting, siding replacement, roofing, concrete, or asphalt work, retaining walls, landscaping or other work with soil that is frozen.

Special extensions may be granted for large projects that require more time or are a financial hardship. Requests for these extensions are to be in writing with an explanation as to the hardship. The request must include a completion date. Only one special extension will be granted for a violation.

Extensions involving heating violations require the approval of the Housing Maintenance Inspector. Generally, the property owner will be granted reasonable extensions provided that significant efforts are being made by the property owner to comply and circumstances beyond the control of the property owner exist.

A re-inspection of extension items will be made to verify compliance. If the violation is not completed the property may be given a citation or the property will be put on the agenda of a City Council meeting for a license revocation hearing or an abatement hearing.

SPECIAL SITUATIONS:

There may be times that deadlines cannot be made due to special situations beyond the control of the City and its staff. An example may be a missed inspection due to an emergency call. The inspection office has the right to deviate from this policy as long as the intent of the policy is met.

REVOCACTION PROCESS:

When the property has not met the above requirements, licensed properties may have their license revoked. The license can only be revoked by the City Council as part of a revocation hearing. Property owners and tenants are to be notified of the revocation hearing by regular and certified mail. The owner's notification will also include the **Statement of Cause**.

The revocation hearing will be set by the City's Executive Assistant. Staff will schedule the hearing to give the owner and tenants at least 14 days notice.

A final pre-revocation inspection will be performed, if needed, prior to the hearing. If violations are corrected and all other requirements are met, the hearing will be cancelled.

At the revocation hearing, the owner and all tenants will be given an opportunity to be heard by the City Council.

The City Council has the right to revoke or suspend the license, grant an extension, table the motion, or refuse revocation.

If the license is revoked, the owner and tenants will be notified by regular and certified mail of the revocation. The property will also be posted. The posting gives 60 days to vacate.

Sixty days after the original posting of the property, an **Unlawful to Occupy** posting will be put on the building. The Code Enforcement Division may write the owner and/or occupants an Administrative Offense Citation or begin the process with Anoka County Courts to have the occupants removed.

To re-license a revoked property, all requirements of this policy and the Housing Maintenance Code ordinance shall be met. This includes payment of all outstanding fees.

ABATEMENT PROCEDURE:

City Ordinance 9.20.020 F 1-5 allows for the abatement of Housing Maintenance violations that the City Council deems a nuisance affecting public safety. The Code Enforcement Division will follow the procedures outlined in the ordinance.

The violation letter sent to property owners/tenants will advise that abatement may be one of the options used if the violations are not completed by the re-inspection date.

If the violations are not completed by the re-inspection date, and the Code Enforcement Division decides to use this option, the property owner/tenant will be scheduled for an abatement hearing at a future City Council Meeting.

ADMINISTRATIVE OFFENSE CITATION:

The Code Enforcement Division is allowed, by City Ordinance, to write Administrative Citations. The Code Enforcement Division will follow the procedures outlined in the ordinance.

The violation letter sent to property owners/tenants will advise that an Administrative Citation may be one of the options used if the violations are not completed by the re-inspection date.

If the violations are not completed by the re-inspection date, and the Code Enforcement Division decides to use this option, the property owner/tenant will be given an Administrative Offense Citation.

Collection and payment of the Administrative Citation will have a date noted on the Citation. Failure to correct violations could result in a double fine. Failure to pay the Administrative Citation will result in the amount due, certified to the property taxes.