

**CITY OF NOWTHEN  
ANOKA COUNTY,  
MINNESOTA**

**SUMMARY OF ORDINANCE  
2018-02 AN ORDINANCE  
AMENDING CHAPTER  
1, SECTION 5 OF THE  
NOWTHEN CITY CODE  
(ADMINISTRATIVE  
ENFORCEMENT) TO ADD  
LANGUAGE/PROCEDURAL  
REQUIREMENTS  
REGARDING THE ISSUANCE  
OF A LETTER TO BE  
SENT TO PROPERTIES  
WITH CODE VIOLATIONS  
OR SUSPECTED CODE  
VIOLATIONS PRIOR  
TO ISSUANCE OF AN  
ADMINISTRATIVE NOTICE  
OR CITATION.**

THE CITY COUNCIL OF THE CITY OF NOWTHEN DOES HEREBY ORDAIN:

Section 1. Chapter 1, Section 5 of the Nowthen City Code regarding the Administrative Notice and Citation procedure is hereby amended, summarized as follows:

- Definitions added:
  - o Action Plan. A list which outlines the specific infractions (after the Code Compliance Officer has verified the suspected violations), defines how they will be resolved and specifies an agreed-upon completion date.
  - o City Code Violation Letter. A letter advising the property owner of a violation and outlining the means to avoid formal enforcement action.

- Another step added which notifies property owners of a potential City Code Violation via letter, prior to sending an official notice.

- o Upon receipt of a written complaint by the City offices, a Code Compliance Officer may issue, either in person or by United States first class mail, Notification of Potential City Code Violation to a person suspected or known to have committed a Code Violation and/or to be the owner of property upon which a Code Violation is being committed.

- o The letter shall request a site inspection and require a response from the property owner and meeting time to be set by a specified date, up to fifteen (15) calendar days from the date of the letter.

- o The Letter shall contain a copy of the City's Administrative Citation Program Brochure.

- o At the site visit, a site inspection will be conducted to identify or validate any specific City Code violations and the infractions shall be discussed. An action plan shall be created with an agreed-upon completion date, which outlines specific infractions and how they will be resolved.

Section 2. This Ordinance shall become effective immediately upon its passage and publication according to State Statute.

This represents the official summary of Ordinance 2018-02 which was approved by the City Council of the City of Nowthen on February 13, 2018. A printed copy of this ordinance is available for inspection by any person at the office of the city clerk during normal business hours. The ordinance can be viewed at the Nowthen City Hall, 8188 199th Avenue NW, Nowthen, MN 55330. Call 763-441-1347 with any questions.

By: Mayor Jeff Pilon

Attest: Corrie LaDoucer, City Clerk

Adopted: February 13, 2018

Effective Date: March 2, 2018

February 22, 2018

Corrie LaDoucer, City Clerk/Treasurer

City of Nowthen

Published in the

Star News

March 3, 2018

788130