



MAYOR AND COUNCIL COMMUNICATION

DATE: 02/05/2013

REGULAR

ITEM # 16

MOTION

AGENDA ITEM: Adoption of the Administrative citation fee schedule
SUBMITTED BY: Rick Chase, Building Official

THROUGH: Dean Zuleger, City Administrator

REVIEWED BY: Kyle Klatt, Planning Director
Nick Johnson, City Planner

SUMMARY AND ACTION REQUESTED: Section 10.99(E)(2) of the Lake Elmo City Code requires the adoption by resolution of a schedule of fines for the administrative citation program. The administrative citation language was adopted in July of 2010. The action requested is intended to implement the administrative citations program by adopting the associated fee schedule.

STAFF REPORT: The proposed fee schedule of administrative fines considers the type of violation, the severity, and the number of times the property is non-compliant within a year period. As certain properties continue to remain in a state of non-compliance, fines may increase depending on the context of the violation and period of non-compliance. The increase of fee is to help reduce the number of repeat offenses by the same owner. The administrative citation ordinance was adopted by the City Council in July of 2010 as a means to address property maintenance and safety issues.

RECOMMENDATION: *Staff recommends that the council move to approve the proposed addition to the city code with the following motion:*

“Move to approve Resolution 2013-09, thereby approving the administrative citation fee schedule.”

ATTACHMENTS:

1. Resolution 2013-09
2. Administrative Citation Fee Schedule

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item City Administrator
- Report/Presentation.....Planning Director
- Questions from Council to Staff..... Mayor Facilitates
- Public Input, if Appropriate Mayor Facilitates
- Call for Motion..... Mayor & City Council
- Discussion Mayor & City Council
- Action on Motion Mayor Facilitates