

**The Administrative Enforcement Program**

The Administrative Enforcement Program was authorized by the St. Francis City Council to encourage property owners to address violations of City Code at their properties. An *Administrative Notice* informs the property owner of a violation and allows them to correct the violation(s) without penalty as long as it is corrected by the compliance date. *Administrative Citations* may be issued if the situation is not resolved or an extension granted. An *Administrative Citation* is not a criminal citation and you should not go to the courthouse to contest it.

**Typical procedure**

- An inspection of the property is made in response to a concern from a citizen, Councilmember, or city staff.
- If a violation exists, an *Administrative Notice* is issued which will outline the violation, required action and deadline for compliance.
- Immediately following the compliance date, a staff member will re-inspect the property to verify that the necessary corrections have been made.
- If the violations are not corrected and an extension has not been approved, a *Citation* may be issued.
- Repeat Offenders. If the same owner or person commits a subsequent violation within twelve (12) months of after an administrative notice or citation has been issued for the same or similar offense, no compliance letter or administrative notice shall be required for the new violation.

**How to request an extension**

If you need additional time beyond the compliance date listed on the *Administrative Notice* to correct the violation(s), you may request an extension. To be granted an extension you must submit a written plan stating the action you will take to achieve compliance, and the expected date of compliance. Also, the extension must be filed on the Notice of Appeal/Extension form to the right and submitted to the City Clerk at City Hall, 3750 Bridge Street NW St. Francis, MN 55070. Upon determination by the City Official issuing the *Administrative Notice* 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 *Administrative Notice*. No extension greater than 30 days will be granted. Please refer to City Code Section 2-11-3 for more information.

**How to appeal an Administrative Citation**

If you disagree with the City Official’s findings and/or interpretation of the City Code, you may appeal an *Administrative Citation* or parts thereof. The appeal must be filed on the Notice of Appeal/Extension form to the right and submitted to the City Clerk at City Hall, 3750 Bridge Street NW St. Francis, MN 55070. The appeal must be filed within 10 calendar days after the *Administrative Citation* has been mailed. Once an appeal is received, penalties and compliance will be suspended until the appeal is heard by a neutral, third-party Hearing Officer. There is an administrative hearing fee of \$750.00 should your appeal be denied. If the appeal is successful, both the penalty and hearing fee may be waived. Penalties and any hearing fees must be paid within 14 days of the date of decision. Please refer to City Code Section 2-11-4 for more information.

**NOTICE OF EXTENSION/ APPEAL**

*Fill out this form and submit it to City Hall on or before the compliance date if you wish to extension. Appeal requests must be received within 10 days of a citation.*

**Administrative Citation Number (if applicable)** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

- Appeal
  - Extension request
- (Only check one)**

**Reason for extension/appeal:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Attach additional pages if needed.  
Please attach your written plan of action if an extension is requested.**

**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:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Abatement Notice**

If an owner fails to bring a property into compliance by the compliance date listed and an *Administrative Citation* is issued, the penalty will become due and the City is authorized by City Code to access your property and abate/remedy the violations. The City may hire a contractor to abate the violation(s) noted on the *Administrative Citation* without further communication. The penalty, abatement costs, and an administrative assessment fee can then be assessed to your property and collected with property taxes.

**If you have additional questions regarding the Administrative Enforcement Program, contact the staff listed on the notification.**

### **Payments**

To pay penalty and abatement costs make payment to:

City of St. Francis  
3750 Bridge Street NW  
St. Francis, MN 55070



## **Administrative Enforcement Program**

**City of St. Francis  
3750 Bridge Street NW  
St. Francis, MN 55070**

**Phone: 763-753-2630  
Fax: 763-753-9881  
[jsteffes@stfrancismn.gov](mailto:jsteffes@stfrancismn.gov)**