



CITY OF SPRING PARK  
WORK SESSION AGENDA  
NOVEMBER 16, 2020 – 6:00 PM  
SPRING PARK CITY HALL

---

(Work Session discussion times are approximate)

1. 6:00 – ZONING CONSIDERATIONS FOR SHORT-TERM RENTAL DISCUSSION
2. 6:20 – TRAIL SNOW PLOWING DISCUSSION
3. 5:30 – ENFORCEMENT POLICY DISCUSSION
4. 6:40 – UTILITY BILLING DISCUSSION
7. 6:50 - ADJOURN



## City of Spring Park Ordinance Enforcement Policy

**Introduction:** The city council has adopted ordinances to preserve and protect the health, safety, and welfare of our community. The primary goal is to obtain voluntary compliance with city ordinances by all Spring Park residents. Compliance with city ordinances will help maintain a high quality of life in our community, protect property values, and promote a safe and healthy environment.

**Purpose of Policy:** This policy establishes a system of criteria and priorities for enforcement of the Spring Park City Code of Ordinances. It is intended to provide guidance to city staff and information to the public regarding enforcement of city ordinances.

**Complaint Based Enforcement:** Because limits to city resources do not permit a comprehensive, city-wide inspection and enforcement program, the city generally will enforce its ordinances by responding to complaints regarding alleged violations of the ordinance provisions. City staff is directed to investigate and initiate enforcement procedures as follows:

1. Upon any complaint alleging an imminent threat to public health, safety or welfare.
2. Upon a complaint by one or more residents or property owners in the immediate neighborhood of the alleged ordinance violation. "Immediate neighborhood" includes:
  - The area within 400 feet of the property where the violation is alleged to exist;
  - Property from which the alleged violation can be clearly seen; or
  - Property that is primarily accessed by driving past the location of the alleged violation.
3. Upon observation of a suspected violation by city staff during the ordinary course of duties, as time permits.

All complainants should provide their names and a current address and telephone number. In general, anonymous complaints will not be investigated unless city staff believes the complaint is credible and the alleged violation threatens imminent danger to public health, safety or welfare.

In order to best utilize city resources, investigation and enforcement priority will be given to complaints made by city residents or property owners. Non-resident complaints may be investigated in the discretion of the City Administrator.

In many situations, complainants should first be encouraged by city staff to talk with their neighbor or the property owner about their concerns. Many situations can best be addressed by polite discussion and cooperation among neighbors.

If a violation is found after investigation of a complaint, a "request for compliance" letter will be sent to the property owner where the violation was found. Depending on the type of violation, the property owner will be given a reasonable amount of time to resolve most violations. If the violation is not voluntarily resolved in response to a request for compliance, further steps in the enforcement process may be taken. The investigation and enforcement process take time and complainants should be advised that they may not see immediate results in response to a complaint.

**Note:** The Minnesota Data Practices Act provides that the *identities of individuals who register complaints* with government entities about violations of state laws or local ordinances *concerning the use of real property* are confidential data and may not be disclosed by the government entity to the public or to the individual subject of the data. (Minn. Stat. 13.44)