

Property Maintenance Enforcement Process & Expectations

Property Maintenance Enforcement Process (grass, junk/debris, garbage, vehicle issues, etc)

- ✚ **City is interested in compliance, not issuance of citations.**
- ✚ City staff will send a letter to the tenant at the property, the property owner, and the property owner's local agent if one is identified per the rental registration.
 - It is important that the landlord and/or landlord's property manager work with the City to ensure that the violation is corrected promptly by the tenants.
 - *City staff is very willing to work with the tenant and/or property owner to get violations corrected and will give extension on time, as long as someone reaches out to the City to discuss how/when the violation can be corrected if unable to do by the date identified.*
- ✚ If violation is not corrected by the date identified, a second letter will be sent along with a citation. This will be issued to the property owner via certified mail or hand delivered by the police department, with copies being provided to the tenant and property manager.
 - Allows time to correct violation. Pay \$60 fine and correct violation by date identified and the violation will be dismissed. Typically, the court date will be set 6 - 8 weeks out.
 - If not corrected and fine not paid, the item will proceed to court, and then property owner will be liable for related court costs as well (in 2017, total was \$213.10).
- ✚ City reserves the right to correct the violation if necessary, the cost of which will be placed as a lien on the property and added as a special assessment on the property.
- ✚ Staff does not rely on phone calls to property owners or verbal arrangements in lieu of a letter. It is required by ordinance that notice be provided in writing, including photos documenting the violation. We can contact the property owner *in addition to* sending the letter to alert them more expediently, if a phone number was provided with the rental registration.

Property Maintenance – Structural Issues

- ✚ City staff will be enforcing the structural portions of the property maintenance ordinance for all properties. This pertains to principal structures and accessory buildings.
- ✚ Given number of properties in the City that are not in compliance, all will not be addressed at once. Staff will work with the Housing Committee to identify approach (i.e., start with properties most significantly degraded as identified by comprehensive plan, begin with accessory structures, begin on one side of City and work way across over time, start with priority 'areas').
- ✚ Applies to single-family properties and rental properties (as well as commercial/industrial properties).
- ✚ Expectation: it is understood that some structural items will take a bit of time to correct, and we want to work with owners to address in a reasonable time period.
 - Letter will be issued to document the non-compliance, and will give 2-4 weeks for property owner to contact City to establish timeframe to correct violation. Please make the contact and work with staff to develop an approach to correct and timeframe.
 - While we want to work with people and understand corrections may take some time, depending on severity, the corrections should be made within 12 months. We will not allow arrangements for properties to be fixed more than one year out.