



CITY COUNCIL MEETING

AGENDA ITEM

Prepared By: <i>Allie Polsfuss, City Administrator</i> <i>Brian Sandell, Police Chief</i>	Meeting Date: <i>April 30, 2026</i>	Item Name: Ord. 02-2026 Amend Fee Schedule <ul style="list-style-type: none">• Administrative Fine• Cannabis Registration
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BACKGROUND

Administrative Fine

The City of Breezy Point adopted Ordinance 08-02-09, adding Chapter 11 to the City Code to establish an administrative enforcement process for certain code violations. The intent of this ordinance is to provide an efficient alternative to criminal prosecution or civil litigation for minor violations of City Code. Administrative citations are commonly issued for matters such as zoning violations, noise complaints, and animal-related issues.

At the time of adoption, an administrative citation fee was reviewed and approved via resolution by City Council (see attached resolution). However, this fee was never formally incorporated into the City's adopted Fee Schedule.

Cannabis Registration

The City of Breezy Point adopted Ordinance 24-03 Regulating Cannabis Businesses. The ordinance limits the registration fee to not exceed \$500.00.

OVERVIEW

Administrative Fine

At its February 2, 2026 meeting, the City Council adopted Ordinance 01-2026, establishing Parks and Recreation rules and regulations. As enforcement of this ordinance and other applicable sections of City Code may involve the use of administrative citations, it is important to ensure that the associated citation fee is properly authorized and enforceable.

Based on guidance from legal counsel, administrative citation fees should be formally adopted within the City's Fee Schedule to ensure enforceability, particularly in the event of an appeal. Right now, because the fee is not included in the adopted Fee Schedule, the City's ability to enforce administrative citations may be subject to challenges.

Cannabis Registration

The City has received a serious inquiry for a cannabis retail business, and it's important the registration fee is in our schedule in case there is an application received. Staff proposes this fee be set at \$500.00 per our ordinance.

Amendments to the Fee Schedule require a public hearing and publication following adoption by the City Council.

STAFF RECOMMENDATION

Approve Ord. 02-2026 Amending 2026 Fee Schedule.