



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: February 24, 2021

Subject: Zoning Compliance Agreement – 7739 Monroe St NE

At the February 16 meeting, Marco Naranjo approached the City Council about a citation he had received from the city for parking vehicles on an unapproved driveway surface. He requested additional time to bring the situation into compliance. The City Council expressed willingness to grant him additional time and asked staff to draft an agreement with the property owner to address the situation.

City staff drafted a Zoning Compliance Agreement which stays the \$150 citation for violation of Section 16.20.120(C) of the City Code. It states that the City will not issue citations from the date of the agreement forward to June 5, 2021. The agreement states that the property owner will complete the driveway improvements by end of day on Friday, June 4, 2021. If the improvements are not completed, the initial citation will be reinstated and additional citations issued for violations. If the improvements are completed by end of day on June 4, 2021, the initial citation will be waived.

The property owner has executed the agreement.

Staff recommends the City Council approve the agreement. If you have any questions, please don't hesitate to contact me at 763-784-6491.