



**City of Spring Lake Park**  
**Code Enforcement Division**  
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## MEMORANDUM

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**TO:** Spring Lake Park City Council  
**FROM:** Jeff Baker, Code Enforcement Director  
**RE:** Revocation Public Hearing  
**DATE:** January 13, 2022

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November 15, 2021 rental license applications and Housing Maintenance Inspection Policies were mailed to all rental property owners and representatives.

December 16, 2021 another rental license application was mailed to all rental property owners.

January 3, 2022 Code Enforcement staff reviewed the property file and noted that the attached properties remained unlicensed. A statement of cause was mailed by regular mail to each owner at the address listed in the property records.

### **Public Hearings:**

The resolution title will be read, it will then be turned over to the Building Official. If the City has received any information or the property has come into compliance, that will be stated.

Open public hearing. If a representative of the rental property or the tenants are in attendance, they can speak at this time.

The council may speak or ask questions at this time.

A Motion from the council to close the public hearing.

The City Council has the right to revoke or suspend the license, grant an extension, table the motion, or refuse revocation.

### **After Revocation:**

If the license is suspended or revoked, the owner and tenants will be notified by regular and certified mail of the suspension or revocation. The property will also be posted. The posting gives 45 days to vacate.

Forty Five days after the original posting of the property, an **Unlawful to Occupy** posting will be put on the building. The Code Enforcement Division may write the owner and/or occupants an Administrative Offense Citation or begin the process with Anoka County Courts to have the occupants removed.

To re-license a revoked property, all requirements of this policy and the Housing Maintenance Code ordinance shall be met. This includes payment of all outstanding fees.