



The Administrative Enforcement Program

The Administrative Enforcement Program was authorized by the St. Francis City Council to encourage property owners to address violations of City Code at their properties. An *Administrative Notice* informs the property owner of a violation and allows them to correct the violation(s) without penalty as long as it is corrected by the compliance date. *Administrative Citations* may be issued if the situation is not resolved or an extension granted. An *Administrative Citation* is not a criminal citation and you should not go to the courthouse to contest it.

Typical procedure

- An inspection of the property is made in response to a concern from a citizen, Councilmember, or city staff.
- If a violation exists, an *Administrative Notice* is issued which will outline the violation, required action and deadline for compliance.
- Immediately following the compliance date, a staff member will re-inspect the property to verify that the necessary corrections have been made.
- If the violations are not corrected and an extension has not been approved, a *Citation* may be issued.
- Repeat Offenders. If the same owner or person commits a subsequent violation within twelve (12) months of after an administrative notice or citation has been issued for the same or similar offense, no compliance letter or administrative notice shall be required for the new violation.

How to request an extension

If you need additional time beyond the compliance date listed on the *Administrative Notice* to correct the violation(s), you may request an extension. To be granted an extension you must submit a written plan stating the action you will take to achieve compliance, and the expected date of compliance. Also, the extension must be filed on the Notice of Appeal/Extension form to the right and submitted to the City Clerk at City Hall, 3750 Bridge Street NW St. Francis, MN 55070. Upon determination by the City Official issuing the *Administrative Notice* that the plan is adequate to remedy the violation, an extension may be granted. A request for an extension must be submitted on or before the compliance date on the *Administrative Notice*. No extension greater than 30 days will be granted. Please refer to City Code Section 2-11-3 for more information.

How to appeal an Administrative Citation

If you disagree with the City Official's findings and/or interpretation of the City Code, you may appeal an *Administrative Citation* or parts thereof. The appeal must be filed on the Notice of Appeal/Extension form to the right and submitted to the City Clerk at City Hall, 3750 Bridge Street NW St. Francis, MN 55070. The appeal must be filed within 10 calendar days after the *Administrative Citation* has been mailed. Once an appeal is received, penalties and compliance will be suspended until the appeal is heard by a neutral, third-party Hearing Officer. There is an administrative hearing fee of \$750.00 should your appeal be denied. If the appeal is successful, both the penalty and hearing fee may be waived. Penalties and any hearing fees must be paid within 14 days of the date of decision. Please refer to City Code Section 2-11-4 for more information.

NOTICE OF EXTENSION/ APPEAL

Fill out this form and submit it to City Hall on or before the compliance date if you wish to extension. Appeal requests must be received within 10 days of a citation.

Administrative Citation Number (if applicable)

CE 2024-0010

Property Address: _____

☐ Appeal

☒ Extension request

(Only check one)

Reason for extension/appeal: _____

Cannot get cooperation

from vehicle owners

in terms of removing

vehicles.

Extension to Sept 15, 2025

Attach additional pages if needed.

Please attach your written plan of action if an extension is requested.

I certify that I am the owner of the property and the information contained herein is correct to the best of my knowledge.

Signature: _____

Paul Cook

Print Name: _____

PAUL COOK

Phone Number: _____

763-227-4781

Date: _____

6/27

Mailing Address: _____

8540 WEST RIVER RD

BROOKLYN PARK, MN

55444



ADMINISTRATIVE CITATION

June 16, 2025

Enforcement No. CE2024-0010

IMMEDIATE RESPONSE REQUIRED

COOK DANIEL
2127 243RD AVE NW
SAINT FRANCIS, MN 55070

Regarding Address: 2127 243RD AVE NW
St. Francis, MN 55070

This is an **Administrative Citation** issued under St. Francis City Code Chapter 2-11. On you were issued an **Administrative Notice** due to the violation(s) present on your property. This **Citation** is being given because you failed to remedy the conditions leading to the **Administrative Notice**.

On 3/14/2024 the following violation(s) of St. Francis City Code was documented to continue to exist:

10-72-02 Truck Parking. It is unlawful to park a truck (other than a truck of 12,000 gross vehicle rated weight or less), a truck tractor, semi-trailer, bus, construction equipment, construction trailers, or manufactured home within residential districts (RR, R1, R2, and R3) of the City that are zoned and/or used for residential purposes, except for the purpose of loading or unloading the same, and then only during such time as is reasonably necessary for such activity.

Parking in Residential Districts. It is unlawful to park a vehicle in the yard of any property in the RR, R1, R2, and R3 Districts except on parking surface adjacent to a driveway. In the RR district, an approved parking surface is required. In the RL R2, or R3 districts, the parking surface shall be constructed of bituminous, concrete, or pavers. Such parking pads shall be considered an expansion of a driveway and require the issuance of a driveway permit pursuant to Section 10-72-11. Properties in the RR district may receive a waiver from the surfacing requirements as stated in Section 10-72-11.

8-2-1 Junk Storage It is unlawful to park or store junk on any premises unless it is housed within a completely enclosed building or on duly licensed junk dealer premises. Junk means and includes all: Unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof; Inoperable (including, but not limited to, the lack of component parts) agricultural implements or parts or components thereof, machines and mechanical equipment of all kinds or parts of components thereof, and by-products or waste from manufacturing operations of all kinds; Used lumber or waste demolition; or Felled trees and tree branches that are not immediately processed into lumber, wood for fuel, fence components, or other such ultimate use.

10-68-20 Recreational camping vehicle, utility trailer, boat, unlicensed vehicle, storage and parking.

It is unlawful for any person to park or store a recreational camping vehicle, utility trailer, boat or unlicensed vehicle (operable) in the required setback area of any property.

Properties which are less than nine (9) acres in size and are zoned for or used for residential purposes, shall be limited to a maximum of three (3) Recreational Camping Vehicles, Utility Trailers, Boats or Unlicensed Vehicles (operable), or a combination thereof, stored outside of an accessory structure or attached garage.

1. All such vehicles must be parked on an approved parking & surface. The approved parking surface shall apply to the entire area beneath, and extending 12 inches around the perimeter of the recreational camping vehicles, utility trailer, boat or unlicensed vehicle (operable).
2. The total outside storage area for the permitted recreational vehicles shall be limited to a maximum of 500 sq. ft.

Action Required: Vehicles over 12,000 lbs must be removed from the property. All vehicles must be parked on an approved driveway or stored in an enclosed building. Inoperable vehicles must be parked inside of an enclosed building. One (1), unlicensed, operable vehicle is permitted outside of an enclosed building on an approved parking surface. Properties within the RR district are limited to three (3) Recreational Camping Vehicles, Utility Trailers, Boats or Unlicensed Vehicles (operable), or a combination thereof, stored outside of an accessory structure or attached garage.

Compliance Date: June 30, 2025

Fine Due: \$300.00

Payment Due: \$300.00

Payable to: City of St. Francis

Please refer to the enclosed Administrative Citation Program brochure for more information on how to appeal this citation. You can view the full city code online at: www.stfrancismn.gov or you can obtain a copy of the City Code Chapter 2-11 at St. Francis City Hall location at 3750 Bridge Street NW, St. Francis, MN 55070.

Please note that payment does not satisfy the above required actions. If your property is not brought into compliance, subsequent citations can be issued. The City may access your property to abate the conditions leading to the violation. If unpaid, penalties and abatement costs will be charged to your property taxes in the form of a Special Assessment.

Fee Schedule:

1st Offense:	\$100
2nd Offense:	\$200
3rd Offense:	\$500
4th Offense:	\$1500
5th Offense & Beyond:	\$2000

Contact the Community Development Department with questions at (763) 753-2630.



06/02/2025 11:05



06/02/2025 11:04



