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**TO:** Kate Thunstrom, City Administrator  
**FROM:** Jodie Steffes, Community Development Specialist  
**SUBJECT:** Code Enforcement Extension Request  
**DATE:** July 21, 2025

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### **OVERVIEW**

When code enforcement actions begin, staff issues an Administrative Notice, not to exceed 20 days. Rules further establish the ability for staff to grant an extension of no more than 30 additional days. Extensions granted must be requested by the property owner in writing. If an extension is granted a new compliance deadline is established. If the code offense is not corrected or abated, as outlined within the prescribed time, staff would then issue a citation.

The property owner has come forward requesting an extension beyond the 30 days as set by City Code.

### **Property: 2127 243<sup>rd</sup> Ave NW**

*Noticed for:*

- *inoperable vehicles, and junk/refuse*

Property owner is requesting an extension to address the issues by: September 15, 2025

### **History:**

The property most recently came to the attention of staff in April 2024 after receiving a complaint of a possible unlicensed rental, a large number of inoperable vehicles being moved on-site and outdoor storage issues. The property is 4.47 acres and is located in the Rural Residential (RR) zoning district.

A notice was sent for the property in April. Representatives of the property owner came forward quickly to request a 30-day extension. They have cooperated with staff by applying for a demo permit for a fire-damaged building, applied for and completed an inspection for a rental license, and also performed some general clean-up of the property. Given the size of the property, the significant amount of clean-up, and other family-related circumstances, they will need another extension to clean up the property and bring it into compliance.

During the site inspection on October 2, staff created an action plan with the representative of the property owner to determine when areas of the property will be cleaned. The action plan can be found in the attachments. The property owner understands that the cleanup needs to be completed in this order, and the interim deadlines need to be met. If these interim deadlines are not met and/or previously cleaned areas have returned to storage areas, then a citation will be issued and abatement proceedings may commence.

As can be seen in the photos in the attachments, the property has made significant improvements. A citation was issued on June 16, 2025. The representatives for the property owner have requested another extension as there are still several vehicles that will take time to remove due to the requirement to post notification for abandoned property and then facilitate removal of the vehicles. The September 15, 2025 extension seems reasonable to Staff given the work that still needs to be completed.

### **ACTION TO BE CONSIDERED**

Move to approve the extension request for code compliance until September 15, 2025.

### **ATTACHMENTS:**

1. Extension Request
2. Administrative Citation
3. Photos Conditions of the Property