

# City of Pillager Resolution

Resolution No. 2025-01

## Resolution for Enforcement of Land Use/Zoning Ordinance

WHEREAS, the City of Pillager is dedicated to maintaining the integrity and quality of its community; and

WHEREAS, the enforcement of the Land Use/Zoning Ordinance is essential for ensuring orderly development and protecting the health, safety, and welfare of the residents; and

WHEREAS, it is necessary to establish clear and consistent procedures for addressing enforcement issues related to land use and zoning regulations;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Pillager that the following procedures for the enforcement of the Land Use/Zoning Ordinance are hereby adopted:

### Complaint Submission

#### Form Development

The City will develop a standardized form (available in both paper and electronic formats) for submitting violation complaints. This form will be readily accessible to all citizens.

#### Submission Process

Citizens will submit the completed complaint form to City Hall. Upon receipt, community staff will forward the complaint to the appropriate authority.

### Complaint Review and Initial Action

#### Initial Review

If the complaint pertains to the enforcement of the City of Pillager's Land Use/Zoning Ordinance, it will be directed to the Community Development

Administrator (CDA). The CDA will review the complaint and may attempt to gain voluntary compliance from the property owner or responsible party.

## Site Visit

At their discretion, the CDA may conduct a site visit to investigate the alleged violation. The CDA may request assistance from other community staff or law enforcement as necessary. If any safety concerns exist, the CDA is not required to conduct a site visit.

## Enforcement Actions

### First Violation Notice

The CDA will prepare a draft violation notice and send it to the City. The City will then place the notice on official letterhead, have it signed by an appropriate authority, and send it to the responsible party. The notice will outline the nature of the violation and the actions required to bring the property into compliance. Timelines will be set by the CDA appropriate to the violation and environmental conditions.

### Second Violation Notice

If voluntary compliance is not achieved after the first notice, the CDA may prepare a second violation notice following the same process as the first. This notice will reiterate the violation and emphasize the need for compliance.

### Referral to City Police Department and/or Attorney

If the responsible party does not comply after two violation notices, the CDA will recommend to City Council that the matter be referred to the City's Police Department or attorney for further action. The Police Chief or City attorney will provide advice and counsel on the appropriate next steps, which may include legal action.

## Conclusion

This enforcement policy aims to promote a fair and consistent approach to addressing violations of the City of Pillager's Land Use/Zoning Ordinance. By encouraging voluntary compliance and taking measured enforcement actions, the City seeks to ensure the well-being of the community.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon its adoption.

Adopted by the City Council of the City of Pillager by a 7/4 vote on this 11th day of February 2025.

A handwritten signature in dark ink, appearing to read 'Adam Sparrow', written over a horizontal line.

Adam Sparrow, Mayor

A handwritten signature in dark ink, appearing to read 'Lori Blumke', written over a horizontal line.

Lori Blumke, City Clerk