

February 23, 2010

Dear Rental Property Owner or Manager:

On May 27, 2008, Plymouth adopted changes to the City Code that affect both rental and non-rental property. Provisions were added to the existing rental licensing ordinance and a new ordinance addressing public peace and safety was adopted. Our goal in adopting these changes is to protect the health, safety, and welfare of our community by preventing and abating nuisance conduct and giving rental property owners and managers tools to keep their properties safe. These ordinances can help us work together by addressing issues that arise on your property and encouraging non-compliant residents to stop disorderly activity (thus becoming better residents themselves). By becoming actively involved in addressing this behavior, you will be more likely to keep your good residents. In addition, these ordinances provide tools to help you evict residents who continue to disrupt the peace, safety, and welfare of the community. This is a win-win situation for everyone. I invite you to read through the Codes in their entirety. Below are highlights of some of the bigger changes and an explanation of how they may affect you.

### **Changes to Section 410 of the City Code**

1. The application information required for a rental license has changed to ensure notification is made to the correct person or persons in the most efficient manner. **The property owner must designate a person who is responsible for the maintenance and management of the property, if different than the owner. This designated person must live in the sixteen-county metro area. A notarized signature is required if this person is different than the owner. If the designated person changes, the owner must notify the City within 10 days.**
2. **Mandatory Crime Free Multi Housing (CFMH) training is required for all rental property owners or managers, except those who own or manage only one single rental unit.** CFMH training is an 8-hour class, covering information important for owners and managers of rental property to know. The cost of a CFMH class is typically around \$25. Police departments around Minnesota host CFMH training on a regular basis. For owners who live outside of Minnesota, CFMH training is a nationwide program and training is offered by police departments around the country. If you are not sure whether a class will be accepted by the Plymouth Police Department, please call 763-509-5147.

Property owners and managers will have ample time to complete the CFMH training. Training must be completed prior to rental license renewal.

We have Minnesota CFMH training opportunities posted on the City of Plymouth website. The information can also be found on the Minnesota Crime Prevention Association website. Go to [www.mncpa.net](http://www.mncpa.net), click on the calendar on starred dates and look for **CFMH Day One**. You can also call 763-509-5147 for information on upcoming trainings.

Upon completion of the CFMH class, you will receive a certificate. **You will be required to submit a copy of your CFMH certificate upon license renewal. If you lose your certificate, you will have to contact the agency where you received your certificate and request a duplicate or you will need to re-take the CFMH class. The City of Plymouth will not track down lost certificates.**

3. **CFMH refreshers will be required every 3 years.** The time clock begins once a copy of the CFMH certificate is received. Plymouth Police will offer refresher classes, but not all departments offer refreshers. You will receive a refresher certificate upon completion of the refresher class. **You will be required to submit a copy of this refresher certificate when needed.** If you are not sure whether a different training will be accepted by the Police Department as a refresher, please call 763-509-5147.
4. Additional types of violations were added to the disorderly use provision to address common disorderly behavior that affects the health, safety, and welfare of the community. Previously, only seven behaviors were covered in the rental licensing ordinance. Nine additional types of violations were added. When verified violations are discovered, the police department will be sending notification to the owner and/or designated manager. In addition, the police department will also send a letter to the residents advising them of consequences for repeated disorderly behavior. It is our expectation that you will follow-up with your residents as well. As in the past, repeated violations by the same resident can affect your rental license. However, our goal is to bring residents into compliance. Hopefully, with notification from both owners/managers and the police department, the disorderly behavior will stop.

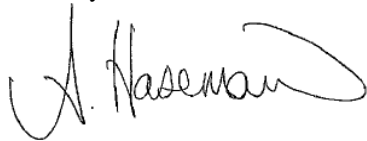
### **Adoption of Section 960 of the City Code**

Section 960 is a new ordinance that applies to everyone, both rental and owner-occupied residences. However, this section is primarily intended for owner-occupied properties. This ordinance regulates certain behavior deemed to be a nuisance. Our goal is to prevent or stop nuisance behavior by holding people accountable for their behavior. Similar to the rental ordinance, Section 960 also has a “three strikes” provision. Three violations at the same residence within a 365-day period will result in financial penalties. Owners, occupants, and persons in control of the residence may be subject jointly and severally to an excessive nuisance service call fee in the amount of \$250 or more, up to \$2,000, based on the actual cost of the law enforcement response and criminal charges punishable by up to a \$1,000 fine and 90 days in jail for each incident beyond the 2<sup>nd</sup> violation. Again, the goal is to stop nuisance behavior.

Remember, if you are having issues with your residents, don't forget Community Mediation! Mediation is **free** for Plymouth residents. It can work for neighbor-neighbor disputes as well as landlord-tenant disputes. Referring a problem to mediation early can help nip many problems in the bud. For further information, contact Community Mediation at 763-561-0033 or [www.mediationprogram.com](http://www.mediationprogram.com).

If you have any questions about these changes, please contact me at 763-509-5147. Thank you for your commitment to keeping our City safe! Working together, we make a difference!

Sincerely,



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