

Preserve and improve the health, safety, and welfare of our residents, businesses and the general public in the City of Florissant; while at the same time maintaining property values and improving the quality of life in the City of Florissant.

Date: January 5, 2016
Memo To: Lou Jearls, Director of Public Works
Thru: Phil Lum, Building Commissioner
From: Dianne Lehmann/PW Clerks
Subject: Vacant Property Registration Ordinance

- *This ordinance is not meant to replace the current Vacant Property Ordinance # 7071 and 7890 but to amend the Ordinance by adding a "Vacant Property Registration" form and fee requirement.*
- *This registration form would be an additional resource for the City to obtain information on vacant and abandoned properties and the responsible person of that property. In addition this amendment would address the "chronic vacancy issue" that is not currently addressed.*
- *In year 2015 the City collected approximately \$20,000.00 under the current vacant property ordinance. The proposed amendment would generate approximately \$35,000.00 in additional revenue with minimal clerical hours required.*

The owner of a vacant building shall register with the Public Works Department no later than 30 days after any building or portion thereof becomes "vacant". Registration of a property as "vacant" shall be the obligation of owner. The City may give notice to an owner requiring registration as indicated, but the obligation to register rests with the owner whether or not the owner receives notice. An enforcement officer may identify vacancies through a routine inspection process. Upon notification by residents, police department or other's that a property may be vacant. An inspection shall be conducted to confirm a property is vacant.

Definitions:

“Vacant” A building or structure which is any one or more of the following:

01. Unoccupied or devoid of content
02. Unoccupied or unsecured
03. Unoccupied or unsecured by other than normal means
04. Unoccupied or unsafe as determined by inspection
05. Unoccupied and a code official has issued an order to correct violations
06. Illegally occupied
07. Lacking utility service i.e., water, sewer, electric and gas.

A “Residential Vacant Property Registration Form” is required and notice shall be given to the owner of record. If notice is served by mail the notice shall be sent to the owner’s and manager’s last known address and the date of mailing shall be the date of service. A “Residential Vacant Property Registration Form” will be provided by the Public Works Department.

“Residential Vacant Property Registration Form” form must be completed and returned with the following information:

1. Name, street address and telephone numbers of the owner or owners and all other parties with ownership interest in the property.
2. Name, street address and telephone numbers of any registered property manager or any other responsible person so appointed by the owner.
3. Name and address of all known lien holders of record.
4. Status of property, vacant or occupied.
5. Utility status.
6. A plan or timeline to establish lawful occupancy, rehabilitation, removal or demolition of the structure.
7. Renew the vacant property registration each year on the anniversary date of the first filing for the time the building remains vacant and pay the required fee of two hundred dollars (\$200.00).

Any change of ownership must be documented to the Public Works department within 30 days of transfer of ownership.

Registration fees are as follows:

1. Vacant residential registration fee is \$200.00
2. Annual renewal fee is two hundred dollar (\$200.00) due upon anniversary date.
3. The owner of a vacant property shall be required to maintain insurance in an amount sufficient to cover the cost of repairs or demolition of the building and clean up.
4. Any property owner failing to pay a vacant residential property fee shall be assessed a late fee of \$25.00 per month.

Exemptions:

1. A property that is actively listed for sale and has a current approved municipal housing inspection.
2. A property that has suffered damage caused by fire or extreme weather conditions is exempt for a period of 90 days. If at the end of the 90 day period a building permit has been issued for the repairs the exemption status will remain for an additional 90 days, subject to receiving a 90 day extension.
3. A property that is undergoing rehab or restoration under an approved permit issued by the City of Florissant
4. A property that is occupied by a member of the military and is deployed for military service and is otherwise secure.
5. A property that is occupied only on a seasonal basis and is otherwise secure and in substantial compliance with all applicable codes, regulations and laws.

Chronic vacancy:

1. Any property, that has been determined "vacant", that is in violation of municipal code for a period over two (2) years shall be subject to an additional one hundred dollar (\$100.00) fee after three (3) years.
2. Any property, that has been determined "vacant", that is in violation of municipal code for a period over three (3) years shall be subject to an additional two hundred dollar (\$200.00) fee after four (4) years.
3. Any property, that has been determined "vacant", that is in violation of municipal code for a period over four (4) years shall be subject to an additional five hundred dollar (\$500.00) fee after five (5) years.
4. Any property that is in violation of municipal code that has been abandoned by the owner is subject to a dangerous building hearing.



City of Florissant Public Works Department

955 Rue St. Francois Florissant, MO 63031 phone 314-839-7648 fax 314-839-7646

RESIDENTIAL VACANT PROPERTY REGISTRATION FORM

The purpose of the City of Florissant Residential Vacant Property Program is to help protect the health, safety and welfare of the citizens by preventing blight, protecting property values and neighborhood integrity avoiding the creation and maintenance of nuisance residential dwellings and buildings. A building or structure will be deemed vacant if the property is not legally or currently occupied. All vacant property will be monitored to ensure compliance with property maintenance and safety requirements. Any property in violation of property maintenance and safety requirements will be subject to City Ordinance Section 510.400 "Vacant Residential Structure Fees"

PROPERTY ADDRESS
Florissant, MO 63031 [] 63033 []

Loan Companies ONLY House Vacant & Foreclosure Complete? Yes [] No []

PROPERTY OWNER
Name
Address
City State ZIP
Phone Number E-MAIL Address

PROPERTY MANAGER
Name
Address
City State ZIP
Phone Number E-MAIL Address

EMERGENCY CONTACT
Phone Number Alt.
Property Owner [] Property Manager [] Other []

UTILITY STATUS
Gas Service Disconnected [] Proper Working Order []
Electric Service Disconnected [] Proper Working Order []
Water Service Disconnected [] Proper Working Order []

AUTHORIZATION

By signing and submitting this document, I am authorizing the City of Florissant to utilize this information, certifying that I have the legal authority to do so. I affirm that the information provided is accurate to the best of my knowledge. I am granting permission to the City of Florissant authorized staff to access the exterior of the property for inspection purposes.

SIGNATURE Date Office Use Only Date Received
PRINT NAME
DRIVERS LICENSE or STATE ID #

1 INTRODUCED BY COUNCIL AS A WHOLE
2 SEPTEMBER 27, 2004

3
4 BILL NO. 7879

ORDINANCE NO. 7071

5
6 AN ORDINANCE AMENDING CHAPTER 5 BY ADDING A NEW
7 SECTION 5-175 IMPOSING A SEMI-ANNUAL REGISTRATION FEE OF
8 \$200.00 TO BE CHARGED TO THE OWNER OF ANY RESIDENTIAL
9 STRUCTURE IN THE CITY WHICH HAS BEEN VACANT FOR SIX
10 MONTHS OR MORE AND IS IN VIOLATION OF THE CITY'S HOUSING
11 CODES.
12

13 WHEREAS, pursuant to Ordinance 6924 the Florissant City Council asked the voters to
14 authorize the imposition of a semi-annual registration fee of \$200.00 to be paid by the owner of
15 any residential structure in the City which has been vacant for six months or more and is in
16 violation of the City's housing codes; and
17

18 WHEREAS, in April, 2004, the voters in the City of Florissant passed and approved
19 Proposition A authorizing the imposition of such a fee.
20

21 NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY
22 OF FLORISSANT, ST. LOUIS COUNTY, MISSOURI, AS FOLLOWS:
23

24 Section 1: That Chapter 5, "Building and Other Structures" is hereby amended by adding
25 a new Section 5-175, "Vacant Residential Structure Fee" to read as follows:
26

27 **Sec. 5-175. Building and Other Structures.**

28 A semi-annual registration fee of \$200.00 shall be charged to the owner of any residential
29 structure, including a structure containing multiple dwelling units, which has been vacant for six
30 months or more and is in violation of the City's housing codes. In the event that the registration
31 fee is not paid within thirty days of the receipt of the notice, a lien may be placed on the
32 property, enforceable as are other liens, by recording in the Office of the Recorder of Deeds in
33 St. Louis County a true copy of a statement attested to by the Director of Finance stating that the
34 fee has remained unpaid and shall constitute a lien for principle and interest and shall be in full
35 force and effect until final payment has been made. Sworn statements recorded in accordance

1144233.1

36 with the provisions hereof shall be prima facie evidence that all legal formalities have been
37 complied with and that the fee is due and owing, and this shall constitute full notice to every
38 person that the amount of the fees plus interest constitutes a charge against the property
39 designated in the statement and that the same is due and collectible as provided by law. In
40 addition to the filing of such lien, or in lieu of filing of such a lien, the City shall have the right to
41 collect these fees by including the fees on the bill for the payment of real and personal property
42 taxes and all other taxes due and owing.

43

44 Section 2: This ordinance shall be in full force and effect immediately upon its passage
45 and approval as provided by law.

46

47

48

49

Adopted this 27 day of Sept, 2004.

50

51

52

53

54

55

56

57

58

Approved this 28 day of Sept, 2004.

59

60

61

62

63

64

65

66

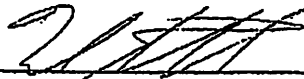
67

68

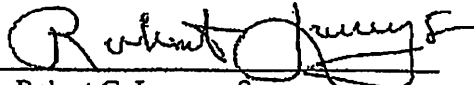
69

70

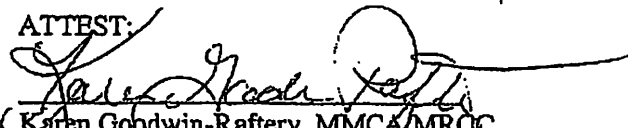
71



Mark Schmidt
President of the Council



Robert G. Lowery, Sr.
Mayor

ATTEST:


Karen Goodwin-Raftery, MMCA/MRCC
City Clerk

1 INTRODUCED BY COUNCIL AS A WHOLE
2 JUNE 25, 2012
3

4 BILL NO. 8830

ORDINANCE NO. 7890

5
6 AN ORDINANCE TO AMEND CHAPER 510 "MINIMUM
7 STANDARDS FOR DWELLINGS, DWELLING UNITS AND
8 ACCESSORY BUILDINGS AND COMMERCIAL BUILDINGS",
9 SECTION 510.400 "VACANT RESIDENTIAL STRUCTURE
10 FEES" BY ADDING AN ADMINISTRATIVE COST FOR
11 INSPECTIONS.
12


13 BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FLORISSANT, ST. LOUIS
14 COUNTY, MISSOURI, AS FOLLOWS:
15

16 Section 1: Chapter 510 "Minimum Standards For Dwellings, Dwelling Units And
17 Accessory Buildings And Commercial Buildings", Section 510.400 "Vacant Residential Structure
18 Fees" is hereby amended by adding a section "B" adding a \$45.00 inspection fee to read as
19 follows and renumbering accordingly:

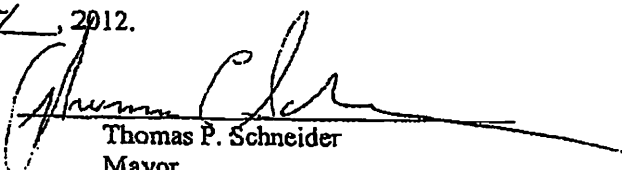
20 B. A forty five dollar (\$45) inspection fee shall be charged for an inspection to the owner
21 of any residential structure, including a structure containing multiple dwelling units, which has
22 been vacant for six (6) months or more and is in violation of the City's housing codes.

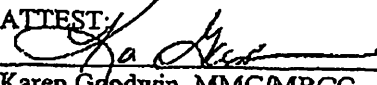
23 Section 2: This ordinance shall become in full force and effect immediately upon its
24 passage and approval.

25 Adopted this 9 day of July, 2012.

26 
27
28 Keith Schildroth
29 President of the Council
30

31 Approved this 11 day of July, 2012.

32 
33
34 Thomas P. Schneider
35 Mayor
36

37 ATTEST:
38 
39 Karen Goodwin, MMC/MRCC
40 City Clerk