



**CITY OF SAINT PAUL**  
OFFICE OF THE CITY COUNCIL  
310 CITY HALL  
15 WEST KELLOGG BOULEVARD  
SAINT PAUL, MN 55102-1615  
Marcia Moermond, Legislative Hearing Officer  
EMAIL: [legislativehearings@ci.stpaul.mn.us](mailto:legislativehearings@ci.stpaul.mn.us)  
PHONE: (651) 266-8585 FAX: (651) 266-8574

December 22, 2022

Greg Trentman  
Rachel Goligoski  
1317 Selby Ave  
St. Paul, MN 55104

VIA EMAIL  
[Gregt64@aol.com](mailto:Gregt64@aol.com)  
[rrgoli@aol.com](mailto:rrgoli@aol.com)

Re: Appeal for Property at 1317 Selby Avenue

Dear Greg Trentman & Rachel Goligoski:

This is to confirm that at the Legislative Hearing on December 13, 2022, Legislative Hearing Officer Marcia Moermond continued the matter to Legislative Hearing on **Tuesday, February 21, 2023 at 11:00 am** for further discussion (if you would prefer to conduct this by phone, simply let our office know).

As discussed, should you wish to pursue this further with Public Works, you as the property owner(s) need to fill out the attached application form, sign, and date it. You only need to fill the line items highlighted in "yellow" on the form. In addition to the completed application form, a **non-refundable review fee payment** of \$250.00 is required from each owner. Ms. Moermond has reviewed the criteria outlined in the ordinance that Public Works would use in evaluating your application. In addition, please also provide the following:

- A formal letter of request explaining the purpose for the encroachment and why it must be located within the public right-of-way.
- Also include within that letter of request a specific description (type, material, size, and general location) of the encroachment. Material data cut sheets are also recommended.
- A scaled plan view drawing of the encroachment showing location and size with dimensions indicating spacing and distances from fixed objects (such as hydrants, face of building, curbs, driveway aprons, trees, property lines, etc.) and how much of the right-of-way is going to be encroached upon (with an indicated distance beyond the property line that is adjacent to the encroached right-of-way).

All of the noted required review items (along with any additional information, documents, and/or pictures you may wish to include to further your particular request) can be pdf attachments



emailed to [Jim.brown@ci.stpaul.mn.us](mailto:Jim.brown@ci.stpaul.mn.us). The non-refundable review fee payments of \$250.00 is to be paid by check made out to the City of Saint Paul, and can be mailed or delivered to:

City of Saint Paul Public Works  
Maps and Records Office  
1000 City Hall Annex  
25 W 4<sup>th</sup> Street, 10<sup>th</sup> Floor  
Saint Paul, MN 55102  
Attn. Jim Brown

Ms. Moermond reviewed the criteria outlined in the ordinance that Public Works would use in evaluating your application. She is strongly encouraging you to consider these carefully and ask questions of Public Works staff before making the significant investment in the application – especially Legislative Code Chapter 134.01(1) which reads “to allow use of the public right-of-way by adjacent property owners for purposes that cannot be reasonably satisfied on private property.”

If you have any questions, please contact me at 651-266-8585.

Sincerely,

/s/

Joanna Zimny  
Legislative Hearing Executive Assistant

Encl: Encroachment Permit App  
Procedure for requesting encroachment right-of-way  
Copy of chapter 134 re: projections and encroachments

c: CE Supervisors  
Sean Westenhofer – Department of Safety & Inspections, Supervisor