



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
PHONE: (651) 266-8585 FAX: (651) 266-8574

July 28, 2022

Timothy Hay
1803 Ivy Ave E.
St. Paul, MN 55119

Re: Remove or Repair of the Structure at 1803 Ivy Avenue East

Dear Timothy Hay:

This is to confirm that at the Legislative Hearing on July 26, 2022 Legislative Hearing Officer Marcia Moermond recommend continuing the matter **to Legislative Hearing on Tuesday, August 9, 2022 in room 330 City Hall. In order for the City Council to continue this discussion, the Code Compliance Inspection applied for by close of business August 8, 2022.**

The Code Compliance and performance deposit forms can be found online here: <https://www.stpaul.gov/departments/safety-inspections/vacant-buildings>. I have also included them. Please contact the Department of Safety and Inspections directly at 651-266-8989 for questions regarding the application or payment process. **Please include the lock box code in your Code Compliance Application.**

For your reference, in addition to the above items, the following items must be completed before receiving a grant of time from the City Council to rehabilitate the property:

1. If you are intending to have a third party rehabilitate the property, pending transfer of title, the contract used for this transaction will need to be approved by the Legislative Hearing Officer. **Please note that title cannot transfer until the rehabilitation is complete and nuisance abated;**
2. **Post a \$5,000** Performance Deposit with the Department of Safety & Inspections;
3. title must be cleared through probate;
4. outstanding real estate taxes must be brought current (currently amounting to \$241.63);
5. **submit evidence of financing sufficient to complete the rehabilitation.** Staff estimates costs to exceed \$100,000. If total for bids are more than 20% less than staff estimate, a high level of detail will be required. Financing could be business or personal accounts, a line of credit, or construction loan. Other types of financing will be reviewed on a case by case basis;

6. **submit an affidavit indicating the finances will be dedicated to completing the project** and not diverted until a code compliance certificate is issued; and
7. **submit work plan, sworn construction statement, or scope of work.** This should include **signed** subcontractor bids and a **schedule** for completion of the project; and
8. **the property must be maintained.**

Samples of these items will be sent at a later date. If you would like them sooner, please let me know.

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

Sincerely,

/s/

Joanna Zimny

Legislative Hearing Executive Assistant

Encl: Vacant Building Performance Deposit form
Code Compliance Inspection application

c: Rehabilitation & Removal staff