

3/26/11



# APPLICATION FOR APPEAL

RECEIVED  
NOV 8 2011  
CITY CLERK

Saint Paul City Clerk  
310 City Hall, 15 W. Kellogg Blvd.  
Saint Paul, Minnesota 55102  
Telephone: (651) 266-8560

The City Clerk needs the following to process your appeal:

- \$25 filing fee payable to the City of Saint Paul (if cash: receipt number \_\_\_\_\_)
- Copy of the City-issued orders or letter which are being appealed
- Attachments you may wish to include
- This appeal form completed
- Walk-In OR  Mail-In

**YOUR HEARING Date and Time:**

Tuesday, 11-22-11

Time 1:30

**Location of Hearing:**  
Room 330 City Hall/Courthouse

## Address Being Appealed:

Number & Street: 678 Preble St City: St Paul State: MN Zip: 55130

Appellant/Applicant: Kristin Dawkins Email \_\_\_\_\_

Phone Numbers: Business \_\_\_\_\_ Residence \_\_\_\_\_ Cell 651-307-3496

Signature: Kristin Dawkins Date: \_\_\_\_\_

Name of Owner (if other than Appellant): John and Grace Dawkins

Address (if not Appellant's): 14 Spring Lane, Yardley, PA 19067

Phone Numbers: Business \_\_\_\_\_ Residence 215-968-5549 Cell \_\_\_\_\_

## What Is Being Appealed and Why?

*Attachments Are Acceptable*

- Vacate Order/Condemnation/Revocation of Fire C of O
- Summary/Vehicle Abatement
- Fire C of O Deficiency List
- Fire C of O: Only Egress Windows
- Code Enforcement Correction Notice
- Vacant Building Registration

Other Fire Certificate of Occupancy Inspection  
Because it is owner-occupied.



CITY OF SAINT PAUL

Christopher B. Coleman, Mayor

375 Jackson Street, Suite 220  
Saint Paul, MN 55101-1806Telephone: 651-266-8989  
Fax: 651-266-8951

October 7, 2011

GRACE DAWKINS  
JOHN DAWKINS  
220 S 6TH ST #1700  
MINNEAPOLIS MN 55402-4511

## INSPECTION APPOINTMENT RESCHEDULED PER OWNER REQUEST

Dear Property Owner:

An inspection of your property has been scheduled as follows:

<b>Address:</b>	678 PREBLE ST	<b>Units:</b>	1
<b>Date:</b>	November 10, 2011	<b>Time:</b>	10:15 am
<b>Inspector:</b>	Kelly Booker	<b>Phone:</b>	651-266-8985
		<b>Email:</b>	kelly.booker@ci.stpaul.mn.us

You or your responsible representative is requested to meet the inspector at the front of the building to admit and accompany the inspector throughout the building, including each rental unit. It is the responsibility of the owner to notify the tenants at least 24 hours in advance that an inspection will be done. Please have keys available to all units and common areas.

Saint Paul Legislative Code authorizes this inspection and the collection of inspection fees. It is a criminal misdemeanor violation should you not permit this inspection by failing to appear for this appointment without rescheduling with the inspector. In addition, a **No Entry Fee of \$60.00** may be assessed to the Renewal Fee whenever the owner or responsible representative needs to re-schedule the appointment but fails to notify the inspector, **in writing**, by 8:00 a.m. on the date of the inspection.

If you no longer own this building, contact the inspector immediately between 7:30 - 9:00 a.m., Monday through Friday.

### FOR CONDOS:

The interior of owner-occupied dwelling units are **exempt** from this inspection. In condominium buildings, only *rental* units, the common areas, and utility area will be inspected.

### FOR APARTMENTS AND DWELLINGS:

A **Smoke Detector Affidavit and an Existing Fuel Burning Equipment Safety Test report must be completed at the time of inspection.** For these forms, fee schedules, information and other inspection handouts, please visit our web page at: <http://www.stpaul.gov/cofo>

Thank you for your co-operation.

**STATUTORY SHORT FORM POWER  
OF ATTORNEY**

**MINNESOTA STATUTES, SECTION 523.23**

**IMPORTANT NOTICE:** The powers granted by this document are broad and sweeping. They are defined in Minnesota Statutes, section 523.24. If you have any questions about these powers, obtain competent advice. This power of attorney may be revoked by you if you wish to do so. This power of attorney is automatically terminated if it is to your spouse and proceedings are commenced for dissolution, legal separation, or annulment of your marriage. This power of attorney authorizes, but does not require, the attorney-in-fact to act for you.

**PRINCIPAL:** John Dawkins, Grace Dawkins, 14 Spring Lane, Yardley, Pennsylvania

**ATTORNEY(S)-IN-FACT:** Kristin Dawkins, 678 Preble St., Saint Paul, Minnesota

**SUCCESSOR ATTORNEY(S)-IN-FACT (Optional)**

To act if any named attorney-in-fact dies, resigns, or is otherwise unable to serve.

First Successor: Andrew Dawkins, 1700 US Bank Plaza S, 220 S. 6<sup>th</sup> St., Mpls., MN

Notice: If more than one attorney-in-fact is designated, make a check or "x" on the line in front of one of the following statements:

Each attorney-in-fact may independently exercise the powers granted

All attorneys-in-fact must jointly exercise the powers granted

EXPIRATION DATE (Optional)

\_\_\_\_\_  
(Use Specific Month

\_\_\_\_\_, \_\_\_\_\_  
Day Year Only)

We, John and grace Dawwkins, a married couple, (the above named Principal) do hereby appoint the above named Attorney(s)-in-Fact to act as our attorney(s)-in-fact to act:

**FIRST:** To act for us in any way that we could act with respect to the following matters, as each of them is defined in Minnesota Statutes, section 523.24:

(To grant to the attorney-in-fact any of the following powers, make a check or "x" on the line in front of each power being granted. You may, but need not, cross out each power not granted. Failure to make a check or "x" on the line in front of the power will have the effect of deleting the power unless the line in front of the power of (N) is checked or x-ed.)

Check or "x"

X   (A) real property transactions;  
We choose to limit this power to real property in Ramsey County, Minnesota,  
described as follows: (Use legal description. Do not use street address.)

Lot 5, except the north 59 feet thereof in Lot 7, Irvine's Second Addition to Saint Paul, and all that part of Lot 4 in said Block 7 lying westerly of a line described as follows: commencing at a point on the west line of said Lot 4, 59 feet south of the northwest corner thereof, thence east 3.23 feet, thence southerly a distance of 45.7 feet to a point 4.05 feet east of said west line, thence southwesterly 10.25 feet to a point 1.8 feet east of the west line, thence west 1.8 feet to said west line, being the point of termination.

Commonly known as 678 Preble Street, Saint Paul, Minnesota

- (B) tangible personal property transactions;
- (C) bond, share, and commodity transactions;
- (D) banking transactions;
- (E) business operating transactions;
- (F) insurance transactions;
- (G) beneficiary transactions;
- (H) gift transactions;
- (I) fiduciary transactions;
- (J) claims and litigation;
- (K) family maintenance;
- (L) benefits from military service;
- (M) records, reports, and statements;
- (N) all of the powers listed in (A) through (M) above and all other matters.

**SECOND:** (You must indicate below whether or not this power of attorney will be effective if you become incapacitated or incompetent. Make a check or "x" on the line in front of the statement that expresses your intent.)

       This power of attorney shall continue to be effective if I become incapacitated or incompetent.

  X   This power of attorney shall not be effective if one or both of us become(s) incapacitated or incompetent.

**THIRD:** (You must indicate below whether or not this power of attorney authorizes the attorney-in-fact to transfer your property to the attorney-in-fact. Make a check or "x" on the line in front of the statement that expresses your intent.)

This power of attorney authorizes the attorney-in-fact to transfer our property to the attorney-in-fact.

This power of attorney does not authorize the attorney-in-fact to transfer my property to the attorney-in-fact.

**FOURTH:** (You may indicate below whether or not the attorney-in-fact is required to make an accounting. Make a check or "x" on the line in front of the statement that expresses your intent.)

Our attorney-in-fact need not render an accounting unless either one of us requests it or the accounting is otherwise required by Minnesota Statutes, section 523.21.

My attorney-in-fact must render {Monthly}{Quarterly}{Annual} accountings to me or \_\_\_\_\_ during my lifetime, and a final accounting to the personal representative of my estate, if any is appointed, after my death.

*IN WITNESS WHEREOF*, We have hereunto signed our names this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
\_\_\_\_\_, Principals

STATE OF PENNSYLVANIA    )  
  ) ss.  
COUNTY OF BUCKS         )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2011, by John Dawkins and by Grace Dawkins.

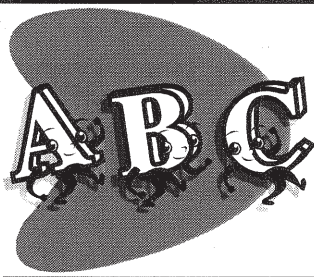
\_\_\_\_\_  
Notary Public

This instrument drafted by:

Mansfield, Tanick & Cohen, P.A.  
1700 U.S. Bank Plaza South  
220 South Sixth Street  
Minneapolis, MN 55402-4511

Specimen Signature of  
Attorney(s)-in-Fact  
(Notarization not required)

## Common Acronyms and Terms – Page 1 of 4



### **Government Departments & Programs**

#### **City**

BZA – Board of Zoning Appeals - A seven member board appointed by the Mayor and Confirmed by the City Council that hears requests for variances of zoning standards such as setback, parking or building height. The Board's decision is final unless appealed to the City Council.

CIB – Capital Improvement Budget

COPP – Community Organization Partnership Program

DSI - Department of Safety and Inspections (formally LIEP & Code Enforcement)

ENS – Early Notification System

HPC - Heritage Preservation Commission

HRA - Housing and Redevelopment Authority

HREEO - Human Rights Economic Equal Opportunity

ISP - Invest Saint Paul Initiative

PED - Planning & Economic Development

PHA - Public Housing Authority

STAR - Sales Tax Revitalization (Neighborhood & Cultural) Program

SAGA - Stop Armed Gang Activity

SPPD – Saint Paul Police Department

TIF - Tax Increment Financing

ACO - Animal Control Officer

ACC - Animal Control Center (shelter)

SPAC - Saint Paul Animal Control

#### **County**

CHS – Ramsey County Community Human Services

CRWD - Capitol Regional Watershed District

RWMWD – Ramsey/Washington Metro Watershed District

SPCC - St. Paul Children's Collaborative

TISH - Truth in Sale of Housing



## Common Acronyms and Terms– Page 2 of 4

### **Government Departments & Programs (continued)**

#### **State**

CAAPB - Capitol Area Architectural Planning Board

CCLRT - Central Corridor Light Rail Transit project

DEED – Minnesota Department of Employment and Economic Development

DNR – Minnesota Department of Natural Resources

MHFA - Minnesota Housing Finance Agency

MPCA - Minnesota Pollution Control Agency

TRA - Tenants Remedies Act

#### **Federal**

CDBG - Community Development Block Grant funding

EPA - Environmental Protection Agency

HUD - Housing & Urban Development

NSP - Neighborhood Stabilization Program

PROWAG - Public Rights-of-Way Accessibility Guidelines

### **Saint Paul Zoning and Licensing Terms**

ADA - Americans with Disabilities Act Of 1990- Federal law, which requires accessible public transportation services for persons with disabilities. ADA also pertains to the facilities along highways, trails, sidewalks, and other public structures.

APE - Area of Potential Effect- Geographic area or areas within which an undertaking may cause changes in the character or use of historic properties, if any such properties exist.

ALJ – Administrative Law Judge: A hearing officer who hears cases of contested license issues such as revocation or denial. The ALJ conducts the hearing similar to a normal court case but is somewhat less formal. The ALJ makes recommendations to the Council who may accept, reject or modify the recommendation.

CUP – Conditional Use Permit (formerly referred to as a Special Condition Use Permit) (SCUP.): A permit issued by the Planning Commission following a public hearing for various uses that are permitted but are subject to certain conditions.

DSU – Determination of Similar Use: When a specific use is not listed in a zoning district the Planning Commission determines if the use is similar to other permitted uses in the district. This decision may also be appealed to the City Council.

## Common Acronyms and Terms– Page 3 of 4

### **Saint Paul Zoning and Licensing Terms (continued)**

EAW – Environmental Assessment Worksheet: A document that assesses the potential harm to the environment generally required for large industrial or commercial developments but may be required for any development located in an environmentally sensitive area such as next to a river or stream.

EIS – Environmental Impact Statement: When an EAW is required it is reviewed by the City Planning Administrator. If in the opinion of the Planning Administrator there is a potential for harm to the environment an EIS can be required. These are usually done by a consultant and can be quite expensive, potentially adding over \$100,000 to the cost of the project.

Grandfathered (in) – A colloquial term used to describe a legal nonconforming use or structure, meaning a use that was legally established but does not conform to current zoning requirements.

NPDES Permit – National Pollution Discharge Elimination System: Federal regulations intended to ensure that new developments do not cause pollution. Authority to administer these rules has been delegated to the City and is conducted by DSI staff. Generally required for all developments larger than one acre in size.

Overlay Zoning – Every parcel of land in the city has been assigned a zoning classification such as R-1, RM-2, B-2, I-1 etc. In addition to the general zoning requirements of these underlying districts, certain areas of the city are subject to additional requirements imposed by an overlay zoning designation. Some of the overlay zoning districts are:

TPD – Tree Preservation District

RC – River Corridor

SDC – Shepard Davern Commercial District

SDR – “Shepard Davern Residential District

HVOD – Hillcrest Village Overlay District

SSD – Special Sign District

WBOD – White Bear Ave Overlay District

SFPD – State Fair Parking District

CAAPCJ - Capital Area Architectural Planning Commission Jurisdiction.



## **Common Acronyms and Terms– Page 4 of 4**

### **Saint Paul Zoning and Licensing Terms (continued)**

Plan Review – There are three types of plan review conducted by DSI staff;

Site Plan Review which is required for all new construction and looks at site and zoning issues;

Environmental Plan Review which is required for all food related businesses such as restaurants and bakeries;

Plan Review which also is required for all new construction but looks at Building Code issues of the structure.

SAC – Sewer Availability Charge: A one time fee imposed by MCES (Metropolitan Council Environmental Services) for new connections or increased volume discharged to the metropolitan wastewater system.

SPR – Site Plan Review

RFQ - Request for Qualification

WCA (pronounced waca) – Wetlands Conservation Act: Federal standards and rules governing the preservation of designated wetlands. Authority to administer these standards has been delegated to the State which in turn established a panel made of up representatives from City and County agencies to review individual projects. A staff person from DSI (Wes Saunders-Pierce) is a panel member and represents the City in these matters.

### **Other Organizations involved with Zoning and Licensing Issues**

CDC – Community Development Corporations

CSP - Community Stabilization Project

CURA - Center for Urban & Regional Affairs

District Councils

DCC - District Council Collaborative

HECUA - Higher Education Consortium for Urban Affairs

LISC - Local Initiatives Support Corporation

MCCD - Minnesota Consortium of Community Developers

SPPA - St. Paul Port Authority

TLC - Transit for Livable Communities

## The Early Notification System (ENS)

### What is the Early Notification System (ENS)?

- Chapter A-11 of the administrative code
- Established to provide timely information to community organizations, including district councils, regarding the City's activities that are being considered, proposed, planned and/or implemented.
- Initially passed by City Council in 1979, last updated in June 2009.
- Purpose is to facilitate the necessary information exchange between various city departments, boards, committees, commissions, task forces, the city council and affected neighborhood organizations, other agencies and individual residents.
- Serves as a means of receiving community input for the decision-making process involved in granting or denying approval of applications for various licenses, permits, land use changes, and building or zoning variances.

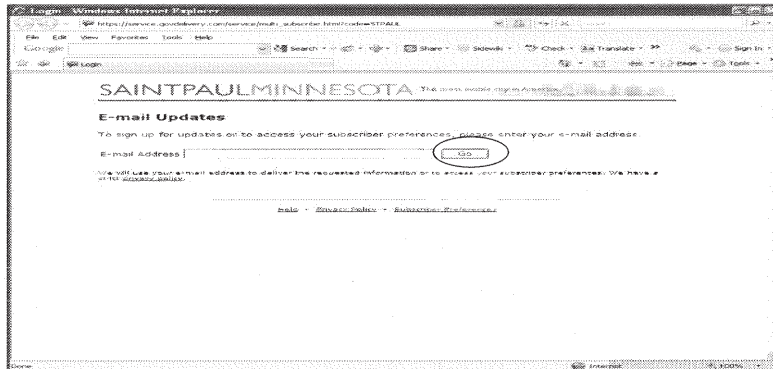
## Sign up for the Early Notification System (ENS)

1) Go to the City of Saint Paul home page ([www.ci.stpaul.mn.us](http://www.ci.stpaul.mn.us)) and click on the "E-Subscription" button.



## Sign up for the Early Notification System (ENS)

2) Fill in your email address and click on the “Go” button.



Logon - Windows Internet Explorer  
https://www.southbury.com/service/ens\_subscribe.html?code=STPAUL

SAINTPAULMINNESOTA The most mobile region in America

**E-mail Updates**

To sign up for updates or to access your subscriber preferences, please enter your e-mail address.

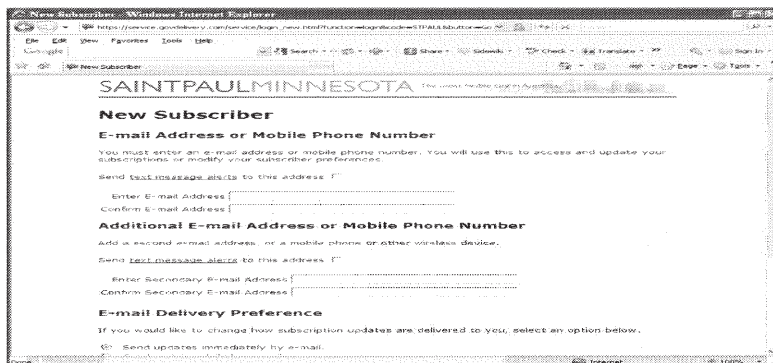
E-mail Address

You will use your e-mail address to deliver the requested information or to access your subscriber preferences. We have a [help](#) page for you.

[help](#) - [Subscriber Info](#) - [Subscriber Preferences](#)

## Sign up for the Early Notification System (ENS)

3) Complete contact information then press the “Save” button (at bottom of web page – not shown here).



New Subscriber - Windows Internet Explorer  
https://www.southbury.com/service/ens\_login\_new\_subscribe.html?code=STPAUL#subscribe

SAINTPAULMINNESOTA The most mobile region in America

**New Subscriber**

**E-mail Address or Mobile Phone Number**

You must enter an e-mail address or mobile phone number. You will use this to access and update your subscriptions or modify your subscriber preferences.

Send [text message alerts](#) to this address.

Enter E-mail Address

Confirm E-mail Address

**Additional E-mail Address or Mobile Phone Number**

Add a second e-mail address, or a mobile phone or other wireless device.

Send [text message alerts](#) to this address.

Enter Secondary E-mail Address

Confirm Secondary E-mail Address

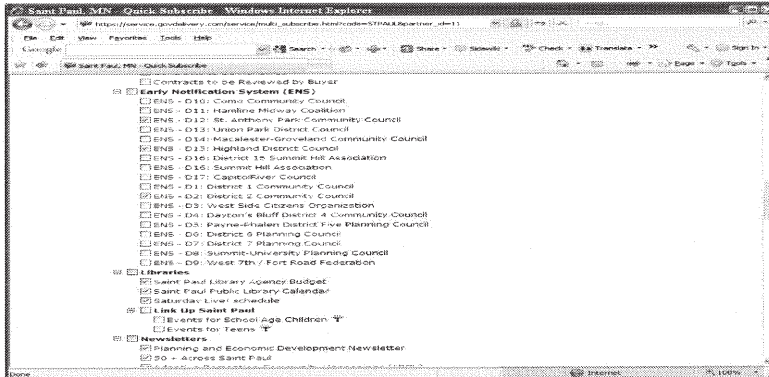
**E-mail Delivery Preference**

If you would like to change how subscription updates are delivered to you, select an option below.

Send updates immediately by e-mail.

## Sign up for the Early Notification System (ENS)

4) You will see a subscription list page. Scroll down to the ENS section and check to receive information for one, some or all district council areas.



## Sign up for the Early Notification System (ENS)

5) Once you finish checking of the ENS (and other City information) you want to receive, scroll to the end of the list and press the "Save" button. You're on the list(s)!

