



# APPLICATION FOR APPEAL

Saint Paul City Council – Legislative Hearings

MAY 08 2025

CITY CLERK

310 City Hall, 15 W. Kellogg Blvd.

Saint Paul, Minnesota 55102

Telephone: (651) 266-8585

legislativehearings@ci.stpaul.mn.us

## We need the following to process your appeal:

☒ \$25 filing fee (non-refundable) (payable to the City of Saint Paul) (if cash: receipt number 784272)

☒ Copy of the City-issued orders/letter being appealed & any attachments you may wish to include

☒ Walk In ☐ Mail ☐ Email

Appeal taken by:

## HEARING DATE & TIME

(provided by Legislative Hearing staff)

Tuesday, May 13, 2025

Location of Hearing:

☒ Telephone: you will be called between 1:00pm & 3:00pm

☐ In person (Room 330 City Hall) at: \_\_\_\_\_  
(required for all condemnation orders and  
Fire C of O revocations and orders to vacate)

## Address Being Appealed:

Number & Street: 469 Anita Street City: St. Paul State: MN Zip: 55107

Appellant/Applicant: Tiffany Davies / Reginald Glass Email reginaldglass@gmail.com

Phone Numbers: Business \_\_\_\_\_ Residence \_\_\_\_\_ Cell 612-203-0575

Signature: Tiffany Davies Date: 5/8/25

Name of Owner (if other than Appellant): Reginald Glass

Mailing Address if Not Appellant's: \_\_\_\_\_

Phone Numbers: Business 952-392-8947 Residence \_\_\_\_\_ Cell 612-400-8657

## 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/Correction

☐ Code Enforcement Correction Notice

☒ Vacant Building Registration

☐ Other (Fence Variance, Code Compliance, etc.)



CITY OF SAINT PAUL

375 Jackson Street, Suite 220  
Saint Paul, MN 55101-1806Telephone: 651-266-8989  
Facsimile: 651-266-1919  
[www.stpaul.gov/dsi](http://www.stpaul.gov/dsi)

April 29, 2025

Reginald Terrance Glass  
469 Anita St  
St Paul MN 55107-2332

Customer #:1875196

Bill #: 1941345

**VACANT BUILDING REGISTRATION NOTICE**The premises at **469 ANITA ST**

has been inspected and found to meet the legal definition of a Vacant Building as described in Saint Paul Legislative Code, Chapter 43. You are required by law to register this building with the Department of Safety and Inspections, Vacant Building Division, by filling out and returning the registration form provided with this letter. You are also required to pay the annual Vacant Building Registration Fee of **\$2,459.00**. The fee is due upon receipt of this letter and must be paid no later than thirty (30) days from the date of this letter, as required in Saint Paul Legislative Code, Chapter 43. If this building is vacant due to a fire, complete the enclosed registration form and return it to this office within 30 days.

**Payment must be received by May 29, 2025 .**

You may pay this registration fee online by going to **online.stpaul.gov** and selecting the 'Make a Payment' option. You will need your customer number and bill number to process a payment - both can be found on this letter.

To pay this invoice by mail please send this registration form along with payment to:

DEPARTMENT OF SAFETY AND INSPECTIONS  
375 Jackson Street, Suite 220  
Saint Paul, MN 55101-1806  
**Do Not Mail Cash**

If you wish to pay in person, you may do so from 8:00am to 4:00pm Monday through Friday at the above address.

You may file an appeal to this fee or registration requirements by contacting the City Clerk's Office by calling (651)266-8688. Any appeal of this fee must be made within ten (10) days of the date of this notice.

**If the registration fee is not received in this office within 45 days of the date of this letter, the full amount owed will be assessed to, and collected with, the taxes for this property as permitted by Saint Paul Legislative Code Chapter 43.**

The Code Enforcement Officer has notified the Building Inspection and Design Section that this property meets the legal definition of a registered vacant building and in accordance with Legislative Code Chapter 33, no permits (except demolition, wrecking and removal permits) will be issued until the requirements of all applicable ordinances are fulfilled.

All category 2 and category 3 vacant buildings must be winterized with gas and water services shut off or, alternately, an excess flow gas valve must be installed in the dwelling, within sixty (60) days of the date of this notice.

**WRITTEN PERMISSION FROM THE CITY OF SAINT PAUL IS REQUIRED BEFORE A CATEGORY 2 OR CATEGORY 3 VACANT BUILDING CAN BE OCCUPIED OR SOLD.**

**Category 2:** Requirements include: 1. register/re- register the building, 2. pay outstanding fee(s), 3. obtain a code compliance report, 4. submit for approval a rehab cost estimate from a licensed contractor and a schedule for completion of all code compliance work, 5. submit proof of financial responsibility acceptable to the City, and 6. obtain Zoning approval of the proposed use.

**Category 3:** All requirements listed for Category 2 vacant buildings, AND obtain a **Certificate of Occupancy OR Certificate of Code Compliance** prior to the sale of the building.

If the use of this building meets the definition of a nonconforming use by the Zoning Code, then the use will lose its nonconforming status 365 days from the date the building was declared vacant.

**You must contact the Enforcement officer , Rick Gavin, at 651- 266- 1910 to find out what must be done before this building can be legally reoccupied.**

The Enforcement Officer may declare this building to constitute a Nuisance Building subject to demolition and issue an Order to Abate under authority of Legislative Code Chapter 45. In the event this building is declared a Nuisance Building, subject to demolition, the Enforcement Office will notify all owners and interested parties of the Order to Abate as provided in the Legislative Code Chapter 45.

If you have questions about this annual registration fee or other vacant building requirements, please contact the District Inspector, Rick Gavin, at 651- 266- 1910.

This registration form and fee is required by law. Your prompt attention to this matter is appreciated.

Steve Magner  
Vacant Buildings Program Manager

Enclosures: Regulations Requirements Information  
Vacant Building Registration Form

SM: rg  
vb\_registration\_notice 11/14

Reginald Glass

469 Anita St

St. Paul, MN 55107

reginaldglass@gmail.com

612-460-8657

May 06, 2025

Department of Safety and Inspections

Fire and Safety Division

City of Saint Paul

375 Jackson Street, Suite 220

Saint Paul, MN 55101

Subject: Appeal of Fire Certificate of Occupancy Revocation and Order to Vacate – 469 Anita Street

Ref# 14787

To Whom It May Concern,

I am writing to formally appeal the recent revocation of the Fire Certificate of Occupancy and the accompanying order to vacate for the property located at 469 Anita Street, Saint Paul, MN.

This notice came as a shock, as it was the first official communication I received regarding any compliance issue. A business card was left at the location, and I followed up immediately upon finding it, in good faith and with the intention of cooperating fully. I respectfully request that the Department of Safety and Inspections consider issuing a warning rather than a full revocation, as this would allow me the opportunity to bring the space into compliance while continuing to pursue legitimate and responsible business efforts.

Since acquiring this building along with my home, I have worked to ensure it benefits the surrounding community. I have allowed nonprofits to use the space for youth development programs, offered temporary shelter to those in need, and welcomed churches and families for worship and grieving. These uses have been informal and inconsistent, but always rooted in a desire to uplift and serve.

In response to the concerns raised, I have taken several corrective actions:

- I have removed all advertisements for the space.
- I have discontinued all external business activity, which was sporadic at best.
- I have reported problematic guests through Peerspace.
- I am actively researching zoning requirements and saving for the necessary inspections.
- I've engaged in neighborhood cleanup efforts and am considering mercantile business options that will be compatible with the area and its residents.

I am deeply committed to being a responsible property owner and neighbor. As a Black business owner striving to create positive opportunities in Saint Paul, I hope your office will consider my record of community service and my willingness to comply. I ask for your support in allowing me a fair path to resolution and compliance.

Please let me know if there are any next steps I should take to formalize this appeal or provide additional documentation. I am eager to work collaboratively with the department to resolve this matter.

Thank you for your time and consideration.

Sincerely,  
Reginald Glass