



SpencerFane®

LESLIE WITTERSCHEIN  
DIRECT DIAL: 612-268-7029  
lwitterschein@spencerfane.com

October 9, 2020

**VIA EMAIL**

St. Paul City Council – Legislative Hearings  
310 City Hall  
15 W. Kellogg Blvd.  
St. Paul, MN 55102  
Attn: Janis Peterson  
[Janis.peterson@ci.stpaul.mn.us](mailto:Janis.peterson@ci.stpaul.mn.us)

**Re: 2023 ASHLAND AVE  
Ref. #107964  
Residential Class: B**

Dear Ms. Peterson:

Attached please find:

1. Application for Appeal Form
2. My letter to Marcia Moermond, Legislative Hearing Officer, dated October 9, 2020
3. 2023 Ashland Ave SPO Fire Inspection Occupancy Violation
4. 2023 Ashland Student Permit Application
5. 2017 Certificate of Occupancy
6. Copy of our Check No. 5356624 in the amount of \$25.00

The check will be arriving by Federal Express either later today or on Monday.

Very truly yours,

Leslie Witterschein



SpencerFane

LESLIE WITTERSCHEIN  
DIRECT DIAL: 612-268-7029  
lwitterschein@spencerfane.com

October 9, 2020

**VIA EMAIL**

Marcia Moermond  
Legislative Hearing Officer  
St. Paul City Council – Legislative Hearings  
310 City Hall  
15 W. Kellogg Blvd.  
St. Paul, MN 55102  
[legislativehearings@ci.stpaul.mn.us](mailto:legislativehearings@ci.stpaul.mn.us)

**Re: 2023 ASHLAND AVE**  
**Ref. #107964**  
**Residential Class: B**

Dear Ms. Moermond:

Please find attached the following documents which support St. Paul's Outreach's (SPO) appeal of the Fire Inspection Correction Notice ("Correction Notice") at 2023 Ashland Avenue, St. Paul, MN ("2023 Ashland"):

- Student Housing Registration Application ("Application"), filed with the Department of Safety and Inspections on December 5, 2012;
- Attachments to the Application, filed with the Department of Safety and Inspections ("DSI") on December 5, 2012; and
- 2017 Certificate of Occupancy

SPO is appealing this Correction Notice based on the following:

On June 27, 2012, St. Paul Ordinance 12-34 established a student housing impact overlay district which included 2023 Ashland. Owners of existing buildings which had a valid fire certificate of occupancy, and which met the definition of student dwelling within the preceding 18 month period of the effective date of the ordinance could submit a written application to register its building. Upon confirmation that the certification of occupancy was valid, the DSI, "shall issue a written certification to the building's owner(s) of the building's status as an existing student dwelling." Ord. 12-34, §67.704 (2017). As directed, SPO submitted their registration along with the requisite Certificate of Occupancy. They were never notified that their registration was denied, have continued to occupy the dwelling as it had before the ordinance was enacted, and received an subsequent Certificate of Occupancy since the application was submitted attached hereto.

Minnesota law provides that an agency must approve or deny any application related to zoning within 60 days of the filing of that application. If the agency fails to deny such request, it is deemed approved. Minn. Stat. §15.99 (2019). The Application was filed with the DSI on December 12, 2012, as evidenced by the receipt stamp.



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October 9, 2020

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In its application, SPO stated that there were 9 bedrooms between the two units, which indicated that they anticipated housing up to nine students. SPO also noted in its application that there would be up to two non-students living at the residence. DSI never indicated that SPO's application was deficient or issued a denial. At the time of the inspection, there were 9 students and two employees of SPO living at the residence. Accordingly, SPO's application was approved as an operation of law and they are not in violation of their permit.

In addition, 2023 Ashland is located in a RT1 zone. Principal uses in a RT1 zone include "religious retreats." See Ord. §66.221 (2020). 2023 Ashland operates identical to SPO's property located at 1977 Grand Avenue (1977 Grand), in St. Paul. SPO is a non-profit 503(c) corporation whose mission is to invite college students into a life of Christian discipleship. SPO uses these properties to carry out its mission by providing an opportunity for those students to be part of a unique "Household" where all Household members and their live-in spiritual directors (called Household Leaders), share Household meals, chores and programs. As reflected in the agreement Household members sign prior to move-in, there are substantial responsibilities for the students that go beyond those of mere tenants. A copy of this agreement is provide in the attachments. In 2000, 1977 Grand submitted a request for a special condition use permit. St. Paul granted the application, determining that SPO's use of 1977 Grand was most similar to a "religious retreat." Although "religious retreats" are not defined in the statue, it has been defined as applied by St. Paul as to the specific use by 1977 Grand, which is consistent with the manner in which 2023 Ashland. Thus, as a religious retreat, 2023 Ashland is not in violation of Ord. §67.70(a) and (b) as alleged by the fire inspector.

Finally, 2023 Ashland has operated in an identical manner since well prior to the 2012 ordinance establishing a student housing overlay district. Although municipalities are permitted to create zoning ordinances that restrict certain uses within their boundaries, it is well established law that any existing uses must be allowed to continue. *Krummenacher v. City of Minnetonka*, 783 N.W.2d. 721, 726 (Minn. 2010). (See also *AIM Development (USA), LLC v. City of Sartell*, 946 N.W.2d 330, 335 (Minn. 2020); *White v. City of Elk River*, 840 N.W.2d 43, 49 (Minn. 2013). At the very least, 2023 Ashland was operating as a continuation of that (now) non-conforming use. Hence, they are not in violation of Ord. §67.70(a) and (b) as alleged by the fire inspector.

Very truly yours,

Leslie Witterschein

**Student Housing Registration  
Application**

**(Initial Establishment Period)  
Aug 8 - Dec 5, 2012**

**Send Application to:**

**Department of Safety & Inspections  
375 Jackson Street - Suite 220  
Saint Paul, MN 55101-1806  
tel: 651-266-8989  
fax: 651-266-8951**



Chapter 67 of the Saint Paul Legislative Code requires all non-owner occupied one and two family dwellings used as student housing, which are located within the Student Housing (SH) overlay district, to be registered with the Department of Safety & Inspections.

**RECEIVED IN D.S.I.**

**Property Address:** 2023 Ashland Ave, St. Paul

**DEC 05 2012**

**Number of residential units:** ( ) 1 Single Family  2 Duplex  
**Number of STUDENT residents in each unit:** see attached statement  
**Number of bedrooms in EACH unit:** see attached statement  
**Number of TOTAL residents in each unit:** see attached statement

**Owner Name(s):** Saint Paul's Outreach Inc.

**Owner Mailing Address:** 110 Crusader Ave West  
West St. Paul MN 55118

**Owner Telephone Number:** Home: \_\_\_\_\_ Cell: \_\_\_\_\_  
Office: 651-451-6114 Fax: 651-453-0810

**Property Manager or Responsible Party Name:** Mark Archibald  
c/o Saint Paul's Outreach, Inc.

**Property Manager or Responsible Party Mailing Address:** same as above

**Property Manager or Responsible Party Telephone Number:** same as above  
Home: \_\_\_\_\_ Cell: \_\_\_\_\_  
Office: \_\_\_\_\_ Fax: \_\_\_\_\_

**Certification of use:**

I certify that I have possessed either a valid Provisional Fire Certificate of Occupancy or a valid Fire Certificate of Occupancy, prior to June 27, 2012, and that the Fire Certificate continues to be valid. In addition, I certify that within the eighteen (18) months immediately preceding August 8, 2012, that the use of this dwelling ~~met the definition~~ of a Student Dwelling under SPLC Chapter 67, and I have attached acceptable documentation in support of same. (attachments)

*\*\* could be considered*

**Submitted by: Property Owner or Responsible Party; (print name)**  
Barbara Lavell, Mission Director, Saint Paul's Outreach, Inc.  
**Signature:** Barbara Lavell **Date:** 12/5/2012  
**Applicant, see back for definitions and additional information**

**DSI - Review:** Property meets requirements of SPLC 67 for initial establishment  
( ) YES ( ) NO ( ) Additional comments of reviewer on additional sheet.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**ATTACHMENT TO STUDENT HOUSING REGISTRATION APPLICATION  
Saint Paul's Outreach, Inc.**

**RE: 1977 Grand Avenue Property and 2023 Ashland Ave Property**

**To the Director, Dept. Of Safety and Inspections:**

Saint Paul's Outreach, Inc. (SPO) is a non-profit 503(c) corporation that operates in Minnesota and several other states. Its mission is to actively invite college students to a life of Christian discipleship. To that end, one of SPO's core programs is to create and maintain vibrant, faith-filled environments that challenge students to deepen their relationships with Christ in the fullness of the Catholic Church.

At the two properties within the Student Housing Overlay District, this mission is carried out in "Household" living, a unique setting where all Household members, and their live-in spiritual directors (called Household Leaders), share Household meals, chores, and programs. This is student housing, but the Households are not merely a landlord-tenant relationship in the traditional sense. As reflected in the agreement and undertaking signed by all Household members, there are substantial responsibilities for the students that go beyond those of mere tenants, and their contribution is not considered "rent" by SPO. A copy of the Household Agreement signed by all students for the 2012-13 school year is submitted with this Application. Thus, while SPO wishes to comply with the new Student Housing Registration process, its properties in the Overlay District are unique.

The Grand property has 4 bedrooms and Ashland has 9. In any given semester, the number of students and live-in Household Leaders varies, but there is never any over capacity; in general there are never more than 4 student residents per unit at the Ashland property. Between the two Households, there were 13 total students and 3 total Household Leaders (all employees of SPO) in the fall of 2012.



The SPO Household at 1977 Grand Avenue has previously sought and received a Special Condition Use Permit for a religious retreat, originally granted in 2000 and under continuous renewal (Zoning File No. 00-147-063) through the present. A copy is attached. More recently, following implementation of the Student Housing overlay Ordinance, SPO has chosen to file for a similar Special Condition Use Permit for the 2023 Ashland Avenue property, which application process should be completed before the end of the 2012-13 school year.

Also attached are the respective Fire Certificate of Occupancy forms currently issued for SPO's two properties inside the Student Housing Overlay District. SPO is prepared to submit whatever additional documentation the Dept. of Safety and Inspections deems necessary in connection with SPO's Student Housing Registration Applications for these two properties.

Signed: Barbara Lavell  
By: Barbara Lavell  
Title: Mission Director

Dated: December 5, 2012.

**CITY OF SAINT PAUL, MINNESOTA  
SPECIAL CONDITION USE PERMIT**

ZONING FILE NO: 00-147-063  
APPLICANT: Saint Paul's Outreach  
PURPOSE: Special Condition Use Permit for a religious retreat.  
LOCATION: 1977 Grand Avenue, between Prior and Cleveland.  
LEGAL DESCRIPTION: ROSEDALE PARK EX ALLEY LOT 43 BLK 2  
ZONING COMMITTEE ACTION: Approval with conditions.  
PLANNING COMMISSION ACTION: Approval with conditions  
CONDITIONS OF THIS PERMIT: No more than 7 individuals reside at the facility and that the current 3 garage spaces be maintained as off street parking for retreat residents.  
APPROVED BY: Gladys Morton, Commission Chairperson

I, the undersigned Secretary to the Zoning Committee of the Planning Commission for City of Saint Paul, Minnesota, do hereby certify that I have compared the foregoing copy with the original record in my office; and find the same to be a true and correct copy of said original and of the whole thereof, as based on minutes of the Saint Paul Planning Commission meeting held on November 17, 2000, and on record in the Saint Paul Planning Office, 25 West Fourth Street, Saint Paul, Minnesota.

**This permit will expire one year from the date of approval if the use herein permitted is not established.**

The decision to grant this permit by the Planning Commission is an administrative action subject to appeal to the City Council. Anyone affected by this action may appeal this decision by filing the appropriate application and fee at the Zoning Office, 1400 City Hall Annex, 25 West Fourth Street. Any such appeal must be filed within 15 calendar days of the mailing date noted below.

**Violation of the conditions of this permit may result in its revocation.**

*Carol Martineau*

Carol A. Martineau  
Secretary to the Saint Paul  
Zoning Committee

Copies to:	Applicant	Saint Paul's Outreach
	File No.	00-147-063
	Zoning Administrator	Wendy Lane
	License Inspector	Christine Rozek
	District Council	14

Mailed: 11/22/00

**city of saint paul  
planning commission resolution**

**file number** 00-69

**date** 11-17-00

WHEREAS, Saint Paul's Outreach (File 00-147-063) has applied for a special condition use permit to operate a religious retreat at 1977 Grand Avenue; and

WHEREAS; the Saint Paul City Council on October 11, 2000 (File 00-948) considered an appeal of a Planning Commission decision (File 00-132-464) on Saint Paul's Outreach determination of similar use application in which the Commission found that the applicant's use at 1977 Grand Avenue was most similar to a "convent"; and

WHEREAS, the Saint Paul City Council found that the Planning Commission erred in its finding and found that the use was most similar to a "religious retreat" and directed Saint Paul's Outreach to prepare a new application to the Planning Commission to consider the use at 1977 Grand Avenue as a "religious retreat" permitted subject to the provisions of Legislative Code 64.300(d); and

WHEREAS, the Zoning Committee of the Planning Commission on 11/09/00 held a public hearing at which all persons present were given an opportunity to be heard pursuant to said application in accordance with the requirements of Section 64.300 of the Saint Paul Legislative Code; and

Whereas, Saint Paul's Outreach representatives testified that residents at 1977 Grand Avenue are expected to adhere to a code of conduct and that typical residents are long term residents and sign leases for 9 months; and

WHEREAS, Saint Paul Planning Commission, based on the evidence presented to its Zoning Committee at the public hearing as substantially reflected in the minutes, made the following findings of fact:

1. Saint Paul's Outreach is a not-for-profit 501(c)3 organization involved in the work of evangelization and ministry to university students and young adults in the Twin Cities area. The organization is formally recognized by and operates under the ecclesiastical vigilance of the Archbishop of Saint Paul and Mimeoapolis. An integral part of the organization's ministry is the formation of young adults through

**moved by** Field

**seconded by** \_\_\_\_\_

**in favor** Unanimous

**against** \_\_\_\_\_



community living in one of its five households, such as the one at 1977 Grand Avenue. Acceptance into a formation house is based on a written application to Saint Paul's Outreach. Applicants are required to submit letters of recommendation and are interviewed by a pastoral team. Applicants are judged on their commitment to Christian life and their social skills.

The property at 1977 Grand is a four bedroom three bath bungalow. Off-street parking consists of a two bay garage and one bay garage. Current residents at 1977 Grand Avenue include students and young working adults. The applicant has indicated that no more than eight individuals will reside on site.

2. Section 64.300(d) of the zoning code requires that before the planning commission may grant approval of a principal use subject to special conditions, the commission shall find that:

- a. *The extent, location and intensity of the use will be in substantial compliance with the Saint Paul Comprehensive Plan and any applicable subarea plans which were approved by the city council.*

This condition is met. The recent draft (April, 2000) of the Macalester Groveland Comprehensive Plan recommends the following land use vision for the district: "Maintain and enhance the residential character of Macalester-Groveland as a single family neighborhood with higher density housing in existing commercial clusters along bus routes." The City's recently adopted Land Use Plan states, "In traditional neighborhoods, the City will support compatible mixed use within single buildings and in separate buildings in close proximity." Objective 5.2.1.

- b. *The use will provide adequate ingress and egress to minimize traffic congestion in the public streets.*

This condition is met. The property is located midblock and is accessed by Grand Avenue and a public alley. The applicant is proposing that up to 8 individuals reside on site. Current off street parking consists of 3 garage spaces and a parking pad in front of the garages. The code does not specify a parking standard for religious retreat facilities. However, if one were to compare it to a rooming housing (1 space per 3 occupancy units) or a dormitory (1 space for every 3 beds) the property has sufficient off street parking.

- c. *The use will not be detrimental to the existing character of development in the immediate neighborhood or endanger the public health, safety and general welfare.*

This condition is met. The character of this portion of Grand Avenue is a mixture of residential uses that include multiple unit apartment buildings, townhouses, fourplexes, duplexes and single family homes. The applicant's proposed use is compatible to this mixed residential density and should not pose a threat to the public health, safety or general welfare of the neighborhood.

- d. *The use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.*

This condition is met. Surrounding properties in this RM-2 district and adjacent R-2 district are fully developed.

- e. *The use shall, in all other respects, conform to the applicable regulations of the district in which it is located.*

This condition is met. Religious retreats are permitted as a conditional use in a RM-2 district. No additional conditions are stipulated for this use.

Therefore, Be It Resolved, based on findings 1 and 2, the Planning Commission approves Saint Paul's Outreach's special condition use permit for a religious retreat at 1977 Grand Avenue with the conditions that no more than 7 individuals reside at the facility and that the current 3 garage spaces be maintained as off street parking for retreat residents.

ORIGINAL

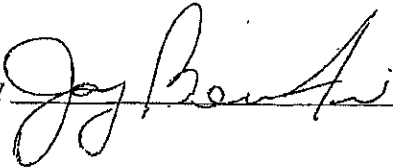
Council File # 00-948

Green Sheet # 106090

RESOLUTION  
CITY OF SAINT PAUL, MINNESOTA

17

Presented By



Referred To

Committee: Date

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Whereas, Saint Paul's Outreach, zoning file no.00-132-464 and pursuant to Legislative Code § 64.300(g), made application to the Saint Paul Planning Commission (hereinafter the "Commission") for a similar use determination for property located at 1977 Grand Avenue and legally described as noted in zoning file no. 00-132-464; and

Whereas, the Commission's Zoning Committee conducted a public hearing on July 20, 2000 after having provided notice to affected property owners and submitted its recommendation to the Commission. On July 28, 2000, the Commission granted the application based upon findings and conclusions which were reduced to a writing in Commission Resolution no. 00-49 and dated July 28, 2000 and which is attached hereto and incorporated herein by reference; and

Whereas, pursuant to the provisions of Legislative Code § 64.206, Larry Starns duly filed with the City Clerk an appeal from the determination made by the Commission and requested a hearing before the City Council for the purpose of considering the actions taken by the said Commission; and

Whereas, the City Council, acting pursuant to Legislative Code §§ 64.206 - 64.208, and upon notice to affected parties, conducted a public hearing on September 6, 2000 where all interested parties were given an opportunity to be heard and where, at the conclusion of the testimony, the matter was laid over for the purpose of gaining additional information from the city attorney's office; and

Whereas, on September 13, 2000, having received additional information from the city attorney's office, having heard the statements made and having considered the application, the report of staff, the record, minutes and resolution of the Zoning Committee and of the Planning Commission, the Council, does hereby

Resolve, that the decision of the Commission in this matter is hereby reversed based on the following:

1. The Commission erred in finding that this use is similar to a "convent." The Commission's premise was based on finding that the use was a "lay religious community" because its participants adhered to a prescribed framework of religious and life style standards under the guidance and control of an oversight ministry that was sanctioned by the archbishop. These facts do not warrant a determination that Saint Paul's Outreach is similar to a convent.

2. The facts support a conclusion that the use is a "religious retreat." The testimony shows that Saint Paul's Outreach is associated with the Archdiocese and that it exists under the authority of the Archbishop. Written materials submitted by Saint Paul Outreach's specifically state that it is a lay society with a commitment to furthering the mission of the Catholic Church. However, it is significant that participants in the program are lay people. Program participants are not clergy who have taken vows and who traditionally would live in monasteries or convents. In addition, program participants are not seminarians. Participation in the program is an avocation and not a vocation. Because the program participants do not take vows but do otherwise participate in a program which offers an ordered lifestyle of prayer, study and fellowship with other persons similarly situated and is recognized by an organized church, this use is factually more in keeping with a "religious retreat."

3. The Planning Commission also erred by not evaluating the use as a religious retreat under the special condition use permit in procedures in Legislative Code § 64.300(d).

**And Be It Further Resolved**, that the appeal of Larry Starns is hereby granted;

**And Be It Further Resolved**, pursuant to Legislative Code § 64.207 that the application of Saint Paul's Outreach be returned to the Planning Commission with directions to prepare a new application to consider this use as a "religious retreat" permitted subject to the provisions of Legislative Code § 64.300 (d).

**And Be It Finally Resolved**, that the City Clerk shall mail a copy of this resolution to Larry Starns, Saint Paul's Outreach, the Zoning Administrator and the Planning Commission.

ORIGINAL

	Yeas	Nays	Absent
Benanav	✓		
Blakey	✓		
Bostrom	✓		
Coleman	✓		
Harris	✓		
Lantry	✓		
Reiter	✓		

Requested by Department of: \_\_\_\_\_

By: \_\_\_\_\_

Form Approved by City Attorney

By: Lester W. Hanna 9-28-00

Approved by Mayor for Submission to Council

Adopted by Council: Date Oct. 11, 2000

Adoption Certified by Council Secretary

By: [Signature]

Approved by Mayor: Date Oct 23 2000

By: [Signature]



**City of Saint Paul**  
Christopher B. Coleman, Mayor

8 East Fourth Street, Suite 200 Telephone: 651-266-9090  
Saint Paul, MN 55101

August 11, 2008

C/O DAVID MEIER  
110 CRUSADER AVE  
WEST ST PAUL MN 55118-4427

RE: CERTIFICATE OF OCCUPANCY  
2023 ASHLAND AVE

Dear Property Representative:

Your Building has been inspected and approved for the renewal of the Fire Certificate of Occupancy. Enclosed is a sticker signifying this accomplishment.

The Fire Certificate of Occupancy should be posted in a conspicuous location near the entrance of the building.

You should be commended for your efforts to provide a safe and well-maintained property. Thank you for helping to make Saint Paul a safer place to live and work.

Sincerely,

Steve Zaccard  
Fire Marshal



**CITY OF SAINT PAUL**  
DEPARTMENT OF SAFETY AND INSPECTIONS  
DIVISION OF FIRE INSPECTION

**FIRE CERTIFICATE OF OCCUPANCY**  
Your building appears to be in compliance with the  
applicable provisions of the Saint Paul Legislative Code

**2023 ASHLAND AVE**

This building is certified for the following occupancy:

**TYPE: Dwelling Units**

**UNITS: 2**

This certificate is issued to:

ST. PAULS OUTREACH INC  
C/O DAVID MEIER  
110 CRUSADER AVE  
WEST ST PAUL MN 55118-4427

Reference Number:  
107964

INSPECTOR NAME:  
Tom Her

This Certificate shall be posted in a conspicuous location upon the certified building or premises



## SAINT PAUL'S OUTREACH MINNESOTA 2012 – 2013 HOUSEHOLD PROGRAM REQUIREMENTS

**Chores:** Members are expected to complete their chores by 4:00 pm each Saturday.

**Common Meals:** 2-3 evenings a week for one hour, usually Mondays and Thursdays.\*

**Curfew:** for visitors of the opposite sex, 10 pm Sunday to Thursday and 12 pm Friday to Saturday.

**Household Prayer:** 3-4 mornings a week\* for one hour including daily personal prayer.

**Household Retreat:** August 30<sup>th</sup> and 31<sup>st</sup>; This is an integral part of the HH program and mandatory for all HH members as it provides a great start to the year.

**Length of Program:** August 29<sup>th</sup>, 2012 (move in) - May 31<sup>st</sup> 2013

**Lord's Day Celebrations:** Household or all SPO Lord's Day Celebrations take place on Saturday evenings (opening) or Sunday evenings (closing), 3-4 times a semester\*.

**SPO Formation Program:** Courses and Prayer Meetings (every other Thursday), Small Group (two times a month)\*, meet with a Formation Program leader (minimum twice a semester).

**SPO programs and events:** A calendar of activities and events will be provided at Household Kick-off or within the first two weeks of Household.

**Deposit:** (amount of 1 month's contribution) due upon acceptance to the program, may be kept by SPO (in full or part) if the property is damaged, needs additional cleaning, or if the requested monthly contributions are not made by the Member.

(If you are a returning Household member and deductions have been made from your security deposit on hand with SPO, please note that you will still be held liable for the total amount of \$550 (one month's Household fee), should future deductions be deemed necessary.)

Initial here: \_\_\_\_\_

**Household Fees:** Each Household Member must contribute to the cost of Household operating expenses (such as food, utilities, repairs, internet and HH program oversight).

The current standard monthly fee for the program is \$550, payable by each member on the first day each month, for the 9-month period of September 1, 2012, to May 31, 2013.

The preferred method of payment is Electronic Funds Transfer (EFT) to be paid on the first day of each month. Please complete the attached HH ACH Authorization Agreement. If EFT is not a viable method of payment, please contact the Financial Assistant to make other arrangements.

If a Household Member cannot make a particular month's fee, then SPO reserves the right to increase the month's fee according to the number of days that the fee is delayed. Members shall be responsible for any bank fees incurred by SPO for insufficient funds. SPO reserves the right to decrease a particular Member's monthly fee in light of circumstances, either for a particular period of time, or on a one time basis.

Initial here: \_\_\_\_\_

\* Exact frequency and dates for most events will be decided by each Household (or Small Group) Leader after consulting Household (or Small Group) Members.

Therefore, please send your schedule to your Household (or Small Group) Leader once you know which house you will be living in/ which Small Group you will be part of!



# SAINT PAUL'S OUTREACH MINNESOTA 2012 – 2013 HOUSEHOLD PROGRAM AGREEMENT

**I want to participate in the SPO 2012 – 2013 Household Program**

- for the whole school year 2012 – 2013 (September 2012 – May 2013)
- for the fall semester 2012 (September 2012 – December 2013)
- for the spring semester 2013 (December – May 2013)

other – please specify: \_\_\_\_\_

- In housing near the University of St. Thomas
- In housing near the University of Minnesota

other – please specify: \_\_\_\_\_

I have read and understand the SPO Household Program Ideals & Practices and Requirements. I have also read the General Conduct Policy. I am aware of the standards and conditions of the program. Upon prayerful consideration, I agree to live them out to the best of my ability. I acknowledge that if I do not live out the Household Program Ideals & Practices and Requirements in a satisfactory manner, I am subject to discharge from the program. Any violation of the General Conduct Policy is also subject to potential discharge.

I am in particular aware of the commitment to contribute to Household operating expenses - \$550 monthly for the amount of months mentioned above (9-month period of September 1, 2012, to May 31, 2013), due on the first day of each month.

**I am enclosing the following:**

- o completed ACH Authorization Agreement for Household Fee Payment
- o voided check for the account that the fees should be withdrawn from on a monthly basis
- o check for \$550 as a security deposit and to secure my place in the Household, which may be kept by SPO if the property is damaged or if the requested monthly contributions are not made

I understand that I may later decline to participate in the program but will forfeit the right to a refund of my deposit if I do not provide such notice to Saint Paul's Outreach *within one month before the start of the Program.*

Name of Household Member \_\_\_\_\_  
(to be signed at time of acceptance)

Signature \_\_\_\_\_ Date \_\_\_\_\_

SPO Staff \_\_\_\_\_  
(to be signed at HH Orientation)

Signature \_\_\_\_\_ Date \_\_\_\_\_



# FIRE CERTIFICATE OF OCCUPANCY

City of Saint Paul

*Department of Safety and Inspections  
Division of Fire Inspection*



This certificate is issued in accordance with SPLC Chapter 40, and other applicable provisions of the Saint Paul Legislative Code.

**2023 ASHLAND AVE**

This building is certified for the following occupancy or use :

**Residential 2 Units**

**Reference Number:**

107964

Certificate is issued to:

**ST PAULS OUTREACH INC**

**5814 BLACKSHIRE PATH**

**INVER GROVE HEIGHTS MN 55076-1618**

This Certificate must be posted in a conspicuous location upon the certified building  
Please direct questions to DSI - Fire Inspection Division 651-266-8989.