



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 1, 2022

Christopher Boylan

VIA EMAIL: boylan@actualsoftware.com

Re: Remove or Repair of the Structure at 1508 Como Avenue

Dear Christopher Boylan:

This is to confirm that at the Legislative Hearing on June 28, 2022 Legislative Hearing Officer Marcia Moermond laid the matter over to Legislative Hearing on September 13, 2022 at 9 am in room 330 City Hall. **At that time it is expected you will have cleared title.** As soon as possible you must apply for the **building-only Code Compliance Inspection**. I have attached the form.

Please contact the Department of Safety and Inspections directly at 651-266-8989 for questions regarding the application or payment process. **Please make sure the lock box is installed and combination included on the form.**

As always the property must continue to be maintained.

For your reference, the following items must be completed before receiving a grant of time from the City Council:

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. **submit evidence of financing sufficient to complete the rehabilitation.** Staff estimates costs to exceed \$50,000. 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;
3. **submit an affidavit indicating the finances will be dedicated to completing the project** and not diverted until a code compliance certificate is issued; and
4. **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

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 651-266-8515.

Sincerely,

/s/

Joanna Zimny

Legislative Hearing Executive Assistant

Encl: building only Code Compliance Inspection form

c: Rehabilitation & Removal staff