



# APPLICATION FOR APPEAL

## Saint Paul City Council – Legislative Hearings

310 City Hall, 15 W. Kellogg Blvd.  
Saint Paul, Minnesota 55102  
Telephone: (651) 266-8585

RECEIVED  
DEC 08 2017  
CITY CLERK

### We need the following to process your appeal:

- \$25 filing fee (non-refundable) (payable to the City of Saint Paul) (if cash: receipt number \_\_\_\_\_)
  - Copy of the City-issued orders/letter being appealed
  - Attachments you may wish to include
  - This appeal form completed
  - Walk-In OR  Mail-In
- for abatement orders only:  Email OR  Fax

<b>HEARING DATE &amp; TIME</b> (provided by Legislative Hearing Office) Tuesday, <u>December 19</u>
Time <u>1:30</u>
Location of Hearing: Room 330 City Hall/Courthouse

### Address Being Appealed:

Number & Street: 793 Ivy Ave. W. City: St. Paul State: MN Zip: 55117

Appellant/Applicant: Amy Talarico for Lois Matthews Email amyjotalarico@me.com

Phone Numbers: Business 415.595.9340 Residence \_\_\_\_\_ Cell \_\_\_\_\_

Signature: *Amy Talarico* Date: 12.5.17

Name of Owner (if other than Appellant): Lois Matthews (daughter of own)

Mailing Address if Not Appellant's: 5468 Barrett Avenue El Cerrito, CA 94530  
*mailing address for this appeal = Amy Talarico*

Phone Numbers: Business 415.595.9340 Residence \_\_\_\_\_ 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/Correction
- Code Enforcement Correction Notice
- Vacant Building Registration
- Other (Fence Variance, Code Compliance, etc.)

Appeal of request for fire certificate of occupancy. Please see attached.



## 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

November 17, 2017

Lois M Matthews  
John B Matthews  
2028 W Calle Estio  
Green Valley Az 85622-5420

## Fire Safety Inspection Appointment

Dear Property Owner:

We have scheduled an inspection of your property. The details of the inspection are listed below.

<b>Address:</b>	793 Ivy Ave W	<b>Units:</b>	1
<b>Date:</b>	December 14, 2017	<b>Time:</b>	10:30am
<b>Inspector:</b>	Daniel Klein	<b>Phone:</b>	651-266-8988
		<b>Email:</b>	daniel.klein@ci.stpaul.mn.us

### Action Required By You:

You or someone representing you must report to the front of the building to accompany the inspector throughout the building, including each rental unit, where applicable. Please have keys available to all units and common areas. The owner of a building is responsible for notifying the tenants that an inspection will be done at least 24 hours before the inspection.

If you no longer own or manage this building, contact Daniel Klein at 651-266-8988 immediately.

### Additional Action Required For Housing

You must complete a **Smoke and Carbon Monoxide Detector Affidavit** prior to the inspection.

The success of your initial inspection determines what happens next in the inspection cycle. Routine self-inspections before our visit can help you get the best grade possible.

### About the Inspection

Forms, fee schedules, a pre-inspection checklist and other inspection handouts and information are available on our website at: <http://www.stpaul.gov/cofo>. Thank you for your co-operation.

Saint Paul Legislative Code authorizes this inspection and the collection of inspection fees. It is a criminal misdemeanor violation to not appear for this appointment without rescheduling with the inspector. In addition, a **No Entry Fee of \$74.00** may be assessed to your Renewal Fee if you need to re-schedule the appointment but fail to notify the inspector in writing by 8:00 a.m. on the date of the inspection.

DEPARTMENT OF SAFETY AND INSPECTIONS  
*Ricardo X. Cervantes, Director*



**CITY OF SAINT PAUL**  
*Christopher B. Coleman, Mayor*

*CITY OF SAINT PAUL*  
375 Jackson Street, Ste 220  
Saint Paul MN 55101-1806

Telephone: 651-266-9090  
Facsimile: 651-266-9124

**INVOICE FOR PROVISIONAL FIRE CERTIFICATE OF OCCUPANCY**  
For 1 and 2 family dwellings

Dear Property Owner:

The St. Paul City Council requires, through Chapter 40 of the Legislative Code, that non owner-occupied properties to have a Fire Certificate of Occupancy.

**With the exception of owner-occupied dwellings, all residential property and commercial buildings must now obtain a Fire Certificate of Occupancy.**

A Provisional Fire Certificate of Occupancy will be issued upon payment of \$105. When your property is scheduled for inspection, you will receive an appointment letter and some additional information that will help you improve inspection results. You will continue to receive an annual invoice for the Provisional Fire Certificate of Occupancy until your inspection is completed. A regular Fire Certificate of Occupancy will be issued after an inspection when all deficiencies have been corrected and inspection fees paid.

Residential properties will be scored based on code deficiencies noted by the inspector. Properties will be classified for future inspections based upon the inspection score. This classification system provides financial incentive to landlords to maintain their properties. Owners of properties with low inspection scores will save money because the Fire Certificate of Occupancy renewal fees and inspections will occur less frequently.

Additional information regarding the Fire Certificate of Occupancy program and the classification process can be found on the City of Saint Paul website at [www.stpaul.gov/cofo](http://www.stpaul.gov/cofo). You can also find registration information for our free Landlord 101 course at this website. Telephone inquiries should be directed to the Information and Complaint line at 651-266-8989.

**PLEASE COMPLETE AND RETURN THE ENCLOSED APPLICATION AND OWNER'S AFFIDAVIT WITH YOUR PAYMENT.**

Be sure to return the invoice. If you no longer own this property, please enter the new owner information on the invoice and return it to our office.

Thank you for working with us on the Certificate of Occupancy Program to make the City of Saint Paul a safe and healthy place to live and work.

**Angie Wiess, PE, CBO**

Manager  
Fire Safety Inspection Division



# Invoice

Oct 19, 2017

## City of Saint Paul

Department of Safety & Inspections  
375 Jackson Street, Suite 220  
Saint Paul, MN 55101-1908  
Phone: 651-266-8989  
Fax: 651-266-9124  
www.stpaul.gov/dsi

**Invoice To:**

**LOIS M MATTHEWS  
JOHN B MATTHEWS  
2028 W CALLE ESTIO  
GREEN VALLEY AZ 85622-5420**

Customer Number: 1535959

**Please return this invoice  
with your payment for  
proper credit.**

17-206681 Certificate of Occupancy  
SubType: Residential 1 Unit

793 IVY AVE W

Fee Description	Amount
Provisional CO Fee 2017	\$105.00

**Pay this Amount: \$105.00**

*Please return this invoice with your payment for proper credit.  
Make check payable to: City of Saint Paul*

Customer Number: 1535959

**Pay this Amount: \$105.00**

**Signature of Cardholder (required for all charges):** \_\_\_\_\_

**IF PAYING BY CREDIT CARD PLEASE COMPLETE THE FOLLOWING INFORMATION:**

- American Express
- MasterCard
- Discover
- Visa

**EXPIRATION DATE:**

□□ / □□

**ACCOUNT NUMBER:**

□□□□ - □□□□ - □□□□ - □□□□

**Security Code:**

□□□□

*pd  
11-2-17*

DEPARTMENT OF SAFETY AND INSPECTIONS  
Ricardo X. Cervantes, Director

FIRE SAFETY INSPECTION DIVISION



CITY OF SAINT PAUL  
Christopher E. Coleman, Mayor

375 Jackson Street, Suite 220  
Saint Paul, Minnesota 55101-1806

Telephone: 651-266-8959  
Facsimile: 651-266-8951  
Web: [www.stpaul.gov/dsi](http://www.stpaul.gov/dsi)

### Owners Guide for Improving Residential Fire Inspection Grades

There are many incentives for maintaining your property, including: safe and habitable housing, better tenants, increased property values, fewer inspections, and reduced inspections fees.

Once you have completed your Fire Safety Inspection, the Inspector will write a report based upon any violations found. The individual violations are assigned a score based on the severity. The score determines what grade the property receives.

Residential properties are graded into four (4) categories:

- Class A: Inspected and fees due every six (6) years.
- Class B: Inspected and fees due every four (4) years.
- Class C: Inspected and fees due every two (2) years.
- Class D: Inspected and fees due every one (1) year.

It is important to know that you can improve your grade on your next scheduled inspection cycle, if there are fewer or no violations found in that inspection. A better score means fewer inspections and fewer fees you pay!

Here are a few easy tips on how you can improve your grade;

1. Be proactive about maintenance related items. Simple, and easily repaired items may become more serious and cost much more to repair if general maintenance is deferred.
2. Conduct a pre-inspection of your property before the inspector arrives. Ensure the home is safe and habitable. For example, check Smoke and Carbon Monoxide alarms to ensure they are working, make sure escape routes and windows are unobstructed; remove combustibles away from heating appliances, ensure fire protections systems are maintained, and extension cords are not being used for permanent wiring.
3. Educate your tenants about their responsibilities. Tenants also have a responsibility to ensure your building is safe and habitable. They are responsible for keeping the home clean and sanitary and must not disable smoke alarms. The tenant must also allow access to make repairs upon receiving reasonable notice, usually 24 hours.

(see reverse)

DEPARTMENT OF SAFETY AND INSPECTIONS  
 Fire Inspection Division  
 Ricardo X. Carvajales, Director



**CITY OF SAINT PAUL**  
 Christopher B. Coleman, Mayor

375 Jackson Street, Suite 220  
 Saint Paul, MN 55101-1806

Telephone: 651-266-8989  
 Fax: 651-266-8951

November 17, 2017

Lois M Matthews  
 John B Matthews  
 2028 W Calle Estio  
 Green Valley Az 85622-5420

## Fire Safety Inspection Appointment

Dear Property Owner:

We have scheduled an inspection of your property. The details of the inspection are listed below.

<b>Address:</b>	793 Ivy Ave W	<b>Units:</b>	1
<b>Date:</b>	December 14, 2017	<b>Time:</b>	10:30am
<b>Inspector:</b>	Daniel Klein	<b>Phone:</b>	651-266-8988
		<b>Email:</b>	daniel.klein@ci.stpaul.mn.us

### Action Required By You:

You or someone representing you must report to the front of the building to accompany the inspector throughout the building, including each rental unit, where applicable. Please have keys available to all units and common areas. The owner of a building is responsible for notifying the tenants that an inspection will be done at least 24 hours before the inspection.

If you no longer own or manage this building, contact Daniel Klein at 651-266-8988 immediately.

### Additional Action Required For Housing

You must complete a **Smoke and Carbon Monoxide Detector Affidavit** prior to the inspection.

The success of your initial inspection determines what happens next in the inspection cycle. Routine self-inspections before our visit can help you get the best grade possible.

### About the Inspection

Forms, fee schedules, a pre-inspection checklist and other inspection handouts and information are available on our website at: <http://www.stpaul.gov/cofo>. Thank you for your co-operation.

Saint Paul Legislative Code authorizes this inspection and the collection of inspection fees. It is a criminal misdemeanor violation to not appear for this appointment without rescheduling with the inspector. In addition, a **No Entry Fee of \$74.00** may be assessed to your Renewal Fee if you need to re-schedule the appointment but fail to notify the inspector in writing by 8:00 a.m. on the date of the inspection.

Amy J. Talarico  
5468 Barrett Avenue  
El Cerrito, CA 94530  
[amyjotalarico@me.com](mailto:amyjotalarico@me.com)  
415.595.9340

St. Paul City Council – Legislative Hearings  
310 City Hall, 15 W. Kellogg Blvd.  
Saint Paul, MN 55102

December 5, 2017

Re: Appeal of Notice for Fire Certificate of Occupancy as home is owner-occupied  
John & Lois Matthews  
793 Ivy Avenue West  
St. Paul, MN 55117

Dear Council Member(s):

I write to appeal the notice from the City of St. Paul requiring my mother, Lois Matthews, to have a Fire Certificate of Occupancy issued for her single family home, where she resides. The address at issue, 793 Ivy Avenue West, St. Paul, MN, is my parents' home and my mother resides there (my father recently passed away). Thus, it is owner occupied and is not subject to a Fire Certificate of Occupancy nor inspection (as is the case for rental property and other non-owner occupied premises). The correspondence she received states that non-owner occupied properties need this Certificate and that the exception for the requirement of such Certificate is that of owner-occupied dwellings. Her home is the later, or the exception; it is owner-occupied.

My understanding is that her home may have been assumed to be rented as she was having her property tax statements sent to an address in Arizona where my mother usually spends the winter months. She did not want to miss the statements which are typically mailed during the winter months so she was having them mailed there. We have corrected that issue with the Ramsey County Property Department and the address of record for this property is now the same as the property address. Attached is a print out of the Ramsey County website for Property Tax Lookup which shows that this address error has been corrected. In October 2017, my mother received a notice stating that her home would need a Fire Certificate of Occupancy. She did not understand what this and thus paid the \$105 fee requested as she thought it was required. As a result, in November 2017, she received a notice setting the time for the Fire Safety inspection.

Again, as this is my mother's home and residence, and is not being rented out, we request that the City of St. Paul remove the requirement that a Fire Certificate of Occupancy be issued. We also request that the fee of \$105 paid be refunded.

Attached are the relevant documents she received.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Amy J. Talarico".

Amy J. Talarico (daughter) on behalf of Lois Matthews

(Attachments)