RLH VBR 25-21

APPLICATION FOR APPEAL

Saint Paul City Council – Legislative Hearings

RECEIVED
MAY 06 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_____)
- ☑ Copy of the City-issued orders/letter being appealed & any attachments you may wish to include
- ☑ Walk In ☐ Mail ☐ Email

Appeal taken by: Mel Z.

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: 385 University Avenue City: St Paul State: MN Zip: 55103

Appellant/Applicant: Gladys Igbo Email dysie33@aol.com

Phone Numbers: Business 651 983 8157 Residence 651 983 8157 Cell 651 983 8157

Signature: Gladys Igbo Date: 5/6/2025

Name of Owner (if other than Appellant): Gladys O. Igbo

Mailing Address if Not Appellant's: 570 Iglehart Avenue St Paul MN 55103

Phone Numbers: Residence 651 983 8157 Cell 651 983 8157

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 — This buildings/ my buildings is not vacant
- ☐ Other (Fence Variance, Code Compliance, etc.)

DEPARTMENT OF SAFETY AND INSPECTIONS
Steve Magner, Manager of Code Enforcement

CITY OF SAINT PAUL

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

Telephone: 651- 266- 8989
Facsimile: 651- 266- 1919
www.stpaul.gov/dsi

May 07, 2025

Gladys O Igbo
570 Iglehart Ave
St Paul MN 55103- 2420

Customer #: 1579292
Bill #: 1937543

VACANT BUILDING REGISTRATION FEE
WARNING LETTER

The Saint Paul City Council has adopted legislation which requires owners of vacant buildings to pay an annual fee and submit a registration plan on the form(s) enclosed with this letter. The annual fee is **$4,918.00**. The purpose of this fee is to partially reimburse the City for administrative costs for registering and processing the Vacant Building Owner Registration forms and for the cost of monitoring these properties for compliance with Saint Paul Legislative Codes.

The fee for the vacant building located at 385 UNIVERSITY AVE W is now past due. You have fifteen (15) days from the date of this letter to pay this bill before this fee is sent to assessment, to be collected with your property taxes.

DO NOT MAIL CASH

Saint Paul Legislative Code, Chapter 43, requires this fee be paid no later than thirty (30) days after the building becomes vacant, and if not paid, the owner shall be subject to collections and prosecution as prescribed in the Legislative Code. Also, if at any time the registration fee is unpaid and owing, building permits will be denied for this building.

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 owner(s) still will be subject to a criminal Summons and Complaint for failure to pay this vacant building registration fee. This citation will necessitate a court appearance in Ramsey County District Court and the owner(s) will be subject to penalties provided for by law. The enclosed registration form must accompany the fee payment.

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.

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

DEPARTMENT OF SAFETY AND INSPECTIONS
375 Jackson Street, Suite 220
Saint Paul, MN 55101- 1806

An Affirmative Action Equal Opportunity Employer

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.

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

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

You may file an appeal to this fee or registration requirements, **unless the fee was previously appealed,** 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.

Steve Magner
Vacant Buildings Program Manager

Enclosures: Regulations Requirements Information
Vacant Building Registration Form
SM: rg
vb_warning_letter 2/15

BUILDING PERMIT

PERMIT#: 20 23 075646
Issued Date: August 09, 2024

CITY OF SAINT PAUL
Department of Safety & Inspections
375 Jackson Street, Suite 220
Saint Paul, MN 55101-1806
www.stpaul.gov/dsi
Phone: 651-266-8989
Fax: 651-266-9124

CONTRACTOR:	OWNER:
FLANNERY CONSTRUCTION INC 1375 ST ANTHONY AVE ST PAUL MN 55104-0000	GLADYS O IGBO 570 IGLEHART AVE ST PAUL MN 55103-2420

PERMIT ADDRESS:	Inspector: Clint Z.
385 UNIVERSITY AVE W ST PAUL MN 55103-1934	Phone: 651-266-9029 Schedule Inspection: 7:30-9:00 AM Monday - Friday
SUB TYPE: Commercial	WORK TYPE: Repair

Misc. Minor Repairs. Misc. Minor Repairs. NONSTRUCTURAL REPAIR TO EXTERIOR WALL WHERE CAR WENT THROUGH BUILDING.

Valuation Override	No	Would you like to submit project plans electronically? (If yes, you will recieve	No
SAC Required?	No	Plan Number	None
Existing Primary Use (Commercial)	C- Office/Retail Complex	State Valuation	$157,910.00
Scope of Repair Work	Minor Repair	Structural Work?	No Structural Work
Interior/Exterior?	Both Int. and Ext.	Exterior Repair Work (C)	Misc. Minor Repairs
Primary Occupancy Group	M	Primary Construction Type	.V- A
Contractor Name	Flannery Construction Inc	Application Method	Email
Date Received	Aug 24, 2023	Project Manager Name	GERRY FLANNERY
Project Manager Email	PERMITS@FLANNERYCONSTRUCTION.COM	Inclusion in Census Bureau/HUD Count	Add to Census Bureau/HUD Count
Inclusion in Met Council Count?	Add to Met Council Count	Vacant Building	Category 2
Change/Expansion of Use?	No		

FEES	
Permit Fee	1,963.00
Surcharge B	78.96
TOTAL	$2,041.96

WORK REQUIRING A PERMIT SHALL NOT BE COMMENCED UNTIL THE PERMIT HOLDER OR AN AGENT OF THE PERMIT HOLDER HAS CONTACTED THE DESIGNATED BUILDING INSPECTOR AND POSTED OR MADE AVAILABLE AN INSPECTION CARD

WORK REQUIRING A PERMIT SHALL NOT BE COMMENCED UNTIL THE PERMIT HOLDER OR AN AGENT OF THE PERMIT HOLDER HAS CONTACTED THE DESIGNATED BUILDING INSPECTOR AND POSTED OR MADE AVAILABLE AN INSPECTION CARD

BUILDING PERMIT

PERMIT #: 20 23 075646
ISSUED DATE: 08/09/2024

JOB SITE ADDRESS:

385 UNIVERSITY AVE W

CONTRACTOR:

FLANNERY CONSTRUCTION INC
PHONE: 651- 225- 1105

TYPE OF WORK:

Commercial - Repair

BUILDING INSPECTOR: Clint Z.
PHONE: 651- 266- 9029

Call between 7:30- 9:00 AM Monday - Friday for inspection.

MINIMUM INSPECTIONS REQUIRED
1. Erosion control, soil, footings, foundation, and reinforcement as specified.
2. Rough- in for all trades prior to framing inspection.
3. Framing - prior to covering structural members.
4. Insulation and vapor retarder prior to covering.
5. Sheetrock that is part of a fire- resistive or shear assembly.
6. Final - prior to occupancy

INSPECTION APPROVALS

Post this inspection record at the job site until final approval.
Approved plans must be retained on the job site.

SEPARATE PERMIT REQUIRED FOR WORK OF EACH TRADE.

Building Inspection: 651- 266- 9002

An erosion control inspection is required for land disturbances greater than 50 cu. yds. Controls must be installed, inspected and approved prior to beginning excavation.

Soil Erosion Control:	Insulation:
Footings:	Sheetrock:
Framing:	Final:

Electrical Inspection: 651- 266- 9003

Rough- in:	Final:

Mechanical Inspection: 651- 266- 9004

Rough- in:	Final:

Plumbing Inspection: 651- 266- 9005

Rough- in:	Final:

Warm Air/Ventilation Inspection: 651- 266- 9006

Rough- in:	Final:

Elevator Inspection: 651- 266- 9010

Rough- in:	Final:

Fire Inspection: 651- 266- 8989

Rough- in:	Final:

THE CITY OF SAINT PAUL REQUIRES THIS CARD TO BE POSTED