APPLICATION FOR APPEAL

Saint Paul City Council – Legislative Hearings

310 City Hall, 15 W. Kellogg Blvd.
Saint Paul, Minnesota 55102
Telephone: (651) 266-8585
legislativehearings@ci.stpaul.mn.us

Received 8-17-26

We need the following to process your appeal:

- ☐ **$25 filing fee** (non-refundable) **(payable to the City of Saint Paul) (if cash: receipt number** Waived **)**
- ☑ **Copy of the City-issued orders/letter being appealed & any attachments you may wish to include**

☐ Walk In ☐ Mail ☑ Email

Appeal taken by: mai

HEARING DATE & TIME
(provided by Legislative Hearing staff)
Tuesday, August 25, 2026
Location of Hearing:

☒ **Telephone:** *you will be called between* 1:00pm & 3:00 p.m.

☐ **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: 12 Oakley City: St Paul State: MN Zip: 55104

Appellant/Applicant: Superior Financing, Inc/John Ludwig Email john@supfi.com

Phone Numbers: Business 6128751679 Residence _____ Cell 6128751679

Signature: [signature] Date: 8/11/26

Name of Owner (if other than Appellant): _____

Mailing Address if Not Appellant's: _____

Phone Numbers: Business_____ 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** property was being worked on extensively
- ☐ **Other** (Fence Variance, Code Compliance, etc.) _____

Revised 1/31/2023

SAINT PAUL
SAFETY & INSPECTIONS

DEPARTMENT OF SAFETY & INSPECTIONS (DSI)
375 Jackson Street, Suite 220
Saint Paul, MN 55101-1806
Tel: 651-266-8989 | Fax: 651-266-9124

July 24, 2026

Superior Financing Inc
8053 E Bloomington Fwy Ste 300
Bloomington MN 55420-1045

Invoice#: INV-00046048

VACANT BUILDING REGISTRATION RENEWAL NOTICE

Dear Property Owner:

As the owner or responsible person for the property located at **12 Oakley Ave** you are required by law to register this building with the Department of Safety and Inspections on the form provided with this letter and to pay the annual Vacant Building registration fee of **$5,410**. The purpose of this fee is to provide partial reimbursement to the City for administrative costs. This fee is due annually as required in Saint Paul Legislative Code Chapter 43.

The renewal due date for this building was January 2026 and to date, the fee has not been paid or assessed. The annual registration fee and the enclosed registration form for this building is due on the renewal date. If you pay by mail, please fill in the enclosed registration form and return it with your payment.

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. You may pay this registration fee online by going to online.stpaul.gov and selecting the 'Make a Payment' option. You will need the invoice number to process a payment which can be found at the top of 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
Do Not Mail Cash – Only Checks Accepted

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

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.

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.

You must contact the Vacant Building Inspector to find out what must be done before this building can be legally reoccupied. If you have questions about this annual registration fee or other vacant building requirements, please contact **Vacant Building Project Facilitator Robert Humphrey at 651- 266- 9123 or Robert.Humphrey@ci.stpaul.mn.gov**. This registration form and fee is required by law. Your prompt attention to this matter is appreciated.

Robert Humphrey

Vacant Building Project Facilitator

Enclosures: Vacant Building Registration Form and Invoice