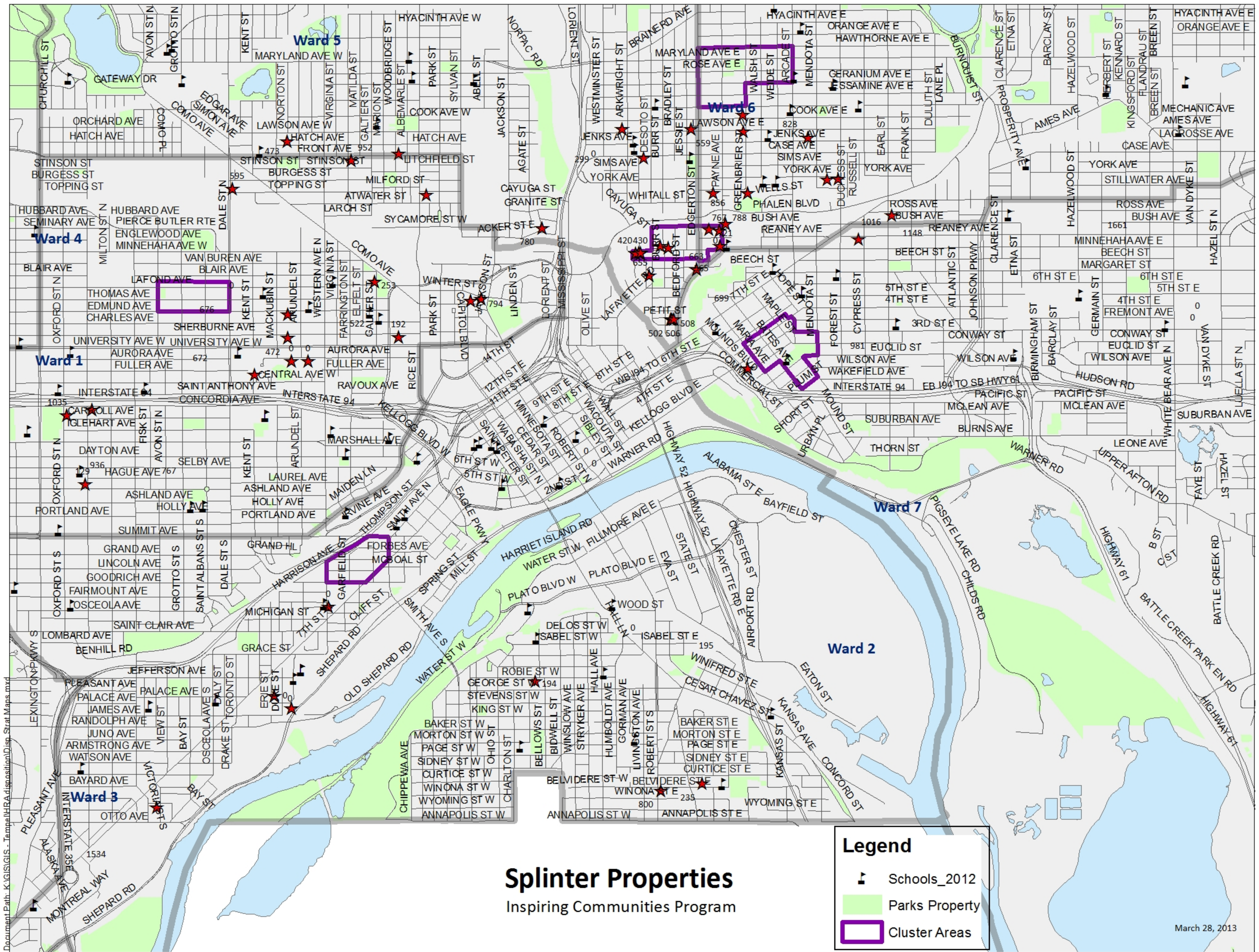


Splinter Parcels as of 9/30/2013

PIN	STREETNUMBER	STREETNAME	YPE	DIMENSIONS	ZONING	WARD	DISTRICT	FUND	Parcel Notes
362923310064	0	AURORA	AVE	38 x 115	RM-1	1	8	CDBG	
362923310065	0	AURORA	AVE	13 x 115	RM-1	1	8	CDBG	
362923320070	0	CENTRAL	AVE			1			
122823240043	0	PALACE	AVE		I-2	1	9		
312922240004	19	COMO	AVE	46 x 115	CAAPCJ	1	7	HRA	Soil/Foundation/Title problems
302922320163	126	WINNIPEG	AVE	22X119	RT1	1	6	ISP	Economic Development
22823220182	129	CHATSWORTH	ST	57 X 57	RT-1	1	8		
362923140093	192	SHERBURNE	AVE	41 X 128	CAAPCJ	1	7	CDBG	Soil/Foundation/Title problems
362923110045	253	LAFOND	AVE	42 x 110	RT-2	1	7	HRA	Soil/Foundation/Title problems
252923320117	595	TOPPING	ST	19 x 132	I-1	1	6		
312922240039	794	CAPITOL	HGTS	25 X 105	CAAPC5	1	7	HRA	Sold to adjacent owner
352923330024	1035	CARROLL	AVE	40 x 129	RT-1	1	8	HRA	Soil/Foundation/Title problems
352923340004	970	CONCORDIA	AVE	37X130	RT1	1	8	CDBG	
252923420016	952	FARRINGTON	ST	50 x 98	B2	1	6	HRA	
362923240211	472	SHERBURNE	AVE	20x125	R-4	1	7	CDBG	
362923240225	474	EDMUND	AVE	20 x 124	R-4	1	7	HRA	
12823430123	0	7TH	ST	90 X 14	RM-3	2	9	HRA	
72822130021	194	ROBIE	ST	50 X 135	RT-1	2	3	CDBG	problems
82822340183	235	BELVIDERE	ST	80 x 122	R-4	2	3	CDBG	problems
82822340068	800	ROBERT	ST	49X80	RT1	2	3	CDBG	
122823230030	404	ERIE	ST	30 x 125	RT-1	2	9	HRA	Sold to adjacent owner
322922220009	426	MINNEHAHA	AVE	65X89	RT1	5	5	ISP	
322922220011	420	MINNEHAHA	AVE	32x94	RT-1	5	5	HRA	
322922220008	430	MINNEHAHA	AVE	34x90	RT-1	5	5	HRA	
292922230075	385	LAWSON	AVE	40 x 102	R-4	5	5	HRA	Soil/Foundation/Title problems
292922320016	436	CASE	AVE	79 x 58	RT-1	5	5	HRA	
322922240068	502	PETIT	ST	40 x 70	I-1	5	5	HRA	Economic Development
322922240069	506	PETIT	ST	40 x 70	I-1	5	5	CDBG	Economic Development
322922240072	508	PETIT	ST	45x70	I-1	5	5	CDBG	Economic Development
322922220043	655	DESOTO	ST	40 x 124	RT-1	5	5	HRA	
322922210014	663	PAYNE	AVE	60 x 75	B-2	5	5	HRA	Economic Development
292922340041	729	BURR	ST	40 x 90	RT1	5	5	NSP CITY	
252923140111	964	WOODBIDGE	ST	33 x 124	RT1	5	6	ISP	
292922340067	499	MINNEHAHA	AVE	37 x 80	RT-1	5	5	HRA	
252923240151	473	HATCH	AVE	25 x 132	R4	5	6	HRA	
292922240091	559	LAWSON	AVE	40 x 60	R4	5	5	HRA	
302922430088	780	BUFFALO	ST	40 x 5	RT1	5	6	HRA	
292922430112	721	PAYNE	AVE	21x120	B-2	6	5	CDBG	Economic Development
292922430064	767	PAYNE	AVE		B-2	6	5	HRA	Economic Development
292922130031	695	COOK	AVE	40X120	RT1	6	5	NSP CITY 2	
292922410159	864	GREENBRIER	ST	41 x 60	RT-1	6	5		Sold to Parks
282922320069	904	YORK	AVE	30X125	R4	6	5	ISP	
282922320166	938	YORK	AVE	62.5 x 60	R4	6	5	ISP	
292922130112	1017	GREENBRIER	ST	40 x 80	RT1	6	5	ISP	
282922430141	1068	ROSS	AVE	25 x 127	RT1	6	4	ISP	
292922430074	604	BUSH	AVE	23X133	R4	6	5	ISP	
292922420194	614	WELLS	ST	20X125	RT2	6	5	ISP	
292922430018	788	PAYNE	AVE	40 x 100	I-1	6	5	HRA	Economic Development
282922230181	857	JENKS	AVE	40 x 112	RT-1	6	5	HRA	Soil/Foundation/Title problems
322922410169	0	CONWAY	ST	20 x 109	RT-1	7	4	HRA	
282922340088	990	REANEY	AVE	25 x 127	RT1	7	4	ISP	



Splinter Parcel Address:	<Parcel address>	PIN	<INSERT PIN>
Reviewed by:	<Staff name>	Date Reviewed:	<Date>

Reason for Splinter Parcel Designation

<input type="checkbox"/> Substandard size	<List dimensions>
<input type="checkbox"/> Known soil conditions	
<input type="checkbox"/> Topography challenges	

Acceptableness of sale

Is the sale of the splinter parcel acceptable to the council member?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, proceed. If no, STOP.
Is the sale of the splinter parcel acceptable to the district council?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, proceed. If no, STOP.

Adjoining Owner Analysis

	<Adjacent Property>	<Adjacent Property>	
Who owns the property?	<input type="checkbox"/> Rental <input type="checkbox"/> Owner Occupied <input type="checkbox"/> Vacant Building <input type="checkbox"/> Commercial	<input type="checkbox"/> Rental <input type="checkbox"/> Owner Occupied <input type="checkbox"/> Vacant Building <input type="checkbox"/> Commercial	If rental, proceed. If owner, proceed. If vacant building, STOP. If commercial, STOP.
Is the property being sold or in process of foreclosure?	<input type="checkbox"/> NO <input type="checkbox"/> YES	<input type="checkbox"/> NO <input type="checkbox"/> YES	If no, proceed. If yes, STOP.
Are property taxes current?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, proceed. If no, STOP.
Are there outstanding code enforcement issues?	<input type="checkbox"/> NO <input type="checkbox"/> YES	<input type="checkbox"/> NO <input type="checkbox"/> YES	If no, proceed. If yes, STOP.
Does the property have <u>visible and significant</u> deferred maintenance, e.g. trash in yard, cracked/peeling paint, broken windows, etc.?	<input type="checkbox"/> NO <input type="checkbox"/> YES	<input type="checkbox"/> NO <input type="checkbox"/> YES	If no, proceed. If yes, STOP.
Is the adjacent property currently less than 40' x 120'?	<input type="checkbox"/> NO <input type="checkbox"/> YES	<input type="checkbox"/> NO <input type="checkbox"/> YES	If no for both, offer to both. If yes for one, offer to substandard lot. If yes for both, offer to both .

Conclusion based on analysis above

<input type="checkbox"/> One property owner is eligible	(Adjacent property address)
<input type="checkbox"/> Both property owners are eligible	
<input type="checkbox"/> Neither property owner eligible, engage district council in discussion.	

Staff recommendation

	<Adjacent Property>	<Adjacent Property>	
Offer letter sent:	<input type="checkbox"/> (DATE)	<input type="checkbox"/> (DATE)	
Offer response:	<input type="checkbox"/> Accept	<input type="checkbox"/> Accept	
	<input type="checkbox"/> Reject	<input type="checkbox"/> Reject	

**Disposition Policy and Procedure for the Sale of Splinter Parcels for Residential
Side Yard
by
the Saint Paul Housing and Redevelopment Authority**

Purpose:

The purpose of this policy is to establish a procedure for the Housing and Redevelopment Authority of the City of Saint Paul, Minnesota (the “HRA”) to:

- Sell an HRA or City-owned splinter parcel to the adjacent owner(s) for use as a residential side yard. A splinter parcel is defined as a piece of property that is unbuildable due to its size and/or configuration, topography, or soil conditions.
- Analysis of adjacent properties (listed out step by step for PM’s in a separate document)

Objectives:

- Revitalize neighborhoods by removing the blighting influence of neglected vacant lots.
- Increase the City’s tax base by returning publicly-held splinter parcels to private ownership.
- Reduce the HRA’s annual holding costs by decreasing the inventory of land held by the HRA.

Policy:

The HRA, after extensive internal staff analysis on the parcel, will seek to sell an unbuildable residential splinter parcel to the two adjacent property owners for use by those adjacent property owners as residential side yard. The unbuildable residential splinter parcel would be split and sold equally to the adjacent property owners. A splinter parcel may be sold in its entirety to one adjacent property owner if the other adjacent property owner is not interested in purchasing their portion.

1. The HRA property will be sold ‘as-is’ with purchase price and closing costs delineated.
2. Required Conditions for Sale

Property must be used for residential side-yard.

Property owner must combine their portion of the splinter parcel with their existing property and be informed that an increase in the size of their parcel can affect their property tax bill in the future (more property = more taxes collected).

Adjacent properties being offered a splinter parcel must be in good standing in terms of payment of property taxes and have no outstanding code violations.

Procedure:

1. As part of extensive preliminary research, PED staff will contact the Council Member and the District Council to let them know that the HRA is considering selling a splinter parcel to adjacent property owners for residential side-yard.

An adjacent property owner who seeks to purchase an HRA splinter parcel for residential side yard **must** meet a minimum criteria of proof that:

1.) they are current on the payment of their property taxes and; 2.) they do not have outstanding code violations.

2. Invite adjacent property owners by letter to submit an [application](#), via online or mail, to purchase the property with the understanding that the property is a.) being sold 'as-is' with the purchase price plus closing costs delineated; b.) required to be used for residential side-yard; and c.) required to be combined with the property owner's existing property.
3. Adjacent property owners have 30 business days from date of letter to submit an application to purchase the property. If only one adjacent property owner submits an application, they may be offered to purchase the splinter parcel in its entirety.
4. PED staff receives the application electronically or by mail from potential purchaser and prepares an HRA Board Report to recommend sale of the parcel.
5. HRA board approves or denies sale of the property.
6. If sale is approved, PED staff prepares closing documents, drafts the property deed, and sets up the closing.
7. PED staff and purchaser meet to close on the sale of parcel.

City of Saint Paul Housing & Redevelopment Authority

Application to Purchase an HRA-Owned Splinter Parcel for Residential Side Yard

APPLICANT INFORMATION:

Date: _____

Applicant Name: _____

Mailing Address: _____

E-Mail Address: _____

Telephone Number (in case of questions): _____

If different from above, address of your property
adjacent to HRA-owned splinter parcel: _____

Parcel Identification Number (PIN) of your property: _____

1. How long have you owned the above residential property? _____
2. Is the residential property owner-occupied (Do you live in the residential property?):
Yes: ☐ No: ☐
3. Is the residential property rental property? Yes: ☐ No: ☐
4. Do you own other property within the City of Saint Paul? Yes: ☐ No: ☐

If "yes", please list the addresses and types of property:

HRA Parcel Information of parcel you wish to purchase for side yard

Address and Parcel Identification Number: _____

PLANS FOR SIDE YARD PROPERTY:

To promote the expansion of residential yards on vacant lots, the City is willing to sell parcels to adjacent residential property owners at a discounted sales price of \$500.00 plus a \$175.00 administrative fee due at date of application. The City is interested in encouraging improvements such as landscaping and fencing. In making the decision to sell an HRA parcel for side yard, the City will consider the extent of the improvements the applicant proposes to make.

Please describe your plans for the HRA parcel: _____

If you are proposing to make improvements to the property, please use the attached simple site plan form to show the location of those improvements. Please include the following:

1. Address of residential property, name of applicant, date of drawing;
2. Lot outline of parcels, location of sidewalk and street, labeled with name and address number;
3. Location of your existing house, driveway, fence and garage, as applicable;
4. Drawing of proposed improvements (plantings, fencing, pavement, grass, etc.) with descriptive labels;
5. Show direction by adding a "North" arrow

Applicant's Signature

Date

Applicant's Signature

Date

Applications should be returned within 30 business days of date of offer letter to:

City of Saint Paul Housing & Redevelopment Authority
Department of Planning and Economic Development
1100 City Hall Annex
25 West Fourth Street
Saint Paul, MN 55102

Questions? Call Cindy Carlson-Heins at 651-266-6608 or e-mail cindy.carlson@ci.stpaul.mn.us

Application to Purchase HRA-Owned Splinter Parcel for Side Yard

SITE PLAN ATTACHMENT

(Return with Your Completed Application Form)

Name: _____ Parcel Address: _____

Phone Number: _____ Date of Application: _____

Draw your plan in the box below or attach a separate sheet.