



# APPLICATION FOR APPEAL

## Saint Paul City Council – Legislative Hearings

310 City Hall, 15 W. Kellogg Blvd.

Saint Paul, Minnesota 55102

Telephone: (651) 266-8585

Fax: (651) 266-8574

Email: [legislativehearings@ci.stpaul.mn.us](mailto:legislativehearings@ci.stpaul.mn.us)

RECEIVED

AUG 04 2014

CITY CLERK

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

- \$25 filing fee payable to the City of Saint Paul (if cash: receipt number check 2890)
  - 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>August 19, 2014</u>
Time <u>1:30 pm</u>
Location of Hearing:
Room 330 City Hall/Courthouse

### Address Being Appealed:

Number & Street: 1477 Arkeight #E City: St. Paul State: MN Zip: 55117

Appellant/Applicant: Cynthia & Curtis Collins Email: readers123@ymail.com

Phone Numbers: Business \_\_\_\_\_ Residence \_\_\_\_\_ Cell 612-695-9784

Signature: Cynthia Collins Date: \_\_\_\_\_

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
- Code Enforcement Correction Notice
- Vacant Building Registration
- Other (Fence Variance, Code Compliance, etc.)

Our property WAS approved for a rental license last year. By inspection, all this stuff on the inspector's list was damaged by renters except stove. We have fixed everything except egress window, but we are not

# Legislative Hearing Fact Sheet

Legislative Hearings provide a forum to review appeals of City-issued orders and develop recommendations for City Council consideration. Appellants not satisfied with the recommendation of the Hearing Officer also have an opportunity to be heard before the City Council if they wish to appeal further. Any person unsatisfied by the quasi-judicial decision of the City Council may obtain judicial review by timely filing of an action.

## Appeal Applications

Appeal application forms are available online at <http://www.stpaul.gov/index.aspx?NID=161> or they can be mailed to you calling 651-266-8585. Appeal applications may be submitted in person at or by mail at Legislative Hearings, 310 City Hall, 15 Kellogg Boulevard W., St. Paul, MN 55102. Appeal applications should be filed within ten days of the date of written notification of the item(s) being appealed.

## Scheduling Your Appeal Hearing

The date and time of the hearing for those applications submitted in person will usually be set at that time. Mailed applications will be copied and returned to the appellant with the date and time clearly indicated on the form. Generally, appeal hearings are scheduled one to four weeks after the application is submitted. Once an appeal has been scheduled, it may not be rescheduled more than once. Additional rescheduling will only be done by referral from the City Council.

*If you are appealing a special assessment or wish to be heard on a proposed order to abate a nuisance building, the appeal dates and times are automatically listed in the orders themselves.*

## Hearings Are Held on Tuesdays & The Schedule Typically Is:

- 9:00 Tax Assessments & Orders to Remove or Repair, Repurchase of Application
- 11:00 Summary & Vehicle Abatement Orders, Correction Notice/Orders by Code Enforcement
- 11:30 Condemnations, Revocations & Vacate Order
- 1:30 Fire Certificate of Occupancy Letters & Fire Inspection Correction Order, Inspection Appointment Letters
- 2:30 Vacant Building Registration Notices
- 3:00 Other Cases (Usually Code Compliance Inspection Report, Fence Variance) and Overflow Hearings

## What to Expect at the Hearing

A number of appeals are heard in each hearing session. For each appeal, City Staff will give a report and appellants will be given time to present information, testimony, photos or other documents. The Hearing Officer will take all of this into account to develop a recommendation for Council consideration. Occasionally, a decision cannot be made at the hearing and the matter will be laid over or continued to allow the appellant and/or staff time to gather more information. The hearings are quite informal but it is still expected that cell phones and pagers will be turned off, and City staff and appellants will address one another respectfully.

**Interpreter:** If you need an interpreter for your hearing, please call 651-266-8585 for us to arrange one.

advertising it has a three bedroom, so the window should remain shut as if there were no window there. Also, my husband's brother died last night, so we will be traveling to Gary, Indiana for the funeral so we won't be in town for inspection. We will be out of town for FUNERAL



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

375 Jackson Street, Suite 220 Telephone: 651-266-8989  
Saint Paul, MN 55101-1806 Fax: 651-266-8951

July 21, 2014

CYNTHIA R COLLINS  
252 COTTAGE AVE W  
ST PAUL MN 55117-4406

## **CORRECTION NOTICE - COMPLAINT INSPECTION**

RE: 1477 ARKWRIGHT ST UNIT E  
Ref. # 118501

Dear Property Representative:

An inspection was made of your building on July 21, 2014 in response to a referral. You are hereby notified that the following deficiency list must be corrected immediately.

**A re-inspection will be made on August 8, 2014 at 1:00pm.**

Failure to comply may result in a criminal citation or revocation of the Certificate of Occupancy. The Saint Paul Legislative Code requires that no building shall be occupied without a Certificate of Occupancy. The code also provides for the assessment of additional reinspection fees.

### DEFICIENCY LIST

1. Exterior - Front - MSFC 605.1 - Repair or replace damaged electrical fixtures. This work may require a permit(s). Call DSI at (651) 266-8989. Replace or repair the outside light in an approved manner. **THIS WORK MAY REQUIRE A LICENSED ELECTRICIAN AND PERMITS.**
2. Exterior - Front - SPLC 34.09 (3), 34.33 (3) -Provide or repair and maintain the window screen.- Replace or repair the window screens in an approved manner.
3. Interior - 2nd Floor - MSFC 605.6 - Provide electrical cover plates to all outlets, switches and junction boxes were missing. Provide a switch cover plate on the 2nd floor hall.
4. Interior - 2nd Floor - MN State Statute 299F.50 Immediately provide and maintain an approved Carbon Monoxide Alarm in a location within ten (10) feet of each sleeping area. Installation shall be in accordance with manufacturer's instructions. Provide an approved carbon monoxide alarm within 10 feet of every bedroom.

5. Interior - Basement - SPLC 34.09 (3), 34.32 (3) - Repair and maintain the window in good condition. Replace or repair the egress window in an approved manner.
6. Interior - Bathrooms - SPLC 34.12 (2), SPLC 34.36 (1) - Repair and maintain all required and supplied equipment in an operative and safe condition to properly and safely perform their intended function in accordance with the provisions of the applicable code. Replace or repair the toilets in both bathrooms in an approved manner. Both are not working properly they continue to run and not shut off and water goes down slowly. **This work may need to be done by a licensed plumber and may require permits.**
7. Interior - Kitchen - SPLC 34.12 (2), SPLC 34.36 (1) - Repair and maintain all required and supplied equipment in an operative and safe condition to properly and safely perform their intended function in accordance with the provisions of the applicable code. Replace or repair the stove in an approved manner.
8. Interior - 2nd Floor Bedroom - SPLC 34.12 (2), SPLC 34.36 (1) - Repair and maintain all required and supplied equipment in an operative and safe condition to properly and safely perform their intended function in accordance with the provisions of the applicable code. Repair the Closet door in an approved manner.

Saint Paul Legislative Code authorizes this inspection and collection of inspection fees. For forms, fee schedule, inspection handouts, or information on some of the violations contained in this report, please visit our web page at: <http://www.stpaul.gov/cofo>

You have the right to appeal these orders to the Legislative Hearing Officer. Applications for appeals may be obtained at the Office of the City Clerk, 310 City Hall, City/County Courthouse, 15 W Kellogg Blvd,  
Saint Paul MN 55102 Phone: (651-266-8585) and must be filed within 10 days of the date of the original orders.

If you have any questions, email me at: [brian.schmidt@ci.stpaul.mn.us](mailto:brian.schmidt@ci.stpaul.mn.us) or call me at 651-266-8981 between 7:30 a.m. - 9:00 a.m. Please help to make Saint Paul a safer place in which to live and work.

Sincerely,

Brian Schmidt  
Fire Inspector

Ref. # 118501