



CITY OF SAINT PAUL
OFFICE OF THE CITY COUNCIL
310 CITY HALL
15 WEST KELLOGG BOULEVARD
SAINT PAUL, MN 55102-1615
Marcia Moermond, Legislative Hearing Officer
EMAIL: legislativehearings@ci.stpaul.mn.us
PHONE: (651) 266-8585 FAX: (651) 266-8574

April 29, 2021

Xuandiem Tran
11117 SE Steele Street
Portland OR 97266-4179

VIA EMAIL: pdxsgn@gmail.com

Re: Remove or Repair of the Structure at 1128 MACKUBIN ST

Dear Xuandiem Tran:

This is to confirm that at the Legislative Hearing on April 27, 2021 Marcia Moermond, Legislative Hearing Officer, recommended continuing the above-referenced matter to Legislative Hearing on **Tuesday, May 11, 2021 between 9:00 and 11:00 am via phone**. By close of business May 7, 2021 the following conditions must be met:

1. post a \$5,000 performance deposit with the Department of Safety & Inspections;
2. apply for a Code Compliance inspection with the Department of Safety & Inspections. Your code compliance application must include lock box code and box must be attached to door for use; and
3. the property must be maintained.

As you have indicated you may wish to sell the property, please note because this is a Category 3 vacant building, **title of the property cannot transfer until the rehabilitation is complete and a Certificate of Code Compliance has been received**. Pending transfer of title, the contract used for this transaction will need to be approved by the Legislative Hearing Officer.

For your reference, in addition to the above items, the following conditions will need to be met in order to receive a grant of time to rehabilitate the property:

1. submit evidence of financing sufficient to complete the rehabilitation. Staff estimates cost \$50,000. If total for bids are more than 20% less than staff estimate, a high level of detail will be required. Financing could be business or personal accounts, a line of credit, or construction loan. Other types of financing will be reviewed on a case by case basis;
2. submit an affidavit indicating the finances will be dedicated to completing the project and not diverted until a code compliance certificate is issued; and

3. submit work plan, sworn construction statement, or scope of work. This should include **signed** subcontractor bids and a schedule for completion of the project.

For your reference, I have included samples of how title transfer has been done in the past. The Code Compliance and performance deposit forms can be found online here, I have also attached them: <https://www.stpaul.gov/departments/safety-inspections/vacant-buildings>. Please contact the Department of Safety and Inspections directly at 651-266-8989 for questions regarding the application or payment process. **Please include the lock box code in your Code Compliance Application.**

This matter will go before City Council on Wednesday, May 12, 2021. If you will wish to contest to the recommendation Ms. Moermond will give at the May 11, 2021 Legislative Hearing, and give live testimony remotely at the City Council Public Hearing on **May 12, 2021 between 3:30 p.m. and 5:00 p.m.**, please contact me at 651-266-8515 or legislativehearings@ci.stpaul.mn.us to let our staff know before noon. If I don't hear from you I will assume you are not contesting the recommendation.

If you have any questions, please contact me at 651-266-8515.

Sincerely,

/s/

Joanna Zimny

Legislative Hearing Executive Assistant

Encl: Sample Purchase/Loan agreement documents
VB Performance deposit form
Single Family code compliance inspection form

c: Rehabilitation & Removal staff
Steve Magner – Department of Safety & Inspections, Housing and Code Enforcement Manager
Scott Hangge, Keller Williams via email: scott.hangge@kw.com
Matt Steiner, Keller Williams via email: mattsteiner@kw.com