



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

November 26, 2025

J. Mitchell
Universal Construction, Inc.
2355 Highway 36 W, Suite 400
Roseville, MN 55113

VIA EMAIL: j.mitchell@universalconstruction.com
jaymitchell93@gmail.com

Re: Remove or Repair of the Structure at 947 FREMONT AVENUE

Dear Jay Mitchell:

This is to confirm that at the Legislative Hearing on November 25, 2025 Legislative Hearing Officer Marcia Moermond continued this matter to Legislative Hearing **on Tuesday, December 9, 2025 at 9 am** in room 330 City Hall/Court house.

By close of business December 5, 2025 you must:

1. Submit an additional \$10,000 Performance Deposit with Department of Safety & Inspections;
2. submit an updated work plan/schedule;
3. submit updated proof of financing;
4. submit an updated affidavit if financing is different than original; and
5. submit updated bids, proof of paid contractors, etc

A reminder it is an ongoing requirement that the property be maintained. The Performance Deposit form can be found online here: <https://www.stpaul.gov/departments/safety-inspections/rent-buy-sell-property/vacant-buildings/vacant-building-program>

I spoke with Inspector Zane regarding the necessity of a new Code Compliance Inspection Report for the duplex conversion, he confirmed it is NOT necessary as long as you pull all necessary permits and receive proper zoning approvals for the change from single-family dwelling to duplex.

This matter will go before the City Council at Public Hearing on **Wednesday, December 10, 2025 at 3:30 pm. in room 300 City Hall.** If you are contesting Ms. Moermond's recommendation you may appear in person (*please arrive before 3:30 p.m. and check in with staff outside Council chambers when you arrive*). If you have any questions, please contact our office at 651-266-8585.

Sincerely,

/s/

Joanna Zimny
Legislative Hearing Executive Assistant

c: Rehab and Removal Staff