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CITY CLERK

# 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

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

☒ \$25 filing fee (non-refundable) (payable to the City of Saint Paul) (if cash: receipt number 445692)

☒ Copy of the City-issued orders/letter being appealed & any attachments you may wish to include

☒ Walk In ☐ Mail ☐ Email

Appeal taken by: KK

### HEARING DATE & TIME

(provided by Legislative Hearing staff)

Tuesday, March 26

Location of Hearing:

☒ Telephone: you will be called between 1pm & 3pm

☐ 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: 638 DALE STREET N City: St. Paul State: MN Zip: 55103

Appellant/Applicant: TARONDA RICHARDSON Email: TARONDA004@Gmail.COM

Phone Numbers: Business \_\_\_\_\_ Residence \_\_\_\_\_ Cell 612 323-9451

Signature: Taronda Richardson Date: 3/13/24

Name of Owner (if other than Appellant): \_\_\_\_\_

Mailing Address if Not Appellant's: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_ 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

☐ Other (Fence Variance, Code Compliance, etc.)

Not Vacant - Under Renovation due to house fire



CITY OF SAINT PAUL

375 Jackson Street, Suite 220  
Saint Paul, MN 55101-1806

Telephone: 651-266-8989  
Facsimile: 651-266-1919  
[www.stpaul.gov/dsi](http://www.stpaul.gov/dsi)

February 26, 2024

Taronda Richardson  
638 Dale St  
St Paul MN 55103-1643

Customer #: 1680059  
Bill #: 1795123

**VACANT BUILDING REGISTRATION FEE  
WARNING LETTER**

The Saint Paul City Council has adopted legislation which requires owners of vacant buildings to pay an annual fee and submit a registration plan on the form(s) enclosed with this letter. The annual fee is **\$2,459.00**. The purpose of this fee is to partially reimburse the City for administrative costs for registering and processing the Vacant Building Owner Registration forms and for the cost of monitoring these properties for compliance with Saint Paul Legislative Codes.

***The fee for the vacant building located at 638 DALE ST N is now past due. You have fifteen (15) days from the date of this letter to pay this bill before this fee is sent to assessment, to be collected with your property taxes.***

**DO NOT MAIL CASH**

Saint Paul Legislative Code, Chapter 43, requires this fee be paid no later than thirty (30) days after the building becomes vacant, and if not paid, the owner shall be subject to collections and prosecution as prescribed in the Legislative Code. Also, if at any time the registration fee is unpaid and owing, building permits will be denied for this building.

**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.**

The owner(s) still will be subject to a criminal Summons and Complaint for failure to pay this vacant building registration fee. This citation will necessitate a court appearance in Ramsey County District Court and the owner(s) will be subject to penalties provided for by law. The enclosed registration form must accompany the fee payment.

You may pay this registration fee online by going to **online.stpaul.gov** and selecting the 'Make a Payment' option. You will need your customer number and bill number to process a payment - both can be found on 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

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.

If you have questions about this registration fee or other vacant building requirements, please contact the Enforcement Officer, Matt Dornfeld, at 651- 266- 1902.

This registration form and fee is required by law. Your prompt attention to this matter is appreciated.

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

Steve Magner  
Vacant Buildings Program Manager

Enclosures: Regulations Requirements Information  
Vacant Building Registration Form

SM: mcl  
vb\_warning\_letter 2/15

DEPARTMENT OF SAFETY AND INSPECTIONS

Steve Wagner, Manager of Code Enforcement



CITY OF SAINT PAUL

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[www.stpaul.gov/dsi](http://www.stpaul.gov/dsi)

November 06, 2023

Taronda Richardson  
638 Dale St  
St Paul MN 55103-1643

Customer #:1680059

Bill #: 1795123

## VACANT BUILDING REGISTRATION NOTICE

The premises at **638 DALE ST N** has been inspected and found to meet the legal definition of a Vacant Building as described in Saint Paul Legislative Code, Chapter 43. You are required by law to register this building with the Department of Safety and Inspections, Vacant Building Division, by filling out and returning the registration form provided with this letter. You are also required to pay the annual Vacant Building Registration Fee of **\$2,459.00**. The fee is due upon receipt of this letter and must be paid no later than thirty (30) days from the date of this letter, as required in Saint Paul Legislative Code, Chapter 43. If this building is vacant due to a fire, complete the enclosed registration form and return it to this office within 30 days.

**Payment must be received by December 06, 2023 .**

You may pay this registration fee online by going to **online.stpaul.gov** and selecting the 'Make a Payment' option. You will need your customer number and bill number to process a payment - both can be found on this letter.

To pay this invoice by mail please send this registration form along with payment to:

DEPARTMENT OF SAFETY AND INSPECTIONS  
375 Jackson Street, Suite 220  
Saint Paul, MN 55101-1806  
**Do Not Mail Cash**

If you wish to pay in person, you may do so from 8:00am to 4:00pm Monday through Friday at the above address.

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

**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.**

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.

**You must contact the Enforcement officer , Matt Dornfeld, at 651- 266- 1902 to find out what must be done before this building can be legally reoccupied.**

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.

If you have questions about this annual registration fee or other vacant building requirements, please contact the District Inspector, Matt Dornfeld, at 651- 266- 1902.

This registration form and fee is required by law. Your prompt attention to this matter is appreciated.

Steve Magner  
Vacant Buildings Program Manager

Enclosures: Regulations Requirements Information  
..... Vacant Building Registration Form .....

SM: md

vb\_registration\_notice 11/14

## Racquel Naylor

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**From:** Racquel Naylor  
**Sent:** Monday, March 18, 2024 11:34 AM  
**To:** Kristin Koziol  
**Subject:** FW: Application for Appeal  
**Attachments:** Form-Application for Appeal-Workable.pdf

**From:** Mai Vang <mai.vang@ci.stpaul.mn.us>  
**Sent:** Wednesday, March 13, 2024 9:32 AM  
**To:** Vicki Sheffer <vicki.sheffer@ci.stpaul.mn.us>; Robert Humphrey <robert.humphrey@ci.stpaul.mn.us>; Steve Magner <steve.magner@ci.stpaul.mn.us>; Matt Dornfeld <matt.dornfeld@ci.stpaul.mn.us>; James Hoffman <james.hoffman@ci.stpaul.mn.us>; Joe Yannarely <joe.yannarely@ci.stpaul.mn.us>  
**Cc:** Joanna Zimny <joanna.zimny@ci.stpaul.mn.us>; Racquel Naylor <racquel.naylor@ci.stpaul.mn.us>  
**Subject:** FW: Application for Appeal

Hi All,  
Owner wants to appeal the VB Warning Ltr; however, I see that a custom waiver was put in on 3/8/24. Per Marcia, automatic 90-day fee waiver should only be given due to a fire if owner filled out the VB form. In this case, she was given a fee waiver back in Nov 2023. Once the 90 days is up, all owners should appeal. I don't know if you can cancel the custom waiver issued on March 8<sup>th</sup> or not. Also, I am wondering if the language in the VB letter below can be modified to say

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

**, unless fee was previously appealed or waived,**

Mai

**From:** Racquel Naylor <racquel.naylor@ci.stpaul.mn.us>  
**Sent:** Wednesday, March 13, 2024 9:03 AM  
**To:** Mai Vang <mai.vang@ci.stpaul.mn.us>  
**Subject:** FW: Application for Appeal

**From:** Taronda Richardson <taronda004@gmail.com>  
**Sent:** Wednesday, March 13, 2024 8:24 AM  
**To:** Racquel Naylor <racquel.naylor@ci.stpaul.mn.us>  
**Subject:** Re: Application for Appeal

**Think Before You Click:** This email originated **outside** our organization.

Good morning Racquel,

Attached is my completed form, will you please review it and let me know if I have filled it out correctly?

My apologies for the delay in preparing my response, there was some confusion on my part, and navigating my way forward following the house fire is very challenging.

I am now attempting to close the loop on any outstanding matters as I work to renovate my home.

Thank you,

Taronda Richardson

On Tue, Mar 12, 2024 at 2:35 PM Racquel Naylor <[racquel.naylor@ci.stpaul.mn.us](mailto:racquel.naylor@ci.stpaul.mn.us)> wrote:

Racquel Naylor

Legislative Hearings

Suite 310 City Hall

15 Kellogg Boulevard West

Saint Paul, MN 55102

Phone: 651-266-8585

Fax: 651-266-8574