**North End Neighborhood Organization (d6)** is the third largest Planning District, established by the city in 1975 to plan and advise the city on the physical, economic and social development of its area as well as on city-wide issues. The City Council relies on input garnered from District Councils. In addition the council identifies neighborhood needs and initiate projects and programs to meet those needs.

**Mission Statement:** The North End Neighborhood Organization works to serve, support, and promote our community as an equitable place for everyone to live, work, and play.

**Land Use & Housing Committee:**
is a group of neighbors, Neighborworks Home Partners, businesses and board members who hear all issues revolving around the use of land, for example, business licenses, variances, new construction and planning. The Land Use Task Force then advises the Board of Directors on what would be beneficial for the neighborhood.

**Land Use & Housing Policies:**
The North End Neighborhood Organization promotes the North End as an equitable, relevant, influential, and engaged neighborhood. In supporting community equity and engagement the Land Use & Housing Committee will invite all members of our community to discuss, debate, and vote on projects that come before the Land Use & Housing Committee. All decisions go to the NENO Board of Directors for ratification.

Community Members able to vote include people 16 years and older who:
- sit on the Land Use & Housing Committee
- reside in the North End area
- own a business or work in an institution or business within the North End
- attend school in the North End
- are members of community organizations within the North End authorized to speak on behalf of their organization

A NENO board member must sit on every committee; NENO board member(s) on Land Use & Housing will have the role of verifying eligibility, counting votes, and facilitation of the meeting. If a board member cannot be in attendance, they can appoint a person to fulfill their roles. It is attendance by Land Use & Housing Committee members that determines whether there is a quorum or not. Only Land Use & Housing committee members can initiate business (make a motion, second, etc.).

For a decision requiring a vote at a Land Use & Housing Community Meeting, all eligible community members and committee members will vote and the results will be shared with the NENO Board of Directors by NENO board member(s) sitting on the Land Use & Housing Committee. A quorum is 51% of Land Use & Housing Committee members and is required at a meeting to conduct business.
**Procedure**

Community Members will sign in upon arrival to the meeting and indicate their affiliation to the North End community where a member of the Land Use & Housing Committee will give them a vote indicator, a laminated card visible from across the room that will include community meeting details.

- Announce that the meeting is beginning.
- Take a moment for community members to introduce themselves and share their relationship with the community.
- Read through guidelines.
- Read through procedures for participating.
- The facilitator will provide a brief overview of the agenda. Agendas will have action, discussion, or presentation to indicate.
- For each agenda item, the facilitator will announce the purpose and engagement for that item (discussion, feedback, vote, etc.)
- Following the introduction of an item, community members can raise their hands and be recognized by the facilitator to share their input followed by committee members.
- The facilitator will help manage time and make sure to give all a chance to share or appoint a timekeeper.
- Once the time is up or discussion is complete, the facilitator will clarify the next steps.
- If the next step is voting, a committee member must make a motion followed by a second. Then, the committee and community members will vote led by the facilitator, who will clarify the options.
- The agenda will include an opportunity for community comment at the end.

The following is information that may be useful when recommendations are made to the City of Saint Paul regarding site plans, variances, permits, zoning and licenses.

There is much more information and in detail on the City of Saint Paul website:

[www.ci.stpaul.mn.us](http://www.ci.stpaul.mn.us)
Licensing

Automobile repair garage
No person shall maintain or operate an automobile or motor vehicle repair garage in Saint Paul without a license. This does not apply where the work performed is done by a gasoline filling station licensed under Chapter 424 and consists of the usual servicing of motor vehicles ordinarily performed at such stations, such as the sale and installation of frost shields, radiator hoses, spark plugs, batteries and battery cables, brake fluid, oil filters, fuses, fan belts, light bulbs and windshield wipers, or such service as draining radiators; provided, however, that if such gasoline filling stations engage in the business of repairing mechanical parts of motor vehicles, a license as provided herein shall be required

Body repair shop
No person shall maintain or operate an automobile body repair painting shop, whether alone or in conjunction with another business activity, in Saint Paul without a license. A body repair shop is a shop which is in the business of making major or substantial repairs to the shell or body of an automobile, including frame-straightening, dent repair, and replacement or repair of parts, but not including any painting.

Body repair/painting shop
No person shall maintain or operate an automobile or motor vehicle repair/painting business, whether alone or in conjunction with another business activity, without a license. A body repair/painting shop is a shop which in addition to the definition in subdivision (b) above, performs any kind of painting of the vehicle. No license shall be issued to a body painting shop unless the building or portion of the building in which the business is to be operated has a spray paint booth or room which has been approved for use by the fire inspector.

Stations
A place where gasoline or any other automobile engine fuel (stored only in underground tanks), kerosene, motor oil, lubricants, grease (for operation of motor vehicles), or minor accessories are retailed directly to the public on the premises and/or where the servicing or minor repair of automobiles may occur.

Standards and conditions:
- The construction and maintenance of all driveways, curbs, sidewalks, pump islands or other facilities shall be in accordance with current city specifications. Such specifications shall be developed by the planning administrator, traffic engineer and city fire marshal, and shall be approved by the planning commission, and filed with the city clerk.
- A ten-foot buffer area with screen planting and an obscuring wall or fence shall be required along any property line adjoining an existing residence or residentially zoned property.
- The minimum lot area shall be fifteen thousand (15,000) square feet, and so arranged that ample space is available for motor vehicles which are required to wait. Auto service stations which are intended solely for the sale of gasoline, oil and minor accessories and having no facilities for incidental servicing of automobiles (including lubricating facilities) may be permitted on a lot of twelve thousand (12,000) square feet, subject to all other provisions herein required.
Additional standards and conditions in traditional neighborhood districts:

- All vehicles awaiting repair or pickup shall be stored on the site within enclosed buildings or defined parking spaces in compliance with section 63.301.
- The principal building shall comply with the dimensional standards and design guidelines applicable to traditional neighborhood districts, except that the maximum setback requirement may be modified by the planning commission so that pump islands may be placed in front of the building if this arrangement is considered preferable for circulation, aesthetics or buffering of neighboring uses.
- There shall be no exterior storage or sales of goods or equipment, other than the dispensing of motor fuel.
- Factors that cause and prevent foodborne illness if the applicant is not required to employ a certified food manager.

Site Plans:
The Site Plan should show the following:

Existing Conditions
- Existing buildings, property lines, easements, parking lots and other paved areas, sidewalks, driveways, grading, trees, catch basins, utility poles, street lights, traffic signals, parking meters, pavement markings (traffic lanes, turn arrows, etc.), surrounding fire hydrants, any fire department connections for sprinklers or stand pipes
- Survey of existing conditions for large projects.
- Legal description of the property
- Location map

Site Layout
- Proposed buildings (with entrances indicated and all other openings, windows, vents, etc.), property lines, easements, Parking Lot Layout, driveways, sidewalks and loading areas
- Dimensions and appropriate labels
- Traffic and pedestrian control plans (if construction will block adjacent sidewalks and streets)

Grading, Drainage, Utilities, and Erosion Control
- Existing and proposed grading shown with two foot contour intervals and spot elevations at critical points
- Catch basins with rim and invert elevations
- Sanitary and storm sewers with pipe size and materials labeled
- Ponding areas for storm water detention where required. Calculations for Storm Water Management should be shown on the City worksheet.
- Water lines, fire hydrants, fire department connections for sprinklers or standpipes
- Erosion control measures such as silt fences, inlet protection, rock construction entrance, and street cleaning
- Storm Water Pollution Control Plan (for sites that disturb one acre or more)
**Landscaping and other site improvements**
Existing significant vegetation by size and species (including trees in the boulevard) Proposed landscaping (trees, shrubs and ground cover) identified by size and species
- A planting list summarizing plant material used
- Details for planting new trees and protecting existing trees
- Fences and walls
- Site lighting
- Street lights, traffic signs and signals, parking meters
- Changes to street pavement markings (traffic lanes, turn arrows etc.)
- Signs
- A Tree Preservation plan may be required for development in the Highwood area

**Building information**
- Building elevations
- Height of building, type of construction, whether sprinklers are proposed
- Location on property and distance to property lines or other structures on the property

**Variance**
According to the zoning code, the BZA (Board of Zoning Appeals) must make the following findings before they can grant a variance:
- The property in question cannot be put to a reasonable use under the strict provisions of the code.
- The plight of the landowner is due to circumstances unique to the property, and these circumstances were not created by the landowner.
- The proposed variance is in keeping with the spirit and intent of the code, and is consistent with the health, safety, comfort, morals and welfare of the inhabitants of the City of Saint Paul.
- The proposed variance will not impair an adequate supply of light and air to the adjacent property, nor will it alter the essential character of the surrounding area or unreasonably diminish established property values within the surrounding areas.
- The variance, if granted, would not permit any use that is not permitted under the provisions of the code for the property in the district where affected land is located, nor would it alter or change the zoning district classification of the property.
- The request for variance is not based primarily on a desire to increase the value or income potential of the parcel of land.

In granting a variance, the BZA may attach reasonable conditions to their approval. The BZA does not have the authority to allow a use that is not otherwise permitted in the zoning district.

**Conditional Use Permit**
In addition to meeting all conditions listed under a specific use, there are general conditions that must be met for all Conditional Use Permits as follows:
- The extent, location and intensity of the use will be in substantial compliance with the Saint Paul Comprehensive Plan and any applicable subarea plans which were approved by the city council.
- The use will provide adequate ingress and egress to minimize traffic congestion in the public streets.
• The use will not be detrimental to the existing character of the development in the immediate neighborhood or endanger the public health, safety and general welfare.
• The use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
• The use shall, in all other respects, conform to the applicable regulations of the district in which it is located.

The Planning Commission may impose such reasonable conditions and limitations in granting an approval as are determined to be necessary to fulfill the spirit and purpose of the zoning code and to protect adjacent properties.

Conditions may be modified by the Planning Commission when strict application of such conditions would unreasonably limit or prevent the otherwise lawful use of a piece of property or an existing structure and would result in exceptional undue hardship to the owner of such property or structure; provided, that such modification will not impair the intent and purpose of such condition and is consistent with health, morals and general welfare of the community and is consistent with reasonable enjoyment of adjacent property.

The Planning Commission may act as the Board of Zoning Appeals and grant Zoning Variances in accordance with the variance provisions in the zoning code for proposals that also require a Conditional Use Permit.

Nonconforming Use Permit

Before the Planning Commission can grant a Nonconforming Use Permit, they must make the following findings:

• The use occurs entirely within an existing structure;
• The use is similar to other uses permitted within the district;
• The use has been in existence continuously for a period of at least 10 years prior to the application;
• The off-street parking is adequate to serve the use;
• Hardship would result if the use were discontinued;
• Rezoning the property would result in "spot" zoning or a zoning inappropriate to the surrounding land uses;
• The use will not be detrimental to the existing character of development in the immediate neighborhood or endanger the public health, safety, or general welfare;
• The use is consistent with the comprehensive plan; and
• That a notarized petition of two-thirds of the property owners within 100 feet of the property has been obtained stating support for the use.

The Planning Commission may impose such reasonable conditions and limitations in granting an approval as are determined to be necessary to fulfill the spirit and purpose of the zoning code and to protect adjacent properties.

The Planning Commission may act as the Board of Zoning Appeals and grant Zoning Variances in accordance with the variance provisions in the zoning code for proposals that also require a Nonconforming Use Permit.
Similar Use
The Planning Commission must make the following findings in determining one use is similar to another.

- That the use is similar in character to one or more of the principal uses permitted.
- That the traffic generated on such use is similar to one or more of the principal uses permitted.
- That the use is not first permitted in a less restrictive zoning district.
- That the use is consistent with the comprehensive plan.

The Planning Commission may impose such reasonable conditions and limitations in granting an approval as are determined to be necessary to fulfill the spirit and purpose of the zoning code and to protect adjacent properties.

The Planning Commission may act as the Board of Zoning Appeals and grant Zoning Variances in accordance with the variance provisions in the zoning code for proposals that also require a Determination of Similar Use.

Re-zonings
Re-zonings from residential to commercial or industrial zoning districts cannot be considered unless a notarized petition of two-thirds of the property owners within 100 feet of the property has been obtained stating support for the use.

Some of the issues that are evaluated by the City with respect to rezoning proposals include:
- Compatibility with land use and zoning classification of property within the general area.
- Suitability of the property for the uses permitted under the existing zoning classification.
- The trend of development in the area of the property in question.
- Consistency with the Comprehensive Plan and District Plan.

The Planning Commission may act as the Board of Zoning Appeals and grant Zoning variances in accordance with the variance provisions in the Zoning Code.

Platting
A plat is required when subdividing land if:

- Five or more lots or parcels are being created each of which is 2 1/2 acres or less in size; or
- Paved streets, alleys, and any other public improvements or services are required; or
- The land is previously un-platted.

Lot Split
Section 67.304 of the Zoning Code defines a lot split as the division of one or more lots which creates no more than four lots. Lot splits are permitted without platting provided the following conditions are met:

- The lot or lots have frontage on an existing improved street and access to municipal services.
- The lot or lots to be divided are previously platted land.
- The lot or lots meet the minimum standards for lot width and area for the zoning district in which they are located.
The division of the lots shall not cause a remaining part of a lot to become a separately described tract which does not meet the minimum standards of the zoning district in which it is located or which does not have street frontage and access to municipal services.

The division does not result in a split zoning classification on a single lot.

The division does not result in the creation of a nonconforming structure or use.

No lot shall be created where the building pad area for the principal structure has an existing slope steeper than eighteen (18) percent or where a driveway steeper than twenty (20) percent is required to reach the building site. However, the planning administrator may approve the creation of a steeper lot, as an exception to this regulation, where the steeper lot is specifically consistent with a city-approved neighborhood plan or redevelopment project.

The Planning Administrator has the authority to approve lot splits that meet all of the required conditions listed above. Where conditions (3), (6), or (7) above are not met, the applicant may apply to the Board of Zoning Appeals for consideration of a variance from the required condition(s).

Liquor Licenses

Overview

These licenses are for the sale of liquor by the glass for consumption on the premises where sold. A Restaurant License is required in conjunction with all new Liquor - On Sale Licenses except in the Downtown Business District and the Commercial Development Districts. Liquor establishments must be more than 300 feet from churches and schools. Wine and Malt On-Sale (Strong) Licenses require the sale of alcohol to occur in conjunction with the sale and service of food. Additionally, at least sixty (60) percent of total sales must be attributable to the sale of food. Full On-Sale Liquor Licenses for new establishments located outside of the Downtown Business District and Commercial Development Districts can only be issued to hotels, restaurants, and non-profit private colleges. Restaurants require at least sixty (60) percent of all sales be attributable to the sale of food.

Entertainment

An Entertainment License is issued in conjunction with a Liquor - On Sale, Wine - On Sale, and/or Malt - On Sale License.

There are three types of entertainment licenses:

Class A - Amplified or non-amplified music and/or singing by performers without limitation as to number, and group singing participated in by patrons of the establishment. (Includes karaoke)

Class B - All activities allowed in Class A, plus dancing by patrons to live, taped, or electronically produced music, and which may also permit volleyball and broomball participated in by patrons or guests of the licensed establishment plus stage shows, theater, and contests. In all of the activities in Classes A and B, all of the participants, including patrons, shall be fully clothed at all times.

Class C - All activities allowed in Classes A and B, plus performance by male or female performers without limitation as to number, where clothing is minimal but in compliance with Chapters 409.09 and 410.05 of the Saint Paul Legislative Code.

Extension of Service-Temporary

This license allows a liquor licensee to sell or serve intoxicating liquors in areas outside the building structure which are immediately adjacent to and contiguous with the structure containing the licensed premises. There is a limit of 12 such extensions per location per calendar year.
## Penalties

<table>
<thead>
<tr>
<th>Type of Violation</th>
<th>Appearance</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Violations of conditions placed on the license</td>
<td>$500.00 fine</td>
<td>$1,000.00 fine</td>
<td>$2,000.00 fine and Revocation</td>
<td>10-day suspension</td>
<td></td>
</tr>
<tr>
<td>(2) Violation of provisions of the legislative code relating to the licensed activity</td>
<td>$500.00 fine</td>
<td>$1,000.00 fine</td>
<td>$2,000.00 fine and Revocation</td>
<td>10-day suspension</td>
<td></td>
</tr>
<tr>
<td>(3) Failure to permit entrance or inspection by DSI inspector or police</td>
<td>5-day suspension</td>
<td>10-day suspension</td>
<td>15-day suspension</td>
<td>Revocation</td>
<td></td>
</tr>
<tr>
<td>(4) Commission of a crime other than a felony on the premises by a licensee or employee</td>
<td>$700.00</td>
<td>$1,500.00</td>
<td>5-day suspension</td>
<td>revocation</td>
<td></td>
</tr>
<tr>
<td>(5) Commission of a felony on the premises by a licensee or employee</td>
<td>$2,000.00</td>
<td>Revocation</td>
<td>n/a</td>
<td>n/a</td>
<td></td>
</tr>
</tbody>
</table>

### Computation of time (penalties)

Second appearance. A second violation within twelve (12) months shall be treated as a second appearance for the purpose of determining the presumptive penalty.

Third appearance. A third violation within eighteen (18) months shall be treated as a third appearance for the purpose of determining the presumptive penalty.

Fourth appearance. A fourth violation within twenty-four (24) months shall be treated as a fourth appearance for the purpose of determining the presumptive penalty.

Any appearance not covered by subsections (1), (2) or (3) above shall be treated as a first appearance. Measurement of the twelve-, eighteen-, or twenty-four-month period shall be as follows: The beginning date shall be the earliest violation's date of appearance before the council, and the ending date shall be the date of the new violation. In case of multiple new violations, the ending date to be used shall be the date of the violation last in time.

Notwithstanding subsections (iv)(1), (2), (3) or (4) above, a second appearance before the council regarding a death or great bodily harm in a licensed establishment that is related to a violation of the law or license conditions shall be counted as a second appearance, regardless of how much time has passed since the first appearance if the first appearance was also regarding a death or great bodily harm in a licensed establishment. A third appearance for the same shall be counted as a third appearance regardless of how much time has passed since the first or second appearance.
Zoning
Some neighborhood problems are violations of the zoning code. The zoning code regulates the use of land and establishes standards for the location of structures on the land, signage, and off-street parking spaces. Types of problems enforced through the zoning code are:

- Home businesses (for example: auto repair in garages, commercial vehicles stored in yards)
- Too many people living in a single family dwelling (more than a related family plus two, or more than four unrelated people)
- Single family dwellings made into duplexes without permits
- Parking spaces created in required yards
- People living in campers
- Material improperly stored on the exterior of businesses

Failure to comply with orders to correct zoning violations can result in criminal citations, where the outcome is decided by the court system.

Assessment
An assessment is the City's means to recover costs for performing improvements on such things as: sidewalks, alleys, or street lighting. It also takes care of nuisances that should have been removed by the property owner. There are several types of nuisance violations for which the City may clean up or remove the nuisance and assess the costs for doing so to the property owner.

The City's costs include not only the direct cost of the nuisance abatement, but also notice, legal, and administrative costs. Therefore, the cost assessed for a City cleanup is significantly higher than the owner's cost to do the same cleanup.

Unless paid immediately an assessment appears as a charge added to the registered owner's property tax bill. It is usually due with the next year's property taxes. Substantial Abatement, which is a large assessment for such things as the demolition of a vacant building, may be spread over a longer time period by Council action.

Summary & Substantial Abatements
Summary abatement is the term the City uses to describe what is done when the City removes (or abates) a nuisance, when the owner has failed to do so. Summary abatements are used for:

- Trash, garbage, or other waste removal, if the owner does not remove it when ordered
- Cutting tall grass or weeds, again if the owner fails to do so
- Boarding vacant buildings which have broken windows, open doors, or holes, if the owner has failed to secure the building
- Broken sewer lines, which may happen during rodent or pest extermination
- Other property nuisances, such as hazards, hazardous wastes, graffiti, noxious substances, firewood, stagnant water, sanitary structures, snow shoveling, etc.

The City's action may be prompt after allowing the owner a reasonable time to remove the nuisance. The cost of a summary abatement is charged to the property owner as a special assessment (see Assessments).
**Substantial Abatement**

Substantial abatements are used for:
- Demolition of vacant buildings, if the owner fails to rehabilitate or demolish the building within a reasonable time
- Major clean-up of garbage or other nuisance in excess of $3,000

**Property Nuisance**

Some violations of City ordinances are criminal violations, which are punished through the criminal justice system. The nuisance ordinance includes provisions that allow the City to ensure that the problem is corrected.

The nuisance ordinance permits the City to abate a wide variety of property nuisances, including anything or condition on a property which is a fire hazard, a violation of the Fire Code, a health hazard, a violation of any health or sanitation law, or any other type of hazard.

**Response Process**

Once a department is notified of a nuisance, and it is determined that the complaint is in violation of the ordinance, that department follows through until the problem is taken care of.

The department sends an inspector to look at the problem and, if a violation exists, orders are issued to the property owner to deal with the problem. The department’s order includes a notice of possible penalties for noncompliance.

If the owner does not comply, the City will either issue a citation, or will perform a summary abatement of the nuisance. The City will re-inspect the problem until it is solved. If it is solved, the file is closed until and unless the City is notified of another problem. You can learn whether an appeal has been filed by calling the department that conducted the inspection (DSI, the City Clerk, or Board of Zoning Appeals).

**Filing an Appeal**

The owner may appeal if he or she does not agree with the order in the following situations:
- Code violation orders may be appealed to the Legislative Hearing Officer, who can support or reverse the inspector’s order, subject to City Council review.
- Summary abatement orders and assessments can be appealed to the Legislative Hearing Officer, subject to City Council review.
- News racks, License, and Pedestrian Safety Crossing Area appeals are made to the Legislative Hearing Officer.
- Zoning violation orders can be appealed to the Board of Zoning Appeals, and their decisions can be appealed to the City Council.

**Certificate of Occupancy**

All buildings with three or more dwelling units, commercial buildings, and industrial buildings must have a Fire Certificate of Occupancy (C of O) issued by the Department of Safety and Inspections. Non-owner occupied one and two-family dwellings are also required to have a Fire Certificate of Occupancy. The Fire C of O shows that the building is in compliance with applicable fire, building, housing, and other codes.

C of O is a systematic inspection program, unlike other City programs which inspect only in response to complaints. Some commercial buildings are inspected annually while most are inspected on a two or three-years cycle depending on the occupancy classification. Residential inspection cycle are based on the grade letter A, B, C, or D. These grade coming from the
severity of individual violations found. However, Fire Safety Inspector will also inspect a building between scheduled inspections if complaints of violations are received. If violations are found during an inspection, orders will be issued to correct the violations. The C of O can be revoked for severe violations which are not corrected. A building cannot be occupied or used if the C of O has been revoked.

**Rental Registration**
Since one- and two-unit rental properties are subject to inspection by the City, the Fire Certificate of Occupancy program requires all one- and two-unit non-owner occupied residences to register with the City. Complaints about these units can result in the City writing orders due to violations of State and local ordinances. Complaints can also result in a Fire Certificate of Occupancy being revoked.

**Building Permits**
You are required to get a building permit for the following changes on one or two-family residences, multi-family residences, or buildings for commercial, industrial, or institutional use:
- Building a new structure
- Adding an addition to current structure
- Remodeling or repairing a structure

**When is a Permit Required?**
A general building permit is required for all structural revisions to residences, garages, carports, decks and similar structures or buildings, except as noted below. Non-structural revisions or remodeling that do not constitute normal maintenance require a building permit if the value, including both labor value and the cost of materials, exceeds $500.00. If your residence is in a Historic Preservation Area, a permit is required for exterior work or repairs such as tuck-pointing, siding, window replacement, patching a roof, etc., regardless of the value.

**Other work which requires a permit:**
Detached accessory structures, such as tool or garden sheds, if they are larger than 200 square feet. Any such structure in the Heritage Preservation District or a designated historic site, regardless of size will need a permit and approval by the Historical Preservation Commission. Accessory structures under 120 square feet and not in a historic area do not require a permit but must comply with all provisions of the City's Zoning Ordinance for setbacks and lot coverage. Building permit information on garages and sheds is available at our office above or on our website. (See information below)

- Decks require a permit. Exception: Except in historic areas or designated historic sites, a deck or platform not attached to a structure with frost footings and not more than 30 inches above grade does not require a permit. However, decks or platforms greater than 24 inches above grade must meet the zoning setbacks and lot coverage requirements.
- Retaining walls supporting more than 4 feet of earth behind them. (In historic districts or sites, all retaining walls require a permit.)
- All fence installations. Check with our office or our website for requirements. (See information below)
- In-ground and above ground swimming pools with a capacity greater than 5000 gallons. NOTE: All permanent pools, regardless of size, require a permit in historic districts or designated historic sites. The City's zoning ordinance regulates the location of pools and hot tubs from property lines. (See information below)
Most work on electrical, plumbing, piping, sheet metal or heating and air conditioning systems.

Grading or filling a property. A permit is not required for minor earth work associated with gardens or landscaping planters that do not affect drainage patterns.

**Exemptions from permit:**

- One-story detached accessory structures, used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 200 square feet. (All accessory structures in the Historic Preservation Area require a permit.)
- Decks and platforms not more than 30” above adjacent grade and not attached to a structure with frost footings and which is not part of an accessible route. Decks greater than 24” above grade must meet zoning setbacks. (All decks in the Historic Preservation Area require a permit.)
- Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II, or III-A liquids. (All retaining walls in the Historic Preservation Area require a permit.)
- Prefabricated swimming pools accessory to dwelling units constructed to the provisions of the International Residential Code or R-3 occupancies constructed to the provisions of the International Building Code, which are 24” or less in depth, do not exceed 5,000 gallons and are installed entirely above ground. (The city's zoning ordinance regulates the location of pools and hot tubs from property lines.)
- Sidewalks and driveways that are not part of an accessible route.
- Painting, papering, tiling, carpeting, cabinets, countertops, and similar finish work. (All exterior work in the Historic Preservation Area requires a permit.)
- Minor earth work associated with gardens or landscaping that do not affect drainage patterns.

**Demolition Permit & Inspections**

Licensed Wrecking Contractors may obtain a permit to demolish dwelling units of any size or commercial buildings. Homeowners may obtain a permit to demolish a residential garage without a license but cannot obtain permits to demolish any residential dwelling unit. Permits for interior demolition are classified as general building permits (see General Building).

**Condemnation, Unfit for Human Habitation**

- If a building is immediately dangerous to public health and safety, the City can condemn it on an emergency basis. A building that is hazardous, but has not reached the status of dangerous may or may not be condemned as being unfit for human habitation.
- A condemned building cannot be occupied or used until the conditions which caused the condemnation are corrected. If it is occupied when it is condemned, it must be vacated promptly.
- The owner of a condemned building retains title and responsibility for the building. It is not the same as a unit of government taking title to a building under eminent domain and compensating the owner.
- The City posts a cardboard sign (placard) on a condemned building stating which City department condemned it, the date it must vacated, an order for it to remain vacant until the violations are corrected, and the penalties for removing or defacing the placard.
Reasons for Condemnation
- A building may be condemned if it is:
  - Extremely dilapidated, damaged or deteriorated, so that it is likely to collapse or become an unattractive nuisance
  - A fire hazard
  - A severe health hazard
  - Infested with rodent or vermin
  - Lacking is basic facilities such as water, electricity, and heat
  - In violation of other code requirements that make it dangerous to occupants or the public

Registered Vacant Buildings
The City of Saint Paul has ordinances regulating vacant and unoccupied structures. Property owners must register these buildings with the Department of Safety and Inspections if the building is unoccupied and:
- Unsecured, or
- Secured by other than normal means, or
- A dangerous structure, or
- Condemned, or
- Has multiple housing or Building Code violations, or
- Is condemned and illegally occupied, or
- Is unoccupied for a period of time longer than one year during which time the Enforcement Officer has issued an order to correct nuisance conditions.

Registration Requirements
- Submit a Vacant Building Registration Form within 30 days, describing plans for rehabilitating and reoccupying or demolishing the building.
- Disclose all pertinent ownership information.
- Disclose all pertinent lienholders.
- Disclose any current Truth-in-Sale of Housing Disclosure Reports.
- Pay the annual Vacant Building Registration Fee within 30 days of receiving the Registration (or Registration Renewal) letter.
- Provide unencumbered access to all portions of the premises of the buildings to permit the Enforcement Officer to make a complete inspection.

Vacant Building Sale Review Program
The City of Saint Paul requires a review of the sale of all vacant buildings. Requirements differ based on the category of vacancy:

Category I
- Payment of registration and fees
- Notify the City of new ownership
- Restore utilities and comply with orders for legal occupancy
- Obtain a Truth-in-Sale of Housing Report

Category II (No sale without City approval)
- Registration of new ownership
- Payment of registration and fees
Code compliance report
Cost estimate from licensed contractor for all repairs
A schedule for completion of the repairs
Proof of financial capability to complete all repairs.

Category III (No sale without City approval)
No sale without a Certificate of Code Compliance or Certificate of Occupancy

Heritage Preservation Commission
The criteria for a historic designation are:
- The properties’ character, interest or value is part of the heritage or cultural characteristics of the city of Saint Paul, State of Minnesota, or the United States.
- The properties’ location is the site of a significant historic event.
- The properties are identifiable with a person or persons who significantly contributed to the culture and development of the City of Saint Paul.
- The properties exhibit a distinguishing characteristic of an architectural or engineering specimen.
- The properties are identifiable as the work of an architect, engineer, or master builder whose individual work has influenced the development of Saint Paul.
- The properties embody elements of architectural or engineering design, detail, materials or craftsmanship which represents a significant architectural or engineering innovation.
- The properties’ unique location or physical characteristic is established and familiar in the neighborhoods or communities of the City of Saint Paul.

Protected buildings fall into two categories:
- A building deemed historic from the list above
- A building located in a historic district

Changes to Historic Buildings:
All interior changes and ordinary exterior repairs such as removing small amounts of painted graffiti, do not require HPC approval. In addition, the HPC staff may approve minor exterior alterations that are executed with the same type of materials or methods. Heritage Preservation staff can tell you whether HPC approval is needed for the type of work you are considering. Other Alterations, demolition, and new construction continue may take place, but the HPC must first review the proposed changes for compatibility with the historic character of the district.

Accessory Dwelling Units
The following are the standards and conditions that must be met in order to establish an ADU:
- Lot size must be at least 5,000 square feet in order to construct a detached ADU.
- Only one accessory unit is allowed on a lot.
- No more than one family is allowed in both the principal unit and the accessory unit together. A family is a lineally related family plus two, or up to four unrelated persons.
- The property owner must permanently reside in either the principal unit or the accessory unit.
• The maximum size of a detached ADU is 800 square feet of floor area and the maximum height is lesser of 25 feet or the height of the principal structure. All other requirements for an accessory structure must be met.

• If the accessory dwelling unit is located within the principal unit, the principal structure must be at least 1,000 square feet and the accessory unit cannot exceed 1/3 of the total floor area of the structure. If the principal has more than one story, the maximum floor area of an accessory dwelling unit may be equal to that of the first floor, but shall be less than or equal to 50% of the total floor area of the structure.

• There must be a sidewalk from the street to the primary entrance of the accessory unit.

• An accessory unit on the upper floors of the principal structure shall have an interior stairway to the primary entrance of the accessory unit. Secondary stairways may be located on the exterior, but not on the front of the building.

• Provided that the parking requirement is met for the principal one-family dwelling, no additional parking is required.

• For a detached ADU in an RL-RM2 zoning district, the height shall not exceed twenty-five (25) feet or the height of the principal structure, whichever is less. (Section 63.501.e)

• All building code requirements for the accessory unit must be met and a building permit must be obtained for the change of use and/or construction work.

For information about Zoning Code setbacks, lot coverage, land usage
  call: 651-266-9008
Plan Review Section: For information on Building Code construction requirements
  call: 651-266-9007
Heritage Preservation Comm. Staff: For information on historic districts or sites, design
  guidelines call: 651-266-9078

For other information or to find a department call the City of Saint Paul’s general information
  line 651-266-8989

Disclaimer:
The North End Neighborhood Organization acts as an advisory group to the City of Saint Paul.

The North End Neighborhood compiled information from the Saint Paul City website. This is not a legal document and is subject to change
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