

**CITY OF SAINT ANTHONY VILLAGE
ORDINANCE 2025-06**

**AN ORDINANCE AMENDING THE CITY CODE, SECTION 152, RELATED TO
LICENSING AND REGULATIONS FOR RENTING OF SINGLE-FAMILY HOUSING**

***THE CITY COUNCIL OF THE CITY OF SAINT ANTHONY VILLAGE HEREBY
ORDAINS:***

Section 1. Section 152.05 is hereby amended to add the following:

§ 152.05 (DEFINITIONS). Terms defined herein shall apply specifically to this Chapter 152. Terms used in this Chapter that are not defined shall refer to the adopted Building Code, Property Maintenance Code, or Zoning Code as applicable.

BATHROOM: A group of fixtures consisting of a water closet, lavatory, and bathtub or shower. Such fixtures are located together on the same floor level.

BUILDING: Any structure used or intended for supporting or sheltering any use or occupancy.

WASH BASIN: A plumbing fixture dedicated to handwashing.

CLEAN: The absence of rubbish, garbage, vermin or other unsightly, offensive or extraneous matter.

CONDEMN: To adjudge/declare officially unfit for occupancy or use.

Egress Window: A window or other opening located such that the sill height of the opening is not more than (1) 44 inches above or below the finished ground level adjacent to the opening, and (2) Cannot be over 44 inches from the finished floor to the clear opening.

EXTERIOR Doorway: Door providing access to the exterior of a home or single unit within a multi-unit structure. The required capacity of each door opening shall be sufficient for the occupant load thereof and shall provide a minimum clear opening width of 32 inches (813 mm). The clear opening width of doorways with swinging doors shall be measured between the face of the door and the stop, with the door open 90 degrees. Such doors shall not utilize deadbolt locks with a keyed method of locking/unlocking from the interior of the structure or unit.

EXIT: A continuous and unobstructed means of egress to a public way and shall include intervening doors, doorways, corridors, ramps, stairways, smoke-proof enclosures, horizontal exits, exit passageways, exit access, exit enclosures, exit discharge, exit courts and yards

EXTERMINATION: The control and elimination of insects, rodents, vermin or other pests by a licensed company/agency, eliminating their harborage places; by removing or making inaccessible materials that serve as their food; by poison spraying, fumigating, trapping or by any other approved pest elimination methods.

FUNCTIONING: In such physical condition as to safely perform the service or services for which an item is designed or intended.

GUARD RAIL: A building component or a system of building components located at or near the open sides of elevated walking surfaces that minimizes the possibility of a fall from the walking surface to a lower level.

HALLWAY: A corridor or a passageway FREE FROM ALL OBSTRUCTIONS, providing egress from a location to another location within a building and not within the exclusive control of one individual.

HOUSEKEEPING UNIT: A room or group of rooms forming a single habitable space equipped and intended to be used for living, sleeping, cooking and eating which does not contain, within such a unit, a toilet, lavatory, and bathtub or shower.

IMMINENT DANGER: A condition which could cause serious or life-threatening injury or death at any time.

INFESTATION: The presence within or around a dwelling or dwelling unit of any insect, bird, rodent, vermin or other pest.

LABELED: Devices, equipment, appliances, or materials to which has been affixed a label, seal, symbol or other identifying mark of a nationally recognized testing laboratory, inspection agency or other organization concerned with product evaluation that maintains periodic inspection of the production of the above-labeled items and by whose label the manufacturer attests to compliance with applicable nationally recognized standards.

LET: To permit, provide or offer possession or occupancy of a dwelling, dwelling unit, rooming unit, building, premise or structure by a person who is or is not the legal owner of record thereof, pursuant to a written or unwritten lease, agreement or license, or pursuant to a recorded or unrecorded agreement of contract for the sale of land.

OPENABLE AREA: That part of a window, skylight or door which is available for unobstructed ventilation and which opens directly to the outdoors.

OWNER. Any person who owns a dwelling. Or, Any person or entity that holds an ownership stake of any kind, and/or any person representing any such owner. Any such owner must comply with the provisions of this chapter to the same extent as the **OWNER.**

REPAIR OR REPLACEMENT: To remove an existing or portion of a system and to construct or install a new item of a quality similar to that of the existing item when it was new. Replacement ordinarily takes place when repair of the item is impractical.

STORY: The lowest story in a building which qualifies as a story, as defined herein, except that a floor level in a building having only one floor level shall be classified as a first story, provided such floor level is not more than four feet below grade, as defined herein, for more than 50% of the total perimeter, or more than eight feet below grade, as defined herein, at any point.

TENANT: A person, corporation, partnership or group, whether or not the legal owner of record, occupying a building or portion thereof as a unit.

TOILET ROOM: A room containing a water closet or urinal but not a bathtub or shower.

UNSAFE: A condition or a combination of conditions which are dangerous or hazardous to persons or property.

UNSANITARY: Conditions which are dangerous or hazardous to the health of persons.

VENTILATION: The natural or mechanical process of supplying conditioned or unconditioned air to, or removing such air from, any space.

WATER CLOSET: A toilet, with a bowl and trap made in one piece, which is connected to the city water and sewage system or other approved water supply and sewer system.

WORKMANLIKE: Executed in a skilled and professional manner including obtaining all necessary city/state permits, inspections, approvals of the authority having jurisdiction, adherence to all applicable codes, installation to manufacturer's specifications, the use of proper materials for designed purposes, installation to current architectural or engineering standards, surfaces (material, color, texture) to conform to current surrounding areas, and all work shall be generally plumb, level, square, in line, undamaged and without marring adjacent work.

Section 2. Sections 152.06 through 152.15 are hereby amended to read as follows:

§ 152.06 RESPONSIBILITIES OF OWNER AND LANDLORD.

(C) Obtain license. The owner or resident agent must obtain a license and pay all license fees as required by this subchapter before the rental dwelling may be rented. Failure to obtain the required license shall cause The City to take the steps to remove the rental opportunity established in 152.14.

§ 152.07 RESPONSIBILITIES OF OCCUPANT OR RENTER. [No changes to this Section]

§ 152.08 LICENSE REQUIRED. [See Companion Ordinance No. _____]

§ 152.09 LICENSE APPLICATION.

(A) The owner of a rental dwelling must submit an application for a license on forms and in the format provided by the city. The owner must give notice, in writing, to the city within five business days of any changes to the information contained in the license application. The application must include:

- (1) The owner's name, address, and telephone number, owning partners if a partnership, corporate officers if a corporation;
- (2) The name and address of a person residing or having a business office in Hennepin or Ramsey County, and appointed by the owner as an agent for purposes of notices under this chapter and for services of process upon the owner;
- (3) The name and address of any managing operator or agent;
- (4) The name and address of the contract for deed vendor if the rental dwelling is owned under a contract for deed;
- (5) The legal address of the rental dwelling;
- (6) The type and number of units within the rental dwelling;
- (7) The height and the multiple dwelling in stories;
- (8) The type of structure to be licensed (i.e., single-family, duplex, triplex); and
- (9) The exterior finish of the building.

10) The name and contact information for the party responsible for exterior maintenance of the property.

11) The applicant must provide proof that the property meets the requirements established in Section 150.16, including all required I&I inspections

(12) If the license application is for rental of a single family detached dwelling: For the applicant and for any other persons or entities with a financial or ownership interest in the proposed rental dwelling, a complete listing of all other non-homestead single family real estate in which any such person or entity has a financial or ownership interest of any kind, along with the manner and amount of each said ownership interest.

(B) Upon approval by the City Council, the City Clerk will issue a license to the owner of the rental dwelling. A license is personal to the owner of a specified rental dwelling. No license may be transferred to a purchaser of a multiple dwelling or to any other person or entity. If a rental dwelling is sold, the purchaser may not own or operate the rental dwelling without first obtaining the license provided for in this chapter. A license will be valid for one year. If a license is issued during the year, the license will be prorated accordingly at the renewal time.

(C) All owners of residential rental properties are required to register their properties according to Section 152.08, however, the following property owners

are exempt from the registration fee and the requirement to post a registration inspection:

1. Per M.S. 273.124(1c) owners of residential rental properties where all renters residing in the rental property are related to the owner as parent, stepparent, child, stepchild, grandparent, grandchild, brother, sister, uncle, aunt, nephew, or niece and the owner or agent that each of the renters is one of these relations. This relationship may be by blood or marriage. This exemption does not provide for any of the exempted occupants to receive compensation, in any form, from allowing occupancy to anyone not covered under this exemption, nor does it apply to non-family members residing as a guest or invitee of an exempted individual listed above.
2. Owners of residential rental property licensed by the State of Minnesota as a group home and used as such. The owner or agent must provide the current license number on the registration form.
3. In all cases, property owners meeting the criteria of this exemption are required to complete the Affidavit of Rental License Exemption prior to owner leaving occupancy of the property.
4. In all cases, an owner must notify the City in writing within 30 days if an exemption, as described in this Section, is no longer applicable.

§ 152.10 LICENSE FEES.

The owner must pay an annual license fee, the amount of which will be determined by the City Council. The fee schedule is located in Chapter 33 of this city code. The owner must submit the required fee along with the application for a new or renewal license. Applications for renewal license submitted after the license term expiration are subject to a penalty fee, which shall be determined from the time by the City Council.

§ 152.11 ISSUANCE OF LICENSE.

(E) *Renewal of license.* An owner may continue to rent a dwelling after the expiration day of the license provided the owner has filed with the city on or before June 30, the appropriate renewal license application and license fee. The issuance of a license under this chapter shall be considered a privilege and not an absolute right of the owner and shall not entitle the owner to an automatic renewal of the license. Allowing the owner to continue to rent while the renewal is being processed does not obligate the city to automatically renew the license. Failure to submit the renewal license application and license fee by June 30 will result in late penalties established in Chapter 33 of this City Code.

§ 152.12 INSPECTIONS

(B) Occupant initiated inspections. An occupant who believes that his or her rental dwelling is not in compliance with the provision of this chapter, city code, or the International Housing Maintenance Code may provide written notice to the owner or resident agent of the rental dwelling specifying the alleged deficiency. If the owner or resident agent does not take action to correct the alleged problem the occupant may contact the city and request an inspection of the rental dwelling by the City Manager or

designee upon showing proof that the owner or resident agent had been properly notified and has been given a reasonable time in which to correct deficiencies. ~~The cost of the inspection shall be paid by the owner if the city's inspection reveals actual deficiencies as described by the occupant. If the inspection by the city substantiates the claim of non-compliance made by the occupant, the city inspector shall issue a compliance order to the owner or resident agent establishing the scope of work and timeframe for completion. The cost of the inspection to affirm the work identified in the compliance order shall be paid by the owner in the amount established in the city fee schedule.~~

§ 152.13 CONDUCT ON LICENSED PREMISES; VIOLATIONS.

(A) *Owner responsible.* It shall be the responsibility of the owner or resident agent to see that persons occupying the rental dwelling conduct themselves in such a manner as not to cause the premises to be disorderly. This section applies to all licenses. For purposes of this section, a rental dwelling is disorderly at which any of the following activities occur:

- (1) Violation of M.S. Chapter 609, Criminal Code, as it may be amended from time to time;
- (2) Violation of M.S. Chapter 152, Drugs; Controlled Substances, as it may be amended from time to time;
- (3) Violation of M.S. Chapter 340A, Liquor, as it may be amended from time to time;
- (4) Violation of M.S. Chapter 624, Crimes; Fireworks; Firearms, as it may be amended from time to time; or
- (5) Violation of any of the provisions contained in Titles IX or XIII of this code.

(B) *City enforcement.* The City Manager or designee is responsible for enforcement of this section.

(C) *First violation.* Upon determination by the City Manager or designee that a licensed premises was used in a disorderly manner, as described in division (A) above, the City Manager or designee must give notice to the licensee of the violation and direct the licensee to take steps to prevent further violations.

§ 152.14 CONDITION OF LICENSED PREMISES.

(A) *Compliance order.* Whenever the Manager, or designee, determines that the condition of any rental dwelling or the premises surrounding it fails to meet the provisions of this subchapter, other applicable city code provisions or the International Property Maintenance Code, he or she may issue a compliance order setting forth the specific violations and ordering the owner to correct such violations. Failure to meet the expectations stated within a compliance order issued for a violation of any section of city code may result in the City Council denying, suspending, revoking or not renewing a rental license consistent with the procedures established in section 152.15

§ 152.15 HEARING PROCEDURE.

(A) Scheduling of hearing. If the city makes a determination that it will be denying, suspending, revoking or not renewing a license pursuant to this subchapter, or if the owner or resident agent is appealing the compliance order pursuant to §152.12, §152.13 or 152.14 the City Council shall conduct a hearing on the matter. The hearing shall be scheduled at the next regular City Council meeting following the date of the notice or receipt of the owner's notice of appeal of a compliance order.

Section 3. The City Clerk is hereby directed to make the changes required by this Ordinance as part of the Official Saint Anthony City Code, Title XV, Zoning Ordinance, and to renumber the tables and chapters accordingly as necessary to provide the intended effect of this Ordinance. The City Clerk is further directed to make necessary corrections to any internal citations that result from said renumbering process, provided that such changes retain the purpose and intent of the Zoning Ordinance as has been adopted.

Section 4. This Ordinance shall take effect and be in full force from and after its passage and publication. This ordinance may be published by summary publication, per a duly adopted resolution of the City Council. The ordinance in its entirety and any related map shall be posted on the City website after publication. Copies of the complete Ordinance and map are available online and at Saint Anthony City Hall for examination upon request.

ADOPTED BY the City Council of Saint Anthony Village, Minnesota this ____ day of _____, 2025.

Mayor Webster

ATTEST:

Nicole DeDeyn, City Clerk

AYES:
NAYS