

Subject: Rental License Application Review – 97 Orme St. E.

Meeting Date: Monday, February 9, 2026	
Submitted/Presented by/Department: Ben Boike - Community Development	
Action Type	
<input type="checkbox"/> Consent Item	<input type="checkbox"/> Discussion/Direction
<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Informational Only
<input checked="" type="checkbox"/> Action/Motion	<input type="checkbox"/> Report
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Other: License Hearing
Action	
Review the rental license application and consider approval as a Provisional License.	
Background	
<p>97 Orme Place LLC (“Owner”) owns and operates the 10-unit apartment building located at 97 Orme St. E. in West St. Paul. The Owner has been operating without a valid rental license since the previous rental license expired on May 31, 2025, and did not apply for a rental license until July 16, 2025. To date, staff has issued four (4) administrative citations for failure to operate the property with a valid rental license, totaling \$5,500 in fines.</p> <p>The Owner currently has a lease to own agreement in place with a new owner, however full acquisition of the property by the new owner will not be occurring until later this year. The owner has submitted their application for the 2025 rental license, passed all required inspections, and paid all fees for the rental license. A portion of the administrative citation fees (\$1,000) was formally abated by the city last fall. \$4500 in administrative citation fees have not been paid.</p>	
<u>City Service Call Review</u>	
<p>As with all rental license renewals, staff reviews all validated city service calls (nuisance calls) and property code violations. The City has documented the following nuisance activity/code violations for the property:</p> <p><u>Police Calls</u> – During the 2024 license period (6/1/24-5/31/25), the City has responded to 20 police calls total, 0 of which were valid nuisance calls to the property. Since June 1, 2025 (around the time that the perspective buyer started operating the property), the City has responded to 61 police calls total, 8 of which were valid nuisance calls, including calls (see attached valid call summary). The number, type and severity of the calls for the 10-unit building are concerning for the well-being of the residents and neighborhood, specifically since the perspective buyer Owner began operating the property.</p>	

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Fire Code Violations – South Metro Fire conducted a fire inspection on October 13, 2025, no violations were found.

Code Enforcement – During the 2024 license period (6/1/24-5/31/25), the city did not issue any code compliance letters. However, the City has issued a total of two (2) code compliance violations since June 1, 2025 (see attached):

1. Compliance letter for long grass on June 11, 2025 (abated by City for failure to comply)
2. Posting of uninhabitable unit for a collapsed ceiling in unit 2B on June 24, 2025 (Owner complied through repair)

Council Options

Per City Ordinance Section 110.12(A), the City Council has the following options in reviewing rental renewal applications:

Section 110.12 (A) of the West St. Paul City Code states:

(A) New or renewal application consideration.

(1) City Council action. The City Council must take action on each new and renewal license application within a reasonable time following receipt of the recommendation from city staff regarding the application.

(2) Procedure. At the City Council meeting at which the license application is considered, any person must be provided an opportunity to be heard for or against the license. The City Council may then take any of the following actions:

- (a) Approve the license;*
- (b) Deny the license;*
- (c) Approve a provisional license;*
- (d) Approve the license with reasonable conditions; or*
- (e) Continue the license application.*

Recommendation:

The number, type and severity (weapons call) of the valid police calls for the 10-unit building are concerning for the well-being of the residents and neighborhood, specifically since the perspective buyer began operating the property. Per ordinance, the property has generated 1 property code violations/validated city service calls per unit over the past twelve (12) months (violations/valid calls are all within the past seven (7) months), which qualifies the property for a provisional license.

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As such, staff believes that the Owner and City would benefit from approving the 2025 rental license as a provisional license, including a mitigation plan to allay nuisance, security, and safety issues. It is recommended that the following mitigation plan be considered for approval to mitigate the concerns:

1. The Owner shall provide a copy of their standard lease.
2. The Owner must include in their lease conditions a provision clearly defining the maximum number of days a guest can stay before being considered a long-term guest or regular occupant and outlining the notification procedure regarding these guests or other occupants.
3. The Owner must include a provision in their lease requiring regular adult occupants or long-term guests to be added to the lease agreement.
4. The Owner must include a provision in their lease that any long-term guest, upon being considered an occupant, must undergo the same screening process as the original tenant(s).
5. The Owner must conduct background check on every manager employed, or applying to be employed, by the landlord as required under state law.
6. The Owner shall require all tenants to sign the lease. Adult regular occupants are considered tenants for purposes of this requirement and Owner shall require adult regular occupants to also sign the lease.
7. The Owner shall review the existing security provisions in the common areas of the buildings and outside the building with the Police Department by March 31, 2026. Should the Police Department recommend security cameras be installed, the Owner shall be required to install cameras. In addition, the Owner shall provide the Police Department with remote access to any security recordings within 24 hours of a request of law enforcement who are making the request while engaged in the performance of their lawful duties. The Owner shall post conspicuous signage in the common areas of the building warning that the premises are under surveillance by the owner or the owner's employees.
8. The Owner shall work with the Police Department to resolve issues with tenants who receive nuisance warning letters and citations.

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9. The Owner shall issue a trespass notice to all individuals who are not tenants, tenants' guests or tenant's licensees at the property. The Owner shall provide a copy of such trespass notice to the Community Development Department and the Police Department.
10. The Owner shall provide the City contact information for emergency situations.
11. The Owner shall pay the remaining balance of outstanding administrative citation fees (\$4,500) within 30 calendar days for the issuance of the license.
12. The Owner shall pay a one-time fee of \$1200 to cover the City's cost of monitoring the mitigation plan within 30 calendar days of the issuance of the license.
13. Should the property be sold to the perspective new buyer during the term of the 2025-26 rental license, the new owner shall apply for a new rental license per ordinance.

Pursuant to city code, a formal license hearing is not required to approve the rental license as a provisional license. However, staff notified the Owner/Applicant of the date of Council's review of the license application for tonight's meeting. The Owner/Applicant should be given the opportunity to speak and provide a statement.

Attachments	
Resolution	
Rental license application	
Valid nuisance police call summary	
Code compliance cases	
Previous Relevant Actions	
N/A	
Alternatives	
N/A	
Financial	
Budgeted: <input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No Financial Impact
Fund: N/A	
Department: N/A	
Account: N/A	
Amount: N/A	