



CITY OF SAINT PAUL
Christopher B. Coleman, Mayor

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FINAL PETITION REQUIREMENTS NOTIFICATION LETTER

July 22, 2011

Sandra Belisle
Sandy's Professional Dog & Cat Grooming
360 Clifton St
Saint Paul, MN 55102

Re: 360 Clifton, Pending Pet Boarding - Commercial License Application, ID #20070000410

Dear License Applicant:

As stated in previous letters from the Department of Safety and Inspections (DSI) dated 12/07/2009, and 8/12/2010, and an email dated 5/10/2011, you have not yet met the petition requirements for the above referenced pending license application. In order for DSI to continue processing your request, **you must satisfy the petition requirement by completing the following action by no later than Friday, August 5, 2011:**

Submit a petition of support from at least seventy-five (75) percent of the owners of all private residences, dwellings, and apartment houses located within one hundred fifty (150) feet of the premises. **You still need to submit one (1) additional supportive signature to satisfy the petition requirement.** And, DSI must verify that the person who signs the petition is in support of the specific proposed license activity. Please remember to be certain that the petition form states the business name, address, and the specific activity you are seeking the signatures for. Also, each signatory must include their printed name, address, and telephone number so that DSI may verify the petition requirement has been met.

If you have not satisfied the petition requirement by Friday, August 5, 2011, DSI will forward this license application to the City Attorney with a recommendation that adverse action be taken to deny the application request.

Finally, if you fulfill the petition requirements, you must complete the following additional actions by Friday, August 26, 2011:

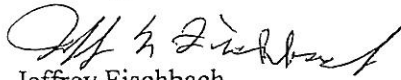
- **Obtain DSI Zoning Section inspection approval from Corinne Tilley, DSI Zoning Section, for the required off-street parking area.** Ms. Tilley has informed me that after her inspection of the site (which you were present for), she stated that to obtain her approval you could complete the following action: submit a written letter confirming you accept the enclosed site plan dated 7/19/2011, and agree to bring the property into compliance with this site plan by 7/01/2012. Please note, you would also be required to sign a license condition affidavit acknowledging this requirement.
- **Submit a written explanation (i.e., business plan) stating how you intend to operate the new business activity.** This plan should reflect any conditions, requirements, and or limitations placed on any approved NCUP. You have not yet submitted a business plan to DSI Licensing Section. Your plan should include information such as, but not necessarily limited to the following:
 - A floor plan for each level of the building
 - A description of the services you intend to offer (i.e., boarding, day care, etc.)
 - The maximum number of animals to be housed at the facility at any one time.

- The maximum and minimum length of stay for individual animals.
- The hours the facility will be staffed
- How you intend to monitor the animals during non-staffed hours (if applicable)
- Where on the property the animals will be housed
- Obtain DSI Animal Control inspection approval. You may contact Bill Stephenson, DSI Animal Control Manager, at 651-266-1110 to arrange for this inspection approval if you have not already done so. You have not yet obtained this approval.

As stated in previous letters from DSI to you dated 8/12/2010, 12/07/2009, 9/04/2009, and an email dated 5/10/2011, animal boarding and/or day care is not permitted under your Pet Shop license. If you are currently providing any type of animal boarding and/or day care activities at this location, you are doing so without the required City license. Failure to take appropriate action in this matter will result in adverse action being taken against your Pet Shop license, and may result in the denial of your Pet Boarding - Commercial license application request.

I have enclosed a copy of the referenced site plan dated 7/19/2011, all referenced letters, the referenced email, and an example license petition form. If you have any questions regarding this matter, I may be contacted at 651-266-9106. Alternatively, in my absence you may also contact Larry Zangs, DSI Project Facilitator, at 651-266-9109 (or via email at larry.zangs@ci.stpaul.mn.us).

Sincerely,



Jeffrey Fischbach,
DSI Inspector III
enc.

- c. Christine Rozek, DSI Deputy Director
Bill Stephenson, DSI Animal Control Manager
Corinne Tilley, DSI - Zoning Section
Larry Zangs, DSI Project Facilitator
James Perucca, DSI Fire Inspection
Jane Prince, License Applicant Representative