



CITY OF SAINT PAUL

375 Jackson Street, Suite 220
Saint Paul, Minnesota 55101-1024

Telephone: 651-266-8989
Facsimile: 651-266-9124
Web: www.stpaul.gov/dsi

Dear Resident and/or Neighborhood Organization:

The Department of Safety and Inspections (DSI) has received a request to modify an existing license for a business located in your area. You are being notified because this request requires neighborhood notification.

Details regarding this matter are given on the reverse side of this letter and on the enclosed handout. You will have 45 days from the date this notice was mailed to express any concerns. The response deadline is given on the reverse side of this document. If you have any concerns involving the request as described on the reverse side of this letter and enclosed handout, **please send them (with your telephone number and email address) in writing to:**

Legislative Hearing Officer
310 City Hall
15 West Kellogg Blvd.
Saint Paul, MN 55102

Or email to: LH-Licensing@ci.stpaul.mn.us

If objections are received, a hearing will be scheduled before a legislative hearing officer. If you have sent comment in, you will receive notice of the time, place and date of the scheduled hearing. At that hearing, the Legislative Hearing Officer will take testimony from all interested persons. At the end of this hearing, the Legislative Hearing Officer will make a recommendation to the City Council as to whether the license request should be approved or be referred to an administrative law judge for further review. The City Council will have the final authority to grant or deny the license.

If you have any questions regarding this matter, please contact Ross Haddow, DSI Inspector III, at 651-266-9143. In Mr. Haddow's absence I may be contacted at 651-266-9106.

Sincerely,

Jeff Fischbach
DSI Inspector III

NOTE: Due to the COVID-19 health pandemic it may not be practical, prudent and/or feasible to have an in-person hearing as described above in this letter. If you have responded to this letter you would be informed of any modifications to the hearing process and advised of any alternative methods for you to participate in such hearing.

LICENSE APPLICATION NOTIFICATION

License Number: 20110002908

Application for: Expansion of the existing Liquor On Sale - 291 or more Seats liquor service area. Areas on the enclosed map highlighted in Yellow are existing and areas highlighted in Pink are new expansions.

License at: 2115 Summit Ave

Licensee: University of Saint Thomas, doing business as University of Saint Thomas
Mitchell Karstens, Associate Vice President of Auxiliary Services, 651-962-6061

Recommended License Conditions:

1. The liquor service area is restricted to the specific indoor and outdoor University of St. Thomas (UST) on-campus locations, identified in the revised map of the University of St. Thomas St. Paul Campus, Liquor License Locations, dated August 31, 2021.
2. The licensee is responsible for taking all appropriate measures to ensure that the sale/service/consumption of alcohol is contained within the designated UST campus liquor service area(s) on file with DSI.
3. There shall be no permanent bar and/or liquor service area established by UST. The intent of this condition is to prohibit UST from conducting business in a manner similar to operations such as, but not necessarily limited to the following: a restaurant with regular hours which also serves alcohol, a bar, etc.
4. All employees/managers/servers providing alcoholic beverages under the UST license shall undergo yearly Alcohol Awareness Training through an agency approved by DSI to operate such a program. All new employees/managers/servers shall be required to undergo training within two (2) weeks of their starting date. The licensee shall have proof of each person who has completed this training on-site, and this proof shall be made available to DSI upon request.
5. Licensee will adopt procedures to ensure that alcohol is not served to anyone under the age of twenty-one (21).
6. The sale of alcoholic beverages shall occur between the hours of 10:00 a.m. and midnight, with last call at 11:30 p.m. NOTE: The sale/service of alcoholic beverages on Sunday is permitted with this license.
7. There shall be an annual review of the license and conditions. As part of the review, UST will provide documentation from the previous year regarding events at which liquor was sold, including calls to UST security regarding patron behavior at these events.
8. UST will provide to the West Summit Neighborhood Advisory Committee (WSNAC) on a monthly basis and to DSI upon request a log of events where sales of alcoholic beverages have occurred. UST will cooperate with WSNAC and DSI to address any complaints filed with the City regarding sales of alcoholic beverages by UST, including discussing the need for new or modified conditions at the time of annual license renewal.
9. The sale of alcoholic beverages outdoors at events with more than 150 attendees shall occur only in the following outdoor locations: (a) Monahan Plaza-lower academic quadrangle; (b) Upper (residential) quadrangle; (c) Sabo Plaza (in front of science center); (d) Science center rear plaza; (e) North Athletic Fields; and (f) Palmer Athletic Field.

Deadline for Response Date: Friday, October 22, 2021 at 4:30 p.m.

If you have any objections to the license application, you must respond in writing by Friday, October 22, 2021 to:

Legislative Hearing Officer
310 City Hall
15 West Kellogg Blvd.
Saint Paul, MN 55102

Or email to: LH-Licensing@ci.stpaul.mn.us

If you have any questions, please contact DSI Inspectors Ross Haddow or Jeff Fischbach at 651-266-8989.
Notice Mailed: Thursday, September 2, 2021



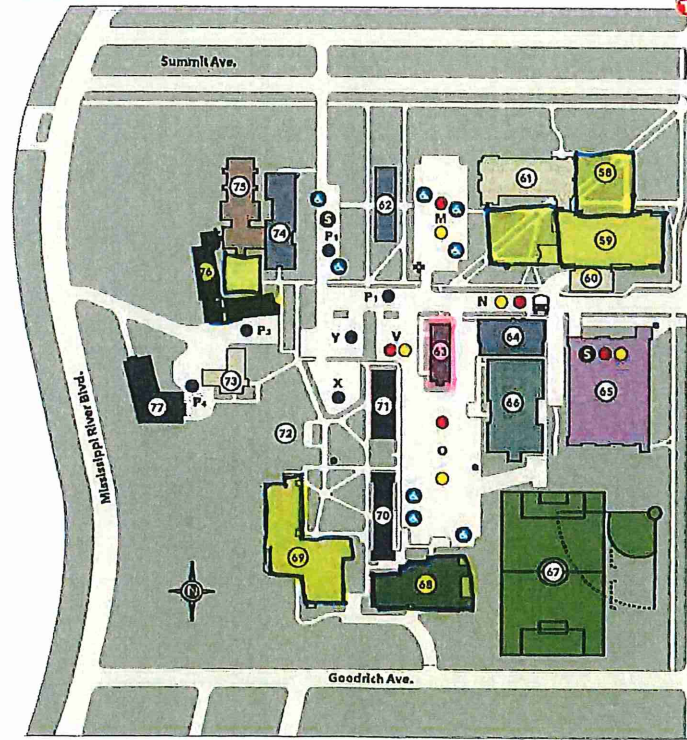
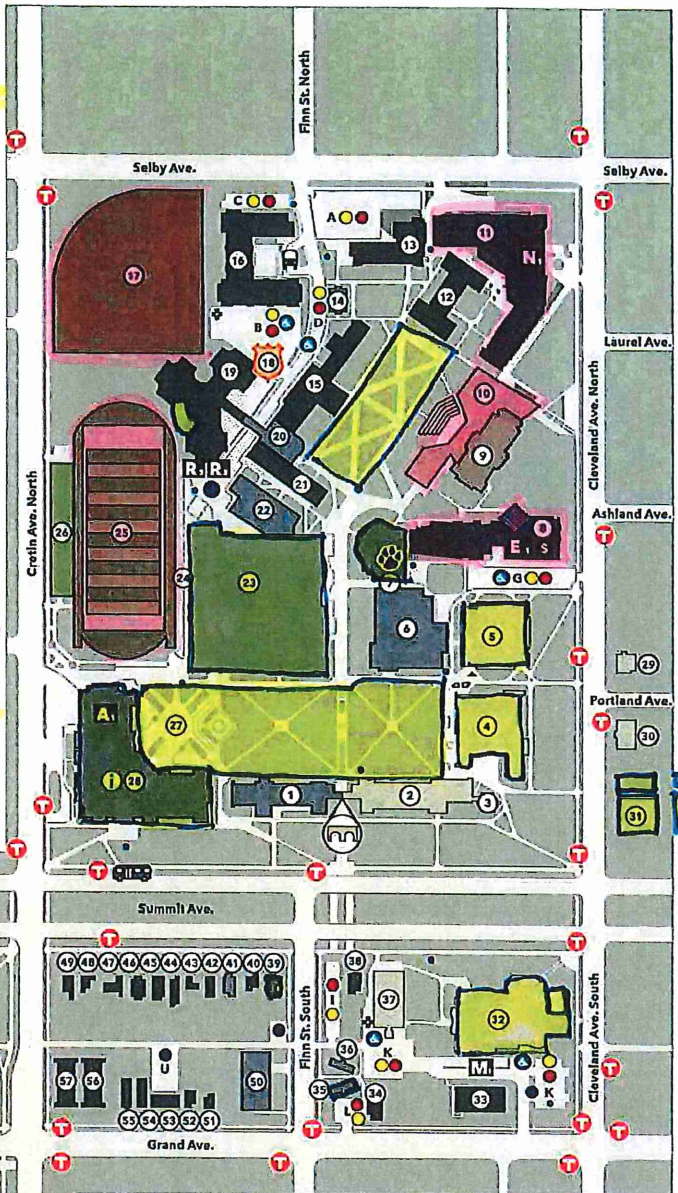
ST. PAUL CAMPUS
2115 Summit Ave.
St. Paul, MN 55105-1096 USA

GENERAL INFORMATION
Phone: (651) 962-5000
PARKING SERVICES
Phone: (651) 962-7275

PUBLIC SAFETY
On-campus Emergency: (651) 962-5555
Off-campus Emergency: 911
Non Emergency: (651) 962-5100

BUILDINGS & SPACES ▲ Accessible Building ◆ Partially Accessible Building

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| Advancement Services (30F, 34S) 36, 41 | O'Shaughnessy Educational Center (OEC) ▲ 5 |
| Alumni & Donor Relations (32F) 35 | O'Shaughnessy-Frey Library Center (LIB) ▲ 4 |
| Anderson Athletic & Recreation Complex (AARC) ▲ 23 | O'Shaughnessy Science Hall (OSS) ▲ 61 |
| Anderson Parking Facility (APF) ▲ 65 | O'Shaughnessy Stadium (STA) 26 |
| Anderson Student Center (ASC) ▲ 28 | Owens Science Hall (OWS) ▲ 59 |
| Aquinas Hall (AQU) 1 | Palmer Athletic Field (PAF) ▲ 25 |
| Archbishop Ireland Memorial Library (IRL) ▲ 73 | Physical Plant (PHP) ▲ 22 |
| Art History (44C) 30 | Public Safety Office ▲ 18 |
| Binz Refectory (BIN) ▲ 68 | Private (14, 40, 48) |
| Brady Educational Center (BEC) ▲ 69 | Residence Life (09G) 34 |
| Brady Residence Hall (BRA) ▲ 21 | Residence Life (10S) 38 |
| Byrne Residence (BYR) 77 | Residence Life (39G) 51 |
| (Archdiocese of St. Paul/Minneapolis) | Residence Life (40S) 42 |
| Center for Interreligious Understanding (57P) ... 29 | Residence Life (44S) 43 |
| Center for Well-Being (CWB) ▲ 50 | Residence Life (49G) 52 |
| Chapel of St. Thomas Aquinas (CHA) ◆ 9 | Residence Life (50S) 44 |
| Cretin Residence Hall (CRE) ▲ 71 | Residence Life (51G) 53 |
| Development (DEV) 39 | Residence Life (54S) 45 |
| Dowling Residence Hall (DOW) ▲ 15 | Residence Life (56S) 46 |
| Facilities & Design Center (FDC) ▲ 64 | Residence Life (59G) 54 |
| Flynn Residence Hall (FRH) ◆ 16 | Residence Life (63G) 55 |
| Fowler Veranda ◆ 24 | Residence Life (66S) 47 |
| Grace Residence Hall (GRA) 70 | Residence Life (71G) 56 |
| Greenhouse (GRH) ▲ 60 | Residence Life (74S) 49 |
| Greenhouses (GRH) ▲ 3 | Residence Life (75G) 57 |
| Grotto 72 | Residence Life (85G) ▲ 33 |
| Ireland Residence Hall (IRE) 12 | Sabo Plaza ▲ 58 |
| Warren Center for Faith (WCF) ◆ 10 | Saint John Vianney College Seminary (SJV) ▲ 13 |
| John P. Monahan Plaza ▲ 27 | Service Center (SER) ▲ 53 |
| John R. Roach Center for the Liberal Arts (JRC) ... ▲ 2 | Sitzmann Hall (55S) 31 |
| Koch Commons (KOC) ▲ 20 | South Athletic Fields (SAF) ▲ 67 |
| Loras Hall (LOR) ▲ 62 | St. Mary's Chapel (SMC) 75 |
| McCarthy Gym (MCG) ▲ 66 | St. Paul Seminary Residence (SEMI) ▲ 76 |
| McNeely Hall (MCH) ▲ 32 | St. Paul Seminary School of Divinity (SOD) 74 |
| Morrison Residence Hall (MOR) ▲ 19 | Summit Classroom Building (SCB) ◆ 37 |
| Murray-Herrick Campus Center (MHC) ◆ 7 | Tomme East Residence Hall (ERH) ◆ 8 |
| Murray Residence Hall (MUR) ◆ 6 | Tomme North Residence Hall (NTH) ◆ 11 |
| North Athletic Fields (NAF) ▲ 17 | |



KEY

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| <ul style="list-style-type: none"> 📍 Campus Information Window 🐾 Admissions Office ◆ Admissions Parking 🚔 Public Safety ♿ Accessible Parking 🏍️ Motorcycle Parking 🚗 Visitor Day Parking A-Z Designated Parking Lots (Lots A-Z) 🚗 Commuter Student Permit (Evening Permit: 5 p.m.-2 a.m.) 🎓 Academic 🏢 Administrative/Support 🏠 Residential | <ul style="list-style-type: none"> ☎️ Emergency Telephone 🚗 Anderson Parking Facility 🚌 St. Thomas Shuttle Stop 🚗 Visitor Bus Drop-off & Pickup Only 🚏 Metro Transit Bus Stop 🏰 University of St. Thomas Arches 🚗 Underground Ramps and Parking Garages ⚡ Restricted Parking 🚗 Employee Permit (Evening Permit: 5 p.m.-2 a.m.) 🏟️ Sports/Recreation Fields & Facilities |
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Morrison House



CITY OF SAINT PAUL

375 Jackson Street, Suite 220
St Paul, Minnesota 55101-1806

Telephone: 651-266-8989
Facsimile: 651-266-9040
Web: www.stpaul.gov/dsi

September 2, 2021

University of St Thomas
Attn: Mitchell Karstens
Associate Vice President of Auxiliary Services
2115 Summit Ave
St Paul MN 55105

RE: License Application for University of St Thomas, doing business as same, ID # 20110002908, Located at 2115 Summit Ave / **Request to Modify Liquor Service Area** for existing Liquor On Sale – 291 or more seats license

Dear Applicant:

Our review of your request to modify the liquor service area is in process. Notification has been sent to the community organization and neighbors for the area in which you intend to operate giving them until **Friday, October 22, 2021** to voice concerns to your application. Enclosed find an affidavit listing existing license conditions (modified to account for the requested liquor service area change as shown on the enclosed map (yellow highlighted existing, pink highlighted new)). If you accept these conditions, please sign and return the affidavit. If you want to oppose placement of any of the conditions on the license, or have any questions, please contact DSI at one of the numbers referenced below so that we may explain your options.

If no objections are received, and you have returned a signed affidavit, your license will be forwarded to the City Council for review and if approved by Council could then be issued (pending any requirements not completely met). If objections are received a hearing will be scheduled before a legislative hearing officer. You will receive notice of the time, place and date of the scheduled hearing from the Legislative Hearing Officer. At that hearing, the hearing officer will take testimony from all interested persons and will make a recommendation to the City Council as to whether the license(s) should be approved or be referred to an administrative law judge for further review. The City Council will have the final authority to grant or deny this license application.

Requirements including the following must be met prior to the issuance of your licenses:

- Sign and return one copy of the enclosed license condition affidavit acknowledging the conditions that will be placed on your license(s). A return envelope has been included for your convenience.

If you have any questions, please contact DSI Inspector Ross Haddow at 651-266-9143. In Mr. Haddow's absence I may be contacted at 651-266-9106.

Sincerely,

Jeff Fischbach
DSI Inspector
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Disclaimer: This letter is not an indication that your application will be granted. This letter is intended simply as notice of the ongoing process of your pending application.