



CITY OF SAINT PAUL

Christopher B. Coleman, Mayor

Civil Division  
400 City Hall  
15 West Kellogg Blvd.  
Saint Paul, Minnesota 55102

Telephone: 651 266-8710  
Facsimile: 651 298-5619

August 30, 2011

NOTICE OF INTENT TO DENY LICENSE

Sandra Belisle  
Sandy's Professional Dog & Cat Boarding  
360 Clifton Street  
St. Paul, MN 55102

RE: Animal Boarding (Commercial) license application submitted by Sandra Belisle d/b/a Sandy's Professional Dog & Cat Grooming for the premises located at 360 Clifton Street in Saint Paul  
License ID #20070000410

Dear Ms. Belisle:

The Department of Safety and Inspections (DSI) has recommended denial of the Animal Boarding (Commercial) license application submitted by Sandra Belisle d/b/a Sandy's Professional Dog & Cat Grooming for the premises located at 360 Clifton Street in Saint Paul. The basis for the recommendation is as follows:

On July 22, 2011, you were sent a **FINAL PETITION REQUIREMENTS NOTIFICATION LETTER** from the Department of Safety and Inspections (DSI) stating that in order to continue processing your license application, you would need to submit a petition of support from at least seventy-five (75) percent of owners of all private residences, dwellings, and apartment houses located within one hundred fifty (150) feet of the premises per Saint Paul Legislative Code § 348.04 (b). This needed to be completed and sent to DSI no later than Friday, August 5, 2011.

You were also asked to complete outstanding unmet requirements (DSI Zoning Inspection approval, submit a written business plan and Animal Control inspection approval) in order to obtain your license by August 26, 2011.

According to DSI records, you have only obtained 66% of petition signatures necessary for granting the license and you have not responded to their requests for information. Therefore, the licensing office will recommend denial of Animal Boarding (Commercial) license.

At this time, you have three options on how to proceed:

1. If you wish to admit the facts but contest the penalty, you may have a public hearing before the Saint Paul City Council, you will need to send me a letter with a statement admitting the facts and requesting a public hearing. We will need to receive your letter by **Friday, September 9, 2011**. The matter will then be scheduled before the City Council for a public hearing to determine whether to deny your license. You will have an opportunity to appear before the Council and make a statement on your own behalf.
2. If you dispute the facts outlined above, you may request a hearing before an Administrative Law Judge (ALJ). Send me a letter disputing the facts and requesting an administrative hearing no later than **Friday, September 9, 2011**. At that hearing both you and the City will appear and present witnesses, evidence and cross-examine each other's witnesses. After receipt of the ALJ's report (usually within 30 days), a public hearing will need to be scheduled. At that time, the City Council will decide whether to adopt, modify or reject the ALJ's report and recommendation.
3. You may withdraw your license application. Send a written statement to that effect to the Department of Safety and Inspections at 375 Jackson Street, Suite 220, St. Paul, Minnesota 55101-1806 no later than **Friday, September 9, 2011**. Information should be directed to the attention of Christine Rozek. Any request for a refund of the license application fee must also be made in writing to the Department of Safety and Inspections.

**If you have not contacted me by Friday, September 9, 2011, I will assume that you do not contest the denial of your license. In that case, the matter will be placed on the City Council Consent Agenda for approval of the recommended penalty.**

If you have questions about these options, please feel free to contact me at 266-8710.

Sincerely,



Kyle Lundgren  
Assistant City Attorney

cc: Christine Rozek, Deputy Director of DSI  
Sandra Belisle, 3410 Surrey Heights, Eagan, MN 55122  
Betty Moran, Community Organizer, West Seventh/Fort Road Federation, 974 West Seventh Street  
Saint Paul, MN 55102-3520  
Jane L. Prince, Weinblatt & Gaylord, PLC, 300 Kellogg Square, 111 E. Kellogg Boulevard  
St. Paul, MN 55101

STATE OF MINNESOTA)  
 ) ss.

AFFIDAVIT OF SERVICE BY U.S. MAIL

COUNTY OF RAMSEY )

Julie Kraus, being first duly sworn, deposes and says that on the 30<sup>th</sup> day of August, she served the attached the **NOTICE OF INTENT TO DENY LICENSE** and correct copy thereof in an envelope addressed as follows:

Sandra Belisle  
Sandy's Professional Dog & Cat Boarding  
360 Clifton Street  
St. Paul, MN 55102

Sandra Belisle  
3410 Surrey Heights  
Eagan, MN 55122

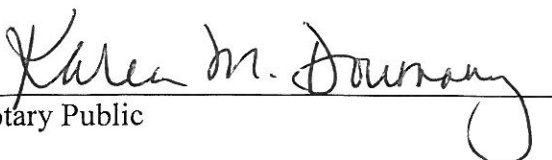
Betty Moran, Community Organizer  
West Seventh/Fort Road Federation  
974 West Seventh Street  
Saint Paul, MN 55102-3520

Jane L. Prince, Weinblatt & Gaylord, PLC  
300 Kellogg Square  
111 E. Kellogg Boulevard  
St. Paul, MN 55101

(which is the last known address of said person) depositing the same, with postage prepaid, in the United States mail at St. Paul, Minnesota.

  
Julie Kraus

Subscribed and sworn to before me  
this 30<sup>th</sup> day of August, 2011

  
Notary Public

