



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

June 7, 2016

NOTICE OF INTENT TO DENY LICENSE

Sandra Medina  
6975 – 7<sup>th</sup> Street  
Oakdale, MN 55128

RE: Auto Repair Garage license application submitted by Sandra Medina d/b/a Rudy's Auto Repair for the premises located at 620 Rice Street in Saint Paul  
License ID #20150001566

Dear Applicant:

The Department of Safety and Inspections (DSI) will recommend denial of the Auto Repair Garage license application submitted by Sandra Medina d/b/a Rudy's Auto Repair for the premises located at 620 Rice Street in Saint Paul. The basis for the recommendation is as follows:

**On May 29, 2015, you submitted an application for an Auto Repair Garage license with the Department of Safety and Inspections (DSI). On October 15, 2015, you were sent an email from Jeff Fischbach, DSI Inspector III, stating that your license was pending and DSI could not continue processing your application until you submitted the following:**

- **Detailed, scaled, and dimensional site and floor plans for the location:**

**Site Plan** - should be drawn to scale; dimensioned; showing all property lines, building location(s), any entry door(s) to the building, any garage bay door(s) to the building, driveway egress points, each individual parking space, clearly label which parking space(s) are allocated to customer parking and employee parking; etc.

**Floor Plan** – drawn to scale, dimensioned; showing all levels of the building, the number and location of service bays, customer waiting area, office area, stating the square footage for each separate space(s), and the proposed and/or existing use(s) for each space.

- **Prepare a more detailed written explanation of the following:**

**Specific role you would have in the business such as: 1) will you be involved in the day-to-day operation of the business; 2) how often will you be at the site overseeing the business; 3) how will you oversee operations and 4) what will be your involvement in the business.**

**The specific role of Alfredo Medina will have in the business such as: 1) what will his responsibilities be in the day-to-day operations; 2) how often will he be at the site and 3) what activities will he be conducting on site.**

**You were then asked to contact DSI to schedule a meeting after you completed the requirements above to discuss and review your application.**

**On April 22, 2016, you were sent a letter from the Department of Safety and Inspections stating your license was still pending because it was incomplete. In order for DSI to continue processing your application, they requested you submit the following:**

- **A completed Personal Affidavit form for Alfredo Medina**
- **Provide additional information on the method of operation for you and Alfred Medina**
- **Obtain approval for a parking layout on the property by submitting a site plan and floor plan**
- **Obtain Capitol Area Architectural Planning Board (CAAPB) approval.**

**You were given until Friday, May 20, 2016 to complete the requirements listed above. As of today's date, DSI has not received the required information to complete your license application.**

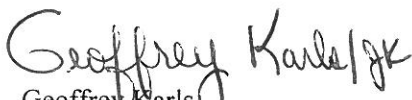
At this time, you have three (3) options to proceed:

1. If you do not contest the imposition of the proposed adverse action, you may do nothing. If I have not heard from you by **Friday, June 17, 2016**, I will presume that you have chosen not to contest the proposed adverse action, and the matter will be placed on the City Council Agenda for approval of the proposed remedy.
2. If you wish to admit the facts but you 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 to the facts and requesting a public hearing. I will need to receive your letter by **Friday, June 17, 2016**. The matter will then be scheduled before the City Council for a public hearing to determine whether to deny your Auto Repair Garage license. You will have an opportunity to appear before the Council and make a statement on your own behalf
3. You may withdraw your license application. Send a written statement to that effect to the Department of Safety and Inspections (DSI), 375 Jackson Street, Ste. 220, St. Paul, Minnesota 55101-1806 no later than **Friday, June 17, 2016**. Information should be directed to the attention of Eric Hudak. 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, June 17, 2016, I will assume that you are not contesting the denial of your Auto Repair Garage 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,

  
Geoffrey Karls  
Assistant City Attorney

cc: Eric Hudak, DSI Licensing Manager  
Sandra Medina, Rudy's Auto Repair, 620 Rice Street, St. Paul, MN 55103  
Sam Buffington, Community Organizer, Frogtown Neighborhood Association (District 7)  
West Minnehaha Recreation Center, 685 Minnehaha Avenue West, St. Paul, MN 55104

STATE OF MINNESOTA)  
 ) ss.

**AFFIDAVIT OF SERVICE BY U.S. MAIL**

COUNTY OF RAMSEY )

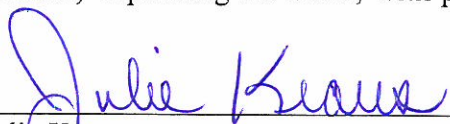
Julie Kraus, being first duly sworn, deposes and says that on the 7th day of June she served the attached **NOTICE OF INTENT TO DENY LICENSE** and a correct copy thereof in an envelope addressed as follows:

Sandra Medina  
6975 – 7<sup>th</sup> Street  
Oakdale, MN 55128

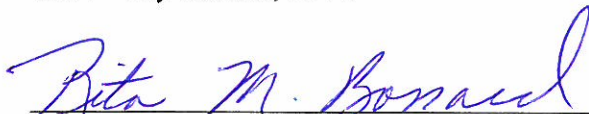
Sandra Medina  
Rudy's Auto Repair  
620 Rice Street  
St. Paul, MN 55103

Sam Buffington, Community Organizer  
Frogtown Neighborhood Association (District 7)  
West Minnehaha Recreation Center  
685 Minnehaha Avenue West  
St. Paul, MN 55104

(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 7<sup>th</sup> day of June, 2016

  
\_\_\_\_\_  
Notary Public

