

Julie Kraus - Fwd: 360 Clifton - Pending Animal Boarding (Commercial) Lic ID #20070000410

From: Jane Prince <jane@weglaw.com>
To: <kyle.lundgren@ci.stpaul.mn.us>
Date: 9/12/2011 1:49 PM
Subject: Fwd: 360 Clifton - Pending Animal Boarding (Commercial) Lic ID #20070000410

Kyle,

Additional emails regarding Sandy's boarding license,

Jane Prince

----- Forwarded message -----

From: Jane Prince <jane@weglaw.com>
Date: Thu, May 12, 2011 at 11:37 AM
Subject: Re: 360 Clifton - Pending Animal Boarding (Commercial) Lic ID #20070000410
To: Jeffrey Fischbach <Jeffrey.Fischbach@ci.stpaul.mn.us>

Jeff,

Can you check to make sure that 372 Fulton is not within the 100 feet.

Thank you,

Jane Prince

On Tue, May 10, 2011 at 8:17 AM, Jeffrey Fischbach <Jeffrey.Fischbach@ci.stpaul.mn.us> wrote:

Jane,

Only one of the signatures counted. This means Ms. Belisle has obtained 6 out of 9 possible supportive signatures, or in other words 66% support. See the attached documents which are as follows: the petition you submitted showing which signature counted, and the remaining property owners located within 100' to try and obtain signatures from (highlighted in yellow). Please remember, **the petition requirement is not the only outstanding issue that needs to be resolved.**

As per my previous communications regarding this matter, Ms. Belisle needs to complete requirements including, but not necessarily limited to the following in order for the Department of Safety and Inspections (DSI) to continue with the processing of this request:

- 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. **Ms. Belisle still needs to submit one (1) additional supportive signatures to satisfy the petition requirement.** Please remember to be certain that the petition form states the business name, address, and the activity for which Ms. Belisle is seeking the signatures. Also, each signatory must include their printed name, address, and telephone number so that DSI may verify the petition requirement has been met.
- **Submit a written explanation (i.e., business plan) stating how you intend to operate the business activity.** This plan should reflect any conditions, requirements, and/or limitations that have been placed on the approval given (up to this point in time) authorizing the establishment of this use. 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, grooming, etc.)
- the type of animals you intend to offer grooming services to (including the hours of operation for the grooming service)
- the type of animals you intend to offer any boarding/day care services to (e.g., dogs, cats, etc.)
- the maximum number of animals to be housed at the facility at any one time (please specify for each use (i.e., grooming, boarding/day care))
- 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
- the hours (for each day of the week) when animals will be left outdoors on the property (including the hours when there will be staff outside monitoring their activities)
- **After you have submitted your business plan to DSI, obtain DSI Animal Control inspection approval.** You may contact Bill Stephenson, DSI Animal Control Manager, at 651-266-1110 or via email at bill.stephenson@ci.stpaul.mn.us to arrange for this inspection approval.
- **Obtain DSI Zoning Section site plan review approval demonstrating that the required minimum number of four (4) off-street parking spaces will be provided on this property.** You may contact Corinne Tilley, DSI Zoning Section, at 651-266-9085 or via email at corinne.tilley@ci.stpaul.mn.us to arrange for obtaining this approval. You will be required to complete the improvements necessary for the installation of the off-street parking spaces within the time period specified under this review process. Please note, this requirement is based on information that was presented during the Planning Commission's review process to permit the addition of a dog boarding/day care use. **I have spoken with Ms. Tilley and she states nobody has contacted her regarding this matter.**

QUESTIONS:

1. When do you anticipate Ms. Belisle submitting a business plan to DSI?
2. When do you anticipate Ms. Belisle contacting Ms. Tilley to work on resolving the outstanding zoning issue(s)? As you area ware, in order for this license to be approved all zoning issues must be complied with.
3. Are you waiting to obtain the final supportive signature before completing the other remaining actions?
4. When do you anticipate obtaining the final supportive signature?

Please remember, animal boarding and/or day care is not permitted under Ms. Belisle's current license. If she is currently providing any type of animal boarding and/or day care activities at this location she is doing so without the required City license.

I will place a copy of this email and attached documents in the U.S. mail addressed to Ms. Belisle Please let me know if you have any questions regarding this matter.

Thanks,
Jeff F.

Jeff Fischbach
DSI Inspector III - Project Facilitation
City of St.Paul, Department of Safety and Inspection (DSI)
375 Jackson St, Suite 220
St.Paul, MN 55101-1806
Telephone: 651-266-9106
Fax: 651-266-9040
email: jeffrey.fischbach@ci.stpaul.mn.us

>>> Jane Prince <jane@weglaw.com> 5/9/2011 11:52 AM >>>
Jeff,

Please let me know if the new signatures satisfy the petition requirement. Ms. Belisle is anxious to get this all wrapped up.

Jane

--

Jane L. Prince

Weinblatt & Gaylord, PLC
300 Kellogg Square
111 E. Kellogg Boulevard
St. Paul, MN 55101
Phone: (651) 292-8770
Fax: (651) 223-8282

Confidentiality Notice: This message and any attachments may contain information that is privileged, confidential, and exempt from disclosure under applicable law. If you are not the intended recipient or authorized to receive for the recipient, you are hereby notified that dissemination, distribution, or copying of this message and any attachments is strictly prohibited. If you have received this email message and any attachments in error, please immediately advise the sender by replying to this e-mail and immediately delete the message and any attachments.

--

Jane L. Prince

Weinblatt & Gaylord, PLC
300 Kellogg Square
111 E. Kellogg Boulevard
St. Paul, MN 55101
Phone: (651) 292-8770
Fax: (651) 223-8282

Confidentiality Notice: This message and any attachments may contain information that is privileged, confidential, and exempt from disclosure under applicable law. If you are not the intended recipient or authorized to receive for the recipient, you are hereby notified that dissemination, distribution, or copying of this message and any attachments is strictly prohibited. If you have received this email message and any attachments in error, please immediately advise the sender by replying to this e-mail and immediately delete the message and any attachments.

--

Jane L. Prince

Weinblatt & Gaylord, PLC
300 Kellogg Square
111 E. Kellogg Boulevard

St. Paul, MN 55101
Phone: (651) 292-8770
Fax: (651) 223-8282

Confidentiality Notice: This message and any attachments may contain information that is privileged, confidential, and exempt from disclosure under applicable law. If you are not the intended recipient or authorized to receive for the recipient, you are hereby notified that dissemination, distribution, or copying of this message and any attachments is strictly prohibited. If you have received this email message and any attachments in error, please immediately advise the sender by replying to this e-mail and immediately delete the message and any attachments.

Julie Kraus - Fwd: 360 Clifton Boarding License

From: Jane Prince <jane@weglaw.com>
To: <kyle.lundgren@ci.stpaul.mn.us>
Date: 9/12/2011 1:48 PM
Subject: Fwd: 360 Clifton Boarding License

Kyle,

This is another response to the 7/22/11 letter from Jeff Fischbach, on behalf of Sandy's Professional Dog & Cat Grooming license,

Jane Prince

----- Forwarded message -----

From: **Jane Prince** <jane@weglaw.com>
Date: Thu, Aug 4, 2011 at 2:09 PM
Subject: 360 Clifton Boarding License
To: Jeffrey Fischbach <Jeffrey.Fischbach@ci.stpaul.mn.us>
Cc: Sandra Belisle <skb42009@live.com>

Jeff,

It is my understanding that you will be notifying the City Attorney's Office on Friday, August 5, that it must take some sort of action on Ms. Belisle's/Sandy's Professional Dog & Cat Grooming's pending application for a business license for animal boarding, because of her failure to submit a neighborhood consent petition with the signatures of 75 percent of her neighbors within 150 feet.

It is still my opinion that the residential neighbors consent petition is an illegal delegation of the City's licensing authority. With 64 percent of her neighbors signing, Sandy is at the mercy of three neighbors, only one of whom is needed to meet the petition requirement, who will not sign, and refuse to give any explanation for not signing. Note that even a Class N license cannot be denied simply because of neighborhood opposition.

I want to advise you that I will be out of town from today, August 4 through August 15. As Sandy Belisle's lawyer, I need to be kept informed of any action on this license in my absence. I will be checking email, and I will be available by cell phone, 651 308 4984.

I also want you to know that on her own, Ms. Belisle recently contacted Mayor Coleman's office, *in advance of any action by the City Attorney*, to make the Mayor aware of how this will destroy her commercial business.

Thank you for your consideration,

Jane Prince

--

Jane L. Prince

Weinblatt & Gaylord, PLC
300 Kellogg Square
111 E. Kellogg Boulevard
St. Paul, MN 55101
Phone: (651) 292-8770
Fax: (651) 223-8282

Confidentiality Notice: This message and any attachments may contain information that is privileged, confidential, and exempt from disclosure under applicable law. If you are not the intended recipient or authorized to receive for the recipient, you are hereby notified that dissemination, distribution, or copying of this message and any attachments is strictly prohibited. If you have received this email message and any attachments in error, please immediately advise the sender by replying to this e-mail and immediately delete the message and any attachments.

--
Jane L. Prince

Weinblatt & Gaylord, PLC
300 Kellogg Square
111 E. Kellogg Boulevard
St. Paul, MN 55101
Phone: (651) 292-8770
Fax: (651) 223-8282

Confidentiality Notice: This message and any attachments may contain information that is privileged, confidential, and exempt from disclosure under applicable law. If you are not the intended recipient or authorized to receive for the recipient, you are hereby notified that dissemination, distribution, or copying of this message and any attachments is strictly prohibited. If you have received this email message and any attachments in error, please immediately advise the sender by replying to this e-mail and immediately delete the message and any attachments.

Julie Kraus - Fwd: 360 Clifton - Pending Animal Boarding (Commercial) Lic ID #20070000410

From: Jane Prince <jane@weglaw.com>
To: <kyle.lundgren@ci.stpaul.mn.us>
Date: 9/12/2011 1:47 PM
Subject: Fwd: 360 Clifton - Pending Animal Boarding (Commercial) Lic ID #20070000410

Kyle,

I'm troubled that Jeff states that there were no responses to 7/22 letter. I set the stage for working with the City on this in this email of 6/30, also not listed on the email log.

Jane Prince

----- Forwarded message -----

From: Jeffrey Fischbach <Jeffrey.Fischbach@ci.stpaul.mn.us>
Date: Fri, Jul 15, 2011 at 2:04 PM
Subject: 360 Clifton - Pending Animal Boarding (Commercial) Lic ID #20070000410
To: Jane Prince <jane@weglaw.com>

Jane,

I'm just giving you a heads-up that I'll be sending a letter next week giving your client two weeks from the date of the letter to complete the petition requirements. Otherwise, I've been told this application will be forwarded to the City Attorney with a recommendation from DSI that adverse action begin to deny the license application request.

Please remember, if she were to fulfill the petition requirements, there are still outstanding issues that would need to be met before a license could be issued (which will be explained in the letter).

Jeff F.

Jeff Fischbach
DSI Inspector III - Project Facilitation
City of St.Paul, Department of Safety and Inspection (DSI)
375 Jackson St, Suite 220
St.Paul, MN 55101-1806
Telephone: 651-266-9106
Fax: 651-266-9040
email: jeffrey.fischbach@ci.stpaul.mn.us

>>> Jane Prince <jane@weglaw.com> 6/30/2011 12:02 PM >>>
Jeff,

I'm writing to let you know of our progress on Sandra Belisle's license.

1. We continue to work on signatures. It is my understanding that at one point, Ms. Belisle submitted the signature of Carl or Deborah Levander at 373 Fulton Street. Can you again check your files to see if you have a signature from the Levanders.
2. We have met with Corrine Tilley who has approved a plan to accommodate four off-street employee spaces. Ms. Belisle has started to get bids for this work. One question that I have is whether the city provides any kind of business loans for this type of work.

3. Ms. Belisle is prepared to have Bill Stephenson inspect the site at his convenience.
4. The business plan you have requested simply needs to be consolidated from existing materials. I can have that to you very soon.

It is our intention to move this forward as quickly as possible. The petition requirement is causing the most difficulties, in a large part because when Ms. Belisle originally sought signatures, it was when the City Zoning staff had informed her that she needed to seek a rezoning of her property to industrial. This caused much controversy for neighbors, who are making it difficult for us to get the final signature.

Thank you for your attention,

Jane Prince

--

Jane L. Prince

Weinblatt & Gaylord, PLC
300 Kellogg Square
111 E. Kellogg Boulevard
St. Paul, MN 55101
Phone: (651) 292-8770
Fax: (651) 223-8282

Confidentiality Notice: This message and any attachments may contain information that is privileged, confidential, and exempt from disclosure under applicable law. If you are not the intended recipient or authorized to receive for the recipient, you are hereby notified that dissemination, distribution, or copying of this message and any attachments is strictly prohibited. If you have received this email message and any attachments in error, please immediately advise the sender by replying to this e-mail and immediately delete the message and any attachments.

--

Jane L. Prince

Weinblatt & Gaylord, PLC
300 Kellogg Square
111 E. Kellogg Boulevard
St. Paul, MN 55101
Phone: (651) 292-8770
Fax: (651) 223-8282

Confidentiality Notice: This message and any attachments may contain information that is privileged, confidential, and exempt from disclosure under applicable law. If you are not the intended recipient or authorized to receive for the recipient, you are hereby notified that dissemination, distribution, or copying of this message and any attachments is strictly prohibited. If you have received this email message and any attachments in error, please immediately advise the sender by replying to this e-mail and immediately delete the message and any attachments.

Julie Kraus - Fwd: 360 Clifton - Pending Animal Boarding (Commercial) Lic ID #20070000410

From: Jane Prince <jane@weglaw.com>
To: <kyle.lundgren@ci.stpaul.mn.us>
Date: 9/12/2011 1:39 PM
Subject: Fwd: 360 Clifton - Pending Animal Boarding (Commercial) Lic ID #20070000410

Regarding Sandy Belisle's animal boarding license,

Jane Prince

----- Forwarded message -----

From: Jane Prince <jane@weglaw.com>
Date: Thu, May 12, 2011 at 11:44 AM
Subject: Re: 360 Clifton - Pending Animal Boarding (Commercial) Lic ID #20070000410
To: Jeffrey Fischbach <Jeffrey.Fischbach@ci.stpaul.mn.us>, Sandra Belisle <skb42009@live.com>
Cc: Bill Stephenson <Bill.Stephenson@ci.stpaul.mn.us>, Corinne Tilley <Corinne.Tilley@ci.stpaul.mn.us>

Jeff,

In answer to your questions: I am meeting with Ms. Belisle Friday morning to get her business plan and review the off-street parking matter. We will contact Ms. Tilley at that time.

We have been trying to get the final supportive signature, and it has been difficult. The Thao family has not been responsive when we knock, and other neighbors have declined to sign. If we cannot get the Thao's signature, is there any alternative, which allows for license approval?

Jane

On Tue, May 10, 2011 at 8:17 AM, Jeffrey Fischbach <Jeffrey.Fischbach@ci.stpaul.mn.us> wrote:

Jane,

Only one of the signatures counted. This means Ms. Belisle has obtained 6 out of 9 possible supportive signatures, or in other words 66% support. See the attached documents which are as follows: the petition you submitted showing which signature counted, and the remaining property owners located within 100' to try and obtain signatures from (highlighted in yellow). Please remember, **the petition requirement is not the only outstanding issue that needs to be resolved.**

As per my previous communications regarding this matter, Ms. Belisle needs to complete requirements including, but not necessarily limited to the following in order for the Department of Safety and Inspections (DSI) to continue with the processing of this request:

- 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. **Ms. Belisle still needs to submit one (1) additional supportive signatures to satisfy the petition requirement.** Please remember to be certain that the petition form states the business name, address, and the activity for which Ms. Belisle is seeking the signatures. Also, each signatory must include their printed name, address, and telephone number so that DSI may verify the petition requirement has been met.

- **Submit a written explanation (i.e., business plan) stating how you intend to operate the business activity.** This plan should reflect any conditions, requirements, and/or limitations that have been placed on the approval given (up to this point in time) authorizing the establishment of this use. 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, grooming, etc.)
 - the type of animals you intend to offer grooming services to (including the hours of operation for the grooming service)
 - the type of animals you intend to offer any boarding/day care services to (e.g., dogs, cats, etc.)
 - the maximum number of animals to be housed at the facility at any one time (please specify for each use (i.e., grooming, boarding/day care))
 - 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
 - the hours (for each day of the week) when animals will be left outdoors on the property (including the hours when there will be staff outside monitoring their activities)
- **After you have submitted your business plan to DSI, obtain DSI Animal Control inspection approval.** You may contact Bill Stephenson, DSI Animal Control Manager, at 651-266-1110 or via email at bill.stephenson@ci.stpaul.mn.us to arrange for this inspection approval.
- **Obtain DSI Zoning Section site plan review approval demonstrating that the required minimum number of four (4) off-street parking spaces will be provided on this property.** You may contact Corinne Tilley, DSI Zoning Section, at 651-266-9085 or via email at corinne.tilley@ci.stpaul.mn.us to arrange for obtaining this approval. You will be required to complete the improvements necessary for the installation of the off-street parking spaces within the time period specified under this review process. Please note, this requirement is based on information that was presented during the Planning Commission's review process to permit the addition of a dog boarding/day care use. **I have spoken with Ms. Tilley and she states nobody has contacted her regarding this matter.**

QUESTIONS:

1. When do you anticipate Ms. Belisle submitting a business plan to DSI?
2. When do you anticipate Ms. Belisle contacting Ms. Tilley to work on resolving the outstanding zoning issue(s)? As you are aware, in order for this license to be approved all zoning issues must be complied with.
3. Are you waiting to obtain the final supportive signature before completing the other remaining actions?
4. When do you anticipate obtaining the final supportive signature?

Please remember, animal boarding and/or day care is not permitted under Ms. Belisle's current license. If she is currently providing any type of animal boarding and/or day care activities at this location she is doing so without the required City license.

I will place a copy of this email and attached documents in the U.S. mail addressed to Ms. Belisle Please let me know if you have any questions regarding this matter.

Thanks,
Jeff F.

Jeff Fischbach
DSI Inspector III - Project Facilitation
City of St.Paul, Department of Safety and Inspection (DSI)
375 Jackson St, Suite 220
St.Paul, MN 55101-1806
Telephone: 651-266-9106

Fax: 651-266-9040
email: jeffrey.fischbach@ci.stpaul.mn.us

>>> Jane Prince <jane@weglaw.com> 5/9/2011 11:52 AM >>>
Jeff,

Please let me know if the new signatures satisfy the petition requirement. Ms. Belisle is anxious to get this all wrapped up.

Jane

--

Jane L. Prince

Weinblatt & Gaylord, PLC
300 Kellogg Square
111 E. Kellogg Boulevard
St. Paul, MN 55101
Phone: (651) 292-8770
Fax: (651) 223-8282

Confidentiality Notice: This message and any attachments may contain information that is privileged, confidential, and exempt from disclosure under applicable law. If you are not the intended recipient or authorized to receive for the recipient, you are hereby notified that dissemination, distribution, or copying of this message and any attachments is strictly prohibited. If you have received this email message and any attachments in error, please immediately advise the sender by replying to this e-mail and immediately delete the message and any attachments.

--

Jane L. Prince

Weinblatt & Gaylord, PLC
300 Kellogg Square
111 E. Kellogg Boulevard
St. Paul, MN 55101
Phone: (651) 292-8770
Fax: (651) 223-8282

Confidentiality Notice: This message and any attachments may contain information that is privileged, confidential, and exempt from disclosure under applicable law. If you are not the intended recipient or authorized to receive for the recipient, you are hereby notified that dissemination, distribution, or copying of this message and any attachments is strictly prohibited. If you have received this email message and any attachments in error, please immediately advise the sender by replying to this e-mail and immediately delete the message and any attachments.

--

Jane L. Prince

Weinblatt & Gaylord, PLC
300 Kellogg Square
111 E. Kellogg Boulevard
St. Paul, MN 55101
Phone: (651) 292-8770
Fax: (651) 223-8282

Confidentiality Notice: This message and any attachments may contain information that is privileged, confidential, and exempt from disclosure under applicable law. If you are not the intended recipient or authorized to receive for the recipient, you are hereby notified that dissemination, distribution, or copying of this message and any attachments is strictly prohibited. If you have received this email message and any attachments in error, please immediately advise the sender by replying to this e-mail and immediately delete the message and any attachments.

Julie Kraus - Fwd: 360 Clifton St - NCUP 06-273087 condition #3

From: Jane Prince <jane@weglaw.com>
To: <kyle.lundgren@ci.stpaul.mn.us>
Date: 9/12/2011 1:38 PM
Subject: Fwd: 360 Clifton St - NCUP 06-273087 condition #3

Regarding Sandy Belisle's animal boarding license,

Jane Prince

----- Forwarded message -----

From: **Corinne Tilley** <Corinne.Tilley@ci.stpaul.mn.us>
Date: Tue, May 17, 2011 at 3:20 PM
Subject: Re: 360 Clifton St - NCUP 06-273087 condition #3
To: "Prince, Jane" <jane@weglaw.com>

Jane,
Stacked parking will be fine as long as the off-street parking spaces are used by the employees.
CT



Corinne A. Tilley
DSI Inspector - Zoning
Dept of Safety & Inspections
375 Jackson Street #220
Saint Paul, MN 55101-1806
P: 651-266-9085
F: 651-266-9009
corinne.tilley@ci.stpaul.mn.us

>>> On Tuesday, May 17, 2011 at 4:15 PM, in message
<BANLkTi=tW+7OtNCGF5+oVPw8QdMvaNcRxA@mail.gmail.com>, Jane Prince <jane@weglaw.com> wrote:

Corinne,

We can stack the parking without a variance? That is wonderful news.

Let me discuss this with Sandy Belisle, to make sure that she is able to consent to the plan and pay for the paving.

Thank you so much. This is very good news - if I understand it correctly!

Jane

On Tue, May 17, 2011 at 2:16 PM, Corinne Tilley <Corinne.Tilley@ci.stpaul.mn.us> wrote:

Jane,

I discussed the site with other staff.

Please see the attached site plan.

We can approve stacked parking spaces for employee parking only.

Note: The parking pad must be paved with asphalt or concrete, and striped.

Please let me know if you would be agreeable to this parking plan and the paving requirement.

Upon your response, I will approve the plan and file it with the NCUP. The site improvements must then be completed by September 30, 2011.

Please let me know as soon as possible if you would be considering other options.

Regards,



Corinne A. Tilley
DSI Inspector - Zoning
Dept of Safety & Inspections
375 Jackson Street #220
Saint Paul, MN 55101-1806
P: 651-266-9085
F: 651-266-9009
corinne.tilley@ci.stpaul.mn.us

--

Jane L. Prince

Weinblatt & Gaylord, PLC
300 Kellogg Square
111 E. Kellogg Boulevard
St. Paul, MN 55101
Phone: (651) 292-8770
Fax: (651) 223-8282

Confidentiality Notice: This message and any attachments may contain information that is privileged, confidential, and exempt from disclosure under applicable law. If you are not the intended recipient or authorized to receive for the recipient, you are hereby notified that dissemination, distribution, or copying of this message and any attachments is strictly prohibited. If you have received this email message and any attachments in error, please immediately advise the sender by replying to this e-mail and immediately delete the message and any attachments.

--

Jane L. Prince

Weinblatt & Gaylord, PLC
300 Kellogg Square
111 E. Kellogg Boulevard
St. Paul, MN 55101
Phone: (651) 292-8770
Fax: (651) 223-8282

Confidentiality Notice: This message and any attachments may contain information that is privileged, confidential, and exempt from disclosure under applicable law. If you are not the intended recipient or authorized to receive for the recipient, you are hereby notified that dissemination, distribution, or copying of this message and any attachments is strictly prohibited. If you have received this email message and any attachments in error, please immediately advise the sender by replying to this e-mail and immediately delete the message and any attachments.

Julie Kraus - Fwd: 360 Clifton St - NCUP 06-273087 condition #3

From: Jane Prince <jane@weglaw.com>
To: <kyle.lundgren@ci.stpaul.mn.us>
Date: 9/12/2011 1:38 PM
Subject: Fwd: 360 Clifton St - NCUP 06-273087 condition #3
Attachments: 20110517135721340.pdf

Regarding Sandy Belisle's animal boarding license,

Jane Prince

----- Forwarded message -----

From: **Corinne Tilley** <Corinne.Tilley@ci.stpaul.mn.us>
Date: Tue, May 17, 2011 at 2:16 PM
Subject: 360 Clifton St - NCUP 06-273087 condition #3
To: jane@weglaw.com

Jane,

I discussed the site with other staff.

Please see the attached site plan.

We can approve stacked parking spaces for employee parking only.

Note: The parking pad must be paved with asphalt or concrete, and striped.

Please let me know if you would be agreeable to this parking plan and the paving requirement.

Upon your response, I will approve the plan and file it with the NCUP. The site improvements must then be completed by September 30, 2011.

Please let me know as soon as possible if you would be considering other options.

Regards,



Corinne A. Tilley
DSI Inspector - Zoning
Dept of Safety & Inspections
375 Jackson Street #220
Saint Paul, MN 55101-1806
P: 651-266-9085
F: 651-266-9009
corinne.tilley@ci.stpaul.mn.us

--

Jane L. Prince

Weinblatt & Gaylord, PLC
300 Kellogg Square
111 E. Kellogg Boulevard
St. Paul, MN 55101
Phone: (651) 292-8770
Fax: (651) 223-8282

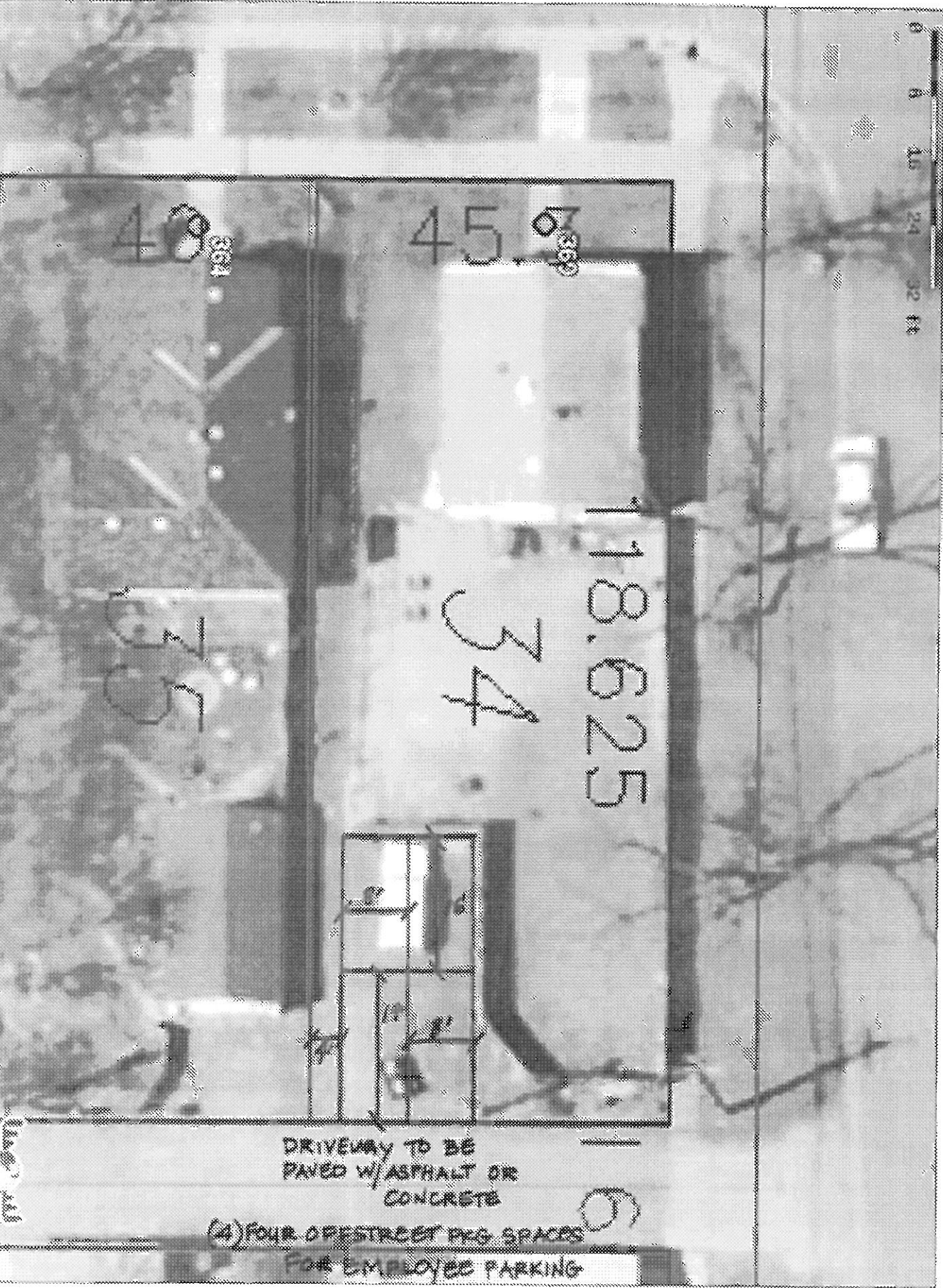
Confidentiality Notice: This message and any attachments may contain information that is privileged, confidential, and exempt from disclosure under applicable law. If you are not the intended recipient or authorized to receive for the recipient, you are hereby notified that dissemination, distribution, or copying of this message and any attachments is strictly prohibited. If you have received this email message and any attachments in error, please immediately advise the sender by replying to this e-mail and immediately delete the message and any attachments.

0 10 20 30 40

0 10 20 30 40

0 10 20 30 40

0 10 20 30 40



3681

3682

11/11/11

Julie Kraus - Fwd: 360 Clifton - Pending Animal Boarding (Commercial) Lic ID #20070000410

From: Jane Prince <jane@weglaw.com>
To: <kyle.lundgren@ci.stpaul.mn.us>
Date: 9/12/2011 1:37 PM
Subject: Fwd: 360 Clifton - Pending Animal Boarding (Commercial) Lic ID #20070000410

----- Forwarded message -----

From: **Corinne Tilley** <Corinne.Tilley@ci.stpaul.mn.us>
Date: Fri, May 13, 2011 at 2:34 PM
Subject: Re: 360 Clifton - Pending Animal Boarding (Commercial) Lic ID #20070000410
To: "Prince, Jane" <jane@weglaw.com>
Cc: "Fischbach, Jeffrey" <Jeffrey.Fischbach@ci.stpaul.mn.us>, "Stephenson, Bill" <Bill.Stephenson@ci.stpaul.mn.us>

Jane,

I will meet you on-site at 8:30am on Monday, May 16.

See you then.



Corinne A. Tilley
DSI Inspector - Zoning
Dept of Safety & Inspections
375 Jackson Street #220
Saint Paul, MN 55101-1806
P: 651-266-9085
F: 651-266-9009
corinne.tilley@ci.stpaul.mn.us

>>> On Friday, May 13, 2011 at 11:31 AM, in message
<BANLkTimOJaDgFFRJEhgde9WPXJ_A9c3QQ@mail.gmail.com>, Jane Prince <jane@weglaw.com> wrote:

Corinne,

Sandra Belisle and I would like to meet with you at her shop to discuss the parking requirement, and whether she needs to do anything additional to meet it.

Would you be available on Monday, 5/16, or Wednesday, 5/18 of next week, at about 8-8:30 a.m.? We would like to meet you on site, at 360 Clifton, for this meeting.

Thank you for your consideration,

Jane Prince
651/308-4984 cell
651/292-8770 office

On Tue, May 10, 2011 at 8:17 AM, Jeffrey Fischbach <Jeffrey.Fischbach@ci.stpaul.mn.us> wrote:

Jane,

Only one of the signatures counted. This means Ms. Belisle has obtained 6 out of 9 possible supportive signatures, or in other words 66% support. See the attached documents which are as follows: the petition you submitted showing which signature counted, and the remaining property owners located

within 100' to try and obtain signatures from (highlighted in yellow). Please remember, **the petition requirement is not the only outstanding issue that needs to be resolved.**

As per my previous communications regarding this matter, Ms. Belisle needs to complete requirements including, but not necessarily limited to the following in order for the Department of Safety and Inspections (DSI) to continue with the processing of this request:

- 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. **Ms. Belisle still needs to submit one (1) additional supportive signatures to satisfy the petition requirement.** Please remember to be certain that the petition form states the business name, address, and the activity for which Ms. Belisle is seeking the signatures. Also, each signatory must include their printed name, address, and telephone number so that DSI may verify the petition requirement has been met.
- **Submit a written explanation (i.e., business plan) stating how you intend to operate the business activity.** This plan should reflect any conditions, requirements, and/or limitations that have been placed on the approval given (up to this point in time) authorizing the establishment of this use. 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, grooming, etc.)
 - the type of animals you intend to offer grooming services to (including the hours of operation for the grooming service)
 - the type of animals you intend to offer any boarding/day care services to (e.g., dogs, cats, etc.)
 - the maximum number of animals to be housed at the facility at any one time (please specify for each use (i.e., grooming, boarding/day care))
 - 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
 - the hours (for each day of the week) when animals will be left outdoors on the property (including the hours when there will be staff outside monitoring their activities)
- **After you have submitted your business plan to DSI, obtain DSI Animal Control inspection approval.** You may contact Bill Stephenson, DSI Animal Control Manager, at [651-266-1110](tel:651-266-1110) or via email at bill.stephenson@ci.stpaul.mn.us to arrange for this inspection approval.
- **Obtain DSI Zoning Section site plan review approval demonstrating that the required minimum number of four (4) off-street parking spaces will be provided on this property.** You may contact Corinne Tilley, DSI Zoning Section, at [651-266-9085](tel:651-266-9085) or via email at corinne.tilley@ci.stpaul.mn.us to arrange for obtaining this approval. You will be required to complete the improvements necessary for the installation of the off-street parking spaces within the time period specified under this review process. Please note, this requirement is based on information that was presented during the Planning Commission's review process to permit the addition of a dog boarding/day care use. **I have spoken with Ms. Tilley and she states nobody has contacted her regarding this matter.**

QUESTIONS:

1. When do you anticipate Ms. Belisle submitting a business plan to DSI?
2. When do you anticipate Ms. Belisle contacting Ms. Tilley to work on resolving the outstanding zoning issue(s)? As you are aware, in order for this license to be approved all zoning issues must be complied with.
3. Are you waiting to obtain the final supportive signature before completing the other remaining actions?
4. When do you anticipate obtaining the final supportive signature?

Please remember, animal boarding and/or day care is not permitted under Ms. Belisle's current license. If she is currently providing any type of animal boarding and/or day care activities at this location she is doing so without the required City license.

I will place a copy of this email and attached documents in the U.S. mail addressed to Ms. Belisle Please let me know if you have any questions regarding this matter.

Thanks,
Jeff F.

Jeff Fischbach
DSI Inspector III - Project Facilitation
City of St.Paul, Department of Safety and Inspection (DSI)
375 Jackson St, Suite 220
St.Paul, MN 55101-1806
Telephone: [651-266-9106](tel:651-266-9106)
Fax: [651-266-9040](tel:651-266-9040)
email: jeffrey.fischbach@ci.stpaul.mn.us

>>> Jane Prince <jane@weglaw.com> 5/9/2011 11:52 AM >>>
Jeff,

Please let me know if the new signatures satisfy the petition requirement. Ms. Belisle is anxious to get this all wrapped up.

Jane

--

Jane L. Prince

Weinblatt & Gaylord, PLC
300 Kellogg Square
111 E. Kellogg Boulevard
St. Paul, MN 55101
Phone: (651) 292-8770
Fax: (651) 223-8282

Confidentiality Notice: This message and any attachments may contain information that is privileged, confidential, and exempt from disclosure under applicable law. If you are not the intended recipient or authorized to receive for the recipient, you are hereby notified that dissemination, distribution, or copying of this message and any attachments is strictly prohibited. If you have received this email message and any attachments in error, please immediately advise the sender by replying to this e-mail and immediately delete the message and any attachments.

--

Jane L. Prince

Weinblatt & Gaylord, PLC
300 Kellogg Square
111 E. Kellogg Boulevard
St. Paul, MN 55101
Phone: (651) 292-8770
Fax: (651) 223-8282

Confidentiality Notice: This message and any attachments may contain information that is privileged, confidential, and exempt from disclosure under applicable law. If you are not the intended recipient or authorized to receive for the recipient, you are hereby notified that dissemination, distribution, or copying of this message and any attachments is strictly prohibited. If you have received this email message and any attachments in error, please immediately advise the sender by replying to this e-mail and immediately delete the message and any attachments.

--

Jane L. Prince

Weinblatt & Gaylord, PLC
300 Kellogg Square
111 E. Kellogg Boulevard
St. Paul, MN 55101
Phone: (651) 292-8770
Fax: (651) 223-8282

Confidentiality Notice: This message and any attachments may contain information that is privileged, confidential, and exempt from disclosure under applicable law. If you are not the intended recipient or authorized to receive for the recipient, you are hereby notified that dissemination, distribution, or copying of this message and any attachments is strictly prohibited. If you have received this email message and any attachments in error, please immediately advise the sender by replying to this e-mail and immediately delete the message and any attachments.

Julie Kraus - Fwd: 360 Clifton - Pending Animal Boarding (Commercial) Lic ID #20070000410

From: Jane Prince <jane@weglaw.com>
To: <kyle.lundgren@ci.stpaul.mn.us>
Date: 9/12/2011 1:36 PM
Subject: Fwd: 360 Clifton - Pending Animal Boarding (Commercial) Lic ID #20070000410
CC: Sandra Belisle <skb42009@live.com>

Kyle,

I will forward you the other emails that you do not seem to have in your list.

I'm also writing to find out if we can go ahead and schedule the Animal Control inspection before the City Council hearing.

The only reason Ms. Belisle did not complete the other requirements was because we were focused on the petition requirement. Ms. Belisle planned to complete the other requirements when we had dealt with that one.

Thank you for your prompt consideration,

Jane Prince

----- Forwarded message -----

From: **Jane Prince** <jane@weglaw.com>
Date: Fri, May 13, 2011 at 10:31 AM
Subject: Re: 360 Clifton - Pending Animal Boarding (Commercial) Lic ID #20070000410
To: Corinne Tilley <Corinne.Tilley@ci.stpaul.mn.us>, Jeffrey Fischbach <Jeffrey.Fischbach@ci.stpaul.mn.us>
Cc: Bill Stephenson <Bill.Stephenson@ci.stpaul.mn.us>

Corinne,

Sandra Belisle and I would like to meet with you at her shop to discuss the parking requirement, and whether she needs to do anything additional to meet it.

Would you be available on Monday, 5/16, or Wednesday, 5/18 of next week, at about 8-8:30 a.m.? We would like to meet you on site, at 360 Clifton, for this meeting.

Thank you for your consideration,

Jane Prince
651/308-4984 cell
651/292-8770 office

On Tue, May 10, 2011 at 8:17 AM, Jeffrey Fischbach <Jeffrey.Fischbach@ci.stpaul.mn.us> wrote:

Jane,

Only one of the signatures counted. This means Ms. Belisle has obtained 6 out of 9 possible supportive

signatures, or in other words 66% support. See the attached documents which are as follows: the petition you submitted showing which signature counted, and the remaining property owners located within 100' to try and obtain signatures from (highlighted in yellow). Please remember, **the petition requirement is not the only outstanding issue that needs to be resolved.**

As per my previous communications regarding this matter, Ms. Belisle needs to complete requirements including, but not necessarily limited to the following in order for the Department of Safety and Inspections (DSI) to continue with the processing of this request:

- 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. **Ms. Belisle still needs to submit one (1) additional supportive signatures to satisfy the petition requirement.** Please remember to be certain that the petition form states the business name, address, and the activity for which Ms. Belisle is seeking the signatures. Also, each signatory must include their printed name, address, and telephone number so that DSI may verify the petition requirement has been met.
- **Submit a written explanation (i.e., business plan) stating how you intend to operate the business activity.** This plan should reflect any conditions, requirements, and/or limitations that have been placed on the approval given (up to this point in time) authorizing the establishment of this use. 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, grooming, etc.)
 - the type of animals you intend to offer grooming services to (including the hours of operation for the grooming service)
 - the type of animals you intend to offer any boarding/day care services to (e.g., dogs, cats, etc.)
 - the maximum number of animals to be housed at the facility at any one time (please specify for each use (i.e., grooming, boarding/day care))
 - 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
 - the hours (for each day of the week) when animals will be left outdoors on the property (including the hours when there will be staff outside monitoring their activities)
- **After you have submitted your business plan to DSI, obtain DSI Animal Control inspection approval.** You may contact Bill Stephenson, DSI Animal Control Manager, at 651-266-1110 or via email at bill.stephenson@ci.stpaul.mn.us to arrange for this inspection approval.
- **Obtain DSI Zoning Section site plan review approval demonstrating that the required minimum number of four (4) off-street parking spaces will be provided on this property.** You may contact Corinne Tilley, DSI Zoning Section, at 651-266-9085 or via email at corinne.tilley@ci.stpaul.mn.us to arrange for obtaining this approval. You will be required to complete the improvements necessary for the installation of the off-street parking spaces within the time period specified under this review process. Please note, this requirement is based on information that was presented during the Planning Commission's review process to permit the addition of a dog boarding/day care use. **I have spoken with Ms. Tilley and she states nobody has contacted her regarding this matter.**

QUESTIONS:

1. When do you anticipate Ms. Belisle submitting a business plan to DSI?
2. When do you anticipate Ms. Belisle contacting Ms. Tilley to work on resolving the outstanding zoning issue(s)? As you are aware, in order for this license to be approved all zoning issues must be complied with.
3. Are you waiting to obtain the final supportive signature before completing the other remaining actions?
4. When do you anticipate obtaining the final supportive signature?

Please remember, animal boarding and/or day care is not permitted under Ms. Belisle's current license. If she is currently providing any type of animal boarding and/or day care activities at this location she is doing so without the required City license.

I will place a copy of this email and attached documents in the U.S. mail addressed to Ms. Belisle Please let me know if you have any questions regarding this matter.

Thanks,
Jeff F.

Jeff Fischbach
DSI Inspector III - Project Facilitation
City of St.Paul, Department of Safety and Inspection (DSI)
375 Jackson St, Suite 220
St.Paul, MN 55101-1806
Telephone: 651-266-9106
Fax: 651-266-9040
email: jeffrey.fischbach@ci.stpaul.mn.us

>>> Jane Prince <jane@weglaw.com> 5/9/2011 11:52 AM >>>
Jeff,

Please let me know if the new signatures satisfy the petition requirement. Ms. Belisle is anxious to get this all wrapped up.

Jane

--
Jane L. Prince

Weinblatt & Gaylord, PLC
300 Kellogg Square
111 E. Kellogg Boulevard
St. Paul, MN 55101
Phone: (651) 292-8770
Fax: (651) 223-8282

Confidentiality Notice: This message and any attachments may contain information that is privileged, confidential, and exempt from disclosure under applicable law. If you are not the intended recipient or authorized to receive for the recipient, you are hereby notified that dissemination, distribution, or copying of this message and any attachments is strictly prohibited. If you have received this email message and any attachments in error, please immediately advise the sender by replying to this e-mail and immediately delete the message and any attachments.

--
Jane L. Prince

Weinblatt & Gaylord, PLC
300 Kellogg Square
111 E. Kellogg Boulevard
St. Paul, MN 55101
Phone: (651) 292-8770

Fax: (651) 223-8282

Confidentiality Notice: This message and any attachments may contain information that is privileged, confidential, and exempt from disclosure under applicable law. If you are not the intended recipient or authorized to receive for the recipient, you are hereby notified that dissemination, distribution, or copying of this message and any attachments is strictly prohibited. If you have received this email message and any attachments in error, please immediately advise the sender by replying to this e-mail and immediately delete the message and any attachments.

--

Jane L. Prince

Weinblatt & Gaylord, PLC
300 Kellogg Square
111 E. Kellogg Boulevard
St. Paul, MN 55101
Phone: (651) 292-8770
Fax: (651) 223-8282

Confidentiality Notice: This message and any attachments may contain information that is privileged, confidential, and exempt from disclosure under applicable law. If you are not the intended recipient or authorized to receive for the recipient, you are hereby notified that dissemination, distribution, or copying of this message and any attachments is strictly prohibited. If you have received this email message and any attachments in error, please immediately advise the sender by replying to this e-mail and immediately delete the message and any attachments.