

STATE OF MINNESOTA)  
 ) ss.

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

COUNTY OF RAMSEY)

Riddhi Mistry, being first duly sworn, deposes and says that on the twelfth day of February she served the attached **NOTICE OF INTENT TO DENY LICENSE** and a correct copy thereof in an envelope addressed as follows:

Carr's Tree Service INC  
d/b/a Carr's Tree Service INC  
307 State Highway 78 North  
Ottertail, MN 56571  
Attn: Jim Corrow

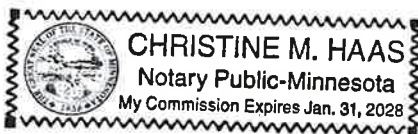
Jim Corrow  
940 Isaac Road Northwest  
Rice, MN 56367

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

  
Riddhi Mistry

Subscribed and sworn to before me  
This 12<sup>th</sup> day of February 2025

  
Notary Public





February 12, 2025

## NOTICE OF INTENT TO DENY LICENSE

Carr's Tree Service INC  
d/b/a Carr's Tree Service INC  
307 State Highway 78 North  
Ottertail, MN 56571  
**Attn: Jim Corrow**

RE: Tree Trimmer & 1 Vehicle & Tree Trimmer – Each Add'l Vehicle license application submitted Carr's Tree Service INC d/b/a Carr's Tree Service INC for the premises located at 307 State Highway 78 North, Ottertail, MN 56571  
License ID #: 20240001440

Dear Applicant:

The Department of Safety and Inspections will recommend denial of Tree Trimmer & 1 Vehicle & Tree Trimmer – Each Add'l Vehicle license application submitted by Carr's Tree Service INC d/b/a Carr's Tree Service INC ("Applicant") located at 307 State Highway 78 North, Ottertail, MN 56571.

### Legal Basis for Adverse Action:

Saint Paul Legislative Code §310.01, *defines Adverse Action as:*

"the revocation or suspension of a license, the imposition of conditions upon a license, the denial of an application for the grant, issuance or renewal of a license, the imposition of a fine, the assessment of the costs of a contested hearing, and any other disciplinary or unfavorable action taken with respect to a license, you or applicant for a license. "Adverse action" includes any of the foregoing directed at one (1) or more licenses held by a you at any location in the city. "Adverse action" also includes disapproval of licenses issued by the state under statutory provisions which permit the governing body to disapprove the issuance of the license."



Saint Paul Legislative Code §310.02 (1)(4)&(b)&(c) states:

(1) *Class R Licenses.*

(4) *Additional information.* the director will prescribe the information required to be submitted by each applicant in their application, in addition to that required by specific sections in these chapters, as may be necessary to carry out and enforce any provision hereunder. The director will require in every case the applicant to submit their name; business or corporate name; names of partners, officers, directors, shareholders, or trustees involved in the business; age; address; description or blueprint of the premises, if any, and the owner thereof, and locations and addresses of other business locations in Minnesota.

(b) *New application investigation and review.* the director will determine the sufficiency and accuracy of each new application and obtain such criminal history information as may be used under Minn. Stats., chapter 364, and is otherwise available by law. The director will make reasonable and appropriate investigation of the premises or personal property, vehicles, or facilities, involved in or related to the licensed activity, and will request, where appropriate, the assistance of DSI divisions and other city divisions or departments in making additional investigations for the purpose of determining whether the applicant is or will be in compliance with all applicable ordinances and statutes. The approval of such other divisions or departments is not required for issuance of a license unless otherwise required by specific sections in these chapters. All new applications will be reviewed by the zoning administrator or their designee for compliance with all requirements of the Saint Paul Zoning Code, and no new license will be granted without full compliance with said requirements. All new applications involving a premise, location, building or structure will be reviewed by the building official or their designee for investigation and recommendation.

(c) *Application denial.*

1. Denial of a Class R License application is adverse action and the procedures for notice and hearing outlined in Saint Paul Legislative Code Section 310.03 must be followed.

Saint Paul Legislative Code §310.03(a) states:

(a) *Adverse action; notice and hearing requirements.* In any case where the council may or



intends to consider any adverse action, including the revocation or suspension of a license, the imposition of conditions upon a license, or the denial of an application for the grant, issuance or renewal of a license, or the disapproval of a license issued by the State of Minnesota, the applicant or licensee must be given notice and an opportunity to be heard as provided herein. The council may consider such adverse actions when recommended by the director, by the director of any executive department established pursuant to Chapter 9 of the Charter, by the city attorney or on its own initiative.

Saint Paul Legislative Code §362.03(c) states:

- (c) *License plates and register.* The department of safety and inspections shall furnish the licensee with a sticker for each vehicle licensed, which shall be displayed on the licensed vehicle and which shall indicate the month and date of the license expiration. The name of the company, the license number, and a telephone contact number must be displayed permanently on the vehicles.

### **Adverse Action Recommendation:**

Because your Tree Trimmer & 1 Vehicle & Tree Trimmer – Each Add'l Vehicle license application failed to submit the vehicle lists and vehicle inspections, proof of registration with the Commissioner of Agriculture, ISA Certified Arborist, and failed to complete the applicant's information section. The Department of Safety and Inspections will recommend denial of the Tree Trimmer & 1 Vehicle & Tree Trimmer – Each Add'l Vehicle license application based on violation to Saint Paul Legislative Code § 310.02 (1)(4)&(b)&(c), 310.03 (a), and 362.03(c).

### **Factual basis for denial of Tree Trimmer & 1 Vehicle & Tree Trimmer – Each Add'l Vehicle license application:**

On May 24, 2024, you submitted Class "R" License Application for a Tree Trimmer & 1 Vehicle & Tree Trimmer – Each Add'l Vehicle license.

On June 14, 2024, Customer Service Specialist, Lee Vang, sent an email to you at [carrsts@carrstreeservice.com](mailto:carrsts@carrstreeservice.com) informing you that your license application was received. You were



requested to complete and submit the following missing requirements: applicants information, proof of registration with the Commissioner of Agriculture, and ISA Certified Arborist. You then responded to the email on June 14, 2024, asking if you would need to fill out a person's information as a corporation. An email response was sent to you by Lee Vang, on June 14, 2024, informing you that the applicants information is needed.

On August 20, 2024, an email from Customer Service Specialist, Lee Vang was sent to [carrsts@carrstreeservice.com](mailto:carrsts@carrstreeservice.com) asking you if you were still planning to move forward with the license application. You were also requested to complete the applicant's information section and verify the ISA Certified Arborist.

On August 21, 2024, the Financial Controller of Carr's Tree Service, Jill Carlson, responded back to Customer Service Specialist, Lee Vang, providing the requested information to complete the license application. On August 21, 2024, Customer Service Specialist, Lee Vang, responded back to Jill Carlson at [carrsts@carrstreeservice.com](mailto:carrsts@carrstreeservice.com) informing him that the application was processed, but the payment was declined. On August 21, 2024, Jill Carlson responded back stating that you had changed credit card companies.

On August 26, 2024, Customer Service Specialist, Lee Vang sent an email to the Financial Controller of Carr's Tree Service, Jill Carlson, at [carrsts@carrstreeservice.com](mailto:carrsts@carrstreeservice.com) to inform you that a check was received, and payment was processed. You were also informed to reach out to Allan Vang for vehicle inspections. Once the vehicle inspections are approved by Allan, the stickers would then be mailed out.

On October 10, 2024, Customer Service Specialist, Lee Vang sent an email to Financial Controller of Carr's Tree Service, Jill Carlson, [carrsts@carrstreeservice.com](mailto:carrsts@carrstreeservice.com) to follow up on the status of the vehicle inspection. On October 10, 2024, Jill Carlson, responded back to Customer Service Specialist, Lee Vang, stating they have passed on this matter to the New Business Development Coordinator, Jim Corrow, and was advised he would call Lee Vang on that particular day.

On December 18, 2024, DSI Inspector, Joseph Voyda sent separate letters to Jake Carr, Jim Corrow, and Evan Amundson to inform each of them that the time has elapsed to submit a request for vehicle inspection. From the letters, each individual was also advised to contact DSI Inspector Allan Vang to schedule an appointment for a vehicle inspection. Vehicle inspections were to be completed no later



than 4:00 p.m. on January 3, 2025. A Request to Withdraw Request for Refund form was enclosed with the letter along with three (3) options on how to proceed with the license application.

You have five (5) options on how to proceed:

1. If I have not heard from you by **February 24, 2025**, 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 and denial of your license application.
2. Submit the required information requested to the Department of Safety and Inspections (DSI) located at 375 Jackson Street, Ste. 220, St. Paul, Minnesota 55101-1806 no later than **February 24, 2025**.
3. If you wish to admit the facts but you contest the penalty, you may have a 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 no later than **February 24, 2025**. The matter will then be scheduled before the City Council to determine whether or not your Tree Trimmer & 1 Vehicle & Tree Trimmer – Each Add'l Vehicle license application should be denied. You will have an opportunity to appear before the City Council and make a statement on your own behalf.
4. If you dispute the facts outlined above, you may request a hearing before an Administrative Law Judge ("ALJ"). You will need to send me a letter disputing the facts and requesting an administrative hearing no later than **February 24, 2025**. 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 hearing will need to be scheduled before the City Council. At that time, the City Council will decide whether to adopt, modify or reject the ALJ's report and recommendation.

**Please note: If you choose an administrative hearing, the Department of Safety and Inspections reserves the right to recommend that City Council impose the costs of the administrative hearing per Saint Paul Legislative Code §310.05 (k).**

5. You can withdraw your Tree Trimmer & 1 Vehicle & Tree Trimmer – Each Add'l Vehicle license application. Complete and return the attached REQUEST TO WITHDRAW REQUEST FOR



REFUND form to the Department of Safety and Inspections (DSI), located at 375 Jackson Street, Ste. 220, St. Paul, Minnesota 55101-1806 no later than **February 24, 2025**.

**If you have not contacted me by February 24, 2025, I will assume that you do not contest the denial of your Tree Trimmer & 1 Vehicle & Tree Trimmer – Each Add'l Vehicle application. In that case, the matter will be placed on the next available City Council Consent Agenda for approval of the recommended penalty.**

If you have questions about these options, please contact my Paralegal, Riddhi Mistry at (651) 266-8835 or [riddhi.mistry@ci.stpaul.mn.us](mailto:riddhi.mistry@ci.stpaul.mn.us).

Sincerely,

Sly Onyia  
Assistant City Attorney  
License No. 0402320

Cc: Jim Corrow, 940 Isaac Road Northwest, Rice, MN 56367

Attachments: Copy of Class R License Application dated 05/24/2024  
Email chain between Customer Service Specialist, Lee Vang and [carrsts@carrstreeservice.com](mailto:carrsts@carrstreeservice.com) – 06/14/2024  
Email from Customer Service Specialist, Lee Vang to [carrsts@carrstreeservice.com](mailto:carrsts@carrstreeservice.com) – 08/20/2024  
Email chain between [carrsts@carrstreeservice.com](mailto:carrsts@carrstreeservice.com) and Customer Service Specialist, Lee Vang – 08/21/2024  
Email from Customer Service Specialist, Lee Vang to [carrsts@carrstreeservice.com](mailto:carrsts@carrstreeservice.com) – 08/26/2024  
Email chain between Customer Service Specialist, Lee Vang and [carrsts@carrstreeservice.com](mailto:carrsts@carrstreeservice.com) – 10/10/2024  
Letter to Evan Amundson from DSI Inspector, Joseph Voyda – 12/18/2024  
Letter to Jim Corrow from DSI Inspector, Joseph Voyda – 12/18/2024  
Letter to Jake Carr from DSI Inspector, Joseph Voyda – 12/18/2024



**SAINT PAUL**  
CITY ATTORNEY

OFFICE OF THE CITY ATTORNEY  
LYNDSEY M. OLSON, CITY ATTORNEY

Civil Division, 15 Kellogg Blvd. West, 400 City Hall  
Saint Paul, MN 55102  
Tel: 651-266-8571 | Fax: 651-298-5619

Request to Withdraw Request for Refund Form

Saint Paul Legislative Code §310.01

Saint Paul Legislative Code §310.02(1)(4)&(b)&(c)

Saint Paul Legislative Code – §310.03(a)

Saint Paul Legislative Code – §362.03(c)

CITY OF SAINT PAUL  
MELVIN CARTER, MAYOR

STPAUL.GOV

*The Saint Paul City Attorney's Office does not discriminate  
based on race, color, national origin, religion, sex/gender, disability, sexual orientation, gender identity, age, or veteran status  
in the delivery of services or employment practices.*



**SAINT PAUL**  
SAFETY & INSPECTIONS

Saint Paul, Minnesota 55101  
Phone: 651-266-8989  
Web: [www.stpaul.gov/dsi](http://www.stpaul.gov/dsi)

CC  
**Received** class "R" License Application

240001440

MAY 29 2024

**LICENSES ARE NOT TRANSFERRABLE**

Payment must be received with each application. This application is subject to review by the public.

City of Saint Paul - DSI

***This application requires District Council notification prior to submission.***

**Types of License(s) being applied for:**

**Fee(s):**

- |                          |        |
|--------------------------|--------|
| 1. Tree Trimmers License | 210.00 |
| 2. _____                 | _____  |
| 3. _____                 | _____  |
| 4. _____                 | _____  |
| 5. _____                 | _____  |
| 6. _____                 | _____  |
| 7. _____                 | _____  |

**Total: \$ 210.00**

**Business Information**

**Business Address:** 307 State Hwy 78 N Ottertail MN 56571  
Street City State Zip

**Company Name:** Carr's Tree Service, Inc. **Doing Business As:** \_\_\_\_\_

**Company Type:** Corporation ☒ Partnership ☐ Sole Proprietorship ☐

**Date of Incorporation:** 05/01/1978 **Date of Anticipated Opening:** \_\_\_\_\_

**Mailing Address:** PO Box 250 Ottertail MN 56571  
Street City State Zip

**Business Phone #:** (218) 367-3355 **Email Address:** carrsts@carrstreeservice.com

**Applicant Information**

**Applicant Name:** Jim Corrow  
First Middle Last

**Title:** General Foreman **Date of Birth:** \_\_\_\_\_

**Drivers License:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Cell Phone #:** \_\_\_\_\_

## Supplemental Required Information

Are you going to operate this business personally?

Yes: ☐

No: ☐

If no, who will operate it?

Operator Name:

First Middle Last

Home Address:

Street City State Zip

Date of Birth: Phone #: Email Address:

Are you going to have a manager or assistant in this business?

Yes: ☐

No: ☐

If manager is not the same as the operator, please complete the following information:

Manager Name:

First Middle Last

Home Address:

Street City State Zip

Date of Birth: Phone #: Email Address:

Please list all other officers of the corporation (Attach another sheet if applicable.)

Officer Name: Jake

Carr

First Middle Last

Title: CEO

Email: jcarr@carrstreeservice.com

Home Address:

Street City State Zip

Date of Birth: Phone #:

Officer Name: Evan

Amundson

First Middle Last

Title: COO

Email: evancts@carrstreeservice.com

Home Address:

Street City State Zip

Date of Birth: Phone #:

Officer Name:

First Middle Last

Title:

Email:

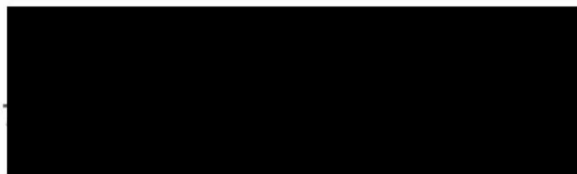
Home Address:

Street City State Zip

Date of Birth: Phone #:

### FALSIFICATION OF ANSWERS GIVEN OR MATERIAL SUBMITTED WILL RESULT IN DENIAL OF APPLICATION

I hereby state that I have answered all of the preceding questions and that the information contained herein is true and correct to the best of my knowledge and belief. I also hereby state that I have provided a completed District Council Notification Form to the district council representing the planning district in which my business will operate.



Financial Controller 5/24/24

Title

Date

## Lee Vang

---

**From:** Carr's Tree Service <carrsts@carrstreeservice.com>  
**Sent:** Thursday, October 10, 2024 9:03 AM  
**To:** Lee Vang  
**Subject:** Re: City of Saint Paul - Tree Trimmer License Application

**Think Before You Click: This email originated outside our organization.**

I have passed this on to Jim Corrow the New Business Development Coordinator and he will be contacting you today.

---

**From:** Lee Vang <lee.vang@ci.stpaul.mn.us>  
**Sent:** Thursday, October 10, 2024 8:47 AM  
**To:** carrsts@carrstreeservice.com <carrsts@carrstreeservice.com>  
**Cc:** Allan Vang <Allan.Vang@ci.stpaul.mn.us>  
**Subject:** FW: City of Saint Paul - Tree Trimmer License Application

Hello –

I am following up on this license,

Have the vehicles been inspected?

Thank you!

Lee Vang  
Customer Service Specialist  
Department of Safety and Inspections  
375 Jackson St. Ste. 220  
Saint Paul, MN 55101  
P: 651-266-9116 | F: 651-266-9124  
[lee.vang@ci.stpaul.mn.us](mailto:lee.vang@ci.stpaul.mn.us)



**SAINT PAUL**  
**MINNESOTA**

DSI Customer Service Counter Hours: 8:00 am - 4:00 pm (Mon – Fri)  
\*FREE open lot parking on the SW corner of 6<sup>th</sup> St E & Jackson St\*

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**From:** Lee Vang  
**Sent:** Monday, August 26, 2024 2:07 PM  
**To:** Carr's Tree Service <carrsts@carrstreeservice.com>

**Cc:** Allan Vang <Allan.Vang@ci.stpaul.mn.us>

**Subject:** RE: City of Saint Paul - Tree Trimmer License Application

Jill-

The check was received today and processed.

Please reach out to Allan Vang 651.266.1915 for the vehicle inspections.

Once the vehicle inspections are approved by Allan, the stickers will be mail out.

Thank you!

Lee Vang

Customer Service Specialist

Department of Safety and Inspections

375 Jackson St. Ste. 220

Saint Paul, MN 55101

P: 651-266-9116 | F: 651-266-9124

[lee.vang@ci.stpaul.mn.us](mailto:lee.vang@ci.stpaul.mn.us)



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**MINNESOTA**

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---

**From:** Carr's Tree Service <[carrsts@carrstreeservice.com](mailto:carrsts@carrstreeservice.com)>

**Sent:** Wednesday, August 21, 2024 9:00 AM

**To:** Lee Vang <[lee.vang@ci.stpaul.mn.us](mailto:lee.vang@ci.stpaul.mn.us)>

**Subject:** Re: City of Saint Paul - Tree Trimmer License Application

**Think Before You Click: This email originated outside our organization.**

I will give you a call, we changed credit card companies.

---

**From:** Lee Vang <[lee.vang@ci.stpaul.mn.us](mailto:lee.vang@ci.stpaul.mn.us)>

**Sent:** Wednesday, August 21, 2024 8:48 AM

**To:** Carr's Tree Service <[carrsts@carrstreeservice.com](mailto:carrsts@carrstreeservice.com)>

**Subject:** RE: City of Saint Paul - Tree Trimmer License Application

Jill –

Application has been processed but payment was declined.

Please call me **651.266.9116** and I can take payment over the phone.

Thank you!

Lee Vang  
Customer Service Specialist  
Department of Safety and Inspections  
375 Jackson St. Ste. 220  
Saint Paul, MN 55101  
P: 651-266-9116 | F: 651-266-9124  
[lee.vang@ci.stpaul.mn.us](mailto:lee.vang@ci.stpaul.mn.us)



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**MINNESOTA**

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\*FREE open lot parking on the SW corner of 6<sup>th</sup> St E & Jackson St\*

---

**From:** Carr's Tree Service <[carrsts@carrstreeservice.com](mailto:carrsts@carrstreeservice.com)>  
**Sent:** Wednesday, August 21, 2024 8:01 AM  
**To:** Lee Vang <[lee.vang@ci.stpaul.mn.us](mailto:lee.vang@ci.stpaul.mn.us)>  
**Subject:** Re: City of Saint Paul - Tree Trimmer License Application

**Think Before You Click: This email originated outside our organization.**

Here is the information to complete the license. IF you need anything else, please let me know.

Jill Carlson  
Financial Controller, Carr's Tree Service  
[jcarlson@carrstreeservice.com](mailto:jcarlson@carrstreeservice.com)  
PO Box 250  
Ottertail, MN 56571  
218-367-3950

---

**From:** Lee Vang <[lee.vang@ci.stpaul.mn.us](mailto:lee.vang@ci.stpaul.mn.us)>  
**Sent:** Tuesday, August 20, 2024 1:30 PM  
**To:** [carrsts@carrstreeservice.com](mailto:carrsts@carrstreeservice.com) <[carrsts@carrstreeservice.com](mailto:carrsts@carrstreeservice.com)>  
**Subject:** FW: City of Saint Paul - Tree Trimmer License Application

Hello –

Are you still planning on moving forward with the application?

If so, please complete the applicant's information section and verify the ISA certified arborist.

Lee

---

**From:** Lee Vang  
**Sent:** Friday, June 14, 2024 9:44 AM  
**To:** [carrsts@carrstreeservice.com](mailto:carrsts@carrstreeservice.com)  
**Subject:** RE: City of Saint Paul - Tree Trimmer License Application

Yes, we need the applicant's information – whoever is applying for the license.

---

**From:** [carrsts@carrstreeservice.com](mailto:carrsts@carrstreeservice.com) <[carrsts@carrstreeservice.com](mailto:carrsts@carrstreeservice.com)>  
**Sent:** Friday, June 14, 2024 9:35 AM  
**To:** Lee Vang <[lee.vang@ci.stpaul.mn.us](mailto:lee.vang@ci.stpaul.mn.us)>  
**Subject:** RE: City of Saint Paul - Tree Trimmer License Application

**Think Before You Click: This email originated outside our organization.**

Lee,  
Even though we are a corporation we have to fill out a person's information?

---

**From:** Lee Vang <[lee.vang@ci.stpaul.mn.us](mailto:lee.vang@ci.stpaul.mn.us)>  
**Sent:** Friday, June 14, 2024 9:11 AM  
**To:** [carrsts@carrstreeservice.com](mailto:carrsts@carrstreeservice.com)  
**Subject:** City of Saint Paul - Tree Trimmer License Application

Hello –

Your tree trimmer license application has been received.

Before the application can be process, please complete/ submit the following missing requirements:

- **Complete the applicant's information and email it back (see attached)**
- **Proof of registration with the Commissioner pf Agriculture**
- **ISA Certified Arborist**

Thank you!

Lee Vang  
Customer Service Specialist  
Department of Safety and Inspections  
[375 Jackson St.](#) Ste. 220  
Saint Paul, MN 55101  
P: 651-266-9116 | F: 651-266-9124  
[lee.vang@ci.stpaul.mn.us](mailto:lee.vang@ci.stpaul.mn.us)



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\*FREE open lot parking on the SW corner of 6<sup>th</sup> St E & Jackson St\*



December 18, 2024

Evan Amundson  
307 State HWY 78 North  
Ottertail, MN 56571

**Re: Pending Tree Trimer & 1 Vehicle and Each Additional Vehicle Application – ID 20240001440 –**

Evan,

This letter is to inform you that your time has elapsed to submit a request for vehicle inspections for the above referenced pending applications with the City of Saint Paul.

You must contact the Department of Safety and Inspections (DSI) immediately, more specifically Inspector Allan Vang to schedule an appointment for vehicle inspections. **Vehicle inspections must be completed no later than 4pm on January 3, 2025.**

You have the following three options regarding to your Tree Trimer & 1 Vehicle and Tree Trimer-Each Additional Vehicle license application.

Option – 1) Vehicle inspections are completed by the given deadline date and time.

Option – 2) Submit the enclosed request to withdraw form to DSI at 375 Jackson Street, Suite 220 – St. Paul, MN 55101, via email to [joseph.voyda@ci.stpaul.mn.us](mailto:joseph.voyda@ci.stpaul.mn.us) or by U.S. mail, with the self-return envelope also included in this letter. **NOTE: By selecting this choice DSI will refund 75% of your license application fee.**

Option – 3) Do nothing, DSI will forward your application to the City Attorney's Office for adverse action for application denial.

Questions regarding this letter or information regarding tree trimmer requirements or regulations you may contact me directly by phone at 651-266-9014. To schedule vehicle inspections, you may contact Inspector Allan Vang by phone at 651-266-1915.

Respectfully,

Joseph Voyda  
DSI Inspector

C: Jim Corrow - 940 Isaac Road Northwest-Rice, MN 56367  
Jake Carr - PO Box 250-Ottertail, MN 56571



**RE: Request to Withdraw  
Request for Refund**

License Number: \_\_\_\_\_

I/We, \_\_\_\_\_, respectfully request to withdraw  
my/our license(s) located at \_\_\_\_\_.

List applications license types to withdraw: \_\_\_\_\_

Reason(s) for the withdraw: \_\_\_\_\_

I am also requesting a 75% refund of my license application fee per chapter 310.10 of the City of Saint Paul's Legislative Code.

Mail the refund check to the attention of: \_\_\_\_\_

Mail the refund check to this address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

\_\_\_\_\_  
Applicants Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Applicants Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number



December 18, 2024

Jim Corrow  
940 Isaac Road Northwest  
Rice, MN 56367

**Re: Pending Tree Trimer & 1 Vehicle and Each Additional Vehicle Application – ID 20240001440 –**

Jim,

This letter is to inform you that your time has elapsed to submit a request for vehicle inspections for the above referenced pending applications with the City of Saint Paul.

You must contact the Department of Safety and Inspections (DSI) immediately, more specifically Inspector Allan Vang to schedule an appointment for vehicle inspections. **Vehicle inspections must be completed no later than 4pm on January 3, 2025.**

You have the following three options regarding to your Tree Trimer & 1 Vehicle and Tree Trimer-Each Additional Vehicle license application.

Option – 1) Vehicle inspections are completed by the given deadline date and time.

Option – 2) Submit the enclosed request to withdraw form to DSI at 375 Jackson Street, Suite 220 – St. Paul, MN 55101, via email to [joseph.voyda@ci.stpaul.mn.us](mailto:joseph.voyda@ci.stpaul.mn.us) or by U.S. mail, with the self-return envelope also included in this letter. **NOTE: By selecting this choice DSI will refund 75% of your license application fee.**

Option – 3) Do nothing, DSI will forward your application to the City Attorney's Office for adverse action for application denial.

Questions regarding this letter or information regarding tree trimmer requirements or regulations you may contact me directly by phone at 651-266-9014. To schedule vehicle inspections, you may contact Inspector Allan Vang by phone at 651-266-1915.

Respectfully,

Joseph Voyda  
DSI Inspector

C: Jake Carr – PO Box 250-Ottertail, MN 56571  
Evan Amundson - 307 State HWY 78 North-Ottertail, MN 56571



**RE: Request to Withdraw  
Request for Refund**

License Number: \_\_\_\_\_

I/We, \_\_\_\_\_, respectfully request to withdraw  
my/our license(s) located at \_\_\_\_\_.

List applications license types to withdraw: \_\_\_\_\_

Reason(s) for the withdraw: \_\_\_\_\_

I am also requesting a 75% refund of my license application fee per chapter 310.10 of the City of Saint Paul's Legislative Code.

Mail the refund check to the attention of: \_\_\_\_\_

Mail the refund check to this address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

\_\_\_\_\_  
Applicants Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Applicants Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number



December 18, 2024

Jake Carr  
PO Box 250  
Ottertail, MN 56571

**Re: Pending Tree Trimer & 1 Vehicle and Each Additional Vehicle Application – ID 20240001440 –**

Jake,

This letter is to inform you that your time has elapsed to submit a request for vehicle inspections for the above referenced pending applications with the City of Saint Paul.

You must contact the Department of Safety and Inspections (DSI) immediately, more specifically Inspector Allan Vang to schedule an appointment for vehicle inspections. **Vehicle inspections must be completed no later than 4pm on January 3, 2025.**

You have the following three options regarding to your Tree Trimer & 1 Vehicle and Tree Trimer-Each Additional Vehicle license application.

Option – 1) Vehicle inspections are completed by the given deadline date and time.

Option – 2) Submit the enclosed request to withdraw form to DSI at 375 Jackson Street, Suite 220 – St. Paul, MN 55101, via email to [joseph.voyda@ci.stpaul.mn.us](mailto:joseph.voyda@ci.stpaul.mn.us) or by U.S. mail, with the self-return envelope also included in this letter. **NOTE: By selecting this choice DSI will refund 75% of your license application fee.**

Option – 3) Do nothing, DSI will forward your application to the City Attorney's Office for adverse action for application denial.

Questions regarding this letter or information regarding tree trimmer requirements or regulations you may contact me directly by phone at 651-266-9014. To schedule vehicle inspections, you may contact Inspector Allan Vang by phone at 651-266-1915.

Respectfully,

Joseph Voyda  
DSI Inspector

C: Jim Corrow - 940 Isaac Road Northwest-Rice, MN 56367  
Evan Amundson - 307 State HWY 78 North-Ottertail, MN 56571



**RE: Request to Withdraw  
Request for Refund**

License Number: \_\_\_\_\_

I/We, \_\_\_\_\_, respectfully request to withdraw  
my/our license(s) located at \_\_\_\_\_.

List applications license types to withdraw: \_\_\_\_\_

Reason(s) for the withdraw: \_\_\_\_\_

I am also requesting a 75% refund of my license application fee per chapter 310.10 of the City of Saint Paul's Legislative Code.

Mail the refund check to the attention of: \_\_\_\_\_

Mail the refund check to this address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

\_\_\_\_\_  
Applicants Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Applicants Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

## **Ordinance Violations**

### **Section 362.03. Licensing requirements.**

- (c) ***License plates and register.*** The department of safety and inspections shall furnish the licensee with a sticker for each vehicle licensed, which shall be displayed on the licensed vehicle and which shall indicate the month and date of the license expiration. The name of the company, the license number, and a telephone contact number must be displayed permanently on the vehicles.

### **Section 310.02. Uniform procedures for application for the grant or issuance of the license, new application investigation and review, application denial, notice, levels of approval, objections and renewal procedures by license type.**

#### **1) *Class R Licenses.***

- 4. ***Additional information.*** the director will prescribe the information required to be submitted by each applicant in their application, in addition to that required by specific sections in these chapters, as may be necessary to carry out and enforce any provision hereunder. The director will require in every case the applicant to submit their name; business or corporate name; names of partners, officers, directors, shareholders, or trustees involved in the business; age; address; description or blueprint of the premises, if any, and the owner thereof, and locations and addresses of other business locations in Minnesota.
- (b) ***New application investigation and review.*** the director will determine the sufficiency and accuracy of each new application and obtain such criminal history information as may be used under Minn. Stats., chapter 364, and is otherwise available by law. The director will make reasonable and appropriate investigation of the premises or personal property, vehicles, or facilities, involved in or related to the licensed activity, and will request, where appropriate, the assistance of DSI divisions and other city divisions or departments in making additional investigations for the purpose of determining whether the applicant is or will be in compliance with all applicable ordinances and statutes. The approval of such other divisions or departments is not required for issuance of a license unless otherwise required by specific sections in these chapters. All new applications will be reviewed by the zoning administrator or their designee for compliance with all requirements of the Saint Paul Zoning Code, and no new license will be granted without full compliance with said requirements. All new applications involving a premise, location, building or structure will be reviewed by the building official or their designee for investigation and recommendation.
- (c) ***Application denial.***
  - 1. Denial of a Class R License application is adverse action and the procedures for notice and hearing outlined in Saint Paul Legislative Code Section 310.03 must be followed.

### **Section 310.03. Hearing procedures.**

- (a) ***Adverse action; notice and hearing requirements.*** In any case where the council may or intends to consider any adverse action, including the revocation or suspension of a license, the imposition of conditions upon a license, or the denial of an application for the grant, issuance or renewal of a license, or the disapproval of a license issued by the State of Minnesota, the applicant or licensee must be given notice and an opportunity to be heard as provided herein. The council may consider such adverse actions when recommended by the director, by the director of any executive department established pursuant to Chapter 9 of the Charter, by the city attorney or on its own initiative.

Sec. 310.01. - Definitions.

For the purposes of this chapter, any chapter of the Legislative Code pertaining to licenses as hereinafter mentioned, and subsequently enacted ordinances establishing or relating to the requirements for Class R for routinely issued licenses, Class T for temporary licenses and Class N for licenses in which neighbors are required to be notified, under authority of the City of Saint Paul, the terms defined in this section have the following meanings:

*Adverse action* means the revocation or suspension of a license, the imposition of conditions upon a license, the denial of an application for the grant, issuance or renewal of a license, the imposition of a fine, the assessment of the costs of a contested hearing, and any other disciplinary or unfavorable action taken with respect to a license, licensee, or applicant for a license. Adverse action includes any of the foregoing directed at one (1) or more licenses held by a licensee at any location in the city. Adverse action also includes disapproval of licenses issued by the state under statutory provisions which permit the governing body to disapprove the issuance of the license.

*Bond* means a bond meeting the requirements of section 310.05 and indemnifying the city against all claims, judgments or suits caused by, resulting from or in connection with any licensed business, activity, premises, thing, facility, occurrence or otherwise under these chapters.

*Building official* means the official in the department of safety and inspections charged with the responsibility of enforcement of the building code.

*Chapters and these chapters* mean this uniform license ordinance, any chapter of the Legislative Code pertaining to licenses as hereinafter mentioned, and subsequently enacted ordinances establishing or relating to the requirements for class R, class T, and class N licenses under authority of the city.

*Class R licenses* means those licenses and certain permits which can be issued by the director without council approval if no conditions are imposed upon the license and which do not require a hearing if there is an objection. Class R Licenses follow the Procedures for Application for the Grant or Issuance of a License, New Application Investigation and Review, Application Denial, Notice, Levels of Approval, Objections, and Renewal Procedures laid out in Section 310.02(1). The following licenses are so classified, and the numbers shown opposite them correspond to the chapters in the Legislative Code pertaining to each license:

Business Licenses	Fee	Class	Ordinance/ Legislative Code
CLASS R			

Agricultural Vehicle Permit	\$23.00	R	<u>165</u>
Amusement Rides—Annual	\$85.00	R	<u>317</u>
Animal Boarding (Commercial)	\$83.00	R	<u>348</u>
Animal Boarding (Home Occupation)	\$83.00	R	<u>348</u>
Animal Day Care (Commercial)	\$83.00	R	<u>348</u>
Animal Day Care (Home Occupation)	\$83.00	R	<u>348</u>
Animal Foods Manufacturing and Distribution	\$85.00	R	<u>316</u>
Bituminous Contractor	\$210.00	R	<u>320</u>
Bowling Centers	\$210.00	R	<u>426</u>
Building Contractors	\$210.00	R	<u>326</u>
Building Trade Business License	\$188.00	R	<u>369</u>
Building Trades Certificate of Competency	\$24.00	R	<u>370</u>
Bulk Oil Storage	\$210.00	R	<u>342</u>
Christmas Tree Sales	\$85.00	R	<u>323</u>
Commercial Vehicle	\$78.00	R	<u>158</u>
Commercial Vehicle—Exempt	\$0.00	R	<u>158</u>
Courtesy Bench	\$26.00	R	<u>127</u>
Courtesy Benches Transfer	\$17.00	R	<u>127</u>
Finishing Shop	\$85.00	R	<u>371</u>

Game Room	\$210.00	R	<u><a href="#">406</a></u>
House Sewer Contractor	\$210.00	R	<u><a href="#">338</a></u>
Laundry/Dry-cleaning Plant	\$210.00	R	<u><a href="#">327</a></u>
Laundry/Dry-cleaning Pick Up Station	\$85.00	R	<u><a href="#">327</a></u>
Lawn Fertilizer and Pesticide Applicator	\$85.00	R	<u><a href="#">377</a></u>
Liquid Fuel Dealer	\$210.00	R	<u><a href="#">332</a></u>
Liquid Fuel Dealer Vehicle	\$85.00	R	<u><a href="#">332</a></u>
Liquor Catering (State Cater/City Liq)	\$192.00	R	<u><a href="#">409</a></u>
Mechanical Amusement Device	\$21.00	R	<u><a href="#">318</a></u>
Massage Center—A (1 Practitioner)	\$100.00	R	<u><a href="#">414</a></u>
Massage Center—A (Commercial)	\$262.00	R	<u><a href="#">412</a></u>
Massage Center—B (Home Location)	\$106.00	R	<u><a href="#">412</a></u>
Massage Practitioner	\$106.00	R	<u><a href="#">414</a></u>
Massage Practitioner-Additional Location	\$31.00	R	<u><a href="#">412</a></u>
Mercantile Broker	\$85.00	R	<u><a href="#">340</a></u>
Mobile Retail Vehicle	\$85.00	R	<u><a href="#">346</a></u>
Pedal Car	\$118.00	R	<u><a href="#">374</a></u>
Pedal Car Business	\$352.00	R	<u><a href="#">374</a></u>
Pedal Car Driver	\$51.00	R	<u><a href="#">374</a></u>

Peddler	\$85.00	R	<u>345</u>
Peddler—Fee Waived	\$0.00	R	<u>345</u>
Pedicab Driver	\$51.00	R	<u>374</u>
Pedicab Vehicle	\$113.00	R	<u>374</u>
Pest Control	\$210.00	R	<u>334</u>
Pet Grooming Facility	\$85.00	R	<u>382</u>
Pet Shop	\$210.00	R	<u>347</u>
Pool & Billiard Hall	\$210.00	R	<u>322</u>
Recycling Collection Center	\$210.00	R	408
Recycling Processing Center	\$958.00	R	408
Rental of Hospital Equipment	\$85.00	R	<u>350</u>
Rental of Hospital Equip-Vehicle	\$85.00	R	<u>350</u>
Rental of Kitchenware	\$85.00	R	<u>351</u>
Roller Rink	\$85.00	R	<u>353</u>
Sanitary Disposal Vehicle	\$405.00	R	<u>354</u>
Second-Hand Dealer	\$85.00	R	<u>355</u>
Second-Hand Dealer (Comp/Elec)	\$85.00	R	<u>355</u>
Second-Hand Dealer (Antiques/Comp/Elec)	\$85.00	R	<u>356</u>
Second-Hand Dealer (Antiques)	\$85.00	R	<u>355</u>

Second Hand Dealer—Motor Vehicle Parts	\$507.00	R	<u>355</u>
Second-Hand Dealer—Multiple Dealers	\$405.00	R	<u>355</u>
Short-Term Rental (Non-Owner Occupied)	\$45.00	R	<u>379</u>
Short-Term Rental (Owner Occupied)	\$45.00	R	<u>379</u>
Short-Term Rental Platform	\$11,181.00	R	<u>379</u>
Sidewalk Cafe	\$40.00	R	106
Sidewalk Contractor	\$210.00	R	<u>356</u>
Solicitor	\$85.00	R	<u>345</u>
Solid Fuel Dealer	\$210.00	R	<u>333</u>
Solid Fuel Dealer Vehicle	\$85.00	R	<u>333</u>
Solid Waste Hauler & Vehicle	\$405.00	R	<u>357</u>
Solid Waste Hauler (Ea Add'l Veh)	\$85.00	R	<u>357</u>
Solid Waste Transfer Station	\$1,913.00	R	<u>357</u>
Sound Trucks & Broadcast Vehicle	\$85.00	R	<u>359</u>
Swimming Pool—Public	\$405.00	R	<u>360</u>
Tanning Facility	\$106.00	R	<u>380</u>
Taxicab Driver	\$51.00	R	<u>376</u>
Taxicab Vehicle	\$469.00	R	<u>376</u>
Taxicab Vehicle (Reciprocity Event)	\$37.00	R	<u>376</u>

Taxicab Service Company	\$456.00	R	<u><a href="#">376</a></u>
Theaters and Movie Theaters	\$210.00	R	<u><a href="#">416</a></u>
Tire Recapping Plant	\$85.00	R	<u><a href="#">372</a></u>
Tobacco Products Shop	\$535.00	R	<u><a href="#">324</a></u>
Tobacco Shop	\$535.00	R	<u><a href="#">324</a></u>
Tow Truck/Wrecker (Operator)	\$405.00	R	<u><a href="#">361</a></u>
Tow Truck/Wrecker (Vehicle)	\$85.00	R	<u><a href="#">361</a></u>
Trade Worker Registration—Tier 1	\$37.00	R?	<u><a href="#">370</a></u>
Trade Worker Registration—Tier 2	\$70.00	R	<u><a href="#">370</a></u>
Trade Worker Registration—Tier 3	\$59.00	R	<u><a href="#">370</a></u>
Trailer Rental	\$210.00	R	<u><a href="#">352</a></u>
Tree Trimmer & 1 Vehicle	\$210.00	R	<u><a href="#">362</a></u>
Tree Trimmer—Each Add'l Vehicle	\$85.00	R	<u><a href="#">362</a></u>
Vehicle Immobilization Service	\$405.00	R	<u><a href="#">383</a></u>
Veterinary Hospital	\$210.00	R	<u><a href="#">364</a></u>
Window Cleaning	\$210.00	R	<u><a href="#">365</a></u>
Wrecking of Buildings	\$65.00	R	<u><a href="#">368</a></u>

*Class T licenses* means those licenses which can be approved or denied by the director, if no conditions are imposed upon the license and which do not require a hearing if there is an objection. Class T Licenses follow the Procedures for Application for the Grant or Issuance of the License, New Application Investigation

and Review, Application Denial, Notice, Levels of Approval, Objections, and Renewal Procedures laid out in [Section 310.02\(3\)](#). The following licenses are so classified, and the numbers shown opposite them correspond to the chapters in the Legislative Code pertaining to each license:

Business Licenses	Fee	Class	Ordinance/ Legislative Code
<b>CLASS T</b>			
Amusement Rides—Temporary	\$32.00	T	<a href="#">317</a>
Bingo/Rfls/P-Tabs/Tpbrds/Pdlwhls	\$59.00	T	402
Close Out Sale	\$85.00	T	<a href="#">325</a>
Entertainment—Temporary	\$35.00	T	<a href="#">411</a>
Liquor Catering (State Cater Only)	\$59.00	T	<a href="#">409</a>
Liquor—Extension of Service Area	\$68.00	T	410
Liquor—Under Age Access (Temporary)	\$35.00	T	<a href="#">409</a>
Liquor On Sale—Temporary	\$59.00	T	<a href="#">409</a>
Malt On Sale (3.2)—Temporary	\$59.00	T	410
Massage Practitioner—Temporary	\$50.00	T	<a href="#">412</a>
Second Hand Dealer—Exhibition	\$210.00	T	<a href="#">355</a>
Tag Days	\$26.00	T	<a href="#">391</a>
Temp On Sale Malt Brewery/Distillery	\$59.00	T	410
Transient Merchant	\$85.00	T	<a href="#">345</a>

Wine On Sale-Temporary	\$59.00	T	<u>409</u>
Winery Annual Festival—Temporary	\$59.00	T	<u>409</u>

*Class N licenses* means those licenses which must be approved or denied by the council. Class N Licenses follow the Procedures for Application for the Grant or Issuance of the License, New Application Investigation and Review, Application Denial, Notice, Levels of Approval, Objections, and Renewal Procedures laid out in [Section 310.02\(2\)](#). The following licenses are so classified, and the numbers shown opposite them correspond to the chapters in the Legislative Code pertaining to each license:

Business Licenses	Fee	Class	Ordinance/ Legislative Code
<b>CLASS N</b>			
Auto Body Repair Shop	\$507.00	N	<u>423</u>
Auto Body Repair/Painting Shop	\$507.00	N	<u>423</u>
Auto Repair Garage	\$507.00	N	<u>423</u>
Bingo Hall	\$229.00	N	403
Cabaret—Class A	\$210.00	N	<u>322</u>
Cabaret—Class B	\$210.00	N	<u>426</u>
Conversation/Rap Parlor(A)	\$405.00	N	<u>413</u>
Conversation/Rap Parlor (B)	\$405.00	N	<u>413</u>
Culinary On Sale—Wine/Malt	\$255.00	N	<u>409</u>
Dance or Rental Halls	\$497.00	N	405

Dance Halls—Exempt	\$0.00	N	405
Entertainment—Extension	\$0.00	N	<u>411</u>
Entertainment (A)	\$278.00	N	<u>411</u>
Entertainment (B)	\$672.00	N	<u>411</u>
Entertainment (C)	\$3,191.00	N	<u>411</u>
Firearms	\$405.00	N	<u>225</u>
Gambling Hall	\$445.00	N	<u>278</u>
Gambling Location	\$84.00	N	<u>225</u>
Gas Station	\$154.00	N	<u>424</u>
Health/Sport Club	\$405.00	N	<u>427</u>
Health/Sport Club—Adult	\$405.00	N	<u>427</u>
Health/Sport Club-Exercise Only Facility	\$405.00	N	<u>427</u>
Infectious Waste Processing Facility	\$1,913.00	N	<u>427</u>
Liquor-Extension of Service Hours	\$405.00	N	<u>409</u>
Liquor—Microdistillery Cocktail Room	\$712.00	N	<u>409</u>
Liquor—Off Sale Micro Distillery	\$205.00	N	<u>409</u>
Liquor Off Sale	\$1,500.00	N	<u>409</u>
Liquor On Sale—100 seats or less	\$5,361.00	N	<u>409</u>
Liquor On Sale—101-180 Seats	\$5,937.00	N	<u>409</u>

Liquor On Sale—181-290 Seats	\$6,360.00	N	<u>409</u>
Liquor On Sale—291 or more Seats	\$6,448.00	N	<u>409</u>
Liquor On Sale—2 AM Closing	\$59.00	N	<u>409</u>
Liquor On Sale—Exempt	\$0.00	N	<u>409</u>
Liquor On Sale—Over 100 seats (B)	\$5,022.00	N	<u>409</u>
Liquor On Sale—Over 200 seats (A)	\$5,454.00	N	<u>409</u>
Liquor On Sale—Sunday	\$200.00	N	<u>409</u>
Liquor On Sale—Sunday—Exempt	\$0.00	N	<u>409</u>
Liquor On Sale—Theater	\$1,914.00	N	<u>409</u>
Liquor On Sale—Additional Family Members	\$62.00	N	<u>409</u>
Liquor On Sale (Government Agencies)	\$0.00	N	<u>409</u>
Liquor On Sale (Small Brewery—128 oz)	\$30.00	N	<u>409</u>
Liquor On Sale-Club under 200 Mbrs—A	\$300.00	N	<u>409</u>
Liquor On Sale-Club 201-500 Mbrs—B	\$500.00	N	<u>409</u>
Liquor On Sale-Club 501-1000 Mbrs—C	\$650.00	N	<u>409</u>
Liquor On Sale-Club 1001-2000 Mbrs—D	\$800.00	N	<u>409</u>
Liquor On Sale-Club 2001-4000 Mbrs—E	\$1,000.00	N	<u>409</u>
Liquor On Sale-Club 4001-6000 Mbrs—F	\$2,000.00	N	<u>409</u>
Liquor On Sale-Club over 6000 Mbrs—G	\$3,000.00	N	<u>409</u>

Liquor-Outdoor Service Area (Patio)	\$85.00	N	<u>409</u>
Liquor-Outdoor Service Area (Sidewalk)	\$40.00	N	<u>409</u>
Malt Off Sale (Brewery)	\$205.00	N	410
Malt Off Sale (Growler)	\$205.00	N	410
Malt Off Sale	\$225.00	N	410
Malt On Sale (3.2)	\$712.00	N	410
Malt On Sale (3.2)—Fee Waived	\$0.00	N	410
Malt On Sale (3.2)—2 AM Closing	\$0.00	N	410
Malt On Sale (Brewery Taproom)	\$712.00	N	410
Malt On Sale (Strong)	\$712.00	N	410
Massage Center—C (Adult)	\$405.00	N	<u>412</u>
Mini Motion Picture Theater-Adult (C)	\$405.00	N	<u>415</u>
Minnesota Currency Exchange	\$405.00	N	<u>381</u>
Motor Vehicle Dealer—New Vehicles	\$405.00	N	401
Motor Vehicle Salvage Dealer	\$405.00	N	<u>422</u>
Motorcycle Dealer	\$210.00	N	401
Parking Lot	\$405.00	N	<u>417</u>
Parking Lot/Parking Ramp	\$405.00	N	<u>417</u>
Parking Ramp (Government)	\$0.00	N	<u>417</u>

Parking Ramp	\$405.00	N	<u>417</u>
Parking Ramp/Garage (Private)	\$396.00	N	<u>417</u>
Pawn Shop	\$3,191.00	N	<u>344</u>
Second Hand Dealer—Motor Vehicle	\$507.00	N	<u>344</u>
Steam Room/Bath House (A)	\$405.00	N	<u>428</u>
Steam Room/Bath House (B)—Adult	\$405.00	N	<u>428</u>
Theaters and Movie Theaters-Drive In	\$210.00	N	<u>416</u>
Transportation Network Company	\$41,115.00	N	<u>373</u>
Wine On Sale	\$2,000.00	N	<u>409</u>
Wine On Sale (Government Agencies)	\$0.00	N	<u>409</u>

*Department* means the department of safety and inspections.

*Director* means the director of the department of safety and inspections and/or the director's designee or designees.

*Fee* means and includes both the license fee and application fee unless otherwise provided.

*License* means and includes all licenses and permits provided for or covered by these chapters.

License also includes licenses issued by the state under statutory provisions which permit the governing body to disapprove the issuance of such licenses, for the purposes of making procedures in chapter 310 of the Legislative Code applicable to the approval or disapproval of such licenses.

*Class N License District Council Notification Form* means the form, provided by the Department to the license applicant as part of the Class N License application packet, which must be mailed or personally delivered to the district council by the license/applicant prior to the submission of the application for a license.

*Person* means and includes any person, firm, corporation, partnership, company, organization, agency, club or any group or association thereof. It shall also include any executor, administrator, trustee, receiver or other representative appointed by law.

*Zoning administrator* means the official in the department of safety and inspections charged with responsibility for enforcement of the zoning code.

(Ord 22-46, § 2, 11-9-22; Ord 23-32, § 2, 9-6-23)

Sec. 310.02. - Uniform procedures for application for the grant or issuance of the license, new application investigation and review, application denial, notice, levels of approval, objections and renewal procedures by license type.

1) *Class R Licenses.*

(a) *Application.*

1. *Form.* All applicants for a Class R License issued pursuant to these chapters must make both original and renewal applications to the director on such forms as are provided by the department. Such applications will not be received by the director until the director deems the application meets the substantially complete criteria. Subsequently, issuance of a license cannot occur until insurance policies, 01s, deposits, sureties, and indemnifications or certificates required by these chapters, together with the certification required in paragraph 2 below, are received and approved.
2. *Taxes.* No applicant will be granted a license or a renewal of a license required by the Saint Paul Legislative Code unless, in addition to any other requirements, rules or ordinances heretofore or hereafter required, the director determines that said applicant has paid all taxes, real or personal, before said taxes become delinquent, on any property, real or personal, situated within the City of Saint Paul and used in connection with the business operated under said license.
3. Notwithstanding the previous paragraph, the council or the director may issue or renew a license if it is found that:
  - (a) The applicant has made an agreement satisfactory to the Ramsey County Attorney to pay delinquent taxes in periodic installments;
  - (b) The applicant has properly commenced a proceeding to contest the amount of tax due or the valuation of their property, and has made all partial payments required by law in connection with such proceeding; or
  - (c) The business property with respect to which taxes are delinquent is not owned by the applicant, but by a lessor, and it would be inequitable to require the lessee to pay such taxes.

If a license is issued or renewed because of the existence of an agreement as described in subsection (a) above, the license may be revoked if the licensee defaults upon such agreement.

4. *Additional information.* the director will prescribe the information required to be submitted by each applicant in their application, in addition to that required by specific sections in these chapters, as may be necessary to carry out and enforce any provision hereunder. The director will require in every case the applicant to submit their name;

business or corporate name; names of partners, officers, directors, shareholders, or trustees involved in the business; age; address; description or blueprint of the premises, if any, and the owner thereof, and locations and addresses of other business locations in Minnesota.

5. *No reapplication within one (1) year after denial or revocation.* Unless an applicant is claiming evidence of rehabilitation as outlined in Minn. Stats. § 364.03, subd. 3, no applicant may apply for any license within one (1) year of the denial or revocation of the same or similar license by the city council, if such denial or revocation was based solely or partially upon misconduct or unfitness of the applicant, evidence of violations of law involving licensed premises, evidence that the applicant had been involved in the operation of a nuisance, or fraud or deception in the license application. A license is "similar," within the meaning of this paragraph, if the basis upon which the revocation or denial of the original license was made would have been a relevant basis on which to deny or revoke a license of the type subsequently applied for.
  6. *Reapplication after denial; "interest" of applicant in revoked license.* An application by a person having an interest in, or whose shareholders or officers have an interest in, any premises or enterprise whose license has been revoked or to which a license has been denied will be treated as an application by the person whose license was denied or revoked. The term "interest," as used in this paragraph, includes any pecuniary interest in the ownership, operation, management or profits of an establishment, but does not include: bona fide loans; bona fide rental agreements; bona fide open accounts or other obligations held with or without security arising out of the ordinary and regular course of business of selling or leasing merchandise, fixtures or supplies to such establishment; an interest in a corporation owning or operating a hotel but having at least one hundred fifty (150) or more rental units holding a license in conjunction therewith; or ten (10) percent or less interest in any other corporation holding a license.
  7. *Prohibition on reapplication; exception.* The prohibition on reapplication herein provided will not apply in cases where it is otherwise expressly provided by statute or ordinance.
- (b) *New application investigation and review.* the director will determine the sufficiency and accuracy of each new application and obtain such criminal history information as may be used under Minn. Stats., chapter 364, and is otherwise available by law. The director will make reasonable and appropriate investigation of the premises or personal property, vehicles, or facilities, involved in or related to the licensed activity, and will request, where appropriate, the assistance of DSI divisions and other city divisions or departments in making additional investigations for the purpose of determining whether the applicant is or will be in compliance with all applicable ordinances and statutes. The approval of such other divisions or departments is not required for issuance of a license unless otherwise required by specific sections in these chapters. All new applications will be reviewed by the zoning administrator

or their designee for compliance with all requirements of the Saint Paul Zoning Code, and no new license will be granted without full compliance with said requirements. All new applications involving a premise, location, building or structure will be reviewed by the building official or their designee for investigation and recommendation.

(c) *Application denial.*

1. Denial of a Class R License application is adverse action and the procedures for notice and hearing outlined in Saint Paul Legislative Code Section 310.03 must be followed.

(d) *Notice.*

1. Upon verification that an application for a Class R License is substantially complete, the notification requirements outlined in ENS Chapter A-11(11)(c) must be followed and the required ENS notice must be provided within two (2) public business days.

(e) *Levels of approval:*

1. *Approval recommended without conditions.* Where an application for the grant, issuance or renewal of a Class R License meets all the requirements of law, and there exists no grounds for denial, revocation or suspension of, or the imposition of conditions upon, such license, the director must grant, issue, or renew said license in accordance with the application.
2. *Approval recommended with conditions.* If upon review of an application for the grant, issuance, or renewal of a Class R License the director determines that there exist grounds for imposition of conditions, the director must provide the applicant or licensee notice and an opportunity to be heard in accordance with section 310.03.
3. If the prospective licensee does not object to the proposed conditions, the director will request that the matter be placed on the council consent agenda. The director shall notify the prospective licensee.
4. If the prospective licensee objects to the conditions proposed by the director, the director must follow the hearing procedures outlined in Saint Paul Legislative Code Section 310.03 and refer the matter to a hearing examiner.
5. Revocation or suspension. If the director determines that the renewal application for the renewal of a license does not meet all of the requirements of law or that there exist grounds for revocation or suspension of a Class R License the director will follow the hearing procedures as outlined in Saint Paul Legislative Code Section 310.03.

(f) *Objections.* An appeal to the city council may be taken by any person aggrieved by the grant, issuance, or renewal of a Class R License provided that:

1. The appeal must be filed with the city clerk within thirty (30) days after the action by the director.

2. The only grounds for appeal will be that there has been an error of law in the grant, issuance, or renewal of the license.
3. The appeal will be in writing and will set forth in particular the alleged errors of law.
4. The council will conduct a public hearing on the appeal within thirty (30) days of the date of filing and will notify the licensee and the appellant at least ten (10) days prior to the hearing date.
5. The procedures set forth in section 310.03, insofar as is practicable, will apply to this hearing. Following the hearing, the council may affirm or remand the matter to the director, may reverse the director's decision, or place conditions upon the license based on the council's determination that the director's decision was based on an error of law.
6. The filing of an appeal will not stay the issuance of the license.

(g) *Renewal procedures.*

1. Class R Licenses may be automatically renewed by the director.
2. No waiver by renewal. The renewal of a Class R License will not be deemed to be a waiver of any past violations or of any grounds for imposition of adverse action against such license.

2) *Class N Licenses.*

(a) *Application.*

1. *Form.* All applicants for a Class N License issued pursuant to these chapters will make both original and renewal applications to the director on such forms as are provided by the department. Such applications will not be received by the director until the director deems the application meets the substantially complete criteria. Subsequently, issuance of a license cannot occur until insurance policies, bonds, deposits, sureties, and indemnifications or certificates required by these chapters, together with the certification required in paragraph 2 below are received and approved.
2. *Taxes.* No applicant will be granted a license or a renewal of a license required by the Saint Paul Legislative Code unless, in addition to any other requirements, rules or ordinances heretofore or hereafter required, the director determines that said applicant has paid all taxes, real or personal, before said taxes become delinquent, on any property, real or personal, situated within the City of Saint Paul and used in connection with the business operated under said license.
3. Notwithstanding the previous paragraph, the council or the director may issue or renew a license if it is found that:
  - (a) The applicant has made an agreement satisfactory to the Ramsey County Attorney to pay delinquent taxes in periodic installments;

- (b) The applicant has properly commenced a proceeding to contest the amount of tax due or the valuation of their property, and has made all partial payments required by law in connection with such proceeding; or
- (c) The business property with respect to which taxes are delinquent is not owned by the applicant, but by a lessor, and it would be inequitable to require the lessee to pay such taxes.

If a license is issued or renewed because of the existence of an agreement as described in subsection (a) above, the license may be revoked if the licensee defaults upon such agreement.

4. *Additional information.* the director will prescribe the information required to be submitted by each applicant in their application, in addition to that required by specific sections in these chapters, as may be necessary to carry out and enforce any provision hereunder. The director will require in every case the applicant to submit their name; business or corporate name; names of partners, officers, directors, shareholders, or trustees involved in the business; age; address; description or blueprint of the premises, if any, and the owner thereof, and locations and addresses of other business locations in Minnesota.
5. *No reapplication within one (1) year after denial or revocation.* Unless an applicant is claiming that they have evidence of rehabilitation as outlined in Minn. Stats. § 364.03, subd. 3, no applicant may apply for any license within one (1) year of the denial or revocation of the same or similar license by the city council, if such denial or revocation was based solely or partially upon misconduct or unfitness of the applicant, evidence of violations of law involving licensed premises, evidence that the applicant had been involved in the operation of a nuisance, or fraud or deception in the license application. A license is "similar," within the meaning of this paragraph, if the basis upon which the revocation or denial of the original license was made would have been a relevant basis on which to deny or revoke a license of the type subsequently applied for.
6. *Reapplication after denial; "interest" of applicant in revoked license.* An application by a person having an interest in, or whose shareholders or officers have an interest in, any premises or enterprise whose license has been revoked or to which a license has been denied will be treated as an application by the person whose license was denied or revoked. The term "interest," as used in this paragraph, includes any pecuniary interest in the ownership, operation, management or profits of an establishment, but does not include: bona fide loans; bona fide rental agreements; bona fide open accounts or other obligations held with or without security arising out of the ordinary and regular course of business of selling or leasing merchandise, fixtures or supplies to such establishment; an

interest in a corporation owning or operating a hotel but having at least one hundred fifty (150) or more rental units holding a license in conjunction therewith; or ten (10) percent or less interest in any other corporation holding a license.

7. *Prohibition on reapplication; exception.* The prohibition on reapplication herein provided will not apply in cases where it is otherwise expressly provided by statute or ordinance.

(b) *New application investigation and review.* the director will determine the sufficiency and accuracy of each new application and obtain such criminal history information as may be used under Minn. Stats., chapter 364, and is otherwise available by law. The director will make reasonable and appropriate investigation of the premises or personal property, vehicles, or facilities, as may be involved in or related to the licensed activity, and will request, where appropriate, the assistance of DSI divisions and other city divisions or departments in making additional investigations for the purpose of determining whether the applicant is or will be in compliance with all applicable ordinances and statutes. The approval of such other divisions or departments is not required for issuance of a license unless otherwise required by specific sections in these chapters. All new applications will be reviewed by the zoning administrator or their designee for compliance with all requirements of the Saint Paul Zoning Code, and no new license will be granted without full compliance with said requirements. All new applications involving a premise, location, building or structure will be reviewed by the building official or their designee and inspections for investigation and recommendation.

1. *Verification of Class N License District Council Notification Form.* the director must take reasonable efforts to ensure that the district council has notified the department by email that the Class N License District Council Notification Form has been received.

(c) *Application denial.*

1. Denial of a Class N License application is adverse action and the procedures for notice and hearing outlined in Saint Paul Legislative Code Section 310.03 must be followed.

(d) *Notice.*

1. Upon receipt of an application for a Class N License, the notification requirements outlined in ENS Chapter A-11(11)(c) must be followed.

The application must then be reviewed and once the director deems the application fully reviewed as required by these chapters and makes a recommendation, both the notice requirements outlined in ENS Chapter A-11 (14) and the required mailing must be provided. Notices must describe the license application received, staff recommendations (e.g., any conditions) and the process for public comment and objections.

(a) *Required mailing.* The director must notify by mail all owners and occupants who own property or reside within three hundred fifty (350) feet of the establishment to which the license is to be issued, of any such application, said three hundred fifty (350) feet

being calculated and computed as the distance measured in a straight line from the property line of the building where the prospective license will be located to the property line owned, leased or under the control of the resident and owners of the existence of an application and set the deadline for public comment at least fifteen (15) days after the date of mailing. The director must submit to the council a list of the names and addresses of each person or organization to whom notice was sent, and certification of such list by the director will be conclusive evidence of such notice and such notice will be attached to the resolution before council.

- (b) The failure to give mailed notice to owners or occupants residing within three hundred fifty (350) feet, or to community organizations, or defects in the notice, does not invalidate the council approval provided a bona fide attempt to comply with this section has been made. A bona fide attempt is evidenced by a notice addressed to "owner" and to "occupant" of the listed address. Only one (1) notice need be mailed to each house or each rental unit within a multiple-family dwelling regardless of the number of occupants.
- (c) *Notice requirement not applicable in downtown business district.* The notification requirements of this section shall not be applicable where the license is to be transferred to a place located within the downtown business district. For purposes of this section, downtown business district shall include all that portion of the City of Saint Paul lying within and bounded by the following streets: Beginning at the intersection of Shepard Road with Chestnut Street, Chestnut Street to Interstate Freeway 35E, Interstate Freeway 35E to Tenth Street, Tenth Street to Interstate Freeway 94, Interstate Freeway 94 to Lafayette Bridge, Lafayette Bridge to where the bridge crosses over Warner Road, Warner Road to the Wabasha Bridge, the Wabasha Bridge across the Mississippi River to the water line on the south bank of the river, thence in a westerly direction along the shore line to the point at which it intersects with "Line A," and then in a straight line across the Mississippi River to the intersection of Chestnut Street with Shepard Road. The location and legal description of "Line A" is indicated on the map attached hereto and incorporated and adopted herein by reference.
- (e) *Levels of Approval.*
  - 1. *Approval with or without conditions.* All Class N Licenses require council approval. If there are no conditions or the prospective licensee does not object to the proposed conditions, the director will request that the matter be placed on the council consent agenda. The director will notify the prospective licensee.
  - 2.

*If the prospective licensee objects to the conditions proposed by the director and/or the conditions added by the legislative hearing officer after a hearing, the director must follow the hearing procedures as outlined in Saint Paul Legislative Code Section 310.03 and refer the matter to a hearing examiner.*

3. *Revocation or suspension.* If the director determines that the application for renewal does not meet all of the requirements of law or that there exist grounds for revocation or suspension of a Class N License, the director must follow the hearing procedures as outlined in Saint Paul Legislative Code Section 310.03.

(f) *Objections.* If the director is recommending issuance of the Class N License, but the affected neighborhood organization(s) or other interested persons give notice within the fifteen (15) day period for public comment of objection to issuance of the license, the director must refer the matter for a hearing before the legislative hearing officer.

- a. The legislative hearing officer will set a hearing date and give notice of the time, place, and date of the hearing to the affected neighborhood organizations(s) and the applicant.
- b. At the hearing, the legislative hearing officer will take testimony from all interested persons.
- c. If the applicant cannot agree with license conditions suggested by the legislative hearing officer, the legislative hearing officer will make a recommendation to the council as to whether the matter should be referred for a hearing before an independent hearing examiner in accordance with the procedures set forth in section 310.03.
- d. After the legislative hearing, the legislative hearing officer must prepare a report and recommendations for council and set the matter on the council consent agenda.

If no objections are received, the legislative hearing officer will notify the director and have the matter placed on the council consent agenda. The director will notify the applicant and the affected neighborhood organizations established for citizen participation purposes of the placement of the application on the council agenda.

(g) *Renewal procedures.*

1. *Renewal procedures.* Class N Licenses may be automatically renewed by the director.
2. *No waiver by renewal.* The renewal of a Class N License will not be deemed to be a waiver of any past violations or of any grounds for imposition of adverse action against such license.

3) *Class T Licenses (Temporary).*

(a) *Application.*

- 1.

*Form.* All applicants for a Class T License issued pursuant to these chapters will make original applications to the director on such forms as are provided by the department. Such applications will not be received by the director until the director deems the application meets the substantially complete criteria.

Subsequently, issuance of a license cannot occur until insurance policies, bonds, deposits, sureties, and indemnifications or certificates required by these chapters, together with the certification required in paragraph 2 below are received and approved.

2. *Taxes.* No applicant will be granted a license or a renewal of a license required by the Saint Paul Legislative Code unless, in addition to any other requirements, rules or ordinances hereafter required, the director determines that said applicant has paid all taxes, real or personal, before said taxes become delinquent, on any property, real or personal, situated within the City of Saint Paul and used in connection with the business operated under said license.
3. Notwithstanding the previous paragraph, the council or the director may issue a license if it is found that:
  - a. The applicant has made an agreement satisfactory to the Ramsey County Attorney to pay delinquent taxes in periodic installments;
  - b. The applicant has properly commenced a proceeding to contest the amount of tax due or the valuation of their property, and has made all partial payments required by law in connection with such proceeding; or
  - c. The business property with respect to which taxes are delinquent is not owned by the applicant, but by a lessor, and it would be inequitable to require the lessee to pay such taxes.

If a license is issued because of the existence of an agreement as described in subsection (a) above, the license may be revoked if the licensee defaults upon such agreement.

4. *Additional information.* the director will prescribe the information required to be submitted by each applicant in their application, in addition to that required by specific sections in these chapters, as may be necessary to carry out and enforce any provision hereunder. The director will require in every case the applicant to submit their name; business or corporate name; names of partners, officers, directors, shareholders, or trustees involved in the business; age; address; description or blueprint of the premises, if any, and the owner thereof, and locations and addresses of other business locations in Minnesota.
5. *No reapplication within one (1) year after denial or revocation.* Unless an applicant is claiming that they have evidence of rehabilitation as outlined in Minn. Stats. 364.03, subd. 3, no applicant may apply for any license within one (1) year of the denial or revocation of the same or similar license by the city council, if such denial or revocation was based

solely or partially upon misconduct or unfitness of the applicant, evidence of violations of law involving licensed premises, evidence that the applicant had been involved in the operation of a nuisance, or fraud or deception in the license application. A license is "similar," within the meaning of this paragraph, if the basis upon which the revocation or denial of the original license was made would have been a relevant basis on which to deny or revoke a license of the type subsequently applied for.

6. *Reapplication after denial; "interest" of applicant in revoked license.* An application by a person having an interest in, or whose shareholders or officers have an interest in, any premises or enterprise whose license has been revoked or to which a license has been denied will be treated as an application by the person whose license was denied or revoked. The term "interest," as used in this paragraph, includes any pecuniary interest in the ownership, operation, management or profits of an establishment, but does not include: bona fide loans; bona fide rental agreements; bona fide open accounts or other obligations held with or without security arising out of the ordinary and regular course of business of selling or leasing merchandise, fixtures or supplies to such establishment; an interest in a corporation owning or operating a hotel but having at least one hundred fifty (150) or more rental units holding a license in conjunction therewith; or ten (10) percent or less interest in any other corporation holding a license.

7. *Prohibition on reapplication; exception.* The prohibition on reapplication herein provided will not apply in cases where it is otherwise expressly provided by statute or ordinance.

(b) *New application investigation and review.* the director will determine the sufficiency and accuracy of each new application and obtain any pertinent criminal history information as may be used under Minn. Stats., chapter 364, and is otherwise available by law. The director will make reasonable and appropriate investigation of the premises or personal property, vehicles, or facilities, as may be involved in or related to the licensed activity, and will request, where appropriate, the assistance of DSI divisions and other city divisions or departments in making additional investigations for the purpose of determining whether the applicant is or will be in compliance with all applicable ordinances and statutes. The approval of such other divisions or departments is not required for issuance of a license unless otherwise required by specific sections in these chapters. All new applications will be reviewed by the zoning administrator or their designee for compliance with all requirements of the Saint Paul Zoning Code, and no new license will be granted without full compliance with said requirements. All new applications involving a premise, location, building or structure will be reviewed by the building official or their designee for investigation and recommendation.

(c) *Application denial.*

a. Denial of a Class T License application is adverse action and the procedures for notice and hearing outlined in Saint Paul Legislative Code Section 310.03 must be followed.

(d) *Notice.* There is no notice requirement for Class T licenses.

- (1) Temporary liquor license applications do not require notification action by the director upon receipt of an application under Chapter A-11. Notification requirements, if any, are handled by the applicant as part of the application process as outlined in the relevant section of the Saint Paul Legislative Code.

(e) *Levels of approval.*

- (1) *Approval recommended without conditions.* Where an application for the grant or issuance of a Class T License meets all the requirements of law, and there exists no grounds for denial, revocation suspension of, or the imposition of conditions upon such license, the director must grant or issue said license in accordance with the application.
- (2) *Approval recommended with conditions.* If upon review of an application for the grant, or issuance of a Class T License the director determines that there exist grounds for imposition of conditions the director must provide the applicant or licensee notice and an opportunity to be heard in accordance with the hearing procedures outlined in Saint Paul Legislative Code Section 310.03.

(f) *Objections.* An appeal to the city council may be taken by any person aggrieved by the grant, issuance or renewal of a Class T License provided that:

1. The appeal must be filed with the city clerk within thirty (30) days after the action by the director.
2. The only grounds for appeal will be that there has been an error of law in the grant, issuance, or renewal of the license.
3. The appeal will be in writing and will set forth in particular the alleged errors of law.
4. The council will conduct a hearing on the appeal within thirty (30) days of the date of filing and will notify the licensee and the appellant at least ten (10) days prior to the hearing date.
5. The procedures set forth in section 310.05, insofar as is practicable, will apply to this hearing. Following the hearing, the council may affirm or remand the matter to the director, may reverse the director's decision or place conditions upon the license based on the council's determination that the director's decision was based on an error of law.
6. The filing of an appeal will not stay the issuance of the license.

(g) *Renewal procedures.* Class T Licenses are not automatically renewed. If a licensee wishes to Renew a Class T License, they must file a new application for a new Class T License.

(Ord 22-46, § 5, 11-9-22; Ord 23-32, § 3, 9-6-23)

## Sec. 310.03. - Hearing procedures.

- (a) *Adverse action; notice and hearing requirements.* In any case where the council may or intends to consider any adverse action, including the revocation or suspension of a license, the imposition of conditions upon a license, or the denial of an application for the grant, issuance or renewal of a license, or the disapproval of a license issued by the State of Minnesota, the applicant or licensee must be given notice and an opportunity to be heard as provided herein. The council may consider such adverse actions when recommended by the director, by the director of any executive department established pursuant to Chapter 9 of the Charter, by the city attorney or on its own initiative.
- (b) *Notice.* In each such case where adverse action is or will be considered by the council, the applicant or licensee must be notified in writing that adverse action may be taken against the license or application, and that they are entitled to a hearing before action is taken by the council. The notice must be served or mailed a reasonable time before the hearing date, and must state the place, date and time of the hearing. The notice must state the issues involved or grounds upon which the adverse action may be sought or based. The council may request that such written notice be prepared and served or mailed by the director or by the city attorney.
- (c) *Hearing.* Where there is no dispute as to the facts underlying the violation or as to the facts establishing mitigating or aggravating circumstances, the hearing must be held before the council. Otherwise the hearing must be conducted before a hearing examiner appointed by the council or retained by contract with the city for that purpose. The applicant or the licensee must be provided an opportunity to present evidence and argument as well as meet adverse testimony or evidence by reasonable cross-examination and rebuttal evidence. The hearing examiner may in its discretion permit other interested persons the opportunity to present testimony or evidence or otherwise participate in such hearing.
- (c-1) *Procedure; hearing examiner.* The hearing examiner will hear all evidence as may be presented on behalf of the city and the applicant or licensee, and must present to the council written findings of fact and conclusions of law, together with a recommendation for adverse action.

The council will consider the evidence contained in the record, the hearing examiner's recommended findings of fact and conclusions, and may not consider any factual testimony not previously submitted to and considered by the hearing examiner. After receipt of the hearing examiner's findings, conclusions, and recommendations, the council must provide the applicant or licensee an opportunity to present oral or written arguments alleging error on the part of the examiner in the application of the law or interpretation of the facts, and to present argument related to the recommended adverse action. Upon conclusion of that hearing, and after considering the record, the examiner's findings and recommendations,

together with such additional arguments presented at the hearing, the council must determine what, if any, adverse action should be taken, which action must be by resolution. The council may accept, reject or modify the findings, conclusions and recommendations of the hearing examiner.

- (c-2) *Ex-parte contacts.* If a license matter has been scheduled for an adverse hearing, council members shall not discuss the license matter with each other or with any of the parties or interested persons involved in the matter unless such discussion occurs on the record during the hearings of the matter or during the council's final deliberations of the matter. No interested person shall, with knowledge that a license matter has been scheduled for adverse hearing, convey or attempt to convey, orally or in writing, any information, argument or opinion about the matter, or any issue in the matter, to a council member or his or her staff until the council has taken final action on the matter; provided, however, that nothing herein will prevent an inquiry or communications regarding status, scheduling or procedures concerning a license matter. An interested person, for the purpose of this paragraph, means and includes a person who is an officer or employee of the licensee which is the subject of the scheduled adverse hearing, or a person who has a financial interest in such licensee.
- (d) *Licensee or applicant may be represented.* The licensee or applicant may represent himself or choose to be represented by another.
- (e) *Record; evidence.* The hearing examiner shall receive and keep a record of such proceedings, including testimony and exhibits, and shall receive and give weight to evidence, including hearsay evidence, which possesses probative value commonly accepted by reasonable and prudent persons in the conduct of their affairs.
- (f) *Council action, resolution to contain findings.* Where the council takes adverse action with respect to a license, licensee or applicant for a license, the resolution by which such action is taken must contain its findings and determination, including the imposition of conditions, if any. The council may adopt all or part of the findings, conclusions and recommendations of the hearing examiner, and incorporate the same in its resolution taking the adverse action.
- (g) *Additional procedures where required.* Where the provisions of any statute or ordinance require additional notice or hearing procedures, such provisions must be complied with and supersede inconsistent provisions of these chapters. This includes, without limitation by reason of this specific reference, Minn. Stats., Chapter 364 and Minn. Stats., § 340A.415.
- (h) *Discretion to hear notwithstanding withdrawal or surrender of application or license.* The council may, at its discretion, conduct a hearing or direct that a hearing be held regarding revocation or denial of a license, notwithstanding that the applicant or licensee has attempted or purported to

withdraw or surrender said license or application, if the attempted withdrawal or surrender took place after the applicant or licensee had been notified of the hearing and potential adverse action.

- (i) *Continuances.* Where a hearing for the purpose of considering revocation or suspension of a license or other disciplinary action involving a license has been scheduled before the council, a continuation of the hearing may be granted by the council president or by the council at the request of the licensee, license applicant, an interested person or an attorney representing the foregoing, upon a showing of good cause by the party making the request.
- (j) If the council imposes an adverse action as defined in section 310.01 above, a generic notice of such action must be prepared by the director and posted by the licensee so as to be visible to the public during the effective period of the adverse action. The licensee shall be responsible for taking reasonable steps to make sure the notice remains posted on the front door of the licensed premises, and failure to take such reasonable precautions may be grounds for further adverse action.
- (k) *Imposition of costs.* The council may impose upon any licensee or license applicant some or all of the costs of a contested hearing before an independent hearing examiner. The costs of a contested hearing include, but are not limited to, the cost of the administrative law judge or independent hearing examiner, stenographic and recording costs, copying costs, city staff and attorney time for which adequate records have been kept, rental of rooms and equipment necessary for the hearing, and the cost of expert witnesses. The council may impose all or part of such costs in any given case if (i) the position, claim or defense of the licensee or applicant was frivolous, arbitrary or capricious, made in bad faith, or made for the purpose of delay or harassment; (ii) the nature of the violation was serious, or involved violence or the threat of violence by the licensee or employees thereof, or involved the sale of drugs by the licensee or employees thereof, and/or the circumstances under which the violation occurred were aggravated and serious; (iii) the violation created a serious danger to the public health, safety or welfare; (iv) the violation involved unreasonable risk of harm to vulnerable persons, or to persons for whose safety the licensee or applicant is or was responsible; (v) the applicant or licensee was sufficiently in control of the situation and therefore could have reasonably avoided the violation, such as, but not limited to, the nonpayment of a required fee or the failure to renew required insurance policies; (vi) the violation is covered by the intoxicating liquor; nonintoxicating malt liquor; presumptive penalty matrix in subsection (m) below; or (vii) the violation involved the sale of cigarettes to a minor.
- (l) *Imposition of fines.* The council may impose a fine upon any licensee or license applicant as an adverse license action. A fine may be in such amount as the council deems reasonable and appropriate, having in mind the regulatory and enforcement purposes embodied in the particular licensing ordinance. A fine may be in addition to or in lieu of other adverse action in the sole

discretion of the council. To the extent any other provision of the Legislative Code provides for the imposition of a fine, both provisions must be read together to the extent possible; provided, however, that in the case of any conflict or inconsistency, the other provision must be controlling.

(m) *Presumptive penalties for certain violations.* The purpose of this section is to establish a standard by which the city council determines the amount of fines, the length of license suspensions and the propriety of revocations, the general presumptive penalty matrix applies to all license types, except that in the case of a violation involving a liquor license the penalty matrix for intoxicating liquor; nonintoxicating malt liquor applies and for a violations involving tobacco, the penalty matrix for tobacco applies. These penalties are presumed to be appropriate for every case; however the council may deviate therefrom in an individual case where the council finds and determines that there exist substantial and compelling reasons making it more appropriate to do so. When deviating from these standards, the council must provide written reasons that specify why the penalty selected was more appropriate.

1. **General presumptive penalties matrix**—The general penalty matrix is to be used if there is not a specific penalty matrix for the license type or a category within the specific penalty matrix does not address the violation.
2. **Intoxicating liquor; malt liquor; presumptive penalty matrix.**

*Presumptive penalties for intoxicating liquor and nonintoxicating malt liquor violations.* If a violation is not covered under this penalty matrix, the general presumptive penalty matrix should be used. Penalties for convictions or violations are presumed to be appropriate for every case; however, the council may deviate therefrom in an individual case where the council finds and determines that there exist substantial and compelling reasons making it more appropriate to do so. When deviating from these standards, the council must provide written reasons that specify why the penalty selected was more appropriate (unless specified, numbers below indicate consecutive days' suspension):

- (a) For on-sale intoxicating liquor establishments with a seating capacity of one hundred fifty (150) or more, the monetary penalty for any violation (including violations found in chapter 310) must be doubled.
- (b) For off-sale intoxicating liquor establishments with five thousand one (5,001) or more square feet of retail space, the monetary penalty for any violation (including violations found in chapter 310) must be doubled.
- (c) *Other penalties.* Nothing in this section restricts or limits the authority of the council to suspend licenses for up to sixty (60) days, revoke the license, or impose a civil fine not to exceed two thousand dollars (\$2,000.00), to impose conditions or take any other adverse action in accordance with law, provided, that the license holder has been afforded an opportunity for a hearing in the manner provided for in section 310.02 of this Code.

- (d) *Effect of responsible business practices in determining penalty.* In determining the appropriate penalty, the council may, in its discretion, consider evidence submitted to it in the case of uncontested adverse actions or submitted to a hearing examiner in a contested hearing upon which findings of fact have been made that a licensee has followed or is likely to follow in the future responsible business practices in regard to sales to intoxicated persons and sales to minors.
- (1) For the purposes of service to intoxicated persons, evidence of responsible business practices may include, but is not limited to, those policies, procedures and actions that are implemented at time of service and that:
- a) Encourage persons not to become intoxicated if they consume alcoholic beverages on the defendant's premises;
  - b) Promote availability of nonalcoholic beverages and food;
  - c) Promote safe transportation alternatives other than driving while intoxicated;
  - d) Prohibit employees and agents of defendant from consuming alcoholic beverages while acting in their capacity as employees or agents;
  - e) Establish promotions and marketing efforts that publicize responsible business practices to the defendant's customers and community;
  - f) Implement comprehensive training procedures;
  - g) Maintain an adequate, trained number of employees and agents for the type and size of defendant's business;
  - h) Establish a standardized method for hiring qualified employees;
  - i) Reprimand employees who violate employer policies and procedures; and
  - j) Show that the licensee has enrolled in recognized courses providing training to self and one (1) or more employees of the licensed establishment in regard to standards for responsible liquor service.
- 2) For the purposes of service to minors, evidence of responsible business practices may include, but is not limited to, those listed in subsection (1) and the following:
- a) Management policies that are implemented at the time of service and that ensure that proof of identification (as established by state law) is examined for all persons seeking service of alcoholic beverages who may reasonably be suspected to be minors;
  - b) Comprehensive training of employees who are responsible for such examination regarding the detection of false or altered identification; and
  - c)

Enrollment by the licensee in recognized courses providing training to self and one (1) or more employees of the licensed establishment in regard to standards for responsible liquor service.

### 3. Tobacco presumptive penalties matrix.

*Tobacco presumptive penalties.* Penalties for convictions or violations are presumed to be appropriate for every case; however, the council may deviate therefrom in an individual case where the council finds and determines that there exist substantial and compelling reasons making it more appropriate to do so. When deviating from these standards, the council must provide written reasons that specify why the penalty selected was more appropriate (unless specified, numbers below indicate consecutive days' suspension):

- (a) *Purpose.* The purpose of this section is to establish a standard by which the city council determines the amount of fines, length of license suspensions and the propriety of revocations for licensees. These penalties are presumed to be appropriate for every case; however, the council may deviate therefrom in an individual case where the council finds and determines that there exist substantial and compelling reasons which make it appropriate to do so, except, the council may not deviate below statewide minimum penalties for licensees. When deviating from these standards, the council shall provide written reasons that specify why the penalty selected was more appropriate. Where no penalty is listed below, the presumptive penalty under the general presumptive penalty matrix will apply.
- (b) *Presumptive penalties for licensees for violations.* Adverse penalties for licensees for violations or convictions shall be presumed as follows:
- (c) *Computation of time for violations under the tobacco presumptive penalties matrix.* If a violation is not covered under this penalty matrix, the general presumptive penalty matrix should be used. Except as otherwise provided by Minn. Stats. § 461.12, subd. 2, subsequent tobacco violations are subject to the following:
  - (1) *Second, third and fourth appearances for violations under the tobacco presumptive penalties matrix.* . A second violation within twenty four (24) months must be treated as a second appearance, a third within twenty four (24) months treated as a third appearance, and a fourth within twenty four (24) months treated as a fourth appearance for the purpose of determining the presumptive penalty.
  - (2) *Any appearance not covered by subsections (1) above must be treated as a first appearance for violations under the tobacco presumptive penalties matrix.*  
Measurement of the twenty four (24) month period must be as follows: The beginning date shall be the earliest violation's date of appearance before the council, and the ending date shall be the date of the new violation. In case of multiple new violations, the ending date to be used shall be the date of the violation last in time.

(i) *Fines payable without hearing.*

A. Notwithstanding the provisions of section 310.03(c), a licensee who would be making a first or second appearance on a violation that calls for a monetary fine before the council may elect to pay the fine to the department of safety and inspections without a council hearing, unless the notice of violation has indicated that a hearing is required because of circumstances which may warrant deviation from the presumptive fine amount. Payment of the recommended fine will be considered to be a waiver of the hearing to which the licensee is entitled and will be considered an "appearance" for the purpose of determining presumptive penalties for subsequent violations.

(ii) *Multiple violations.* At a licensee's first appearance before the city council, the council shall consider and act upon all the violations that have been alleged and/or incorporated in the notices sent to the licensee under the administrative procedures act up to and including the formal notice of hearing. The council in that case shall consider the presumptive penalty for each such violation under the "1st Appearance" column in the Penalty Matrixes above. The occurrence of multiple violations is grounds for departure from such penalties in the council's discretion.

(iii) *Violations occurring after the date of the notice of hearing.* Violations occurring after the date of the notice of hearing that are brought to the attention of the city attorney prior to the hearing date before an administrative law judge (or before the council in an uncontested facts hearing) may be added to the notice(s) up to twenty (20) days before the hearing, and may in that case be treated as though part of the "1st Appearance" unless grounds for upward deviation from the presumptive penalties outlined in the presumptive penalty matrix outlined in 310.03(m) are included in the amended notice of the violation. In all other cases, violations occurring after the date of the formal notice of hearing must be the subject of a separate proceeding and dealt with as a "2nd Appearance" before the council. The same procedures must apply to a second, third or fourth appearance before the council.

(iv) *Subsequent appearances.* Upon a second, third or fourth appearance before the council by a particular licensee, the council shall impose the presumptive penalty for the violation or violations giving rise to the subsequent appearance without regard to the particular violation or violations that were the subject of the first or prior appearance.

(v) *Computation of time.*

- (1) *Second appearance.* A second violation within twelve (12) months must be treated as a second appearance for the purpose of determining the presumptive penalty.
- (2) *Third appearance.* A third violation within eighteen (18) months must be treated as a third appearance for the purpose of determining the presumptive penalty.
- (3) *Fourth appearance.* A fourth violation within twenty-four (24) months must be treated as a fourth appearance for the purpose of determining the presumptive penalty.
- (4) Any appearance not covered by subsections (1), (2) or (3) above must be treated as a first appearance. Measurement of the twelve-, eighteen-, or twenty-four-month period is as follows: The beginning date shall be the earliest violation's date of appearance before the council or payment of the fine related to the violation, and the ending date shall be the date of the new violation. In case of multiple new violations, the ending date to be used shall be the date of the violation last in time.
- (5) Notwithstanding subsections (iv)(1), (2), (3) or (4) above, a second appearance before the council regarding a death or great bodily harm in a licensed establishment that is related to a violation of the law or license conditions must be counted as a second appearance, regardless of how much time has passed since the first appearance if the first appearance was also regarding a death or great bodily harm in a licensed establishment. A third appearance for the same must be counted as a third appearance regardless of how much time has passed since the first or second appearance.
- (6) Violations of the general presumptive penalty matrix, the intoxicating liquor, malt liquor presumptive penalty matrix and the tobacco presumptive penalty matrix are meant to be cumulative. For the purpose of a second, third or fourth appearance under this section, "violation" shall must mean either one of those violations listed in paragraph (m)1, 2, or 3.

(Ord 22-46, § 3, 11-9-22)

## Chapter 362. - Tree Trimming

*Footnotes:*

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**Cross reference**— *For provisions pertaining to trees, see Title XVII.*

## Sec. 362.01. - License required.

No person shall fell, cut or trim any tree for hire in Saint Paul, or engage in the business of so doing without a license. This shall apply only to the felling, cutting or trimming of trees, limbs and branches which are two (2) inches or more in diameter at the point of cutting or severance.

(Code 1956, §§ 263.01, 263.06)

## Sec. 362.02. - Fee.

The fee required for a license shall be established by ordinance as specified in section 310.09(b) of the Legislative Code.

(Code 1956, §§ 263.05, 263.04; C.F. No. 99-515, § 1, 7-7-99)

## Sec. 362.03. - Licensing requirements.

- (a) *Application.* In addition to other required information, the application shall state the name and address of the applicant; whether the applicant is an individual, partnership, firm or corporation; the number, and make and style of trucks or vehicles to be used by the applicant in carrying on the business of tree trimmer.
- (b) *Insurance.* An applicant must submit evidence of insurance issued by an insurance company authorized to do business in the State of Minnesota, insuring said applicant in a sum of at least one hundred thousand dollars (\$100,000.00) for bodily injuries to or death of any person or persons not covered by the workers' compensation law, and in a sum of at least one hundred thousand dollars (\$100,000.00) for damage to or destruction of property.
- (c) *License plates and register.* The department of safety and inspections shall furnish the licensee with a sticker for each vehicle licensed, which shall be displayed on the licensed vehicle and which shall indicate the month and date of the license expiration. The name of the company, the license number, and a telephone contact number must be displayed permanently on the vehicles.
- (d) *Registration with the commissioner of agriculture.* Any individual or company licensed under this chapter shall be registered with the commissioner of agriculture as required by Minn. Stat. § 18G.07, and proof thereof shall be provided to the department of safety and inspections with all

license applications and renewals.

- (e) *Compliance with recognized industry standards.* All licensees performing work under this chapter must comply with the American National Standards Institute (ANSI) Standard A300. Effective within one (1) year from the date of the adoption of these amendments, any new or renewal license applications shall require that the licensee employ an individual who possesses current certification as an arborist from the International Society of Arboriculture (ISA).
- (f) *Advertising.* The license number of a licensee under this chapter must appear in any advertising by that licensee including but not limited to signs, vehicles, business cards, published display ads, flyers, brochures, web sites, and internet ads.

(Code 1956, §§ 263.02—263.04; Ord. No. 11-107, § 1, 11-9-11)