

**AGENDA ITEM EXECUTIVE SUMMARY**Agenda Item number: **4b**

Title:	Recommendation to Approve a Proposal of a Massage Establishment for Spa Elysian, 457 Dunham Road, Ste. 118, St. Charles
Presenter:	Chief Keegan, Police Department

Meeting: Government Operations Committee

Date: December 19, 2016

Proposed Cost: \$

Budgeted Amount: \$

Not Budgeted: **Executive Summary** (*if not budgeted please explain*):

This is a request for a Massage Establishment license for Spa Elysian located at 457 Dunham Road, St. Charles. Background investigation was conducted by a detective of the St. Charles Police Department as well as the site inspection. Through this investigation, we determined that all the requirements have been met and the applicant, Ashley Elysian, is eligible for a licensing subject to City Council approval. This business will be an appointment only facility.

At the time of the posting to this Government Operations Committee agenda, the Liquor Commission meeting is scheduled at 4:30 p.m., December 19 (same day) to process this application and to move it forward before this committee to seek approval of said application so it can go before the January 3, 2017 City Council for final approval.

**Attachments** (*please list*):

Massage Establishment Application  
Background Check  
Site Plan

**Recommendation/Suggested Action** (*briefly explain*):

Recommendation to approve a proposal of a massage establishment for Spa Elysian, 457 Dunham Road, Ste. 118, St. Charles.



City of St. Charles  
Office of the Mayor

Two East Main Street  
St. Charles, Illinois 60174-1984  
Phone: 630-377-4445 • Fax: 630-377-6034

Office Use Only
Received: _____
Amount Paid: _____
Receipt: _____

**MASSAGE ESTABLISHMENT LICENSE APPLICATION**

**IMPORTANT:** Application must be completed in full and notarized before it will be accepted.  
All fees must be paid at the time the application is submitted.

Annual License Application Fee: \$250.00

Fingerprint Fee: \$50.00 (if new owner)

**NOTE:** Applicant must be fingerprinted by the St. Charles Police Department and must provide two passport-size photographs (2 x 2 inches, head and shoulders area, facing forward) with this application.

1.  New License Application       Renewal Application       Application Change

2. Please select the option that best describes your business:

Corporation

Partnership

Individual

3. Business Name: Spa Elysian      Sales Tax#: \_\_\_\_\_

Business Address: 457 Dunham Road      Business Phone: 847-385-1210  
Suite 118

4. Name of Applicant: Asnely Pilarski      Home Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_      City/Zip: West Chicago 60185

Social Security: \_\_\_\_\_      Date of Birth: \_\_\_\_\_

Driver's License #: \_\_\_\_\_      Issuing State: Illinois

**\*\*Must include a photocopy of government issued identification card.**

5. Have you ever been convicted of a criminal ordinance violation (other than minor traffic offences):

Yes

No

6. If yes, explain in detail:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Days/Hours of Operation: Monday - Saturday - By Appointment

8. Will the business be supervised and conducted by a manager:

Yes

No

If no, please explain:

I am the owner and will also be the one managing the spa. Right now I am the only person working in the spa.

9. Name of Manager: Ashley Pilarski Home Phone: [REDACTED]  
Home Address: [REDACTED] City/Zip: WST Chicago 60185  
Social Security #: [REDACTED] Date of birth: [REDACTED]

10. List as indicated previous three years' employment history:

Employer: Beaute By Sylvie Phone: N/A

Address: N/A Permanently closed Occupation: Esthetician

Dates of employment: From: 8/15 To: 5/16

Boutique Manager

(I had 2 very part time, brief jobs while in school during this gap)

Employer: Elgin Community College Phone: 847-697-1000

Address: 1700 Spartan Drive Occupation: Food Service

Elgin IL 60123

Employee

Dates of employment: From: 8/13 To: 8/14

Employer: Gianano's Pizza Phone: 630-465-6000

Address: 27 W 193 Geneva Road Occupation: Front Desk

Winfield IL 60190

Dates of employment: From: 4/15 To: Current

Part time evening job

(take orders, ring customers)

11. Has the manager ever been convicted of a criminal or ordinance violation (other than minor traffic offenses):  Yes  No

If yes, explain in detail:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Will you operate by appointment only?  Yes  No

13. If you answered Yes to #12, will walk-ins be accepted?  Yes  No

Kind of yes, kind of no. Clients must request an appointment at least one hour in advance.

14. License and/or permit history. List all prior Massage Licenses/Permits and current status (use additional sheet if needed):

N/A

Issuing authority: \_\_\_\_\_ Status: \_\_\_\_\_

Issuing authority: \_\_\_\_\_ Status: \_\_\_\_\_

15. Have you or any of your licensed massage therapists been sanctioned by the Illinois Department of Professional Regulation concerning your licensure? As a reminder and per Illinois law, all Massage Therapists practicing inside the State of Illinois must be licensed by State of Illinois. Out of state licensees are NOT valid in Illinois.  Yes  No

16. If any prior licenses/permits have been revoked/suspended, state the reason and disposition:

Reason: \_\_\_\_\_ N/A \_\_\_\_\_ Disposition: \_\_\_\_\_

Reason: \_\_\_\_\_ Disposition: \_\_\_\_\_

17. Describe the building and specific location within the building where the Massage business will be conducted:

**\*\*ATTACH A FLOOR LAYOUT/DIAGRAM OF THE BUSINESS\*\***

Approximate floor area devoted to the principal business: \_\_\_\_\_

Approximate floor area devoted to Massage stations: \_\_\_\_\_

Approximate total floor area of premises: \_\_\_\_\_

18. Describe other activities or business conducted at this location:

I am an esthetician and currently the only person working in the spa. I perform facial treatments and waxing services. Looking to hire massage therapist.

19. List as indicated all massage therapists and employees. This list must be updated with the office of the Liquor Commissioner within 10 days of any employment change.

N/A - I haven't hired one yet.

Name: \_\_\_\_\_ Home phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Position employed: \_\_\_\_\_

State of Illinois Massage License Number: \_\_\_\_\_

Name: \_\_\_\_\_ Home phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Position employed: \_\_\_\_\_

State of Illinois Massage License Number: \_\_\_\_\_

Name: \_\_\_\_\_ Home phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Position employed: \_\_\_\_\_

State of Illinois Massage License Number: \_\_\_\_\_

Name: \_\_\_\_\_ Home phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Position employed: \_\_\_\_\_

State of Illinois Massage License Number: \_\_\_\_\_



**ENDORSEMENT OF THE CHIEF OF POLICE**

Recommend Issuing:       Yes                       No                      Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

**ENDORSEMENT OF BUILDING & CODE DIVISION/DIRECTOR OF COMMUNITY DEVELOPMENT**

Recommend Issuing:       Yes                       No                      Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Bob Vann, Building & Code Enforcement Division Manager

\_\_\_\_\_  
Rita Tungare, Director of Community Development

**ENDORSEMENT OF THE DIRECTOR OF FINANCE**

Recommend Issuing:       Yes                       No                      Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

**ENDORSEMENT OF THE MAYOR**

Recommend Issuing:       Yes                       No                      Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature



# Memo

Date: 11/18/2016  
To: The Honorable Ray Rogina, Mayor-ATM Commissioner  
From: James Keegan, Chief of Police  
Re: Background Investigation: Spa Elysian-475 Dunham Road, Suite 118

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The purpose of this memorandum is to document and forward to your attention the results of the background investigation conducted by members of the St. Charles Police Department concerning the above mentioned establishment.

As is customary procedure, a detective was assigned to this investigation and reviewed not only the site location via an inspection, but also the corresponding application and applicant.

We found nothing of a derogatory nature that would preclude either the site location or the applicant from moving forward with a massage license, subject to Council/Commission approval.

The owner and operator, Ashley Elysian, only offers facials and waxing treatments as of right now. She plans on hiring a massage therapist once she is licensed by the City. This will be an appointment only facility.

Thank you in advance for your consideration in this matter.

