



ST. CHARLES  
SINCE 1834

## AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Approve a Proposal for a Massage Establishment License for Suzanne Denee Salon & Spa located at 3861 E Main Street
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Presenter:	Mayor Rogina
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*Please check appropriate box:*

	Government Operations		Government Services
	Planning & Development		City Council
	Public Hearing	X	Liquor Control Commission (6/15/15)

Estimated Cost:		Budgeted:	YES		NO	
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If NO, please explain how item will be funded:

**Executive Summary:**

This is a request for a new Massage Establishment license for Suzanne Denee Salon & Spa located at 3861 E Main Street. Background investigations were conducted by a detective of the St. Charles Police Department and reviewed both the site location as well as the corresponding applicant of the proposed massage business license application. Through this investigation, we determined that all the requirements have been met and they are eligible for licensing, subject to City Council approval.

This application is recommended by City staff for approval to move forward to Committee.

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

- Massage Establishment Application (front page)
- Background Check
- Site Plan

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

Recommendation to Approve a Proposal for a Massage Establishment License for Suzanne Denee Salon & Spa located at 3861 E Main Street.

<i>For office use only:</i>	<i>Agenda Item Number:</i> 11
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# City of St. Charles

Office of the Mayor

Two East Main Street

St. Charles, Illinois 60174-1984

Phone: 630-377-4455 • Fax: 630-377-44400

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

**NOTE:** Applicant **must be fingerprinted by the St. Charles Police Department** and **must provide two passport-size photographs** (1" x 1.5" head and shoulders area, face 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: Suzanne Denee Salon & Day Spa Sales Tax#: 4017-0756

Business Address: 3861 E Main St. Business Phone: 630-587-3150



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

Yes

No

6. If yes, explain in detail:

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# Memo

To: Chief Keegan

From: Deputy Chief Huffman *SGH*

Date: June 12, 2015

Re: Suzanne Denee Salon and Day Spa Massage Business License Application

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Detective Lamela has completed the background investigation pursuant to the massage business license application for Suzanne Denee Salon and Day Spa, located at 3861 E. Main St.

I have reviewed the application and the background investigation, and have found that all requirements for licensing have been met and all documents appear to be in order.

I therefore recommend that this license application be forwarded to the ATM Commission for consideration.

SGH/sgH



Back Room ↑ exit to back of Bldg.

Shampoo area

Pedicure area

Massage Rm

Esthetics Rm 2

Esthetics Rm 1

Spa Hallway

Color Area

Manicure area

Salon office

Styling / Cutting area

Reception / Retail area

3861 E. Math St FRONT DOOR

2900 sq. ft.