



CITY OF SAINT PAUL

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August 16, 2024

TakeaBreathe LLC
Attn: Natalia Gaston
786 Hague Ave
St Paul MN 55104

Re: 431 Snelling Ave N, TakeaBreathe LLC, Pending License Application ID # 20240001110

Dear Applicant:

This letter is to update you on the status involving review of the above referenced pending license application you recently submitted to the Department of Safety and Inspections (DSI). At this time DSI Licensing Division has determined *the business license application as submitted is incomplete, the application remains in a pending status, and no further review of the application can take place.*

Your original license application was for a **Health/Sport Club – Exercise Only Facility** that included unstaffed hours of operation as detailed in your description of operation. DSI communicated to you (including via email on 07/23/2024) that your method of operation (such as, but not necessarily limited to the design/build of the facility) did not comply with City of St Paul Legislative Code Chapter 427 to permit licensure/operation as an *Exercise Only Facility* (i.e., a Health/Sport Club business operating with unstaffed hours).

On 08/07/2024 you emailed wanting to “move forward with the application as-is, as an unstaffed fitness studio”. DSI then informed you this matter would be referred to the City Attorney’s office with a recommendation action be taken to deny your application, and the City Attorney would send a letter explaining the process and your options.

Subsequently, you came into DSI office, spoke with DSI License Inspector Joseph Voyda, and verbally informed him you wanted to change your license application to a Health/Sport Club that would include being fully staffed during all hours of operation and/or being open for business.

So that DSI Licensing Division may continue processing your application, **you must provide information including the following:**

- A signed statement that you want to change your license application from a Health/Sport Club – Exercise Only Facility (i.e., a Health/Sport Club business operating with unstaffed hours) to a Health Sport Club license, and that you will be staffed during all hours of operation and/or being open for business in accordance with Chapter 427 of the City of St Paul Legislative Code.
- A detailed written business plan explaining how you intend to comply with Chapter 427, including information such as the following:
 - Explanation of all activities that will take place on the premises.
 - Hours of operation for each day of the week the facility will be open for business.
 - Hours for each day of the week the facility will be closed.
 - Hours for each day of the week when employees will be on-site.
 - How you will secure the facility when it is closed and not open for business to ensure no customers, members, public, etc. are not allowed into the facility during unstaffed hours.
 - The number of employees you anticipate needing to staff the facility.
 - How customers, members, public, etc. will enter the facility.
 - An explanation of the training that will be provided to employees to ensure compliance with regulations including Section 427.07 (13) of the City of St Paul Legislative Code.
 - Any safety measures that will be taken when customers, members, public, etc. are using the facility to promote a safe environment for their wellbeing.
 - Any other pertinent information.