



CITY OF SAINT PAUL

Christopher B. Coleman, Mayor

Civil Division

400 City Hall

15 West Kellogg Blvd.

Saint Paul, Minnesota 55102

Telephone: 651 266-8710

Facsimile: 651 298-5619

August 29, 2017

NOTICE OF INTENT TO DENY LICENSE

Tracy Ann Porter
591 Ashland Avenue
St. Paul, MN 55102

RE: Massage Practitioner license application submitted by Tracy Ann Porter d/b/a Tracy Ann Porter for the premises located at 2140 Ford Parkway in Saint Paul
License ID #: 20150002986

Dear Applicant:

The Department of Safety and Inspections will recommend denial of the Massage Practitioner license application submitted by Tracy Ann Porter d/b/a Tracy Ann Porter for the premises located at 2140 Ford Parkway in Saint Paul. The basis for the recommendation is based on the following information:

On July 28, 2017, you were sent an email to CRAZITRASI908@GMAIL.COM from the Department of Safety and Inspections (DSI) regarding the status of your Massage Practitioner license application. The DSI Inspector requested that you respond back to him to let him know if you still wanted to obtain the license to work in Saint Paul or cancel the application process.

On August 1, 2017, you were sent a letter from DSI due to the fact that you did not respond to the previous email. The letter stated your application has been pending since September 23, 2015 and in order to resolve the matter, you were asked to one of two actions before August 15, 2017:

- 1. If you were still interested in obtaining a license to contact the inspector at (651) 266-9106 for information on what actions were needed to complete the application process.**
- 2. Complete and return the attached REQUEST TO WITHDRAW REQUEST FOR REFUND form and return to the Department of Safety and Inspections.**

As of today's date, DSI has not received a response from you concerning your license application.

At this time, you have three (3) options on how to proceed:

- 1. If I have not heard from you by Friday, September 8, 2017, I will presume that you have chosen not to contest the proposed adverse action, and the matter will be placed on the next available City Council Agenda for approval of the proposed remedy.**
- 2. If you wish to admit the facts but you contest the penalty, you may have a public 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. I will need to receive your letter by Friday, September 8, 2017. The matter will then be scheduled before the City Council to determine whether to deny your Massage Practitioner license. You will have an opportunity to appear before the City Council and make a statement on your own behalf.**

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3. You can withdraw your Massage Practitioner license application. Please complete and return the attached REQUEST TO WITHDRAW REQUEST FOR REFUND form to the Department of Safety and Inspections (DSI), 375 Jackson Street, Ste. 220, St. Paul, Minnesota 55101-1806 no later than **Friday, September 8, 2017**. Any request for a refund of the license application fee must also be made in writing to the Department of Safety and Inspections.

If you have not contacted me by Friday, September 8, 2017, I will assume that you do not contest the denial of your Massage Practitioner license. 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 feel free to contact my Legal Assistant, Julie Kraus at (651) 266-8710.

Sincerely,

Handwritten signature of Therese Skarda in cursive, followed by the initials "JK".

Therese Skarda
Assistant City Attorney

cc: Tracy Ann Porter, Massage Envy – Highland Village, 2140 Ford Parkway, St. Paul, MN 55116

Attachment: REQUEST TO WITHDRAW REQUEST FOR REFUND

STATE OF MINNESOTA)
) ss.

AFFIDAVIT OF SERVICE BY U.S. MAIL

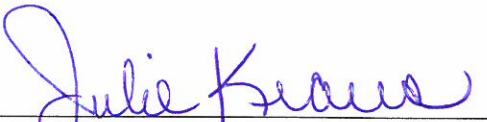
COUNTY OF RAMSEY)

Julie Kraus, being first duly sworn, deposes and says that on the 29th day of August she served the attached **NOTICE OF INTENT TO DENY LICENSE** and a correct copy thereof in an envelope addressed as follows:

Tracy Ann Porter
591 Ashland Avenue
St. Paul, MN 55102

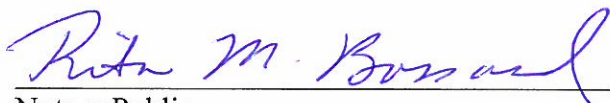
Tracy Ann Porter
Massage Envy – Highland Village
2140 Ford Parkway
St. Paul, MN 55116

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



Julie Kraus

Subscribed and sworn to before me
this 29th day of August, 2017



Notary Public

