

1316 COUNTY-CITY BUILDING
227 W. JEFFERSON BOULEVARD
SOUTH BEND, INDIANA 46601-1830



PHONE 574/ 235-9251
FAX 574/ 235-9171

CITY OF SOUTH BEND JAMES MUELLER, MAYOR
BOARD OF PUBLIC WORKS

August 27, 2024

Ms. Yan Li
L & L Bodyworks, LLC
3524 Mishawaka Ave.
South Bend, IN 46615
llbodyworkllc@gmail.com

RE: Approval – License Application for New Massage Establishment

Dear Ms. Li:

At its August 27, 2024 meeting, the Board of Public Works **approved** your request for the New Massage Establishment at 3524 Mishawaka Ave.

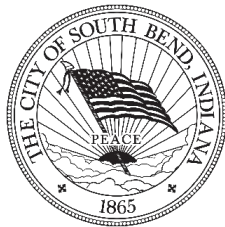
If you have any further questions, please call this office at (574) 235-9251.

Sincerely,

/s/ Theresa Heffner

Theresa Heffner, Clerk

Enclosures
TH/lh



**INTEROFFICE MEMORANDUM
BOARD OF PUBLIC WORKS**

DATE: 06/18/2024
TO: Brad Rohrscheib, Police Department
St. Joseph County Health Department - *see attached*
Derek Erquhart, Fire Department
Kari Myers, Zoning Department

FROM: Theresa Heffner, Clerk

SUBJECT: **RENEWAL - MASSAGE ESTABLISHMENT LICENSE
RECOMMENDATION**

BUSINESS NAME: L&L BODYWORKS, LLC
ADDRESS: 3524 MISHAWAKA AVE.

**PLEASE INSERT YOUR RECOMMENDATIONS IN THE APPROPRIATE FIELD BELOW,
BASED ON THE FOLLOWING CRITERIA FROM MUNICIPAL CODE SEC. 4-35:**

1. The applicant and his/her partners have not been convicted of any crime involving unlawful deviate conduct, deviate sexual conduct, or unlawful sexual conduct within three (3) years prior to the date of application. (Verified by PD).
2. The applicant is a minimum of 18 years of age. (Verified by PD)
3. The applicant has passed an inspection from the St. Joseph County Health Department.
4. The massage establishment as proposed by the applicant would comply with all applicable laws, including but not limited to the City's building, zoning, health, fire and safety regulations. (Fire and Zoning, please verify)
5. A recognizable and legible sign shall be posted at the main entrance identifying the establishment as a massage establishment. (PW – please verify)

POLICE: Favorable recommendation

FIRE: Favorable

COMMUNITY INVESTMENT: The use is a permitted primary use in the UF Urban Flex district.

LICENSE APPLICATION FOR - MASSAGE ESTABLISHMENT MUNICIPAL CODE SECTION - 4-35

I. APPLICATION TYPE Check One: New Renewal

II. BUSINESS DATA

A. Business Name: L & L Bodyworks LLC

B. Business Address: 3524 MISHAWAKA

City: South Bend State: IN Zip: 46615

C. Mailing Address (If different from above): _____

City: _____ State: _____ Zip: _____

D. Business Telephone Number: 574-310-9477

E. Business Fax Number: _____

F. E-Mail Address: LLbodyworksllc@gmail.com

G. Zoning of Business Location: _____

H. Have you ever had a Massage Establishment license, or similar license, suspended or revoked by any governing municipality within three (3) years prior to the date of this application:

YES _____ NO

1. If yes, what was the reason: _____

2. If yes, what was the business occupation following the suspension/revocation: _____

I. Describe the nature and scope of the business: Full Body Massage.

Fee - \$205.00

For Office Use Only

Application Filed JUN 17 2024 Public Safety Approval _____

Application Fee Paid _____ License Fee Paid _____

Sent to Dept. JUN 17 2024 License Number MSE2024-015

Zoning-

Not Approved _____

Reason _____

CITY OF SOUTH BEND, INDIANA
BOARD OF PUBLIC WORKS

Elizabeth A. Maradik

Elizabeth A. Maradik, President

Gary A. Gilot

Gary A. Gilot, Member

Murray L. Miller

Murray L. Miller, Member

Joseph R. Molnar

Joseph R. Molnar, Vice President

Briana Micou

Briana Micou, Member

Theresa M. Heffner

Attest: Theresa M. Heffner, Clerk

Date: August 27, 2024

LICENSE APPLICATION FOR - MASSAGE ESTABLISHMENT MUNICIPAL CODE SECTION - 4-35

III. OWNERSHIP

A. Type of ownership (check one):

- Sole Proprietorship (If sole proprietorship, proceed to 1).
 Partnership (If partnership, proceed to 2).
 Corporation (If corporation, proceed to 3).

1. Sole Proprietor

Name: Yan Li
Residential Address: [REDACTED]
City: [REDACTED] State: IN Zip: [REDACTED]

2. Partnership (List at least two (2) partners)

Name #1: Jiangnan Lyle
Residential Address: [REDACTED]
City: [REDACTED] State: IN Zip: [REDACTED]

Name #2: _____
Residential Address: _____
City: _____ State: _____ Zip: _____

3. Corporation

Legal name of corporation: _____
Date and state of incorporation: _____

List officers and directors who own 15% or more of stock:

Name #1: _____
Title: _____
Business Address: _____
City: _____ State: _____ Zip: _____
Residential Address: _____
City: _____ State: _____ Zip: _____

Name #2: _____
Title: _____
Business Address: _____
City: _____ State: _____ Zip: _____
Residential Address: _____
City: _____ State: _____ Zip: _____

LICENSE APPLICATION FOR - MASSAGE ESTABLISHMENT MUNICIPAL CODE SECTION - 4-35

III. OWNERSHIP (Continued)

3. Corporation (Continued)

Name #3: _____

Title: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Residential Address: _____

City: _____ State: _____ Zip: _____

IV. PERSONAL DATA

A. Applicant's Legal Name: Van Li _____

B. Residential Address: _____

City: _____ State: IN Zip: _____

C. Residential Telephone Number: _____

D. Residential Fax Number: _____

E. Cellphone Number: _____

F. E-Mail Address: _____

G. Position with business: Partner _____

H. Please list all criminal convictions (if any), excluding traffic violations:

Nature of Conviction	City	State	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Attach additional sheets if necessary)

I. Please list all addresses for three (3) years prior to application date:

Street Address	City	State	Dates
<u>same</u>	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Attach additional sheets if necessary)

J. _____

K. _____

L. _____

M. _____

LICENSE APPLICATION FOR - MASSAGE ESTABLISHMENT MUNICIPAL CODE SECTION - 4-35

IV. PERSONAL DATA (Continued)

N. Photographs:



O. Please list all previous employment for three (3) years prior to the date of this application.

Company	Address	City, State, ZIP	Dates
<u>Asian Concept</u>	<u>2512 LWW</u>	<u>Mishawaka, IN</u>	<u>2019-2021</u>
_____	_____	_____	_____
_____	_____	_____	_____

(Attach additional sheets if necessary)

V. INCLUDE WITH APPLICATION:

Three (3) passport photos taken within 6 months of application.

VI. INCLUDE \$5.00 PROCESSING FEE WITH APPLICATION

VII. INCLUDE A LIST OF ALL MASSAGE THERAPIST EMPLOYED BY ESTABLISHMENT

VIII. AFFIRMATION

I, hereby, certify and affirm that all of the information I have given in this application is true and accurate to the best of my knowledge. I further certify that I have in no way attempted to mislead the City in this application by omitting facts known to me. I agree to cooperate with any review conducted pursuant to the licensing procedures, including permission to enter and inspect the place of business and facilities in conjunction with such review. I certify that I will not allow massage therapy to be performed at this establishment by any person who does not possess a current massage therapist license. I have read and understand the regulations of the Massage Establishment and/or Therapist license found in the City of South Bend Municipal Code, Section 4-35.

Eric Held

Signature

6/14/24

Date

SOUTH BEND POLICE DEPARTMENT RECOMMENDATION

Michelle Adams

From: Joseph A. Cole
Sent: Friday, June 14, 2024 10:33 AM
To: Michelle Adams; DL-SBPDO Outreach
Subject: Re: Massage Therapist Applications

Michelle,

No issues or concerns with these two applications.

Thank you,

PFC Joseph A. Cole

Community Resource Officer- Nuisance Properties

Strategic Intel Office - SIO

South Bend (IN) Police Department | Operations Division

jacole@southbendin.gov

Office: 574-235-5899

From: Michelle Adams <madams@southbendin.gov>
Sent: Friday, June 14, 2024 9:29 AM
To: DL-SBPDO Outreach <DL-SBPDO Outreach@southbendin.gov>
Subject: Massage Therapist Applications

Good morning Officers,

Please find attached two new Massage Therapist applications for your review and recommendations.

- Jiangan Lyu
- Yan Li

Thank You,



Michelle Adams

City of South Bend
Business License Administrator
Department of Community Investment
227 W. Jefferson Blvd., Suite 1400 S.
South Bend, IN 46601
(574)235-5912

From: [Theresa Heffner](#)
To: [Hillary Horvath](#)
Subject: FW: Massage Establishments
Date: Tuesday, July 30, 2024 8:37:17 AM
Attachments: [image001.png](#)
[image002.png](#)

Will this work?

Theresa



theffner@southbendin.gov
9251
Southbendin.gov

Theresa Heffner
Office Administrator
Clerk to the Boards of Public Works & Public Safety

City of South Bend
Department of Public Works
Division of Engineering

County-City Building
227 W. Jefferson Blvd.
South Bend, IN 46601

Excellence Accountability Innovation Inclusion Empowerment

From: Michelle Adams <madams@southbendin.gov>
Sent: Tuesday, July 30, 2024 8:34 AM
To: Theresa Heffner <theffner@southbendin.gov>
Subject: Massage Establishments

Good morning Theresa,

Derek Erquhart is on vacation this week and is unable to log into the Share Drive to approve AB Reflexology and L & L Bodyworks. Is the email below from Doug H. on July 30th sufficient, or does Derek have to approve through the memo on the S Drive?



Michelle Adams
City of South Bend
Business License Administrator
Department of Community Investment
227 W. Jefferson Blvd., Suite 1400 S.
South Bend, IN 46601
(574)235-5912

From: Derek Erquhart <derquhart@southbendin.gov>
Sent: Tuesday, July 30, 2024 8:27 AM
To: Michelle Adams <madams@southbendin.gov>
Subject: Fw: Business License Apps.

See Doug's reply below. I am away on vacation so I cannot log into the Share Drive until next week to approve. Unless this email is sufficient.



Derek Erquhart

Assistant Chief

derquhart@southbendin.gov

574-235-7564

Southbendin.gov

City of South Bend

Fire Department

Fire Prevention/Fire Marshal

South Bend Fire Department
1222 S. Michigan St.

South Bend, IN 46601

Excellence Accountability Innovation Inclusion Empowerment

From: Doug Hylkema <dhylkema@southbendin.gov>
Sent: Tuesday, July 30, 2024 8:09 AM
To: Derek Erquhart <derquhart@southbendin.gov>; John Fleming <jfleming@southbendin.gov>;
James Weinberg <jweinber@southbendin.gov>
Subject: RE: Business License Apps.

Good morning,

AB Reflexology & Massage II passed inspection and are compliant.

L & L Bodyworks LLC passed inspection and are compliant.



Douglas Hylkema
Fire Inspector
Lead Paramedic

City of South Bend
Fire Department
Community Risk Reduction

dhylkema@southbendin.gov

574-235-9818

Southbendin.gov

Central Fire
1222 S Michigan St
South Bend, IN 46601

Excellence Accountability Innovation Inclusion Empowerment

From: Derek Erquhart <derquhart@southbendin.gov>

Sent: Tuesday, July 30, 2024 8:03 AM

To: John Fleming <jfleming@southbendin.gov>; Doug Hylkema <dhylkema@southbendin.gov>;
James Weinberg <jweinber@southbendin.gov>

Subject: Fw: Business License Apps.

I need to do recommendations for these for BPW. Can you let me know if they have been done.



Derek Erquhart
Assistant Chief

City of South Bend
Fire Department
Fire Prevention/Fire Marshal

derquhart@southbendin.gov

574-235-7564

Southbendin.gov

South Bend Fire Department
1222 S. Michigan St.

South Bend, IN 46601

Excellence Accountability Innovation Inclusion Empowerment

From: Michelle Adams <madams@southbendin.gov>

Sent: Wednesday, July 24, 2024 11:14 AM

To: Brad Rohrscheib <brohersch@southbendin.gov>; Derek Erquhart <derquhart@southbendin.gov>

Subject: FW: Business License Apps.

Good morning Brad & Derek,

I was wondering if you could add your comments to the BPW memo for the following applications. If you do not know how to access the memo, please contact Theresa Heffner, BPW Office Administrator, at 574-235-9251 or email her at theffner@southbendin.gov.

- AB Reflexology & Massage II – 2614 S. Michigan St. – Submitted 6/13/2024 – **Need Police and Fire to put comments on memo**
- L & L Bodyworks LLC – 3524 Mishawaka Ave. – Submitted 6/17/2024 – **Need Police...**
- Rachel T Massage & Essential Oils – 616 E. Colfax Ave. – Submitted 3/21/2024 – **“Need Police...”**
- LAZ Parking Midwest – 119 W. Wayne St. – Submitted 7/1/2024 – **No review has been done yet.**

Thank You,



Michelle Adams
City of South Bend
Business License Administrator
Department of Community Investment
227 W. Jefferson Blvd., Suite 1400 S.
South Bend, IN 46601
(574)235-5912

From: Theresa Heffner <theffner@southbendin.gov>

Sent: Wednesday, July 24, 2024 10:21 AM

To: Michelle Adams <madams@southbendin.gov>

Subject: RE: Business License Apps.

Michelle –

See below for comments. Also, can you tell me why BPW has to approve massage establishments? I don't understand why we do those, but not restaurants, etc.



theffner@southbendin.gov
9251
Southbendin.gov

Theresa Heffner
Office Administrator
Clerk to the Boards of Public Works & Public Safety

City of South Bend
Department of Public Works
Division of Engineering

County-City Building
227 W. Jefferson Blvd.
South Bend, IN 46601

Excellence Accountability Innovation Inclusion Empowerment

From: Michelle Adams <madams@southbendin.gov>
Sent: Wednesday, July 24, 2024 10:13 AM
To: Theresa Heffner <theffner@southbendin.gov>
Subject: Business License Apps.

Good morning Theresa,

I'm following up to see if the following business license applications have been approved by the BPW. If not, please let me know if you need additional information or if you are waiting to hear back from an inspector.

- AB Reflexology & Massage II – 2614 S. Michigan St. – Submitted 6/13/2024 – **Need Police and Fire to put comments on memo**
- L & L Bodyworks LLC – 3524 Mishawaka Ave. – Submitted 6/17/2024 – **Need Police...**
- Rachel T Massage & Essential Oils – 616 E. Colfax Ave. – Submitted 3/21/2024 – **“Need Police...”**
- LAZ Parking Midwest – 119 W. Wayne St. – Submitted 7/1/2024 – **No review has been done yet.**

I believe for the following two applications; you were waiting for the image of the sign with the hours and rates. Please let me know if there is anything else you are waiting on for these two.

- LAZ Parking Midwest – 401 E. Colfax Ave. – **Image of the sign is attached**
- LAZ Parking Midwest – 430 E. LaSalle Ave. – **I'm still trying to get an image of the sign.**

Thank You,



Michelle Adams

City of South Bend
Business License Administrator
Department of Community Investment
227 W. Jefferson Blvd., Suite 1400 S.
South Bend, IN 46601
(574)235-5912

1316 COUNTY-CITY BUILDING
227 W. JEFFERSON BOULEVARD
SOUTH BEND, INDIANA 46601-1830



PHONE 574/ 235-9251
FAX 574/ 235-9171

CITY OF SOUTH BEND JAMES MUELLER, MAYOR
BOARD OF PUBLIC WORKS

July 31, 2024

Ms. Yan Li
L & L Bodyworks LLC
3524 Mishawaka Ave.
South Bend, IN 46615
llbodyworkllc@gmail.com

RE: Public Hearing – License Application for Massage Establishment

Dear Ms. Li:

The Board of Public Works is in receipt of your license application for a massage establishment at 3524 Mishawaka Ave.

Pursuant to the City of South Bend license ordinance requirements, a Public Hearing on the application must be conducted by the Board of Public Works.

The Board of Public Works has set the Public Hearing for **9:30 a.m., August 27, 2024**, in the Board of Public Works Conference Room, 227 W. Jefferson Blvd., Suite 1308, South Bend, Indiana. You can also attend the meeting virtually at <https://tinyurl.com/2024BPW-Hybrid>.

You, or your designee, must be present to answer questions with regard to the proposed business activity.

If you have any further questions, please call this office at (574) 235-9251.

Sincerely,

/s/ Theresa Heffner

Theresa Heffner, Clerk

Enclosures
TH/lh

NOTICE OF PUBLIC HEARING
ON
APPLICATION FOR
MASSAGE ESTABLISHMENT LICENSE

Notice is hereby given to all interested individuals that the Board of Public Works of the City of South Bend, Indiana, will conduct a Public Hearing at **9:30 a.m., August 27, 2024** in the Board of Public Works Conference Room, 227 W Jefferson Blvd., Suite 1308, South Bend, Indiana, on the application for a new license application for a massage establishment, L & L Bodyworks, LLC, 3524 Mishawaka Ave., South Bend, IN 46615.

You can also attend the meeting virtually at <https://tinyurl.com/2024BPW-Hybrid>

Interested persons may be heard on this matter at the Public Hearing or may file with the Board of Public Works a memorandum in support of or in opposition to the issuance of such a license.

BOARD OF PUBLIC WORKS

Theresa M. Heffner, Clerk

Publish one (1) time: August 9, 2024