



## Request for City Council Committee Action from the Department of Regulatory Services

**Date:** April 4, 2011

**To:** Council Member Elizabeth Glidden, Chair - Regulatory, Energy & Environment Committee

**Subject:** Administrative Issuance of Business Licenses

**Recommendation:** That the Regulatory, Energy and Environment Committee approve an amendment to Chapter 259.30 to allow the Director of Licenses and Consumer Services to administratively approve and issue certain business license applications.

**Previous Directives:** Provide additional information specific to zoning, conditional use permits and other licenses required.

### Department Information

Prepared by: Grant Wilson, Manager of Business Licenses - (612) 673-3902

Approved by:

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Rocco Forté, Director of Emergency Preparedness & Regulatory Services

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Dana Banwer, Director of Licensing & Environmental Services

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Grant Wilson, Manager of Business Licenses

Presenters in Committee: Grant Wilson

### Financial Impact

- No financial impact

### Community Impact

- Neighborhood Notification - The March 21, 2011 public hearing notice was posted on the Business Licenses website and sent to all of the neighborhood groups and business associations.
- City Goals
  1. A City That Works: 21st century government: collaborative, efficient and reform-minded.
  2. Jobs & Economic Vitality: Businesses — big and small — start here, stay here, thrive here.

## Background and Supporting Information

Administrative issuance allows the Director of Business Licenses to approve a business license without City Council action. Before exercising this authority, applications are reviewed and approved by staff in several departments including, for example, Zoning, Environmental Health, Public Works, Police and/or Fire. All public hearings, if required, are conducted prior to consideration of administrative issuance. Applications which are eligible for administrative issuance and potentially controversial are submitted to the City Council for license approval. Administrative issuance authority is an option, not an entitlement, for every license application.

Attached is a list of 27 license categories proposed for administrative issuance (License Requirements). The Zoning, Conditional Use Permit and Public Hearing requirements are listed for each license. Many of the proposed categories have temporary or seasonal operations (Food Market Manufacturer) or are an extension of a currently eligible category (Flower Cart Vendor, Midseason Transfer).

The following license categories will not be eligible for administrative issuance and continue to require City Council approval before a license is issued. The \* indicates categories not listed in the March 21, 2011 recommendation:

Antique Mall Dealer	Motor Scooter Leasing*
Antique Mall Operator	Motor Vehicle Lubricant Dealer*
Asphalt Shingles and Roofing Manufacturer	Motor Vehicle Used Parts Dealer
Beer (Off-Sale, On-Sale)	Pawnbroker
Bowling, Pool, Billiards All Night Special	Pool/Billiard Halls*
Entertainment, Place of	Pool/Billiard Halls/Additional Table*
Food, All Night Special	Precious Metal Dealer
Fuel Dealer*	Recycling/Salvage Yard
Games of Skill*	Rental Hall
Liquor (Bottle Club, Off-Sale, Off- Sale Malt	Resin Manufacturing
Brew Pub, On-Sale, Temporary Extended Hours)	Sidewalk Café
	Skating Rink*
	Tattoo Establishment*
	Wine, (On-Sale)

Some of the categories with the \* represent licenses which may be obsolete. Additional information and recommendations to update the list of business licenses can be completed at a future date.

Finally, questions related to license descriptions were directed to staff. A comprehensive list of the 150 business licenses is included in this submission (License Definitions). Developed for our website, it affords interested individuals the opportunity to verify and cross reference information, requirements, and license applications.

## Recommendation

That the Regulatory, Energy and Environment Committee approve an amendment to Chapter 259.30 to allow the Director of Licenses and Consumer Services to administratively approve and issue certain business license applications.