



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

To Council Member Niziolek, Chairman  
Referral to  
Subject Administrative issuance of business licenses

### Recommendation

That the City Council approve an amendment to Chapter 259.30, and other related chapters and sections, of the Code of Ordinances to allow the Director of Licenses and Consumer Services to administratively approve and issue certain business license applications.

### Previous Directives

Currently, Chapter 259.30, and other related chapters and sections, mandate that business licenses be forwarded to the City Council for approval.

\_\_\_\_\_ Date \_\_\_\_\_

Prepared or Submitted by Ricardo Cervantes, Deputy Director  
Licenses and Consumer Services

Approved by

\_\_\_\_\_ Date \_\_\_\_\_

Henry Reimer, Director, Inspections

\_\_\_\_\_ Date \_\_\_\_\_

Rocco Forte, Assistant City Coordinator

**Permanent Review Committee** Approval \_\_\_\_\_ Not Applicable X

**Policy Review Group (PRG)** Approval \_\_\_\_\_ Date of Approval \_\_\_\_\_ Not Applicable \_\_\_\_\_

Note: The Policy Review Group is a committee co-chaired by the City Clerk and the City Coordinator that must review all requests related to establishing or changing enterprise policies.

Presenters in Committee Ricardo Cervantes, Deputy Director, Licenses and Consumer Services

**Financial Impact (Check those that apply)**

No financial impact - or - Action is within current department budget.

(If checked, go directly to Background/Supporting Information)

Action requires an appropriation increase to the Capital Budget

Action requires an appropriation increase to the Operating Budget

Action provides increased revenue for appropriation increase

Action requires use of contingency or reserves

Other financial impact (Explain):

Request provided to the Budget Office when provided to the Committee Coordinator

**Community Impact (use any categories that apply)**

Neighborhood notification:

All business license approvals will remain subject to the procedures and requirements set forth in the Code of Ordinances such as Public hearing requirements, notice to residents, etc.

## **Background/Supporting Information Attached**

The License and Consumer Services Division is seeking consideration of implementing a ordinance amendment that would allow the Director of Licenses to issue certain categories of licenses without City Council action. These licenses would only be issued upon the completion of all current ordinance requirements. The ordinance would also establish an appeal process for any license that would be denied for cause or failure to complete the license processes.

The zoning, fire, police, environmental health and the business license department now review licenses before they are issued. These review procedures, by other city departments, would continue under the administrative issued license proposal. Business licenses would continue to gather all necessary approvals from other city departments before any license would be approved.

Neighborhood input would still be sought, on new applications, through the zoning division approval process. Site plan, variances and other zoning procedures require neighborhood input. Any neighborhood issues that could not be resolved through zoning procedures could still be addressed through business operating conditions placed on their licenses (as is done now).

Advantages to the administrative issued licenses include:

1. Businesses would be allowed to open when they meet the ordinance requirements. Under the current system they must wait another two weeks or longer for city council approval.
2. It reduces the number of licenses the council reviews. This would allow the council to concentrate on licenses that directly affect their constituents.
3. Simplifies the license approval process. Business would have to understand one less procedure.
4. Contractors of all kinds would be able to obtain construction permits without waiting for council approval.
5. Complicated or controversial license categories such as liquor and entertainment will continue to be approved by the city council.

The Licenses to be considered for this administrative issued license ordinance are as follows:

Antique Dealer – Class A and B.....	Chapter 321
Billboard Erector.....	Chapter 277
Bulk Gas and Oil Storage.....	Chapter 287
Christmas Trees Dealer .....	Chapter 279
Cottage Cheese Distributor.....	Chapter 200
Courtesy Bench.....	Chapter 283
Dry Cleaner – Flammable, Non-Flammable, Pick-up Station, Dry Cleaning Plant Laundry .....	Chapter 301
Farm Produce Permit .....	Chapter 265
Fire Extinguisher Servicing – Class A and B.....	Chapter 289
Flower Cart Vendor .....	Chapter 331
Food – Boarding House .....	Chapter 188
Food – Caterer .....	Chapter 188
Food – Distributor – Out of Town .....	Chapter 188
Food – Distributor.....	Chapter 188
Food – Indoor Food Cart Vendor .....	Chapter 188
Food – Kiosk .....	Chapter 188
Food – Manufacturer.....	Chapter 188
Food – Meat Market.....	Chapter 190
Food – Mobile Food Vendor.....	Chapter 188
Food – Restaurant .....	Chapter 188
Food – Sidewalk Cart Food Vendor .....	Chapter 188
Food – Soft Drink Manufacturing and Storage.....	Chapter 198
Food – Soft Drink .....	Chapter 188

Food Shelf.....	Chapter 188
Fuel Dealer – cash and carry only .....	Chapter 291
Gas Fitter – Class A and B.....	Chapter 278
Heating, Ventilation and Air Conditioning Installers, Class A and B .....	Chapter 278
Hoofed and/or Small Animal Service .....	Chapter 304
Horse and Carriage Livery Service .....	Chapter 303
Hospital .....	Chapter 296
Ice Peddler .....	Chapter 299
Ice Producer – Dealer, Wholesale .....	Chapter 299
Juke Box – Musical .....	Chapter 267
Liquid Waster Hauler.....	Chapter 225
Mechanical Amusement Device.....	Chapter 267
Mechanical Amusement Places .....	Chapter 267
Milk & Grocery Delivery.....	Chapter 200
Milk Delivery Vehicle .....	Chapter 200
Milk Pasteurization Plant.....	Chapter 200
Milk Receiving Station.....	Chapter 200
Mobile Food – Prepackaged Perishable Food .....	Chapter 188
Motor Vehicle Immobilization Service .....	Chapter 320
Motor Vehicle Servicing – Towing.....	Chapter 349
Oil Burner Installer .....	Chapter 278
Pedicab .....	Chapter 305
Pet Shop and Mobile Pet Shop .....	Chapter 68
Plumber.....	Chapter 278
Refrigeration Systems Installer .....	Chapter 278
Residential Specialty Contractor .....	Chapter 277
Shooting Gallery.....	Chapter 267
Sign Hangers .....	Chapter 277
Solid Waste Hauler .....	Chapter 225

Steam and Hot Water Installer .....	Chapter 278
Sun Tanning Facility.....	Chapter 232
Swimming Pools – Public.....	Chapter 231
Tattooist or Piercer .....	Chapter 339
Taxicab – Driver .....	Chapter 341
Taxicab – Limited .....	Chapter 341
Taxicab – Vehicle.....	Chapter 341
Tree Servicing .....	Chapter 347
Wholesale Sausage Manufacturer and/or Distributor.....	Chapter 190
Wrecker of Buildings – Class A and B .....	Chapter 277