Permits & Licenses Committee Meeting

Tuesday, February 21, 2019

7:00 pm (or following special mtg.)

Anthony Smith, Chairman
Dejuan Gardner, Member
DeAndre D. Tillman, Member

1) Public Comment

2) Implementation of New Sign Ordinance Passed in Nov. 2018
   - Review Compliance and Enforcement Activities by City Departments since 2018
   - Review and Discuss the quantity of businesses within and out of Compliance and Monthly Reporting for Compliance and Enforcement from City Departments
   - Including yearly sign inspection fee on business license
   - Creation of an application to comply with ordinance (Sec. 11-12 license (b))
   - Department of Inspection Services plan to implement inspections and related timelines
   - Process for non-compliance which may include: warning, citations/fees, suspension, and revocation of business license related

3) Review of Business License Procedure
   - Forms for the issuance of business licenses
   - Form of business licenses (retail, telcom/electronic devices, grocer, apparel, multi-blended businesses, etc...)
   - Process for yearly renewal of business licenses; businesses adding additional classifications—businesses operating several businesses under one type (i.e., a convenience store, selling mattresses and cooking hamburgers)
   - Creation of New Business License Classifications/Structure to identify and address businesses operating under multiple types.
   - Review current Businesses License Approver per City Ordinances and related process forms (business applications, inspectional services reports, etc...)

Business License Inspector Report

   - Number of businesses out of compliance since Nov. 2018 Signage Ordinance Adoption
   - Number of new business licenses issued and renewed business since Dec 2018
   - Number of City Inspections for New and Existing Businesses approved and pending
   - Number of citations issued against businesses and quality of citations issued.

Attorney C. Horvath
N. Figgs, City Clerk
S. Tillman, Director DIS
N. Manousopoulos, Deputy Director DIS
S. Miller, License Inspector