

Memorandum

TO: City Council
FROM: Stephanie Smith , City engineer
DATE: January 21, 2025
SUBJECT: Ordinance 1045 - adding a new section on approval for business licenses by the city manager
ITEM NUMBER: 10.c
SECTION: GENERAL BUSINESS

REQUESTED MOTION

To adopt Ordinance 1045 amending Chapter 10 of city code, adding a new section on Approvals.

INTRODUCTION

City code requires licensure of several types of business to operate within the city and historically different types of business licenses have been been process with some being brought to council and others approved by the city manager or staff. This ordinance would amend code to allow the city manager or their designee to approve specific licenses when they meet the application requirements, unless otherwise required by code.

DISCUSSION

Shoreview's city code, is silent on approvals for business licenses approvals and staff has historically brought tree service and solid waste hauling licenses to council for approval. This results in staff and council time for an item that could otherwise be approved administratively. When staff reviewed this process, it was determined that some licenses are being approved by the city council where written into code. Other licenses do not have approvals designated within code and are approved by staff: contractors, fertilizer application, fireworks, charitable gambling, peddlers, transit bench, massage therapy, filling stations, and rental licensing.

The following license types require city council approval in code: tobacco, cannabis and pawn brokers. Code currently allows the city clerk to approve adult entertainment licenses. The proposed ordinance is not intended to change the approval process for these licenses.

To promote consistency in licensure within Shoreview and reduce staff and council time on items that can be approved administratively, the proposed ordinance would amend city code to clearly designate authority for approvals to the city manager or their designee.

Proposed Section 10-22 - Approval.

Unless otherwise stated, the city manager or their designee may either approve or deny the initial license application and subsequent renewal license applications. If the city denies the license, notice of the denial shall be given to the applicant along with notice of the applicant's

right to appeal the city's decision.

RECOMMENDATION

Staff recommends that the council adopt Ordinance 1045 adding a new section 10-22 on approvals for licenses by the city manager unless required elsewhere by code.

ATTACHMENTS

[Proposed Ordinance 1045 Licensing](#)