I. RECOMMENDED ACTION
   1. Recommend approval of the attached Ordinance revisions.
   2. Recommend approval of updated permit/license applications.

II. DEPARTMENT CONTACT PERSONS

   Kelly Hendershot, City Attorney 857-4755
   Brian Billingsley, Community & Economic Development Director 857-4147
   Kelly Matalka, City Clerk 857-4752
   Dan Jonasson, Public Works Director 857-4112
   John Zakian, NDR Program Director 420-4528

III. DESCRIPTION

   A. Background:
      The Operations Committee, consisting of the contact persons listed above, was tasked with
      reviewing the City’s current permitting and licensing processes and, if determined necessary
      and appropriate, recommending modifications to ordinances and processes to improve the
      City’s customer service and efficiencies relating to permit application, processing, and
      regulating by providing a more user friendly, digital online permitting until a more
      permanent system can be implemented.

   B. Proposed Project:
      The Operations Committee followed the process outlined below:
      1. Identified all permits or licenses issued by the City of Minot.
      2. Reviewed the viability of all licenses, updated the format so the permits and licenses are
         in a similar format and identified licenses that may need to be added or removed from the
         system.
      3. Reviewed the fee schedule for licenses and updated them accordingly.

   C. Recommendations:

      1. Ordinance Changes:
         Repeal the Following Ordinances:
         o Chapter 6 (Amusements) (this chapter includes licenses for poolrooms, bowling
           alleys, shooting galleries, mechanical amusement devises, and movie theaters);
         o Section 8-3 (Rental Agencies for Bicycles);
         o Chapter 8, Article II (Bicycle Licenses);
Revenues collected in FY 2020:

- Amusements: $700
- Bowling Alleys: $40
- Pool Halls: $40
- Movie Theatres: $80
- Rental Agencies for Bicycles: $0
- Bicycle Licenses: $0

Amend the Following Ordinances:

- Licensing of Dogs and Cats: amend to put animal control in charge of licensing dogs and cats in the City;
- Moving Permits: amend to give City community and economic development director rather than city engineer authority to administratively approve some moving permits;
- Electrician License: amend to give building official rather than city engineer authority to approve and oversee licensees;
- HVAC License: amend to give building official rather than city engineer authority to approve and oversee licensees;
- Plumbing License: amend to give building official rather than city engineer authority to approve and oversee licensees;
- Taxicab Appeals: amends the appeal process to require applicant or licensee to file written notice of appeal; the written notice of appeal would trigger a hearing rather than the denial, suspension, or revocation of a license;

*It should be noted that the Operations Committee did have recommendations for revisions to the ordinances relating to alcoholic beverages licenses, however, those were previously separately addressed and approved.

Process Changes:

- Pawnbrokers, Secondhand Dealers, etc.: the Committee recommends that the process be revised to adhere to the ordinance (application to City Clerk; City Clerk forwards to PD; City Clerk certifies);
- Permit to Hang Signs: the Committee recommends that the process be revised to adhere to the ordinance (application to be approved by City Engineer; permit from City Council);
- Taxicab Licenses: the Committee recommends that the process be revised to adhere to the ordinance (application to City Clerk);

*It should be noted that the Operations Committee did have recommendations for revisions to the processes relating to alcoholic beverages licenses, however, those were previously separately addressed and approved.

Application Modifications:

The Planning Department and Engineering Department have created PDF fillable forms for all City applications. The Department Heads have reviewed and approved the new applications.

Website Modifications:

The City Clerk will place the new applications on the City of Minot website after the City Council approves the ordinance amendment. There will be a webpage created for all applications. The Clerk will place a tab to this webpage on the City of Minot homepage so
our customers easily access the application forms and have contract information on the site for questions regarding each form/application.

IV. IMPACT:

A. **Strategic Impact:**
   Provide a more streamlined, uniform permitting and license system, available to citizens, contractors and the general public in a digital, more user-friendly format.

B. **Fiscal Impact:**
   If the City Council approves the ordinance amendments, a few licenses will be eliminated but in all, new fee structures will have been reviewed and updated, which will more closely reflect the actual cost of issuing, verifying and inspecting many of the permit types.

V. ALTERNATIVES

Alt 1. The Council can modify or reject the proposed ordinance.

VI. TIME CONSTRAINTS

Council approval of the ordinance is timely with the upcoming construction season just around the corner.

VII. LIST OF ATTACHMENTS

A. Proposed Ordinance
B. List of permits and licenses