

## MEMORANDUM

To: Mayor Keefer and members of the City Council  
cc: Brandon Hammond, City Manager  
From: Carla McLane, Planning Official  
Date: January 28, 2025  
RE: Business License – Municipal Code Draft

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Staff appreciated the discussion at the January Workshop concerning the variety of proposed amendments to the City's Municipal Code. Based on that conversation the next version of the Business License provisions to be added to the Municipal Code are attached. The following were identified as needed changes to the City's last draft:

- ✓ Conditions – the City of Veneta had “Conditions” that were representative of additions to consider.
- ✓ Safety – there was concern that appropriate safety measures were not included that would protect citizens, the walking and driving public, and public infrastructure.
- ✓ Add application – there was discussion about an application form.
- ✓ 1 license for multiple businesses operated by a single individual.

Here are the changes or reasons for not including the item listed:

- Conditions: The Veneta “conditions” have been incorporated nearly verbatim changing registration to license and Veneta to Boardman. These were added to 5.04.060 Application Review changing the section name to Application Review and Conditions. Because one of the Conditions requires posting of the license the very last section, 5.04.110 Posting and Display of License, was removed to limit duplication and potential confusion or inconsistent requirements.
- Safety: In the first paragraph there was and is the following statement: “...in a manner comporting with the public health, safety, and general welfare...” There are also some safety components in the “conditions” that have been incorporated from the Veneta ordinance under 5.04.060 Application Review and Conditions.
- Add application: The application will be web based through Citizenserve. There won't be a paper application form if we are going paperless.
- 1 license for multiple businesses: This change is found in a couple of places as follows: 1) 5.04.030.B Businesses or Activities Required to be Licensed; 2) 5.04.050.M Application Requirements; 3) 5.04.070.D Fee Schedule.

City staff are also proposing a Community Meeting or Open House on the afternoon of March 18 to share the Business License proposed language with the community at large and the business community specifically.