



City of Saint Paul

City Hall and Court
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Signature Copy

Ordinance: Ord 23-32

File Number: Ord 23-32

Amending Chapter 310 of the Legislative Code to correct license fee tables and implement annual license fee increases.

THE COUNCIL OF THE CITY OF SAINT PAUL DOES ORDAIN:

SECTION 1

WHEREAS, on November 19, 2022, the City Council adopted ORD 22-46, herein incorporated as Exhibit 1, which along with other changes included updated Licensing Fee Tables for class R, T and N License types; and

WHEREAS, it was later discovered that the wrong Licensing Fee Tables had been attached; and

WHEREAS, the Department of Safety and Inspections (Department) has created corrected Licensing Fee Tables, herein incorporated as Exhibits 2, 3, and 4; and

WHEREAS, the Department also wishes to update the fees charged for licenses in support of Mayor Carter's 2023 budget; and

WHEREAS, the Department has included the updated fees in the new Licensing Fee Tables; and

WHEREAS, the Department believes that the fee increases proposed more accurately reflect the cost of the individual licenses related to investigation, support services, and enforcement; and

WHEREAS, the Department continues to experience substantial growth in personnel costs such as health care and wages; and

WHEREAS, General Fund pressures create the need to decrease the gap between licensing fee revenue and program expenses; now, therefore be it

RESOLVED, that the Council of the City of Saint Paul does ordain:

SECTION 2

Chapter 310.01 of the Saint Paul Legislative Code is hereby amended as follows:

Chapter 310. Uniform License Procedures

The procedures in this chapter are meant to govern the issuance of all licenses and certain

permits in the City of Saint Paul unless a different process is required by statute. The requirements laid out in this chapter are meant to supersede all requirements laid out in ordinance related to Applications for the Grant or Issuance of a License, New Application Investigation and Review, Application Denial, Notice, Levels of Approval, Objections, and Renewal Procedures.

Sec. 310.01. Definitions.

For the purposes of this chapter, any chapter of the Legislative Code pertaining to licenses as hereinafter mentioned, and subsequently enacted ordinances establishing or relating to the requirements for Class R, for routinely issued licenses, Class T for temporary licenses and Class N for licenses in which neighbors are required to be notified, under authority of the City of Saint Paul, the terms defined in this section shall have the following meanings ascribed to them:

Adverse action means the revocation or suspension of a license, the imposition of conditions upon a license, the denial of an application for the grant, issuance or renewal of a license, the imposition of a fine, the assessment of the costs of a contested hearing, and any other disciplinary or unfavorable action taken with respect to a license, licensee, or applicant for a license. "Adverse action" includes any of the foregoing directed at one (1) or more licenses held by a licensee at any location in the city. "Adverse action" also includes disapproval of licenses issued by the state under statutory provisions which permit the governing body to disapprove the issuance of the license.

Bond means a bond meeting the requirements of section 310.05 and indemnifying the city against all claims, judgments or suits caused by, resulting from or in connection with any licensed business, activity, premises, thing, facility, occurrence or otherwise under these chapters.

Building official means the official in the department of safety and inspections charged with the responsibility of enforcement of the building code.

Chapters and these chapters shall mean this uniform license ordinance, any chapter of the Legislative Code pertaining to licenses as hereinafter mentioned, and subsequently enacted ordinances establishing or relating to the requirements for class R, class T, and class N licenses under authority of the city.

Class R licenses means those licenses and certain permits which can be issued by the Director without council approval if no conditions are imposed upon the license and which do not require a hearing if there is an objection. Class R Licenses follow the Procedures for Application for the Grant or Issuance of a License, New Application Investigation and Review, Application Denial, Notice, Levels of Approval, Objections, and Renewal Procedures laid out in Section 310.02(1). The following licenses are so classified, and the numbers shown opposite them correspond to the chapters in the Legislative Code pertaining to each license:

REMOVE THIS TABLE AND INSERT CLASS R LICENSE FEE TABLE - EXHIBIT 2

Class R Licenses	Legislative Code Chapter	
Alarm Systems (Burglar) for Emergency Calls	329	
Amusement Rides	317	
Animal Day Care and Animal Boarding Facilities	348	
Mechanical Amusement Devices	318	
Animal Foods Manufacturing and Distributing	316	
Amusement Rides	317	
Auctioneer	390	
Bed and Breakfast Residence	378	

~~Bituminous Contractors 320-~~
~~Bowling Centers; Pool Halls 322-~~
~~Building Contractors 326-~~
~~Building Trades Licenses 369-~~
~~Building Trades Certificates of Competency 370-~~
~~Rooming and Boardinghouses; Dormitories 321-~~
~~Christmas Tree Sales 323-~~
~~Cigarettes/Tobacco 324-~~
~~Commercial Pedal Car Driver 374-~~
~~Commercial Vehicles 167-~~
~~Building Contractors 326-~~
~~Courtesy Benches 127-~~
~~Dry Cleaning Establishments and Pickup Stations; /Laundries 327-~~
~~Alarm Devices 329-~~
~~Finishing Shops 371-~~
~~Food Protection Standards 331A-~~
~~Vending Machines 363-~~
~~Fuel Dealers Liquid Fuel 332-~~
~~Fuel Dealers Solid Fuel 333-~~
~~Game Rooms 406-~~
~~Pest Control 334-~~
~~House Sewer Contractors 338-~~
~~Keeping of Animals 338-~~
~~Lawn Fertilizer and Pesticide Application 377-~~
~~Massage and Bodywork Centers 412-~~
~~Massage and Bodywork Practitioners 414-~~
~~Mechanical Amusement Devices 318-~~
~~Mercantile Broker 340-~~
~~Mobile Retail 346-~~
~~Motor Vehicle and Parts Dealer 401-~~
~~Oil Bulk Storage 342-~~
~~Peddlers 345-~~
~~Pedicabs 375-~~
~~Solicitors 345-~~
~~Pest Control 334-~~
~~Pet Grooming Facility Facilities 382-~~
~~Pet Shops/Animal Facilities 347-~~
~~Pool Halls 322-~~
~~Public Pools 360-~~
~~Solid Waste Hauler 357-~~
~~Rental of Hospital Equipment 350-~~
~~Rental of Kitchenware 351-~~
~~Rental of Trailers 352-~~
~~Roller Rinks 353-~~
~~Rooming and Boardinghouses; Dormitories 321-~~
~~Sanitary Disposal Vehicle 354-~~
~~Secondhand Dealers (Single Location, Multiple Dealers) 355-~~
~~Short Term Rentals 379-~~
~~Sidewalk Cafe 106-~~
~~Sidewalk Contractors 356-~~
~~Solid Waste Transfer Station 357-~~
~~Sign and Billboard Construction 66 and 33-~~

Sound Trucks and Broadcasting Vehicles	359
Public Swimming Pools	360
Tanning Facility Facilities	380
Taxicab Drivers Taxicabs	376
Taxicab Vehicle	376
Theatres and Movie Theatres	415
Tire Recapping Plants	372
Tobacco Shops/Tobacco Product Shops	324
Transportation Network Company	373
Tree Trimming	362
Food Vending Machines	363
Vehicle Immobilization Services	383
Veterinary Hospital	364
Window Cleaning	365
Block Parties	366
Wreckers/Tow Trucks	361
Wrecking of Buildings	368
Building Trades Business License	369
Building Trades Certificates of Competency	370
Finishing Shop	371
Tire Reccaping Plants	372
Massage Center	412
Therapeutic Massage Practitioner	414
Vehicle Immobilization Services	383
Short term Rental Platform	379
Short term Rental Host	379

Class T licenses means those licenses which can be approved or denied by the Director, if no conditions are imposed upon the license and which do not require a hearing if there is an objection. Class T Licenses follow the Procedures for Application for the Grant or Issuance of the License, New Application Investigation and Review, Application Denial, Notice, Levels of Approval, Objections, and Renewal Procedures laid out in Section 310.02(3). The following licenses are so classified, and the numbers shown opposite them correspond to the chapters in the Legislative Code pertaining to each license:

REMOVE THIS TABLE AND INSERT CLASS T LICENSE FEE TABLE - EXHIBIT #3

Class T Licenses	Legislative Code	Chapter
Amusement Rides Temporary	317	
Close Out Sales	325	
Entertainment Temporary	411	
Gambling	402.06	
Liquor Extension of Service Area	409.11 (b)	
Liquor and Wine Temporary	409	
Massage Practitioner Temporary	-	
Non-Intoxicating Malt Liquor Temporary Extension of Service Area (patio)	410.07	
On-sale Beer Temporary	410.10	
Secondhand Dealers Exhibition	355	
Soliciting Funds Tag Days	391	
Transient Merchants	345	
Gambling Temporary	402.06	
Entertainment Temporary	411	

Extension of Service Area—Liquor	409
Soliciting Funds—Tag Days	391
Temporary On-Sale Malt 3.2	410
Temporary Wine, Wine Licenses for Festivals and Liquor	409
Secondhand Dealer Exhibition	355

Class N licenses means those licenses which must be approved or denied by the Council. Class N Licenses follow the Procedures for Application for the Grant or Issuance of the License, New Application Investigation and Review, Application Denial, Notice, Levels of Approval, Objections, and Renewal Procedures laid out in Section 310.02(2). The following licenses are so classified, and the numbers shown opposite them correspond to the chapters in the Legislative Code pertaining to each license:

REMOVE THIS TABLE AND INSERT CLASS N LICENSE FEE TABLE - EXHIBIT #4

Class N Licenses	Legislative Code Chapter
Automobile Repair Garage and Body Shop	423
Pool Hall, Bowling Center	322
New Motor Vehicle Dealer	401
Bingo Lawful Gambling	402
Bingo Halls	403
Brewery/Off Sale	409
Cabarets	426
Conversation/Rap Parlors	413
Private Clubs—Liquor	409
Currency Exchanges	381
Dance Halls or Rental Halls	405
Entertainment	411
Firearms Dealer	225
Gambling Hall	278
Game Rooms	406
Gambling in Liquor Establishments	409
Gas Station	424
Gambling Location	409
Gas Station	424
Hotel/Motel	407
Health/Sports Club	427
Infectious Waste Processing Facilities	429
Intoxicating Liquor On and Off Sale	409
Liquor—Extension of Service Hours	409
Liquor Outdoor Service Area (Patio)	409
Recycling Collection Center/Recycling Processing Center	408
Second Hand Dealer Motor Vehicle Parts	401
Motor Vehicle and Parts Dealer	401
Motor Vehicle Salvage Dealer	422
Motion Picture Drive-In Theatres	416
Intoxicating Liquor—On and Off Sale	409
Brewpub/Off Sale	409
Nonintoxicating Malt Liquor—On and Off Sale	410
Off-Sale Brewery	409
Parking Lots and Parking Garages	417
Motorcycle Dealer	401

Pawn Shop	344	
Private Clubs-Liquor	409	
Recycling Collection Center/ Recycling Processing		408
Nonintoxicating Liquor-On and Off-Sale	410	
Entertainment	414	
Conversation/Rap Parlors	413	
Steam Room/Bathhouse	428	
Theatres and Movie Theatres	415	
Motion Picture Drive-In Theatres	416	
Parking Lots and Parking Garages	417	
Second Hand Dealer-Motor Vehicle	401	
Scrap and Metal Processor	420	
Liquor-Extension of Service Hours	409	
Liquor-Outdoor Service Area (Patio)	409	
Currency Exchange	384	

Department means the Department of Safety and Inspections.

Director means the Director of the Department of Safety and Inspections and/or the Director's designee or designees.

Fee means and includes both the license fee and application fee unless otherwise provided.

License means and includes all licenses and permits provided for or covered by these chapters. License also includes licenses issued by the state under statutory provisions which permit the governing body to disapprove the issuance of such licenses, for the purposes of making procedures in chapter 310 of the Legislative Code applicable to the approval or disapproval of such licenses.

Class N License District Council Notification Form means the form, provided by the Department to the license applicant as part of the Class N License application packet, which must be mailed or personally delivered to the District Council by the license/applicant prior to the submission of the application for a license.

Person means and includes any person, firm, corporation, partnership, company, organization, agency, club or any group or association thereof. It shall also include any executor, administrator, trustee, receiver or other representative appointed by law.

Zoning Administrator means the official in the Department of Safety and Inspections charged with responsibility for enforcement of the zoning code.

SECTION 3

Section 310.02 is amended as follows:

Sec. 310.02. Uniform Procedures for Application for the Grant or Issuance of the License, New Application Investigation and Review, Application Denial, Notice, Levels of Approval, Objections and Renewal Procedures by License Type.

2) Class N Licenses

b) 1. Verification of Class N License District Council Notification Form. The Director must take

reasonable efforts to ensure that the District Council has notified the Department by email that the Class N License District Council Notification Form has been received.

SECTION 4

Section 310.15 is amended as follows:

Sec. 310.15. License fee schedule.

Notwithstanding the provision of any other ordinance or law to the contrary, the ~~following~~ fees contained in the fee tables laid out in section 310.01 are hereby provided for all the licenses listed herein. These fees supersede all inconsistent provisions, including, but not limited to, graduated fee provisions, in these chapters and in other ordinances and laws, and include the fee for the license application as part of the license fee; provided, however, that this section does not amend or modify sections 310.07(a) or 310.07(d) of the Legislative Code with respect to exempt organizations or late fees. Pursuant to section 310.07(b) of the Legislative Code, these schedules will be posted online. These fees are effective for license renewals and new license applications on the effective date of this section, provided, however, that with respect to all licenses whose renewal dates occur after the effective date of this new schedule, there must be no increases in, nor offsets or refunds of, the existing fees paid, or due and owing.

SECTION 5

This ordinance will take effect and be in force thirty (30) days following passage, approval, and publication.

At a meeting of the City Council on 9/6/2023, this Ordinance was Passed.

Yea: 7 Councilmember Brendmoen, Councilmember Tolbert, Councilmember Noecker, Councilmember Prince, Councilmember Jalali, Councilmember Yang, and Councilmember Balenger

Nay: 0

Vote Attested by 
Council Secretary Shari Moore

Date 9/6/2023

Approved by the Mayor 
Melvin Carter III

Date 9/8/2023

Clerk

Shari Moore

Shari Moore

Date

Test Signature

Shari Moore

Shari Moore

Date
