



Informational Sheet for Title 3 Chapter 4 General License Provisions:

Citizen and business input is valuable to the process and we welcome yours!

Below is a summary of the proposed changes for Business Licenses and Home Occupation Permits. We included the purpose for the revisions, comments and possible actions.

- **Proposed: Establish and define two (2) separate threads for businesses in Kuna as land use provisions are different for each.**

Commercial Business
Home Occupation Permit

Comments: Over time the two different types of commerce have become interchangeable in the application, understanding and processing. This can cause confusion for the business owner, citizen and other governmental inquiries, processing and commerce inquiries.

Actions: Applications for Commercial Business and Home Occupation Permits will be created and/or modified to clearly indicate the provisions for each.

- **Proposed: Establish definitions pertaining to Commercial Business Licenses and Home Occupation Permits.**

Comments: This has not been in the Title previously.

- **Proposed: Enhance Land Use Provisions**

Comments: By incorporating Land Use Provisions and referencing Titles with Land Use Provisions the City can more effectively assist license and permit holders in maintaining compliance. It assists new commerce in choosing a location when locating their business to Kuna. Some business types are better suited to certain zoning areas such as manufacturing and processing. Some home occupations are not suited for residential neighborhoods because of traffic, equipment, chemical or storage related concerns.

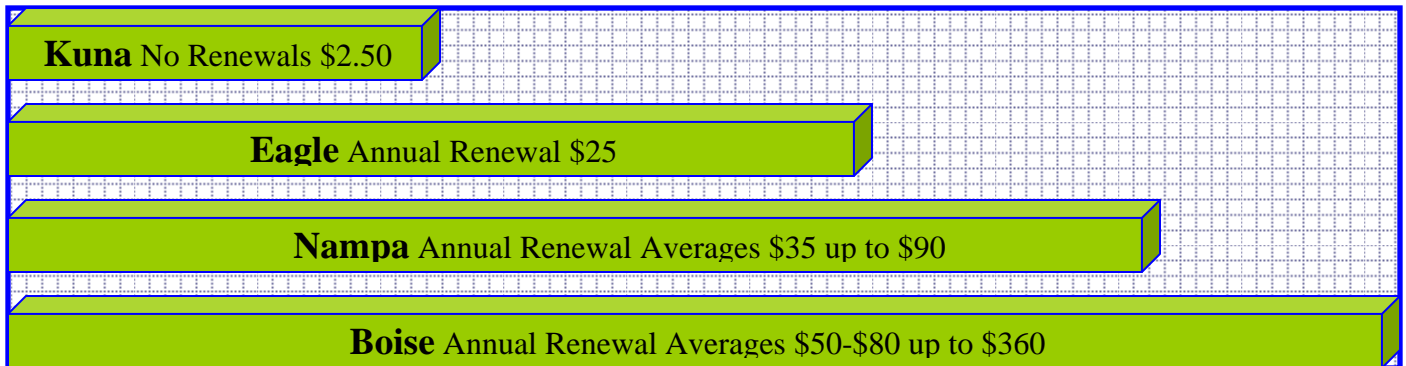
- **Proposed: Annual renewal for license and permit holders.**

Comments: Idaho Code 50-907(2)(d) only allows the purging of business license documents 5 years after the expiration. Currently, as there is no expiration, many documents for businesses no longer active in Kuna are required to be kept and archived dating back to the start of business licensing. Physical and electronic storage expense of maintaining these documents can be reduced by purging obsolete materials.

The list of current Commercial Business License holders at times is unclear whether the business is still active, is in compliance and lacks current contact information. Staff many times is unable to definitely state whether a business has been reviewed by appropriate agencies, is accurately licensed, is in compliance with City, State and Federal statutes, has changed ownership or business type. Violations of statutes and non-compliance require a long and costly process to gain compliance.

Staff receives regular inquiries from current and new citizens about the availability of a variety of types of businesses and up to date contact information. Inquiries come in from out of the area to locate specific businesses they have been referred to but may not be listed as they are home occupations. It would be a benefit to business and those making inquiries for the city to have the information to pass on with permission from the business. To assist in this choice staff intends to give business license and home occupation permit holders an option on the application to have their business information released when requested.

An annual renewal is staffs recommendation to be consistent with other valley cities practices. In addition the business license process is not automated and varying expirations would create a higher cost in staff time. Multiple year renewals could still be inconsistent in data retention. Automation software is an expense that could be reviewed in the future.



Actions: Staff is sending notices of suggested changes to all businesses that are listed with the City, requested time to speak with the Chamber of Commerce members, follow publication protocols and provide information on the City website. The focus will be on educating and assisting businesses in becoming or maintaining compliance. Annual renewal letters will be sent to each business with instructions on the renewal process. This process will function similarly to Alcohol license and Taxi Cab license renewals.

➤ **Proposed:** Increase fees to cover the cost of issuing licenses and permits.

Comments: The current fee of \$2.50 does not cover costs associated with issuing a license or permit. A substantial increase is needed to cover the cost of staff time, materials and facility use to provide for the programs to cover the cost of administering. The tentative amount recommended is \$22.00 per license or permit annually.

- Breakdown of anticipated costs
 - \$ 8.40 - 20 minutes of Clerk staff and equipment time.
 - \$10.00 - 20 minutes of P & Z staff and equipment time.
 - \$ 1.08 - Postage
 - \$ 2.00 - License material- card stock, ink, etc
 - \$21.48 - TOTAL

This does not include the \$35 building inspector fee. *A building inspection will not be required for renewals unless the business has significantly changed their building, relocated, changes ownership or provides a different service.*

We look forward to your input: 922-5546 or Brenda@cityofkuna.com and Chris@cityofkuna.com

*Please join us for questions and information: ~Kuna Chamber of Commerce monthly Coffee and Doughnuts

Date: Thursday July 14, 2011 **Time:** 9:00 a.m. **Location:** Kuna City Hall Council Chambers

~Kuna Chamber of Commerce monthly luncheon-www.kunachamber.com **RSVP:** information@kunachamber.com.

Date: Thursday July 21, 2011 **Time:** 11:45 a.m-1:00 p.m. **Location:** Kuna City Hall Council Chambers

- **Proposed:** Clarify suspensions, exigent circumstances suspensions, revocations, denial of new applications or renewal applications and transfers of location and ownership. Solidify applicant/licensee rights and staffs responsibilities in appeals.

We look forward to your input: 922-5546 or Brenda@cityofkuna.com and Chris@cityofkuna.com

*Please join us for questions and information: ~Kuna Chamber of Commerce monthly Coffee and Doughnuts

Date: Thursday July 14, 2011 **Time:** 9:00 a.m. **Location:** Kuna City Hall Council Chambers

~Kuna Chamber of Commerce monthly luncheon-www.kunachamber.com **RSVP:** information@kunachamber.com.

Date: Thursday July 21, 2011 **Time:** 11:45 a.m-1:00 p.m. **Location:** Kuna City Hall Council Chambers