

CITY OF SUTHERLIN
City Council Workshop Meeting
Sutherlin Civic Auditorium
Monday, April 10, 2017 – 8:00pm

COUNCIL MEMBERS:

MAYOR: Tom Boggs, Wayne Luzier, Forrest Stone, Dennis Riggs, Travis Tomlinson, Seth Vincent
Todd McKnight

CITY STAFF: City Manager, Jerry Gillham
City Recorder, Debbie Hamilton
Deputy City Recorder, Diane Harris
Finance Director, Dan Wilson
Public Works Superintendent, Aaron Swan
Community Development Director, Brian Elliott
Public Safety Director, Kirk Sanfilippo
City Attorney, Chad Jacobs (via Skype)

Audience: Dennis Wright, Jerry Risk, Kimberly Tomlinson, Mandi Jacobs, Lisa Childs, Connie Luzier, Seth Vincent Family, Nolan Ramsey (Nolin's Barbershop), Gayla Holley, Pamela Semas, Tami Trowbridge

Workshop called to order by Mayor McKnight at 8:00pm.

WORKSHOP

• **Business Licenses & Building Safety Inspections**

City Manager, Jerry Gillham, provided an overview of the PowerPoint presentation. Comments from audience members are welcome.

- City does not have a mechanism to insure businesses are properly located in buildings or on property resulting in operations in un-safe buildings or improper land-use zones.
- City is not doing this as a money-maker, but to ensure applicants comply with City, State, and Federal laws.
- Out of 10 cities in Douglas County, 3 do not have business registrations/licenses.
- Registration would provide contact information in case emergencies or issues arise.
- Would not include non-profit, churches, or home based businesses such as babysitting.
- This would provide information for Public Safety Department, i.e. if chemicals/flammables are being used or stored at the site.
- Registration provides businesses with an, "I am an approved business in this city" recognition.

The pros & cons, possible fees, and regulations for a proposed ordinance was discussed.

- Chamber President, Tami Trowbridge – Is in support of a business registration that provides the opportunity for inspection and compliance with zoning regulations. Not trying to keep people out, but making sure they are located in the proper areas within the city. Trowbridge provided information regarding fees and regulations in other Oregon cities. Appreciates Staff and Council's efforts putting together something that is not restrictive but deals with issues City has been facing.

Questions:

- Councilor Boggs – Do you see any resistance from businesses if asked to fill out a registry?
Trowbridge – They understand the reasons and don't mind filling information out. This is not for oversight of the business; it's a public safety & quality of life issue. The absence of a registration/license is not bringing people here in droves now; don't believe having one is going to be any more of a deterrent.

Councilor Tomlinson cited reasons regarding the importance of having some sort of registration and fee: not to be intrusive or expensive, but it would show that the business is not a fly-by-night operation.

- Umpqua Plaza Carwash owner, Jerry Risk – Agrees with Trowbridge and Councilor Tomlinson. No business likes to pay more than they have to, but any business that is legitimate would not have a

problem paying a nominal fee. It's for the common good. Sutherlin has some wonderful opportunities with the repaving of Central Avenue, can get our ducks in a row and hopefully attract and maintain more businesses.

- Councilor Tomlinson asked Risk what he thought was a fair price to charge for an annual registration fee. **Risk – Feel \$50 per year is not unreasonable. We all fear the overstepping of government; needs to be written into the ordinance it will not to exceed a certain amount.**
- Councilor Stone – What about the salon down the street with 5 hairdressers? Are we going to charge each stylist \$50 per year?
- Councilor Tomlinson – His understanding is the registration would be for retail, commercial, and industrial businesses. The salon owner would pay the fee, whether they charge that back to the individual stylist is up to them.
- Councilor Boggs – Need to know what is happening in each building and if there are public safety concerns.

Council's direction for proposed draft ordinance:

- Should be for retail, commercial, and industrial businesses.
- Need Public Safety Department's input.
- Community Development Dept. input on zoning/code requirements.
- How will this be monitored and will it require a yearly renewal?
- Who would be grandfathered in, would it be based on the amount of years in business?
Example: 10 years in business – 2 years no fee?

Councilor Tomlinson suggested research regarding amount of revenue fees would bring in: If \$10, \$25 or \$50 x number of businesses = \$\$\$. If it's an outrageous number need to reduce the fee.

- Explain reasons for fees in the ordinance.
- Cap limit on fee amount.
- Radio Days Museum owner & 10-year resident, Dennis Wright, asked what City's checklist or procedure will be and what its looking for.

Councilor Tomlinson outlined a possible process starting at City Hall. Business will fill out the registration form to include contact, location information, and diagram of building. City will then know the layout of the building, business operation, and if storage of flammable materials are present that the Fire Department needs to know about.

- Resident, Brian Burke asked for clarification regarding registration of in-home businesses, such as selling Avon. **That is not a "brick & mortar" business, registration would not be required.**
- Resident, Becky Wattles – Important to make clear City is not preventing businesses from coming to Sutherlin. Background and criminal checks will not be a part of this process. There are a lot of misconceptions going around.

ADJOURNMENT –

With no further business meeting adjourned at 8:41pm.

Approved: Jerry Gillham
Jerry Gillham, City Manager

Respectfully submitted by,

Diane Harris
Diane Harris, Deputy City Recorder

Todd McKnight
Todd McKnight, Mayor

APPROVED BY CITY COUNCIL, MAY 8, 2017