

VILLAGE OF LOMBARD  
REQUEST FOR BOARD OF TRUSTEES ACTION  
For Inclusion on Board Agenda

  X   Resolution or Ordinance (Blue) \_\_\_\_\_ *Waiver of First Requested*  
\_\_\_\_\_ Recommendations of Boards, Commissions & Committees (Green)  
\_\_\_\_\_ Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: Scott R. Niehaus, Village Manager

DATE: March 31, 2015 (B of T) Date: April 16, 2015

TITLE: Amending Title 11, Chapter 116 - Licensing  
Business Licenses and Business Name Changes

SUBMITTED BY: Janet Downer, Business Administrator

BACKGROUND/POLICY IMPLICATIONS:

Attached for your consideration is an ordinance amending Title 11, Chapter 116 of the Lombard Village Code adding Section 116.06 establishing a fee in regard to business licenses and business name changes.

Please place this item on the April 16, 2015 Board of Trustees agenda for consideration.

Fiscal Impact/Funding Source:

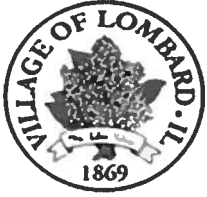
Review (as necessary):

Village Attorney X \_\_\_\_\_ Date \_\_\_\_\_

Finance Director X \_\_\_\_\_ Date \_\_\_\_\_

Village Manager X \_\_\_\_\_ Date \_\_\_\_\_

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Agenda Distribution.



## MEMORANDUM

**TO:** Scott Niehaus, Village Manager  
**FROM:** Janet Downer, Business Administrator  
**DATE:** April 16, 2015

A handwritten signature in black ink, appearing to be "J. Downer", is written over the "FROM:" line.

**SUBJECT: Ordinance Amending Title 11, Chapter 116 of the Lombard Village Code  
Business Licenses and Business Name Changes**

Attached is an ordinance amending Village Code Title 11, Chapter 116 (Licensing) adding a new Section 116.06 giving the Village of Lombard the ability to charge a nominal fee when a licensed business wants to change their business name but the location and the ownership of the business remain the same.

**Background:**

When there is a request from a business owner, who has a business that holds one or multiple business license(s), to change their business name, the Village of Lombard incurs certain costs (e.g. staff time, usage of special stationery and envelopes, postage) as a result of accommodating such a change. In an effort for the Village of Lombard to recover these costs, staff is recommending that a fee of \$10.00/license be charged. The practice of recovering licensing costs currently exists under Title 11, Chapter 112 (Alcoholic Beverages) Section 112.22 which allows the Village of Lombard to charge a liquor licensee \$15.00 when they change their business name. This proposed ordinance would mirror this existing practice under the Licensing section of Village Code.

**Recommendation:**

That the Village Board of Trustees approve an Ordinance amending Title 11, Chapter 116 of the Lombard Village Code in regard to business licenses and business name changes.

If you have any questions, please feel free to contact me.

/jd

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AMENDING TITLE 11, CHAPTER 116 OF  
THE LOMBARD VILLAGE CODE IN REGARD TO  
BUSINESS LICENSES AND BUSINESS NAME CHANGES**

**BE IT ORDAINED** by the President and Board of Trustees of the Village of Lombard, DuPage County, Illinois, as follows:

**SECTION 1:** That Title 11, Chapter 116 of the Lombard Village Code is amended by adding a new Section 116.06 thereto, which shall read in its entirety as follows:

**“§ 116.06 Change of business name.**

Any licensee or permittee, holding a business related license or permit issued by the Village under Title 11 of the Village Code, other than under Chapters 112, 117, 118, 123 or 126 of Title 11, that changes the name of the business, but does not change the location or ownership of the business, shall, within thirty (30) days of the name change, notify the Village’s Business Administrator, and pay a fee of ten and no/100 dollars (\$10.00) per license or permit, so that an updated license and/or permit, containing the new business name, can be issued by the Village to the licensee and/or permittee relative to said business.”

**SECTION 2:** That this Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form, as provided by law.

Passed on first reading this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

First reading waived by action of the Board of Trustees this \_\_\_ day of \_\_\_\_\_, 2015.

Passed on second reading this \_\_\_\_\_ day of \_\_\_\_\_, 2015,  
pursuant to a roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**APPROVED** by me this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Keith Giagnorio, Village President

**ATTEST:**

\_\_\_\_\_  
Sharon Kuderna, Village Clerk

Published by me in pamphlet form this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Sharon Kuderna, Village Clerk