



City of Toledo

Convenience Store and Short-term Rental

Licensing

Committee Meeting 2-26-25

TMC Section 721 – Convenience Store Licensing

Definition of convenience store:

“establishment which operates with both a Toledo Lucas County Health Department Retail Food Establishment license and a State of Ohio C class liquor permit or a State of Ohio Tobacco license and is under 5,000 square feet”

Content of application – applicants submit the following information using the online Open Counter portal:

- Name and contact information for persons with ownership in premises and/or in the business
- Name and contact information for person holding liquor permit
- State of Ohio Vendor License
- Toledo Lucas County Health Department License
- City of Toledo tax ID number
- Liquor & Tobacco permit(s), if applicable

TMC Section 721 – Timeline

- Prior to December 2021: convenience stores operated under the Special Use Permit (SUP) process
- December 2021: legislation passed requiring convenience store license (TMC Section 721)
- During 2022: Finance, Code Compliance, Law and Plan Commission worked to operationalize new license process, which resulted in proposed changes to license requirement code section
- May 2023: legislation passed amending TMC Section 721 (Ordinance 291-23)
- Summer/Fall 2023: identification of stores, communication and education with store owners on new license requirement
- Oct. 2023 – Sept. 2024: first license year

Implementing and Operationalizing TMC 721

- Reviewed Toledo Lucas County Health Department data to identify stores potentially meeting the convenience store licensing requirements
- Initially mailed 127 letters to notify stores of new licensing requirements and Open Counter portal for businesses to submit required application information
- Held two in-person and one virtual training sessions
- Hired staff in Finance (for administration) and Code Compliance (for inspection)
- **Focus on education and compliance during first year**

TMC Section 721 – Convenience Store Licensing Requirements

Requirements for issuance of convenience store license:

- Tax compliance
- TMC Planning and Zoning Code and Nuisance Code compliance (including dumpster and trash receptable screening compliance)
- TMC Building and Fire Code compliance
- Health Department license in good standing
- Valid State of Ohio vendor license, liquor permit and tobacco license (if applicable)
- Camera in operation on premises, covering front counter and all entries and exits
- Payment of \$500 license fee (fee waived in first year if participating in FUSES)

Implementing and Operationalizing TMC 721

- City's approval process includes:

Division of Treasury – reviews application documents for validity and payment of \$500 license fee

Division of Taxation – verifies tax compliance

Toledo Lucas County Plan Commission – verifies zoning compliance

Division of Code Compliance – reviews store premises, checks for any code violations

- Annual license timeline

Apply for license starting in August

License period covers October through September

City's review and approval process is completed annually prior to new issuance or renewal

Convenience Store Licenses Statistics

2023-2024

- Stores applied - 175
- Licenses issued - 163
- Compliance issues – applicant may have more than one issue
 - Tax compliance issues - 7
 - Code compliance issues – 3
 - Zoning compliance issues - 1
 - Incomplete application - 1
- FY 2023 license fees collected: \$80,000
- 20 stores identified but have not applied from initial list

Convenience Store Licenses Statistics*

2024-2025

- Stores applied – 193
- Licenses issued - 152
- License issues – applicant may have more than one issue
 - Incomplete application paperwork - 8
 - Tax compliance issues – 16
 - Code compliance issues - 10
 - Other - 7
- FY 2024 license fees collected: \$91,000
- 16 stores identified but have not applied from initial list

*as of 2-25-25

Convenience Store Licenses Issued by District (2024)

<u>Council District</u>	<u>Number of Stores</u>	<u>% of Total</u>	<u>License Pending</u>	<u>Non-Licensed</u>
District 1	18	11.8%	3	3
District 2	19	12.5%	4	1
District 3	37	24.3%	9	0
District 4	25	16.4%	14	9
District 5	12	7.9%	4	2
District 6	<u>41</u>	<u>27.0%</u>	<u>7</u>	<u>1</u>
Total	152	100%	41	16

Next Steps – Penalties and Enforcement for Non-Compliance

- Operation without a license is misdemeanor of the fourth degree with applicable TMC criminal penalties
- Penalty of \$500 per day
- The Law Director is authorized to bring an action to compel compliance with this Chapter including the collection of outstanding fines and to bring an action to cease and desist operations
- Q1-2025 – notifications to be sent to non-compliant stores notifying them that court action will be filed and \$500 per day penalty initiated
 - focus first on convenience stores that have never applied for license
- License Renewal in 2025-2026 – will not issue license and begin fining for noncompliance (ex. sign code violations)

TMC Chapter 702 - Short-Term Rentals

Any person operating a short term rental unit (e.g. VRBO, Airbnb) within the city of Toledo shall first procure an operating permit.

Requirements for license:

- Operator information application (name, address, phone #, email address) and payment of \$50 fee
- Certificate of Tax Compliance with the city of Toledo and current on Department of Public Utilities water bill
- Affidavit of Life Safety Compliance (operating smoke detectors and fire extinguishers)
- Proof of general liability insurance of at least \$1,000,000
- Local contact available 24 hours a day, seven days a week for emergencies
- Site plan showing number of sleeping rooms and number of designated off street parking spaces
- The operator is to notify property owners that are adjacent to their short term rental of the operation by first class mail or hand delivered

Short-Term Rental Licenses Issued and Revenue Collected

<u>Year</u>	<u>Rental Units Licensed</u>	<u>Revenue Total</u>
2022	29	\$1,450
2023	21	\$1,050
2024	43	\$2,150

Short-Term Rental Licenses Issued by District (2024)

<u>Council District</u>	<u>Number of Licenses</u>	<u>Units</u>
District 1	3	3
District 2	8	12
District 3	1	1
District 4	5	8
District 5	10	17
District 6	<u>2</u>	<u>2</u>
Total	29	43



Thank you.

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