



LEGAL SERVICES DEPARTMENT  
Office of the City Clerk  
Dawn Collins, Clerk

MEMO

"...meeting community needs...enhancing quality of life."

March 18, 2015

TO: Safety & Licensing Committee

CC: Amanda Jadin

FR: Dawn Collins

RE: Review of General Policy Statement on Beer/Liquor Licensing

Attached with this memo is the General Policy Statement on Beer/Liquor Licensing for the 2014 review which did not occur. All departments involved in the licensing review/approval process have reviewed and provided feedback to this revision, including former APD Attorney Doucette and current Assistant City Attorney Jadin. Along with minor punctuation or language use modifications, the following is a summary of the revisions.

Page 2. Remove the required standards for issuing a Special Use Permit and clarify that an application must be reviewed to determine whether or not a Special Use Permit is required.

Page 3. Amend language that 'non-use' applies to an issued license (vs. granted) only. Amend the definition of 'issuance' to include department approvals.

Page 4. Include language identifying the required documents that make up the retail application packet.

Page 5. Amend language to reflect correct department name. Amend language to represent current planning terminology.

Page 7. Acronym spelled out.

Page 8. Shorten response time from 30 days to 10 days after notification made to party on waiting list. Clarification of *who* shall request an extension.

Page 10. Language added to address the Sidewalk Café ordinance.

It is the intent of this office to review and bring this policy forward to S&L on an annual basis beginning the fall of 2015.

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