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LEGAL & ADMINISTRATIVE  
SERVICES DEPARTMENT

Office of the City Clerk

**Kami Lynch, Clerk**

100 North Appleton Street

Appleton, WI 54911

Phone: 920/832-6443

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**MEMORANDUM**

**To: Safety & Licensing Committee (Chris Croatt, Chairperson), Common Council**

**From: Kami Lynch, City Clerk** *KL*

**Date: December 6, 2023**

**Re: Updates to the Alcohol License Policy**

The Alcohol License Policy is a comprehensive document that consists of detailed information regarding license types and procedures for application and review of alcohol licenses. Revisions to the policy seek to update information with current practices/language and relevant state statutes. The two areas of the policy with substantial changes include the license renewal provisions and making changes to the abandonment/non-use section to enhance feasibility of tracking and notifying abandoned license holders.

The renewal provisions reflect the language in the proposed ordinance amendment and document the long-standing practice of offering discount rates for combination license holders if they file their renewal documents in a timely manner.

The requirements surrounding abandonment/non-use of licenses are revised to allow any department to provide notification of abandonment/non-use. Often, the inspections department is the first to be aware of such abandonment of an establishment. As the city approaches having all available Class B combination licenses issued, it's important to be diligent in the determination of abandonment or non-use of a license to prevent establishments from withholding licenses from businesses that are readily available to utilize the license.