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08/07/07

1.0 PURPOSE:

To authorize the License and Health Committee to make decisions with respect to granting of conditional Class B Liquor Licenses and issuance of those licenses. To provide Departments and Divisions with specific criteria to ensure citywide consistency when deciding when conditional Class B Liquor Licenses should be granted and issued. (These guidelines are for Departments/Divisions to follow when a Class B Liquor License for a non-operational business is requested by a party.)

2.0 ORGANIZATIONS AFFECTED:

All City of West Allis Departments and Divisions.

3.0 POLICY:

To ensure:

- 1.) Uniformity throughout City Departments/Divisions with regard to the granting and issuance of conditional Class B Liquor Licenses.
- 2.) Necessary conditions are met before a Class B Liquor License is actually issued.
- 3.) Clear guidelines are followed by the License and Health Committee when deciding whether to issue a conditional Class B Liquor License.
- 4.) Proper procedures are followed when denying a Class B Liquor License application.

4.0 REFERENCES:

None.

5.0 PROCEDURES:

5.1 It is the policy of the City of West Allis to allow the License and Health Committee to set specific time limits within which a conditionally granted Class B Liquor License must be issued or denied subject to the following guidelines:

- 5.1.1. An application may be conditionally approved, subject to all necessary requirements such as passing all building, fire, health and zoning inspections, proof of control of the licensed premises, and such other conditions as the License and Health Committee may impose.

5.1.2 Such approval is conditioned upon the applicant obtaining such inspection approvals and satisfying the other conditions within ~~thirty (30)~~ **sixty (60)** days from the date of **Common Council** approval.

5.1.3 ~~The License and Health Committee may, upon the applicant's request, extend the time for compliance an additional thirty (30) days, for a total of sixty (60) days from the date of the original conditional approval.~~

The License and Health Committee and Common Council may, upon the applicant's request at the initial appearance before the Committee, extend the time for compliance an additional thirty (30) days, for a total of ninety (90) days from the date of the original conditional approval. The License and Health Committee and Common Council may further extend the time for compliance for an additional ninety (90) days at the request of the applicant, provided the applicant requests to be heard before the Committee and explains the circumstances warranting additional time for compliance. The conditional approval recommendation by the License and Health Committee, at the time of the license applicant's appearance, shall be the only notice provided to the applicant.

5.1.4 If the applicant has not provided the City Clerk/**Treasurer's** Office with proof that the conditions have been satisfied within the time allowed herein, the license shall not be issued and shall be deemed denied. A new application must **then** be filed for the premises. **The deposit fee shall be non-refundable and non-transferable.**

**5.1.5** **An Original Alcohol Beverage License must be issued prior to the applicant submitting a renewal application. If the Original Alcohol Beverage License has not been issued at the time of the annual renewal period, the Clerk/Treasurer shall forward an Original Alcohol Beverage License Application instead of a Renewal Alcohol Beverage License Application to the applicant for the following license year.**