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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) days from the date of 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.
- 5.1.4 If the applicant has not provided the City Clerk'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 be filed for the premises.