



## Legislation Text

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File #: 17-184, Version: 1

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**TO:** Mayor Collins and Town Council Members

**FROM:** Kevin Burke, Town Manager  
Duncan Miller, Town Clerk

**DATE:** April 25, 2017

**DEPARTMENT:** Town Manager

**AGENDA TITLE:**

**Adoption of Resolution Number 2017-10: Designating an Authorized Agent for Special Event Liquor License Application Recommendations**

**Council Goals or Other Policies / Statutory Requirements:**

A.R.S. §4-203.02

**RECOMMENDATION:**

Adopt Resolution Number 2017-10

**SUMMARY STATEMENT:**

Special event liquor licenses are granted by the Arizona Department of Liquor Licenses and Control (ADLLC) to charitable, civic, fraternal, political or religious organizations to sell and serve spirituous liquor for consumption on the premises of the event. Prior to approval, cities and towns review the application for public safety and zoning concerns and make a recommendation to the state.

Traditionally, these applications have been presented to the Council for consideration after they have been reviewed by the Town Clerk, Code Compliance Officer, and Police Department. This process can put time pressures on applicants who must complete and submit applications far enough in advance to be thoroughly reviewed and scheduled for a decision by the Town Council. Applications are then forwarded to ADLLC for processing. This entire process can take up to 60 days. This time constraint is a particularly problem during the summer when the Council is on recess. On a couple of occasions a special meeting had to be called during the summer to vote on an application.

Recently ADLLC issued an industry notice supporting the practice of designating an authorized agent to process certain liquor licenses on behalf of the Council. Such a practice is consistent with the Governor's goal to streamline government and reduce processing times.

Proposed Resolution Number 2017-10 authorizes the Town Clerk to review, make recommendations, and complete the local governing body approval section on special event liquor license applications.

Further, in the absence of the Town Clerk, the Chief of Police may process the application. The Clerk's Office has been primarily responsible for processing liquor license applications for decades and is the most familiar with the laws governing licensing but that review process also includes consultation with Code Compliance and Police..

This authorization only applies to applications for special events. New and amended licenses for private clubs, restaurants, hotel-motels, etc. will still come before the Council for review and a public hearing.

On average the Town processes 21 special event liquor licenses a year and denies others that cannot be scheduled for Council approval in time for the event. Adopting this resolution will improve efficiencies without jeopardizing the same interdepartmental staff review process that has been in place for years. The Town Clerk would notify Council when a Special Event Liquor License has been approved and issued.

**ATTACHMENT(S):**

1. Resolution Number 2017-10
2. AZ Department of Liquor Licenses and Control Notice to Local Governing Bodies