

## **OFF-PREMISE AND ON-PREMISE LIQUOR LICENSE POLICY**

### **BACKGROUND**

The Michigan Liquor Control Commission (MLCC) has final authority regarding the issuance and revocation of liquor licenses. This policy outlines the City of Mt. Pleasant process for providing input and/or recommendations to the MLCC for permanent establishments engaged in the sale of liquor for off-premise or on-premise consumption.

### **DEVELOPMENT DISTRICT (DDA) LIQUOR LICENSES**

The City has established a Development District per MCL 436.1521a(1)(b) comprised of the Central Business District Tax Increment Finance Authority (CBD TIFA), Principal Shopping District (PSD) and Mission/Pickard Downtown Development Authority (DDA). A map of these districts can be found at: <http://www.mt-pleasant.org/maps/>

### **APPLICATION PROCESS**

1. Applicant obtains a Special Use Permit for the proposed license location from the Planning Commission.
2. Applicant submits MLCC application, Special Use Permit approval and application fee as set by resolution of the City Commission, to the City Clerk.
3. The City Clerk initiates an investigation of the application by forwarding the complete application and all attachments to the Police Captain, the Fire Marshal, the Building Official, the Treasurer and the City Planner.
4. The City Clerk compiles a report of the investigative findings and submits to the City Manager within sixty (60) days of receipt of the application for inclusion on the next available City Commission meeting agenda.
5. The City Clerk notifies all property owners within 300 feet of the location of the proposed license of the date, time and place of the meeting at which the City Commission will consider the license application.
6. The City Commission holds the hearing on the proposed license. If the City Commission is satisfied that the establishment for which a new license is requested will constitute an asset to the City of Mt. Pleasant and is in the best interest of the City, it may adopt a resolution stating to the Liquor Control Commission that it is recommending granting a license, subject to satisfaction of conditions stated in the resolution.

If certain inspections were placed on the recommended approval, the Division of Public Safety will advise the City Manager and Liquor Control Commission when the conditions have been met.

All applicants and licensees should be aware that once a license is received, compliance with all state and city regulations is necessary and that failure of such compliance can result in the City Commission requesting the Liquor Control Commission to revoke or not renew the license.

7. The City Clerk prepares and submits necessary City documentation to the MLCC.