

# MANISTEE CITY COUNCIL

## WORK SESSION AGENDA

**Tuesday, August 8, 2017 - 7:00 p.m. - Council Chambers, City Hall**

**I. Call to Order.**

**II. Work Session Items.**

- a.) PUBLIC COMMENTS ON WORK SESSION RELATED ITEMS.
- b.) DISCUSSION ON RECYCLING CENTER – Councilmember Mark Wittlieff.
- c.) DISCUSSION ON TRAFFIC SPEEDS ON FIRST STREET – Councilmember Erin Pontiac.
- d.) DISCUSSION ON TRANSPORTATION IMPROVEMENT PLAN (TIP) AND WAYS TO ADDRESS STREETS FASTER. – Mayor Pro-Tem Roger Zielinski.
- e.) DISCUSSION ON BLIGHT ORDINANCE / PROCEDURES – Councilmember Lynda Beaton.
- f.) DISCUSSION ON REDEVELOPMENT LIQUOR LICENSES – Tyler Leppanen, DDA Director.
- g.) OTHER.

**III. Adjourn.**

# DOWNTOWNMANISTEE

*michigan*

DATE: July 27, 2017  
TO: Thad Taylor, City Manager  
FROM: Tyler Leppanen  
RE: Redevelopment Liquor License

I have included the Redevelopment Liquor License Policy that the DDA Board adopted on July 12, 2017. It was the Board's understanding that City Council had requested the DDA to develop a process to accept and evaluate Redevelopment Liquor License applications. The Board requested that I send the policy for Council's review and input.

The reason for the change to the policy and process was to simplify and streamline Redevelopment Liquor License applications. The policy prior to revisions required a business to submit their business plan, a \$500 reimbursable check, and other documents to the Economic Restructuring Committee. If approved the application went to the DDA Board for review. Once approved at the Board level the application was forwarded to the Public Safety Department and City Council for approvals. Public Act 501 of 2006, enabled local governments to issue new permits based on investment in the property and within districts established by the local government. There is no requirement for a DDA Board to review the applications. By removing committee and Board review, and not requiring a business plan or a reimbursable check, a business applying for a liquor license will save time and make the process more efficient.

**Policy 014 – Liquor License Process**

- 1) Contact the Michigan Liquor Control Commission (MLCC), per their request, and document that the applicant has attempted to secure an on-premise escrowed license or quota license issued under section 531 of the Liquor Control Act.
- 2) Submit Redevelopment Liquor License Application and demonstrate investment into the property of at least \$75,000 and minimum seating of 25 people to the DDA.
- 3) DDA Director documents total investment within the DDA district over the preceding 5 years and obtains a certified affidavit from the City Assessor, original affidavit of resolution establishing the district, and a map of the DDA district.
- 4) DDA Director submits application to the Public Safety Director for review.
- 5) DDA Director notifies DDA Board of Application.
- 6) DDA Director submits resolution to City Council.
- 7) A copy of the resolution is sent to the applicant and to the MLCC.
- 8) The applicant then submits application for a Class C License with the resolution to the MLCC and the MLCC advises the applicant on next steps.