



TO: FRUITA CITY COUNCIL AND MAYOR
FROM: ADMINISTRATION DEPARTMENT
DATE: JUNE 24, 2024
AGENDA TEXT: Discussion on Potential Transition to Administrative Review of Certain Liquor License Applications (6:30 – 7:00 p.m.)

PURPOSE

The purpose of this agenda item is for the City Council and staff to have a discussion on potentially transitioning the approval of certain liquor licensing applications to administrative review, assuming there are no errors with the application and that all conditions can be met. The goal of this discussion is for staff to receive direction from the City Council if staff should move forward with a formal ordinance process making a change, or if no changes should be made.

BACKGROUND

At the request of the City Council, staff has been evaluating how liquor license applications are currently processed by other municipalities. Currently in Fruita, the City Council formally approves all liquor license applications, such as new applications, renewals, special event liquor permits, and others. New applications for liquor licenses (or transfers of ownership) are evaluated during an individual public hearing, along with special event liquor permits. Liquor license renewals are generally placed on the consent agenda (unless there are any issues with the application), which also is a public hearing, but not individual to that item.

To help with decision making, and to allow for flexibility of applications in the future, staff has reviewed and is recommending that the City Council transition the approval of certain liquor license applications to Administrative review. This includes all applications apart from new applications. A comparison of other organizations is included with this cover sheet, and as can be seen, all allow some level of administrative review of liquor license applications. This recommendation is for liquor licenses where all conditions for approval have been met, assuming that the conditions can be satisfied and there are no issues. If there are any issues with the application, the application would still go before the application. Further, if an applicant would like to appeal an Administrative decision, that would still go before the City Council.

This will help with the amount of content on each meeting, but will also allow for additional flexibility for special events. For example, if a Special Event has a liquor license and needs to reschedule due to weather or another reason, staff would be able to update that Special Event permit assuming that still all conditions can be met. Although cancellations do not happen often, there has been an example of one in the past year. This has been a request of outside agencies that provide special events.

A comparison of other organizations has been included with this cover sheet as an attachment, and if interested, staff can work on an ordinance process that would staff the transition, and would still be subject to public comment and the first and second hearings. The attachment includes a list of organizations that were evaluated, and the middle column of the chart indicates which type of applications are approved administratively. There are also a few additional notes included.