



TOWN OF JEROME, ARIZONA
POST OFFICE BOX 335, JEROME, ARIZONA 86331
(928) 634-7943 FAX (928) 634-0715

Founded 1876
Incorporated 1899
February 18, 2025

Business License Suspension

Danielle Books
Frosty Cauldron

Re: Business License Suspension/Revocation

Dear Ms. Books,

This letter serves as official notification of the immediate suspension and possible revocation of your business license. We have received numerous complaints about the placement as well as the abandonment of your Mobile Food Vending Unit. You have been advised on multiple occasions that this is in direct violation of several sections of Jerome Town Code, which were outlined for you in a letter dated 2/6/25, sent by the Zoning Administrator, and is attached for your reference. In addition to the numerous complaints, you have also failed to provide necessary documentation as is outlined, and required, per Town Code with regard to Mobile Food Vendors. The missing documentation has been requested on more than one occasion by both the Zoning Administrator as well as the Deputy Clerk. As of the date of this letter the following documentation has not been received:

1. Current TPT license – the copy we have on file expired as of 12/31/2024, though requested we have yet to receive a copy of your current TPT license.
2. Certificate of Insurance – A copy of this document has never been on file with the Town of Jerome, nor was it submitted with your original business license application. This certificate of insurance is a requirement for all mobile food vendors that park on Town-owned property or right(s)-of-way, as well as when participating in any special events within Town limits.
3. Health License issued by Yavapai County – We are aware that you recently completed a health inspection, however a copy of that license has not been provided to the Town of Jerome when requested.

We'd like to remind you again that failure to provide a copy of these documents, when requested, may result in the suspension of both your business license, and the operation of your business within town limits, until the request for documentation has been resolved satisfactorily.

Due to missing documentation, as well as the violations of Town Code, your business license is hereby suspended effective immediately. You have until March 14, 2025 (15 business days), to appeal this decision. If by the same date you have been unable to provide the requested documentation, and have continued to violate Town Code, your business license will be revoked. Once your business license is revoked if you are seen operating within Town limits you will be considered trespassing and may be cited accordingly, along with your trailer potentially being towed at your (owner's) expense.

For your information, the appeal procedure has been provided to you on the next page.

Respectfully,

Brett Klein
Town Manager



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Section 8-3-9 A. Appeal Procedure.

- A. Appeals of the Town Manager's decision to deny, suspend or revoke a license may be made by filing a notice of appeal with the Town Clerk within 15 days of receipt of the notice of denial, suspension or revocation. B. C. D. E. F. G. H. I.
- B. The notice of appeal shall be in writing, and shall set forth with specificity the reasons for which the appeal is taken.
- C. After the notice of appeal is determined to be complete, the Town Clerk shall schedule a hearing before the Town Council at their next regular meeting. Prior to the hearing, the Town Manager shall transmit to the Town Council all papers constituting the record of the action which is appealed.
- D. At the hearing, the Town Manager, or his/her designee, shall present the reasons for the decision to deny, suspend or revoke the license.
- E. The applicant or licensee, in person or through his or her attorney, may then present any evidence showing reasons why the decision was in error.
- F. If the denial, suspension or revocation appealed from is based on a finding by the Building Official, Zoning Administrator, Fire Chief, County Health Department or Police Department that the business was or would be in violation of any applicable law, including (without limitation) ordinances or regulations, then that finding shall be conclusive on the Town Council, and the Council's decision may be based only on whether the license was properly denied, suspended or revoked because of the Building Official, Zoning Administrator, Fire Chief, County Health Department or Police Department' finding.
- G. If the denial, suspension or revocation appealed from is based on a determination by the Town Manager that grounds existed pursuant to the Town Code, the Town Council may examine the factual nature of the grounds and determine whether such grounds are sufficient to sustain the decision of the Town Manager.
- H. The Town Council may affirm or reverse the decision of the Town Manager. The decision shall be in writing and shall be based only upon findings of fact. After the Town Council makes a decision, the Town Manager shall give the applicant or licensee written notice of the decision.
- I. Any decision of the Town Council may be appealed by the applicant or licensee to the Superior Court within thirty (30) days from the date of the written decision.

[Ord. 416, 5/12/2015]

Section 8-3-10 Validity of Business License During Appeal.

Throughout the administrative appeal process outlined herein, a licensee holding a suspended or revoked license may continue to operate his or her business pending final decision on the appeal, or until the time for appeal has passed, whichever occurs first.

[Ord. 416, 5/12/2015]

cc:
Business License File
Will Blodgett, Code Enforcement/Zoning Administrator
Kristen Muenz, Deputy Clerk
Rusty San Felice, Police Chief