

LICENSING, HEARINGS, AND PUBLIC SAFETY COMMITTEE

POLICY REGARDING TREATMENT OF LICENSES

It shall be the policy of the Licensing, Hearings, and Public Safety Committee of the Sheboygan Common Council to deal with complaints against licensees and violations of Municipal Code provisions by licensees in a fair and equitable manner. To that end, the committee hereby adopts the following guidelines of recommended action in dealing with such matters:

1. Three city staff members, one from the city attorney's office, one from the city clerk's office, and one from the police department, shall review reports of violations and complaints against licensees and applicants.

2. With regard to new applicants, the staff members shall review the applications and relevant related information. The staff members will then recommend whether said applications should be granted. Denials will be recommended only in cases of applicants with records of violations related to the licensed activity raising concerns about habitual criminality, or convictions making the applicant ineligible for the license for which he/she applied.

3. The Committee will hear appeals requested by those recommended for denial before the committee to give them an opportunity to be heard on the matter.

4. In the case of violations by currently licensed individuals, the staff members shall request the licensee to voluntarily surrender his or her license to the City Clerk for violations of City Code and/or state law; failure to cooperate with officers or officials of the City acting in their official capacity; numerous or repeated citizen complaints, and/or unwillingness/failure to control patrons in licensed premises in a manner consistent with prior practice, and generally pursuant to the following schedule, though individual circumstances may require deviation:

1st violation – 0-10 consecutive business days

2nd violation within any 12-month period – 0-30 consecutive business days

3rd violation within any 12-month period – 10 days to permanent

4th violation within any 12-month period – Permanent

5. In the event the licensee fails to respond to the staff request, or refuses to voluntarily surrender the license as requested, it shall be the policy of the committee to hold a quasi-judicial license suspension/revocation proceeding pursuant to Sec. 1-18 of the Sheboygan Municipal Code. The above schedule shall not apply in the case of a quasi-judicial hearing.

6. The staff members shall report to the committee all voluntary surrenders and warnings sent to licensees with a short synopsis of its basis for their action.

NOTE: The 12-month period shall begin on the date the first offense is committed.